



This document highlights some of the differences but not necessarily all.

The major difference between Professional Series – Secretarial Assistant and Sky Sec is one of technology as well as a completely new design in the way transactions are processed and stored. Sky Sec has been developed using state of the art technology. Virtually all the features found in Pro Series have been provided in Sky Sec.

The emphasis in the design of the product has been in ***ease of use***. I.e. the ability to perform a transaction quickly and easily.

To start Sky Sec is ***web enabled*** and ***cloud ready***. Practices can run the system on their own network or use a ***private*** or ***public cloud***. The system runs in a ***browser*** or a ***smart client (small java applet)*** and owing to the technology that we use we are now in the position to provide an ***unlimited user licence***, simply because there is virtually no installation of the software on each terminal.

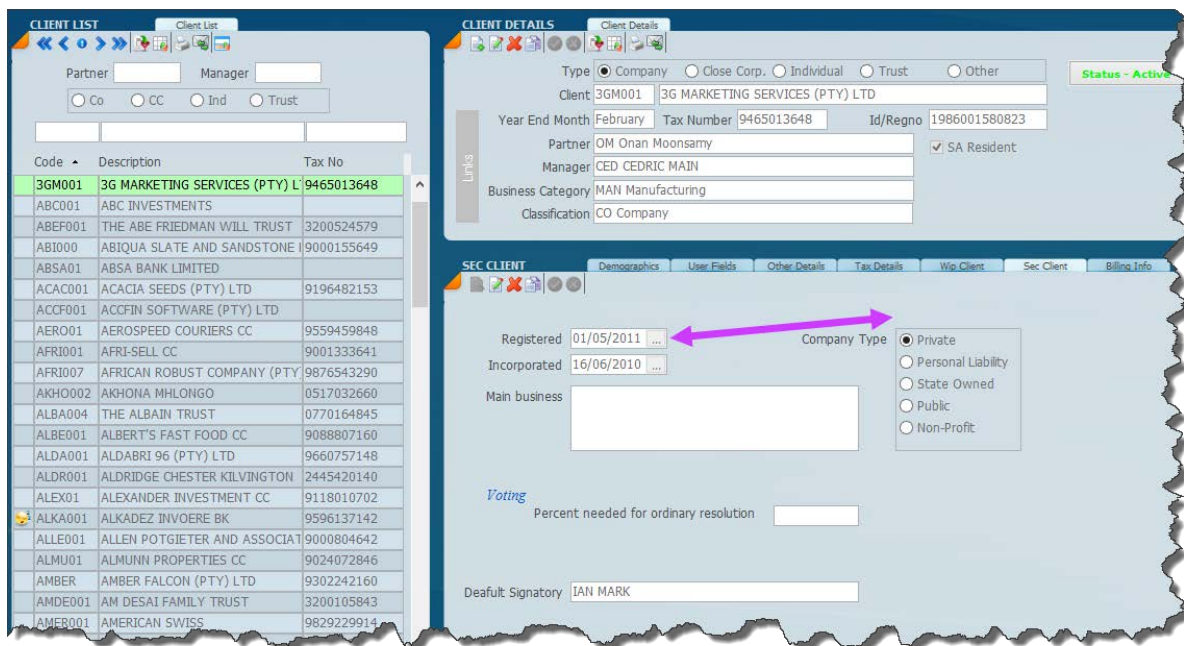
## MASTERFILE

### It is easy to set up a secretarial client

In Sky Sec the only thing that you have to do in order to open a secretarial client is to mark the entity as a secretarial client, and this you will do under the Sec Client tab in the Master file. There is just a

few bits of data that you have to enter like **registration date** and **incorporation date** and **company type** and this will automatically open the client as a secretarial client.

In regard to any other aspects of setting up a secretarial entity it is not necessary to tag shareholders and directors in any way. Any individual that is contained in the Masterfile can be appointed a director and any company can be a shareholder of the company without any kind of tagging.



For each company it is necessary to open up a **Share Capital Class** screen for each class of share. For each share transaction you will have an opportunity to ensure that the capital and share premiums balance after each transaction taking the necessary steps to balance where necessary.

In the screen below by clicking on the **Capital Button** the necessary adjustments to share capital can be made. It will be necessary to do this where one is paying back Share Premium.

**TRANSACTIONS** Transactions

**Particulars of Company**

Client: AMBER FALCON (PTY) LTD  
 Reg No: 19859292929 Incorporated: 13/11/1998  
 Entry Date: 16/04/2014 Certified:

Entry	Date of Change	Date Printed	Date Registered	Status
10	16/05/2014			EMAILED
9	26/04/2014			Created
8	16/04/2014			SIGNATURE
7	16/04/2014			EMAILED
6	16/04/2014			FINALISED

All transactions.

**SHARES** Meeting Directors Officers Shares MOI Other Members

Share Description: ORDINARY PAR VALUE SHARES  Converted

Shares	Capital
+ Increase Auth	7,700
- Prev Issued	300
- This Trans	2,000
Available	7,700

	Par	Nominal Value
Share Capital	<input checked="" type="checkbox"/>	1.00
Share Premium		2,300
Capital Reserves		4,300
Total Capital		0
		6,600

Totals of share capital class.

Click on the Capital button to adjust the share capital below.

Date	Dir	Qty	Consideration	BuyBack Price
16/04/2014	WILSON	1,000	3.00	
16/04/2014	WILSON, MARIKIS BOTHA	1,000	3.00	
13/11/2013				
13/11/2013				
08/04/2014				

**Share Capital Adjustment**

	Previous	Adjustment	Current
Share Capital	300.00	2,000.00	2,300.00
Share Premium	300.00	4,000.00	4,300.00
Capital Reserves	.00	.00	.00
Total Capital	600.00	6,000.00	6,600.00

This Transaction	Quantity	Total Price
Allotments	2,000	6,000.00
BuyBack / Redemptions	0	.00

## TRANSACTIONS

In the transaction screen (example below) you can see every transaction that was done for a particular client across all aspects e.g. directors, officer's shares etc. On the screen below you will be able to see what happened for transaction number 1 and you will see that Aerial Naidoo resigned (red icon) and the three directors on the top have all been appointed because there is a little green plus sign.

**TRANSACTIONS** Transactions

**Particulars of Company**

Client: SNAZZY SOFTWARE COMPANY  
 Reg No: 2004/929292929 Incorporated: 11/08/2010  
 Entry Date: 11/08/2014 Certified:

Entry	Date of Change	Date Printed	Date Registered	Status
2	12/08/2014			Created
1	11/08/2014			Created

**DIRECTORS** Meeting Directors Officers Shares MOI Other Members

*Appoint / Resign Directors*

Director	Alternate to	Designation	Appointed	Shares	Resigned	Reason
BISC001 BISCUIT JOE		DIRECTOR	11/08/2014			
BARB001 ZULU BARBARA		DIRECTOR	11/08/2014			
AKHO002 AKHONA MHLONGO		DIRECTOR	11/08/2014			
AURI001 AURIEL NAIDOO		DIRECTOR	11/08/2014		11/08/2014	

The screen below indicates that if we click on transaction no 2 and we can see the existing situation at that point in time. Transaction no 2 shows the three current directors of the company. You can click on transaction no 1 and it will show exactly what happened for transaction no 1, i.e. the resignation and the appointments of the various directors.

**TRANSACTIONS** Transactions

**Particulars of Company**

Client: SNAZZY SOFTWARE COMPANY  
 Reg No: 2004/929292929 Incorporated: 11/08/2010  
 Entry Date: 12/08/2014 Certified:

Entry	Date of Change	Date Printed	Date Registered	Status
2	12/08/2014			Created
1	11/08/2014			Created

**DIRECTORS** Meeting Directors Officers Shares MOI Other Members

*Appoint / Resign Directors*

Director	Alternate to	Designation	Appointed	Shares	Resigned	Reason
AKHO002 AKHONA MHLONGO		DIRECTOR	11/08/2014			
BARB001 ZULU BARBARA		DIRECTOR	11/08/2014			
BISC001 BISCUIT JOE		DIRECTOR	11/08/2014			

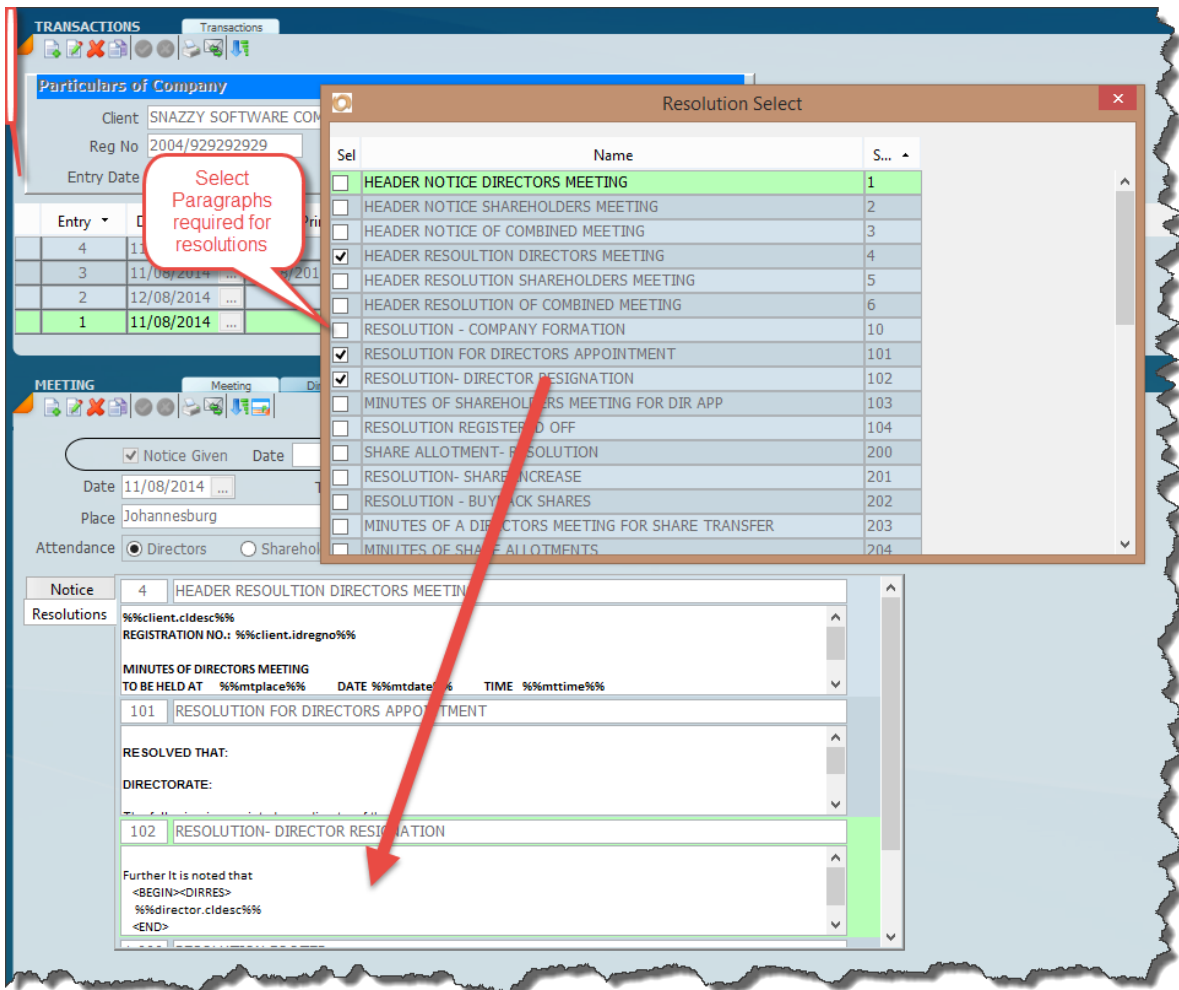
The two screens above illustrate the fact that at any point in time you can go back to an old transaction and see exactly what transpired. This will happen for every type of transaction including all the different share types of transaction. This feature makes it very easy to audit share capital and to see what happened with transactions going back into the past. What's more is that you can produce the paperwork going back to any transaction in the past! Imagine being able to produce the *info sheet* at any point in time and it will show you the correct position.

<b>FINANCIAL YEAR END:</b>	2	<b>PARTNER</b>	Mark Michael Silberman	<b>MANAGER</b>	Ntebo Ncongwane		
<b>CONTACT PERSON:</b>				<b>TEL NO.</b>			
<b>EMAIL:</b>	ntebo@accfin.co.za						
<b>OFFICERS :</b>							
<b>Name</b>	<b>ID Number</b>	<b>Date App</b>	<b>Date Res</b>	<b>Designation</b>			
BISCUIT JOE	8910125022084	16/04/2014					
ABC INVESTMENTS	null	16/04/2014		SECRETARY			
<b>DIRECTORS:</b>							
<b>Name</b>	<b>ID Number</b>	<b>Date App</b>	<b>Date Res</b>	<b>Designation</b>			
Zwane Bongani	65011120116083	16/04/2014		DIRECTOR			
BEHRMANN JANICE	4201150056008	06/04/2014		DIRECTOR			
KATZ WARREN	7909265104088	06/04/2014	18/04/2014	DIRECTOR			
HUMAN RAMONA	8604230189087	11/04/2014		DIRECTOR			
LEKGARI THABO	4805150488083	11/04/2014		DIRECTOR			
<b>Share Class</b>	<b>Authorised</b>	<b>Issued</b>	<b>Available</b>	<b>Capital</b>	<b>Premium</b>	<b>Reserves</b>	<b>Total Capital</b>
ORDINARY PAR VALUE	10,000	2,300	7,700	2300.0	4,300.00	0.00	6,600.00

This new design in transactions gives you the ability to roll back transactions to any point, to cancel transactions and to regenerate them.

### RESOLUTIONS GENERATOR

The system has a meetings tab as part of the transactions and it is only a matter of setting up all the different parameters for the meeting and then selecting various standard paragraphs to generate the notice and resolution. The screen below indicates the pick list of the resolutions. The ones that you pick will automatically be written onto the meetings tab.



Once all the parameters have been selected as in the screen above the final result will display as indicated on the screen below by clicking on the switch button or calculate button which will convert all the merge codes into the end result.

**MEETING**

Meeting Directors Officers Shares MOI Other Members

Notice Given Date  ...  Waived

Date 11/08/2014 ... Time 2pm Type  Special  General

Place Johannesburg  Quorum

Attendance  Directors  Shareholders  Combined Signatory Joe Biscuit

**Notice**

**Resolutions**

MINUTES OF DIRECTORS MEETING  
 TO BE HELD AT Johannesburg DATE 11 August 2014 TIME 2pm

RESOLVED THAT:

DIRECTORATE:

The following is appointed as a director of the company:  
 AKHONA MHLONGO  
 ZULU BARBARA  
 BISCUIT JOE

Further It is noted that  
 AURIEL NAIDOO

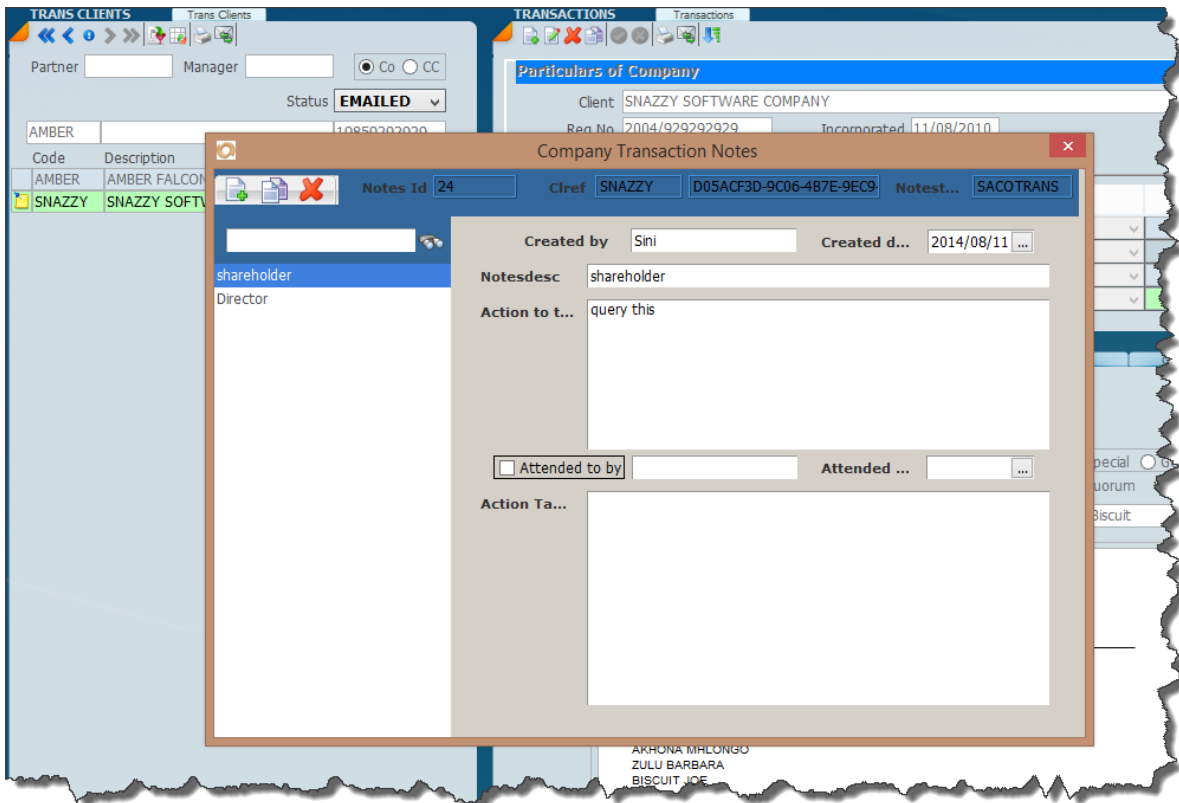
resigned as directors of the company

Signed as a correct record

Switch screen shows the end result

## STICKY NOTES

The screen below shows an example of a Sticky Note. One can move transactions around the office by changing the status and you can see on the screen below we have selected the status **e-mail** and that SNAZZY SOFTWARE has a sticky note, there is a sticky note indicator and you can filter on records that have a sticky note for finalising and clearing.



## ENQUIRIES

We have designed a new set of enquiry screens for Sky Sec and the screen below shows an example on one of these for a particular share class by clicking on Botha RJ we can see by the purple arrow heads on the left that this share was transferred and the bottom part of the screen indicates to where the shares were transferred.



SHAREHOLDERS    Directors    Officers    Shareholders    Shareholding

Share Class: ORD ORDINARY SHARES     Converted

<i>Shares</i>	Qualifying	
	Authorised	10,000
	Issued	2,300
	Available	7,700

<i>Capital</i>	<input checked="" type="checkbox"/> Par	
	Share Capital	2,300
	Share Premium	4,300
	Capital Reserves	0
Total Capital		6,600

Active Shares    Share Ledger

Date	Share Class	Cert	Shareholder	Qty	Consideration	Status	BuyBck Price
13/11/2013	ORD	1	ZULU BARBARA	100	2.00		
13/11/2013	ORD	2	ABSA BANK LIMITED	100	2.00	Transfer	
13/11/2013	ORD	3	ACACIA SEEDS (PTY) LTD	100	2.00		
06/04/2014	ORD	4	BOTHA RJ	100	2.00	Transfer	
08/04/2014	ORD	5	ABC INVESTMENTS	100	5.00	Transfer	
16/04/2014	ORD	6	ANDREW WILSON	1,000	3.00		
16/04/2014	ORD	7	HENDRIKS BOTHA	1,000	3.00		
16/04/2014	ORD	8	KGATLE LERATO	100	5.00		

Shares Transferred to :    Date: 08/04/2014    Source Entry: 4

Cert	Shareholder	Dir	Qty	Consideration
5	ABC INVESTMENTS	<input type="checkbox"/>	100	5.00

## DIRECTORS ENQUIRY

The screen below indicates the situation with Directors by clicking on a Director one can see all of a particular Directors interest.

**DIRECTORS**    Directors    Officers    Shareholders    Shareholding

*Directors - Ledger*

Director	Alternate to	Designation	Appointed	Resigned	Shares
AURI001 AURIEL NAIDOO		DIRECTOR	13/11/2013	11/04/2014	
BARB001 ZULU BARBARA		DIRECTOR	13/11/2013	06/04/2014	100
BEHR001 BEHRMANN JANICE		DIRECTOR	06/04/2014		
KATZ002 KATZ WARREN		DIRECTOR	06/04/2014	18/04/2014	
HUMA001 HUMAN RAMONA		DIRECTOR	11/04/2014		
MATL001 LEKGARI THABO		DIRECTOR	11/04/2014		
BONG002 Zwane Bongani		DIRECTOR	16/04/2014		
NANI003 NGCOBO NANIWE		DIRECTOR	26/04/2014		

*Directors Other Interests*

Shares in    Director Of    Officer of

Company	Designation	Appointed	Resigned	Shares
FRYS UNITED PTY LTD	DIRECTOR	04/09/2013 ...	...	
WESTWOOD MALL (PTY) LTD	DIRECTOR	10/09/2013 ...	23/10/2013 ...	
RAZORBILL PROPERTIES 91 (PROPRIETAR)	DIRECTOR	15/08/2013 ...	...	
CHARTERED AUDITORS	DIRECTOR	23/10/2013 ...	...	
BDO AUDITORS	DIRECTOR	26/06/2013 ...	...	
CONDUIT CAPITAL LIMITED	DIRECTOR	25/04/2014 ...	...	