

# Commerce Commission Data Portal

User Guide – Annual Return Participant

March 2024

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# 1. Introduction

The Commerce Commission Data Portal has been created to allow industry participants to securely submit their disclosures to the Commerce Commission.

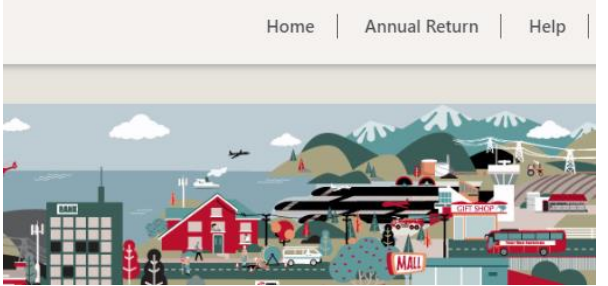
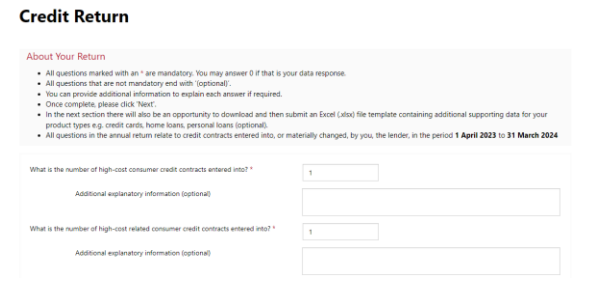
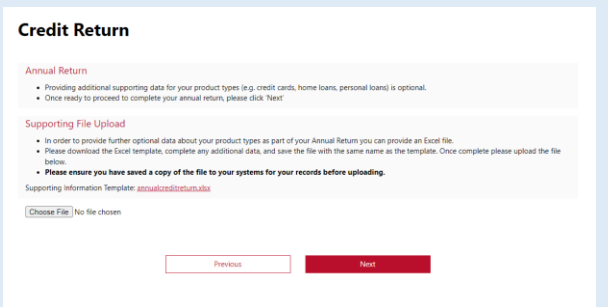
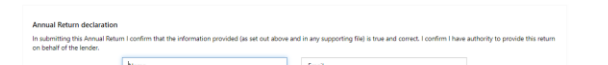
This user guide outlines the process for submitting an annual return.

# 2. How to Sign In

#	Step	Screenshots (if applicable)
1	Most lenders required to submit an annual return will receive an email from the Commerce Commission on 2 April 2024 to your company’s primary contact email address inviting you to submit an annual return.	
2	Navigate to the <a href="#">Sign in</a> page, and under the One Time Access section, enter the account reference and access code provided in from email from the Commerce Commission.  Click Sign in.	

# 3. How to Submit an Annual Return

Once signed in, follow the instructions below to submit an annual return.

#	Step	Screenshots (if applicable)
1	Navigate to Annual Return page using the top navigation.	
2	To begin your submission, click “Start Return”.	
3	<p>Enter your responses to the questions asked in the in your return.</p> <p>If a question is mandatory, it will be marked by a red * and you will not be able to proceed unless you populate the field.</p> <p>Click Next.</p>	
4	<p>If you would like to provide further information as part of your annual return, you can upload an optional supporting information excel file.</p> <p>Click the Supporting Information Template link to download the file.</p> <p>Once you have populated the template file with your responses, upload the file by clicking Choose File. The name of the file needs to be ‘annualcreditreturn.xlsx’, you will be unable to proceed unless the file with the correct name is uploaded.</p> <p>Click Next.</p>	
5	Review the summary of your annual return and complete the annual return declaration.	

If any details are incorrect, click Previous to return to the relevant page to make any changes.

To submit your return, click Submit Return.

6 You will be shown a Submission Confirmation page.

If you wish to download a PDF copy of your completed annual return for your record, click Download a copy of my Return. Please note this will be your only opportunity to do so.

Your primary contact will receive a confirmation email confirming your submission.

#### Credit Return

Your Annual Return is submitted

Thank you for submitting your annual return.

Your Return Reference is #000000046

If you have any questions please contact [creditreturn@comcom.govt.nz](mailto:creditreturn@comcom.govt.nz)

If you would like to save a copy of your submitted return, please use the Download button below.

**This will be your only opportunity to download your completed annual return for your records.**

Download a copy of my Return

Home

## 4. Trouble Shooting

For any troubleshooting, please contact [creditreturn@comcom.govt.nz](mailto:creditreturn@comcom.govt.nz) (as listed on the help page).

We will be happy to assist.