



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

電話號碼 Tel No. : 2292 1134

傳真號碼 Fax. No.: 2259 8820

本局檔號 Our Ref. : MPFA/E/MP/96/8

來函檔號 Your Ref.:

10 February 2003

Circular Letter: EF/CTR/2003/002

To: All approved trustees of registered MPF schemes

Dear Sirs

Reporting of Unclaimed Benefits

This letter serves to specify the electronic and other requirements in respect of submission of reports relating to the notification of unclaimed benefits to the Authority.

Electronic Interface

Pursuant to section 172(10) of the Mandatory Provident Fund Schemes (General) Regulation (“Regulation”), the approved trustee must publish in at least 1 English newspaper and at least 1 Chinese newspaper a notice listing for the first time the names of all the scheme members who have unclaimed benefits in the scheme and inviting these members and other persons to lodge a claim for payment of those benefits. The approved trustee must also provide particulars of the scheme members included in that notice to the Authority on or before such publication of the notice. In addition, the Authority must establish and maintain a register of scheme members who have unclaimed benefits in the scheme (“the Register”) according to section 172(11) of the Regulation.

In August 2002, the Authority issued Guidelines IV.21 “Reports Relating to the Notification of Unclaimed Benefits” pursuant to section 172(10) of the Regulation. The Guidelines have become effective on 1 February 2003. Under the Guidelines, the approved trustees are required to comply with the requirements for electronic interface as informed by the Authority.

To facilitate trustees to make necessary arrangements, the Authority has disseminated the relevant requirements to trustees in the past months. Electronic interface requirements for the reporting of Unclaimed Benefits are now summarised in Annex A for your information.

Other Issues

The Authority would like to take this opportunity to clarify certain issues regarding the reporting of unclaimed benefits.

(a) Covering Letter

The approved trustee should enclose a covering letter when submitting the unclaimed benefit reports. Please refer to the attached sample covering letter (Annex B) for reference. The required total amount of unclaimed benefits is the estimated amount as at the date of the scheme's financial period end for annual reporting or the estimated amount as at 31 March of each year for consolidated reporting.

(b) Nil Return

If there is no record to be reported, the approved trustee does not need to submit an empty file. Instead, the trustee is required to specify in its covering letter that there is nil return for the period.

(c) Submission of First Report and Subsequent Reports

As prescribed in the Guidelines IV.21, and for the purpose of compiling the Register, the approved trustee is required to submit to the Authority a consolidated list on the particulars of scheme members with unclaimed benefits as at 31 March of each year. These reports have to be submitted to the Authority within 7 working days after 31 March each year. The first consolidated list of members with unclaimed benefits should be submitted **within 7 working days after 31 March 2003.**

Should you have any queries, please contact your case officer.

Yours sincerely

(E S W Lee)
Executive Director
(Enforcement Division)

Encl.

**MANDATORY PROVIDENT FUND SCHEMES AUTHORITY
Electronic Interface for the Reporting of the Unclaimed Benefits**

I. Media

Media Accepted	Maximum Volume Per Transfer
1.44M Floppy Diskette	1.3MB or below
CHS Notes Mail	3MB or below (zip files are acceptable)
CD-ROM (650MB ISO w/ Joliet)	630MB or below
CD-ROM (700MB ISO w/ Joliet)	680MB or below

II. Diskette/CD-ROM Labelling

- The diskette / CD-ROM would be labeled with the name of files stored in the disk.
- For the filename format, please refer to section III below.

III. File Format Requirement

The following are the file format requirements in respect of Scheme Members lists to be submitted electronically by the approved trustees:

- **Format Type of File**

Plain text file in ASCII format

- **File Name**

Each file should be named according to the type of records it carries as follows:

File Type	File Name
Scheme Members with Unclaimed Benefits with Notice Published in the Newspapers (the “Annual List”)	[Relevant Scheme Registration Number]-UBY-[YYYYMMDD]-01.TXT e.g., MT12345-UBY-20030630-01.TXT (The date included in the filename should be the respective financial year-end date of the scheme).
Scheme Members with Unclaimed Benefits as at 31 March of Each Year (the “Consolidated List”)	[Relevant Scheme Registration Number]-UBI-[YYYYMMDD]-01.TXT e.g., MT12345-UBI-20030331-01.TXT (The date included in the filename should be 31 March of each year)

- Number of records for each text file must not be more than 1,500 for the files of the “Annual List”.
- Number of records for each text file must not be more than 3,000 for the files of the “Consolidated List”.
- For records which exceed the limits and span more than one file, please differentiate the files using the two-digit sequence number at the end of the file name (e.g. if there are 2 files for the records, please indicate the first file as [Scheme Registration Number]-UBY-[YYYYMMDD]-01.TXT, the second file as [Scheme Registration Number]-UBY-[YYYYMMDD]-02.TXT.) If there is only one file, the file name should use “-01” as the sequence number.
- The “Annual List” should only carry Scheme Members records that are published in newspapers under Section 172(10) of the MPFS(General) Regulation.
- The “Consolidated List” should
 - ◆ be submitted each year
 - ◆ carry records of all Scheme Members with unclaimed benefits as at 31 March of each year.

• **Record format**

Scheme Members with Unclaimed Benefits with Notice Published in the Newspapers (the “Annual List”)

Column Name	Required to be input	Format
Date of Report	✓	DDMMYYYY (8 characters)
Scheme Registration Number	✓	15 characters
Approval Number of Trustee	✓	15 characters
English Name of Scheme Member with Unclaimed Benefits	#	130 characters
Chinese Name of Scheme Member with Unclaimed Benefits	#	50 Chinese characters
HKID Number of the Scheme Member with Unclaimed Benefits	*	15 characters
Passport Number of the Scheme Member with Unclaimed Benefits	*	15 characters
MPF Membership Number / Other Reference Number of the Scheme Member with Unclaimed Benefits	✓	30 characters
Name of the English Newspaper in which the Notice is Published	✓	130 characters
Date on which the Notice is Published in the English Newspaper	✓	DDMMYYYY (8 characters)
Name of the Chinese Newspaper in which the Notice is Published	✓	50 Chinese characters

Column Name	Required to be input	Format
Date on which the Notice is Published in the Chinese Newspaper	✓	DDMMYYYY (8 characters)
Type of Unclaimed Benefits	✓	5 characters
Date of the Scheme's Financial Period End	✓	DDMMYYYY (8 characters)

Scheme Members with Unclaimed Benefits as at 31 March of Each Year (the “Consolidated List”)

Column Name	Required to be input	Format
Date of Report	✓	DDMMYYYY (8 characters)
Scheme Registration Number	✓	15 characters
Approval Number of Trustee	✓	15 characters
English Name of Scheme Member with Unclaimed Benefits	#	130 characters
Chinese Name of Scheme Member with Unclaimed Benefits	#	50 Chinese characters
HKID Number of the Scheme Member with Unclaimed Benefits	*	15 characters
Passport Number of the Scheme Member with Unclaimed Benefits	*	15 characters
MPF Membership Number / Other Reference Number of the Scheme Member with Unclaimed Benefits	✓	30 characters

- Record columns must be in fixed-length format.
- Fill in SPACES (NOT TAB or other filling characters) to the column spaces in which required information does not fully occupy the whole column.
- Each record should begin on a new line.
- For Chinese characters, use “Big-5” code scheme with the HKSCS supplementary character set.
- Scheme registration number is the registration number (e.g. MT12345) shown on the Certificate of Registration of Scheme issued by the Authority, not the application number.
- For columns marked “#” are names of the scheme members, both English name and Chinese name should be reported if available.
- English Name of the scheme members should be identical to the name (with surname first) as shown on the Hong Kong identity card (“HKID card”) or passport (for passport holder only), except that all punctuation marks should be omitted. For example, Au-Yeung Tai Man should be reported as AU YEUNG TAI MAN.
- Among the columns marked with the asterisk (*) that contain identity data of

the Scheme Members, at least one of them should be filled in.

- Trustees should give the scheme member's passport numbers ONLY when they do NOT possess HKID cards.
- HKID number should be in the form of "A123456(7)" or "XA123456(7)".
- There should not be any spaces or other unnecessary punctuation characters within the HKID number or the Passport number.
- Names of the newspapers should be the full names (e.g. South China Morning Post, 明報).
- Type of Unclaimed Benefits should contain the value of either "RET" (for Scheme Members reaching age 65) or "OTH" (for Scheme Members with other situations).
- Same information previously reported in the Annual List should be reported in the Consolidated List and vice versa.
- There should not be any duplicated records. Records with the same "HKID number /passport number of the Scheme member" AND "Scheme Registration Number" AND "MPF Membership number /Other reference number" will be considered as duplicated records.

Annex B

SAMPLE COVERING LETTER

General Information

Trustee :
Scheme Number :
Scheme Name :
Date of Submission :
Number of DC-ROM Submitted* :
Number of Floppy Diskette Submitted* :

Summary of Submitted Diskettes/CD-ROM/Files:

Types of Report	Types of Files	File Name /Diskette/CD-ROM Label	Date of the Scheme Financial Period End	No of Records	Total Amount of Accrued Benefits (HK\$)	Remarks
Unclaimed benefits	Annual	MT12345-UBY-20030630-01.TXT	30 June 2003	100	500,000	
Total				100	500,000	

Or

Types of Report	Types of Files	File Name /Diskette/CD-ROM Label	No of Records	Total Amount of Accrued Benefits (HK\$)	Remarks
Unclaimed benefits	Consolidated	MT12345-UBI-20030331-01.TXT	3,000	300,000	
Unclaimed benefits	Consolidated	MT12345-UBI-20030331-02.TXT	250	500,000	
Total			3,250	800,000	

* Not applicable to the files transmitted to the Authority through CHS network.