

MANDATORY PROVIDENT FUND SCHEMES (EXEMPTION) REGULATION
(Cap 485 B)
("Exemption Regulation")

TRUSTEE'S INFORMATION

SECTION 5(1)(b) OF SCHEDULE 3 TO EXEMPTION REGULATION

(for a trustee which is not a registered trust company)

NOTES:

- (1) All questions must be answered. If any question is not applicable, please write "N.A."*
 - (2) Please provide any other information which may assist the Mandatory Provident Fund Schemes Authority ("the Authority") in satisfying that the trustee standards are complied with.*
 - (3) If boxes are provided, please tick whichever is appropriate.*
 - (4) * means delete whichever is inapplicable.*
 - (5) This form should be accompanied by a statutory declaration as a character & suitability of the directors of the trustee where section 5(2) applies (section 7(3)(e) of schedule 3 to Exemption Regulation.)*
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SECTION I - PARTICULARS OF THE SCHEME

- (1) Name of the Scheme
(in English): _____

(in Chinese, if any): _____

SECTION II - PARTICULARS OF THE 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) 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:

- (a) MPF Exemption
No. of the scheme _____
- (b) Name of the scheme
(in English): _____

(in Chinese, if any): _____

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			Hong Kong/Kowloon/N.T.*

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			Hong Kong/Kowloon/N.T.*

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 Companies Ordinance (Cap. 32):

(12) Particulars of the Hong Kong chief executive officer who is an employee of the company:

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. Does 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) Do the company have day to day business activities relating to its business in HongKong conducted wholly in Hong Kong (including the keeping of its records relating to those activities)? Yes/No*
- (14) If the answer to item (13) above is “no” and the company’s day to day business activities relating to its business in Hong Kong is conducted elsewhere, are such business activities under the supervision and control of the Hong Kong chief executive officer referred to in item (12) above together with sufficient records relating to those activities kept in Hong Kong to enable any audit required under the Occupational Retirement Schemes Ordinance (Cap. 426) to be carried out? Yes/No*
- (15) Do the company have sufficient expertise and management resources in Hong Kong to conduct its business in Hong Kong effectively? Yes/No*
- (16) 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*
- (17) Brief description of the expertise and management resources available in Hong Kong for carrying on the business of administering MPF exempted ORSO schemes in Hong Kong:
- _____
- _____

SECTION IV - DOCUMENTS TO BE ATTACHED

	Documents	Attachment No.
(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	
(6)	(For company incorporated outside Hong Kong) Statutory declaration as a character & suitability of the director(s) of trustee where section 5(2)(a) of Schedule 3 to the Exemption Regulation applies	
(7)	(For company incorporated outside Hong Kong) Information of Director of Trustee pursuant to section 5(2)(b) of Schedule 3 to the Exemption Regulation	

SECTION V - DECLARATION

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

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

We undertake to notify the Authority of any matter which affects the validity of any information given in this form.

We hereby undertake to notify the Authority of any material changes to the information provided in this form and any changes which affect the completeness or accuracy of such information as soon as possible.

Name of trustee:

Signature and company chop
(to be signed by 2 directors if the
company has 2 or more directors):

Name of authorized signatory:

Title or position of persons signing:

Date:

✦ **Warning:** Section 43E of the Mandatory Provident Fund Schemes Ordinance (Chapter 485) generally 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 form –

Name: _____ Telephone no.: _____