

MANDATORY PROVIDENT FUND SCHEMES AUTHORITY

IV.21 Guidelines on Reports Relating to the Notification of Unclaimed Benefits

INTRODUCTION

Section 6H 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 and other persons concerned with the Ordinance.

2. The Mandatory Provident Fund Schemes (Amendment) Bill 2002 was passed on 12 July 2002. The enacted Mandatory Provident Fund Schemes (Amendment) (No. 2) Ordinance 2002 (“the Amendment Ordinance”) was gazetted on 19 July 2002. Under Section 18 of the Schedule to the Amendment Ordinance, the approved trustee of a registered scheme must publish in at least one English newspaper and at least one Chinese newspaper a notice within 6 months after the end of each financial period of the scheme:

- (a) listing the names of all the scheme members
 - (i) who have unclaimed benefits in the scheme as at the end of the relevant financial period; and
 - (ii) whose names have not previously been listed in accordance with the paragraph; and
- (b) inviting those members and other persons to lodge a claim for payment of those benefits,

and provide particulars of the scheme members included in that notice to the Authority on or before such publication of the notice. In addition, the Authority must establish and maintain a register of scheme members who have unclaimed benefits in the scheme (“the Register”). This section shall come into operation on a day to be appointed by the Secretary for Financial Services and the Treasury by notice published in the Gazette (“the Date of Operation”).

3. The Authority hereby issues guidelines to prescribe the information to be submitted and the format of submission.

EFFECTIVE DATE

4. These Guidelines shall become effective on the Date of Operation.

REPORT – PRESCRIBED FORMAT AND INFORMATION

Report to the Authority in Respect of Unclaimed Benefits - Notice Published in the Newspapers under Section 172(10) of the Mandatory Provident Fund Schemes (General) Regulation

5. When submitting the notice of unclaimed benefits to the Authority, the approved trustee of the scheme must ensure that the notice is in the prescribed format and should include the following information:

Date of Report	
Scheme Registration Number	
Approval Number of Trustee	
English Name of Scheme Member with Unclaimed Benefits (if applicable)	
Chinese Name of Scheme Member with Unclaimed Benefits (if applicable)	
HKID Number of the Scheme Member with Unclaimed Benefits (if applicable)	

Passport Number of the Scheme Member with Unclaimed Benefits (if applicable)	
MPF Membership Number / Other Reference Number of the Scheme Member with Unclaimed Benefits	
Name of the English Newspaper in which the Notice is Published	
Date on which the Notice is Published in the English Newspaper	
Name of the Chinese Newspaper in which the Notice is Published	
Date on which the Notice is Published in the Chinese Newspaper	
Type of Unclaimed Benefits (either Scheme Member reaching age 65 or Others)	
Date of the Scheme's Financial Period End	

Report to the Authority in Respect of Scheme Members with Unclaimed Benefits as at 31 March

6. For the purpose of compiling the Register, the approved trustee is also required to submit a report on the particulars of scheme members with unclaimed benefits as at 31 March of each year. These reports have to be submitted to the Authority within 7 working days after 31 March each year. The report should include the following information:

Date of Report	
Scheme Registration Number	
Approval Number of Trustee	
English Name of Scheme Member with Unclaimed Benefits (if applicable)	
Chinese Name of Scheme Member with Unclaimed Benefits (if applicable)	
HKID Number of the Scheme Member with Unclaimed Benefits (if applicable)	
Passport Number of the Scheme Member with Unclaimed Benefits (if applicable)	
MPF Membership Number / Other Reference Number of the Scheme Member with	

Unclaimed Benefits	
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Submission of Report

7. In view of the fact that the data required under paragraphs 5 and 6 above might be voluminous, the approved trustee of a registered scheme should submit the notice to the Authority by electronic means. In addition to the data required under paragraphs 5 and 6, the trustee should also report the total amount of unclaimed benefits as at the date of report. The trustee should also comply with the requirements for electronic interface as informed by the Authority from time to time and enclose a covering letter with a summary of the information submitted when submitting the notice.

Definitions of Terms

8. Except where otherwise specified in the Guidelines, the terms common to the Ordinance and the subsidiary legislation of the Ordinance carry the same meanings as defined in the Ordinance and the subsidiary legislation. Approved trustees of registered schemes should make appropriate reference to the Ordinance and the subsidiary legislation, where necessary.