

CCH Entities: Limited Partnerships

This guide will help you understand Limited Partnerships in CCH Entities Trusts and Companies

Limited Partnership Features Companies Users

- Import Limited Partnerships from NZCO individually
- Import Limited Partnerships from NZCO in bulk
- Add AML/CDD information including Electronic ID Verification (if enabled) for partners
- Maintain Limited Partnerships Registers, Register of Partners, Register of Certificates, Address for Service
- Report on Annual Returns Due
- Send Annual Return Emails, individually or in bulk
- Quick link to NZCO to file the Annual Returns
- Complete a small number of workflows
- Add details of additional contacts like Lawyers, Accountants, Administrators, etc
- View all links between the Limited Partnership and any other people or companies
- Upload documents
- Add Tasks
- Add notes
- Limited Partnership Reports

Content

- Workflow: Information Required to Form a Limited Partnership
- Workflow: Partnership Formation
- Workflow: Record Keeping for Limited Partnerships

Limited Partnership Features Trusts Users

- Manually add Limited Partnerships
- Add AML/CDD information including Electronic ID Verification (if enabled) for partners
- Maintain Limited Partnerships Registers, Register of Partners, Register of Certificates, Address for Service
- Add details of additional contacts like Lawyers, Accountants, Administrators, etc
- View all links between the Limited Partnership and any other people or companies
- Upload documents
- Add Tasks
- Add notes
- Limited Partnership Reports

Limited Partnerships are currently free for all CCH Entities users.

Adding a Limited Partnership (individual)

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CCH Companies and CCH iTrust

Limited Partnership General Information CCH Demo System With Data - Karen Rogers

General

Partners (0)

AML/CDD

Relationships

Notes

Linked To

Documents

Workflows

Tasks

Registers

Annual Return

Reports

Save & Close

Cancel

LP Name

Registration No

NZ Business No Import from NZCO

LP Type Please Select

Contact

Phone

Fax

Mobile

Email Address

Alternative Phone

Signing Authority

IRD Number

Ext. Reference

Registered Office ▼

Registered for GST No

Incorporation Date 31

LP Agreement ▼

AR Filing Month Please Select Last Filed 31

AR Responsible Please Select

Manager Please Select

LP Status Please Select

Managed Yes Change

Registered Office

Address for Service 📄

Postal Address 📄

- Select Add new Limited Partnership on the Dashboard
- Select Import from NZCO

Companies Office Selection - Limited Partnerships

smith 🔍 Reset

Partnership Name	Registration No	NZIN	Entity Type	Partnership Status
SMITH + VOYLE ARCHITECTS LP	2540035	9429043214013	Limited Partnership (NZ)	Removed
COOMBE SMITH HAMILTON LIMITED PARTNERSHIP	2547397	9429043222183	Limited Partnership (NZ)	Registered
J SMITH FAMILY LIMITED PARTNERSHIP	2632554	9429043315178	Limited Partnership (NZ)	Registered

Select Cancel

- Search NZCO database and Select
- All publicly available information will be imported.

Adding a Limited Partnership (bulk)

Please send a list of NZBN numbers to your account manager for a free bulk import.

Partners



The screenshot shows the 'Partners' section of the CCH Entities software. The interface includes a navigation menu on the left with options: General, Partners (3), AML/CDD, Relationships, and Notes. The main content area displays a table of partners for 'Smith Partnership' in a 'CCH Demo System With Data - Karen Rogers' environment. The table has columns for Name, Address, and Interests. Three partners are listed: Jane Example, John Example, and EXAMPLE COMPANY LTD. To the right of the table are buttons for 'Add', 'Modify', 'Delete', and 'Open Partner'.

Name	Address	Interests
Jane Example	123 Any Street, Takapuna, Auckland, New Zealand	
John Example	123 Any Street, Takapuna, Auckland, New Zealand	
EXAMPLE COMPANY LTD	123 Any Street, Auckland	

- Partners information is imported from NZCO
- Select Add to add a new Partner manually
- Select Modify to update the details of a partners
- Select Delete to delete a partner
- Select Open to open a partner

AML

The screenshot shows the CCH Entities software interface. At the top left is the Wolters Kluwer logo. The main header area includes a blue bar with a question mark icon, a green bar with 'CCH Companies and CCH iTrust', and a grey bar with 'Limited Partnership AML/CDD', 'Smith Partnership', and 'CCH Demo System With Data - Karen Rogers'. A left-hand navigation menu lists options: General, Partners (3), AML/CDD (highlighted), Relationships, Notes, Linked To, Documents, Workflows, Tasks, Registers, Annual Return, Reports, Save & Close, and Cancel. The main content area is divided into sections: 'AML Status' with a 'Please Select' dropdown; 'Limited Partnership Documents' with an 'Open' button; 'Linked People' with a search bar containing 'Name', a dropdown menu showing 'EXAMPLE COMPANY LTD (Partner)', 'Jane Example (Partner)', and 'John Example (Partner)', and an 'Open Partner' button; 'CDD Level' with a 'Please Select' dropdown; and 'Notes' with a large empty text area.

— See our separate guide to AML, CDD and Electronic ID Verification

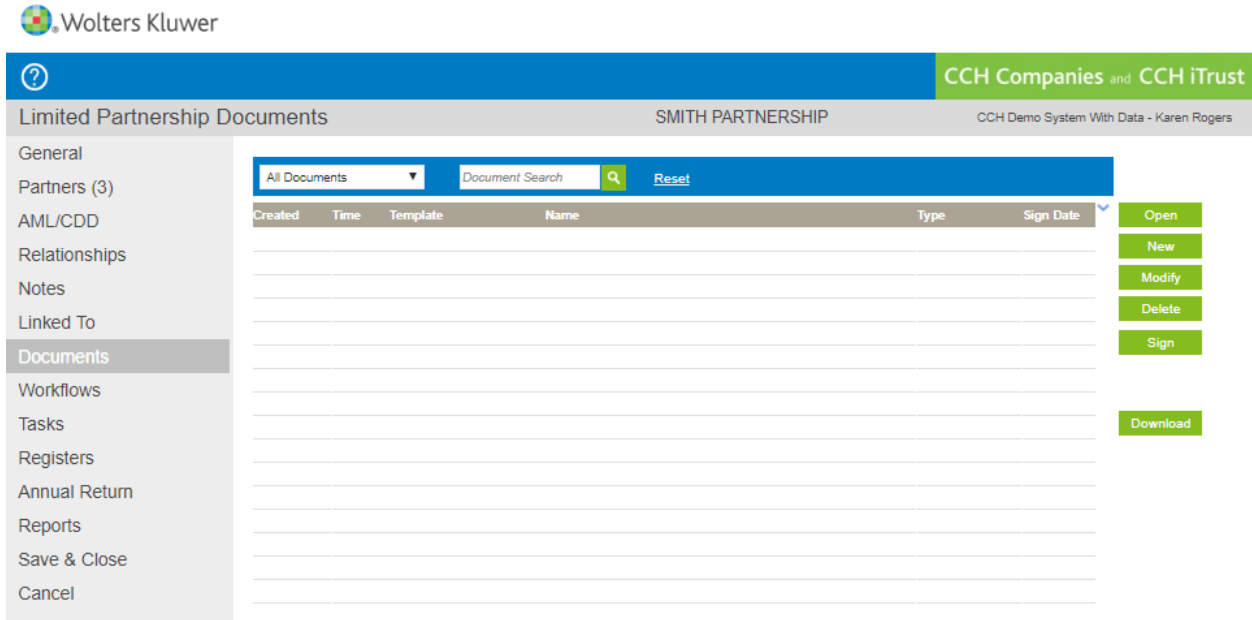
[/CCH-Entities_AML-CDD-EIV.pdf](#)

Notes

The screenshot shows the Wolters Kluwer CCH Entities interface. At the top left is the Wolters Kluwer logo. The main header area includes a question mark icon, the text 'CCH Companies and CCH iTrust', and the title 'Limited Partnership Notes' for the 'Smith Partnership'. Below the header is a navigation menu on the left with options: General, Partners (3), AML/CDD, Relationships, Notes (highlighted), Linked To, Documents, Workflows, Tasks, Registers, Annual Return, Reports, Save & Close, and Cancel. The main content area features a search bar with 'Note Search' and a magnifying glass icon, a dropdown menu for 'All Authors', and a 'Reset' link. Below this is a table with columns 'Date', 'Author', and 'Note'. To the right of the table are four green buttons: 'Add', 'Modify', 'Delete', and 'Historic'.

- Notes can be recorded against the Limited Partnership
- Select Add to add a note
- Select Modify to modify an existing note
- Select Delete to delete a note

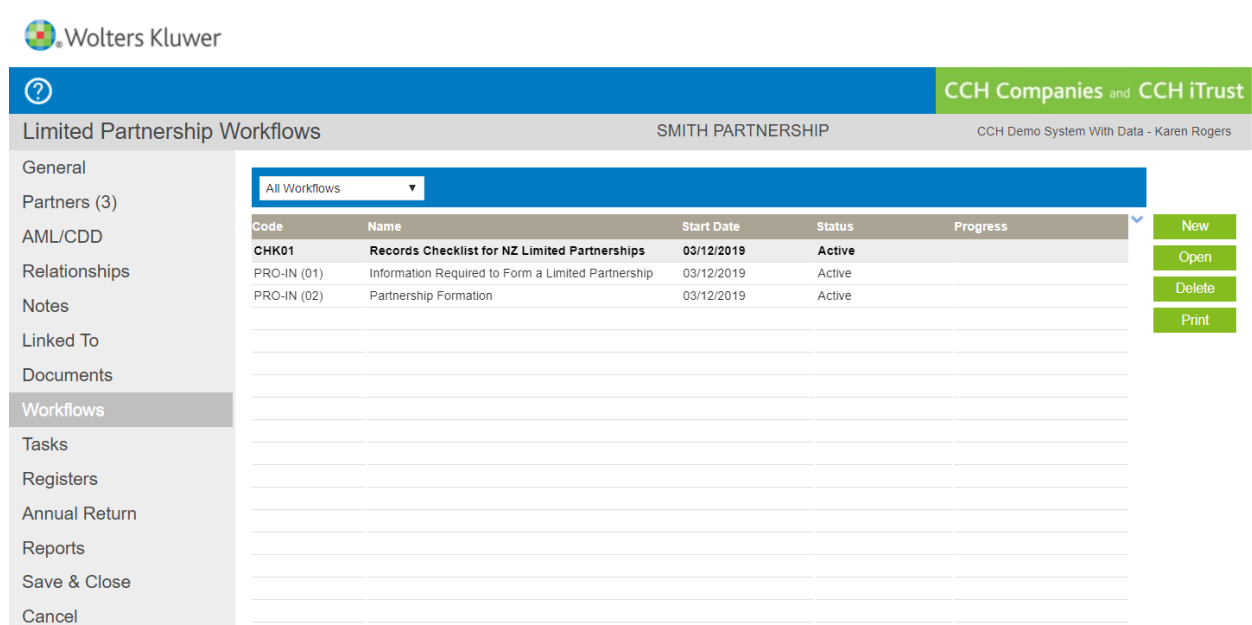
Documents



The screenshot shows the 'Documents' interface for a 'Limited Partnership' named 'SMITH PARTNERSHIP'. The interface includes a left-hand navigation menu with options like 'General', 'Partners (3)', 'AML/CDD', 'Relationships', 'Notes', 'Linked To', 'Documents' (selected), 'Workflows', 'Tasks', 'Registers', 'Annual Return', 'Reports', 'Save & Close', and 'Cancel'. The main area features 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 columns for 'Created', 'Time', 'Template', 'Name', 'Type', and 'Sign Date'. To the right of the table are several action buttons: 'Open', 'New', 'Modify', 'Delete', 'Sign', and 'Download'. The top right corner of the interface displays 'CCH Companies and CCH iTrust' and 'CCH Demo System With Data - Karen Rogers'.

- The Document screen allows you to create, upload, download documents and to mark documents as signed.
- There are currently no document templates to create for Limited Partnerships, but we are working on some content for the future. You can also add your own templates.
- Select New to upload a document
- Select Modify to change the details of an existing document
- Select Open to view an existing document
- Select Delete to delete a document
- Select Sign to mark a document as signed
- Select Download to download a zip file containing all documents from this screen

Workflows



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SMITH PARTNERSHIP

CCH Demo System With Data - Karen Rogers

Limited Partnership Workflows

General

Partners (3)

AML/CDD

Relationships

Notes

Linked To

Documents

Workflows

Tasks

Registers

Annual Return

Reports

Save & Close

Cancel

All Workflows

Code	Name	Start Date	Status	Progress
CHK01	Records Checklist for NZ Limited Partnerships	03/12/2019	Active	
PRO-IN (01)	Information Required to Form a Limited Partnership	03/12/2019	Active	
PRO-IN (02)	Partnership Formation	03/12/2019	Active	

New

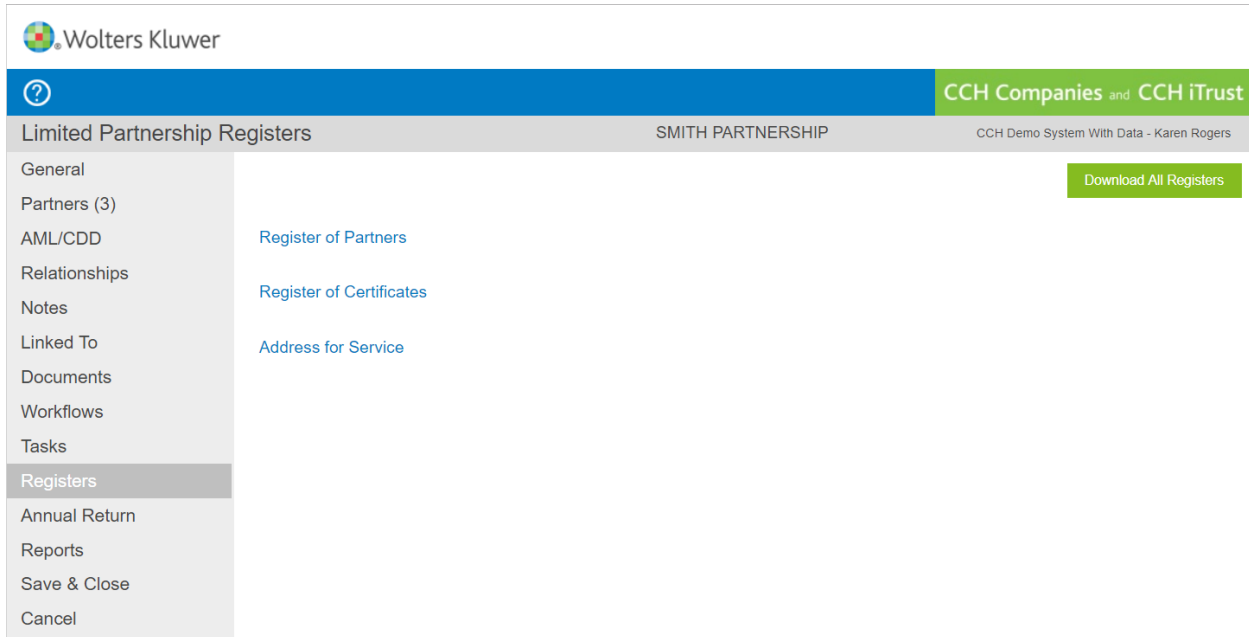
Open

Delete

Print

- Workflows are detailed procedures and checklists
- Select New to start a new workflow
- Select Open to open and edit an existing workflow
- Select Delete to delete a workflow
- Select Print to print a workflow

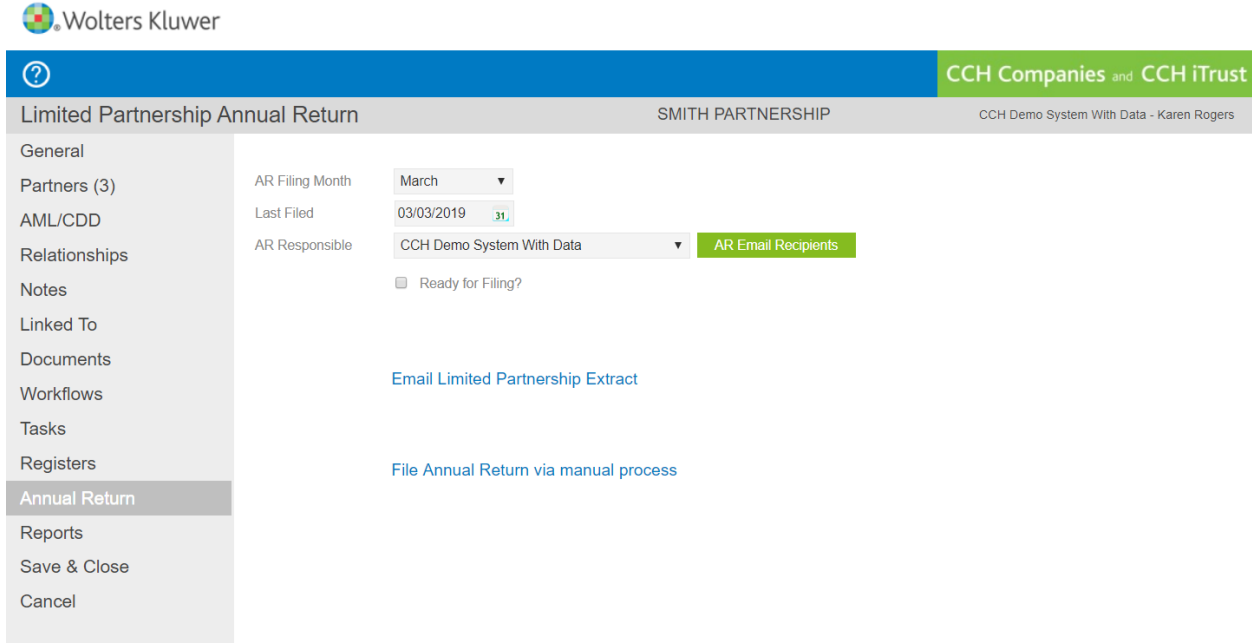
Registers



The screenshot shows the 'Registers' section of the CCH Entities application. The page title is 'Limited Partnership Registers' for 'SMITH PARTNERSHIP'. The breadcrumb trail is 'CCH Companies and CCH iTrust > CCH Demo System With Data - Karen Rogers'. A 'Download All Registers' button is visible in the top right. The left sidebar contains a menu with the following items: General, Partners (3), AML/CDD, Relationships, Notes, Linked To, Documents, Workflows, Tasks, Registers (highlighted), Annual Return, Reports, Save & Close, and Cancel. The main content area lists three registers: 'Register of Partners', 'Register of Certificates', and 'Address for Service'.

- Register of Partners will be automatically updated from the main Partners screen
- Register of Certificates will be automatically update when Certificates are uploaded to the Documents screen
- Address for Service can be used to keep track of address changes

Annual Return



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? CCH Companies and CCH iTrust
 CCH Demo System With Data - Karen Rogers

Limited Partnership Annual Return SMITH PARTNERSHIP

General
 Partners (3)
 AML/CDD
 Relationships
 Notes
 Linked To
 Documents
 Workflows
 Tasks
 Registers
Annual Return
 Reports
 Save & Close
 Cancel

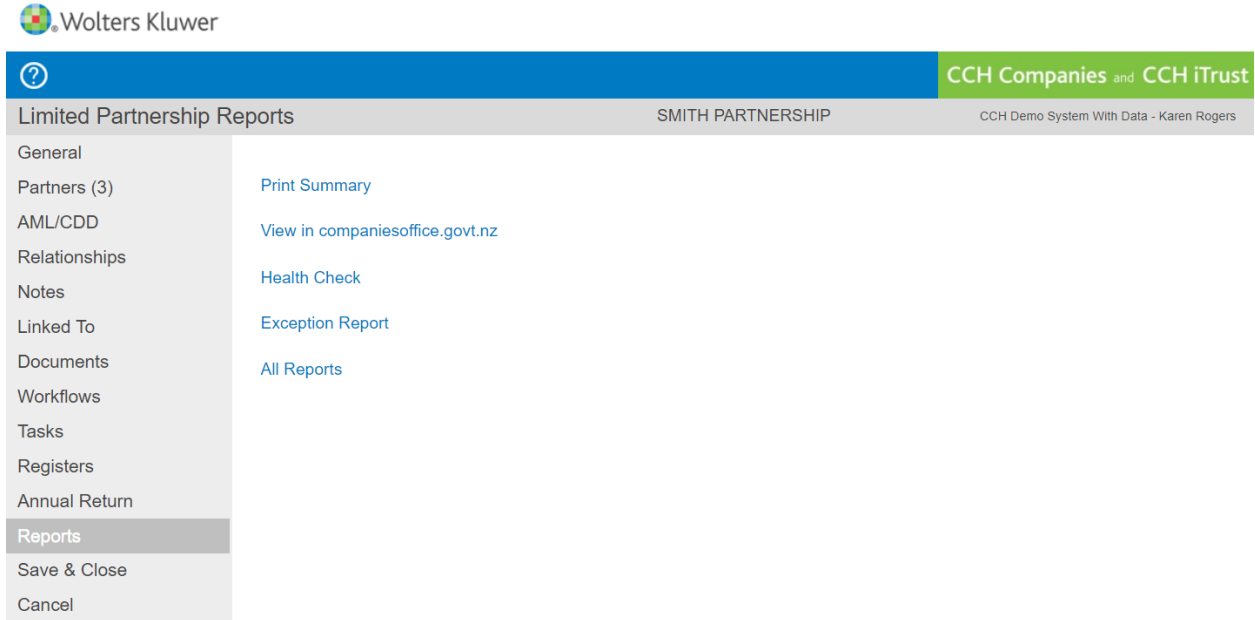
AR Filing Month: March
 Last Filed: 03/03/2019 31
 AR Responsible: CCH Demo System With Data [AR Email Recipients](#)
 Ready for Filing?

[Email Limited Partnership Extract](#)
[File Annual Return via manual process](#)

- AR information will be automatically populated from the General screen
- Set a party responsible to ensure the correct email template is used
- Select the email recipients, all partners, selected partners or company secretary
- Email an AR due reminder to the Partners
- Use the quick link to NZCO to file the Annual Return

Note: Email templates must be setup/customized under Setup > Email Templates

Reports



The screenshot shows the 'Limited Partnership Reports' screen for 'SMITH PARTNERSHIP' in the 'CCH Companies and CCH iTrust' system. The left sidebar contains a navigation menu with the following items: General, Partners (3), AML/CDD, Relationships, Notes, Linked To, Documents, Workflows, Tasks, Registers, Annual Return, Reports (highlighted), Save & Close, and Cancel. The main content area displays several quick links: Print Summary, View in companiesoffice.govt.nz, Health Check, Exception Report, and All Reports. The top right corner of the interface indicates 'CCH Demo System With Data - Karen Rogers'.

- The Reports screen contains quick links to specific reports
- More reports can be found on the Main Reports screen
- Print Summary gives a printed report of all information for this Limited Partnership
- View in Companies Office is a quick link to this Limited Partnership on the NZCO website
- Health Check Report highlights any potential missing data or outstanding tasks
- Exception Report highlights any differences between your local data and NZCO
- All Reports is a quick link to the Main Reports screen

Managed and Unmanaged

Like Companies, Limited Partnerships can be set to Managed or Unmanaged.

	Managed	Unmanaged
General Screen	All fields	Excludes AR date & AR responsibility
Partners	Imported	Imported
AML	Can be added	Can be added
Alternate Contacts	Can be added	Can be added
Notes	Can be added	Can be added
Linked to	Is shown	Is shown
Documents * content to follow	Create (coming soon) Upload Upload links	Upload only
Workflows	Can be created	No workflows
Tasks	Can be added	No tasks
Registers	Can be created/updated	No registers
Annual Returns	Annual Returns Due Report Send partners reminder email Individual emails & bulk	No reports No emails
Reports	Access to all reports	No Annual Return reports
Coming Soon		
More Limited Partnership Content	Create documents	Upload only
File AR online via CCH Companies	File AR	No AR