Newsletter

P & L Associates

通訊·聯繫

Inside this Issue 本期內容：

CSA: the Company Secretarial Software
公司秘書專業軟件

Getting to Know User-defined Fields ("UDF") in CSA
認識 CSA 的自定資料欄

Other than professional firms and TCSPs, we have approximately 200 corporate clients who come from different industries, listed or not listed, of different sizes, and may have different practices to fit their own policies. We think that is why User-defined Field ("UDF") remains one of the most popular features in CSA. If you are wondering how you could record extra information about your clients, this article will definitely be helpful.

除了專業公司和 TCSP 之外，我們還有大約 200 家企業客戶，他們來自不同行業，上市或非上市，規模不同，亦可能有不同的實務方法以適應各自的政策。 我們認為這就是為什麼「自定資料欄」仍然是 CSA 中最受歡迎的功能之一。 如果您想知道如何記錄有關客戶的額外信息，本文肯定會有所幫助。

(A) **Native Field vs. User-defined Field of the Client Master FIle**
客戶主資料檔案的 原生資料欄 vs. 自定資料欄

Native Field
原生資料欄

A Native Field in the Client Master File is a preloaded field that comes with the program and has a fixed name and pre-defined usage.   For example, "Company No." is a native field specifically designed for the input and storage of the company no. (or its equivalent)

of a Client.　You can not use it for other purposes.

客戶主資料檔案的原生資料欄是程式附帶的、具有固定名稱和預定用途的預載欄位。 例如「公司編號」是原生資料欄，專為輸入和儲存客戶的公司編號 (或同等編號) 而設計，您不能將其移作別用。

User-defined Field
自定資料欄

Contrary to a native field:
相對於原生資料欄：

○　The name and usage of a UDF are defined by the user itself.
自定資料欄的名稱和用途是由用戶自己定義的。

○　User access control can be implemented on an individual UDF if necessary.
個別自定資料欄可按需要實施存取權限。

But both kinds of fields have one thing in common: UDFs are also client-dependent. With the same UDF, you can assign different values for different Clients.

但他們亦有一個共同點：自定資料欄也是取決於客戶的。 同一個自定資料欄，在不同的客戶中可以輸入不同的資料。

(B)　**Types of User-defined Fields**
自定資料欄的類型

There are up to 7 types of UDFs in CSA.　Theoretically, you can define as many fields as you want for each type.

CSA 有多達 7 種類型的自定資料欄。 理論上，您可以為每種類型定義任意數量的欄位。

(1)　Character 文字

(2)　Numeric 數字

(3)　Yes/No 是/否

(4)　Address 地址

(5)　Date 日期

(6)　Memo 備忘

(7)　Entity 實體

Character
文字

Character Type is a line of character strings that can hold up to 50 characters in any language.

文字類型是一行字串，可容納多達 50 個任何語文的字元。

Numeric
數字

Numeric Type holds a numeric value of 14 digits for the whole number part and 2 digits for the fractional part.

數字類型可容納的數值，其整數部分可輸入 14 位，小數部分則為 2 位。

Yes/No
是/否

Yes/No Type denotes the value of "Yes" or "No".　It is a kind of logical data.

是/否類型用於表示「是」或「否」的值，是邏輯數據的一種。

Address
地址

Address Type is structured information consisting of several associated pieces of data to form a complete address.

地址類型是一種結構化資料，由多個關聯的數據組成，合而為一個完整的地址。

Date
日期

Date Type holds a date value in the form of dd/mm/yyyy.

日期類型儲存 dd/mm/yyyy 形式的日期值。

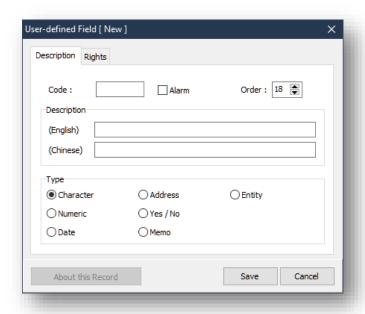|	
Memo 備忘	Memo Type can hold paragraphs of words in any language. Theoretically, there is no limit on the size of the memo. 備忘類型可以保存任何語文的文字段落。 理論上，備忘的大小沒有限制。
Entity 實體	Entity Type is structured information consisting of two associated pieces of data: the Entity ID and the Serial No. 實體類型是一種結構化資料，由兩個關聯的數據組成：實體代號及實體序號。

(C) **Creating a User-defined Field**
自定資料欄的設置

To define a UDF in CSA, in the main menu, go to:
{ System > Definition Data Maintenance > Client > User-defined Field }.

Click [New], make the necessary inputs and access rights settings, then click [Save].

若要在 CSA 中定義自定資料欄，請在總選單中前往：
{ 系統 > 定義資料維護 > 客戶 > 自定資料欄 }。

按一下 [新增]，進行必要的輸入和存取權限設置，然後再按 [儲存]。

Field 欄位	Explanation 說明
Code 代碼	The Identity code of the UDF. Maximum 6 characters. 自定資料欄的代碼。 最多 6 個字元。
Alarm 限期提示	A certain types of UDF can be associated with the Due Date Alarm function in CSA. Date Type can be included in the Alarm as a "Monitor" item. Yes/No Type can be used in the Alarm as a filter "Condition". 若干自定資料欄類型可與 CSA 中的「限期提示」功能關聯。 日期類型可以作為「監察」項目包含在提示功能中。 是/否類型可以在提示功能中用作篩選 "條件"。
Order 列序	The order when listed on screen or report. 在螢幕或報表上的列序。
Description 描述	The name (i.e. the caption) of the UDF. 自定資料欄的名稱 (即：標題)。

Type 類型	The type of the UDF (character, date, etc.). 自定資料欄的類型 (文字、日期等)。
Access Rights 存取權限	To determine who can see or change the content of the UDF. The System Administrator can assign different access rights (Edit, View only, or no access right at all) of a particular UDF to different User Groups. If a User Group has no access right at all, the UDF will not be visible to its members. 決定誰人可以看到或更改自定資料欄的內容。 系統管理員可以將特定自定資料欄的不同存取權限 (編輯、僅限檢視或沒有任何存取權限) 指派給不同的用戶群組。 如果某用戶群組沒有任何存取權限，則其成員將不會看到該自定資料欄。

(D) **Inputting a User-defined Field**
自定資料欄的輸入

There is a Side Panel on the right-hand side of the main screen which contains some sub-panels.   One of the sub-panels is for the maintenance of UDFs of the "Select Client".

主螢幕右側有一個側屏，其中包含好幾個附屬屏面。 其中一個附屬屏面用於維護「選定的客户」的自定資料欄。

To open (or close) the "User-defined Field" sub-panel, just click on its caption bar.   When the sub-panel is opened, further click on the UDF you want to edit, and an edit screen will pop up.

要開啟 (或關閉)「自定資料欄」的附屬屏面，只需按一下其標題列。 打開附屬屏面後，再點擊要編輯的自定資料欄以打開編輯畫面。

(E) **Applying a User-defined Field**
自定資料欄的應用

For a native field, since the system explicitly knows its meaning, it can automatically be applied elsewhere within the system or displayed on output files where it is needed. Nevertheless, if you want to display a UDF in a document, you have to use VDL functions.

對原生欄位來說，由於系統已明確知道它的含義，因此可以自動應用在系統的其他地方，或將其顯示在需要該資料的輸出檔案上。 但如果要在文件中顯示自定資料欄，則必須使用 VDL 函數。

To display the name of the UDF:
要顯示自定資料欄的名稱：

  @xUDFName_XXXXXX()

To display the content of the UDF:

要顯示自定資料欄的內容：

  @cUDF_XXXXXX()

where "XXXXXX" is the Code of the UDF.

其中「XXXXXX」是自定資料欄的代碼。

Hoping that this article is helpful to you in understanding UDF.

希望本文有助於您了解自定資料欄。

CPAnywhere: Professional Practice Management System
執業管理系統

How does CPAnywhere handle Maternity Leave
在 CPAnywhere 如何處理產假

Congratulations! One of our new co-workers gets pregnant! That comes to our attention of how CPAnywhere can handle maternity leave. We can use this opportunity to review and see any improvements to the policy settings related to maternity leave in CPAnywhere and how they affect the Leave and Payroll functions at large of the system.

恭喜！ 我們一位新同事懷孕了！ 這引起了我們對 CPAnywhere 是如何處理產假的關注。我們可以藉著這次機會來審視和了解一下 CPAnywhere 內與產假相關的政策設定有沒有需要改進的地方，以及這對系統的休假和工資功能整體上有沒有影響。

(A) **Qualification for an employee to enjoy maternity leave payment in Hong Kong**
     僱員在香港享有有薪產假的條件

According to the Employment Ordinance (cap.57), an employee is eligible for 14 weeks' paid maternity leave if:

根據《僱傭條例》(第 57 章)，如僱員符合下列條件，便可享有 14 星期的有薪產假：

(1) she has been employed under a continuous contract for not less than 40 weeks immediately before the commencement of scheduled maternity leave;
在所訂定的產假開始前已按連續性合約受僱滿 40 星期；

(2) she has given notice of pregnancy and her intention to take maternity leave to her employer after the pregnancy has been confirmed. For example, the presentation of a medical certificate confirming her pregnancy to the employer; and
給予僱主懷孕及準備放取產假的通知，例如向僱主出示證實懷孕的醫生證明書；及

(3) she has produced a medical certificate specifying the expected date of confinement if so required by her employer.
如僱主有提出要求，已向僱主遞交醫生證明書說明其預產期。

In case the length of employment service under a continuous contract is less than 40 weeks immediately before the commencement of scheduled maternity leave, the employee is eligible for 14 weeks' maternity leave without pay if the employee has given notice of pregnancy and her intention to take maternity leave to her employer after the

pregnancy has been confirmed.

如僱員在所訂定的產假開始前，按連續性合約為僱主服務的時間少於 40 星期，則只要給予僱主懷孕通知及準備放取產假的通知，便可享有 14 星期無薪產假。

The daily rate of maternity leave pay is a sum equivalent to four-fifths of the average daily wages earned by an employee in the 12 months preceding the first day of the maternity leave. If an employee is employed for less than 12 months, the calculation shall be based on the shorter period. The 4-week maternity leave pay for the 11th to 14th week of the maternity leave is subject to a cap of $80,000.
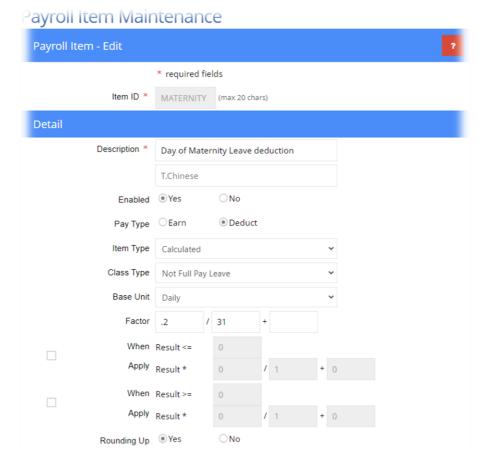
產假薪酬的每日款額相等於僱員在產假首天前 12 個月內所賺取的每日平均工資的五分之四。 如僱員的受僱期不足 12 個月，則以該段較短期間計算。 第 11 個至第 14 個星期的四個星期產假薪酬上限為 80,000 元。

You may visit the following URL of the Labour Department for other details:

其他詳情可瀏覽以下勞工署網址：

Labour Department - The Employment Ordinance, Cap. 57

(B) **The workflow in CPAnywhere**
在 CPAnywhere 中的工作流程

1. **Create a Payroll Item, e.g. MATERNITY.**
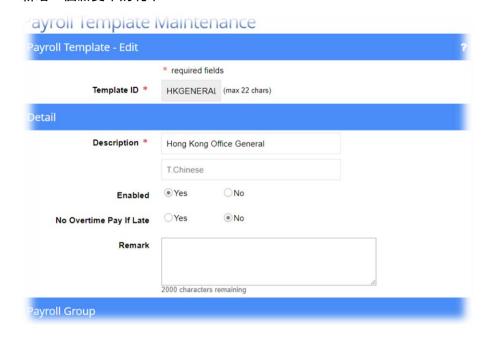**新增一個薪資項目，例如 MATERNITY。**

(The 'Payroll Item Maintenance' screen)

2. **Create a Payroll Group, e.g. DEDUCTION.**
   新增一個薪資組別，例如 **DEDUCTION**。

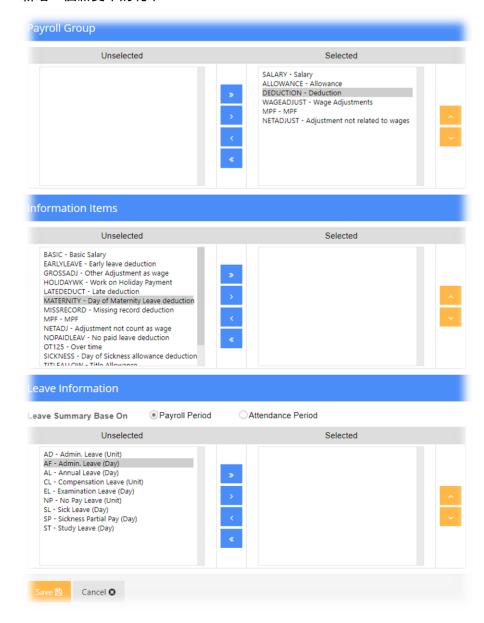

(The 'Payroll Group Maintenance' screen.)

3. **Create a Payroll Slip Template**
   新增一個薪資單的範本

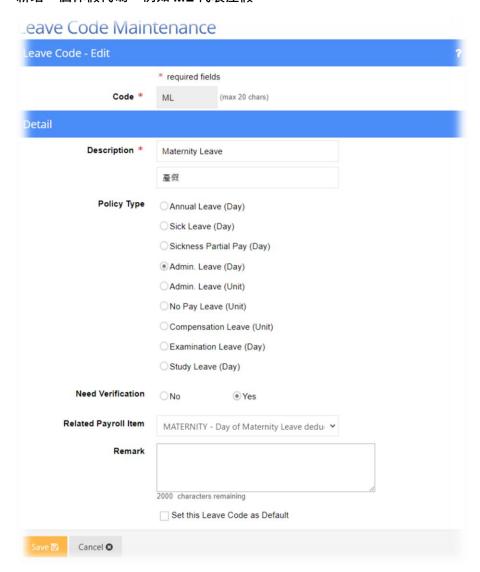(The upper part of the 'Payroll Template Maintenance' screen.)

3. **Create a Payroll Slip Template**
   新增一個薪資單的範本

(The lower part of the 'Payroll Template Maintenance' screen.)

4. **Create a Leave Code, e.g. "ML" for Maternity Leave.**
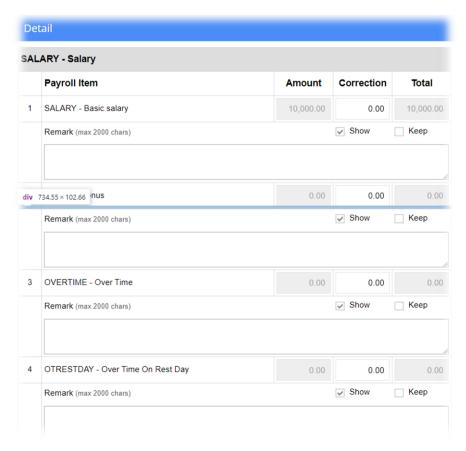   新增一個休假代碼，例如 **ML** 代表產假。

(The 'Leave Code Maintenance' screen.)

5, **Alternatively, you can use the Payroll Adjustment function for the Maternity Leave deduction.**
   您也可以使用薪資調整功能來扣除產假。

(The upper part of the 'Payroll Adjustment' screen.)

(The partial lower part of the 'Payroll Adjustment' screen.)

This is just a re-visit of one of the many HR functions of the system. Those current CPAnywhere HR administrators should already be familiar with it. However, it is still important to review from time to time the Maternity Leave policy settings to be in compliance with labour laws and regulations.

這只是對系統中眾多人力資源功能之一的重新審視。 對於目前的 CPAnywhere 的人力資源管理人員來說，他們應該已經很熟悉了。 然而，不時審查產假政策設定符合勞工法規仍然重要。

AML for CSA
(為遵從打擊洗錢及恐怖分子資金籌集的規定)

Hong Kong Customs Start Enforcing the AML/CFT Ordinance
香港海關著手執行《打擊洗錢及恐怖分子資金籌集條例》

On 11 July 2024, the Hong Kong Customs and Excise Department started its first arrest of a dealer in precious metals without having a valid license who had traded precious metals with a total value above HK$120,000.

2024 年 7 月 11 日，香港海關首次逮捕一名未持有有效牌照而進行總價值超過 12 萬港元貴金屬交易的商人。

The arrest is under the Anti-Money Laundering and Counter-Terrorist Financing Ordinance (cap.615) in which dealers in precious metals and stones need to register with the Commissioner of Customs and Excise effect from 1 April 2023.

此次逮捕行動是根據《打擊洗錢及恐怖分子資金籌集條例》(第 615 章) 進行的。 該條例自 2023 年 4 月 1 日起生效，規定貴金屬和寶石交易商需要向香港海關關長登記。

Before the commencement of the registration regime, local dealers in precious metals and stones who have been in operation are required to apply for registration from Hong Kong Customs between April and December 2023 to carry out transactions with a total value at or above HK$120,000. They are also required to fulfill their anti-money laundering and counter-terrorist financing obligations as appropriate, the same as for TCSPs, banks, real estate agents, and financial institutions.

在監管制度實施前，已營業的本地貴金屬及寶石交易商須於 2023 年 4 月至 12 月期間向香港海關申請註冊，以進行總值 12 萬港元或以上的交易。 與 TCSP、銀行、地產經紀和金融機構一樣，它們還需要適當地履行反洗錢和反恐融資的義務。

(A) **Effect on AML for CSA Users**
對 AML for CSA 用戶的影響

If you have any clients who are carrying out or going to carry out such activities but haven't applied for a license, please remind them to register with the Commissioner of Customs and Excise.

如果您有任何客戶正在或將要進行此類活動但尚未申請牌照，請提醒他們向海關關長登記。

Dealers of precious metals and stones as well as in virtual assets will need to have a tool for AML/CTF entity name search to do sanction checks and the related Know Your Client (KYC) and Customer Due Diligence (CDD) process to ensure that they are not dealing with the "wrong" persons.

貴金屬和寶石以及虛擬資產的交易商應備有一套用於 AML/CTF 實體名稱搜尋的工具，來進行制裁查核以及相關的「認識你的客戶」(KYC) 和「客戶盡職審查」(CDD) 的流程，以確保不會與 "錯誤的人" 做交易。

(B)   **Reference Information**
      參考資訊

For your ready reference, we are quoting the following information from the relevant web page of the Customs and Excise Department:

為了方便您參考，我們從香港海關相關網頁引用以下資訊：

Dealer in Precious Metals and Stones
貴金屬和寶石經銷商

Any person carries on any of the following activities by way of business —
任何人以業務形式，進行任何以下活動—

a. trading in (including purchasing and selling), exporting or importing precious metals, precious stones or precious products;
買賣 (包括購買及出售)、出口或進口貴金屬、寶石或貴重產品；

b. manufacturing, refining or carrying out any value-adding work on precious metals, precious stones or precious products;
生產或提煉貴金屬、寶石或貴重產品，或對其進行增值加工；

c. issuing, redeeming or trading in precious-asset-backed instruments; or
發行、贖回或買賣貴重資產支持工具；或

d. acting as an intermediary in respect of any of the activities in paragraphs a, b or c.
就 a、b 或 c 段所述的任何活動，擔任中介人。

Except for the person carrying on a logistics service business, only imports or exports precious metals, precious stones or precious products in the ordinary course of that business.

經營物流服務業務人士，僅在該業務的通常業務運作中進出口貴金屬、寶石或貴重產品除外。

Articles covered in the regulatory regime
監管制度涵蓋的物品

There are four types of articles:
四類物品：

a. Precious metal: gold, silver, platinum, iridium, osmium, palladium, rhodium or ruthenium, in a manufactured or unmanufactured state.
貴金屬：成品或非成品狀態的金、銀、白金或鉑金、銥、鋨、鈀、銠或釕。

b. Precious stone: diamond, sapphire, ruby, emerald, jade or pearl, whether natural or otherwise.
寶石：鑽石、藍寶石、紅寶石、綠寶石、玉石或珍珠，不論其為天然與否。

c. Precious product: any jewellery or watch that is made up of, containing or having attached to it, any precious metal or precious stone, or both.
貴重產品：符合以下說明的珠寶或錶：由任何貴金屬或寶石或兼由上述兩者組成，或包含或附有任何貴金屬或寶石或兼包含或附有上述兩者。

d. Precious-asset-backed instrument: any certificate or instrument backed by one or more precious metals, precious stones or precious products that entitles the holder to such assets (in entirety or in part); but does not include—
貴重資產支持工具：以貴金屬、寶石或貴重產品支持的、使有關持有人有權享有該等資產(整體或部分)的證明書或工具；但不包括—

i. any securities, a futures contract, any interest in a collective investment scheme, a structured product or an OTC derivative product as defined by the

Securities and Futures Ordinance (Cap. 571); or

《證券及期貨條例》(第 571 章) 所界定的任何證券、期貨合約、集體投資計劃的任何權益、結構性產品或場外衍生工具產品；或

ii. a virtual asset.
虛擬資產。

You may visit the following URL of the Customs and Excise Department for other details:

其他詳情可瀏覽以下香港海關網址：

[Hong Kong Customs and Excise Department - Supervision of Dealers in Precious Metals and Stones](#)

General Interest
產品以外

Major Restructuring of the US Tax Code under the "Project 2025" if Trump Wins

In 2023, the think-tank of the conservative Republican Party published 900 pages of "Mandate for Leadership, the Conservative Promise", with the subtitle "Project 2025, Presidential Transition Project".   This project details the future road map for the presidential and legislative leadership starting from 2025 onwards.

For us, we are more concerned with its tax policy.   The list of proposals is as follows:

(1) A shift to two brackets - a 15% flat tax for people earning up to about $168,000, and a 30% income tax for people earning above that.

(2) Eliminate most deductions, credits, and exclusions.

(3) Cutting the corporate tax rate to 18% from its current 21%.

(4) Reducing the capital gains tax to 15%.   Currently, high-income earners pay a tax of 20% on their capital gains.

(5) Introducing consumption tax, such as the national sales tax.

If the Republican Party can gain control of both Houses as well as the presidential power, these proposals will have a chance to succeed.   The simplification of taxation and the shift of the tax base from income to expenditures will propel the US into a new era where invention, productivity, and innovation will be encouraged and wasteful expenditures will be punished.

Coincidence

Your author once published an article called "Reduce the Income Tax and the Introduction of Sales Tax to Increase Hong Kong's Competitiveness" (減利得稅加銷售稅以穩定增長) on the Hong Kong Economic Journal back on February of 1998.   Unfortunately, the administration at that time shied away from making the tough decision; thus, loss the chance to reduce the heavy reliance on land sales and to increase its competitiveness.

Other issues

There are many other issues proposed in Project 2025.   The most interesting one is the Elimination of the Department of Education.   Ronald Regan did try to abolish the

Department of Education and replace it with the voucher system but with heavy resistance, mainly from teacher unions. I do think this proposal is more important than tax changes. If it succeeds, it will open a new horizon for youngsters in the US.

Conclusion

The opening of the new era under the Republican administration, if it ever succeeds, will mirror Ronald Regan's era of change. (That goes for the assassination attempts on both presidents.) The major change in the tax law of 1981 encouraged innovation and rewarding risk-taking and discouraged wasteful investment in real estate for tax purposes. This kind of fundamental change will meet with fierce opposition from the public and the heavily democratic mass media's criticism. However, with the control of both Houses, the Republicans may have the chance to imitate what Ronald Regan had done, that is to really make "America Great Again!"

(This article does not have a Chinese version. 本文並無中文版。)

Join Our Team 人才招募

We are looking to hire someone who possesses a passion for an IT-related job.
If you think you are one of them, please send your resume to career@plsoft.com telling us about yourself.
對下列 IT 相關的工作感興趣？ 將履歷發送至 career@plsoft.com 給我們介紹一下您自己吧！
Strictly Confidential 絕對保密

CSA Support Specialist (CSA 支援專員)

If you are problem-solving orientated and have hands-on experience in using CSA (the company secretarial software), you are the most suitable person!

Your major duties include:

• Perform User Support (resolve technical issues for users via phone or electronically)
• Provide User Training (conduct on-line learning sessions for new users)

Intensive in-house training will be provided for you to perform the above duties.

System Support Specialist (系統支援專員)

• Be customer-service orientated
• At least two years of IT-related work experience
• Hands-on experience in trouble-shooting PC, LAN, and Internet problems
• Knowledge of installing MS-SQL, MS Windows, and Linus servers
• Perform in-house hardware/software installation, configuration, and maintenance
• Provide IT supporting and trouble-shooting services for clients as needed

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