



Owner – User Guide

Removing People from a Company

30th March 2017
v.1

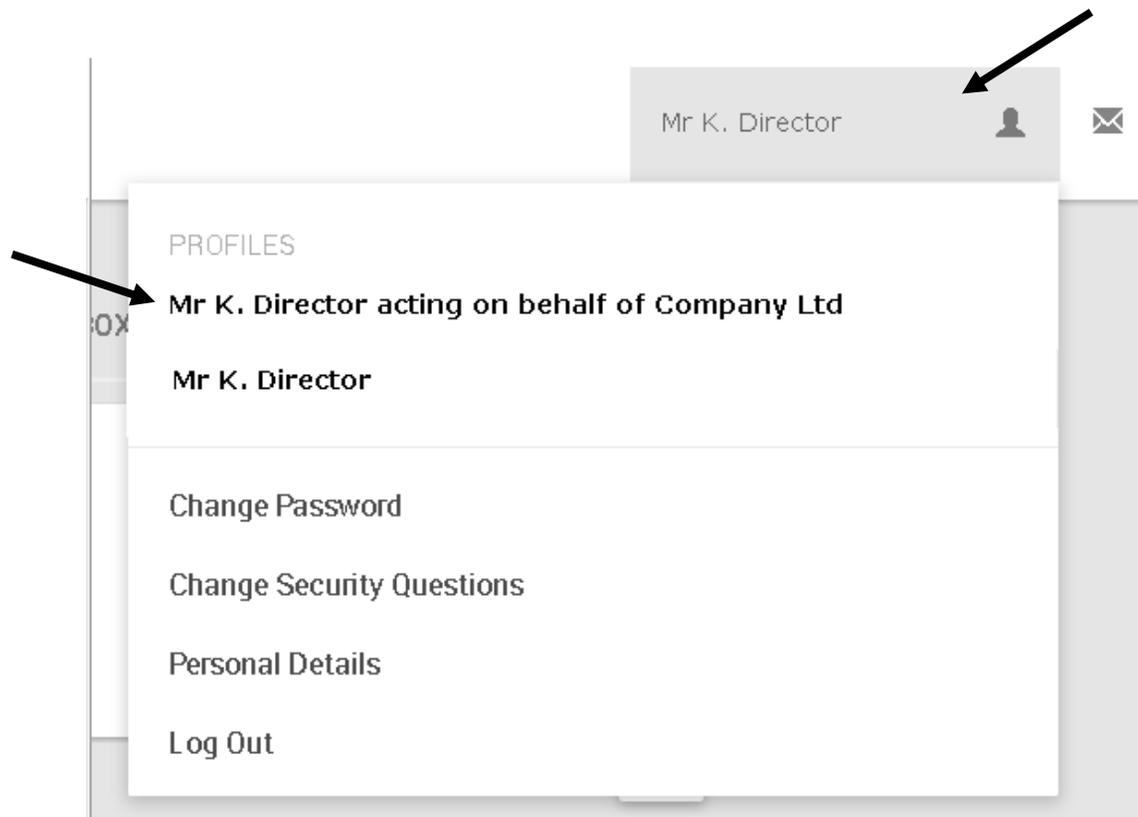
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1. Logging in as your Company

- Access the New Racing Admin Site (NRAS) using www2.racingadmin.co.uk and enter your log in details as provided upon approval of your application. This will be your email address that was entered on application and the password you chose.
- If you are a registered racehorse owner, you will be able to access various menu options once you have logged in. However, to access the menu options on behalf of your Company you will need to click your name in the top right hand corner.

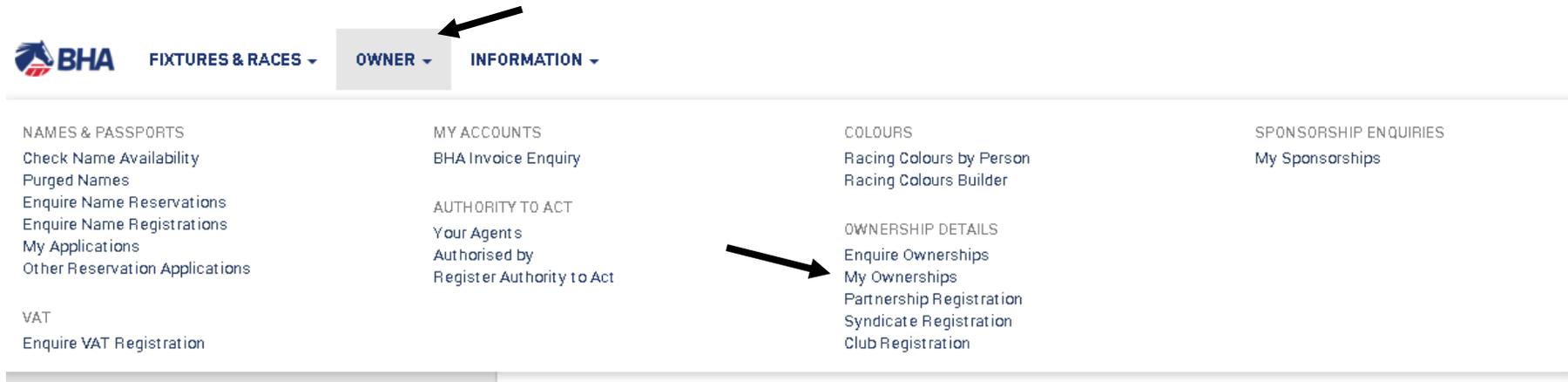


- You will then be able to select to switch your menus to working on behalf of your Company.

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2. Owner Menu

- To view your Company ownership details, click on the Owner menu at the top of the screen.
- My Ownerships will be available under the Ownership details menu. This screen will provide you with the Company Ownership details and all associated Ownerships for that Company.



- From this menu, you can perform a variety of actions on behalf of your Company, including registering colours, names and sponsorships in addition to registering new ownership entities which your Company is involved in.

2.1 My Ownerships

- This screen will show you details on your Company Ownerships as well as showing all the details for all the entities e.g. Partnerships, Syndicates, and Clubs that your Company is involved in.
- You can view any recent applications that have not yet been reviewed by the BHA by clicking on the “Pending” tab.
- This screen will display the name of your Company and the colours which are registered to it (if any). The HIT badge will be green if the Company has horses in training, and red if not. 
- Click on your Company to view more details, it will always appear at the top of the list if the Company is a registered Owner.

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REGISTERED PENDING

✓ Sole ✓ Partnership ✓ Syndicate ✓ Company ✓ Club

Q: Input all or part of an ownership name REFRESH

Ownership Name	Date Registered	Type	
Company Limited DARK GREEN, ORANGE sleeves, DARK GREEN diamonds, ORANGE cap	16/04/1997	COMPANY	HIT ✓
Syndicate 1 No colours regist ered.	17/11/2008	SYNDICATE	HIT ✗
Syndicate 2 No colours regist ered.	30/07/2011	SYNDICATE	HIT ✗

1.1. Company Details

- This screen will show you details on the Company relating to their Ownership status including:
 - Ownership type – *this will display as “Company” in a red/brown box.*
 - Racing Name
 - Registered Owner status
 - Registration Date
 - ROA Membership status, start and end date
 - Renewal date – *this will display the date that your registrations e.g. Colours etc. will be renewed*
 - Racing Package, to and from date and the outstanding products remaining for registration – *this will only be seen if you have selected a ready to race or complete package during the application.*
 - Directors
 - Company Secretary

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- Colours registered to the Company
- It is possible to access the menus for horses owned, colours, VAT, Authority to Act, sponsorships, and names via this screen.
- To select one of these options just click on the name in the menu and you will be taken to that respective screen. For further help on how to navigate and register each individual registration, please see the relevant user guide.

Company Limited
A2X, XXX 000, A4XXXXXX, Wiltshire, SN10 4TE

DETAILS HORSES OWNED OWNERSHIPS COLOURS SPONSORSHIPS

Owner details

Ownership type: **COMPANY** Racing name: Company Limited

Registered owner: Yes End date:

Registration date: 16/04/1997 End date: 31/03/2005

ROA member: No

Start date: 22/02/2000 End date: 31/03/2005

Renewal date:

Racing package:

Package from: To:

Directors

Mr. A. Director
Mrs. B. Director

Company Secretary

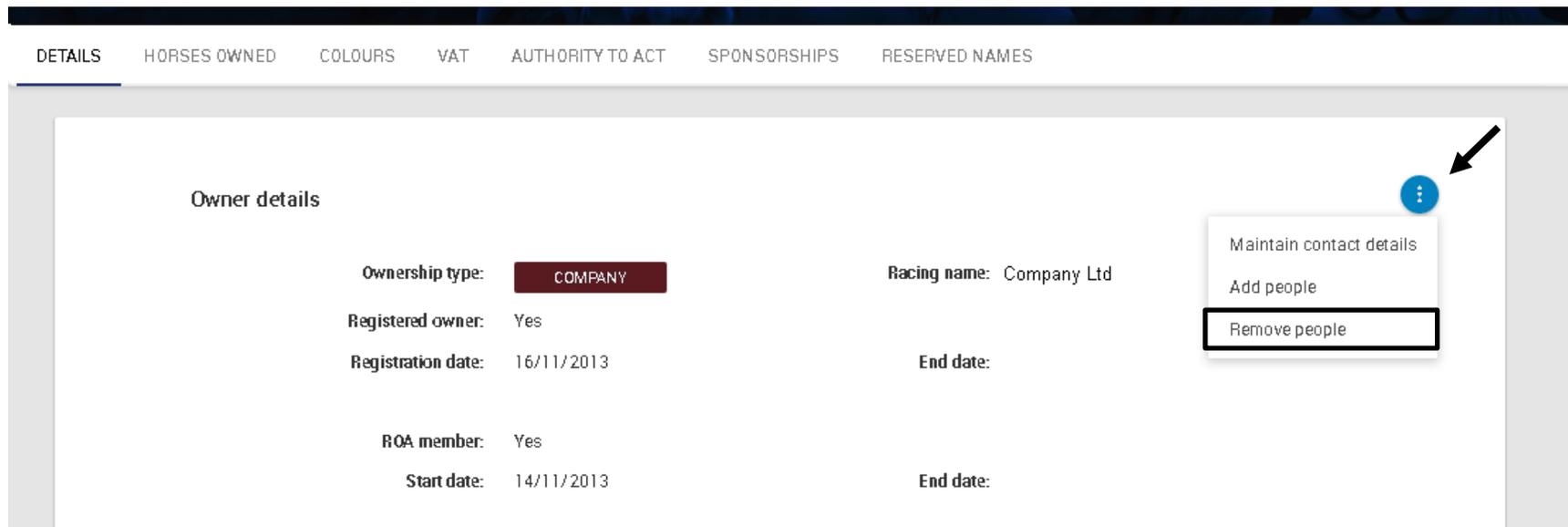
Mr. A. Director

Example of Owners Details screen

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2. Removing People from the Company

- From the Company details screen, you will also be able to access several options from the “Show More” button.
- Clicking on this button will display a list of options including:
 - Maintain Contact Details
 - Add People
 - Remove People



- Click “Remove People” to remove Directors/Secretaries from the company.

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2.1. Remove People

- This is the first step of the Remove People process for a Company. This screen will allow you to remove any existing people linked to the Company.

1. Remove People 2. Review 3. Receipt

Company Limited A2X, XXX, 000, A4XXXXXX, Aberdeenshire, PO1 5CD

Search...

Name	Address	Start Date	Title	
Mr. A. Secretary	A1 XXXX XXXXXX, A2XXXXXXXX XXXXXX, A3XXXXX, Wiltshire, SN10 4EN	02/02/2007	Company Secretary	<input type="checkbox"/>
Mr. A. Director	A1 X, XXX 000, A2XXXXXXXX, A3XXX, PO1 5ST	30/03/2017	Director	<input type="checkbox"/>
★ Mr. B. Director	A1 X. XXX 000, A2XXXXX, A3XXX, SN10 4EN	29/04/1997	Director	<input type="checkbox"/>

Click here to select

CONTINUE CANCEL

- All people currently linked to the Company will be listed.
- Any directors with access to administer the Company on NRAS (New Racing Admin Site), will be indicated by the star icon ★.
- To remove a person, click the tick box next to the desired person.
- You can select as many people as you require, however at least one director should remain and any changes should reflect the details kept at Companies House.

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- If there is only one Director with access, you will not be able to remove them and will be shown a warning.
- If you have selected someone who you do not wish to remove, click the tick box again to unselect them.

1. Remove People 2. Review 3. Receipt

Company Limited A2X, XXX, 000, A4XXXXXX, Aberdeenshire, PO1 5CD

Search...

Name	Address	Start Date	Title	
Mr. A. Secretary	A1 XXXX XXXXXX, A2XXXXXXXX XXXXXX, A3XXXXX, Wiltshire, SN10 4EN	02/02/2007	Company Secretary	<input type="checkbox"/>
Mr. A. Director	A1 X, XXX 000, A2XXXXXX, A3XXX, PO1 5ST	30/03/2017	Director	<input checked="" type="checkbox"/>
★ Mr. B. Director	A1 X. XXX 000, A2XXXXX, A3XXX, SN10 4EN	29/04/1997	Director	<input type="checkbox"/>

CONTINUE CANCEL

Click here to proceed to Step 2.

Click here to return to Owner's details.

- If you do not wish to progress with any changes, click "Cancel" and confirm to return to the Owner's details screen.
- To proceed with the change and progress to Step 2, click "Continue".

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2.2. Review

- This screen will display the people you have chosen to remove from the Company including the Name, address, title and start date of that person.
- If this is incorrect, you can return to step one using the progress bar/tramline.
- If you do not want to continue, please click cancel and confirm to return to the owner’s details screen.
- If you wish to save the changes and remove the displayed people, click “submit”.

Click here to return to step 1. Remove People

Please check the information below. If the details are correct, click "Submit". If any details are incorrect, please click on "1. Remove People" to amend the information.

Company Limited A2X, XXX, 000, A4XXXXXX, Aberdeenshire, PO1 5CD

Name	Address	Title	Start Date
Mr. A. Director	A1 X, XXX 000, A2XXXXXX, A3XXX, PO1 5ST	Director	30/03/2017

SUBMIT CANCEL

Click here to submit the changes

Click here to return to Owner’s details

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2.3 Receipt

- This is the final step of the removing a person from the company.
- You will not be able to return to any previous steps at this point.
- Those that have been selected to be removed will now no longer be shown on the owner’s details screen for the Company.
- An email will be sent to confirm the changes that have been made.
- To return to the owner’s detail screen, click the link on the bottom right of the screen.

1. Remove People 2. Review 3. Receipt

The amendment has been completed successfully. Please review any alerts or notifications below.

Company Limited A2X, XXX, 000, A4XXXXXX, Aberdeenshire, PO1 5CD

Name	Address	Title	Start Date
Mr. A. Director	A1 X, XXX 000, A2XXXXXX, A3XXX, PO1 5ST	Director	30/03/2017

[RETURN TO OWNER DETAILS](#)

Click here to return to the Owner’s details screen