

CSA Expert updated version 更新版 3.6.4

February 2021 年 2 月

Seychelles' International Business companies are now required to declare their beneficial ownership details to the Financial Intelligence Unit ("FIU"). We have added the "Declaration of Beneficial Ownership" and the "Register of Beneficial Owners" ("RBO") that need to be submitted to the registered agent as soon as possible. We have also updated the IRD Form IR1263 which is equivalent to the latest version 8/2020.

塞舌爾的國際商業公司現在必須向金融情報局 (FIU) 聲明其實益擁有權的詳情。我們新增了「實益擁有權聲明書」及「實益擁有人登記冊」(RBO) 的新範本，用戶應儘快將其提交給註冊代理。我們還更新了 IRD 表格 IR1263，該表格等同於最新版本 8/2020。

Download and Update Procedures 下載及更新程序

Please get your password and download the update program posted at:

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

OR visit www.csa.hk, beside "Program Update", click the [Expert] button.

A detailed guideline "Procedure of Execution 3.6.4" posted at:

http://www.plsoft.com/download/csaexp/download/update/updateprocedure_364.pdf

請在我們的網站索取密碼及下載更新程式：

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

(或到 www.csa.hk > 按 Program Update 旁的 [Expert] 鍵)

詳細指南“[版本 3.6.4 執行程序](#)”已上載於：

http://www.plsoft.com/download/csaexp/download/update/updateprocedure_364.pdf

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Update Contents 更新的内容

1. Beneficial Ownership of Seychelles Companies

塞舌爾公司的實益擁有權

A. Location of Register of Beneficial Owners 實益擁有人登記冊的備存地點

The Register of Beneficial Owners (RBO) is added to the “Register” tab in the Client Master File. Similar to the Significant Controllers Register of Hong Kong companies, the standard wordings for describing the status of RBO as suggested on page 20 of the “Beneficial Ownership Guideline” released by Seychelles’ FIU are available in the picklist of the dialogue box for “Additional Matters”. You can select a standard statement then make the necessary modifications.

實益擁有人登記冊 (RBO) 被添加到客戶主資料檔案的“註冊”分頁中。與香港公司的重要控制人登記冊類似，塞舌爾金融情報局發布的“實益擁有權申報指引”第 20 頁所建議的 RBO 狀況描述的標準措辭可在“其他事項”對話框的選單中找到。您可以選擇一個標準語句，然後進行必要的修改。

The screenshot displays the 'Client Master File [Edit]' window. The 'Register' tab is selected, showing a list of registers under 'Location of Registers and Company Records'. The 'Register of Beneficial Owner' is highlighted. Below the list, there are checkboxes for 'The Register is applicable to this Client' and 'The Register is kept at the Registered Office'. An 'Additional Matters' dropdown menu is open, showing a list of standard statements. A secondary dialog box titled 'Register of Beneficial Owner [Edit]' is overlaid, showing the selected statement in both English and Chinese, with a 'Save' button at the bottom.

B. Service Address of BO and UBO (BO 及 UBO 的文件送達地址)

Both Beneficial Owner (“BO”) and Ultimate Beneficial Owner (“UBO”) are required to declare their beneficial ownership in RBO. Similar to the director of BVI company, BO and UBO may have a address for service of documents. The options of Service Address have been added to BO and UBO in the Capacity Master File.

實益擁有人 (BO) 和最終實益擁有人 (UBO) 都必須在 RBO 中聲明其實益擁有權。與英屬維爾京群島公司的董事類似，BO 和 UBO 可以有文件送達地址。文件送達地址選項已添加到“職務主資料檔案”中的 BO 和 UBO。

The screenshot shows two overlapping windows from the CSA Expert software. The background window is titled "Capacity - Beneficial Owner" and contains fields for Entity ID (Cheung Howell), Folio (00001), and Nominee (Cheuk Sing Chak). A dropdown menu for "Particulars Registered In" is open, showing "Service Address" selected. The foreground window is titled "Cheung Howell - SYC" and shows the "Service Address" form. A dropdown menu for "Service Address" is open, listing options: "Specified Address", "Residential Address (Entity)", "Registered Office Address (Client)", "Specified Address", and "Administrator". The "Specified Address" option is selected. The form includes fields for English address (123 King's Road, Central, Hong Kong), Chinese address (皇后大道中123號), and Country (Hong Kong).

C. Interest Held by UBO 最終實益擁有人持有的權益

The interest held by an UBO should be entered in the “Equity Ratio” in the Capacity Master File.

UBO 持有的權益應在職務主資料檔案的“權益比率”中輸入。

The screenshot shows the "Capacity - Ultimate Beneficial Owner" form. The Entity ID is Chan May May and the Folio is 00001. The "Equity Ratio" field is highlighted with a red box and contains the value "55.00 %".

This ratio will be printed on both Declaration of Beneficial Ownership and RBO.

該比率將同時印在 實益擁有權聲明書 及 RBO 上。

On Declaratin of Beneficial Ownership:

在實益擁有權聲明書：

Particulars of the BO's beneficial interest (tick at least one point below)

- Number and class of shares held (>10%): <Share Total> of registered shares, or
- Exercise (directly or indirectly) ultimate control over more than 10% of total voting rights of members in the legal person, or
- Is entitled (directly or indirectly) to appoint or remove a majority (>10%) of the directors of the legal person, or
- Is otherwise entitled to exercise or actually exercise control over the legal person or legal arrangement or its management.
- Others: (Specify type or nature of the interest held, numerical value of interest held or management position held)

Description: **55.00% of registered shares**

On RBO:

在 ROB :

Chan May May 陳美美	Residential: Flat 1, 48/F, Tower A, Galaxia, 3 Lung Poon Street, Diamond Hill, Kowloon Hong Kong Service: Flat 1, 48/F, Tower A, Galaxia, 3 Lung Poon Street, Diamond Hill, Kowloon Hong Kong	3 Mar 1973	Chinese	Others: (Specify type or nature of the interest held, numerical value of interest held or management position held). 55.00% of registered capital
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D. Beneficial Interest 實益擁有權

In the Capacity Master File record of BO/UBO, click the [Edit] button under “Beneficial Interest” to select the standard statement(s).

在 BO/UBO 的職務主資料檔案紀錄中，單擊“實益擁有權”下的 [更改] 按鈕以選擇標準的聲明。

Capacity - Beneficial Owner

Entity ID : Cheung Howell

Folio : 00001

Nominee

Member : Cheuk Sing Chak
Cheuk Kim Chak, Kimmy

Remark

(1)

(2)

Became : 07/07/2017 Fri

Ceased : //

Beneficial Interest

Share Capital Equity % (Shares)

Any further information to the beneficial interest should be entered in the text area “Description”. This will also be printed on the Declaration of Beneficial Ownership and RBO.

關於實益擁有權的任何進一步信息都應在“描述”文本區域中輸入，亦將被印在實益擁有權聲明書及 RBO 上。

Nature of Control

Beneficial Interest

- Number and class of shares held (>10%): <Share Total> of registered shares.
- Exercise (directly or indirectly) ultimate control over more than 10% of total voting rights of members in the legal person.
- Is entitled (directly or indirectly) to appoint or remove a majority (>10%) of the directors of the legal person.
- Is otherwise entitled to exercise or actually exercise control over the legal person or legal arrangement or its management.
- Others: (Specify type or nature of the interest held, numerical value of interest held or management position held).

Description

Chief Executive Officer

Save Cancel

Important Notes 重要事項

Number and Class of Shares 股份數量和類別

The number and class of shares held by a BO on Declaration of Beneficial Owner and RBO as requested by the first statement cannot be generated by the system. Please enter it manually in “Description”.

系統無法生成第一條聲明所要求的 BO 在聲明書及 RBO 上持有的股份數量和類別，請在“描述”中人手輸入。

Nature of Control

Beneficial Interest

- Number and class of shares held (>10%): <Share Total> of registered shares.
- Exercise (directly or indirectly) ultimate control over more than 10% of total voting rights of members in the legal person.
- Is entitled (directly or indirectly) to appoint or remove a majority (>10%) of the directors of the legal person.
- Is otherwise entitled to exercise or actually exercise control over the legal person or legal arrangement or its management.
- Others: (Specify type or nature of the interest held, numerical value of interest held or management position held).

Description

6,000 ordinary and 200 preference shares

Save Cancel

E. Declaration of Beneficial Ownership 實益擁有權聲明書

The Declaration of Beneficial Ownership can be printed in { Job > Miscellaneous > Declaration of Beneficial Ownership/Trust }. This document is applicable to both BO and UBO.

實益擁有權聲明書可以在 { 辦理工作 > 其他 > 實益擁有人/信託聲明書 } 中列印。此文檔同時適用於 BO 和 UBO。

Documents for BO (BO 的文件)

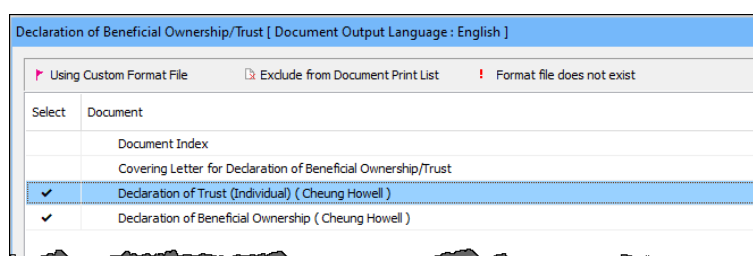
On [New] or [Edit] mode, select the desired Member (i.e. the nominee) and its Beneficial Owner.

在 [新增] 或 [更改] 模式下，選擇所需的成員 (即代名人) 及其實益擁有人。



On [Print] mode, you can print both the Declaration of Trust and the Declaration of Beneficial Ownership at the same time.

在 [列印] 模式下，您可以同時打印信任聲明書和實益擁有權聲明書。



Documents for UBO (UBO 的文件)

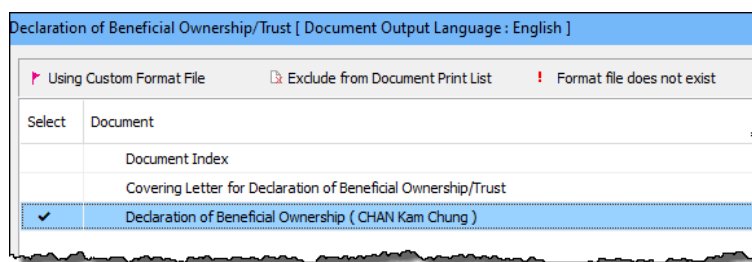
On [New] or [Edit] mode, select the desired Ultimate Beneficial Owner.

在 [新增] 或 [更改] 模式下，選擇所需的最終實益擁有人。



On [Print] mode, you can print the Declaration of Beneficial Ownership.

在 [列印] 模式下，您可以打印實益擁有權聲明書。



Select	Document
	Document Index
	Covering Letter for Declaration of Beneficial Ownership/Trust
<input checked="" type="checkbox"/>	Declaration of Beneficial Ownership (CHAN Kam Chung)

Becoming Date of the Capacity after Job Posting 工作確認後職務的起始日期

Case 1: Has becoming date in the Capacity Master File

Job Posting **does not update** anything in the Capacity Master File for present nominee / BO / UBO. The becoming date remains unchanged.

Case 2: No becoming date in the Capacity Master File

Job Posting **updates** the becoming date in Capacity Master File for pending nominee / BO / UBO with the Job's effective date.

情況 1： 在職務主資料檔案中已具起始日期者

對於現任的 代名人 / BO / UBO，Job Posting 不會更新職務主資料檔案中的任何內容。 起始日期保持不變。

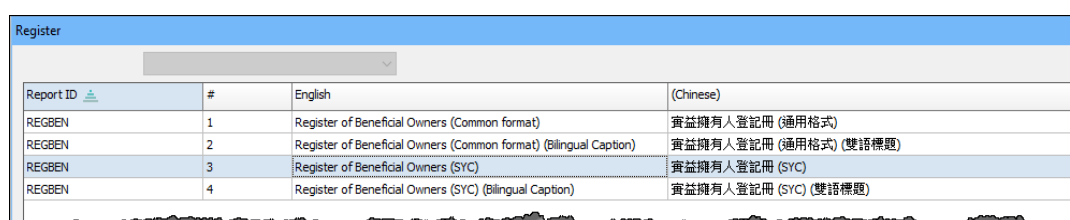
情況 2： 在職務主資料檔案中具起始日期者

“工作確認” 使用工作的生效日期來更新待任 代名人 / BO / UBO 在職務主資料檔案中的起始日期。

F. Register of Beneficial Owners 實益擁有人登記冊

The RBO for Seychelles companies is added to { Register > Register of Beneficial Owners } as version 3 and 4, where the later is bilingual.

塞舌爾公司的 RBO 已作為版本 3 和 4 (雙語版本) 添加到 { 登記冊 > 實益擁有人登記冊 } 中。



Report ID	#	English	(Chinese)
REGBEN	1	Register of Beneficial Owners (Common format)	實益擁有人登記冊 (通用格式)
REGBEN	2	Register of Beneficial Owners (Common format) (Bilingual Caption)	實益擁有人登記冊 (通用格式) (雙語標題)
REGBEN	3	Register of Beneficial Owners (SYC)	實益擁有人登記冊 (SYC)
REGBEN	4	Register of Beneficial Owners (SYC) (Bilingual Caption)	實益擁有人登記冊 (SYC) (雙語標題)

Important Notes 重要事項

Chain of Nominees 代名人鏈序

Because of lack of complete data, the system cannot automatically handle complicated instances where there is a “chain of nominees” that you have to submit the information of all the involved nominees and nominators in the chain. In such situation, you need to fill in the particulars in ROB manually.

Please refer to “Beneficial Ownership Act, 2020” (the “Act”) and “Beneficial Ownership Guidelines” (the “Guideline”) for more information:

Nominator – Part II, 5(1)(e)(ii) & 5(5)(b) of the Act

Chain of Nominees – Point 13 of the Guideline

由於缺乏完整的數據，系統無法自動處理存在“代名人鏈序”的複雜個案，您要提交“代名人鏈”中所有涉及的代名人及委託人的資料。在這種情況下，您需以人手填寫 ROB 中的詳細信息。

有關詳情，請參閱“2020 年實益擁有權法”（該法令）及“實益擁有權申報指引”（該指引）：

委託人 – 該法令第二部分 5 (1) (e) (ii) 和 5 (5) (b)

代名人鏈序 – 該指引第 13 點

2. Update to Form IR1263 更新表格 IR1263

The CSA form “Notice of No Objection to a Company being Deregistered” is equivalent to the IRD form IR1263. It is now updated to version 8/2020 and is renamed as “Request for Notice of No Objection to a Company / Limited Partnership Fund being Deregistered”. Basically, information required does not have changed.

CSA 表格“不反對撤銷註冊公司的通知”等同於 IRD 表格 IR1263。現在已更新為版本 8/2020，並改稱為“要求發出不反對撤銷公司 / 有限合夥基金註冊通知書”。所需填報的資料沒有基本改變。

3. New Version of e-Form Filler 新版本的 e-Form Filler

The Companies Registry (“CR”) has just announced a new version of e-Form Filler. The OLD version will NOT function properly starting from 7 March 2021. Please ensure you follow CR’s procedures to install the NEW version:

- 1) Uninstall the OLD e-Form Filler from your computer
- 2) Download and install the NEW e-Form Filler from www.eregistry.gov.hk

We have already run a system test. The e-Forms for NNC1, NNC1G and NAR1 in CSA can be generated using the new e-Form Filler.

公司註冊處 (CR) 剛發布了新版本的 e-Form Filler。從 2021 年 3 月 7 日起，舊版本將無法正常運作。請確保您按照 CR 的程序安裝新的版本：

- 1) 從您的電腦上卸載 (解除安裝) e-Form Filler 的舊有版本
- 2) 從 www.eregistry.gov.hk 下載並安裝 e-Form Filler 的新版本

我們已經進行了系統測試。可以使用新的 e-Form Filler 生成 CSA 中 NNC1，NNC1G 和 NAR1 的電子表格。

Important Notes 重要事項

The new e-Form Filler is not compatible with 32-bit Windows platform.

After you successfully installed the new e-Form Filler, its version no. can be found at { Help > About e-Form Filler } of the software. With clarification from CR, the new version no. is: Version: 3.0 - [2019-07-21T16:53:12CST].

If you have any enquiries about the installation of the new e-Form Filler, please consult CR’s Help Desk Support Service Team at 8201-8273 or via their email: cr.helpdesk@icris.cr.gov.hk, or consult your in-house IT specialist.

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新的 e-Form Filler 與 32 位元 Windows 平台不能兼容。

成功安裝新的 e-Form Filler 後，其版本編號可以在該軟件的 { 說明 > 關於 e-Form Filler } 中找到。經向 CR 查詢作實，新版本的編號為：版本 3.0 - [2019-07-21T16 : 53 : 12CST]。

如果您對新 e-Form Filler 的安裝有任何疑問，請聯絡 CR 的服務組支援隊尋求協助 (電話 8201-8273 / 電郵 cr.helpdesk@icris.cr.gov.hk)，或諮詢您公司內部的 IT 負責人。

~ End (完)~