EC Secretarial

Frequently Asked Questions

1. Question
What is so special about EC Secretarial ?

Answer
It can export data to MBRS for AR1 and FS-EPC. It is a very simple Windows-based full-featured Secretarial program.

2. Question
How soon can I start using EC Secretarial ?

Answer
Immediately. Just click "Readme" and you can start right away.

3. Question
Where do I enter the general particulars of a company ?

Answer
In ‘Maintenance->General Particulars’.

4. Question
Is there a backup facility ?

Answer
Click 'Housekeeping->Backup And Restore->Zip Files' or 'Housekeeping->Backup And Restore->Copy Data Files'.

5. Question
What reports are generated by EC Secretarial ?

Answer
EC Secretarial has a very comprehensive range of reports. For detail, please click "Readme".

6. Question
How do I enter the detail of a company secretary ?

Answer
Click ‘Housekeeping->General Setting’.

7. Question
How can I change the forms ?

Answer
Click ‘Housekeeping->Report Designer’.

8. Question
How do I change my Password ?

Answer
Click ‘Housekeeping->Change Password’.

9. Question
Can I use my company real data now and when I enter the key code, my data is still there ?

Answer
YES.

10. Question
How do I change the font type in my printout ?

Answer
In 'Housekeeping->Report Designer'.

11. Question
How do I change the font size?

Answer
In 'Housekeeping->Report Designer'.

12. Question
How do I change my left margin ?

Answer
In 'Housekeeping->Report Designer'.

13. Question
How do I export my data to EC Tax ?

Answer
In 'Misc->Export Data For EC Tax/EC Accounting'.

14. Question
How do I copy particulars (eg. Particulars of a Director) ?

Answer
In 'Misc->Copy Particulars and Forms'.

15. Question

How do I specify which director to sign resolutions ?

Answer
In 'Maintenance->Director->Edit', enter '1' or '2' or '3', etc, for 'To Sign Resolution As No. (1/2/3…)'.

16. Question
How do I specify which shareholder to sign resolutions ?

Answer
In 'Maintenance->Shareholder->Edit', enter '1' or '2' or '3', etc, for 'To Sign Resolution As No. (1/2/3…)'.

17. Question
How do I specify the nationality of a shareholder ?

Answer
In 'Maintenance->Shareholder->Edit', click button 'N'.

18. Question
How do I export Annual Return data for MBRS ?

Answer
Go to 'Forms->Section 68', select 'Import From Director. Manager, Secretary, Auditor And Share Transaction File'. Go to 'Misc->Text File / XML File->Annual Return (XML)', save the file generated as 'xml file' (Click 'Save As' and enter .xml for file name). Open MBRS and import this xml file.

19. Question
How do I export FS-EPC for MBRS ?

Answer
Go to 'Misc->Text File / XML File->Exempt Private Company (XML)', save the file generated as 'xml file' (Click 'Save As' and enter .xml for file name). Open MBRS and import this xml file.

20. Question
How do I import company particulars or resolutions or directors or shareholders from Excel ?

Answer
In 'Misc->Import From Other Program (Excel File)'.

21. Question
How do I enter the opening and closing date of financial statement ?

Answer

Go to 'Misc->Other Particulars->Filing Deadline', select 'Mark Submitted Financial Statement'. Press 'Enter' to change the dates.

22. Question
How do I enter the date of submission of financial statement ?

Answer
Go to 'Misc->Other Particulars->Filing Deadline', select 'Mark Submitted Financial Statement'. Click 'Date Submitted'.

23. Question
How do I select the reports for filing dealine at starting?

Answer
Go to 'Housekeeping->General Setting->Page 5', select 'Display Filing Deadline Within 30 Days For AR At Starting', etc.

24. Question
How do I enter 'Otherwise' allotment ?

Answer
Go to 'Housekeeping->General Setting->Page 4', click 'Enter Otherwise Transaction'.

25. Question
Where do I print 'Register Of Members' ?

Answer
Go to 'Transaction->Print Register Of Members'.

26. Question
Where do I print 'Share Certificate' ?

Answer
Go to 'Transaction->Print Share Certificate'.

27. Question
Where do I print directors' or members' resolution ?

Answer
Go to 'Misc->Circular Resolution' or 'Misc->Members Resolution'.

28. Question
Where do I print the constitution ?

Answer
Go to 'Misc->Constitution'.

29. Question
Where do I print dividend vouchers ?

Answer
Go to 'Misc->Other Documents->Dividend Schedule'.

30. Question
Where do I check whether a company satisfies the conditions for 'Exempt Private Company' ?

Answer
Go to 'Misc->Other Documents->Exempt Private Company'.

31. Question
Where do I print the 'Solvency Declaration' ?

Answer
Go to 'Misc->Other Documents->Solvency Declaration'.

32. Question
Where do I print the 'Corporate Information' ?

Answer
Go to 'Misc->Other Documents->Corporate Information'.

33. Question
Where do I print the letter for 'Resignation Of Auditors' ?

Answer
Go to 'Misc->Other Documents->Section 282(1) – Notification Of Resignation Of Auditor'.