

Integrated Work Management System

Admyon Systems

Building Smarter Business Solutions

Dashboard

INTEGRATED WORK MANAGEMENT SYSTEM
Compliance & Regulatory Control

Exit

AT
1

AST
0

NEXTON
7

CAM PRO
5

AST-ATJUN
0

Others
8

TOTAL
21

Services & Work Orders

Create new service orders, add service order details.

Manage Staff

Add, Edit or Delete Staff

REPORTS

Manage contact info for Directors, Accountants, and Key Personnel.

Clients List

Refresh

Search by: Company name, Client Group, Firm Under, FYE Month, ClientStatus

Search Clear

+ Add Client

Group	Company Name	UEN No	Firm Under	Company Type	Incorporate Date	FYE Month	FYE	Client Status	Actions
BI Group	Client Company 01 Ltd	UEN0001X	Nexton	PCL		February	7/9/2023	Dormant	View/Edit
Alpha Holdings	Client Company 02 Ltd	UEN0002X	Prime Advisors	EPC		November	7/8/1999	Active	View/Edit
ZEE	Client Company 03 Ltd	UEN0003X	AST Corp	MCST		February	3/5/1996	Dormant	View/Edit
ZEE	Client Company 04 Ltd	UEN0004X	CMA Pro	MCST		July	12/6/2019	Active	View/Edit
Badaling	Client Company 05 Ltd	UEN0005X	Nexton	Sole Pro		December	2/26/2002	Dormant	View/Edit
BI Group	Client Company 06 Ltd	UEN0006X	CMA Pro	EPC		February	5/2/2010	Struck Off	View/Edit
Beta Investments	Client Company 07 Ltd	UEN0007X	AT Corp	Society		May	1/30/2022	Active	View/Edit
GlobalX	Client Company 08 Ltd	UEN0008X	Nexton	Society		February	12/24/2011	Dormant	View/Edit
Alpha Holdings	Client Company 09 Ltd	UEN0009X	AST Corp	Sole Pro		January	2/13/1998	Dormant	View/Edit
Andy	Client Company 10 Ltd	UEN0010X	CMA Pro	Society		July	7/13/1999	Dormant	View/Edit
ZEE	Client Company 11 Ltd	UEN0011X	Nexton	Society		June	10/8/2011	Dormant	View/Edit
ZEE	Client Company 12 Ltd	UEN0012X	AST Corp	LLP		December	12/17/2018	Struck Off	View/Edit
GlobalX	Client Company 13 Ltd	UEN0013X	AST Corp	Society		December	9/16/2023	Active	View/Edit
Beta Investments	Client Company 14 Ltd	UEN0014X	Nexton	LLP		January	10/4/2005	Active	View/Edit
Alpha Holdings	Client Company 15 Ltd	UEN0015X	Nexton	PCL		October	6/16/2004	Resigned	View/Edit
ZEE	Client Company 16 Ltd	UEN0016X	Nexton	PCL		August	2/11/2023	Struck Off	View/Edit
GlobalX	Client Company 17 Ltd	UEN0017X	CMA Pro	Sole Pro		July	3/22/2021	Dormant	View/Edit
Total Clients :		21							

Project Overview

The Integrated Work Management System is an enterprise-grade practice management ERP tailored exclusively for Corporate Secretarial, Audit, and Accounting firms. It digitizes the management of corporate entities by rigorously tracking statutory deadlines, share capital movements, financial year-ends (FYE), and recurring corporate services like registered addresses.

Business Problem

Corporate secretarial firms manage the legal and statutory compliance of hundreds of companies. Relying on disconnected spreadsheets to track critical regulatory deadlines—such as Annual General Meetings (AGM), Annual Returns (AR), and XBRL filings—creates a massive liability. Missing a filing deadline with the national regulator (e.g., ACRA in Singapore) results in severe financial penalties and struck-off client companies. Furthermore, manually tracking share allotments and annual service renewals leads to lost billable hours.

Our Solution

Admyon Systems engineered a compliance-driven CRM that structures client data around strict statutory requirements. The system maps each corporate client by their Unique Entity Number (UEN) and tracks their exact corporate status (Active, Dormant, Struck Off). By centralizing Secretarial, Audit, and Tax data into one unified dashboard, and automating deadline tracking for AGMs and AR filings, the platform ensures that the firm remains 100% compliant while effortlessly tracking billable services.

Key Features

- Comprehensive Statutory Deadline Tracking (AGM, AR Filing, XBRL, FYE)
- Corporate Entity Management (UEN, Company Type, Incorporation Dates)
- Client Share Movement Logs (Allotments, Transfers)
- Recurring Service Expiry Tracking (e.g., Registered Address Renewals)
- Departmental Job Allocation (Audit, Tax, Secretary, Accounting)
- Advanced Client Search & Regulatory Status Filtering

Technologies Used

Technology	Used
Microsoft Access	
VBA (Visual Basic for Applications)	

Technology	Used
SQL	

System Modules

- Compliance Operations Dashboard
- Master Client Profiles (Secretary & Audit Data)
- Services & Work Orders Management
- Staff & Department Allocation
- Share Movement History
- Regulatory Reports Center

Screenshots

Compliance Operations Dashboard

Dashboard



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Bi Group	Client Company 01 Ltd	UEN0001X	Nexton	PCL		February	7/9/2023	Dormant	View/Edit
Alpha Holdings	Client Company 02 Ltd	UEN0002X	Prime Advisors	EPC		November	7/8/1999	Active	View/Edit
ZEE	Client Company 03 Ltd	UEN0003X	AST Corp	MCST		February	3/5/1996	Dormant	View/Edit
ZEE	Client Company 04 Ltd	UEN0004X	CMA Pro	MCST		July	12/6/2019	Active	View/Edit
Badaling	Client Company 05 Ltd	UEN0005X	Nexton	Sole Pro		December	2/28/2002	Dormant	View/Edit
Bi Group	Client Company 06 Ltd	UEN0006X	CMA Pro	EPC		February	5/2/2010	Struck Off	View/Edit
Beta Investments	Client Company 07 Ltd	UEN0007X	AT Corp	Society		May	1/30/2022	Active	View/Edit
GlobalX	Client Company 08 Ltd	UEN0008X	Nexton	Society		February	12/24/2011	Dormant	View/Edit
Alpha Holdings	Client Company 09 Ltd	UEN0009X	AST Corp	Sole Pro		January	2/13/1998	Dormant	View/Edit
Andy	Client Company 10 Ltd	UEN0010X	CMA Pro	Society		July	7/13/1999	Dormant	View/Edit
ZEE	Client Company 11 Ltd	UEN0011X	Nexton	Society		June	10/8/2011	Dormant	View/Edit
ZEE	Client Company 12 Ltd	UEN0012X	AST Corp	LLP		December	12/17/2018	Struck Off	View/Edit
GlobalX	Client Company 13 Ltd	UEN0013X	AST Corp	Society		December	9/16/2023	Active	View/Edit
Beta Investments	Client Company 14 Ltd	UEN0014X	Nexton	LLP		January	10/4/2005	Active	View/Edit
Alpha Holdings	Client Company 15 Ltd	UEN0015X	Nexton	PCL		October	6/19/2004	Resigned	View/Edit
ZEE	Client Company 16 Ltd	UEN0016X	Nexton	PCL		August	2/11/2023	Struck Off	View/Edit
GlobalX	Client Company 17 Ltd	UEN0017X	CMA Pro	Sole Pro		July	3/22/2021	Dormant	View/Edit

Total Clients : 21

A robust command center providing an immediate overview of all managed corporate entities, allowing staff to filter clients by UEN, FYE Month, Firm Group, and active/dormant status.

Master Client Profile (Statutory Data)

Client Profile



Client Company 01 Ltd

RefreshClose

Client Details

Services & Work Orders

BASIC INFORMATION

Company Name

Client Company 01 Ltd

UEN No

UEN0001X

Client Group

BJ Group

⌵

Firm Under

Nexton

⌵

Client Status

Dormant

⌵

Incorporate Date

Company Type

PCL

⌵

FYE Month

February

⌵

FYE

7/9/2023

ACCOUNT INFORMATION

GST Registered Date

Accounting Software

⌵

GST Status

⌵

CONTACT DETAILS

SECRETARY INFORMATION

File Location

AGM Date

AR Filing Date

XBRL

⌵

Company Solvent

⌵

Financial Report Status

Audit Signing Partner

⌵

Naming Secretary

⌵

Local/Foreign

⌵

AUDIT INFORMATION

Audit Report To Acra

⌵

Special Audit

⌵

TaxAgent

Secretary Agent

⌵

NOTES

Save Client

A highly specialized CRM interface capturing critical regulatory intelligence, including GST registration, XBRL requirements, auditor assignments, and explicit dates for AGM and AR filings.

Services & Work Orders Tracker

Manage Services & Work Orders

< Back

Manage Services & Work Orders

Refresh

Search by: Service Description, Company Name, Client Group, Firm Under, Staff Name, Reviewer, Status Service

Search

Clear

+ Add Order

Service Description	Client Group	Company Name	Firm Under	Service Status	Completion %	Start date	Expiry Date	Staff Name	Reviewer	Total Time Spent	Actions
Registered Address	BJ Group	Client Company 01 Ltd	Nexton	Inactive			3/18/2026				View/Edit
Registered Address	Alpha Holdings	Client Company 02 Ltd	Prime Advisors	Active			3/18/2026				View/Edit
Registered Address	Alpha Holdings	Client Company 02 Ltd	Prime Advisors	Active			3/18/2026				View/Edit
Registered Address	BJ Group	Client Company 01 Ltd	Nexton	Active			3/18/2026				View/Edit
Registered Address	Alpha Holdings	Client Company 02 Ltd	Prime Advisors	Active			3/18/2026				View/Edit
Registered Address	ZEE	Client Company 04 Ltd	CMA Pro	Active			3/18/2026				View/Edit
Registered Address	Alpha Holdings	Client Company 02 Ltd	Prime Advisors	Active			3/18/2026				View/Edit
Registered Address	Alpha Holdings	Client Company 02 Ltd	Prime Advisors	Active			3/18/2026				View/Edit

An operational ledger that tracks recurring corporate services (such as providing a "Registered Address"), logging precise expiry dates to ensure timely client invoicing and renewals.

Client Share Movement Report

Client Share Movement Report							
Company Name	Date	Type	Filer	Transaction No	StampCert Date	Invoice No	Bank Name
Client Company 01 Ltd		Transfer	AST				
	3/12/2026	Allotment	AST				
Client Company 04 Ltd							
Client Company 05 Ltd							
Client Company 06 Ltd							
Client Company 08 Ltd							
Client Company 09 Ltd							
Client Company 14 Ltd							
Client Company 16 Ltd							
Page 1 of 2							

A vital corporate governance document that accurately logs historical changes in a company's share structure, tracking both new share allotments and shareholder transfers.

Staff Job Allocation & Departments

Staff Job Allocation Report

Friday, August 7, 2026
7:34:38 PM

Staff Name	Company Name	Job Category	Job Status	AGM Date	AR Date

An internal HR and workflow module that categorizes firm employees into specific departments (Secretary, Audit, Tax, Accounting) to ensure correct job routing and accountability.

Client Engaged Service Report

Client Engaged Service Report					Friday, August 7, 2026 7:35:00 PM
Company Name	UEN	Service Name	Annual Fee	Service Status	Expiry Date
Client Company 01 Ltd					
	UEN0001X	egistered Addres		Active	3/18/2026
Client Company 02 Ltd					
	UEN0002X	egistered Addres		Active	3/18/2026
	UEN0002X	egistered Addres		Active	3/18/2026
	UEN0002X	egistered Addres		Active	3/18/2026
	UEN0002X	egistered Addres		Active	3/18/2026
	UEN0002X	egistered Addres		Active	3/18/2026
Client Company 04 Ltd					
	UEN0004X	egistered Addres		Active	3/18/2026

An automated financial and compliance report detailing active services across all managed companies, ensuring that no annual fees or service expiries slip through the cracks.

Business Benefits

- ✓ Eliminated regulatory fines by providing clear visibility into upcoming AGM, AR, and FYE deadlines
- ✓ Streamlined corporate governance through accurate, centralized Share Movement logs
- ✓ Maximized firm revenue by proactively tracking and billing for expiring Registered Address services
- ✓ Improved cross-departmental collaboration by centralizing Audit, Tax, and Secretarial records
- ✓ Ensured data integrity by tracking companies via their official Unique Entity Numbers (UEN)

Project Highlights

- Singapore/ACRA Localization
- Statutory Deadline Enforcement
- Share Capital Tracking
- Multi-Departmental Workflows
- Corporate Governance Focus

Future Enhancements

Future versions of this system may include:

- Direct API integration with national corporate registries (e.g., ACRA BizFile+) for live data synchronization
- Automated email alerts sent to company directors 30 days prior to their AGM/FYE deadlines
- Digital signature integration for rapid execution of Director's Resolutions and board minutes
- Automated KYC (Know Your Customer) and AML (Anti-Money Laundering) risk assessment scoring

Project Summary

The Integrated Work Management System is a testament to Admyon Systems' ability to digitize highly regulated, complex legal and financial workflows. By replacing fragmented spreadsheets with a rigorous, compliance-first architecture, this platform empowers corporate secretarial and accounting firms to scale their client base with absolute confidence and zero regulatory risk.