



The Perfect software
for the company secretary

**PCSEC**
THE COMPANY SECRETARIAL SOFTWARE

The perfect formula for company administrators

Over two decades ago, Jordans developed PC Secretary for use within our growing secretarial department to assist in the administration of our client companies. Today, PCSec not only handles the compliance work for more than ten thousand Jordans secretarial clients but is in daily use in secretariats, legal and accountancy offices around the world.

Jordans have been providing corporate law services for more than 145 years and are leading company formation specialists as well as publishers of key works such as Gore-Browne on Companies and Secretarial Administration.

This wealth of knowledge, experience and expertise is fundamental to the ongoing development of PCSec and ensures it is always at the forefront of legislative changes and secretarial best practice. This same core of excellence provides the underlying foundations of our Helpline and support functions so our users know they are in safe hands. They recognise that they have more than just a software package, they have a direct link into Jordans' team of company secretarial and corporate law specialists.

PCSec – more than just a software package
Jordans – more than just a software company

Features

- Operates over a relational database
- 3 password security levels
- Minutes, resolutions and notices, etc., to effect changes to a company all as word documents
- Single data entry to effect changes and update databases
- "Unconfirmed status" facility relating to corporate changes
- Diary flagging facilities and reporting of outstanding situations
- Company/personnel data sheets
- Drop-down indexes to facilitate selection of companies, personnel and other records
- Flexibility to store data on companies and individual and corporate personnel and other records
- Store of central addresses which can easily be selected
- Extensive "remarks" field facilities
- Latest XML electronic filing module

Minimum system requirements

- Windows XP, Windows Vista or Windows 7 operating system
- Microsoft Data Access Components 2.8 (MDAC 2.8) or higher
- Microsoft Jet 4.0 Database engine (JET 4)
- .NET Framework Version 2.0 (or ability to install)
- Minimum 245 MB of available random-access memory (RAM). 512 MB or more is recommended
- Minimum 512 MB of available disk space (dependent on the number of companies administered)
- A colour monitor capable of 800 x 600 pixel resolution (millions of colours and 1024 x 768 pixel resolution recommended)
- A CD-ROM drive
- Any Windows compatible printer which produces laser quality output and has a minimum of 1 MB of internal memory. The printer should be PCL compatible
- Any Windows compatible network such as Novell or Windows (for multi-user installations)
- Adobe Acrobat Reader 8 (or later), or Adobe Acrobat Professional 8 (or later)
- Microsoft Word 2000, 2003 or later
- An internet connection using Internet Explorer 7.0 or later
- A Companies House online filing credit account+

+If using electronic filing

Events / Forms

PCSec produces and completes the following forms and events automatically:

AR01	Annual return*
AP01 AP02 AP03 AP04	Appointment of officers*
TM01 TM02	Resignation of officers*
CH01 CH02 CH03 CH04	Change of officers details*
AD01	Change of registered office*
SH01 & Share Certificate	Allotment of shares*
J10 J30 & Share Certificate ...	Transfer of Shares
AA01	Change of accounting reference date*
MG02	Satisfaction of mortgage or charge
NM01	Change of company name
AA02	Dormant company accounts*
	Allotment authority renewal documentation
	First board minutes
	Company, personnel, appointment and share maintenance facilities
	Interim/final dividends
	General meeting

The system produces the necessary minutes/resolutions to effect the above, plus a useful guidance checklist for most of the events listed. This ensures that all statutory and practical aspects are considered when making any change.

*Denotes electronic filing.

Blank Forms

PCSec also provides a complete library of blank forms with form-filling facility, including:

IN01	Application to register a company
MG06	Particulars of a charge subject to which property has been acquired
DS01	Striking off application by a company
DS02	Withdrawal of striking off application by a company
MG01	Particulars of a mortgage or charge (plus continuation sheet)
SH02	Notice of consolidation, sub-division, redemption of shares or re-conversion of stock into shares.
SH03	Return of purchase of own shares
RR03	Application by a private company for re-registration as a public company

Numerous forms for Limited Liability Partnerships.

All official forms have been approved by Companies House.

Reports

The following reports may be produced automatically:

1 Work Schedules

The work schedule is a printed report which informs you of the position of your companies regarding:

- Holding AGMs
- Preparing annual returns
- Lodging annual returns
- Commencing audits
- Preparing accounts
- Lodging accounts
- Diary flagging
- Unconfirmed changes

It allows you to see at a glance whether any of your companies are falling behind with basic statutory requirements.

2 Registers

Statutory and customary registers:

- Register of Members
- Register of Directors
- Register of Secretaries
- Register of Directors' Residential Addresses
- Register of Allotments
- Register of Transfers
- Register of Sealings
- Register of Mortgages & Charges

3 Company Data Sheets

Reports containing corporate statutory and administrative information relating to one or a range of companies. The company data sheet can contain any combination of the following categories of information: company details, dates, articles, addresses, charges, sealings, events, bank signatories, guarantees.

4 Listing Facility

Defined by various criteria, for example:

- Company list
- Company group list
- Current directors
- Companies due to file accounts this/next month
- Members address labels
- Companies due to hold their AGM this/next month
- Companies due to file their annual return this/next month
- Personnel list
- Registered office

5 Group Family Tree

This report provides a listing of subsidiaries, indented by level, of a specified parent company.

Reports continued...

6 Personnel Reports

Summary sheet for a specified person. The user can determine the contents, e.g. appointments, membership, addresses, etc.

7 Worksheet

Essentially a questionnaire/checklist relating to a company and to any one of the events which can be processed through the system. It is especially useful when delegating work or collating information prior to changes.

8 Dividend List/Warrants

Provides a listing of a company's shareholders, the amount of their shareholding in a specified class and the dividend payable to them based on the dividend rate payable on a given date.

9 Diary Reports

Listing of diary entries on or between dates. Reports can be produced for single or groups of companies or all companies.

10 Audit Report

Whenever any changes are carried out on the database PCSec will make a brief "behind the scenes" note of what is done, when and by which operator. This applies to company, personnel and system data. An audit report may be produced to provide a listing of the changes that have been made to the database.

11 Former Name Search

Report on the history of a given company name.

12 Unreferenced Personnel

Report of personnel no longer linked to a live company.

13 Print/Export Spooled Text

Each hard copy document created by PCSec including reports, events, documentation and forms, is saved into a separate spool file. These spool files may be previewed and/or printed as required.

Electronic Filing

The PCSec Electronic Filing allows certain statutory forms to be submitted electronically to Companies House. Filing electronically is a secure, quick and easy way to lodge your forms and there are no additional subscription charges.

What is electronic filing?

Electronic filing is the electronic submission of statutory information to Companies House as an electronic message (via XML) rather than a hard copy statutory form. Data is automatically validated for compliance with the Companies Act before notice of acceptance or rejection is issued. For more information visit the Companies House website www.companieshouse.gov.uk.

Which information can be filed electronically?

For companies registered in England, Wales, Scotland and Northern Ireland, the information required on:

- Change of Registered Office Address (AD01)
- Appointment of a Director/Secretary (AP01, AP02, AP03, AP04)
- Resignation of a Director/Secretary (TM01, TM02)
- Change of Director/Secretary Details (CH01, CH02, CH03, CH04)
- Annual Return (AR01)
- Change of accounting reference (AA01)
- Return of allotment of shares (SH01)
- Dormant company accounts (AA02)

Who can file electronically?

Information can only be filed electronically by presenters registered with Companies House. To register, presenters must complete an Electronic Filing Service Credit Account Application and return it to Companies House for acceptance. The form can be obtained from PCSec Helpdesk or via Companies House website. On receipt, Companies House will create an account, allocate a credit limit and despatch a start up pack.

This pack will include:

- Account Number
- Presenter Identifier
- Presenter Authentication Code

Company authentication

In order to file electronically, companies will need a company authentication code. This takes the form of a pre-arranged 6-digit code. Companies or their presenters should notify Companies House of the code they wish to use. This notification should be on company headed paper, include the company number and authentication code to be used, and be signed by a serving officer of the company. This can be sent directly to Companies House by the company or by a presenter on the company's behalf. Notification does not oblige the company to file electronically. It can choose whether to file electronically or in hard copy form on each filing occasion. However, the company authentication code **MUST** accompany every electronic filing or it will be rejected.

Electronic Filing continued...

What about "Consent to act" signatures?

Under the Companies Act, the proposed new officer must sign to indicate his or her 'consent to act'. When information is filed electronically each new officer should provide three items of personal information out of seven possible options. The provision of this additional information is treated as equivalent to the proposed officer's written consent to act. In the case of corporate officers, the details given should be those of the person who would, if a hard copy form were being completed, sign on behalf of the corporate officer.

The seven options are:

- Place of birth
- Telephone number
- National Insurance number
- Passport number
- Mothers maiden name
- Eye colour
- Fathers first forename.

What should I do next?

Once you have set up your account and company authentication codes with Companies House, contact the Helpline number below. We will guide you through the set-up process.

**For further information, contact the
Helpline on 0117 918 1271**

Data Import

We can now supply PCSec Company Secretarial Software complete with company details as filed at Companies House.

When you decide to subscribe all that is required (on disk or by email in an Excel format) is:

- Company name
- Company number

We will in return supply you with PCSec completed with the following Information:

- Company's current name
- Any previous company names
- Company number
- Date of incorporation
- Type of company
- Trading activity codes
- Current registered office
- Date of last filed Annual Return
- Period end of last filed Last Accounts
- Accounting Reference Date
- Current officers
 - Name
 - Occupation
 - Nationality
 - Date of birth
 - Service address
 - Date of appointment
- Import recorded in Audit Trail

Order Form

I would like to subscribe to PCSec.

Version	Maximum no. of companies	Number of additional users	Number of copies
Premium Plus (Single user)	Unlimited		
Premium A (Single user)	500		
Premium B (Single user)	100		
Premium C (Single user)	50		
Premium D	25		

Will training be required? YES / NO
 Will data import be required? YES / NO
 (please supply in Excel format)

The equipment on which the software will run

(please obtain this information from your IT department if you are unsure)

Type of PC	
Operating system version number	
Printer type and model	
Will PCSec be networked?	YES / NO
Network (Including version)	

Your details

Name	
Position	
Firm	
Address	
Postcode	

Telephone number	
Fax number	
Email	

Business activity	
Address where the software will be sited (if different from your details)	
Postcode	

I have read, understand and agree to be bound by the terms and conditions of the licence and support agreement.

Signature		Date	
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Please reply to: Jordans Limited, Freepost (BS2348), PO Box 260, Bristol BS99 7XZ.