

## How do I...?

Whether you are new to the Companies Office or have been using our online services for years this range of information will help you do business with the Companies Office.

For frequent users there are helpful tips to make things faster and simpler for you.

For new users there are comprehensive explanations on how to form, maintain or close a company and how to do business overseas.



### Further information

#### [Learn what a company is](#)

If you are getting started in business there is plenty to learn. This range of resources provides insight into company structures, name protection, forming a company and where to go next.

#### [Search for a company](#)

The company details screen summarises company details and is available online for FREE. You can search by company, director, shareholder and address details. In addition search for previous company names and banned managers and directors.

#### [Do business in New Zealand](#)

Information and resources for doing business in New Zealand.

#### [Start a New Zealand company](#)

Setting up a company online is as simple as reserving your company name, completing the incorporation details and returning your signed consent forms. This page will show you how to set up a company.

#### [Maintain New Zealand company details](#)

Use the online service to keep your company details up to date. Each year you are required to file an annual return, file online and it is FREE. In addition, update company information including director, shareholder and address details 24/7.

#### [Close a New Zealand company](#)

You may need to close your company when it ceases to trade. Similarly if it is becoming increasingly difficult for your company to pay its debts as they fall due, you may need to take steps to avoid the company getting into further financial difficulty.

#### [Restore a New Zealand company](#)

It is possible to restore some companies to the New Zealand Companies Register that have been removed.

#### [Do business in Australia](#)

Australia is a key market for New Zealand. Here we have information about searching and registering in Australia and the 2005 Gateway to Australia Trade Summit. You will also find news about the Memorandum of Understanding designed to promote greater regulatory cooperation between the New Zealand Companies Office and the Australian Securities & Investments Commission (ASIC).

#### [Register an Australian overseas company online](#)

Registering an Australian overseas company online is simple and inexpensive (NZ\$160). It is quick and easy, not to mention significantly cheaper than applying by post.

#### [Manage an overseas company in New Zealand](#)

An "overseas company" is defined in the Companies Act 1993 as "a body corporate that is incorporated outside New Zealand" (section 2(1)).

## [Manage my logon](#)

Registering as a user of our websites provides fast and convenient access to our online services. Once you have a User ID you may need to update your details from time to time. In this section you will find information about managing your logon including updating your details, accessing online invoices and checking the terms and conditions associated with your logon.

## [Find out about company registers worldwide](#)

Information and links to other company registers worldwide.

## [Resources](#)