

FORM PF(QR)-IR

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

**QUARTERLY RETURN OF APPROVED POOLED INVESTMENT FUND
BEING A SERIES OF CLASS G INSURANCE POLICIES
GUARANTEED BY AN INSURER**

NOTES:

- (1) This Form must be completed by the authorized insurer in relation to a series of insurance policies.*
- (2) The authorized insurer of the Approved Pooled Investment Fund (APIF) should refer to the Guidelines on Quarterly Returns of Approved Pooled Investment Funds for the purpose of submitting the quarterly return of the APIF.*
- (3) All questions must be answered. If any question is not applicable, please write "N.A."*
- (4) * means delete whichever is inappropriate.*

FOR OFFICIAL USE ONLY

Reference no.: _____ **Date of receipt:** _____

Subject officer: _____ **Input officer:** _____

SECTION I – PARTICULARS OF THE APIF

- (1) Name of the APIF: _____
- (2) Name of the insurer: _____

SECTION II – PARTICULARS OF THE QUARTERLY RETURN

- (1) Person accepting responsibility for the report and the underlying results _____
- (2) The capacity and qualifications of the person accepting responsibility for the completion of the report _____
- (3) The 3-month period to which this return applies _____

SECTION III – SUMMARY OF QUARTERLY RETURN

The quarterly return should provide the following information:

1. Aggregate account balances and notional/guaranteed account balances of the APIF (if applicable), or if relevant, of each class of units of the APIF. The net asset value of the APIF should also be provided if different from the account balances.
2. The asset holdings of the APIF in percentage term, by broad investment classes (e.g. equities and debt securities) and geographical exposure.
3. A movement report (reconciliation of beginning and end of period account balances, both actual and notional) showing new contributions, gross investment returns, administrative expenses (with breakdown by types, e.g. custody fees, investment management fees, guarantee fees and reserving charge), withdrawals, interest credited and other adjustments for the APIF, or if relevant, for each class of units of the APIF.
4. The reserve valuation results for the APIF (with breakdown by provision for account balance, provision for investment guarantee, provision for smoothing of investment returns and other provisions if applicable), for each class of units of the APIF. Also, indicate where the relevant provisions are accounted for in financial statements.

5. An explanation of any material changes since submission of the latest report, clearly identifying and quantifying (where applicable) the material changes. The company needs not separately quantify every change, but should highlight the relative impact or significance of each revision or modification, including that of:
 - (a) fund features;
 - (b) data;
 - (c) models, methods or software;
 - (d) assumptions;
 - (e) reliance on other parties;
 - (f) management policy, oversight or controls.
6. A description of any limitations which should be noted either in the data, methodologies or assumptions.
7. Compliance with the Guidance Note on the Reserve Provision for Class G of Long Term Business (GN7) and standards which are applicable, including, but not limited to, Guidelines on Reserving Standards for Investment Guarantees (Guidelines III.9).