



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
- 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 <u>Sign in</u> 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.

Screensnots (if applicable)	Screenshots	(if applicable)
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Temporary Access Portal Users Rec If you have received an ennal requesting you submit information to the Commission, plasse log in below using the one-time access link provided in the ennal. If you do not be the commission of the commission of the ennal. Temporary Access User Sign Access Ware matches well with the commission access in the matches well you or return. Sign Access Ware matches well you complete you return. Not access with ennal access with you complete you return. Not access with ennal access with you complete you return. Re Not access with ennal access with you complete you return. Not access with ennal access with you complete you return. Re	ring Disclosure Portal Users in an Industry Participant who is required to growide recurring res. please Sign to or contact the Commerce Commission to Register count. In have an existing account, clok "Sign in using Single Sign On" before to log
If you have received an email requesting you submit information to the Commission, please tog in below using the one-time access link provided in the email. Temporary Access User Please use the Account Reference and Access Code provided in the email insting you to complete your return. Not access will remain access with you complete you return. Not received an email Please contact your Commerce Commission industry contact for further information. Temporary access and access	re an Industry Participant who is required to provide recurring ures please Sign in or contact the Commerce Commission to Register count.
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One Time Access Sig	In To Account
* Account Reference	n using Single Sign On
* Access Code	

3. How to Submit an Annual Return

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

1	Navigate	to	Annual	Return	page	using the	top	
	navigatio	n.						





- 2 To begin your submission, click "Start Return".
- 3 Enter your responses to the questions asked in the in your return.

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.

Click Next.

#

Step

4 If you would like to provide further information as part of your annual return, you can upload an optional supporting information excel file.

Click the Supporting Information Template link to download the file.

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.

Click Next.

5 Review the summary of your annual return and complete the annual return declaration.

Credit Return	
About Your Return	
All questions marked with n° zer mandatory. You may answer 0 if that is you all questions that are not mandatory due due hypotanois; Not can provide additional information to explain each answer if required. Once complex bese dus. You: To the next section there will also be an opportunity to download and them us product types a credit cards, how them, personal kann personal. All questions in the annual return relate to credit contracts entered into, or ma	r data response. britt an Excel (utor) file template containing additional supporting data for your tetrilly changed, by you, the lender, in the period 1 April 2023 to 31 March 2024
What is the number of high-cost consumer credit contracts entered into? *	1
Additional explanatory information (optional)	
What is the number of high-cost related consumer credit contracts entered into? $^{\rm 6}$	1

Credit Return						
Annual Return						
Providing additional supporting data for your product types (e.g. credit cards, home loans, personal loans) is optional. Once ready to proceed to complete your annual return, please click Next'						
Supporting File Upload						
 In order to provide further optional data about your product types as part of your Annual Return you can provide an Excel file. Please download the Excel template, complete any additional data, and save the file with the same name as the template. Once complete please upload the file bolto. Please download the Excel template, complete any additional data, and save the file with the same name as the template. Once complete please upload the file bolto. Please down with her template, complete any additional data, and save the file with the same name as the template. Once complete please upload the file bolto. 						
Supporting Information Template: annualcredittetum xitx						
Chanse Fitt No fit chosen						
Previous Not						

Annual Return declaration						
In submitting this Annual Return I confirm that the information provided (as set out above and in any supporting file) is true and correct. I confirm I have authority to provide this on behalf of the lender.					authority to provide this return	
	Name			Email		
		Previous		Submit Return		

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.	Credit Return
	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 Annual Return is submitted Thank you for submitting your annual return. Your Return Reference is re000000048 If you have any questions please contact creditioned Common goats. If you would like to save a copy of your submitted mitturn, please use the Download button below. That will be your only opportunity to download your completed annual return for your records. Combate a copy of trays the taxes.
	Your primary contact will receive a confirmation email confirming your submission.	Have

4. Trouble Shooting

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

We will be happy to assist.