



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

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**By Email**

27 September 2018

**Circular Letter: SU/CCO/2018/002**

**To: All Registered Intermediaries**

Dear Registered Intermediaries,

**Submission of MPF Intermediary Applications and  
Giving of Notices/Documents to Registered Intermediaries (RIs) via “eService”**

We write to inform you that, pursuant to sections 6KA(1) and (2) of the Mandatory Provident Fund Schemes Ordinance (the Ordinance), the Mandatory Provident Fund Schemes Authority (MPFA) has designated the “eService” as an electronic system for the purposes of submission of MPF intermediary applications by applicants and giving of notices from the MPFA to RIs under Part 4A of the Ordinance.

**Submission of MPF Intermediary Applications via “eService” (e-Application)**

Currently, the MPF intermediary applications can only be submitted through physical forms, and the applicants need to settle the application fees by paper cheques. To expedite the registration process and enhance operation quality, the MPFA will allow applicants to submit applications through the “eService” by phases.

In the initial phase, the MPFA will allow three principal intermediaries to join a pilot scheme of e-Application whereby they can submit two types of applications (namely, “Application for Registration as a Subsidiary Intermediary” and “Application for Approval of Attachment of a Subsidiary Intermediary to a Principal Intermediary”) via the “eService”. For the next phase, e-Application for these two types of applications will be extended to other interested principal intermediaries.

### **Giving of Notices/Documents from MPFA to RIs via “eService”**

Currently, the MPFA gives notices and other documents to RIs by post to their addresses. Going forward, the MPFA will give notices and other documents to RIs through the “eService” to improve communication with RIs. The transition will be launched by phases.

In the first phase, with effect from 27 September 2018, the “Notices of Approval of Attachment of Subsidiary Intermediary (Individual)” (the Notices) will be sent to all relevant RIs’ “eService” accounts and physical letters will no longer be delivered to their correspondence addresses. Separate emails will also be sent to alert relevant RIs when the Notices are posted to their “eService” accounts and they can view the Notices by logging into their “eService” accounts.

### **Way Forward**

The MPFA will review the results and feedback of the pilot scheme of e-Application in mid-2019. Before launching the e-Application to all principal intermediaries, the MPFA will provide them with all necessary information via various communication channels (e.g. circular letters, briefing sessions with system demonstration, and MPFA’s website).

In addition, the MPFA will keep in view the development and consider whether to require all the applicants to submit their applications by e-Application in future. Similarly, the MPFA will gradually add to the list of notices and documents to be delivered to RIs through “eService”, details of which will be announced by means of circular letter and included in the “eService” User Manual.

Principal intermediaries with any questions about the contents of this circular letter may contact their case officers. Subsidiary intermediaries having questions should approach their principal intermediaries to contact MPFA case officers on their behalf.

Thank you for your attention.

Yours faithfully,

A handwritten signature in black ink, appearing to read "Paul Yu". The signature is written in a cursive style with a large initial "P" and a stylized "Y".

Paul Yu  
Chief Manager  
Intermediaries Registry  
Supervision Division

- c.c. Mr Kevin Sham, Senior Manager, Banking Conduct Department, Hong Kong Monetary Authority  
Ms Emily Ho, Associate Director, Licensing, Intermediaries, Securities and Futures Commission  
Ms Shirley To, Senior Manager, Market Conduct Division, Insurance Authority