

Important Update: Re-Authorise Companies Office Authority

Hi there,

Due to a major change at Companies Office, 2Shakes has an updated integration for Companies Office Authority to Act.

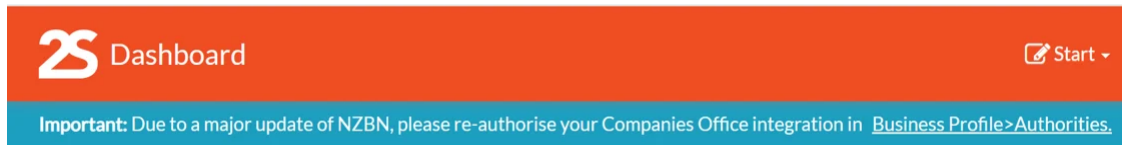
If you use **Companies Office Authority** as part of your Sign-Ups in 2Shakes, please see below on how to re-authorise.

If you don't use Companies Office Authority you won't see any banner, and you can ignore the rest of this update, thanks. Note that the NZBN search function does not need authorisation.

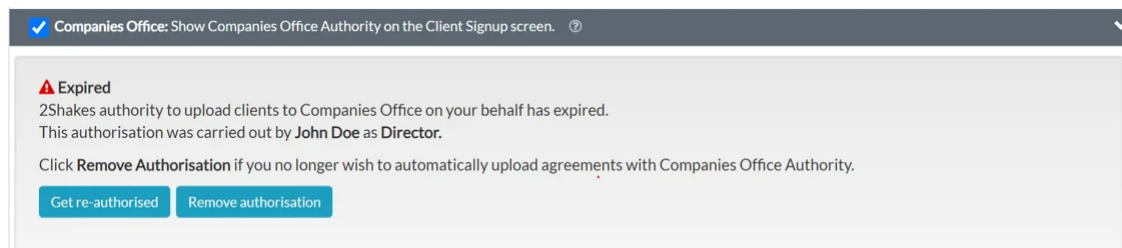
Re-Authorise CoO Authority

If you do use Companies Office Authority, and you are a 2Shakes admin on your account, you will see a blue banner when you log in. **NB: Only a 2Shakes admin has access to Business Profile>Authorities, so only an admin sees the banner.**

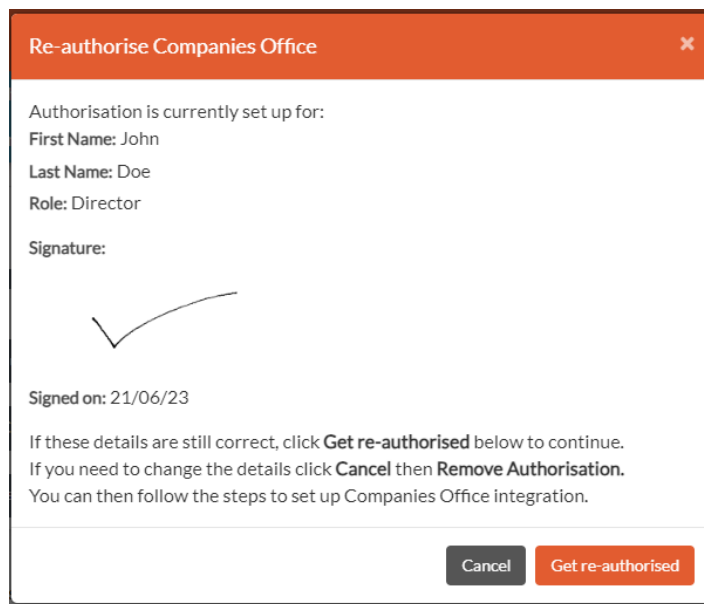
The banner notifies you that the Companies Office Authority needs to be re-authorised:



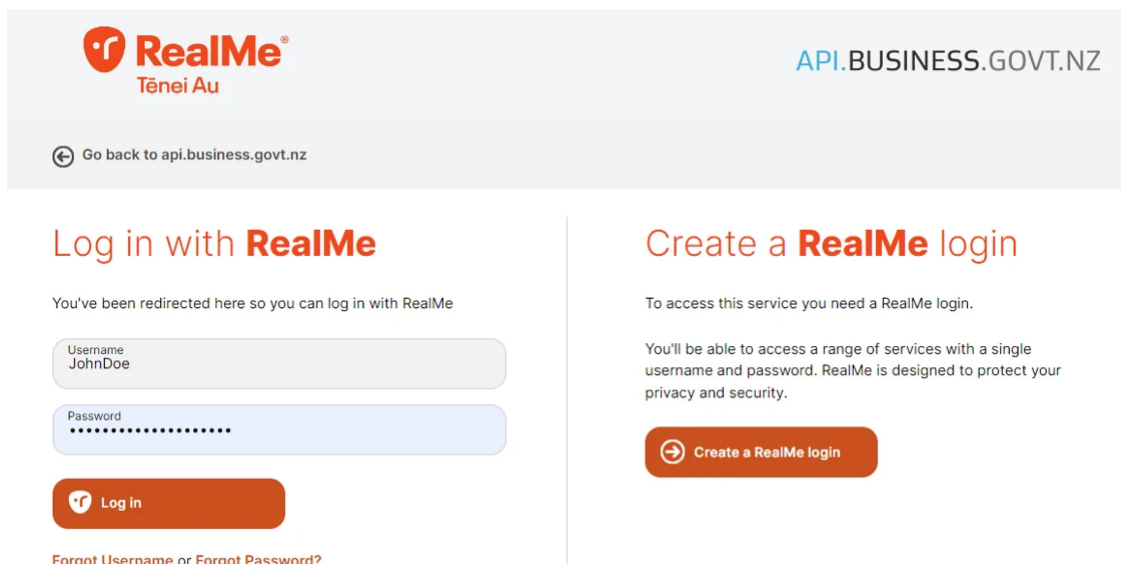
1. You can click the banner link or use the top menu to go to **Business Profile>Authorities**. There you will see that the CoO Authority has expired:



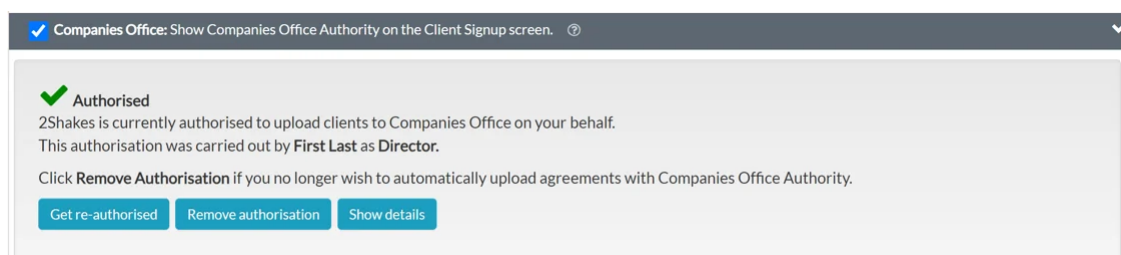
2. Click **Get re-authorised** to start the process. You will see a popup of the current person who setup CoO Authority:



3. If the Authorisation details are still correct, click **Get re-authorised** to go to the Companies Office RealMe step.
4. Login on RealMe with an account linked to your Companies Office Organisational Account. **NB: Logging in is the re-authorising step.**



5. After logging in on RealMe, you'll be taken back to 2Shakes, and you'll see the Companies Office Authority is now Authorised:



6. Well done! Your Companies Office Authority is now Authorised, and we can send Authority to Act for companies on your behalf.

Change Authorising Person

You may need to change the details of the Authorising person, e.g. if they have left. If so, Cancel out of the **Get re-authorised** popup, and then click **Remove Authorisation**:

Companies Office: Show Companies Office Authority on the Client Signup screen. ?

Expired
2Shakes authority to upload clients to Companies Office on your behalf has expired.
This authorisation was carried out by **John Doe** as **Director**.

Click **Remove Authorisation** if you no longer wish to automatically upload agreements with Companies Office Authority.

[Get re-authorised](#) [Remove authorisation](#)

After removing authorisation, the Companies Office Authority will no longer be unconfigured.

You can then configure it following the instructions on our [Companies Office Authority support page](#).

And as always, if you have any questions, need any further information, or want to send us feedback, please email us at support@2shakes.co.nz, thanks.

And thanks very much again for using 2Shakes,

Ngā mihi nui,

Mike
CEO



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Client Onboarding Automation | AML Due Diligence.

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