

MULTI CONSTITUTION UPDATE TOOL – NEW INTEGRATION WITH BGL'S CORPORATE AFFAIRS SYSTEM

Do many of your clients still have old Memorandum and Articles of Association governing their Companies?

If so, you can quickly and easily update their old M&As to an up to date constitution using the Topdocs Multi Constitution Update Tool, feature a new integration with BGL's *Corporate Affairs System (CAS)*.

This new tool enables you to use the Company data you already have in CAS to update your client's old M&As, without having to complete an order form.

How does it work?

You can update a number of your client's old M&As or Company Constitutions at once, without having to complete a single order form, using our new Multi Constitution Update tool, integrated with BGL's *Corporate Affairs System*.

Follow these easy steps to adopt a new constitution for your Companies:

- > Log into BGL's *Corporate Affairs System* and export the company details for the Companies you wish to adopt a new constitution for. Save the zip files on your desktop.
- > Log into the Topdocs online Document Portal by going to www.topdocs.com.au
- > Select 'Company Constitution Update – Multi Update Tool' from the new orders menu
- > Use the Multi Update Tool to upload your BGL *Corporate Affairs System* Company export files, and the current M&As for each Company. You can upload 5 Companies at a time to update.
- > Submit your order, and our team will prepare the Company Constitution update documentation for you, including individual full legal sign off and review of each order.

Reasons to update your client's company constitution include:

- > To align the Constitution with current regulations, especially if the Company was registered before 1995
- > To restructure the Company such as allowing a sole director of the Company
- > To change the purpose of the Company from a trading company to a sole purpose SMSF trustee Company
- > To adopt a new Constitution if the current Constitution is lost

Want to know more?

Contact a Topdocs consultant on 1300 659 242 for further information about this great new time saving integration with BGL.