

MANDATORY PROVIDENT FUND SCHEMES AUTHORITY

II.8 Guidelines on Monthly Statistical Returns of Registered Schemes

INTRODUCTION

Section 6H(1) of the Mandatory Provident Fund Schemes Ordinance (the Ordinance) provides that the Mandatory Provident Fund Schemes Authority (the Authority) may issue guidelines for the guidance of approved trustees, service providers, participating employers and their employees, self-employed persons, regulated persons and other persons concerned with the Ordinance.

2. Section 6H(3) of the Ordinance provides that a guideline may require persons (including persons belonging to a class) specified in the guideline to give to the Authority information or documents of a kind specified in the guideline. The guideline may only specify information or documents of a kind that the Authority reasonably requires for the exercise or performance of its functions.

3. Pursuant to section 19M(1) of the Ordinance and subject to section 19M(2) and (3), the approved trustee of a registered scheme must use the electronic MPF system and the scheme administration services provided by the system operator of the system that are made available to the approved trustee to perform their scheme administration functions.

4. The Authority hereby issues guidelines to specify the information required to be submitted in respect of monthly statistical returns of registered schemes. These guidelines also specify the period within which the returns

should be submitted and the means by which they are requested to be submitted to the Authority.

EFFECTIVE DATE

5. These revised Guidelines (Version 10 – May 2024) shall become effective on 3 May 2024. The previous version of these Guidelines (Version 9 – April 2023) shall be superseded on that day.

MONTHLY STATISTICAL RETURN OF REGISTERED SCHEMES

Contents of Monthly Statistical Return of Registered Schemes

6. The contents of the monthly statistical return of a registered scheme are set out in the Annex (Form SS(MR)). The information to be provided should be in respect of the end of each calendar month.

Submission of Monthly Statistical Return of Registered Schemes

7. Subject to paragraph 8 below, the approved trustee of a registered scheme is required to submit the monthly statistical return within 21 days after the end of each month and is requested to submit the return by electronic means specified by the Authority or in hard copies to:

Mandatory Provident Fund Schemes Authority
Level 12, Tower 1, The Millennity
98 How Ming Street, Kwun Tong
Hong Kong

The Authority (as the recipient) has given consent to being given the aforesaid return by the means described in this paragraph 7.

8. The approved trustee of a pre-existing scheme or a newly registered scheme is not required to submit the monthly statistical return in respect of that

scheme for a calendar month to the Authority when the trustee uses the electronic MPF system and the scheme administration services provided by the system operator of the system to perform scheme administration functions of the trustee for that scheme in accordance with section 19M of the Ordinance on the last day of the calendar month concerned.

DEFINITION OF TERMS

9. Where a term used in the Guidelines is defined in the Ordinance or the subsidiary legislation then, except where specified in the Guidelines, that term carries the meaning as defined in the Ordinance or the subsidiary legislation.

WARNING

10. It is an offence under section 43E of the Ordinance if a person, in any document given to a prescribed person¹ in connection with the Ordinance, makes a statement that the person knows to be false or misleading in a material respect, or recklessly makes a statement which is false or misleading in a material respect.

¹ Prescribed person means (a) the Authority; (b) a system operator of an electronic MPF system; (c) an approved trustee; (d) a trustee of a relevant scheme; or (e) an auditor of an approved trustee or of a registered scheme.