

IRIS Company Secretarial

Fulfil company secretarial duties with ease

*Automatically
create and complete
Companies House
forms and minutes
and file returns online*

Whilst it is no longer mandatory to have a company secretary, company secretarial duties still need to be fulfilled by directors. Why not extend your services to include fulfilment of these duties to ensure your clients' compliance so they can avoid paying significant late filing penalties?

IRIS Company Secretarial lets you complete company secretarial duties easily and quickly, saving time and money. Using the system is simple, fast and accurate. Data already entered during your tax and accounts work is used, allowing you to minimise new data entry and decrease inaccuracies.

The single central database at the heart of IRIS Practice Software automatically triggers relevant Companies House forms for company activities. The production of necessary forms is largely automated and any gaps in required information are apparent, with the user automatically prompted where additional data is needed.

Forms and templates

Over 50 of the most commonly required companies house forms are included within the software so documents can be automatically prepared ready to be signed and sent at the touch of a button.

IRIS Company Secretarial includes standard minute/resolution wording for commonly occurring events such as Transfer of shares, Dividend paid, Auditor re-appointment and laying of accounts. The administrative burden of registering company events with Companies House is dramatically reduced.

Filing online and Companies House Online Service

The system's eFiling capabilities take advantage of the cheaper filing rates offered by Companies House.

Save up to £15 per annual return by filing electronically with IRIS Company Secretarial and by generating an e-file audit trail report for each client you get an overview of the status all Companies House work so you always know where you are.

You can produce all the latest Company Registers for the client by working with Companies House Online Service (CHOS) because IRIS Company Secretarial allows easy import and interrogation of information from the live register.

This enables a detailed Share Register to be maintained and share/dividend documents such as certificates, deeds and warrants to be completed in minutes. Complicated share transactions including bonus and rights issues are completed easily, eradicating the need for all individual movements being entered manually.

Unlike other Company Secretarial packages, through IRIS Company Secretarial and CHOS, users have access to all data available from Companies House for clients and non clients. IRIS Company Secretarial enables flexible and customisable reporting allowing the user to create reports of client information that can be saved for future use. Save time, avoid re-keying and reduce inaccuracies by combining with other IRIS modules. When combined with IRIS Practice Management you can track deadlines for forms and work in progress, as well as have more detailed reporting.

The Companies House forms can be customised with your logo for a professional look. General Meeting minute standard wording templates make recording events simple and you can maintain and print Group Structures where needed.

Key benefits

- Includes over 50 forms/templates
- Save £15 per client annual return using eFiling
- Produce the most up to date Company Registers
- Monitor work in progress easily with document tracking
- Reduce administration costs around shares
- Easily compute complicated share transactions without having to enter information manually