



強制性公積金計劃管理局
MANDATORY PROVIDENT FUND
SCHEMES AUTHORITY

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By Email

3 November 2015

Circular Letter: SU/CCI/2015/004

To: All Principal Intermediaries

Dear Responsible Officers,

Submission of Annual Returns by eService

This circular serves to encourage registered intermediaries to use eService to submit annual returns, to remind subsidiary intermediaries (“SIs”) to update business email address when changing their employment with Principal Intermediaries (“PIs”), and the provision of personal email address by SIs for communication purpose.

Submission of Annual Return

In 2013, the Authority introduced the eService platform on the Authority’s website for registered intermediaries to submit their annual returns electronically to the Authority and to view their registration history. We strongly encourage PIs and SIs to use eService for submission of annual returns, not only because it would help save the environment but also improve the operational efficiency in our processing of annual returns. In addition, when registered intermediaries submit their annual returns through eService, they can easily view / download their submitted annual returns through eService.

The due date for submission of annual return for 2015 is **31 January 2016**. Please note that those intermediaries registered on or before 1 January 2015 are required by law to submit the 2015 annual returns. PIs may submit their 2015 annual return through eService **on or after 1 January 2016**. For SIs, starting from **1 December 2015**, they can submit their 2015 annual

returns either by accessing eService through the Authority's website or the eService mobile app, which can be downloaded from Google Play and Apple App Store. To access eService through website, please click the "Intermediaries Login" under "Useful Tools".

Reporting Change of Email Address of SIs

In the past, we have received comments from some PIs that their SIs could not use eService for submission of their annual returns because they have forgotten their login passwords. Registered intermediaries can online request / reset eService login password with their login ID and business or personal email address registered with the Authority. (Please find here a link to online demonstration <https://eservices.mpfa.org.hk/eservice/forgot-password-eng.htm>.) In order to do that, SIs must have either provided us with personal email addresses or have submitted updated business email addresses to the Authority when they change employment with PIs, using our form of "Notification of Change of Information by a Subsidiary Intermediary" ("Form INT-7") as attached at Annex. The Form INT-7 can be downloaded from the Authority's website. Please click "Intermediary" under "Industry Practitioner" and then "Forms" under "Useful Tools" to access a hard copy of the form.

Furthermore, when an SI ceases to attach to a PI and his/her business email address becomes obsolete, the Authority may need to communicate with the SI electronically through the personal email address for annual return submission / compliance with CPD requirements if he/she remains registered. In this regard, SIs are encouraged to provide the Authority with their **personal email addresses**, if they have not already done so, by submitting the Form INT-7.

Should you have any questions on the contents of this circular letter, please contact the following staff for assistance.

Type	Staff Name	Telephone Number
PI Annual Return	Mr Choi Si King	2292 1508
SI Annual Return	Ms Thelma Wong	2292 1339
Reporting Change	Ms Cherry Li Ms Stella Mak	2292 1581 2292 1224

Thank you for your attention.

Yours sincerely,



Susanna Lee
Senior Manager
Intermediaries Registry
Supervision Division

Encl

c.c. Hong Kong Monetary Authority – Mr Kevin Sham
Securities and Futures Commission – Ms Emily Ho
Office of the Commissioner of Insurance – Ms Shirley To