

Adding an Officer (Director or Secretary)

To add a director/secretary you firstly need to make sure the person has been added to the system.

- **Person > Add Person**
- Click **Add**
- From here enter in their details and then click **Save**

Now that the person has been added to the system you can add them as a director/secretary.

- Load up the company you want to add the director to (**Company > Select Company**)
- Next go to **Company > Connections**
- Under the **Directors and Secretary** tab scroll to the Directors or Secretary table
- On the action bar above the table click **Add a Director/ Add a Secretary**
- This will result in a data entry page for the appointment. The dropdown on this page will have every person on the system listed. (At the top there are people connected with the company, then people that you looked at recently and then all in the alphabetical order)
- Select the desired person , fill in the information on the page and click **Save**
- The AP01 form will be waiting in the Filing Centre (**Filing > Filing Centre**) for you to tick and submit to Companies House.
- The AP01 form will also be available to be viewed in (**Menu> Filing> Dir/Sec Forms**), where you will be able to look at the form and you can also file it as you are looking at the form

Creating Company Minutes for Officer

All forms filed at Companies House have no legal standing unless backed up with the correct minutes. To complete the correct minute

For a Director

- **Documents > Director > Appoint Director Minute**

For a Secretary

- **Documents > Secretary > Appoint Secretary Minute**

Here you will be presented with a table showing you all of the directors/secretaries available to create the minute (please note if you haven't created the officer yet they will not appear on this table)

- Select the appointment you want to create the minute for by ticking the box next to their name and clicking **Go to Meeting Details**
- Select **Directors Meeting** (You can click on the lightbulb for added information on your options - directors resolutions, ordinary resolutions etc) and then click **Next**
- Note any directors interest if any. Click **Next**
- Click **Make Document**
- **Click Here** to Download. After you have downloaded the document you can send to the relevant parties for signing
- You can also edit the document and then upload it as a replacement.
- All the documents you create are stored in the cloud library. Simply go to:
- **Documents > Cloud Library**