



Training Module
Document management: session 3
Advanced document signing

Contents:
1. Scenario 1: Sending a document for trustees to sign when a trust has a corporate trustee company
Step 1: Prepare the trust
Step 2: Prepare the corporate trustee company
Step 3: Distribute the document for signing by the trustees
2. Scenario 2: Sending a document for shareholders to sign when a company has another company as a shareholder
Step 1: Ensure the Company is set up correctly
Step 2: Ensure the Shareholder Company is set up correctly
Step 3: Prepare the company to distribute the document to shareholders
Step 4: Distribute the document to shareholders for signing
3. Completing signing and client oversight
4. Subscription Plans

Scenario 1: Sending a document for trustees to sign when a trust has a corporate trustee company

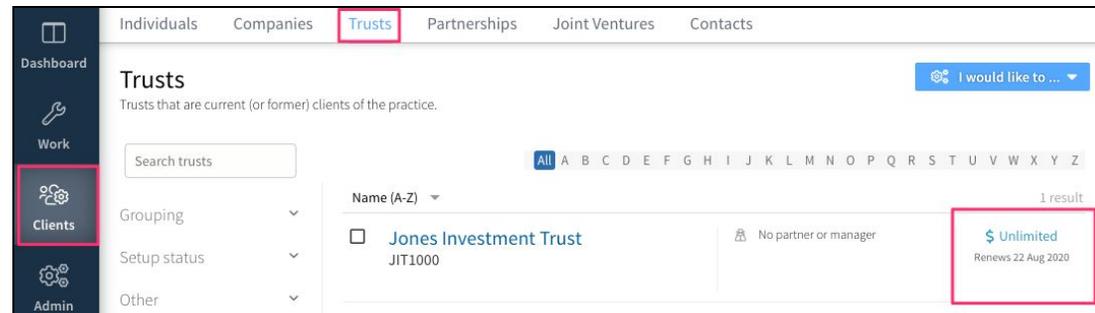
The **Jones Investment Trust** has a corporate trustee company, **Jones Family Trustees Limited**. When the trust distributes documents that require the trustees to sign the company must be included. Using Connectworks digital signing, it is possible to include the company as a signatory to the document and the document will be deemed signed when the companies signing policy has been met. For this to work, it's essential to check that the entities are correctly linked, that all the required signatories are set up with the correct roles and have an email address recorded.

Step 1: Prepare the trust

1. Navigate to **Clients>Trusts**, locate the trust and confirm it is on a signing enabled plan.

A list of our subscription plans and their capabilities is on the last page of this module.

2. If required, update the subscription to a signing enabled plan using the **cogs** menu. If the trust shows “loading” you must activate the plan before proceeding.
3. When the correct plan is enabled **click on the trusts name** to enter the workspace.



Notes:

5. Navigate to the Parties tab. Here you need to check:

Are the correct trustees appearing here?

Yes - proceed.

No - add missing trustees and/or retire any historical trustees.

Do all the trustees (natural persons only, the trustee company is prepared separately) have an email address recorded?

Yes - proceed.

No - Select each party and enter an email address to their profile via "edit" in the cogs menu.

Does the corporate trustee have the "chain link" symbol next to their name? (pictured right)

Yes - proceed.

No - Take a written note of the company's appointment date as a trustee.

Then add the real version of the company in and appoint it as a trustee.

Then remove the company showing no chain link using the **cogs menu>edit profile>roles>remove as trustee>I made a mistake, remove from history. Update & close. Then delete the unlinked profile with Cogs menu.**

Notes:

Associated Parties + Add associated party

Trustees, beneficiaries, advisors and other persons and organisations associated with the trust.

Search:

Name (A-Z) 4 results

Role	Party Name	Details	Access
Unfiltered 3	Connectworks Training Webinars Advisor	Email and phone details unavailable	Subscriber
Trustee 2	Jones, Sly General contact • Settlor • Appointor (Trustee and Beneficiary) • Trustee • Beneficiary	dion.demo4@trustworks.co.nz	Custom access
Settlor 2	Jones, Barbara Settlor • Appointor (Trustee and Beneficiary) • Trustee • Beneficiary	dion.demo5@trustworks.co.nz	Custom access
Appointor 2	JONES FAMILY TRUSTEES LIMITED Trustee	Email and phone details unavailable	Custom access
Protector 0			
Executor 0			
Beneficiary 2			
Advisor 1			
Admin 1			

Access rights

<input type="checkbox"/>	Jones Family Trustees Limited Trustee	Email and phone details unavailable	Custom access	No chain link = not connected to a real company in your clients list
<input type="checkbox"/>	JONES FAMILY TRUSTEES LIMITED Trustee	Email and phone details unavailable	Custom access	Chain link = connected to a real company profile NB. Real company names will usually be in ALL CAPS

Step 2: Prepare the corporate trustee company

1. Navigate to **Clients>Companies** and locate the corporate trustee company.

2. Ensure it is subscribed on the **“corporate trustee”** subscription plan. If not, amend the subscription plan via the **Cogs** menu.

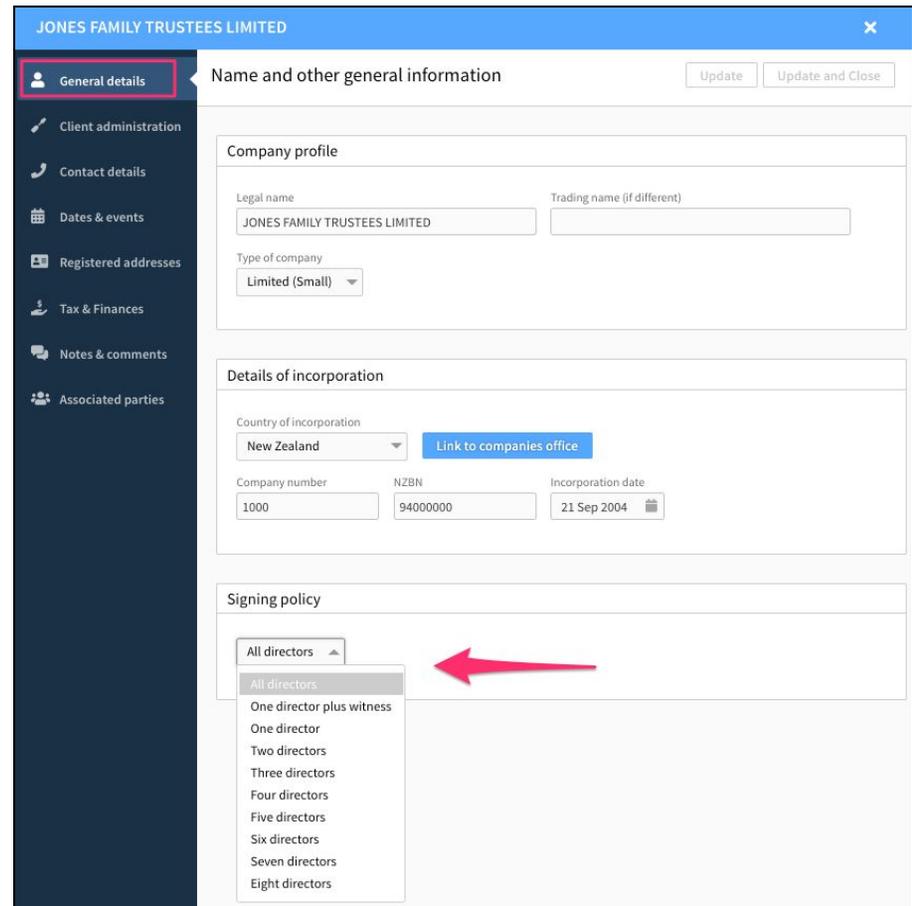


3. **Click the company name** to enter its workspace.

4. Set the companies signing policy (*edit profile>general details>select the correct signing policy from the drop-down>update and close*).

5. Click the **trusteeship tab** and double-check the trust appears here. **If the trust does not appear it has not been linked correctly. You must return to the trust profile and connect the trustee company.**

6. Click the **Admin tab** and ensure all directors have an email address recorded. If required, add any missing directors and/or remove any retired directors now.



Now the company has;

- The “corporate trustee company” subscription plan
- The correct signing policy
- Email addresses recorded for all current directors
- The trust appearing in the trusteeship tab

It is ready to sign documents in its capacity as a trustee.

Notes:

Step 3: Distribute the document for signing by the trustees

1. Navigate to the **trust workspace**, then to the **Documents** tab. *If required, generate the document using a Connectworks precedent, covered in the prior training module.*
2. Select “**I would like to...**” and “**Upload a document**”
3. Select the document for upload. Add tags and any extra notes.
4. In the “**Publication and access**” section select the option “**Distribute document with selected parties to sign**”
5. The default selection will be “**All current trustees must sign**”. If desired you can change this to select particular individuals (or entities) from the drop-down menu.
6. Select the method of signing - choose either “**login required**”, or “**e-draw or scan**”.
7. Select “**Create**” at the top of the page. The document will immediately be distributed to the chosen parties.
8. The document will now appear as “**Awaiting signing**” in the documents list, and the signatories signing status will be listed in the slide-out panel when the document is selected.

Publication and access

Confidentiality

Publish as

- Draft document (document that is a work in progress)
- Finalised document (does not require signing, at least yet)
- Distribute document with selected parties to sign:

Witnessing is required (i.e. this is a Deed)

- Sign and scan a hard copy only (no email)
- Login required before signing
- E-draw or scan & upload signature only (no login required)

Newest first 3 results

- Resolution to Register for GST
23 AUG 2019 **AWAITING SIGNING**
Resolution
- Variation of trust deed
8 AUG 2019 • HISTORICAL
Trust Deed or Variation

Resolution to Register for GST
41.6KB (PDF)
23 Aug 2019 • Uploaded by Customer Service

- Barbara Jones waiting for a response
- Sly Jones waiting for a response
- JONES FAMILY TRUSTEES LIMITED waiting for a response

Scenario 2: Sending a document for shareholders to sign when a company has another company as a shareholder

The company **Jones Family Investments Limited** wishes to distribute a shareholder resolution for signing. One of the shareholders of the company is **Jones Family Trustees Limited**, who's directors will be required to sign the document. The document will be distributed to the trustee company and deemed signed once its signing policy has been met.

Step 1: Ensure the Company is set up correctly

- Check the company **Jones Family Investments Limited** is on a signing enabled subscription plan.
- Check the companies **Admin tab>People and employees** and ensure all the natural person shareholders in are present and have an email address.
- Check the companies **Admin tab>Other Organisations** and ensure the trustee company is linked correctly (chain link showing) and the role of *shareholder* appears beneath its name (this will be covered in more detail soon).

Step 2: Ensure the Shareholder Company is set up correctly

- The company is on a signing enabled subscription plan.
- The signing policy for **Jones Family Trustees Limited** is correct.
- There is a **general contact** email address recorded in the profile.
- All directors of **Jones Family Trustees Limited** are recorded and have an email address.

Notes:

Step 3: Prepare the company to distribute the document to shareholders

1. Navigate to your **Clients>Companies** list, locate the company **Jones Family Investments Limited** and confirm it is on a signing enabled plan.
*If required, update the subscription to a signing enabled plan using the **cogs** menu. If the company shows “loading” activate the plan before proceeding.*
2. When the correct subscription plan is enabled, **click on the company name** to enter the workspace. Check the **correct signing policy is set** (amend using edit profile if required).
3. Navigate to the **admin tab**. Merge any duplicate individuals showing in the list.
4. **Take a written note of the names of the companies directors/shareholders.**
5. Navigate to **Clients>Contacts** and search for the name of each individual. Merge any duplicate profiles that appear (associated with other entities).

The screenshot shows the Connectworks interface for the 'Contacts' section. The search bar contains 'dion', resulting in three entries for 'McDonald, Dion'. The selected entry is highlighted in light blue. The details for 'Dion McDonald' are shown on the right, including account details, firm specific details, and contact details. The email address 'dion@trustworks.co.nz' is highlighted with a red box.

Name (A-Z)	3 results
<input type="checkbox"/>	McDonald, Dion
<input type="checkbox"/>	McDonald, Dion
<input checked="" type="checkbox"/>	McDonald, Dion

Dion McDonald
No partner or manager

Account details

Reference ID 1571466-646377
Connectworks No, has no account
Classification Contact
Subscription None

Firm specific details

Created 23 Aug 2019
Annual review None

Contact details

dion@trustworks.co.nz
Not provided
Not provided
Not provided

Physical address Not provided
Mailing address Not provided
Address for service Not provided

Personal details

Date of birth Not provided
Location of birth Not provided
Country of birth Not provided

Related associations

JONES FAMILY TRUSTEES LIMITED
Director and Shareholder

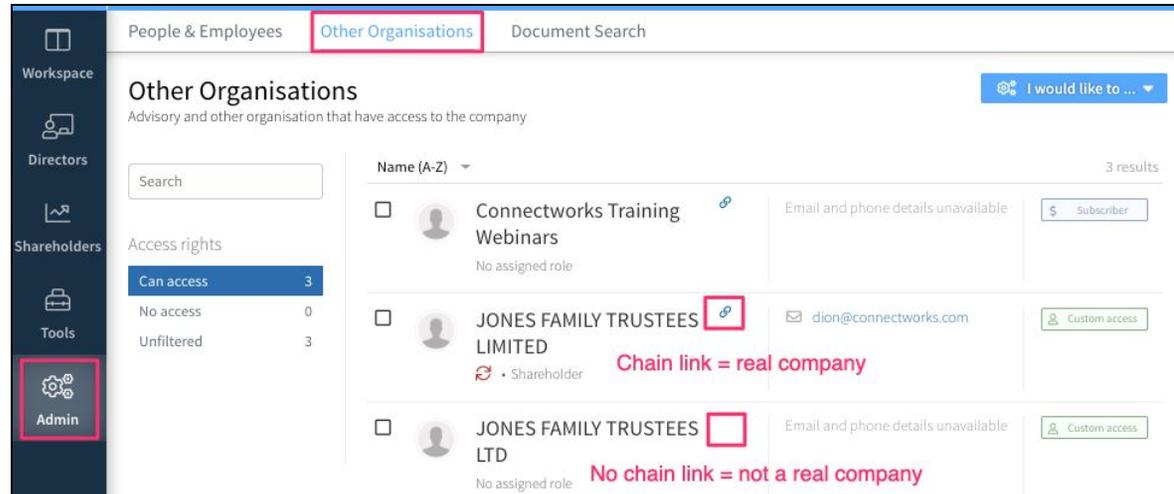
Notes:

6. When there are no longer duplicate profiles in the **Clients>Contacts** list navigate back to the company workspace (Jones Family Investments Limited).

7. Then navigate to the **Admin** tab and check that all parties have an email address recorded. *If there is no email address enter one now by selecting the person and editing their profile using the **Cogs menu**.* When all individuals have email's recorded, navigate to the **Other organisations** tab at the top of the page.

NB. In this tab you will see your firm appearing as the subscriber and

*usually a copy of the shareholder company, with **no chain link** appearing by it. This profile is a duplicate created by the Companies Office import - it will be deleted in due course, but for now just leave it there.*



8. In the other organisations tab, you need to link the shareholder company. Select “**I would like to...**” and then “**add an existing organisation**”. In the subsequent search bar type the shareholder company name and select it from the list. No other fields on the form need completing, just select “**update and close**” after the company has been selected and you’ll be directed back to the organisation list.

9. The company will then appear in the other organisations list with the chain-link showing next to its name and “no assigned role” appearing beneath it. **Important: If the chain-link does not appear the company has not been linked correctly.**

Notes:

10. When the company is showing in the Other Organisations tab **with the chain-link by its name**, it must now be assigned as a shareholder. This is done by linking it to a share allocation. Navigate to the **Shareholders tab**.

11. In the **Shareholders > Share register tab**, navigate along the top menu to **Allocations**.

12. If the share register has populated from a Companies Office import you will usually see the relevant share parcel showing the company name. **Select this allocation** - a more detailed summary slide-out panel will appear. When you are sure this is the correct allocation select the **Change** button next to the section “parties to the allocation”.

13. In the “Change Allocation Parties” form search for the company name in the **Existing contact** field. Select the

company from the list. *You can easily identify the linked company from the duplicate by the email address appearing beneath its name. This is the “general contact” email you entered in step 2.*

14. Remove the original (unlinked) company from the share allocation, leaving only the new (linked) company. Save the changes by selecting the **Update button**.

At this point, the company is now set up correctly to distribute the document to its shareholders for signing. However, it is good practice to tidy up after yourself first! Navigate back to the company’s Admin tab and remove any of the duplicate company profiles which now show “no assigned role”. Search your clients>contacts list and discard the duplicate company from there too. For a detailed article on re-linking shareholder companies search our Knowledgebase for “duplicate companies”.

The screenshot displays the 'Share allocations' page for 'JONES FAMILY INVESTMENTS LIMITED'. The top navigation bar includes 'Share Register', 'Documents', 'Shareholders', and 'Interests'. The 'Allocations' sub-tab is active. The left sidebar shows 'Shareholders' selected. The main area shows a list of allocations with 'JONES FAMILY TRUSTEES LIMITED' selected. A red arrow points from the 'change' button at the bottom right to the selected allocation. The interface includes a search bar, a history table, and a detailed view for the selected allocation showing ownership and voting rights.

Quantity (highest to lowest)	Results
<input type="checkbox"/> Dion McDonald and Ischtar Toomey 600 shares held (54.55%)	2 results
<input checked="" type="checkbox"/> JONES FAMILY TRUSTEES LIMITED 500 shares held (45.45%)	

Ownership	Voting rights
45.45%	DIVIDENDS 45.45%
	ELECTIONS 45.45%
	CONSTITUTION 45.45%
	CAPITAL 45.45%

Parties to the allocation [change](#)

JONES FAMILY TRUSTEES LIMITED
dion@connectworks.com

Step 4: Distribute the document to shareholders for signing

Now the company is set up, the shareholder company is set up **and** has been connected to its share allocation, it's time to distribute the document for signing by the shareholders.

1. Generate the document and upload it to the company's **shareholders >documents tab**.
2. In the upload form's **publication and access** section select the necessary shareholders from the dropdown menu.
3. Ensure you also update the preferred method of signing - select either *Login required* or *E-draw* or *Scan*.
4. Then by selecting **Create** (at the top of the page) the document will simultaneously be distributed to:
 - a. The selected "natural person" shareholders.
 - b. The company directors (signing in their capacity as a shareholder).

Publication and access

Confidentiality

Publish as

- Draft document (document that is a work in progress)
- Finalised document (does not require signing, at least yet)
- Distribute document with selected parties to sign:

JONES FAMILY TRUSTEES LIMITED x Shareholder

Dion McDonald x Director,Shareholder

Ischtar Toomey x Director,Shareholder

Witnessing is required (i.e. this is a Deed)

Optional message to send

Notes:

Completing signing and client oversight

The benefits of distributing the document via linking the interconnected entities (rather than just sending it to the individuals directly) are:

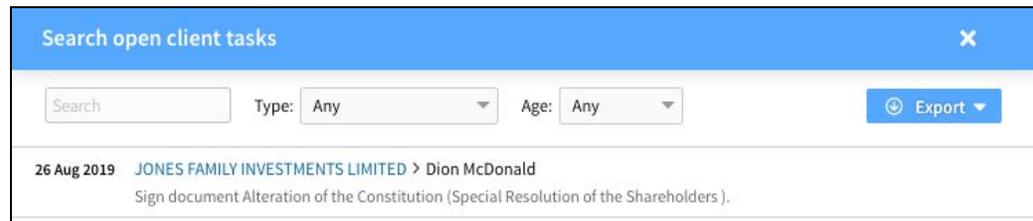
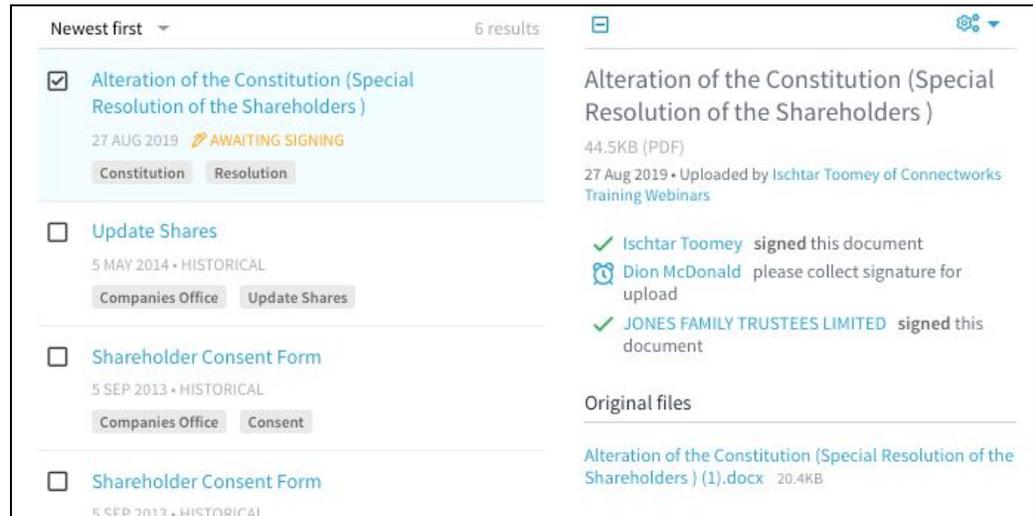
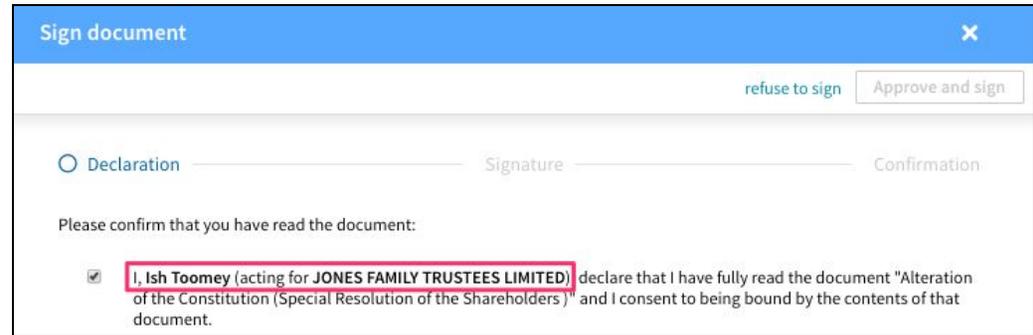
- The document will be deemed signed once the company signing policy is met.
- The signatories role is clearly recorded (eg. they are signing on behalf of the shareholder company, not as an individual).

You can check if a client has signed a document by:

You can check signatures you are waiting on by:

You can complete signing manually by:

You will be notified by email that a document has been signed **only when**:



Company subscription plans

Unlinked - \$30 per company, per annum

For internal use by a single professional firm. Clients can verify their annual return details, but cannot access documents and other information in Connectworks to see or sign them. Includes AML/CFT functionality.

Unlinked with signing \$35 per company, per annum

As above, but with clients and all staff of other professional firms able to sign documents and approve resolutions-only. Connectworks can also be used to sign and store documents generated externally. Includes AML/CFT functionality.

Unlimited - \$120 per company per annum

Best for active companies where the directors are engaged in company secretarial matters. Unlimited access by all appropriate parties, including every staff member of the subscribing professional firm, plus all directors and any other professionals required. Includes AML/CFT functionality and shared CDD on natural persons involved. Directors could use Connectworks to manage the risks and soft assets registers plus store and sign other documents.

Corporate trustee companies – no charge when the trust uses Connectworks

There is no charge for running trustee companies on Connectworks when the trust(s) that it is trustee for has a current subscription for Connectworks.

Lower Companies Office annual return fee via Connectworks - \$37.95 per annum (incl. GST)

You can file annual returns directly to The Companies Office from Connectworks. The annual return fee for doing so is \$37.95 as opposed to \$41.40 when filing via the Companies Office website.

Prices exclude GST, subscriptions payable annually in advance. One month no-charge loading period given from time of import/loading. Client ID verifications are charged additionally - \$5 for a combined NZ Driver Licence, proof of address, PEP and sanctions check.

Trust subscription plans

Unlimited - \$98 per trust per annum

Best for active trusts with all parties engaged.

Unlimited access by all appropriate parties, including every staff member of accounting, law or trust management firm and non-professional trustees. Includes shareable CDD against natural persons involved.

2-party - \$65 per trust per annum

Best for when only 2 parties are engaged. e.g. accounting and law firm, or one firm with contact trustee.

Access covers everyone within the professional firm(s) and contact trustee. Other trustees can approve and sign online, or manually and then upload. Includes shareable CDD against natural persons involved.

Unlinked - \$25 per trust per annum

Best for where there is a single professional and trustee are not online. Internal use by professional firm-only with no client access. Includes AML/CFT functionality. No document sharing, signing or oversight of other parties activity.

Unlinked with signing - \$35 per trust per annum

As above, but with clients and all staff of other professional firms able to sign documents and approve resolutions-only.

Corporate trustee companies – no charge

Ability to manage your corporate trustee companies, where the associated trust also uses Connectworks. Includes importing information from Companies Office, managing shareholding, precedents, documents and director approvals and signing at no charge. A reduced Companies Office annual return fee applies.

Prices exclude GST, subscriptions payable annually in advance. One month no-charge loading period given from time of import/loading. Client ID verifications are charged additionally - \$5 for a combined NZ Driver Licence, proof of address, PEP and sanctions check.