

CSA Expert 3.3.4

AUG 2016

The Companies Registry has issued new templates for e-filing. Old templates will not be accepted from 27 August 2016. We have updated the relevant e-forms for Company Formation and Annual Return that are available in CSA Expert.

For BVI companies, the Register of Directors can now reflect changes on director's addresses. Also, the BVI FSC Excel template has a new option to include Chinese names if you like to have them printed on the filing confirmation from BVI FSC.

DOWNLOAD AND UPDATE

Please visit our website to get your password and download the update program:

URL: <http://www.plsoft.com/csa-expert-update/>

Or visit www.plsoft.com, choose CSA > Download Center > Expert (under Program Update)

CONTENTS

For Hong Kong Companies	2
New e-Form Templates	2
For BVI Companies	2
A. Register of Directors for BVI Companies	2
B. BVI SFC Excel Template	3
C. Reports and Checklists for Ultimate Beneficial Owner	3
For PRC Companies	3
A. More options for Partnership Enterprises	3
For Samoa Companies	4
A. Statements on Register of Members and Directors for Samoa companies.....	4
B. Register of Members.....	4
C. Register of Directors.....	5

MAJOR UPDATES

FOR HONG KONG COMPANIES

New e-Form Templates

e-Registry issued new version of e-form templates in July. The old templates will not be accepted from 27 August 2016. The e-forms for company formation (Form NNC1 and NNC1G) and Annual Return (Form NAR1) have been updated in CSA. If you need to submit these three e-forms in new format, you MUST perform this update before 27 August 2016.

Please note that there is NO change on the statutory forms submitted in paper format.

FOR BVI COMPANIES

A. Register of Directors for BVI Companies

a. Changes of Director's Residential / Registered Office Address

Changes of an individual director's residential address or a corporate director's registered office address now can be showed on the Register of Directors (ROD). In order to show the changes of different address, residential/registered office address and service/correspondence address are separated into two columns in all versions of ROD.

Date of Appointment	Full Name * <i>(for individual)</i> Corporate Name <i>(for corporate)</i>	Date and Place of Birth <i>(for individual)</i> Date and Place of Incorporation <i>(for corporate)</i>	Nationality <i>(for individual)</i> Registration No. <i>(for corporate)</i>	Residential Address <i>(for individual)</i> Registered / Principal Office Address <i>(for corporate)</i>	Service Address <i>(for individual)</i> Correspondence Address ### <i>(for corporate)</i>
3 Mar 2003	Cho Mei-ting, May 曹美婷	5 Jun 1955 China	Chinese (Hong Kong)	Flat A, 50/F., Twin Regency, 11 Tak Yip Street, Tuen Long, N.T., Hong Kong (w.e.f. 31 May 2016) 5/F, Tung Ling Building, 58 Causeway Road, Hong Kong	Flat D, 15/F, Thomson Commercial Building, 8 Thomson Road, Wanchai, Hong Kong

b. Include Occupation in the versions with Identities

Although occupation (as well as identity) of a director is not required by Section 118 of the BC Act, certain registered agents may want to have it stated in the ROD. Thus, "Occupation" is added to versions 5 and 6 of ROD with identities.

B. BVI SFC Excel Template

Informed by registered agents, Chinese company name and director's name are acceptable in the Excel template. Once the Chinese name is submitted, it will be included in the VIRRGIN confirmation issued by the BVI FSC.

An option of including the Chinese names is added to { Reports > Batch Company Filings (BVI FSC template) }.

Batch Company Filings (BVI FSC template)

Client ID : (All)

Client Group :

Registered Agent (BVI) : (All)

Director (Status) :

Status

Present

Past

Pending

Present as of

//

Name : Include Chinese

Print Close

C. Reports and Checklists for Ultimate Beneficial Owner

For the Ultimate Beneficial Owner (UBO) entered as a Capacity, his/her information can be showed on most of the reports and checklists, such as Client Comprehensive Report, Entity Comprehensive Reports, Excel checklist, C-E-C, etc.

FOR PRC COMPANIES

A. More options for Partnership Enterprises

The following types of partnerships enterprises are added as PRC company types:

- | | |
|---|------------------|
| – Domestic, Partnership (Ordinary) | 內資, 合夥企業 (普通) |
| – Domestic, Partnership (Special Ordinary) | 內資, 合夥企業 (特殊普通) |
| – Domestic, Partnership (Limited) | 內資, 合夥企業 (有限) |
| – Foreign, Partnership (Ordinary) | 外資, 合夥企業 (普通) |
| – Foreign, Partnership (Special Ordinary) | 外資, 合夥企業 (特殊普通) |
| – Foreign, Partnership (Limited) | 外資, 合夥企業 (有限) |
| – H.K./Macao/Taiwan, Partnership (Ordinary) | 港澳台, 合夥企業 (普通) |
| – H.K./Macao/Taiwan, Partnership (Special Ordinary) | 港澳台, 合夥企業 (特殊普通) |
| – H.K./Macao/Taiwan, Partnership (Limited) | 港澳台, 合夥企業 (有限) |

Client Master File [New]

Brand New!

Copy from another Client []
 Include Capacity of that Client
 Include Service Item of that Client

Copy from an Entity [] S/N : []

Jurisdiction : [PRC] China

Type : [PRC|453] Domestic, Partnership (Limited)

OK Cancel

New types of partnership enterprise for PRC companies

The partner of a partnership enterprise is entered as a “Member” in Capacity Master File. It has a new option to record whether his/her partnership is of “Limited liability” or “Unlimited liability”.

Capacity - Member [New]

Entity ID : Yu Xing Yao S/N : 01

Ms Yu Xing Yao 鬱星瑶小姐
中國湖南省郴州市北湖區萬華路15號 423000
Passport No. : 1234567, United States

Remark
(1) []
(2) []

Folio : 00001 Promoter

Becoming : 01/01/2000 Sat

Cessation : //

Representing : []

Type : []
Limited liability
Unlimited liability

Share Capital	Equity	Ratio (Capital)
Investment (RMB)	Capital (Reg.) : 500,000.00 Capital (Paid) : 500,000.00	50.00%

FOR SAMOA COMPANIES

A. Statements on Register of Members and Directors for Samoa companies

A note about the statement of location of Register is added to Register of Members and Directors for Samoa companies.

B. Register of Members

Applicable versions:

- Register of Members (Common format)
- Register of Members (Common format) (Bilingual Caption)

Statement at the end of Register:

PLEASE NOTE: THE ORIGINAL OR COPY OF THIS REGISTER MUST BE KEPT AT THE REGISTERED OFFICE WITHIN SIX (6) MONTHS OF THE DATE OF INCORPORATION.

C. Register of Directors

Applicable versions:

- Register of Directors (Multi-identities)
- Register of Directors (Multi-identities) (Bilingual Caption)

Statement at the end of Register:

PLEASE NOTE: THE ORIGINAL MUST BE KEPT AT THE REGISTERED OFFICE.

~ End ~