

CSA TECHNICAL SUPPORT BULLETIN

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

Issue: November 2011

Some CSA users reported that I.R.D. has stopped accepting Form I.R.C.3110A and I.R.C.3111A under certain circumstances. With clarification by I.R.D., I.R.C.3110A is no longer required for change of corporate name, and I.R.C.3111A is not required for change of registered address...

No Need to File I.R.C.3110A for Change of Corporate Name

After the implementation of the “One-stop Notification of Change of Company Particulars”, the filing of form I.R.C.3110A is not required for the change of corporate name of Hong Kong incorporated companies as well as non-Hong Kong companies.

According to I.R.D., starting from 12 October 2011, they will send out the amended Business Registration Certificate and the amended Branch Registration Certificate(s) by post on the next working day following the date of “Certificate of Change of Name” (submission of Form NC2) or the “Certificate of Registration of Change of Corporate Name of Non-Hong Kong Company” (submission of Form N10) issued by the Companies Registry (“CR”).

However, this form (I.R.C.3110A) is still required if the name changed is the business name or a branch name.

For more information about this issue, please refer to the IRD’s website, point #20 of “FAQ: Q & A for One-Stop Company and Business Registration and One-stop Notification of Change of Company Particulars” at <http://www.ird.gov.hk/eng/faq/osbrq.htm>.

No Need to File I.R.C.3111A for Change of Registered Office Address (if Business Address remains unchanged)

In the latest version of I.R.C.3111A, the checkbox for the change of registered office address (“R/O”) has been deleted. In other words, if only the R/O of a Hong Kong company is changed, I.R.C.3111A is not required to be filed to I.R.D. Under the “One-stop Notification” arrangement, CR will transmit the new information to I.R.D. after you file Form R1.

However, if the R/O and the business address both changed to the new address, you still need to file I.R.C.3111A to I.R.D for the purpose of reporting the change of business address. *

For more information about this issue, please refer to the CR’s website: “Frequently Asked Questions” > “One-stop Notification of Change of Company Particulars of Local Limited Companies” > Q3 to Q5 at <http://www.cr.gov.hk/en/faq/faq14.htm>.

* Under the “One-stop Notification” arrangement, the R/O address and business address of a company are supposed to be the same at incorporation. When they are the same and both change to the new address, I.R.C.3111A is required to file to I.R.D.

Updates for CSA Professional and CSA Expert is coming soon

CSA Professional and CSA Expert will make necessary amendments to the related functions in the next Frequent Update. Before the release of the updated program, please simply ignore (not to print) Form I.R.C.3110A or I.R.C.3111A if it is inappropriate.

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