

MANDATORY PROVIDENT FUND SCHEMES AUTHORITY

IV.6 - Guidelines on Notice for Unclaimed Benefits

INTRODUCTION

Section 170 of the Mandatory Provident Fund Schemes (General) Regulation (“the Regulation”) provides that the approved trustee of a registered scheme must publish a notice in a form specified or approved by the Mandatory Provident Fund Schemes Authority (“MPFA”) to invite any person who is entitled to be paid accrued benefits but cannot be located by the trustee, to lodge with the trustee a claim for payment of those benefits.

2. Section 6H of the Mandatory Provident Fund Schemes Ordinance (“the Ordinance”) provides that the MPFA shall issue guidelines for the guidance of approved trustees, service providers and other persons concerned with the Ordinance.

3. Section 47A of the Ordinance empowers the MPFA to specify or approve the form and contents of documents required for the purposes of this Ordinance.

4. The MPFA hereby approves the format of the notice (at Annex) to be published by approved trustees for the purpose of section 170 of the Regulation.

Notice

Invitation for Lodgement of Claims for Payment of Accrued Benefits

Pursuant to section 170 of the Mandatory Provident Fund Schemes (General) Regulation, we hereby invite the following persons to lodge with us _____ [name of the approved trustee] at _____ [address of the approved trustee] on or before _____ [deadline for lodgement of claims] a claim for payment of accrued benefits :

Name of the Member : _____ (Chinese)

_____ (English)

Account Number(s) of the Member : _____

Name of the Scheme : _____

Scheme Registration Number : _____

If any person listed above has died or is otherwise unable to make a claim, his representative(s)* is / are invited to claim for payment of the person's accrued benefits.

For any inquiries, please contact _____ [name of the contact person] at _____ [telephone number] or fax to _____ [fax number].

[name of the approved trustee]

* The representative of a person means :

- (a) if the person has died, the personal representative as defined under the Probate and Administration Ordinance (Cap. 10).
- (b) if the person is unable to make a claim, any person who is authorized by law to do so.