

About TurboSecretary (version 2.2.3.9)

There are four main enhancements in this version:

1. The system now supports cases in which an entity can serve as an alternate director to more than one regular director in a company.
2. In the Address Usage List, a “Label Exclusion” filter has been added to exclude specific client companies—such as deregistered ones—from the list.

To access the filter:

- A) Bring up the Address Usage List (Query > List of Address Usage).
 - B) Select an address to start the query.
 - C) Click the “More” button; a submenu will appear. The submenu contains a new option called “Set Label Filter.”
 - D) Clicking “Set Label Filter” will display a label filter dialog, where you can enable or disable the label filter. When the label filter is enabled, you can select the labels you wish to exclude from the address usage list.
3. A new document wizard has been added. This wizard can generate documents for the appointment of a company by a client to handle the client’s general secretarial work.

The documents included are:

- i. A Written Director Resolution approving the appointment.
- ii. An appointment letter addressed to the company acting as the company secretary.
- iii. A letter to the Companies Registry certifying the relevant appointment.

To access the wizard:

- i. Path A: Tools > Ad Hoc Documents > Authorization Letter to Appoint Your Company for Secretarial Work.
 - ii. Path B: Open the TurboSecretary Company > New Task > Non-Task Tools > Documents for Secretarial Work Appointment.
4. A new setting has been built into the Presenter Profile. When this setting is turned on for a profile, any Companies Registry form printed using that profile will use the name of the signer of that form as the presenter name.

To access the setting:

Maintenance > List Maintenance > Profile List > Add/Edit > Check or uncheck the “Use the Name of the CR Form Signer” checkbox in the “Profile Record” dialog.