

<b>FORM OI-TC</b>
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**MANDATORY PROVIDENT FUND SCHEMES ORDINANCE (CAP. 485)**  
**("the Ordinance")**

**APPLICATION FOR APPROVAL OF APPOINTMENT OF TRUSTEE**  
**(for applicant which is a company)**

*NOTES:*

- (1) *The applicant making an application for approval for appointment of trustee should read the "Guidelines on MPF Exempted ORSO Schemes - Application for Approval of Appointment of Trustees" before submitting the application.*
- (2) *All questions must be answered. If any question is not applicable, please write "N.A."*
- (3) *Please provide any other information which may assist the Mandatory Provident Fund Schemes Authority ("the Authority") in reaching a decision on the application if necessary.*
- (4) *If boxes are provided, please tick whichever is appropriate.*
- (5) *\* means delete whichever is inappropriate.*

**FOR OFFICIAL USE ONLY**

<b>Application no.:</b> _____	<b>Date application received:</b> _____
<b>Fee receipt no.:</b> _____	<b>Subject officer:</b> _____
<b>Date of fee receipt:</b> _____	<b>Input officer:</b> _____
<b>Date of letter of acknowledgement:</b> _____	<b>Verification officer:</b> _____

**SECTION I - PARTICULARS OF THE SCHEME**

- (1) MPF Exemption No. of the Scheme: \_\_\_\_\_
- (2) Name of the Scheme (in English): \_\_\_\_\_
- (in Chinese, if any): \_\_\_\_\_

**SECTION II - PARTICULARS OF THE NEW APPOINTEE**

- (1) Name of the Company (in English): \_\_\_\_\_
- (in Chinese, if any): \_\_\_\_\_

- (2) Date of incorporation: 

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Day      Month      Year

- (3) Place of incorporation: \_\_\_\_\_

- (4) Registered office:
- |           |       |       |                  |
|-----------|-------|-------|------------------|
|           |       |       |                  |
| Flat/Room | Floor | Block | Name of building |
- |            |                |
|------------|----------------|
|            |                |
| Street no. | Name of street |
- |                                |                       |
|--------------------------------|-----------------------|
|                                |                       |
| Name of district/city/province | Area code/Postal code |
- |                    |  |
|--------------------|--|
| <i>Hong Kong*/</i> |  |
| Name of country    |  |

Telephone no.: (\_\_\_\_) \_\_\_\_\_ Fax no.: (\_\_\_\_) \_\_\_\_\_

- (5) The company is -
- (a) a registered trust company in Hong Kong (“a RTC”)
- or
- (b) a company incorporated outside Hong Kong to which section 5(1)(b) of Schedule 3 to the Mandatory Provident Fund Schemes (Exemption) Regulation (“Exemption Regulation”) applies

- (6) Proposed date of appointment: 

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- (7) Has the company ever been approved under section 7 of Schedule 3 to the Exemption Regulation with respect to another ORSO scheme?

Yes  No

If yes, please state the following information and complete section V below:

- (a) MPF Exemption  
No. of the scheme \_\_\_\_\_
- (b) Name of the scheme  
(in English): \_\_\_\_\_
- (in Chinese, if any): \_\_\_\_\_

If no, please complete sections III, IV and V below.

### SECTION III - ADDITIONAL INFORMATION FOR COMPANY INCORPORATED OUTSIDE HONG KONG

- (1) Address where the principal business is carried out in Hong Kong (if not the same as the registered office):

Flat/Room	Floor	Block	Name of building
Street no.	Name of street		
Name of district			<i>Hong Kong/Kowloon/N.T.*</i>

Telephone no.: \_\_\_\_\_ Fax no.: \_\_\_\_\_

- (2) Address where books and records are accessible in Hong Kong (if not the same as the registered office or (1) above):

Flat/Room	Floor	Block	Name of building
Street no.	Name of street		
Name of district			<i>Hong Kong/Kowloon/N.T.*</i>

Telephone no.: \_\_\_\_\_ Fax no.: \_\_\_\_\_

(3) Business Registration No., if any: \_\_\_\_\_

(4) Issued share capital (please state the currency used): \_\_\_\_\_

(5) Paid up share capital (please state the currency used): \_\_\_\_\_

(6) Name of the authority under which the company is being supervised in the company's place of incorporation: \_\_\_\_\_

(7) Address of the authority:

Flat/Room	Floor	Block	Name of building

Street no.	Name of street

Name of district/city/province	Area code/Postal code

Name of country

Telephone no.: (\_\_\_\_) \_\_\_\_\_ Fax no.: (\_\_\_\_) \_\_\_\_\_

(8) Registration number with the authority: \_\_\_\_\_

(9) Type of licence, registration, authorization or permit issued by the authority: \_\_\_\_\_

(10) Date of issue: \_\_\_\_\_

(11) Registration number under Part XI of the predecessor Ordinance (as defined in the Companies Ordinance (Cap. 622)) or Part 16 of the Companies Ordinance (Cap. 622): \_\_\_\_\_

(12) Particulars of the Hong Kong chief executive officer:

A. Surname (in English): \_\_\_\_\_

B. Forenames (in English): \_\_\_\_\_

C. Name in Chinese (if any): \_\_\_\_\_

- D. ID Card/Passport No.\*: \_\_\_\_\_
- E. Residential address: \_\_\_\_\_
- F. Telephone number and fax number: \_\_\_\_\_
- G. Is the Hong Kong chief executive officer ordinarily reside in Hong Kong? Yes/No\*
- H. Period of residence in Hong Kong (in years): \_\_\_\_\_
- I. Is the Hong Kong chief executive officer, either alone or with others, immediately responsible to the directors of the company for the conduct of the whole of the business carried on by the company in Hong Kong? Yes/No\*

(13) Are the objects set out in the company's constitutive documents restricted to some or all of the objects set out under section 81 of the Trustee Ordinance (Cap. 29)? Yes/No\*

(14) Brief description of the expertise and management resources available in Hong Kong for carrying on the business of administering ORSO schemes in Hong Kong:

\_\_\_\_\_

\_\_\_\_\_

#### SECTION IV - DOCUMENTS TO BE ATTACHED

	<b>Documents</b>	<b>Attachment No.</b>
(1)	Copy of certificate of incorporation/registration with the Companies Registry in Hong Kong in respect of the company	
(2)	(For company incorporated outside Hong Kong) Copy of certificate of incorporation/registration with overseas authority in respect of the company	
(3)	(For company incorporated outside Hong Kong) Copy of the constitutive documents showing the objects of the company	
(4)	(For company incorporated outside Hong Kong) Evidence of authorization to carry out trust business	
(5)	(For company incorporated outside Hong Kong) Audited financial statements for the last 3 years of the company or since its incorporation if it has been incorporated for less than 3 years	

**SECTION V - DECLARATION**

We declare that to the best of our knowledge and belief, the information given in this application form is correct and complete. ✦

We certify that the documents attached to this application are true and correct copies.

We undertake to notify the Authority of any matter which affects the validity of any information given in support of our application.

After the application is approved, we undertake to notify the Authority of any material changes to, or affecting the completeness or accuracy of, the information provided in this Form as soon as possible.

Name of applicant: \_\_\_\_\_  
\_\_\_\_\_

Signature and company chop  
(to be signed by two directors): \_\_\_\_\_

Name of persons signing: \_\_\_\_\_

Title or position of persons signing: \_\_\_\_\_

Date of application: \_\_\_\_\_

✦ **Warning:** Section 43E of the Ordinance makes it an offence punishable with a maximum of 1 year imprisonment for the first occasion and 2 years' imprisonment on each subsequent occasion for a person who makes a false or misleading statement in a material aspect.

Name and telephone no. of the contact person for the Authority's enquiries in connection with this application –

Name: \_\_\_\_\_

Telephone no.: \_\_\_\_\_