
CCH Entities: Shareholder and Shareholdings

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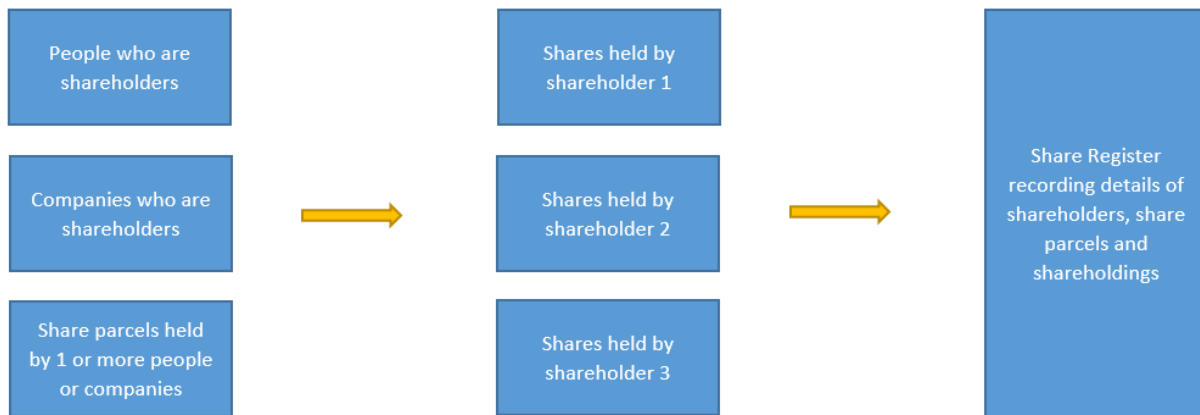
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CCH Entities: Shareholder and Shareholdings

This guide will help you to understand shareholders and shareholdings in CCH Companies.

Shareholdings in CCH Entities

There are a number parts to the shareholdings functionality:



Company Shareholding

Share Total	Shareholder(s)	Share Class	Address	Open	Hold	Revoke	Delist
0	John Example		123 Any Street, Auckland, New Zealand				
0	Jane Example		123 Somewhere Street, Auckland, New Zealand				
0	John Example		123 Somewhere Street, Auckland, New Zealand				
0	John Example		123 Any Street, Auckland, New Zealand				

Company Share Transactions

Share Parcel	TS	Shares	John Example	Details	Add	Modify	Delete	Return to Summary
20/06/2018	Issue	100						
27/08/2018	Issue	50						
27/08/2018	Transfer To	35	Jane Example					

Register of Share Transactions

Section 87 of the Act requires that the name of the shareholders must be alphabetically listed. The register must also record the full details of all shareholders and share transactions within the last 10 years.

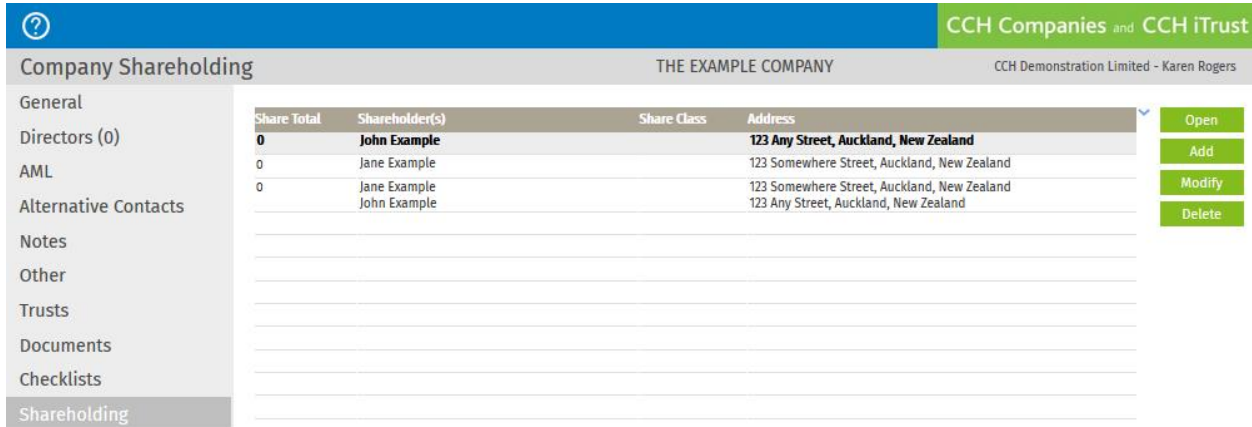
The Companies Act provides that a company's shareholders are those people whose names are entered in the share register (s 96 Companies Act 1993). Section 12 of that Act provides that no notice of a trust may be entered on the register. So, where a trust is the shareholder, the share register needs to include the names of the individual trustee(s) and not the name of the Trust.

Date	Class	Shareholder Name	Address	Shares Acquired	Shares Released	Modify	Delete	Return to Summary
20/06/2018	Ordinary	Jane Example	123 Somewhere Street, Auckland, New Zealand, 1111	100				
20/06/2018	Ordinary	Jane Example	123 Somewhere Street, Auckland, New Zealand, 1111	100				
27/08/2018	Ordinary	John Example	123 Any Street, Auckland, New Zealand, 1111	35				
20/06/2018	Ordinary	Jane Example	123 Somewhere Street, Auckland, New Zealand, 1111	100				
27/08/2018	Ordinary	John Example	123 Any Street, Auckland, New Zealand, 1111	80				
27/06/2018	Ordinary	John Example	123 Any Street, Auckland, New Zealand, 1111		35			

1. Understanding the screens

Screen 1

The **Shareholding** screen will show the shareholders, share parcels and number of shares in each.



The screenshot shows the 'Company Shareholding' screen for 'THE EXAMPLE COMPANY'. The page header includes a help icon, the company name, and the user 'CCH Demonstration Limited - Karen Rogers'. A left-hand navigation menu lists various sections, with 'Shareholding' selected. The main content area displays a table of share parcels with columns for 'Share Total', 'Shareholder(s)', 'Share Class', and 'Address'. The first row is highlighted, and a context menu with 'Open', 'Add', 'Modify', and 'Delete' options is visible on the right.

Share Total	Shareholder(s)	Share Class	Address
0	John Example		123 Any Street, Auckland, New Zealand
0	Jane Example		123 Somewhere Street, Auckland, New Zealand
0	Jane Example John Example		123 Somewhere Street, Auckland, New Zealand 123 Any Street, Auckland, New Zealand

- **OPEN:** Open the share parcel you have highlighted to add share transactions including issues, transfers and transmissions.
- **ADD:** Add a new shareholder or group of shareholders so that shares can be issued to them. In the next screen you will also find **ADD, MODIFY & DELETE** (see below).
- **MODIFY:** Add a share class. Also change the name of the shareholder, add a new shareholder to the share parcel to create a joint shareholding or remove a shareholder from the share parcel.
- **DELETE:** Remove a shareholder or joint shareholders. This can only be done if there are no share transactions recorded.

Screen 3

If you select **MODIFY** in **Screen 1**, you will see the **Share Parcel Details** screen. Use this screen to add a further shareholder to create a group shareholding or to remove a person from a group shareholding.

Use this screen to update a share class.

Share Parcel Details (115 Shares)
?

Shareholder Name	Address	
John Example	123 Any Street, Auckland, New Zealand	<div style="display: flex; flex-direction: column; gap: 5px;"> Add Modify Delete </div>

Share Class Ordinary ▼

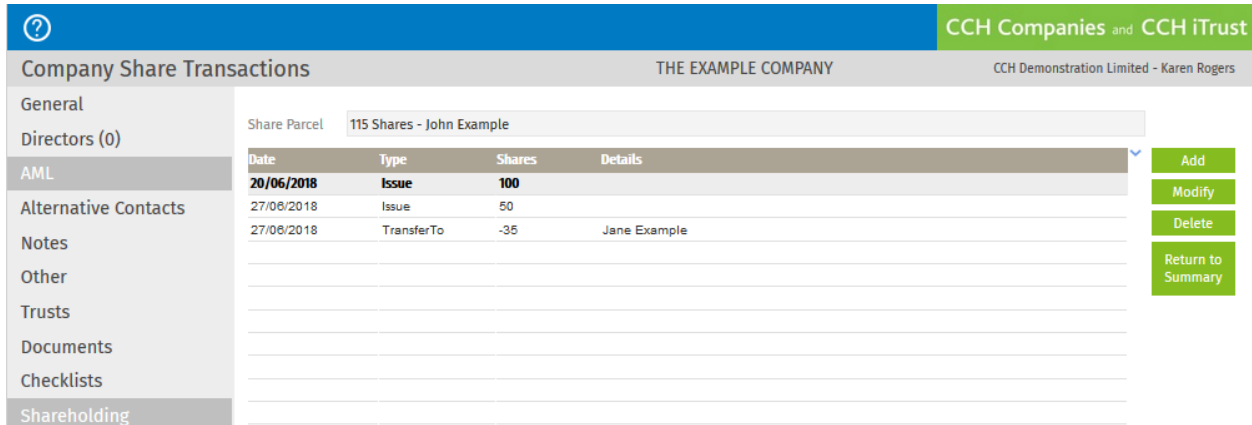
Nominee

Save
Cancel

- **ADD:** Adds another person to the shareholding to create a joint shareholding.
- **MODIFY:** Modifies people and companies within the joint shareholding.
- **DELETE:** Removes a person from the joint shareholding.

Screen 4

If you select **OPEN** in **Screen 1**, you will see the **Share Transactions** screen. Use this screen to add new transactions to this shareholder.



Company Share Transactions THE EXAMPLE COMPANY CCH Companies and CCH iTrust
CCH Demonstration Limited - Karen Rogers

Share Parcel 115 Shares - John Example

Date	Type	Shares	Details
20/06/2018	Issue	100	
27/08/2018	Issue	50	
27/08/2018	TransferTo	-35	Jane Example

Buttons: Add, Modify, Delete, Return to Summary

- **ADD:** Adds a share transaction of issue, transfer, transmission, redemption or repurchase.
- **MODIFY:** Updates an existing transaction.
- **DELETE:** Removes a transaction.

2. Issue of shares

Open the **Shareholding** screen, highlight the person receiving the shares, select **OPEN**, and then **ADD**.

?
Share Transaction

Date	<input type="text" value="27/06/2018"/>	<input type="button" value="31"/>
Type	<input type="text" value="Issue"/>	<input type="button" value="▼"/>
Shares	<input type="text" value="50"/>	
Price	<input type="text" value="1.00"/>	
Reference No	<input type="text"/>	
Details	<input type="text"/>	

- Add the date.
- Select type 'Issue'.
- Add the number of shares.
- Add the share price (if required).
- Add any reference or details (if required).

Select **SAVE**.

The details of the share issue will be added to the **Share Register**.

Section 87 of the Act requires that the name of the shareholders must be alphabetically listed. The register must also record the full details of all shareholders and share transactions within the last 10 years.

The Companies Act provides that a company's shareholders are those people whose names are entered in the share register (s 96 Companies Act 1993). Section 92 of that Act provides that no notice of a trust may be entered on the register. So, where a trust is the shareholder, the share register needs to include the names of the individual trustee(s) and not the name of the Trust.

Date	Class	Shareholder Name	Address	Shares Acquired	Shares Disposed
20/06/2018	Ordinary	Jane Example	123 Somewhere Street, Auckland, New Zealand, 1111	100	
20/06/2018	Ordinary	Jane Example John Example	123 Somewhere Street, Auckland, New Zealand, 1111 123 Any Street, Auckland, New Zealand, 1111	100	
20/06/2018	Ordinary	John Example	123 Any Street, Auckland, New Zealand, 1111	100	
27/06/2018	Ordinary	John Example	123 Any Street, Auckland, New Zealand, 1111	50	

3. Transfer of shares

Open the **Shareholding** screen, highlight the person who is transferring the shares, select **OPEN**, and then **ADD**.

?
Share Transaction

Date	<input type="text" value="27/06/2018"/>	31
Type	<input type="text" value="Transfer To"/>	▼
Shares	<input type="text" value="35"/>	
Price	<input type="text" value="1.00"/>	
Transfer To	<input type="text" value="Jane Example"/>	▼
Reference No	<input type="text"/>	
Details	<input type="text"/>	

Save
Cancel

- Add the date.
- Select type 'Transfer To'.
- Add the number of shares.
- Add the share price (if required).
- Select the name of the person receiving the shares. They must already be listed as a shareholder. See **Adding a shareholder**.
- Add any reference or details (if required).

Select **SAVE**.

The details of the share transfer will be added to the **Share Register**.

Date	Class	Shareholder Name	Address	Shares Acquired	Shares Disposed	
20/06/2018	Ordinary	Jane Example	123 Somewhere Street, Auckland, New Zealand, 1111	100		Modify
20/06/2018	Ordinary	Jane Example John Example	123 Somewhere Street, Auckland, New Zealand, 1111 123 Any Street, Auckland, New Zealand, 1111	100		Delete
27/06/2018	Ordinary	Jane Example	123 Somewhere Street, Auckland, New Zealand, 1111	35		Print
20/06/2018	Ordinary	John Example	123 Any Street, Auckland, New Zealand, 1111	100		Return to Summary
27/06/2018	Ordinary	John Example	123 Any Street, Auckland, New Zealand, 1111	50		
27/06/2018	Ordinary	John Example	123 Any Street, Auckland, New Zealand, 1111		35	

4. Transmission of shares

Open the **Shareholding** screen, highlight the person who is transmitting the shares, select **OPEN**, and then **ADD**.

Share Transaction
?

Date	02/07/2018	31
Type	Transmission To	▼
Shares	115	
Price	\$0.00	
Transmission To	Jane Example	▼
Reference No	<input style="width: 100%;" type="text"/>	
Details	<input style="width: 100%;" type="text"/>	

Save
Cancel

- Add the date.
- Select type 'Transmission To'.
- Add the number of shares.
- Add the share price (if required).
- Select the name of the person receiving the shares. They must already be listed as a shareholder. See **Adding a shareholder**.
- Add any reference or details (if required).

Select **SAVE**.

The details of the share transmission will be added to the **Share Register**.

Date	Class	Shareholder Name	Address	Shares Acquired	Shares Disposed	
20/06/2018	Ordinary	Jane Example	123 Somewhere Street, Auckland, New Zealand, 1111	100		<div style="background-color: #4CAF50; color: white; padding: 2px; margin-bottom: 2px;">Modify</div> <div style="background-color: #4CAF50; color: white; padding: 2px; margin-bottom: 2px;">Delete</div> <div style="background-color: #4CAF50; color: white; padding: 2px; margin-bottom: 2px;">Print</div> <div style="background-color: #4CAF50; color: white; padding: 2px; margin-bottom: 2px;">Return to Summary</div>
20/06/2018	Ordinary	Jane Example John Example	123 Somewhere Street, Auckland, New Zealand, 1111 123 Any Street, Auckland, New Zealand, 1111	100		
27/06/2018	Ordinary	Jane Example	123 Somewhere Street, Auckland, New Zealand, 1111	35		
02/07/2018	Ordinary	Jane Example	123 Somewhere Street, Auckland, New Zealand, 1111	115		
20/06/2018	Ordinary	John Example	123 Any Street, Auckland, New Zealand, 1111	100		
27/06/2018	Ordinary	John Example	123 Any Street, Auckland, New Zealand, 1111	50		
27/06/2018	Ordinary	John Example	123 Any Street, Auckland, New Zealand, 1111		35	
02/07/2018	Ordinary	John Example	123 Any Street, Auckland, New Zealand, 1111		115	

5. Redemption of shares

Open the **Shareholding** screen, highlight the person who is redeeming the shares, select **OPEN**, and then **ADD**.

Share Transaction
?

Date 31

Type ▼

Shares

Price

Reference No

Details

- Add the date.
- Select type 'Redemption'.
- Add the number of shares.
- Add the share price (if required).
- Select the name of the person receiving the shares. They must already be listed as a shareholder. See **Adding a shareholder**.
- Add any reference or details (if required).

Select **SAVE**.

The details of the share redemption will be added to the **Share Register**.

Date	Class	Shareholder Name	Address	Shares Acquired	Shares Disposed	
20/06/2018	Ordinary	Jane Example	123 Somewhere Street, Auckland, New Zealand, 1111	100		<input type="button" value="Modify"/>
20/06/2018	Ordinary	Jane Example John Example	123 Somewhere Street, Auckland, New Zealand, 1111 123 Any Street, Auckland, New Zealand, 1111	100		<input type="button" value="Delete"/>
27/06/2018	Ordinary	Jane Example	123 Somewhere Street, Auckland, New Zealand, 1111	35		<input type="button" value="Print"/>
02/07/2018	Ordinary	Jane Example	123 Somewhere Street, Auckland, New Zealand, 1111	115		<input type="button" value="Return to Summary"/>
02/07/2018	Ordinary	Jane Example	123 Somewhere Street, Auckland, New Zealand, 1111		100	

6. Repurchase of shares

Open the **Shareholding** screen, highlight the person whose share are being repurchased, select **OPEN**, and then **ADD**.

Share Transaction ?

Date 31

Type ▼

Shares

Price

Reference No

Details

- Add the date.
- Select type 'Repurchase'.
- Add the number of shares.
- Add the share price (if required).
- Select the name of the person receiving the shares. They must already be listed as a shareholder. See **Adding a shareholder**.
- Add any reference or details (if required)

Select **SAVE**.

The details of the share redemption will be added to the **Share Register**.

Date	Class	Shareholder Name	Address	Shares Acquired	Shares Disposed	
20/06/2018	Ordinary	Jane Example John Example	123 Somewhere Street, Auckland, New Zealand, 1111 123 Any Street, Auckland, New Zealand, 1111	100		<input type="button" value="Modify"/> <input type="button" value="Delete"/> <input type="button" value="Print"/> <input type="button" value="Return to Summary"/>
20/06/2018	Ordinary	Jane Example	123 Somewhere Street, Auckland, New Zealand, 1111	100		
27/06/2018	Ordinary	Jane Example	123 Somewhere Street, Auckland, New Zealand, 1111	35		
02/07/2018	Ordinary	Jane Example	123 Somewhere Street, Auckland, New Zealand, 1111	115		
02/07/2018	Ordinary	Jane Example	123 Somewhere Street, Auckland, New Zealand, 1111		100	
02/07/2018	Ordinary	Jane Example	123 Somewhere Street, Auckland, New Zealand, 1111		50	

7. Making shareholder inactive

If a shareholder has transferred or transmitted all of their shares, you can make them Inactive.

Open the **Shareholding** screen, highlight the person you wish to make inactive, select **MODIFY**, and then check the **Inactive** box.

Share Parcel Details (0 Shares)
?

Inactive

Shareholder Name	Address	
John Example	123 Any Street, Auckland, New Zealand	<div style="display: flex; flex-direction: column; gap: 5px;"> Add Modify Delete </div>

Share Class Ordinary

Nominee

Save
Cancel

?
CCH Companies and CCH iTrust

Company Shareholding
THE EXAMPLE COMPANY
CCH Demonstration Limited - Karen Rogers

	Share Total	Shareholder(s)	Share Class	Address	
Directors (0)	0	** INACTIVE ** John Example	Ordinary	123 Any Street, Auckland, New Zealand	<div style="display: flex; flex-direction: column; gap: 5px;"> Open Add Modify Delete </div>
AML	100	Jane Example	Ordinary	123 Somewhere Street, Auckland, New Zealand	
Alternative Contacts	100	Jane Example John Example	Ordinary	123 Somewhere Street, Auckland, New Zealand 123 Any Street, Auckland, New Zealand	
Notes					
Other					
Trusts					
Documents					
Checklists					
Shareholding					

The **Inactive** box will only be displayed if the shareholder has no shares.

You cannot delete a shareholder once there have been share transactions logged in the **Share Register**.

8. Adding a shareholder

Open the **Shareholding** screen and select **ADD**.

New Share Parcel ?

Shareholder Name	Address

Share Class

Nominee

Select **ADD**, then **Select/Search** for an existing person or company or **Create New Person**.

New Share Holding ?

Shareholder

9. Creating a joint shareholding (trustees)

Open the **Shareholding** screen and select **ADD**. **Search/Select** the first person.

Share Parcel Details
?

Shareholder Name	Address	
Jane Example	123 Somewhere Street, Auckland, New Zealand	<div style="display: flex; flex-direction: column; gap: 5px;"> Add Modify Delete </div>

Share Class Ordinary ▼

Nominee

Save
Cancel

Select **ADD**, then **Search/Select** name of second person. Repeat until all names are added.

Share Parcel Details
?

Shareholder Name	Address	
Jane Example	123 Somewhere Street, Auckland, New Zealand	<div style="display: flex; flex-direction: column; gap: 5px;"> Add Modify Delete </div>
John Example	123 Any Street, Auckland, New Zealand	

Share Class Ordinary ▼

Nominee

Save
Cancel

Adding share transaction history

1. Highlight the shareholder and select **OPEN**.
2. The imported shares will show as 'import', change the type to **Issue** and update the date of issue.
3. **SAVE > RETURN TO SUMMARY**

Share Transaction
?

Date	<input type="text" value="20/06/2018"/>	<small>31</small>
Type	<input type="text" value="Issue"/>	<small>▼</small>
Shares	<input type="text" value="100"/>	
Price	<input type="text" value="1.00"/>	
Reference No	<input type="text"/>	
Details	<input type="text"/>	

Save
Cancel

If there have been no further share movements in the past 10 years, the record is now complete.

If there have been share movements, see information above on adding the various types of share transactions.

Share transactions can be backdated to complete your full 10 year history.