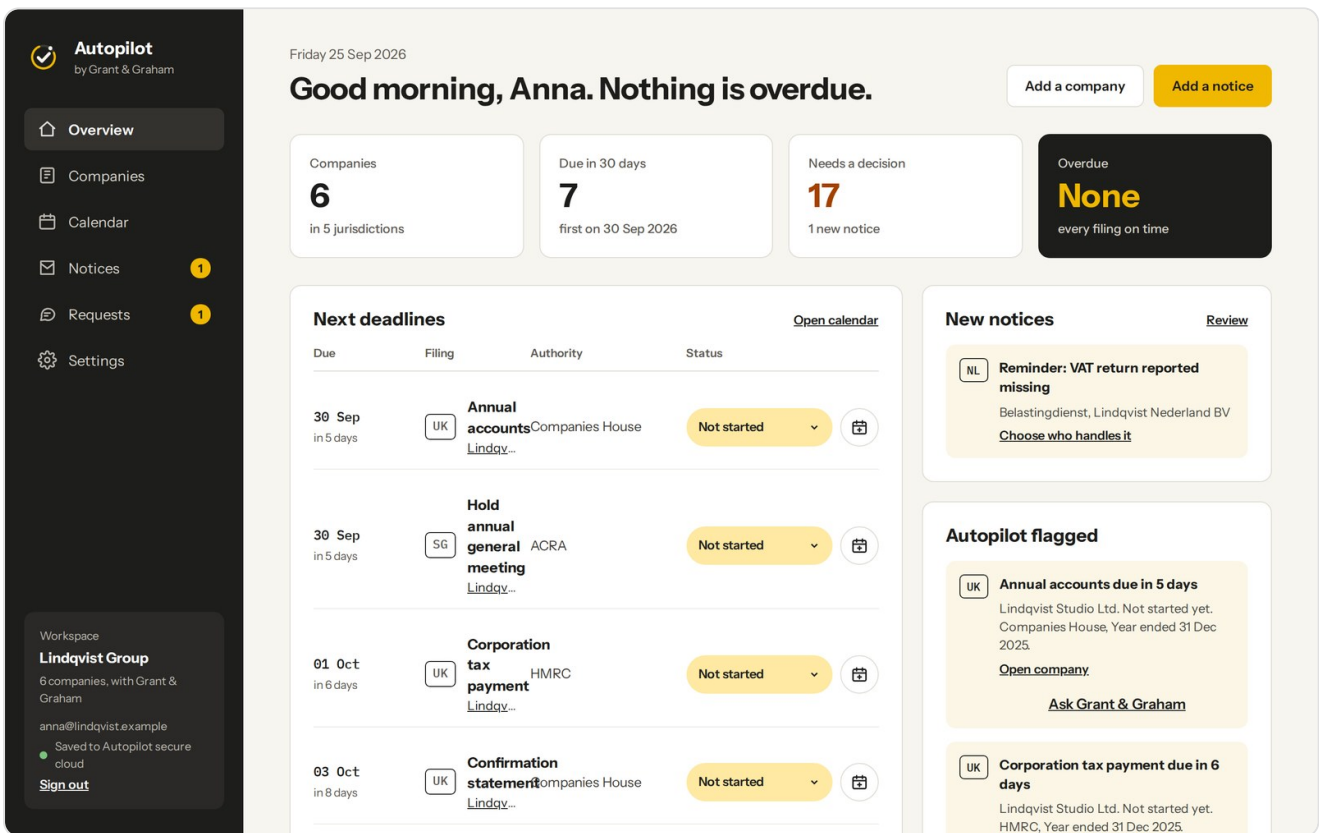


Autopilot User Guide

Every filing deadline for every company you own, in one place.
How to set up Autopilot, keep your companies compliant, and
work with Grant & Graham.



The screenshot shows the Autopilot dashboard interface. On the left is a dark sidebar with navigation links: Overview (selected), Companies, Calendar, Notices (1), Requests (1), and Settings. Below these is a 'Workspace' section for 'Lindqvist Group' with 6 companies, a user email, and a 'Sign out' button. The main content area has a header with the date 'Friday 25 Sep 2026' and a greeting 'Good morning, Anna. Nothing is overdue.' with buttons for 'Add a company' and 'Add a notice'. Below the header are four summary cards: 'Companies 6 in 5 jurisdictions', 'Due in 30 days 7 first on 30 Sep 2026', 'Needs a decision 17 1 new notice', and 'Overdue None every filing on time'. The 'Next deadlines' table lists four upcoming filings: 'Annual accounts' (UK, Companies House, 30 Sep, Not started), 'Hold annual general meeting' (SG, ACRA, 30 Sep, Not started), 'Corporation tax payment' (UK, HMRC, 01 Oct, Not started), and 'Confirmation statement' (UK, Companies House, 03 Oct, Not started). The 'New notices' section shows a reminder for a missing VAT return (NL, Belastingdienst, 31 Dec 2025). The 'Autopilot flagged' section shows two alerts: 'Annual accounts due in 5 days' (UK, Lindqvist Studio Ltd, 31 Dec 2025) and 'Corporation tax payment due in 6 days' (UK, Lindqvist Studio Ltd, 31 Dec 2025).

Autopilot
by Grant & Graham

Overview
Companies
Calendar
Notices 1
Requests 1
Settings

Workspace
Lindqvist Group
6 companies, with Grant & Graham
anna@lindqvist.example
Saved to Autopilot secure cloud
[Sign out](#)

Friday 25 Sep 2026
Good morning, Anna. Nothing is overdue.
[Add a company](#) [Add a notice](#)

Companies
6
in 5 jurisdictions

Due in 30 days
7
first on 30 Sep 2026

Needs a decision
17
1 new notice

Overdue
None
every filing on time

Next deadlines [Open calendar](#)

Due	Filing	Authority	Status
30 Sep in 5 days	Annual accounts Lindqv--	Companies House	Not started
30 Sep in 5 days	Hold annual general meeting Lindqv--	ACRA	Not started
01 Oct in 6 days	Corporation tax payment Lindqv--	HMRC	Not started
03 Oct in 8 days	Confirmation statement Lindqv--	Companies House	Not started

New notices [Review](#)

Reminder: VAT return reported missing
Belastingdienst, Lindqvist Nederland BV
[Choose who handles it](#)

Autopilot flagged

Annual accounts due in 5 days
Lindqvist Studio Ltd. Not started yet.
Companies House, Year ended 31 Dec 2025.
[Open company](#)
[Ask Grant & Graham](#)

Corporation tax payment due in 6 days
Lindqvist Studio Ltd. Not started yet.
HMRC, Year ended 31 Dec 2025.



Contents

1	Welcome to Autopilot	What it does for you
2	Getting started	Account, sign in and storage
3	Your overview	Everything at a glance
4	Adding your companies	Filled in from official registers
5	A company page	Record, deadlines, checks and documents
6	Deadlines, calendar and reminders	Never miss a date
7	Notices from authorities	Turn a letter into a task
8	Working with Grant & Graham	Calls, requests, quotes and payment
9	Sharing with colleagues and your accountant	View or edit access
10	Autopilot on your phone	Install the app and notifications
11	Security and your data	How your records are protected
12	Frequently asked questions	Answers to common questions
13	Getting help	Who to contact
A	Countries covered	Registers and filing rules

1 Welcome to Autopilot

Running companies in several countries means keeping track of different filing rules, tax dates and registers. Autopilot does this for you. Add your companies once, and Autopilot works out every deadline, reminds you in good time, and checks your companies at their official registers every night.

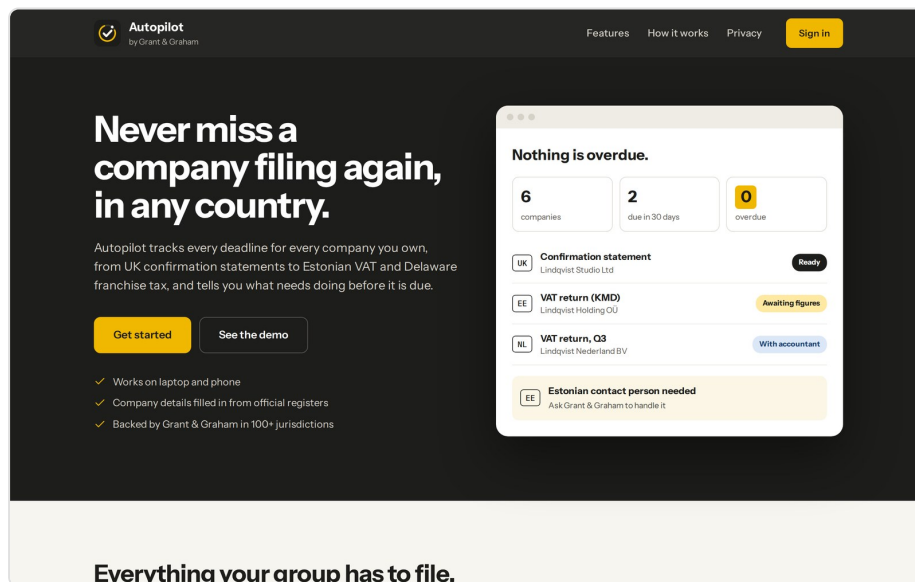
When you want help, Grant & Graham or one of our vetted local partners in more than 100 jurisdictions can take a filing off your hands. You always receive a fixed fee before any work starts.

What Autopilot does

- **Builds your compliance calendar** from the rules of each country: annual accounts, tax returns, confirmation statements, VAT and more.
- **Fills in company details** from official registers such as Companies House, the Estonian e-Business Register and the Brønnøysund Register.
- **Reminds you** by email and on your phone before each deadline, and adds deadlines to your own calendar.
- **Watches the registers** every night and tells you when something changes, such as a new officer or a filing shown as overdue.
- **Flags risks**, for example a missing contact person in Estonia or directors who still need to verify their identity in the UK.
- **Keeps documents** such as filed accounts and letters with each company, encrypted.
- **Connects you to Grant & Graham** to book a call, ask for a quote and follow every request.

Where to find it

Open soundchecksoftware.eu/autopilot in any modern browser on your laptop, tablet or phone. You can also install it as an app (see chapter 10).



The Autopilot start page. Choose **Get started** to create an account, or **See the demo** to explore a sample group first.

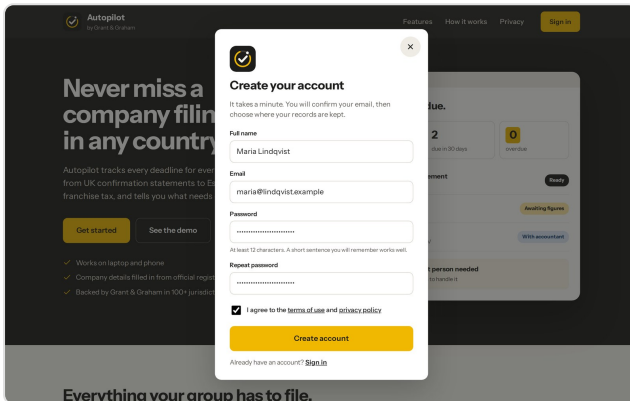
Try it first with the demo

Choose **See the demo** on the start page to explore a sample group of six companies in five countries. Nothing you do in the demo is saved.

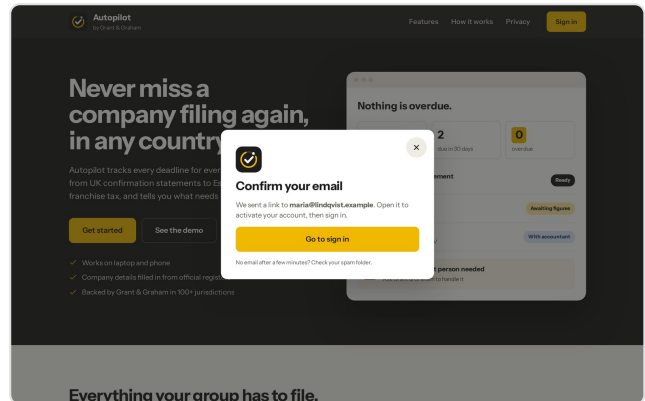
2 Getting started

Create your account

- 1 On the start page, choose **Get started**, then **Create an account**.
- 2 Enter your name, email address and a password of at least 12 characters. A short sentence is easy to remember and hard to guess.
- 3 Accept the terms of use and privacy policy, and choose **Create account**.
- 4 Open the email from Autopilot and choose **Confirm my email**. The link works for 48 hours.



Creating an account.

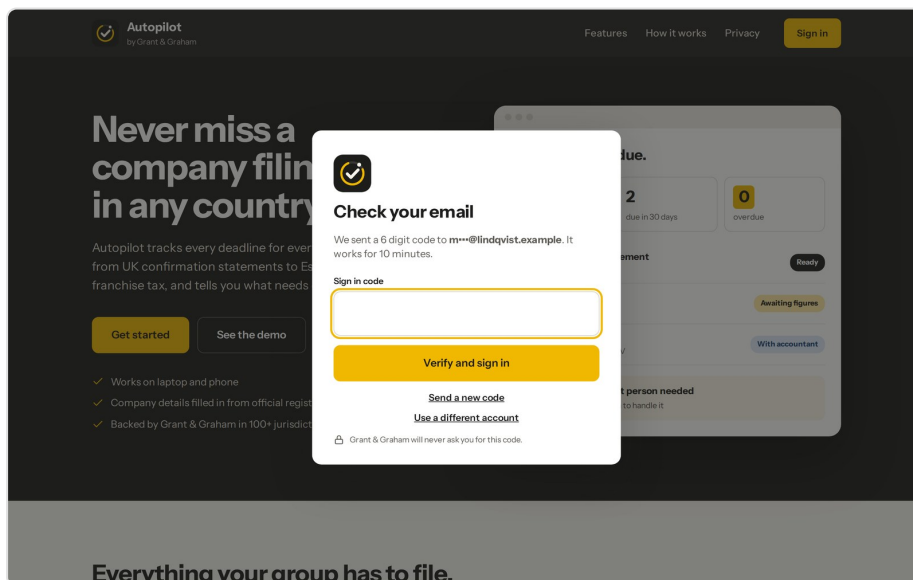


Autopilot asks you to confirm your email address.

Sign in with your password and an email code

Every time you sign in, Autopilot asks for your password and then for a 6 digit code that it emails to you. This two step sign in protects your account even if someone learns your password.

- The code works for 10 minutes. If it does not arrive, check your spam folder or choose **Send a new code**.
- Tick **Keep me signed in on this device for 30 days** on your own devices only. Otherwise you are signed out after 12 hours, and after 30 minutes without activity.



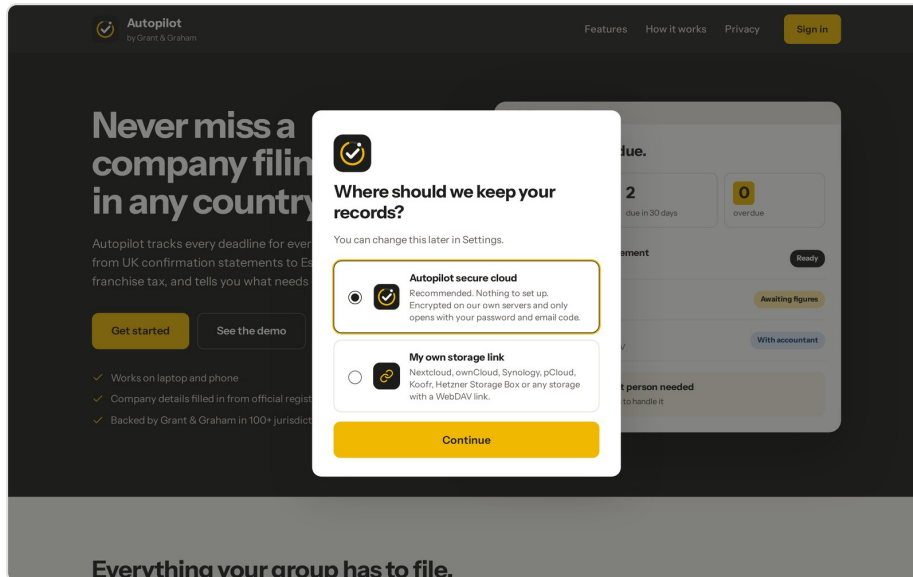
Enter the 6 digit code from the email.

Choose where your records are kept

The first time you sign in, choose where Autopilot keeps your records:

- **Autopilot secure cloud** (recommended). Your records are encrypted and stored on our own servers in Europe, private to your account.
- **Your own storage link**. If you use Nextcloud, ownCloud, Synology, pCloud, Koofr, a Hetzner Storage Box or another service with a WebDAV link, Autopilot can keep your records there instead.

You can change this later in **Settings**.



Choosing where your records are kept.

3 Your overview

The overview is the first page you see after signing in. It answers one question straight away: is anything overdue?

Friday 25 Sep 2026

Good morning, Anna. Nothing is overdue.

[Add a company](#) [Add a notice](#)

Companies	Due in 30 days	Needs a decision	Overdue
6 in 5 jurisdictions	7 first on 30 Sep 2026	17 1 new notice	None every filing on time

Next deadlines [Open calendar](#)

Due	Filing	Authority	Status
30 Sep in 5 days	Annual accounts Lindqvist...	Companies House	Not started
30 Sep in 5 days	Hold annual general meeting Lindqvist...	ACRA	Not started
01 Oct in 6 days	Corporation tax payment Lindqvist...	HMRC	Not started
03 Oct in 8 days	Confirmation statement Lindqvist...	Companies House	Not started

New notices [Review](#)

Reminder: VAT return reported missing
Belastingdienst, Lindqvist Nederland BV
[Choose who handles it](#)

Autopilot flagged

Annual accounts due in 5 days
Lindqvist Studio Ltd. Not started yet.
Companies House, Year ended 31 Dec 2025.
[Open company](#)
[Ask Grant & Graham](#)

Corporation tax payment due in 6 days
Lindqvist Studio Ltd. Not started yet.
HMRC, Year ended 31 Dec 2025.

Workspace
Lindqvist Group
6 companies, with Grant & Graham
anna@lindqvist.example
Saved to Autopilot secure cloud
[Sign out](#)

The overview for a group of six companies.

The four tiles

Companies	Due in 30 days	Needs a decision	Overdue
6 in 5 jurisdictions	7 first on 30 Sep 2026	17 1 new notice	None every filing on time

- **Companies:** how many companies you track, and in how many countries.
- **Due in 30 days:** filings due in the next month, and the first one.
- **Needs a decision:** open checks and new notices that need your attention.
- **Overdue:** anything past its date. When everything is on time it shows **None**.

Your companies at a glance

Each company card shows a colour, so you can see in a second where to look. The companies that need attention always come first.

UK Lindqvist Studio Ltd Private limited company Next: Annual accounts, 30 Sep 2026	EE Lindqvist Holding OÜ Osaühing (OÜ) Next: Employer and income tax return (TSD), 10 Oct 2026	NL Lindqvist Nederland BV Besloten vennootschap (BV) Next: Respond: VAT return reported missing, 9 Oct 2026
SG Lindqvist Asia Pte. Ltd. Private company limited by shares (Pte. Ltd.) Next: Hold annual general meeting, 30 Sep 2026	US Lindqvist Inc. C corporation Next: Annual report and franchise tax, 1 Mar 2027	UK Lindqvist IP Ltd Private limited company Next: Annual accounts, 31 Dec 2026

Colour	Meaning
Red, !	Something is overdue, or the register shows a problem, for example a company that is no longer active or accounts overdue at Companies House.
Amber, clock	A filing is due within 30 days.
Green, tick	All good: nothing overdue and nothing due in the next 30 days.

Changes at the company registers

When the nightly register check finds a change, it appears at the top of the overview. Choose **Open the register** to see the official record, or **Mark as read** once you have seen it.

Changes at the company registers

Mark all as read

Lindqvist Nederland BV

KvK open data, 25 Sep 2026

- The registered address changed to: Strawinskylaan 4117, 1077 ZX Amsterdam.
- Annual accounts: next due 31 Dec 2027 (was 31 Dec 2026). This usually means the last one was received.

[Open company](#)
[Open the register](#)
[Mark as read](#)

A change found at the Dutch register overnight.

4 Adding your companies

Choose **Add a company** on the overview or the Companies page. The quickest way is to find the company in its official register, so Autopilot can fill in the details for you.

- 1 Under **Find it in the company register**, choose the country.
- 2 Type the company name or its registration number, and choose **Search**.
- 3 Choose your company from the results. Autopilot fills in the name, registration number, legal form, address, incorporation date, financial year end and officers.
- 4 Check the details, add anything missing (such as VAT returns or employees), and choose **Add company**.

The screenshot shows the 'Add a company' form with a search bar set to 'Norway' and 'Equinor'. Below the search bar, a list of search results is displayed, including EQUINOR ASA, EQUINOR PENSJON, EQUINOR STORBAND, EQUINOR TEATERFORENING, EQUINOR TOASTMASTERS, STYRKE EQUINOR, TEKNA EQUINOR, and BEDRIFTSKUNSTFORENINGEN EQUINOR STAVANGER. Each result includes the company name, registration number, status, and address.

Searching the Norwegian register.

The screenshot shows the 'Add a company' form with detailed information for EQUINOR ASA. The details include the company name, registration number (923609016), status (Active), and address (Forusbeen 50, 4035, STAVANGER, Norge). It also lists officers: Anders Opedal (Daglig leder), Jarle Kjell Roth (Styrets leder), Haakon Stephen Bruun-Hanssen (Styremedlem), Fernanda Lopes Larsen (Styremedlem), Hilde Møllerstad (Styremedlem), and Frank Indreland Gundersen (Styremedlem). The source is cited as 'Source: Brønnøysund Register Centre, checked 25 Sep 2026'.

The register details, ready to add.

No register connection for your country?

You can always type the details in yourself. Below the search there is a link to the official register of the country, so you can look up the details there. Appendix A lists which countries are connected.

Details that affect your deadlines

A few details decide which deadlines Autopilot shows. Please check them for each company:

- **Financial year end:** most annual deadlines count from this date.
- **Incorporation date:** used for anniversary filings, such as the UK confirmation statement.
- **VAT or GST returns:** monthly, every two months, quarterly, or not registered.
- **Employees and Dormant:** some filings only apply to active companies or employers.

- **Country specific details**, such as the state of incorporation for a US company, the annual return date in Ireland, or whether a tax adviser files your German tax returns.

You can change any detail later with **Edit details** on the company page.

5 A company page

Open a company from the overview or the Companies page to see everything about it in one place.

The screenshot shows the Autopilot interface for a company named Lindqvist Studio Ltd. The left sidebar contains navigation links: Overview, Companies (selected), Calendar, Notices (1), Requests (1), and Settings. The main content area is divided into three sections. The top section shows the company name and a 'Back to companies' link. Below this is a 'Company record' section with key facts: Jurisdiction (United Kingdom), Legal form (Private limited company), Registration number (Not on file), Incorporated (19 Sep 2019), Financial year end (31 December), VAT or GST (Quarterly returns), Directors (2, 1 living abroad), Employees (Yes), Registered address (London), and Tracking from (25 Sep 2026). The right section is titled 'Next 12 months' and shows a calendar view with a bar for each month. Below the calendar is a table of upcoming filings:

Due	Filing	Authority	Status
30 Sep in 5 days	Annual accounts	Companies House	Not started
01 Oct in 6 days	Corporation tax payment	HMRC	Not started
03 Oct in 8 days	Confirmation statement	Companies House	Not started
07 Nov in 43 days	VAT return	HMRC	Not started

The company page for a UK company.

Company record and next 12 months

The **Company record** shows the key facts. **Next 12 months** shows a bar for each month, so you can see busy months coming, and lists every filing with its date, authority and status.

Autopilot checks

Autopilot looks for risks and missing information. Each check explains what it means and, where relevant, offers **Ask Grant & Graham to handle it**.

Autopilot checks

Annual accounts due in 5 days
Not started yet. Companies House, Year ended 31 Dec 2025.
[Ask Grant & Graham to handle it](#)

Corporation tax payment due in 6 days
Not started yet. HMRC, Year ended 31 Dec 2025.
[Ask Grant & Graham to handle it](#)

Confirmation statement due in 8 days
Not started yet. Companies House, Review date 19 Sep 2026.
[Ask Grant & Graham to handle it](#)

Directors must verify their identity
Every director must verify their identity with Companies House and give their personal code with the next confirmation statement, and by 18 November 2026 at the latest. Without it the statement cannot be filed. Tick the box in Edit details once done.
[Ask Grant & Graham to handle it](#)

Registration number missing
Add it so documents and requests carry the right company.

Nothing overdue
Every tracked filing is on time.

Checks for a UK company.

Fix this with Grant & Graham

No contact person in Estonia

Required because the management board lives outside Estonia. Your advisor replies with a fixed fee before any work starts.

Request this service

When a check needs a service, request it in one click.

Company register

For countries with a register connection, the company page shows the official record and when it was last checked. Choose **Check again** to fetch the latest details straight away.

Documents

Keep filed accounts, confirmations and letters with the company. Choose the type of document, then **Add a document**. Files are encrypted before they are stored, and can be up to 8 MB each. PDF, images and Office files are accepted.

Documents

Confirmation statement receipt.pdf

Confirmation or receipt, 21 B, 25 Sep 2026, by Anna Lindqvist

DownloadDelete

Annual accounts 2025.pdf

Filed accounts, 21 B, 25 Sep 2026, by Anna Lindqvist

DownloadDelete

Filed accounts

Add a document

Up to 8 MB per file, 42 B of 250.0 MB used.

6 Deadlines, calendar and reminders

Marking progress

Each deadline has a status. Change it as the work moves on:

Status	Use it when
Not started	Nothing has been done yet. After the due date it shows as Overdue .
In progress	You, your accountant or Grant & Graham are working on it.
Filed	It is done. Filed items stop sending reminders and leave your calendar.

The Calendar page

The Calendar shows every deadline for the next 15 months across all your companies. Filter by country or by status.

Autopilot by Grant & Graham

Overview Companies Calendar Notices 1 Requests 1 Settings

Workspace Lindqvist Group 6 companies, with Grant & Graham
anna@lindqvist.example
Saved to Autopilot secure cloud
Sign out

Next 15 months

Calendar

All countries Open Add to my calendar

September 2026

Due	Filing	Authority	Status
30 Sep in 5 days	Annual accounts Lindqvist Studio Ltd. , Year ended 31 Dec 2025	Companies House	Not started
30 Sep in 5 days	Hold annual general meeting Lindqvist Asia Pte Ltd. , Year ended 31 Mar 2026	ACRA	Not started

October 2026

Due	Filing	Authority	Status
01 Oct in 6 days	Corporation tax payment Lindqvist Studio Ltd. , Year ended 31 Dec 2025	HMRC	Not started
03 Oct in 8 days	Confirmation statement Lindqvist Studio Ltd. , Review date 19 Sep 2026	Companies House	Not started
09 Oct in 14 days	Respond: VAT return reported missing Lindqvist Nederland BV , From a notice	Belastingdienst	Not started
10 Oct in 15 days	Employer and income tax return (TSD) Lindqvist Holding OÜ , September 2026	Tax and Customs Board	Not started

Add a deadline to your own calendar

Choose the calendar button next to any deadline. You can add it to Apple Calendar or the Outlook app with a calendar file, or open Google Calendar, Outlook.com or Microsoft 365 with the event filled in. Each event includes reminders before the date. To add every open deadline at once, choose **Add to my calendar** on the Calendar page.

Add to your calendar

Annual accounts, Lindqvist Studio Ltd, due 30 Sep 2026

Apple Calendar or Outlook app

Downloads a calendar file. Open it to add the deadline.

Google Calendar

Opens Google Calendar with the event filled in

Outlook.com

Personal Microsoft accounts

Microsoft 365

Work or school accounts

Reminders are set 30 days and 7 days before.

Not now

Keep your calendar up to date automatically

In **Settings, Reminders and calendar**, choose **Create my calendar link** and subscribe to it once in Apple Calendar, Google Calendar, Outlook.com or Microsoft 365. New and changed deadlines then appear by themselves, filed ones disappear, and confirmed meetings with Grant & Graham are included too.

Keep your calendar link private

Anyone who has the link can see your deadlines. If you think it has been shared by mistake, choose **Stop my calendar link** and create a new one.

Reminder emails

Autopilot emails you before each deadline: by default 30 days, 7 days and 1 day before, and the day after a missed deadline. Choose other moments, or switch reminders off, in **Settings**. Each email lists what is due and includes links to add the deadlines to your calendar.

Reminders and calendar

☒ Email me before deadlines

Sent to anna@lindqvist.example, with a calendar file and links for Google and Outlook in every email.

☐ 60 days before

☒ 30 days before

☐ 14 days before

☒ 7 days before

☐ 3 days before

☒ 1 day before

☒ The day after a missed deadline

☒ Check my companies at their registers every night

You get an alert when a register shows a change: status, name, address, officers, or a filing that is overdue or was received.

Keep your calendar up to date automatically

Subscribe once, and every deadline appears in your calendar. New and changed deadlines follow by themselves, and filed ones disappear.

[Create my calendar link](#)

[Download all open deadlines as a calendar file](#)

Reminder and calendar settings.

7 Notices from authorities

Letters and emails from tax offices and registers often carry a deadline. Add them to Autopilot so they are not forgotten.

- 1 Choose **Add a notice** on the overview or the Notices page.
- 2 Choose the company, who it is from, and what it is about. Add a short summary or translation.
- 3 Enter the deadline given in the letter. Leave **Add the deadline to the calendar** ticked, so it appears with your other deadlines and reminders.
- 4 Optionally attach the letter or a photo of it.

Add a notice

Company

Lindqvist Studio Ltd (UK)

From

Received on

For example: Companies House

09/25/2026

What it is about

For example: reminder, VAT return missing

Summary or translation

What does the letter ask for, and what happens if you miss it?

Deadline in the letter

Letter or photo

mm/dd/yyyy

Choose File No file chosen

The file name is kept for reference. Attach the file itself when you email it.

☒ Add the deadline to the calendar

Cancel

Add notice

Each notice then offers three choices: **Ask Grant & Graham to resolve it** (with a fixed fee quoted first), **Send to my accountant**, or **Mark as handled**.

 **Autopilot**
by Grant & Graham

Overview

Companies

Calendar

Notices 1

Requests 1

Settings

Workspace

Lindqvist Group

6 companies, with Grant & Graham

anna@lindqvist.example

Saved to Autopilot secure cloud

[Sign out](#)

Letters and emails from registers and tax offices

Add a notice

Notices

Add each official letter here. Autopilot links it to the company, turns the deadline into a task, and lets you choose who handles it.

NL

Action needed

Received 25 Sep 2026

Reminder: VAT return reported missing

From

Belastingdienst

Company

Lindqvist Nederland BV

Deadline

9 Oct 2026 (in 14 days)

The tax office says it has not received a VAT return and asks for it within 14 days of the letter date. If it is not filed, a late filing penalty can follow. Your accountant may already have filed it, so check before paying anyone.

Ask Grant & Graham to resolve it

Fixed fee quoted first

[Send to my accountant](#)

[Add their email in Settings](#)

Mark as handled

Also completes its task

Deadlines follow standard rules for each country and are a guide. Confirm dates with your advisor or accountant.

Autopilot by Grant & Graham. Built by Soundcheck Software. [Terms](#) [Privacy](#)

A notice from the Dutch tax office, linked to the company, with its deadline.

Grant & Graham Ltd | 167-169 Great Portland Street, 5th Floor, London, W1W 5PF | uk@grant-graham.co.uk | www.grant-graham.co.uk | UK Reg. No. 11575770 Page 16 of 29

8 Working with Grant & Graham

Everything you send to Grant & Graham from Autopilot is tracked on the **Requests** page, so you always know where things stand. Your request goes to your own consultant, or to our UK team at uk@grant-graham.co.uk.

Book a call

Choose **Book a call** and pick the type of meeting:

Meeting	Length	For
Introduction	25 min	A first conversation about your situation and how we can help.
Follow-up	30 min	Continuing an earlier conversation, reviewing a proposal or an update.
Company Formation	30 min	A new company, banking arrangement or choice of jurisdiction.
Project Brief	45 min	Briefing an interim placement or consultancy assignment.

Suggest two days and times in your own time zone, say how you would like to meet, and add anything we should know. You can invite colleagues and ask for our standard mutual NDA before the meeting.

Your consultant confirms one of your times or proposes another. Once confirmed, you receive a calendar invitation with the video link, and the meeting appears in Autopilot.

Prefer to pick a time yourself? The form links to our live diary at grant-graham.co.uk/book-a-call.

Book a call

Meeting type

Introduction 25 min

☒ A first conversation to understand your situation and how we can help.

Follow-up 30 min

☐ Continue an earlier conversation, review a proposal or give an update.

Company Formation 30 min

☐ Scope a new company, banking arrangement or choice of jurisdiction.

Project Brief 45 min

☐ Brief an interim placement or consultancy assignment.

Your name

Anna Lindqvist

Email

anna@lindqvist.example

Replies and the calendar invitation go here.

Phone (optional)

How would you like to meet?

Video call

Preferred day

09/28/2026

Time

10:00

Or another day (optional)

09/29/2026

Time

14:00

Times are in your time zone, Europe/Amsterdam.

About which company?

Cancel

Send request

Booking a call.

Ask for help with a filing or anything else

Choose **Ask Grant & Graham** on a company page, on a check, on a notice, or **New request** on the Requests page. Say briefly what you need, choose the company and add any details.

Ask Grant & Graham

×

What do you need?

For example: file our annual accounts

About which company?

General, or a new company

Details

Anything that helps, such as dates, documents you have and who is involved

Phone (optional)

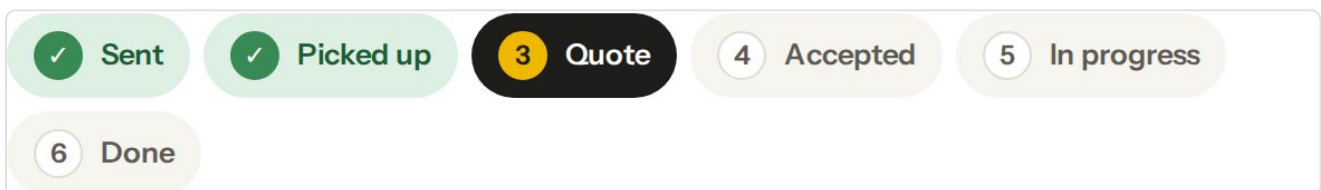
Your request goes to **Sophie Davies** (uk@grant-graham.co.uk). You can follow it under **Requests**, and you get a fixed fee before any work starts.

Cancel

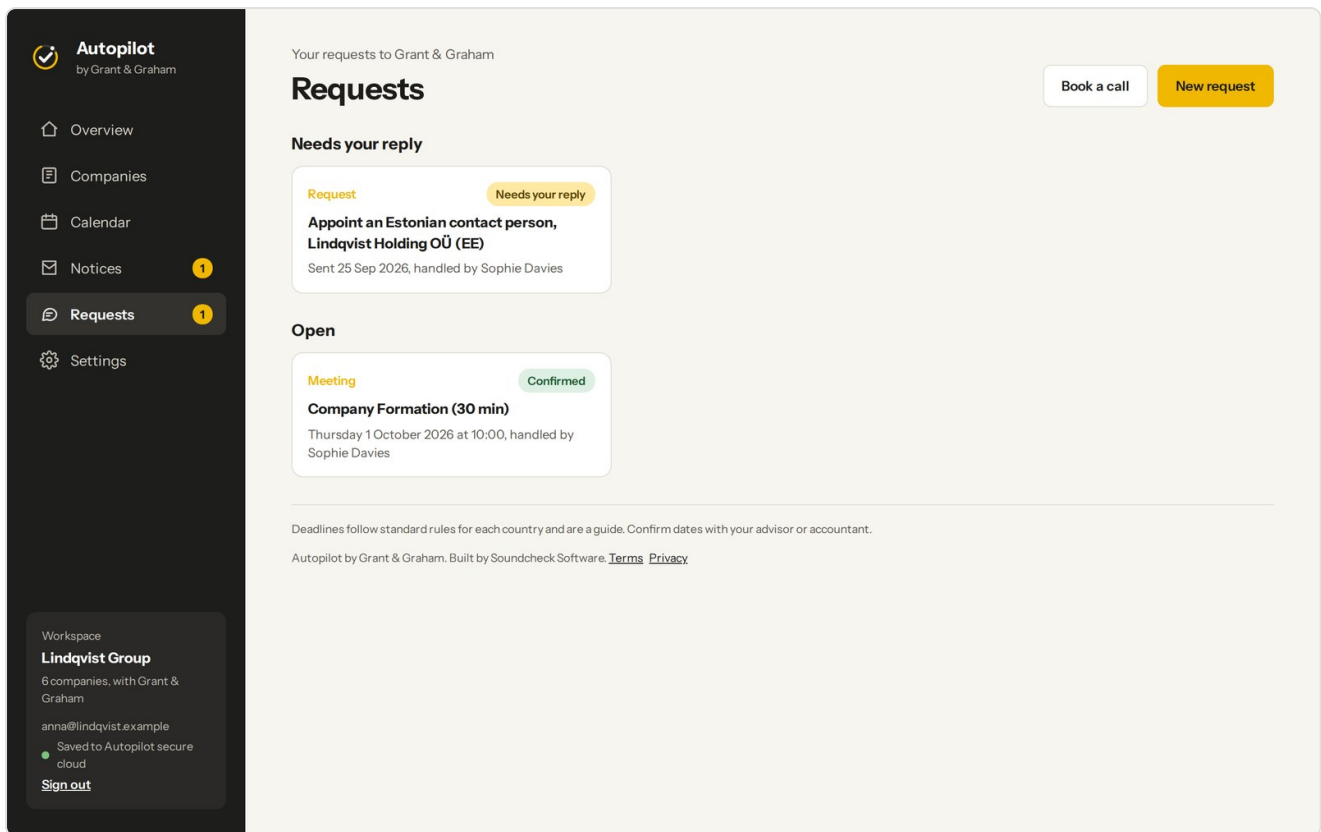
Send request

Following your requests

The Requests page groups your requests into **Needs your reply**, **Open** and **Closed**. A number on the Requests menu shows when something needs you. Each request shows its progress:



Open a request to see every update and to message your consultant. Messages appear in Autopilot and are also emailed, so nothing gets lost.



The Requests page.

Accepting a quote

For work, your consultant sends a fixed fee and a description of what it covers. Read it, tick the box to confirm, and choose **Accept the quote**. Autopilot records the exact wording, the date and time, and emails a copy to you and to Grant & Graham. Or choose **Decline**, with a short reason if you like.

Your quote

EUR 350 per year

Contact person service in Tallinn for 12 months, including the filing with the e-Business Register.
Valid until 25 Oct 2026
From Sophie Davies

☐ I accept the fixed fee of EUR 350 per year (plus VAT where applicable) for the work described, carried out by Grant & Graham Ltd under its standard engagement terms.

Accept the quoteDecline

Paying

After you accept, Grant & Graham sends the invoice. If it includes a payment link, a **Pay** button appears on the request. Once you have paid, choose **I have paid**. The request shows **Paid** when Grant & Graham confirms the payment. Autopilot never asks for or stores card or bank details.

9 Sharing with colleagues and your accountant

Invite a co-director, a colleague or your accountant to your workspace. They sign in with their own Autopilot account and their own email code, so you never share your password.

- 1 Go to **Settings, People with access**.
- 2 Enter their email address and choose what they may do: **Can view**, or **Can view and edit**.
- 3 Choose **Invite**. They receive an email with a link, which works for 30 days.
- 4 Once they accept, they switch to your workspace with the selector at the bottom of the menu.

People with access

Invite a co-director or your accountant. They sign in with their own Autopilot account and see your companies, deadlines and documents. With edit access they can also mark filings as done and add documents.

Erik Berg
erik@lindqvist.example

Can view and edit

Remove

accounts@nordicbooks.example
accounts@nordicbooks.example, invitation sent

Can view

Remove

Email address

Can view

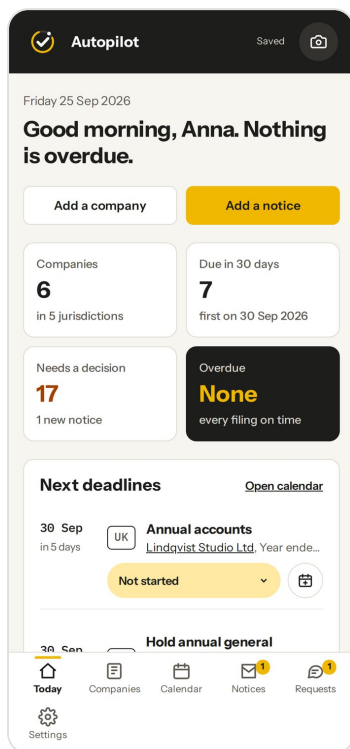
Invite

Access	What they can do
Can view	See your companies, deadlines, checks, register changes and documents, and download documents.
Can view and edit	Everything above, plus mark filings as done, change company details, add deadlines and notices, and add or delete documents.

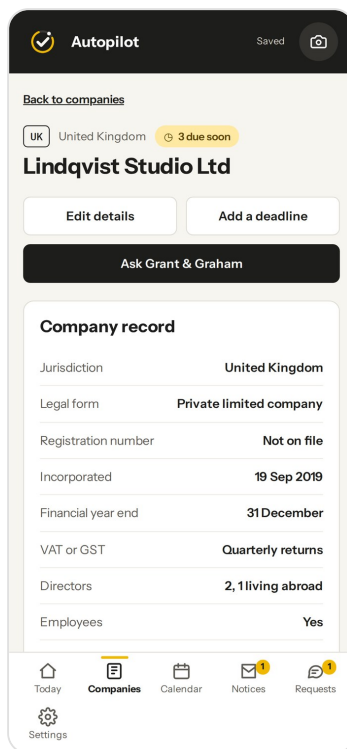
Change someone's access or choose **Remove** at any time. Removal takes effect straight away. Requests to Grant & Graham, reminder settings and your account remain yours alone.

10 Autopilot on your phone

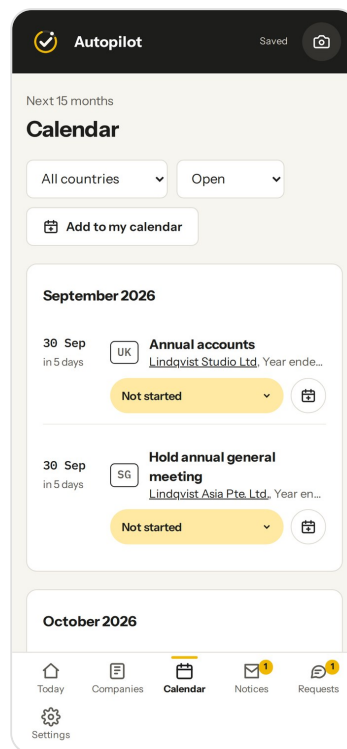
Autopilot works in the browser on any phone, and adapts its layout to the screen. For the best experience, install it as an app.



Overview



A company



Calendar

Install the app

- **Android, Windows and Mac (Chrome or Edge):** choose **Install the app** in the menu or in Settings, then confirm.
- **iPhone and iPad (Safari):** tap the **Share** button, then **Add to Home Screen**, then **Add**.

Autopilot then opens full screen with its own icon, like any other app.

Notifications

Turn on notifications to get deadline reminders, register changes and replies from Grant & Graham on your phone or computer. Go to **Settings, Notifications on this device** and choose **Turn on notifications**, then allow them when your device asks. Use **Send a test** to check they arrive. Switch them on separately on each device you use.

Notifications on this device

Get a notification on this phone or computer for deadline reminders, register changes and replies from Grant & Graham. Messages are encrypted for this device.

Turn on notifications

iPhone and iPad

Apple only allows notifications for web apps that are installed on the home screen. Install Autopilot first, open it from its icon, and then turn on notifications.

11 Security and your data

How your account is protected

- **Two step sign in** with your password and a code sent to your email, every time.
- **Strong password storage.** Your password is never stored itself, only a secure fingerprint of it.
- **Lockout.** After 8 wrong passwords the account is paused for 15 minutes.
- **Automatic sign out** after 30 minutes without activity.
- **Encryption.** Your records, documents, reminder list and register history are encrypted before they are stored, on our own servers in Europe.

Account and security settings

In **Settings, Account and security** you can change your password, change where your records are kept, sign out, or sign out on all devices at once. Open **Recent sign in activity** to see when and from where your account was used.

Account and security

Name	Anna Lindqvist
Email	anna@lindqvist.example
Two step sign in	On, code sent to your email
Records kept in	Autopilot secure cloud
Location	Encrypted on our own servers in Europe, private to your account
Status	● Saved to Autopilot secure cloud

Change where records are keptChange passwordSign outSign out on all devices

Recent sign in activity

[Delete my account](#)

If you think someone else used your account

Choose **Sign out on all devices**, change your password, and tell us straight away at uk@grant-graham.co.uk.

Your data

Choose **Export backup** at any time to download a copy of all your records. You can import a backup into your account later. To close your account, choose **Delete my account**: this permanently removes your account and records.

Your data

Download a copy of your records at any time, or import a backup into this account. Importing replaces what is in your storage now.

Export backup

Import backup

Load the sample group

Delete all data

What Grant & Graham can see

Our team can see your account details (name, email, when you signed up and last signed in), the requests you choose to send us, and the security log, so we can support you. We cannot see your company records or documents. The full details are in our privacy policy, linked at the bottom of every page in Autopilot.

12 Frequently asked questions

GETTING STARTED

What does Autopilot cost?

Autopilot is currently free of charge. Work you ask Grant & Graham to do is quoted separately, always as a fixed fee before anything starts.

I did not receive the confirmation email or sign in code.

Check your spam or junk folder, and that you typed your email address correctly. Codes arrive within a minute and work for 10 minutes; choose **Send a new code** for a fresh one. If nothing arrives, add security@soundchecksoftware.eu to your contacts and try again, or contact us.

I forgot my password.

Choose **Forgot your password?** in the sign in window. We email you a link to choose a new one. For your safety, a password reset signs you out on all devices.

Can I use Autopilot on several devices?

Yes. Sign in on each device with the same account. Your records sync automatically. If you change something on two devices at the same time, Autopilot tells you and loads the latest version.

COMPANIES AND DEADLINES

My country is not in the register list. Can I still use Autopilot?

Yes. Choose **Any other country** and type the details yourself. Autopilot searches the global LEI register for larger companies, and links to the official register of your country. If there are no built in filing rules for the country, add the deadlines yourself with **Add a deadline**, or ask Grant & Graham to set them up.

How accurate are the deadlines?

Deadlines follow the standard statutory rules of each country, checked against official sources in September 2026. They are a guide: some dates can be extended, and some depend on facts Autopilot does not know, such as a changed accounting period. Always confirm important dates with the authority, your accountant or Grant & Graham.

A deadline shown is wrong for my company.

First check the financial year end, incorporation date and VAT settings in **Edit details**, as these decide most dates. If a date still does not fit, mark the standard one as **Filed** and add the correct one with **Add a deadline**, or tell us so we can improve the rules.

What does the nightly register check look at?

For companies in connected countries, Autopilot compares the register record with the night before: status, name, registered address, officers, and filings shown as overdue or received. The first check only records the starting point. You can switch it off in Settings.

Can I track a company that is dormant?

Yes. Tick **Company is dormant** in the company details. Filings that only apply to trading companies, such as VAT returns and some tax payments, are then left out.

REMINDERS AND CALENDAR

How do I stop reminder emails?

Go to **Settings, Reminders and calendar** and untick **Email me before deadlines**, or choose fewer reminder moments. Marking a filing as **Filed** also stops its reminders.

My subscribed calendar does not show a new deadline yet.

Calendar apps check subscribed calendars on their own schedule, usually every few hours; Google Calendar can take up to a day. The deadline appears at the next refresh.

GRANT & GRAHAM SERVICES

Does sending a request commit me to anything?

No. A request only asks for help or a quote. Work starts only after you accept a fixed fee quote, which is then carried out under Grant & Graham's standard engagement terms.

Who receives my request?

Your own Grant & Graham consultant, if one is set for your workspace, otherwise our UK team at uk@grant-graham.co.uk. You see who picked it up on the request.

How quickly will I hear back?

Requests are usually picked up within one working day. You receive an email and a notification as soon as someone acknowledges your request.

SHARING, PRIVACY AND SECURITY

Can my accountant see everything?

They see your companies, deadlines, checks, register changes and documents. They cannot see your requests to Grant & Graham, your reminder settings or your account. Choose **Can view** if they should not change anything.

Is my data safe?

Your records and documents are encrypted before they are stored on our own servers in Europe, sign in always needs a code from your email, and we cannot see your company records. You can export or delete your data at any time.

Why do I have to sign in again?

For your security, Autopilot signs you out after 30 minutes without activity, and after 12 hours unless you ticked **Keep me signed in** on your own device.

Can I move my records to my own storage?

Yes. In **Settings**, choose **Change where records are kept** and enter your storage's WebDAV link. Autopilot copies your records there. A list of upcoming deadlines is still kept, encrypted, on our server so reminders keep working.

13 Getting help

For questions about Autopilot or any of your filings, contact Grant & Graham. The fastest way is **Ask Grant & Graham** inside Autopilot, so your request is tracked.

Questions and support

uk@grant-graham.co.uk

Or use Ask Grant & Graham in Autopilot

Privacy and your data

privacy@grant-graham.co.uk

Requests about your personal data

Book a meeting

grant-graham.co.uk/book-a-call

Or use Book a call in Autopilot

About Grant & Graham

Grant & Graham is a global interim management and strategy consultancy, founded in 2009, with offices in London, Amsterdam, Tallinn and San Diego, and operations across more than 100 jurisdictions. We form and look after companies around the world, and place senior operators in businesses that need experience from week one.

Autopilot by Grant & Graham is built by Soundcheck Software. Deadlines follow standard rules for each country and are a guide. Confirm dates with the authority, your accountant or your advisor. This guide describes Autopilot as of September 2026; screenshots show a fictional sample group.

A Countries covered

Filing rules built in

Autopilot calculates deadlines automatically for companies in these countries:

Country	Main deadlines tracked
United Kingdom	Confirmation statement, annual accounts, corporation tax payment and return (CT600), VAT. Warns about director identity verification.
Ireland	Annual return (B1), corporation tax return (CT1), preliminary tax, VAT (VAT3).
Estonia	Annual report, VAT (KMD), employer return (TSD). Warns about a missing contact person.
Netherlands	Annual accounts filing, corporate income tax return, VAT, payroll tax.
Germany	Publishing annual accounts, annual tax returns (with or without a tax adviser), VAT pre returns.
Austria	Annual accounts with the Firmenbuch, corporate tax return, VAT pre returns.
Cyprus	Corporate tax return (TD4), provisional tax, annual return (HE32), VAT.
Jersey	Annual return, company tax return including economic substance.
United Arab Emirates	Corporate tax return, VAT, trade licence renewal.
United States	Federal return (Form 1120), Form 5472 for foreign owned LLCs, registered agent renewal, and state filings for Delaware, California, Florida, Nevada, New York, Texas and Wyoming.
Singapore	Estimated chargeable income, AGM, annual return, corporate tax return (Form C or C-S), GST.
Norway	Tax return, annual accounts, VAT.
France	Corporate tax return, approval and filing of annual accounts.
Finland	Corporate tax return, financial statements, VAT.
Czech Republic	Corporate income tax return, financial statements, VAT.
Poland	Corporate income tax return (CIT-8), approval and filing of financial statements, VAT (JPK_V7).

Company registers connected

Country	Register	What Autopilot fills in
United Kingdom	Companies House	Full record, officers, next due dates for accounts and confirmation statement
Estonia	e-Business Register	Full record and board members

Country	Register	What Autopilot fills in
Netherlands	KvK open data	Status, start date and legal form, searched by KvK number
Norway	Brønnøysund Register Centre	Full record and officers
Singapore	ACRA	Company record
France	Recherche d'entreprises	Company record and officers
Finland	Finnish Trade Register	Company record
Czech Republic	ARES	Company record
Poland	KRS	Company record, searched by KRS number
United States	New York, Colorado, Connecticut, Oregon and Pennsylvania registers, and SEC EDGAR	Company record; officers for Connecticut and Pennsylvania
Any other country	Global LEI register	Record for companies with a Legal Entity Identifier

For every other country, Autopilot links to the official register so you can check the details yourself. Grant & Graham can add more countries on request.