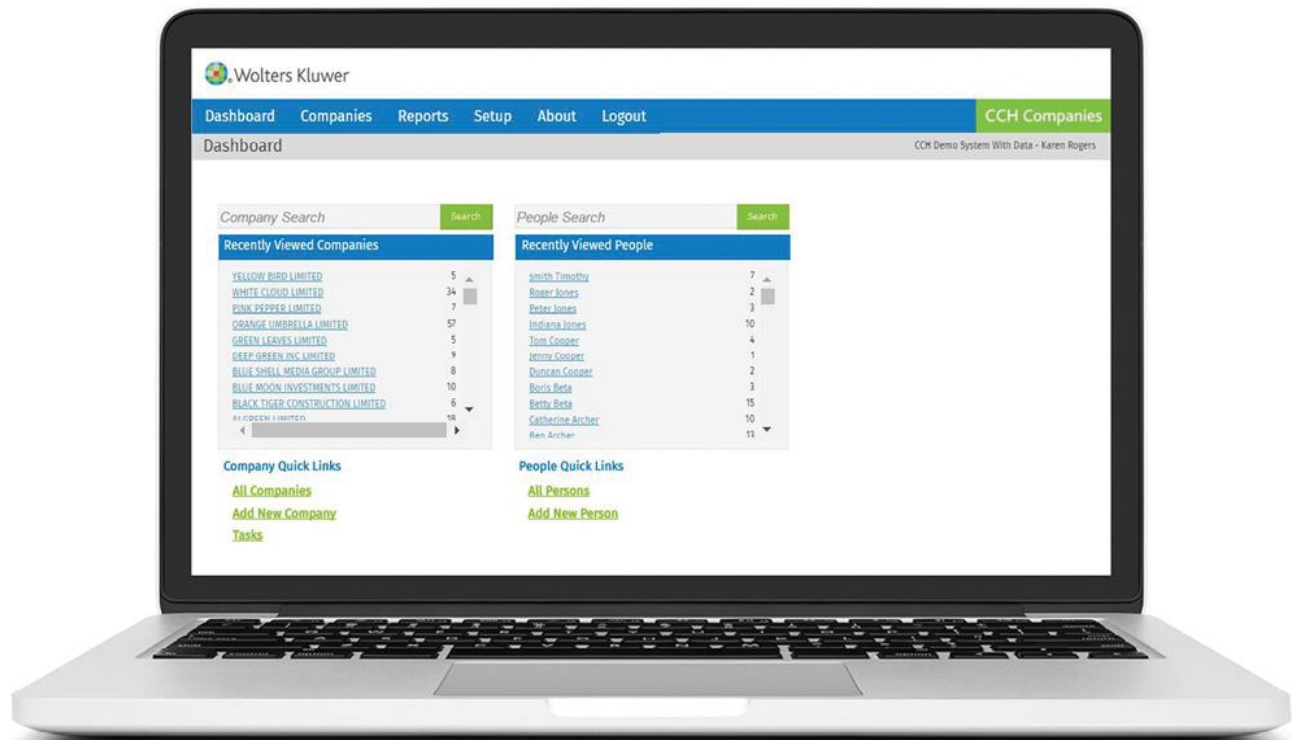




Keep track of all your clients' New Zealand company information



Manage, Comply, Communicate - CCH Companies

CCH Companies: Understanding Exception Reports

This Guide will help you to understand the Exception Reports in CCH Companies.

1. What is the Exception Report

The exception report will run a comparison between the data you hold locally in CCH Companies and the data held at NZCO.

The data compared includes:

- Directors names
- Directors address
- Shareholder name
- Shareholders address
- Shares held
- Last AR filed date
- Incorporation date
- Registered Office address
- Address for service

2. Where to find the Exception Report

Open the company and go to the REPORTS tab to find the Exception Report.

3. Issues v Information

The report may highlight issues which are important to update and also some minor discrepancies which are not so important.

For example, if the address is completely wrong then you need to resolve the issue but if the postcode is correct but on the wrong line of the address you may decide to leave it.

4. Understanding and Fixing Issues

| COMPANY EXCEPTION REPORT | | |
|--------------------------|---------------|------------------|
| Detail | Current Value | Companies Office |
| Director Not Found | John Smith | |
| Director Not Found | | John James Smith |

| COMPANY EXCEPTION REPORT | | |
|--------------------------|---------------|------------------|
| Detail | Current Value | Companies Office |
| Shareholder Not Found | John Smith | |
| Shareholder Not Found | | John James Smith |

Resolution: Add the middle name to the Person record in CCH Companies. Earlier imports from NZCO did not include middle names. NZCO now allow us to access that data.

The same 'Director Not Found' or 'Shareholder Not Found' message will show when the name is spelt incorrectly. If the error is in CCH Companies update the Person Record. If the error is in the NZCO data update via the NZCO website.

Note: If the name does not match the exception report will not compare the address for this person. Once you correct the name you may find additional address exceptions appear when you run the report again.

| COMPANY EXCEPTION REPORT | | |
|--|----------------|------------------|
| Detail | Current Value | Companies Office |
| Director Postal Address 1 (John Smith) | 123 Any St | 123 Any Street |
| Director Postal Address 2 (John Smith) | Auckland, 6111 | Auckland |
| Director Postal Address 3 (John Smith) | | 6111 |

Resolution: If the information in CCH Companies is incorrect update the Person record. If the information at NZCO is incorrect update via the NZCO website.

| COMPANY EXCEPTION REPORT | | |
|---|----------------|------------------|
| Detail | Current Value | Companies Office |
| Shareholder Postal Address 1 (John Smith) | 123 Any St | 123 Any Street |
| Shareholder Postal Address 2 (John Smith) | Auckland, 6111 | Auckland |
| Shareholder Postal Address 3 (John Smith) | | 6111 |

Resolution: If the information in CCH Companies is incorrect update the Person record. If the information at NZCO is incorrect update via the NZCO website.

| COMPANY EXCEPTION REPORT | | |
|------------------------------------|---------------|------------------|
| Detail | Current Value | Companies Office |
| Shareholding Mismatch (John Smith) | 50 | 100 |

Resolution: If the information in CCH Companies is incorrect update shareholdings screen. If the information at NZCO is incorrect update via the NZCO website.

| COMPANY EXCEPTION REPORT | | |
|--------------------------|---------------|------------------|
| Detail | Current Value | Companies Office |
| Last AR Filed date | 01/01/18 | 02/01/18 |

Resolution: Update the Last AR Filed date in CCH Companies. Go to the GENERAL tab and click on the green update icon next to the Last AR Filed date.

| COMPANY EXCEPTION REPORT | | |
|--------------------------|---------------|------------------|
| Detail | Current Value | Companies Office |
| Incorporation Date | 01/01/18 | 02/01/18 |

Resolution: Update incorporation date in CCH Companies.

| COMPANY EXCEPTION REPORT | | |
|-----------------------------|----------------|------------------|
| Detail | Current Value | Companies Office |
| Registered Office Address 1 | 123 Any St | 123 Any Street |
| Registered Office Address 2 | Auckland, 6111 | Auckland |
| Registered Office Address 3 | | 6111 |

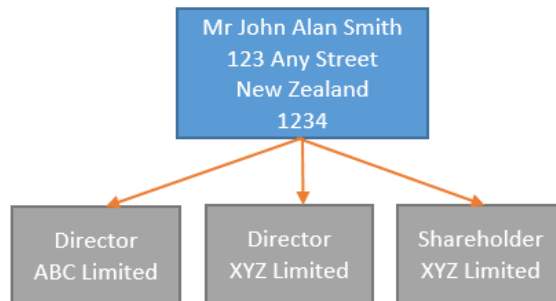
Resolution: If the information in CCH Companies is incorrect update the Company record. If the information at NZCO is incorrect update via the NZCO website.

| COMPANY EXCEPTION REPORT | | |
|--------------------------|----------------|------------------|
| Detail | Current Value | Companies Office |
| Service Address 1 | 123 Any St | 123 Any Street |
| Service Address 2 | Auckland, 6111 | Auckland |
| Service Office Address 3 | | 6111 |

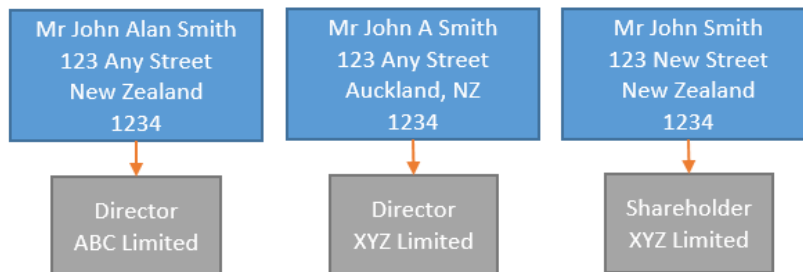
Resolution: If the information in CCH Companies is incorrect update the Company record. If the information at NZCO is incorrect update via the NZCO website.

5. CCH data v Companies Office Data

CCH Companies has a single person record linked to multiple companies. This means you can see all company connections for an individual and, if name or address details change, you only need to update 1 record.



NZCO create a new person record for each company. If name and address details change, you need to find and change information in multiple places. This means that discrepancies can occur and the same person could have different names and addresses for each of their companies.



The difference in the way data is held can make it impossible to resolve some issues on your Exception Reports.

CCH Data: Mr John Alan Smith. This will apply to all companies in the CCH Companies database

NZCO Data Company A: John Alan Smith

NZCO Data Company B: John Smith

Exception Report: Company B will show a name exception. If you change the name to resolve the name exception for Company B, then Company A will show a name exception.

Resolution: Accept that there may be discrepancies that you cannot resolve and as long as you understand them it is OK. The exception report does not need to be perfect.