

# CHANGING COMPANY APPROVAL

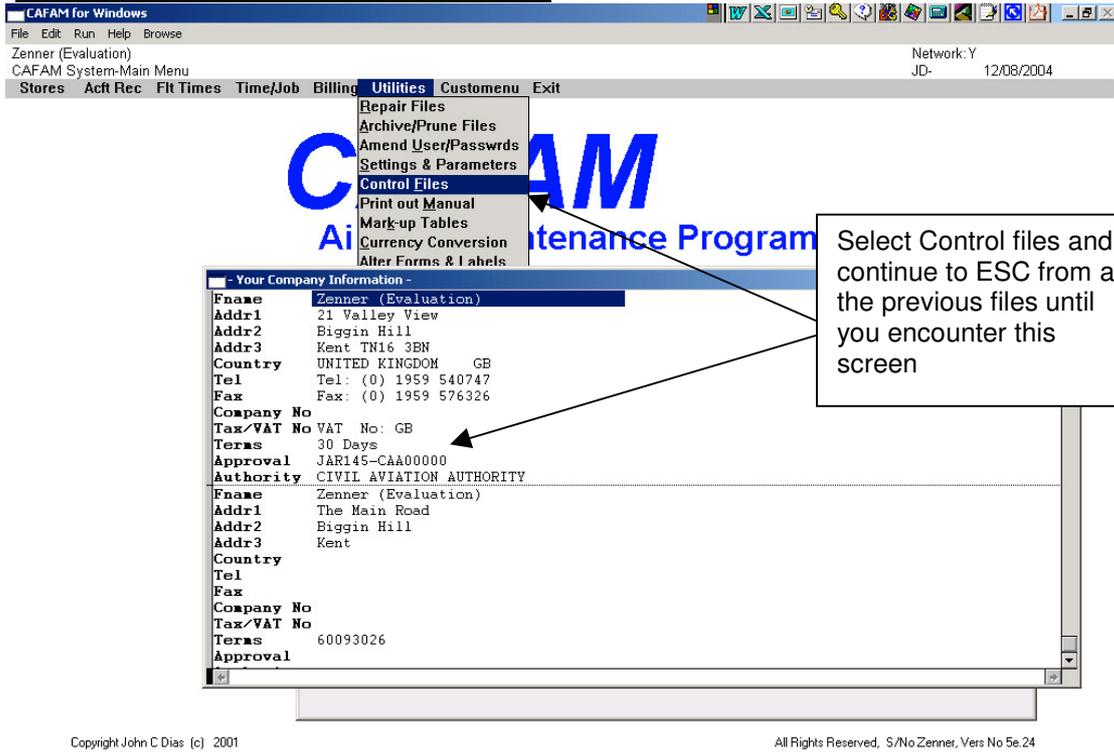


Fig 1 – Change in the Name and Address file

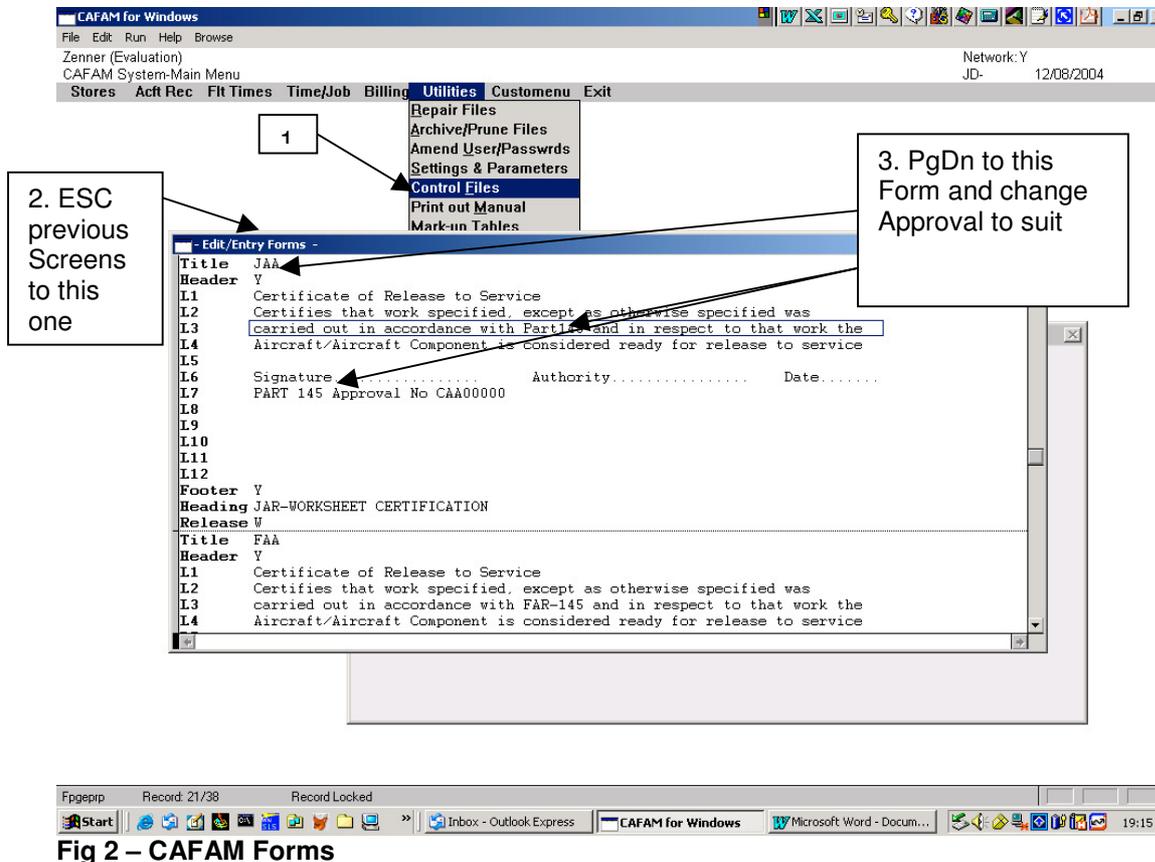


Fig 2 – CAFAM Forms

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1. Refer to the Screen images for details in doing this
2. From Explorer in the CAFAM folder, delete the following files:

**MEMFILE.MEM  
FPGE\_xxx.DBF**

Where xxx are the initials of the persons logging on to CAFAM

**NOTE: Do NOT delete the file FPGEPRP.DBF – it is the master file**

3. Launch CAFAM and go to Settings & Parameters in Utilities and re-set your VAT/TAX rate as applicable. (This value is deleted in the memory file above)

-end-