



## Receiverships, liquidations and voluntary administrations

We have a suite of services and features on our site to allow receivers, liquidators, and voluntary administrators to file documents and manage their portfolios online.

The online services speed up document filing and assist with managing your statutory obligations as an receivers, liquidators, and voluntary administrators.

### Getting started

To access the online services for receivers, liquidators, and voluntary administrators you will need to:

1. Register to use the online services of this website. When you set up your Companies Office account (Step two) you must choose the option to 'register an account on behalf of an organisation' [Read more...](#)
2. Make a request to have the receivership, liquidation, and voluntary administration management services activated on your logon. To do this contact us on freephone **0508 266 726** during normal business hours.

After your organisation's online account has been set up to access online services for receivers, liquidators, and voluntary administrators your account administrator then needs to activate permissions for each of their users who needs to access this specialist service. To do this administrators should:

1. **Log on** to our website
2. Select **Online Services - Do It Now**
3. Choose **Your account > Organisation settings**
4. Click on the **Users** tab then select each user requiring permissions and choose Yes to grant them permission to use the 'Liquidator/Receive/Voluntary Administrator' services.
5. Choose **View all Users** to return to the main account administration screen.

### What can you do?

The users that have the necessary permissions are now able to record details of appointments or begin filing reports and using our other tools to manage their portfolio.

- **Log on** to our website
- Select **Online Services - Do It Now**
- then select **Your account > Receiverships & Liquidations**

From the **Administration, Receivership and Liquidation Listing** screen you can:

- Notify your appointment as an Administrator, Receiver or Liquidator of a company by selecting the **Appoint** tab
- View a list of reports already filed or due to be filed by selecting the **All Filed Reports** or **All Due Reports** tabs
- At the bottom of the screen is a list of all the companies including in your listing. Click on linked text to view more details about that company.
  - Company Summary (Company number, incorporation date, company status) and Directors details
  - View and edit your details as the Liquidator, Receiver, or Administrator (whichever applies)
  - File a new report for the company or check which reports are due or have been filed.

## Manage Liquidation, Receivership and Voluntary Administration

List of External Administrations

Your Listings   Appoint   All Filed Reports   All Due Reports

To manage an existing Administration, Receivership or Liquidation, select it from the list below OR create new one.

List companies where I am a Current or Vacated Liquidator/Receiver/Voluntary Administrator

List Current or Vacated:  Current  Vacated

Type:  Liquidations  Receiverships  Voluntary Administrations

Company name/number:

Appointee last name:

Company #	Company Name ▲	Insolvency	Property Description
000000	THE BUSINESS	Liquidation	

### Training available

If you are new to using the online services for voluntary administrations, receiverships and liquidations it may be possible to receive free in-house training, fill in our [online request form](#) (available from our Training Hub) and an e-business advisor will contact you. This offer is only available to clients within New Zealand.