

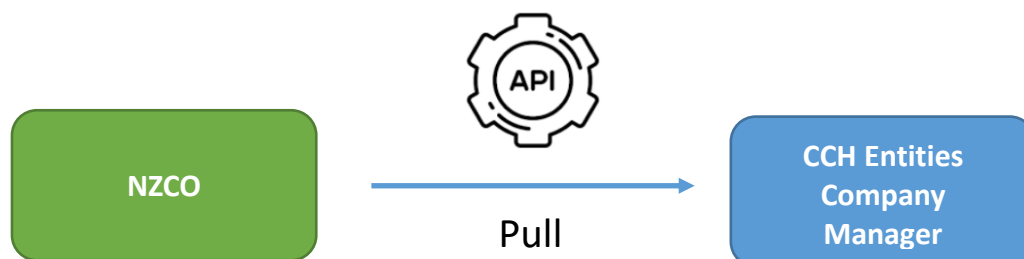
CCH Entities: Company Data Flow and Updating Process

This guide will help you to understand the flow of data between CCH Entities and NZCO and the process for keeping everything up to date. Some information in this guide may not apply if you use the CCH iFirm or CCH Xero interface – please see separate guides.

1. Initial Import

When you sign up for Company Manager we can import all of the publicly available information from NZCO into your local database. This includes;

- Company Name
- Company Number
- NZCO Number
- Registered Office Address
- Address for Service
- Postal Address
- AR Filing Month
- Last AR Filed Date
- Company Status
- Directors Names
- Directors Address
- Shareholders Names
- Shareholders Address
- Current Share Position
- All previous documents listed at NZCO



Company Name & Number
 NZCO Number
 Registered Office Address
 Address for Service
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 Directors Names
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 All previous documents listed at NZCO

2. Adding further information

You will need to add further information before you can file annual returns. This includes;

Required

- At least 1 director email (added to person record, not company)

Optional

- Manager
- Company phone number

You will need to add further information to complete your mandatory registers. This includes;

Required

- Directors interests
- Historic share transactions for last 10yrs (if required, you could upload a previous share register to the Documents screen instead)

Optional

- Details of any insurance of indemnities
- PPSR details

3. When information gets updated at NZCO

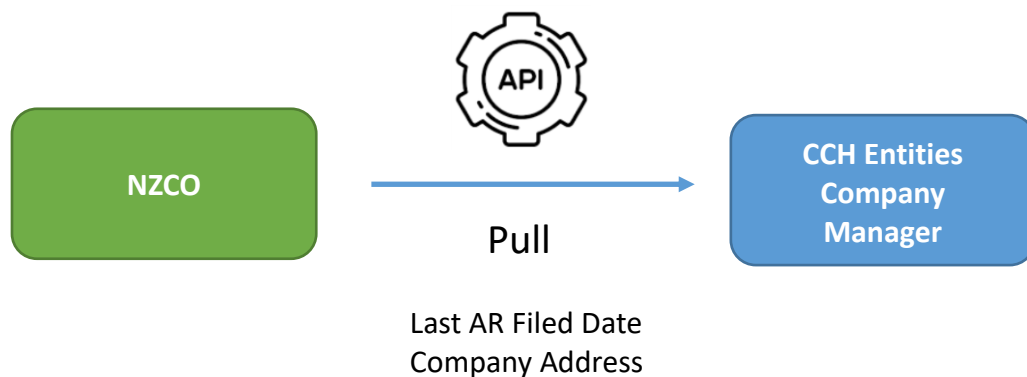
After the initial import further data is not pushed into CCH Entities automatically.

Use the Refresh from NZCO button to pull an updated company address from NZCO into CCH Companies.

Use the update button next to the last AR Filed date to update the date from NZCO (used when a director has filed their own AR. AR's filed via Company Manager will automatically update).

If other information is updated at NZCO you may not be aware of this, for example if a director updates their address directly.

Use the Exception Report at any time to check that your data still matches NZCO. If not, you will need to confirm which information is correct and update the relevant database.

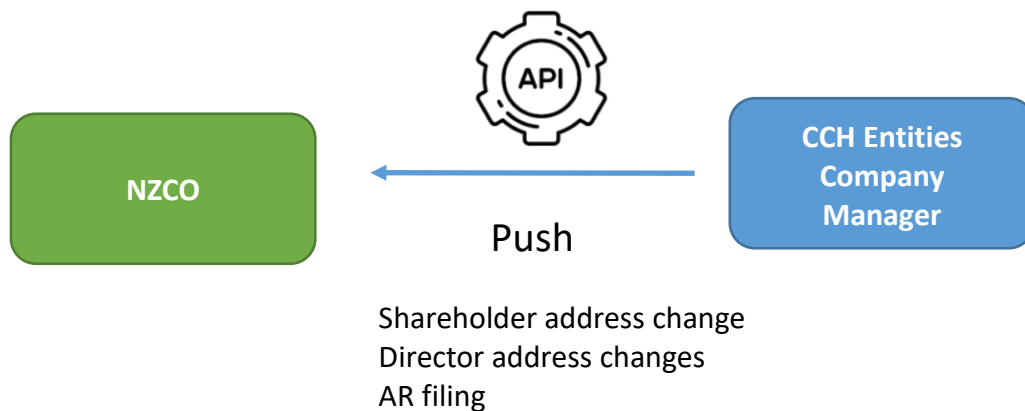


See our guide on **Understanding Exception Reports** for more information.

4. When information gets updated in CCH Entities

There are currently 3 changes that can be pushed back to NZCO from CCH Entities;

1. AR Filing
2. Change of Directors Address
3. Change of Shareholders Address



Use the Address Change button on the Directors and Shareholders screen to update the address.

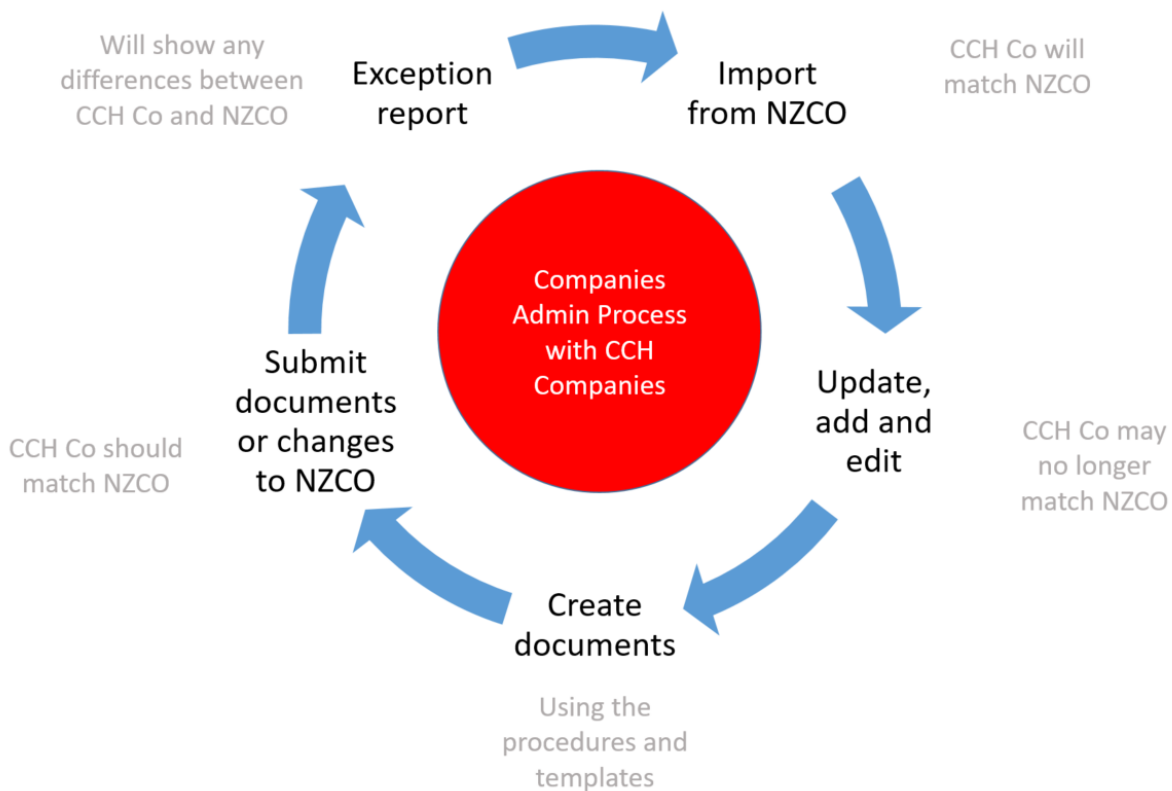
See the **Annual Returns Guide** for full details of filing an annual return.

5. Process for managing future changes

Many changes require more than simply updating the data. Company Manager will help you manage these changes efficiently.

Example: Adding or removing a director

1. Update the information in Company Manager *
2. Use the Procedures/Checklists in Company Manager to ensure all correct processes are followed and documents produced
3. Use the templates in Company Manager to produce all required documents
4. Once the above are signed make changes at NZCO safe in the knowledge that everything has been completed correctly



*Company address should be updated at NZCO first then use Refresh from NZCO button to update Company Manager