



FirstOrder Secretarial – Full set of Statutory Registers

You now have the ability to create and export a full set of Statutory Registers from within our new 'Register Centre'. There are a number of options to tailor the pages to your requirements.

Where to find the Register Centre

1. Select a company
2. The Register Centre is available from within two menu options:-
 - a. Company > Register Centre
 - b. Documents > Register Centre

Register Centre Options

Register Centre

Choose one or more Company Registers for your report (showing all entries, [set backdate](#))

Options for producing register(s)

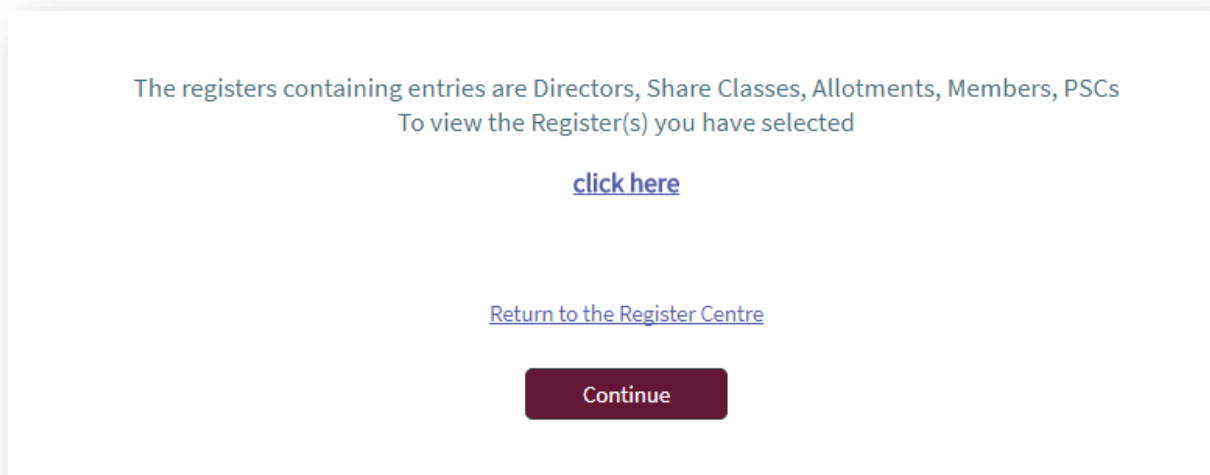
Statutory obligation / Client privacy

- Only those ticked below
- Every register which has entries
- Full set including those with no entries
- Blank register pages as ticked below
- Full set of blank register pages
- Include wide margin for hole punching
- Provide extra lines over any white space at end
- Shade headings
- Include this company's name and number on "blank registers"
- Show residential or service addresses according to statutory requirement (recommended)
- Show residential addresses only
- Show service addresses only

- Directors
- Directors Interests
- Secretaries
- Share Classes
- Allotments
- Transfers
- Members
- PSCs
- Mortgages & Charges
- Debentures
- Executions & Sealings

1. Only those ticked below – Select this option to only produce register pages that you have ticked via the bottom region
2. Every register which has entries – Produce only the registers that have an entry, so blank pages will not be included
3. Full set including those with no entries – Produce a full set of registers
4. Blank register pages as ticked below - Select this option to only produce **blank** register pages that you have ticked via the bottom region
5. Include wide margin for hole punching – This option will insert extra space within each page heading to allow for hole punching to then enter into physical registers
6. Provide extra lines over any white space at end – Blank rows & lines will be added to the register pages for additional entries. If de-selected only the rows with entries will be produced
7. Shade headings – Header region will be shaded, so is purely an aesthetic choice
8. Show residential or service addresses according to statutory requirement (recommended) – This will insert the correct address into the appropriate register pages depending on the statutory requirements. For instance, it will insert the Residential address within the ‘Register of Directors Residential Addresses’ page
9. Show residential addresses only – Will only insert the residential address within all pages
10. Show service addresses only – Will only insert the service address within all pages

Make Registers



Once you have selected your options the ‘Make Registers’ button will provide guidance on which pages will be created, and once ‘click here’ is selected produce the registers in a new Browser window or Tab which can then be saved and/or printed in PDF format.