



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

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9 December 2013

Circular Letter: SU/CCI/2013/008

To: All Principal Intermediaries

By Email

Dear Responsible Officer,

**Annual Returns to be submitted by MPF Intermediaries
for the period 1 January to 31 December 2013**

Pursuant to s.34ZO(1) of the Mandatory Provident Fund Schemes Ordinance (MPFSO), a registered intermediary (which means a principal intermediary or a subsidiary intermediary) must deliver to the MPFA for every reporting period, a return in the specified form. For the purpose of s.34ZO(1) of the MPFSO, a registered intermediary includes a principal or subsidiary intermediary whose registration is suspended under Part IVA of the MPFSO, the return for a reporting period must be delivered within 1 month after the last day of the reporting period. The due date for submission of the annual return for the 2013 is **31 January 2014**.

According to MPFA's Guidelines VI.3 (Version 2 – December 2013), the specified form to be submitted by principal intermediaries relates to its business statistics while the specified form to be submitted by subsidiary intermediaries who are individuals relates to CPD. However, subsidiary intermediaries who are appointed long term insurance agencies are not required to submit the annual return. Please note that those registered on or before 1 January 2013 are required by law to submit the 2013 annual return. For details, please see s.34ZO(2) of the MPFSO.

Please note that if registered intermediaries (who are required to do so by law) fail to submit the annual return to the Authority by the above deadline, the Authority may suspend or revoke their registration as a registered intermediary according to s.34ZO(3) and (5) of the MPFSO.

The MPFA has developed an electronic system known as the eService. The eService is a platform for registered intermediaries to use their user identity assigned by the MPFA and their passwords to submit their annual returns through the MPFA's website. Starting from 23 December 2013 (for SIs) / 1 January 2014 (for PIs), registered intermediaries may submit the annual return by eService (clicking "Industry Practitioner", then "Intermediary", and then the login area, on the Authority's website www.mpfa.org.hk). Briefing sessions were conducted in early December and the presentation materials will be sent to all principal intermediaries shortly. There is also an online demonstration showing registered intermediaries how to use the eService.


Guidelines VI.3 has also been revised to set out two new electronic forms and publish information about the designation of the eService as an electronic system for the purposes of section 34ZO(1) of the Ordinance. Copies of the revised Guidelines VI.3 (Version 2 – December 2013) may be downloaded from the Authority's website at www.mpfa.org.hk. Please click the "Legislation & Regulations" button followed by "MPF Guidelines" to access these documents. The revised hard copy of the Annual Return Form can be downloaded from the Authority's website at www.mpfa.org.hk. Please click "Intermediary" under "Industry Practitioner" and then "Forms" under "useful Tools" to access the hard copy. Please ensure that these Guidelines are circulated to all subsidiary intermediaries attached to your corporation and that you put in place controls to ensure compliance with the MPFSO.

For the SI annual return, please note that the submission arrangement under the new statutory regime is different from the previous administrative arrangement in which principal intermediaries reported CPD non-compliance cases only.

To promote data accuracy and reduce processing time, both principal and subsidiary intermediaries are strongly encouraged to use the eService to submit their annual returns. Should your company have any questions related to the use of the eService, please contact Mr Choi Si King at 2292 1508 (for PI Annual Return) or Ms Silvia Lam at 2292 1232 / Ms Thelma Wong at 2292 1339 (for SI Annual Return) or Mr Sean Yau at 2292 1074 (for Password reset), or your case officer for assistance.

Thank you for your attention.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'R. Gill', with a horizontal line underneath the name.

(Robin Gill)
Head (Intermediaries)

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