

# 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 form the Companies Grid.

Companies

All Companies

Save Filter

+ □ ⚙

Search Filters	Search	Columns								
	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.

A

COM00000038 Advanced Industries

Save

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General Info

Entity Management

Shareholders

Board Members

Attachments

Assets

Reminders

Tree View

Bank Accounts

Related Companies

Persons

Matters

Registration

Registration Nb45-693257Registration Date2023-05-10Registration Renewal Date2024-04-20Registration Expiration DateYYYY-MM-DDRegistration CityNew YorkRegistration Tax NbN896325Registration DocumentChoose fileCompany Duration20

Registration By Law

Attestation AuthorityStart typingRegistration AuthorityStart typingRefRefDateYYYY-MM-DD

Licenses & Waivers

Add Entry

Commercial Registration

Released onYYYY-MM-DDAdditional IDsCommercial Registration8962563

- 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.

B

COM00000059 BLP Industry

Save

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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



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\*

None
+

Released on\*

YYYY-MM-DD

Hijri Date Converter

Expires on\*

YYYY-MM-DD

Hijri Date Converter

Remind\*

☒ Users
☐ User Groups

Select Users

Reference Number

Save

Cancel

### • 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.

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COM00000071 abc

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Contracts & Documents

Signature Authority

Company Branches

Ref

Ref

Date

YYYY-MM-DD

Licenses & Waivers

Add Entry

Type	Released On	Expires On	Remind	User Groups	Reference Number	License Activity	Managers	Permissions	Actions
POA	2023-02-16	2023-09-30	James Marven (inactive)						
Commercial License	2023-07-27	2023-11-30	Carolina Robinson, Sam Marven					Cars	
Trade License	2023-02-17	2024-02-17	Aleen Peterson, James Marven (inactive)						

Commercial Registration

Released on

YYYY-MM-DD

Additional IDs

Choose One

Auditors

Add Auditor

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 \*

Company

Start typing

🔍

Designation Date \*

YYYY-MM-DD

Expiry Date

YYYY-MM-DD

Fees

Comments

Save

Cancel

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.

B

COM00000059 BLP Industry

Save

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Trade License

2023-03-20

2024-03-21

James Marvin

✎

✖

Trade License

2023-03-28

2023-06-29

James Marvin

✎

✖

Ⓜ

Commercial Registration

Released on

YYYY-MM-DD

Additional IDs

Commercial Registration

1344

For more information about LEXZUR, kindly reach out to us at [help@lexzur.com](mailto:help@lexzur.com).

Thank you!