

How to Manage Company Registrations and Licenses Details

Objectives

- Manage Company Details (Licenses, Auditor, Company Registration)

Steps

Company registration and license details will be accessed from the company page. First, open it by clicking on the Company name or Company ID from the Companies Grid.

Name	ID	Category	Nickname	Sub-category	Legal Type	Reference #	Nationality	Lawyer	Capital
abc	COM00000071	Client	abc						15,750,00
ABC Services	COM00000091	Partner	ABC Services	Star-up					null
Advanced Industries	COM00000038	Client	Adl	Industrial	Limited Liability Company (...)		United States		100,000
Advanced Solutions	COM00000012	Client	AdS	Documenter	Partnership Limited with S...	RN-457897	United States		200,000
Agency Grid	COM00000102	Opponent	AG						0
Al Kamal Industries	COM00000073	Opponent	K Industries						0
al waha	COM00000107	Opponent	al waha						100,000
Albert Insurance Company	COM00000101	Client	Albert IC						0
Alvah Agency	COM00000054	Client	A Agency				United States		0
Astra Digital Holding	COM00000078	Internal	Astra Digital						10,000
Back Boss company	COM00000068	Client	BBC						0
Back-Line Company	COM00000037	Client	BLcompany	Civil	Limited Liability Company (...)		United States		0

You can capture information regarding the Company registration details, registration by law, licenses & waivers, Commercial Registration, Auditors, and Company lawyers from the **Entity Management** tab.

You can always add any custom field you need.

Entity Management

- Registration
- Registration By Law
- Licenses & Waivers
- Commercial Registration
- Auditors
- Company Lawyer

Registration

Registration Nb	45-693257	Registration Date	2023-05-10
Registration Renewal Date	2024-04-20	Registration Expiration Date	YYYY-MM-DD
Registration City	New York	Registration Tax Nb	N896325
Registration Document	Choose file	Company Duration	20

Registration By Law

Attestation Authority	Start typing	Registration Authority	Start typing
Ref	Ref	Date	YYYY-MM-DD

Licenses & Waivers

Add Entry

Commercial Registration

Released on: YYYY-MM-DD Additional IDs: Commercial Registration 8962563

- Licenses & Waivers

In the Licenses & Waivers sub-tab, you can track the renewal of licenses and waivers related to the company. You can add a new license and waiver from the **Add Entry** button.

COM0000059 BLP Industry Save

General Info

Entity Management

- Registration
- Registration By Law
- Licenses & Waivers ←
- Commercial Registration
- Auditors
- Company Lawyer

Shareholders

Board Members

Attachments

Licenses & Waivers

Add Entry

Type	Released On	Expires On	Remind	User Groups	Reference Number	License Activity	Managers	Permissions	Actions
Trade License	2023-03-20	2024-03-21	James Marven						✎ ✖
Trade License	2023-03-28	2023-06-29	James Marven						✎ ✖

When adding a new entry, there are 4 required fields:

- **Type:** type of the license, which is a customizable list. For example: Trade License.
- **Released on:** specify the released date.
- **Expires on:** specify the expired date.
- **User to remind:** select a user to remind or a group of users.

You can also add other fields like the:

- **Reference Number**
- **License Activity:** the activity of this license (Business Licensing, Software Licensing, etc.)
- **Managers:** It could be a Person or a Company
- **Permissions:** Choose the allowed permissions from a drop-down menu

i Once the user inserts an entry with an expiry date, an automatic Reminder is created for the associated user or group of users in the reminder tab.

Licenses & Waivers



Type*

Released on*
[Hijri Date Converter](#)

Expires on*
[Hijri Date Converter](#)

Remind* Users User Groups

Reference Number

- **Auditors**

In the Auditors sub-tab, you can track the auditors related to the Company.

You can add a company auditor from the **Add Auditor** button.

The screenshot shows the LexZur application interface. The top navigation bar includes 'Dashboards', 'Agile', 'Contracts', 'Matters', 'Tasks', 'Contracts & Documents', 'Reports', 'Time', 'Billing', 'More', and 'Create +'. The main content area is titled 'Licenses & Waivers' and contains a table with columns: Type, Released On, Expires On, Remind, User Groups, Reference Number, License Activity, Managers, Permissions, and Actions. The table lists three entries: POA, Commercial License, and Trade License. Below the table, there are sections for 'Commercial Registration' and 'Auditors'. The 'Auditors' section has an 'Add Auditor' button highlighted with a red box and an arrow.

When adding a new auditor, there are 2 required fields:

- Audit Company: This can be a person or a company.
- Designation date

Auditors ✕

Audit Company *
 Designation Date*

Expiry Date

Fees

Comments

You can also add the expiration date, fees, and comments if needed.

- **Company Registration**

In the Commercial Registration tab, you can add the released date and any additional ID related to the company.

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- General Info
- Entity Management
 - Registration
 - Registration By Law
 - Licenses & Waivers
 - Commercial Registration
 - Auditors
 - Company Lawyer
- Shareholders
- Board Members
- Attachments

Trade License	2023-03-20	2024-03-21	James Marven	<input type="button" value="✎"/> <input type="button" value="✖"/>
Trade License	2023-03-28	2023-06-29	James Marven	<input type="button" value="✎"/> <input type="button" value="✖"/>

Released on

Additional IDs

For more information about LEXZUR, kindly reach out to us at help@lexzur.com.

Thank you!