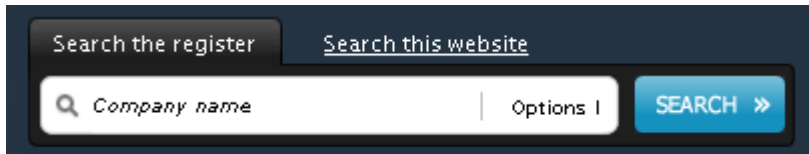


## For directors or shareholders

Using the **Director Search** tool you can determine whether an individual is, or has been, a director of a company. You can also see whether a person is a disqualified director. By simply changing some settings you can also search for shareholders.

There are two search options available.

### 1. Quick search



Click on the **Search the register** tab in the top right hand corner of the screen.

By default you search by Company name. To refine your search click on **Options** first and select the type of search you wish to conduct. The choices are:

- Entities (which will search for companies)
- Directors
- Shareholders
- Disqualified Directors or
- Directors/Shareholders.

To view instant results on screen just begin entering your search criteria into the 'Search' field. For a director search this might be the director's surname.

A list of possible matches will be displayed on screen and you can click on any one of these results to view the details of that company.

Click on the **SEARCH >>** button to display the complete search results for your search criteria.

### 2. Advanced Search

From the **Do It Now** menu choose **Advanced Search**.

Under 'Enter your search criteria' select the option **Search for Directors and Shareholders**. Now you can customise your search in several ways.

Begin by specifying whether you want to search for:

- Just directors, or
- Just shareholders, or
- Director & shareholders, or
- Only disqualified directors

You can further customise your search by specifying:

#### **Director status**<sup>1</sup>

- All statuses (default) **Note** | All statuses will include listings even if the director has resigned or has been disqualified, or
- current

#### **Entity type**

- All types (default) or
- choose specific types of interest - for example, only New Zealand companies (limited, unlimited, or co-operative)

**Entity status**

- All statuses (default) or
  - choose specific statuses of interest (for example, struck off companies).
- **Address keywords** - To refine your search to include only specific address keywords (such as a street name, city, postal code, or country)

<sup>1</sup> **Note** | There are no options available for specifying the Shareholder status.