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CSA: the Company Secretarial Software 公司秘書專業軟件

CR Specified Form MPI: Purpose and Usage

CR 指明表格 MPI：用途和用法

Background 背景

Since the implementation of Phase 2 of the New Inspection Regime on 24 October 2022, usual residential addresses and full identification numbers of directors (and some other capacities) are treated as Protected Information on CR's records, thus usual residential addresses and full identification numbers reported in CR forms filed on and after that date were replaced by correspondence addresses and partial identification numbers.

自 2022 年 10 月 24 日實施新查冊安排的第二階段以來，董事（以及另外一些身份）的通常住址和完整身份識別號碼被視為 CR 記錄中的受保護資料；因此在該日期及之後提交的 CR 表格中申報的通常住址和完整身份識別號碼已替換為通訊地址及部分識別號碼。

However, old forms already registered before 24 October 2022 may still contain such protected information. So, what should you do if you want to protect those information from public inspection?

然而，2022 年 10 月 24 日之前註冊的舊表格可能仍包含此類受保護資料。那麼，如果您想保護這些資訊免受公眾查閱，您應該怎麼做？

The newly released CR Form MPI (Application to Withhold Residential Address or Identification Number from Public Inspection) is the official solution to the above question.

新公布的 CR 表格 MPI (申請不提供住址或身分識別號碼讓公眾查閱) 是上述問題的官方解決方案。

Who can apply? The Applicant must be the data subject (i.e. the “owner” of the data) himself or herself, with one or more of the following capacities in a company:
誰人可以申請？

申請人必須是資料當事人 (即資料的 “所有者”) ，並在某公司中具有以下一項或多項身分：

- Director or Alternate Director or Reserve Director
董事 / 候補董事 / 備任董事
- Company Secretary
公司秘書
- Authorized Representative of a Registered Non-Hong Kong Company
註冊非香港公司的獲授權代表
- Liquidator or Provisional Liquidator
清盤人 / 臨時清盤人
- Mortgagee or Chargee
承按人 / 承押記人
- Receiver and/or Manager
接管人 及/或 經理人
- Other relevant capacities
其他相關身分

Part 1 of the Form In Part 1, you are required to provide the following of the Applicant:
表格第一部

(Applicant
申請人)

在第一部中，您需要提供申請人的以下資料：

- Chinese name and/or English name
中文姓名 及/或 英文姓名
- HKID Card number or passport issuing country and number as identification
香港身分證號碼 或 護照簽發國家及號碼 作為身分證明
- Telephone number and/or email address and/or correspondence address to facilitate communication with the Applicant
電話號碼 及/或 電郵地址 及/或 通訊地址 以方便與申請人聯絡

Part 2 of the Form In Part 2, you are required to provide the following in relation to the filed document concerned:
表格第二部

(Document
文件)

在第二部中，您需要提供以下與所提交的相關文件的資料：

Part 2 (A): the Company
第二部 (A)：公司

- The B/R Number of the company
公司的 B/R 號碼
- The name of the company
公司名稱

Part 2 (B): the Document
第二部 (B)：文件

- The name of the document
文件名稱
- The Document Reference Number
文件參考編號

Part 2 (C): the Protected Information

第二部 (C) : 受保護的資料

- The capacity/capacities of the Applicant in the Document
申請人在文件中的身分
- Information to be withheld from public inspection under the application. Either the full identification number (HKID Card or passport number) and/or the usual residential address.
申請不提供讓公眾查閱的資料的詳情。即完整的身份證號碼 (香港身份證或護照號碼) 及/或 通常住址。
- Usual Residential Address is only applicable to the data subject who is a director, an alternate director, a reserve director, or a company secretary.
通常住址只適用於資料當事人為董事、候補董事、備任董事或公司秘書。
- You need to specify the location in the document where the information appears (e.g. page number and section number).
您需要指出資料於有關文件內出現的位置 (例如頁碼及章節)。
- If the withheld information includes the usual residential address, you have to provide a correspondence address (usually the R/O address of the company) as a replacement for public inspection.
若不提供讓公眾查閱的資料包括通常住址，則須提供通訊地址 (一般為公司的註冊地址) 作為取代。

Part 3 of the Form 表格第二部

(Identification Document 身分證明文件)

In Part 3, you have to choose between the modes of submission of the identification document of the Applicant:

在第三部中，您需要選擇提交申請人身分證明文件的方式：

- Present the original identification document of the Applicant in person with the Form at CR (or)
親身到公司註冊處遞交表格並出示申請人的身分證明文件正本 (或)
- Submit a certified copy of the identification document of the Applicant with the Form.
隨表格交付申請人的身分證明文件的核證副本。

If you choose the latter mode, the identification document must be certified as a true copy by one of the following practicing professionals or designated persons in Hong Kong:

如果您選擇後者，身分證明文件必須由下列在香港執業的專業人士或指定人士核證為真實副本：

- A notary public
公證人
- A solicitor
律師
- A certified public accountant (practising)
執業會計師
- An authorized officer of the court
獲授權的法院人員

- A professional company secretary
專業公司秘書
- A consular officer of the Applicant's home country, in case the Applicant is a non-Hong Kong resident.
如申請人並非香港居民，其所屬國家的領事館官員。

Points to Note It is important to note that:
注意事項 務需注意的是：

- Each Form MPI can only handle one Applicant in one company.
每份表格 MPI 只能處理一家公司的一名申請人。
- If the application involves more than one document, use one Continuation Sheet MPI-A for each extra document. Each Form MPI can only include 20 Continuation Sheets at most)
如果申請涉及多份文件，請為每份額外文件使用一張續頁 MPI-A。每份表格 MPI 最多只可包括 20 張續頁
- The Form must be signed by the Applicant himself or herself.
表格必須由申請人本人簽署。
- Making of application in relation to the Usual Residential Address and Correspondence Address of a director is subject to sections 56(6) and 56(7) of the Companies Ordinance (cap.622). Please consult a professional if you have any doubts about the law provisions.
就董事的通常住址及通訊地址提出申請須遵守《公司條例》(第 622 章) 第 56(6) 及 56(7) 條的規定。如對法律條文有任何疑問，請諮詢專業人士。

This Form will be available by way of blank form in the coming CSA update.

此表格將在下次 CSA 更新中以空白文件的形式提供。



CPAnywhere: Professional Practice Management System 執業管理系統

Most Popular System Functions Used in CPAnywhere

CPAnywhere 中最常使用的系統功能

Recently, we had conducted a survey on which functions are mostly used by CPAnywhere users. Below are the results with the most popular ones on top:

最近我們對 CPAnywhere 用戶進行了一項調查，看看哪些功能是最受歡迎的。結果依次如下：

- (1) Leave Management
年假管理
- (2) Invoicing
開單
- (3) Settlement
結算

- (4) Timesheet Reporting
工時報告
- (5) Job Assignment Management
工作委派管理
- (6) Disbursement Receivables
應收墊支
- (7) File Tracing
文件追蹤
- (8) Payroll Calculation
工資計算

The survey results may not tell the whole story. This is because each firm has its own objectives for using CPAnywhere, and may have different solutions for individual objectives. Some firms use almost all the functions, especially for those who have their own in-house IT support team. Some are only concerned about the invoicing and settlement or the functions in the HR module.

調查結果或許不能說明全部事實。這是因為每家公司都有自己使用 CPAnywhere 的目的，而針對不同的目的可能有不同的解決方案。有些公司幾乎使用全部功能，尤其是那些擁有內部 IT 支援團隊的公司。有的只關心開單及結算功能或 HR 模組中的功能。

The main reason that we are doing this survey is to know more about users' needs so that we can adjust the development priority of modules, especially in the planned mobile apps. We hope to offer better solutions to all levels of users with different preferences within an organization.

我們進行這項調查的主要原因是為了了解用戶需求從而據此調整模組的開發優先次序，特別是在計畫中的手機應用程式。我們希望為同一組織內具有不同偏好的各個層級的使用者提供更好的解決方案。



AML for CSA

(為遵從打擊洗錢及恐怖分子資金籌集的規定)

Reports from TCSP Licensees who were under CR's Inspections

TCSP 持牌人接受 CR 審查的報告

The Companies Registry ("CR") is responsible for undertaking assessments of TCSP licensees' technical compliance and the level of effectiveness of the Anti-Money Laundering / Counter-Terrorist Financing ("AML/CTF") system in Hong Kong. Here, we would like to share with our "AML for CSA" users their CR inspection experience to enhance the overall compliance with the AML/CTF requirements.

公司註冊處 (CR) 負責評估 TCSP 持牌人的技術合規性以及香港打擊洗錢及恐怖分子資金籌集 (AML/CTF) 系統的有效水平。在此，我們想與 AML for CSA 的用戶分享他們接受 CR 審查的經驗，以提高對 AML/CTF 整體合規性的要求。

(A) AML/CTF Compliance Manual for the Firm

公司 AML/CTF 合規手冊

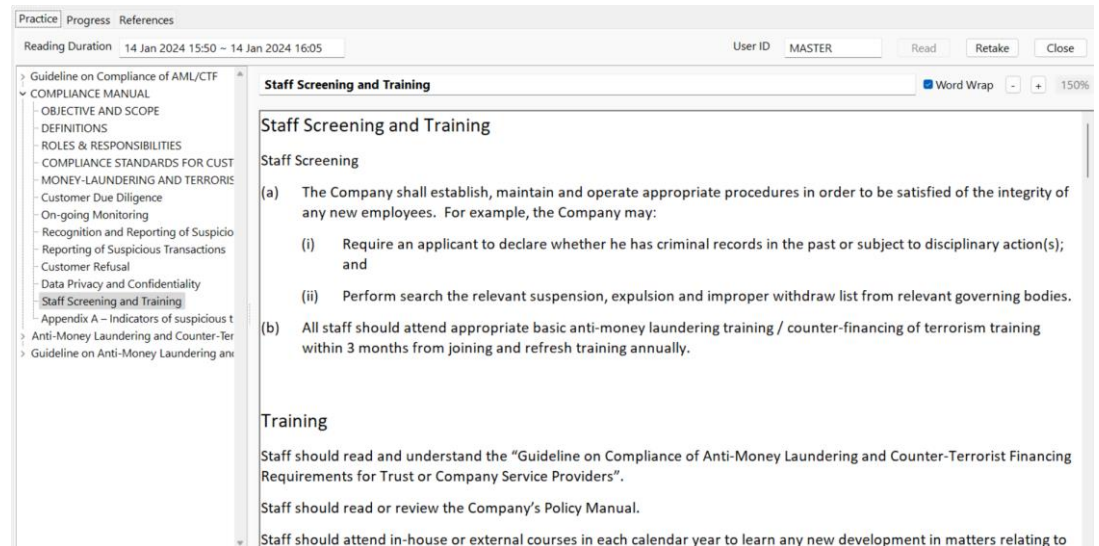
A few weeks ago, a user called us for help. It is because the CR inspector asked her

to provide a copy of the firm's AML/CTF Compliance Manual for inspection.

幾週前，一位用戶致電我們尋求協助。因為 CR 審查員要求她提供該公司的 AML/CTF 合規手冊副本以供審查。

In this case, the user may have missed the "Policies and Procedures" section in AML for CSA. We told her that what the CR Inspector wanted to see had already been built into the system!

在這個案裡，用戶可能忽略了 AML for CSA 內的「政策和程序」部分。我們告訴她，CR 審查員想要看的東西早已內建在系統中了！



We gave her some advice and she did the following:

我們給了她一些建議，她做了以下的程序：

- (1) Go to "Policies and Procedures" section in AML for CSA.
前往 AML for CSA 中的「政策與程序」部分。
- (2) Download our sample Compliance Manual in MS-Word format.
下載我們的 MS-Word 格式的合規手冊範本。
- (3) Review the sample manual to see if there is anything to add.
檢視該手冊範本，看看是否有需要補充的內容。
- (4) Ask all the staff to read the reviewed manual.
(The system would record the time read and duration automatically for the record.)
着全體員工閱讀該審視過的手冊。
(系統會自動記錄讀取的日期及所用的時間，以便記錄。)
- (5) Send the reviewed "Compliance Manual" to the CR inspection.
將該審視過的《合規手冊》送交 CR 審查員。

The Compliance Manual was accepted by the Inspector.

審查員接納了該《合規手冊》。

Observation
觀察

After reviewing many CR inspections conducted on our AML for CSA users, we have the following observation: The CR inspection team is getting more sophisticated and organized. The addition of these AML/CTF duties to TCSP licensees is a big change and they seem to have progressed a lot in the last two years. That's why we took any comments or suggestions from CR inspections very seriously and implemented any

improvements necessary to our System. Please update your system from time to time to reflect those changes.

在檢視了對 AML for CSA 用戶的 CR 審查後，我們以下的觀察：CR 審查團隊變得更老練和更有條理。TCSP 持牌人擔付了這些 AML/CTF 職責是個巨大的轉變，她們在過去兩年中似乎亦取得了不少的進展。這就是為什麼我們非常認真地對待 CR 審查人員的每個意見或建議，並為我們的系統作出任何必要的改良。請不時更新您的系統以反映這些變更。

(B) CR Inspector Suggested Highlighting the High-Risk Entities in the System for Easy Identification

CR 審查員建議在系統中突顯高風險實體以便於識別

During the inspection of one of our users, the CR inspector made a valuable comment on the AML for CSA system. They suggested that we can highlight the high-risk entities in the system for easy identification.

在對我們的一位用戶進行審查時，CR 審查員對 AML for CSA 系統提出了寶貴的意見。他們建議我們可以在系統中突顯高風險實體，以便於識別。

This is indeed a good observation by an enforcement agency to look at AML for CSA. By implementing this suggestion of having a dedicated indication in the system, instead of looking through many lines of questions and answers in CDD or EDD, readers can immediately identify whether the entity under view is “high-risk” or otherwise that needs extra handling.

這確實是執法機構在審視 AML for CSA 時的一個很好的觀察。透過實施在系統中設定專用提示的建議，讀者可以立即識別所查看的是否為「高風險」或需要額外處理的實體，而無需在 CDD 或 EDD 中查看多行問題和答案。

Therefore, we are proposing to make the following changes that the system will classify an entity as “high-risk”:

因此，我們擬對系統進行更改；凡遇上下列情況，系統會將某實體歸類為「高風險」：

- (1) if an EDD on the entity is being processed;
如果正為該實體進行 EDD；
- (2) if the entity is found under-sanctioned in one of the sanctioned lists;
若該實體被列入某份制裁名單之中；
- (3) if the entity is being classified as a fugitive or on the wanted list of one of the law enforcement agencies;
若該實體被視為逃犯或被列入某一執法機關的通緝名單；
- (4) if the entity is a politically exposed person (PEP); or
如果該實體是政治公眾人物 (PEP)；或
- (5) the person in charge of the system manually classifies him to be high-risk.
系統負責人主動將其歸類為高風險。

The proposed screen will look like this:

建議中的螢幕將如下所示：

Client		A001 : Manatee Seafood Limited	
Information	KYC	PEP	RBA
	CDD	Sanction	Record
	Risk *		
Risk Rating	High	Updated on:	2024-01-25
Remark	(11/500)	Risk Analysis	-- Select Template --
Item	Data	Confirmation: Manatee Seafood Limited	
Client ID	A001	Name	Prepared On
Company Name	Manatee Seafood Limited 海象海鮮批發有限公司	Form ID	
Risk Rate	High	1	Manatee Seafood Limited
Remark	North Korea	2	ABDUL HAQ
Update on	2024-01-25	3	Apple Au
Criteria	EDD, Sanction, PEP	4	Brick Hill Holding Company
Jurisdiction	Hong Kong	5	Chan Tai Man
Registration No.	232323	6	Lee Hoi Yan
Company Type	Limited by Shares (Private)	7	Ransdale (China) Investment
Incorporation Date	1992-05-20		
Registered Office Address	Rm. 2402, City Top Tower, 24 King's Road, North F		
Last A/R Date	20/05/1998		

The primary purpose of the change is to easily identify the entity's present risk level. As it is still in the design phase, the final version may be different from this one. Once the coding and testing are completed, the function will be incorporated into the next version to be released. You are welcome to make any suggestions to the screen layout if you see fit.

變更的主要目的是更容易識別實體目前的風險等級。由於仍處於設計階段，最終版本可能與此不同。一旦編程和測試完成，該功能便會合併到下一個要發布的版本。歡迎大家對畫面佈局提出任何您認為合適的建議。



General Interest

產品以外

Reporting of the Beneficial Ownership Information to the US Treasury

Starting January 1, 2024, certain types of U.S. and foreign entities need to report their beneficial ownership information to the Financial Crimes Enforcement Network ("FinCEN"), a bureau of the U.S. Department of the Treasury under the Corporate Transparency Act ("CTA").

Who needs to file: If your company or client that:

- has a beneficiary that owns at least 25% of the company or who has "substantial control" over that entity;
- a U.S. entity, or an entity formed under the law of a foreign country that has registered to do business in the U.S.

Exemption: the law does not apply to companies

- with at least 20 full-time employees in the U.S.;
- that file a U.S. federal income tax or information return showing more than \$5,000,000 in U.S. gross receipts or sales for the prior fiscal year; and
- have an operating presence at a physical office in the U.S.

Penalty: The CTA establishes civil penalties (\$500 per day, up to a total of \$10,000) and criminal penalties (up to two years of imprisonment) for individuals who willfully fail to

file.

There is certain specific data and documentation that must be included in these reports, as per the filing requirements.

Beneficial ownership information reporting is not an annual requirement. A report only needs to be submitted once, unless the filer needs to update or correct information. Generally, reporting companies must provide four pieces of information about each beneficial owner:

- name;
- date of birth;
- address; and
- the identifying number and issuer from either a non-expired U.S. driver's license, a non-expired U.S. passport, or a non-expired identification document issued by a State (including a U.S. territory or possession), local government, or Indian tribe. If none of those documents exist, a non-expired foreign passport can be used. An image of the document must also be submitted.

The company must also submit certain information about itself, such as its name(s) and address. In addition, reporting companies created on or after January 1, 2024, are required to submit information about the individuals who formed the company ("company applicants").

To file the report for your clients, you need to log in to the FinCEN website and follow their instructions.



(This article does not have a Chinese version. 本文並無中文版。)

Join Our Team 人才招募

We are looking to hire someone who possesses a passion for an IT-related job.

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對下列 IT 相關的工作感興趣？ 將履歷發送至 career@plsoft.com 給我們介紹一下您自己吧！

Strictly Confidential 絕對保密

CSA Support Specialist (CSA 支援專員)

If you are problem-solving orientated and have hands-on experience in using CSA (the company secretarial software), you are the most suitable person!

如果您是一個以解決問題為導向的人，並且具備使用 CSA (公司秘書專業軟件) 的實踐經驗，您將會是最合適的人選！

Your major duties include:

您的主要工作將包括：

- Perform User Support (resolve issues for users via phone or electronically)
用戶支援服務 (透過電話或電子方式為用戶解決問題)
- Provide User Training (conduct on-line learning sessions for new users)
用戶培訓服務 (透過在線方式為新用戶講解軟件操作)

Please be rest assured that in-house training will be provided for you to perform the above duties.

請放心，我們會為您提供內部培訓以執行上述工作。

System Support Specialist (系統支援專員)

- Be customer-service orientated
以客戶服務為導向
- At least two years of IT-related work experience
兩年或以上 IT 相關工作經驗
- Hands-on experience in trouble-shooting PC, LAN, and Internet problems
擁有解決 PC、LAN 和 Internet 問題的實踐經驗
- Knowledge of installing MS-SQL, MS Windows, and Linus servers
懂得安裝 MS-SQL、MS Windows 和 Linus 伺服器
- Perform in-house hardware/software installation, configuration, and maintenance
執行內部硬件/軟件安裝、配置和維護
- Provide IT supporting and trouble-shooting services for clients as needed
根據需要為客戶提供 IT 支援和故障排除服務

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