



Electronic Signing Guidelines for New Zealand

This guide sets out our recommendations on which documents should be signed electronically.

Part 4 of the Contract and Commercial Law Act 2017 (**CCLA**) (previously the Electronic Transactions Act 2002) clarifies the legal requirements regarding electronic signatures.

When can an Electronic Signature be used?

Subject to a few exceptions referred to further below, the general position under the CCLA is that electronic signatures can be used and will be considered just as valid as written signatures as long as certain requirements are met and the parties consent. This means in practice you can sign the following documents electronically:

- Agreement for Sale and Purchase of Real Estate;
- Commercial agreements;
- Leasing documentation;
- Director resolutions;
- Shareholder resolutions; and
- Trustee Resolutions

When can't an Electronic Signature be used?

Schedule 5 of the CCLA provides a list of examples where an electronic signature cannot be used. These include but are not limited to:

- Wills, codicils or other testamentary instruments;
- Affidavits;
- Statutory Declarations;
- Other documents that are given on oath or affirmation;
- Powers of Attorney and Enduring Powers of Attorney; and
- Information that is required to be given in writing in person, unless the person receiving the electronic signatures consents.

General Guidelines

Companies Document Type

Agenda	Yes
Certificates	Yes
Constitutions	Yes
Forms (excl Statutory declaration, forfeiture)	Yes
Directors Minutes	Yes
Shareholders Minutes	Yes
Notices	Yes
Consents	Yes
Directors Resolutions	Yes
Shareholders Resolutions	Yes
Other (Creditor) Resolutions	Yes
Checklists	Yes

Trust Document Type

Trust Deeds	No
Minutes & Resolutions	Yes
Letters	Yes
Will	No
Powers of Attorney	No
Checklists	Yes

CCH Entities Contents Detailed (Companies)

Type	Keycode	Name	eSign
Agenda	CAGEAN001	Agenda for Annual Meeting of Shareholders	YES
Certificate	CCERAP15	Directors' certificate under s 161(4) re remuneration contract	YES
Certificate	CCERAP16	Directors' certificate under s 161(4) re fees at end of year	YES
Certificate	CCERDI03	Solvency certificate for distribution of dividend (option A - all shareholders)	YES
Certificate	CCERDI07	Solvency certificate for distribution of dividend (option B - selected shareholders)	YES
Certificate	CCERFI04	Directors' certificate (ss 76(4), 77(2)) - financial assistance	YES
Certificate	CCERFI08	Directors' certificate (ss 76(4), 77(2), 78(3)) - financial assistance	YES
Certificate	CCERFI15	Directors' certificate (s 108(2)) - financial assistance	YES
Certificate	CCERIN02	Certificate of non-revocation of power of attorney (individual)	YES
Certificate	CCERIN03	Certificate of non-revocation of power of attorney (company)	YES
Certificate	CCERIS03	Section 47(2) certificate for cash issue	YES
Certificate	CCERIS12	Section 47(2) certificate for an issue for a consideration other than cash	YES
Certificate	CCERIS15	Section 47(4) certificate for crediting shares as paid up other than for cash	YES
Certificate	CCERLI04	Solvency certificate – liquidation	YES
Certificate	CCERLI31	Postal vote certificate	YES
Certificate	CCERME12	Solvency certificate under s 108(2)	YES
Certificate	CCERMI03	Solvency certificate for minority buy-out rights repurchase	YES
Certificate	CCERRD03	Directors' certificate (ss 69(4), 70(2)) - redeem shares	YES
Certificate	CCERRD10	Directors' certificate (s 69(1)(b)(ii)) - redeem shares	YES
Certificate	CCERRD14	Directors' certificate (s 108(2)) - redeem shares	YES
Certificate	CCERRE04	Solvency certificate for share repurchase	YES
Certificate	CCERRE07	Directors' certificate under ss 60(5) and 52(2) - share repurchase	YES
Certificate	CCERRE14	Directors' certificate (s 60(1)(b)(ii)) - share repurchase	YES
Certificate	CCERRE18	Directors' certificate (s 63) - share repurchase	YES
Certificate	CCERRE21	Directors' solvency certificate (s 65) - share repurchase	YES
Certificate	CCERSH06	Solvency certificate for approval of discount scheme	YES
Certificate	CCERST02a	Certificate of non-revocation of power of attorney (option A - individual donor/individual attorney)	YES
Certificate	CCERST02b	Certificate of non-revocation of power of attorney (option B - individual donor/corporate attorney)	YES
Certificate	CCERST02c	Certificate of non-revocation of power of attorney (option C - corporate donor/individual attorney)	YES
Certificate	CCERST02d	Certificate of non-revocation of power of attorney (option D - corporate donor/corporate attorney)	YES
Certificate	CCERST07	Share certificate	YES
Constitution	CCONCO01	CCH Constitution	YES
Constitution	CCONCO02	CCH Constitution for Trustee Company	YES
Constitution	CCONSA01	Shareholders Agreement (aligns with the CCH Constitution)	YES
Form	CFORDI04	Section 107 unanimous assent of entitled persons to authorisation of dividend	YES
Form	CFORFI01	Shareholders' consent (s 76) - financial assistance	YES
Form	CFORFI05	Disclosure document (s 79) - financial assistance	YES
Form	CFORFI12	Entitled persons' agreement to giving of financial assistance	YES
Form	CFORFO05	Statutory declaration re forfeiture	NO
Form	CFORFR06	Section 208(4) agreement of shareholders of large company re annual report	YES
Form	CFORIN01	Authorisation to agent to sign consent of shareholder of proposed company	YES
Form	CFORIN02	Consent and certificate of director or directors of proposed company (nzcr-form-02)	YES
Form	CFORIN03	Consent of shareholder of proposed company (nzcr-form-03)	YES
Form	CFORIS17	Section 107 unanimous assent of entitled persons to issue of shares	YES
Form	CFORLI05	Consent of liquidator	YES

Type	Keycode	Name	eSign
Form	CFORLI14a	Statutory demand (option A - individual creditor)	YES
Form	CFORLI14b	Statutory demand (option B - corporation creditor)	YES
Form	CFORLI29	Form of proxy – liquidation	YES
Form	CFORLI30	Postal vote – liquidation	YES
Form	CFORME05	Form of proxy	YES
Form	CFORME06	Postal voting form	YES
Form	CFORME10	Section 107 unanimous assent of entitled persons	YES
Deed	CFORMSA1	Deed of Accession (for use with CCH Shareholder Agreement)	YES
Form	CFORRD04	Shareholders’ consent (s 69(1)(b)(i))	YES
Form	CFORRD07	Disclosure document (s 72) – redemption	YES
Form	CFORRD11	Entitled persons’ agreement for redemption of shares	YES
Form	CFORRE01	Section 107 unanimous assent of entitled persons for repurchase of shares	YES
Form	CFORRE08	Shareholders’ consent (s 60(1)(b)(i))	YES
Form	CFORRE11	Disclosure document under s 62 – repurchase	YES
Form	CFORRE15	Disclosure document (s 64) - share repurchase	YES
Form	CFORSH03	Section 107 unanimous assent of entitled persons to approval of discount scheme	YES
Form	CFORST01	Share transfer form	YES
Form	CFORST06	Waiver of Pre-Emptive Rights	YES
Form	CFORTN01	Application for transmission of shares to personal representative	YES
Form	CFORTN04	Application for transmission of shares to assignee	YES
Form	CFORVA12	Directors’ statement (blank template)	YES
Form	CFORVA15	Administrators Interests Statement	YES
Form	CFORVA17	Report and statement of administrator (blank template)	YES
Form	CFORVA20	Consent to enforcement of charge or recovery of property	YES
Form	CFORVA23	Administrator’s further report on commencement of liquidation	YES
Form	CFORVA25a	Consent to appointment as deed administrator (option A, 1x administrator)	YES
Form	CFORVA25b	Consent to appointment as deed administrator (option B, 2x administrator)	YES
Form	CFORVA26	Resignation of deed administrator	YES
Form	CFORVA27	Consent to transfer of shares by deed administrator	YES
Form	CFORVA28	Document setting out terms of deed of company arrangement	YES
Form	CFORVA32	Prescribed form for administrator’s accounts	YES
Form	CFORVA33	Creditors request of meeting to consider variation or termination of deed of company arrangement	YES
MinDir	CMINAF01a	Minutes of the first meeting of directors (option A - see notes)	YES
MinDir	CMINAF01b	Minutes of the first meeting of directors (option B - see notes)	YES
MinDir	CMINAF01c	Minutes of the first meeting of directors (option C - see notes)	YES
MinDir	CMINAN02a	Minutes of meeting of directors convening annual meeting of shareholders (non-large, 10+ shareholders)	YES
MinDir	CMINAN02b	Minutes of meeting of directors convening annual meeting of shareholders (large company)	YES
MinDir	CMINAN02c	Minutes of meeting of directors convening annual meeting of shareholders (non-large, less than 10SH)	YES
MinShr	CMINAN05a	Minutes of annual general meeting of shareholders (non-large 10+ shareholders)	YES
MinShr	CMINAN05b	Minutes of annual general meeting of shareholders (large company)	YES
MinShr	CMINAN05c	Minutes of annual general meeting of shareholders (non-large, less than 10 shareholders)	YES

Type	Keycode	Name	eSign
MinDir	CMINAN07	Minutes of meeting of directors re no AGM	YES
MinDir	CMINAP04a	Minutes of directors meeting using appointment of directors powers - appoint director	YES
MinDir	CMINAP04b	Minutes of directors meeting using appointment of directors powers - appoint alternate director	YES
MinDir	CMINAP06	Minutes of directors meeting convening shareholders meeting re change directors	YES
MinShr	CMINAP09	Minutes of special meeting of shareholders, change of directors	YES
MinDir	CMINAP11	Minutes of directors meeting noting appointment of director	YES
MinDir	CMINAP13a	Minutes of directors meeting on directors resignation	YES
MinDir	CMINAP13b	Minutes of directors meeting on directors office vacated	YES
MinDir	CMINAP13c	Minutes of directors meeting on termination of alternate director	YES
MinDir	CMINAP17a	Minutes of directors meeting approving remuneration (option A)	YES
MinDir	CMINAP17b	Minutes of directors meeting approving remuneration (option B)	YES
MinDir	CMINAU01	Minutes of directors meeting to appoint auditor	YES
MinDir	CMINCA02a	Minutes of directors meeting making a call (option A - see notes)	YES
MinDir	CMINCA02b	Minutes of directors meeting making a call (option B - see notes)	YES
MinDir	CMINCH01	Minutes of directors meeting to change name	YES
MinDir	CMINCO02a	Minutes of directors meeting to convene special meeting of shareholders adopting constitution	YES
MinDir	CMINCO02b	Minutes of directors meeting to convene special meeting of shareholders amending constitution	YES
MinShr	CMINCO05a	Minutes of special meeting of shareholders adopting constitution	YES
MinShr	CMINCO05b	Minutes of special meeting of shareholders amending constitution	YES
MinDir	CMINDI01	Minutes of directors meeting authorising dividend (the board)	YES
MinDir	CMINDI05	Minutes of directors meeting authorising dividend (entitled persons)	YES
MinDir	CMINFIO2	Minutes of directors meeting, provide financial assistance with shareholder consent	YES
MinDir	CMINFIO6	Minutes of directors meeting, provide financial assistance under s 78	YES
MinDir	CMINFIO9	Minutes of directors meeting to provide financial assistance under s 80	YES
MinDir	CMINFI13	Minutes of directors meeting to provide financial assistance with agreement of entitled persons	YES
MinDir	CMINFO01	Minutes of directors meeting approving issue of notice of default	YES
MinDir	CMINFO03	Minutes of directors meeting, forfeiting shares	YES
MinDir	CMINFO06	Minutes of directors meeting approving transfer of forfeited shares	YES
MinDir	CMINFR01a	Minutes of directors meeting convening opting out shareholders meeting, non-large (10+ shareholders)	YES
MinDir	CMINFR01b	Minutes of directors meeting convening opting out shareholders meeting, large company	YES
MinShr	CMINFR03a	Minutes of special meeting of shareholders opting out of financial reporting, non-large (10+ shareho	YES
MinShr	CMINFR03b	Minutes of special meeting of shareholders opting out of financial reporting, large company	YES
MinDir	CMINFR07a	Minutes of directors meeting approving financial statements (option A)	YES
MinDir	CMINFR07b	Minutes of directors meeting approving financial statements (option B)	YES
MinDir	CMINIS01a	Minutes of directors meeting section 47(1) board resolution for the offer of shares for cash (opt A)	YES
MinDir	CMINIS01b	Minutes of directors meeting section 47(1) board resolution for the offer of shares for cash (opt B)	YES
MinShr	CMINIS05	Minutes of special meeting of shareholders approving the issue of shares	YES
MinDir	CMINIS08	Minutes of directors meeting for issue of shares	YES
MinDir	CMINIS10a	Minutes of directors meeting for the offer of shares for a consideration other than cash	YES
MinDir	CMINIS10b	Minutes of directors meeting for the offer of shares for a consideration other than cash	YES
MinDir	CMINIS13	Minutes of directors meeting crediting existing shares as fully or partly paid up for a consideratio	YES

Type	Keycode	Name	eSign
MinDir	CMINIS18	Minutes of directors meeting for issue of shares following assent of entitled persons	YES
MinDir	CMINLI01a	Minutes of directors meeting recommending appointment of a liquidator (1 liq with solvency)	YES
MinDir	CMINLI01aa	Minutes of directors meeting recommending appointment of a liquidator (1 liq, no solvency)	YES
MinDir	CMINLI01b	Minutes of directors meeting recommending appointment of a liquidator (2 liq with solvency)	YES
MinDir	CMINLI01bb	Minutes of directors meeting recommending appointment of a liquidator (1 liquidator)	YES
MinShr	CMINLI07a	Minutes of shareholders meeting appointing liquidator (1 liquidator)	YES
MinShr	CMINLI07b	Minutes of shareholders meeting appointing liquidator (2 liquidators)	YES
MinDir	CMINLI10	Minutes of directors meeting resolving that company will be able to pay debts	YES
MinDir	CMINLI12a	Minutes of directors meeting appointing a liquidator (1 liquidator)	YES
MinDir	CMINLI12b	Minutes of directors meeting appointing a liquidator (2 liquidators)	YES
MinDir	CMINME01	Minutes of directors meeting (blank template)	YES
MinDir	CMINME03	Minutes of directors meeting to convene special meeting of shareholders (blank template)	YES
MinShr	CMINME07	Minutes of special meeting of shareholders (blank template)	YES
MinDir	CMINMI01	Minutes of directors meeting for minority buy-out rights repurchase	YES
MinDir	CMINRD01	Minutes of directors meeting re redemption (s 69(1)(a))	YES
MinDir	CMINRD05	Minutes of directors meeting re redemption (s 69(1)(b)(i))	YES
MinDir	CMINRD08	Minutes of directors meeting re redemption (s 69(1)(b)(ii))	YES
MinDir	CMINRD12	Minutes of directors meeting re redemption (s 107(1)(d))	YES
MinDir	CMINRE02	Minutes of directors meeting approving share repurchase proposal where assent of all entitled perso	YES
MinDir	CMINRE05	Minutes of directors meeting approving share repurchase under s 60(1)(a)	YES
MinDir	CMINRE09	Minutes of directors meeting approving share repurchase under s 60(1)(b)(i)	YES
MinDir	CMINRE12	Minutes of directors meeting re share acquisition (s 60(1)(b)(ii))	YES
MinDir	CMINRE16	Minutes of directors meeting re share acquisition (s 63)	YES
MinDir	CMINRE19	Minutes of directors meeting re share acquisition (s 65)	YES
MinShr	CMINRL01a	Minutes of special meeting of shareholders to remove company from register (option A - see notes)	YES
MinShr	CMINRL01b	Minutes of special meeting of shareholders to remove company from register (option B - see notes)	YES
MinDir	CMINRL03a	Minute of directors meeting to remove company from register (option A - see notes)	YES
MinDir	CMINRL03b	Minute of directors meeting to remove company from register (option B - see notes)	YES
MinDir	CMINRL07	Minutes of directors meeting to commence short-form liquidation	YES
MinDir	CMINRO02	Minutes of directors meeting to change registered office address	YES
MinDir	CMINSH01	Minutes of directors meeting to offer discount scheme	YES
MinDir	CMINSH04	Minutes of directors meeting, approving discount scheme	YES
MinDir	CMINST03a	Minutes of directors meeting re share transfers, approved	YES
MinDir	CMINST03b	Minutes of directors meeting re share transfers, delayed or refused	YES
MinDir	CMINTN02	Minutes of directors meeting re transmission pursuant to will or letters of administration	YES
MinDir	CMINTN05	Minutes of directors meeting re transmission pursuant to bankruptcy	YES
Notice	CNOTAF07	Notice of location of share registers - This can be completed online	YES
Notice	CNOTAF08	Notice of location of records - This can be completed online	YES
Notice	CNOTAF09	Notice of location of accounting records - This can be completed online	YES
Notice	CNOTAN01a	Section 209(1)(b) notice - with concise annual report	YES
Notice	CNOTAN01b	Section 209(1)(b) notice - without concise annual report	YES
Notice	CNOTAN04a	Notice of annual meeting (non-large, 10+ shareholders)	YES

Type	Keycode	Name	eSign
Notice	CNOTAN04b	Notice of annual meeting (large company)	YES
Notice	CNOTAN04c	Notice of annual meeting (non-large, less than 10 shareholders)	YES
Notice	CNOTAP01	Appointment of alternate director	YES
Notice	CNOTAP02	Notice of resignation of director	YES
Notice	CNOTAP03	Termination of appointment of alternate director	YES
Notice	CNOTAP08a	Notice of special meeting of shareholders re change of directors (option A)	YES
Notice	CNOTAP08b	Notice of special meeting of shareholders re change of directors (option B)	YES
Notice	CNOTCA01	Notice (letter) of call	YES
Consents (Upload)	CNOTCA04	Notice (as letter) of default in payment of call	YES
Notice	CNOTCO04a	Notice of special meeting of shareholders adopting constitution	YES
Notice	CNOTCO04b	Notice of special meeting of shareholders amending constitution	YES
Notice	CNOTCO07a	Notice of written resolution and statement of rights (option A - see notes)	YES
Notice	CNOTCO07b	Notice of written resolution and statement of rights (option B - see notes)	YES
Notice	CNOTDI08	Notice of exercise of a general power under s 107(7) – dividend	YES
Notice	CNOTFI11	Notice to shareholders (s 80(1)(b)) - financial assistance	YES
Notice	CNOTFR05	Notice of shareholders opting into financial reporting	YES
Notice	CNOTIS04	Notice of special meeting of shareholders approving the issue of shares	YES
Notice	CNOTIS16	Notice of certificate relating to consideration for issue of shares	YES
Notice	CNOTIS20	Notice of exercise of a general power under s 107(7) – issue	YES
Notice	CNOTLI03	Notice of solvency resolution	YES
Notice	CNOTLI06a	Notice of special meeting of shareholders to appoint liquidator (option A - one liquidator appt)	YES
Notice	CNOTLI06b	Notice of special meeting of shareholders to appoint liquidator (option B - two liquidators appt)	YES
Notice	CNOTLI09	Notice of written resolution – liquidation	YES
Notice	CNOTLI23a	Public notice of appointment of liquidator (option A - one liquidator appointed)	YES
Notice	CNOTLI23b	Public notice of appointment of liquidator (option B - more than 1 liquidator)	YES
Notice	CNOTLI24	Notice to creditors to prove debts or claims	YES
Notice	CNOTLI25a	Notice to Registrar of appointment of liquidator (option A - one liquidator appointed)	YES
Other	CNOTLI25b	Notice to Registrar of appointment of liquidator (Option B - two liquidators appointed)	YES
Notice	CNOTLI26	Creditor's s 245 notice calling for creditors' meeting	YES
Notice	CNOTLI27	Liquidator's s 245 notice to creditors	YES
Notice	CNOTLI28a	Notice to creditors of s 243 meeting (option A - one liquidator appointed)	YES
Notice	CNOTLI28b	Notice to creditors of s 243 meeting (option B - two liquidators appointed)	YES
Notice	CNOTLI32a	Public notice of creditors' s 243 meeting (option A - one liquidator appointed)	YES
Notice	CNOTLI32b	Public notice of creditors' s 243 meeting (option B - two liquidators appointed)	YES
Notice	CNOTLI33	Public notice by liquidator of intention to apply for removal of company from register	YES
Notice	CNOTMA05	Notice of written resolution and statement of rights for major transaction	YES
Notice	CNOTME04a	Notice of special meeting of shareholders - with minority buy-out rights	YES
Notice	CNOTME04b	Notice of special meeting of shareholders - without minority buy-out rights	YES
Notice	CNOTME09a	Notice of written resolution and statement of rights (option A - see notes)	YES
Notice	CNOTME09b	Notice of written resolution and statement of rights (option B - see notes)	YES
Notice	CNOTME11	Notice of exercise of general power	YES
Notice	CNOTMI04	Notice (as letter) to shareholder of decision to purchase shares and offer price	YES

Type	Keycode	Name	eSign
Notice	CNOTRE22	Notice to stock exchange	YES
Notice	CNOTRL05	Notice of removal to company and secured parties (s 320(3))	YES
Notice	CNOTSH07	Notice of exercise of a general power under s 107(7) - discount scheme	YES
Notice	CNOTST05	Notice to transferee and transferor (s 84(4)(b)) of delayed or refused registration of transfer	YES
Notice	CNOTVA02a	Consent to appoint as administrator (1 administrator)	YES
Notice	CNOTVA02b	Consent to appoint as administrator (2 administrators)	YES
Notice	CNOTVA03a	Appointment of administrator by liquidator (1 administrator)	YES
Notice	CNOTVA03b	Appointment of administrator by liquidator (2 administrators)	YES
Notice	CNOTVA04	Notice of secured creditor's appointment of an administrator	YES
Notice	CNOTVA05	Secured creditor's notice to the company of appointment of administrator	YES
Notice	CNOTVA06	Administrator's notice of appointment to Registrar	YES
Notice	CNOTVA07	Administrator's notice of appointment to charge holder	YES
Notice	CNOTVA08	Notice to company of administrator's resignation	YES
Notice	CNOTVA09	Notice to creditors of administrator's resignation	YES
Notice	CNOTVA11	Notice of application for single administration of related companies	YES
Notice	CNOTVA13	Notice of intention to hold joint meeting of creditors	YES
Notice	CNOTVA14a	Notice of first creditors' meeting	YES
Notice	CNOTVA14b	Notice of subsequent creditors' meetings	YES
Notice	CNOTVA16	Notice of watershed meeting and administrator's report	YES
Notice	CNOTVA18	Notice of adjournment of watershed meeting	YES
Notice	CNOTVA30	Notice to creditors of application by administrator to appoint liquidator	YES
Notice	CNOTVA31	Notice to creditors of execution of deed of company arrangement	YES
Notice	CNOTVA34	Notice of creditors' meeting to vary deed of company arrangement	YES
ResDir	CRESAF02a	Resolutions of directors in lieu of first meeting (option A - see notes)	YES
ResDir	CRESAF02b	Resolutions of directors in lieu of first meeting (option B - see notes)	YES
ResDir	CRESAF02c	Resolutions of directors in lieu of first meeting (option C - see notes)	YES
ResDir	CRESAN03a	Resolutions of directors in lieu of meeting convening annual shareholders meeting (non-large, 10+ SH	YES
ResDir	CRESAN03b	Resolutions of directors in lieu of meeting convening annual shareholders meeting (large company)	YES
ResDir	CRESAN03c	Resolutions of directors in lieu of meeting convening annual shareholders meeting (non-lrg, less 10S	YES
ResShr	CRESAN06a	Resolutions of shareholders in lieu of annual meeting (non-large, 10+ shareholders)	YES
ResShr	CRESAN06b	Resolutions of shareholders in lieu of annual meeting (large)	YES
ResShr	CRESAN06c	Resolutions of shareholders in lieu of annual meeting (non-large, less than 10SH)	YES
ResDir	CRESAN08	Resolutions of directors in lieu of meeting re no AGM	YES

Type	Keycode	Name	eSign
ResDir	CRESAP05a	Resolutions of directors in lieu of meeting using appointment of directors powers - appoint director	YES
ResDir	CRESAP05b	Resolutions of directors in lieu of meeting using appointment of directors powers - appoint alternat	YES
ResDir	CRESAP07	Resolutions of directors in lieu of meeting convening shareholders meeting re change directors	YES
ResShr	CRESAP10	Resolutions of shareholders in lieu of meeting re change of directors	YES
ResDir	CRESAP12	Resolutions of directors in lieu of meeting noting appointment of director	YES
ResDir	CRESAP14a	Resolutions of directors in lieu of meeting on directors resignation	YES
ResDir	CRESAP14b	Resolutions of directors in lieu of meeting on directors office vacated	YES
ResDir	CRESAP14c	Resolutions of directors in lieu of meeting on termination of alternate director	YES
ResDir	CRESAP18a	Resolutions of directors in lieu of meeting approving remuneration (option A)	YES
ResDir	CRESAP18b	Resolutions of directors in lieu of meeting approving remuneration (option B)	YES
ResDir	CRESAU02	Resolutions of directors in lieu of meeting to appoint auditor	YES
ResDir	CRESCA03a	Resolutions of directors in lieu of meeting making a call (option A - see notes)	YES
ResDir	CRESCA03b	Resolutions of directors in lieu of meeting making a call (option B - see notes)	YES
ResDir	CRESCH02	Resolutions of directors in lieu of meeting to change name	YES
ResDir	CRESCO03a	Resolutions of directors in lieu of meeting to convene special meeting of SH adopting constitution	YES
ResDir	CRESCO03b	Resolution of directors in lieu of meeting to convene special meeting of SH altering constitution	YES
ResShr	CRESCO06a	Resolutions of shareholders in lieu of meeting adopting constitution (option A)	YES
ResShr	CRESCO06b	Resolutions of shareholders in lieu of meeting altering constitution (option B)	YES
ResDir	CRESDI02	Resolutions of directors in lieu of meeting authorising dividend (the board)	YES
ResDir	CRESDI06	Resolutions of directors in lieu of meeting authorising dividend (entitled persons)	YES
ResDir	CRECFI03	Resolutions of directors in lieu of meeting to provide financial assistance	YES
ResDir	CRECFI07	Resolutions of directors in lieu of meeting to provide financial assistance	YES
ResDir	CRECFI10	Resolutions of directors in lieu of meeting to provide financial assistance under s 80	YES
ResDir	CRECFI14	Resolutions of directors in lieu of meeting to provide financial assistance with agreement of entitl	YES
ResDir	CRESF002	Resolutions of directors in lieu of meeting approving issue of notice of default	YES
ResDir	CRESF004	Resolutions of directors in lieu of meeting, forfeiting shares	YES
ResDir	CRESF007	Resolutions of directors in lieu of meeting approving transfer of forfeited shares	YES
ResDir	CRESF02a	Resolutions of directors in lieu of meeting convening opting out shareholders meeting, non-large (10	YES
ResDir	CRESF02b	Resolutions of directors in lieu of meeting convening opting out shareholders meeting, large company	YES
ResShr	CRESF04a	Resolutions of shareholders in lieu of meeting under s122 to opt-out of financial reporting, non-lar	YES
ResShr	CRESF04b	Resolutions of shareholders in lieu of meeting under s122 to opt-out of financial reporting, large c	YES
ResDir	CRESF08a	Resolutions of directors in lieu of meeting approving financial statements (option A)	YES
ResDir	CRESF08b	Resolutions of directors in lieu of meeting approving financial statements (option B)	YES
ResDir	CRESI02a	Resolutions of directors in lieu of meeting section 47(1) board res for the offer of shares for cash	YES
ResDir	CRESI02b	Resolutions of directors in lieu of meeting section 47(1) board res for the offer of shares for cash	YES
ResShr	CRESI06	Resolutions of shareholders in lieu of meeting approving the issue of shares	YES

Type	Keycode	Name	eSign
ResDir	CRESIS09	Resolutions of directors in lieu of meeting for issue of shares	YES
ResDir	CRESIS11a	Resolutions of directors in lieu of meeting for the offer of shares for a cons other than cash (opti	YES
ResDir	CRESIS11b	Resolutions of directors in lieu of meeting, offer of shares for a cons other than cash (option B)	YES
ResDir	CRESIS14	Resolutions of directors in lieu of meeting credit exist shares as ful/part paid for a cons other th	YES
ResDir	CRESIS19a	Resolutions of directors in lieu of meeting, issue of shares, assent of entitled persons (option a)	YES
ResDir	CRESIS19b	Resolutions of directors in lieu of meeting, issue of shares, assent of entitled persons (option b)	YES
ResDir	CRESLI02a	Resolutions of directors in lieu of meeting recommend appointment of a liquidator (1 liq with solv)	YES
ResDir	CRESLI02aa	Resolutions of directors in lieu of meeting recommend appointment of a liquidator (1 liq, no solv)	YES
AR	CRESLI02b	Resolutions of directors in lieu of meeting recommend appointment of a liquidator (2 liq, with solv)	YES
ResDir	CRESLI02bb	Resolutions of directors in lieu of meeting recommend appointment of a liquidator (2 liq, no solv)	YES
ResShr	CRESLI08a	Resolutions of shareholders appointing liquidator in lieu of meeting (1 liquidator)	YES
ResShr	CRESLI08b	Resolutions of shareholders appointing liquidator in lieu of meeting (2 liquidators)	YES
ResDir	CRESLI11	Resolutions of directors in lieu of meeting resolving that company will be able to pay debts	YES
ResDir	CRESLI13a	Resolutions of directors in lieu of meeting appointing a liquidator (1 liquidator)	YES
ResDir	CRESLI13b	Resolutions of directors in lieu of meeting appointing a liquidator (2 liquidators)	YES
ResDir	CRESMA01	Resolutions of directors in lieu of meeting for major transaction with interested directors	YES
ResShr	CRESMA02	Resolutions of shareholders in lieu of meeting and unanimous assent	YES
ResDir	CRESMA03	Resolutions of directors in lieu of meeting for major transaction (no interested directors)	YES
ResShr	CRESMA04	Resolutions of shareholders in lieu of meeting, major transaction, no interested directors	YES
ResDir	CRESME02	Resolutions of directors in lieu of meeting (blank template)	YES
ResShr	CRESME08	Resolutions of shareholders in lieu of meeting (blank template)	YES
ResDir	CRESMI02	Resolutions of directors in lieu of meeting for minority buy-out rights repurchase	YES
ResDir	CRESRD02	Resolutions of directors in lieu of meeting (s 69(1)(a))	YES
ResDir	CRESRD06	Resolutions of directors in lieu of meeting (s 69(1)(b)(i))	YES
ResDir	CRESRD09	Resolutions of directors in lieu of meeting (s 69(1)(b)(ii))	YES
ResDir	CRESRD13	Resolutions of directors in lieu of meeting (s 107)(1)(d)	YES
ResDir	CRESRE03	Resolutions of directors in lieu of meeting approving share approval where assent of all entitled pe	YES
ResDir	CRESRE06	Resolutions of directors in lieu of meeting approving share repurchase under s 60(1)(a)	YES
ResDir	CRESRE10	Resolutions of directors in lieu of meeting approving share repurchase under s 60(1)(b)(i)	YES

Type	Keycode	Name	eSign
ResDir	CRESRE13	Resolutions of directors in lieu of meeting approving share repurchase under s 60(1)(b)(ii)	YES
ResDir	CRESRE17	Resolutions of directors in lieu of meeting approving share repurchase under s 60(3)	YES
ResDir	CRESRE20	Resolutions of directors in lieu of meeting approving share repurchase under s 60(3)	YES
ResShr	CRESRL02a	Resolutions of shareholders in lieu of meeting to remove company from register (option A - see notes	YES
ResShr	CRESRL02b	Resolutions of shareholders in lieu of meeting to remove company from register (option B - see notes	YES
ResDir	CRESRL04a	Resolution of directors in lieu of meeting to remove company from register (option A - see notes)	YES
ResDir	CRESRL04b	Resolution of directors in lieu of meeting to remove company from register (option B - see notes)	YES
ResDir	CRESRL06	Resolutions of directors in lieu of meeting to commence short-form liquidation	YES
ResDir	CRESRO01	Resolutions of directors in lieu of meeting to change registered office address	YES
ResDir	CRESSH02	Resolutions of directors in lieu of meeting to offer discount scheme	YES
ResDir	CRESSH05	Resolutions of directors in lieu of meeting, approving discount scheme	YES
ResDir	CRESST04a	Resolutions of directors in lieu meeting re share transfers, approved	YES
ResDir	CRESST04b	Resolutions of directors in lieu meeting re share transfers, delayed or refused	YES
ResDir	CRESTN03	Resolutions of directors in lieu of meeting re transmission pursuant to will or letters	YES
ResDir	CRESTN06a	Resolutions of directors in lieu of meeting re transmission pursuant to bankruptcy (option A)	YES
ResDir	CRESTN06b	Resolutions of directors in lieu of meeting re transmission pursuant to bankruptcy (option B)	YES
ResDir	CRESVA01a	Resolutions of directors to appoint an administrator (option A)	YES
ResDir	CRESVA01b	Resolutions of directors to appoint an administrator (option B)	YES
ResOth	CRESVA10a	Resolutions of creditors to remove administrator (option A)	YES
ResOth	CRESVA10b	Resolutions of creditors to remove administrator (option B)	YES
ResOth	CRESVA19	Resolutions of creditors at watershed meeting (option A)	YES
ResOth	CRESVA19	Resolutions of creditors at watershed meeting (option B)	YES
ResOth	CRESVA19	Resolutions of creditors at watershed meeting (option C)	YES
ResOth	CRESVA19	Resolutions of creditors at watershed meeting (option D)	YES
ResOth	CRESVA19	Resolutions of creditors at watershed meeting	YES
ResOth	CRESVA21	Resolutions of creditors to appoint liquidator at watershed meeting (option A)	YES
ResOth	CRESVA21	Resolutions of creditors to appoint liquidator at watershed meeting (option B)	YES
ResOth	CRESVA21	Resolutions of creditors to appoint liquidator at watershed meeting	YES
ResOth	CRESVA22a	Resolutions of creditors to appoint liquidator (option A)	YES
ResOth	CRESVA22b	Resolutions of creditors to appoint liquidator (option B)	YES
ResOth	CRESVA24a	Resolutions of creditors to appoint a deed administrator (option A)	YES
ResOth	CRESVA24b	Resolutions of creditors to appoint a deed administrator (option B)	YES

Type	Keycode	Name	eSign
ResDir	CRESVA29	Resolutions of directors to execute deed of company arrangement	YES
ResOth	CRESVA35	Resolution of creditors that administration should cease (option A)	YES
ResOth	CRESVA35	Resolution of creditors that administration should cease (option B)	YES
ResOth	CRESVA35	Resolutions of creditors that administration should cease	YES

CCH Entities Contents Detailed (Trusts)

Type	Name	eSign
Precedent	Declaration of Trust - one principal family member (2020)	NO
Precedent	Declaration of Trust - two principal family members (2020)	NO
Precedent	Deed of Trust - single settlor (2020)	NO
Precedent	Deed of Trust - husband and wife as settlors (2020)	NO
Precedent	Deed of Trust - single settlor and two family members (2020)	NO
Precedent	Deed of Variation of Trust Deed (Trust Act 2019)	NO
Gifting	Deed of Sale and Purchase and Acknowledgement of Debt (2020)	YES
Gifting	Deed of Acknowledgement of Debt (2020)	YES
Gifting	Deed of Reduction of Debt - 1st gift to Trustee	YES
Gifting	Deed of Reduction of Debt - subsequent gift to trustees	YES
Gifting	Deed of Release of Trustees	YES
Gifting	Deed of Reduction of Debt - first gift to individual	YES
Gifting	Deed of Reduction of Debt - subsequent gift to individual	YES
Gifting	Deed of Release to Individual	YES
Gifting	Deed of Gift of Property (other than debt)	YES
Gifting	Deed of Gift Subject to Mortgage (2020)	YES
Gifting	Deed of Release of Debt by Way of Gift	YES
Gifting	Deed of Release of Debt by Way of Gift with Options for Future Payments (loan)	YES
Gifting	Deed of Release of Debt by Way of Gift with Options for Future Payments (gift)	YES
Precedent	Deed of Appointment of Additional Trustee - no retirement (2020)	NO
Precedent	Deed of Appointment of Trustee - death of one trustee (2020)	NO
Precedent	Deed of Appointment of Trustee of Trust - 1 retirement, 1 appointment, 1 continues (2020)	NO
Precedent	Deed of Appointment of Trustee of Trust - 1 retirement, 1 appointment, multi continue (2020)	NO
Precedent	Deed of Retirement of Trustee - no replacement trustee appointed (2020)	NO
Precedent	Deed of Appointment of New Trustee of Estate - death of 1 trustee(2020)	NO
Precedent	Deed of Appointment of New Trustee of Estate - all trustees retire (2020)	NO
Precedent	Deed of Appointment and Retirement of Trustee of Estate - 1 trustee continues (2020)	NO

Type	Name	eSign
Precedent	Deed Appointing Additional Discretionary Beneficiary	NO
Precedent	Deed Removing Beneficiary	NO
Precedent	Deed of Variation of Clause 5.1 for DECL01 (Declaration of Trust - one Principal Family Member)	NO
Precedent	Deed of Variation of Clause 5.1 for DECL02 (Declaration of Trust - two Principal Family Members)	NO
Precedent	Deed of Variation of Clause 5.1 for DEED01 and DEED03 (Deed of Trust)	NO
Precedent	Deed of Variation of Clause 5.1 for DEED02 (Deed of Trust - husband and wife as settlor)	NO
Precedent	Deed of Variation of Clause 7 for DECL01 (Declaration of Trust - one Principal Family Member)	NO
Precedent	Deed of Variation of Clause 7 for DECL02 (Declaration of Trust - two Principal Family Members)	NO
Precedent	Deed of Variation of Clause 7 for DEED01 and DEED03 (Deed of Trust)	NO
Precedent	Deed of Variation of Clause 7 for DEED02 (Deed of Trust - husband and wife as settlor)	NO
Precedent	Deed of Resettlement - specific property (2020)	NO
Precedent	Deed of Resettlement and Novation - specific property (20202)	NO
Precedent	Deed of Resettlement - entire fund and wind up (2020)	NO
Precedent	Deed of Resettlement and Novation - entire fund and wind up (2020)	NO
Precedent	Deed Bringing Forward Vesting Date (2020)	NO
Precedent	Deed to Distribute Capital (2020)	NO
Precedent	Deed to Distribute Capital (Real Estate) (2020)	NO
EPA	Power of Attorney (Property) and Deed of Delegation (2020)	NO
EPA	Power of Attorney (Property, with rental option) and Deed of Delegation (2020)	NO
Precedent	Deed of Indemnity	NO
Precedent	Deed of Distribution and Winding up (2020)	NO
EPA	Enduring Power of Attorney (EPA) Personal Care and Welfare - please read notes	NO
EPA	Enduring Power of Attorney (EPA) Property - please read notes	NO
EPA	Certificate of witness to donor's signature on EPA	NO
EPA	Standard explanation of effects and implications of enduring POA - personal care and welfare	N/A
EPA	Standard explanation of effects and implications of enduring POA - Property	N/A
Precedent	Declaration of Solvency on Transfer of Property by Way of Gift to Trust	NO
Precedent	Declaration of Solvency on Forgiveness of Debt	NO
Precedent	Certificate of solvency	NO
Precedent	Memorandum of Guidance for Trustees - two settlors	YES

Type	Name	eSign
Precedent	Memorandum of Guidance for Trustees - one settlor	YES
Precedent	Relationship Property Agreement - tenancy in common/joint tenancy	NO
Precedent	Relationship Property Agreement - specific property to one partner/spouse	NO
Precedent	Relationship Property Agreement - covering election on death and trusts	NO
Will	Will - individuals as executors (2020)	NO
Will	Will - individuals as executors	NO
Will	Will - legal firm as executor	NO
Will	Will - legal firm as executor (2020)	NO
Minute	Minute - minute builder	YES
Minute	Minute - draft format	YES
Minute	Minute - first meeting of trustees (2020)	YES
Minute	Minute - investment	YES
Minute	Minute - income distribution	YES
Minute	Minute - gifting	YES
Minute	Minute - annual	YES
Minute	Minute - security of advances by trusts to a related persons	YES
Resolution	Resolution of Trustees - minute builder	YES
Resolution	Resolution of Trustees - draft format	YES
Resolution	Resolution - first meeting of trustees (2020)	YES
Resolution	Resolution of Trustees - resettling trust, resettlement of specific property	YES
Resolution	Resolution of Trustees - recipient trust, resettlement, no novation, specific property	YES
Resolution	Resolution of Trustees - resettling trust, resettlement and novation, specific property	YES
Resolution	Resolution of Trustees - recipient trust, resettlement and novation, specific property	YES
Resolution	Resolution of Trustees - resettling trust, resettlement of entire fund and wind up	YES
Resolution	Resolution of Trustees - recipient trust, resettlement, no novation, entire fund	YES
Resolution	Resolution of Trustees - resettling trust, resettlement and novation, entire fund and wind up	YES
Resolution	Resolution of Trustees - recipient trust, resettlement and novation entire fund	YES
Resolution	Resolution of Trustees - borrow (2020)	YES
Resolution	Resolution of Trustees - resettle trust assets (2020)	YES
Resolution	Resolution of Trustees - investment strategy, no change	YES
Resolution	Resolution of Trustees - investment strategy, with change	YES
Resolution	Resolution of Trustees - distribute income and capital	YES
Resolution	Resolution of Trustees - accept gifts and note on donor solvency	YES
Resolution	Resolution of Directors - accept appointment as trustee (and execute deed of appt) (2020)	YES
Resolution	Resolution of Directors - accept appointment as trustee (no execute deed of appt) (2020)	YES
Resolution	Resolution of Directors - major transaction, with disclosure	YES
Resolution	Resolution of Directors - major transaction, no disclosure	YES
Resolution	Resolution of Shareholders - major transaction, with disclosure	YES
Resolution	Resolution of Shareholders - major transaction, no disclosure	YES
Resolution	Resolution of Trustees - end of year	YES
Resolution	Resolution of Trustees - nominating trustees to act on behalf of all trustees for investment purpose	YES
Resolution	Resolution of Trustees - purchase property, individual agreement to purchase (2020)	YES
Resolution	Resolution of Trustees - purchase property, trustee agreement to purchase (2020)	YES
Resolution	Resolution of Trustees - sell property	YES
Resolution	Resolution of Trustees - guaranteeing obligations of a beneficiary	YES
Resolution	Resolution of Trustees - enter into deed of variation (2020)	YES
Resolution	Resolution of Trustees - exercise power of advancement	YES

Type	Name	eSign
Resolution	Resolution of Trustees - investment	YES
Resolution	Resolution of Trustees - income distribution	YES
Resolution	Resolution of Trustees - gifting	YES
Resolution	Resolution of Trustees - annual	YES
Resolution	Resolution of Trustees - capital distribution, corporate trustee, major resolution option	YES
Resolution	Resolution of Trustees - capital distribution (property), corporate trustee, major resolution option	YES
Resolution	Resolution of Trustees - refinance trustee obligations	YES
Resolution	Resolution of Trustees - disclose trust documents to a beneficiary	YES
Resolution	Resolution of Trustees - ratify a decision	YES
Resolution	Resolution of Trustees - loan to beneficiary	YES
Resolution	Resolution of Trustees - wind up the trust (2020)	YES
Resolution	Resolution of Trustees - security of advances by trusts to a related persons	YES
Precedent	Constitution of Trustee Company - 1 director	YES
Precedent	Constitution of Trustee Company - 2 directors	YES
Resolution	Resolution of Trustees - approve financial statements and distribute income (2020)	YES
Resolution	Resolution of Trustees - adopt and approve financial statements (2020)	YES
Resolution	Resolution of Trustees - contract out of duty to invest prudently (2020)	YES
Resolution	Resolution of Trustees - Authorisation to enter into agreement for sale and purchase (2020)	YES
Resolution	Resolution of Trustees - bring forward vesting date (2020)	YES
Resolution	Resolution of Trustees - adopt a different vesting day (2020)	YES
Resolution	Resolution of Trustees - Update memorandum of wishes (2020)	YES
Resolution	Resolution of Trustees - authorisation to accept a gift (2020)	YES
Resolution	Resolution of Trustees - agreement of insurance (2020)	YES
Letter	Letter - gifting	YES
Letter	Letter - initial trust setup	YES
Letter	Letter - trust administration engagement	YES
Letter	Letter - trust administration engagement (2020) UNDER CONSTRUCTION	YES
Letter	Letter - trust administration engagement with risk review (2020) UNDER CONSTRUCTION	YES
Letter	Letter - trust letter with enclosures	YES
Letter	Letter - trustee engagement	YES
Letter	Letter - trustee engagement, singular (2020) UNDER CONSTRUCTION	YES
Letter	Letter - trust review engagement	YES
Letter	Letter - trust review engagement (2020) UNDER CONSTRUCTION	YES
Letter	Letter - trust review to solicitor	YES
Letter	Letter - trust review to client	YES
Letter	Letter - trust review results to solicitor	YES
Letter	Letter - gifting review	YES
Letter	Letter - annual gifting	YES
Letter	Letter - gifting reminder to solicitor	YES
Letter	Letter - trust documentation to solicitor	YES
Letter	Letter - trustee resignation	YES
Letter	Letter - trustee retirement and appointment to solicitor	YES
Letter	Letter - beneficiary status notification	YES
Letter	Letter - beneficiary disclosure letter (Short, up to 4 trustees)	YES
Letter	Letter - beneficiary disclosure letter (Long, up to 4 trustees)	YES
Letter	Letter - beneficiary disclosure letter (Short, 4+ trustees, attach contact detail)	YES
Letter	Letter - beneficiary disclosure letter (Long, 4+ trustees, attach contact details)	YES
Letter	Letter - trustee letter regarding the Trust Act 2019 (meeting with recommendations)	YES
Letter	Letter - trustee letter regarding the Trust Act 2019 (meeting, no recommendations)	YES