

**Documents required for appointment / retirement of trustee which is a company
(applicable to MPF exempted ORSO registered schemes only)**

*** Prior approval is not required for corporate trustee which is a Registered Trust Company in Hong Kong (“RTC”).**

Quick reference for appointment of trustee

When	How	What	Who	Tools	
				Form	Reference
Before appointment of trustee	Seek MPFA’s pre-approval on appointment of trustee in writing	State the details: 1. scheme name, 2. scheme number, 3. name of trustee and 4. proposed effective date	Party who has the power to appoint the trustee, which is usually the Employer	N/A	Section 7(1) of Schedule 3 to the Mandatory Provident Fund Schemes (Exemption) Regulation
	Complete Form OI-TC	Ensure all the required documents mentioned in Section IV of the Form are attached	Incoming trustee	Form OI-TC	Guidelines V.6
	Enclose cheque of application fee	Payable to “MPFA Administration Account” for each application in respect of a scheme	N/A	N/A	N/A
	For corporate trustee which is <u>not</u> comparable to RTC (i.e non-RTC), the following documents are also required to be submitted:				
	Provide the information in relation to director of trustee pursuant to section 5(2)(b) of schedule 3 to Exemption Regulation	N/A	Director of incoming trustee	N/A	Information of the director of trustee
	Make statutory declaration for appointment of director of trustee	N/A	Director of incoming trustee	N/A	Annex A to V.7
	Complete authorization form to police for security checking	N/A	Director of incoming trustee	N/A	Sample of Authorization Form

When	How	What	Who	Tools	
				Form	Reference
<u>After</u> obtained approval from MPFA: Report the change of trustee within 1 month of the change	Complete Form ORS-9	Ensure section I , II of Part 1, V and VI are completed	Representative employer (for group scheme) / Relevant employer	Form ORS-9	N/A
	Submit undertaking by designated person (Submission timeframe is within 28 days after the appointment of the designated person.)	N/A	Incoming designated person	N/A	Sample of undertaking for schemes participating in pooling agreement Sample of undertaking for schemes not participating in pooling agreement

Quick reference for retirement of trustee

When	How	What	Who	Tools	
				Form	Reference
<u>Before</u> retirement of trustee	Seek MPFA’s pre-approval on retirement of trustee in writing	State the details: 1. scheme name, 2. scheme number, 3. name of trustee and 4. proposed effective date	Party who has the power to retire the trustee, which is usually the Employer	N/A	Section 7(1) of Schedule 3 to the Mandatory Provident Fund Schemes (Exemption) Regulation
<u>After</u> obtained approval from MPFA: Report the change of trustee within 1 month of the change	Complete Form ORS-9	Ensure section I , II of Part 2, V and VI are completed	Representative employer (for group scheme) / Relevant employer	Form ORS-9	N/A
	Make application for release from undertaking by a designated person	N/A	Outgoing designated person	N/A	Sample of application for release from undertaking

Remarks: Where the domicile of a registered scheme changes, the designated person shall notify the Registrar **in writing** of the change. For reference, please refer to [Quick Reference for Change in Domicile](#).