

# CSA TECHNICAL SUPPORT BULLETIN

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

Issue: May 2013

This CSA Technical Support Bulletin will discuss three practical issues: changes on the filing requirement of the IRD for deregistration of a private company; notification to the C/R of the decease of a Reserve Director; and the file association problem of the C/R's e-Form Filler under Java 7.

## Form IRC3113 is no longer required for Deregistration

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According to a recent announcement of the IRD, with effect from 8 April 2013, the Companies Registry will provide the IRD with the result of application for deregistration of a private company directly. Therefore, both the "Notification of Cessation of Business" (Form IRC 3113) and the approval letter for deregistration issued by the C/R are no longer required to be filed to the IRD.

Form IRC3113 is also amended to version "01/2013" for the notification of cessation of business or branch registration only.

We will update our equivalent Form IRC3113 in both CSA Professional and CSA Expert very soon. Before the release of the update program, please simply do not print "Form IRC3113" as it is no longer required.

Changes in the coming program update will include:

CSA Professional Plus –

CSA Professional Plus does not handle business or branch registration. For backward compatibility purpose, "Form IRC3113" will still retain in the document list of the *Job Application for Deregistration (DRI)*, but is not selected to print. If you need this form for reporting the cessation of business or branch registration, you may generate a blank or semi-blank form with company name and presenter's information etc. at "CSA Printshop (Blank Form)".

CSA Expert –

CSA Expert has the ability to handle business or branch registration. Accordingly, the *Job Application for Deregistration (Hong Kong)* will not generate "Form IRC3113" whereas the *Job Cancellation of Business Registration* will.

## File Form D5 for decease of a Reserve Director

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Recently we have been asked on how to report the decease of a Reserve Director to the Companies Registry. The "Notification of Change of Secretary and Director (Appointment/Cessation)" (Form D2A) has an option to report decease of secretary, director or alternate director, but the "Notification of Reserve Director (Nomination/Cessation)" (Form D5) does not have such option.

In response to this enquiry, the C/R has advised that decease of a Reserve Director can be reported as "cessation" on "Notification of Reserve Director (Nomination/Cessation)" (Form D5). To maintain the integrity of the form, no remarks or further explanation is required.

Both the CSA Professional and CSA Expert will be updated to reflect this “interim practice”. In CSA Professional, when you change the status of a Reserve Director to “deceased” in the job *Changes of Secretary and Director*, Form D5 will be generated and the Reserved Director is stated the same as “cessation”. In CSA Expert, the reason of cessation of the Reserve Director will be changed exactly to “Deceased” in the Capacity Master File.

Before your CSA is updated, please select “Resign” to generate the Form D5. We believe that the C/R will review the existing Form D5 to incorporate such option to reflect a more accurate change of Reserve Directors as in Form D2A, and hopefully this will happen in next year.

## **Associate VXF file to e-Form Filler after Java 7 is updated** (for CSA Expert)

The previous version of the Companies Registry’s e-Form Filler did not support Java 7. Users who have updated to Java 7 may have file association problem that the e-form cannot be opened by double-clicking the file name (file in “VXF” format).

The C/R has updated their e-Form Filler to support Java 7 recently. If you have problem opening the e-form, please follow these steps to resolve it:

- 1) Visit [www.java.com](http://www.java.com) to install Java 7.
- 2) Visit [www.eregistry.gov.hk](http://www.eregistry.gov.hk) to install the latest version of the e-Form Filler.
- 3) Suppose your CSA is stored in Drive F, run “F:\PnL\CSAExp\CSAExpStation.exe”. At the prompt of “Setup Components”, select “Java Environment Settings” to install.
- 4) As suggested by the C/R, you need to set Internet Explorer as the default browser once after installation. Run Internet Explorer, choose { Tools > Internet Options > “Programs” Tab }, check the box under “Default web browser”.
- 5) Try to open an e-form by double-clicking its file name. If the e-Form Filler can be launched automatically to open the file, the file association program is fixed.
- 6) You may change the default web browser to your favourite one (e.g. Firefox, Chrome) after the problem is fixed.

## **Available e-forms in CSA Expert** (for CSA Expert)

The e-forms available in CSA Expert now are:

- Incorporation Form (NC1 / NC1G)
- Notification of Change of Address of Registered Office (R1)
- Return of Allotments (SC1)
- Notification of Increase in Nominal Share Capital (SC4)

Since most of the specified forms will be changed when the new Companies Ordinance comes into effect in mid-2014, it was decided that no further development on other forms until the new edition of these forms are released by the Companies Registry.