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## CCH Entities: Beneficiary Disclosures and Core Documents

### Trust Act 2019

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This guide will help you to understand the beneficiary disclosure and core documents features.

- Beneficiary Disclosure Tracking
- Register of Beneficiary Disclosure Status
- Register of Beneficiary Disclosures
- Beneficiary Disclosure Status Report
- Beneficiary Disclosure Report
- Core Document Tracking
- Core Document Register

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### Beneficiary Disclosure

When a person is a Beneficiary on the Relationships tab you will see an option to record disclosures.

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Trust Relationships CCH TRAINING TRUST

General Relationships Responsibilities Legal Financial AML/CDD Notes Other Assets Gifting/Loan

Person Name	Active Trust Relationships	Inactive Trust Relationships	
AAA FINANCIAL SERVICES LIMITED	Accountant		Open Entity
Boris Rogers	Trustee/Portal		Add
CCH Accounts Ltd	Accountant		Modify
CCH Law Ltd	Trustee/Lawyer		Delete
CCH Trustee Ltd (1D)	Trustee/Professional Trustee/Portal		Portal
Gary Harrison	Trustee (Independent)		Disclosure
Justine Colstone	Settlor/Client/Trustee/Beneficiary (Final)/Lawyer		
Karyn Louise ROGERS	Beneficiary/Trustee/Portal		
<b>Smith Jane</b>	<b>Beneficiary</b>		
Vince Pereira	Settlor/Trustee/Beneficiary		

- Record a last and next review date. These feed into the Beneficiary Reporting.
- Record the Disclosure Status of this Beneficiary.
- Record the information that has been requested whether it was disclosed or not.
- Record the date of disclosure of the reason for non-disclosure.
- Add additional notes.

Trust Beneficiary Disclosure

Person: Smith Jane

Last Review Date: 18/02/2021

Next Review Date: 18/02/2022

Disclosure Status: Partial Disclosure

Notes:

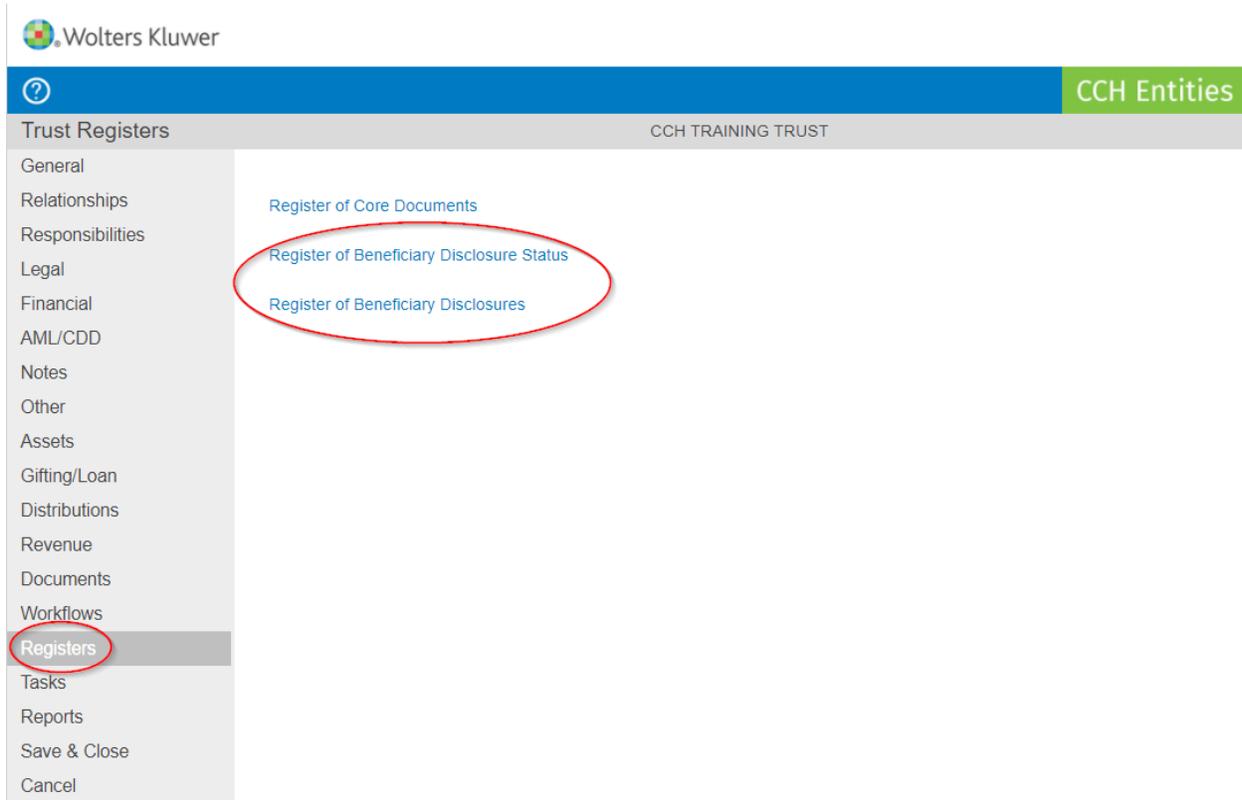
Request Date	Info Requested	Disclosed	Disclosure Date	Reason for Non Disclosure
22/02/2021	Person is Beneficiary of the Trust	<input checked="" type="checkbox"/>	22/02/2021	
22/02/2021	Trust Annual Accounts	<input type="checkbox"/>		Not appropriate at this time. Will review 2022.

Buttons: Save, Cancel

## Beneficiary Registers

On the Registers Tab on the left-hand menu you will find 2 new Beneficiary Registers;

1. Register of Beneficiary Disclosure Status
2. Register of Beneficiary Disclosures



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Trust Registers CCH TRAINING TRUST

- General
- Relationships
- Responsibilities
- Legal
- Financial
- AML/CDD
- Notes
- Other
- Assets
- Gifting/Loan
- Distributions
- Revenue
- Documents
- Workflows
- Registers**
- Tasks
- Reports
- Save & Close
- Cancel

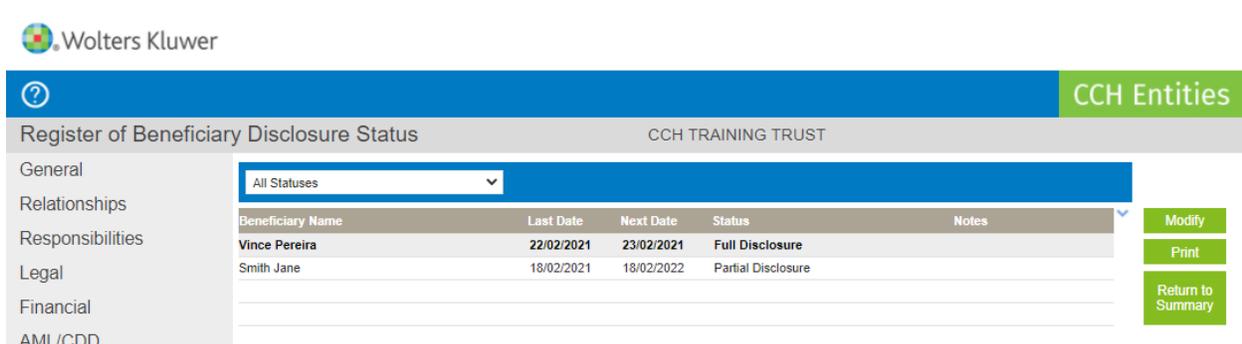
Register of Core Documents

Register of Beneficiary Disclosure Status

Register of Beneficiary Disclosures

## Register of Beneficiary Disclosure Status

- Shows all Beneficiaries with a Disclosure Status
- Shows the last and next review date
- Can be printed as a PDF



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Register of Beneficiary Disclosure Status CCH TRAINING TRUST

All Statuses

Beneficiary Name	Last Date	Next Date	Status	Notes
Vince Pereira	22/02/2021	23/02/2021	Full Disclosure	
Smith Jane	18/02/2021	18/02/2022	Partial Disclosure	

Modify

Print

Return to Summary

### Register of Beneficiary Disclosures

- Shows all Beneficiary Disclosure Requests
- Shows all Beneficiary Disclosures
- Shows all requests that were not disclosed
- Can be filtered by Requested, Disclosed, not Disclosed
- Can be searched by Person Name or Disclosure
- Can be printed as a PDF

Beneficiary Name	Request Date	Info Requested	Disclosed	Disclosure Date	Reason for Non-Disclosure
Smith Jane	22/02/2021	Person is Beneficiary of the Trust	<input checked="" type="checkbox"/>	22/02/2021	
Smith Jane	22/02/2021	Trust Annual Accounts	<input type="checkbox"/>		Not appropriate a Will review 2022.
Vince Pereira	22/02/2021	Person is Beneficiary of the Trust	<input checked="" type="checkbox"/>	22/02/2021	
Vince Pereira	22/02/2021	Name and contact details of the Trustees	<input checked="" type="checkbox"/>	22/02/2021	
Vince Pereira	22/02/2021	Details of each appointment and removal of Trustee	<input checked="" type="checkbox"/>	22/02/2021	

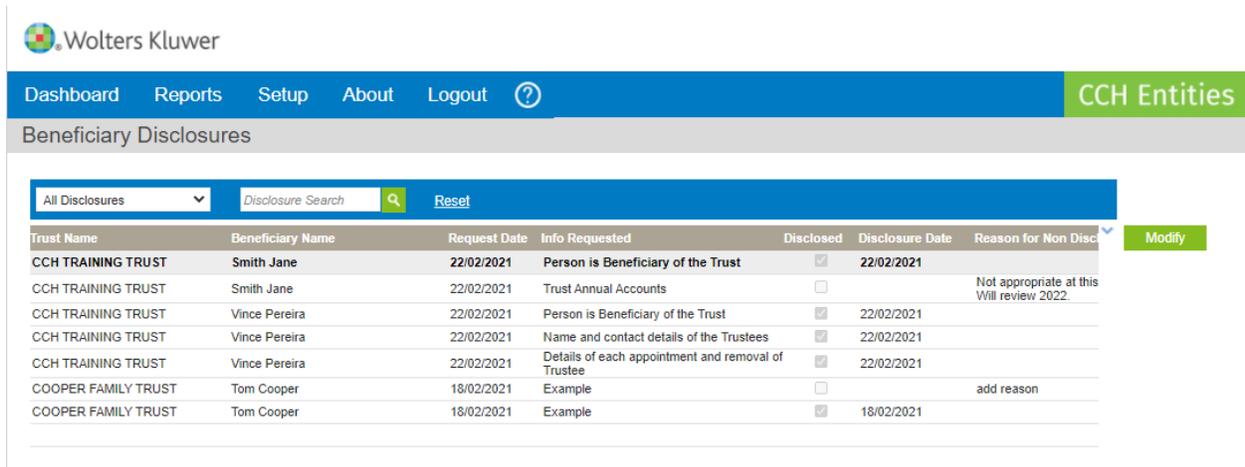
### Beneficiary Disclosure Status Report

- See all Beneficiaries across all Trusts with their Disclosure Status
- See all Last and Next review dates
- Filter by Status
- Search by Person Name or Trust Name
- Modify Status
- Export Report using the small blue arrow, top right

Trust Name	Beneficiary Name	Last Date	Next Date	Status	Notes
CCH TRAINING TRUST	Vince Pereira	22/02/2021	23/02/2021	Full Disclosure	
CCH TRAINING TRUST	Smith Jane	18/02/2021	18/02/2022	Partial Disclosure	

## Beneficiary Disclosure Report

- See all Beneficiaries across all Trusts with their Disclosures
- See all Requested and Disclosed dates
- See all Reasons for Non-Disclosure
- Filter by Disclosed/Non-Disclosed
- Search by Person Name, Trust Name or Disclosure
- Export Report using the small blue arrow, top right



The screenshot shows the 'Beneficiary Disclosures' report interface. At the top, there is a navigation bar with 'Dashboard', 'Reports', 'Setup', 'About', and 'Logout' links, along with a help icon. The 'CCH Entities' logo is on the right. Below the navigation bar, the page title 'Beneficiary Disclosures' is displayed. A search bar contains 'All Disclosures' as a filter, a 'Disclosure Search' input field, and a 'Reset' button. The main content is a table with the following columns: Trust Name, Beneficiary Name, Request Date, Info Requested, Disclosed, Disclosure Date, Reason for Non Disc, and a 'Modify' button. The table contains six rows of data.

Trust Name	Beneficiary Name	Request Date	Info Requested	Disclosed	Disclosure Date	Reason for Non Disc	Modify
CCH TRAINING TRUST	Smith Jane	22/02/2021	Person is Beneficiary of the Trust	<input checked="" type="checkbox"/>	22/02/2021		
CCH TRAINING TRUST	Smith Jane	22/02/2021	Trust Annual Accounts	<input type="checkbox"/>		Not appropriate at this Will review 2022.	
CCH TRAINING TRUST	Vince Pereira	22/02/2021	Person is Beneficiary of the Trust	<input checked="" type="checkbox"/>	22/02/2021		
CCH TRAINING TRUST	Vince Pereira	22/02/2021	Name and contact details of the Trustees	<input checked="" type="checkbox"/>	22/02/2021		
CCH TRAINING TRUST	Vince Pereira	22/02/2021	Details of each appointment and removal of Trustee	<input checked="" type="checkbox"/>	22/02/2021		
COOPER FAMILY TRUST	Tom Cooper	18/02/2021	Example	<input type="checkbox"/>		add reason	
COOPER FAMILY TRUST	Tom Cooper	18/02/2021	Example	<input checked="" type="checkbox"/>	18/02/2021		

### Core Documents

When creating a new document, mark it as a 'Core Document'

Create Document for CCH TRAINING TRUST Step 3 of 3 

Save in Document Register  
 Save as Core Document

Document Format Microsoft Office Word (DOCX) 

This document can be signed electronically

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Cancel Previous Create

Mark any document as a 'Core Document' under the Modify button

Modify Trust Document Details 

Document Type Please Select 

eSign Enabled

Creation Date 17/09/2020 

Name

Locked / View Only

Core Document

Save Cancel

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On the New Registers Tab on the left-hand menu you will find Register of Core Documents

The screenshot shows the Wolters Kluwer interface for 'CCH ENTITIES'. The left-hand menu is expanded to 'Trust Registers'. Under this menu, several options are listed: General, Relationships, Responsibilities, Legal, Financial, AML/CDD, Notes, Other, Assets, Gifting/Loan, Distributions, Revenue, Documents, Workflows, and Registers. The 'Register of Core Documents' option is circled in red. Below it, other options like 'Register of Beneficiary Disclosure Status' and 'Register of Beneficiary Disclosures' are visible.

- Shows all documents that have been marked as Core Documents
- Search by document name or type
- Print as PDF

The screenshot shows the 'Trust Register of Core Documents' page for 'CCH TRAINING TRUST'. The interface includes a search bar with a dropdown menu set to 'All Documents', a search input field, and a 'Reset' button. Below the search bar is a table with the following data:

Created	Time	Name	Sign Date
17/09/2020	16:03	Minute - draft format	17/09/2020
25/08/2020	11:54	Deed of Appointment of Additional Trustee - no retirement	
25/08/2016	14:12	Deed of Trust - husband and wife as settlors	

On the right side of the table, there are four action buttons: 'Open', 'Modify', 'Print', and 'Return to Summary'.