CSA TECHNICAL SUPPORT BULLETIN

P & L Associates bring you practical advices and announcements related to CSA: *the* Company Secretarial Software.

Issue: August 2011

The Return of the Technical Support Bulletin:

It has been more than 18 years since we first published our CSA Technical Support Bulletin to share the live issues on company secretarial matters as well as offering tips and experience when using the CSA system. We are now backed in full force! This is the second issue of the new series of the Bulletin. Contact us at **plinfo@plsoft.com** if you have any suggestion. Thank you.
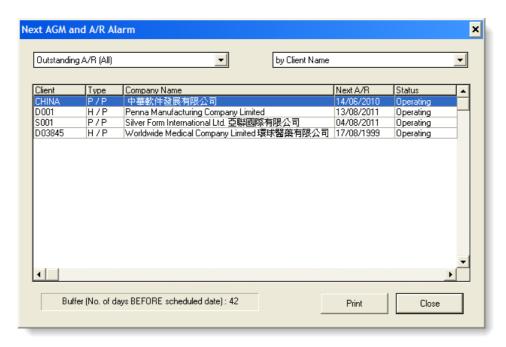
Inside This Issue:

- Next AGM and A/R Alarm (for CSA Professional)
- Recalculate Due Dates (for CSA Professional)
- Due Date Alarm (for CSA *Expert*)
- Recalculate Scheduled Dates (for CSA *Expert*)
- e-Filing Update (for CSA *Expert*)

In the previous Issue, we had introduced the report function for checking Annual Return filing within a specified period of due dates or incorporation / registration dates. If you just want to check the outstanding and upcoming Annual Returns and AGMs, the "Alarm" function will be the fastest and most convenient way to meet the purpose. The "Alarm" function is available to both CSA Professional and CSA Expert. All criteria and options can be predefined by the System Administrator. Whenever you start the CSA, the alarm would immediately show you the companies which Annual Return and AGM (and other due dates for CSA Expert) are overdue or to be due in certain days (typically 42 days).

Next AGM and A/R Alarm (for CSA Professional)

CSA Professional only concerns about AGM and A/R of companies which Operating Status is either under "Operating" or "Deregistration Applied". Companies of other statuses (such as Dormant or Liquidated) are to be excluded.

Default Settings of the Alarm

By default, the Alarm pops up automatically with a "Beep" sound to get your attention after you login to CSA Professional.   The number of days ahead of a due date (the buffer) is set to 42.   It covers all company categories (Hong Kong, Part XI, Other Overseas companies), but includes Annual Return due dates only.   The resulting list will be sorted by company name instead of Client ID so that you can identify a particular Client more easily.

With these settings, the Alarm will give you a list of Clients that are having Annual Return outstanding. Outstanding means that the annual return is either overdue or to be due within 42 days.   If an Annual Return is due on today, CSA would start putting its name to the Alarm until you have created the required Annual Return and posted the Document.

System Administrators can go to {File > System Settings > General System Settings} to change these default settings.

Alarm Type

Alarm Type is the core setting of the Alarm function.   This is where you indicate your criteria to the system by selecting from a drop-down menu.   Each option represents a different combination of date types (AGM and/or A/R) and company types.   For example, if you want A/R due dates of both Hong Kong and Non-Hong Kong (i.e. Part XI) companies, you should select "Outstanding A/R (All)".

Printing a Report

To produce a report of the Clients listed in the Alarm, simply click [Print] to send a quick report to your printer.

Inactive Clients

In the Alarm, you may have some Clients of which their A/R are overdue for years.   For example, in the above picture, the next A/R date of the Client in "Worldwide Medical Company Limited" is in 1999!   This Client probably is either dissolved (e.g. deregistered or struck off) or "resigned" (no longer provide company secretarial service to it).

For those dissolved Clients, you should change their Operating Status in the "Client Master File" (e.g. Deregistered).   Then they will not be shown in the Alarm anymore.

For those "resigned" Clients that you either have resigned as their company secretary or you have stopped providing service to them, you may move them away from the active Client Master File by using the "Inactive Client Function" at {File > Inactive Clients Management > Deactivate a Client}.

Recalculate Due Dates (for CSA Professional)

Opening a Client's record (click [Edit]) in {File > Client Master File} and save the record (click [Save]) will cause the system to recalculate A/R and AGM due dates as well as to eliminate invalid due date entries, if any, of that Client.   But if you want the system to do the same for all or a group of Clients in one time, you may wish to use the Recalculate Due Dates function located at {File > File Utilities > Recalculate Due Dates}.

Due Date Alarm (for CSA Expert)

The "Due Date Alarm" function of the CSA Expert handles not only A/R and AGM due dates, but all important due dates within the system, including expiry dates of B/R Certificates and term of office of directors etc. Like CSA Professional, the Alarm only concerns about companies which Operating Status is "Operating", "In Liquidation/Winding Up" or "Deregistration Applied". Companies of other statuses (such as Dormant or Liquidated) are excluded.

Default Settings of the Alarm

By default, the Alarm pops up automatically after you login to the CSA Expert. It covers all jurisdictions and company types, and has the following pre-defined settings as criteria:
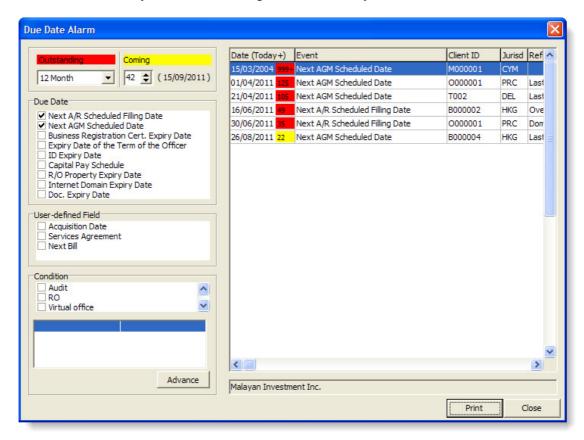
Outstanding (overdue):   Up to 12 months backward (today's date – 12 months)
Coming (to be due):   Up to 42 days onward (today's date + 42 days)
Due Date Type: - Next A/R Scheduled Filing Date
                            - Next AGM Scheduled Date

With these settings, the Due Date Alarm lists all kinds of companies which A/R or AGM is either overdue or to be due in 42 days. The number of days that are overdue (outstanding) is shadowed in red; and the number of days to be due (coming) is shadowed in yellow.

System Administrators can go to {System > System Administration > Common System Settings} to change the default settings.

Overdue Period (Outstanding)

If the Annual Return delivered to Companies Registry is later than 42 days after the anniversary date, the filing fee is higher. The later the delivery date, the higher the filing fee. To look at a specify outstanding period, click the drop-down menu "Outstanding" to select 1, 3, 6 , 9 or 12 months time.

Number of Days before Due Date (Coming)

By default, the number is "42" days. It means that the A/R are due within the "coming" 42 days. You may change the number of days here to look at the A/R to be due in a shorter or longer period of time.

Types of Due Date

More system defined due dates can be included in the Alarm, such as the Business Registration Cert. Expiry Date. Please refer to the list on the picture.

User-defined Field

If you have defined certain date-type User-defined Fields, you can add them to the Alarm.

Condition

The conditions are the User-defined Fields in logical format (Yes/No). For example, you have a User-defined Field named "Comsec Service" to indicate whether you provide company secretarial services or not. You can tell the Alarm by checking the box "Comsec Service" (means "Yes" to the service) to show only those Clients that you provide company secretarial services.

Advanced Condition

Click the [Advance] button to have more filtering conditions, such as Jurisdiction, Client Group, Incorporation Date and other types of User-defined Fields.

Printing a Report

To have a report of the Clients listed in the Alarm, simply click [Print] to generate an Excel report.

Inactive Clients

In the Alarm, you may have some Clients of which their A/R or AGM are overdue for years. For example, in the above picture, one of the Clients' A/R an AGM are overdue over 999 days. Those Clients are probably either dissolved or "resigned" (no longer provide company secretarial service to it).

For those dissolved Clients, say, deregistered 3 months after the application for deregistration, you should confirm the dissolved date through the job {Job > Alteration of Company Operating Status > Dissolution Effective}. The deregistered Clients will not be shown on the Alarm anymore.

For those "resigned" Clients that you either have resigned as their company secretary or you have stopped providing service to them. If you want to keep their records for future use rather than deleting them, you may mark them as "Inactive Client" at {Client > Inactive Clients Management}. Once you want to re-activate their records, simply change them back to "Active Client" in the same function.

Recalculate Scheduled Dates (for CSA Expert)

You may ask the system to recalculate all A/R and AGM due dates to eliminate the invalid entries, or to reset them after you have changed the calculation methods of next A/R and AGM dates at {System > System Administration > Common System Settings}.

Functions of scheduled date recalculation are located at: {Tools > File Utilities > Recalculate Next A/R Scheduled Date} and {Tools > File Utilities > Recalculate Next AGM Scheduled Date} respectively.

e-Filing Update (for CSA Expert)

Companies Registry is developing a separate system called "The Third Party Software Interface" (TPSI) for professional practice software like CSA to integrate with their e-Registry System. With TPSI, companies' data can be searched and retrieved directly from CSA database for the purpose of e-filing.

The beta testing environment for professional practice software developer was launched in May. We have been working closely with the Companies Registry to make it happen as soon as possible. However, we have just received a message from C/R's principal contractor that they need to take at least 2 to 3 extra months to focus on some technical issues of the system. Therefore, the release of the final version of TPSI will be delayed to the forth quarter of this year. The e-filing function of CSA Expert is important to some users. We will keep you up-to-date on the progress with future CSA Technical Support Bulletins.

~ End ~