

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 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 3) shall become effective from 1 September 2005. The previous version (Version 2 – May 2004) of the Guidelines shall be superseded on that day.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 Monthly Statistical Return

6. The approved trustee of a registered scheme is required to submit the monthly statistical return within 21 days of 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. Except where otherwise specified in the Annex, 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.