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Add New Trust	Add New Person	And New Langung Tasks	





# **CCH Entities: Minute Builder (or Resolution Builder)**

This guide will help you to understand what the Minute Builder is and how to use it.

## **Minute Builder**

The Minute Builder is a way to create detailed and specific minutes and resolutions using a selection of small templates combined into a single document.

# How to use the Minute Builder

- 1. Open the trust and go to DOCUMENTS, NEW then CREATE NEW DOCUMENT.
- 2. Select MINUTE BUILDER then NEXT.

Select Mas	ster Document	Step 1
Minute	All Groups     Template Search     Reset	
Keycode	Name	
MINU01	Minute - minute builder	Notes
MINU02	Minute - draft format	Notes
MINU03	Minute - first meeting of trustees	Notes
MINU04	Minute - investment	Notes
MINU05	Minute - income distribution	Notes
MINU06	Minute - gifting	Notes
MINU07	Minute - annual	Notes
MINU08	Minute - security of advances by trusts to a related persons	Notes
4		•
4		
Cancel		Next





3. Complete the basic document information.

Provide Custom Data for MINU01	Step 2 of 4
View Notes	Use Last
Date of Minutes	// 31
Venue of Meeting	// Options
Name(s) of all Present	// Options
Cancel	Previous Next

4. Find the individual minute template you would like to use. Filter by Group or Search for a specific word.

elect Minute to Include	Step 1 of 2
Minute Search Q All Minute Groups V Res	
Minute Search Q All Minute Groups V Res	<u>원</u>
Minute Name	Minute Group
Noting establishment of trust and initial settlement	Formation and Post-Formation Issues
Acquiring assets with debt back	Formation and Post-Formation Issues
Acquisition of assets with no debt back	Formation and Post-Formation Issues
Acceptance of gift	Formation and Post-Formation Issues
Trustee borrowings	Formation and Post-Formation Issues
Bank account	Formation and Post-Formation Issues
Appointing advisers	Formation and Post-Formation Issues
Insurance arrangements	Formation and Post-Formation Issues
Occupation of trust property	Formation and Post-Formation Issues
Receiving and considering draft financial statements	Ongoing Management and Administration
Adopting financial statements	Ongoing Management and Administration
Receiving and considering draft tax returns	Ongoing Management and Administration
Approving and signing tax returns	Ongoing Management and Administration
Calling for proposals from investment advisers	Onnoing Management and Administration

Cancel	





5. Complete the information for the minute you have chosen. Information should be typed. Names can be selected if appropriate. Use Expand to add more information.

Provide Custom Data	Step 2 of 2	?
The trustees have received: 1. the initial settlement onto trust of \$Amount of initial sett Name of person providing the memorandum of wishes. The trustees have banked th account. The trustees record that the memorandum of wishes is not binding them. Minute	<b>lement.</b> 2. a memorandum of wishes from le initial settlement into the Trust's bank	
Amount of initial settlement Name of person providing the memorandum of wishes	Expand Names	
٩		•
Cancel Prev	ious Save & Select Another Minute Save & E	Exit

- 6. Select SAVE AND SELECT ANOTHER MINUTE to add more. Repeat step 5.
- 7. Select SAVE AND EXIT when all minutes have been selected. You will now see a preview of your minutes. In this screen you can re-order the minutes if required. You can also manually ADD a further comment or minute. Select NEXT to create the document.

Provide Minute Details	Step 3 of 4 ⑦
Minute Detail         The trustees have received:         1. the initial settlement onto trust of \$\$1,000.         2. a memorandum of wishes from Sue Smith.         The trustees have banked the initial settlement into the Trust's bank account.         The trustees record that the memorandum of wishes is not binding them.         Following discussion regarding the purposes of the Trust, the trustees have acquired the following assets from Bens Surf Shack Ltd on the term out in a deed of sale and acknowledgment of debt dated 02/02/2020.         - House in Auckland.	Add Delete Manual Move Down Move Up
Cancel	Previous Next



#### 8. The document will be created in Word where it can be further edited if necessary.

# MINUTES FOR TRUST

Anderson Trust

Date: 02 June 2020

Venue: 123 Ocean Beach Road, Waihi., 3020

Present: Jenny Cooper, Sue Smith and CCH TRUSTEE SERVICES LIMITED

Noting establishment of trust and initial settlement The trustees have received:

1. the initial settlement onto trust of \$\$1,000.

2. a memorandum of wishes from Sue Smith.

The trustees have banked the initial settlement into the Trust's bank account.

The trustees record that the memorandum of wishes is not binding them.

#### Acquiring assets with debt back

Following discussion regarding the purposes of the Trust, the trustees have acquired the following assets from Bens Surf Shack Ltd on the terms set out in a deed of sale and acknowledgment of debt dated 02/02/2020:

- House in Auckland.

Jenny Cooper

Sue Smith

Ben Haarmann

**CCH** Entities





### **How to create Resolutions**

- 1. Open the trust and go to DOCUMENTS, NEW then CREATE NEW DOCUMENT.
- 2. Select RESOLUTION BUILDER then follow the same steps as described above.

## **Document Register**

- 1. Minute documents that have been created using the Minute Builder will show as 'Minute Builder' in the Document Register.
- 2. Select MODIFY to change the name.

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			Anderson Trust		CCH Demonstratior	n Limited	- Karen Roger	
All Docum	ents	V Docume	nt Search O Reset					
						~		
					Sign Date		Open	
						-	New	
						- 1	Modify	
27/05/2020	14:37	DEED03 New	Deed of Trust - single settlor and two family members	Precedent		- 1	Delete	
27/05/2020	13:55	DEED02 New2	Deed of Trust - husband and wife as settlors	Precedent		- 1		
27/05/2020	13:03	DEED01 New	Deed of Trust - single settlor	Precedent		- 1	Sign	
25/05/2020	15:54	IRD1052	IRD Guidance on CRS	Other		- 1	Downloa	
25/05/2020	15:15	FATC01	FATCA Flow Chart	Other		- 1		
20/05/2020	09:05	LETT15	Letter - trustee retirement and appointment to solicitor	Letter				
20/05/2020	09:05	LETT15	Letter - trustee retirement and appointment to solicitor	Letter				
11/02/2020	12:19	DEED29		Precedent				
11/02/2020	12:00	DEED02	Deed of Trust - husband and wife as settlors	Precedent		- 1		
09/05/2019	11:58	OTH03	Data Entry Template	Other		- 1		
15/11/2016	13:00	OTH03	Data Entry Template	Other		- 1		
17/02/2016	13:53	MINU01	Copy of Minute - minute builder with number	Minute				
17/02/2016	13:52	MINU01	Copy of Minute - minute builder with number	Minute				
17/02/2016	13:50	MINU01	Copy of Minute - minute builder with number	Minute				
17/02/2016	13:49	MINU01	Copy of Minute - minute builder with number	Minute				
17/02/2016	10:57	MINU01	Minute - minute builder	Minute		-		
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	All Docum Constant Const	All Documents Crested Time 02/06/2020 13.47 02/06/2020 13.47 02/06/2020 13.03 27/05/2020 13.03 25/05/2020 13.03 25/05/2020 15.54 25/05/2020 15.15 20/05/2020 09.05 20/05/2020 09.05 20/05/2020 12.15 11/02/2020 12.09 09/05/2019 11.58 15/11/20210 13.53 17/02/2016 13.52 17/02/2016 14 17/02/2016 14 17/02/2016 14 17/02/2016 14 17/02/2016 14 17/02/2016	All Documents         Cocurrent           Created         Time         Template           02/06/2020         13:47         MiNU01           02/06/2020         13:47         MiNU01           02/06/2020         13:47         MiNU01           02/06/2020         14:37         DECD03 New           27/05/2020         13:35         DEED03 New           28/05/2020         15:54         IRED01 New           28/05/2020         15:54         IRED1052           28/05/2020         19:05         LETT15           11/02/2020         12:19         DEED29           11/02/2020         12:00         DEED29           11/02/2020         13:00         OTH03           17/02/2016         13:50         MINU01           17/02/2016         13:50         MINU01           17/02/2016         13:49         MINU01           17/02/2016         13:49         MINU01           17/02/2016         13:49         MINU01	All Documents         Document Search         Reset           I Greated         Time         Template         I Name           2006/2020         12.47         Milluo1         Minute - minute builder           0206/2020         12.47         Milluo1         Minute - minute builder           0206/2020         12.48         LETT18 New         Letter - beneficiary disclosure letter (Long)           0206/2020         12.47         Milluo1         Menute - minute builder           0206/2020         12.47         Letter - beneficiary disclosure letter (No fanit)           0206/2020         12.47         Letter - beneficiary disclosure letter (No fanit)           0206/2020         13.55         DEED02 New         Deed of Trust - single settior settor (No fanit)           0206/2020         15.56         FETO10         Pew         Deed of Trust - fuscher relinement and appointment to solicitor           0206/2020         15.64         RRO1052         IRD Guidance on CRS         Store 200           0206/2020         15.15         Letter - trustee relinement and appointment to solicitor           11002/2020         12.19         DEED09         Deed of Trust - husband and wife as settiors           0306/2021         11.56         CHT03         Data Entruy Template           11702/2016	Cocument Search         Reset           Interson Trust         Interson Trust           Interson Trust<	CPC Companies         Anderson Trust       CCH Demonstration         Anderson Trust       CCH Demonstration         Anderson Trust       CCH Demonstration         Anderson Trust       CCH Demonstration         Constration         Constration       CCH Demonstration         Constration       CCH Demonstration         Constration       CCH Demonstration         Constration       Constration       CCH Demonstration         Constration       Constration       CCH Demonstration         Constration       Constration       Constration         Constration       Constration       Constration         Constration       Minute         Constration       Constration         Constration       Precedent         Constration       Constration       Constration         Constration       Constration       Constration       Constration       Constration	CCH Companies of C         Anderson Trust       CCH Demonstration Limited         Interval       C       Cell Demonstration Limited         Interval       Interval       Cell Demonstration Limited         Interval       Interval       Cell Demonstration Limited         Cell Demonstration Limited       Interval       Cell Demonstration Cell       Cell Cell         Interval       Interval       Cell Cell       Interval       Interval       Cell Cell       Cell       Cell <th cols<="" td=""></th>	

#### 3. Rename as required.



Created	Time	Template	Name	Type	Sign Date
02/06/2020	13:47	MINU01	Minute - Annual Meeting	Minute	
02/06/2020	12:48	LETT18 New	Letter - beneficiary disclosure letter (Long)	Letter	
02/06/2020	11:25	LETT17	Letter - beneficiary disclosure letter (Short)	Letter	
27/05/2020	14:37	DEED03 New	Deed of Trust - single settlor and two family members	Precedent	
27/05/2020	13:55	DEED02 New2	Deed of Trust - husband and wife as settlors	Precedent	
27/05/2020	13:03	DEED01 New	Deed of Trust - single settlor	Precedent	
25/05/2020	15:54	IRD1052	IRD Guidance on CRS	Other	

