EC SECRETARIAL

USER GUIDE

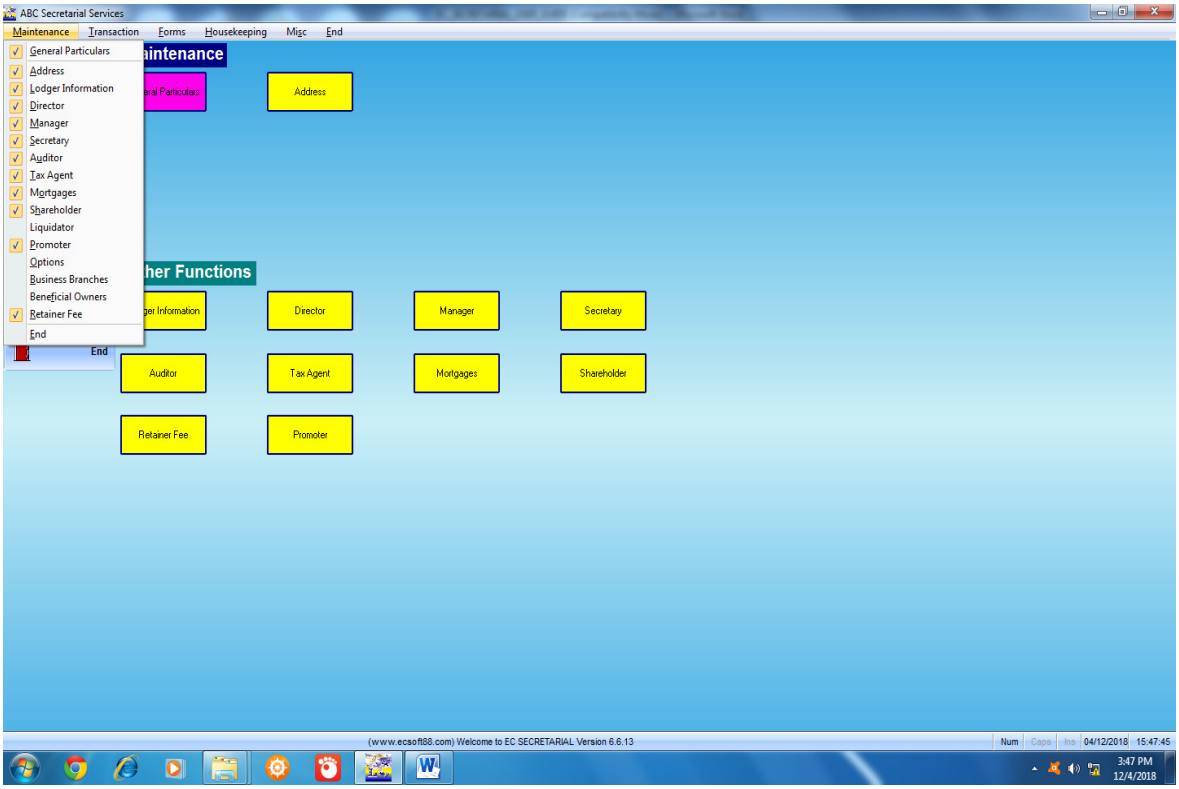
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OPERATING ENVIRONMENT

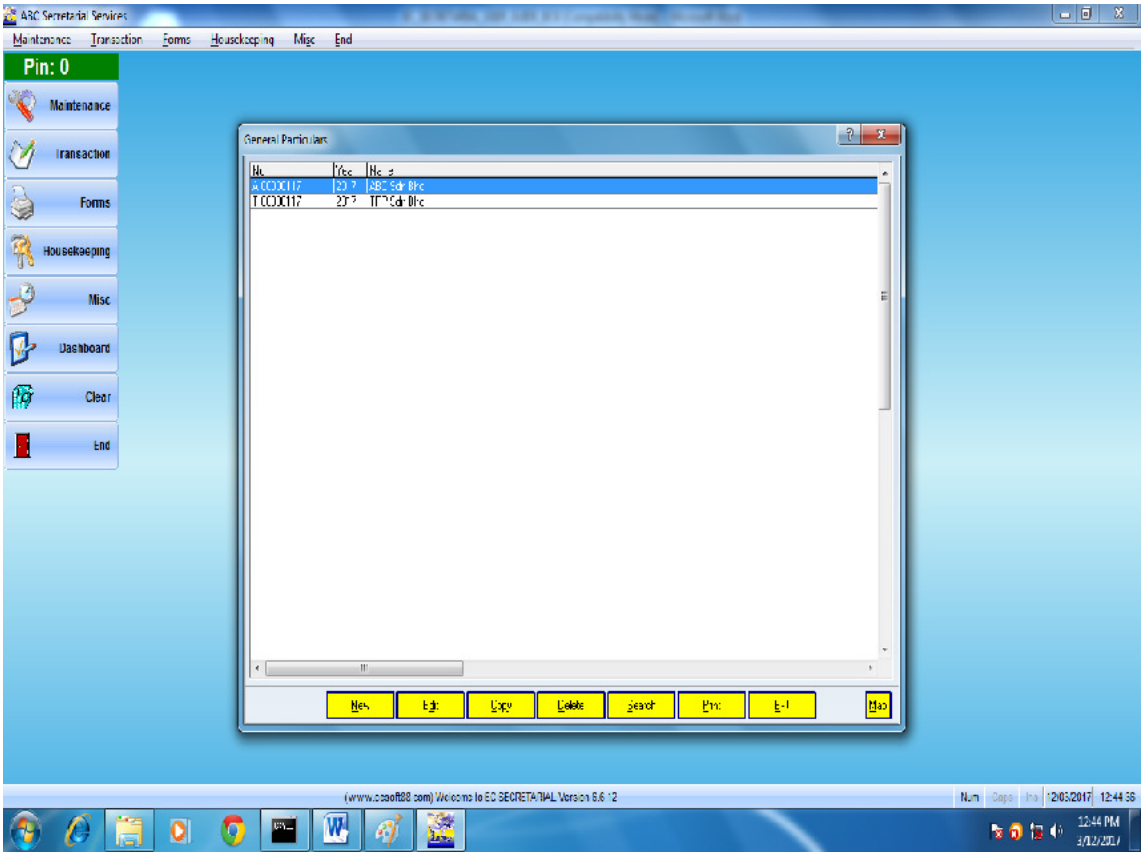
HARDWARE REQUIREMENTS	Intel pentium or higher microprocessor-based PC 640 k-bytes memory minimum 1 hard disk 1 laser printer 1 pen drive (backup purposes)
SYSTEM SOFTWARE REQUIREMENTS	Windows XP or higher.
INSTALLATION	Insert the EC CD-ROM into a CD-ROM drive. Click on `EC Secretarial' and follow directions.
TO START	To start EC Secretarial, double-click on EC Secretarial on desktop. Select the company required or click "ADD" to create a new company. If you are greeted with a message whether to create files, click on "YES" (Note: This message whether to create files will not appear the next time you start up EC Secretarial once the data files are created). If you want to enter the key code, please select the directory ".\data". The system uses 5 PIN numbers. PIN 0 can access all the functions of the program. Only pin 0 can have access to "Housekeeping->Menu Control Manager". You can set the accessibility in each menu and sub-menus for other PIN users if you use PIN 0. PIN 1 is similar to PIN 0 except PIN 1 cannot access "Menu Control Manager". PIN 2, PIN 3 and PIN 4 have decreasing order of accessibility. For password, type "EC" and click "ACCEPT" (This password can be changed by the user). The main menu should now be displayed on the screen. You can select any menu from top or at the column on the left of the screen. The menu at the left of the screen shows only commonly used items. These items are marked by a "tick" sign or a "star" sign in the menu shown at the top. See figure below.

Main menu



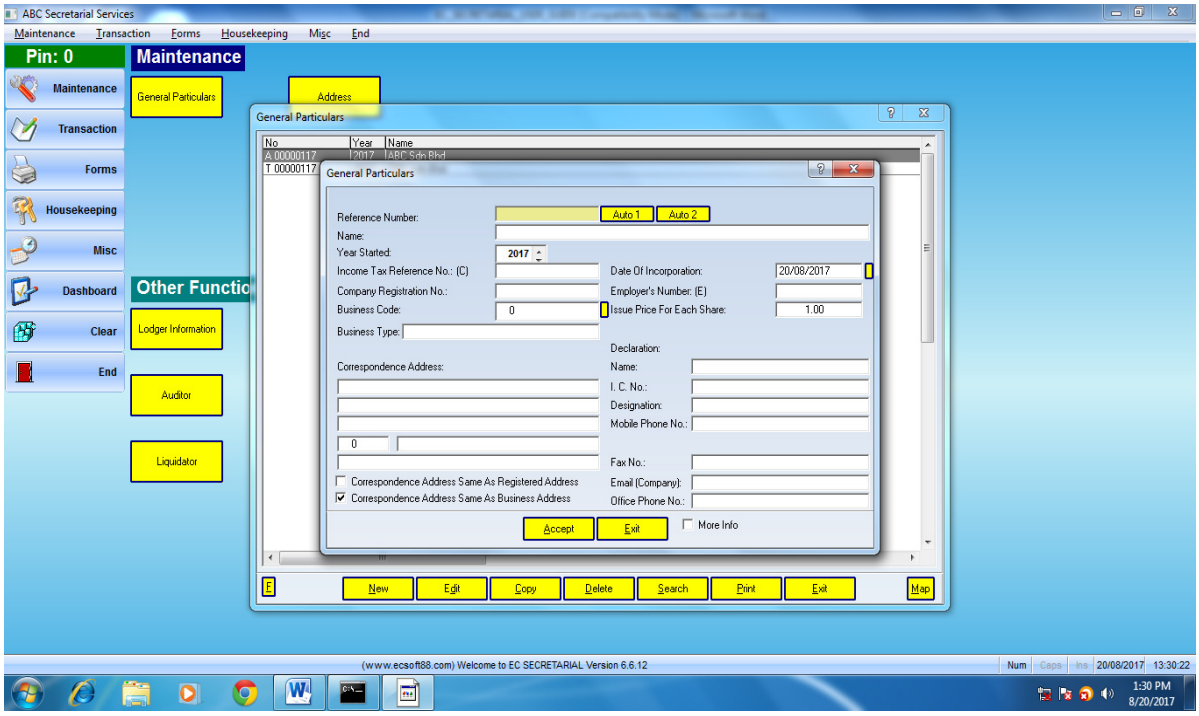
To create a new company/client, click ‘Maintenance’->’General particulars’.

Maintenance – General Particulars



To create a new company/client, click `New'.

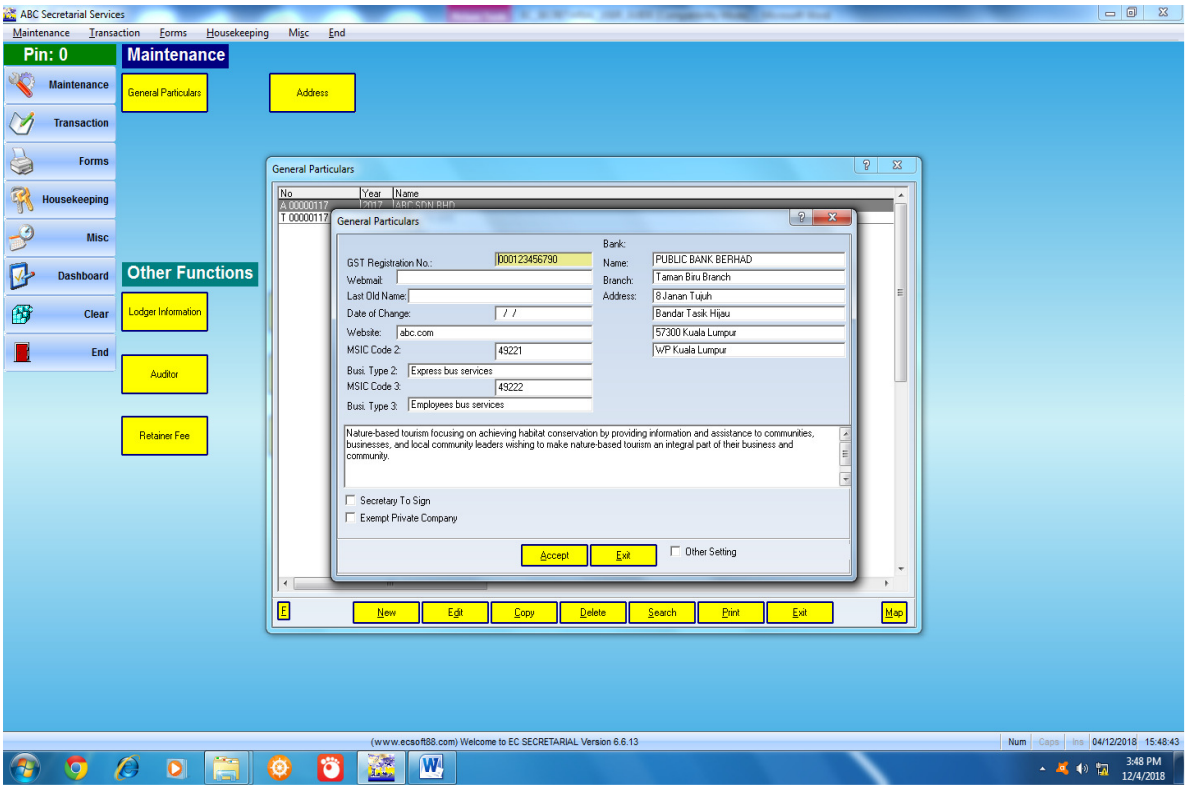
General particulars. Enter new company/client.



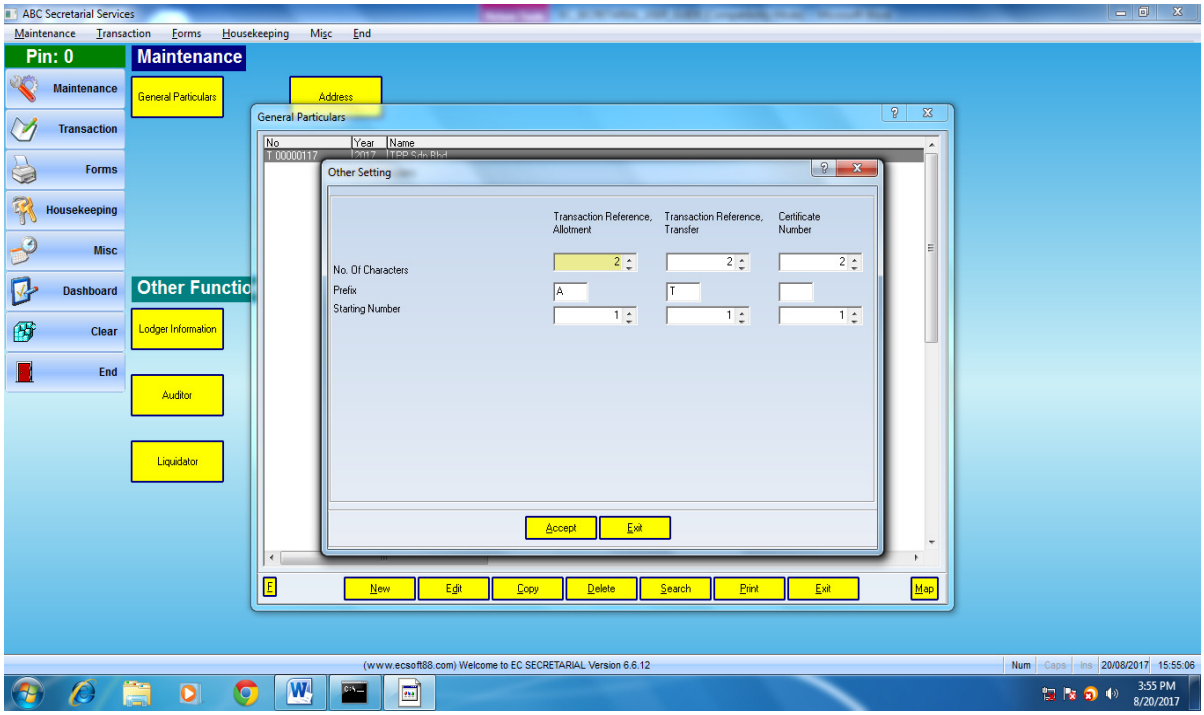
Enter the company/client number or click “Auto 1” or “Auto 2” button to let the system generate the number. Enter the name of the company and other details. Click `Accept’. (Note: The particulars of the company secretary can be entered in “Housekeeping”->”General Setting”. The particulars of the company secretary is usually entered before you do “Maintenance”->”General Particulars”.)

Select `Edit’, `Copy’, `Delete’, `Search’ or `Print’ if necessary.

Click “More Info”

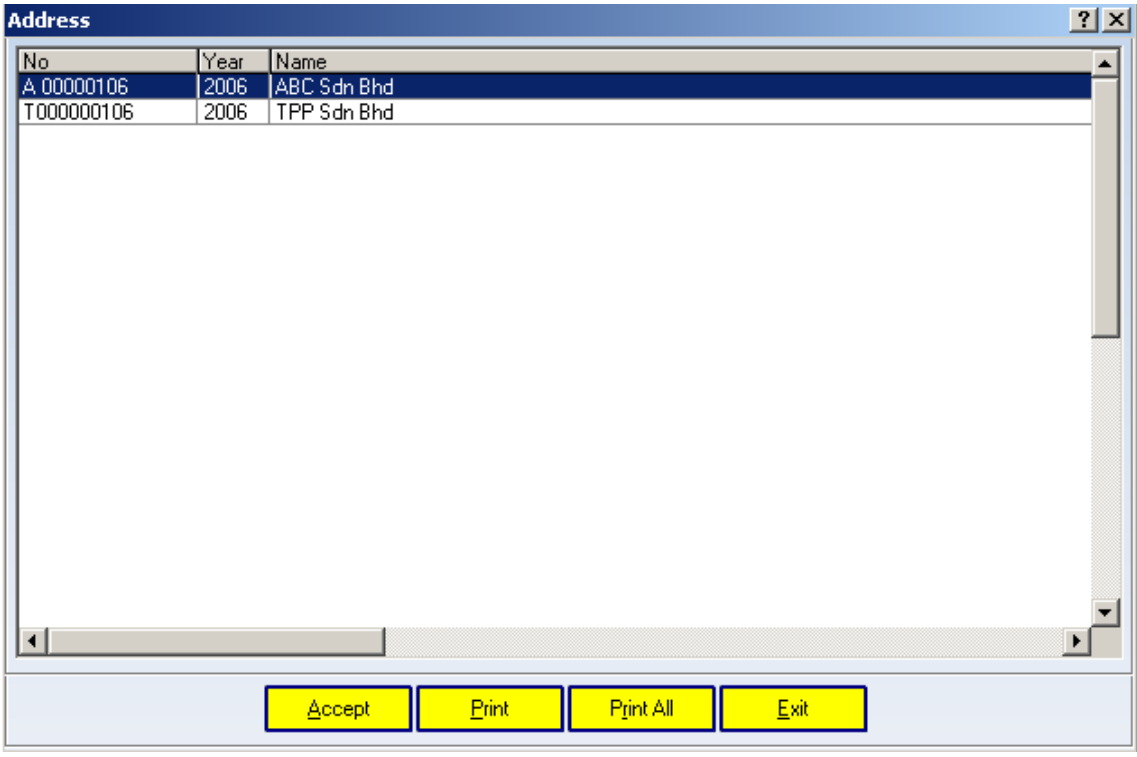


Enter Nature Of Business and other details if necessary.
Click “Other Setting”.



Enter or change “Transaction Reference” and “Certificate Number” if necessary. These detail will appear when you do “Transaction->Share Transaction”.

Maintenance – Address

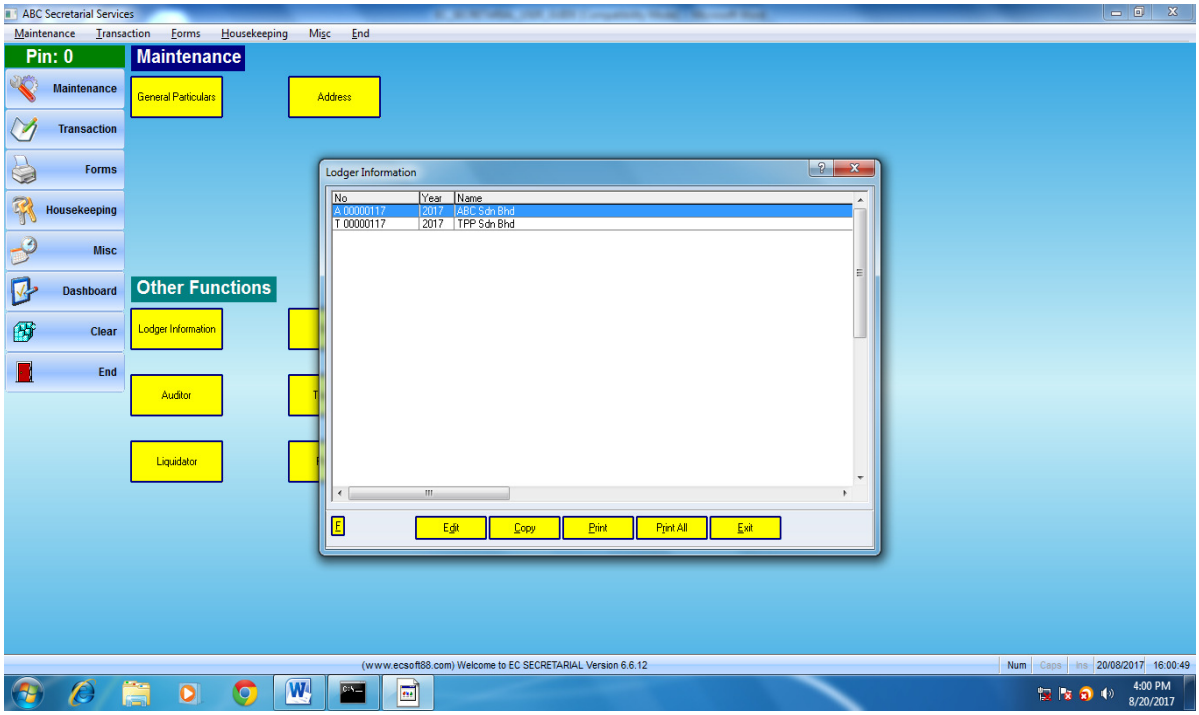


Click the company/client required and click `Accept'. (To search for a particular client, right click on the listbox.)

Maintenance – Address

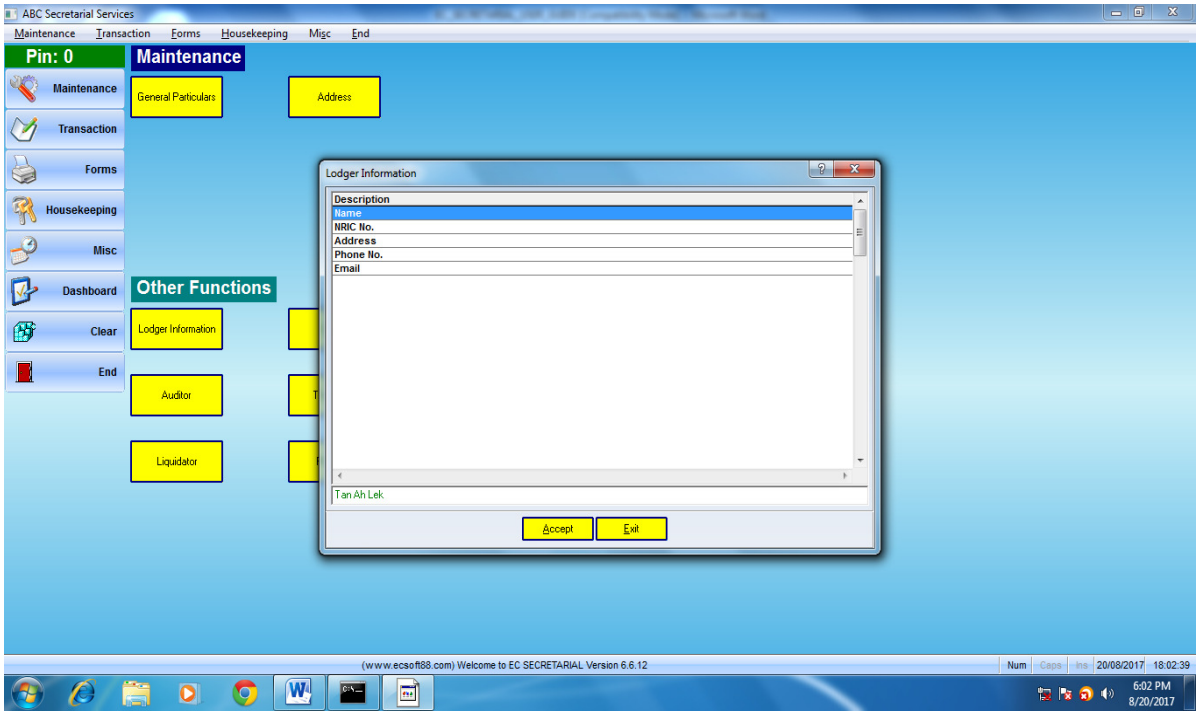


Select 1, 2 or 3. To update the registered address form Housekeeping, select “1”. Left and right click on the company required. To select all companies, just click “Accept”. To select from, say, Company A to Company K, first left and right click on Company K. Then left click on company A. Click “Accept”. To copy address, select “2”. Click “Company From” and “Company To”. Click “Accept”. To change company address, click “3”. Press “Enter” to select the field required. Press “Enter” to accept.

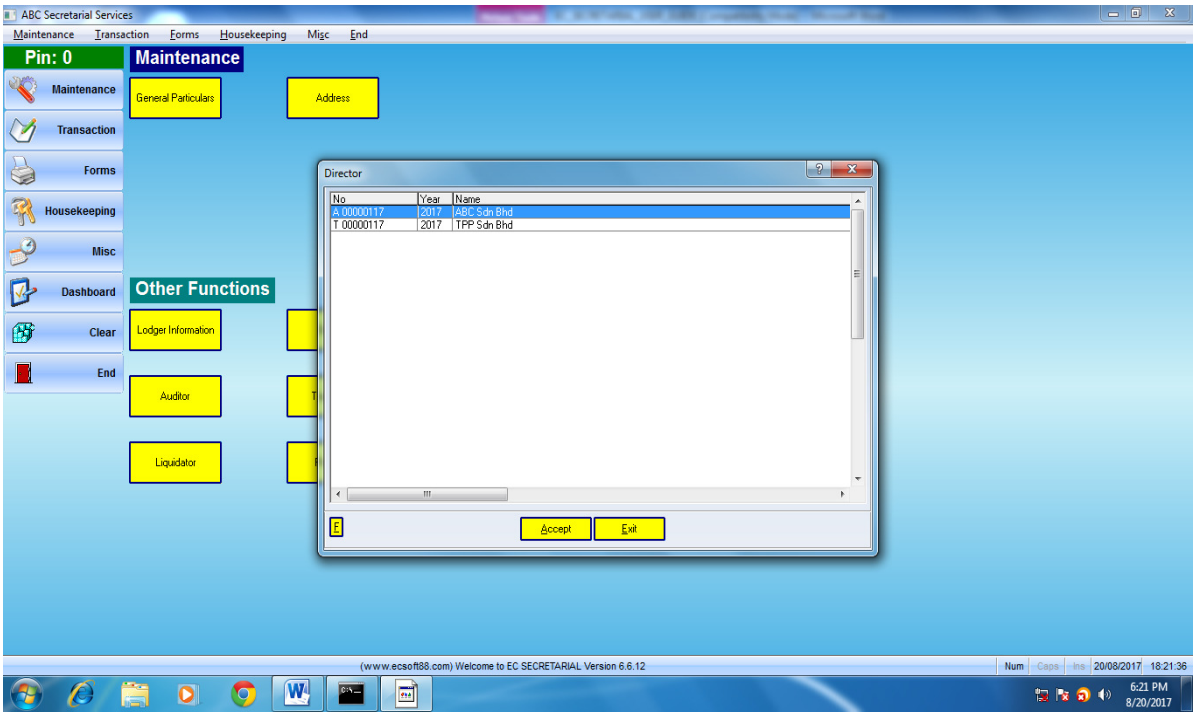


Maintenance – Lodger Information

Click company and click "Edit" to change particulars. Right click to search by name.

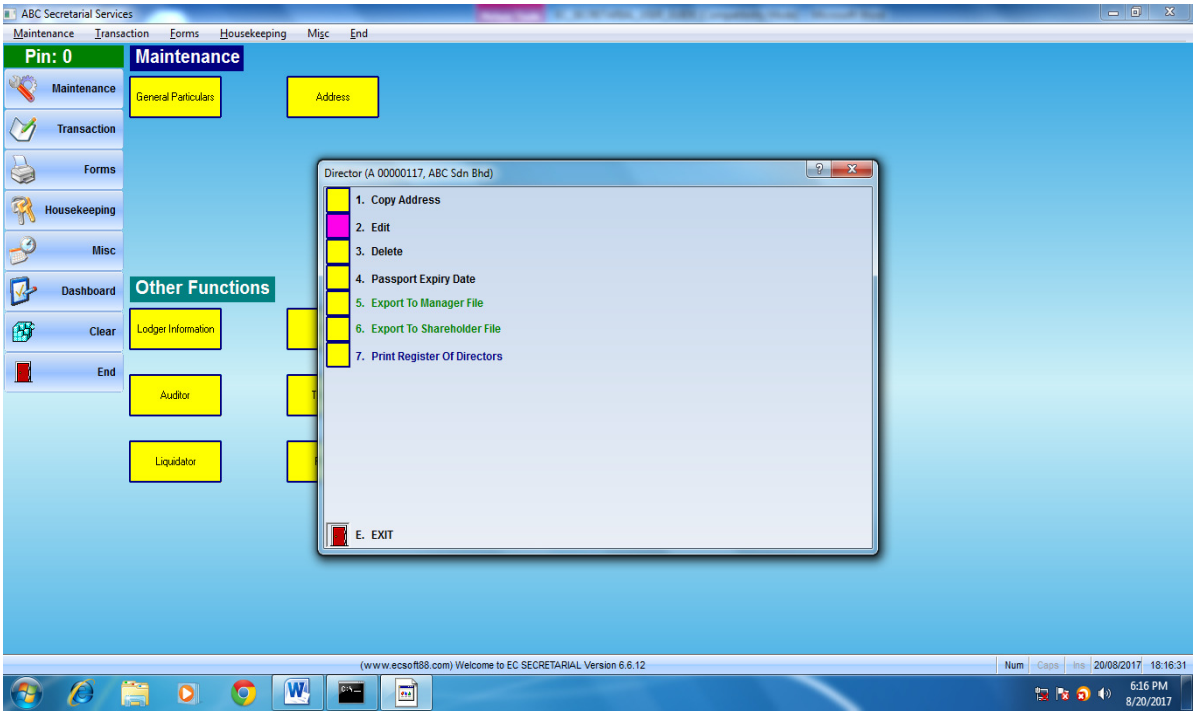


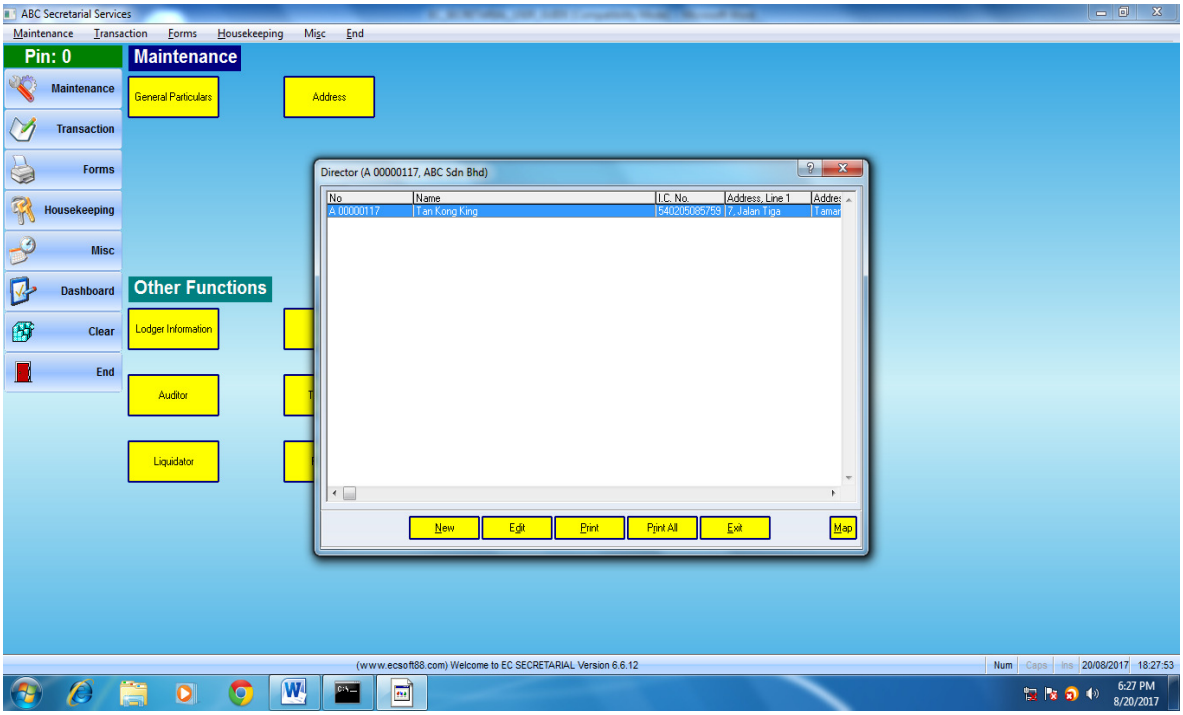
Click or hit "Enter" to change item such as "Name". Click "Accept" to accept change.



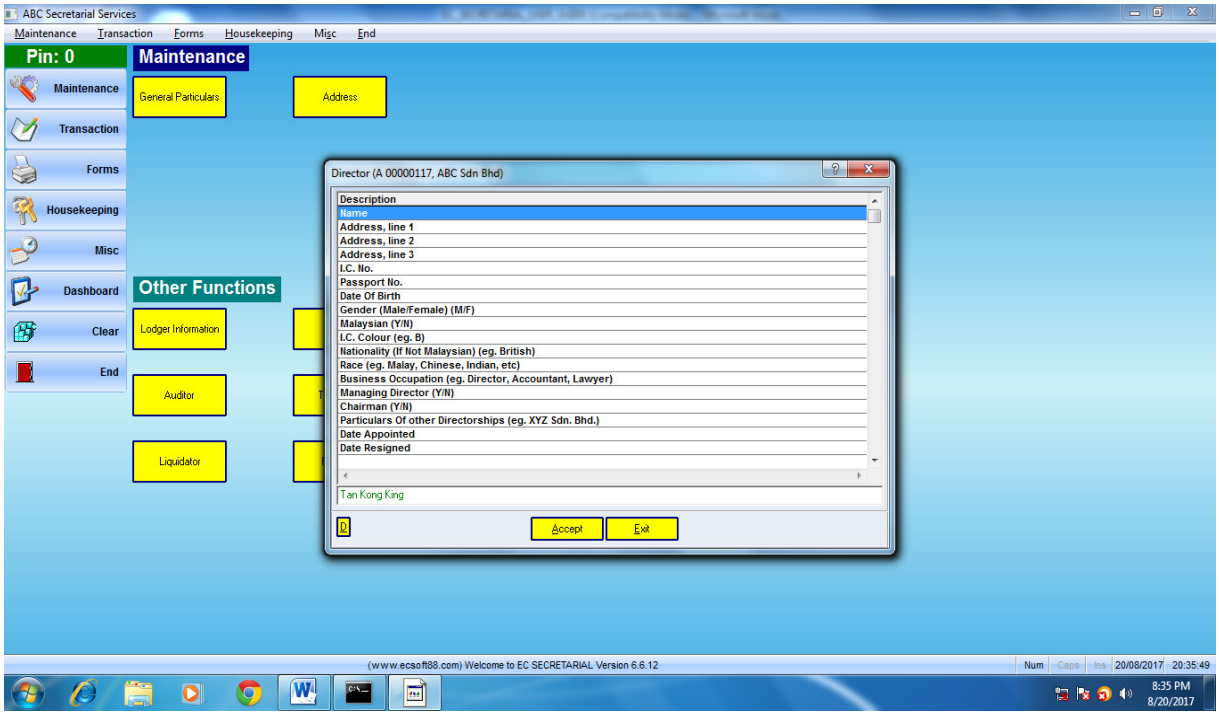
Maintenance – Director

Click company and click "Accept". Right click to search by name.



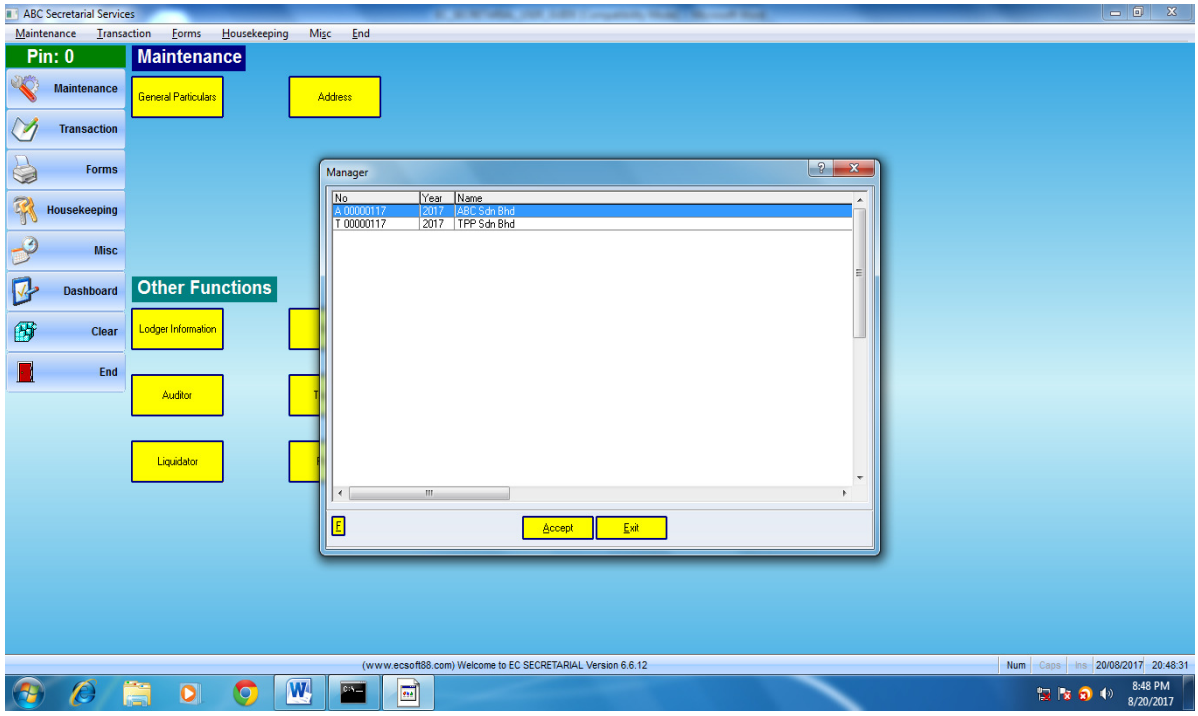


Click item such as “Edit”.
Click “New” to enter a new director. Click “Edit” to change.

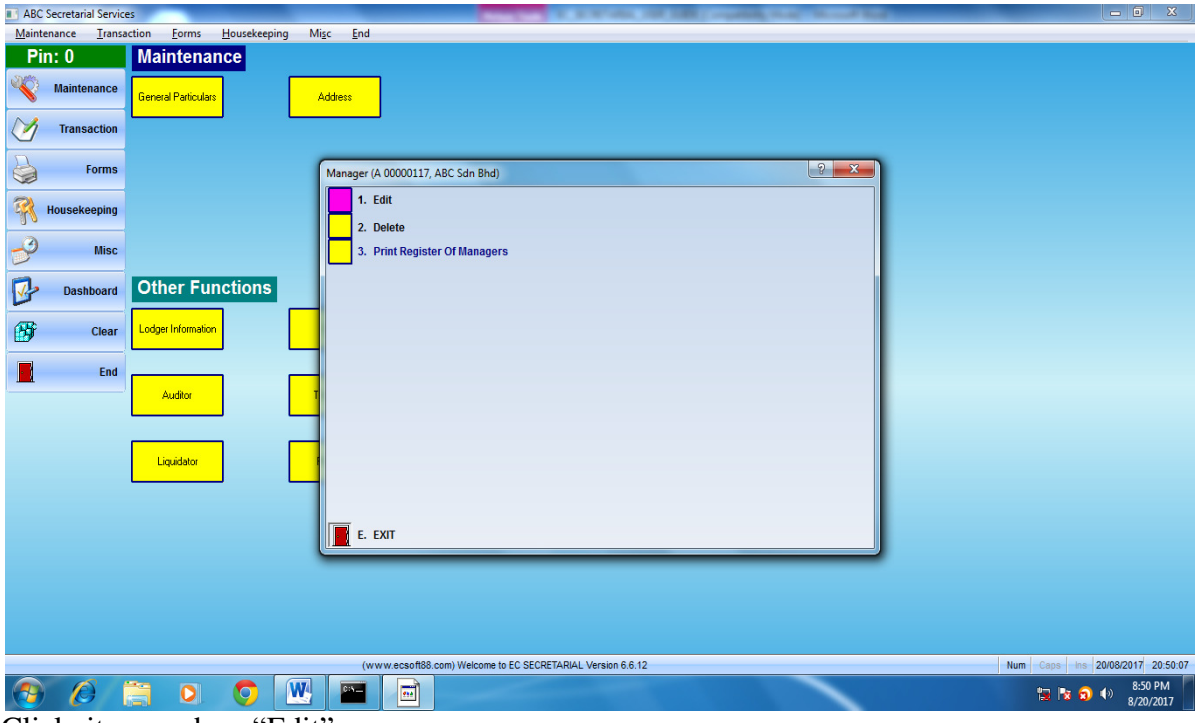


Click or hit “Enter” to change item such as “Name”. Click “Accept” to accept change.
Note: If “Date Resigned” is not empty, it will not appear in the “Annual Return”. If you enter “1” in “To Sign Resolution As No. (1/2/3…), it will appear as the first signatory.

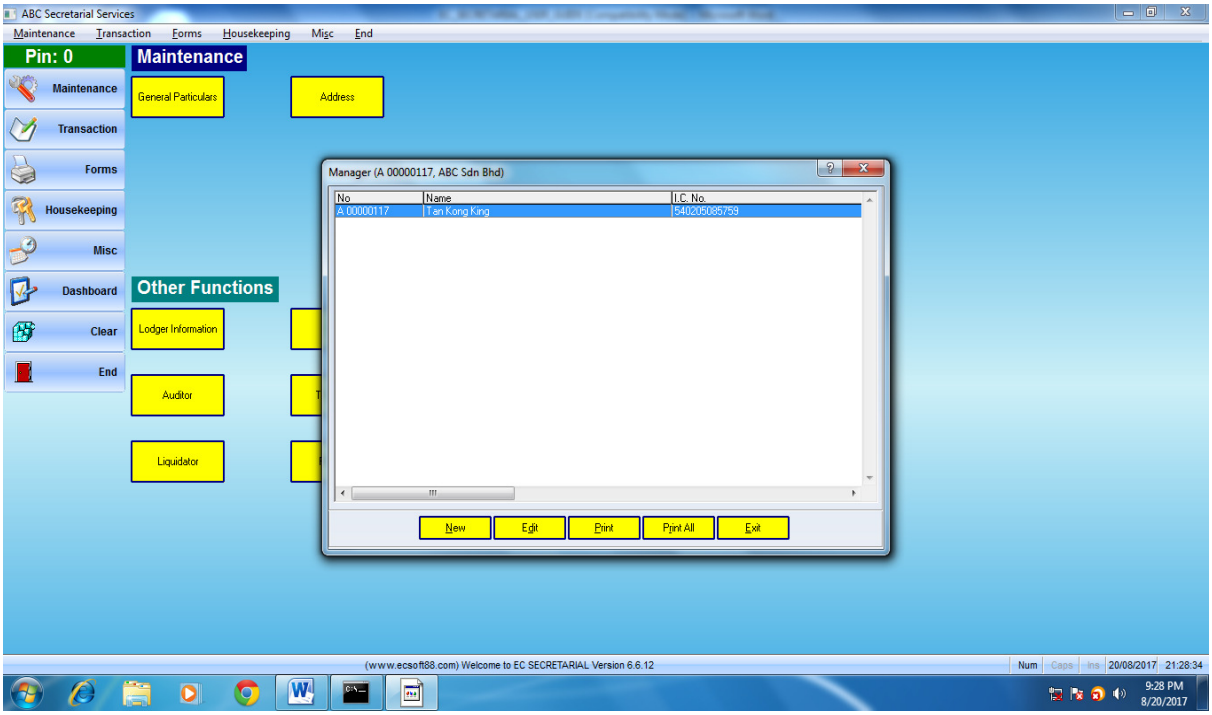
Maintenance – Manager



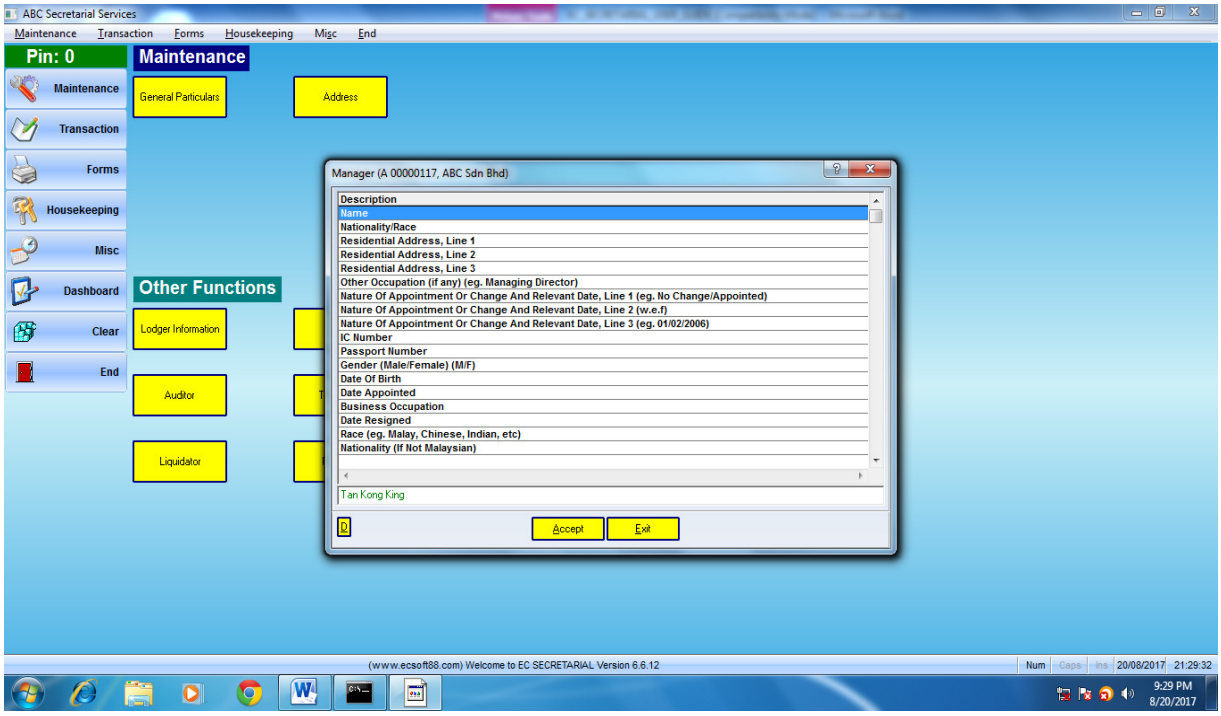
Click company and click “Accept”. Right click to search by name.



Click item such as “Edit”.

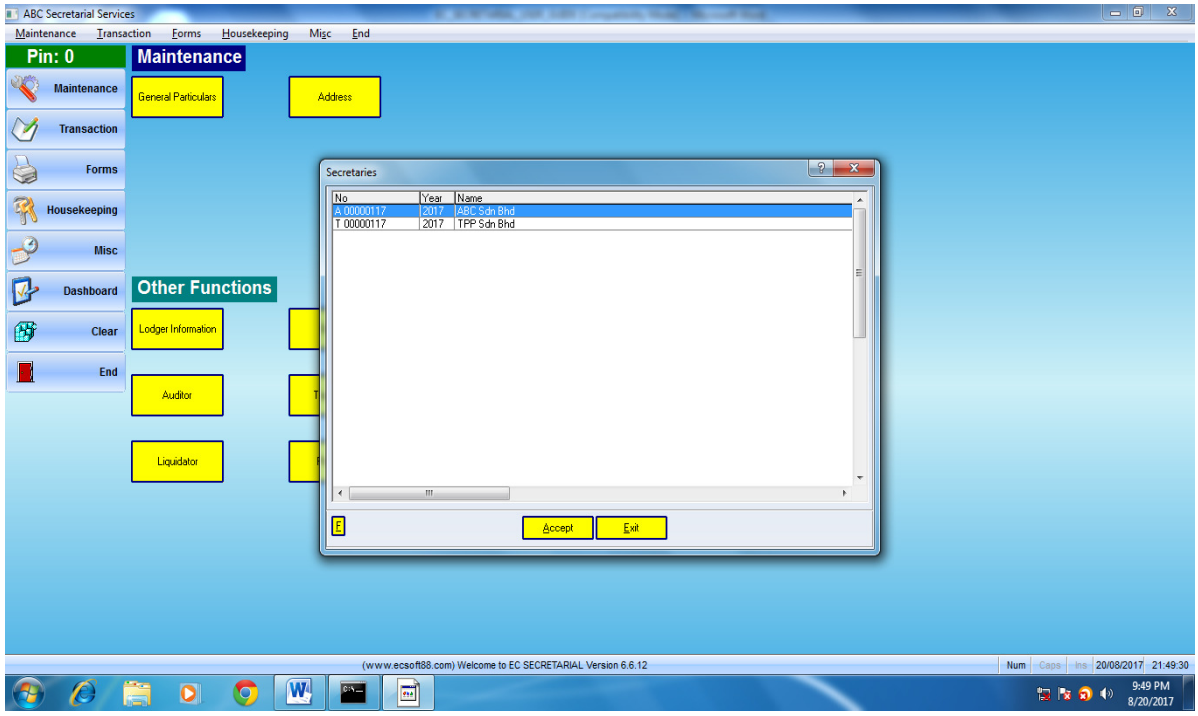


Click “New” to enter a new manager. Click “Edit” to change.

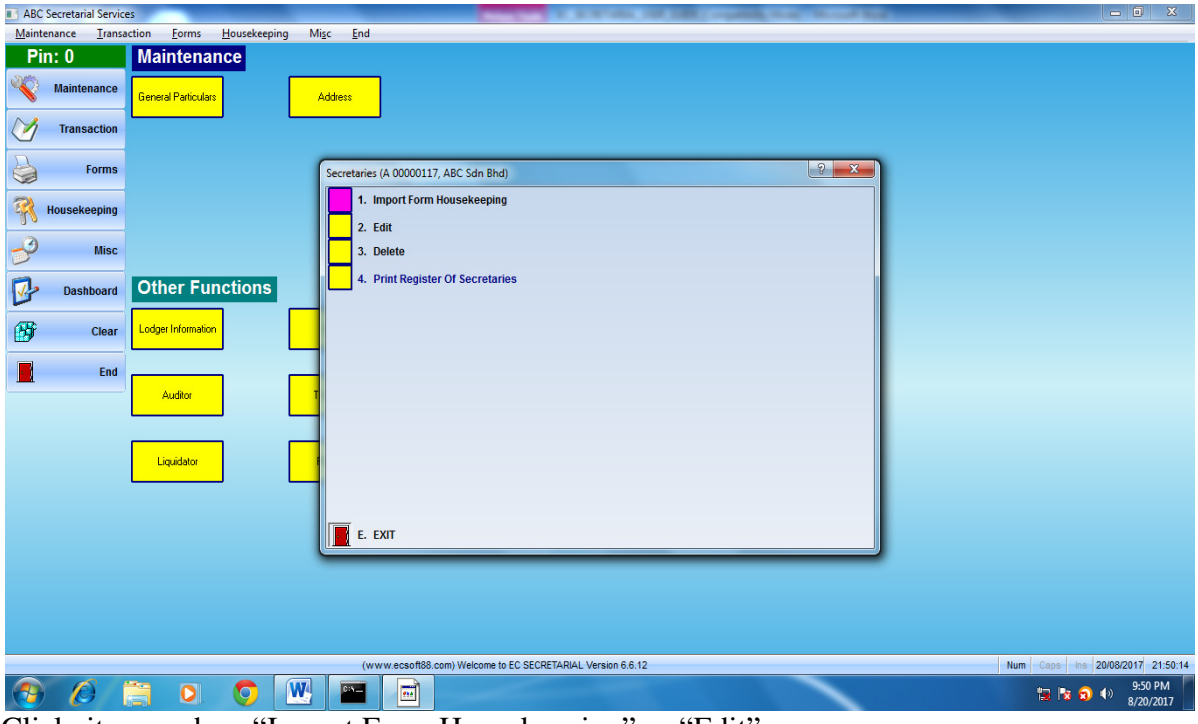


Click or hit “Enter” to change item such as “Name”. Click “Accept” to accept change.
Note: If “Date Resigned” is not empty, it will not appear in the “Annual Return”.

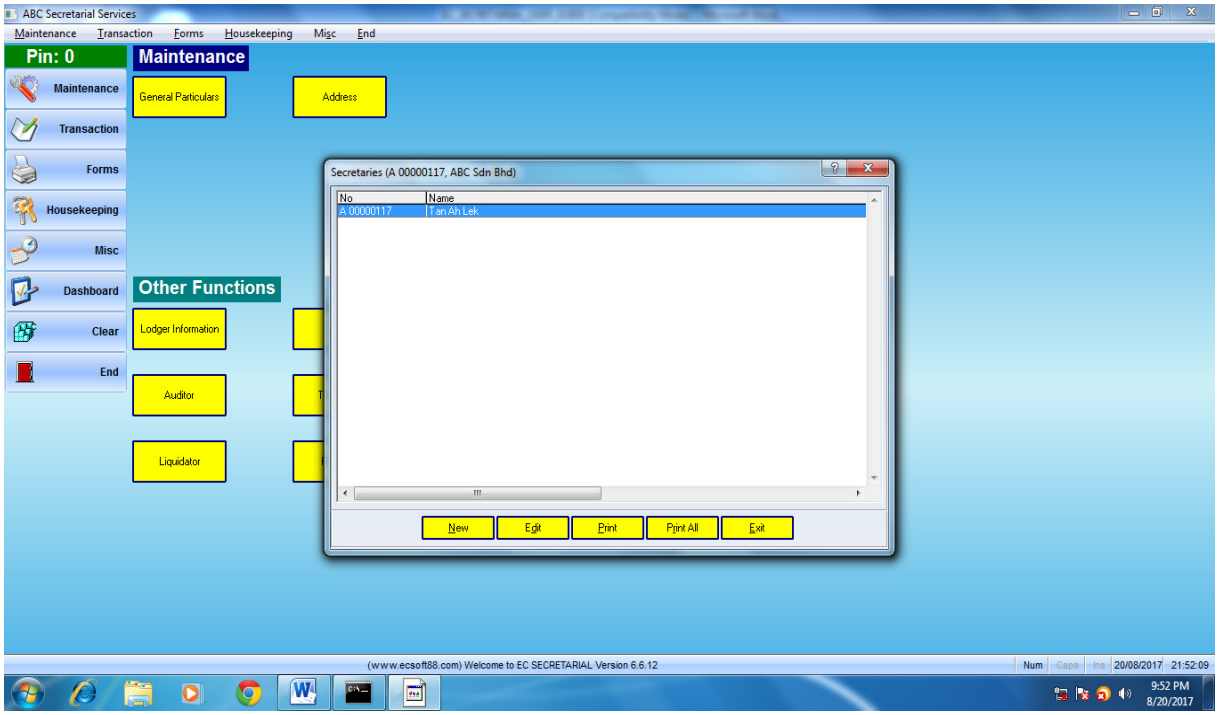
Maintenance – Secretary



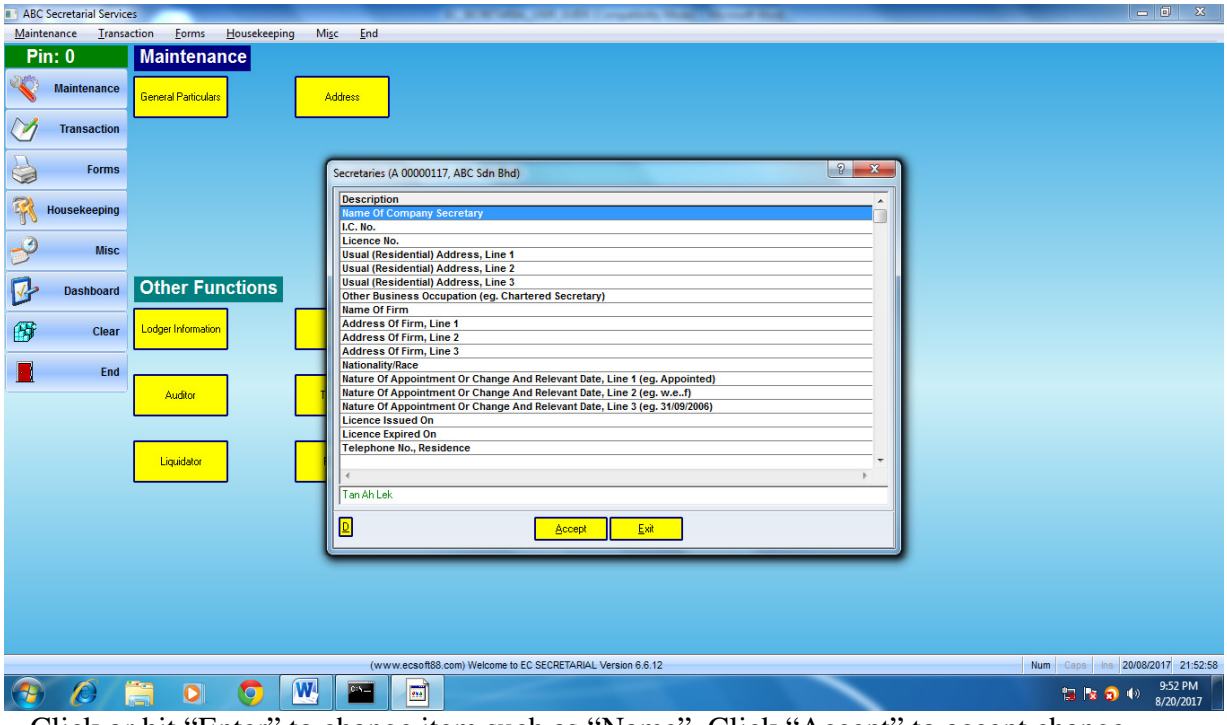
Click company and click "Accept". Right click to search by name.



Click item such as "Import From Housekeeping" or "Edit".

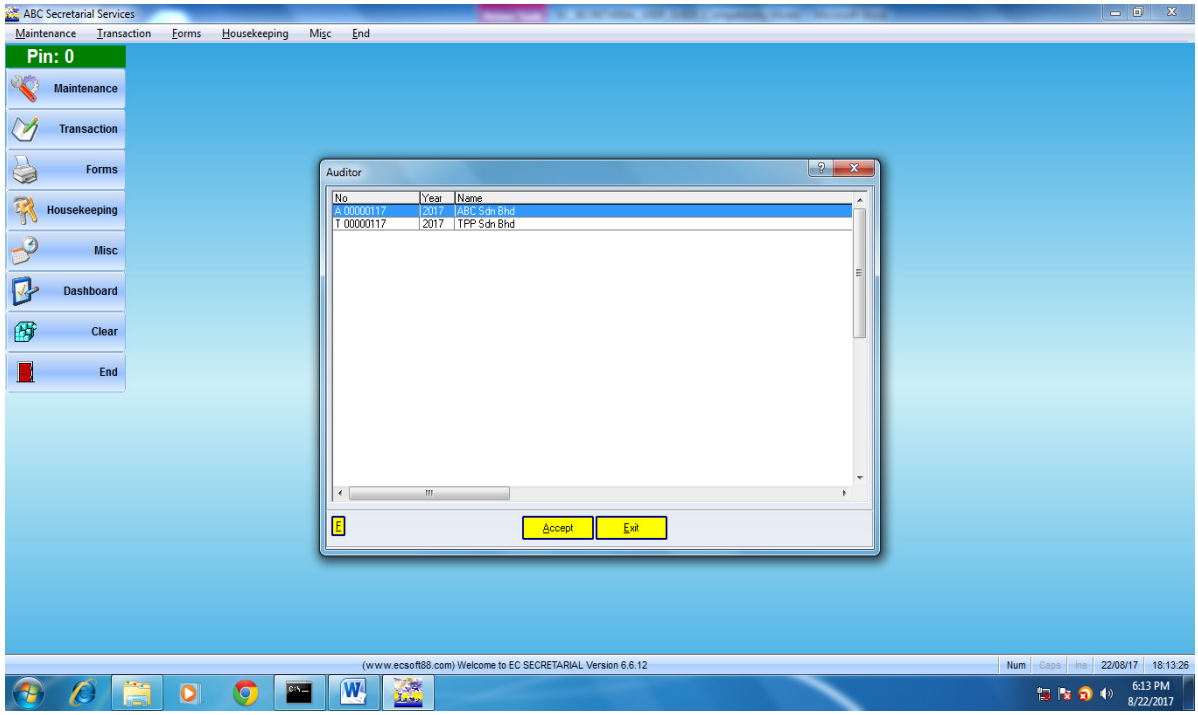


Click “New” to enter a new secretary. Click “Edit” to change.

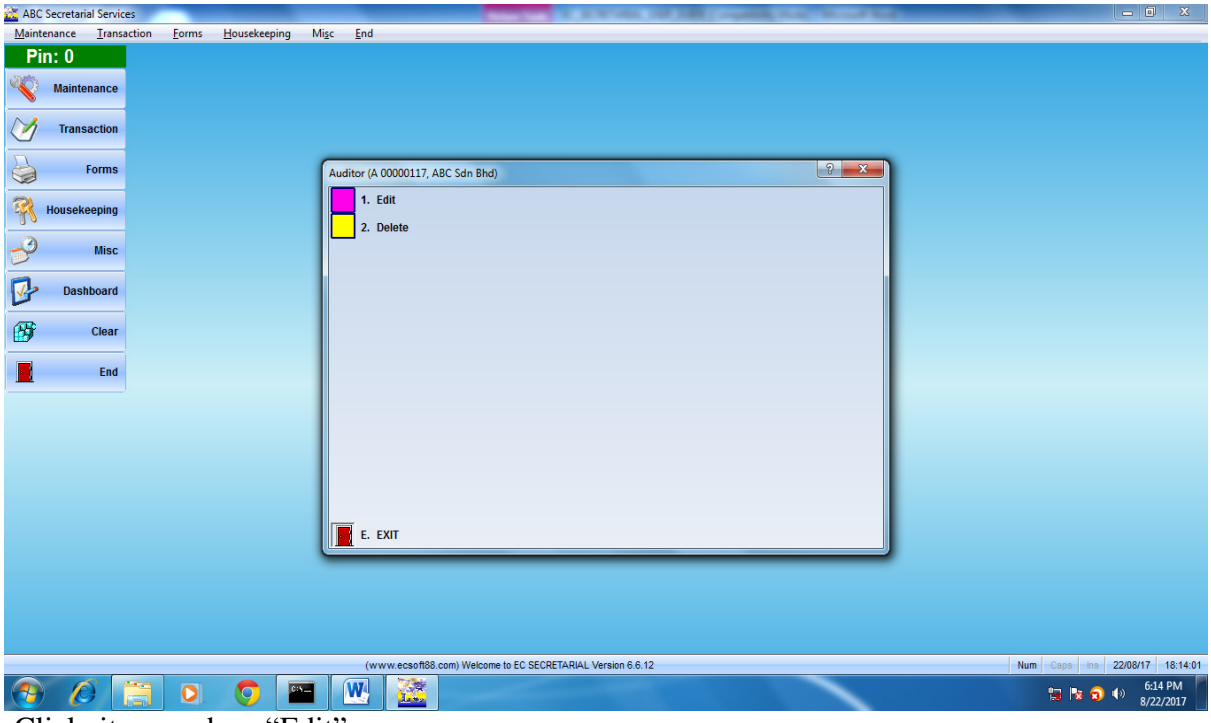


Click or hit “Enter” to change item such as “Name”. Click “Accept” to accept change.
Note: If “Date Resigned” is not empty, it will not appear in the “Annual Return”.

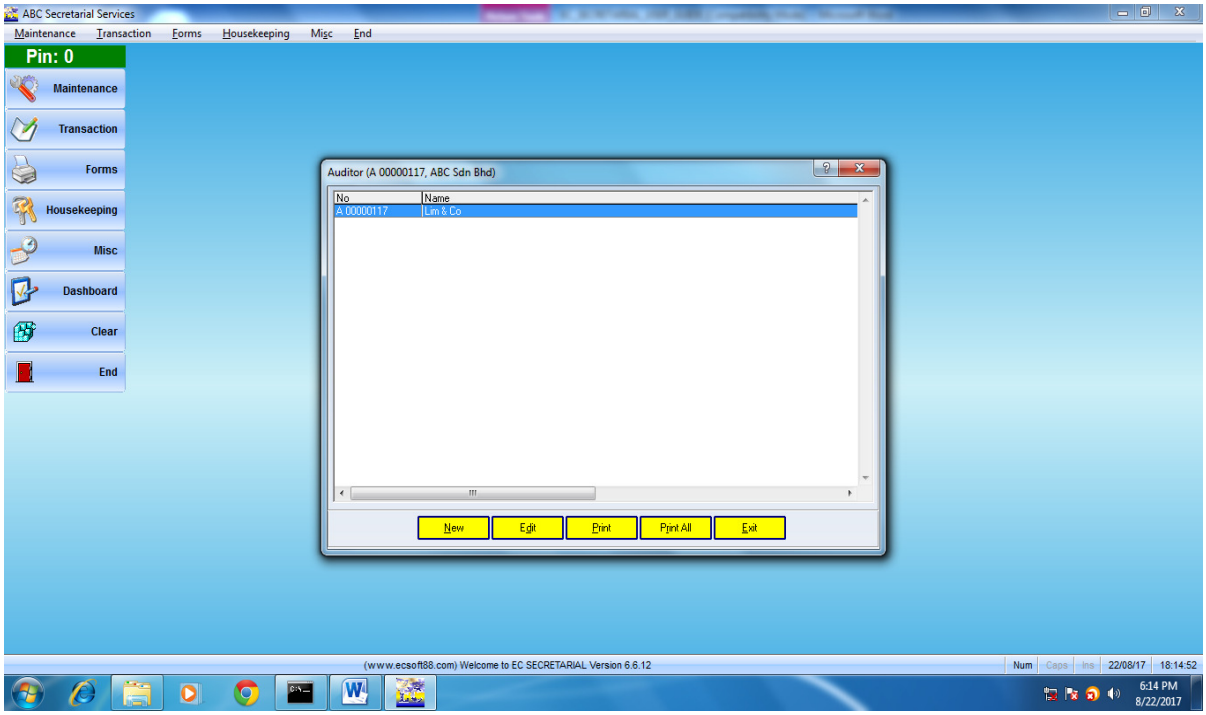
Maintenance – Auditor



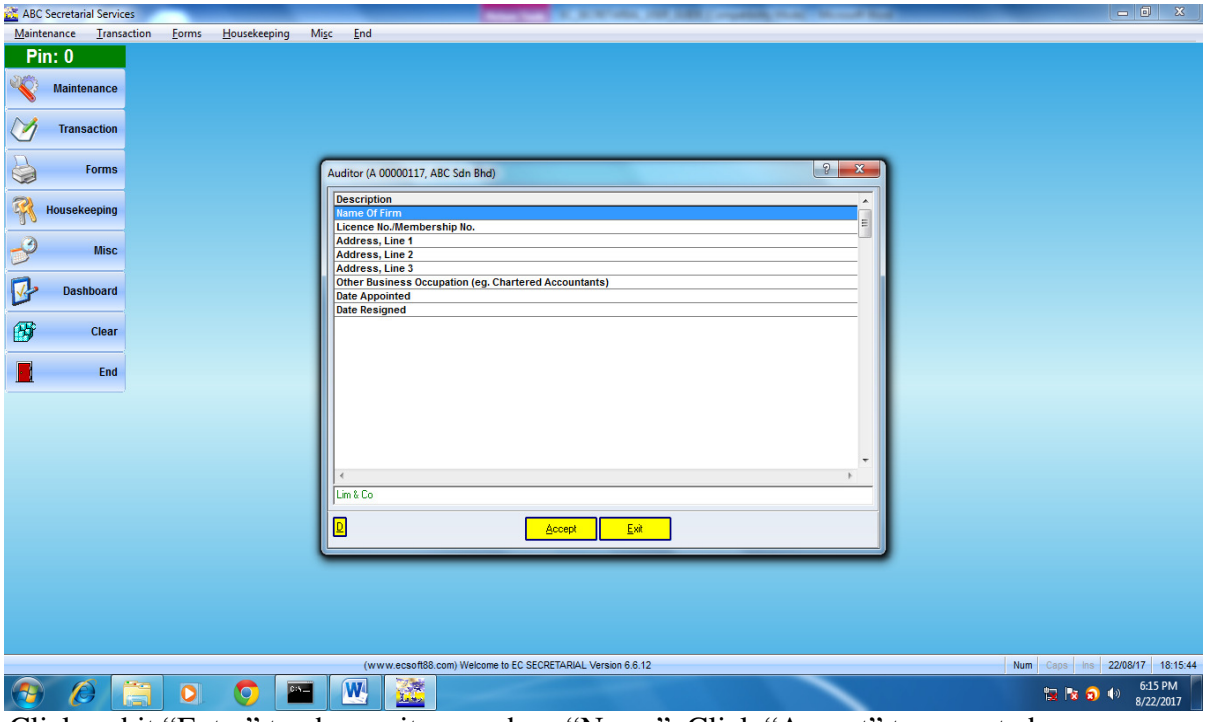
Click company and click “Accept”. Right click to search by name.



Click item such as “Edit”.

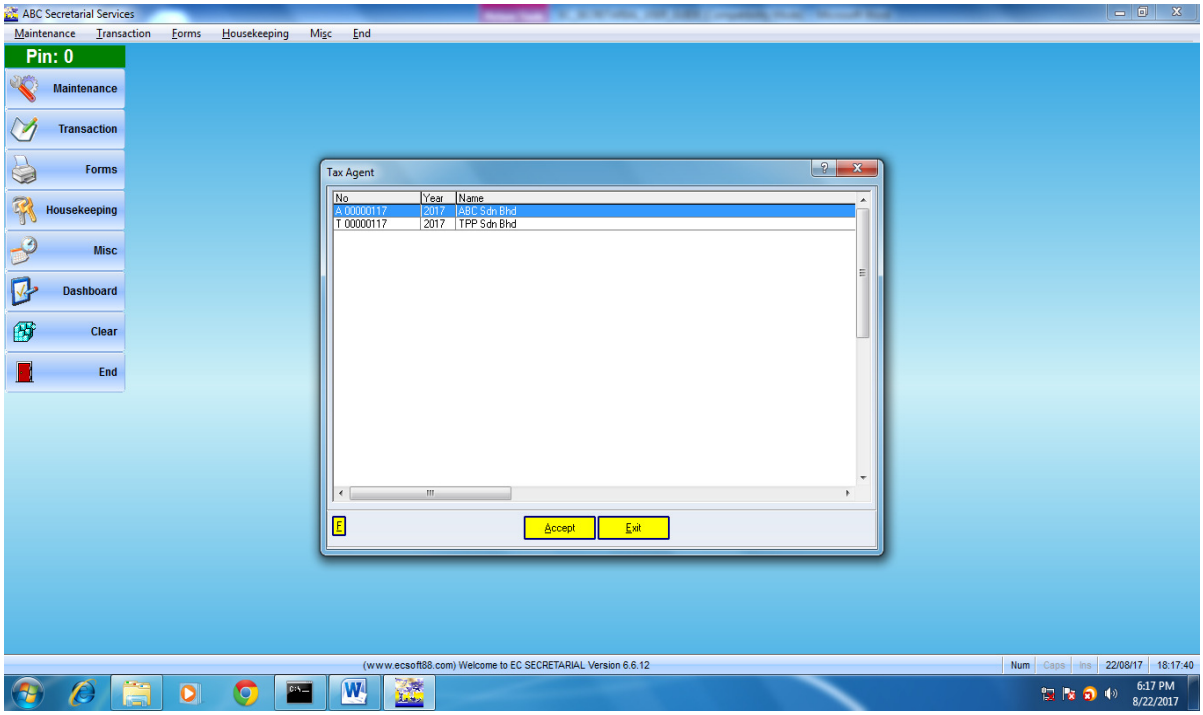


Click “New” to enter a new auditor. Click “Edit” to change.

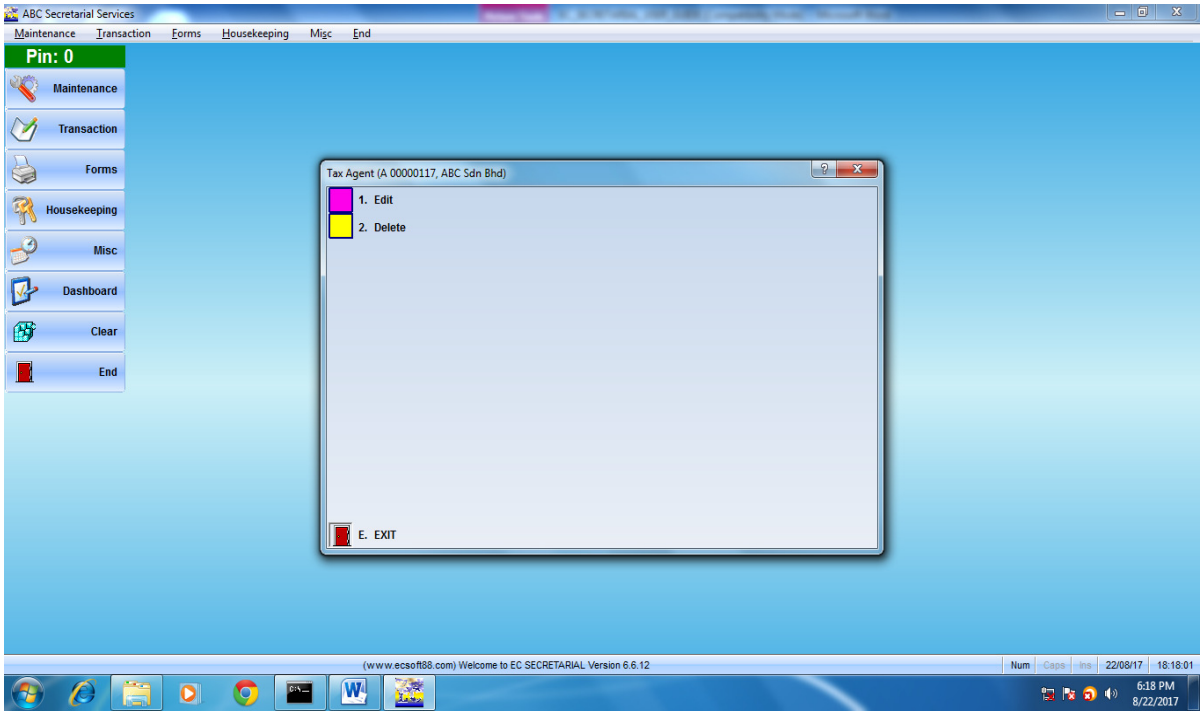


Click or hit “Enter” to change item such as “Name”. Click “Accept” to accept change.
Note: If “Date Resigned” is not empty, it will not appear in the “Annual Return”.

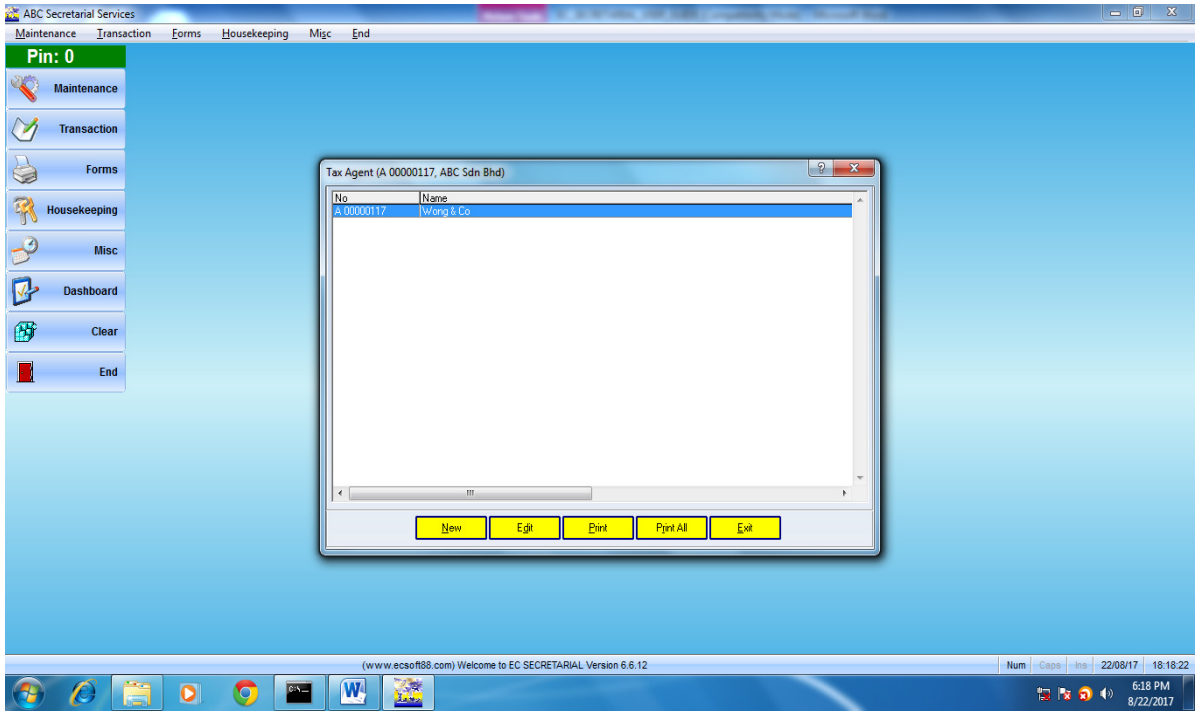
Maintenance – Tax Agent



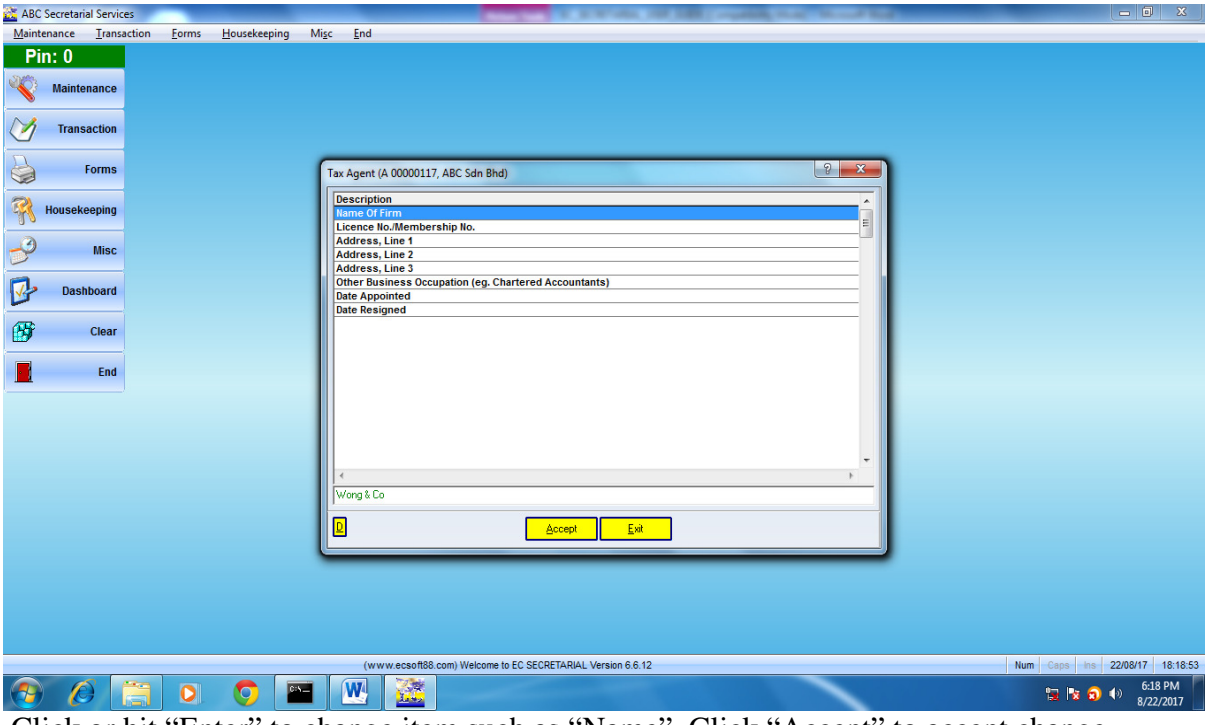
Click company and click “Accept”. Right click to search by name.



Click item such as “Edit”.

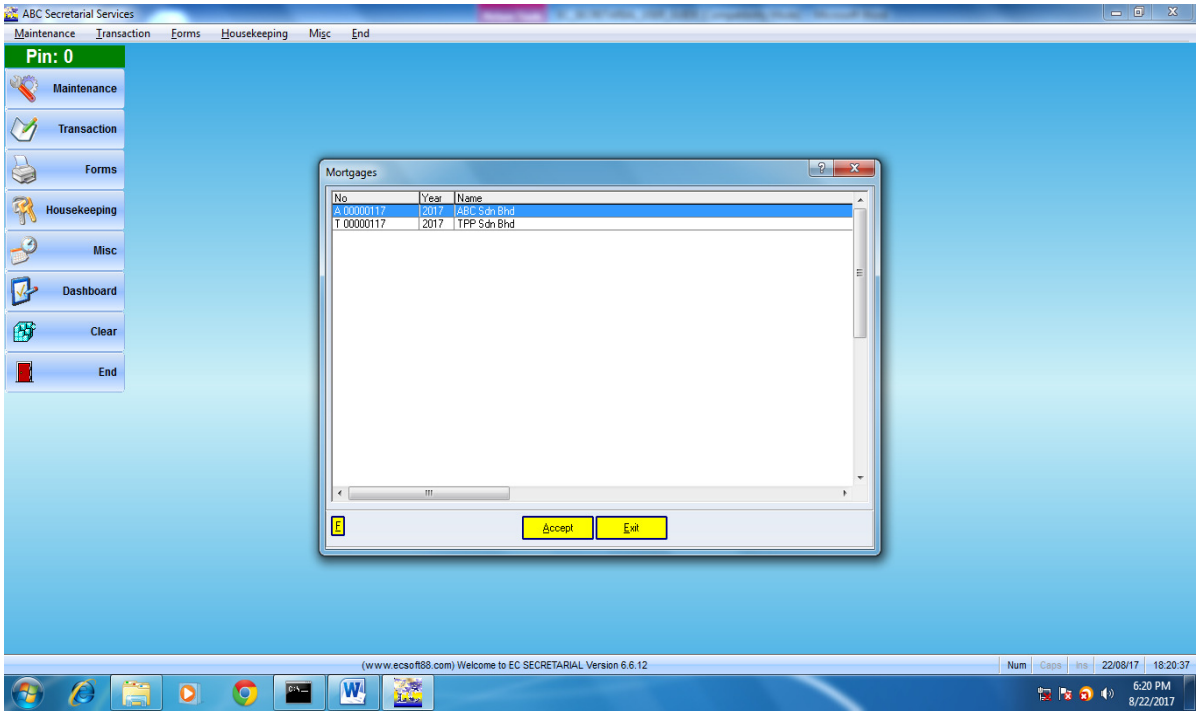


Click “New” to enter a new tax agent. Click “Edit” to change.

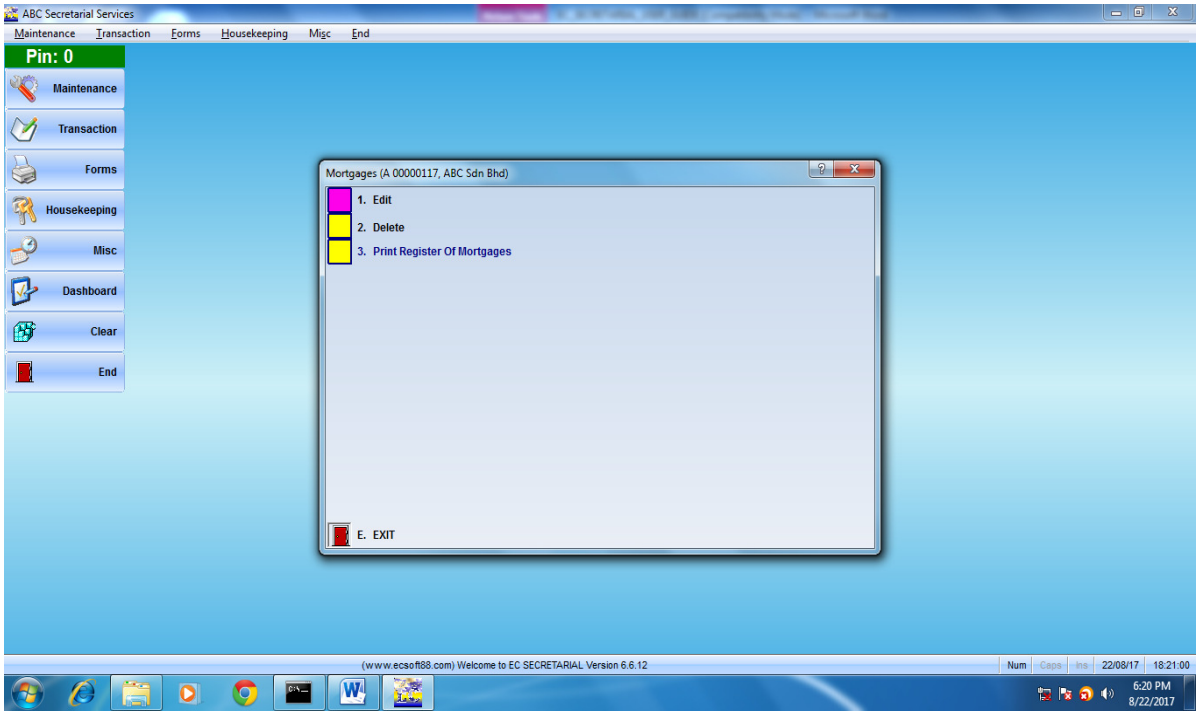


Click or hit “Enter” to change item such as “Name”. Click “Accept” to accept change.

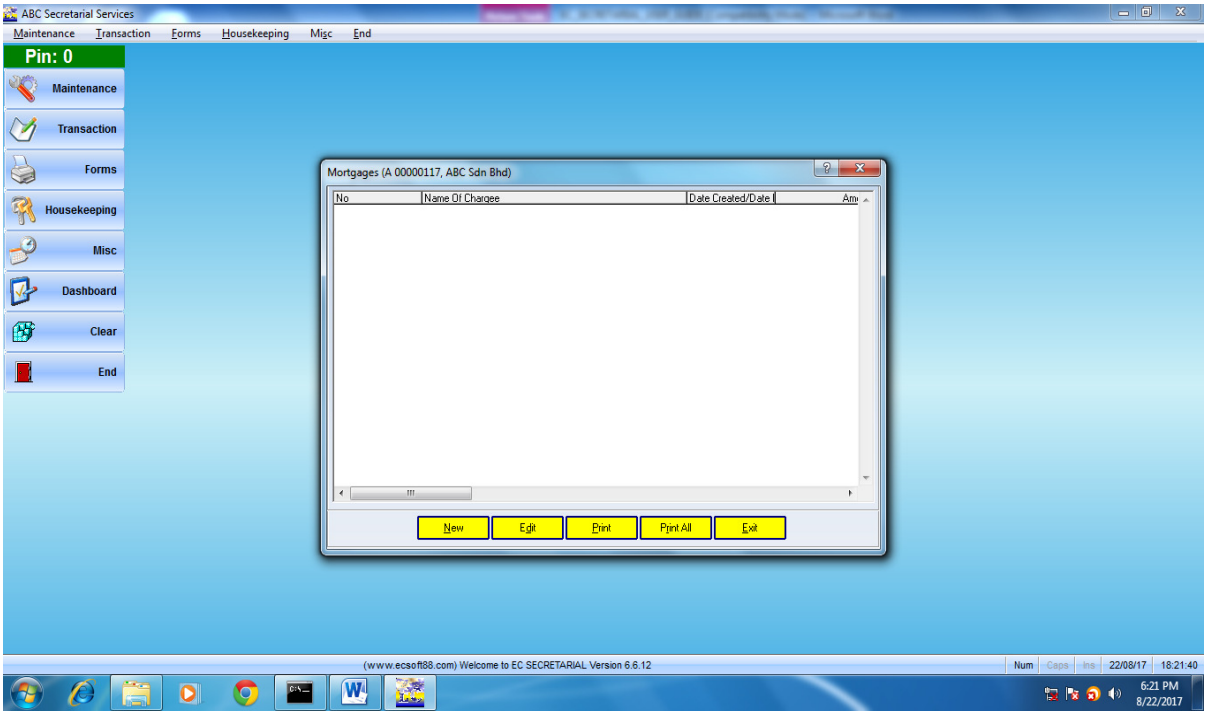
Maintenance – Mortgages



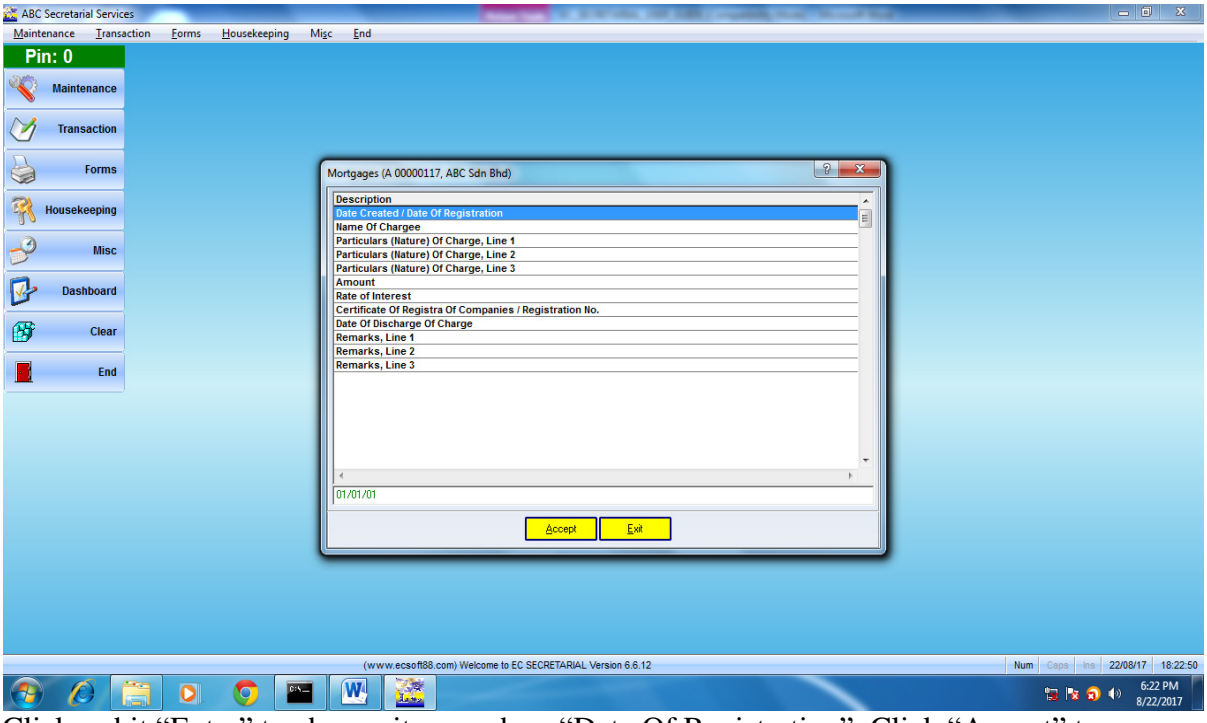
Click company and click “Accept”. Right click to search by name.



Click item such as “Edit”.

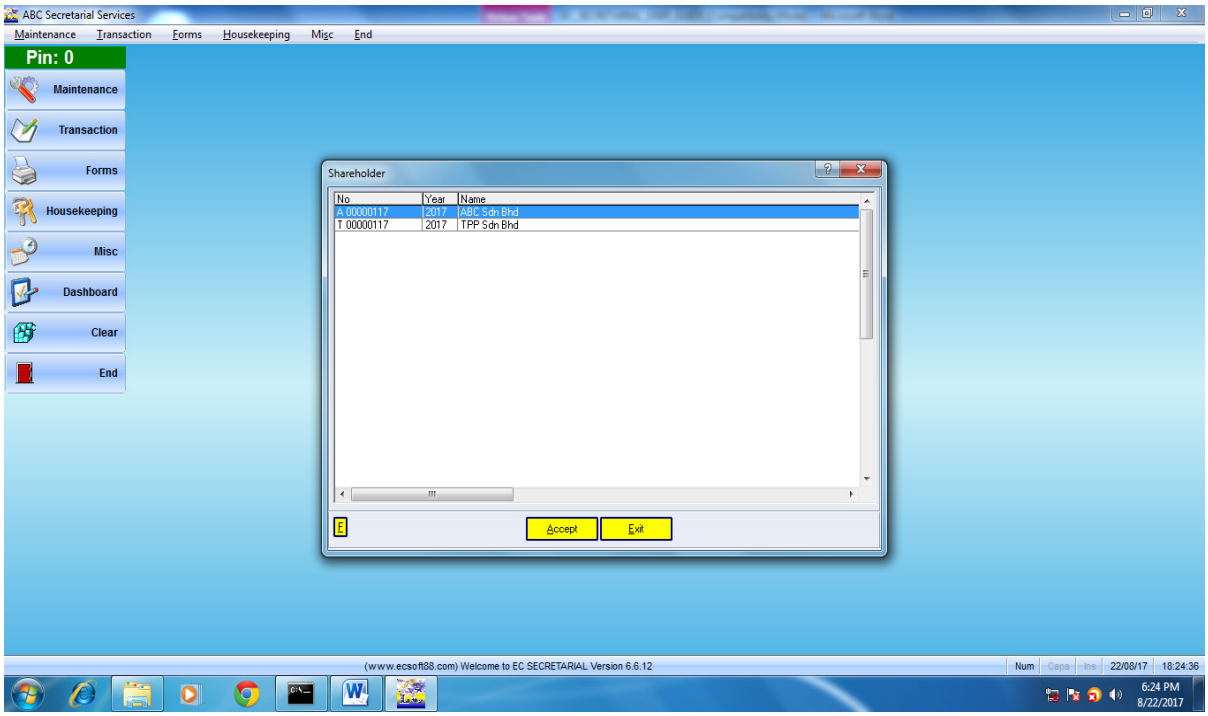


Click “New” to enter a new mortgage. Click “Edit” to change.

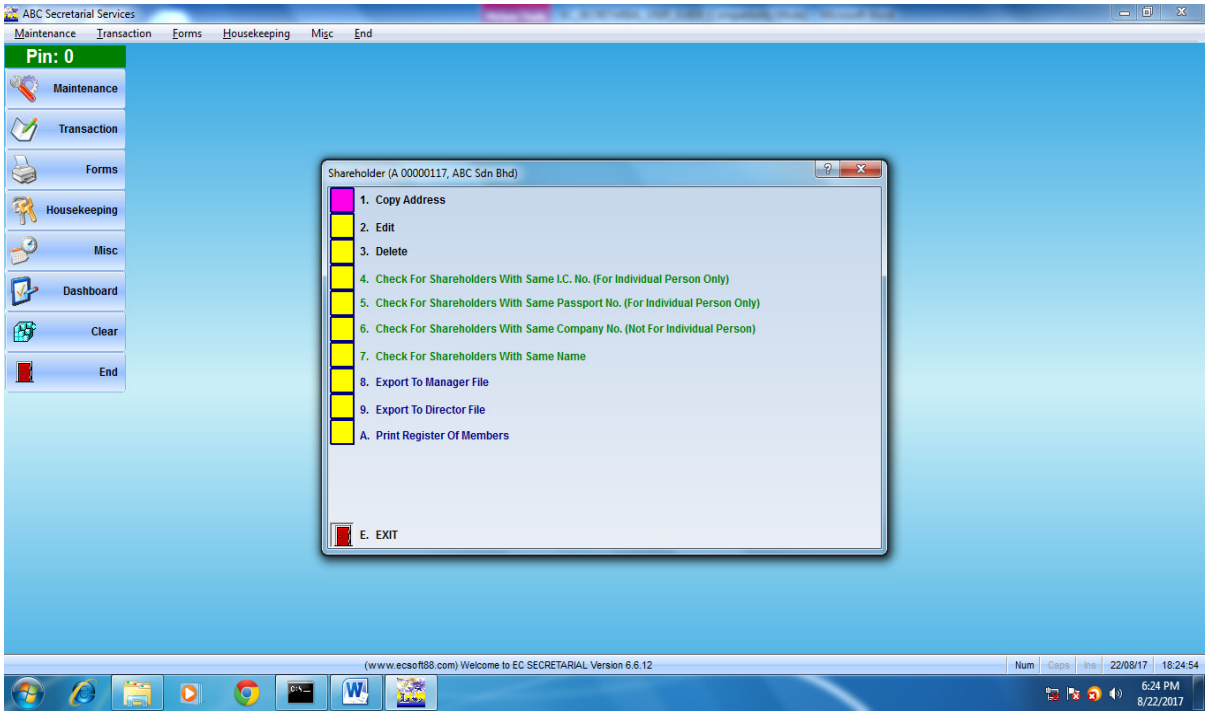


Click or hit “Enter” to change item such as “Date Of Registration”. Click “Accept” to accept change.

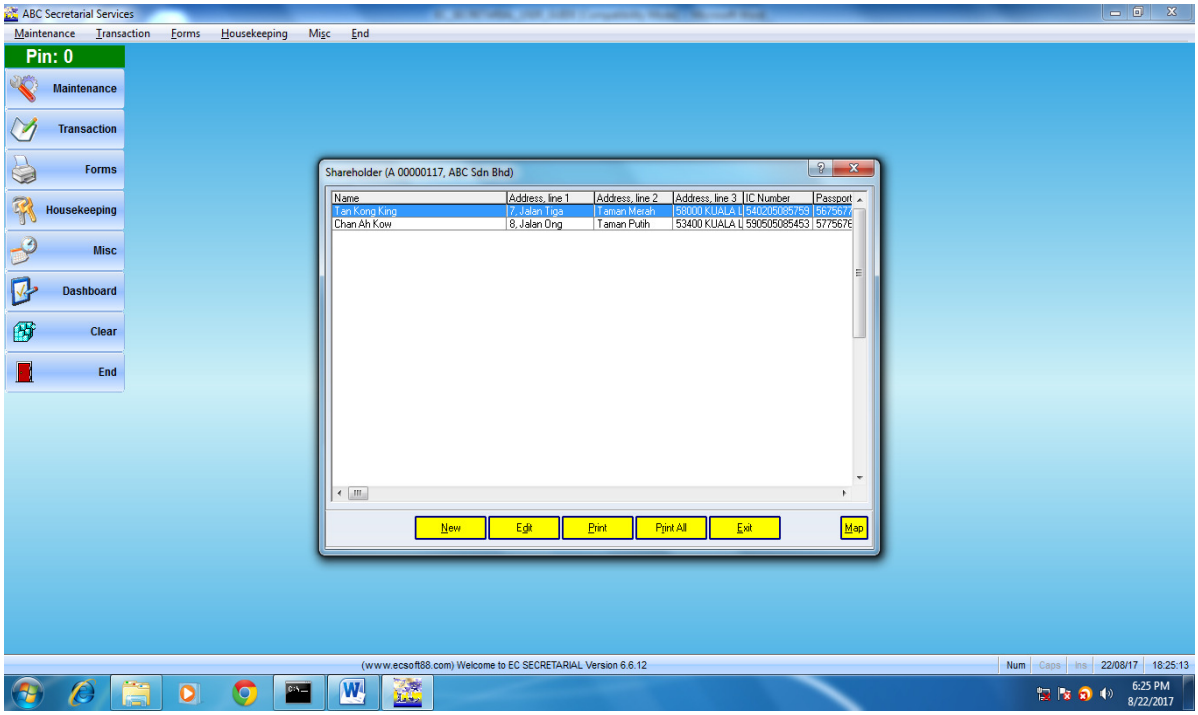
Maintenance – Shareholder



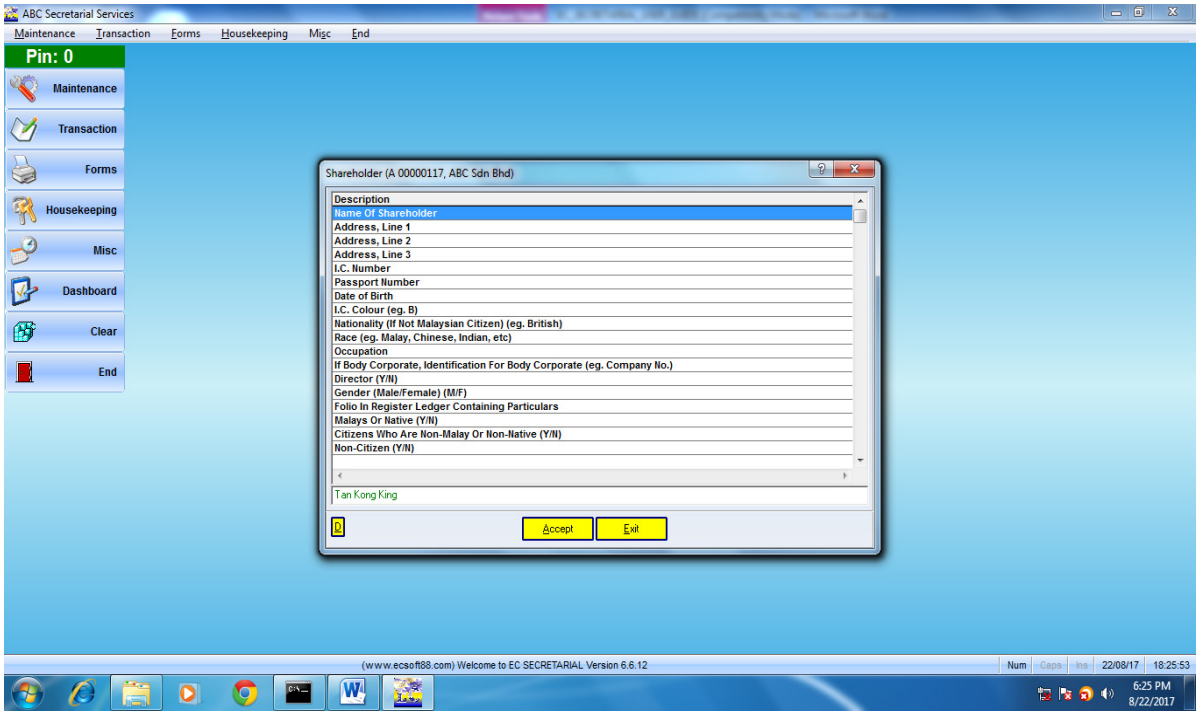
Click company and click “Accept”. Right click to search by name.



Click item such as “Edit”.



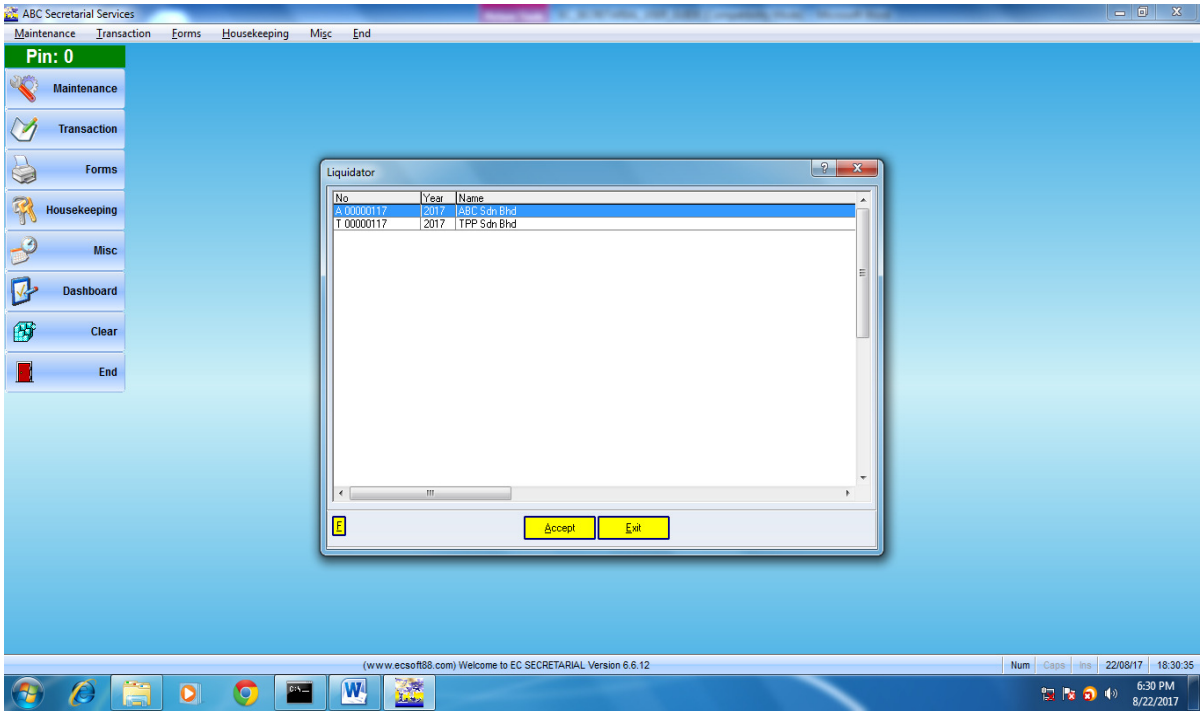
Click “New” to enter a new shareholder. Click “Edit” to change.



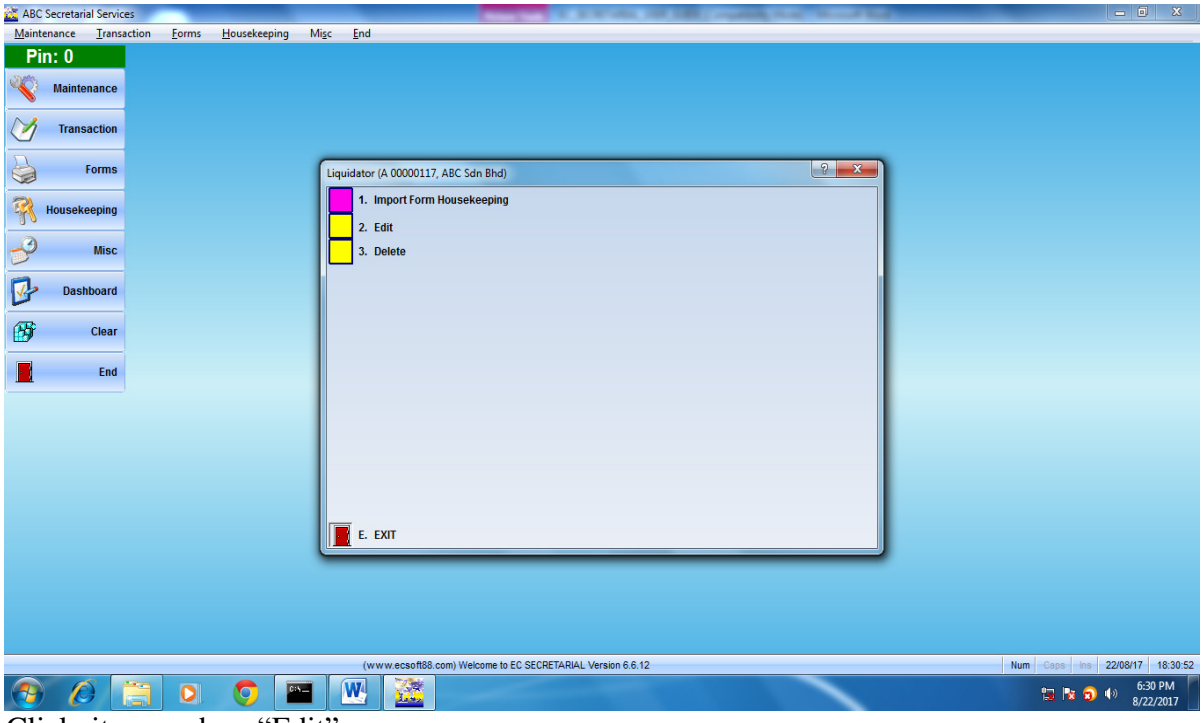
Click or hit “Enter” to change item such as “Name Of Shareholder”. Click “Accept” to accept change.

Note: If you enter “1” in “To Sign Resolution As No. (1/2/3…), it will appear as the first signatory.

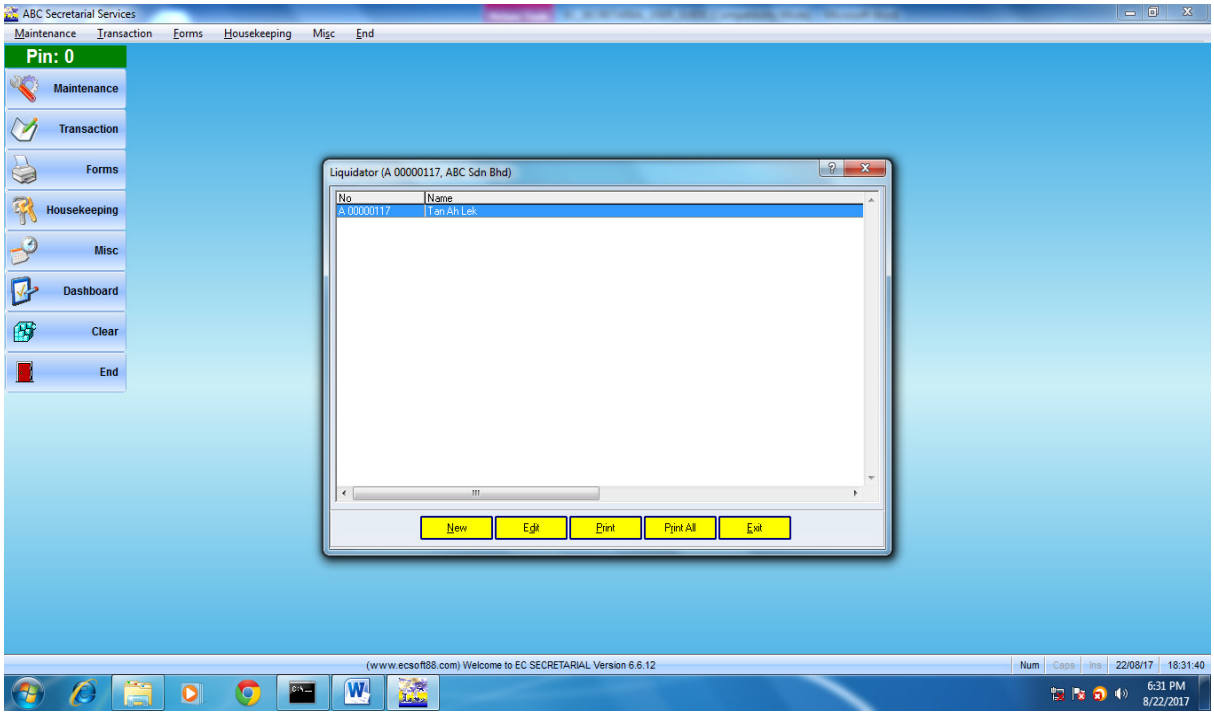
Maintenance – Liquidator



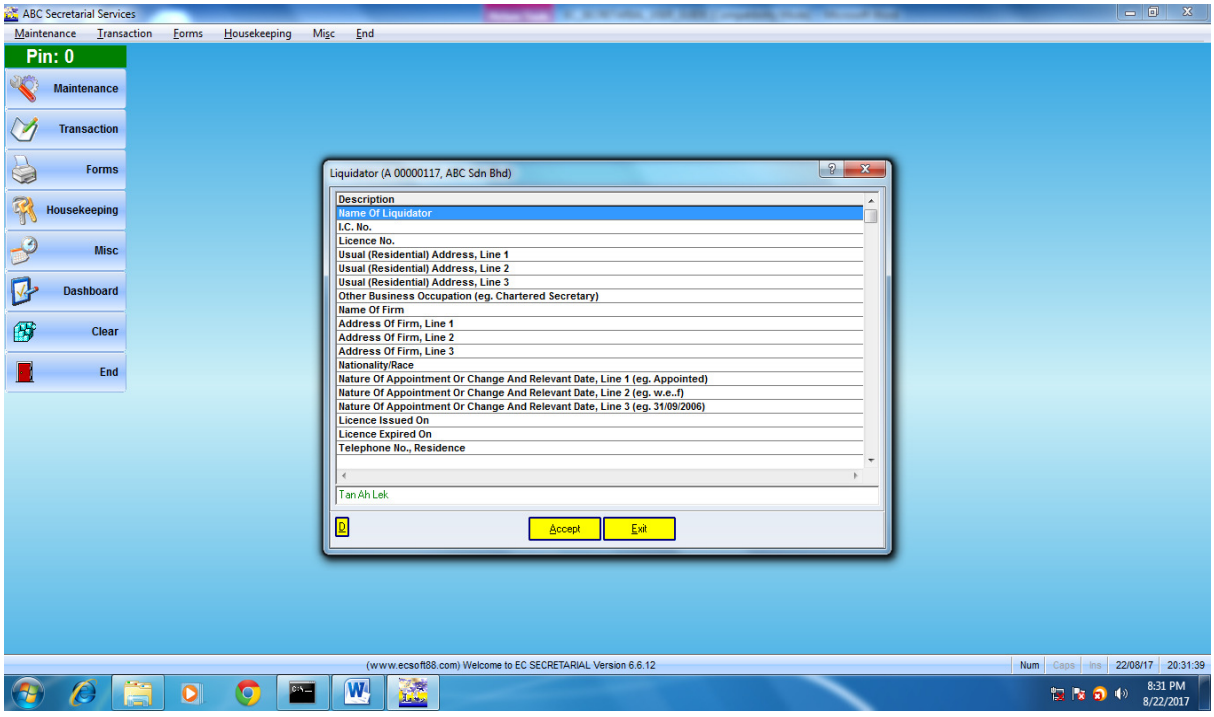
Click company and click “Accept”. Right click to search by name.



Click item such as “Edit”.

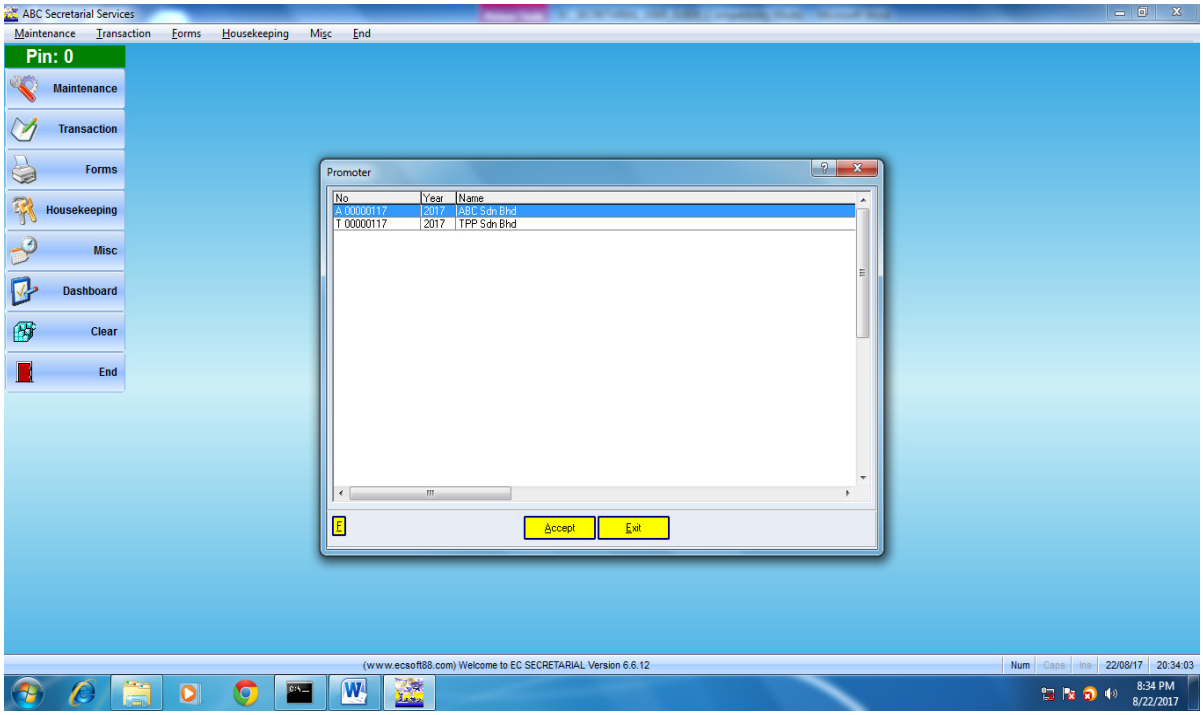


Click “New” to enter a new liquidator. Click “Edit” to change.

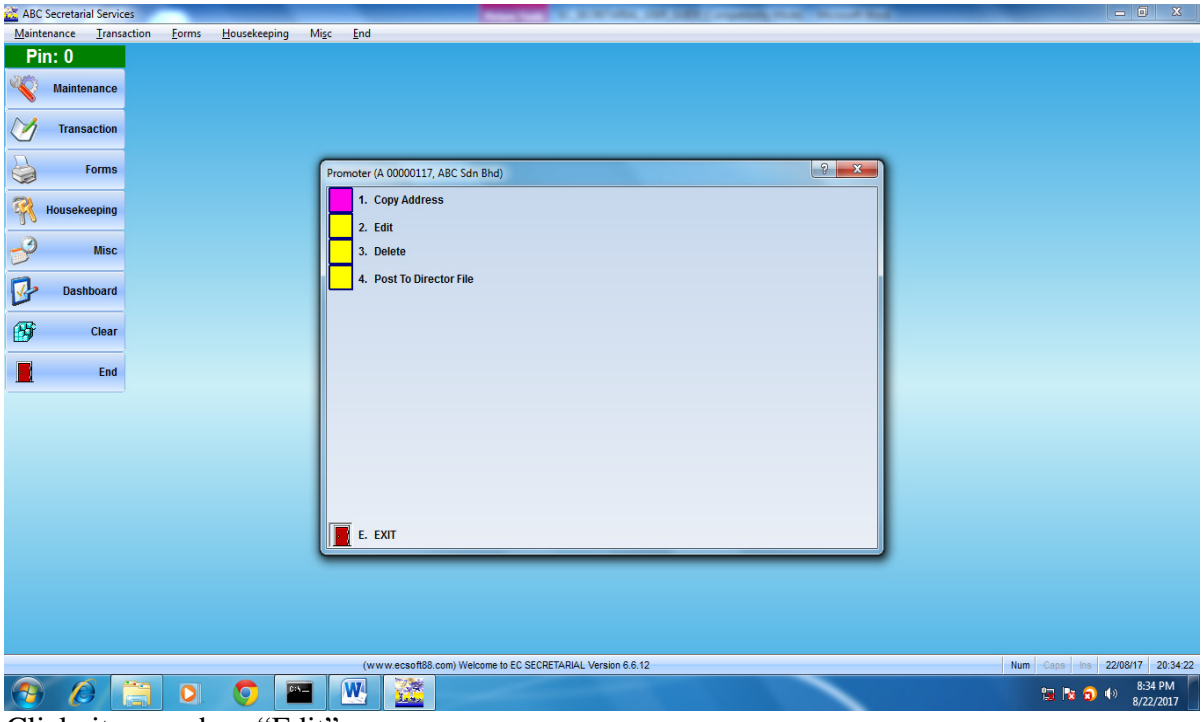


Click or hit “Enter” to change item such as “Name Of Liquidator”. Click “Accept” to accept change.

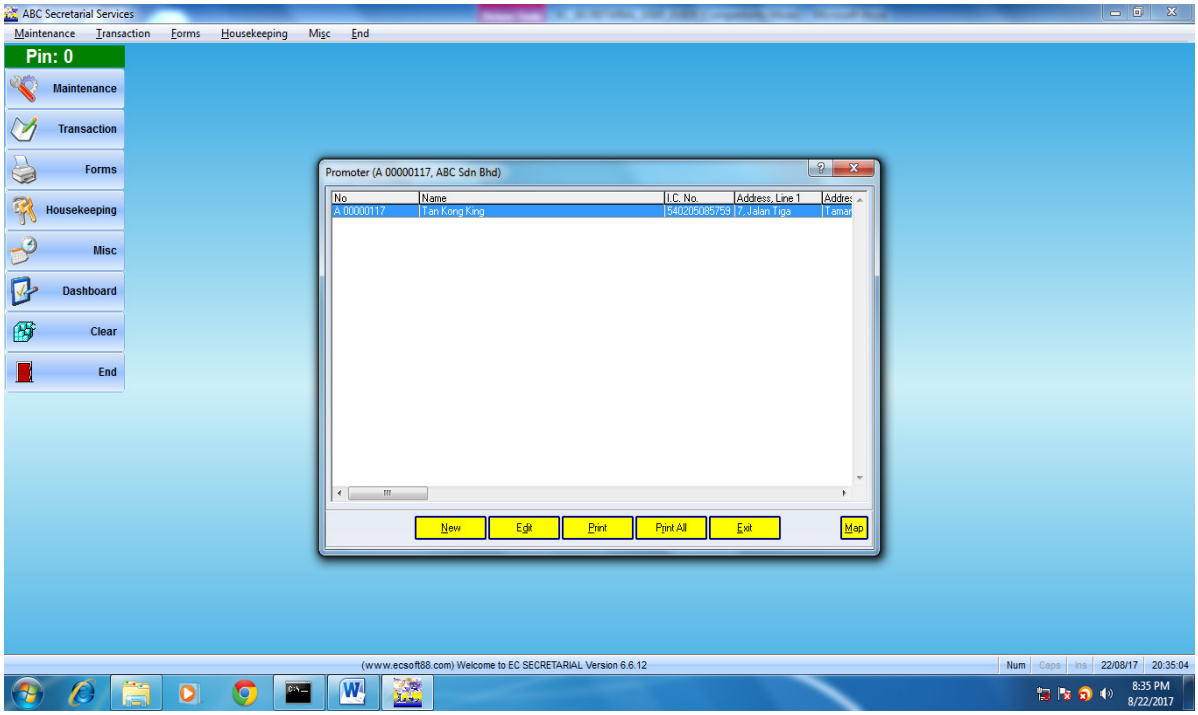
Maintenance – Promoter



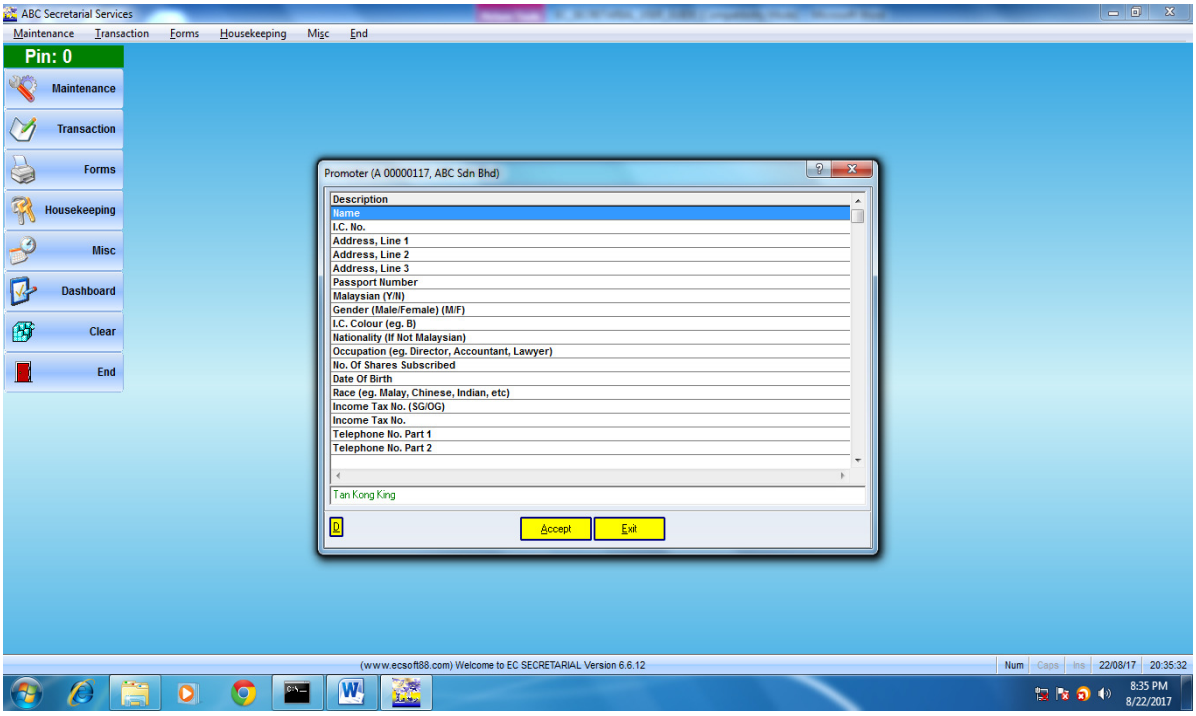
Click company and click “Accept”. Right click to search by name.



Click item such as “Edit”.

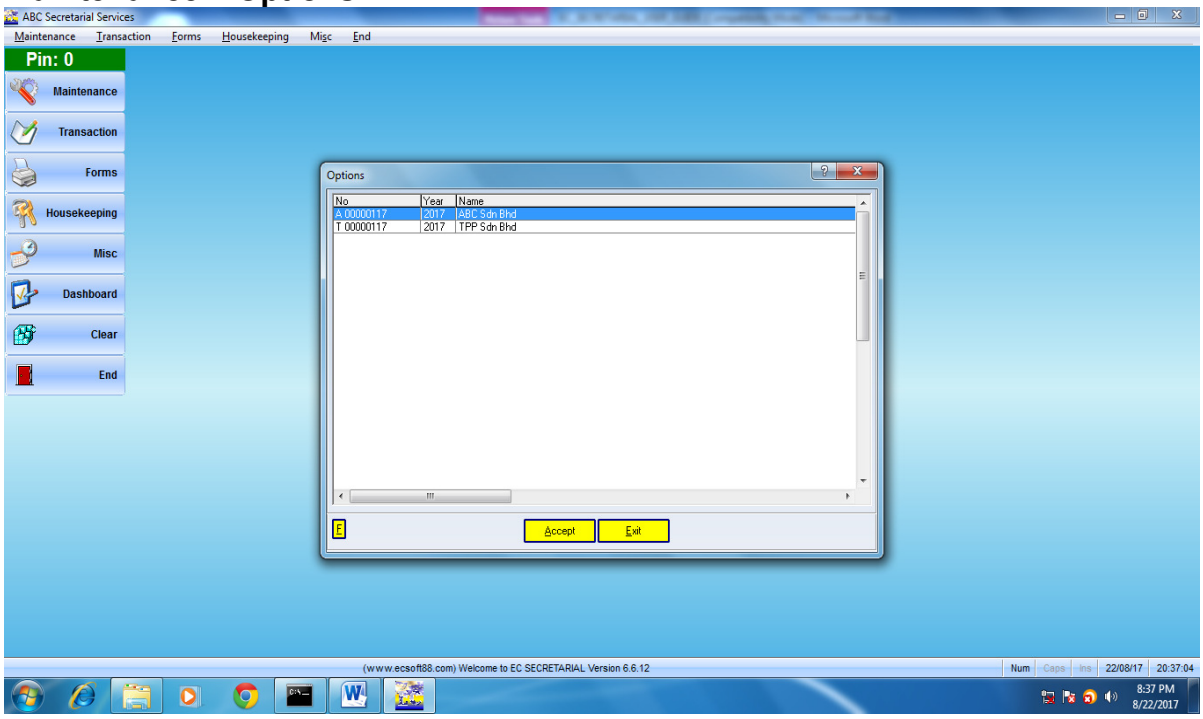


Click “New” to enter a new promoter. Click “Edit” to change.

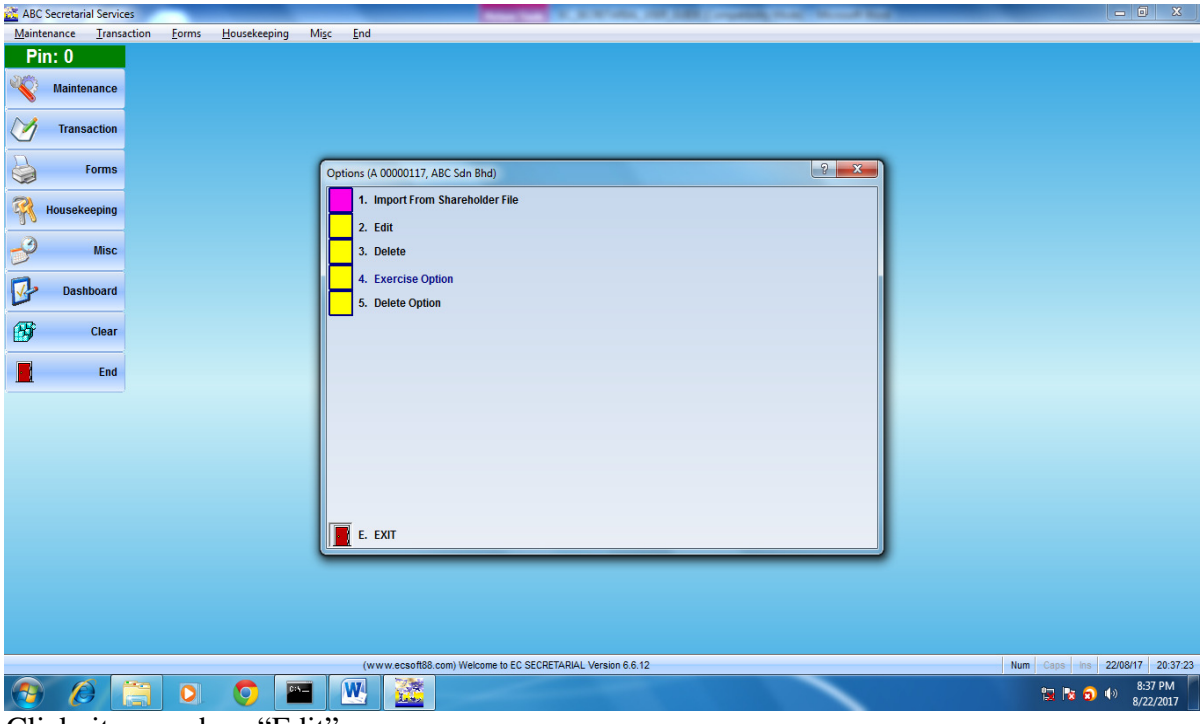


Click or hit “Enter” to change item such as “Name”. Click “Accept” to accept change.

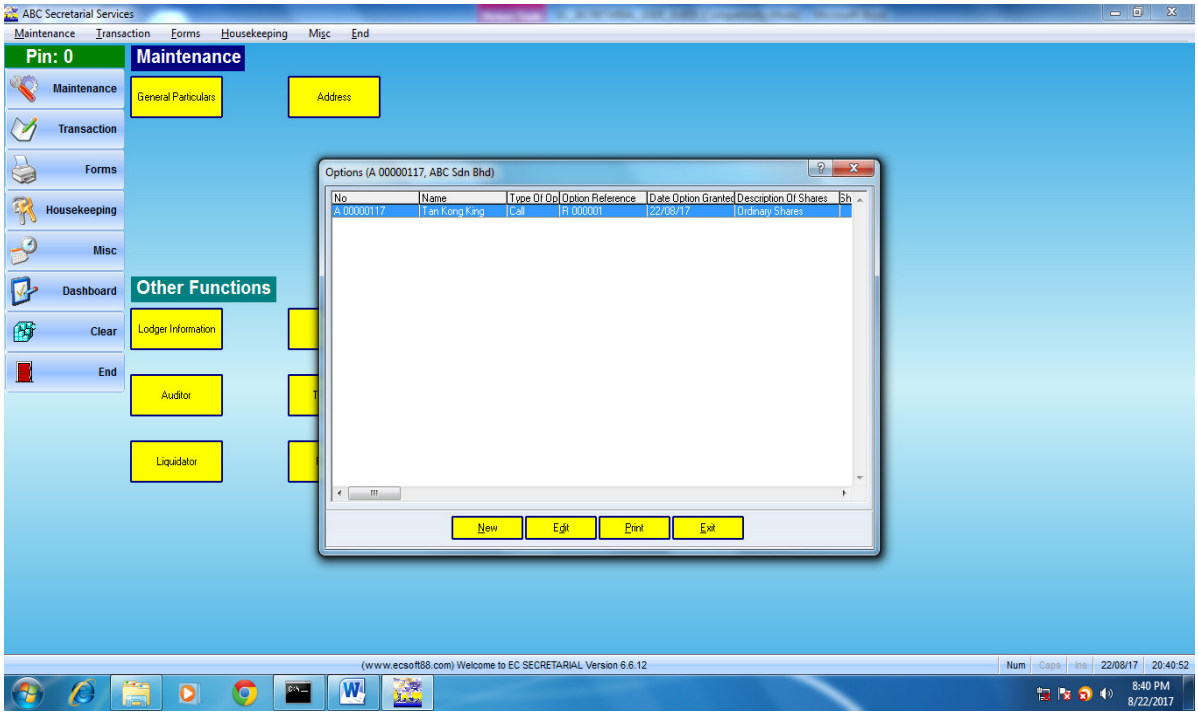
Maintenance – Options



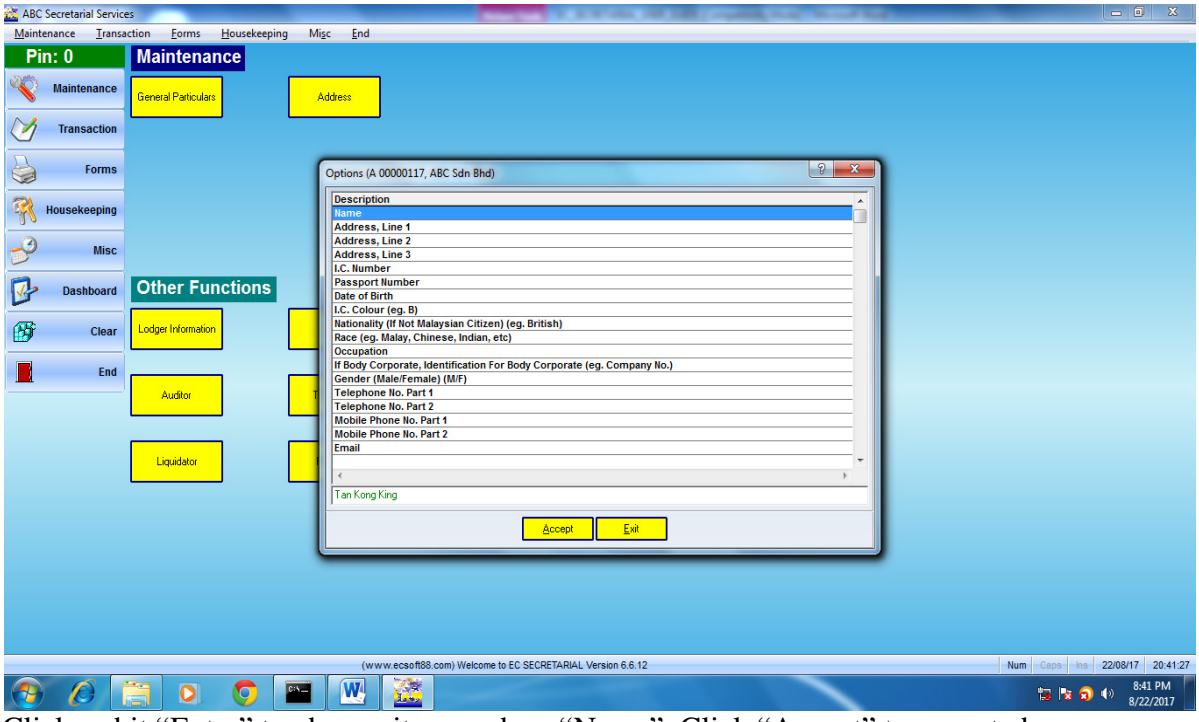
Click company and click “Accept”. Right click to search by name.



Click item such as “Edit”.

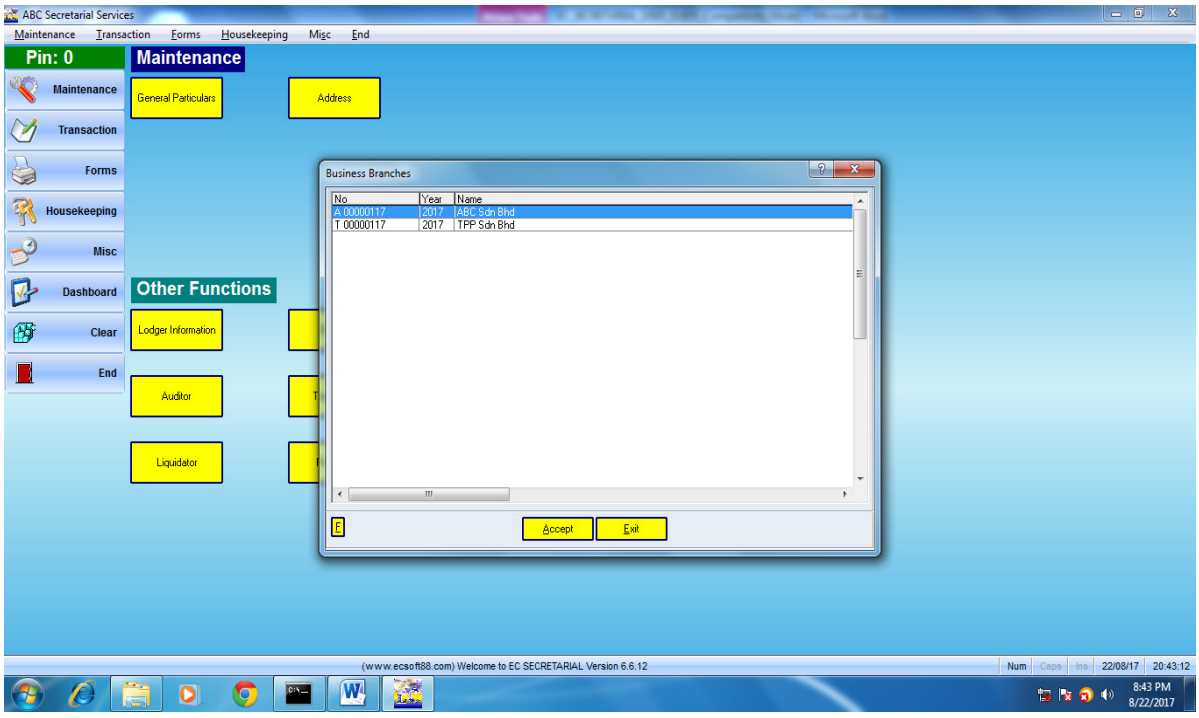


Click “New” to enter a new option. Click “Edit” to change.

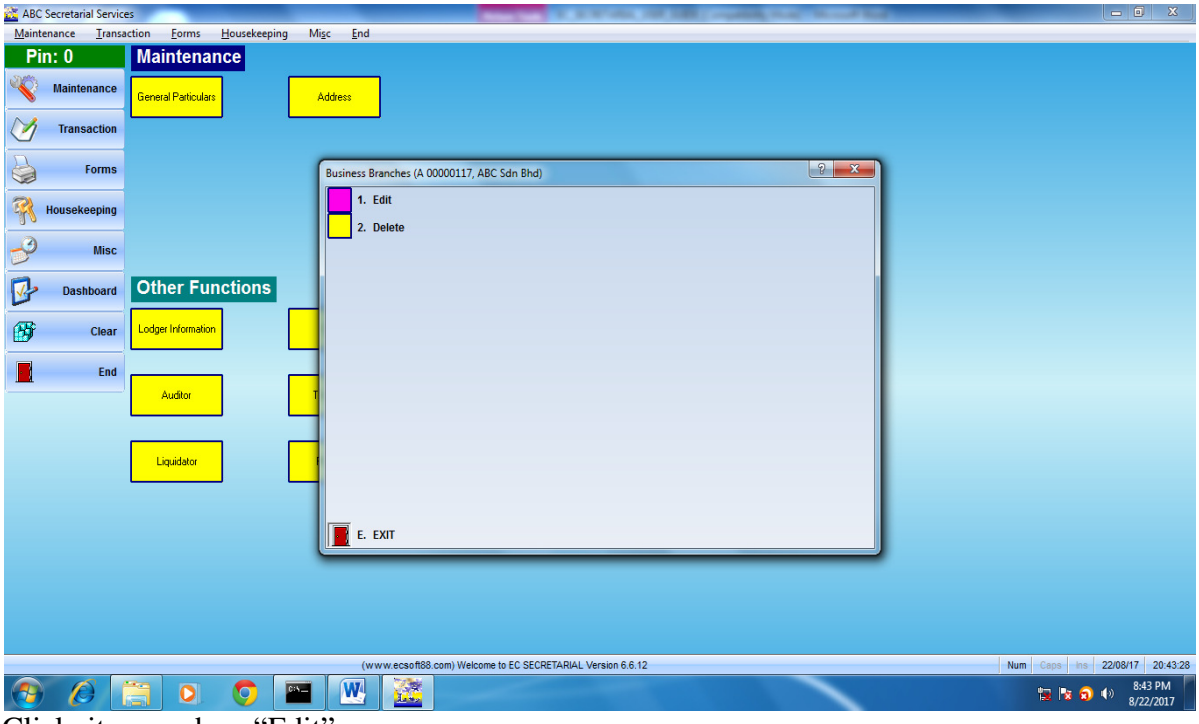


Click or hit “Enter” to change item such as “Name”. Click “Accept” to accept change.

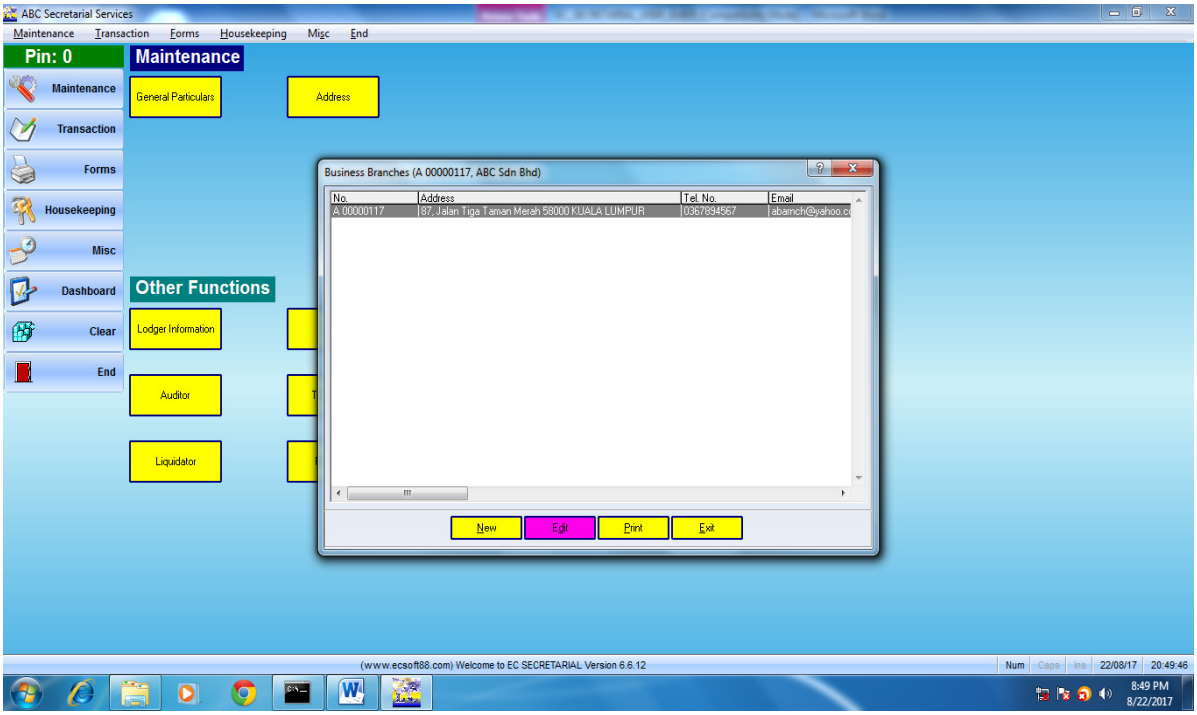
Maintenance – Business Branches



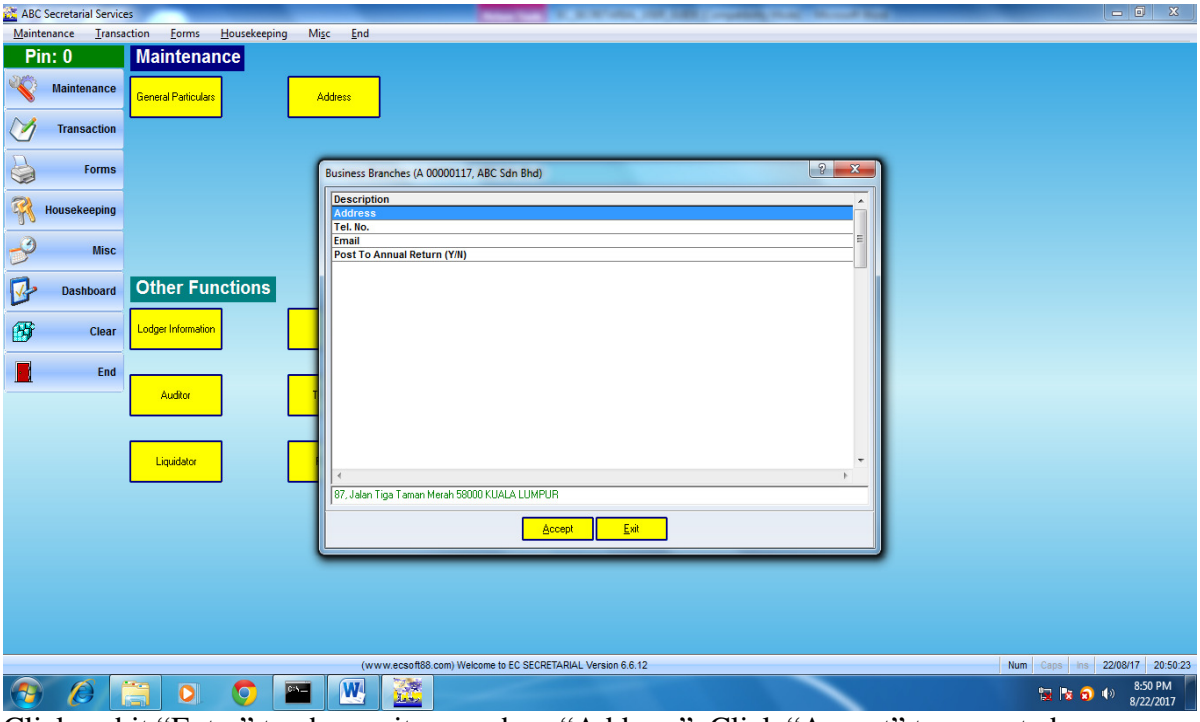
Click company and click “Accept”. Right click to search by name.



Click item such as “Edit”.

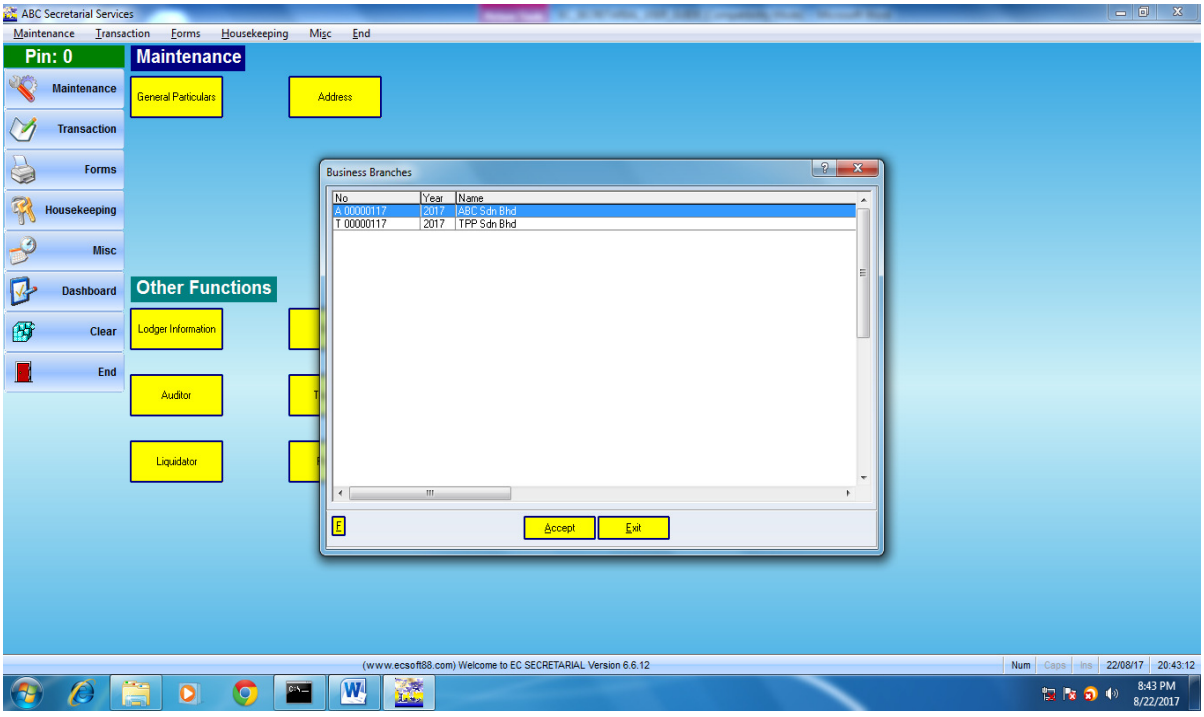


Click “New” to enter a new business branch. Click “Edit” to change.

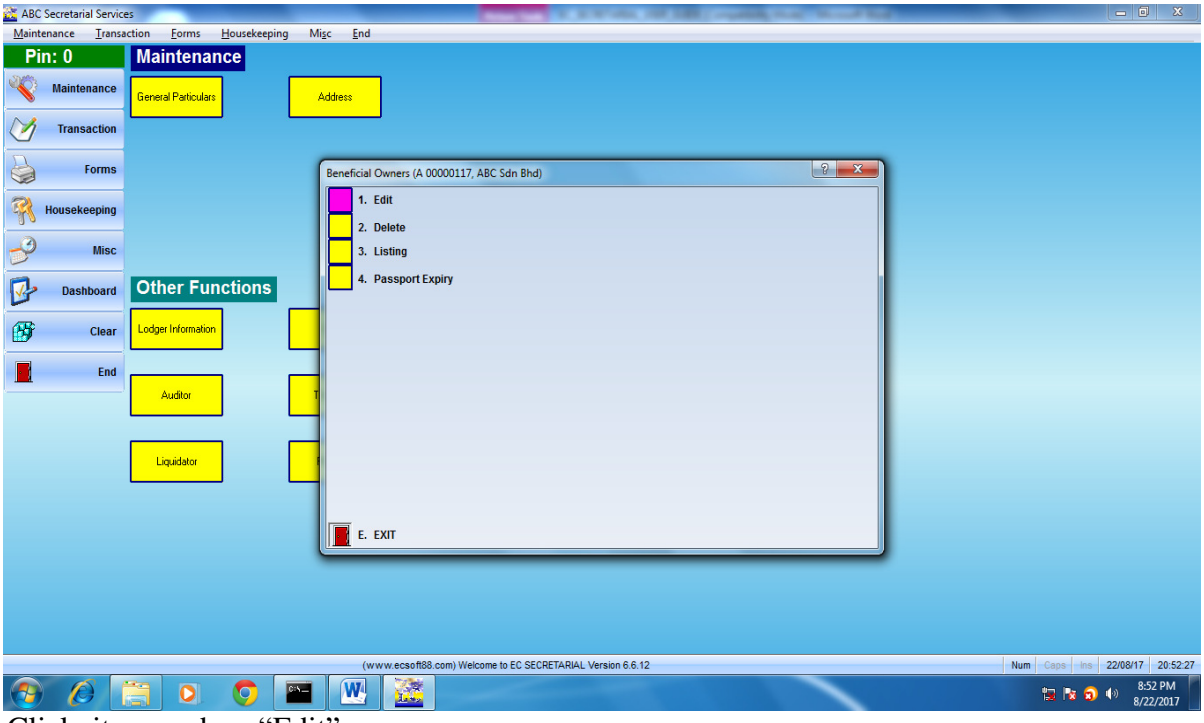


Click or hit “Enter” to change item such as “Address”. Click “Accept” to accept change.

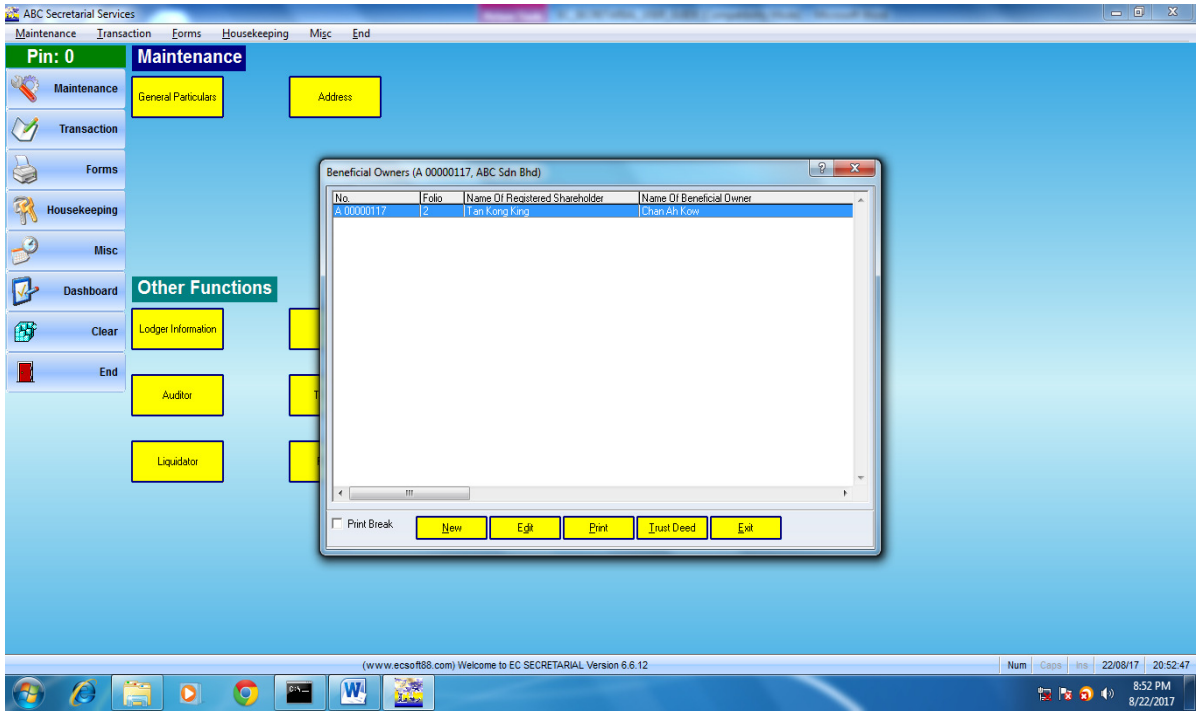
Maintenance – Beneficial Owners



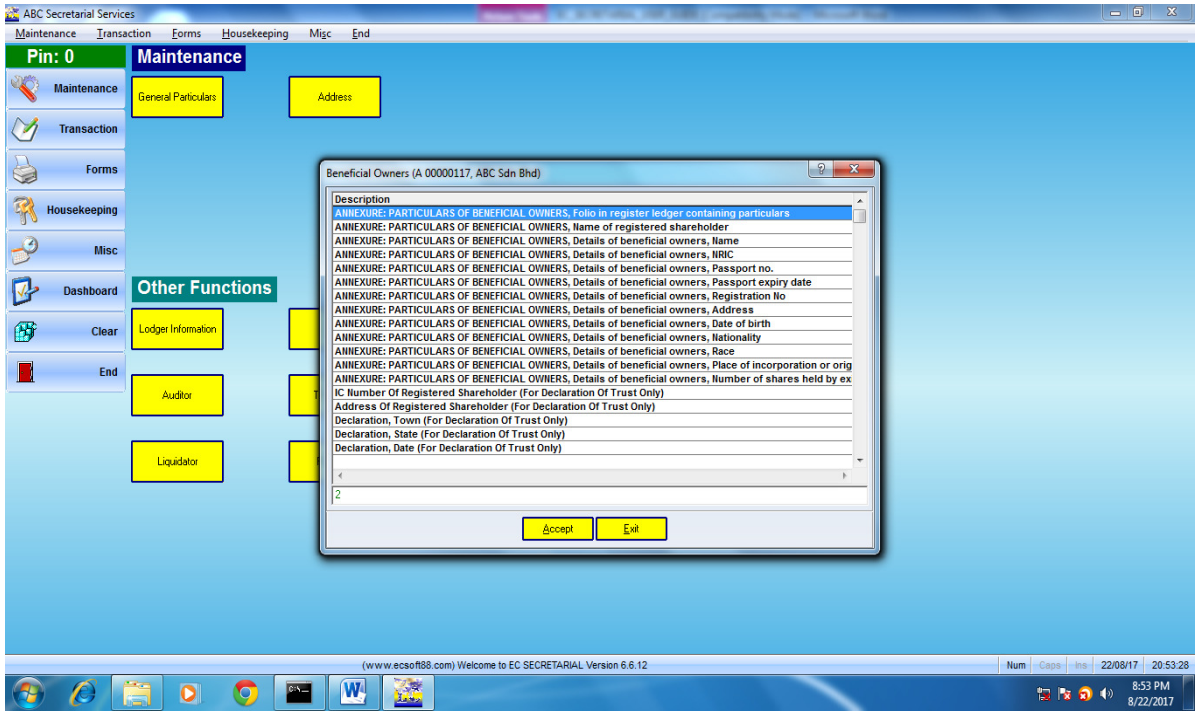
Click company and click “Accept”. Right click to search by name.



Click item such as “Edit”.

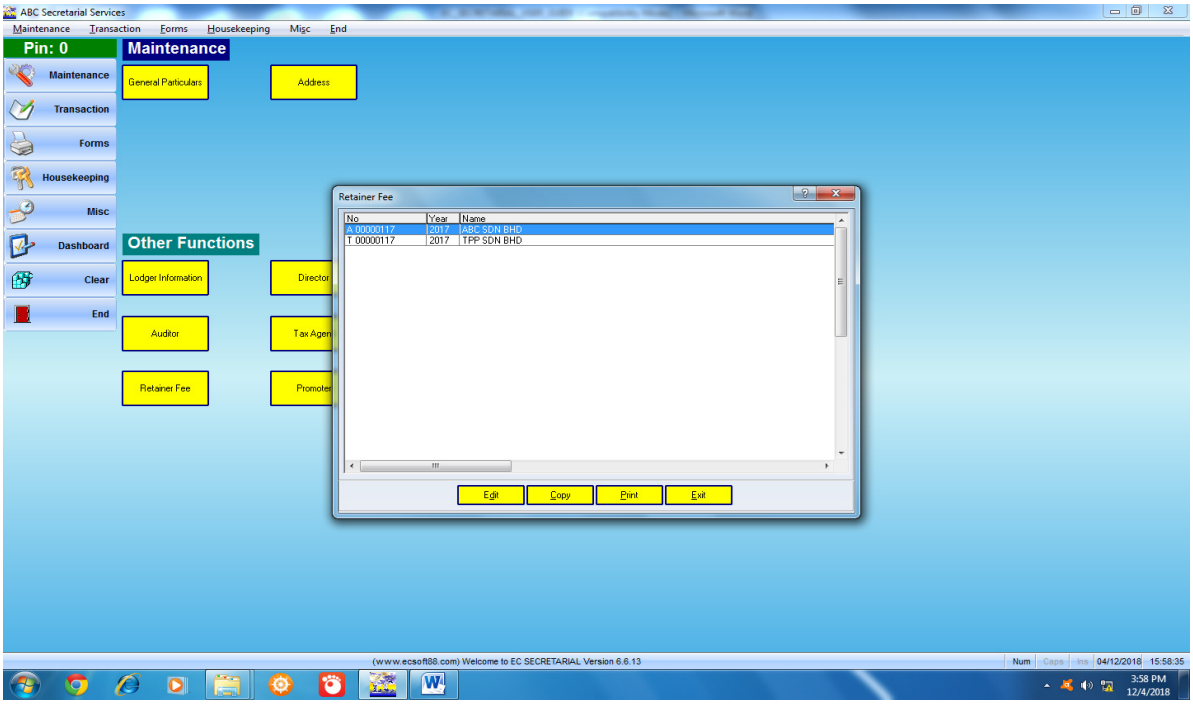


Click “New” to enter a new beneficial owner branch. Click “Edit” to change.

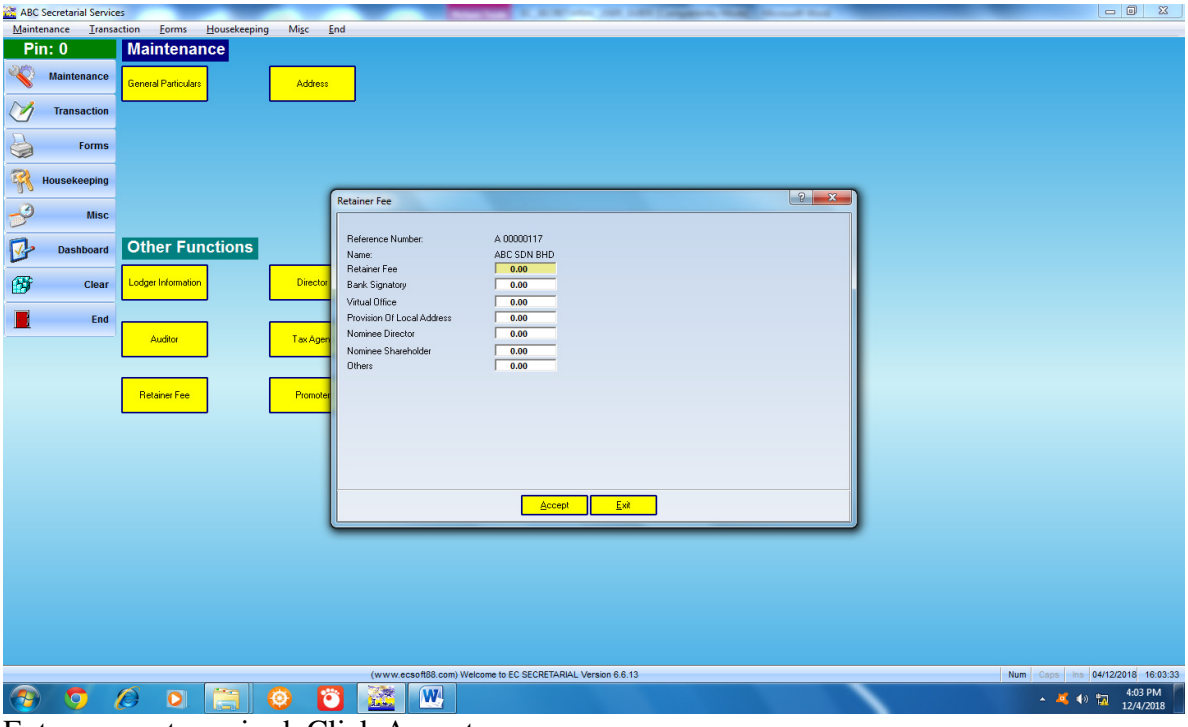


Click or hit “Enter” to change item such as “Name”. Click “Accept” to accept change.

Maintenance – Retainer Fee

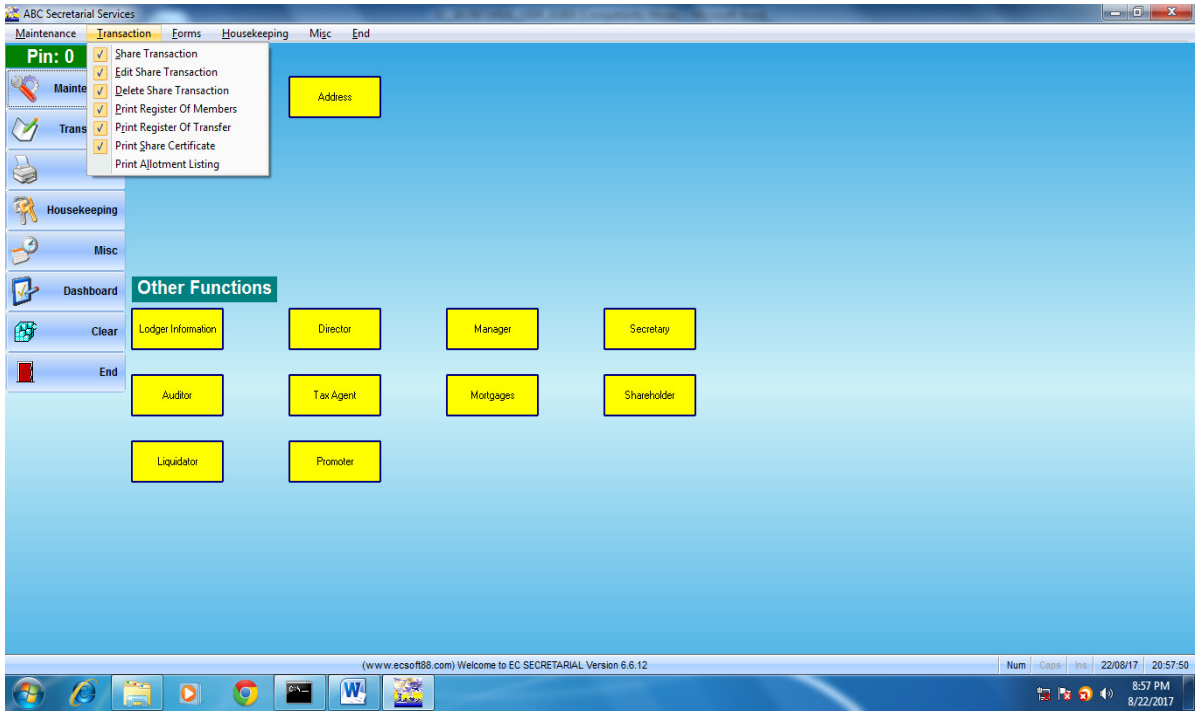


Click company and click “Accept”. Right click to search by name.
Click item such as “Edit”.



Enter amount required. Click Accept.

Transaction



Select “Share Transaction”. Select the company required. Right click to search if necessary. Click “Ordinary”-> “Cash”->”Allotment”. Click the shareholder required. Click “Accept”. Enter the “Transaction Reference”, “Certificate No.”, “Transaction Date” and “Number Of Shares”. Click “Accept”.

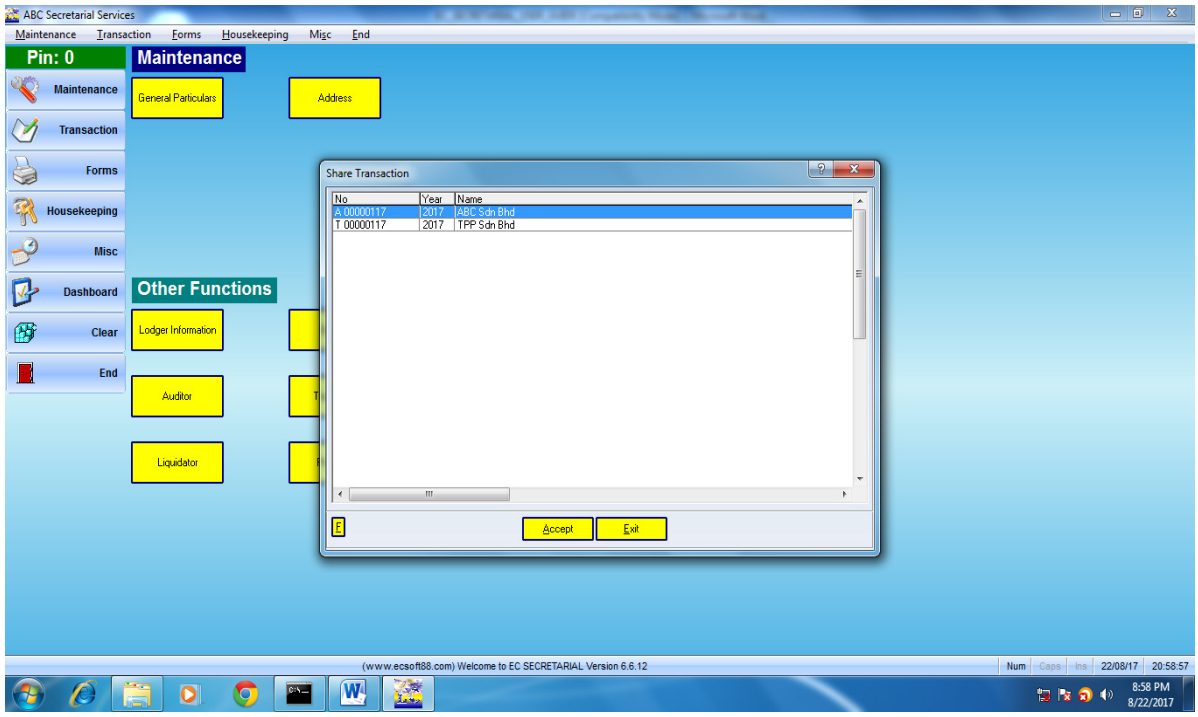
(Note: If you want to enter “Otherwise Transactions”, go to “Housekeeping”->“General Setting”->“Page 4”, enable “Enter Otherwise Transaction”.

To edit transactions entered, click “Edit Share Transaction”.

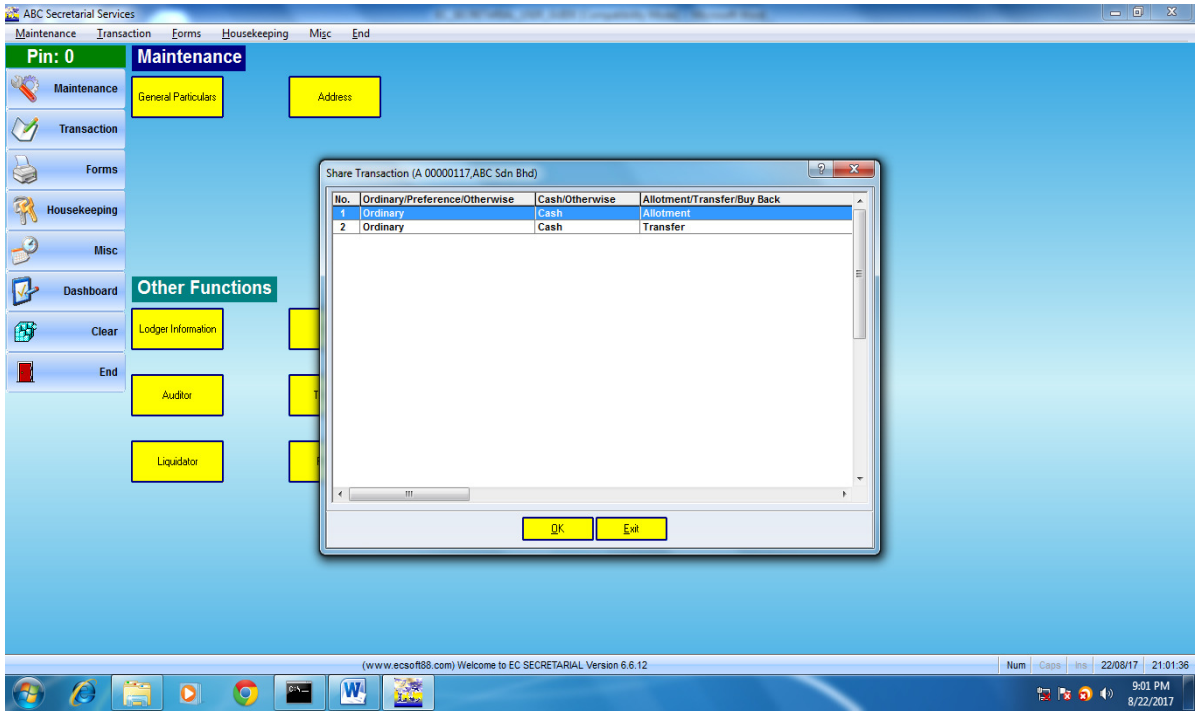
To delete transactions, click “Delete Share Transaction”.

Select “Print Register Of Members”, “Print Register Of Transfer”, “Print Share Certificate” and “Print Allotment Listing” if necessary.

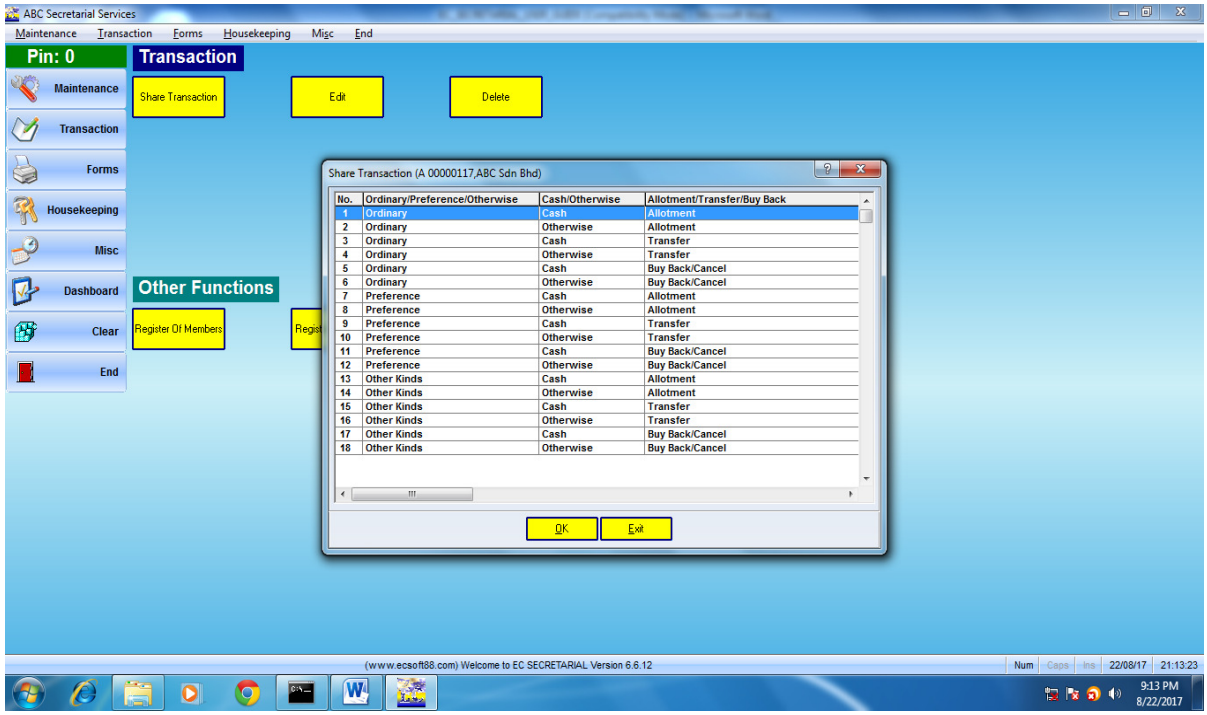
Share Transaction



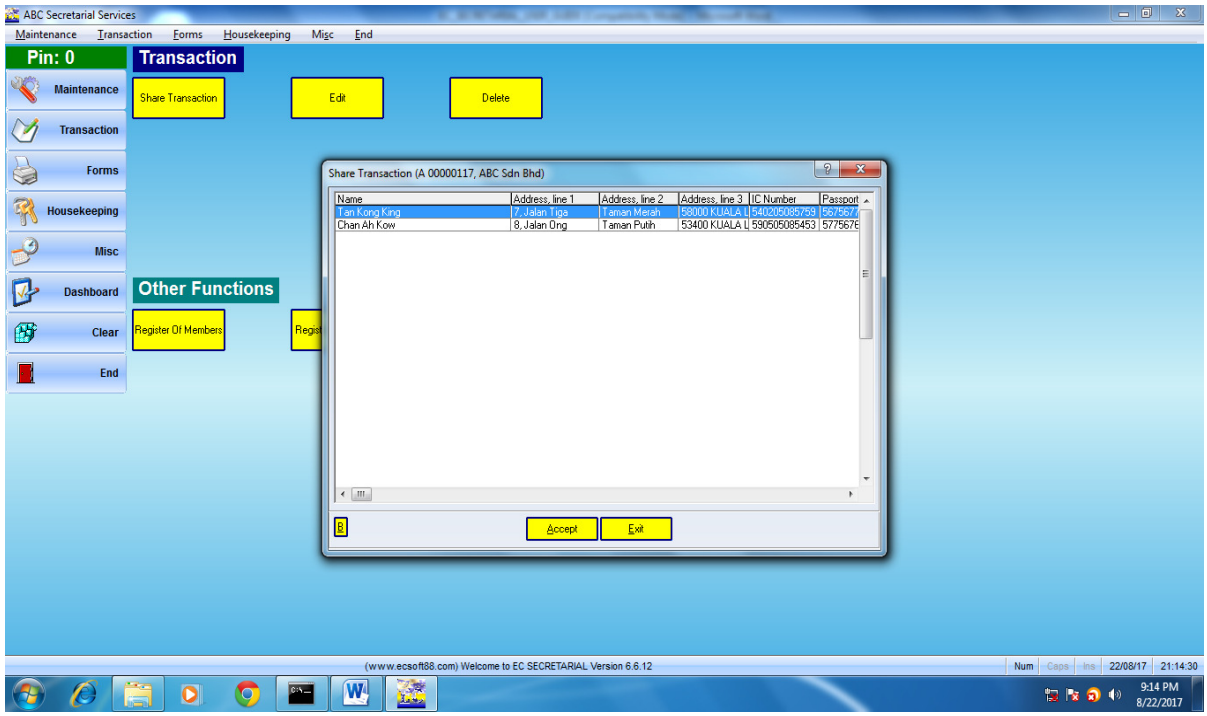
Click company and click “Accept”. Right click to search by name.



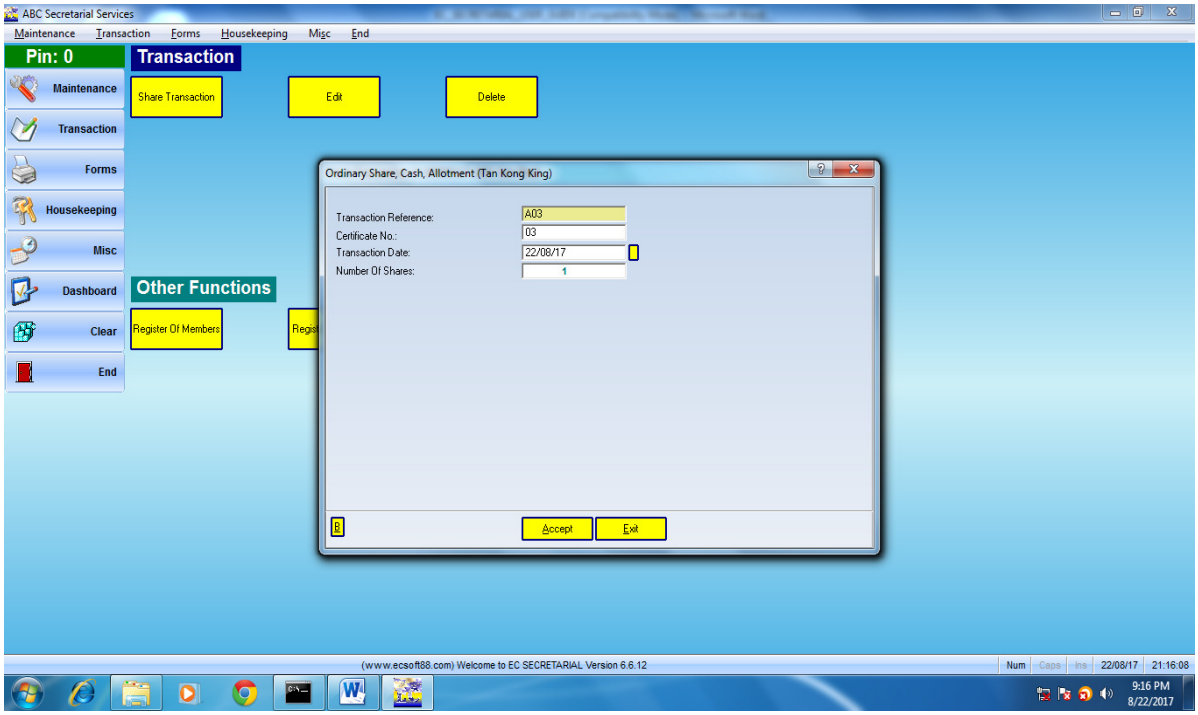
Share Transaction for “Ordinary”, “Cash”, “Allotment” and “Ordinary”, “Cash”, “Transfer”.



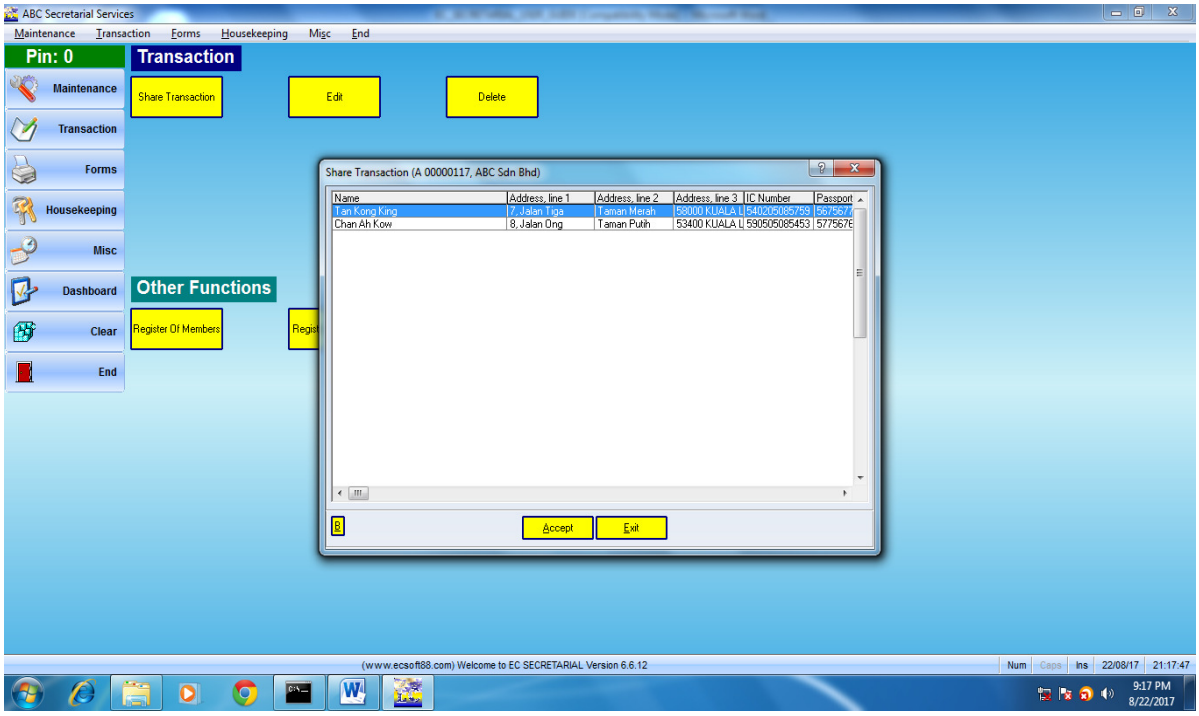
Share Transaction with more options.



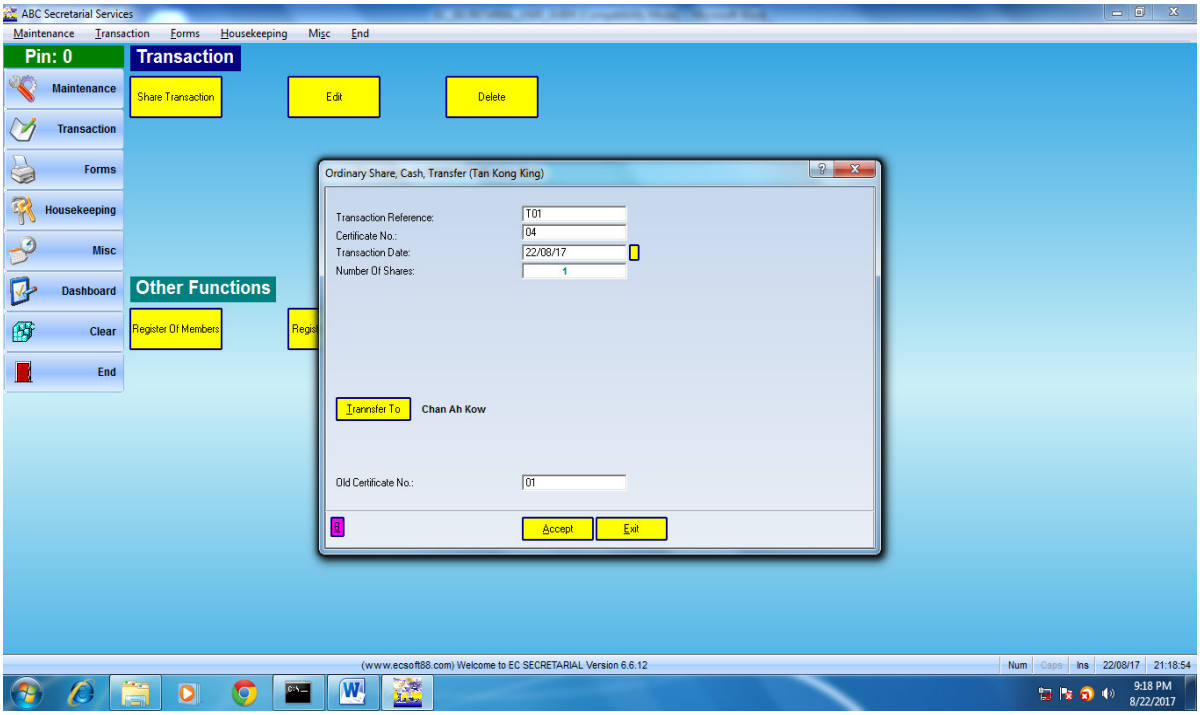
Share Transaction – select shareholder.



Share Transaction – enter transaction detail.

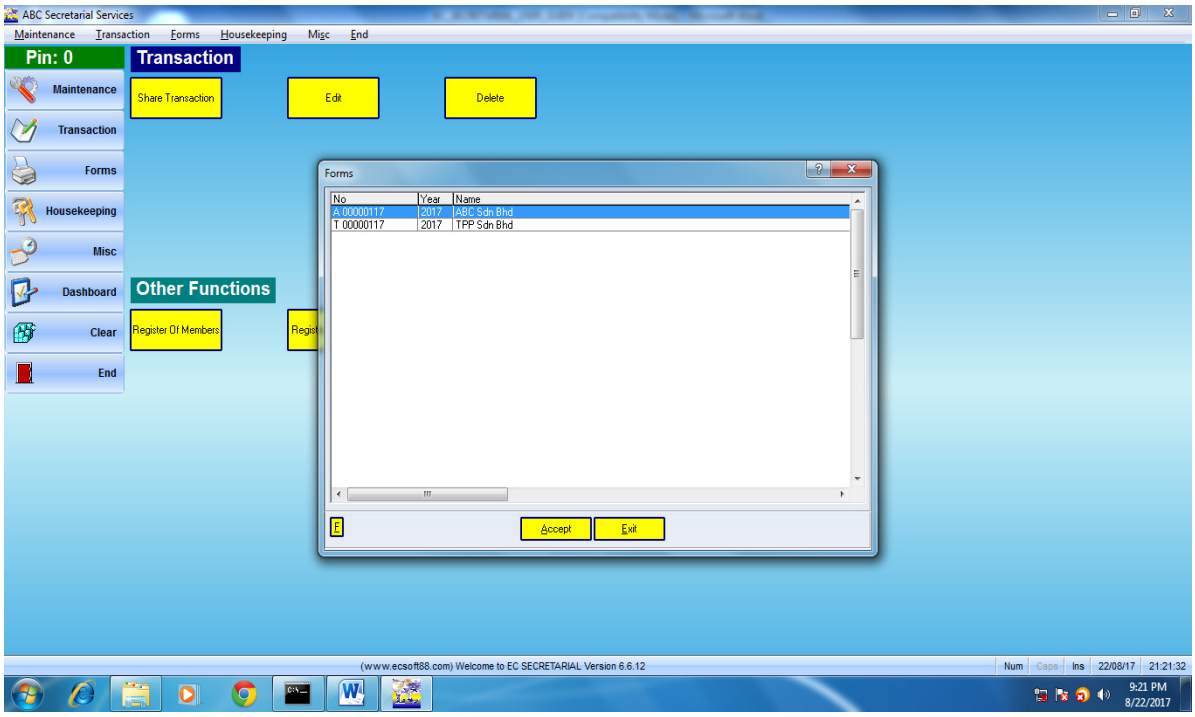


Share Transfer – select shareholder.

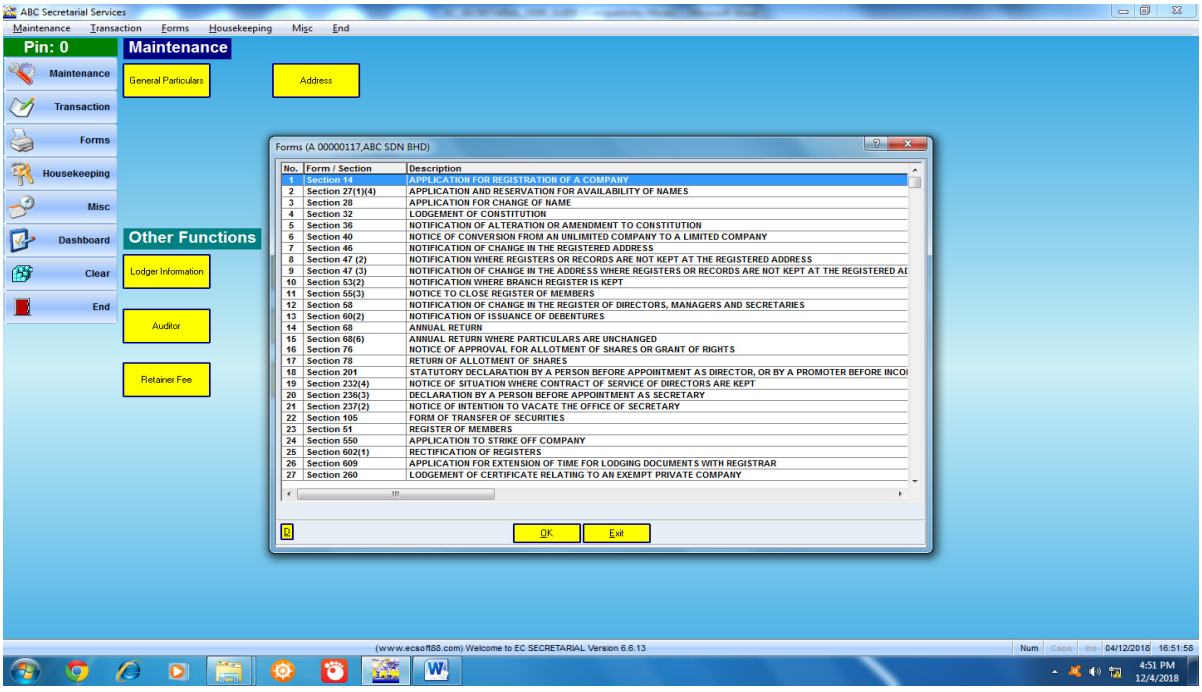


Share Transfer – enter detail with name of transferor on top. Click “Transfer To” to get name of transferee. Click button “B” to get “Old Certificate No.” if necessary.

Forms

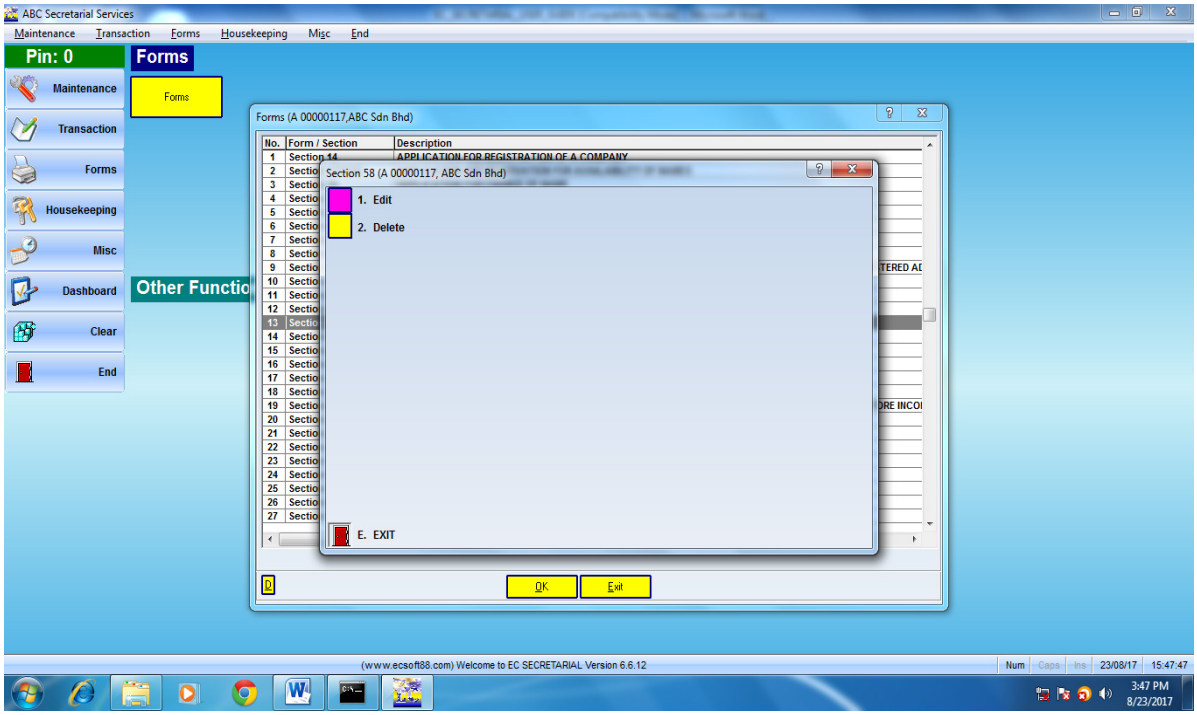


Click company and click “Accept”. Right click to search by name.

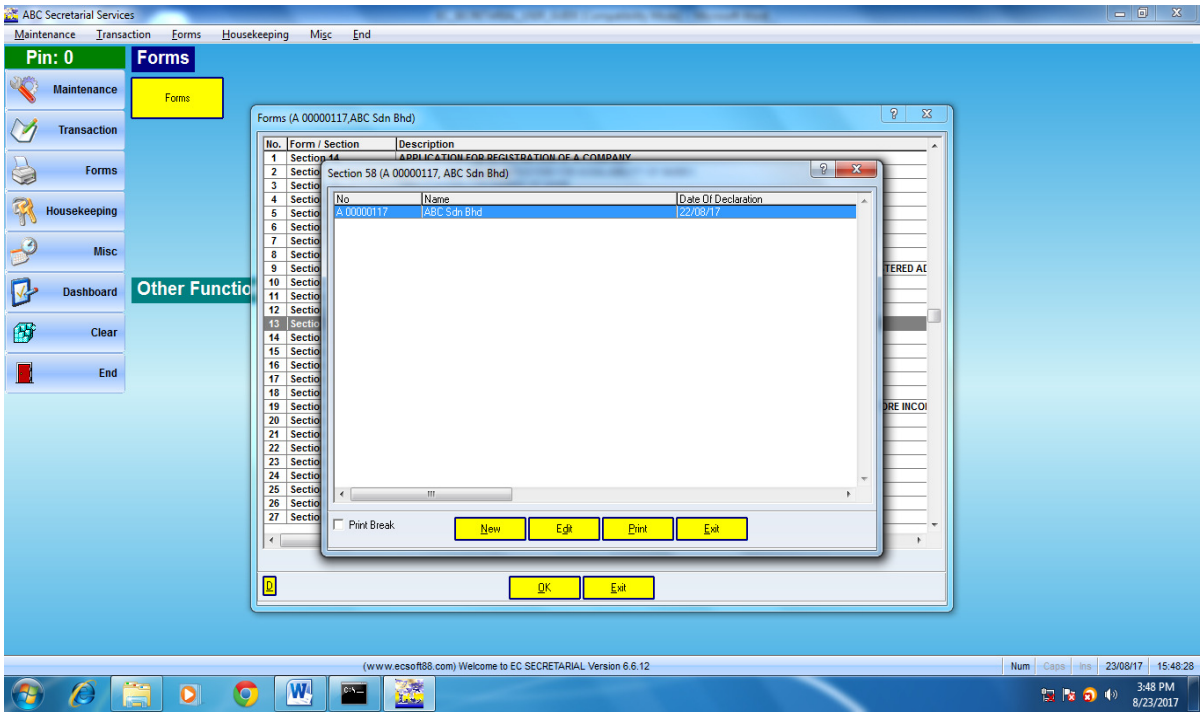


Click to select function required. Click button “D” to search if necessary.

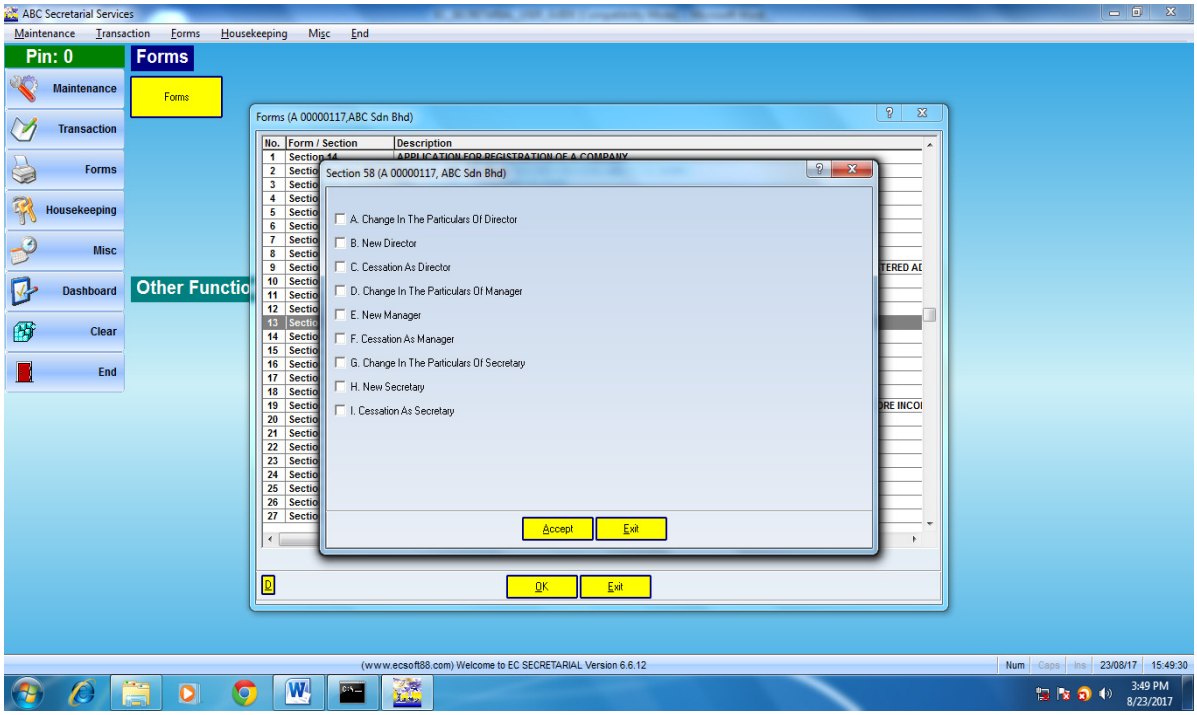
Section 14. Select the form required. Click “OK”. Click “Edit”. Click the company required. Click “Edit”. Press “Enter” to select the field required. Enter the data and press “Enter”. Press “Accept”.
To print the form, press “Print”.
To delete the form, press “Delete”.
Similar steps apply to other forms.



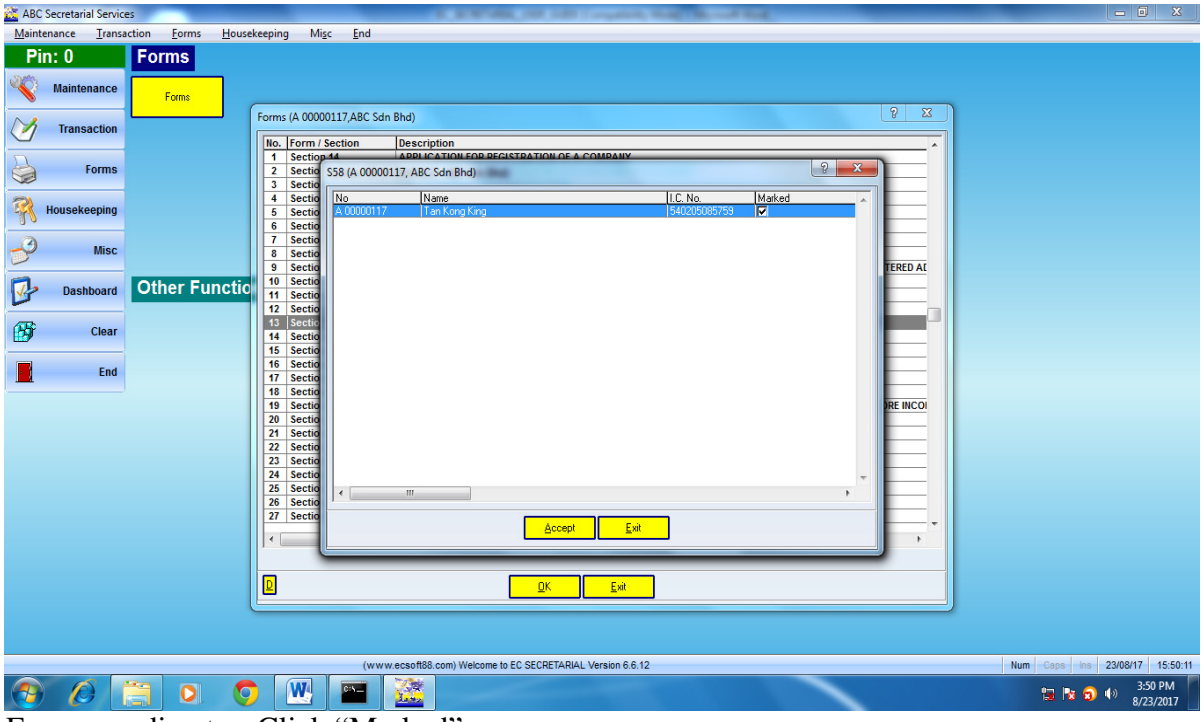
Section 58. Click item such as “Edit”.



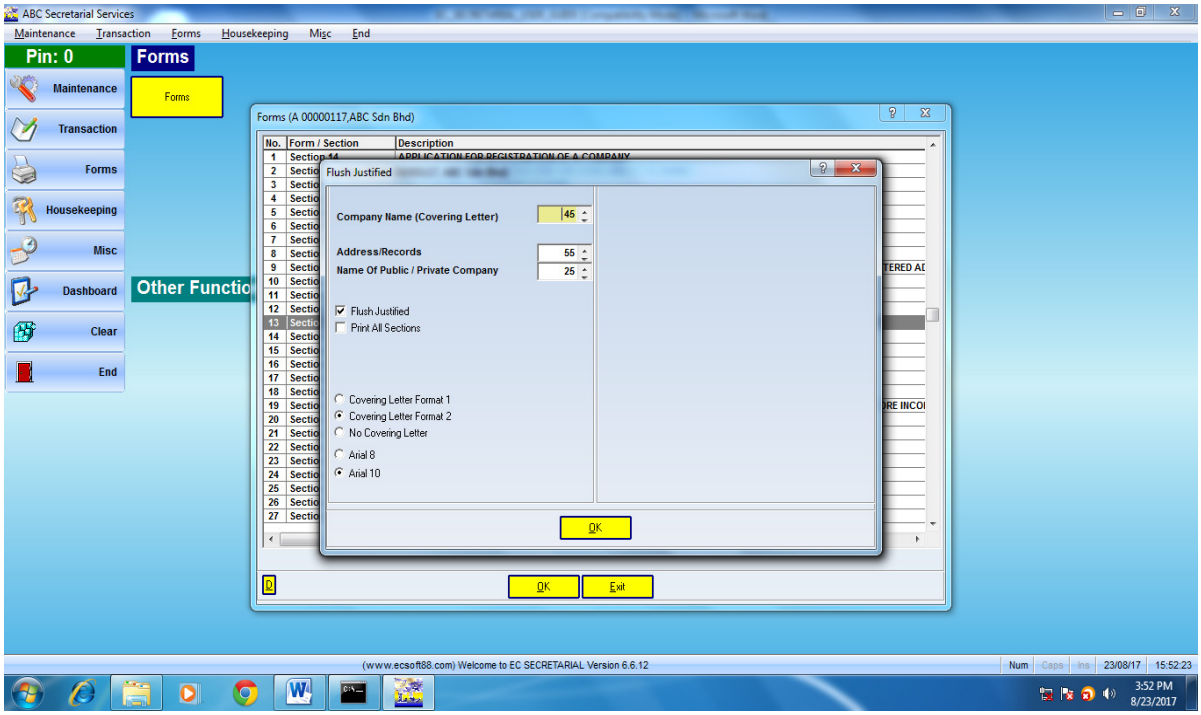
Click “New” to enter a new form. Click “Edit” to change.



For a new form, click option(s) required.



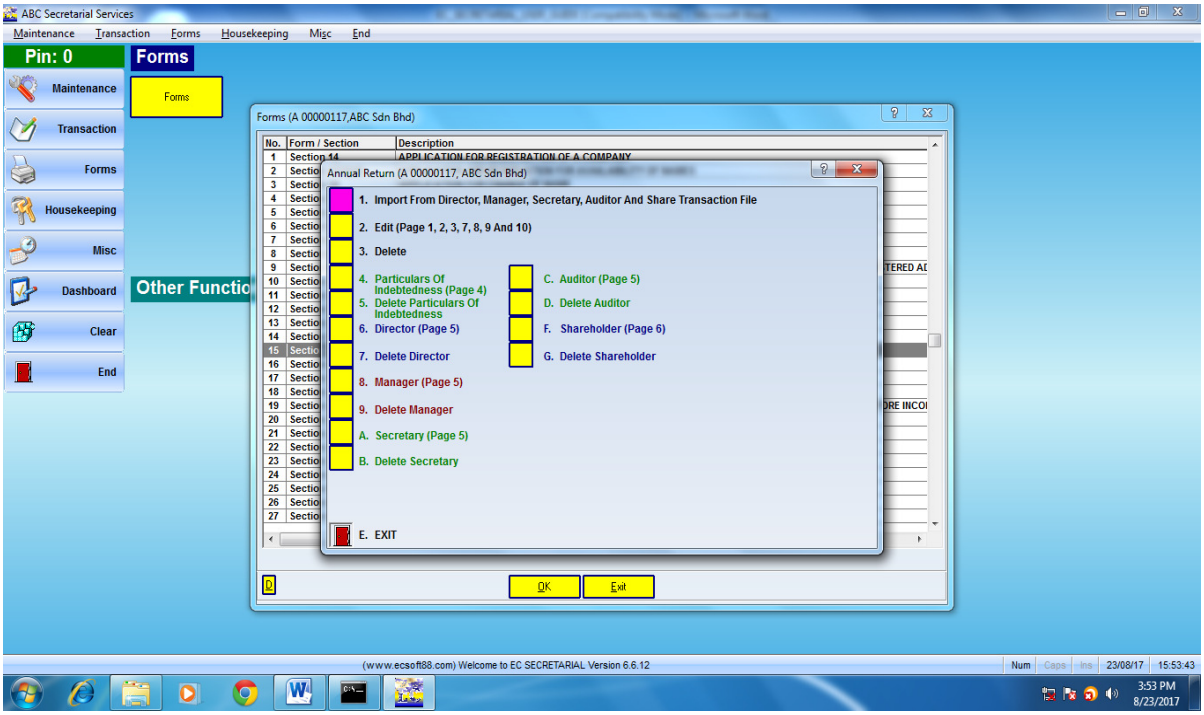
For a new director. Click “Marked”.



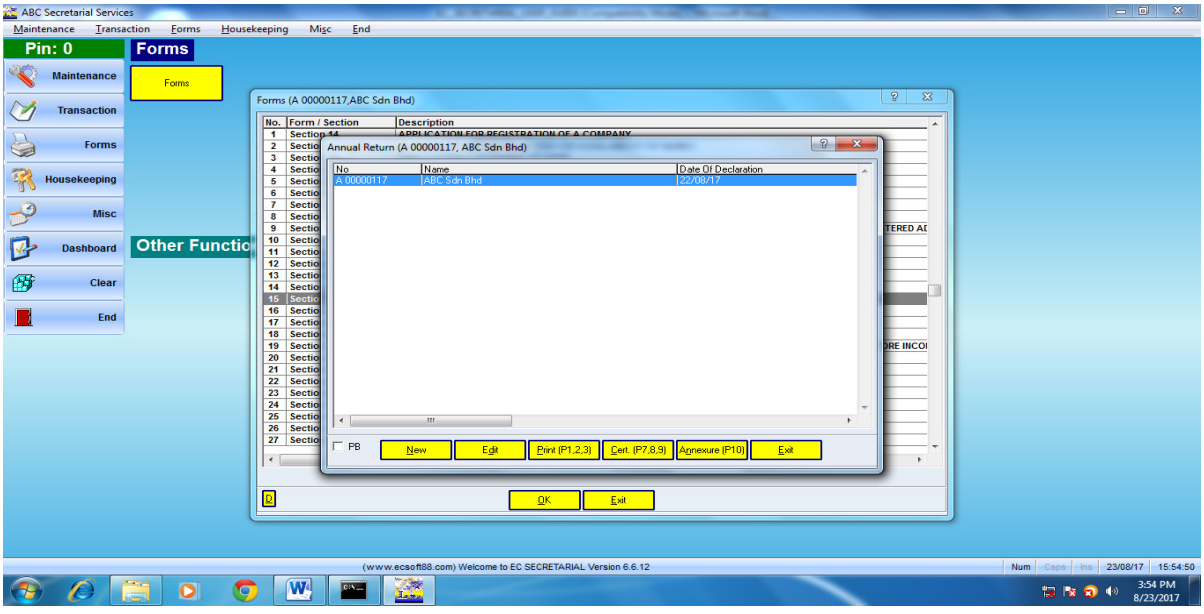
”Print Break” options.

If “Flush Justified” is disabled, you can adjust number of characters for items such as address.

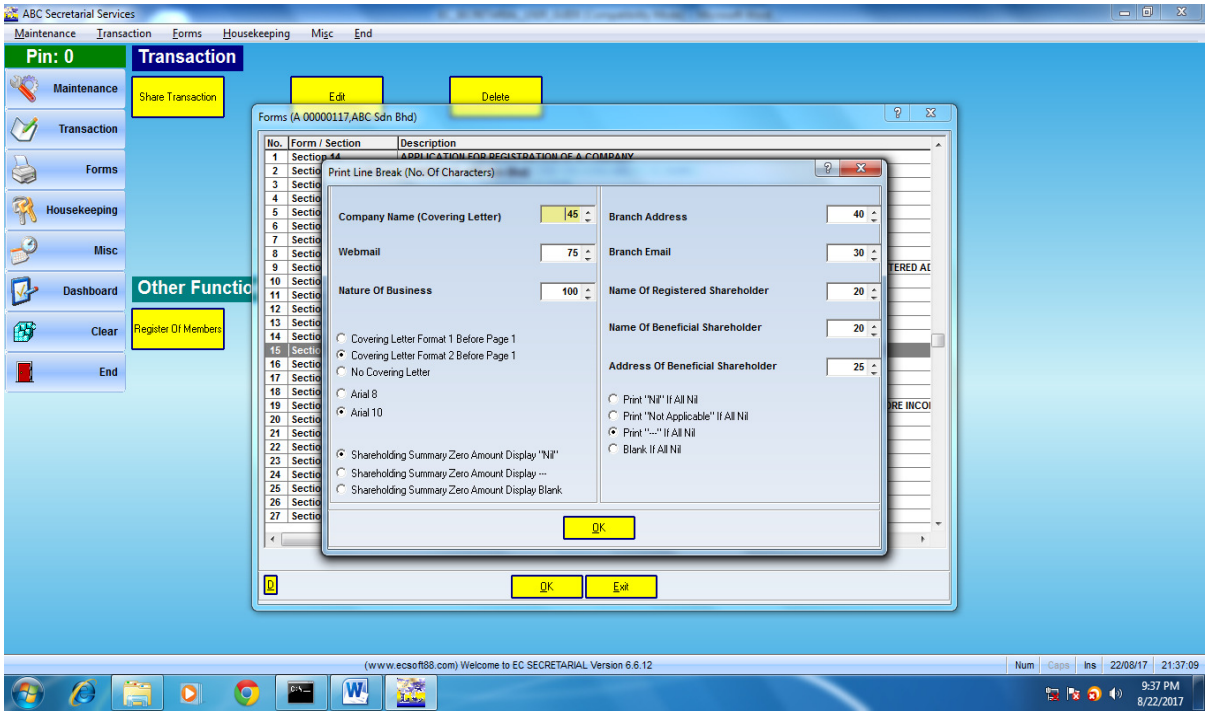
Section 68.



Click “Import Form Director, Manager, Secretary, Auditor And Share Transaction File” for a new form. Click “Edit (Page 1, 2, 3, 7, 8, 9 And 10)” to print page(s) required. To output to MBRS, go to “Misc->Text File/XML File->Annual Return (XML). Remember to save the file generated as .xml.

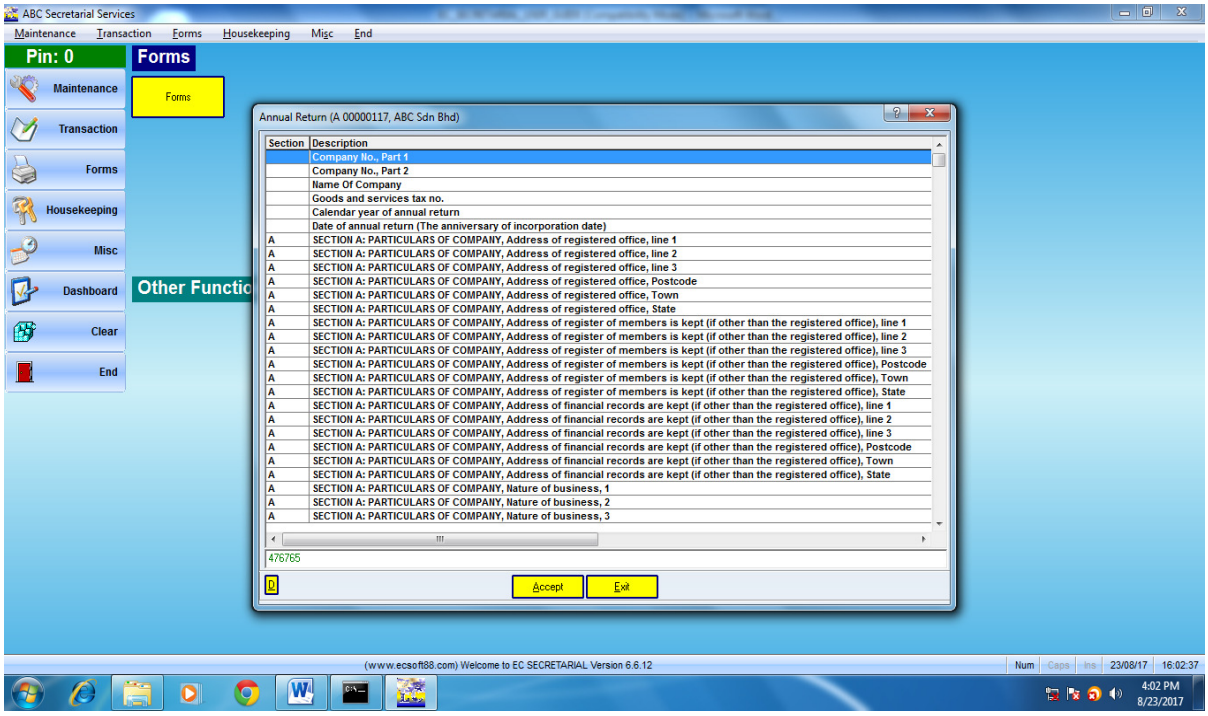


Click item such as “Print (P1,2, 3).

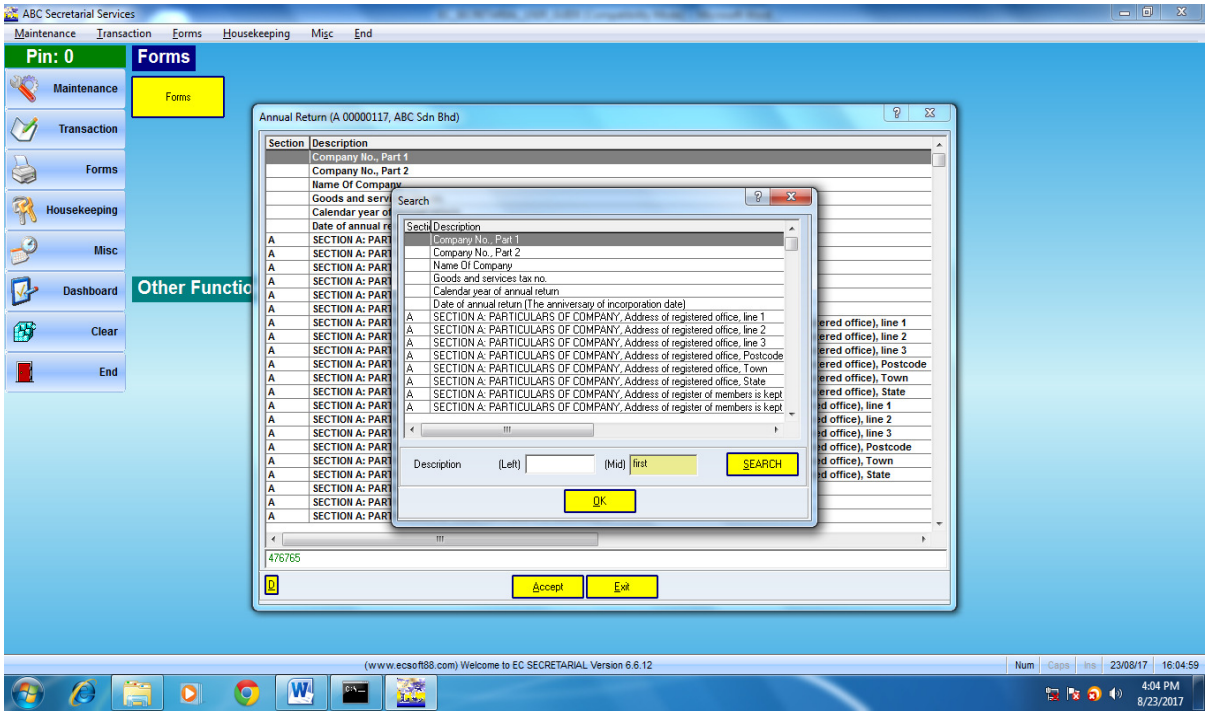


Options for “Print Break (PB)”.

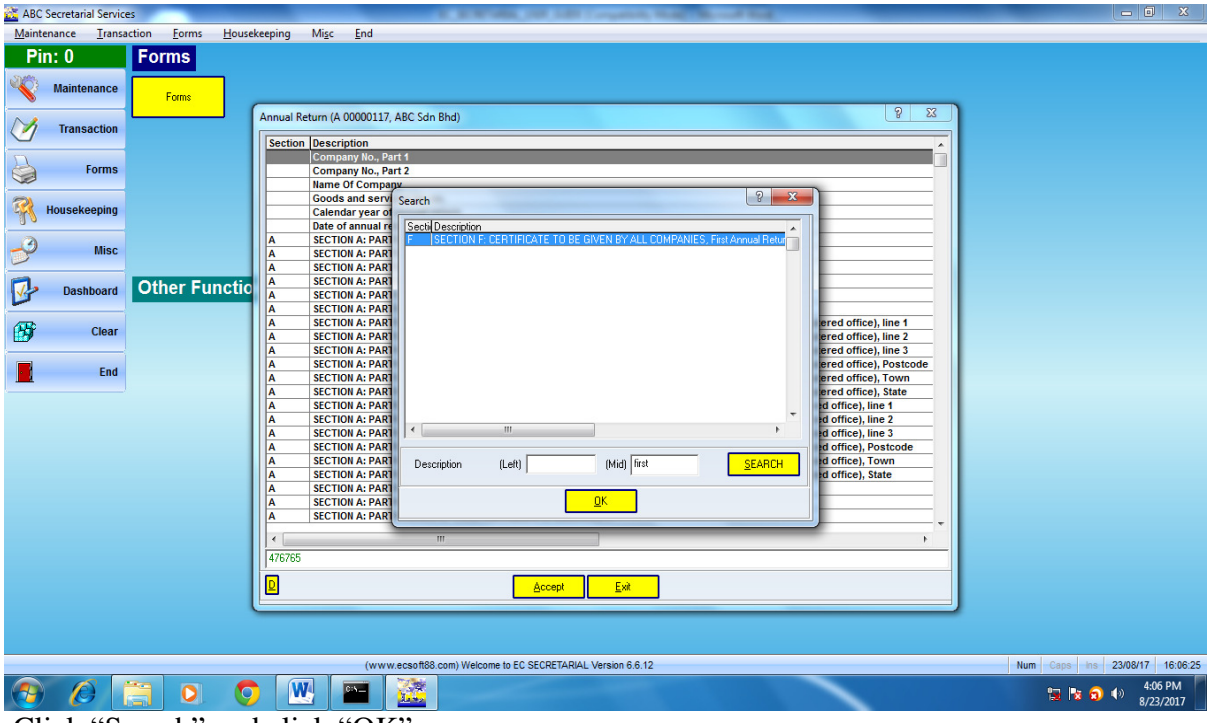
If “Flush Justified” is disabled, you can adjust number of characters for items such as address.



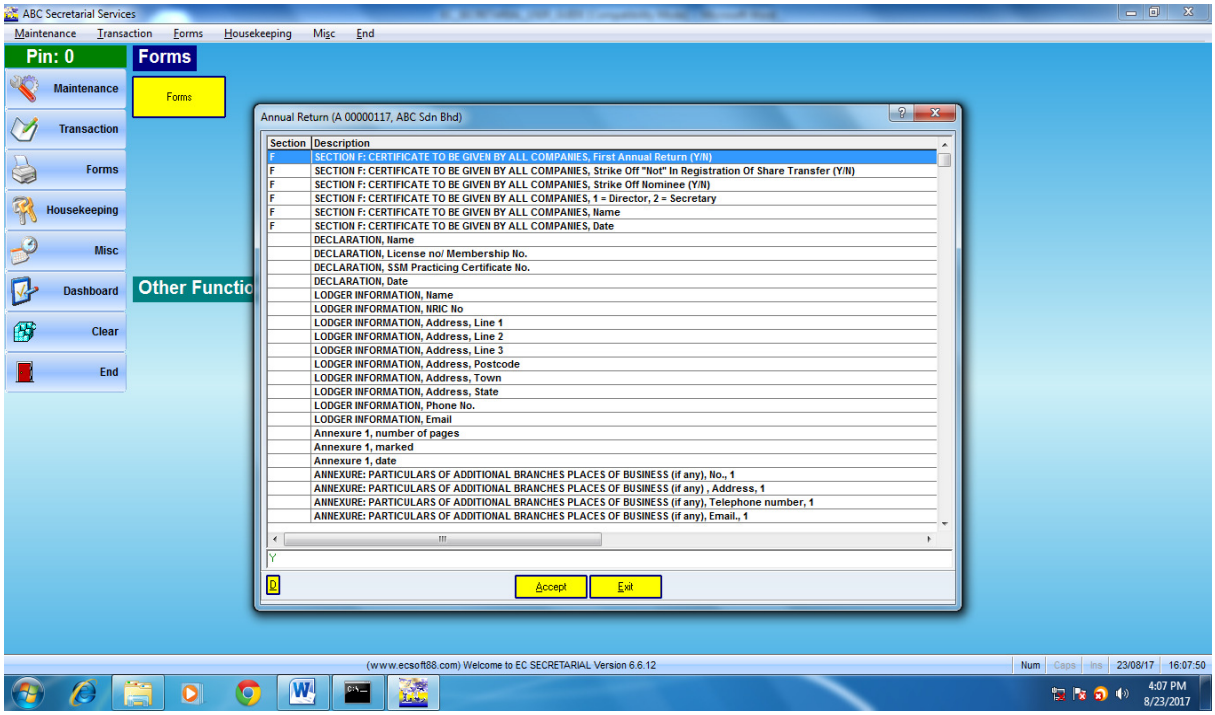
Click “Edit’ to change. Click button “D” to search.



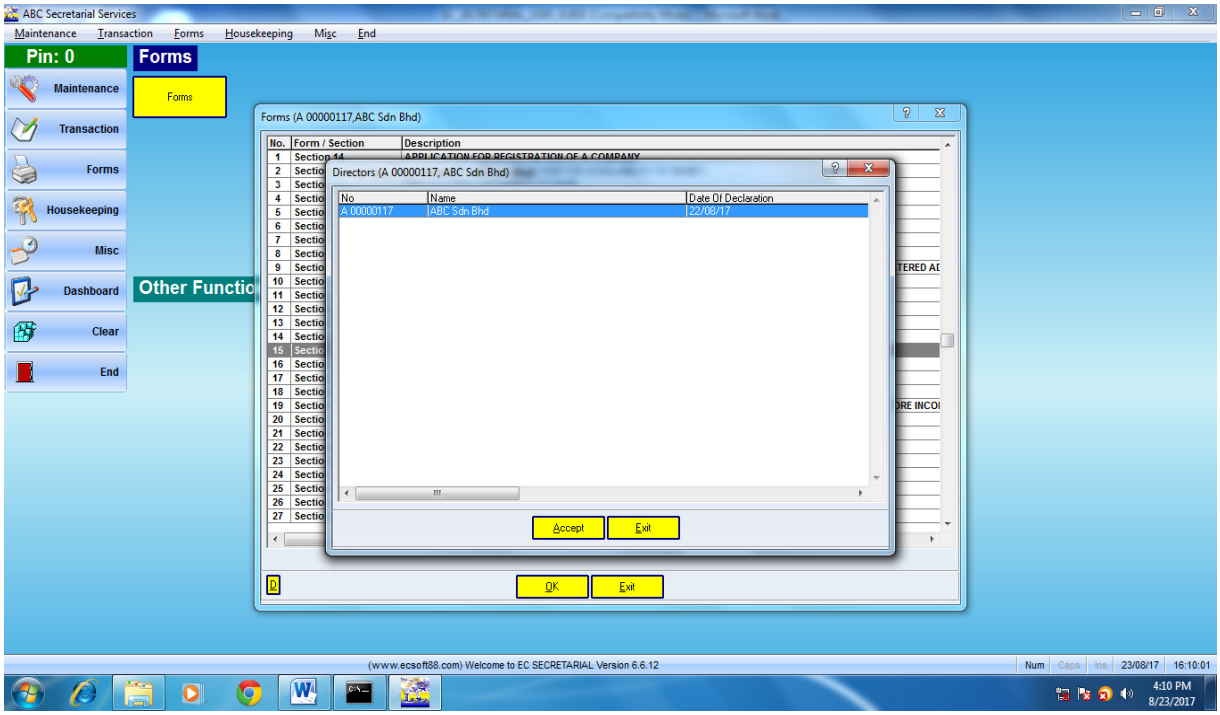
Type “first” in “Mid” to search.



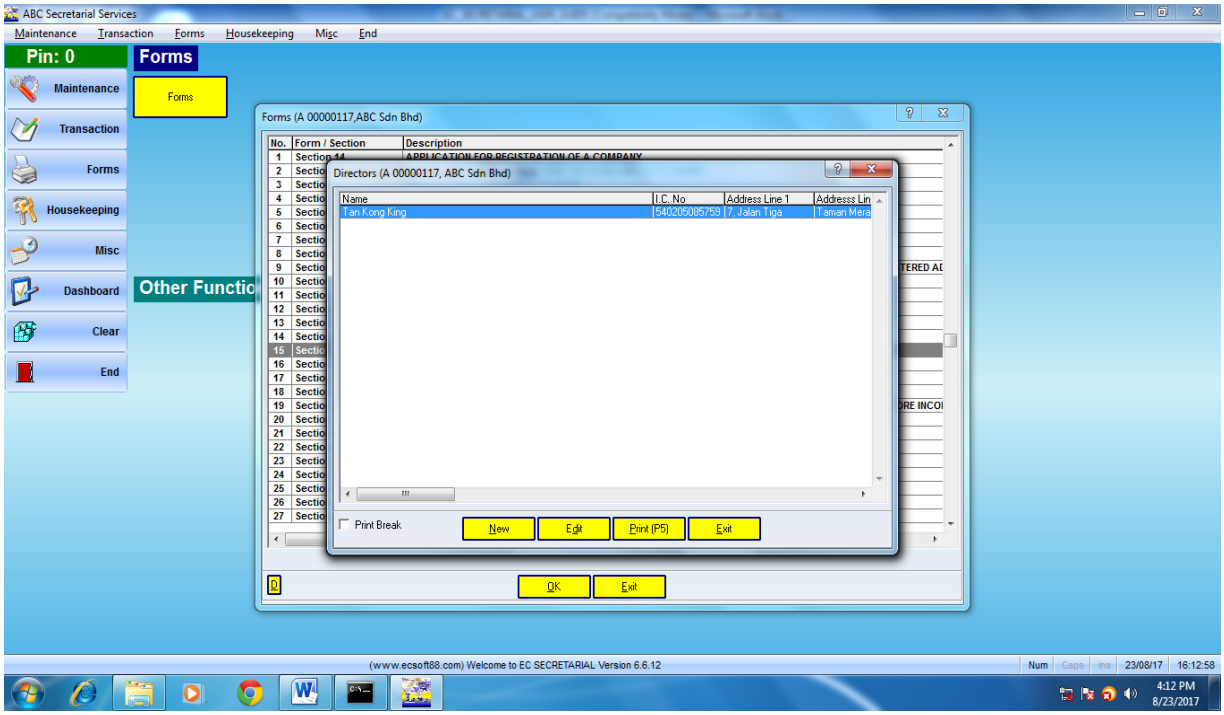
Click “Search” and click “OK”.



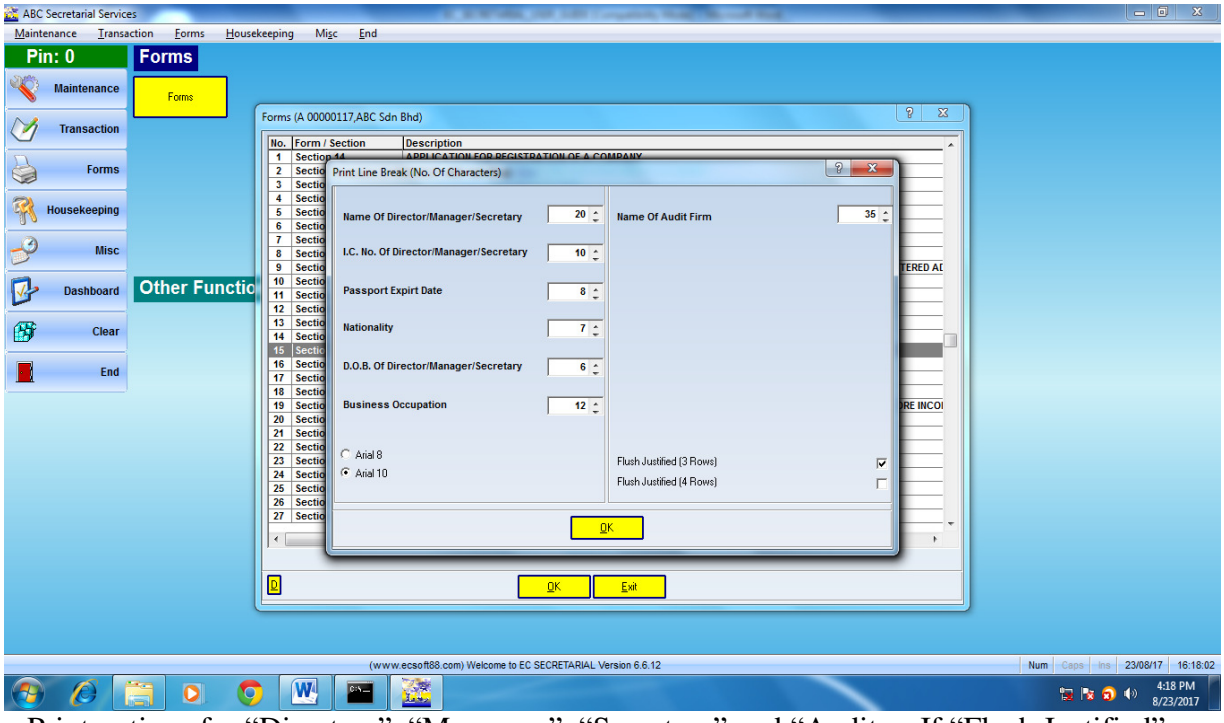
Delete “Y” and change to “N” if necessary. Click “Accept”



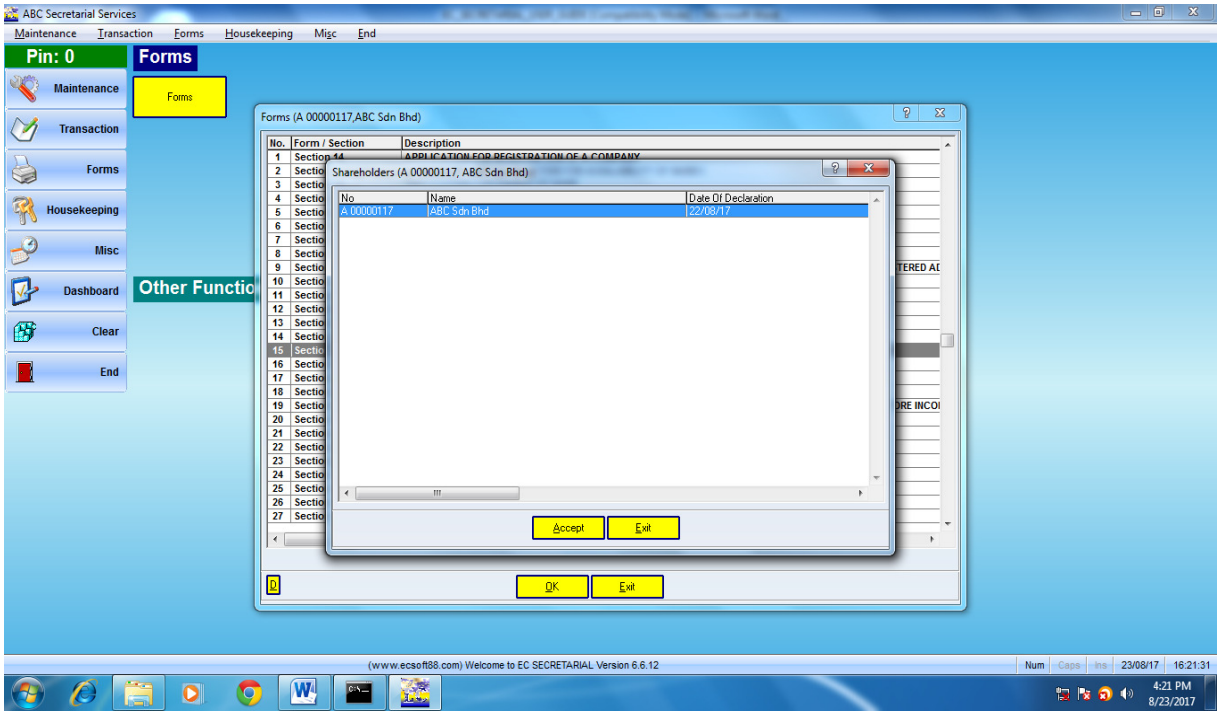
To print detail for “Directors”, “Managers”, “Secretary” and “Auditor, click “6. Director (Page 5)”.



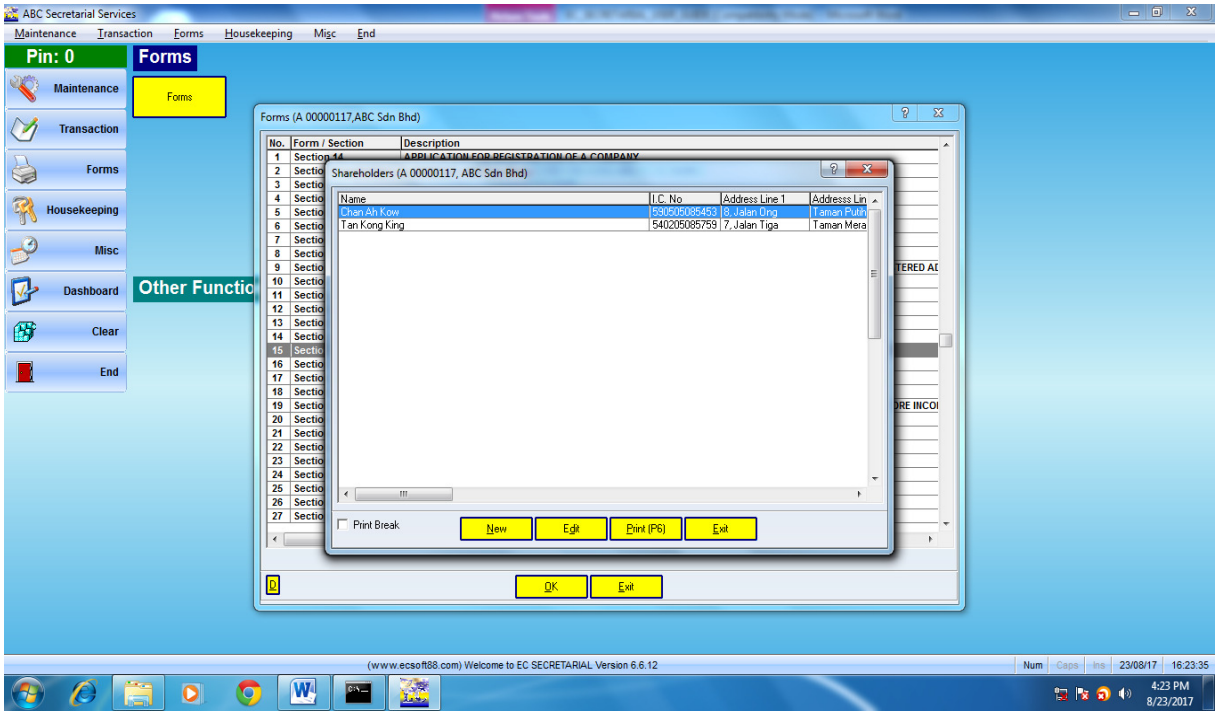
Click “Edit” or “Print”.



Print options for “Directors”, “Managers”, “Secretary” and “Auditor. If “Flush Justified” is disabled, you can adjust number of characters for items such as name.

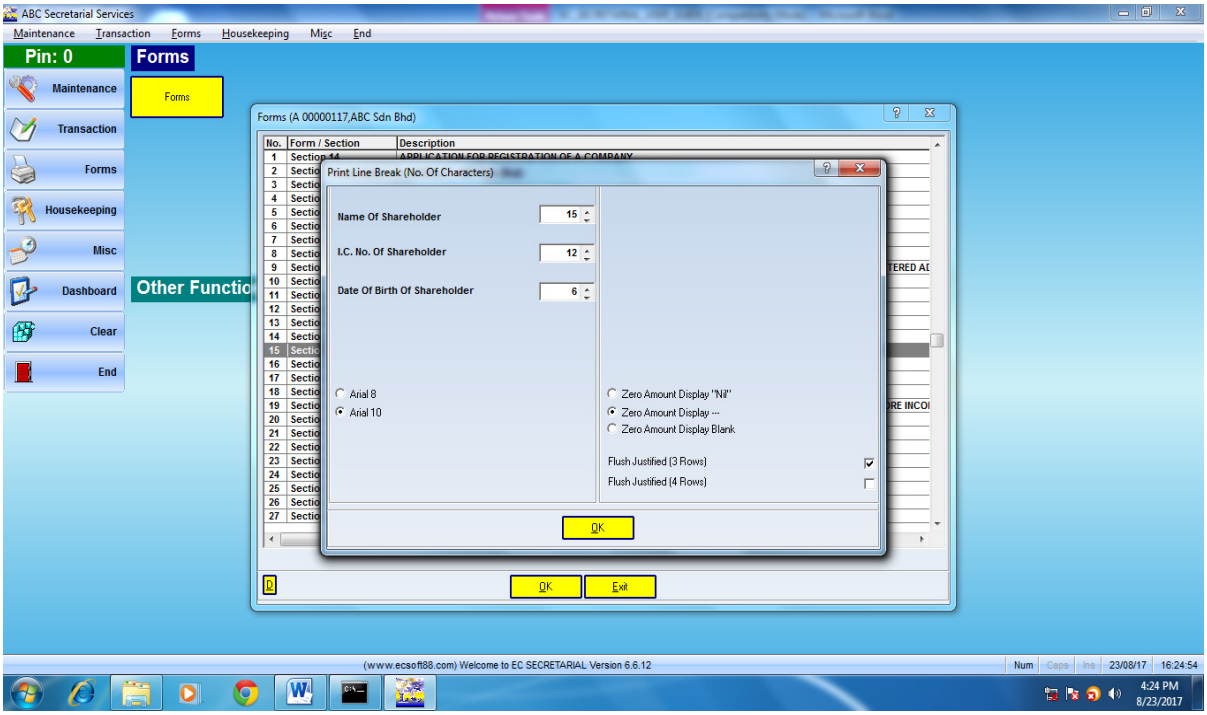


To print detail for shareholders, click “F. Shareholder (Page 6)”.



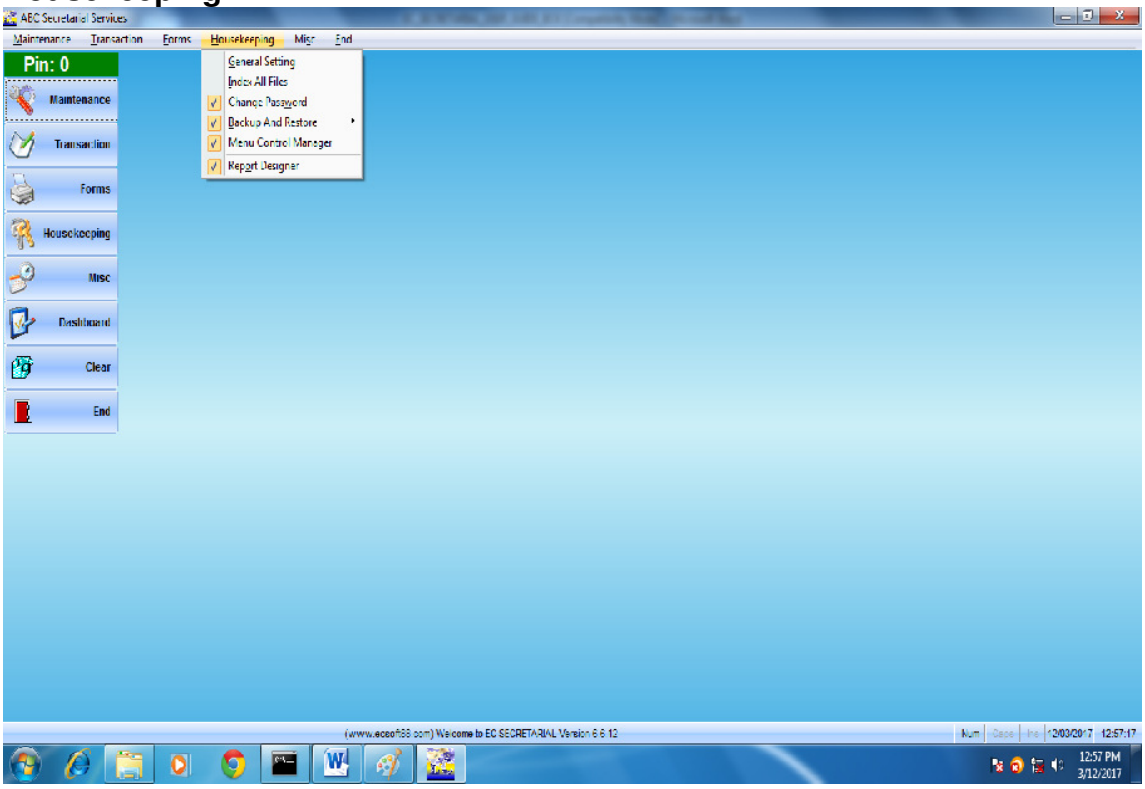
Click “Edit” or “Print”.

Note: If the number of shares is zero, the name of the shareholder will not appear in the annual return.



Print options for “Shareholders”. If “Flush Justified” is disabled, you can adjust number of characters for items such as name.

Housekeeping



Click “General Setting”. Enter particulars of the company secretary. To change the name of the company appearing at the top, click “Page 2”. Click “Page 3”. Change the “USB Backup Drive” if necessary. Disable “Preview Report” if you do not want to preview reports. To change the number of lines appearing at the bottom of a form, change “Lodge By: (No. Of Lines)”. To have “[“ and “]” for company number, enable “Bracket For Company No.”. To sort report in alphabetical order, enable “Report In Alphabetical Order”. Change “No. Of Entries In Attendance” for reports of meetings if necessary. Enable “Dotted Lines Report” if necessary. Change “No. Of Rows In Report (-ve to reduce)” if necessary. This option only apply to non report designer reports. Change “Non Report Designer Font” if necessary. Disable “Change Menu Look” if necessary. Enable “Enter Otherwise Transaction” if necessary.

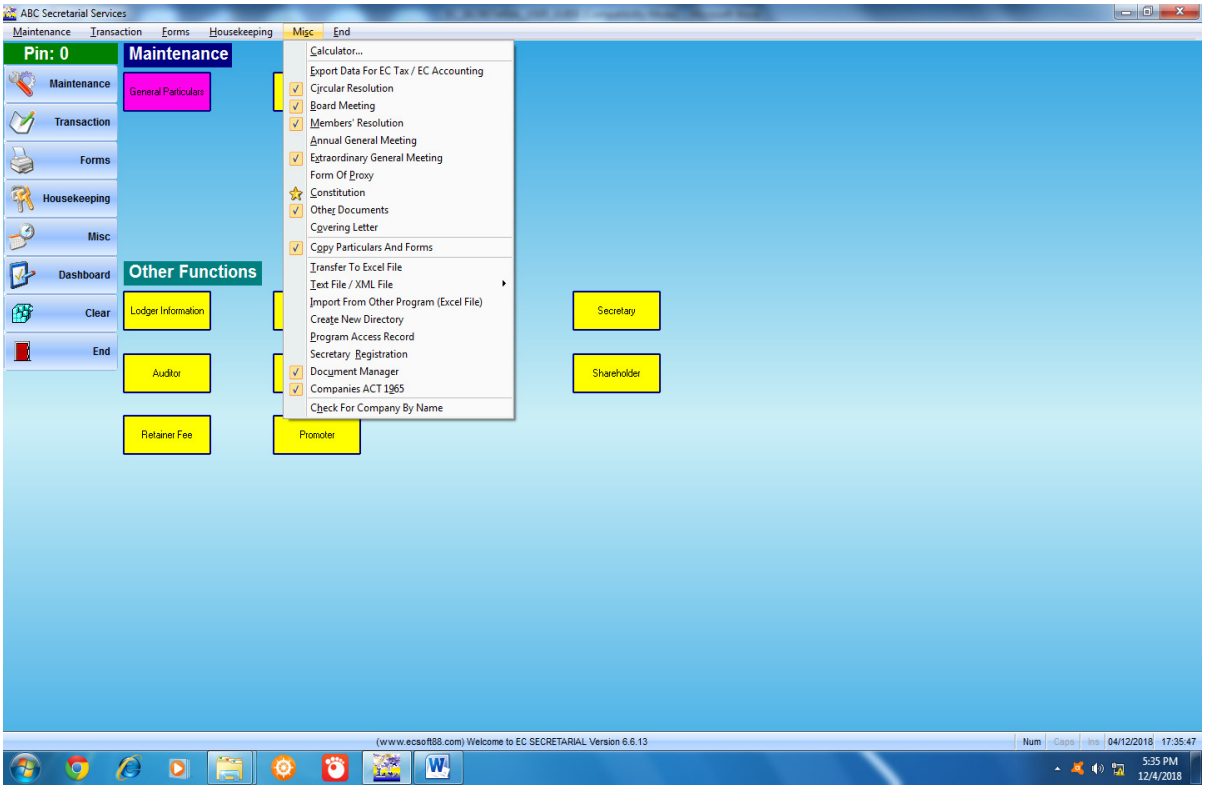
Click “Index All Files” when advised by your dealer.
Click “Change Password” to change to a new password.

Click “Backup And Restore” to backup your to a pen drive. You can select both the zipped and unzipped option.

Click “Menu Control Manager” to change the accessibility of any function. This menu is only accessible to PIN 0. Click the function to enable or disable access by other PINS.

To change any report, click “Report Designer”.

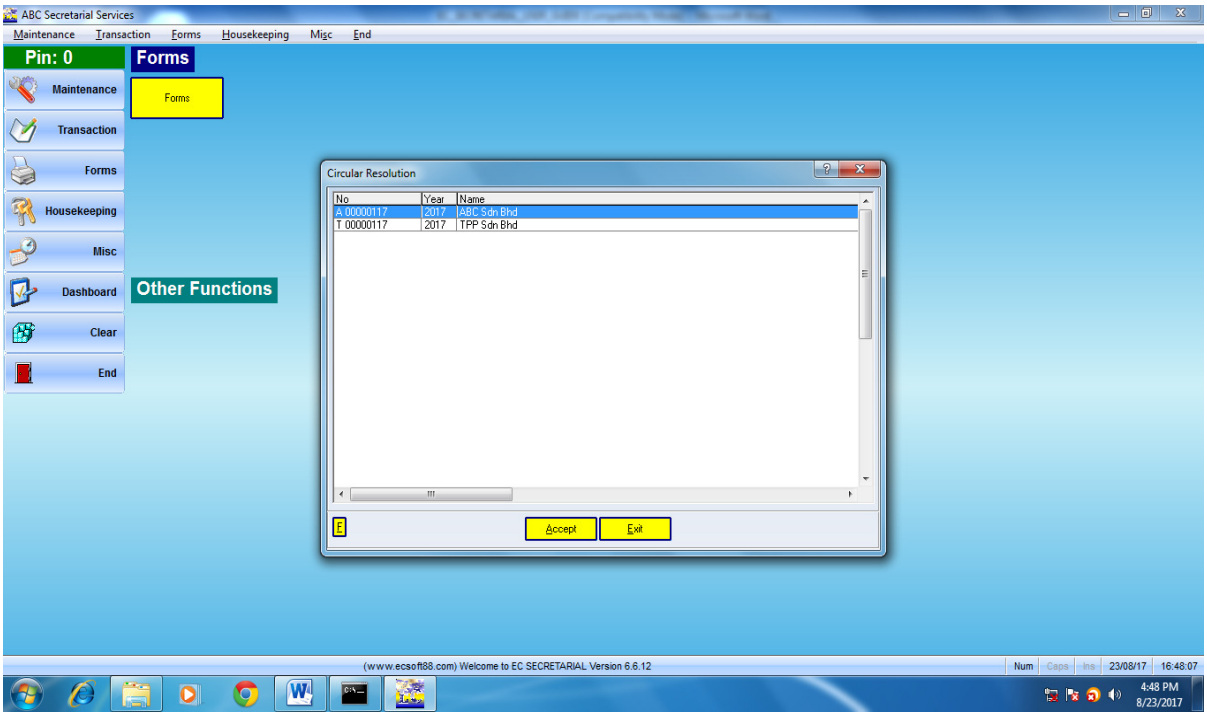
Misc



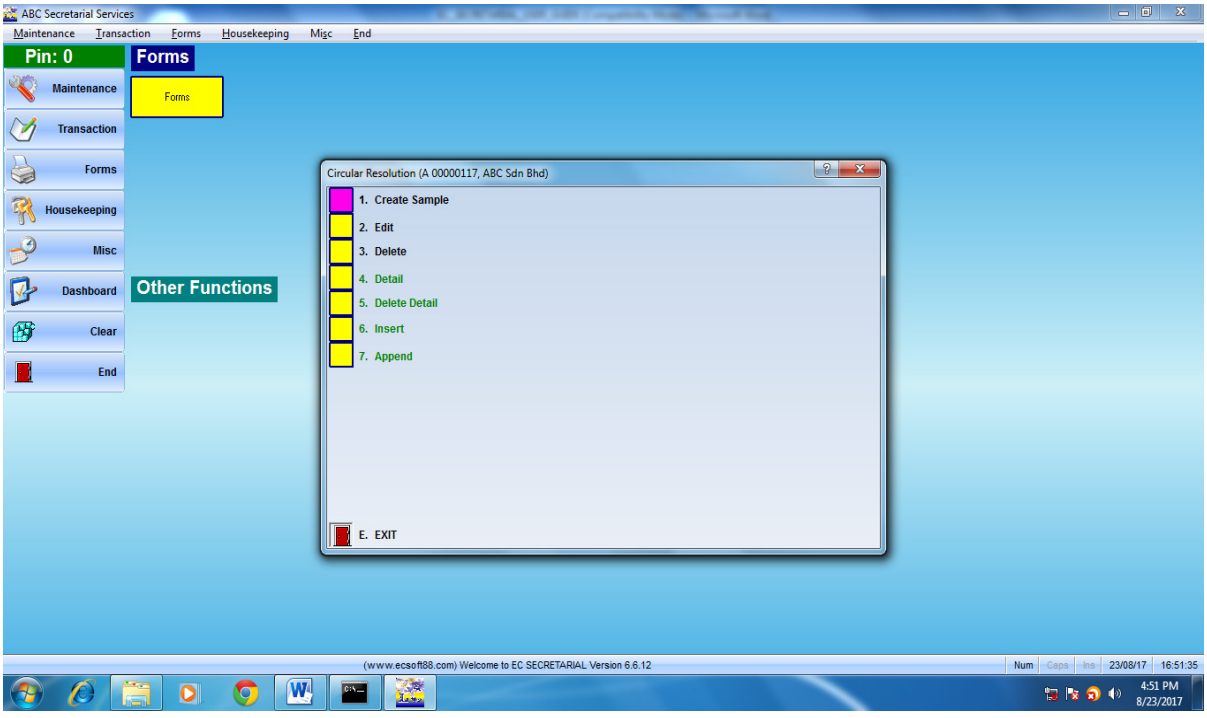
Calculator. After getting your result, click "Edit"-> "Copy" to copy the data if necessary.

Export Data For EC Tax. Enter "Export To" (eg. F: or G: or F:/ABC). Click "Directory" if necessary.

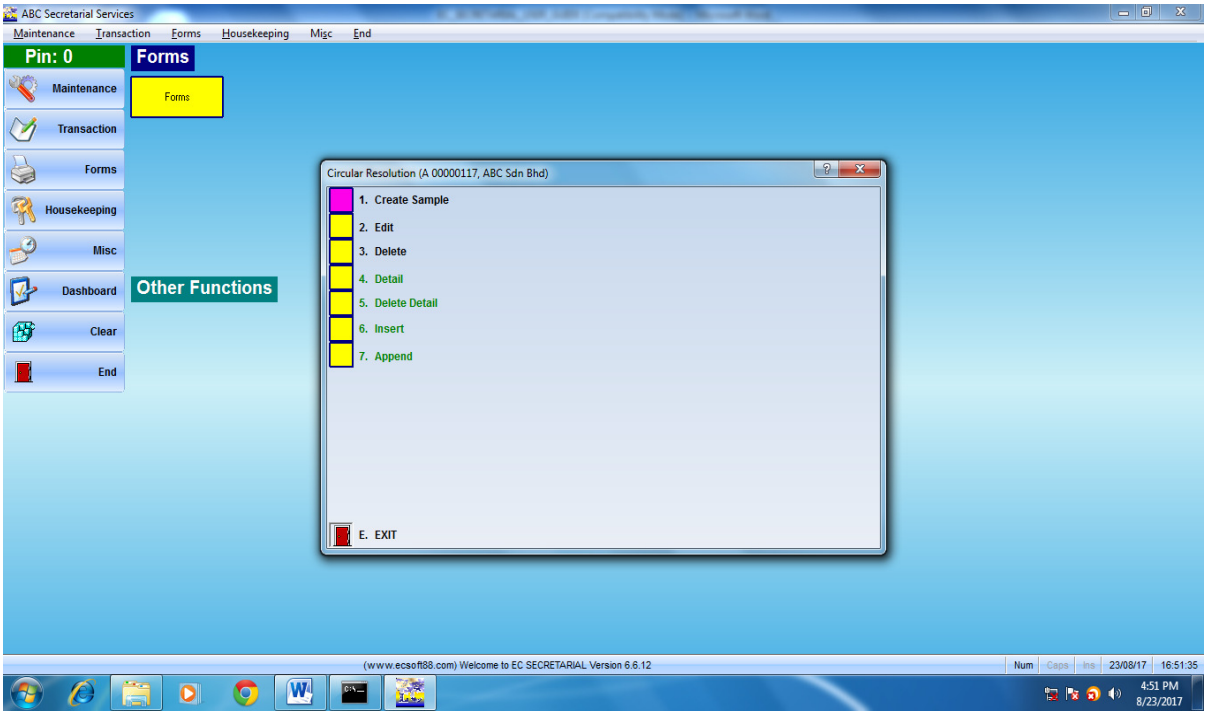
Circular Resolution. Click the company required. Click "Accept". Right click to search if necessary. Click "Create Sample". Click the sample required. Click "D" to search if necessary. Click "OK". Click "YES" to proceed. Click "Edit". Click the resolution required and click "Edit". Click "D" to search if necessary. Click "Print" to print the resolution. To delete the resolution, click "Delete". To Edit the content of the resolution, click "Detail". To delete a line in the content, click "Delete Detail". To interchange two lines or to append a new blank line, click "Insert". To append the content of one resolution to another, click "Append".



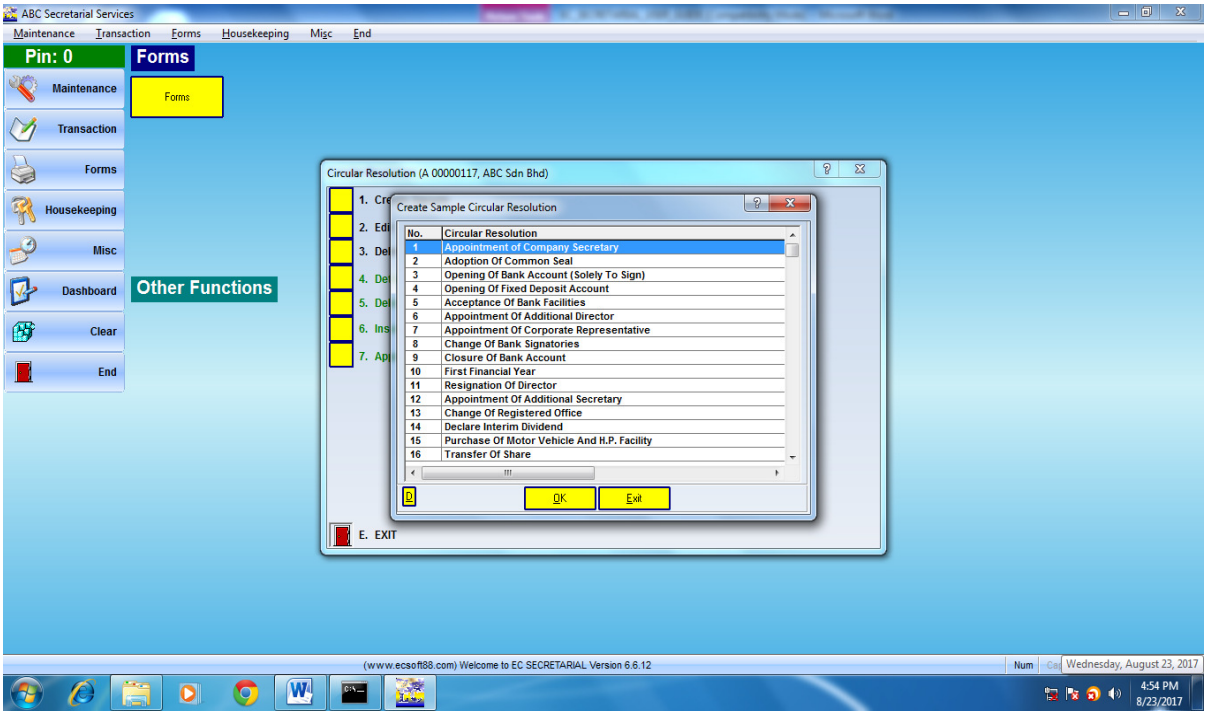
Circular Resolution. Click company and click “Accept”. Right click to search by name.



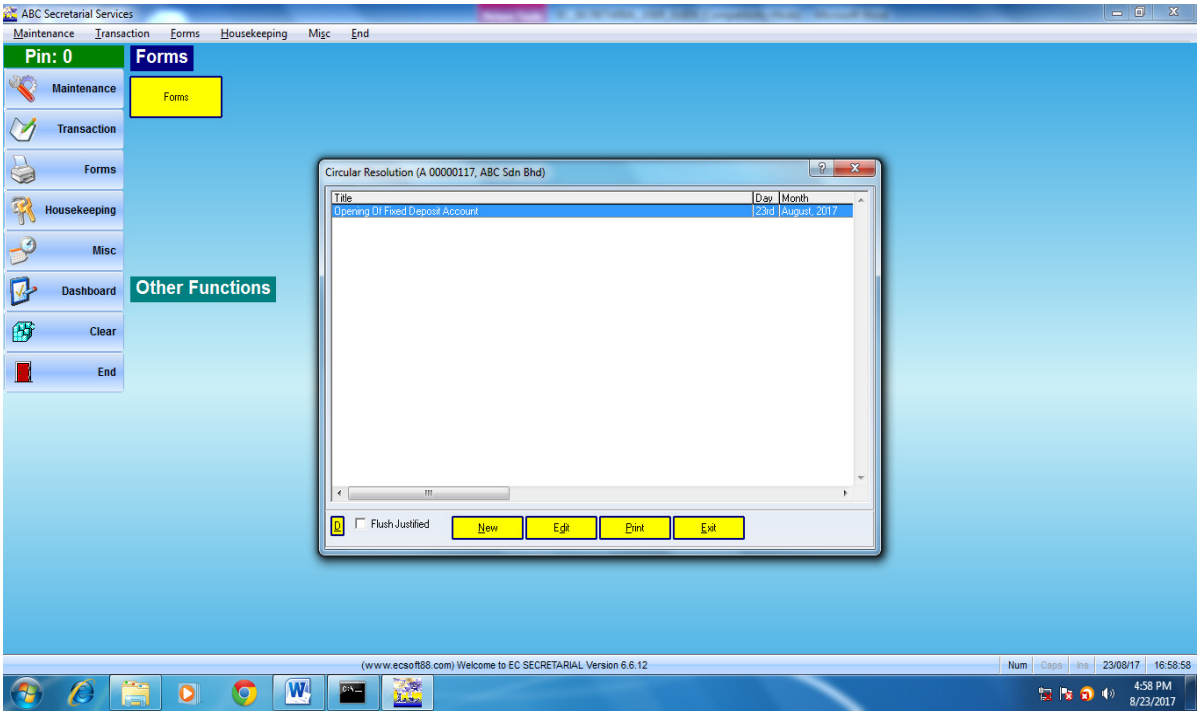
Click “Create Sample” to create a new resolution.



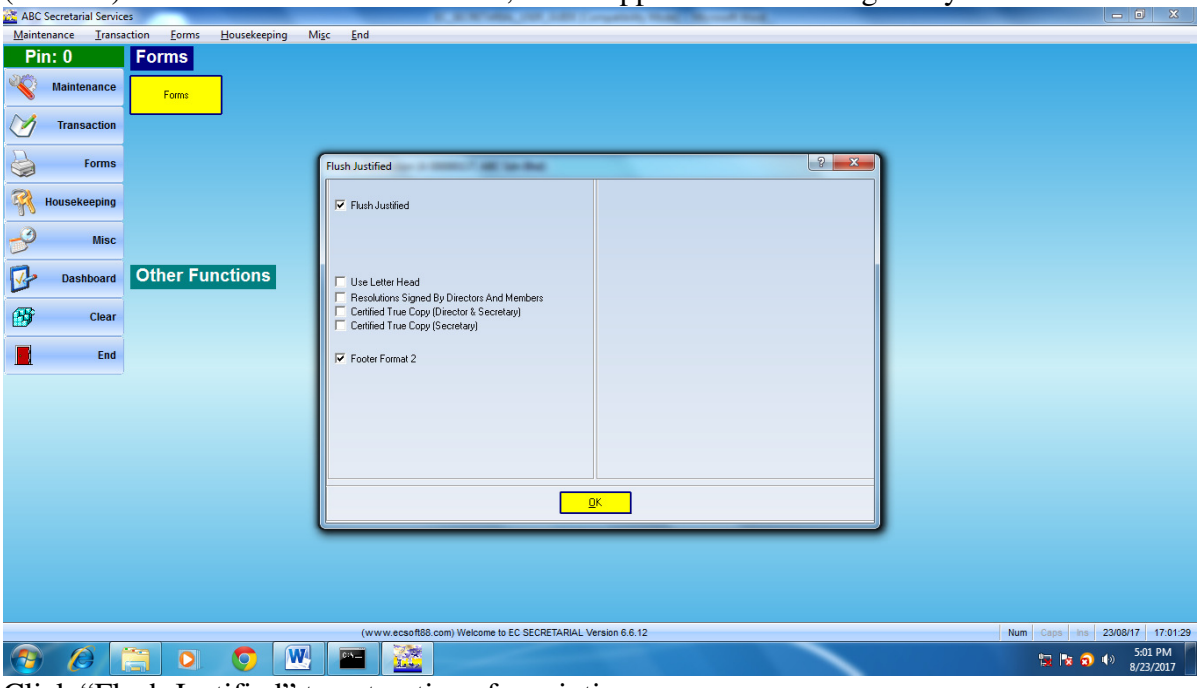
Circular Resolution. Click company and click “Accept”. Right click to search by name. Click “Create Sample” to create a new resolution.



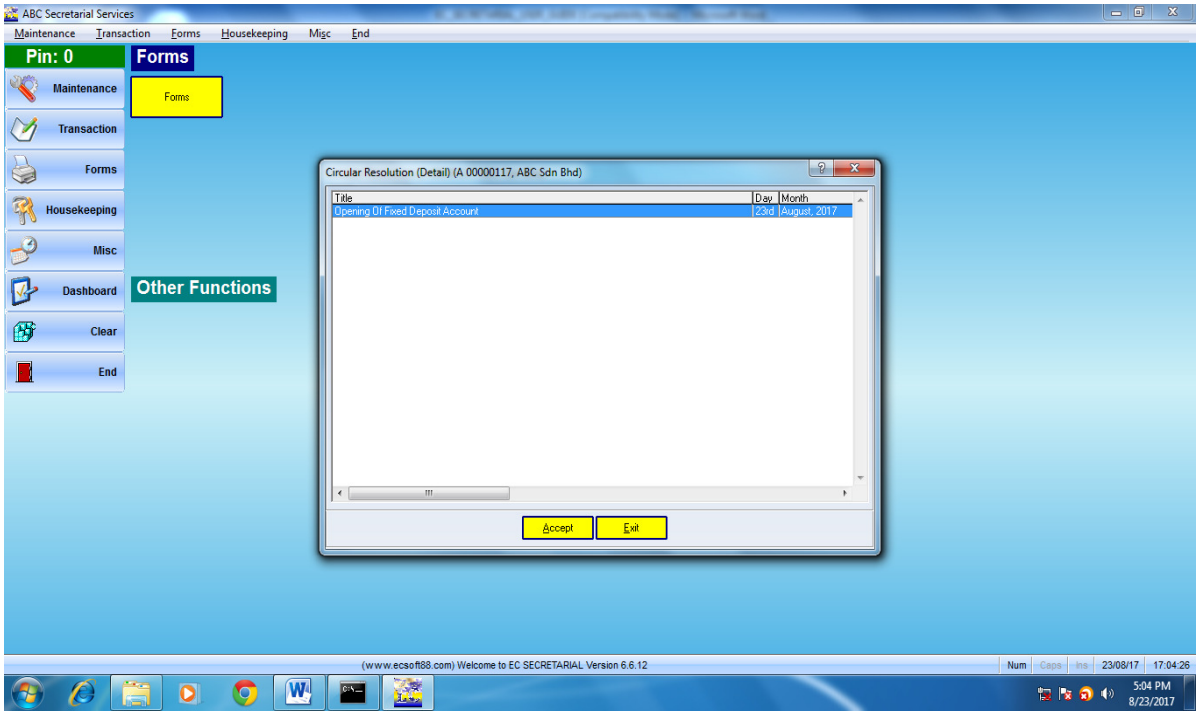
Click button “F” to search. Click to select resolution required.



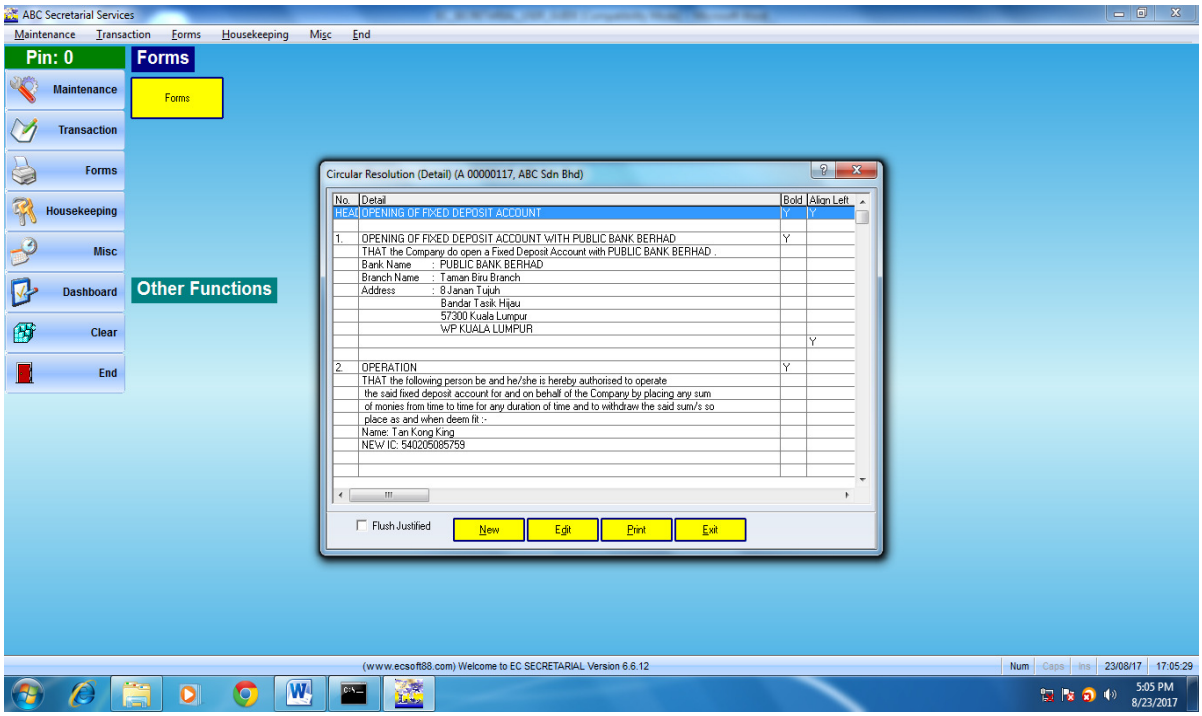
Click “Print” to print resolution. If you have entered “1” in “To Sign Resolution As No. (1/2/3…)” in “Maintenance->Director”, it will appear as the first signatory and so on.



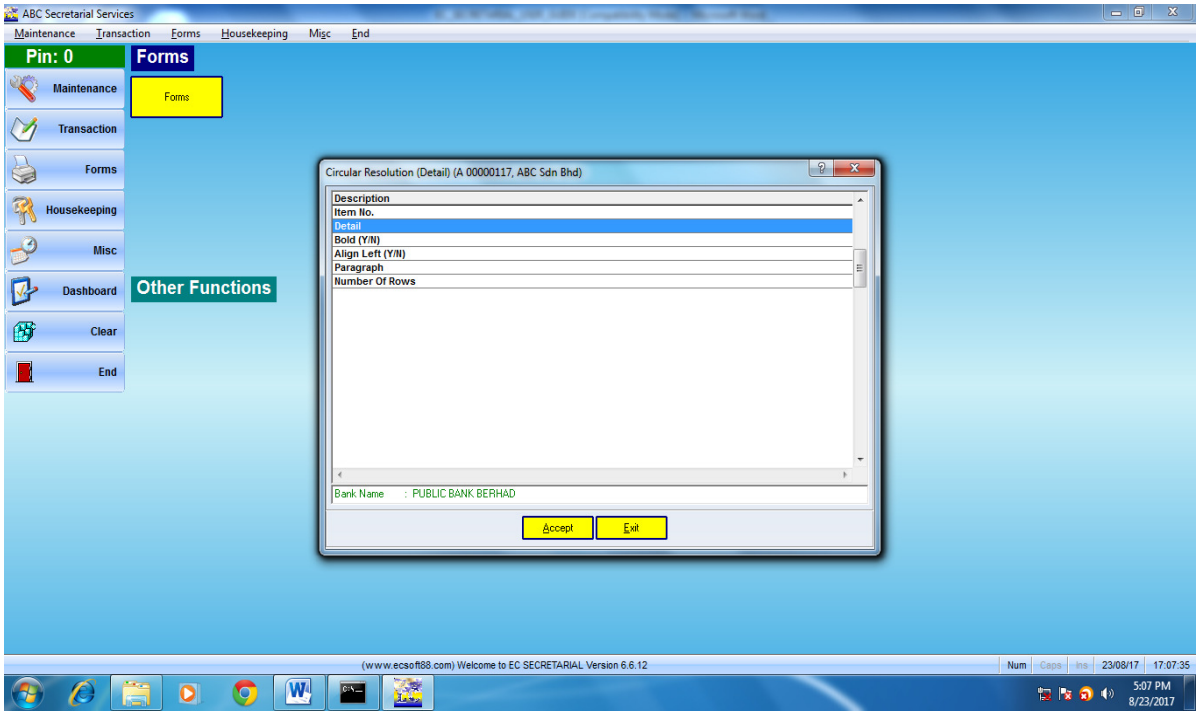
Click “Flush Justified” to get options for printing.



Click “4. Detail” to edit detail.



Click the line required and click “Edit”. .



Click “Detail”. Edit and click “Accept”.

Board Meeting. Follow Circular Resolution as explained above.

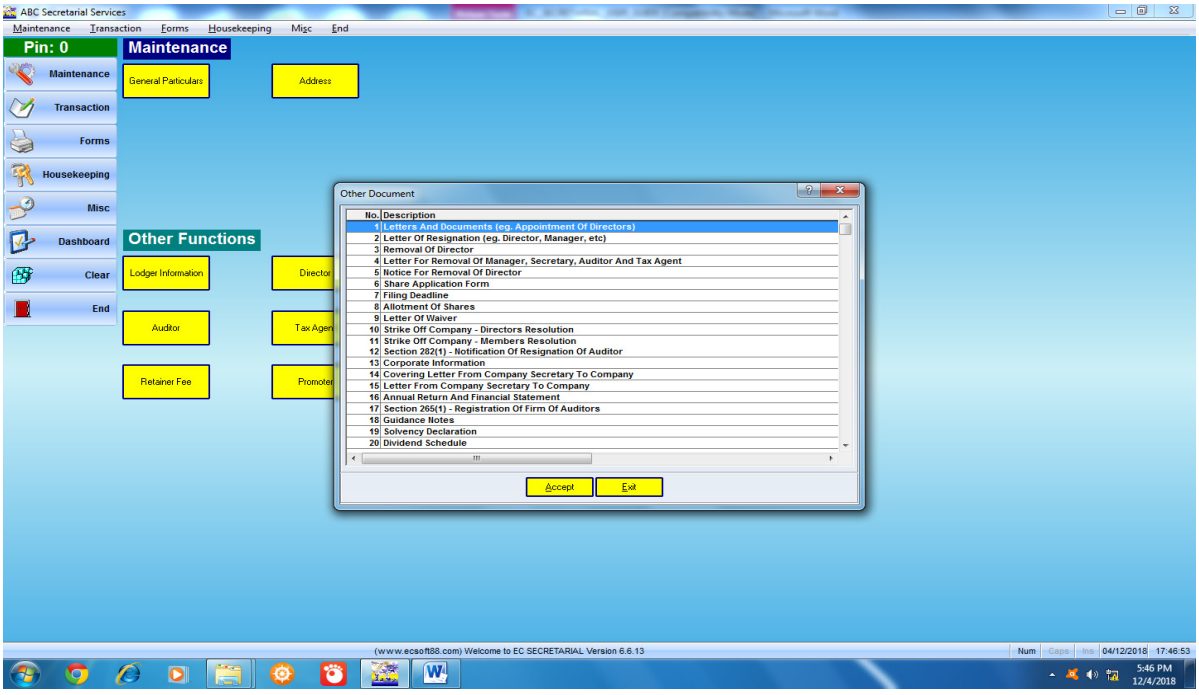
Members' Resolution. . Follow Circular Resolution as explained above.

Annual General Meeting. Follow Circular Resolution as explained above (Note: Before you create, you must complete the function "Maintenance"-> "AGM".

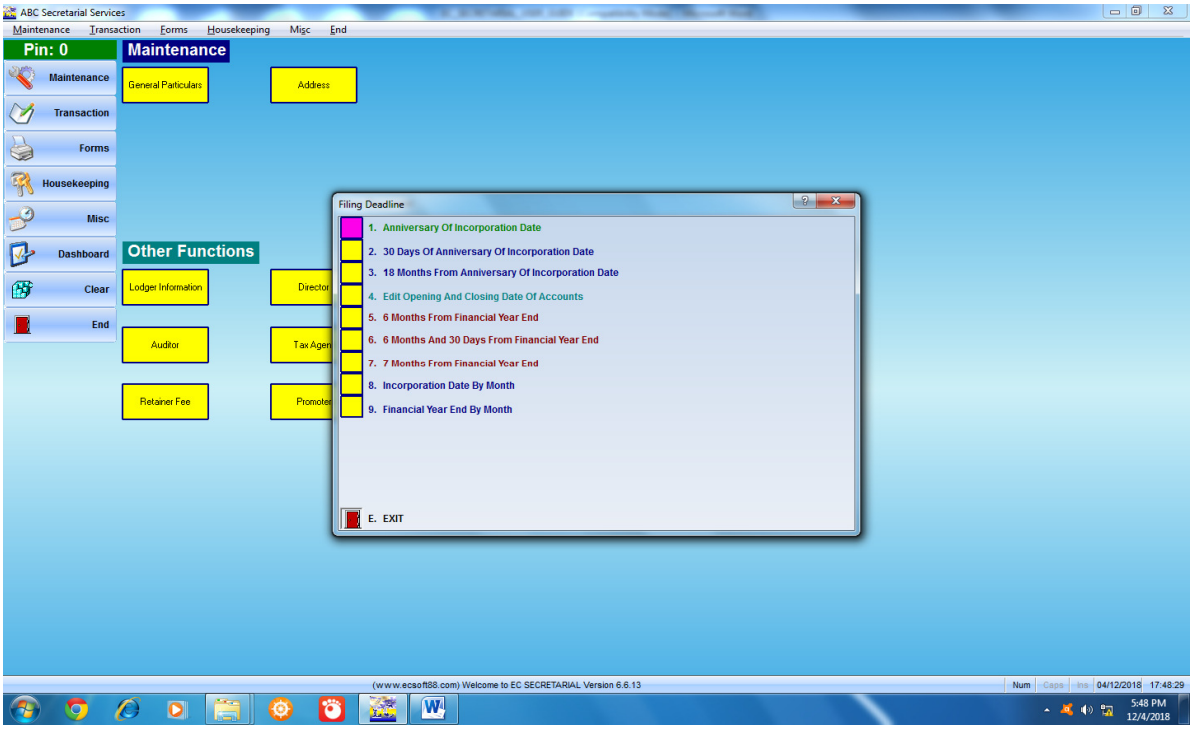
Extraordinary General Meeting. Follow Circular Resolution as explained above.

Form Of Proxy. Follow Circular Resolution as explained above (Note: Before you create, you must complete the function "Maintenance"-> "AGM".

Other Documents. Select "Letters (eg. Appointment)", "Letter Of Resignation (eg. Director)", "Removal Of Director", "Removal Of Manager, etc", "Notice Of Removal Of Director" or "Share Application Form". Follow Circular Resolution as explained above.

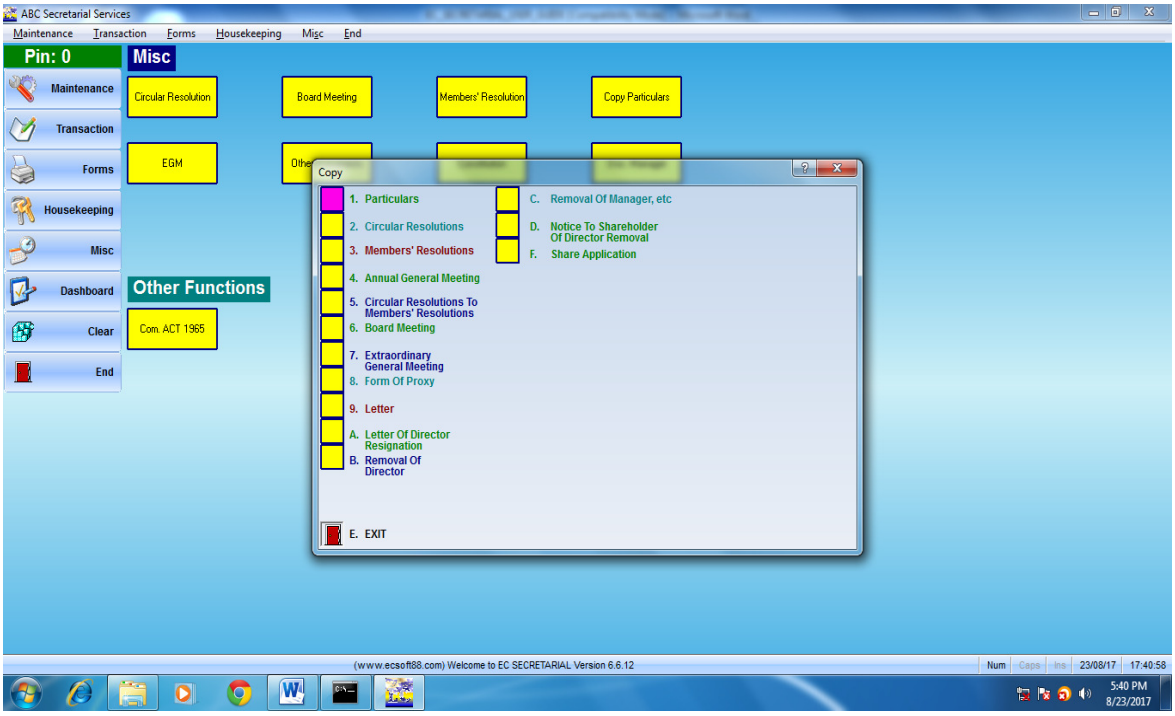


Options for "Other Documents".

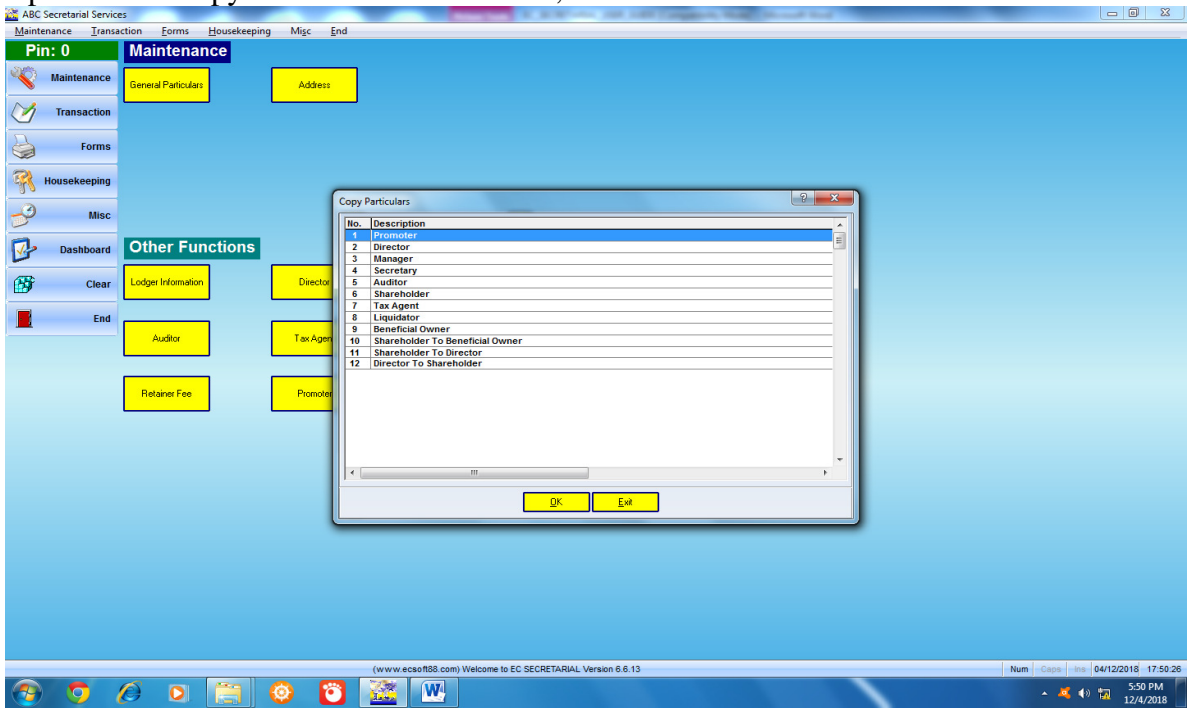


Options for "Filing Deadline". Select "2. 30 days Of Anniversary Of Incorporation Date" to check filing deadline for annual return. Select "4. Enter Opening And Closing Date Of Accounts" if you want to check filing deadline for financial statements (6. 6 Months And 30 Days From Financial Year End).

Copy Particulars And Forms. Select the particulars such as a director's particulars, Forms, Resolutions, Letter or Notice. Click "Copy To Reference No.". Click the company `to copy form'. Click "F" to search if necessary. Click "Accept".



Options for "Copy Particulars And Forms",



Options for "1. Particulars".

Transfer To Excel File". Select range for Reference Number. Click "Print".
To transfer FS-MPERS to excel file. Select "FS-MPERS".

Text File. Select "Circular Resolution", "Board Meeting", "Members' Resolution", "Annual General Meeting", "Extraordinary General Meeting", "Memorandum And Articles", Notes On AGM", "Filing Dateline", "Government Fee" or "Business Code". Select the company required. Right click to search if necessary. Click "Accept". Select the resolution, etc, required. Click "Accept". To transfer Annual Return to MBRS, click "Annual Return (XML). Please make sure you have created the Annual Return in "Forms-.Forms". Remember to save the file as .xml.

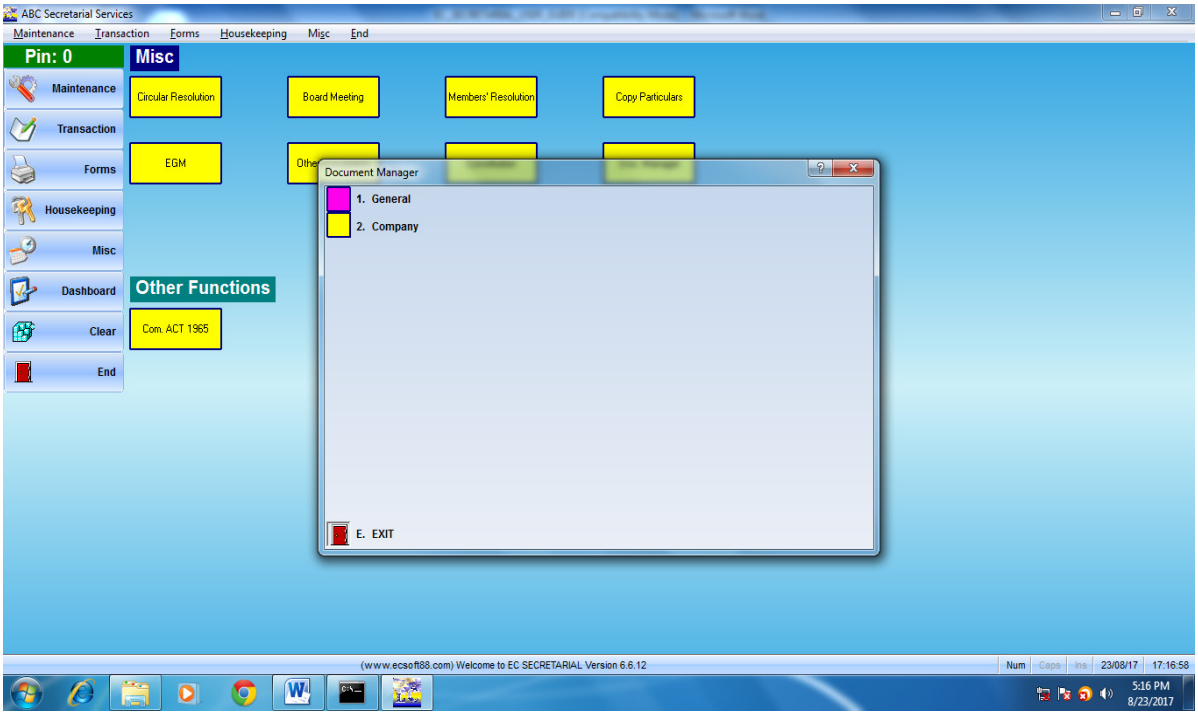
Import From Other Program (Excel File). Change file name if necessary. Enter start row and end row. Change columns for fields such as 'reference no.'. Click "Accept".

Create New Directory. Click "Yes" to proceed. Changes to your report designer will not have an effect on this new directory.

Program Access Record. A report on the date and time of access of each PIN No. for the current program. Click "Print" for report.

Renew Licence. Click "Import Form Housekeeping" or "Import Form Secretary File". To change the content, click "Edit". To delete the form, click "Delete".

Document Manager. This option allows you to search and print any document in formats such as pdf, doc, xls, mdb, bmp, jpg, etc. Click "New". Enter the reference number to click auto button. Enter the description of the document. Enter the type of document. Enter "To/Form". Enter the date. Enter "Note1 " and "Note 2" if necessary. (Note: The default directory of the documents in C:\ECS\DOCUMENT. In order that that document can be found and printed, the document must be in this directory. To save a document to this directory, after you clicked "Print" for a form (eg. Form 6), click "File"-> "Save As" to store the document. You can also put any other documents in the directory C:\ECS\DOCUMENT. The file name of the document must exit in "Document Manager" in order that for the document to be printed. You can also print the document when you click "Modify" and click "Document".)



Options for “Document Manager”. If you select “Company”, a form can only be printed if a folder exist for the company in “Document Manager”.

Check For Company By Name. Enter a few characters for the name of the company. Click “Accept”. Click “Print”