

Corporate Structure (W5)

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PURPOSE

This document shows the detailed procedure on how to set up, maintain, load, delete and duplicate corporate structure in the system.

WHY IS THIS IMPORTANT?

A corporate structure contains information concerning the parent and child relationship and the percentage of the shareholding.

This information is used to determine the percentage of interest between two companies. For example, A has a 70% stake in C.

The stake is important in situation where A needs to know their share because it may affect, for example, their commitment to company C. If C has a commitment to pay 1,000,000 to a third party, A's liability is 70%. This stake is referred to as the "effective interest".

The effective interest may be used in the area of loan and facility reports.

PROCEDURE



The following instructions cover the following processes:





- I. Inquiry
- II. Create New Corporate Structure Group
- III. Load Structure
- IV. Maintain Structure

V. Duplicate Structure

VI. Delete Corporate Structure Group

I. Inquiry

1. Click Set Up > Static > Accounting Centre.

| Accounting Centre | | | |
|--|--|--|---|
| Refresh New Delete Group Approve  | | | |
| | App?  | Short Name  | Long Name  |
| <input type="checkbox"/> | | <u>AA-SG</u> | AA-SG |
| <input type="checkbox"/> | | <u>AB1</u> | AB1 |
| <input type="checkbox"/> | | <u>AC01</u> | AC01 |
| <input type="checkbox"/> | | <u>AC02</u> | AC02 |
| <input type="checkbox"/> | | <u>AC03</u> | AC03 |
| <input type="checkbox"/> | | <u>AC08</u> | AC08 |
| <input type="checkbox"/> | | <u>AC09</u> | AC09 |
| <input type="checkbox"/> | | <u>BB-SG</u> | BB-SG |
| <input type="checkbox"/> | | <u>Co.A</u> | Co.A |
| <input type="checkbox"/> | | <u>Co.B</u> | Co.B |
| <input type="checkbox"/> | | <u>Co.F</u> | Co.F |
| <input type="checkbox"/> | | <u>FLINVM-SG</u> | FLINVM-SG |
| <input type="checkbox"/> | | <u>FRS-UK</u> | FRS-UK |

2. Click Group.

3. In the Accounting Centre Group screen, user may filter by Entity Group Type: Accounting Centre - Corp Structure or Accounting Centre - Standard. Unselect will show all.

| Accounting Centre Group | |
|--------------------------------|---|
| Entity Group Type | <input type="text" value=""/>  |

4. Click Refresh.

Accounting Centre Group

Entity Group Type

← Refresh New Group Delete Group Approve ↓

| | App? ⇅ | Short Name ⇅ | Description ⇅ | Group Type ⇅ | With Effect* ⇅ |
|--------------------------|--------|-------------------------|------------------|------------------------------------|----------------|
| <input type="checkbox"/> | | <u>AA Group</u> | CONTROL SEQUENCE | Accounting Centre - Standard | |
| <input type="checkbox"/> | | <u>AU Group</u> | AU Group | Accounting Centre - Standard | |
| <input type="checkbox"/> | | <u>Blue Group</u> | Blue Group | Accounting Centre - Standard | |
| <input type="checkbox"/> | | <u>Corp Struc TFS</u> | Corp Struc TFS | Accounting Centre - Corp Structure | 1 Jan 2008 |
| <input type="checkbox"/> | | <u>FX Dealing Group</u> | FX Dealing Group | Accounting Centre - Standard | |
| <input type="checkbox"/> | | <u>HK Group</u> | HK Group | Accounting Centre - Standard | |
| <input type="checkbox"/> | | <u>Invest Co</u> | Invest Co | Accounting Centre - Standard | |

5. Corporate Structure Group has a With Effect Date.

II. Create New Corporate Structure Group

1. From the Accounting Centre Group screen, click New Group.
2. To create a corporate structure group, choose Accounting Centre - Corp Structure on the Group Type field.

New Accounting Centre Group

← Save Import

Group Type*

Short Name*

Long Name

Description

Accounting Centre - Corp Structure
Accounting Centre - Standard

3. Fill in the fields. The Short Name field and With Effect field are mandatory.

New Accounting Centre Group

Group Type* Accounting Centre - Corp S

Short Name*

Long Name

Description

With Effect*

4. Click Save.

5. Click the tick box besides N in App? column.

Accounting Centre Group

Entity Group Type

| | App? ⇅ | Short Name ⇅ | Description ⇅ | Group Type ⇅ | With Effect* ⇅ |
|-------------------------------------|--------|---------------------------|--------------------|------------------------------------|----------------|
| <input checked="" type="checkbox"/> | N | <u>TFS Corp Structure</u> | TFS Corp Structure | Accounting Centre - Corp Structure | 27 Apr 2017 |
| <input type="checkbox"/> | | <u>AA Group</u> | CONTROL SEQUENCE | Accounting Centre - Standard | |
| <input type="checkbox"/> | | <u>AU Group</u> | AU Group | Accounting Centre - Standard | |
| <input type="checkbox"/> | | <u>Blue Group</u> | Blue Group | Accounting Centre - Standard | |

6. Click Approve.

III. Load Structure

1. To assign a structure on a group, click on the Short Name of the preferred group.

Corporate Structure

Group by Shareholder

Read File

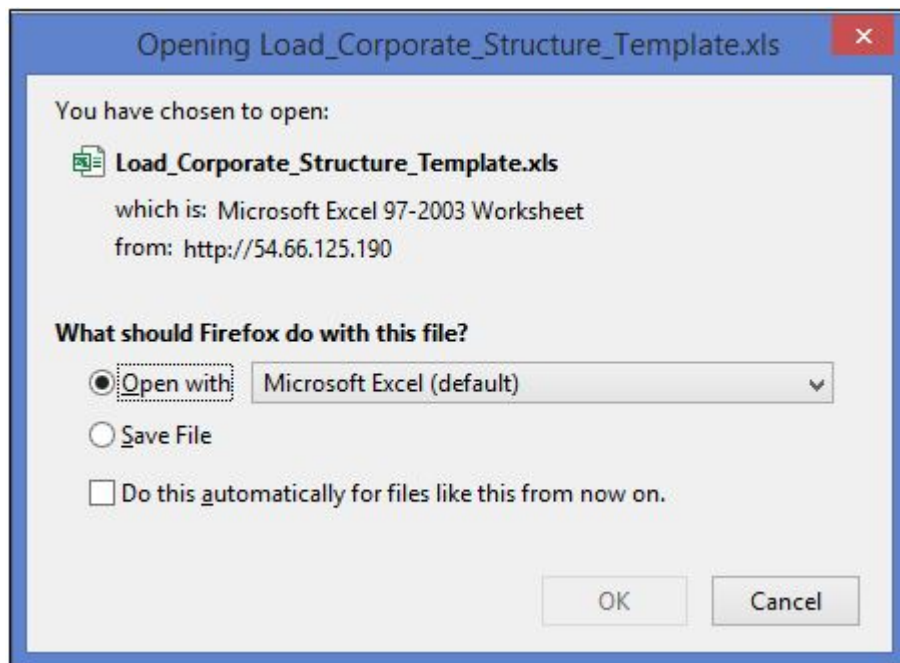
Shortname:

Description:

WEF:

| Entity | Shareholder | Interest(%) | + |
|-------------------|-------------|-------------|---|
| No records found. | | | |

2. Click Template. A popup appears.



3. Choose Open or Save File then click OK.

4. Open the sheet on the computer. Fill out the sheet. Note that the Interest field must be in decimal so 70% will be written as 0.7 for example.

| | A | B | C |
|----|-----------|--------------|-----------|
| 1 | Entity* | Shareholder* | Interest* |
| 2 | TGL-SG | TFS-SG | 1 |
| 3 | FLINVM-SG | TFS-SG | 0.7 |
| 4 | FIR-SG | TFS-SG | 0.8 |
| 5 | ASH-HK | FLINVM-SG | 0.6 |
| 6 | BEECH-HK | TFS-SG | 0.4 |
| 7 | BEECH-HK | FIR-SG | 0.2 |
| 8 | MAPLE-LN | ASH-HK | 0.2 |
| 9 | MAPLE-LN | TGL-SG | 0.3 |
| 10 | OAK-NY | TGL-SG | 0.4 |
| 11 | OAK-NY | FIR-SG | 0.2 |
| 12 | | | |

5. Save the file on the computer.

6. On the system, click the Read File checkbox. Click Browse.

Corporate Structure

Group by Shareholder

← History Template ↓ Read File

File: Read File **Browse...** No file selected.

Shortname: TFS Corp Structure

Description: TFS Corp Structure

WEF: 27/04/2017

| Entity | Shareholder | Interest(%) | + |
|-------------------|-------------|-------------|---|
| No records found. | | | |

7. Browse for the saved Excel file.

8. Click Read File. The details on the sheet will be read in the system.

Corporate Structure

Group by Shareholder

Read File

Shortname

Description

WEF

| Entity | Shareholder | Interest(%) | + |
|-----------|-------------|--------------------------------------|---|
| TGL-SG | TFS-SG | <input type="text" value="100.000"/> | - |
| FLINVM-SG | TFS-SG | <input type="text" value="70.000"/> | - |
| FIR-SG | TFS-SG | <input type="text" value="80.000"/> | - |
| ASH-HK | FLINVM-SG | <input type="text" value="60.000"/> | - |
| BEECH-HK | TFS-SG | <input type="text" value="40.000"/> | - |
| BEECH-HK | FIR-SG | <input type="text" value="20.000"/> | - |
| MAPLE-LN | ASH-HK | <input type="text" value="20.000"/> | - |
| MAPLE-LN | TGL-SG | <input type="text" value="30.000"/> | - |
| OAK-NY | TGL-SG | <input type="text" value="40.000"/> | - |
| OAK-NY | FIR-SG | <input type="text" value="20.000"/> | - |

9. If there's an error reading the file, the system will prompt error messages as below. In this case, fix the template saved on the computer and read file again.

Corporate Structure

Group by Shareholder

Read File

Errors found

2: Mandatory Value missing

Shortname

Description

WEF

| ID | Entity | Shareholder | Interest(%) | |
|----|-----------|-------------|--------------------------------------|----------------------------------|
| 1 | TGL-SG | TFS-SG | <input type="text" value="100.000"/> | <input type="button" value="−"/> |
| 2 | FLINVM-SG | TFS-SG | <input type="text"/> | <input type="button" value="−"/> |
| 3 | FIR-SG | TFS-SG | <input type="text" value="80.000"/> | <input type="button" value="−"/> |
| 4 | ASH-HK | FLINVM-SG | <input type="text" value="60.000"/> | <input type="button" value="−"/> |
| 5 | BEECH-HK | TFS-SG | <input type="text" value="40.000"/> | <input type="button" value="−"/> |
| 6 | BEECH-HK | FIR-SG | <input type="text" value="20.000"/> | <input type="button" value="−"/> |
| 7 | MAPLE-LN | ASH-HK | <input type="text" value="20.000"/> | <input type="button" value="−"/> |
| 8 | MAPLE-LN | TGL-SG | <input type="text" value="30.000"/> | <input type="button" value="−"/> |
| 9 | OAK-NY | TGL-SG | <input type="text" value="40.000"/> | <input type="button" value="−"/> |
| 10 | OAK-NY | FIR-SG | <input type="text" value="20.000"/> | <input type="button" value="−"/> |

10. If no error, or error is fixed, proceed to click Update to save the structure.

11. Prompt appears when done.

Corporate Structure

Group by Shareholder

Read File

The corporate has been updated.

Shortname:

Description:

WEF:

| Entity | Shareholder | Interest(%) | + |
|-----------|-------------|--------------------------------------|---|
| ASH-HK | FLINVM-SG | <input type="text" value="60.000"/> | - |
| BEECH-HK | FIR-SG | <input type="text" value="20.000"/> | - |
| BEECH-HK | TFS-SG | <input type="text" value="40.000"/> | - |
| FIR-SG | TFS-SG | <input type="text" value="80.000"/> | - |
| FLINVM-SG | TFS-SG | <input type="text" value="70.000"/> | - |
| MAPLE-LN | ASH-HK | <input type="text" value="20.000"/> | - |
| MAPLE-LN | TGL-SG | <input type="text" value="30.000"/> | - |
| OAK-NY | FIR-SG | <input type="text" value="20.000"/> | - |
| OAK-NY | TGL-SG | <input type="text" value="40.000"/> | - |
| TGL-SG | TFS-SG | <input type="text" value="100.000"/> | - |

IV. Maintain Structure

1. The structure can be changed by changing the entity, shareholder and Interest (%) on the screen directly. To maintain structure, click on the Short Name of the corporate structure group to maintain.

Accounting Centre Group

Entity Group Type:

| | App? ⇅ | Short Name ⇅ | Description ⇅ | Group Type ⇅ | With Effect* ⇅ |
|--------------------------|--------|---------------------------|--------------------|------------------------------------|----------------|
| <input type="checkbox"/> | | <u>Corp Struc TFS</u> | Corp Struc TFS | Accounting Centre - Corp Structure | 1 Jan 2008 |
| <input type="checkbox"/> | | <u>TFS Corp Structure</u> | TFS Corp Structure | Accounting Centre - Corp Structure | 27 Apr 2017 |

Corporate Structure

Group by Shareholder

Read File

Shortname
 Description
 WEF

| Entity | Shareholder | Interest(%) | + |
|-----------|-------------|--------------------------------------|---|
| FLINVM-SG | TFS-SG | <input type="text" value="70.000"/> | − |
| MAPLE-LN | ASH-HK | <input type="text" value="20.000"/> | − |
| MAPLE-LN | TGL-SG | <input type="text" value="30.000"/> | − |
| ASH-HK | FLINVM-SG | <input type="text" value="60.000"/> | − |
| OAK-NY | FIR-SG | <input type="text" value="20.000"/> | − |
| OAK-NY | TGL-SG | <input type="text" value="40.000"/> | − |
| FIR-SG | TFS-SG | <input type="text" value="80.000"/> | − |
| TGL-SG | TFS-SG | <input type="text" value="100.000"/> | − |
| BEECH-HK | TFS-SG | <input type="text" value="40.000"/> | − |
| BEECH-HK | FIR-SG | <input type="text" value="20.000"/> | − |

2. In this screen, user can add a row by clicking Add Button. New row will be added.

Corporate Structure

Group by Shareholder

Read File

Shortname:
 Description:
 WEF:

| Entity | Shareholder | Interest(%) | + |
|----------------------|----------------------|--------------------------------------|---|
| FLINVM-SG | TFS-SG | <input type="text" value="70.000"/> | - |
| MAPLE-LN | ASH-HK | <input type="text" value="20.000"/> | - |
| MAPLE-LN | TGL-SG | <input type="text" value="30.000"/> | - |
| ASH-HK | FLINVM-SG | <input type="text" value="60.000"/> | - |
| OAK-NY | FIR-SG | <input type="text" value="20.000"/> | - |
| OAK-NY | TGL-SG | <input type="text" value="40.000"/> | - |
| FIR-SG | TFS-SG | <input type="text" value="80.000"/> | - |
| TGL-SG | TFS-SG | <input type="text" value="100.000"/> | - |
| BEECH-HK | TFS-SG | <input type="text" value="40.000"/> | - |
| BEECH-HK | FIR-SG | <input type="text" value="20.000"/> | - |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | - |

3. Click Minus Button beside the row to delete if needed.

4. Note that when updating Interest, the total for each entity should not exceed 100% because an entity cannot have more than 100% of shareholding. For example below, Entity OAK-NY below has 70.00% and 40.00%. In this case, an error will be prompted.

Corporate Structure

Group by Shareholder

Read File

Shareholding exceed 100%. OAK-NY (110.0%).

Shortname:
 Description:
 WEF:

| Entity | Shareholder | Interest(%) | |
|-----------|-------------|--------------------------------------|----------------------------------|
| FLINVM-SG | TFS-SG | <input type="text" value="70.000"/> | <input type="button" value="−"/> |
| MAPLE-LN | ASH-HK | <input type="text" value="20.000"/> | <input type="button" value="−"/> |
| MAPLE-LN | TGL-SG | <input type="text" value="30.000"/> | <input type="button" value="−"/> |
| ASH-HK | FLINVM-SG | <input type="text" value="60.000"/> | <input type="button" value="−"/> |
| OAK-NY | FIR-SG | <input type="text" value="70.000"/> | <input type="button" value="−"/> |
| OAK-NY | TGL-SG | <input type="text" value="40.000"/> | <input type="button" value="−"/> |
| FIR-SG | TFS-SG | <input type="text" value="80.000"/> | <input type="button" value="−"/> |
| TGL-SG | TFS-SG | <input type="text" value="100.000"/> | <input type="button" value="−"/> |
| BEECH-HK | TFS-SG | <input type="text" value="40.000"/> | <input type="button" value="−"/> |
| BEECH-HK | FIR-SG | <input type="text" value="20.000"/> | <input type="button" value="−"/> |

5. If there is an empty row which means no shareholder, no entity and no interest, the update will proceed but will not display that row. But if the row is partially completed, the system will prompt an error.

Corporate Structure

Group by Shareholder

Read File

Please complete all relationship and interest.

Shortname
 Description
 WEF

| Entity | Shareholder | Interest(%) | + |
|-----------|-------------|--------------------------------------|---|
| FLINVM-SG | TFS-SG | <input type="text" value="70.000"/> | - |
| MAPLE-LN | ASH-HK | <input type="text" value="20.000"/> | - |
| MAPLE-LN | TGL-SG | <input type="text" value="30.000"/> | - |
| ASH-HK | FLINVM-SG | <input type="text" value="60.000"/> | - |
| OAK-NY | FIR-SG | <input type="text" value="60.000"/> | - |
| OAK-NY | TGL-SG | <input type="text" value="40.000"/> | - |
| FIR-SG | TFS-SG | <input type="text" value="80.000"/> | - |
| TGL-SG | TFS-SG | <input type="text" value="100.000"/> | - |
| BEECH-HK | TFS-SG | <input type="text" value="40.000"/> | - |
| BEECH-HK | FIR-SG | <input type="text" value="20.000"/> | - |
| BEECH-HK | TFS-SG | <input type="text"/> | - |

6. Short Name, Description and WEF can also be changed from this screen.

7. If done, click Update.

V. Duplicate Structure

1. To duplicate a structure, click on the short name of the group to duplicate.

Accounting Centre Group

Entity Group Type: Accounting Centre - Corp S

Refresh New Group Delete Group Approve

| App? | Short Name | Description | Group Type | With Effect* |
|--------------------------|--------------------|--------------------|------------------------------------|--------------|
| <input type="checkbox"/> | Corp Struc TFS | Corp Struc TFS | Accounting Centre - Corp Structure | 1 Jan 2008 |
| <input type="checkbox"/> | TFS Corp Structure | TFS Corp Structure | Accounting Centre - Corp Structure | 27 Apr 2017 |

1 50

2. In the next screen, click Duplicate.

Corporate Structure

Group by Shareholder

Update Duplicate History Template Read File

Shortname: TFS Corp Structure

Description: TFS Corp Structure

WEF: 27/04/2017

| Entity | Shareholder | Interest(%) | |
|-----------|-------------|-------------|---|
| FLINVM-SG | TFS-SG | 70.000 | + |
| MAPLE-LN | ASH-HK | 20.000 | - |
| MAPLE-LN | TGL-SG | 30.000 | - |
| ASH-HK | FLINVM-SG | 60.000 | - |
| FIR-SG | TFS-SG | 80.000 | - |
| OAK-NY | FIR-SG | 60.000 | - |
| OAK-NY | TGL-SG | 40.000 | - |
| TGL-SG | TFS-SG | 100.000 | - |
| BEECH-HK | TFS-SG | 40.000 | - |
| BEECH-HK | FIR-SG | 20.000 | - |

3. The system will prompt user to change short name, description and date. If not changed, {1} will appear after the short name to indicate that it is duplicate group.

Corporate Structure

Group by Shareholder

Read File

Duplication completed. Please check and amend the shortname, description and the date from which this structure takes effect.

Shortname:
 Description:
 WEF:

| Entity | Shareholder | Interest(%) | + |
|-----------|-------------|--------------------------------------|---|
| ASH-HK | FLINVM-SG | <input type="text" value="60.000"/> | — |
| BEECH-HK | FIR-SG | <input type="text" value="20.000"/> | — |
| BEECH-HK | TFS-SG | <input type="text" value="40.000"/> | — |
| FIR-SG | TFS-SG | <input type="text" value="80.000"/> | — |
| FLINVM-SG | TFS-SG | <input type="text" value="70.000"/> | — |
| MAPLE-LN | ASH-HK | <input type="text" value="20.000"/> | — |
| MAPLE-LN | TGL-SG | <input type="text" value="30.000"/> | — |
| OAK-NY | FIR-SG | <input type="text" value="60.000"/> | — |
| OAK-NY | TGL-SG | <input type="text" value="40.000"/> | — |
| TGL-SG | TFS-SG | <input type="text" value="100.000"/> | — |

4. Click Update once amendment is done.

VI. Delete Group

1. To delete a corporate structure group, click on the tick box beside the short name of the group to delete.

Accounting Centre Group

Entity Group Type:

| | App? ⇅ | Short Name ⇅ | Description ⇅ | Group Type ⇅ | With Effect* ⇅ |
|-------------------------------------|--------|--------------------|--------------------|------------------------------------|----------------|
| <input type="checkbox"/> | | Corp Struc TFS | Corp Struc TFS | Accounting Centre - Corp Structure | 1 Jan 2008 |
| <input checked="" type="checkbox"/> | | TFS Corp Structure | TFS Corp Structure | Accounting Centre - Corp Structure | 27 Apr 2017 |

2. Click Delete Group.

FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

CHANGE HISTORY

| Date | By | Changes |
|-------------|----------|--|
| 15-Feb-2008 | - | Created. |
| 27-Apr-2017 | Clarissa | Reformatted. Rewritten. |
| 17-Aug-2018 | Silpa | Updated step1 and screenshot in Inquiry section. |
| 28-Nov-2019 | Lyra | Updated Screenshots. |