



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

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**By Email**

18 November 2016

Circular Letter: SU/CCI/2016/006

To: All Principal Intermediaries

Dear Responsible Officers,

**Submission of Annual Returns by MPF Intermediaries for 2016**

This circular serves as a reminder for registered intermediaries to submit the 2016 annual returns and to recommend the use of eService for annual return submission.

**Submission of Annual Return by eService**

We strongly encourage principal intermediaries (“PIs”) and subsidiary intermediaries (“SIs”) to use eService for submission of annual returns for enhancing data accuracy and operational efficiency. To facilitate surveillance on compliance of SIs by PIs, we will provide a new compliance report for PIs via the eService by early 2017 on a weekly basis. Please note that the report will include SIs’ annual returns submitted via eService but records of annual returns submitted by hardcopy will only be reflected after manual data inputting. Thus, it will provide useful and timely information if SIs submitted their annual returns via eService. A template of the report is enclosed for your reference (see **Enclosure**).

The due date for submission of annual return for 2016 is **31 January 2017**. PIs and SIs registered on or before 1 January 2016 are required by law to submit the 2016 annual returns. PIs may submit their 2016 annual returns through eService **on or after 1 January 2017**. For SIs, starting from **1 December 2016**, they

can submit their 2016 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".

### Forgot Password

If registered intermediaries forget their eService login password, they can reset it online by inputting their login ID (i.e. their MPF registration number) and a valid email address. For PIs, the valid email address means their contact person's email address while for SIs, the valid email address means their business or personal email address reported to the MPFA before. Please refer to the online demonstration for details (<https://eservices.mpfa.org.hk/eservice/forgot-password-eng.htm>).

As SIs may have changed their PIs and then have business email addresses being changed, they are strongly advised to let MPFA keep their personal email addresses so as to facilitate any communication with them and reset eService passwords online.

For reporting change of particulars to the MPFA, PIs can report the change through "Form INT-6" (Notification of Change of Information by a Principal Intermediary) and SIs through "Form INT-7" (Notification of Change of Information by a Subsidiary Intermediary). These forms are available on the Authority's website ([http://www.mpfa.org.hk/eng/information\\_centre/forms/mpf\\_schemes/intermediary/index.jsp](http://www.mpfa.org.hk/eng/information_centre/forms/mpf_schemes/intermediary/index.jsp)).

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

<b>Type</b>	<b>Staff Name</b>	<b>Telephone Number</b>
PI Annual Return	Mr Choi Si King	2292 1508
SI Annual Return	Ms Thelma Wong	2292 1339
Compliance Report for PI	Mr Peter Lee	2292 1267
Reporting Change	Ms Carol Lo Ms Stella Mak	2292 1519 2292 1224

Thank you for your attention.

Yours sincerely,



Susanna Lee  
Senior Manager  
Intermediaries Registry  
Supervision Division

Encl

c.c. Mr Kevin Sham, Senior Manager, Banking Conduct Department, Hong Kong Monetary Authority  
Ms Stephentica Lee, Associate Director, Licensing, Intermediaries, Securities and Futures Commission  
Ms Shirley To, Acting Senior Insurance Officer (Enforcement), Office of the Commissioner of Insurance