



CorporateTIPS

Centro Legal Works Inc. | SearchWorks



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Happy New Year!

Wishing you all the best for 2007. 2006 was a great year and we are making changes and improvements to our services and will be introducing new products and services in 07.

We expect this year to be one of our best years ever, and hope you join us for the exciting journey.

Introducing our new 2007 Web site.

The screenshot shows the new website layout. On the left is a navigation menu with links like HOME, ORDER, PRICE, RESOURCES, COMPANY, NEWS, and CONTACT. Below this is a search bar with options for NJANG Name Search, Corporate Searches, Business Searches, PPSA Searches & Registrations, Due Diligence Searches, Ontario Business Registrations, Ontario Incorporations, Canada Incorporations, Litigation Services, and Corporate Supplies. There are buttons for 'Place An Order' and 'Request a Pickup'. The main content area features 'The Corporate Specialists' section, 'Filings & Registrations' section with a list of services, and 'News & Announcements' section. A 'Service Alerts' box is also visible, stating 'Longer than usual wait time at the Ministry...'. At the bottom, there is a footer with contact information and a copyright notice.

In addition to a fresh new look we have added new features and more information covering Ontario and Canada. Browse our new user friendly order forms, interactive help, enhanced Corporate Supplies section with full colour images and a Knowledgebase containing answers to the most common issues and industry related questions.

Searching across Canada? Our new order forms allow you to request due diligence searches, including both Litigation and Writs of Execution, in any Province!

We have teamed up with one of the largest electronic payment systems in the world to offer online payment capabilities. You now have the option of paying by any major credit card, a Bank Account, Paypal, or be invoiced on account.

Highlights

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Paypal is an industry leader in security technology. Their staff uses state-of-the art technology to monitor transactions 24/7 to prevent fraud. Your bank and credit card details are always kept private from sellers and you're 100% protected against unauthorized payments sent from your account.

KNOWLEDGE BASE

Have a question about Government Forms, filing requirements and/or procedures? We are currently assembling a database of information and tips on the most commonly asked questions. It will contain information on our services, Corporate document filings, Business Registrations, Due Diligence searches and other industry related information. Be sure to visit this section frequently.

Service Alerts

Longer than usual wait time at the Ministry...

Introducing our new **CENTRO SERVICE ALERT SYSTEM (CSAS)**. A message box will be located on our home page which will keep clients informed of any issues that result in disruptions or delays with regular daily services. Similar to an **'Amber Alert System'**, the message box will automatically change colours from Green, Orange and Red depending on the severity of the issue. Notifications include: Ministry system problems or delays, Superior court issues, Email or Internet issues, and even transit delays. Any problem that affects our ability to provide regular services will be indicated as a Service Alert.

The better informed you are, the more effectively we can coordinate our services to meet your demands.

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**“We *customize* our services
to meet *your* needs.”**

Under Construction

Our office will be under construction for the month of January through to the beginning of February. In addition to a new layout we are making improvements to our phone and network systems. An additional roll-over line will be added to dramatically reduce voicemail and we are increasing our Internet bandwidth to improve email transmissions and online search speeds.

With a more functional office and increased telecommunications, the overall result will be a *improved service to you, our clients.*



Service Updates

Would you like to complete one hundred PPSA searches in about a minute? Here's how:

Don't waste your valuable time entering PPSA searches. Whether you have one or one hundred names to search, simply send your request to:

ppsa@centrolegalworks.com and your done! Our staff will take care of the rest. It's that easy! And all this at a lower price than what you are paying now.



Use a service provider that Works.

Centro Legal Works Inc.

“Whether you require a full-service outsourced solution or a provider to fill in the gaps between online procedures and manual tasks, we can customize a solution that works for you.”

- **Lower cost per search!**
- **Free pick-up from the Ministry and delivery to your office.**
- **Eliminate the cost and need of a courier.**
- **Scan and email low-volume Certified reports to your desktop, at your request.**
- **Search reports sorted by file numbers.**
- **Become more productive by eliminating repetitive manual processes.**

For more information, or to set up a custom PPSA search solution, contact our office today!

FORMS Updates

The Form 3 Limited Partnership Declaration is available on-line!

Effective January 3rd, 2007 the Form 3—Declaration under the Limited Partnerships Act and the Form 4 Power of Attorney/ Consent to Act as Attorney are available of the Companies and Personal Property Security Branch website. <http://www.cbs.gov.on.ca/mcbs/english/4VWQQC.htm>

Things to Remember:

- **Signatures are still required.**
- **The form must be printed in duplicate on legal size paper (8.5" by 14").**

Form 7—Application for Authorization to Continue in Another Jurisdiction

The Form 7 can also be found on the website and must be completed in duplicate. Used for corporations transferring out of Ontario.

Technology Updates

Frustrated with Government PDF forms? Having difficulty saving a PDF after completing the fields? We have the latest software and hardware technology to provide assistance for a variety of issues.

- Document conversions (PDF to Word, Word to PDF etc.)
- Document Scanning—convert paper documents into easily searchable electronic files.
- Document/Data archiving—migrate documents and data to CD and DVD.
- Much more!

For document service inquiries, email: tech@centrolegalworks.com

We need your Feedback!

Good or bad we need to hear from you. Help us find ways to serve you better!

Is there something you would like to see from us? We value your input.

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