MANDATORY PROVIDENT FUND SCHEMES AUTHORITY

IV.3 Guidelines on Election for Transfer of Accrued Benefits

INTRODUCTION

Sections 145, 146, 147, 148, 148A, 148B, 149, 149A, 149B, 150 and 150A of the Mandatory Provident Fund Schemes (General) Regulation (the Regulation) provide for the transfer of accrued benefits of scheme members under the following scenarios:

(a) from the contribution accounts of employees upon their cessation of employment;

(b) from the contribution accounts of self-employed persons at any time;

(c) from the contribution accounts of employees during their employment;

(d) from the personal accounts of any person at any time;

(e) from the tax deductible voluntary contribution (TVC) accounts of any person at any time; and

(f) from the contribution accounts of employees arranged by employer.

2. Section 2(4) of the Mandatory Provident Fund Schemes Ordinance (the Ordinance) provides that section 2(5) of the Ordinance applies if:

(a) a provision of the Ordinance requires any document or information to be provided or given (however described) in a form specified or approved by the Mandatory Provident Fund Schemes Authority (the Authority), or in any other form provided by the Ordinance; and

(b) because of Part 3B of the Ordinance, the document or information is to be provided or given (however described) by means of an electronic MPF system.

3. Section 2(5) of the Ordinance provides that the requirement referred to in section 2(4)(a) of the Ordinance is complied with if the document or information is provided or given (however described) in the form specified by the system operator of the electronic MPF system for the purposes of Part 3B of the Ordinance.

4. Subject to section 2(4) and (5) of the Ordinance, section 151 of the Regulation provides that an election for transfer of accrued benefits must be in a form specified or approved by the Authority.

5. Sections 145 and 146 of the Regulation provide that on cessation of employment of an employee, the former employer must notify the approved trustee concerning the employee's cessation of employment and the date on which the employment ceased. To comply with this requirement, the former employer can give a written notice or include such information in the remittance statement lodged with the approved trustee. In cases where the former employer fails to comply with this requirement and the approved trustee concerned is satisfied that the former employer cannot be located or refuses to notify the approved trustee about the cessation of employment of its employee and the date on which the employment ceased, the approved trustee may accept a written notice given by the employee concerned as evidence of the employee's cessation of employment and the date of cessation. The notice given by the employee must be given by way of a statutory declaration in a form approved by the Authority as provided in sections 145(7C) and 146(9C) respectively of the Regulation.

6. Section 6H of the Ordinance provides that the Authority may issue guidelines for the guidance of approved trustees, service providers, participating employers and their employees, self-employed persons, regulated persons and

other persons concerned with the Ordinance.

7. Section 47A of the Ordinance provides that the Authority may specify or approve the form and contents of documents required for the purposes of the Ordinance.

8. Pursuant to section 19M(1) of the Ordinance and subject to section 19M(2) and (3), the approved trustee of a registered scheme must use the electronic MPF system and the scheme administration services provided by the system operator of the system (system operator) that are made available to the approved trustee to perform their scheme administration functions. All MPF administration instructions should be sent to the system operator for processing.

9. The Authority hereby issues guidelines to:

(a) set out the election forms approved by the Authority to be used by a scheme member (in Annexes A, B, C and F) and a participating employer (in Annex D) (collectively "the Election Forms") respectively for making an election to transfer accrued benefits pursuant to sections 145, 146, 147, 148, 148A, 148B, 149, 149A, 149B, 150 and 150A of the Regulation; and

(b) set out the form of notice approved by the Authority pursuant to sections 145(7C) and 146(9C) respectively of the Regulation to be given by an employee as evidence of the employee's cessation of employment and the date of cessation (in Annex E) in cases where the former employer cannot be located or refuses to notify the approved trustee about the cessation of employment of the employee and the date on which the employment ceased.

EFFECTIVE DATE

10. These revised Guidelines (Version 10.1 – July 2026) shall become effective on 27 July 2026. The previous version of these Guidelines (Version 10 – April 2026) shall be superseded on that day.

ELECTION FORMS FOR TRANSFER OF ACCRUED BENEFITS

Election by Scheme Members

11. A scheme member may make an election to transfer the accrued benefits in an account to another account of the same registered scheme or to another registered scheme. The possible transfer scenarios and the relevant Election Forms are set out below:

Provisions in the Regulation	Transfer Scenarios	Relevant Transfer Election Form
Sections 145, 146, 147	From the contribution account of an employee scheme member upon his/her cessation of employment	MPF(S) – P(M) in Annex A
Section 148	From the contribution account of a self-employed person at any time	MPF(S) – P(M) in Annex A
Sections 148A, 148B	From the contribution account of an employee scheme member during his/her employment	MPF(S) – P(P) in Annex B
Section 149	(a) From the personal account of a scheme member at any time (b) From more than one personal accounts to a single account and the scheme member wishes to complete one single form for the election	MPF(S) – P(M) in Annex A MPF(S) – P(C) in Annex C
Sections 149A, 149B	From the TVC account of a scheme member to another TVC account at any time	MPF(S) – P(T) in Annex F

Special Arrangement for Transfers under Sections 145 and 146 of the Regulation

12. For transfer of accrued benefits upon cessation of employment, in case the transferor trustee is satisfied that the former employer of the scheme member cannot be located, or the former employer refuses to give written notice or include the information in the remittance statement to the approved trustee about the cessation of employment of the scheme member and the date on which the employment ceased, the approved trustee may accept a "Statutory Declaration on Cessation of Employment" (Form MPF(S) – C(SD)) (the Declaration Notice) (in Annex E) given by the scheme member as evidence of the employee's cessation of employment and the date of cessation so that the transfer election shall be effected accordingly.

13. A scheme member who wishes to make a statutory declaration for transfer of accrued benefits on cessation of employment shall complete the Declaration Notice and make a statutory declaration. The statutory declaration must be a valid statutory declaration in the place where the declaration is made (e.g. in Hong Kong, the statutory declaration should be made before and signed by a Commissioner for Oaths at a Public Enquiry Service Centre of the Home Affairs Department or a Notary Public or a Justice of the Peace). A statutory declaration made in a place other than Hong Kong is also acceptable provided that it is made before and signed by a Notary Public or a person authorized under the law of that place to administer an oath or take a statutory declaration.

Special Arrangement for Transfers under Sections 148A and 148B of the Regulation

14. A "Guide to Transfer of MPF Accrued Benefits (Benefits) under Employee Choice Arrangement (ECA)" (the Guide) (in Annex B) is prepared to facilitate scheme members to understand their right under sections 148A and 148B of the Regulation. Upon giving the "Employee Choice Arrangement

(ECA) – Transfer Election Form" (Form MPF(S) – P(P)) (in Annex B) to scheme members, the approved trustees and the system operator should provide the Guide together with the Form.

Special Arrangement for Transfers from One or More than One Personal Accounts to an Account under Section 149 of the Regulation

15. If a scheme member wishes to transfer the accrued benefits from one or more than one personal accounts to a single account in a registered scheme by means of a single election form, he/she may submit a single "Scheme Member's Request for Account Consolidation Form" (Form MPF(S) – P(C)) (in Annex C) to the transferee trustee. Otherwise, the member has to submit a "Scheme Member's Request for Fund Transfer Form" (Form MPF(S) – P(M)) (in Annex A) to the transferee trustee for each personal account from which benefits are to be transferred.

Election by Employers

16. When making an election to transfer the accrued benefits in respect of its employees in a registered scheme to another registered scheme pursuant to section 150 or 150A of the Regulation, the employer must submit to the transferee trustee an "Employer's Request for Fund Transfer Form" (Form MPF(S) – P(E)) (in Annex D).

AVAILABILITY OF THE FORMS

17. The Election Forms and the Declaration Notice can be downloaded from the system operator's website at www.empf.org.hk. Hard copies of the forms and notice are also available at the Authority and the eMPF Service Centres.

DEFINITION OF TERMS

18. Where a term used in the Guidelines is defined in the Ordinance or

the subsidiary legislation then, except where specified in the Guidelines, that term carries the meaning as defined in the Ordinance or the subsidiary legislation.

WARNING

19. It is an offence under section 43E of the Ordinance if a person, in any document given to a prescribed person[1] in connection with the 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.

[1] Prescribed person means (a) the Authority; (b) a system operator of an electronic MPF system; (c) an approved trustee; (d) a trustee of a relevant scheme; or (e) an auditor of an approved trustee or of a registered scheme.