



**FORM ORS-4**  
**表格 ORS-4**

**FOR OFFICIAL USE ONLY**

**此欄由本處填寫**

**Subject officer :**

**辦理人員 :**

**Input officer :**

**資料輸入人員 :**

**Verification officer :**

**核證人員 :**

**《職業退休計劃條例》(第 426 章)**  
**周年申報表**  
**OCCUPATIONAL RETIREMENT SCHEMES ORDINANCE (CAP. 426)**  
**ANNUAL RETURN**  
**(《職業退休計劃條例》下第 30 條)**  
**(Under Section 30 of The Occupational Retirement Schemes Ordinance)**

Section 30 of the Occupational Retirement Schemes Ordinance (“Ordinance”) requires that an annual return in respect of a registered occupational retirement scheme (“Scheme”) must be submitted to the Registrar of Occupational Retirement Schemes within 6 months after the end of the Scheme’s financial year, or such longer period as the Registrar may allow. This annual return should be completed by the administrator of the Scheme and sent by the designated person to The Registrar of Occupational Retirement Schemes, Level 12, Tower 1, The Millennium, 98 How Ming Street, Kwun Tong, Hong Kong.

Mail items with insufficient postage: The MPFA will not accept any underpaid mail delivered via the Hongkong Post which will return the mail item to the sender if there is a return address or dispose of the item in accordance with its procedures. To avoid unsuccessful delivery of your mail, please ensure your mail items addressed to the MPFA carry sufficient postage before posting to us.

Please read carefully the following guidance notes for completion of this annual return :

- (i) Names should be given IN FULL and IN BLOCK LETTERS.
- (ii) “None”, “Nil” or “Not applicable” should be entered where appropriate. Blank spaces, dashes or “To be advised” are to be avoided. Ticks should be used in the selection of alternative boxes.
- (iii) Amounts should be expressed in Hong Kong dollars and rounded off to the nearest dollar. Where the original currency is not in Hong Kong dollars, its equivalent amount in Hong Kong dollars using the exchange rate prevailing at the date of the relevant financial year-end should be given. Negative amounts should be shown in brackets.
- (iv) Every care must be taken to ensure that correct information is provided in the annual return. It is an offence under section 79 of the Ordinance for any person to provide information which is false in a material particular and which he knows to be false or he has no reasonable ground to believe to be true in such particular. Please also note that giving false or incorrect information in the annual return may result in the registration of a scheme being cancelled under section 42 of the Ordinance.

《職業退休計劃條例》(「本條例」)第 30 條規定，已註冊的職業退休計劃(「該計劃」)的周年申報表，必須在該計劃的財政年度結束後 6 個月內，或在職業退休計劃註冊處處長容許的較長期間內，提交處長。本周年申報表應由該計劃的管理人填寫，由指定人士送交香港觀塘巧明街 98 號 The Millennium 1 座 12 樓職業退休計劃註冊處處長。

郵資不足的郵件處理：積金局不會接收經香港郵政投寄但郵資不足的郵件，有關郵件會由香港郵政按其程序根據回郵地址退回寄件人或予以銷毀。為免派遞延誤或失誤，請確保投寄予積金局的郵件已支付足夠郵資。

填寫本周年申報表時，請細閱下列指引說明：

- (i) 請以正楷填寫全名。
- (ii) 應按適當情況，填寫「沒有」、「無」或「不適用」等字眼。應避免留空位置、使用長劃或「容後通知」等字眼。選擇空格，應用「✓」號。
- (iii) 數額應以港元為單位，並以四捨五入簡化為元的整數填報。如原來的貨幣不是港元，應以有關財政年度終結日期當日匯率，折算為與該貨幣等值的港元數額。負數額應以括號表示。
- (iv) 填寫周年申報表時，務須小心確保周年申報表所提供的資料正確。根據本條例第 79 條的規定，任何人士填報在要項上虛假的資料，而且明知該資料在該要項上是虛假的，或並無合理理由相信該資料在該要項上是真實的，即屬犯法。此外，請注意，在周年申報表提供虛假或不正確資料，亦可令該計劃的註冊根據本條例第 42 條的規定而被撤銷。



## SECTION I - THE SCHEME

### 第 I 部 - 該計劃

- (1) Registration no. of the Scheme : \_\_\_\_\_  
該計劃註冊編號
- (2) Name of the Scheme (in English) : \_\_\_\_\_  
該計劃名稱 (填寫英文)  
(in Chinese, if any) : \_\_\_\_\_  
(填寫中文名稱, 如有)
- (3) Financial year covered by this return ("financial year") : \_\_\_\_\_  
本申報表所包括的財政年度  
(「該財政年度」)
- From 

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 to 

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由 Day Month Year 至 Day Month Year  
日 月 年 日 月 年

### For schemes participating in a pooling agreement only

#### 僅供參與匯集協議的計劃填寫

- (4) Name of the pooling agreement which applies to the Scheme (in English) : \_\_\_\_\_  
適用於該計劃的匯集協議名稱  
(填寫英文) \_\_\_\_\_

## SECTION II - CHANGE IN SCHEME PARTICULARS DURING THE FINANCIAL YEAR (see footnote below)

### 第 II 部 - 計劃詳情在該財政年度內所作的更改 (見下文註釋)

- (1) Has there been any change in the scheme particulars which have not yet reported to the Registrar?  
該計劃的詳情是否有更改而未向處長申報?
- Yes  No   
是 否
- (a) If yes, please provide details: \_\_\_\_\_  
如是, 請提供有關資料 :

(N.B. Please use a separate sheet to provide the details, if necessary) (注意: 如有需要, 請另紙提供有關資料)

## SECTION III - MEMBERSHIP

### 第 III 部 - 成員資料

- (1) Total number of members of the Scheme as at the date of the financial year-end 

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該計劃在該財政年度終結日期的成員總數
- (2) Number of members of the Scheme who were holders of Hong Kong identity cards within the meaning of the Registration of Persons Ordinance (Cap. 177) as at the date of the financial year-end 

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該計劃在該財政年度終結日期持有《人事登記條例》(第 177 章) 意指的香港身分證的成員數目
- (3) Is there a consultative committee formed by members of the Scheme under section 32?  
在本條例第 32 條下該計劃的成員是否組成了諮詢委員會?
- Yes  No   
是 否

*Note:* If this is the first annual return to be filed with the Registrar, only those changes of scheme particulars which took place after the registration of the Scheme have to be reported in Section II of this return.

註: 倘屬首次向處長提交周年申報表, 只需在本申報表第 II 部填報該計劃註冊後才作出更改的計劃詳情。



## SECTION IV - CONTRIBUTIONS MADE DURING THE FINANCIAL YEAR

### 第 IV 部 - 在該財政年度內所作的供款

If the Scheme has only one relevant employer, only items (2) and (3) below should be completed.

If the Scheme covers two or more relevant employers that are related to each other in the manner as specified in section 67 of the Ordinance, all items (1), (2) and (3) below should be completed. In completing item (2), the contribution particulars relating to each relevant employer should be supplied. Supplementary Form 4A annexed to this form, or photocopies thereof, can be used to insert additional entries if necessary.

如該計劃只有一名有關僱主，則只需填寫下文第(2)及(3)項。

如該計劃有兩名或以上有關僱主，而其關係有如本條例第 67 條所述，則下文第(1)、(2)及(3)項均須填寫。在填寫第(2)項時，應提供每名有關僱主的供款詳情。如有需要，可使用本表所附帶的補充表格 4A 或其影印本，填寫其他有關僱主的供款詳情。

(1) Contributions made to the Scheme by the representative employer:

僱主代表就該計劃所作供款：

(a) Name of the representative employer (in English): \_\_\_\_\_  
僱主代表姓名／名稱(填寫英文)：

\_\_\_\_\_  
(Insert surname first for individual 如屬個別人士，先填寫姓氏)

(b) Business registration no. in Hong Kong of the representative employer, if any: \_\_\_\_\_  
僱主代表的香港商業登記號碼(如有的話)：

(c) Percentage of salary, wages or payroll of scheme members required to be contributed by the representative employer in respect of his employees in accordance with the terms of the Scheme ("contribution rate"):

按照該計劃條款，僱主代表就其僱員按其薪金、工資或薪金總額向計劃所作出供款的百分率（「供款率」）：

*[If there are different employer's contribution rates applicable to different classes of scheme members, specify the respective rates.]*

(如不同類別的計劃成員有不同的僱主供款率，請分別說明有關比率。)

<i>Class of members</i> 成員類別	<i>Percentage</i> 百分率
_____	_____
_____	_____
_____	_____
_____	_____

(d) Amount of contributions made to the Scheme by the representative employer in respect of the members of the Scheme (who are holders of Hong Kong identity cards or who are employed by him in Hong Kong) in the financial year:

僱主代表在該財政年度內就該計劃成員（香港身分證持有人或在香港受僱者）向該計劃所作的供款額：

	<i>\$(in Hong Kong dollars)</i> 港元
(i) Ordinary annual contributions .....	_____
普通周年供款	
(ii) Initial/special contributions, if any .....	_____
初期／特別供款(如有的話)	
(iii) Total contributions .....	_____
供款總額	



(2) Contributions made to the Scheme by the relevant employer:

有關僱主就該計劃所作供款：

(a) Name of the relevant employer (in English) : \_\_\_\_\_  
有關僱主姓名／名稱(填寫英文)：

(Insert surname first for individual 如屬個別人士，先填寫姓氏)

(b) Business registration no. in Hong Kong of the relevant employer, if any: \_\_\_\_\_  
有關僱主的香港商業登記號碼（如有的話）：

(c) Percentage of salary, wages or payroll of scheme members required to be contributed by the relevant employer in respect of his employees in accordance with the terms of the Scheme (“contribution rate”):  
按照該計劃條款，有關僱主就其僱員按其薪金、工資或薪金總額向計劃所作出供款的百分率（「供款率」）：

**[If there are different employer’s contribution rates applicable to different classes of scheme members, specify the respective rates.]**

**(如不同類別的計劃成員有不同的僱主供款率，請分別說明有關比率。)**

<i>Class of members</i> 成員類別	<i>Percentage</i> 百分率
_____	_____
_____	_____
_____	_____
_____	_____

(d) Amount of contributions made to the Scheme by the relevant employer in respect of the members of the Scheme (who are holders of Hong Kong identity cards or who are employed by him in Hong Kong) in the financial year:  
有關僱主在該財政年度內就該計劃成員（香港身分證持有人或在香港受僱者）向該計劃所作的供款額：

\$ (in Hong Kong dollars)  
港元

(i) Ordinary annual contributions .....	_____
普通周年供款	
(ii) Initial/special contributions, if any .....	_____
初期／特別供款（如有的話）	
(iii) Total contributions .....	_____
供款總額	

(3) Amount of contributions, if any, made to the Scheme by members of the Scheme (who are holders of Hong Kong identity cards or who are employed in Hong Kong) in the financial year:  
該計劃成員（香港身分證持有人或在香港受僱者）在該財政年度內向該計劃所作的供款額（如有的話）：

\$ (in Hong Kong dollars)  
港元



SECTION V - FINANCIAL INFORMATION

第 V 部 - 財務資料

(1) **Scheme Asset**  
計劃資產

- For schemes not participating in a pooling agreement only**  
僅供不參與匯集協議的計劃填寫

Aggregate market value (or, where no aggregate market value is available, the net realizable value) of the assets of the Scheme available to pay the benefits of scheme members as at the date of the financial year-end:  
截至該財政年度終結日期可供支付該計劃成員利益的計劃資產總市值(如未得出總市值,則填寫可變現淨值):

- For schemes participating in a pooling agreement only**  
僅供參與匯集協議的計劃填寫

The value of the assets attributable to the Scheme under the pooling agreement available to pay the benefits of scheme members as at the date of the financial year-end:  
截至該財政年度終結日期可供支付該計劃成員利益而根據匯集協議可歸入該計劃名下的資產值:

\$ (in Hong Kong dollars)  
港元

Scheme Asset .....  
計劃資產

(2) **Aggregate Vested Liability and Aggregate Past Service Liability**  
既有總負債及過去服務總負債

- For defined contribution schemes only**  
僅供界定供款計劃填寫

The aggregate vested liability and aggregate past service liability of the Scheme as at the date of the financial year-end:  
截至該財政年度終結日期該計劃的既有總負債及過去服務總負債:

- For defined benefit schemes only**  
僅供界定利益計劃填寫

The aggregate vested liability and aggregate past service liability of the Scheme as per the most recent actuarial valuation of the actuarial certificate submitted under section 15 or 31 of the Ordinance :-  
根據本條例第 15 或第 31 條提交的精算師證明書內最新近精算估值所述該計劃的既有總負債及過去服務總負債:

\$ (in Hong Kong dollars)  
港元

(a) Aggregate vested liability .....  
既有總負債

(b) Aggregate past service liability .....  
過去服務總負債



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## SECTION VI - CONFIRMATION OF COMPLIANCE AND DECLARATION

### 第 VI 部 - 確認遵守規定及聲明

(1) **For schemes governed by trust only**

**僅適用於受信託管限的計劃**

I/We hereby confirm that the requirement of the Ordinance has been complied with in relation to the Scheme.

我/我們現確認已就該計劃遵守本條例的規定。

(2) **For all schemes**

**適用於所有計劃**

I/We hereby declare that to the best of my/our knowledge and belief the information given in this annual return (including any attached Supplementary Form(s) 4A and supporting documents) is correct and complete.

我/我們現聲明，據我/我們所知及所相信，在本周年申報表（包括夾附的任何補充表格 4A 及證明文件）內所提供的資料均屬正確完整。

Date:

日期：

*Name of designated person (in English)*

指定人士姓名 (填寫英文)

*Signature<sup>1</sup>*

簽署<sup>1</sup>

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<sup>1</sup> Where the administrator is a body corporate, the official chop of the body corporate should be stamped against the signature of its authorized signatory whose name should also be stated in the space provided.

<sup>1</sup> 如管理人為一法團，須於獲授權簽署人的簽署上蓋上該法團的正式印鑑，而簽署人的姓名亦須在預設空位內列明。