



GreatSoft Secretarial

Greatsoft Secretarial is the most cost effective tool to electronically manage company records & registers. Easy to use, it will save you time.

We help our clients make more money

Are you constantly bogged down in secretarial work or struggling to keep track of CIPC registrations and submissions?

We have developed an all-in-one secretarial solution in the cloud to be your personal assistant, making your secretarial duties a breeze.

Greatsoft Secretarial is a powerful administration tool used by Accountants, Attorneys and Company Secretaries to reduce the workload of managing company secretarial administration. The software is browser-based, which means that you can log into your secure portal and manage your client's secretarial affairs from anywhere, on any device, at any time.



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GreatSoft Secretarial Administration

Your All-In-One Secretarial Solution in the Cloud

GreatSoft Secretarial is a powerful administration tool used by Accountants, Attorneys and Company Secretaries to reduce the workload of managing company secretarial administration. The software is browser-based which means you can log in to your secure portal and manage your clients' secretarial affairs from anywhere on any device. Automatic backups and updates are done for you in the cloud, giving you the peace of mind that your data is safe and compliant.

GreatSoft Secretarial produces CIPC compliant forms, pre-populated with the client details, and allows you to view, save or print them. Workflow items are created for every transaction and the status can easily be tracked as tasks are processed.

The advantage of using GreatSoft Secretarial is the built-in workflow and instant update of Registers. The Secretarial module is fully integrated with GreatSoft CRM and other modules, like Tax and Billings, saving you more time.

GreatSoft Secretarial lets you track and maintain your entities' CIPC annual returns. With our star system, one can quickly see which annual returns have not yet been started, which are still pending & which have already been submitted.

You're also able to generate letters to your clients, either individually or in batches, notifying them of their upcoming annual returns."



“GreatSoft Secretarial is developed using the best and latest Microsoft technologies which will ensure that you get high-quality performance. Our team of secretarial specialists is always ready and willing to assist with any of your queries ”

Key benefits of GreatSoft Secretarial

Familiar look and feel, easy to use.
Reduce response times when answering queries



Upload and store relevant supporting documents

Use your browser 24/7 from anywhere
at anytime



Annual returns follow-up tasks and meeting deadlines

Track secretarial tasks and manage entities



Powerful Reporting for Statutory and Firms requirements

For Companies and other entities, to ensure compliance with legislation



Form filler function can be used to complete blank or once-off forms

Record entities PI scores in the PI score calculator dashboard



Record all notes and communication in the contact manager.

Contact us to request a quote or demo



Step 1:
Ready

Contact us to request a quote



Step 2:
Steady

We will send you a quote and an information pack



Step 3:
Go

We Do All The Work & You Go Live

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