

# CSA TECHNICAL SUPPORT BULLETIN

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

Issue: July 2011

## The Return of the Technical Support Bulletin:

It has been more than 18 years since we first published our CSA Support Bulletin to share the live issues on company secretarial matters as well as offering the tips and experience in using the CSA system. We are now backed in full force!

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## Checking the Annual Return Filing Date (for CSA Professional)

We always receive enquiries about how to check the next Annual Return filing dates of Clients in CSA. Here are some suggestions on checking the next Annual Return filing dates for both Hong Kong and Non-Hong Kong companies (Part XI).

Some CSA users rely on the “Alarm” or a single report of next Annual Return due date to do so. However, certain Clients may be missed out if the last and next Annual Return dates in the Client Master File are not correct. One commonly found problem is that the user forgot to post the Annual Return of a Client last year. Then the last Annual Return of that Client is still in 2009 and the next Annual Return is in 2010. When the user generates report of the upcoming Annual Return in 2011, that Client will be excluded.

Therefore, we suggest that CSA users generate two reports for *cross-checking*. For example, you want to check the private companies which Annual Return dates are in July 2011 (incorporated or registered in July, as the case may be), thus the annual return due date after 42 days should be in August or September.

### Step 1: The Incorporation / Registration Date Checklist (dd/mm)

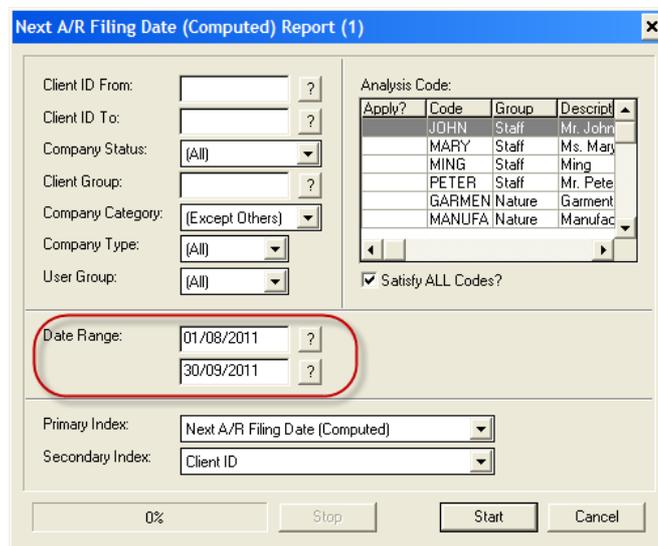
- ◆ Select the Checklist from the {Report > Client} menu.
- ◆ Enter the Date Range (dd/mm) from “01/07” to “31/07”.
- ◆ Click [Start] to generate the checklist.

Apply?	Code	Group	Description
	JOHN	Staff	Mr. John
	MARY	Staff	Ms. Mary
	MING	Staff	Ming
	PETER	Staff	Mr. Pete
	GARMEN	Nature	Garment
	MANUFA	Nature	Manufac

This checklist will include all Hong Kong incorporated companies as well as Non-Hong Kong companies registered in July 2011.

### Step 2: The Next A/R Filing Date (Computed) Report or the Next A/R Filing Date (Scheduled) Report

- ◆ Select either report from the {Report > Client} menu
- ◆ Enter the Date Range (dd/mm/yyyy) from “01/08/2011” to “30/09/2011”
- ◆ Click [Start] to generate the report



Apply?	Code	Group	Descript
	JOHN	Staff	Mr. John
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	MING	Staff	Ming
	PETER	Staff	Mr. Pete
	GARMEN	Nature	Garment
	MANUFA	Nature	Manufac

This report will include all Hong Kong incorporated companies as well as Non-Hong Kong companies which deadline of Annual Return lies between August and September 2011.

### Step 3: Compare the Checklist (Step 1) and the Report (Step 2)

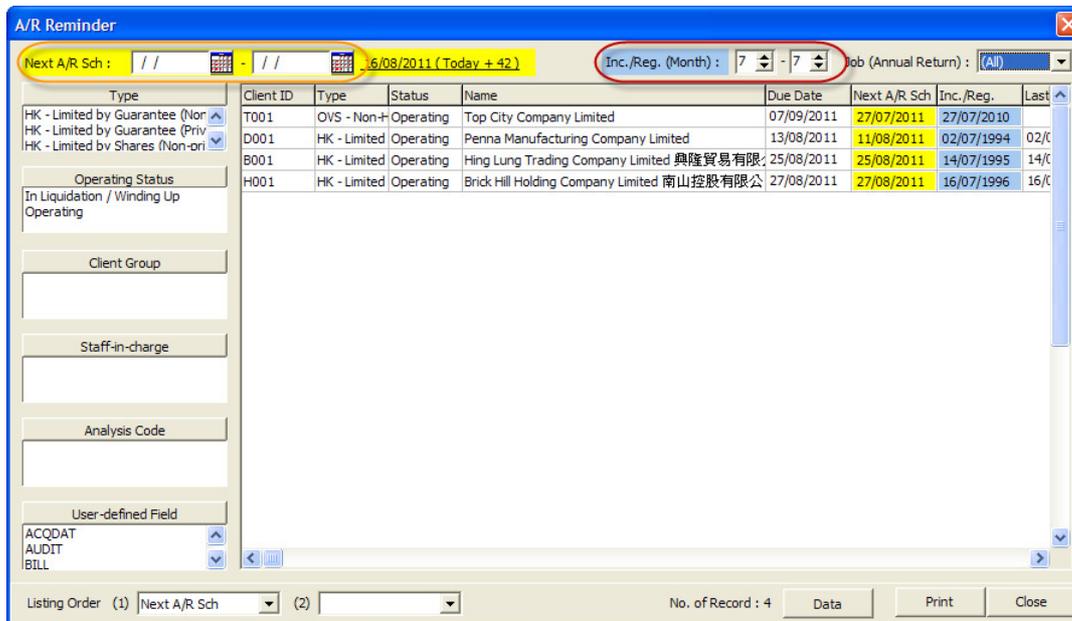
- ◆ Clients listed in the Checklist (Step 1) should also be on the Report (Step 2).
- ◆ If there is any Client missed in the Report (Step 2), check for the incorporation date, last and next A/R dates etc. in the Client Master File, or any un-posted job of Annual Return. (Hint: Saving a Client's record in the Client Master File can verify and update all calculated dates.)

## Checking the Annual Return Filing Date (for CSA Expert)

To generate the same reports for checking the incorporation / registration date and the next A/R filing due date or scheduled date, users of CSA Expert should run the “A/R Reminder” function.

### Step 1: Incorporation / Registration Date

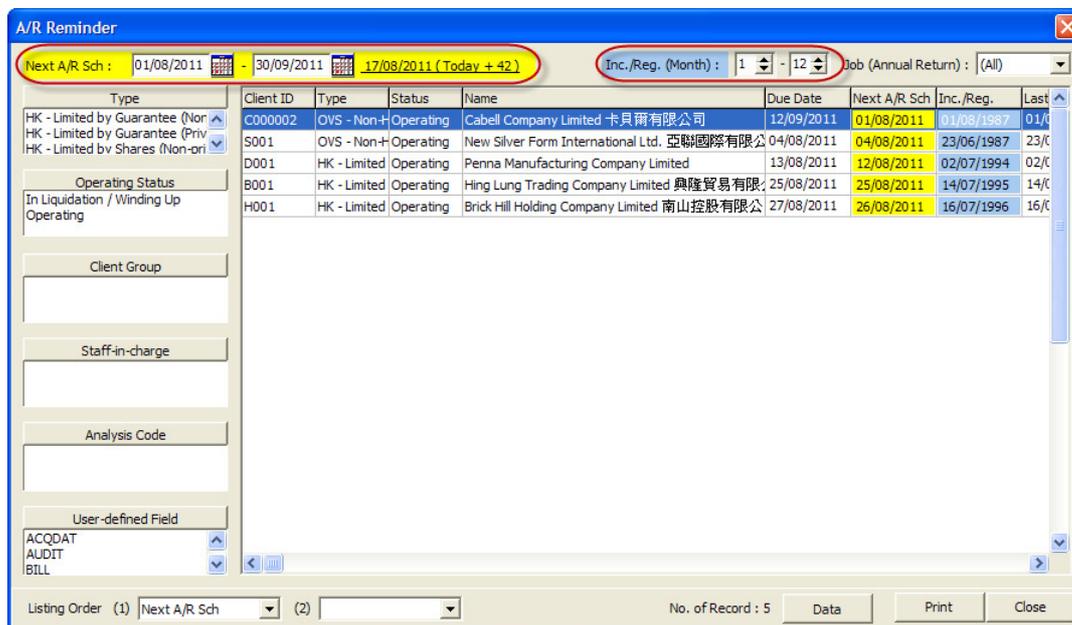
- ◆ Select “A/R Reminder” from the {Annual Return} menu, or alternately click the “Reminder” button on the tool-bar.
- ◆ In the fields of “Inc./Reg. (Month)”, enter “7” to “7”.
- ◆ Clear the dates in “Next A/R Sch.”, if any, to ignore the next A/R scheduled date.
- ◆ Click [Print] to generate the report.



Then you get a list of Hong Kong and Non-Hong Kong companies which are incorporated / registered in July 2011.

### Step 2: Next A/R Filing Date

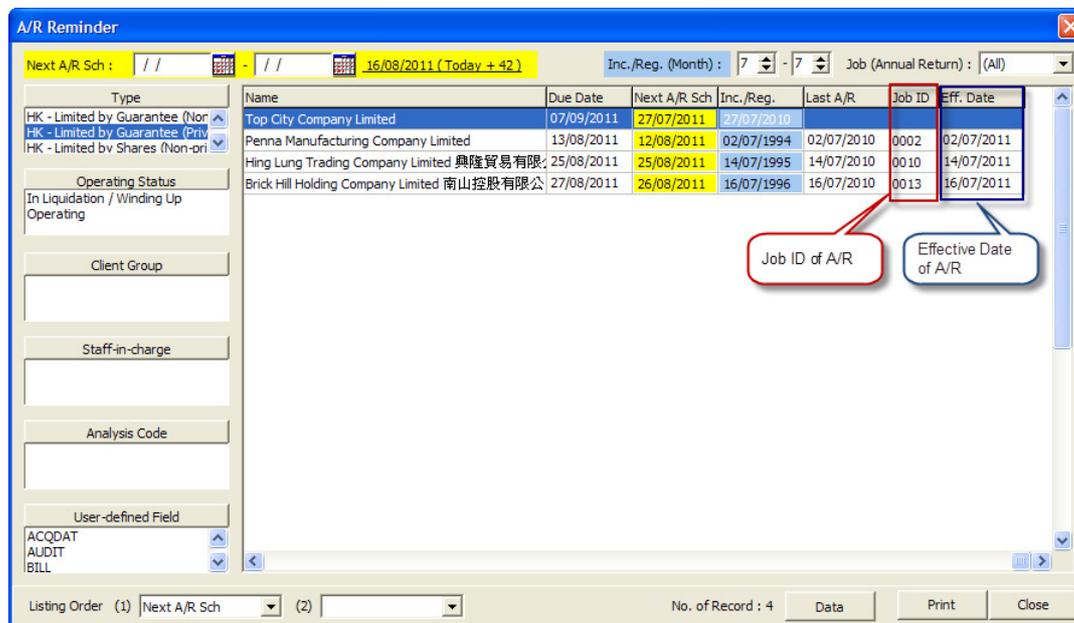
- ◆ In “Next A/R Sch.”, enter the date range from “01/08/2011” to “30/09/2011”.
- ◆ In the fields of “Inc./Reg. (Month)”, enter “1 to “12”.
- ◆ Click [Print] to generate the report.



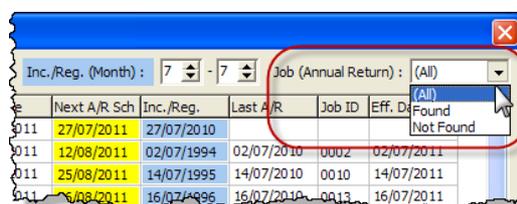
Then you will get a list of Hong Kong and Non-Hong Kong companies which next A/R scheduled filing dates are within August and September 2011.

### Step 3: Compare the Two Reports

- ◆ Clients listed in the first Report (Step 1) should also be found in the second Report (Step 2).
- ◆ If there is any Client missed in the second Report (Step 2), check for the incorporation date, last and next A/R dates etc. in the Client Master File, or whether the last A/R is done and posted. (Hint: Saving a Client’s record in the Client Master File can verify and update all calculated dates.)
- ◆ The Job ID and Effective Date of the latest A/R are listed in the last two columns. If the Job ID is empty, it means no A/R has been done. If the Effective Date is also there, it means the last A/R has not yet posted.



*Hint:* Use the “Job (Annual Return)” pull-down menu to filter out Clients with or without A/R done.



## Filing I.R.D. Forms

Another frequently-asked question is whether IRD forms generated in CSA can be filed to the Inland Revenue Department. The answer is “Yes”.

The only exception is Form 1(b) (i.e. application for B/R certificate) for companies incorporated *before* 21 February 2011 (i.e. the commencement of One-stop Company and Business Registration Service). Applicants must use the pre-printed form collected from IRD. CSA only generates the contents on it. However, this form is no longer applicable to newly incorporated companies. *On or after* 21 February 2011, the Notice to Business Registration Office (Form IRBR1 for Hong Kong companies; Form IRBR2 for non-Hong Kong companies) for application for B/R certificate is filed to the Companies Registry together with the incorporation forms.

After commencement of business, another form “Notification of Commencement of Business by Corporation” (Form IRBR 200) must be filed to IRD to notify the Commissioner in writing of the business name, business nature, business address and commencement date of business.

Please note that as requested by the IRD’s Business Registration Office, all computer-generated forms should be submitted in the format in pursuance to the IRD’s pre-printed forms, but without bearing the IRD logo or form number.

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