



強制性公積金計劃管理局
MANDATORY PROVIDENT FUND
SCHEMES AUTHORITY

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21 December 2012

Circular Letter: SU/CCI/2012/009

To: All Principal Intermediaries

By Email

Dear Responsible Officer,

Implementation of the New MPF Intermediaries' Regulatory Regime

This circular letter is the ninth in the current series which is concerned with implementation of the Mandatory Provident Fund Schemes (Amendment) Ordinance 2012 (Ordinance).

Transitional Arrangements for all Subsidiary Intermediaries

All intermediaries who were regarded as registered subsidiary intermediaries on 1 November 2012 and who wish to conduct MPF sales and marketing activities after the transitional period ends on 31 October 2014 are required to complete certain application procedures with the Authority, prior to the expiry of the transitional period.

Subsidiary intermediaries who are appointed long term insurance agency companies, have already received Form INT-3 which was attached to our letter dated 1 November 2012. Since Form INT-3 has to be completed by both the applicant (the insurance agency company) and the principal intermediary, you should encourage the insurance agency companies attached to your company to submit the completed form to the Authority by **1 March 2013**.

For subsidiary intermediaries who are individuals, we would like to solicit your assistance to collect the completed Form INT-2 from individual

subsidiary intermediaries attached to your company well in advance of the end of the transitional period. This will ensure a smoother flow of work in both your organization and the Authority. As such, you are now invited to submit the Forms to the Authority **by (the deadline specified in this circular letter to your company)**. In addition, the Authority also requests principal intermediaries to complete the attached Excel spreadsheet. Please return your completed excel file with password protection to int_si_proforma@mpfa.org.hk **on or before (the deadline specified in this circular letter to your company)**. For those principal intermediaries with a large number of subsidiary intermediaries, submission in batches is encouraged.

Please read the Handbook for Intermediary Registration (which can be found on the Authority's website) and the Notes on the forms before completing the documentation. Please also note that the Authority may return an application if insufficient information is provided to process the application. For this one-off exercise, intermediaries are **NOT** required to attach their Hong Kong identity card copy nor copies of the business registration certificate / certificate of incorporation / certificate of registration as a subsidiary intermediary being an insurance agency company, as supporting documents to Forms INT-2 and INT-3 respectively.

Special Arrangement for Application for Attachment of an Existing Subsidiary Intermediary to a Principal Intermediary

If you subsequently apply to attach an existing subsidiary intermediary (who is an individual) to your company using Form INT-5, please check whether the subsidiary intermediary has already submitted Form INT-2 to the Authority. If not, please ensure that the subsidiary intermediary does so as soon as possible and certainly before 31 October 2014.

As mentioned in our circular letter dated 29 November 2012, the Authority will make greater use of electronic channels in future communications with intermediaries. Please encourage your subsidiary intermediaries to provide their personal email addresses to the Authority to facilitate this development.

Furthermore, since the overwhelming majority of subsidiary intermediaries have not provided their contact details to the Authority, we will as an interim measure, send future communications addressed to them, care of your company.

Should you have any questions about the contents of this letter or those previously issued, please do not hesitate to contact your case officer.

Thank you for your attention.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Robin Gill', with a small horizontal line underneath the 'i'.

(Robin Gill)
Head (Intermediaries)

Encl.

c.c. Hong Kong Monetary Authority – Mr Kevin Sham
Securities and Futures Commission – Mr Sam Tung
Office of the Commissioner of Insurance – Ms Shirley To