



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

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2 May 2003

Circular Letter: SU/CTR/2003/004

To: MPF / ORSO Trustees/Administrators

**Loan Guarantee Scheme for
Severe Acute Respiratory Syndrome Impacted Industries
("the Scheme")**

As you are aware, the Government has announced the Scheme to assist those industries most affected by Severe Acute Respiratory Syndrome. The loans granted under the Scheme shall be used solely for the purpose of financing the payment of the monthly wages due and payable to the employees of the applicant (in this case, the employer).

As part of the loan approval criteria, the employer must produce MPF / provident fund contribution statements for the period of January to March 2003 to the Bank. In this regard, the employer can make use of the attached forms (one for MPF schemes and one for ORSO schemes) to request the relevant trustee / ORSO administrator to authenticate the contribution statements.

In terms of authentication, the trustee / administrator can authenticate either photo / imaged copies of the contribution statements or documents generated by its administration system which contain the information of relevant income by employees for each contribution period. Each page of the authenticated contribution statements / documents has to bear the company chop and the signature of the trustees / administrators.

The purpose of the authentication is to confirm that the trustee / administrator has received the contribution statements from the employer for the period of January to March 2003. The trustee is not expected to verify the relevant income paid by the employer to its employees as indicated on the contribution statements.

Trustees /administrators are expected to return the duly authenticated contribution statements / documents to the employer within three working days upon receipt of the employer's request. If you have any questions, please contact Mr Ronnie

Lai at 2292 1120.

Your co-operation in ensuring a smooth implementation of the Scheme is highly appreciated.

Yours faithfully,

(Hendena Yu)
Chief Operating Officer (Compliance)