

**MANDATORY PROVIDENT FUND SCHEMES ORDINANCE (Cap 485)**

**TRUSTEE'S INFORMATION**  
**(for a trustee which is a company)**

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**NOTES:**

- (1) *Please read the Personal Information Collection Statement before completing this form.*
  - (2) *It is obligatory for the trustee to supply all the information, including personal data, requested in this form. If any item is not applicable, please write "N/A". Failure to provide the requested information, including personal data, may result in unsatisfying that the trustee standards.*
  - (3) *For verification purpose, please attach a copy of the Hong Kong Identity Card of the Hong Kong chief executive officer of the trustee which is a company incorporated outside Hong Kong but is not a re-domiciled company, as defined in the Companies Ordinance (Cap 622) (CO), to which section 5(1)(b) of Schedule 3 to the Mandatory Provident Fund Schemes (Exemption) Regulation (Exemption Regulation) applies (if the Hong Kong Identity Card number is provided) or copies of the relevant pages of his/her passport (if the passport number is provided). Alternatively, he/she may choose to present his/her Hong Kong Identity Card or the relevant pages of his/her passport in person at our office. Failure to provide a document for verification purpose (either by (i) attaching a copy of the Hong Kong Identity Card or copies of the relevant pages of the passport to the form; or (ii) presenting the Hong Kong Identity Card or the relevant pages of the passport in person at our office), may in unsatisfying that the trustee standards.*
  - (4) *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 if necessary.*
  - (5) *If boxes are provided, please tick whichever is appropriate.*
  - (6) *\* means delete whichever is inapplicable.*
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## SECTION I - THE SCHEME

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

## SECTION II - THE TRUSTEE

- (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) Place of domicile: \_\_\_\_\_

- (5) Registered office:
- |           |       |       |                  |
|-----------|-------|-------|------------------|
|           |       |       |                  |
| Flat/Room | Floor | Block | Name of building |
- |            |                |
|------------|----------------|
|            |                |
| Street no. | Name of street |
- |                       |                       |
|-----------------------|-----------------------|
|                       |                       |
| Name of district/city | Area code/Postal code |
- |                        |
|------------------------|
|                        |
| Name of region/country |

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

Email address: \_\_\_\_\_

(6) The company is:

(a) a registered trust company which is a company incorporated in Hong Kong or a re-domiciled company as defined in the CO ☐

or

(b) a company incorporated outside Hong Kong but is not a re-domiciled company as defined in the CO, to which section 5(1)(b) of Schedule 3 to the Exemption Regulation applies ☐

(7) Date of appointment:

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(8) 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 BUT IS NOT A RE-DOMICILED COMPANY AS DEFINED IN THE CO**

(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		
			Hong Kong/Kowloon/N.T.*
Name of district			

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

	<i>Hong Kong/Kowloon/N.T.*</i>
Name of district	

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/ domicile<sup>1</sup>: \_\_\_\_\_

- (7) Address of the authority:

Flat/Room	Floor	Block	Name of building

Street no.	Name of street

Name of district/city	Area code/Postal code

Name of region/country

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

<sup>1</sup> For a company incorporated outside Hong Kong whose place of domicile has been changed to a place other than Hong Kong, please provide the name of authority supervising the company in its place of domicile. For a company incorporated outside Hong Kong whose place of incorporation is the same as its place of domicile (i.e. without re-domiciliation in effect), please provide the name of authority supervising the company in its place of incorporation.

- (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 CO) or Part 16 of the CO: \_\_\_\_\_
- (12) Particulars of the Hong Kong chief executive officer:
- A. Surname (in English): \_\_\_\_\_
- B. Other names (in English): \_\_\_\_\_
- C. Name in Chinese (if any): \_\_\_\_\_
- D. Hong Kong Identity Card/Passport No.\*: \_\_\_\_\_
- E. Residential address: \_\_\_\_\_
- F. Telephone number, fax number and email address: \_\_\_\_\_
- G. Is the Hong Kong chief executive officer ordinarily resident 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 MPF exempted ORSO schemes in Hong Kong:
- \_\_\_\_\_
- \_\_\_\_\_

**SECTION IV - DOCUMENTS TO BE ATTACHED**

<b>Documents</b>	<b>Attachment No.</b>
(1) A copy of certificate of incorporation/ certificate of registration with the Companies Registry in Hong Kong in respect of the company	
(2) (For company which is a re-domiciled company as defined in the CO) A copy of the certificate of re-domiciliation issued by the Registrar of Companies of Hong Kong under section 820C of the CO and a document evidencing the deregistration in its place of incorporation, as required in section 820E of the CO	
(3) (For company incorporated outside Hong Kong but is not a re-domiciled company as defined in the CO) A copy of the certificate of incorporation (or its equivalent) with a non-local authority in respect of the company	
(4) (For company incorporated outside Hong Kong but is not a re-domiciled company as defined in the CO) A copy of the constitutive documents showing the objects of the company	
(5) (For company incorporated outside Hong Kong but is not a re-domiciled company as defined in the CO) Evidence of authorization to carry out trust business	
(6) (For company incorporated outside Hong Kong but is not a re-domiciled company as defined in the CO) A copy of the audited financial statements of the company for the last three years or since its incorporation if it has been incorporated for less than three years	

**SECTION V - DECLARATION**

We certify that we have read the Personal Information Collection Statement and understand our rights and obligations in relation to the supply of personal data to the Authority and the manner in which the Authority may use or deal with the data.

We declare that to the best of our knowledge and belief, the information given in this form 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 (or in support of) this form.

We undertake to notify the Authority of any material changes to, or affecting the completeness or accuracy of, the information provided in this form and any documents in relation to this form as soon as possible.

Name of trustee:

\_\_\_\_\_

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

\_\_\_\_\_

Name of authorized signatory:

\_\_\_\_\_

Title or position of persons signing:

\_\_\_\_\_

Date:

\_\_\_\_\_

✦ **Warning:** Section 43E of the Mandatory Provident Fund Schemes Ordinance makes it an offence punishable with a maximum of one year's imprisonment and a fine of \$100,000 on the first occasion and two years' imprisonment and a fine of \$200,000 on each subsequent occasion for a person who, in a document given to a prescribed person which means, the Authority, a system operator of an electronic MPF system, an approved trustee, a trustee of a relevant scheme, or an auditor of an approved trustee or of a registered scheme, in connection with that Ordinance, makes a statement that the person knows to be false or misleading in a material respect, or recklessly makes a statement which is false or misleading in a material respect.

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

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

## **MANDATORY PROVIDENT FUND SCHEMES AUTHORITY**

### **PERSONAL INFORMATION COLLECTION STATEMENT (PICS)**

This PICS is made by the Mandatory Provident Fund Schemes Authority (the Authority) in accordance with the Personal Data (Privacy) Ordinance (Cap 486) (PDPO). You are advised to read this PICS carefully as it sets out your rights and obligations in relation to your personal data (as defined in the PDPO) and the manner in which the Authority may collect, use or deal with your personal data for the purposes specified below.

#### **Purpose of Collection and Use**

1. The personal data provided in (or in support of) this form will be used and held by the Authority for one or more of the following purposes:
  - (i) exercising and performing the Authority's functions pursuant to the Mandatory Provident Fund Schemes Ordinance (Cap 485) (the Ordinance) and the Occupational Retirement Schemes Ordinance (Cap 426) (the ORSO), including but not limited to exercising and performing functions related to section 5(1)(b) of Schedule 3 and section 16 to the Mandatory Provident Fund Schemes (Exemption) Regulation (Cap 485B) for an ORSO registered scheme;
  - (ii) considering any other application(s) made under the Ordinance and the ORSO which is related to you;
  - (iii) establishing and maintaining public registers which will contain particulars including the name of employer, investment manager, designated person and scheme administrator;
  - (iv) ensuring compliance with the Ordinance and the ORSO;
  - (v) enabling or assisting the Authority and other regulatory bodies/law enforcement agencies/government departments to perform functions under the Ordinance and the ORSO or their respective regimes including without limitation monitoring, surveillance, inspection, investigation, taking supervisory and/or enforcement actions, and/or conducting any legal, disciplinary or appeal proceedings, provided that such enablement or assistance by the Authority is subject to the Ordinance or the ORSO;
  - (vi) research and statistical purposes; and
  - (vii) other purposes as permitted or required by law.
2. It is obligatory for you to supply your personal data in connection with this form. Failure to supply the requested personal data may result in unsatisfying that the trustee standards, and, in some circumstances, hindering the Authority from performing its functions.



### **Transfer of Personal Data**

3. The Authority may disclose or transfer your personal data held by the Authority to third parties including the bodies listed below for one or more of the purposes mentioned in paragraph 1 above or any directly related purposes, or in accordance with an order of a court or in accordance with a law or a requirement made under a law:

- (i) the Chief Executive;
- (ii) the Financial Secretary;
- (iii) the Secretary for Justice;
- (iv) the Insurance Authority;
- (v) the Hong Kong Monetary Authority;
- (vi) the Securities and Futures Commission;
- (vii) the Commissioner of Inland Revenue;
- (viii) the Official Receiver appointed under the Bankruptcy Ordinance (Cap 6);
- (ix) a liquidator appointed under the pre-amended Ordinance (as defined in the Companies (Winding Up and Miscellaneous Provisions) Ordinance (Cap 32)) or the Companies (Winding Up and Miscellaneous Provisions) Ordinance (Cap 32);
- (x) the Privacy Commissioner for Personal Data;
- (xi) the Ombudsman;
- (xii) the Registrar of Companies;
- (xiii) the eMPF Platform Company Limited;
- (xiv) the system operator of an electronic MPF system<sup>2</sup>;
- (xv) the Accounting and Financial Reporting Council established under the Accounting and Financial Reporting Council Ordinance (Cap 588);
- (xvi) the Hong Kong Police Force;
- (xvii) any relevant courts, panels, tribunals and committees; and
- (xviii) other law enforcement agencies, government departments, regulatory bodies, corporations, organizations or individuals in Hong Kong or in a place outside Hong Kong for the purposes of the Ordinance or the ORSO.

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<sup>2</sup> Electronic MPF system means an electronic system designated under section 19I(1) of the Ordinance.

## **Public Registers**

4. The Authority is required to establish and maintain a register of MPF exempted ORSO schemes and a register of ORSO schemes registered or exempted under the ORSO, containing specified data (including personal data), pursuant to the relevant provisions of the Ordinance and the ORSO. The Authority is required by law to make the registers available to the public for inspection. The purpose of the registers is to enable members of the public to ascertain whether or not an ORSO scheme has been exempted from MPF requirements and whether an ORSO scheme has been registered or exempted under the ORSO, and to obtain the basic information of the ORSO scheme. A member of the public may inspect the register of MPF exempted ORSO schemes free of charge. A member of the public may inspect the register of ORSO schemes registered or exempted under the ORSO, or apply for a certified copy of an entry in the register, on payment to the Authority of the respective prescribed fees.

## **Access to Personal Data**

5. You are entitled under the PDPO to ascertain whether the Authority holds any of your personal data, and to request access to and/or correction of them, in the manner and subject to the limitations as set out in the PDPO. The Authority has the right to charge a fee as permitted under the PDPO for processing any data access request, which fee shall not be excessive. All enquiries should be directed to:

Personal Data Privacy Officer  
Mandatory Provident Fund Schemes Authority  
Level 12, Tower 1, The Millennity  
98 How Ming Street, Kwun Tong  
Hong Kong

6. The Authority's Privacy Policy Statement is available on the Authority's website at <https://www.mpfa.org.hk/en/privacy-policy>.