

CCH Entities: Name Reservation

This Guide will help you to understand the **Name Reservation** process in CCH Entities.

To use this feature you must have a Real Me login and a direct debit with NZCO.

1. Reserve a Name

A company name can be reserved from the **ALL COMPANIES** page.

The screenshot shows the 'Company Listing (384)' page in the CCH Entities system. The left-hand navigation menu includes options like 'New', 'Modify', 'Reserve Name' (circled in red), 'Delete/Archive', and 'Print Summary'. Below the menu is a 'Company Search' section with various filters. The main area displays a table of company details.

Name	Registered Office Address	Home Phone	Email Address	Ext.
*THIS IS IT LIMITED	2002/ 6 Lorne Street, Auckland Central, Auckland			
1 2 1 FINANCE LIMITED	18 Lismore Way, Albany, Auckland			
1 X 1 LIMITED	Haven Accounting Services, 511 Rosebank Road, Avondale			
189 TRUSTEES LIMITED	19 Elliot Street, New Plymouth, New Plymouth			
3 BEARS LIMITED	Bertelsen Harry Waters Limited, L3, 27 Bath Street, Parnell			
3 LAMPS PLAZA LIMITED	10 Cameron Street, Saint Marys Bay, Auckland			
3 WISE MEN TV LIMITED	Ashley Coupland, 22a Sefton Avenue, Grey Lynn			
4 TIAKA LIMITED	PEAT JOHNSON MURRAY LIMITED, 642 Great South Road, Ellerslie			
A & R TREES & HEDGES LIMITED	293 Gun Club Road, Rd 1, Pukekohe			
AAA FINANCIAL SERVICES LIMITED	Barlow Mccormack, Level 1/50 Bloomfield Terrace, Lower Hutt			
ABOVE AND BEYOND PROPERTY MAINTENANCE LIMITED	Above and Beyond Property Maintenance Limited, 14 Howe Street, Howick			
ACCOUNTS MADE EASY LIMITED	642 Great South Road, Ellerslie, Auckland			
AGNIU CONTRACTORS LIMITED	88 Redoubt Road, Goodwood Heights, Auckland			
AIMCO APPAREL LIMITED	1/38 Findlay Street, Ellerslie, Auckland			
ALL ABOUT FLOORS LIMITED	6 Howe Street, Howick, Auckland	John Jones		
ALL ELECTRICAL INSPECTIONS LIMITED	Ashton Wheelans Limited, Level 2, 83 Victoria Street			
ALWAYS ELECTRICAL LIMITED	Always Electrical Limited, 23 Amreins Road, Rd 2			
AMBER BROOK DESIGN LIMITED	50 Fordyce Avenue, Sunnyhills, Auckland			
AN Accounting Company				
ANDERSON ASSOCIATES NZ LIMITED	43 Rama Crescent, Khandallah, Wellington			
ANTOINETTE GODKIN GALLERY (2009) LIMITED	First Floor, 28 Lorne Street, Auckland			

Add the name you want to reserve.

The 'Company Name Reservation' form includes the following fields and options:

- Name to Reserve:** Cats and Dogs Limited
- Current User:** Karen ROGERS (with a Logout button)
- Authority:** CCH (dropdown menu)
- Authorised By:** Karen (dropdown) and ROGERS (text input)
- Billing Reference:** (empty text input)
- Buttons:** Proceed and Cancel

You can add a billing reference that will appear on your statement from NZCO.

If the name is not available you will receive a message.

MSG032_20



Your proposed name is not available because it is considered identical or almost identical to CATS AND DOGS LIMITED which is a currently approved or pending approval by the Registrar.

OK

You can try an alternative name.

Company Name Reservation

You are about to process a Company Name Reservation via the New Zealand Companies Office.

Charges associated with this action will be made via your account with NZCO.

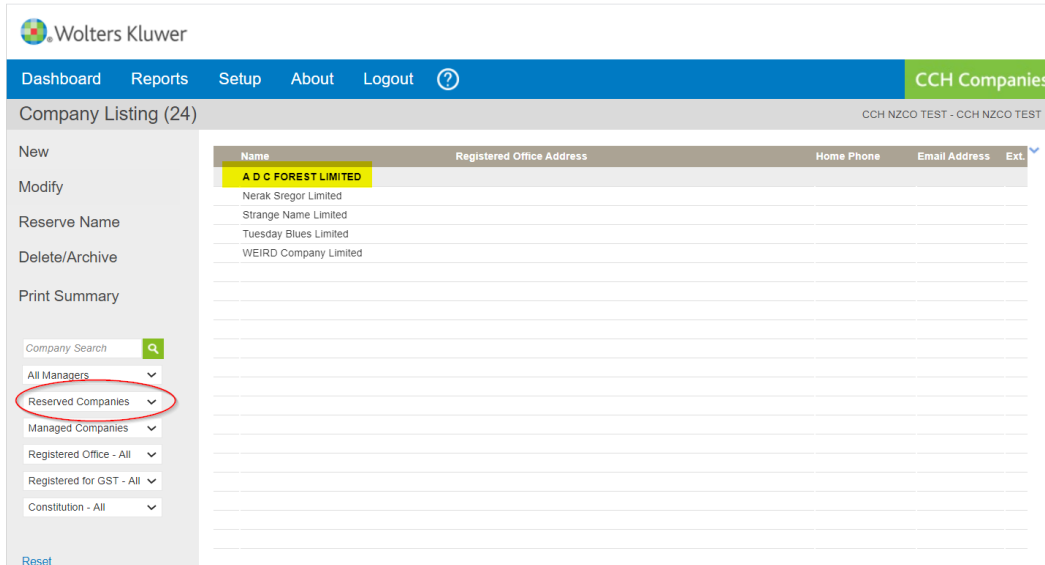
Are you sure you want to continue?

Name to Reserve	<input type="text" value="A D C FOREST LIMITED"/>
Current User	<input type="text" value="Karen ROGERS"/> Logout
Authority	<input type="text" value="CCH"/> ▼
Authorised By	<input type="text" value="Karen"/> <input type="text" value="ROGERS"/>
Billing Reference	<input type="text"/>

Proceed

Cancel

When the name is accepted you will be returned to the **ALL COMPANIES** listing screen with the **RESERVED COMPANIES** filter selected. Change the filter to **ALL COMPANIES** to return to the full list.



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Dashboard Reports Setup About Logout ? CCH Companies

Company Listing (24) CCH NZCO TEST - CCH NZCO TEST

Name	Registered Office Address	Home Phone	Email Address	Ext.
A D C FOREST LIMITED				
Nerak Sregor Limited				
Strange Name Limited				
Tuesday Blues Limited				
WEIRD Company Limited				

Company Search

- All Managers ▼
- Reserved Companies ▼**
- Managed Companies ▼
- Registered Office - All ▼
- Registered for GST - All ▼
- Constitution - All ▼

[Reset](#)

Use the Workflows and Documents throughout the incorporation process.

Workflow Selection

Workflow Search [Reset](#)

Code	Name	Notes
CHK01	Records Checklist for NZ Companies	
PRO-AF	Procedure: After incorporation	Notes
PRO-CO	Procedure: Constitution	Notes
PRO-IN	Procedure: Incorporation	Notes
PRO-CH	Procedure: Changing company name	Notes
PRO-FR (1)	Procedure: Financial reporting (opting out)	Notes
PRO-FR (2)	Procedure: Financial reporting (prohibited opting out)	Notes
PRO-FR (3)	Procedure: Financial reporting (opting in)	Notes
PRO-FR (4)	Procedure: Financial reporting (large company shareholders' agreement no annual report)	Notes
PRO-FR (5)	Procedure: Financial reporting (directors' approval of financial statements (and annual report))	Notes
PRO-AU	Procedure: Appointment or non-appointment of auditor	Notes
PRO-AN (1)	Procedure: Annual Meeting (annual meeting or shareholders' written resolution)	Notes
PRO-AN (2)	Procedure: Annual Meeting (directors resolve no annual meeting to be held)	Notes
PRO-AP (1)	Procedure: Appointment, cessation and remuneration of directors (appointment of director)	Notes
PRO-AP (2)	Procedure: Appointment, cessation and remuneration of directors (appointment of alternate director)	Notes
PRO-AP (3)	Procedure: Appointment, cessation and remuneration of directors (resignation of director)	Notes
PRO-AP (4)	Procedure: Appointment, cessation and remuneration of directors (removal of director)	Notes
PRO-AP (5)	Procedure: Appointment, cessation and remuneration of directors (termination of alternate director)	Notes
PRO-AP (6)	Procedure: Appointment, cessation and remuneration of directors (approval of contract directors rem)	Notes
PRO-AP (7)	Procedure: Appointment, cessation and remuneration of directors (approval directors rem at yr end)	Notes
PRO-ME	Procedure: Meetings, resolutions and approvals	Notes
PRO-IS (1)	Procedure: Issue of shares (issue of shares for cash)	Notes

Select
Cancel

Select Master Document Step 1 [?](#)

All Templates ▼
 Incorporation ▼
 Template Search [Reset](#)

Keycode	Name	Notes
AA02	My document	
CCERIN02	Certificate of non-revocation of power of attorney (individual)	Notes
CCERIN03	Certificate of non-revocation of power of attorney (company)	Notes
CFORIN01	Authorisation to agent to sign consent of shareholder of proposed company	Notes
CFORIN02	Consent and certificate of director or directors of proposed company (nzcr-form-02)	Notes
CFORIN03	Consent of shareholder of proposed company (nzcr-form-03)	Notes

2. Complete Incorporation

The incorporation of the company must be completed on the NZCO website. This part of the process will be integrated with CCH Entities soon.

3. After Incorporation

Change your filter to **RESERVED COMPANIES** to find your company.

The screenshot shows the 'Company Listing (24)' page. On the left, there is a sidebar with various filters. The 'Reserved Companies' filter is circled in red. The main table lists companies with columns for Name, Registered Office Address, Home Phone, Email Address, and Ext. The first row is highlighted in yellow and contains the text 'A D C FOREST LIMITED'.

Delete the information in Company No and NZ Business Number

The screenshot shows the 'Company General Information' page for 'A D C FOREST LIMITED'. The 'Company No' field is set to 'RESERVED' and the 'NZ Business No' field is set to 'PENDING'. Both fields are highlighted in yellow. Other fields include Company Name, Trading Name, AR Filing Month, AR Responsible, Manager, Company Status, Managed, UHC, Registered Office, Address for Service, and Postal Address.

You now have the option to import from NZCO.

Lookup the company name and import as usual

Company Name	Company Number	NZ Business Number	Entity Type	Company Status
A D C FOREST LIMITED	563354	9429032268881	NZ Limited Company	Registered


You will be asked to import the Directors and Shareholders. If you already manually added these to use in any documentation the change the Action from **CREATE NEW PERSON** to **LINK TO EXISTING PERSON**.

Import Directors & Shareholders ?

Name	Geoffrey Gerard VAN BEEK	Action	Create New Person
Address	82 Mountain Road, Rotorua		
Type	Director & Shareholder		
<hr/>			
Name	Ross Gwilliam STANWAY	Action	Create New Person
Address	Unit 6Iago Apartments, 1102 Fenton Street, Rotorua, Rotorua		
Type	Director & Shareholder		
<hr/>			
Name	Keith Lawrence MACKIE	Action	Create New Person
Address	7 Fairley Road, Rotorua		
Type	Director & Shareholder		
<hr/>			
Name	Leith Pirika COMER	Action	Create New Person
Address	201 State Highway 2, Rd 2, Carterton		
Type	Director & Shareholder		

Import
Cancel




The company record is now complete. You can continue to use the Workflows and Documents for after incorporation and all other processes.


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CCH Companies

Company General Information
A D C FOREST LIMITED
CCH NZCO TEST - CCH NZCO TEST

- General
- Directors (5)
- AML/CDD
- Relationships
- Notes
- Linked To
- Documents
- Workflows
- Shareholding
- Tasks
- Registers
- Annual Return
- Reports
- Save & Close
- Cancel

Company Name	A D C FOREST LIMITED		Link to Firm
Trading Name	All Dat Cutting Forestry Services		
Company No	563354		
NZ Business No	9429032268881		
Company Type	NZ Limited Company		
Contact			
Phone			
Fax			
Mobile			
Email Address			
Alternative Phone			
Signing Authority			
IRD Number			
Ext. Reference			
Registered Office	<div style="background-color: #FFD700; padding: 2px;">1130 Pukaki Street</div> <div style="background-color: #FFD700; padding: 2px;">Rotorua</div> <div style="background-color: #FFD700; padding: 2px;">Rotorua</div> <div style="background-color: #FFD700; padding: 2px;">1212</div>		
Registered for GST	No		
Incorporation Date	23/10/1992		
Constitution			
AR Filing Month	April	Last Filed: 15/04/2010 	
AR Responsible	Please Select		
Manager	Please Select		
Company Status	Active, Registered		
Managed	Yes	Change	
UHC	No	Change	
Address for Service	<div style="background-color: #FFD700; padding: 2px;">1130 Pukaki Street</div> <div style="background-color: #FFD700; padding: 2px;">Rotorua</div> <div style="background-color: #FFD700; padding: 2px;">Rotorua</div> <div style="background-color: #FFD700; padding: 2px;">1212</div>		
Postal Address			