

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) *The approved trustee ("the Trustee") of a registered scheme ("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.*
- (2) *The Trustee of the Scheme should read the explanatory notes to this Form carefully before completing this Form.*
- (3) *** means the requested information is not applicable to employer sponsored schemes.*
- (4) *Please insert "N.A." if not applicable.*

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 preserved 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SECTION VI INFORMATION ON CONTRIBUTIONS / BENEFITS RECEIVED BY AND BENEFITS WITHDRAWN FROM A REGISTERED SCHEME DURING THE MONTH

(1) Mandatory and voluntary contributions/benefits received during the Month

	Mandatory contributions or benefits derived therefrom (HK\$)	Voluntary contributions or benefits derived therefrom (HK\$)
Contributions received ^{Note 7} :		
a) In respect of participating employees		
b) In respect of self-employed person members		
Total contributions received		
Benefits transferred from other registered schemes ^{Note 8} :		
a) In respect of participating employees		
b) In respect of self-employed person members		
c) In respect of preserved account holders		
Total benefits transferred from other registered schemes		
Benefits transferred from occupational retirement schemes ^{Note 9} :		
Others (Please specify: _____)		

- (2) Benefits derived from mandatory and voluntary contributions paid/transferred during the Month

	Benefits derived from mandatory contributions (HK\$)	Benefits derived from voluntary contributions (HK\$)
Benefits paid ^{Note 10:}		
a) In respect of participating employees		
b) In respect of self-employed person members		
c) In respect of preserved account holders		
d) Others (Please specify:)		
Total benefits paid		
Benefits transferred to other registered schemes ^{Note 11:}		
a) In respect of participating employees		
b) In respect of self-employed person members		
c) In respect of preserved accounts holders		
Total benefits transferred to other registered schemes		

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

1. “Participating employees” refers to employees of employer participating in the schemes 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 contributions” 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 their employer, withdrawal of accrued benefits is neither tied to employment nor subject to preservation requirements.
5. The SVC accounts with zero balance as at the end of the Month should be excluded. An SVC 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 preserved account holders in the schemes 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 from other registered schemes should only be reported when the amount received has been verified and is ready for subscription of constituent fund units.
9. 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.
10. Benefits paid should only be reported when the constituent fund units have been redeemed and trustees are 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 S(QR) of the corresponding quarter.

11. Benefits transferred to other registered schemes should only be reported when the constituent fund units have been redeemed and trustees are ready to issue cheques to the transferee trustees. Accrued benefits transferred to any other accounts (including employee contribution accounts, SEP accounts, preserved accounts and special voluntary contribution accounts) under the same registered scheme must be excluded. 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 S(QR) of the corresponding quarter.