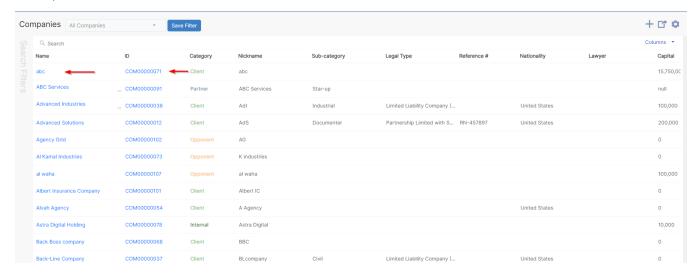# How to Manage Company Registrations and Licenses Details

Objectives

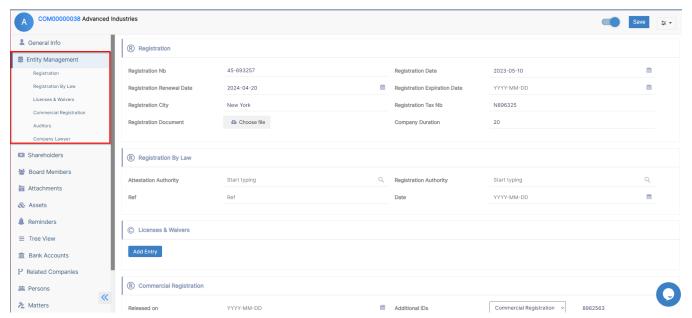- Manage Company Details (Licenses, Auditor, Company Registration)

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.
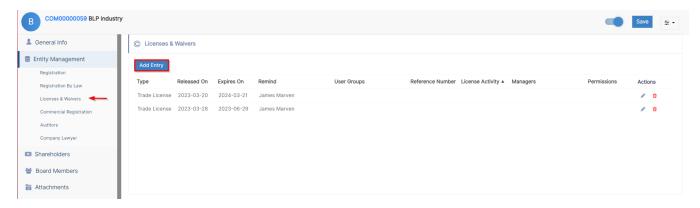

You can capture information regarding the Company registration details, registration by law, licenses & waivers, Commercial Registration, Auditors, and Company lawyers from the **Entity Management** tab.

You can always add any custom field you need.

- **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.

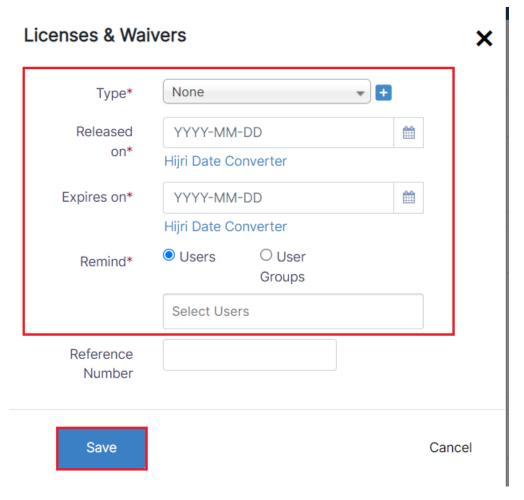When adding a new entry, there are 4 required fields:

- **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
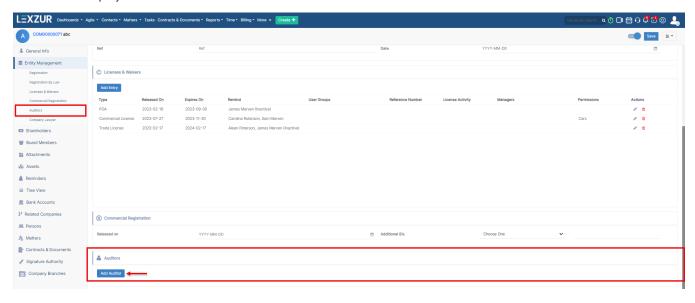- **Permissions**: Choose the allowed permissions from a drop-down menu

> ⓘ 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.
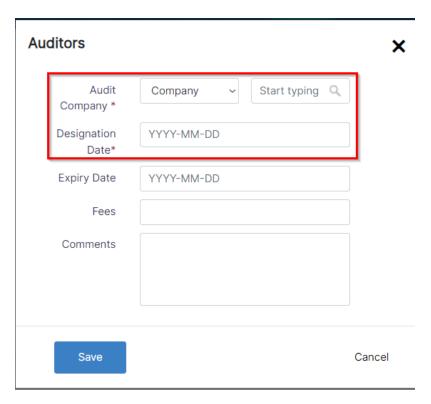
- **Auditors**

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.

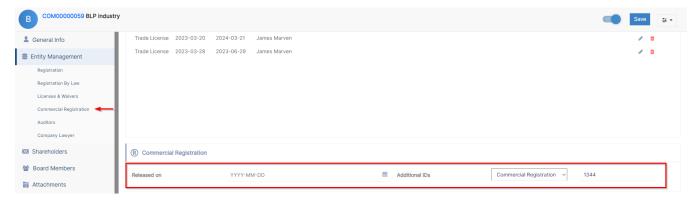When adding a new auditor, there are 2 required fields:

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

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.

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

Thank you!