

MANDATORY PROVIDENT FUND SCHEMES AUTHORITY

User Manual For eORSO Portal

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1. INTRODUCTION

1.1. Objectives

The eORSO Portal is an electronic platform established by the Mandatory Provident Fund Schemes Authority (MPFA) for the authorized person of representative/relevant employer of the ORSO schemes and administrator who is a non-employer trustee (MPF exempted)/designated person (non-MPF exempted) to submit annual documents by electronic means including:

- annual return, auditor's report and financial statements of ORSO registered scheme;
 - annual written statement of ORSO registered scheme; and
 - annual report of ORSO exempted scheme,
- via the eORSO Portal.

Furthermore, the employers (ER) and administrators (ADM) can view the scheme related information and submission records made via the eORSO Portal, print the submission result and summary of an eForm/batch submission** files (i.e. annual returns, financial statements, auditor's report and governing rules), and receive email notifications from the MPFA.

*** Batch Submission is applicable to (i) administrators administer the participating scheme of a pooling agreement; and (ii) non-pool scheme with only one administrator.*

1.2. System Functions

Function Name List	Access Role
Login	ADM, ER
Forgot Password	ADM, ER
Change Password	ADM, ER
General Information Page	ADM, ER
Annual Document Information	ADM, ER
Investment Profile Maintenance	ADM
eForm of Annual Return of MPF Exempted ORSO Registered Scheme	ADM
eForm of Annual Return of Non-MPF Exempted ORSO Registered Scheme	ADM
Batch Upload of Annual Return of Pooled MPF Exempted / Non-MPF Exempted ORSO Registered Scheme	ADM
Batch Upload of Annual Return of Non-Pool MPF Exempted / Non-MPF Exempted ORSO Registered Scheme	ADM
eForm of Written Statement of ORSO Registered Scheme	ER
eForm of Annual Report of ORSO Exempted Scheme	ER
Submission History	ADM, ER
Account Management	ADM, ER

1.3. Types of Portal Accounts

Account Type	Description
--------------	-------------

Primary Account	<p>The account will be assigned to the following parties by the MPFA:</p> <p><u>For ADM</u></p> <p>(1) designated person of an ORSO scheme as defined under section 2 of the Occupational Retirement Schemes Ordinance (Ordinance);</p> <p>(2) trustee of an ORSO scheme as specified under section 25 of the Ordinance; and</p> <p><u>For ER</u></p> <p>(3) relevant or representative employer of an ORSO scheme as defined under s.2 or specified under s.67 of the Ordinance.</p> <p>He/she can prepare and submit* the document(s) via eORSO Portal</p> <p>*Only Primary account can submit annual documents to MPFA.</p>
Sub-account	<p>Person authorized by the Primary account user. He/she can prepare document(s) for the eORSO Primary account.</p>

2. EQUIPMENT CONFIGURATION

2.1. Computer Hardware

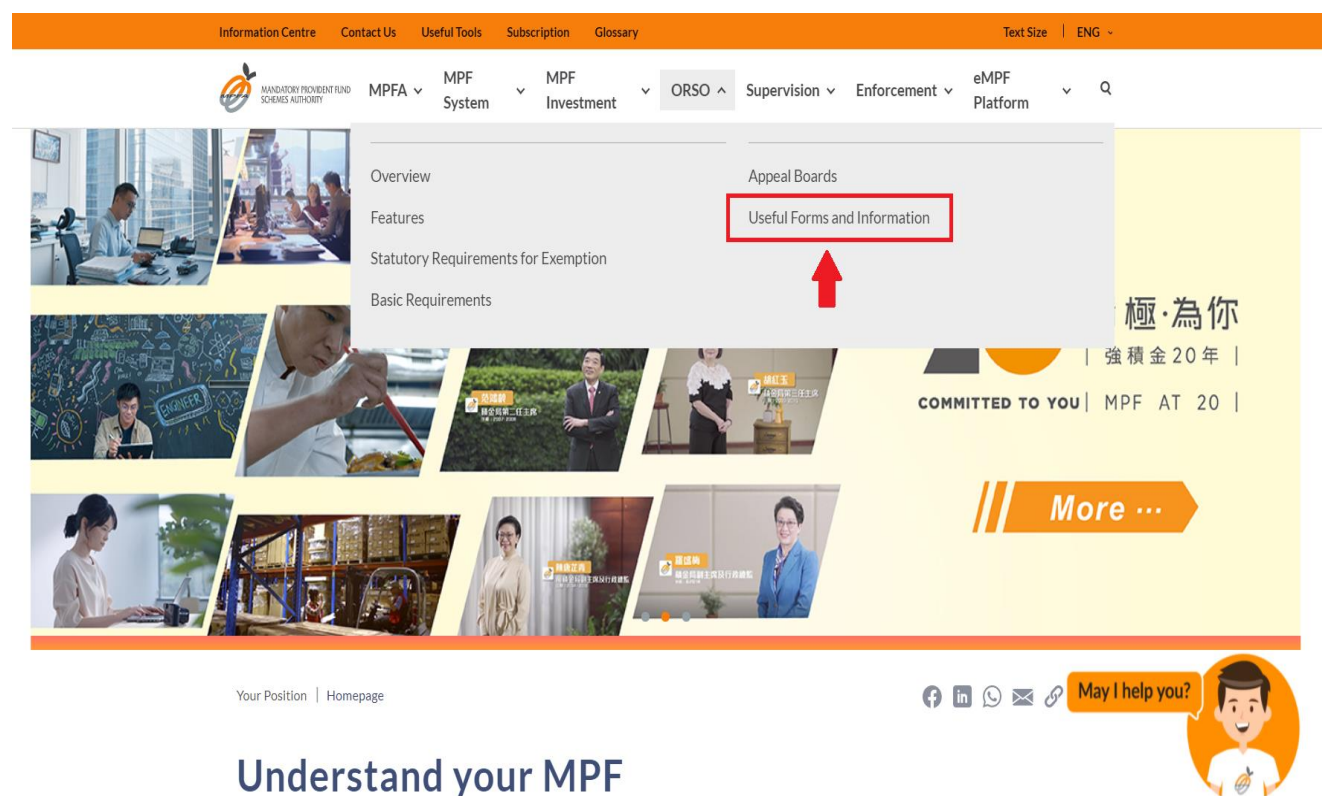
Client Software and Version required	<p><u>Operating System</u></p> <ul style="list-style-type: none"> • Microsoft Windows 10 <p><u>Internet Browsers</u></p> <ul style="list-style-type: none"> • Google Chrome 91.0 or above • Microsoft Edge 92.0 or above • Firefox version 90.0.2 or above • Safari 14.1 or above <p><u>Software</u></p> <ul style="list-style-type: none"> • Microsoft Office 2016 Standard or above • Adobe Acrobat Reader
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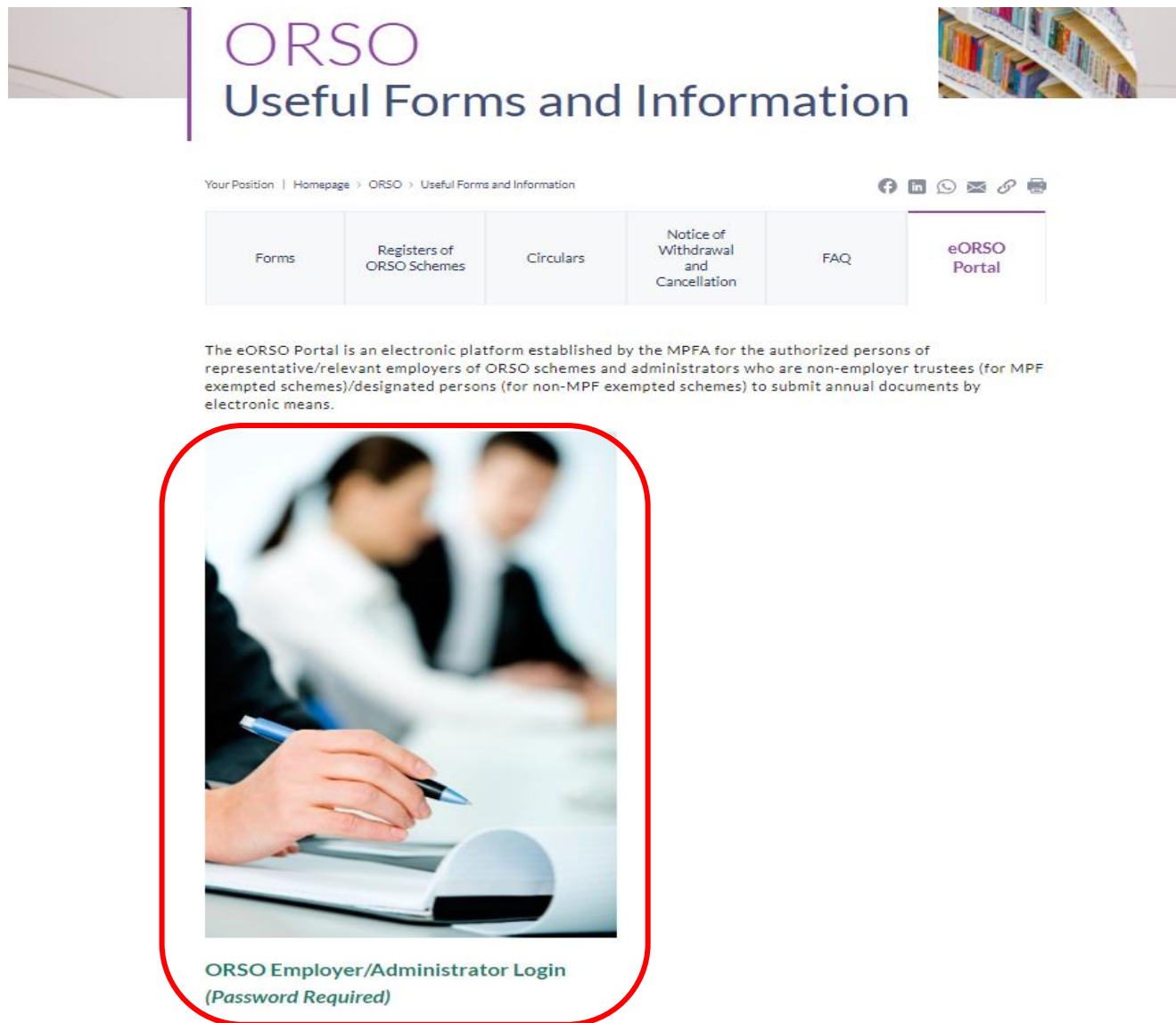
3. LOGIN

3.1. Access of eORSO Portal

The MPFA will then create the Primary accounts based on the information provided from the employers and administrators, whereas, the Primary accounts will open the Sub-accounts for their delegations. A login ID and password will be sent to the Primary accounts and Sub-accounts by emails.

The Primary accounts and Sub-accounts can access the eORSO Portal by clicking “Useful Forms and Information” under “ORSO” on the menu bar on the homepage of the MPFA website (www.mpfa.org.hk). They can then click on the “ORSO Employer/Administrator Login” box under “eORSO Portal”. Finally, they need to input their login ID, password and the “CAPTCHA” (a randomly-shown number) that appears on the screen.





- Input [Login ID] and [Password] with the assigned login name and password.
- Input the corresponding captcha.
- Click [Login] to continue the login procedure.

User Manual for eORSO Portal

Annual Documents Submission of ORSO Schemes

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中文 Security Tips



If the login is success, system will redirect to the <OTP Verification> page. The Primary accounts and Sub-accounts will receive an OTP from the registered email address. They can press “Resend” if they cannot receive the OTP.

- Input the OTP.
- Click [Submit] to login.
- Click [Back] to the [Login] page.



eORSO Portal

OTP Verification

Normally, you should receive the one-time password within one minute. Please enter the one-time password you have received in the boxes below.

MPFA-

3.2. First Time Login

The Primary accounts and Sub-accounts are required to set a new password and it will be used for subsequent login. The password must contain a minimum of 9 characters. It must contain at least any 2 combinations of (1) uppercase letter; (2) lowercase letter; (3) digit; and (4) other characters (e.g. #,\$,%,@,!,).

If the OTP verification is passed, the Primary accounts and Sub-accounts can change the password immediately.



eORSO Portal

First Login - Change Password

You are required to change your password before the first time login.

Current Password :

New Password :

Re-enter New Password :

Notes:
Your password must contain a minimum of 9 characters.
Your password must contain at least any undefined combinations of (1) uppercase letter; (2) lowercase letter; (3) digit; and (4) other characters (e.g. #,\$,%,@,!,)

User Manual for eORSO Portal

Annual Documents Submission of ORSO Schemes

Successful Login:

There will be a box showing “Terms and Conditions for Use of the eORSO Portal” after successful login. The Primary accounts and Sub-accounts should read all the terms and conditions (T&C) carefully and click the “Accept” button (if the users agree with the T&C) to proceed the use of the eORSO Portal.

The screenshot shows the eORSO Portal interface with a modal window titled "Terms and Conditions" displayed over the "General Information" section. The modal contains the following text:

Terms and Conditions for Use of the eORSO Portal

The following terms and conditions ("Terms and Conditions", which term shall, unless the context otherwise requires, include any additional terms and conditions referred to herein) shall apply to the use of the eORSO portal ("Portal") and all functions from time to time made available by the Mandatory Provident Fund Schemes Authority ("MPFA") through the Portal for submission of documents in relation to occupational retirement schemes ("ORSO schemes") as required under the Occupational Retirement Schemes Ordinance (Cap 426) ("Ordinance") and the Mandatory Provident Fund Schemes (Exemption) Regulation (Cap 485B) ("Exemption Regulation").

For the purposes of these Terms and Conditions, "User" means a person to whom the MPFA has assigned a login ID and password to use the Portal.

By clicking the "Accept" button when these Terms and Conditions are displayed or by accessing the Portal with your login ID and password, you confirm that you are an authorized User and have read, and agree to be bound by, these Terms and Conditions.

1. **Login ID and password**

1.1. Where the User is a designated person, trustee or relevant or representative employer (as defined or specified in the Ordinance), more than one set of login ID and password may, at the sole discretion of the MPFA, be assigned to the User for accessing the Portal through more than one account upon such conditions and restrictions ("Access Restrictions") as set out in these Terms and Conditions or as the MPFA may from time to time impose or update and notify the User. The User undertakes to use the login ID(s) and password(s) in accordance with these Terms and Conditions.

1.2. The User acknowledges that the login ID(s) and password(s) are strictly confidential and personal to the User and must not be disclosed to any other person. The User shall act in good faith and exercise all due diligence in maintaining the confidentiality and security of the login ID(s) and password(s). The User may, subject to the Access Restrictions, authorize appropriate person(s) to operate the accounts and access the Portal on his behalf, whereupon the User shall procure that the login ID and password of each account assigned to such authorized person(s) shall not be disclosed to any other person and shall also procure such authorized person(s) to abide by these Terms and Conditions.

1.3. The following Access Restrictions apply to the following accounts:

Account Type	Person Eligible to Operate Account
	(1) Designated person of an ORSO scheme as defined under section 2 of the Ordinance.

At the bottom right of the modal is an "Accept" button.

The background interface shows the "General Information" section with fields for Administrator Information (Name: TRUSTEE 8, Login ID: CPA2100018) and a list of pooling agreements.

The screenshot shows the eORSO Portal interface with a modal window titled "Terms and Conditions" displayed over the "General Information" section. The modal contains the following text:

Terms and Conditions

Full force and effect:

9. **Waiver**
Failure by the MPFA to exercise any of its rights or remedies under these Terms and Conditions shall not constitute a waiver of any such rights or remedies.

10. **Entire Agreement**
These Terms and Conditions (and any additional terms referred to herein) constitute the entire agreement between the MPFA and the User in relation to the Portal.

11. **Applicable Law**
These Terms and Conditions shall be governed by and construed in accordance with the laws of the Hong Kong Special Administrative Region. In the event of any dispute arising from or in connection with these Terms and Conditions, the MPFA and the User agree to submit to the exclusive jurisdiction of the courts of the Hong Kong Special Administrative Region.

12. **Non-replacement of legal requirements**
These Terms and Conditions do not modify or replace any laws, rules or regulatory requirements. Nothing in these Terms and Conditions affect the right of the MPFA to exercise any of its powers or perform any of its functions under the Ordinance and the Exemption Regulation.

13. **Reservation of rights and disclaimers**

13.1. Notwithstanding anything in these Terms and Conditions, the MPFA reserves the right to require Users to file the documents under sections 10(1)(b), 30(1), 30(2), 67(2)(ga) and 67(2)(gab) of the Ordinance and section 10 of Schedule 2 to the Exemption Regulation through other available means.

13.2. The MPFA also reserves the right to, in response to any corresponding change in the relevant statutory requirements, amend or change from time to time and without prior notice to the User, the procedures and requirements applicable to this Portal.

13.3. The MPFA gives no warranty or undertaking, whether express or implied, as to the availability of the Portal. Users acknowledge and agree that in circumstances where they cannot access or use the Portal for whatever reason, they would resort to other available means to file the documents under sections 10(1)(b), 30(1), 30(2), 67(2)(ga) and 67(2)(gab) of the Ordinance and section 10 of Schedule 2 to the Exemption Regulation.

14. **Language**
In the event of any inconsistency or conflict between the English and Chinese versions of these Terms and Conditions, the English version shall prevail.

At the bottom right of the modal is an "Accept" button.

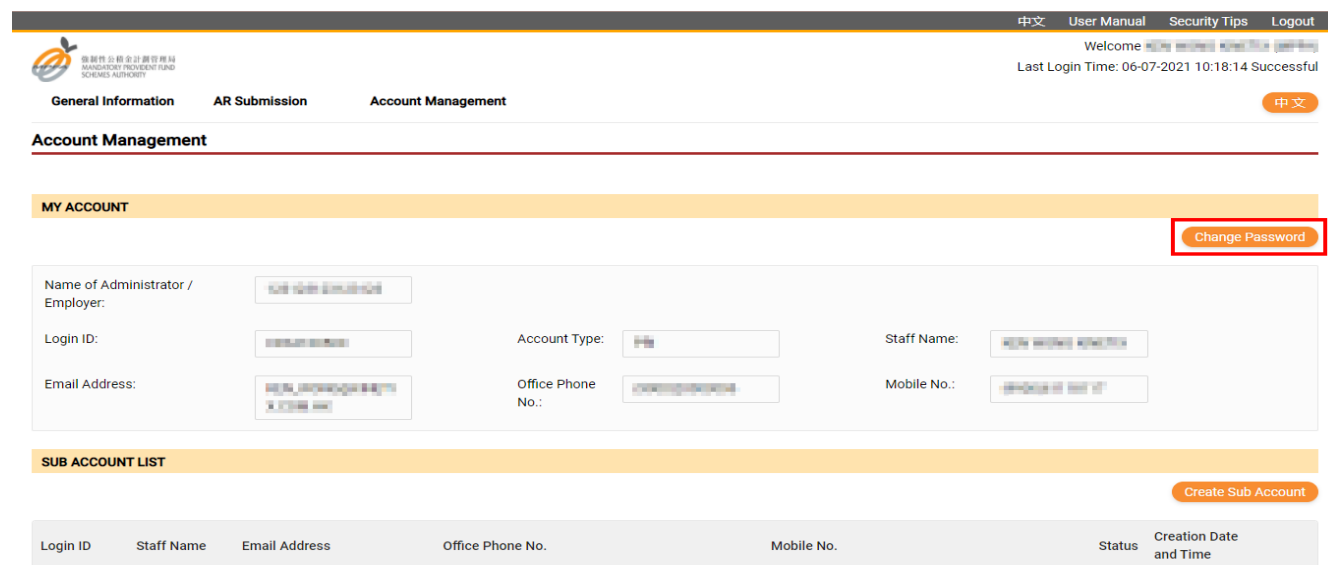
The background interface shows the "General Information" section with fields for Administrator Information (Name: TRUSTEE 8, Login ID: CPA2100018) and a list of pooling agreements.

3.3. Change Password

After successful login, the Primary accounts and Sub-accounts can change their passwords by clicking on “Change Password” at the top right corner.


Go to <My Account in Account Management> page,

- Click [Change Password]
- System will redirect to the <Change Password> page.



The screenshot displays the 'Account Management' page of the eORSO Portal. At the top, there is a navigation bar with links for '中文', 'User Manual', 'Security Tips', and 'Logout'. Below this, a welcome message and the last login time are shown. The main content area is divided into two sections: 'MY ACCOUNT' and 'SUB ACCOUNT LIST'. In the 'MY ACCOUNT' section, there is a 'Change Password' button highlighted with a red box. Below this, there are input fields for 'Name of Administrator / Employer', 'Login ID', 'Email Address', 'Account Type', 'Office Phone No.', 'Staff Name', and 'Mobile No.'. The 'SUB ACCOUNT LIST' section contains a table with columns for 'Login ID', 'Staff Name', 'Email Address', 'Office Phone No.', 'Mobile No.', 'Status', and 'Creation Date and Time'. A 'Create Sub Account' button is located at the bottom right of the table.

Login ID	Staff Name	Email Address	Office Phone No.	Mobile No.	Status	Creation Date and Time
----------	------------	---------------	------------------	------------	--------	------------------------

- Enter [Current Password], [New Password] and [Re-enter New Password]
- Click  to show the masked password.
- Click [Submit] to change the password.
- Click [Close] to stop the change procedure.

Account Maintenance

Change Password

Current Password:

New Password:

Re-enter New Password:

Notes:

Your password must contain a minimum of 9 characters.

Your password must contain at least any 2 combinations of (1) uppercase letter; (2) lowercase letter; (3) digit; and (4) other characters (e.g. #,\$,%,@,!).

Close

Submit

3.4. Forgot Password

If the Primary accounts and Sub-accounts forget the password, please click on “Forgot Password” on the Login page.

- Input [Login ID], email and captcha.
- Click [Forgot Password?] to find the password.
- A new password will be generated and updated as new account password.
- The generated password will be sent to the relevant account registered email.

中文 Security Tips



eORSO Portal

Login

Login ID :

Password :

[Forgot Password?](#)

7419

Please enter the number as shown in this box. If you can't see the number clearly, please click refresh to get another set of number.

login

- Click [OK] to go back to the <Login> page.

Security Tips



eORSO Portal

Forgot Password

The reset password email has been sent to your registered email address. Please follow the instruction in the email to reset your password.

OK

4. GENERAL INFORMATION

Once logged in, the Primary accounts and Sub-accounts can view under “General Information”, their relevant information previously provided to the MPFA and their Primary accounts respectively.


Enter <General Information> page by clicking [General Information] of the menu item.

4.1. Information of Administrator

The Primary accounts and Sub-accounts who are the administrators can view the information including [Name of Administrator], [Login ID], [Staff Name], [Office Phone No.] and [Email Address] on the <General Information> page.

中文 User Manual Security Tips Logout

Welcome ZXCZ (MPFA)
Last Login Time: 29-06-2021 17:18:44 Successful

**General Information**

AR Submission

Account Management

中文

General Information


ADMINISTRATOR INFORMATION

Name of Administrator: CHAN TAI MAN

Login ID: CPA2100505 Staff Name: ZXCZ Office Phone No.: (1)(2)33333 Email Address: vincent_chan@kinetix.com.hk

The Primary accounts can view the “List of Pooling Agreements” under their administration in ascending order. The Sub-accounts can view the pooling agreement(s) under “the list of pooling agreements” as assigned by the Primary accounts.

中文User ManualSecurity TipsLogout



MANDATORY PROVIDENT FUND
SCHEMES AUTHORITY

Welcome ZXCZ (MPFA)
Last Login Time: 29-06-2021 17:18:44 Successful

General InformationAR SubmissionAccount Management

中文

General Information

ADMINISTRATOR INFORMATION

Name of Administrator:CHAN TAI MAN

Login ID:CPA2100505Staff Name:ZXCZOffice Phone No.:(1)(2)33333Email Address:vincent_chan@kinetix.com.hk

LIST OF POOLING AGREEMENTS

Pooling Agreement Name


The list of record is empty

LIST OF NON-POOL SCHEMES

Scheme No.	Scheme Name
E005088(0)	EXE SCH 2

The Primary accounts can view the list of non-pool schemes under their administration in ascending order. The Sub-accounts can view non-pool scheme(s) as assigned by the Primary Accounts.

中文User ManualSecurity TipsLogout



MANDATORY PROVIDENT FUND
SCHEMES AUTHORITY

Welcome ZXCZ (MPFA)
Last Login Time: 29-06-2021 17:18:44 Successful

General InformationAR SubmissionAccount Management

中文

General Information

ADMINISTRATOR INFORMATION

Name of Administrator:CHAN TAI MAN

Login ID:CPA2100505Staff Name:ZXCZOffice Phone No.:(1)(2)33333Email Address:vincent_chan@kinetix.com.hk

LIST OF POOLING AGREEMENTS

Pooling Agreement Name

The list of record is empty


LIST OF NON-POOL SCHEMES

Scheme No.	Scheme Name
E005088(0)	EXE SCH 2

4.2. Information of Employer

The Primary accounts and Sub-accounts who are the employers can view the information including [Name of Employer], [Login ID], [Staff Name], [Office Phone No.] and [Email Address] on the <General Information> page.

Version u0.5.2 中文 [User Manual](#) [Security Tips](#) [Logout](#)

 **MANDATORY PROVIDENT FUND SCHEMES AUTHORITY**

Welcome
Last Login Time: 06-08-2021 18:06:17 Successful

General Information [AR Submission](#) [Account Management](#) [中文](#)

General Information

General Information

EMPLOYER INFORMATION

Name of Employer:


Login ID: Staff Name: Office Phone No.: Email Address:

LIST OF ORSO SCHEMES

Scheme No.	Scheme Name
E000XXX(2)	TESTING SCHEME 1
R000111(X)	TESTING SCHEME 2

The Primary accounts can view the list of ORSO schemes, i.e. ORSO registered and exempted schemes, if any, of the employer in ascending order. The Sub-accounts can view the ORSO scheme(s) as assigned by the Primary accounts.

Version u0.5.2 中文 [User Manual](#) [Security Tips](#) [Logout](#)

 **MANDATORY PROVIDENT FUND SCHEMES AUTHORITY**

Welcome
Last Login Time: 06-08-2021 18:06:17 Successful

General Information [AR Submission](#) [Account Management](#) [中文](#)

General Information

General Information

EMPLOYER INFORMATION

Name of Employer:

Login ID: Staff Name: Office Phone No.: Email Address:

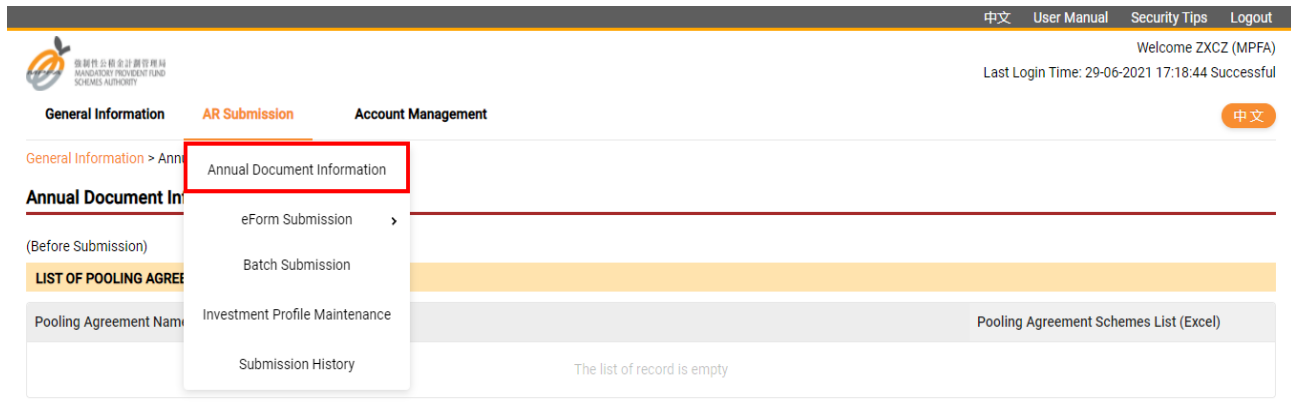
LIST OF ORSO SCHEMES

Scheme No.	Scheme Name
E000XXX(2)	TESTING SCHEME 1
R000111(X)	TESTING SCHEME 2

5. ANNUAL DOCUMENT FOR ADMINISTRATOR

5.1. Annual Document Information

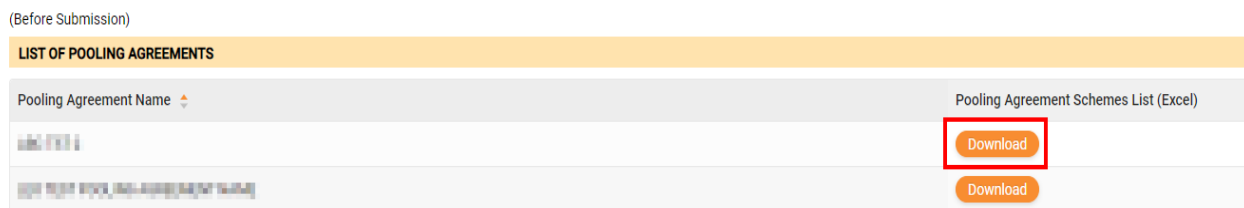
Click the menu item [Annual Document Information] to enter the <Annual Document Information> page.




The Primary accounts can download the list of schemes for all Pooling Agreements under their administration. The Sub-accounts can download the list of schemes of the Pooling Agreements as assigned by the Primary accounts.

Click [Download] to download an Excel file contains 3 data items including [ORSO registration no.], [Name of scheme] and [Due date of AR submission]. The file is sorted by [Due date of AR submission] with ascending order.

Annual Document Information



Search the non-pool scheme(s) and draft eForm of annual return of ORSO registered scheme for pooled and non-pool scheme.

- Enter the [ORSO Scheme No.] to search by [ORSO Scheme No.].
- Enter the [Scheme Name] to search by [Scheme Name].
- Click  to select the [Form Status] either [Draft] or [Ready to Submit] for the searching.
- Click [Search] to show the search result against the search criteria.

User Manual for eORSO Portal

Annual Documents Submission of ORSO Schemes

- Click [Reset] to reset the search criteria to default value and reset the search result to default result.


LIST OF NON-POOL SCHEMES AND DRAFT eFORM OF POOLED AND NON-POOL SCHEME










ORSO Scheme No.: Scheme Name: Form Status: 

Show all the eForms in “Draft” or “Ready to Submit” status; and the non-pool ORSO scheme(s) according to search criteria.


- Click [View/Edit] to enter the eForm of relevant ORSO scheme.
- Click [Delete Draft] to mark the relevant eForm to be Void.

LIST OF NON-POOL SCHEMES AND DRAFT eFORM OF POOLED AND NON-POOL SCHEME

ORSO Scheme No.: Scheme Name: Form Status: 


Scheme No.	Financial Year End	Scheme Name	Type of Document	Due Date of Submission	Form Status	Last Modified By	Last Form Modified Date and Time	View / Edit	Delete Draft
	14-01-2011		Annual return of ORSO MPF exempted registered scheme	01-08-2019	Draft		18-06-2021 16:36:38	<input type="button" value="View / Edit"/>	<input type="button" value="Delete Draft"/>
	30-12-2013		Annual return of ORSO MPF exempted registered scheme	17-01-2022	Draft		29-06-2021 11:56:21	<input type="button" value="View / Edit"/>	<input type="button" value="Delete Draft"/>
	02-01-2014		Annual return of ORSO MPF exempted registered scheme	17-01-2022	Draft		17-06-2021 19:17:05	<input type="button" value="View / Edit"/>	<input type="button" value="Delete Draft"/>

Search for a particular or all batches of pending for annual returns submission.

- Enter the [Batch No.] to search by [Batch No.].
- Enter the [Pooling Agreement Name] to search by [Pooling Agreement Name].
- Click  to select the [Batch Upload Status] either [Draft] or [Ready to Submit] for the searching.
- Click [Search] to show the search result against the search criteria.
- Click [Reset] to reset the search criteria to default value and reset the search result to default result.

LIST OF BATCH UPLOADED FILES

Batch No.: Pooling Agreement Name:

Batch Upload Status: 

Show the batches in “Draft” or “Ready to Submit” status according to search criteria.

User Manual for eORSO Portal

Annual Documents Submission of ORSO Schemes

- Click [Edit] to enter the relevant batch.
- Click [Delete Draft] to delete the selected batch.

LIST OF BATCH UPLOADED FILES

Batch No.: Pooling Agreement Name:

Batch Upload Status:

[Search](#) [Reset](#)

Batch No.	Pooling Agreement Name	Type of Document	Batch Upload Status	Last Modified By	Last Batch Modified Date and Time	View / Edit	Delete Draft
000507		Annual return of ORSO Non-MPF exempted registered scheme	Draft		22-06-2021 16:32:12	View / Edit	Delete Draft
000512		Annual return of ORSO MPF exempted registered scheme	Draft		29-06-2021 17:28:27	View / Edit	Delete Draft
000513		Annual return of ORSO MPF exempted registered scheme	Ready to Submit		28-06-2021 11:07:44	View / Edit	

5.2. Investment Profile Maintenance

To search or create an investment profile for a particular pooling agreement.

- Click [Investment Profile Maintenance] of the menu item to enter the page.

中文 User Manual Security Tips Logout

Welcome ZX CZ (MPFA)
Last Login Time: 29-06-2021 17:18:44 Successful

General Information **AR Submission** Account Management

General Information > Annual Document Information

Annual Document Information

(Before Submission)

LIST OF POOLING AGREEMENTS

Pooling Agreement Name:



[Investment Profile Maintenance](#)

Submission History



Pooling Agreement Schemes List (Excel)




The list of record is empty




- Click to select the [Pooling Agreement Name (Eng)] for the searching.
- Click to select the [Reporting Finance Year End] for the searching.
- Click to select the [Status] for the searching.

- Click  to select the [Last Modified Date (From)] for the searching.
- Click  to select the [Last Modified Date (To)] for the searching.
- Click [Search] to show the search result against the search criteria.
- Click [Reset] to reset the search criteria to default value and reset the search result to default result.
- Click [New] to create a new investment profile.








Investment Profile Maintenance


Pooling Agreement Name (Eng) :  Reporting Finance Year End : 

Status :  Last Modified Date (From) :  Last Modified Date (To) : 

- Click [View/Edit] to enter the Investment Profile Maintenance of the relevant Pooling Agreement.

Pooling Agreement Name 	Reporting Finance Year End 	Status 	Last Modified Date	Last Modified By	View / Edit
NEW TEST POOLING AGREEMENT NAME	29-06-2021	Draft	30-06-2021	Mr. [Name]	
NEW TEST POOLING AGREEMENT NAME	23-06-2021	Draft	30-06-2021	Mr. [Name]	
NEW TEST POOLING AGREEMENT NAME	03-06-2021	Draft	16-06-2021	Mr. [Name]	
NEW TEST POOLING AGREEMENT NAME	01-01-2021	Draft	17-06-2021	Mr. [Name]	

- Click  to select the [Pooling Agreement Name (Eng)].
- Input the fields of [Asset Allocation] and [others, if any]
- Click [Save] to save the investment profile as draft.
- Click [Delete] to delete the investment profile.
- Click [Close] to close the investment profile popup.

Investment Profile Maintenance

Pooling Agreement Name (Eng):



Reporting Finance Year End:

23-06-2021



	Deposits & cash %	Debt securities %	Equities %	Others %	Total %
Hong Kong	12.00	22.00	44.00	22.00	100.00
North America	23.00				23.00
Japan	4.00				4.00
Asia #	1.00				1.00
Europe	55.00				55.00
Others	5.00				5.00
Total	100.00	22.00	44.00	22.00	188.00

** Include convertible debt securities

Exclude Japan and Hong Kong but include Australia, New Zealand and India

Close

Create

5.3. eForm of Annual Return of MPF Exempted ORSO Registered Scheme

Enter the page of eForm by clicking menu item [AR of MPF Exempted ORSO Reg. Sch.].

Version u0.12.1 User Manual Information Graphic Security Tips Logout

Welcome CPANICK1 (EVA TSE1)
Last Login Time: 10-09-2021 19:26:33 Successful

General Information AR Submission Account Management

AR Submission > eForm Submission

eFORM MPF(ORSO)-AR

Notes

Annual Document Information

eForm Submission >

Batch Submission

Investment Profile Maintenance

Submission History

MANDATORY PROVIDENT FUND SCHEMES ORDINANCE (CAP 485) (the Ordinance)

ANNEX B TO V.10

ORDINANCE (CAP 426) (the ORSO)

MPF EXEMPTED ORSO REGISTERED SCHEME

AR of MPF Exempted ORSO Reg. Sch.

AR of Non-MPF Exempted ORSO Reg. Sch.

Schemes (Exemption) Regulation (Cap 485B) and
it Schemes Ordinance (Cap 426)

I - The Scheme II - Contribution III - Membership IV - Contribution Surcharge V - Contribution VI - Financial Information

- Click [Notes] to open the Notes of the eForm

General Information AR Submission Account Management

General Information > AR of MPF Exempted ORSO Reg. Sch.

eFORM MPF(ORSO)-AR

Notes

MANDATORY PROVIDENT FUND SCHEMES ORDINANCE (CAP 485) (the Ordinance)

ANNEX B TO V.10

OCCUPATIONAL RETIREMENT SCHEMES ORDINANCE (CAP 426) (the ORSO)

ANNUAL RETURN OF AN MPF EXEMPTED ORSO REGISTERED SCHEME

Section 10 of Schedule 2 to the Mandatory Provident Fund Schemes (Exemption) Regulation (Cap 485B) and
Section 30 of the Occupational Retirement Schemes Ordinance (Cap 426)

- Read it carefully and click [Close] to continue.

Notes

1. The annual return should be prepared by the trustee of the MPF exempted ORSO registered scheme (the Scheme).
2. The trustee should read the "Guidelines on MPF Exempted ORSO Schemes – Filing of Annual Report" before submitting the annual return.
3. All questions must be answered.
4. If boxes are provided, please choose whichever is appropriate.
5. 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.
6. Every care must be taken to ensure that correct information is provided in the annual return. Please note that it is an offence under section 43E of the Ordinance if a person, in any document given to the Mandatory Provident Fund Schemes Authority (the Authority), makes a statement that he knows to be false or misleading in a material respect, or recklessly makes a statement which is false or misleading in a material respect.

Close

- Click the tab to enter the relevant section of the eForm.
- Click / to show more section.

< V - Contribution Annex To V - Employee Information VI - Financial Information VII - Investment Profile VIII - Disclaimer IX - Confirmation and Declaration Validation and Summary >

SECTION I - THE SCHEME

5.3.1. Section I – THE SCHEME

- Click to choose the [ORSO Registration No. of the Scheme].

SECTION I - THE SCHEME

(1) ORSO Registration No. of the Scheme:

MPF Exemption No. of the Scheme:

(2) Name of the Scheme (in English):

Name of the Scheme (in Chinese, if any):

(3) Financial year covered by this return (the financial year):

For schemes participating in a pooling agreement only

(4) Name of the pooling agreement which applies to the Scheme (in English):

- Click [Change to another scheme] if the Primary accounts or Sub-accounts want to change the scheme and clear the eForm.

User Manual for eORSO Portal

Annual Documents Submission of ORSO Schemes

- Click [Save as Draft] to save all contents of the eForm as Draft.
- Click [Next] to save and go to next section.

Version u0.12.1 User Manual Information Graphic Security Tips Logout

Welcome CPANICK1 (EVA TSET)
Last Login Time: 10-09-2021 19:26:33 Successful

General Information AR Submission Account Management

< charge V - Contribution Annex To V - Employee Information VI - Financial Information VII - Investment Profile VIII - Disclaimer IX - Confirmation and Declaration Validation and Summary Submission

SECTION I - THE SCHEME

(1) ORSO Registration No. of the Scheme: [Change to Another Scheme](#)

MPF Exemption No. of the Scheme:

(2) Name of the Scheme (in English):

Name of the Scheme (in Chinese, if any):


(3) Financial year covered by this return (the financial year): -

For schemes participating in a pooling agreement only

(4) Name of the pooling agreement which applies to the Scheme (in English):

[Save as Draft](#) [Next](#)

5.3.2. Section II – CHANGE IN SCHEME PARTICULARS DURING THE FINANCIAL YEAR

- Choose [Yes] if there is any change in the date of the financial year-end and click  to choose the financial year-end date. Otherwise, choose [No] and skip it.

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

(1) Has there been any change in the date of the financial year-end of the Scheme? ☐ Yes ☐ No

If yes, the last financial year-end date before the change is:

(2) Has there been any change in the scheme type (defined contribution type or defined benefit type)? ☐ Yes ☐ No


(a) If yes, the new scheme type is: ☐ Defined contribution scheme ☐ Defined benefit scheme

(b) Date of change:

(3) Has there been any amendment to the governing rules of the Scheme? ☐ Yes ☐ No

(a) If yes, please specify:

(b) Date of change:

- Choose [Yes] if there is any change in the scheme type and choose the new scheme type and click  to indicate the date of change. Otherwise, choose [No] and skip it.

User Manual for eORSO Portal

Annual Documents Submission of ORSO Schemes

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

(1) Has there been any change in the date of the financial year-end of the Scheme? ☐ Yes ☐ No

If yes, the last financial year-end date before the change is:

(2) Has there been any change in the scheme type (defined contribution type or defined benefit type)? ☐ Yes ☐ No


(a) If yes, the new scheme type is: ☐ Defined contribution scheme ☐ Defined benefit scheme

(b) Date of change

(3) Has there been any amendment to the governing rules of the Scheme? ☐ Yes ☐ No

(a) If yes, please specify:

(b) Date of change

- Choose [Yes] if there is any amendment to the governing rules and specify the details of amendment and click  to indicate the date of change. Also, please upload the copy of the amendments. Otherwise, choose [No] and skip it.

[The file name of governing rules must begin with the prefix: GR_[ORSO Registration No]_[Financial year ended (YYYYMMDD)] or GR_[ORSO Registration No]_[Financial year ended (YYYYMMDD)]_[Any name]
Example: GR_R0210000_20201231.pdf]

I - The Scheme **II - Change in Scheme Particulars** III - Scheme Membership IV - Contribution Surcharge V - Contribution Annex To V - Employee Information VI - Financial Information VII - Investment Profile >

(1) Has there been any change in the date of the financial year end of the Scheme? ☒ Yes ☐ No

If yes, the date of the last financial year end before the change is:

(2) Has there been any change in the scheme type (defined contribution type or defined benefit type)? ☒ Yes ☐ No

(a) If yes, the new scheme type is: ☐ Defined contribution scheme ☐ Defined benefit scheme ☐ Others

(b) Date of change

(3) Have there been any amendments to the governing rules of the Scheme? ☐ Yes ☐ No

(a) If yes, please specify:

(b) Date of change

(c) Please submit a copy of the amendments together with this return.

(4) Has there been any change in the investment manager of the Scheme? ☐ Yes ☐ No

(a) If yes, the new investment manager is:

- Choose [Yes] if there is any change in the investment manager and fill in the required fields. Otherwise, choose [No] and skip it.

User Manual for eORSO Portal

Annual Documents Submission of ORSO Schemes

I - The Scheme II - Change in Scheme Particulars III - Scheme Membership IV - Contribution Surcharge V - Contribution Annex To V - Employee Information VI - Financial Information VII - Investment Profile >

(4) Has there been any change in the investment manager of the Scheme? ☐ Yes ☐ No

(a) If yes, the new investment manager is:

(i) Name (in English) (Insert surname first for an individual):

(ii) Registered office in Hong Kong/Principal place of business in Hong Kong/Business address/Residential address (in English):

Flat / Room	Floor	Block	Name of building
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Street no.	Name of street		
<input type="text"/>	<input type="text"/>		
Name of district / city / province	Area code / Postal code		
<input type="text"/>	<input type="text"/>		
Name of Country			
<input type="text"/>			

(iii) Telephone no.: Facsimile no.:

- Click [Save as Draft] to save all contents of the eForm as Draft.
- Click [Previous] to save and go to previous section.
- Click [Next] to save and go to next section.

I - The Scheme II - Change in Scheme Particulars III - Scheme Membership IV - Contribution Surcharge V - Contribution Annex To V - Employee Information VI - Financial Information VII - Investment Profile >

Street no.	Name of street
<input type="text"/>	<input type="text"/>
Name of district / city / province	Area code / Postal code
<input type="text"/>	<input type="text"/>
Name of Country	
<input type="text"/>	

(iii) Telephone no.: Facsimile no.:

(iv) Business registration no. in Hong Kong, if any:

(v) Registration no. with the Securities and Futures Commission, if any:

(b) Date of change

Previous Save as Draft Next

5.3.3. Section III – SCHEME MEMBERSHIP

- Fill in the total number of members of the scheme as at the date of the financial year-end.
- Fill in the 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.
- Fill in the number of members of the scheme who were relevant employees as defined in section 2 of the Ordinance as at the date of the financial year-end.
- Choose whether there is a consultative committee formed by members of the Scheme.

User Manual for eORSO Portal

Annual Documents Submission of ORSO Schemes

I - The Scheme II - Change in Scheme Particulars **III - Scheme Membership** IV - Contribution Surcharge V - Contribution Annex To V - Employee Information VI - Financial Information VII - Investment Profile >

SECTION III - SCHEME MEMBERSHIP Draft

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

(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:

(3) Number of members of the Scheme who were relevant employees as defined in section 2 of the Ordinance as at the date of the financial year end:

(4) Is there a consultative committee formed by members of the Scheme? ☐ Yes ☐ No

[Previous](#) [Save as Draft](#) [Next](#)

- Click [Save as Draft] to save all contents of the eForm as Draft.
- Click [Previous] to save and go to previous section.
- Click [Next] to save and go to next section.

I - The Scheme II - Change in Scheme Particulars **III - Scheme Membership** IV - Contribution Surcharge V - Contribution Annex To V - Employee Information VI - Financial Information VII - Investment Profile >

SECTION III - SCHEME MEMBERSHIP Draft

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

(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:

(3) Number of members of the Scheme who were relevant employees as defined in section 2 of the Ordinance as at the date of the financial year end:

(4) Is there a consultative committee formed by members of the Scheme? ☐ Yes ☐ No

[Previous](#) [Save as Draft](#) [Next](#)

5.3.4. Section IV – CONTRIBUTION SURCHARGE

- Fill in the amount of contribution surcharge paid to the Scheme during the financial year by the relevant employer(s).
- Fill in the number of written notices issued by the designated person to the relevant employer(s) of the Scheme during the financial year in relation to contributions which have not been paid by the relevant employer(s) when they become due.

I - The Scheme II - Change in Scheme Particulars III - Scheme Membership **IV - Contribution Surcharge** V - Contribution Annex To V - Employee Information VI - Financial Information >

SECTION IV - CONTRIBUTION SURCHARGE Draft

(1) Amount of contribution surcharge paid to the Scheme during the financial year by the relevant employer(s): HK\$

(2) Number of written notices issued by the designated person to the relevant employer(s) of the Scheme during the financial year in relation to contributions which have not been paid by the relevant employer(s) when they become due:

[Previous](#) [Save as Draft](#) [Next](#)

- Click [Save as Draft] to save all contents of the eForm as Draft.
- Click [Previous] to save and go to previous section.

- Click [Next] to save and go to next section.

I - The Scheme II - Change in Scheme Particulars III - Scheme Membership IV - Contribution Surcharge V - Contribution Annex To V - Employee Information VI - Financial Information >

SECTION IV - CONTRIBUTION SURCHARGE Draft

(1) Amount of contribution surcharge paid to the Scheme during the financial year by the relevant employer(s): HK\$

(2) Number of written notices issued by the designated person to the relevant employer(s) of the Scheme during the financial year in relation to contributions which have not been paid by the relevant employer(s) when they become due:

Previous Save as Draft Next

5.3.5. Section V - CONTRIBUTION

Follow the instructions of section V to fill in the required fields.

- Click [Collapse] to collapse the section of relevant employer(s).
- Click [Expand] to expand the section of relevant employer(s).
- Click [Add New Row] to add new row of the class of members with contribution rates.
- Click [Delete] to remove the corresponding row of a particular class of members with contribution rates.
- Click [Save as Draft] to save all contents of the eForm as Draft.
- Click [Previous] to save and go to previous section.
- Click [Next] to save and go to next section.

User Manual for eORSO Portal

Annual Documents Submission of ORSO Schemes

eFORM MPF(ORSO)-AR

MANDATORY PROVIDENT FUND SCHEMES ORDINANCE (CAP 485) (the Ordinance)

Annex B to V.10

Notes

OCCUPATIONAL RETIREMENT SCHEMES ORDINANCE (CAP 426) (the ORSO)
ANNUAL RETURN OF AN MPF EXEMPTED ORSO REGISTERED SCHEME
Section 10 of Schedule 2 to the Mandatory Provident Fund Schemes (Exemption) Regulation (Cap 485B) and
Section 30 of the Occupational Retirement Schemes Ordinance (Cap 426)

ORSO Registration No.: Scheme Name:
Financial Year From: Financial Year To:

I - The Scheme II - Change in Scheme Particulars III - Scheme Membership IV - Contribution Surcharge V - Contribution Annex To V - Employee Information VI - Financial Information VII >

SECTION V - CONTRIBUTION AND EMPLOYEES BY TYPE OF RETIREMENT SCHEMES RELATING TO THE REPRESENTATIVE / RELEVANT EMPLOYER

(1) Contributions made to the Scheme by the representative / relevant employer and his employees:

Expand All Collapse All

(a) Name of the representative / relevant employer (in English):

(b) Business registration no. in Hong Kong of the representative / relevant employer, if any:

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

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

Add New Row

Delete	Class of members	By Employer		By Employee	
		Maximum Contribution Rate (%)	Minimum Contribution Rate (%)	Maximum Contribution Rate (%)	Minimum Contribution Rate (%)
The list of record is empty					

(d) Amount and percentage of contributions of total payroll made to the Scheme by the representative / 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), and by such members in the financial year:

	Employer (HK\$)	Employees (HK\$)
(i) Ordinary annual contributions:	<input type="text"/>	<input type="text"/>
(ii) Initial/special contributions, if any:	<input type="text"/>	<input type="text"/>
(iii) Total contributions ((i) + (ii)):	<input type="text"/>	<input type="text"/>
(iv) Total contributions made as a percentage of the corresponding total payroll:	<input type="text"/> %	<input type="text"/> %

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

(a) Name of the relevant employer (in English):

(b) Business registration no. in Hong Kong of the relevant employer, if any:

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

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

Add New Row

Delete	Class of members	By Employer		By Employee	
		Maximum Contribution Rate (%)	Minimum Contribution Rate (%)	Maximum Contribution Rate (%)	Minimum Contribution Rate (%)
The list of record is empty					

(d) Amount and percentage of contributions of total payroll 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), and by such members in the financial year:

	Employer (HK\$)	Employees (HK\$)
(i) Ordinary annual contributions:	<input type="text"/>	<input type="text"/>
(ii) Initial/special contributions, if any:	<input type="text"/>	<input type="text"/>
(iii) Total contributions ((i) + (ii)):	<input type="text"/>	<input type="text"/>
(iv) Total contributions made as a percentage of the corresponding total payroll:	<input type="text"/> %	<input type="text"/> %

Previous Save as Draft Next

5.3.6. Annex to V - EMPLOYEE INFORMATION

Follow the instructions of annex to Section V to fill in the required fields.

User Manual for eORSO Portal

Annual Documents Submission of ORSO Schemes

- Click [Collapse] to collapse the section of relevant employer(s).
- Click [Expand] to expand the section of relevant employer(s).

eFORM MPF(ORSO)-AR **MANDATORY PROVIDENT FUND SCHEMES ORDINANCE (CAP 485) (the Ordinance)** **Annex B to V.10**
Notes **OCCUPATIONAL RETIREMENT SCHEMES ORDINANCE (CAP 426) (the ORSO)**
ANNUAL RETURN OF AN MPF EXEMPTED ORSO REGISTERED SCHEME
Section 10 of Schedule 2 to the Mandatory Provident Fund Schemes (Exemption) Regulation (Cap 485B) and Section 30 of the Occupational Retirement Schemes Ordinance (Cap 426)

ORSO Registration No.: Scheme Name:
Financial Year From: Financial Year To:

I - The Scheme II - Change in Scheme Particulars III - Scheme Membership IV - Contribution Surcharge V - Contribution **Annex To V - Employee Information** VI - Financial Information VII >

ANNEX TO SECTION V - EMPLOYEES BY TYPE OF RETIREMENT SCHEMES RELATING TO THE REPRESENTATIVE / RELEVANT EMPLOYER

(1)(a) Name of the representative / relevant employer (in English): **Expand All** **Collapse All**

(b) Business registration no. in Hong Kong of the representative / relevant employer, if any:

(c) Employees of the representative / relevant employer by type of retirement schemes as at the financial year end:

	No. of Employees
(1) Employees who joined the ORSO Scheme on or before 1 December 2000 and thereafter opted for the MPF Scheme participated in by the employer:	<input type="text"/>
(2) Employees who joined the ORSO Scheme on or before 1 December 2000 and thereafter opted for the ORSO Scheme:	<input type="text"/>
(3) Eligible employees* who opted for the MPF Scheme participated in by the employer:	<input type="text"/>
(4) Eligible employees* who opted for the ORSO Scheme:	<input type="text"/>
(5) Eligible employees* who have not yet decided to join the MPF Scheme participated in by the employer or the ORSO Scheme:	<input type="text"/>
(6) Employees who were/are not eligible to join the ORSO Scheme and became/will become members of the MPF Scheme participated in by the employer:	<input type="text"/>
(7) Employees exempted from the provision of the Ordinance by virtue of section 4 of the Ordinance:	<input type="text"/>
(8) Others (please specify): <input type="text"/>	<input type="text"/>
Total no. of employees:	<input type="text"/>

* "Eligible employees" means employees who were/are eligible to join the ORSO Scheme.

- Click [Save as Draft] to save all contents of the eForm as Draft.
- Click [Previous] to save and go to previous section.
- Click [Next] to save and go to next section.

(2)(a) Name of the relevant employer (in English): **Expand All** **Collapse All**

(b) Business registration no. in Hong Kong of the relevant employer, if any:

(c) Employees of the relevant employer by type of retirement schemes as at the financial year end:

	No. of Employees
(1) Employees who joined the ORSO Scheme on or before 1 December 2000 and thereafter opted for the MPF Scheme participated in by the employer:	<input type="text"/>
(2) Employees who joined the ORSO Scheme on or before 1 December 2000 and thereafter opted for the ORSO Scheme:	<input type="text"/>
(3) Eligible employees* who opted for the MPF Scheme participated in by the employer:	<input type="text"/>
(4) Eligible employees* who opted for the ORSO Scheme:	<input type="text"/>
(5) Eligible employees* who have not yet decided to join the MPF Scheme participated in by the employer or the ORSO Scheme:	<input type="text"/>
(6) Employees who were/are not eligible to join the ORSO Scheme and became/will become members of the MPF Scheme participated in by the employer:	<input type="text"/>
(7) Employees exempted from the provision of the Ordinance by virtue of section 4 of the Ordinance:	<input type="text"/>
(8) Others (please specify): <input type="text"/>	<input type="text"/>
Total no. of employees:	<input type="text"/>

* "Eligible employees" means employees who were/are eligible to join the ORSO Scheme.

Previous **Save as Draft** **Next**

5.3.7. Section VI – FINANCIAL INFORMATION

Follow the instructions to fill in the amount in section VI.

I - The Scheme II - Change in Scheme Particulars III - Scheme Membership IV - Contribution Surcharge V - Contribution Annex To V - Employee Information VI - Financial Information >

SECTION VI - FINANCIAL INFORMATION Draft

(1) For schemes not participating in a pooling agreement only HK\$

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:

(2) For schemes participating in a pooling agreement only HK\$

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:

(3) For defined contribution schemes only HK\$

The aggregate vested liability and aggregate past service liability of the Scheme as at the date of the financial year end:

(a) Aggregate vested liability

- Click [Save as Draft] to save all contents of the eForm as Draft.
- Click [Previous] to save and go to previous section.
- Click [Next] to save and go to next section.

I - The Scheme II - Change in Scheme Particulars III - Scheme Membership IV - Contribution Surcharge V - Contribution Annex To V - Employee Information VI - Financial Information >

The aggregate vested liability and aggregate past service liability of the Scheme as at the date of the financial year end:

(a) Aggregate vested liability

(b) Aggregate past service liability

(4) For defined benefit schemes only HK\$

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 ORSO:

(a) Aggregate vested liability

(b) Aggregate past service liability

Previous Save as Draft Next

5.3.8. Section VII – INVESTMENT PROFILE

- Choose the reporting level (scheme level / pooling agreement level) for the investment profile.

User Manual for eORSO Portal

Annual Documents Submission of ORSO Schemes

< Contribution Annex To V - Employee Information VI - Financial Information **VII - Investment Profile** VIII - Disclaimer IX - Confirmation and Declaration Validation and Summary Submit >

SECTION VII - INVESTMENT PROFILE Draft

This part may be reported at scheme level, or collectively at pooling agreement level covering all, and only, those MPF exempted ORSO registered schemes participating in the pooling agreement concerned. If reporting at pooling agreement level, the trustee should specify the accounting year end adopted (specified accounting year end), which should be the common accounting year end of the pooling agreement concerned if available.

(1) Reporting level: ☐ at scheme level ☒ at pooling agreement level

(2)(a) If at scheme level, proceed to (3).

(b) If at pooling agreement level, please state whether reporting for the first time for the specified accounting year end: ☒ Yes ☐ No

(i) If answer is "yes", please provide the specified accounting year end, value of assets and list of schemes covered by this reporting:

Specified accounting year end: Value of assets covered (HK\$):

- If choose "at pooling agreement level" and it is reporting for the first time of the specified accounting year end, please follow the instruction to fill in part (2).

< Contribution Annex To V - Employee Information VI - Financial Information **VII - Investment Profile** VIII - Disclaimer IX - Confirmation and Declaration Validation and Summary Submission >

(2)(a) If at scheme level, proceed to (3).

(b) If at pooling agreement level, please state whether reporting for the first time for the specified accounting year end: ☒ Yes ☐ No

(i) If answer is "yes", please provide the specified accounting year end, value of assets and list of schemes covered by this reporting:

Specified accounting year end: Value of assets covered (HK\$):

[Add New Row](#)

Delete	ORSO registration number	Scheme name (in English)
The list of record is empty		

Please proceed to (3).

(ii) If answer is "no", please proceed to Section VIII.

- If choose "at scheme level", please follow the instruction to fill in part (3).

< II - Change in Scheme Particulars III - Scheme Membership IV - Contribution Surcharge V - Contribution Annex To V - Membership VI - Financial Information **VII - Investment Profile** >

(3) Asset allocation (as at financial year end/specified accounting year end):

	Deposits & cash%	Debt securities%	Equities%	Others%	Total
Hong Kong	10			20	30.00
North America		10			10.00
Japan	9			10	19.00
Asia #		11		10	21.00
Europe				10	20.00
Others					
Total	19.00	21.00	20.00	40.00	100.00

**Include convertible debt securities
Exclude Japan and Hong Kong but include Australia, New Zealand and India

- Click [Save as Draft] to save all contents of the eForm as Draft.
- Click [Previous] to save and go to previous section.

- Click [Next] to save and go to next section.

Explanatory Note

Asset allocation

This information is being gathered and compiled with the intention of producing a high level assessment of the exposure of the scheme assets to the broad investment classes, being deposits, debt securities and equities, and to assess the geographical and currency exposure of the scheme assets.

The reported allocation should be expressed as a percentage of total scheme asset value, according to the following:

(a) Deposits and cash should be reported based on the currency of denomination of the respective account.

(b) Debt securities include debt and convertible debt securities. These should be reported based on the currency of denomination.

(c) Equities, including warrants, American depository receipts and global depository receipts, should be reported by the country of primary listing.

[Previous](#) [Save as Draft](#) [Next](#)

5.3.9. Section VIII – DISCLAIMER

Please follow the instruction to tick / fill in the part as necessary.

< [tribution](#) [Annex To V - Employee Information](#) [VI - Financial Information](#) [VII - Investment Profile](#) **VIII - Disclaimer** [IX - Confirmation and Declaration](#) [Validation and Summary](#) [Submission](#)

SECTION VIII - DISCLAIMER Draft

Please tick and complete, where applicable and appropriate:

☐ The amount of corresponding total payroll adopted to calculate the percentage in Section V(1)(d)(iv) of this annual return is extracted from the statement submitted by the representative / relevant employer's auditor(s) to the trustee's auditor pursuant to section 20(7A) of the ORSO for the financial year in respect of the Scheme. No verification of the accuracy of this amount has been performed.

☐ The information given in Annex to Section V of this annual return was provided by the representative / relevant employer(s) of the Scheme. No verification of the accuracy of the information has been performed.

☐ Others, if any. Please specify details:

[Previous](#) [Save as Draft](#) [Next](#)

- Click [Save as Draft] to save all contents of the eForm as Draft.
- Click [Previous] to save and go to previous section.
- Click [Next] to save and go to next section.

< [tribution](#) [Annex To V - Employee Information](#) [VI - Financial Information](#) [VII - Investment Profile](#) **VIII - Disclaimer** [IX - Confirmation and Declaration](#) [Validation and Summary](#) [Submission](#)

SECTION VIII - DISCLAIMER Draft

Please tick and complete, where applicable and appropriate:

☐ The amount of corresponding total payroll adopted to calculate the percentage in Section V(1)(d)(iv) of this annual return is extracted from the statement submitted by the representative / relevant employer's auditor(s) to the trustee's auditor pursuant to section 20(7A) of the ORSO for the financial year in respect of the Scheme. No verification of the accuracy of this amount has been performed.

☐ The information given in Annex to Section V of this annual return was provided by the representative / relevant employer(s) of the Scheme. No verification of the accuracy of the information has been performed.

☐ Others, if any. Please specify details:

[Previous](#) [Save as Draft](#) [Next](#)

5.3.10. Section IX – CONFIRMATION AND DECLARATION

Check and confirm the information on section IX.

The screenshot displays the 'eFORM MPF(ORSO)-AR' interface. At the top, it identifies the form as the 'ANNUAL RETURN OF AN MPF EXEMPTED ORSO REGISTERED SCHEME' under the 'MANDATORY PROVIDENT FUND SCHEMES ORDINANCE (CAP 485) (the Ordinance)' and 'OCCUPATIONAL RETIREMENT SCHEMES ORDINANCE (CAP 426) (the ORSO)'. It also references 'Section 10 of Schedule 2 to the Mandatory Provident Fund Schemes (Exemption) Regulation (Cap 485B) and Section 30 of the Occupational Retirement Schemes Ordinance (Cap 426)'. The header includes 'Annex B to V.10'.

Below the header, there are input fields for 'ORSO Registration No.', 'Scheme Name', 'Financial Year From:', and 'Financial Year To:'. A navigation bar at the bottom of the header section includes links for 'Introduction', 'Annex To V - Employee Information', 'VI - Financial Information', 'VII - Investment Profile', 'VIII - Disclaimer', 'IX - Confirmation and Declaration' (which is highlighted), 'Validation and Summary', and 'Submission'.

The main content area is titled 'SECTION IX - CONFIRMATION OF COMPLIANCE AND DECLARATION'. It contains two statements with dropdown menus for selection:

- 'I/We hereby confirm that the trusteeship requirement under section 25 of the ORSO **has** been complied with in relation to the Scheme.' The dropdown menu is open, showing options: 'has', 'has not', and 'has not'.
- 'I/We hereby declare that to the best of my/our knowledge and belief, the information given in this annual return is correct and complete.'

At the bottom of this section, there is a field for 'Name of trustee (in English):'.

- Upload the Financial Statement and Auditor's Report.

*[The file name of Financial Statement must begin with the prefix:
FS_[ORSO Registration No]_[Financial year ended (YYYYMMDD)]
Example: FS_R0210000_20201231.pdf]*

*[The file name of Auditor Report must begin with the prefix:
AUD_[ORSO Registration No]_[Financial year ended (YYYYMMDD)]
Example: AUD_R0210000_20201231.pdf]*

- Select the opinion from auditor's report and name of auditor.

The screenshot shows the 'ATTACHMENTS (FINANCIAL STATEMENT AND AUDITOR'S REPORT)' section. It contains four fields:

- 'Financial Statement:' with a 'Choose file' button.
- 'Auditor's Report:' with a 'Choose file' button.
- 'Opinion from Auditor's Report:' with radio buttons for 'Unqualified' and 'Qualified' (which is selected).
- 'Name of Auditor:' with a dropdown menu.

At the bottom right of the form, there are three buttons: 'Previous', 'Save as Draft', and 'Next'.

- Click [Save as Draft] to save all contents of the eForm as Draft.
- Click [Previous] to save and go to previous section.
- Click [Next] to save and go to next section.

ATTACHMENTS (FINANCIAL STATEMENT AND AUDITOR'S REPORT)

Financial Statement: [Choose file](#)

Auditor's Report: [Choose file](#)

Opinion from Auditor's Report: ☐ Unqualified ☒ Qualified

Name of Auditor:

[Previous](#) [Save as Draft](#) [Next](#)

5.3.11. VALIDATION AND SUMMARY

- Check the information of each section and click [Print] to print the <Summary> page.
- Click [Ready to Submit] to change the form status from “Draft” to “Ready to Submit”. The eForm will then become not editable and redirect to <Submission> page.
- Click [Next] to enter the <Submission> page.

Name of Administrator (in English):

Name of Administrator (in English):

ATTACHMENTS (FINANCIAL STATEMENT AND AUDITOR'S REPORT)

Financial Statement:

Auditor's Report:

Opinion from Auditor's Report: ☐ Unqualified ☒ Qualified

Name of Auditor:

[Previous](#) [Save as PDF](#) [Ready to Submit](#)

5.3.12. SUBMISSION

The Primary accounts shall

- fill in the [Title or Position] and
- click [Submit] to submit the eForm upon receiving an email notification request for the AR submission; or
- click [Reject] to reject the submission and provide the reason. The status of eForm will be changed back to the “Draft”.
- click [Previous] to save and go to previous section.

User Manual for eORSO Portal

Annual Documents Submission of ORSO Schemes

< Contribution Annex To V - Membership VI - Financial Information VII - Investment Profile VIII - Disclaimer IX - Compliance and Declaration Validation and Summary **Submission** >

SUBMISSION

**If there are more than one designated person, the date of last designated person press the "Submit" button will be taken as the date of submission.

**If any of the designated persons (more than one designated person in the scheme) pressed the "Reject", all designated person(s) will be required to press "Submit" again once the eform is ready for submission.

Name of Administrator	Name of Authorized Person	Title or Position	Date and Time of Submission
TEST AUTHORIZED PERSON	TEST AUTHORIZED PERSON		

5.3.13. SUBMISSION RESULT

Show the submission date and time and the submission ID, if submission successfully.

SUBMISSION RESULT

Your annual return is submitted successfully.

If you need to retrieve the file of your submitted annual return for record (save or print), please click [Submission History](#) on the top menu bar and then select the appropriate download link.

Submission on: 2021-07-07 11:53:54

Submission ID: 2021-07-07 11:53:54

5.4. eForm of Annual Return of Non-MPF Exempted ORSO Registered Scheme

- Enter the eForm by clicking menu item [AR of MPF Exempted ORSO Reg. Sch.].

中文 User Manual Security Tips Logout

Welcome [User Name] [User Role]

Last Login Time: 06-07-2021 11:53:54 Successful

General Information **AR Submission** Account Management

ADMINISTRATOR INFORMATION

Name of Administrator: [Text Box]

Login ID: CPA211 [Text Box]

LIST OF POOLING AGREEMENTS

Pooling Agreement Name: [Text Box]

LIST OF NON-POOL SCHEMES

Annual Document Information

eForm Submission

AR of MPF Exempted ORSO Reg. Sch.

AR of Non-MPF Exempted ORSO Reg. Sch.

Batch Submission

Investment Profile Maintenance

Submission History

Email Address: [Text Box]

- Click [Notes] to open the Notes of the eForm.

User Manual for eORSO Portal

Annual Documents Submission of ORSO Schemes

General Information > AR of Non-MPF Exempted ORSO Reg. Sch.

Notes

OCCUPATIONAL RETIREMENT SCHEMES ORDINANCE (CAP 426) ANNUAL RETURN (Under Section 30 of The Occupational Retirement Schemes Ordinance)

FORM ORS-4

I - The Scheme II - Change in Scheme Particulars III - Membership IV - Contribution V - Financial Info VI - Compliance and Declaration Validation and Summary Submission

SECTION I - THE SCHEME

(1) ORSO Registration no. of the Scheme

(2) Name of the Scheme (in English):

Name of the Scheme (in Chinese):

(3) Financial year covered by this return ("the financial year"): -

Read it carefully and click [Close] to continue.

Notes

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.

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

1. If boxes are provided, please choose whichever is appropriate.
2. 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.
3. 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.

Close

5.4.1. Section I – THE SCHEME

- Click to choose the [Registration No. of the Scheme].

User Manual for eORSO Portal

Annual Documents Submission of ORSO Schemes

SECTION I - THE SCHEME

(1) ORSO Registration no. of the Scheme Change to Another Scheme

(2) Name of the Scheme (in English):

Name of the Scheme (in Chinese):

(3) Financial year covered by this return ("the financial year"): -

For schemes participating in a pooling agreement only

(4) Name of the pooling agreement which applies to the Scheme (in English):

Save as Draft Next

- Click [Change to another scheme] if the Primary accounts or Sub-accounts want to change the scheme and clear the eForm.
- Click [Save as Draft] to save all contents of the eForm as Draft.
- Click [Next] to save and go to next section.

SECTION I - THE SCHEME

(1) ORSO Registration no. of the Scheme Change to Another Scheme

(2) Name of the Scheme (in English):

Name of the Scheme (in Chinese):

(3) Financial year covered by this return ("the financial year"): -

For schemes participating in a pooling agreement only

(4) Name of the pooling agreement which applies to the Scheme (in English):

Save as Draft Next

5.4.2. Section II – CHANGE IN SCHEME PARTICULARS DURING THE FINANCIAL YEAR

- Choose [Yes] and provide the details if there is any change in the scheme particulars which have not yet reported to the Register. Otherwise, choose [No] and skip it.

User Manual for eORSO Portal

Annual Documents Submission of ORSO Schemes

The screenshot shows the 'II - Change in Scheme Particulars' section of the eORSO Portal. The navigation bar at the top includes: I - The Scheme, II - Change in Scheme Particulars (highlighted), III - Membership, IV - Contribution, V - Financial Info, VI - Confirmation and Declaration, Validation and Summary, and Submission. The main heading is 'SECTION II - CHANGE IN SCHEME PARTICULARS DURING THE FINANCIAL YEAR (see footnote below)' with a 'Draft' status indicator. The form contains a question: '(1) Has there been any change in the scheme particulars which have not yet reported to the Registrar?' with radio buttons for 'Yes' and 'No'. Below this is a text area for '(a) If yes, please provide details:'. A note states: '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.' At the bottom right are three buttons: 'Previous', 'Save as Draft', and 'Next'.

Click [Save as Draft] to save all contents of the eForm as Draft.

- Click [Previous] to save and go to previous section.
- Click [Next] to save and go to next section.

This screenshot is identical to the one above, showing the 'SECTION II - CHANGE IN SCHEME PARTICULARS DURING THE FINANCIAL YEAR' form. The 'Save as Draft' button at the bottom right is highlighted with a red rectangle.

5.4.3. Section III – MEMBERSHIP

- Fill in the total number of members of the scheme as at the date of the financial year-end.
- Fill in the 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.
- Choose whether there is a consultative committee formed by members of the Scheme under section 32.

The screenshot shows the 'III - Membership' section of the eORSO Portal. The navigation bar at the top includes: I - The Scheme, II - Change in Scheme Particulars, III - Membership (highlighted), IV - Contribution, V - Financial Info, VI - Confirmation and Declaration, Validation and Summary, and Submission. The main heading is 'SECTION III - MEMBERSHIP' with a 'Draft' status indicator. The form contains three questions: '(1) Total number of members of the Scheme as at the date of the financial year-end:' with a text input field; '(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:' with a text input field; and '(3) Is there a consultative committee formed by members of the Scheme under section 32?' with radio buttons for 'Yes' and 'No'. At the bottom right are three buttons: 'Previous', 'Save as Draft', and 'Next'.

Click [Save as Draft] to save all contents of the eForm as Draft.

User Manual for eORSO Portal

Annual Documents Submission of ORSO Schemes

- Click [Previous] to save and go to previous section.
- Click [Next] to save and go to next section.

The screenshot shows the 'SECTION III - MEMBERSHIP' form in the eORSO Portal. The form is titled 'SECTION III - MEMBERSHIP' and has a 'Draft' status. It contains three questions:

- (1) Total number of members of the Scheme as at the date of the financial year-end: [Text input field]
- (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: [Text input field]
- (3) Is there a consultative committee formed by members of the Scheme under section 32? [Radio buttons: Yes, No]

At the bottom right, there are three buttons: 'Previous', 'Save as Draft', and 'Next'.

5.4.4. Section IV – CONTRIBUTION

- Fill in the amount of contribution made to the scheme by the representative employer and relevant employer, if any.

The screenshot shows the 'SECTION IV - CONTRIBUTION' form in the eORSO Portal. The form is titled 'SECTION IV - CONTRIBUTION' and has a 'Draft' status. It contains four questions:

- (2) Contributions made to the Scheme by the relevant employer:
 - (a) Name of the relevant employer: TEST NORMAL EMPLOYER [Dropdown menu]
 - (b) Business registration no. in Hong Kong of the representative employer, if any: [Text input field]
 - (c) Percentage of salary, wages or payroll of scheme members required to be contributed by the (type) employer in respect of his employees in accordance with the terms of the Scheme ("contribution rate"): [Text input field]
- (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:
 - (i) Ordinary annual contributions: [Text input field]
 - (ii) Initial/special contributions, if any: [Text input field]
 - (iii) Total contributions: [Text input field]
- (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: [Text input field]

At the bottom right, there are three buttons: 'Previous', 'Save as Draft', and 'Next'.

Click [Collapse] to collapse the section of relevant employer(s).

- Click [Expand] to expand the section of relevant employer(s).

I - The Scheme II - Change in Scheme Particulars III - Membership IV - Contribution V - Financial Info VI - Confirmation and Declaration Validation and Summary Submission

SECTION IV - CONTRIBUTIONS MADE DURING THE FINANCIAL YEAR Draft

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.

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

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

(a) - Name of the relevant employer: TEST NORMAL EMPLOYER >

\$ (in Hong Kong dollars)

(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: HK\$

Expand All Collapse All

- Click [Save as Draft] to save all contents of the eForm as Draft.
- Click [Previous] to save and go to previous section.
- Click [Next] to save and go to next section.

I - The Scheme II - Change in Scheme Particulars III - Membership IV - Contribution V - Financial Info VI - Confirmation and Declaration Validation and Summary Submission

SECTION IV - CONTRIBUTIONS MADE DURING THE FINANCIAL YEAR Draft

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.

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

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

(a) - Name of the relevant employer: TEST NORMAL EMPLOYER >

\$ (in Hong Kong dollars)

(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: HK\$

Expand All Collapse All

Previous Save as Draft Next

5.4.5. Section V – FINANCIAL INFO

Follow the instructions of section V to fill in the required fields.

User Manual for eORSO Portal

Annual Documents Submission of ORSO Schemes

SECTION V - FINANCIAL INFORMATION Draft

(1) Scheme Asset

☐ For schemes not participating in a pooling agreement only
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.

☒ For schemes participating in a pooling agreement only
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.

Scheme Asset:

(2) Aggregate Vested Liability and Aggregate Past Service Liability

☒ For defined contribution schemes only
The aggregate vested liability and aggregate past service liability of the Scheme as at the date of the financial year-end.

☐ For defined benefit schemes only
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.

a) Aggregate vested liability: b) Aggregate past service liability:

- Click [Save as Draft] to save all contents of the eForm as Draft.
- Click [Previous] to save and go to previous section.
- Click [Next] to save and go to next section.

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:

☒ For schemes participating in a pooling agreement only
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:

Scheme Asset:

(2) Aggregate Vested Liability and Aggregate Past Service Liability

☒ For defined contribution schemes only
The aggregate vested liability and aggregate past service liability of the Scheme as at the date of the financial year-end:

☐ For defined benefit schemes only
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.

a) Aggregate vested liability: b) Aggregate past service liability:

[Previous](#) [Save as Draft](#) [Next](#)

5.4.6. Section VI – CONFIRMATION AND DECLARATION

Check the information on section VI.

SECTION VI - CONFIRMATION OF COMPLIANCE AND DECLARATION Draft

(1) For schemes governed by trust only

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

(2) For all schemes

I/We hereby declare that to the best of my/our knowledge and belief the information given in this annual return is correct and complete.

Name of designated person 1:

Name of designated person 2:

Upload the Financial Statement and Auditor's Report.

*[The file name of Financial Statement must begin with the prefix:
FS_[ORSO Registration No]_[Financial year ended (YYYYMMDD)]
Example: FS_R0210000_20201231.pdf]*

*[The file name of Auditor Report must begin with the prefix:
AUD_[ORSO Registration No]_[Financial year ended (YYYYMMDD)]
Example: AUD_R0210000_20201231.pdf]*

ATTACHMENTS (FINANCIAL STATEMENT AND AUDITOR'S REPORT)

Financial Statement: [Choose file](#)

Auditor's Report: [Choose file](#)

Opinion from Auditor's Report: ☐ Unqualified ☐ Qualified

Name of Auditor:

[Previous](#) [Save as Draft](#) [Next](#)

- Select the opinion from auditor's report and name of auditor.

ATTACHMENTS (FINANCIAL STATEMENT AND AUDITOR'S REPORT)

Financial Statement: [Choose file](#)

Auditor's Report: [Choose file](#)

Opinion from Auditor's Report: ☐ Unqualified ☐ Qualified

Name of Auditor:

[Previous](#) [Save as Draft](#) [Next](#)

- Click [Save as Draft] to save all contents of the eForm as Draft.
- Click [Previous] to save and go to previous section.
- Click [Next] to save and go to next section.

ATTACHMENTS (FINANCIAL STATEMENT AND AUDITOR'S REPORT)

Financial Statement: [Choose file](#)

Auditor's Report: [Choose file](#)

Opinion from Auditor's Report: ☐ Unqualified ☐ Qualified

Name of Auditor:

[Previous](#) [Save as Draft](#) [Next](#)

5.4.7. VALIDATION AND SUMMARY

- Check the information of each section and click [Print] to print the <Summary> page.
- Click [Ready to Submit] to change the form status from “Draft” to “Ready to Submit”. The eForm will then become not editable and redirect to <Submission> page.
- Click [Next] to enter the <Submission> page.

I - The Scheme II - Change in Scheme Particulars III - Membership IV - Contribution V - Financial Info VI - Confirmation and Declaration **Validation and Summary**

ATTACHMENTS (FINANCIAL STATEMENT AND AUDITOR'S REPORT)

Financial Statement: [FINANCIAL STATEMENT.pdf](#)

Auditor's Report: [AUDITOR'S REPORT.pdf](#)

Opinion from Auditor's Report: ☒ Unqualified ☐ Qualified

Name of Auditor:

[Previous](#) [Save as PDF](#) [Go to Submit](#)

5.4.8. SUBMISSION

The Primary accounts shall

- fill in the [Title or Position] and
- click [Submit] to submit the eForm; or
- click [Reject] to reject the submission and provide the reason. The status of eForm will be changed back to the “Draft”.
- click [Previous] to save and go to previous section.

I - The Scheme II - Change in Scheme Particulars III - Membership IV - Contribution V - Financial Info VI - Confirmation and Declaration Validation and Summary **Submission**

SUBMISSION

**If there are more than one designated person, the date of last designated person press the "Submit" button will be taken as the date of submission.

**If any of the designated persons (more than one designated person in the scheme) pressed the "Reject", all designated person(s) will be required to press "Submit" again once the eForm is ready for submission

Name of Designated Person	Name of Authorized Person	Title or Position	Date and Time of Submission
TEST PERSON 001		<input type="text"/>	
TEST PERSON 002	SOME OTHER PERSON		

[Submit](#) [Reject](#)

[Previous](#)

5.4.9. SUBMISSION RESULT

Show the submission date and time and the submission ID, if submitted successfully.

Submission History on the top menu bar and then select the appropriate download link.' Below the message, there are two fields: 'Submission on: 2022-04-11 11:11:11' and 'Submission ID: 12345678901234567890'. Both fields are highlighted with a red box."/>

SUBMISSION RESULT

Your annual return is submitted successfully.

If you need to retrieve the file of your submitted annual return for record (save or print), please click [Submission History](#) on the top menu bar and then select the appropriate download link.

Submission on: 2022-04-11 11:11:11

Submission ID: 12345678901234567890

5.5. Batch Upload of Annual Return of MPF Exempted / Non-MPF Exempted ORSO Registered Scheme

5.5.1. Annual Return of Pooled ORSO Registered Scheme

Enter the page by clicking the menu item [AR of Pooled ORSO Reg. Sch.] under [Batch Submission].

The screenshot displays the eORSO Portal interface. At the top, there is a header with the logo and navigation tabs: 'General Information', 'AR Submission', and 'Account Management'. The 'General Information' tab is active, and a dropdown menu is open under 'Batch Submission', showing options: 'AR of Pooled ORSO Reg. Sch.' (highlighted with a red box), 'AR of Non-pool ORSO Reg. Sch.', and 'Submission History'. Below the menu, there are sections for 'LIST OF POOLING AGREEMENTS' and 'LIST OF NON-POOL SCHEMES'. The 'LIST OF POOLING AGREEMENTS' section shows a table with columns for 'Pooling Agreement Name' and 'Total number of records: 3'. The 'LIST OF NON-POOL SCHEMES' section shows a table with columns for 'Scheme No.' and 'Scheme Name'.

Search a batch submission record in “Draft” or “Ready to Submit” status.

- Enter the [Batch No.] to search by [Batch No.].
- Enter the [Pooling Agreement Name] to search by [Pooling Agreement Name].
- Click ▼ to select the [Batch Upload Status] either [Draft] or [Ready to Submit] for the searching.
- Click [Search] to show the search result against the search criteria.
- Click [Reset] to reset the search criteria to default value and reset the search result to default result.

Batch Upload

The screenshot shows the 'Batch Upload' form. It includes three input fields: 'Batch No.' (a text box), 'Pooling Agreement Name' (a dropdown menu with the placeholder text 'Select Batch Upload Pooling Agreement Name'), and 'Batch Upload Status' (a dropdown menu with the placeholder text 'Select Batch Upload Status'). At the bottom right, there are three buttons: 'New', 'Search', and 'Reset'.

- Click [View/Edit] to view or edit of a particular batch in the result list.
- Click [Delete Draft] to delete the relevant draft of batch and attachments.

User Manual for eORSO Portal

Annual Documents Submission of ORSO Schemes

Batch No.	Pooling Agreement Name	Type of Document	Batch Upload Status	Last Modified By	Last Batch Modified Date and Time	View / Edit	Delete Draft
010011		Annual return of ORSO MPF exempted registered scheme	Draft		04-07-2021 17:45:04	View / Edit	Delete Draft
010010		Annual return of ORSO MPF exempted registered scheme	Draft		04-07-2021 17:38:29	View / Edit	Delete Draft
000515		Annual return of ORSO MPF exempted registered scheme	Draft		28-06-2021 19:58:59	View / Edit	Delete Draft
000514		Annual return of ORSO Non-MPF exempted registered scheme	Draft		28-06-2021 19:15:54	View / Edit	Delete Draft

After clicking the [View/Edit] of a batch in the result list, the Primary accounts or Sub-accounts can enter the relevant batch upload page for editing.

Batch Upload - Annual Return of MPF Exempted ORSO Registered Scheme Batch Submission

[Download Excel Template](#)

[Draft](#)

INFORMATION OF BATCH UPLOAD

Batch No. :	<input type="text"/>	Type of Document :	<input type="text"/>
Name of Pooling Agreement :	<input type="text"/>	<input type="text"/>	
Name of Auditor :	<input type="text"/>	Change Name of Auditor	

BATCH ANNUAL RETURN EXCEL AND ATTACHMENTS UPLOAD

[Choose file](#)

File Name	Document Type	Upload Date and Time	Exception Report	Delete
The list of record is empty				

Note1: Only the attachments of schemes which are submitted successfully will be stored in Submission History.

Note2: Please press 'Validate' to detect error(s) on files upload (see error code in the exception report, if any) and make amendment accordingly.

[Close](#) [Validate](#) [Next](#)

- Click [Change Name of Auditor] to change the name of auditor.
- Click to choose the name of auditor.
- Click [Save] to save the change.
- Click [Cancel] to cancel the change.

User Manual for eORSO Portal

Annual Documents Submission of ORSO Schemes

Batch Upload - Annual Return of MPF Exempted ORSO Registered Scheme Batch Submission

[Download Excel Template](#)

[Draft](#)

INFORMATION OF BATCH UPLOAD

Batch No. :	<input type="text"/>	Type of Document :	<input type="text"/>
Name of Pooling Agreement :	<input type="text"/>		
Name of Auditor :	<input type="text"/>	Change Name of Auditor	

BATCH ANNUAL RETURN EXCEL AND ATTACHMENTS UPLOAD

[Choose file](#)

File Name	Document Type	Upload Date and Time	Exception Report	Delete
The list of record is empty				

Note1: Only the attachments of schemes which are submitted successfully will be stored in Submission History.

Note2: Please press 'Validate' to detect error(s) on files upload (see error code in the exception report, if any) and make amendment accordingly.

[Close](#) [Validate](#) [Next](#)

Create a new batch submission of annual returns

- Click [New] to create new batch submission.

[General Information](#) > [Batch Upload](#)

Batch Upload

Batch No.:	<input type="text"/>	Pooling Agreement Name:	<input type="text"/>
Batch Upload Status:	<input type="text"/>		
New Search Reset			

Click  to select the [Pooling Agreement Name] for the creation.

Batch Upload - Create New Batch

Pooling Agreement Name :	<input type="text"/>	Type Of Document :	<input type="text"/>
Name of Auditor :	<input type="text"/>		
Close Create			

- Click  to select the [Type of Document.] for the creation.

User Manual for eORSO Portal

Annual Documents Submission of ORSO Schemes

Batch Upload - Create New Batch

Pooling Agreement Name : Type Of Document :

Name of Auditor :

Annual return of ORSO Non-MPF exempted registered scheme

Annual return of ORSO MPF exempted registered scheme

- Click  to select the [Name of Auditor] for the creation.

Batch Upload - Create New Batch

Pooling Agreement Name : Type Of Document :

Name of Auditor :

TEST

Close Create

- Click [Create] to create the batch
- Click [Close] to close the creation popup.

Batch Upload - Create New Batch

Pooling Agreement Name : Type Of Document :

Name of Auditor :

Close Create

- Click [Download Excel Template] to download an Excel template of Annual Return of Pooled MPF Exempted / non-MPF Exempted ORSO Registered Scheme Batch Submission.
(The Sub-accounts should prepare the annual returns by using this template before uploading the other PDF files.)

User Manual for eORSO Portal

Annual Documents Submission of ORSO Schemes

Batch Upload - Annual Return of MPF Exempted ORSO Registered Scheme Batch Submission

[Download Excel Template](#)

Draft

INFORMATION OF BATCH UPLOAD

Batch No. :	<input type="text"/>	
Name of Pooling Agreement :	<input type="text"/>	Type of Document : <input type="text"/>
Name of Auditor :	<input type="text"/>	Change Name of Auditor

BATCH ANNUAL RETURN EXCEL AND ATTACHMENTS UPLOAD

[Choose file](#)

File Name	Document Type	Upload Date and Time	Exception Report	Delete
The list of record is empty				

Note1: Only the attachments of schemes which are submitted successfully will be stored in Submission History.

Note2: Please press 'Validate' to detect error(s) on files upload (see error code in the exception report, if any) and make amendment accordingly.

[Close](#)

[Validate](#)

[Next](#)

- Click [Choose file] to upload the Excel files of annual returns, PDFs of financial statements, auditor's report and governing rules, if any.

File Name

Annual Return	AR_[Any name].xlsx	The single file name convention must begin with the prefix: AR_[any name] Example: AR_HSBC_20201222.xlsx
Zip of Financial Statements	FS_[Any name].zip	The zipped file name convention must begin with the prefix: FS_[any name]
Financial Statement	FS_[ORSO Registration No]_[Financial year ended (YYYYMMDD)].pdf	The single file name convention must begin with the prefix: FS_[ORSO Registration No]_[Financial year ended (YYYYMMDD)] Example: FS_R0210000_20201231.pdf
Zip of Auditor Report	AUD_[Any name].zip	The zipped file name convention must begin with the prefix: AUD_[Any name]
Auditor Report	AUD_[Any name].pdf	In order to link with the auditor's report to the annual return, please ensure to put the file name at column N (for non-MPF exempted) and column BJ (for MPF exempted) in the AR Excel Template Example: AUD_XXX_20201222.pdf

User Manual for eORSO Portal
Annual Documents Submission of ORSO Schemes

Only applicable to MPF exempted ORSO registered schemes only		
Zip of Governing Rules	GR_[any name].zip	The zipped file name convention must begin with the prefix: GR_[any name]
Governing Rules	GR_[ORSO Registration No]_[Financial year ended (YYYYMMDD)].pdf Or GR_[ORSO Registration No]_[Financial year ended (YYYYMMDD)]_[Any name].pdf	The single file name convention must begin with the prefix: GR_[ORSO Registration No]_[Financial year ended (YYYYMMDD)] or GR_[ORSO Registration No]_[Financial year ended (YYYYMMDD)]_[Any name] Example: GR_R0210000_20201231.pdf

BATCH ANNUAL RETURN EXCEL AND ATTACHMENTS UPLOAD

[Choose file](#)

File Name	Document Type	Upload Date and Time	Exception Report	Delete
GR_R0210000_20201231.zip	Annual Return	07-07-2021 15:26:07		X
GR_R0210000_20201231.pdf	Auditor Report	07-07-2021 15:26:02		X
GR_R0210000_20201231.pdf	Financial Statement	07-07-2021 15:26:01		X
GR_R0210000_20201231.pdf	Financial Statement	07-07-2021 15:26:02		X
GR_R0210000_20201231.pdf	Governing Rules	07-07-2021 15:26:22		X

Note1: Only the attachments of schemes which are submitted successfully will be stored in Submission History.
Note2: Please press 'Validate' to detect error(s) on files upload (see error code in the exception report, if any) and make amendment accordingly.

[Close](#) [Validate](#) [Next](#)

- Click [Validate] to validate the uploaded files.

BATCH ANNUAL RETURN EXCEL AND ATTACHMENTS UPLOAD

[Choose file](#)

File Name	Document Type	Upload Date and Time	Exception Report	Delete
GR_R0210000_20201231.zip	Annual Return	07-07-2021 15:26:07		X
GR_R0210000_20201231.pdf	Auditor Report	07-07-2021 15:26:02		X
GR_R0210000_20201231.pdf	Financial Statement	07-07-2021 15:26:01		X
GR_R0210000_20201231.pdf	Financial Statement	07-07-2021 15:26:02		X
GR_R0210000_20201231.pdf	Governing Rules	07-07-2021 15:26:22		X

Note1: Only the attachments of schemes which are submitted successfully will be stored in Submission History.
Note2: Please press 'Validate' to detect error(s) on files upload (see error code in the exception report, if any) and make amendment accordingly.

[Close](#) [Validate](#) [Next](#)

User Manual for eORSO Portal

Annual Documents Submission of ORSO Schemes

- Click [File name] to download the original file.
- Click [Exception Report] to download the exception report. The Sub-accounts should make the rectification on error in the exception report, then upload the file again with same file name and press “Validate”.
- Click [x] to delete the uploaded file.

BATCH ANNUAL RETURN EXCEL AND ATTACHMENTS UPLOAD

[Choose file](#)

File Name	Document Type	Upload Date and Time	Exception Report	Delete
AR_2021-2022.xlsx	Annual Return	07-07-2021 15:26:07	AR_Exception_eimefov.xlsx	X
AUD_2021-2022.pdf	Auditor Report	07-07-2021 15:26:02	AUD_Exception_eemvooe.pdf	X
FS_2021-2022_1231.pdf	Financial Statement	07-07-2021 15:26:01	FS_Exception_R0001221_20211231.pdf	X
FS_2021-2022_1231.pdf	Financial Statement	07-07-2021 15:26:02	FS_Exception_R0123456_20211231.pdf	X
GR_2021-2022_1231.pdf	Governing Rules	07-07-2021 15:26:22	GR_Exception_R1111111.pdf	X

Note1: Only the attachments of schemes which are submitted successfully will be stored in Submission History.
Note2: Please press 'Validate' to detect error(s) on files upload (see error code in the exception report, if any) and make amendment accordingly.

[Close](#) [Validate](#) [Next](#)

- If there is no “Exception Report” has been generated, the user can:
- Click [Next] to enter the Disclaimer page of the relevant scheme.
- Click [Validate] to validate the uploaded files again after rectification of error.
- Click [Close] to close the Batch Upload popup.

BATCH ANNUAL RETURN EXCEL AND ATTACHMENTS UPLOAD

[Choose file](#)

File Name	Document Type	Upload Date and Time	Exception Report	Delete
AR_2021-2022.xlsx	Annual Return	07-07-2021 15:26:07	No Exception	X
AUD_2021-2022.pdf	Auditor Report	07-07-2021 15:26:02	No Exception	X
FS_2021-2022_1231.pdf	Financial Statement	07-07-2021 15:26:01	No Exception	X
FS_2021-2022_1231.pdf	Financial Statement	07-07-2021 15:26:02	No Exception	X
GR_2021-2022_1231.pdf	Governing Rules	07-07-2021 15:26:22	No Exception	X

Note1: Only the attachments of schemes which are submitted successfully will be stored in Submission History.
Note2: Please press 'Validate' to detect error(s) on files upload (see error code in the exception report, if any) and make amendment accordingly.

[Close](#) [Validate](#) [Next](#)

User Manual for eORSO Portal

Annual Documents Submission of ORSO Schemes

After clicking [Next], please read and complete the disclaimer.

Draft

DISCLAIMER

Please tick and complete, where applicable and appropriate:

☐ The amount of corresponding total payroll adopted to calculate the percentage of this annual return is extracted from the statement submitted by the representative / relevant employer's auditor(s) to the administrator's auditor pursuant to section 20(7A) of the ORSO for the financial year in respect of the Scheme. No verification on the accuracy of this amount has been performed.

☐ The membership details given in this annual return was provided by the representative / relevant employer(s) of the Scheme. No verification on the accuracy of these details has been performed.

☐ Others, if any. Please specify detail:

CONFIRMATION OF COMPLIANCE AND DECLARATION

I hereby confirm that the trusteeship requirement under section 25 of the ORSO has been complied with in relation to the Scheme.

I hereby declare that to the best of my knowledge and belief, the information given in this annual return is correct and complete.

Name of Administrator :

Name of Administrator :

[Close](#) [Save as Draft](#) [Previous](#) [Next](#)

- Click [Close] to close the batch upload popup.
- Click [Save as Draft] to save all contents of the batch as Draft.
- Click [Previous] to save and go to previous section.
- Click [Next] to save and go to the summary page.

Draft

DISCLAIMER

Please tick and complete, where applicable and appropriate:

☐ The amount of corresponding total payroll adopted to calculate the percentage of this annual return is extracted from the statement submitted by the representative / relevant employer's auditor(s) to the administrator's auditor pursuant to section 20(7A) of the ORSO for the financial year in respect of the Scheme. No verification on the accuracy of this amount has been performed.

☐ The membership details given in this annual return was provided by the representative / relevant employer(s) of the Scheme. No verification on the accuracy of these details has been performed.

☐ Others, if any. Please specify detail:

CONFIRMATION OF COMPLIANCE AND DECLARATION

I hereby confirm that the trusteeship requirement under section 25 of the ORSO has been complied with in relation to the Scheme.

I hereby declare that to the best of my knowledge and belief, the information given in this annual return is correct and complete.

Name of Administrator :

Name of Administrator :

[Close](#) [Save as Draft](#) [Previous](#) [Next](#)

User Manual for eORSO Portal

Annual Documents Submission of ORSO Schemes

In the summary page, the Primary accounts and Sub-accounts can view (a) the no. of records which are uploaded successfully and the status of ready to submit; and (b) a list of files uploaded in the batch.

- Click [Close] to close the batch upload popup.
- Click [Previous] to save and go to previous section.
- Click [Ready to Submit] to change the batch upload status from the [Draft] to [Ready to Submit] and proceed to <Submission> page.

SUMMARY

Batch No. :

Name of Pooling Agreement : Annual return of ORSO MPF exempted registered scheme

Type of Document :

Name of Auditor : TEST

Total AR Ready for Submit (Success / Total AR) : 2/2

Total FS Ready for Submit (Success / Total FS) : 2/2

Total AUD Ready for Submit (Success / Total AUD) : 1/1

Total GR Ready for Submit (Success / Total GR) : 1/1

File Name	Document Type	Upload Date and Time	Exception Report
AR_2021_Test.pdf	Annual Return	07-07-2021 15:26:07	No Exception
AUD_Report.pdf	Auditor Report	07-07-2021 15:26:02	No Exception
FS_2021-2022_2023-2024.pdf	Financial Statement	07-07-2021 15:26:01	No Exception
FS_2021-2022_2023-2024.pdf	Financial Statement	07-07-2021 15:26:02	No Exception
GR_2021-2022_2023-2024_2025-2026.pdf	Governing Rules	07-07-2021 15:26:22	No Exception

Close

Previous

Ready to Submit

Primary accounts shall

- fill in the [Title or Position] and
- click [Submit] to submit the batch of schemes upon receive an email notification request to submit the returns; or
- click [Reject] to change the batch upload status to [Draft] and provide the reason. The status of the batch submission will be changed back to the “Draft”.

User Manual for eORSO Portal

Annual Documents Submission of ORSO Schemes

Batch Upload - Annual Return of MPF Exempted ORSO Registered Scheme Batch Submission

[Ready to Submit](#)

SUBMISSION

Batch No. :

Name of Pooling Agreement : Type of Document :

Name of Auditor :

**If there are more than one administrator, the date of last administrator press the "Submit" button will be taken as the date of submission.

**If any of the administrator (more than one administrator in the scheme) pressed the "Reject", all administrator(s) will be required to press "Submit" again once the eform is ready for submission

Name of Administrator	Name of Authorized Person	Title or Position	Date and Time of Submission
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Close](#)[Previous](#)

- Click [Close] to close the batch upload popup.
- Click [Previous] to save and go to previous section.

Batch Upload - Annual Return of MPF Exempted ORSO Registered Scheme Batch Submission

[Ready to Submit](#)

SUBMISSION

Batch No. :

Name of Pooling Agreement : Type of Document :

Name of Auditor :

**If there are more than one administrator, the date of last administrator press the "Submit" button will be taken as the date of submission.

**If any of the administrator (more than one administrator in the scheme) pressed the "Reject", all administrator(s) will be required to press "Submit" again once the eform is ready for submission

Name of Administrator	Name of Authorized Person	Title or Position	Date and Time of Submission
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Close](#)[Previous](#)

Show the submission date and time and the submission ID, if submitted successfully.

SUBMISSION RESULT

Your annual return is submitted successfully.
If you need to retrieve the file of your submitted annual return for record (save or print), please click [Submission History](#) on the top menu bar and then select the appropriate download link.

Submission on: [REDACTED]

Submission ID: [REDACTED]


5.5.2. Annual Return of Non-Pool ORSO Registered Scheme

This function is applicable to the non-pool scheme with only one ORSO administrator. Please submit the annual return, financial statement, and auditor's report via eForm for the non-pool schemes with more than one administrator.

Enter the page by clicking the menu item [AR of Non-pool ORSO Reg. Sch.] under [Batch Submission].

The screenshot displays the eORSO Portal interface. At the top, there is a header bar with 'Version 1.0.3' on the left and 'User Manual', 'Information Graphic', 'Security Tips', and 'Logout' on the right. Below the header, the 'General Information' tab is selected, and the 'AR Submission' sub-tab is active. A dropdown menu is open under 'AR Submission', showing options: 'Annual Document Information', 'eForm Submission', 'Batch Submission', 'Investment Profile Maintenance', and 'Submission History'. The 'Batch Submission' option is further expanded, showing 'AR of Pooled ORSO Reg. Sch.' and 'AR of Non-pool ORSO Reg. Sch.', with the latter highlighted in red. The main content area shows a form for 'General Information' with fields for 'Name of Administrator', 'Login ID', 'Office Phone No.', and 'Email Address'. Below this, there are sections for 'LIST OF POOLING AGREEMENTS' and 'LIST OF NON-POOL SCHEMES'. The 'LIST OF NON-POOL SCHEMES' section shows a table with columns for 'Scheme No.' and 'Scheme Name'.

Search a batch submission record in “Draft” or “Ready to Submit” status.

- Enter the [Batch No.] to search by [Batch No.].
- Click  to select the [Batch Upload Status] either [Draft] or [Ready to Submit] for the searching.
- Click [Search] to show the search result against the search criteria.
- Click [Reset] to reset the search criteria to default value and reset the search result to default result.

User Manual for eORSO Portal

Annual Documents Submission of ORSO Schemes

AR Submission > Batch Submission(Non-pool)

Batch Upload

Batch No.: Batch Upload Status:

[New](#) [Search](#) [Reset](#)

- Click [View/Edit] to view or edit of a particular batch in the result list.
- Click [Delete Draft] to delete the relevant draft of batch and attachments.

Batch No.	Type of Document	Batch Upload Status	Last Modified By	Last Batch Modified Date and Time	View / Edit	Delete Draft
	Annual return of Non-MPF exempted ORSO Reg. Scheme	Ready to Submit		04-04-2022 17:32:11	View / Edit	
	Annual return of Non-MPF exempted ORSO Reg. Scheme	Draft		31-03-2022 17:50:42	View / Edit	Delete Draft
	Annual return of Non-MPF exempted ORSO Reg. Scheme	Ready to Submit		16-03-2022 09:00:00	View / Edit	
	Annual return of Non-MPF exempted ORSO Reg. Scheme	Ready to Submit		13-03-2022 09:00:00	View / Edit	
	Annual return of Non-MPF exempted ORSO Reg. Scheme	Draft		11-03-2022 11:06:55	View / Edit	Delete Draft
	Annual return of MPF exempted ORSO Reg. Scheme	Draft		11-03-2022 09:00:00	View / Edit	Delete Draft

After clicking the [View/Edit] of a batch in the result list, the Primary accounts or Sub-accounts can enter the relevant batch upload page for editing.

Batch Upload - Annual Return of Non-MPF Exempted ORSO Registered Scheme Batch Submission

[Download Excel Template](#) [Draft](#)

INFORMATION OF BATCH UPLOAD

Batch No.:

Type of Document:

Name of Auditor: [Change Name of Auditor](#)

BATCH ANNUAL RETURN EXCEL AND ATTACHMENTS UPLOAD


[Choose file](#)

File Name	Document Type	Upload Date and Time	Exception Report	Delete
The list of record is empty				

Total number of records : 0

Note1: Only the attachments of schemes which are submitted successfully will be stored in Submission History.
Note2: Please press 'Validate' to detect error(s) on files uploaded (see error code in the exception report, if any) and make amendment accordingly.

[Close](#) [Validate](#) [Next](#)

- Click [Change Name of Auditor] to change the name of auditor.
- Click  to choose the name of auditor.
- Click [Save] to save the change.

User Manual for eORSO Portal

Annual Documents Submission of ORSO Schemes

- Click [Cancel] to cancel the change.

Batch Upload - Annual Return of Non-MPF Exempted ORSO Registered Scheme Batch Submission

[Download Excel Template](#) Draft

INFORMATION OF BATCH UPLOAD

Batch No. :

Type of Document :

Name of Auditor : Change Name of Auditor

BATCH ANNUAL RETURN EXCEL AND ATTACHMENTS UPLOAD

Choose file

File Name	Document Type	Upload Date and Time	Exception Report	Delete
The list of record is empty				

Total number of records : 0

Note1: Only the attachments of schemes which are submitted successfully will be stored in Submission History.
Note2: Please press 'Validate' to detect error(s) on files uploaded (see error code in the exception report, if any) and make amendment accordingly.

Close Validate Next

Create a new batch submission of annual returns

- Click [New] to create new batch submission.

AR Submission > Batch Submission(Non-pool)

Batch Upload

Batch No.: Batch Upload Status:

New Search Reset

- Click ▼ to select the [Type of Document.] for the creation.

Batch Upload - Create New Batch

Type Of Document :

Annual return of Non-MPF exempted ORSO Reg. Scheme
Annual return of MPF exempted ORSO Reg. Scheme

 Name of Auditor :

Close Create

- Click ▼ to select the [Name of Auditor] for the creation.

Batch Upload - Create New Batch

Type Of Document : Name of Auditor :

- Click [Create] to create the batch
- Click [Close] to close the creation popup.

User Manual for eORSO Portal

Annual Documents Submission of ORSO Schemes

Batch Upload - Create New Batch

Type Of Document : Name of Auditor :

[Close](#) [Create](#)

- Click [Download Excel Template] to download an Excel template of Annual Return of Non-pool MPF Exempted / non-MPF Exempted ORSO Registered Scheme Batch Submission.
(The Sub-accounts should prepare the annual returns by using this template before uploading the other PDF files.)

Batch Upload - Annual Return of Non-MPF Exempted ORSO Registered Scheme Batch Submission

[Download Excel Template](#) Draft

INFORMATION OF BATCH UPLOAD

Batch No. :

Type of Document :

Name of Auditor : [Change Name of Auditor](#)

BATCH ANNUAL RETURN EXCEL AND ATTACHMENTS UPLOAD

[Choose file](#)

File Name	Document Type	Upload Date and Time	Exception Report	Delete
The list of record is empty				

Total number of records : 0

Note1: Only the attachments of schemes which are submitted successfully will be stored in Submission History.
Note2: Please press 'Validate' to detect error(s) on files uploaded (see error code in the exception report, if any) and make amendment accordingly.

[Close](#) [Validate](#) [Next](#)

- Click [Choose file] to upload the Excel files of annual returns, PDFs of financial statements, auditor's report and governing rules, if any.

File Name

Annual Return	AR_[Any name].xlsx	The single file name convention must begin with the prefix: AR_[any name] Example: AR_HSBC_20201222.xlsx
Zip of Financial Statements	FS_[Any name].zip	The zipped file name convention must begin with the prefix: FS_[any name]
Financial Statement	FS_[ORSO Registration No]_[Financial year ended (YYYYMMDD)].pdf	The single file name convention must begin with the prefix: FS_[ORSO Registration No]_[Financial year ended (YYYYMMDD)] Example: FS_R0210000_20201231.pdf


User Manual for eORSO Portal
Annual Documents Submission of ORSO Schemes

Zip of Auditor Report	AUD_[Any name].zip	The zipped file name convention must begin with the prefix: AUD_[Any name]
Auditor Report	AUD_[Any name].pdf	In order to link with the auditor's report to the annual return, please ensure to put the file name at column N (for non-MPF exempted) and column BJ (for MPF exempted) in the AR Excel Template Example: AUD_XXX_20201222.pdf

Only applicable to MPF exempted ORSO registered schemes only

Zip of Governing Rules	GR_[any name].zip	The zipped file name convention must begin with the prefix: GR_[any name]
Governing Rules	GR_[ORSO Registration No]_[Financial year ended (YYYYMMDD)].pdf Or GR_[ORSO Registration No]_[Financial year ended (YYYYMMDD)]_[Any name].pdf	The single file name convention must begin with the prefix: GR_[ORSO Registration No]_[Financial year ended (YYYYMMDD)] or GR_[ORSO Registration No]_[Financial year ended (YYYYMMDD)]_[Any name] Example: GR_R0210000_20201231.pdf

BATCH ANNUAL RETURN EXCEL AND ATTACHMENTS UPLOAD

 Choose file

File Name	Document Type	Upload Date and Time	Exception Report	Delete
Annual Return	Annual Return	07-07-2021 15:26:07		✕
Auditor Report	Auditor Report	07-07-2021 15:26:02		✕
Financial Statement	Financial Statement	07-07-2021 15:26:01		✕
Financial Statement	Financial Statement	07-07-2021 15:26:02		✕
Governing Rules	Governing Rules	07-07-2021 15:26:22		✕

Note1: Only the attachments of schemes which are submitted successfully will be stored in Submission History.
Note2: Please press 'Validate' to detect error(s) on files upload (see error code in the exception report, if any) and make amendment accordingly.

Close
Validate
Next

- Click [Validate] to validate the uploaded files.

User Manual for eORSO Portal

Annual Documents Submission of ORSO Schemes

BATCH ANNUAL RETURN EXCEL AND ATTACHMENTS UPLOAD

[Choose file](#)

File Name	Document Type	Upload Date and Time	Exception Report	Delete
AR_2021-2022.xlsx	Annual Return	07-07-2021 15:26:07		X
AUD_2021-2022.pdf	Auditor Report	07-07-2021 15:26:02		X
FS_2021-2022_R0001221_20211231.pdf	Financial Statement	07-07-2021 15:26:01		X
FS_2021-2022_R0123456_20211231.pdf	Financial Statement	07-07-2021 15:26:02		X
GR_2021-2022_R1111111.pdf	Governing Rules	07-07-2021 15:26:22		X

Note1: Only the attachments of schemes which are submitted successfully will be stored in Submission History.
Note2: Please press 'Validate' to detect error(s) on files upload (see error code in the exception report, if any) and make amendment accordingly.

[Close](#) [Validate](#) [Next](#)

- Click [File name] to download the original file.
- Click [Exception Report] to download the exception report. The Sub-accounts should make the rectification on error in the exception report, then upload the file again with same file name and press “Validate”.
- Click [x] to delete the uploaded file.

BATCH ANNUAL RETURN EXCEL AND ATTACHMENTS UPLOAD

[Choose file](#)

File Name	Document Type	Upload Date and Time	Exception Report	Delete
AR_2021-2022.xlsx	Annual Return	07-07-2021 15:26:07	AR_Exception_eimefov.xlsx	X
AUD_2021-2022.pdf	Auditor Report	07-07-2021 15:26:02	AUD_Exception_gemvooe.pdf	X
FS_2021-2022_R0001221_20211231.pdf	Financial Statement	07-07-2021 15:26:01	FS_Exception_R0001221_20211231.pdf	X
FS_2021-2022_R0123456_20211231.pdf	Financial Statement	07-07-2021 15:26:02	FS_Exception_R0123456_20211231.pdf	X
GR_2021-2022_R1111111.pdf	Governing Rules	07-07-2021 15:26:22	GR_Exception_R1111111.pdf	X

Note1: Only the attachments of schemes which are submitted successfully will be stored in Submission History.
Note2: Please press 'Validate' to detect error(s) on files upload (see error code in the exception report, if any) and make amendment accordingly.

[Close](#) [Validate](#) [Next](#)

- If there is no “Exception Report” has been generated, the user can:
- Click [Next] to enter the Disclaimer page of the relevant scheme.
- Click [Validate] to validate the uploaded files again after rectification of error.
- Click [Close] to close the Batch Upload popup.

User Manual for eORSO Portal

Annual Documents Submission of ORSO Schemes

BATCH ANNUAL RETURN EXCEL AND ATTACHMENTS UPLOAD

Choose file

File Name	Document Type	Upload Date and Time	Exception Report	Delete
Annual Return	Annual Return	07-07-2021 15:26:07	No Exception	X
Auditor Report	Auditor Report	07-07-2021 15:26:02	No Exception	X
Financial Statement	Financial Statement	07-07-2021 15:26:01	No Exception	X
Financial Statement	Financial Statement	07-07-2021 15:26:02	No Exception	X
Governing Rules	Governing Rules	07-07-2021 15:26:22	No Exception	X

Note1: Only the attachments of schemes which are submitted successfully will be stored in Submission History.

Note2: Please press 'Validate' to detect error(s) on files upload (see error code in the exception report, if any) and make amendment accordingly.

Close Validate Next

After clicking [Next], please read and complete the disclaimer.

Draft

DISCLAIMER

Please tick and complete, where applicable and appropriate:

- ☐ The amount of corresponding total payroll adopted to calculate the percentage of this annual return is extracted from the statement submitted by the representative / relevant employer's auditor(s) to the administrator's auditor pursuant to section 20(7A) of the ORSO for the financial year in respect of the Scheme. No verification on the accuracy of this amount has been performed.
- ☐ The membership details given in this annual return was provided by the representative / relevant employer(s) of the Scheme. No verification on the accuracy of these details has been performed.
- ☐ Others, if any. Please specify detail:

CONFIRMATION OF COMPLIANCE AND DECLARATION

I hereby confirm that the trusteeship requirement under section 25 of the ORSO has been complied with in relation to the Scheme.

I hereby declare that to the best of my knowledge and belief, the information given in this annual return is correct and complete.

Name of Administrator :

Name of Administrator :

Close Save as Draft Previous Next

- Click [Close] to close the batch upload popup.
- Click [Save as Draft] to save all contents of the batch as Draft.
- Click [Previous] to save and go to previous section.
- Click [Next] to save and go to the summary page.

User Manual for eORSO Portal

Annual Documents Submission of ORSO Schemes

Draft

DISCLAIMER

Please tick and complete, where applicable and appropriate:

- ☐ The amount of corresponding total payroll adopted to calculate the percentage of this annual return is extracted from the statement submitted by the representative / relevant employer's auditor(s) to the administrator's auditor pursuant to section 20(7A) of the ORSO for the financial year in respect of the Scheme. No verification on the accuracy of this amount has been performed.
- ☐ The membership details given in this annual return was provided by the representative / relevant employer(s) of the Scheme. No verification on the accuracy of these details has been performed.
- ☐ Others, if any. Please specify detail:

CONFIRMATION OF COMPLIANCE AND DECLARATION

I hereby confirm that the trusteeship requirement under section 25 of the ORSO has been complied with in relation to the Scheme.

I hereby declare that to the best of my knowledge and belief, the information given in this annual return is correct and complete.

Name of Administrator :

Name of Administrator :

Close

Save as Draft

Previous

Next

In the summary page, the Primary accounts and Sub-accounts can view (a) the no. of records which are uploaded successfully and the status of ready to submit; and (b) a list of files uploaded in the batch.

- Click [Close] to close the batch upload popup.
- Click [Previous] to save and go to previous section.
- Click [Ready to Submit] to change the batch upload status from the [Draft] to [Ready to Submit] and proceed to <Submission> page.

Batch Upload - Annual Return of Non-MPF Exempted ORSO Registered Scheme Batch Submission

Draft

SUMMARY

Batch No. :

Type of Document :

Annual return of Non-MPF exempted ORSO Reg. Scheme

Name of Auditor :

Total AR Ready for Submit (Success / Total AR) :

1/1

Total FS Ready for Submit (Success / Total FS) :

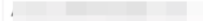

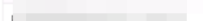
1/1

Total AUD Ready for Submit (Success / Total AUD) :

1/1

Total GR Ready for Submit (Success / Total GR) :

0/0

File Name	Document Type	Upload Date and Time	Exception Report
	Annual Return	04-04-2022 17:16:21	No Exception
	Auditor Report	04-04-2022 17:16:21	No Exception
	Financial Statement	04-04-2022 17:16:21	No Exception

Total number of records : 3

Close

Previous

Ready to Submit

User Manual for eORSO Portal

Annual Documents Submission of ORSO Schemes

Primary accounts shall

- fill in the [Title or Position] and
- click [Submit] to submit the batch of schemes upon receive an email notification request to submit the returns; or
- click [Reject] to change the batch upload status to [Draft] and provide the reason. The status of the batch submission will be changed back to the “Draft”.

Batch Upload - Annual Return of Non-MPF Exempted ORSO Registered Scheme Batch Submission

[Ready to Submit](#)

SUBMISSION

Batch No. :

Type of Document :

Name of Auditor :

**If there are more than one designated person, the date of last designated person press the "Submit" button will be taken as the date of submission.

**If any of the designated persons (more than one designated person in the scheme) pressed the "Reject", all designated person(s) will be required to press "Submit" again once the batch is ready for submission

Name of Designated Person	Name of Authorized Person	Title or Position	Date and Time of Submission
<input type="text"/>	<input type="text"/>	<input type="text"/>	<div><input type="button" value="Submit"/> <input type="button" value="Reject"/></div>

- Click [Close] to close the batch upload popup.
- Click [Previous] to save and go to previous section.

Batch Upload - Annual Return of Non-MPF Exempted ORSO Registered Scheme Batch Submission

[Ready to Submit](#)

SUBMISSION

Batch No. :

Type of Document :

Name of Auditor :

**If there are more than one designated person, the date of last designated person press the "Submit" button will be taken as the date of submission.

**If any of the designated persons (more than one designated person in the scheme) pressed the "Reject", all designated person(s) will be required to press "Submit" again once the batch is ready for submission

Name of Designated Person	Name of Authorized Person	Title or Position	Date and Time of Submission
<input type="text"/>	<input type="text"/>	<input type="text"/>	<div><input type="button" value="Submit"/> <input type="button" value="Reject"/></div>

Show the submission date and time and the submission ID, if submitted successfully.

SUBMISSION RESULT

Your annual return is submitted successfully.

If you need to retrieve the file of your submitted annual return for record (save or print), please click [Submission History](#) on the top menu bar and then select the appropriate download link.

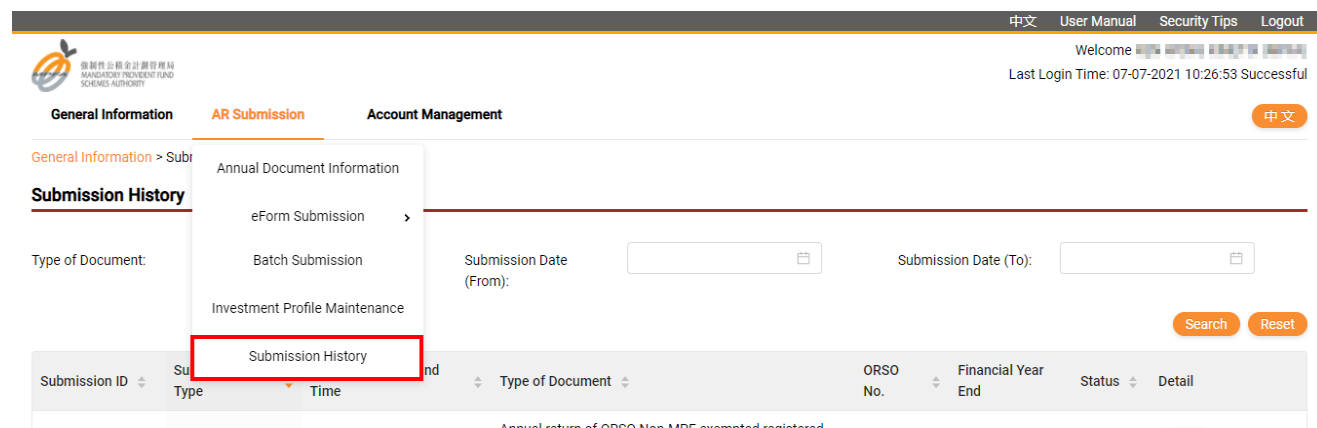
Submission on: 2021-07-07 10:26:53



Submission ID: 4567890123456789

5.6. Submission History

This function enables the Primary accounts and Sub-accounts of administrator to view the history for the submitted documents in the eORSO Portal, i.e. annual return of ORSO registered scheme, for the current year.

Enter the <Submission History> page by click the menu item [Submission History] under [AR Submission].



- Click  to select the [Type of Document] for searching.
- Click  to select the [Submission Date (From)] and [Submission Date (To)] on date range for searching.

General Information > Submission History

Submission History



- Click [Search] to show the search result against the search criteria.
- Click [Reset] to reset the search criteria to default value and reset the search result to default result.

User Manual for eORSO Portal

Annual Documents Submission of ORSO Schemes

General Information > Submission History

Submission History

Type of Document: Submission Date (From): Submission Date (To):

[Search](#) [Reset](#)

- Click < or > to go to the next or previous page of submission history.
- Click to select the number of submissions shown in the list.



Welcome KEN WONG KINETIX (MPFA)
Last Login Time: 07-07-2021 10:26:53 Successful

General Information AR Submission Account Management

中文

Submission ID	Submission Type	Submission Date and Time	Type of Document	ORSO No.	Financial Year End	Status	Detail
AR210615R03221	eForm Submission	15-06-2021 12:46:06	Annual return of ORSO Non-MPF exempted registered scheme	R032214(7)	16-04-2016	Submitted	View
AR140101R000374	eForm Submission	24-06-2021 03:50:58	Annual return of ORSO MPF exempted registered scheme	R000374(2)	01-01-2014	Submitted	View
AR200907R032200	eForm Submission	16-06-2021 07:52:04	Annual return of ORSO Non-MPF exempted registered scheme	R032200(7)	07-09-2020	Submitted	View
AR200908R032200	eForm Submission	16-06-2021 07:59:45	Annual return of ORSO Non-MPF exempted registered scheme	R032200(7)	08-09-2020	Submitted	View
AR210601R032200	eForm Submission	18-06-2021 09:44:23	Annual return of ORSO Non-MPF exempted registered scheme	R032200(7)	01-06-2021	Submitted	View
AR160430R032214	eForm Submission	17-06-2021 12:14:14	Annual return of ORSO Non-MPF exempted registered scheme	R032214(7)	30-04-2016	Submitted	View
AR140131R000374	eForm Submission	06-07-2021 09:16:04	Annual return of ORSO MPF exempted registered scheme	R000374(2)	31-01-2014	Submitted	View
BAR210618000502	Batch Submission	18-06-2021 02:26:07	Annual return of ORSO Non-MPF exempted registered scheme			Submitted	View

Total number of searches : 8

< 1 > 10 / page

- Click [View] to enter the eForm / Batch Submission History Detail Page.



Welcome KEN WONG KINETIX (MPFA)
Last Login Time: 07-07-2021 10:26:53 Successful

General Information AR Submission Account Management

中文

Submission ID	Submission Type	Submission Date and Time	Type of Document	ORSO No.	Financial Year End	Status	Detail
AR210615R03221	eForm Submission	15-06-2021 12:46:06	Annual return of ORSO Non-MPF exempted registered scheme	R032214(7)	16-04-2016	Submitted	View
AR140101R000374	eForm Submission	24-06-2021 03:50:58	Annual return of ORSO MPF exempted registered scheme	R000374(2)	01-01-2014	Submitted	View
AR200907R032200	eForm Submission	16-06-2021 07:52:04	Annual return of ORSO Non-MPF exempted registered scheme	R032200(7)	07-09-2020	Submitted	View
AR200908R032200	eForm Submission	16-06-2021 07:59:45	Annual return of ORSO Non-MPF exempted registered scheme	R032200(7)	08-09-2020	Submitted	View
AR210601R032200	eForm Submission	18-06-2021 09:44:23	Annual return of ORSO Non-MPF exempted registered scheme	R032200(7)	01-06-2021	Submitted	View
AR160430R032214	eForm Submission	17-06-2021 12:14:14	Annual return of ORSO Non-MPF exempted registered scheme	R032214(7)	30-04-2016	Submitted	View
AR140131R000374	eForm Submission	06-07-2021 09:16:04	Annual return of ORSO MPF exempted registered scheme	R000374(2)	31-01-2014	Submitted	View
BAR210618000502	Batch Submission	18-06-2021 02:26:07	Annual return of ORSO Non-MPF exempted registered scheme			Submitted	View

Total number of searches : 8

< 1 > 10 / page

User Manual for eORSO Portal

Annual Documents Submission of ORSO Schemes

- Click [Print] to print the Submission Detail.
- Click [Close] to close the Submission History popup.

Submission History Detail

Close Print

EFORM SUBMISSION OF ANNUAL RETURN OF ORSO NON-MPF EXEMPTED REGISTERED SCHEME

Submission ID: AR200908R032200 Submission Type: eForm Submission Submission Date and Time: 16-06-2021 07:59:45

Submission Status: Submitted Name of ADM/ER: ORSO Registration /Exempted no.:

Document Type: Annual return of ORSO Non-MPF exempted registered scheme

SECTION I - THE SCHEME

(1) ORSO Registration no. of the Scheme

(2) Name of the Scheme (in English): EMAIL SCHEME 01

Name of the Scheme (in Chinese):

Close Print

6. ANNUAL DOCUMENTS FOR EMPLOYER

6.1. Annual Document Information

Click the menu item [Annual Document Information] to enter the <Annual Document Information> page.

The Primary accounts and Sub-accounts can view all schemes and the eForm(s) in “Draft” or “Ready to Submit” status.

Version u0.5.2 中文 User Manual Security Tips Logout

歡迎使用香港強制公積金管理局
WELCOME TO THE MANDATORY PROVIDENT FUND
SCHEMES AUTHORITY

Welcome Chan Man (XXX)
Last Login Time: 11-08-2021 15:38:13 Successful

General Information AR Submission Account Management 中文

AR Submission > Annual Document Information

Annual Document Information

(Before Submission)

LIST OF ORSO SCHEMES

Annual Document Information

eForm Submission

Submission History

ORSO Scheme No.: Scheme Name: Form Status: Select Status


Search Reset

Scheme No.	Financial Year End	Scheme Name	Type of Document	Due Date of Submission	Form Status	Last Modified By	Last Form Modified Date and Time	View / Edit	Delete Draft
E000XXX(2)		Testing Scheme 1	Annual report of ORSO exempted scheme	16-01-2021				View / Edit	
R000111(X)		Testing Scheme 2	Written statement of ORSO registered scheme	31-01-2021				View / Edit	


User Manual for eORSO Portal

Annual Documents Submission of ORSO Schemes

Search the ORSO scheme(s) and draft eForm of written statement of ORSO registered and annual report of ORSO exempted schemes.

- Enter the [ORSO Scheme No.] to search by [ORSO Scheme No.].
- Enter the [Scheme Name] to search by [Scheme Name].
- Click  to select the [Form Status] either [Draft] or [Ready to Submit] for the searching.
- Click [Search] to show the search result against the search criteria.
- Click [Reset] to reset the search criteria to default value and reset the search result to default result.

Version u0.5.2 中文 [User Manual](#) [Security Tips](#) [Logout](#)

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

Welcome Chan Man (XXX)
Last Login Time: 06-08-2021 18:06:17 Successful


[General Information](#) [AR Submission](#) [Account Management](#) 中文

AR Submission > Annual Document Information

Annual Document Information

(Before Submission)

LIST OF ORSO SCHEMES WITH DRAFT eFORM


ORSO Scheme No.: Scheme Name: Form Status: 

[Search](#) [Reset](#)

Show all the eForms in “Draft” or “Ready to Submit” status; and the non-pool ORSO scheme(s) according to search criteria.

- Click [View/Edit] to enter the eForm of relevant ORSO scheme.
- Click [Delete Draft] to mark the relevant eForm to be Void.

Version u0.5.4 中文 [User Manual](#) [Security Tips](#) [Logout](#)

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

Welcome Chan Man (XXX)
Last Login Time: 12-08-2021 17:25:18 Successful

[General Information](#) [AR Submission](#) [Account Management](#) 中文

AR Submission > Annual Document Information

Annual Document Information

(Before Submission)

LIST OF ORSO SCHEMES WITH DRAFT eFORM

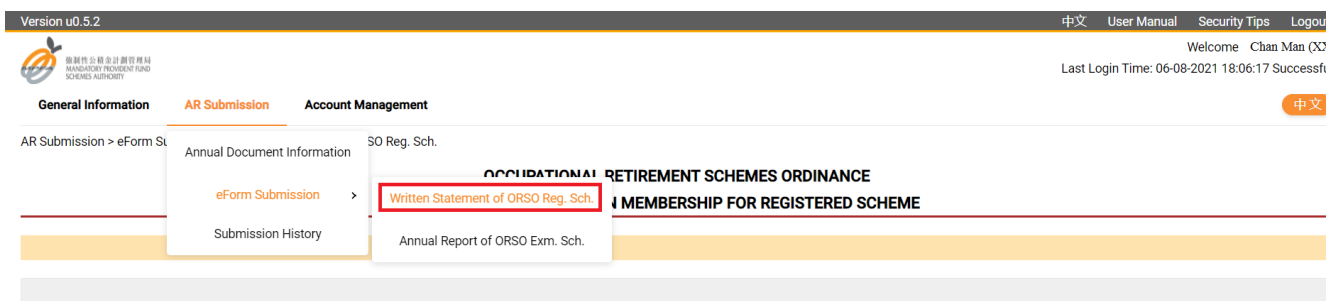
ORSO Scheme No.: Scheme Name: Form Status:

[Search](#) [Reset](#)

Scheme No.	Financial Year End	Scheme Name	Type of Document	Due Date of Submission	Form Status	Last Modified By	Last Form Modified Date and Time	View / Edit	Delete Draft
E000XXX(2)		Testing Scheme 1	Annual report of ORSO exempted scheme	16-01-2021	Draft			View / Edit	
R000111(O)	31.12.2020	Testing Scheme 2	Written statement of ORSO registered scheme	31-01-2021				View / Edit	

6.2. eForm of written statement of ORSO Registered Scheme

Enter the page of eForm by clicking menu item [Written Statement of ORSO Reg. Sch.].



- Click  to choose the [ORSO Registration No. of the Scheme].


The screenshot shows the eForm submission page. At the top, there's a header with 'Version u0.5.4' on the left and navigation links '中文', 'User Manual', 'Security Tips', and 'Logout' on the right. Below the header, there's a logo for the Mandatory Provident Fund Schemes Authority. The main navigation bar has three tabs: 'General Information', 'AR Submission' (which is active), and 'Account Management'. Under 'AR Submission', there's a dropdown menu with options: 'Annual Document Information', 'eForm Submission' (which is highlighted), and 'Submission History'. The 'eForm Submission' dropdown is further expanded, showing 'Written Statement of ORSO Reg. Sch.' (highlighted with a red box) and 'Annual Report of ORSO Exm. Sch.'. The main content area shows the title 'OCCUPATIONAL RETIREMENT SCHEMES ORDINANCE' and 'ANNUAL STATEMENT ON MEMBERSHIP FOR REGISTERED SCHEME'. Below the title, there's a form with fields for 'ORSO Registration No.', 'Name of Scheme', and 'Financial year covered (the Financial Year)'. The 'ORSO Registration No.' field is selected, and a dropdown menu shows the value 'R000111(X)'. There's a 'Change to Another Scheme' button next to the dropdown. Below the form, there's a section for confirming the submission, with two radio button options: 'Confirmed' and 'Not Confirmed'.

- Click [Change to another scheme] if the Primary accounts or Sub-accounts want to change the scheme and clear the eForm.

User Manual for eORSO Portal

Annual Documents Submission of ORSO Schemes

Version u0.5.4 中文 [User Manual](#) [Security Tips](#) [Logout](#)

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

Welcome Chan Man (XXX)
Last Login Time: 12-08-2021 17:25:18 Successful

[General Information](#) [AR Submission](#) [Account Management](#) 中文

AR Submission > eForm Submission > Written Statement of ORSO Reg. Sch.

OCCUPATIONAL RETIREMENT SCHEMES ORDINANCE ANNUAL STATEMENT ON MEMBERSHIP FOR REGISTERED SCHEME

ORSO Registration No. : [Change to Another Scheme](#)

Name of Scheme :

Financial year covered (the Financial Year) : -


(1) Pursuant to section 30(2) or 67(2)(gab) of the Occupational Retirement Schemes Ordinance (Ordinance), I/we confirm that at all times during the Financial Year

(a) the Scheme by its terms limits membership of the scheme to eligible persons as defined in section 2A of the Ordinance (see note 1 below) : ☐ Confirmed ☐ Not Confirmed

(b) all members of the Scheme are eligible persons. ☐ Confirmed ☐ Not Confirmed

- Input the financial year start and end date by selecting the calendar
- Choose [Confirmed] or [Not Confirmed] in question 1.

Version u0.5.4 中文 [User Manual](#) [Security Tips](#) [Logout](#)

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

Welcome Chan Man (XXX)
Last Login Time: 12-08-2021 17:25:18 Successful

[General Information](#) [AR Submission](#) [Account Management](#) 中文

AR Submission > eForm Submission > Written Statement of ORSO Reg. Sch.

OCCUPATIONAL RETIREMENT SCHEMES ORDINANCE ANNUAL STATEMENT ON MEMBERSHIP FOR REGISTERED SCHEME

ORSO Registration No. : [Change to Another Scheme](#)

Name of Scheme :

Financial year covered (the Financial Year) : -

(1) Pursuant to section 30(2) or 67(2)(gab) of the Occupational Retirement Schemes Ordinance (Ordinance), I/we confirm that at all times during the Financial Year

(a) the Scheme by its terms limits membership of the scheme to eligible persons as defined in section 2A of the Ordinance (see note 1 below) : ☒ Confirmed ☐ Not Confirmed

(b) all members of the Scheme are eligible persons. ☒ Confirmed ☐ Not Confirmed

- Fill in the [Title or position] for the Primary accounts
- Fill in the contact person's [Name], [Telephone no.] and [Email Address]
- Click [Save as Draft] to save all contents of the eForm as Draft
- Click [Submit] to submit the annual statement by the *Primary accounts**.

User Manual for eORSO Portal

Annual Documents Submission of ORSO Schemes

*** Only the Primary accounts can submit the written statement**

Version u0.5.4 中文 User Manual Security Tips Logout

歡迎使用強制性公積金計劃管理局
MANDATORY PROVISION FUND
SCHEMES AUTHORITY

Welcome Chan Man (XXX)
Last Login Time: 12-08-2021 17:25:18 Successful

General Information AR Submission Account Management 中文

However, if the relevant employer becomes aware of this event, please provide in writing by separate report with details of the particulars, and address to the Registrar of Occupational Retirement Schemes.

Section 42 of the Ordinance provides, where in relation to a registered scheme it appears to the Registrar that - any term of the scheme allows a person other than an eligible person to be a member of the scheme; or not all members of the scheme are eligible persons, the Registrar may issue a proposal to cancel registration of the scheme.

Name of the relevant employer / representative employer (in English) (see note 2 below):

Name of authorized person (in English):

Title or position:

*** Warning:** Every care must be taken to ensure that correct information is provided in the statement. 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.

Name of the person, telephone no. and email address for the Registrar's enquiries in connection with this statement:

Name: Telephone no.: Country code: Area code: Contact no.: Email Address:

Note 2: This statement should be made by the relevant employer or, if more than one relevant employer participates in the Scheme, the representative employer.

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Best viewed with 1280 x 960 resolution

6.2.1. SUBMISSION RESULT

- After clicked [Submit] to submit the annual statement by the *Primary accounts*.
- Show the submission date and time and the submission ID, if submission successfully.

Version u0.5.4 中文 User Manual Security Tips Logout

歡迎使用強制性公積金計劃管理局
MANDATORY PROVISION FUND
SCHEMES AUTHORITY

Welcome chan Man (XXX)
Last Login Time: 12-08-2021 17:25:18 Successful

General Information AR Submission Account Management 中文

AR Submission > eForm Submission > Written Statement of ORSO Reg. Sch. > Submission Result

OCCUPATIONAL RETIREMENT SCHEMES ORDINANCE
ANNUAL STATEMENT ON MEMBERSHIP FOR REGISTERED SCHEME

SUBMISSION RESULT

Your annual statement is submitted successfully.
If you need to retrieve the file of your submitted annual statement for record (save or print), please click [Submission History](#) on the top menu bar and then select the appropriate download link. If you need to rectify any errors or omissions in your written statement after you have submitted it, you can contact your case officer.

Submission on: 12-08-2021 18:56:34
Submission ID: WS210812R000084

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Best viewed with 1280 x 960 resolution

6.3. eForm of Annual Report of ORSO Exempted Scheme

- Enter the eForm by clicking menu item [Annual Report of ORSO Exm. Sch.].

User Manual for eORSO Portal

Annual Documents Submission of ORSO Schemes

Version u0.5.4

中文 User Manual Security Tips Logout

Welcome Chan Man (XXX)
Last Login Time: 12-08-2021 18:17:19 Successful

General Information AR Submission Account Management

General Information

Annual Document Information

General Information

EMPLOYER INFORMATION

Annual Document Information

eForm Submission

Written Statement of ORSO Reg. Sch.

Annual Report of ORSO Exm. Sch.

Submission History

Name of Employer:

Login ID: EPA2100005 Staff Name: Chan Man Office Phone No.: 12345678 Email Address: MAN@ABC.COM.HK

LIST OF ORSO SCHEMES

Scheme No.	Scheme Name
E000XXX(2)	Testing Scheme 1
R000111(0)	Testing Scheme 2

- Read it carefully and click [Close] to continue.

Version u0.5.4

中文 User Manual Security Tips Logout

Welcome Chan Man (XXX)
Last Login Time: 12-08-2021 18:17:19 Successful

General Information AR Submission Account Management

AR Submission > eForm Submission

Notes

Notes

Sections 10(1)(b) and 67(2)(ga) of the Occupational Retirement Schemes Ordinance (Ordinance) provides that the relevant employer / representative employer of an exempted occupational retirement scheme (Scheme) shall for each period of 12 months beginning on the date of the exemption certificate or on an anniversary of the date, give the Registrar of Occupational Retirement Schemes an annual return, written statement and/or documentary evidence within 1 month after the expiry of the period or a longer period the Registrar may allow. This annual report (including the annual return, written statement and documentary evidence) should be completed and provided by the relevant employer / representative employer of the Scheme and sent to the Registrar of Occupational Retirement Schemes.

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

(1) The annual report should be prepared by the relevant employer/representative employer of the Scheme.

(2) All questions must be answered.

Close

Save as Draft Next


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- Click [Notes] to open the Notes of the eForm, if the Primary accounts and Sub-accounts want to review the [Notes] again.

User Manual for eORSO Portal

Annual Documents Submission of ORSO Schemes

Version u0.5.4 中文 [User Manual](#) [Security Tips](#) [Logout](#)

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

Welcome Chan Man (XXX)
Last Login Time: 12-08-2021 18:17:19 Successful

[General Information](#) [AR Submission](#) [Account Management](#) 中文

AR Submission > eForm Submission > Annual Report of ORSO Exm. Sch.

Notes

OCCUPATIONAL RETIREMENT SCHEMES ORDINANCE (CAP 426)
ANNUAL REPORT (ANNUAL RETURN AND WRITTEN STATEMENT)
(Sections 10(1)(b) and 67(2)(ga) of the Occupational Retirement Schemes Ordinance)

eFORM (ORSO Exempted) – AR & WS

I - The Scheme II - Scheme Membership III - Contribution IV - Approval by Overseas Authority V - Scheme Particulars VI - Ongoing Requirement VII - Confirmation and Declaration Validation and Summary Subr >

SECTION I - THE SCHEME

(1) ORSO Exemption No: [Change to Another Scheme](#)

(2) Name of the Scheme (in English):

Name of the Scheme (in Chinese):

(3) Information Provided for the Period (Period): DD-MM-YYYY DD-MM-YYYY


[Save as Draft](#) [Next](#)

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Best viewed with 1280 x 960 resolution

6.3.1. Section I – THE SCHEME

- Click  to choose the [Exemption No. of the Scheme].

Version u0.5.4 中文 [User Manual](#) [Security Tips](#) [Logout](#)

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

Welcome CHAN MAN (XXX)
Last Login Time: 13-08-2021 10:44:19 Successful

[General Information](#) [AR Submission](#) [Account Management](#) 中文

AR Submission > eForm Submission > Annual Report of ORSO Exm. Sch.


Notes

OCCUPATIONAL RETIREMENT SCHEMES ORDINANCE (CAP 426)
ANNUAL REPORT (ANNUAL RETURN AND WRITTEN STATEMENT)
(Sections 10(1)(b) and 67(2)(ga) of the Occupational Retirement Schemes Ordinance)

eFORM (ORSO Exempted) – AR & WS

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SECTION I - THE SCHEME

(1) ORSO Exemption No:  [Change to Another Scheme](#)

(2) Name of the Scheme (in English):

Name of the Scheme (in Chinese):

(3) Information Provided for the Period (Period): DD-MM-YYYY DD-MM-YYYY

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- Click [Change to another scheme] if the Primary accounts or Sub-accounts want to change the scheme and clear the eForm.
- Click [Save as Draft] to save all contents of the eForm as Draft.
- Click [Next] to save and go to next section.

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SECTION I - THE SCHEME

(1) ORSO Exemption No: [Change to Another Scheme](#)


(2) Name of the Scheme (in English):

Name of the Scheme (in Chinese):


(3) Information Provided for the Period (Period): -

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- Click  to choose the [Exemption No. of the Scheme].
- Input the [Information Provided for the Period (Period)].

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SECTION I - THE SCHEME

(1) ORSO Exemption No: [Change to Another Scheme](#)

(2) Name of the Scheme (in English):

Name of the Scheme (in Chinese):

(3) Information Provided for the Period (Period): -

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6.3.2. Section II – SCHEME MEMBERSHIP

- If the ORSO exempted scheme is exempted under section 7(4)(a), fill the membership information in the **red** box.
- If the ORSO exempted scheme is exempted under section 7(4)(b) or (c), fill the membership information in the **green** box.
- Click [Previous] to save and go to previous section.
- Click [Save as Draft] to save all contents of the eForm as Draft.
- Click [Next] to save and go to next section.

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SECTION II - SCHEME MEMBERSHIP Draft

No	Membership as at the date of this annual report	Scheme exempted under section 7(4)(a) (see note 1 below)	Scheme exempted under section 7(4)(b) or (c) (see note 2 below)
(1)	The total number of scheme members	<input type="text"/>	<input type="text"/>
(2)	The number of scheme members who are Hong Kong permanent identity card holders	N/A	<input type="text"/>
(3)	Percentage of scheme members who are Hong Kong permanent identity card holders [i.e. (2) ÷ (1) x 100]	N/A	<input type="text"/>
(4)	The number of scheme members who are currently working in Hong Kong with Hong Kong identity card (including Hong Kong permanent identity card holders)	<input type="text"/>	<input type="text"/>

Note 1: The total number of scheme members of Scheme exempted under section 7(4)(a) refers to members who are employees of the relevant employer of the Scheme.

Note 2: If the number in (2) above is greater than 50, or the percentage in (3) above is greater than 10%, the exemption certificate issued under section 7(1) of the Ordinance is no longer valid in respect of the Scheme. Under such circumstances, the relevant employer is required to submit an application for ORSO exemption under s.7(4)(a)(if it is an offshore scheme) or application for registration in respect of the Scheme under section 15 of the Ordinance.

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6.3.3. Section III – CONTRIBUTION

- Choose [Yes] or [No] to confirm whether there was any contribution made to the scheme during the period.
- Click [Previous] to save and go to previous section.
- Click [Save as Draft] to save all contents of the eForm as Draft.
- Click [Next] to save and go to next section.

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(Sections 10(1)(b) and 67(2)(ga) of the Occupational Retirement Schemes Ordinance)

ORSO Exempted No.: Scheme Name:
Information Provided for the Period From: Information Provided for the Period To:

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SECTION III - CONTRIBUTION Draft

This section is to be completed only for a Scheme exempted under section 7(4)(b) or (c) of the Ordinance.

(1) Was there any contribution made to the scheme during the period (see note 3 below)? ☐ Yes ☐ No

Note 3: Contribution means contribution paid and payable to the Scheme during the period by the relevant employer or member solely, or by both the relevant employer and member.

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6.3.4. Section IV – APPROVAL BY OVERSEAS AUTHORITY

(This section is applicable to the scheme exempted under s.7(4)(a))

- Fill in the [Name of regulatory supervisory authority] in Q1(a).
- Choose [Yes] or [No] in Q1(b) to confirm whether there was any change of the regulatory supervisory authority during the period.
- If [Yes] has been selected in Q1(b)(i), please provide the [Details of change] and [Date of change].
- Choose [Yes] or [No] in Q1(c) to confirm whether the regulatory supervisory authority is performing functions that are generally analogous to the functions conferred on the Registrar by the Occupational Retirement Schemes Ordinance (Ordinance).
- Please upload the documentary evidence* to satisfy the Registrar of the validity of the relevant registration or approval by the regulatory/supervisory authority during the Period.

** The file name convention of PDF must begin with the prefix:*


DE_[ORSO Exempted No]_[Information Provided for the Period (To) (YYYYMMDD)]

- Click [Previous] to save and go to previous section.
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SECTION IV - APPROVAL BY OVERSEAS AUTHORITY Draft

This section is to be completed only for a Scheme exempted under section 7(4)(a) of the Ordinance.

(1) Particulars of the regulatory/supervisory authority by which the Scheme is registered or approved:

(a) Name of regulatory/supervisory authority (in English):

(b) Any change of (a) above during the Period: ☐ Yes ☐ No

(i) If the answer to (b) above is "Yes", please provide the details of change and effective date with supporting documents, if any.

Details of change (see note 4 below):

Date of change:


(c) Is the regulatory/supervisory authority in (a) above performing functions that are generally analogous to the functions conferred on the Registrar by the Ordinance? ☐ Yes ☐ No

(2) Please attach documentary evidence to satisfy the Registrar of the validity of the relevant registration or approval by the regulatory/supervisory authority during the Period (e.g. copy of a latest contribution statement made by the relevant employer, copy of current registration certificate or extract of relevant record of on-line register of such authority).

Note 4: For example, change of name of the regulatory/supervisory authority or change of entity due to merger/restructure.

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6.3.5. Section V – SCHEME PARTICULARS

- Choose [Open to new employees] or [Closed to new employees] in Q1(a) to confirm the scheme's membership as at the date of the annual report.
- Choose [Yes] or [No] in Q1(b) to confirm whether there is a change of membership during the Period.
- If [Yes] has been selected in Q1(b), provide the date of change.
- Click  to choose the [domicile of the Scheme] in Q2(a).
- Choose [Yes] or [No] in Q2(b) to confirm whether there is a change in domicile of the Scheme during the Period.
- If [Yes] has been selected in Q2(b), provide the date of change.
- Click [Previous] to save and go to previous section.
- Click [Save as Draft] to save all contents of the eForm as Draft.
- Click [Next] to save and go to next section.

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ORSO Exempted No.: E0000XXXX(2) Scheme Name: Testing Scheme 1

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SECTION V - SCHEME PARTICULARS Draft

(1)(a) Is the Scheme's membership open or closed to new employees as at the date of the annual report:

☐ Open to new employees
☐ Closed to new employees

(b) Whether there is a change of membership from open to closed or vice versa during the Period:

If the answer to (b) above is "Yes", please provide the date of change:

(2)(a) Please provide the domicile of the Scheme as at the date of this annual report (see note 5 below):

(b) Whether there is a change in domicile of the Scheme during the Period?:

If the answer to (b) above is "Yes", please provide the date of change:

Note 5: "Domicile" means, in relation to an occupational retirement scheme or trust, the country, territory or place by whose system of law the scheme or trust is governed.

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6.3.6. Section VI – ONGOING REQUIREMENT

- Choose [Yes] or [No] in Q1 to confirm whether there is any transfer-in of benefits received for the Scheme during the period.
- If [Yes] has been selected in Q1, provide confirm whether the relevant employer has complied with the requirement on transfer of benefit under section 78B of the Ordinance.

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SECTION VI - ONGOING REQUIREMENT Draft

(A) - CONFIRMATION ON TRANSFER OF BENEFITS

(1) Is there any transfer-in of benefits received for the Scheme during the period?:

☐ Yes ☐ No

(2) If the answer to (1) above is "Yes", has the relevant employer complied with the requirement on transfer of benefit under section 70B of the Ordinance (see note 6 below)?:

☐ Yes ☐ No(see warning #1)

Note 6: Section 70B of the Ordinance provides:

(1) The relevant employer of a registered scheme or an exempted scheme (receiving scheme) must not accept a transfer of benefits from another scheme (transferring scheme) except in the circumstances set out in subsection (2).

(2) The circumstances are that—

(a) the transferring scheme is a registered scheme or an exempted scheme, and—

(i) the transfer is made in accordance with an agreement between the relevant employer of the receiving scheme and the relevant employer of the transferring scheme; and

(ii) the benefits are payable to a member of the receiving scheme who was a member of the transferring scheme; and

(iii) the benefits are held in an account in the name of the member under the transferring scheme before the transfer, and in an account in the name of the member under the receiving scheme after the transfer; or

(b) the transferring scheme is not a registered scheme or an exempted scheme but is a provident, pension, retirement or superannuation scheme (however described) established outside Hong Kong, and—

(i) the transfer is made directly from the transferring scheme to the receiving scheme; and

(ii) the benefits are attributable solely to payments to the transferring scheme due to the previous employment of a member by the employer of that scheme, and held in an account in the sole name of the member under that scheme before the transfer;

(iii) the member referred to in subparagraph (ii) is a member of the receiving scheme; and

(iv) the benefits are held in an account in the name of the member under the receiving scheme after the transfer.

- Choose [Confirm] or [Not Confirm] in Q1(a) to confirm whether the Scheme by its terms limits membership of the scheme to eligible persons as defined in section 2A of the Ordinance.

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- Choose [Confirm] or [Not Confirm] in Q1(b) to confirm whether all members of the Scheme are eligible persons.

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(B) - WRITTEN STATEMENT BY THE EMPLOYER

(1) Pursuant to section 10(1)(b)(ii) or 67(2)(ga)(ii) of the Ordinance, please confirm whether at all times during the Period:

(a) the Scheme by its terms limits membership of the scheme to eligible persons as defined in section 2A of the Ordinance (see note 7 below);

(b) all members of the Scheme are eligible persons.

☐ Confirmed
☐ Not Confirmed(see warning #1 and warning #2 below)

☐ Confirmed
☐ Not Confirmed(see warning #1 and warning #2 below)

Note 7: Section 2A. Meaning of eligible person

(1) An eligible person, in relation to an occupational retirement scheme, is an individual who is entitled or prospectively entitled to benefits under the scheme by virtue of—

(a) the individual's employment (whether past or present) by the relevant employer of the scheme; or

(b) an agreement (transfer agreement)—

(i) made between—

(A) the relevant employer of the scheme; and

(B) the relevant employer of another occupational retirement scheme (original scheme) of which the individual was a member, whether or not the individual is a party to the agreement; and

(ii) made as a result of any company amalgamation, restructuring, joint venture, or any other business transaction of a similar nature, conducted in good faith between the two employers.

(2) However, for an individual to be an eligible person because of an entitlement by virtue of a transfer agreement, the individual must have been a member of the original scheme by virtue of being an individual described in subsection (1) or (3) in relation to the original scheme.

(3) Also, an eligible person is an individual having an interest in the estate of a deceased individual described in subsection (1).

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- Click [Save as Draft] to save all contents of the eForm as Draft.
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(a) all members of the Scheme are eligible persons.

☐ Confirmed
☐ Not Confirmed(see warning #1 and warning #2 below)

Note 7: Section 2A. Meaning of eligible person

(1) An eligible person, in relation to an occupational retirement scheme, is an individual who is entitled or prospectively entitled to benefits under the scheme by virtue of—

(a) the individual's employment (whether past or present) by the relevant employer of the scheme; or

(b) an agreement (transfer agreement)—

(i) made between—

(A) the relevant employer of the scheme; and

(B) the relevant employer of another occupational retirement scheme (original scheme) of which the individual was a member, whether or not the individual is a party to the agreement; and

(ii) made as a result of any company amalgamation, restructuring, joint venture, or any other business transaction of a similar nature, conducted in good faith between the two employers.

(2) However, for an individual to be an eligible person because of an entitlement by virtue of a transfer agreement, the individual must have been a member of the original scheme by virtue of being an individual described in subsection (1) or (3) in relation to the original scheme.

(3) Also, an eligible person is an individual having an interest in the estate of a deceased individual described in subsection (1).

#1 Warning: Section 11(1) of the Ordinance provides that the Registrar may issue a proposal to withdraw an exemption certificate where it appears to the Registrar that – the requirement of section 70B is not complied with for the scheme; any term of the scheme allows a person other than an eligible person to be a member of the scheme; or not all members of the scheme are eligible persons.

#2 Warning: Section 8A(3) of the Ordinance provides that if, without reasonable excuse, a person other than an eligible person is allowed to be a member of an exempted scheme, the relevant employer of the scheme commits an offence and is liable—

(a) on summary conviction—to a fine at level 6 and, in the case of a continuing offence, to a further fine of \$5,000 for every day during which the offence continues; or

(b) on conviction on indictment—to a fine of \$500,000 and to imprisonment for 2 years and, in the case of a continuing offence, to a further fine of \$10,000 for every day during which the offence continues.

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6.3.7. Section VI – CONFIRMATION AND DECLARATION

- Fill the [Name], [Telephone No] and [Email address] for the contact person.

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ORSO Exempted No.: E000XXX(2)

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Scheme Name: Testing Scheme 1

Information Provided for the Period To: 2000-12-31

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SECTION VII - CONFIRMATION OF COMPLIANCE AND DECLARATION Draft

(1) I/We hereby confirm that the requirements of the Ordinance have been complied with in relation to the Scheme.

(2) I/We hereby declare that to the best of my/our knowledge and belief the information given in this annual report is correct and complete.

Name of the relevant employer / representative employer: ABC Company Limited

***Warning:** Every care must be taken to ensure that correct information is provided in the annual report. 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.

Name of the person, telephone no. and email address for the Registrar's enquiries in connection with this statement:

Name: Telephone no.: Country code Area code Contact no. Email address:

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6.3.8. VALIDATION AND SUMMARY

- Check the information of each section and click [Print] to print the <Summary> page.
- Click [Previous] to save and go to previous section.
- Click [Saved as PDF] to save the summary as PDF version.
- Click [Ready to Submit] to change the form status from “Draft” to “Ready to Submit”. The eForm will then become not editable and redirect to <Submission> page.

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VALIDATION AND SUMMARY

SECTION I - THE SCHEME

(1) ORSO Exemption No:

(2) Name of the Scheme (in English):

Name of the Scheme (in Chinese):

(3) Information Provided for the Period (Period):

01-12-2000	
31-12-2000	

SECTION II - SCHEME MEMBERSHIP

No	Membership as at the date of this annual report	Scheme exempted under section 7(4)(a)	Scheme exempted under section 7(4)(b) or (c)
(1)	The total number of scheme members	(see note 1 below)	5

any term of the scheme allows a person other than an eligible person to be a member of the scheme; or not all members of the scheme are eligible persons.
#2 Warning: Section 8A(3) of the Ordinance provides that if, without reasonable excuse, a person other than an eligible person is allowed to be a member of an exempted scheme, the relevant employer of the scheme commits an offence and is liable—
(a) on summary conviction—to a fine at level 6 and, in the case of a continuing offence, to a further fine of \$5,000 for every day during which the offence continues; or
(b) on conviction on indictment—to a fine of \$500,000 and to imprisonment for 2 years and, in the case of a continuing offence, to a further fine of \$10,000 for every day during which the offence continues.

SECTION VII - CONFIRMATION OF COMPLIANCE AND DECLARATION

(1) I/We hereby confirm that the requirements of the Ordinance have been complied with in relation to the Scheme.

(2) I/We hereby declare that to the best of my/our knowledge and belief the information given in this annual report is correct and complete.

Name of the relevant employer / representative employer:

***Warning:** Every care must be taken to ensure that correct information is provided in the annual report. 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.

Name of the person, telephone no. and email address for the Registrar's enquiries in connection with this statement:

Name: Telephone no.: Email address:

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6.3.9. SUBMISSION

- Fill in the [Title or Position].
- Click [Previous] to save and go to previous section.
- Click [Return to Draft] to change the eForm from [Ready to Submit] to [Draft]

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SUBMISSION

Name of the Employer	Name of Authorized Person	Title or Position
ABC COMPANY LIMITED	CHAN MAN	

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6.3.10. SUBMISSION RESULT

Show the submission date and time and the submission ID, if submitted successfully.

SUBMISSION RESULT

Your annual return is submitted successfully.
If you need to retrieve the file of your submitted annual return for record (save or print), please click [Submission History](#) on the top menu bar and then select the appropriate download link.

Submission on: 2021-08-13 14:11:06
Submission ID: 12345678901234567890

6.4. Submission History

This function enables the Primary accounts and Sub-accounts of employers to view the history for the submitted documents in the eORSO Portal, i.e. written statement of ORSO registered scheme and annual report of ORSO exempted scheme, for the current year.

Enter the <Submission History> page by click the menu item [Submission History] under [AR Submission].

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SUBMISSION

Name of the Employer	Name of Authorized Person	Title or Position
BLUE STEEL I401 INC	CHAN MAN	

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Type of Document: Submission Date (From): Submission Date (To):

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MANDATORY PROSCIENT FUND
SCHEMES AUTHORITY

General Information **AR Submission** Account Management 中文

AR Submission > Submission History

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MANDATORY PROSCIENT FUND
SCHEMES AUTHORITY

General Information **AR Submission** Account Management 中文

AR Submission > Submission History

Submission History

Type of Document: Submission Date (From): Submission Date (To):

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Submission ID	Submission Type	Submission Date and Time	Type of Document	ORSO No.	Financial Year End	Status	Detail
WS20210816R000111X	eForm Submission	16-08-2021 08:30:40	The Written statement of ORSO reg. sch.	R000111(X)	31-12-2021	Submitted	View

Total number of records: 1

Note: If you need to rectify any errors or omissions in your written statement or annual report after you have submitted it, you can contact your case officer.

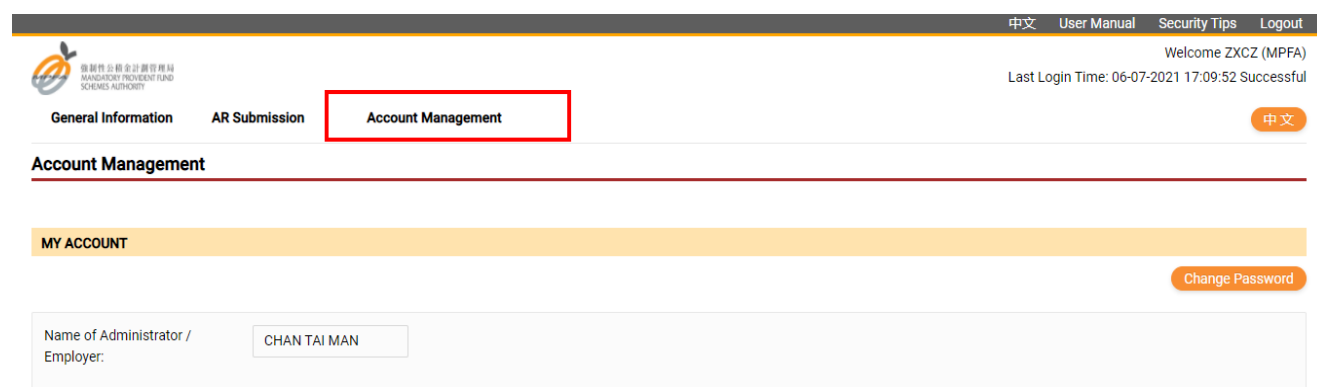
7. ACCOUNT MANAGEMENT

This function enables the Primary accounts and Sub-accounts to manage their own accounts such as change password. However, only the Primary accounts are allowed to edit, create and delete the Sub-accounts and their information.

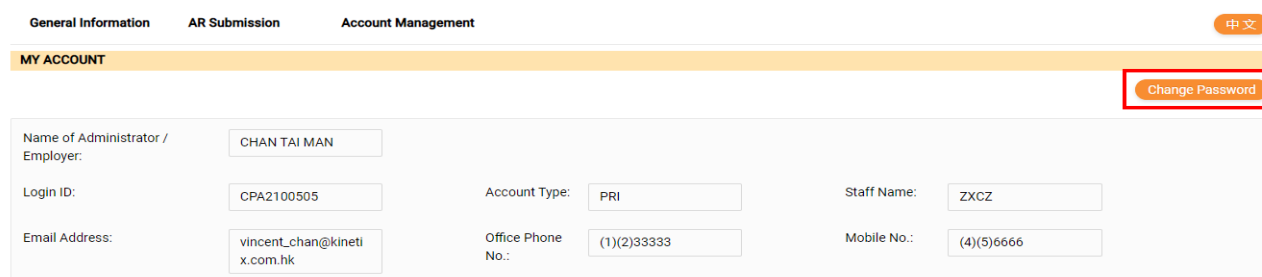
7.1. Login user of Primary Account

If the login user is a Primary account, the page will show the account information of that Primary account. This page is also available for the Primary account to assign the Sub-account to prepare the annual report.

Enter the <Account Management> page by click the menu item [Account Management].



- Click [Change Password] to enter the <Change Password> page for the Primary account to change his/her password.



Sub Account List shows the Sub-account information after the Primary account assigned the Sub-account.

- Click [Create Sub Account] to open a popup to create the Sub-account.

User Manual for eORSO Portal

Annual Documents Submission of ORSO Schemes

SUB ACCOUNT LIST

[Create Sub Account](#)

Login ID	Staff Name	Email Address	Office Phone No.	Mobile No.	Status	Creation Date and Time	
TEST	TEST	TEST@TEST.COM	TEST	TEST	Active	07-07-2021 10:39:07	Edit

Fill in the required field to create the Sub-account.

- Click [Select] to select the related “Pooling Agreements Access” and the “ORSO Schemes Access”. The selected pool agreement or schemes can be accessed by the relevant Sub-account.

Sub Account Maintenance

CREATE SUB ACCOUNT

Name of Administrator / Employer:	CHAN TAI MAN		
Login ID:		Staff Name:	
Email Address#:		Re-enter Email Address#:	
Mobile No.:	Country cod	Area code	Contact no.
Office Phone No.:	Country cod	Area code	Contact no.
Pooling Agreements Access :	Please select Select		
ORSO Schemes Access :	EXE SCH 2 × Select		

#Please note that the email address will be used for receiving a one-time token for log-in purpose

[Close](#) [Create](#)

- Click [Create] to confirm the creation of the relevant Sub-account.
- Click [Close] to close the creation popup.

Sub Account Maintenance

CREATE SUB ACCOUNT

Name of Administrator / Employer:	CHAN TAI MAN		
Login ID:		Staff Name:	
Email Address#:		Re-enter Email Address#:	
Mobile No.:	Country cod	Area code	Contact no.
Office Phone No.:	Country cod	Area code	Contact no.
Pooling Agreements Access :	Please select Select		
ORSO Schemes Access :	EXE SCH 2 × Select		

#Please note that the email address will be used for receiving a one-time token for log-in purpose

[Close](#) [Create](#)

- Click [Edit] to edit the information of Sub-account.

SUB ACCOUNT LIST

Create Sub Account

Login ID	Staff Name	Email Address	Office Phone No.	Mobile No.	Status	Creation Date and Time	
	TEST				Active	07-07-2021 10:39:07	Edit

Fill in the field that it needs to be changed.

- Click [Select] to select the related “Pooling Agreements Access” and the “ORSO Schemes Access”, if necessary.

Sub Account Maintenance

EDIT SUB ACCOUNT

Name of Administrator / Employer:	CHAN TAI MAN		
Creation Date and Time:	07-07-2021 10:39:07	Last Modified Date and Time:	07-07-2021 10:39:08
Login ID:		Staff Name:	TEST
Email Address#:			
Mobile No.:		Office Phone No.:	
Pooling Agreements Access :	Please select		Select
ORSO Schemes Access :	EXE SCH 2 x		Select

#Please note that the email address will be used for receiving a one-time token for log-in purpose

Close Resend Login ID and Password Email Save Delete

- Click [Close] to close the <Edit Sub Account> popup.
- Click [Resend Login ID and Password Email] to resend the login ID and password to the Sub-account email address. *[please note that this button will be disabled after the Sub-account has already conducted the first time login]*
- Click [Save] to save the changes.
- Click [Delete] to delete this Sub-account.

Sub Account Maintenance

EDIT SUB ACCOUNT

Name of Administrator / Employer:	CHAN TAI MAN		
Creation Date and Time:	07-07-2021 10:39:07	Last Modified Date and Time:	07-07-2021 10:39:08
Login ID:	XXXXXXXXXX	Staff Name:	TEST
Email Address#:	XXXXXXXXXX@XXXX.XXX.XXX		
Mobile No.:	XXXXXXXX	Office Phone No.:	XXXXXXXX
Pooling Agreements Access :	Please select		Select
ORSO Schemes Access :	EXE SCH 2 x		Select

#Please note that the email address will be used for receiving a one-time token for log-in purpose

Close Resend Login ID and Password Email Save Delete

7.2. Login user of Sub-account

If the login user is a Sub-account, the user can view his/her own account information in this page.

- Click [Change Password] to enter the <Change Password> page for the account to change his/her password.
- Able to view the Sub-account's information, such as name of ADM or ER, staff name, email address, Login ID, account type and office phone no.

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歡迎使用強制性公積金計劃管理局
MANDATORY PROVISION FUND
SCHEMES AUTHORITY

General Information AR Submission Account Management

Welcome CHAN MAN (XXX)
Last Login Time: 13-08-2021 16:48:32 Successful

中文

MY ACCOUNT

Change Password

Name of ADM / ER:	ABC COMPANY LIMITED				
Staff Name:	CHAN MAN	Login ID:	SUB2100058	Account Type:	Sub-account
Email Address:	MAN@ABC.ORG.HK	Office Phone No.:	123456789	Mobile No.:	
Max. Sub-account:	4				

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