



## Director and shareholder consents

The final step you need to take in the incorporation process is submitting your signed director and shareholder consent forms.

### Receiving the consent forms

If you have:

- reserved a company name, and,
- completed an application for incorporation (including paying the fee)

you should have received an email containing the director and shareholder consent forms.

**Note** | You can also access the consent forms using the **My Unfinished Business** tool on your personalised dashboard.

### Notes

- We recommend that you use the consent forms we send you - they are pre-filled with all the necessary details for each director and shareholder (except for a signature). You can also view or print off any of the pre-filled consent forms you need by accessing your incorporation application again.
- Because of increased filtering of email by both ISPs and companies, you may not receive your consent form email. Always check your junk, trash, deleted, or quarantined folders for the email.

### Returning your signed consent forms

- A separate signed consent form must be uploaded or faxed for each director and each shareholder.
- There are two options for submitting your consent forms - either upload online or return by fax.
- Depending on which option you choose, you will need to have access either to a scanner or fax machine to send us the signed forms.

#### Option 1 - scan and upload consents online

To upload your consents online you must first save your signed & scanned consent form either as a Portable Document Format (PDF) file or a Tagged Image File (TIFF).

Remember to save each scanned consent as a separate file.

#### Option 2 - send consents by fax

Fax your signed director and shareholder consent forms to: **0508 266 736** (0508 CONSENT).

### Next step

Once all of the consent forms have been returned and accepted the company is incorporated (registered).

At this point we will email you the company's certificate of incorporation.

### [Notes on submitting your consents](#)

It pays to keep an eye on the time limit for submitting the signed consents but there are other things you should know too.

## **Processing your consents**

We process consent forms during normal business hours by completing a number of checks. Learn what happens when consent forms are accepted, rejected or need to be amended.