


The latest update for CSA Expert is now available. Please download the program and update your CSA Expert to the latest version

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	URL	www.plsoft.com/csaexp/download.html
	File size	26Mb (approx.)
	Password	(please contact us at 2521-3110 to get your password)

Major Updates

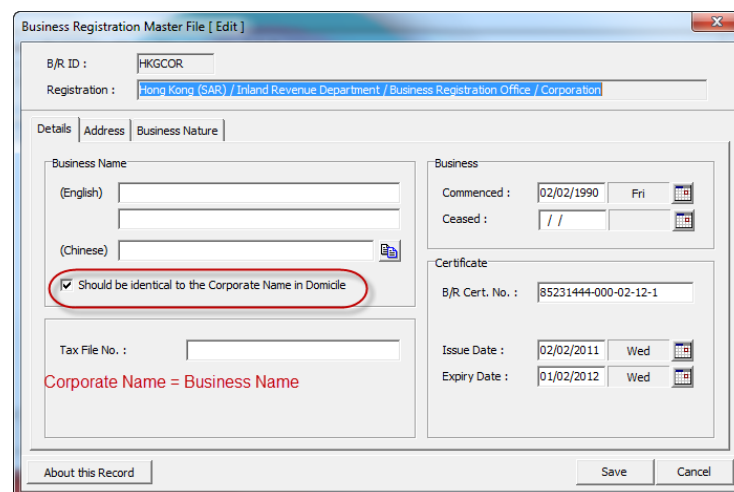
A. I.R.C. 3110A for Change of Corporate Name

Starting from 12 October 2011, I.R.D will send out the amended Business Registration Certificate and the amended Branch Registration Certificate(s) by post on the next working day following the date of “Certificate of Change of Name” (submission of Form NC2) or the “Certificate of Registration of Change of Corporate Name of Non-Hong Kong Company” (submission of Form N10) issued by the Companies Registry (“CR”).

I.R.C.3110A is no longer required for change of corporate name. It is for the change of business name and branch name only.

Function Highlight

The business name of the corporation is entered in { Client > Business Registration Master File }. BR type is “Corporation”. If the Corporate Name is same as the Business Name, the box of “Should be identical to the Corporate Name in Domicile” should be checked. The change of company name at { Job > Alteration of Company Particulars > Change of Company / Business Name } is applied to domicile only. I.R.C 3110A will not be generated.



This Client has no business name different from corporate name.

The name of company name is applied to Domicile in Hong Kong only, i.e. Company Registry. Only Form NC2 is needed to be filed.

B. I.R.C. 3111A for Change of Business Address

In the latest version of I.R.C.3111A, the checkbox for the change of registered office address (“R/O”) has been deleted. This form is for the change of business address and branch address only.

In case the registered office address and the business address are the same. When registered office address changes, the business address also changes to the new address. I.R.C3111A is still required to be submitted to the I.R.D. in order to get a new BR Certificate.

Function Highlight

The scenario to handle the change of business address is the opposite to change of business name.

If the registered office address is same as the business address, i.e. the box of “Should be identical to the Corporate Name in Domicile” is checked. The change of address at { Job > Alteration of Company Particulars > Change of Company / Business Address } is applied to both of them. You need to notify both CR and I.R.D.

The Registered Office address and the Business Office Address are the same.

The change of address is applied to both registered office address and business address. Both R1 and IRC3111A are required.

C. Unconfirmed date

We always receive enquires from CSA users that they have problems with the “unknown dates”, usually the becoming date or cessation date of the capacities. For example, if a present director’s appointment date cannot be found, we cannot leave the becoming date empty. It will turn the director’s status to “Pending” (not “Present”). What date should be put in the becoming date in such situation?

Function Highlight

The default “Unconfirmed Date” of CSA is now set to be “01/01/1800”. You can input it manually or pick it from the calendar.

For example, we don’t know the appointment date of an existing director, Lam Pai Yuen. We can input “01/01/1800” as the becoming date.

The appointment of Lam Pai Yuen is unconfirmed.

His appointment date in the Register of Director is shown as “Unconfirmed”.

NAME OF COMPANY Good Friend International Company Limited 佳友國際有限公司 Hong Kong (SAR)
 COMPANY NUMBER 4561230 REGISTER OF DIRECTORS

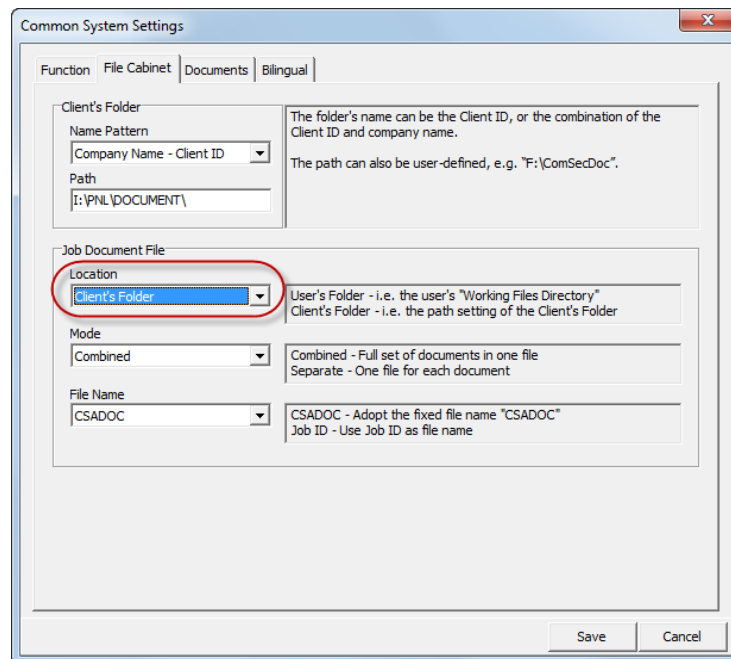
Date of Appointment	Full Name (Alias)	HKID No. / Passport No. & Issuing Country / Company No. (if registered in HK)	Residential Address (or Registered Office Address)	Date of Ceasing to Act	Remarks
16 Nov 2005	Chan Tai Man 陳太文	I.D. Card : D347853(0) (Hong Kong (SAR))	Unit LC, 9/F., LOHAS Park, Phase 1, Tower 6 Left, Wan Po Road, Tseung Kwan O, N.T., Hong Kong		First Director
Unconfirmed	Lam Pai Yuen 林柏元	I.D. Card : G252524(2) (Hong Kong (SAR))	Flat D, Lok Man Bldg., 23 Tin Lok Lane, Yaumatei, Kowloon, Hong Kong		

Unidentified appointment date is shown on Register of Director

D. Document Folder and New Interface for Jobs

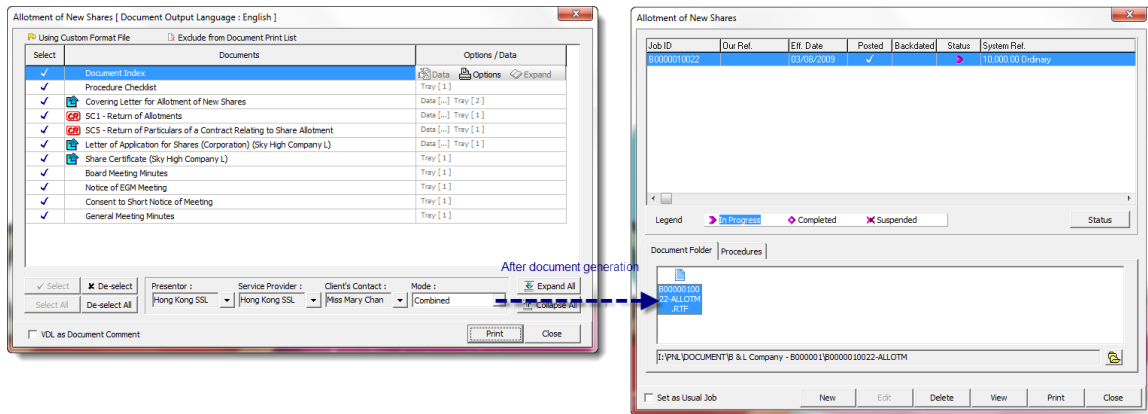
A new “Document Folder” tab is added to each job so that you can access to the documents that you have generated more quickly.

To enable this function, the location of “Job Document File” must be set to “Client’s Folder “ in { System > System Administration > Common System Settings }.



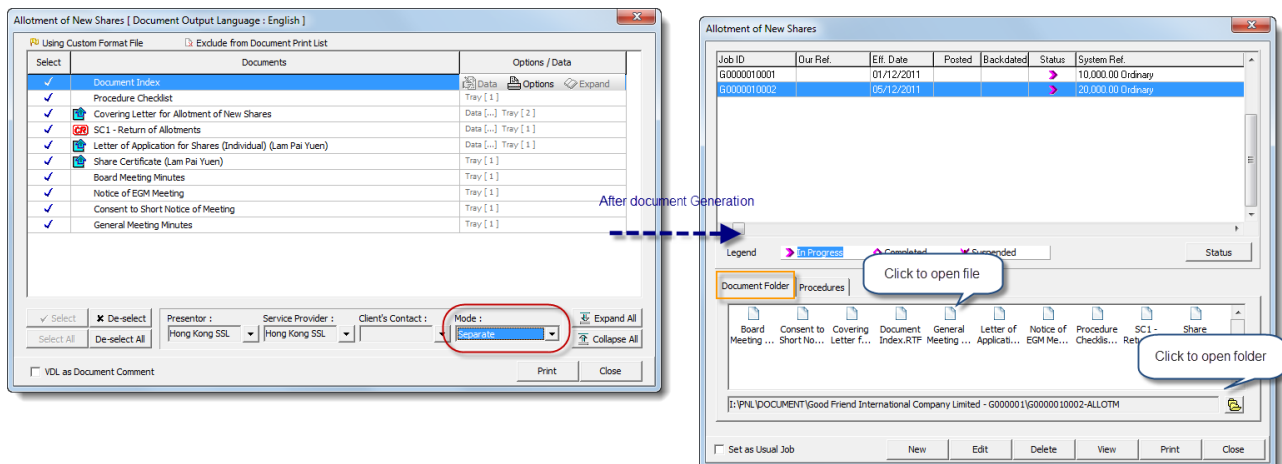
“Combined” Mode

If you print the documents in “Combined” mode, all the documents generated are combined into one file. You can click the shortcut of the file in “Document Folder” to open it directly.



“Separate” Mode

If you print the documents in “Separate” mode, documents are generated separately and are saved in the folder of the job. You can click the shortcut of the files to open them individually.



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