LASERFORM



USING 'FORMS BUNDLE' FEATURE: COMPANY FORMS

The Form Bundle feature within Laserform can be used where two or more forms need to be printed and submitted at the same time (and saved as one file). This sheet shows how to use this feature for Company forms, using an example form AR01.

1. Open form AR01, and complete the form with the relevant details. In this example a continuation page is required for additional information.

2. To add a continuation page, from the toolbar select 'Forms' and then 'Add Form'.

M Laserform - [AR01 : New Form]											
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	In accordant Section 854 Companies	ce with of the Act 2006.	AR	01							
			Annu	al R	eturn						
	(For returns made				made up to	e up to a date on or after 1 October 2011)					
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3. This opens the **Forms Explorer**. Navigate to and select the form which is required, in this case the AR01(C1). Use the search box (circled in red below) to find the form if necessary. Double-clicking on the form from the list adds it to the bundle.

Select Form to Add to Group					×				
All Form Groups		Forms							
Form Groups		Name	Description	Date	Version	File Type			
Adoption		AR01	Annual Return (For returns made up to a date on or after 1 October 2011)	27/09/2011 02:00:00	700005	Lform Document (.			
El-Charity Forms		AR01(C1)	AR01 continuation - List of past and present shareholders (For returns ma	26/09/2011 16:09:47	700002	Lform Document (.			
		AR01(C1)old	AR01 continuation - Private or non traded public companies - list of past a	26/09/2011 16:09:48	700001	Lform Document (.			
		AR01(C2)	AR01 continuation - Shareholders who hold at least 5% of any class of sh	26/09/2011 16:09:48	700002	Lform Document (.			
Accounts Administration Restoration		AR01(C2)old	AR01 continuation - Traded public companies - list of past and present sh	26/09/2011 16:09:48	700001	Lform Document (.			
Annual Returns		AR01(C3)	AR01 continuation - Secretary's details	05/08/2011 10:07:00	700001	Lform Document (.			
Assent forms		AR01(C4)	AR01 continuation - Corporate secretary's details	05/08/2011 10:07:00	700001	Lform Document (.			
Certificates	=	AR01(C5)	AR01 continuation - Director's details	05/08/2011 10:07:00	700001	I form Document (

4. When the AR01(C1) opens, there are now two forms in a bundle, and tabs appear at the toolbar allowing the user to switch between forms.

Forms in File: 🚺 AR01 🚺 AR01_C1



5. You can also switch on an index listing the forms in the bundle by clicking this toolbar icon. This is particularly useful when a larger number of forms are bundled together.

Forms in File: I AR01 I AR01_C1 I AR01_C2 I	AR01_C3 🚺 AR01_C4			
AR01: Annual Return (For returns made up to a AR01(C1): AR01 continuation - List of past and AR01(C2): AR01 continuation - Shareholders w AR01(C3): AR01 continuation - Secretary's deta AR01(C4): AR01 continuation - Corporate secret	In accordance with Section 854 of the Companies Act 2006.	AR01 - continuation pag Annual Return		
	Corporate secretary			

6. When printing, you can choose to print 'Current Form' which will only print the active form in the bundle, or alternatively you can print 'Form Group' which will print all of the forms in the bundle.

The same options are available when using print to convert the files to PDF format, allowing you to convert either just the active form or the whole bundle to PDF.

Print	? <mark>x</mark>
Printer Name: Adobe PDF Status: Ready Type: Adobe PDF Converter Where: Documents*,pdf Comment:	
Print range Current <u>F</u> orm Form <u>G</u> roup Current <u>P</u> age C Pages from: 1 <u>t</u> o: 3	Options Number of <u>c</u> opies: 1 + Duplexing: Use form setting Paper Source: Automatically Select
	OK Cancel