

The applicant should note that a person who in any document given to the Authority makes a statement that the person knows to be false or misleading in a material respect, or recklessly makes a statement which is false or misleading in a material respect, commits an offence under Section 43 of the Mandatory Provident Fund Schemes Ordinance (“MPFSO”) and is liable to prosecution.



強制性公積金計劃管理局  
MANDATORY PROVIDENT FUND  
SCHEMES AUTHORITY

## **Application Self Assessment Form for Approval of Index Tracking Collective Investment Scheme (“ITCIS”)**

The application self-assessment form forms part of the information in support of an application for approval of ITCIS pursuant to Section 6A(b) of Schedule 1 of the Mandatory Provident Fund Schemes (General) Regulation (Cap. 485A).

### ***Important Notes:***

- 1. Applicants should note that the below list of documents / information is by no means exhaustive, the Authority may request further documents / information in relation to the relevant application where necessary.***
- 2. Applicants should refer to the "Guidelines on Index-Tracking Collective Investment Schemes"(Guidelines III.10) in relation to the approval criteria and circular letter(s) to sponsors of approved ITCIS in relation to their ongoing obligation posted on the Authority's website from time to time.***



## SECTION I – INFORMATION ON THE INDEX TRACKING COLLECTIVE INVESTMENT SCHEME (“ITCIS”)

(1) Name of the Applicant\* (trustee / investment manager / sponsor)

(In English):

---

(In Chinese, if any):

---

(2) Name of the ITCIS

(In English):

---

(In Chinese, if any):

---

(3) Date of Establishment

---

(4) Fund Structure\*

Unit Trust / Mutual Fund

---

(5) Governing Law

---

(6) Trustee

---

(7) Investment Manager

---

(8) Underlying Index

Name:

---

Index Provider(s):

---

Index Composition:

---

Launch Date:

---

(9) Statement of investment policy and objective of the ITCIS

Tracking Method

(A) Full replication

(B) Representative sampling

(C) A combination of both

Details of investment policy and objective:

---

(10) Listing / Authorization Status

---



(11) For listed ITCIS, please provide existing/potential average daily trading volume of the ITCIS

---

(12) Please provide the name(s) of the potential MPF investor(s) of the ITCIS

---

(13) Please provide the fee rate charged by the ITCIS and compare it with the fee rate of other ITCIS adopting similar investment strategy.

---

## SECTION II –GENERAL APPROVAL CRITERIA

	Relevant Requirement	Relevant Paragraph in Guidelines III.10	Satisfied requirements under Guidelines III.10/ Circular Letter(s) Yes / No / N/A	Remarks	Attachment No. & Section(s)/ Page No. in the Relevant Document
<b>Legal Structure</b>					
(1)	The fund must be a “collective investment scheme” defined under the Securities and Futures Ordinance, with the sole investment objective of tracking a particular market index	6(a)			
<b>Investment Strategy</b>					
(2)	<ul style="list-style-type: none"> <li>The fund, is investing all or substantially all of its assets in the constituent securities of the market index which is being tracked, broadly in proportion to the respective weightings of the securities</li> </ul>	6(b)			



	Relevant Requirement	Relevant Paragraph in Guidelines III.10	Satisfied requirements under Guidelines III.10/ Circular Letter(s) Yes / No / N/A	Remarks	Attachment No. & Section(s)/ Page No. in the Relevant Document
	<ul style="list-style-type: none"> <li>Where the fund is investing in a representative sample of constituent securities of the index, this should closely reflect the overall characteristics of the index</li> </ul>				
<b>Index Suitability</b>					
(3)	<p>The reference index should be broadly based:</p> <ul style="list-style-type: none"> <li>the weighting of the largest constituent security in the index does not exceed 40% (please state the latest percentage of holdings)</li> <li>the aggregated weighting of the top five constituent securities does not exceed 75% (please state the latest percentage of holdings)</li> </ul>	6(c)(i)			
<b>Index Suitability – Listing / Credit Rating</b>					
(4)	<p>For equity indices:</p> <ul style="list-style-type: none"> <li>the relevant reference index <b>should not</b> have a significant portion of the constituent securities listed on exchanges other than stock exchanges set out in Guideline III.4 (please state the latest percentage of holdings)</li> </ul>	6(c)(ii)			



	Relevant Requirement	Relevant Paragraph in Guidelines III.10	Satisfied requirements under Guidelines III.10/ Circular Letter(s) Yes / No / N/A	Remarks	Attachment No. & Section(s)/ Page No. in the Relevant Document
	For bond indices: <ul style="list-style-type: none"> <li>the relevant reference index <b>should not</b> have a significant portion of the constituent securities that <b>do not</b> meet the requirements of section 7(2) of Schedule 1 to the Regulation (please state the latest percentage of holdings)</li> </ul>				
<b>Index Suitability – Investment Objectives of the Underlying Index</b>					
(5)	<ul style="list-style-type: none"> <li>The reference index should have a clearly defined objective (please state the investment objectives)</li> <li>The market the ITCIS aims to represent should be clear (please state the market)</li> <li>The reference index appropriately reflects the characteristics of the market</li> </ul>	6(c)(iii)			



<b>Index Suitability – Investability</b>					
(6)	The reference index should be investible. The constituent securities should be sufficiently liquid (taking into account their respective weightings and trading volume), and may be readily acquired or disposed of under normal market circumstances and in the absence of trading restrictions (please provide the latest weightings and trading volume)	6(c)(iv)			
<b>Index Suitability – Transparency and Publication</b>					
(7)	<p>The reference index should be transparent and published in an appropriate manner. The latest reference index level and other important news should be either:-</p> <ul style="list-style-type: none"> <li>published in Hong Kong daily newspapers (please state where it is published); or</li> <li>conveniently accessible by investors (for example, by enquiring the Hong Kong Representative or through relevant websites) (please specify how the information can be accessed)</li> </ul>	6(c)(v)			



<b>Index Suitability – Expertise of the Index Provider</b>					
(8)	<ul style="list-style-type: none"> <li>The reference index provider should possess the necessary expertise and technical resources to construct, maintain and review the methodology/rules of the index (please demonstrate how the reference index provider possess such expertise and resources)</li> </ul>	6(c)(vi)			
	<ul style="list-style-type: none"> <li>The methodology/rules should be well documented, consistent and transparent (please briefly describe the methodology)</li> </ul>				
<b>Borrowing, Security Lending and Use of Derivatives</b>					
(9)	The fund <b>should not</b> utilize borrowings, security lending facilities or derivatives in a way inconsistent with the objective of the MPF system (please state the relevant investment limits as specified in the offering documents)	6(d)			
<b>Ongoing obligation of sponsors</b>					
(10)	The applicant is aware of the ongoing obligation of sponsors of approved ITCIS.	N.A.			



**SECTION III – ADDITIONAL APPROVAL CRITERIA (ONLY FOR SFC  
AUTHORISED ITCIS)**

	<b>Relevant Requirement</b>	<b>Relevant Paragraph in Guidelines III.10</b>	<b>Satisfied requirements under Guidelines III.10 Yes / No / N/A</b>	<b>Remarks</b>	<b>Attachment No. &amp; Section(s)/ Page No. in the Relevant Document</b>
(1)	The ITCIS must be authorized by SFC within the meaning of the Securities and Futures Ordinance.	12			
(2)	Waivers granted by SFC pursuant to Chapter 8.6 of the SFC Code on Unit Trusts and Mutual Funds in relation to the ITCIS do not adversely impact on the suitability of the ITCIS as an MPF investment.  Please describe what waiver is granted.	13			





## SECTION IV – ADDITIONAL APPROVAL CRITERIA (ONLY FOR LISTED ITCIS)

	Relevant Requirement	Relevant Paragraph in Guidelines III.10	Satisfied requirements under Guidelines III.10 Yes / No / N/A	Remarks	Attachment No. & Section(s)/ Page No. in the Relevant Document
(1)	The ITCIS must be listed on a stock exchange set out in paragraph 15 of Guideline III.10	14(a)			
(2)	<p>The following information must be readily available to professional investors such as approved trustees or their delegates:-</p> <ul style="list-style-type: none"> <li>(i) the legal structure of the ITCIS</li> <li>(ii) a description of the market the ITCIS aims to represent</li> <li>(iii) the characteristics and general composition of the ITCIS and, where applicable, concentration in any economic sectors and/or issuers</li> <li>(iv) the general composition of the reference index</li> <li>(v) the investment methodology adopted by the ITCIS to track the reference index</li> <li>(vi) a comparison of the ITCIS's performance and the actual index performance since inception of the ITCIS; and</li> </ul>	14(b)			



	<b>Relevant Requirement</b>	<b>Relevant Paragraph in Guidelines III.10</b>	<b>Satisfied requirements under Guidelines III.10 Yes / No / N/A</b>	<b>Remarks</b>	<b>Attachment No. &amp; Section(s)/ Page No. in the Relevant Document</b>
	(vii) any other information which is relevant and material for investors to make an informed investment decision				



## SECTION V – DOCUMENTS SUBMITTED

	<b>Document</b>	<b>Attachment No.</b>
(1)	A copy of the constitutive document(s) of the ITCIS	
(2)	A copy of the offering document	
(3)	A copy of the latest financial statements of the ITCIS	
(4)	Evidence showing that the ITCIS has obtained authorization from SFC as an authorized index fund	
(5)	Information about the composition and weightings of the top 10 largest constituent securities of the index as of the latest month end or quarter end	
(6)	A comparison of the ITCIS's performance and the actual index performance since inception of the ITCIS	
(7)	Description of mechanism put in place to minimize any tracking errors between the ITCIS and the underlying index	



## SECTION VI – CONTACT INFORMATION

Contact details of the head of compliance, chief executive officer or person with similar authority of its office located in Hong Kong or, in the absence of a local presence in Hong Kong, contact details of the representative in Hong Kong, for handling ongoing compliance issues of the ITCIS.

Name of the representative: \_\_\_\_\_

Title or position: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Fax number: \_\_\_\_\_

Email address: \_\_\_\_\_

Address: \_\_\_\_\_



## SECTION VII - CONFIRMATION

We confirm that to the best of our knowledge and belief the information given in this form is correct and complete. ✦

We certify that the documents attached to this form are true and correct copies.

Name of the applicant: \_\_\_\_\_

Signature and company chop  
(to be signed by two directors): \_\_\_\_\_

Name of persons signing: \_\_\_\_\_

Title or position of persons signing: \_\_\_\_\_

Date: \_\_\_\_\_

✦ **Warning** : Section 43E of the Ordinance makes it an offence punishable with a maximum of 1 year's imprisonment for the first occasion and 2 years' imprisonment on each subsequent occasion for a person who makes a false or misleading statement in a material aspect.

Name and telephone no. of the contact person for the Authority's enquiries in connection with this application -

Name: \_\_\_\_\_

Telephone no.: \_\_\_\_\_