<Client first name> <Client last name>

<Company>

<Postal address 1>

<Postal address 2>

<City> <Postcode>

<Date>

Dear <Client first name>,

Registered Office and Company Secretarial tasks

People often underestimate the requirements of being the registered office for a company.

Beyond just filing annual returns, there are other legal requirements for the registered office of a company, plus a number of best -practice measures.

The Companies Act specifies that a compliant share register must be maintained and formatted in a certain way.

It also states that all directors certificates company records must be retained for 7 years and held at the registered office.

Annual Returns must be filed and any director and shareholder changes must be updated at the Companies Office and appropriate resolutions must be produced too.

New rules are periodically introduced too, such as the requirements to report the date and place of birth for directors, requirements for a NZ-resident director and now to meet Anti Money Laundering and Countering the Financing of Terrorism (AML/CFT) Act requirements.

There are also tasks that should be undertaken in accordance with best practice to ensure your company is well managed, with robust governance and record-keeping. This is especially important if it is ever challenged in any way, or if you ever wish to sell part or all of the business or bring on a new director.

For example, in the case of a company being liquidated, any directors’ remuneration and benefits not properly authorised would be instead treated as a loan and required to be repaid for up to six years.

With many company directors are focused on the day-to-day operations of their businesses, some of the requirements of maintaining the registered office can be overlooked.

The opportunity exists for (your firm) to be the registered to be the registered office for (client company).

We’ve elected to use a New Zealand software product called Connectworks to help effectively manage the tasks and record-keeping requirements of being the registered office for companies.

www.connectworks.com

With it, we can maintain a compliant share register, generate all appropriate minutes and documents as required and much more.

It gives all directors the choice to conveniently approve resolutions and sign documents electronically if you wish, and/or to print sign, scan and upload them.

It also provides you with the ability to easily approve or update information required by the Companies Office as part of the annual return process. They are then e-filed directly to the Companies Office by us.

The annual cost is of (your firm) being the registered office would be $XX X+GST, which includes the cost of the Connectworks subscription for your company and the Companies Office annual return fee. Any additional work required, such as director or shareholding changes would be charged additionally.

There is also an additional option to give you full access to Connectworks. This would allow you to access and manage the risks, soft assets and interests registers in Connectworks.

Directors and key staff can also use the document management feature of Connectworks for important records such as leases, contracts and employment agreements. Documents are held securely and can be shared, approved and electronically signed by all users. The cost is an additional $85 per annum

Please let us know if you’d like to take up this opportunity for (your firm) to be the registered office and if so, whether you’re interested in the higher-level Connectworks subscription option.

Regards,

<Name>