

MANDATORY PROVIDENT FUND SCHEMES AUTHORITY

II.8 Guidelines on Monthly Statistical Returns of Registered Schemes

INTRODUCTION

Section 6H(1) of the Mandatory Provident Fund Schemes Ordinance (“the Ordinance”) provides that the Mandatory Provident Fund Schemes Authority (“the Authority”) may issue guidelines for the guidance of approved trustees, service providers, participating employers and their employees, self-employed persons and other persons concerned with the Ordinance.

2. Section 6H(3) of the Ordinance provides that a guideline may require persons (including persons belonging to a class) specified in the guideline to give to the Authority information or documents of a kind specified in the guideline. The guideline may only specify information or documents of a kind that the Authority reasonably requires for the exercise or performance of its functions.

3. The Authority hereby issues guidelines to specify the information required to be submitted in respect of monthly statistical returns of registered schemes. These guidelines also specify the means by which the monthly statistical returns should be submitted to the Authority.

EFFECTIVE DATE

4. The revised Guidelines (Version 5) shall become effective on the date of commencement of operation of the Mandatory Provident Fund Schemes (Amendment) Ordinance 2009, i.e. 1 November 2012. The previous version (Version 4 – August 2008) of the Guidelines shall be superseded on that day.

MONTHLY STATISTICAL RETURN

Contents of the Monthly Statistical Return

5. The contents of the monthly statistical return of a registered scheme are set out in the Annex (FORM SS(MR)). The information to be provided should be in respect of the end of each calendar month.

Submission of the Monthly Statistical Return

6. The approved trustee of a registered scheme is required to submit the monthly statistical return within 21 days after the end of each calendar month either by electronic means (such as e-mail or diskettes) or in hard copies to:

Mandatory Provident Fund Schemes Authority
Level 16, International Commerce Centre
1 Austin Road West, Kowloon
Hong Kong

DEFINITIONS OF TERMS

7. Where a term used in the Guidelines is defined in the Ordinance or the subsidiary legislation then, except where specified in the Guidelines, that term carries the meaning as defined in the Ordinance or the subsidiary legislation.

FORM SS(MR)

**MANDATORY PROVIDENT FUND SCHEMES ORDINANCE (CAP. 485)
("the Ordinance")**

MONTHLY STATISTICAL RETURN OF REGISTERED SCHEME

Statistics relating to the Registered Scheme

NOTES:

- (1) *This Form must be completed by the approved trustee ("the Trustee") of the registered scheme ("the Scheme").*
 - (2) *The Trustee of the Scheme should refer to the "Guidelines on Monthly Statistical Returns of Registered Schemes" for the purpose of submitting a monthly statistical return of the Scheme.*
 - (3) *The Trustee of the Scheme should read the explanatory notes to this Form carefully before completing this Form.*
 - (4) *** means the requested information is not applicable to employer sponsored schemes.*
 - (5) *Please insert "N.A." if not applicable.*
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FOR OFFICIAL USE ONLY

Scheme registration no.: _____ **Date of receipt:** _____

Subject officer: _____ **Input officer:** _____

SECTION I - INFORMATION ON THE SCHEME

- (1) Name of the Scheme: _____
- (2) Registration no. of the Scheme: _____
- (3) The month to which this Return relates (“the Month”): _____

SECTION II - INFORMATION ON PARTICIPATING EMPLOYERS

- (1) Number of participating employers in the Scheme as at the end of the Month: _____

SECTION III - INFORMATION ON PARTICIPATING EMPLOYEES^{Note 1}

- (1) Number of participating employees in the Scheme as at the end of the Month: _____
- (2) Number of employees who have newly participated in the Scheme in the Month^{Note 2}: _____
- (3) Number of employees who have ceased participation in the Month^{Note 3}: _____

SECTION IV - INFORMATION ON PARTICIPATING SELF-EMPLOYED PERSONS**

- (1) Number of participating self-employed persons in the Scheme as at the end of the Month: _____
- (2) Number of participating self-employed persons in the Scheme who have made voluntary contributions in the Month: _____

SECTION V - INFORMATION ON SPECIAL VOLUNTARY CONTRIBUTION^{Note 4} ACCOUNT HOLDERS^{Note 5}

- (1) Number of participating employees who are special voluntary contribution account holders as at the end of the Month: _____
- (2) Number of personal account holders in the Scheme who are special voluntary contribution account holders as at the end of the Month: _____
- (3) Number of non-participating employees^{Note 6} who are special voluntary contribution account holders as at the end of the Month: _____

SECTION VI - INFORMATION ON CONTRIBUTIONS RECEIVED DURING THE MONTH

	Mandatory contributions (HK\$)	Voluntary contributions (HK\$)
Contributions received ^{Note 7} :		
a) In respect of participating employees		
b) In respect of self-employed person members		
Total contributions received		
Others (Please specify: _____)		

SECTION VII - INFORMATION ON BENEFITS TRANSFERRED INTO A REGISTERED SCHEME DURING THE MONTH ^{Note 8, 9}

(A) TRANSFER FROM A DIFFERENT SCHEME

(i) <u>EMPLOYER TRANSFER-IN</u>	Number of members <small>Note 10</small>	Benefits derived from mandatory contributions (HK\$) <small>Note 11</small>	Benefits derived from voluntary contributions (HK\$) <small>Note 11</small>
a) Transfer under same employer			
b) Transfer under new employer ^{Note 12}			

(ii) <u>INDIVIDUAL MEMBER TRANSFER-IN</u>	Number of members	Benefits derived from mandatory contributions (HK\$)	Benefit derived from voluntary contributions (HK\$)
a) Into self-employed person contribution account (Form MPF(S)-P(M))			
b) Into employee contribution account (Form MPF(S)-P(M))			
c) Into personal account (Form MPF(S)-P(M))			
d) Into self-employed person contribution account (Form MPF(S)-P(P))			
e) Into employee contribution account (Form MPF(S)-P(P))			
f) Into personal account (Form MPF(S)-P(P))			

<u>(iii) TOTAL TRANSFER FROM A DIFFERENT SCHEME</u>	Number of members	Benefits derived from mandatory contributions (HK\$)	Benefits derived from voluntary contributions (HK\$)
a) Total employer transfer-in from A(i)			
b) Total individual member transfer-in from A(ii)			
Total			

<u>(iv) OTHER BENEFITS TRANSFERRED FROM A DIFFERENT SCHEME</u>	Number of members	Benefits derived from mandatory contributions (HK\$)	Benefits derived from voluntary contributions (HK\$)
Transfer from occupational retirement schemes ^{Note 13} :			
Others (Please specify: _____)			
Total			

(B) TRANSFER FROM THE SAME SCHEME

<u>(i) EMPLOYER TRANSFER-IN</u>	Number of members <small>Note 10</small>	Benefits derived from mandatory contributions (HK\$) <small>Note 11</small>	Benefits derived from voluntary contributions (HK\$) <small>Note 11</small>
a) Transfer under same employer			
b) Transfer under new employer ^{Note 12}			

<u>(ii) INDIVIDUAL MEMBER TRANSFER-IN</u>	Number of members	Benefits derived from mandatory contributions (HK\$)	Benefit derived from voluntary contributions (HK\$)
a) Into self-employed person contribution account (Form MPF(S)-P(M))			
b) Into employee contribution account (Form MPF(S)-P(M))			
c) Into personal account (Form MPF(S)-P(M))			
d) Into self-employed person contribution account (Form MPF(S)-P(P))			
e) Into employee contribution account (Form MPF(S)-P(P))			
f) Into personal account (Form MPF(S)-P(P))			
g) Into personal account (without Form MPF(S)-P(M) or Form MPF(S)-P(P)) ^{Note 14}			

<u>(iii) TOTAL TRANSFER FROM THE SAME SCHEME</u>	Number of members	Benefits derived from mandatory contributions (HK\$)	Benefits derived from voluntary contributions (HK\$)
a) Total employer transfer-in from B(i)			
b) Total individual member transfer-in from B(ii)			
Total			

SECTION VIII - INFORMATION ON BENEFITS TRANSFERRED OUT OF A REGISTERED SCHEME DURING THE MONTH ^{Note 9, 15}

(A) TRANSFER TO A DIFFERENT SCHEME

<u>(i) EMPLOYER TRANSFER-OUT</u>	Number of members <small>Note 16</small>	Benefits derived from mandatory contributions (HK\$) <small>Note 17</small>	Benefits derived from voluntary contributions (HK\$) <small>Note 17</small>
a) Transfer under same employer			
b) Transfer under new employer ^{Note 12}			

<u>(ii) INDIVIDUAL MEMBER TRANSFER-OUT</u>	Number of members	Benefits derived from mandatory contributions (HK\$)	Benefits derived from voluntary contributions (HK\$)
a) From self-employed person contribution account (Form MPF(S)-P(M))			
b) From employee contribution account ^{Note 18} (Form MPF(S)-P(M))			
c) From personal account (Form MPF(S)-P(M))			
d) From employee contribution account (Form MPF(S)-P(P))			

<u>(iii) TOTAL TRANSFER TO A DIFFERENT SCHEME</u>	Number of members	Benefits derived from mandatory contributions (HK\$)	Benefits derived from voluntary contributions (HK\$)
a) Total employer transfer-out from A(i)			
b) Total individual member transfer-out from A(ii)			
c) Others Please specify : (_____)			
Total ^{Note 19}			

(B) TRANSFER TO THE SAME SCHEME

<u>(i) EMPLOYER TRANSFER-OUT</u>	Number of members Note 16	Benefits derived from mandatory contributions (HK\$) Note 17	Benefits derived from voluntary contributions (HK\$) Note 17
a) Transfer under same employer			
b) Transfer under new employer ^{Note 12}			

<u>(ii) INDIVIDUAL MEMBER TRANSFER-OUT</u>	Number of members	Benefits derived from mandatory contributions (HK\$)	Benefits derived from voluntary contributions (HK\$)
a) From self-employed person contribution account (Form MPF(S)-P(M))			
b) From employee contribution account ^{Note 18} (Form MPF(S)-P(M))			
c) From personal account (Form MPF(S)-P(M))			
d) From employee contribution account (Form MPF(S)-P(P))			
e) From employee contribution account (without Form MPF(S)-P(M) or Form MPF(S)-P(P)) ^{Note 14}			

<u>(iii) TOTAL TRANSFER TO THE SAME SCHEME</u>	Number of members	Benefits derived from mandatory contributions (HK\$)	Benefits derived from voluntary contributions (HK\$)
a) Total employer transfer-out from B(i)			
b) Total individual member transfer-out from B(ii)			
Total			

SECTION IX - INFORMATION ON BENEFITS PAID FROM THE SCHEME DURING THE MONTH

	Benefits derived from mandatory contributions (HK\$)	Benefits derived from voluntary contributions (HK\$)
Benefits paid:		
a) In respect of participating employees		
b) In respect of self-employed person members		
c) In respect of personal account holders		
d) Others (Please specify: _____)		
Total benefits paid ^{Note 20}		

SECTION X - SPECIAL VOLUNTARY CONTRIBUTIONS RECEIVED, PAID/TRANSFERRED DURING THE MONTH

	Special voluntary contributions (HK\$)	
	<i>(in lump sum)</i>	<i>(monthly payment)</i>
a) Total contributions received ^{Note 7}		
b) Total benefits transferred from other registered schemes ^{Note 8}		
c) Total benefits paid ^{Note 20}		
d) Total benefits transferred to other registered schemes ^{Note 15,19}		

SECTION XI - INFORMATION ON NET ASSET VALUE

- (1) Net Asset Value of the Scheme as at the end of the Month (HK\$): _____
- (2) Net Asset Value of each constituent fund of the Scheme as at the end of the Month (HK\$):

Name of Constituent Fund	Net Asset Value (HK\$)

**Explanatory notes for completion of monthly return
covering information on statistics related to a registered scheme**

1. “Participating employees” refers to employees of employers participating in the Scheme of the relevant trustee.
2. “Employees who have newly participated in the Scheme in the Month” refers to the participating employees who have newly participated in the Scheme in the Month and whose participation remained in the Scheme as at the last day of the Month. For clarification sake, employees newly participated in the Scheme in the Month but subsequently ceased participation in the Scheme in the same month should not be included.
3. “Employees who have ceased participation in the Month” refers to the participating employees who have ceased participation in the Scheme in the Month. For clarification sake, employees who have newly participated in the Scheme in the Month but subsequently ceased participation in the Scheme in the same month should not be included.
4. “Special voluntary contribution” refers to voluntary contributions paid directly by a relevant employee to the trustee. Unlike normal voluntary contributions, these contributions are non-employment related, i.e. contributions do not go through the employer, withdrawal of accrued benefits is neither tied to employment nor subject to preservation requirements.
5. The special voluntary contribution accounts with zero balance as at the end of the Month should be excluded. A special voluntary contribution account holder who is also a participating employee in the Scheme should be reported under both Sections III(1) and V(1).
6. “Non-participating employees” refers to members who are not participating employees, self-employed persons or personal account holders in the Scheme of the relevant trustee.
7. Contributions should only be reported when the amount of contributions received has been verified and is ready for subscription of constituent fund units.
8. Benefits transferred into a registered scheme should only be reported when the amount received has been verified and is ready for subscription of constituent fund units.

9. Special considerations when preparing the transfer statistics for the Month:

Situation	No. of members	Benefits derived from contributions
Transfer related to subsequent recovery of outstanding contributions and/or surcharges, and /or contribution adjustments	No need to reflect	Need to reflect
Transfer of zero benefit amount	No need to reflect the transfer	
Reversal of transfer due to error	Need to reflect the reversal	
Rectification of overpaid contributions	No need to reflect the adjustment	Need to reflect the adjustment

10. This refers to the number of employees in employer transfer-in cases. If the transferee trustee receives the transferred-in benefits for the employees of an employer in different months, please fill in the number of employees for whom the benefits received have been verified and are ready for subscription of constituent fund units in each of those months.
11. This refers to the amount of benefits received for employees in employer transfer-in cases. If the transferee trustee receives the transferred-in benefits for the employees of an employer in different months, please fill in the amount of benefits of the employees that has been verified and is ready for subscription of constituent fund units in each of those months.
12. Transfer under new employer covers the following scenarios: (a) a new business owner takes over the employees of another company; and (b) employees are transferred between group companies.
13. The amount of minimum MPF benefits transferred from occupational retirement schemes should be categorized as benefits derived from mandatory contributions whilst the amount of benefits in excess of the minimum MPF benefits should be categorized as benefits derived from voluntary contributions.
14. This refers to the cases where the accrued benefits in employee contribution account are automatically transferred to a personal account if an employee member has not made any transfer election within 3 months after the trustee is notified of the employee's cessation of employment.
15. Benefits transferred out of a registered scheme should only be reported when the constituent fund units have been redeemed and the trustee is ready to issue cheques to the transferee trustee.
16. This refers to the number of employees in employer transfer-out cases. If the transferor trustee redeems the benefits of the employees of an employer in different months for transfer out, please fill in the number of employees for whom the benefits have been redeemed and the trustee is ready to issue cheques to the transferee trustee in each of those months.

17. This refers to the amount of benefits transferred for employees in employer transfer-out cases. If the transferor trustee redeems the benefits of the employees of an employer in different months for transfer out, please fill in the amount of benefits of employees that has been redeemed and the trustee is ready to issue cheques to the transferee trustee in each of those months.
18. This refers to the cases where employees who have terminated employment and elected to transfer benefits to another scheme (part (A)(ii) of Section VIII - "Transfer to a different scheme"), or another account in the same scheme (part (B)(ii) of Section VIII - "Transfer to the same scheme").
19. This item must be reconciled with the data item, "Total benefits transferred to other registered schemes" in part (2) of Section IV, as reported in the quarterly return (Form S(QR) in Guidelines II.3) of the corresponding quarter.
20. Benefits paid should only be reported when the constituent fund units have been redeemed and the trustee is ready to issue cheques to the members or employers (for offsetting of long service payments or severance payments). This item must be reconciled with the data item, "Total benefits paid" in part (1) of Section IV, as reported in the quarterly return (Form S(QR) in Guidelines II.3) of the corresponding quarter.