

CSA TECHNICAL SUPPORT BULLETIN

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

Issue: April 2012

For users of CSA Professional Plus, if you are planning to upgrade your computer or operating system, please be aware that CSA Professional Plus is not compatible with the 64-bit Windows 7. You need to choose a 32-bit Windows 7 or upgrade your CSA to the newest Expert Edition.

Compatibility of CSA Professional Plus to Windows 7

CSA Professional Plus was first released in 2000 (twelve years ago). It has been a stable and self-sufficient system. But there are two current issues that may affect your use of the system: (1) CSA Professional Plus can run on 32-bit Windows 7, but not on 64-bit Windows 7. (2) CSA Professional Plus can run on 32-bit Windows 7, but have problem in inputting “Hong Kong Characters”.

Hong Kong Characters can be inputted, read, and printed under Windows 2000/ME/XP by installing the “Hong Kong Supplementary Character Sets” developed by the Government encoded in Big-5 and ISO10646 specifications. Unfortunately it does not have a version for Windows 7, because it adopts Unicode to manage characters of different languages. That is to say, although you can read and print those characters previously stored in the database of CSA Professional Plus under older Windows, you cannot input new ones in CSA Professional Plus running on Windows 7.

The solution to these issues, arising out from technological changes in computing, is to (1) upgrade your CSA from Professional Plus to Expert or (2) retain an older Windows (up to XP) for running your CSA Professional Plus.

Standard Country Names and Currency Codes used by Companies Registry

Companies Registry has released the lists of standard country names and currency codes in their data specification for e-filing. In e-filing, you are required to select the standard country names for country/region of an address and for passport issuing country; and standard currency codes for capital shares.

As informed by Companies Registry, these standard country names and currency codes are the actual data stored in their database. In paper filing, if you enter a country name or currency code which is different from their standards, they will try to map your entry with an appropriate standard name then save it to their database. For example, if you enter “Britain” for a passport issuing country, they will convert it into “United Kingdom” in their database. “United Kingdom” will be the data you find on the Electronic Search. This is also the case for “Republic of China” (or “ROC”) vs. “Taiwan”. Electronic filing does not have such a “problem” because users have to choose an entry from their standard list.

If you don’t want to have any difference between the data you entered and the one stored in Company Registry’s database, you are advised to follow their standard. We have attached the lists of standard country names and currency codes in Appendixes A and B for your reference.

Nominated Person in Form DR1

We have received a report from a CSA User that the Nominated Person stated in Part C of Form DR1 (Application for Deregistration of a Defunct Private Company) can also be a body corporate or a professional firm.

According to sec.291AA of the Companies Ordinance, if the Applicant (Part B of DR1) is not an individual (i.e. the company itself, or a corporate director or a corporate member of the company), the Applicant must nominate a person to be given (i.e. to receive) notice of the deregistration (Part C of DR1).

As clarified by an official of the Companies Registry, the “person” so nominated can also be a body corporate (i.e. a body corporate appoints another body corporate as Nominated Person to receive notice on its behalf). If this is the case, put “Nil” on the boxes for Identification (HKID and Passport), or just leave them blank.

This is interesting, but we think the clarification is favorable to professional firms who act on behalf of their clients to manage matters of deregistration.

We will revise the CSA Professional Plus as well as the CSA Expert to cope with this issue by removing the restriction of selecting only an Individual Entity as the Nominated Person. You can expect the updates for both versions in about three week’s time.

The CSA Technical Support Bulletin (“Bulletin”) is published by P & L Associates for all users of CSA: *the* Company Secretarial Software whose system is under warranty or annual maintenance. The Bulletin is published for providing practical advice on matters relating to the use of CSA and is primarily for reference only. The publisher shall not be liable in any event for incidental or consequential damages in connection with or rising out of the furnishing, performance, or use of any advice. All brands and products mentioned herein, if any, are trademarks of their respective owners. Copyright by P & L Associates. All rights reserved.

Appendix A

List of Standard Country Names

<u>Country</u>	<u>(Chinese)</u>	<u>Country</u>	<u>(Chinese)</u>
Afghanistan	阿富汗	Cambodia	柬埔寨
Aland Islands	奧蘭群島	Cameroon	喀麥隆
Albania	阿爾巴尼亞	Canada	加拿大
Algeria	阿爾及利亞	Cape Verde	佛得角
American Samoa	東薩摩亞	Cayman Islands	開曼群島
Andorra	安道爾	Central African Republic	中非共和國
Angola	安哥拉	Chad	乍得
Anguilla	安圭拉	Chile	智利
Antarctica	南極洲	China	中國
Antigua and Barbuda	安提瓜和巴布達	Christmas Island	聖誕島
Argentina	阿根廷	Cocos (Keeling) Islands	科科斯(基靈)群島
Armenia	亞美尼亞	Colombia	哥倫比亞
Aruba	阿魯巴	Comoros	科摩羅
Australia	澳洲	Congo	剛果
Austria	奧地利	Cook Islands	庫克群島
Azerbaijan	阿塞拜疆	Costa Rica	哥斯達黎加
Bahamas	巴哈馬	Cote D'Ivoire	科特迪瓦
Bahrain	巴林	Croatia	克羅地亞
Bangladesh	孟加拉國	Cuba	古巴
Barbados	巴巴多斯	Curacao	庫拉索島
Belarus	白俄羅斯	Cyprus	塞浦路斯
Belgium	比利時	Czech Republic	捷克共和國
Belize	伯利茲	Democratic People's Republic of Korea	朝鮮民主主義人民共和國
Benin	貝寧	Denmark	丹麥
Bermuda	百慕大	Djibouti	吉布提
Bhutan	不丹	Dominica	多米尼克
Bolivia	玻利維亞	Dominican Republic	多明尼加共和國
Bonaire	博奈爾	Ecuador	厄瓜多爾
Bosnia and Herzegovina	波斯尼亞	Egypt	埃及
Botswana	博茨瓦納	El Salvador	薩爾瓦多
Bouvet Island	布維島	Equatorial Guinea	赤道畿內亞
Brazil	巴西	Eritrea	厄立特里亞
British Indian Ocean Territory	英屬印度洋群島	Estonia	愛沙尼亞
British Virgin Islands	英屬維爾京群島	Ethiopia	埃塞俄比亞
Brunei Darussalam	文萊	Falkland Islands (Malvinas)	福克蘭群島(馬爾維納斯)
Bulgaria	保加利亞	Faroe Islands	法羅群島
Burkina Faso	布基納法索	Federated States of Micronesia	密克羅尼西亞羣島
Burundi	布隆迪	Fiji	斐濟

<u>Country</u>	<u>(Chinese)</u>	<u>Country</u>	<u>(Chinese)</u>
Finland	芬蘭	Kenya	肯尼亞
France	法國	Kiribati	基里巴斯共和國
French Guiana	法屬圭亞那	Kuwait	科威特
French Polynesia	法屬波利尼西亞	Kyrgyzstan	吉爾吉斯
French Southern Territories	法屬南部領土	Lao People's Democratic Republic	老撾人民民主共和國
Gabon	加蓬	Latvia	拉脫維亞
Gambia	岡比亞	Lebanon	黎巴嫩
Georgia	格魯吉亞	Lesotho	萊索托
Germany	德國	Liberia	利比里亞
Ghana	加納	Libyan Arab Jamahiriya	阿拉伯利比亞共和國
Gibraltar	直布羅陀	Liechtenstein	列支敦士登
Greece	希臘	Lithuania	立陶宛
Greenland	格陵蘭	Luxembourg	盧森堡
Grenada	格林納達	Macau	澳門
Guadeloupe	瓜德羅普島	Macedonia	馬其頓
Guam	關島	Madagascar	馬達加斯加
Guatemala	危地馬拉	Malawi	馬拉維
Guernsey	格恩西島	Malaysia	馬來西亞
Guinea	畿內亞	Maldives	馬爾代夫
Guinea-Bissau	畿內亞比紹	Mali	馬里
Guyana	圭亞那	Malta	馬耳他
Haiti	海地	Marshall Islands	馬紹爾羣島
Heard Island and Mcdonald Islands	赫德島及麥當奴島	Martinique	馬提尼克島
Holy See (Vatican City State)	羅馬教廷(梵蒂岡)	Mauritania	毛里塔尼亞
Honduras	洪都拉斯	Mauritius	毛里求斯
Hong Kong	香港	Mayotte	馬約特島
Hungary	匈牙利	Mexico	墨西哥
Iceland	冰島	Monaco	摩納哥
India	印度	Mongolia	蒙古
Indonesia	印尼	Montenegro	黑山
Iraq	伊拉克	Montserrat	蒙特塞拉特島
Ireland	愛爾蘭	Morocco	摩洛哥
Islamic Republic of Iran	伊朗	Mozambique	莫桑比克
Isle of Man	馬恩島	Myanmar	緬甸
Israel	以色列	Namibia	納米比亞
Italy	意大利	Nauru	瑙魯
Jamaica	牙買加	Nepal	尼泊爾
Japan	日本	Netherlands	荷蘭
Jersey	澤西島	New Caledonia	新喀里多尼亞
Jordan	約旦	New Zealand	新西蘭
Kazakhstan	哈薩克	Nicaragua	尼加拉瓜
Kenya	肯尼亞	Niger	尼日爾

<u>Country</u>	<u>(Chinese)</u>	<u>Country</u>	<u>(Chinese)</u>
Nigeria	尼日利亞	Sierra Leone	塞拉利昂
Niue	紐埃	Singapore	新加坡
Norfolk Island	諾福克島	Sint Maarten	荷屬聖馬丁
Northern Mariana Islands	北馬里亞納群島	Slovakia	斯洛伐克
Norway	挪威	Slovenia	斯洛文尼亞
Oman	阿曼	Solomon Islands	所羅門群島
Pakistan	巴基斯坦	Somalia	索馬里
Palau	帕勞群島	South Africa	南非
Palestinian Territory, Occupied	巴勒斯坦佔領區	South Georgia and the South Sandwich Islands	南喬治亞島及南桑威奇群島
Panama	巴拿馬	Spain	西班牙
Papua New Guinea	巴布亞新幾內亞	Sri Lanka	斯里蘭卡
Paraguay	巴拉圭	Sudan	蘇丹
Peru	秘魯	Suriname	蘇里南
Philippines	菲律賓	Svalbard and Jan Mayen	斯瓦爾巴特群島及揚馬延島
Pitcairn	皮特克恩島	Swaziland	斯威士蘭
Poland	波蘭	Sweden	瑞典
Portugal	葡萄牙	Switzerland	瑞士
Puerto Rico	波多黎各	Syrian Arab Republic	敘利亞
Qatar	卡塔爾	Taiwan	台灣
Republic of Korea	韓國	Tajikistan	塔吉克
Republic of Moldova	摩爾多瓦	Thailand	泰國
Republic of South Sudan	南蘇丹共和國	Thailand	泰國
Reunion	留尼汪島	the Democratic Republic of the Congo	剛果民主共和國
Romania	羅馬尼亞	Timor-Leste	東帝汶
Russian Federation	俄羅斯	Togo	多哥
Rwanda	盧旺達	Tokelau	托克勞
Saint Barthelemy	聖巴泰勒米島	Tonga	湯加
Saint Helena	聖赫勒拿島	Trinidad and Tobago	特立尼達及多巴哥
Saint Kitts and Nevis	聖基茨及尼維斯	Tunisia	突尼斯
Saint Lucia	聖盧西亞	Turkey	土耳其
Saint Martin	法屬聖馬丁島	Turkmenistan	土庫曼
Saint Pierre and Miquelon	聖皮埃爾島及密克隆島	Turks and Caicos Islands	特克斯和凱科斯群島
Saint Vincent and the Grenadines	聖雲仙及格蘭尼丁斯	Tuvalu	圖瓦盧
Samoa	薩摩亞	U.S. Virgin Islands	美屬維爾京群島
San Marino	聖馬力諾	Uganda	烏干達
Sao Tome and Principe	聖多美及普林西比	Ukraine	烏克蘭
Saudi Arabia	沙特阿拉伯	United Arab Emirates	阿拉伯聯合酋長國
Senegal	塞內加爾	United Kingdom	英國
Serbia	塞爾維亞	United Republic of Tanzania	坦桑尼亞
Seychelles	塞舌爾	United States	美國

<u>Country</u>	<u>(Chinese)</u>	<u>Country</u>	<u>(Chinese)</u>
United States Minor Outlying Islands	美國偏遠小島	Western Sahara	西撒哈拉
Uruguay	烏拉圭	Yemen	也門
Uzbekistan	烏茲別克	Zambia	贊比亞
Vanuatu	瓦努阿圖	Viet Nam	越南
Venezuela	委內瑞拉	Wallis and Futuna	瓦利斯和富圖納
Vietnam	越南	Yemen	也門
Wallis and Futuna	瓦利斯和富圖納	Zambia	贊比亞

Appendix B

List of Standard Currency Code

<u>Currency Code</u>	<u>(Chinese)</u>	<u>Currency Code</u>	<u>(Chinese)</u>
AUD	澳洲元	NTD	新台幣
BND	汶萊元	NZD	紐西蘭元
CAD	加拿大元	PHP	菲律賓披索
CHF	瑞士法郎	PKR	巴基斯坦盧比
DKK	丹麥克朗	RMB	人民幣
EUR	歐羅	SEK	瑞典克朗
GBP	英鎊	SGD	新加坡元
HKD	港元	THB	泰國銖
INR	印度盧比	USD	美元
JPY	日元	WON	韓國圓
MYR	馬來西亞元	ZAR	南非蘭特