

CSA Professional Plus

On-line Frequent Update

Version 3.1.4 (11/10/2010)

Dear CSA Users,

The major updates of this version include:

- update various IRD forms to the latest versions
- update Form AR3 to the latest version

A. Download CSA Frequent Update

URL	:	http://www.plsoft.com
Release date	:	11 October 2010
Version	:	CSA Professional Plus 3.1.4
File name	:	PSET314.EXE
File size	:	approx. 4.7Mb
Your CSA edition	:	Single-user / Network-user Edition
Your password	:	Please call 2521-3110 to get your password

B. Installation Procedures

- Preparation before Update**
- * Do not update if you are not using CSA Professional Plus 2.2.2 or above
 - ✓ All users have exited the CSA system.
 - ✓ Ensure you have sufficient access right to modify files in the CSA directory
 - ✓ Ensure you know the locations of the program directory and data directory
 - ✓ Program and data backup before updating is recommended.

Steps to Update

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|----------|----|--|
| Download | 1) | Go to www.plsoft.com , click “ CSA 3.1.4 Update new! ” on the right (under “CSA Top Download) |
| | 2) | Under “ Single-user Update Program ” or “ Network-user Update Program ”, click the link “PSET314.EXE” |
| | 3) | Save the file “PSET314.EXE” to a temporary location (e.g. C:\TEMP) |
| Start | 4) | Double-click to open the file “PSET314.EXE” that you have saved (e.g. “C:\TEMP\PSET314.EXE”) |
| Password | 5) | Enter the password as assigned in section A |

Directories	6)	Enter your CSA Program Directory and then Data Directory (e.g. for single-user, the typical program directory is "C:\WINCSA50", and data directory is "C:\WINCSA50\DATA" For network-user, the typical program directory is "F:\WINCSA50", and data directory is "F:\WINCSA50\DATA")
Document Types	7)	Select the document types to update (all Forms will be updated, you can select whether to update letters, minutes and sample custom documents)
Data Conversion	8)	Click [OK] at the prompt to run
Finish	9)	Click [Finish], update completes
Validation	10)	Open your CSA, " CSA Professional Plus 3.1.4 (Single-user Version) " is shown on the top of the screen (the caption bar)

C. Major Updates

Program

- include the functions and screen elements of CSA
 - program update is compulsory
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1. IRD Forms
 - Update program and format files for the new versions of the following IRD forms:
 - Form 1(b) for application of B/R certificate
 - IRC3110A for change of business name
 - IRC3111A for the change of business address
 - IRC3113A for cessation of business
 - IR1263 for the notice of no objection (the IRD logo and form number are deleted as requested by IRD)
2. CR Form
 - CR has combined 2 pages Form AR3 into 1 page, but the version number remains unchanged (no. 2/2008)

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