

Filling out application form – manual

User manual

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DOCUMENT HISTORY

Version	Author	Date	Changes
1.0.0	CRRM	20.12.2010	Initial version of the Manual.



USED TERMS

Name	Description
CRRM	Central Registry of RM
OSS2	One Stop Shop System, Phase 2 (ONE STOP SHOP SYSTEM FOR REGISTRATION OF TRADE COMPANIES)



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1 INTRODUCTION

This document is a manual for use of web based solutions for a part of the services offered by the Trade Registry and the Registry of other legal entities, the Registry of Pledge and Leasing.

1.1 About the document

The document offers description about the graphical user interface and the specific controls of the system that the applicants can use.

1.2 Who is this document intended for?

The document is prepared for the users of the system, i.e. the applicants in the Trade registry and the Registry of other legal entities, the Registry of Pledge and Leasing.



2 ORGANIZATION OF THE USER INTERFACE

The graphical user interface is organized in five components:

- 1) Page header (green panel)
- 2) Main navigational menu (blue panel)
- 3) Information about the active document (yellow panel)
- 4) Menu for navigation through the steps for the registration (red panel)
- 5) Form for input data for registration (pink panel)

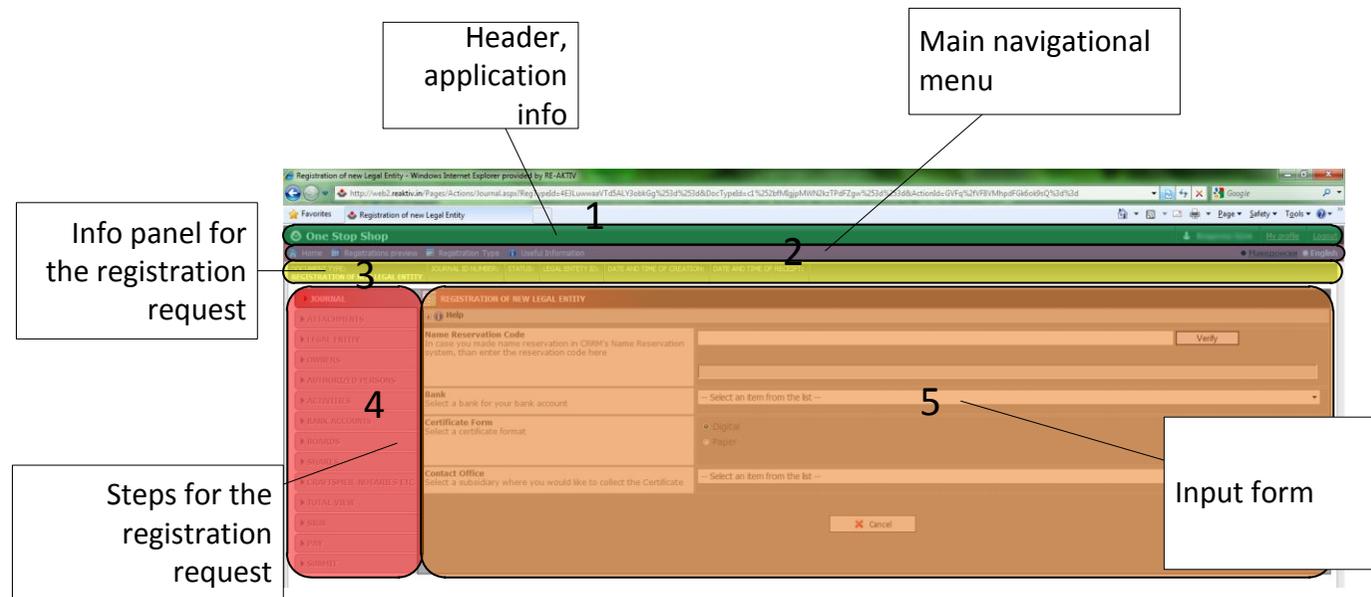


Illustration 1 – Organization of the graphical user interface at the highest level.

2.1 Page header



This part of the graphical user interface contains data about the logged user and links for logging out or for viewing his profile details.

The following illustration offers a preview of the right side of the page header.



Illustration 2 –Navigation in the header of the graphical user interface

1) Name of user

Name of active user in the system is displayed.

2) My profile

A link to a page containing all details about the user account. The user can edit account information using the form on the page.

3) Log out

This link will log the user out of the system. Once you click this link, the system will delete the token with the details for your user name and will redirect you to the log on page. After logging out, the user will not be able to use functionalities of the protected part of the system. In order to access the protected part again, the user is required to authenticate again.

RECOMMENDATION: It is recommended that the user logs out of the system after completing all activities, especially if the system is used by publicly available printers.

2.2 Main navigational menu

This part of the navigational menu is located under the header and contains the links that lead to the functionalities available for the user.



The main navigational menu is organized in two logical entities:

- **Public section**
Options visible for the anonymous users of the unprotected, public part of the system.
- **Protected section**
Options visible and accessible for registered users, i.e. authenticated users.

The following illustration shows the basic principles from the drop- down menu:

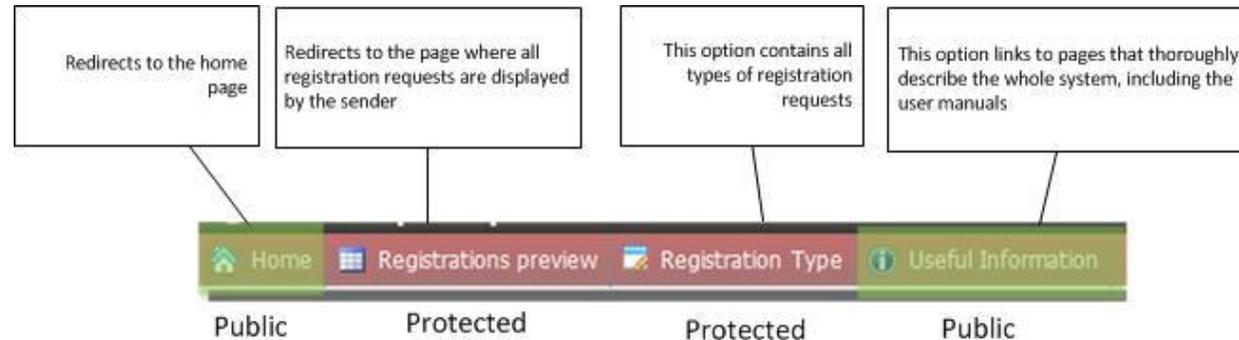


Illustration 3 – Main navigational menu

- **Home page (public section)**
This link leads to the home page of the public section of the system.
 - **Preview of application forms**
This option links to a page that lists all applications created by the active (logged) user.
 - **Type of registration (protected section)**
This option opens a drop- down menu with links to pages which enable creation of application form for registration.
- Status changes (protected section)**
This option opens a drop- down menu with links to pages that enable creation of application forms for Status changes.



Illustration 4 – Menu for types of registration

- **Information**

This option triggers a drop-down menu containing links to content that offers help to the new, existing and potential users of the system, on topics such as requirements for use of the system, options, etc.



You can learn about the following content:

- What services does the system offer?
- What do I need to use the system?
- Frequently asked questions
- **Guidelines**
This option triggers a drop down menu with links that lead to content that can help the user make the most of the system.

The information includes:

- How can I create a user account in order to become an applicant?
- How can I fill out the application?
- How can I digitally sign the application form?
- How can I digitally sign documents?
- How can I register employees and health policy holders?
- How can I pay for the registration?

2.3 Information about the active document

Part of the graphical user interface that contain information about the currently opened document.

The next illustration shows data that is usually displayed in this section.

DOCUMENT TYPE: REGISTRATION OF NEW LEGAL ENTITY	JOURNAL ID NUMBER:	STATUS: PAYED	LEGAL ENTETY ID:	DATE AND TIME OF CREATION: 17.03.2011 14:00	DATE AND TIME OF RECEIPT:
--	--------------------	------------------	------------------	--	---------------------------

Illustration 5 - Section with general information about the opened document

This section offers just a preview of the following data:

- **Registration type**
The field offers description about the selected type of registration. This information shows type of description about the opened document.

This information can be seen when the document for registration is selected.
- **Journal ID number**
This is the unique ID about the created document for registration.

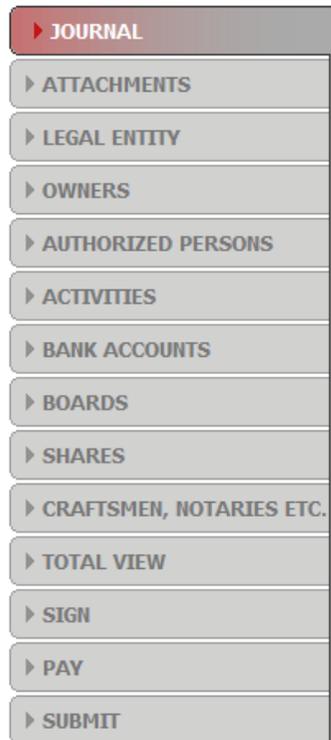


This number is generated once the application form is sent to a representative of CRRM. Upon dispatch, this information will appear in the general information section of the application form (the document).

- **Status**
Information about the status of the application from the moment it is created to its final processing (Decision about the application)
- **LEID**
Legal Entity Identification Number
- **Created**
Date and time of creation of the application form (the document).
- **Submitted**
Date and time of application. Date and time of sending the document to a representative of CRRM.



2.4 Navigation menu for the registration steps



The application form is organized in several smaller categories, accessible through the links in the menu for type of registration. (See illustration 5).

The following list includes basic principles for work with the navigational menu for one type of registration.

- **Filling out data in the application form for registration of a company is consecutive.** The data is filled out from the first group of data onwards.
- **You cannot fill out data in random order.**
- **All completed/ filled out groups of data** from the menu can be selected for editing and updating of data.
- **The navigation through the groups of data** can be done via the buttons (see Illustration 15) for navigation, located in the lower part of the pink zone (See Illustration 1)

zone (See Illustration 1)

The visual representation of the already completed/ filled out data group, the active group and the groups which remain to be filled out is displayed in the graphical illustration as follows:

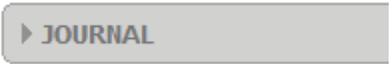
	Active data category
	Data category already completed, which can be reselected in order to update data
	Data category not filled out yet. This group cannot be selected before the previous ones are completed. <u>N.B.:</u> This visualization is visible only in the browser Internet Explorer.

Illustration 6 – Menu for data categories for type of registration

2.5 Input form for data registration

Each data category that can be reached via the menu for navigation (see 2.4) contains various data.



REGISTRATION OF NEW LEGAL ENTITY

Help

Organizational Form
Enter a few characters to get a list of Organizational Forms to choose from.

Legal Entity Type
Select the type of legal entity

Authorised Registry
Select an entry registry

Register name
Selected entry registry for the legal entity

Full Name
Input complete name/ company for the legal entity

Short Name
Input short name for the legal entity

Ownership
Select ownership of the legal entity

Capital Origin
Automatically generated

Duration
Limited or unlimited duration of the Legal Entity that is subject of the registration

Founding Date
Legal Entity founding date as written in the founding Act

Registration Date
Automatically generated

Founding Act
Legal Entity Founding Act

Headquarters
Click on the link "Input address" and fill out the fields for headquarters of the legal entity

Member of (LE ID)
Unique ID number of the Legal Entity that is member of the trade union

Buttons: Previous step, Save, Cancel, Next step

Illustration 7 – Form for data category for the legal entity

The forms which represent the graphical user interface for input and preview of the data for the various types of registrations are standardized and constitute of the following categories/parts:

- 1) Name and short description of data (green zone)



- 2) Panel for input of data (red panel)
- 3) Navigational buttons and buttons for saving and cancelling (blue zone)

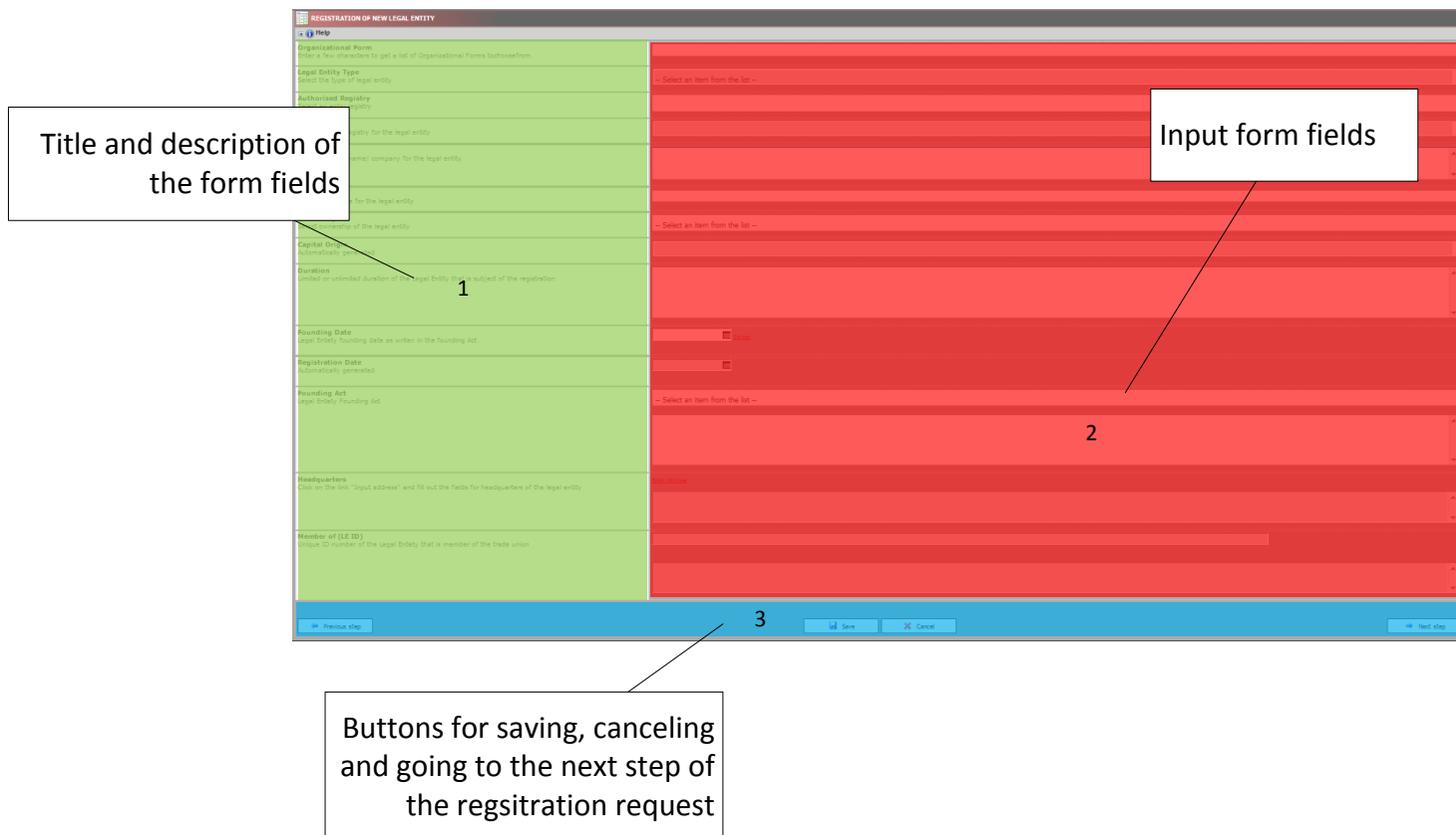


Illustration 8 – Input form for data category for registration type.

2.5.1 Name and short description of data

This part of the graphical user interface contains the names and short descriptions of each data that has to be input in the form.

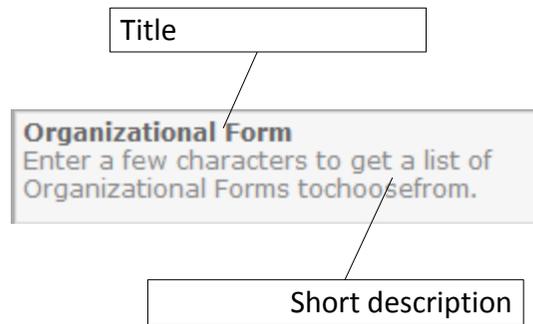


Illustration 9 – Description of data segment

Next to the title and description field, you will find a field for input of business data that the user (the applicant) has to complete

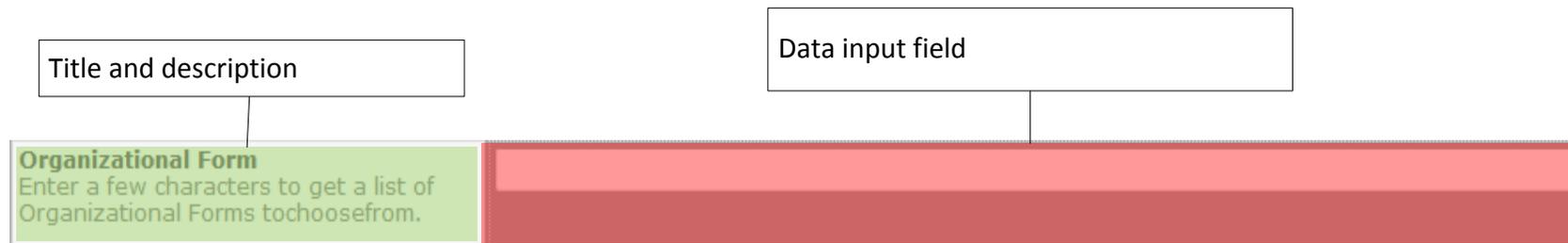


Illustration 10 – Graphical representation of the parts

2.5.2 Data input form

This section comprises controls for data input. The following list provides short description of the specific controls for data input.



1) Data input

This control enables data input. If you click open the calendar icon, you can select a concrete date. Required data format is **DD.MM.YYYY** (Day.Month.Year)



Illustration 11 – Data input field

2) Select a sub-list of predefined values

This control enables selection of values of a predefined list that can be filtered. This control includes several elements:

- **Filter for the value list (Element 1)**
When you enter at least two symbols in the text field, the values containing the two symbols appear in the filter. In this way, the long, pre- defined list can be filtered;
- **List of offered, possible values (Element 2)**
This element displays filtered predefined values;
- **List of approved values (Element 3)**
This element contains list of selected values;
- **Buttons for selection of values from the pre-defined list (Element 4)**
You can add or remove values in the two lists. (Both the one with pre-defined versions and the one with selected versions)
- **Preview of the full value title (Element 5)**
If you do a mouse over the concrete value on any of the lists, the full description of the value shall be displayed.



Activity Code
тпро 1

Data filter

Buttons for adding and removing activity codes

List of chosen activities

List of Activities

35.14 - Трговија на електрична енерги
35.23 - Трговија на гас преку дистрибу
45.11 - Трговија со автомобили и мото
45.19 - Трговија со останати моторни е
45.31 - Трговија на големо со делови и
45.32 - Трговија на мало со делови и п
45.40 - Трговија со мотоцикли и делови
46.11 - Посредување во трговијата со
46.12 - Посредување во трговијата со
46.13 - Посредување во трговијата со
46.14 - Посредување во трговијата со
46.15 - Посредување во трговијата со
46.16 - Посредување во трговијата со
46.17 - Посредување во трговијата со
46.18 - Посредување специјализирано

4

>>
>
<
<<

List of found activities

View of full title of the activity

Selected Activities

35.14 - Трговија на електрична енерги
35.23 - Трговија на гас преку дистрибу
45.11 - Трговија со автомобили и мото
45.19 - Трговија со останати моторни е
45.31 - Трговија на големо со делови и
45.32 - Трговија на мало со делови и п
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46.12 - Посредување во трговијата со
46.13 - Посредување во трговијата со
46.14 - Посредување во трговијата со
46.15 - Посредување во трговијата со
46.16 - Посредување во трговијата со
46.17 - Посредување во трговијата со
46.18 - Посредување специјализирано

Illustration 12 – Control for selection of a sub-list with pre- defined values



3) Data list

Part of the data that is inserted, represents more than one record. For example, they can be owners of the legal entity. In the parts of the form for filing out type of registration a control field is used as an illustration that follows, in order to display a list of more records/data.

Link for selecting the row of data

Type of data

Actual data view

Buttons for adding, editing and deletion of data

Paging control

Person ID	Name	Surname	Actor Type	Founder	Country:
12456789	име	презиме	Person	✓	MK

Records: 1 - 1 / 1

Add Edit Delete

Illustration 13 – Graphical representation of data list

- **Name of data elements (Element 1)**
The element of the entire horizontal panel shows the names of data fields displayed for every record. The names are links that enable sorting of the records according to types of data;
- **Part of data description (Element 2)**
This element contains part of the data for the concrete record that is to enable a preview of the records that are inserted and to the ones that already exist.



- **Link for marking a concrete record (Element 3)**
If you mouse over the arrow of this element, the concrete record will be marked, which means that concrete activity can be undertaken for it, i.e. we can opt to **update it** or **delete it**.
- **Controls for browsing the pages from the list of records (Element 4)**
This element contains controls that enable browsing the pages of the list of records. The page displays five records per page. To see more records, you need to use the controls of this element;
- **Links for updating and deleting a marked record (Element 5)**
This element contains links for updating and deleting elements. You can use the links if you have marked a record previously. (see Element 3);

2.5.3 Navigation buttons and buttons for saving or cancelling data

The navigation buttons *forward* and *back*, i.e. for going back to the previous data form and moving to the next, are located over the space with controls for input of data.

Illustration 14 – Control fields for navigation through data groups / forms for inserting data



When you click the button **previous** or **next**, the system automatically saves the inserted data in the active part of the form.

If the button is directly clicked from the menu that leads to data groups that have already been inserted, the system doesn't automatically save the data.

With this action the data which was inserted in part of the active form will be lost, unless you click the button **Save**. (see illustration 15)



Illustration 15 – Navigation buttons for type of registration

2.5.4 Application for Status Changes

If you would like to fill out an application form for status changes, select the registration via the main menu.

The application forms for status changes differ from the others in the system. The system creates the application forms automatically, once you enter the following data:

- Type of status change
- Certificate Format
- Contact office
- Number of legal entities which are part of the status changes
- Valid LEIDs of legal entities



Illustration 16 – Home page for status changes

Once you fill out all fields, click **Save**. The system will inform you that X number of application forms related to group Nr. XX.

Submitting application form

The applications related to one group will be sent to the authorized person in CRRM in the moment when the last application from the group is submitted by the applicant.

The remaining applications have status “Completed input” until the last application is filled out and submitted.

2.6 Resetting and deletion of application forms

Resetting

If the Authorized person in CRRM asks you to change significant portion of the data you have submitted, you can reset the application form and start inputting data again. Also, if the registration is any type of Change, and the Authorized person suggested removal of any of the types of changes you have selected, simply with the reset function.

Open the application form (the status has to be “Back for correction” or “Processing- Web”) and the tab e- Journal, click the button **Reset**.

DOCUMENT TYPE: REGISTRATION OF NEW LEGAL ENTITY | JOURNAL ID NUMBER: | STATUS: IN PROCESS - WEB | LEGAL ENTITY ID: | DATE AND TIME OF CREATION: 18.03.2011 11:39 | DATE AND TIME OF RECEIPT: |

REGISTRATION OF NEW LEGAL ENTITY

ATTACHMENTS

LEGAL ENTITY

OWNERS

AUTHORIZED PERSONS

ACTIVITIES

BANK ACCOUNTS

BOARDS

SHARES

CRAFTSMEN, NOTARIES ETC.

TOTAL VIEW

SIGN

PAY

SUBMIT

Name Reservation Code
In case you made name reservation in CRRM's Name Reservation system, than enter the reservation code here

Bank
Select a bank for your bank account
250 ШПАРКАСЕ БАНКА МАКЕДОНИЈА АД СКОПЈЕ

Certificate Form
Select a certificate format
 Digital
 Paper

Contact Office
Select a subsidiary where you would like to collect the Certificate
Скопје

Reset Cancel Next step

Illustration 17 – resetting application form

Once you click the button, a security question pops up. Click **Yes**.



N.B.: When you reset the application form, all data is deleted, except the data in the tabs: E- Journal, Attachment and Payment (if the application form is already paid for, you will not pay again).

Deleting

If the application that you have created is not submitted (doesn't have a Journal ID), and you would like to delete it, you can do that by clicking the button **Delete** on the preview page. First, select the application form that you would like to delete and click Delete. Answer the security question with **Yes**.

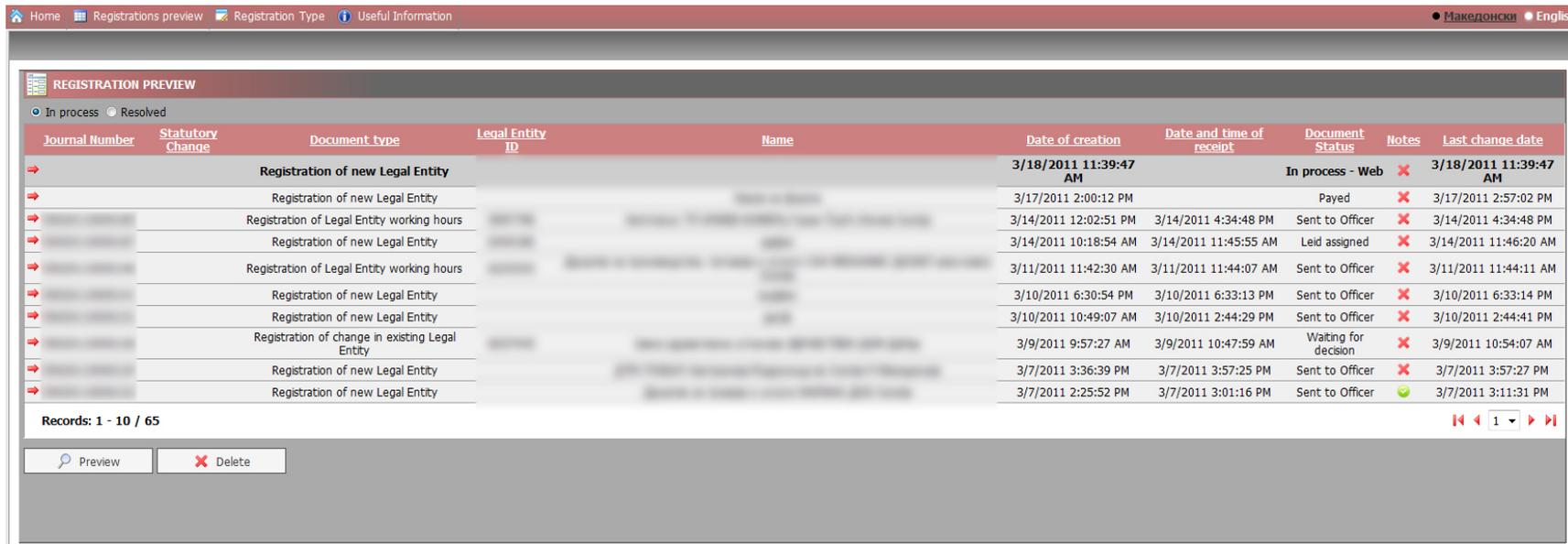


Illustration 18 – deleting an application form

N.B.: If you haven't file an application for a longer period of time, the system will delete it automatically.



2.7 Attachments

In the menu in the second tab, Attachments, select type of attachment, and then click the button **Upload Attachment**.

DOCUMENT TYPE:	JOURNAL ID NUMBER:	STATUS:	LEGAL ENTETY ID:	DATE AND TIME OF CREATION:	DATE AND TIME OF RECEIPT:
REGISTRATION OF NEW LEGAL ENTITY		IN PROCESS - WEB		16.09.2011 11:02	

Attachment Type	Uploaded Attachment (pdf,docx, max: 4 MB)	Submit action
-- Select an item from the list -- -- Select an item from the list -- Договор Записник Изјава Лиценца Листа Док. за идентификација Одлука Одобрение Пријава Прилог кон пријавата Пречистен текст (ПП) Полномошно Програма Проценка Потврда Статут Стечај Согласност Судска одлука	<input type="button" value="Upload attachment"/>	<input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Next step"/>

ILLUSTRATION 19 – Attachments

N.B: The attachment has to be either .docx or .pdf, not larger than 4 MB and digitally signed.



2.8 Downloading a receipt

On the page for preview of registrations, select a confirmed registration. Then select Confirmation of receipt and click the button Generate.

REGISTRATION PREVIEW

In process Resolved

Journal Number	Statutory Change	Document type	Legal Entity ID	Name	Date of creation	Date and time of receipt	Document Status	Notes	Last change date
→ 35020110000370		Registration of new Legal Entity	6340989	Целосен назив/фирма	8/19/2011 10:39:30 AM	8/19/2011 10:44:14 AM	Approved	×	8/19/2011 10:44:27 AM
→ 35020110000369		Registration of new Legal Entity	6340970	Целосен назив/фирма	8/19/2011 10:25:10 AM	8/19/2011 10:32:03 AM	Approved	×	8/19/2011 10:32:48 AM
→ 35020110000367		Registration of new Legal Entity	6340962	Целосен назив/фирма	8/12/2011 5:44:45 PM	8/12/2011 5:46:28 PM	Approved	×	8/12/2011 5:46:41 PM
→ 35020110000366		Registration of new Legal Entity	6340954	Целосен назив/фирма	8/12/2011 5:38:58 PM	8/12/2011 5:43:16 PM	Approved	×	8/12/2011 5:44:03 PM
→ 35020110000365		Registration of new Legal Entity	6340946	Целосен назив/фирма	8/12/2011 5:29:51 PM	8/12/2011 5:37:10 PM	Approved	×	8/12/2011 5:37:29 PM
→ 35020110000364		Registration of new Legal Entity	6340938	Целосен назив/фирма	8/12/2011 5:17:04 PM	8/12/2011 5:26:50 PM	Approved	×	8/12/2011 5:27:21 PM
→ 35020110000362		Registration of new Legal Entity	6340920	Целосен назив/фирма	8/12/2011 4:22:06 PM	8/12/2011 4:24:53 PM	Approved	×	8/12/2011 4:59:47 PM
→ 35020110000361		Registration of new Legal Entity	6340911	Целосен назив/фирма	8/12/2011 3:39:00 PM	8/12/2011 4:00:24 PM	Approved	×	8/12/2011 4:04:34 PM
→ 35020110000360		Registration of new Legal Entity	6340890	Целосен назив/фирма	8/12/2011 3:20:02 PM	8/12/2011 3:21:41 PM	Approved	×	8/12/2011 3:40:13 PM
→ 35020110000359		Registration of new Legal Entity	6340903	Целосен назив/фирма	8/12/2011 3:12:08 PM	8/12/2011 3:13:37 PM	Approved	×	8/12/2011 3:58:19 PM

Records: 1 - 10 / 120

Preview Notes

Document type	Date of creation	Generated request
→ Current status of legal entity	8/19/2011 10:44:00 AM	✓
→ Registration decision	8/19/2011 10:44:00 AM	✓
→ Confirmation receipt	8/19/2011 10:44:00 AM	×

Records: 1 - 3 / 3

Generate



ILLUSTRATION 20 – Generating confirmation of receipt



After the generation a button Refresh appears. Click the button and after a few seconds the button Download appears.



ILLUSTRATION 21 – Refresh button

Then click the button download.



ILLUSTRATION 22 – Download button

The confirmation is downloaded in .PDF format, that you need Adobe Reader to be able to view it.