

**FORM PF(MR)**

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

**MONTHLY RETURN OF  
APPROVED POOLED INVESTMENT FUND  
BEING A CAPITAL PRESERVATION FUND**

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**NOTES:**

- (1) *This Form must be completed by:*
  - (a) *the approved trustee of an authorized unit trust; or*
  - (b) *the custodian of the statutory investment fund in relation to an insurance policy.*
- (2) *The approved trustee/custodian of the Approved Pooled Investment Fund (APIF) should refer to the Guidelines on Monthly Returns of Approved Pooled Investment Funds being Capital Preservation Funds for the purpose of submitting the monthly return of the APIF.*
- (3) *All questions must be answered. If any question is not applicable, please write "N.A."*

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**FOR OFFICIAL USE ONLY**

**Reference no.:** \_\_\_\_\_ **Date of receipt:** \_\_\_\_\_

**Subject officer:** \_\_\_\_\_ **Input officer:** \_\_\_\_\_

**SECTION I - PARTICULARS**

- (1) Name of the APIF: \_\_\_\_\_
- (2) Name of the approved trustee/custodian: \_\_\_\_\_
- (3) For the month of: 

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Month Year

**SECTION II - MOVEMENT OF FUND**

- (1) Number of units issued and the amount received upon issuance during the month
- (2) Number of units redeemed and the amount paid on redemption during the month

**SECTION III - NET ASSET VALUE**

- (1) The beginning and month end figures of total net asset value
- (2) The beginning and month end figures of total number of units
- (3) The beginning and month end unit price

**SECTION IV - INVESTMENT RETURN**

- (1) Gross investment return of the APIF for the month (total amount and percentage, and the basis of calculation of the return)
  
- (2) Net investment return of the APIF for the month (total amount and percentage, and the basis of calculation of the return)

**SECTION V - SAVINGS RATE**

- (1) The savings rate used for calculating deduction of administrative expenses

**SECTION VI - ADMINISTRATIVE EXPENSES**

- (1) An itemised list of all expenses incurred during the month
  
- (2) An itemised list of various expenses (excluding administrative expenses) which have been debited from the APIF during the month
  
- (3) Administrative expenses incurred in the month which have been debited from the APIF during the month

- (4) Outstanding administrative expenses incurred in the month to be debited from the APIF in future months
  
- (5) Previous outstanding administrative expenses (by month) which have been debited from the APIF during the month (the maximum carry-over period is 12 months)

## **SECTION VII - COMPLIANCE**

- (1) Indicate whether there were any instances during the month where the APIF did not comply with the requirements under section 37 of the Mandatory Provident Fund Schemes (General) Regulation and the relevant guidelines issued by the Mandatory Provident Fund Schemes Authority; if so, state the reason for non-compliance and explain whether the breaches have been rectified.