

## Guidance on the completion of Partnership registration using eRegistration

Pending an IT development to clarify the labelling of headings on Screen 2 of the eRegistration screen for Partnerships, the following guidance is offered.

Screen 2 below is presented to capture the Business Details for a Partnership in eRegistration.

The screenshot shows a web form titled "eRegistration" with a sub-header "Partnership Registration (2 of 5) - Business Details". A legend indicates that an asterisk (\*) denotes a required field. The form contains five input fields: "Registered Body Name", "Business Trading Name", "Date Business/Activity Commenced", "Business/Activity Description", and "NACE Code (click search for more details)". The "NACE Code" field includes a "Search" button with a right-pointing arrow. At the bottom left is a "Cancel" button with an "X" icon, and at the bottom right are "Back" and "Next" buttons with left and right arrows respectively.

**Registered Body Name:** The names of the Partners should be entered here. There are 70 characters available so up to four Partners names can be entered. Where there are more than four Partners, the name of the Precedent Acting Partner should be entered., for example Patrick Jones, Precedent Acting Partner.

Compliance output will issue with the Partners names from this field.

**Business Trading Name:** The Partnership trading name should be entered here. For example Jones Murray Smith, Partnership.

Planning Division

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