

## **MANDATORY PROVIDENT FUND SCHEMES AUTHORITY**

### **IV.27 Guidelines on Benefit Payment Statement**

#### **INTRODUCTION**

Section 168 of the Mandatory Provident Fund Schemes (General) Regulation (the Regulation) provides that when the approved trustee of a registered scheme pays accrued benefits to a claimant, the trustee concerned must ensure that the claimant is provided with a benefit payment statement containing the information as prescribed under that section. Section 168(f) of the Regulation provides that the Mandatory Provident Fund Schemes Authority (the Authority) may specify any other information to be contained in a benefit payment statement by means of guidelines.

2. Pursuant to section 19M(1) of the Mandatory Provident Fund Schemes Ordinance (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.

3. Section 19J of the Ordinance provides that the Authority may direct the system operator of an electronic MPF system to suspend the system or any part of it from being operated or used if the Authority reasonably considers it necessary to do so. Section 19L of the Ordinance provides certain powers to the system operator of an electronic MPF system, including the power to suspend the operation or use of the system (or any part of it) for scheduled maintenance or because of unforeseen circumstances under section 19L(1)(a) or (b) respectively.

4. Section 6H of the Ordinance provides that 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.

5. Section 47A of the Ordinance provides that the Authority may specify or approve the form and contents of documents required for the purposes of the Ordinance.

6. The Authority hereby issues guidelines to:

- (a) set out the other information to be contained in a benefit payment statement pursuant to section 168(f) of the Regulation;
- (b) set out the form and contents of the benefit payment statement pursuant to section 47A of the Ordinance; and
- (c) provide guidance as to the timing for issuing benefit payment statements.

## **EFFECTIVE DATE**

7. These revised Guidelines (Version 3 – May 2024) shall become effective on 3 May 2024. The previous version of these Guidelines (Version 2 – March 2019) shall be superseded on that day.

## **BENEFIT PAYMENT STATEMENT**

8. For the purpose of section 168(f) of the Regulation, the following information (see Annex for the template) has to be contained in a benefit payment statement:

- (a) for each constituent fund, the following details of redemption:

- (i) the redemption date;
  - (ii) the number of units redeemed in each constituent fund;
  - (iii) the redemption price of units;
  - (iv) the net amount redeemed;
  - (v) the bid spread deducted; and
- (b) a reconciliation between the redemption balance of each sub-account of the scheme member's account and the final amount paid out, showing, where applicable, the amount of benefits vested, the long service payment/severance payment refund to the employer, the long service payment/severance payment refund to the scheme member, the amount of fees and expenses relating to the payment deducted from the member's benefits, and the cash payout to the scheme member.

9. The form and contents of the benefit payment statement incorporating the information in paragraph 8 are set out in the Annex. The approved trustee is required to include the information specified in the Annex when preparing the benefit payment statement.

10. The claimant will be provided with a benefit payment statement within five specified working days (excluding a day on which the electronic MPF system (or any part of it) is suspended under section 19J or section 19L(1)(a) or (b) of the Ordinance and the suspension affects the timing for issuing of the benefit payment statement) after the date of payment of benefits.

## **DEFINITION OF TERMS**

11. 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.