This Guide will help you to understand the **Name Reservation** process in CCH Entities.

To use this feature you must have a Real Me login and a direct debit with NZCO.

1. **Reserve a Name**

A company name can be reserved from the **ALL COMPANIES** page.

Add the name you want to reserve.

You can add a billing reference that will appear on your statement from NZCO.
If the name is not available you will receive a message.

You can try an alternative name.

When the name is accepted you will be returned to the ALL COMPANIES listing screen with the RESERVED COMPANIES filter selected. Change the filter to ALL COMPANIES to return to the full list.
Use the Workflows and Documents throughout the incorporation process.

2. Complete Incorporation
The incorporation of the company must be completed on the NZCO website. This part of the process will be integrated with CCH Entities soon.
3. After Incorporation

Change your filter to RESERVED COMPANIES to find your company.

Delete the information in Company No and NZ Business Number
You now have the option to import from NZCO.

Look up the company name and import as usual.
You will be asked to import the Directors and Shareholders. If you already manually added these to use in any documentation the change the Action from CREATE NEW PERSON to LINK TO EXISTING PERSON.

The company record is now complete. You can continue to use the Workflows and Documents for after incorporation and all other processes.