

CCH Entities: Managed & Unmanaged Companies

This guide will help you to understand the difference between a Managed Company and an Unmanaged Company.

Managed Company

A Managed Company is a full record with access to all functionality, including the ability to

- all directors, shareholders and shareholding are imported
- create all documents, checklists, tasks and registers
- link to online documents and information at NZCO
- create all reports
- create Annual Returns reminder emails
- file Annual Returns (coming soon)

You pay for each managed company in the database.

Company General Information		Example Company Limited		CCH Companies and CCH iTrust	
				CCH Demonstration Limited - Karen Rogers	
General	Company Name	Example Company Limited		AR Filing Month	January <input type="button" value="Last Filed"/> <input type="button" value="31"/>
Directors (5)	Company No	111222333	<input type="button" value="COMPANIES OFFICE"/>	AR Responsible	Directors <input type="button" value="v"/>
AML	NZ Business No	12345678910		Manager	Bob Brown <input type="button" value="v"/>
Alternative Contacts	Company Type	Limited Company <input type="button" value="v"/>		Company Status	Registered <input type="button" value="v"/>
Notes	Contact	Mr John Example		Managed	Yes <input type="button" value="Change"/>
Other	Phone	09 111 222 333		Registered Office	123 Any Street
Trusts	Fax				Auckland
Documents	Mobile	021 444 555			New Zealand <input type="button" value="1111"/>
Checklists	Email Address	John@example.com		Address for Service	123 Any Street <input type="button" value="v"/>
Shareholding	Alternative Phone				Auckland
Tasks	Signing Authority				New Zealand <input type="button" value="1111"/>
Registers	IRD Number	111 222 333		Postal Address	123 Any Street <input type="button" value="v"/>
Reports	Ext. Reference				Auckland
Save & Close	Registered Office				New Zealand <input type="button" value="1111"/>
Cancel	Registered for GST	No <input type="button" value="v"/>			
	Incorporation Date	27/06/2017 <input type="button" value="31"/>			
	Portal Active	No <input type="button" value="v"/> <input type="button" value="Email Request"/>			

Unmanaged Company

An Unmanaged Company is a restricted record with limited functionality. These are usually added by the import because they are a shareholding company of one of the companies you do manage.

An Unmanaged Company is on the system so that it can be included in the Share Register.

Unmanaged companies are free.

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CCH Companies and CCH iTrust

Company General Information
123 Company
CCH Demonstration Limited - Karen Rogers

- General
- Directors (0)
- AML
- Alternative Contacts
- Notes
- Trusts
- Documents
- Reports
- Save & Close
- Cancel

Company Name	<input type="text" value="123 Company"/>	
Company No	<input type="text"/>	
NZ Business No	<input type="text"/>	
Company Type	<input type="text" value="Please Select"/>	Manager <input type="text" value="Please Select"/>
Contact	<input type="text"/>	
Phone	<input type="text"/>	
Fax	<input type="text"/>	
Mobile	<input type="text"/>	
Email Address	<input type="text"/>	
Alternative Phone	<input type="text"/>	
Signing Authority	<input type="text"/>	
IRD Number	<input type="text"/>	
Ext. Reference	<input type="text"/>	
Registered Office	<input type="text"/>	
Registered for GST	<input type="text" value="No"/>	Company Status <input type="text" value="Please Select"/>
Incorporation Date	<input type="text" value="31"/>	Managed <input type="text" value="No"/>
Portal Active	<input type="text" value="No"/>	Registered Office <input type="text"/>
	<input type="text" value="Email Request"/>	<input type="text"/>
		Address for Service <input type="text"/>
		<input type="text"/>
		Postal Address <input type="text"/>
		<input type="text"/>
		<input type="text"/>

Compare Managed v Unmanaged

	Managed	Unmanaged
General Screen	All fields	Excludes AR date & AR responsibility
Directors	Imported	Not imported
AML	Can be added	Can be added
Alternate Contacts	Can be added	Can be added
Notes	Can be added	Can be added
Documents	Create Upload Upload links	Upload only
Annual Returns	Annual Returns Due Report Send company extract email Send directors reminder email Individual emails & bulk	No reports No emails
Shareholders	Imported	Not imported
Shareholdings	Imported	Not imported
Checklists	Can be created	No checklists
Tasks	Can be added	No tasks
Registers	Can be created/updated	No registers
Reports	Access to all reports	Limited Reports, excludes: Company Extract Certificate of Incorporate View in Companies Office Exception Report Health Check Report
In Beta, coming soon:		
File AR online via CCH Entities	File AR	No filing
Update directors at NZCO details via CCH Entities	Update directors	No updates
Update shareholding details at NZCO via CCH Entities	Update shareholders	No updates

Which status to use

If the only reason the company is on your database is because it is a shareholder of another company, the unmanaged status is probably appropriate.

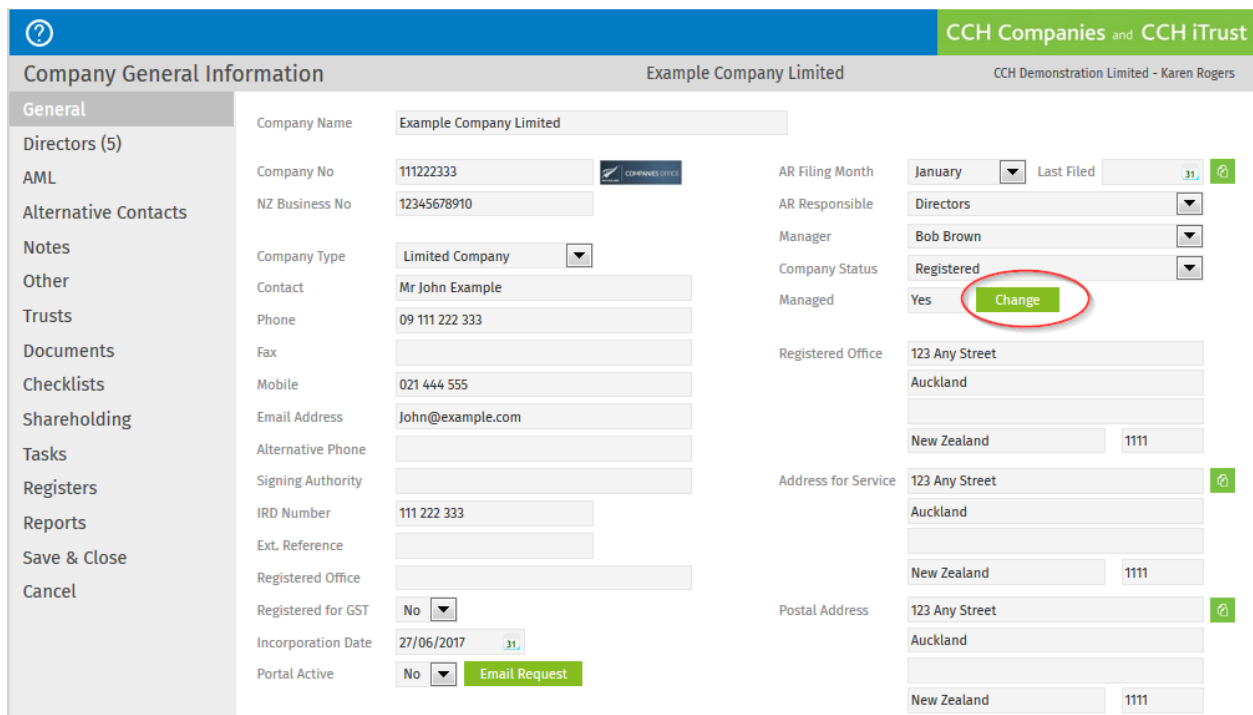
If you have any further involvement in the company, it should be managed allowing you to send reminder emails (even if you do not file the AR) and to create all other documents, checklists, tasks, registers and reports.

Changing status

You can switch the company status by selecting **CHANGE** on the **General Screen**.

You can change each company only once. This is to prevent abuse of the billing system.

If you do change a status in error or have a genuine reason for further changes, just let us know and we can change it back for you.



The screenshot shows the 'Company General Information' screen for 'Example Company Limited'. The interface includes a sidebar with navigation options like 'General', 'Directors (5)', 'AML', 'Alternative Contacts', 'Notes', 'Other', 'Trusts', 'Documents', 'Checklists', 'Shareholding', 'Tasks', 'Registers', 'Reports', 'Save & Close', and 'Cancel'. The main content area is divided into two columns. The left column contains fields for 'Company Name', 'Company No', 'NZ Business No', 'Company Type', 'Contact', 'Phone', 'Fax', 'Mobile', 'Email Address', 'Alternative Phone', 'Signing Authority', 'IRD Number', 'Ext. Reference', 'Registered Office', 'Registered for GST', 'Incorporation Date', and 'Portal Active'. The right column contains fields for 'AR Filing Month', 'AR Responsible', 'Manager', 'Company Status', 'Managed', 'Registered Office', 'Address for Service', and 'Postal Address'. The 'Company Status' dropdown is currently set to 'Registered', and the 'Managed' checkbox is checked. A red circle highlights a green 'Change' button next to the 'Managed' checkbox.

The Directors and Shareholdings would not have been included in the original import for an unmanaged company so you will need to import these now.

Go to **DIRECTORS** and select **IMPORT DIRECTORS**.

Go to **SHAREHOLDING** and select **IMPORT SHAREHOLDINGS**.

Reporting by status

On the Dashboard, select **ALL COMPANIES**. Use the filter on the left to select which type of companies you want to view.

Name	Registered Office Address	Home Phone	Email Address	Ext. Referral
abc	123 Any Street, Auckland	09 111 222 333	Trustees@thurs	
ABC COFFEE TRADING LIMITED	52 Country Palms Drive, Halswell, Christchurch			
ABSOLUTE INTERIORS LIMITED	Chapman Upchurch Ltd, 108 Main Street, Upper Hutt			
ADVANTAGE REALTY LIMITED	1 Third Avenue, Tauranga, Tauranga			
APPLE 101 LIMITED	Christopher Gillies and Nicola Salmond, 93 Basil Road, Meeanee			
ATHER HOLDINGS LIMITED	MOHAMMAD ATHER, 4 Meridian Place, Flagstaff			
BARGEMANS BROWNS BAY LIMITED	171 Maisey Road, Redwood Valley, Richmond			
BEECH MONMOUTH LIMITED	Fox & Tweed Ltd, Chartered Accountants, 44 Moffat Road, Bethlehem			
BELLVIEW PLAINS LIMITED	Kpmg, Level 10, Kpmg Centre, 85 Alexandra Street, Hamilton			
Bens Surf Shack Ltd	123 Ocean Beach Road	071234567	ben@surfshack.co	
BIG RED MACHINE LIMITED	BDO Invercargill, 136 Spey Street, Invercargill			
BIG YELLOW HOUSE LIMITED	KPMG, Level 3, 62 Worcester Boulevard			
BLACK CAT COMPUTING LIMITED	DM Gibson Accountants Limited, Level 5, 64 Khyber Pass Road, Grafton			
BLACK NOT BLACK LIMITED	12 Willowbrook Place, Titirangi, Auckland			
BLACKBIRD'S NEST LIMITED	170 Parnell Road, Parnell, Auckland			
BLUE DUCK CREATIVE LIMITED	MVS ACCOUNTING LTD, 13a Hanlon Crescent, Narrow Neck			
BLUE GUM LIMITED	ICL Limited, Level 1, 69 Tarbert Street			
BLUE HORIZON HOLDINGS LIMITED	31 Woodchester Avenue, Christchurch			
BLUE OVAL LIMITED	Vazey Child, 3 London Street			
BLUE STAR TAXIS INVERCARGILL LIMITED	BDO Invercargill, 136 Spey Street, Invercargill			
BLUE TECH CLEANING LIMITED	Flat 4, 113 Tuwharetoa Street, Taupo, Taupo			
BLUEPRINT 7 LIMITED	C & A Accounting Services Limited, 12a Jack Conway Avenue, Manukau			
BLUESKY CAPITAL LIMITED	49 Main Highway, Ellerslie, Auckland			

Reporting on company links

Use the **Companies for Selected Company** report, found on the **REPORTS** screen, to find the links between companies.

Company Reports

- AML Expiry
- AML Status Review
- Annual Return Due
- Checklists
- Companies Active in Portal
- Companies for Selected Company**
- Companies Without Directors

Selected Company: 123 Company

Role	Name	Registered Office Address	Phone No	Mobile	Email Address
Shareholder	Example Company Limited	123 Any Street, Auckland	09 111 222 333	021 444 555	john@example.com
Shareholder	BIG YELLOW HOUSE LIMITED	KPMG, Level 3, 62 Worcester Boulevard			
Shareholder	THE EXAMPLE COMPANY				