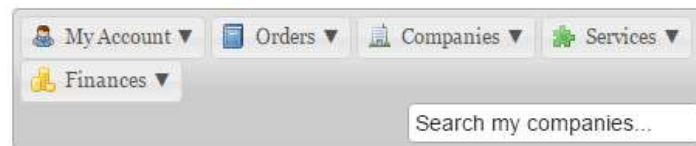


**Company Manager** is your portal to our electronic links with Companies House. Within Company Manager, are filed the details of all the companies you have incorporated or imported. Once you are logged into the system, you can incorporate new companies and make changes to many aspects of existing ones.

**Log on and see what Company Manager can do for you.**

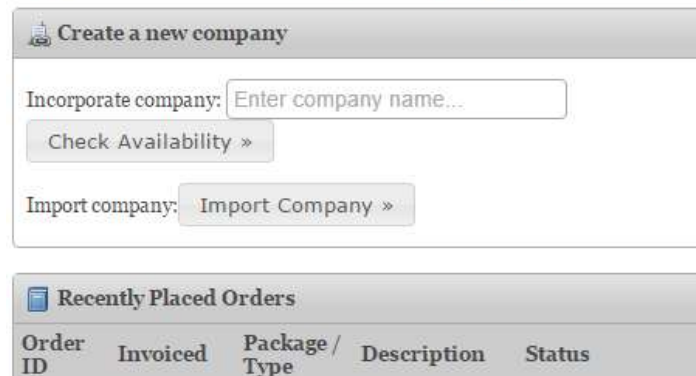
Go to our website [www.mtmlegal.co.uk](http://www.mtmlegal.co.uk) and click the menu item **Sign In**. Your Username is the 6 digit code we have supplied to you. We will have pre-advised you of a password, but you can change this from within Company Manager.

Once logged-on, you will see the following screen:



**My Account**

Welcome to your account overview. From here you can keep track of your orders, check their status and manage your account details.



The screen will continue down to show further detail.

Notice the 5 menu items; **My Account, Orders, Companies, Services, Finances**. Each item has a drop-down list.

Any **Recently Placed** and/or **Incomplete Orders** will also be displayed.

To **Create a New Company**, first search the availability of the name, then continue.

To **Import a Company** that is not on the system, (perhaps a new clients company), you will first need the **Company Number** and the **Authentication Code**.

**Incomplete Orders** – These are ones which you have started to incorporate but not finished. You can finish these at any time, by clicking on **Continue Order** or remove them by using the **Red Cross**.

The 5 menu items contain the following:

## **My Account**

By clicking on the down arrow you will see 3 sub items.

The first of these, **Overview**, is the page already described.

The second, **My Details**, shows your Contact Details. These can be edited by making changes and clicking **Update Details** in the bottom right of the screen.

The third item is **Logout**.

## **Orders**

This menu has 5 sub items.

Clicking on **View All Orders** will display all your orders including incomplete ones. To more easily find a particular company if there is a long list, simply use the **Search My Companies** box at top-right.

The other 4 menu items are self-explanatory. Ignore **Claim Cashback** as this is not used.

## **Companies**

Under this menu are 3 sub items.

**View All Companies** displays all the companies in your account, including those you have imported. They will be in reverse date order, but you can sort and show them in a variety of ways. Clicking the **View** button next to a company name will display a new page showing more detail for that company. Note the edit buttons, which we will cover later in this document.

## **Services**

There are 3 sub items. **Services** are those which are renewable, e.g., Registered Office, which are supplied on an annual basis.

**View All Services** shows a list of all companies with Services.

**Expiring Services** shows those whose services are about to expire.

**Renew Expired Services** – we prefer you not to use this, but to contact us directly to renew expired services.

## **Finances**

We do not use the financial controls in the system, so you can ignore any information shown, as it is likely to be out of date. **Do Not** attempt to set up a Payment Authority, as we do not store card details.

# **Details of individual Companies and Associated Services**

Now we shall introduce you to a whole range of detail and services that can be applied to any of the companies in your account.

First of all, to open up the details of a particular company, just start typing its name into the **Search My Companies** box, or find it by clicking **Companies** then **View All Companies** from the drop-down menu's.

In this example we will use one of our own shelf companies:

Here you will see 5 menu tabs plus various particulars relating to the company.

**Overview** This is the screen displayed.

**Documents** This shows a list of documents which you can download if you wish.

**Filing History** This will display any forms which have been filed at Companies House, via this system.

**Services** This lists any renewable services which apply, plus any which can be purchased.

**Shop** From here you can order additional products and services for your company.

### XETRA310316 LIMITED

Overview Documents Filing History Services Shop

#### Company Overview

##### Company Particulars

Name:	XETRA310316 LIMITED
Number:	10097046
Auth. Code:	V498HF
Type:	Limited By Shares
Registered Office:	c/o MTM, 82 KING STREET 3RD FLOOR MANCHESTER M2 4WQ UNITED KINGDOM
Accounting Period:	Current period, ending 30/04/2017 
Next Accounts Due:	01/01/2018
Annual Return Due:	29/04/2017

#### Appointments

Officer	Director	Shareholder	Secretary	
Stephen Neil BAKER				

Complete Initial Officer Setup Add New Officer

Add Nominee Officer

#### Shareholders

Stephen Neil BAKER					
1	x	Ordinary	@	GBP1.00	per share

Lets go back to **Company Overview** and see how to file changes with Companies House. Next to each 'particular', there is an **Edit** button.

**Use these with care, as making changes will automatically file the change at Companies House!**

To file a **Change of Name** click the **Edit** button and enter the proposed new name and the date of the change. Clicking on **Check Name** will perform an availability check and if passed, will allow the change to be filed. You will be charged the statutory fee. We do not add anything unless we make the change for you.

There is an **Edit** button next to the **Company Number**, but this can only be used to add a leading zero if it is missing. You cannot change a company number.

Next you will see the company **Authentication Code** displayed. It is rare that this is changed.

To file a change of **Registered Office** address, click **Edit** and complete the details requested. You can choose our own Registered Office service here too.

If necessary, you can change the **Accounting Period**.

One significant ability, is to file the **Annual Return** from within our system. If you have imported the company you will first have to **Complete Initial Setup**. Otherwise the button will display **File AR01**.

**(Note that from 30 June 2016 the Annual Return is being replaced with Confirmation Statement. At the time of writing we do not know the detail of this.)**

To file the **Annual Return** just click **File AR01** and complete the fields displayed. You will be charged the statutory fee but we do not add any charges unless we file it for you.

Finally, we come to the **Appointments** section.

For the company you have selected you will see listed, all the **Officer** appointments. To make changed to a particular officers details change of address, shareholding, etc) just click the **Edit** button. Any changes will be filed at Companies House. Note that to **Resign** from a position you simply untick the appropriate box on the **Positions** tab that will be displayed.

To add a new officer, click **Add New Officer** and complete the requested details. The change will be filed at Companies House.

## **That's about it!**

We suggest you have a look around in the system and see what information is there for you and what you can do.

Remember, we are only a phone call away. If you need help we can log into your account at the same time as you, to guide you through.