



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

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By Email

22 February 2016

Circular Letter: SU/CCI/2016/001

To: All Principal Intermediaries

Dear Responsible Officers,

Revised MPF Guidelines and Forms for Registered Intermediaries

The Mandatory Provident Fund Schemes Authority (“MPFA”) has approved revisions to two sets of MPF Guidelines mainly relating to the change of address information of the MPFA. The revised Guidelines become effective on 22 February 2016.

Revised Guidelines

Two sets of revised Guidelines are listed as follows:

1. Guidelines on MPF Intermediary Registration and Notification of Changes (Guidelines VI.1)
2. Guidelines on Annual Returns to be Delivered by Registered Intermediaries (Guidelines VI.3)

Amendments to Guidelines

The MPFA Head Office in the International Commerce Centre and the office in Nexxus Building, Central are relocated to the new office in Tower 1, Kowloon Commerce Centre, Kwai Chung in February 2016. To reflect the new address of the MPFA, two sets of MPF Guidelines bearing the address of the Head Office and the Central Office have been revised accordingly. Moreover, two other types of housekeeping amendments as set out below have been made to the two sets of Guidelines (where applicable) for achieving consistency with the recently issued MPF Guidelines:

- (a) reflect the latest version of the paragraph on “Definition of Terms”; and
- (b) delete the wording “簡稱” which precedes abbreviated terms (applies to the Chinese version of the Guidelines only).

Copies of the revised Guidelines may be downloaded from the MPFA’s website at www.mpfa.org.hk. Please click the “Legislation & Regulations” Button followed by “Guidelines” to access these documents. Copies of the revised Forms can be downloaded from the MPFA’s website at www.mpfa.org.hk. Please click “Intermediary” under “Industry Practitioner” and then “Forms” under “useful Tools”. Please ensure that you and your subsidiary intermediaries use the revised version of the Forms.

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

Thank you for your attention.

Yours sincerely,



Susanna Lee
Senior Manager
Intermediaries Registry
Supervision Division

c.c. Hong Kong Monetary Authority - Mr Kevin Sham
Securities and Futures Commission - Ms Emily Ho
Office of the Commissioner of Insurance - Ms Shirley To