



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

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本局檔號 Our Ref. : MPFA/E/MP/96/8  
本函檔號 Your Ref. :

10 February 2003

**Circular Letter: MP/CIR/2003/004**

**To : All Approved Trustees of Registered Schemes**

Dear Sirs

**Procedures for Re-issuance of Participation Certificates**

The procedures for re-issuance and certified copies of participation certificates were prescribed by the Authority in its circular letters dated 2 September 2000 and 6 February 2001 respectively. Trustees are required to complete and submit an “Application Form for Re-issuance of Participation Certificate / Certified Copy of Participation Certificate (“the Application Form”).

With the enactment of the Mandatory Provident Fund Schemes (Amendment) (No. 2) Ordinance 2002, the Authority is required to provide a participation certificate to an employer who has reported change of name by an approved trustee, effective from 1 February 2003. A set of electronic interface requirement has been established to cater for the reporting of change of name of employers by trustees through the monthly return. As a result, approved trustees would no longer be required to report the change of name of employers using the Application Form.

The Authority hereby sets out an updated procedure for approved trustees of registered schemes to apply for re-issuance of participation certificates (Annex A) and certified copies (Annex B) with effect from 1 February 2003. The circular letter issued on 2 September 2000 regarding re-issuance of participation certificates is hereby superseded.

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

Yours sincerely

(E S W LEE)  
Executive Director  
Enforcement Division

Encl.

**Procedures for Re-issuance of Participation Certificate (PC)**

1. Except for re-issuance of PC due to change of name of employers, approved trustees are required to fill in the Application Form for Re-issuance of PC-FORM MP RE-IS and return to the Authority.
2. A separate form is required for each registered scheme.
3. In order to shorten the processing time for the re-issuance of the PC, trustees are no longer required to provide supporting documents to the Authority for the re-issuance of the PC. However, trustees are still required to check the supporting documents provided by the employers to ensure any application for re-issuance of PC is valid and correct prior to the submission.
4. Approved trustee will be notified to collect the PCs when they are ready.
5. Approved trustees are required to give the PCs to the participating employer within 7 working days upon receipt.

**Procedures for Certification of Participation Certificate (PC)**

1. Approved trustees are required to fill in the Application Form for Certified Copy of PC-FORM MP CERT and return to the Authority.
2. A separate form should be used for each registered scheme.
3. Each application has to be accompanied by a photocopy of the original PC.
4. Each establishment of the employer where the employees are employed is entitled to one certified copy. Business registration number, if not applicable, other reference number of the establishment where the PC will be displayed has to be provided. If none of these apply, the address of each establishment where PC will be displayed has to be provided.
5. No fee will be charged on the certified copy.
6. Approved trustee will be notified to collect the certified copies when they are ready.
7. Approved trustees are required to give the certified copies of PCs to the participating employer within 7 working days upon receipt.



# Application Form for Certified Copy of Participation Certificate (PC)

FORM MP CERT

強制性公積金計劃管理局  
MANDATORY PROVIDENT FUND  
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Name of Trustee : \_\_\_\_\_

Name of Contact Person : \_\_\_\_\_

Scheme Registration Number : \_\_\_\_\_

Position : \_\_\_\_\_

Date of Request : \_\_\_\_\_

Telephone Number : \_\_\_\_\_

Total Number of Pages : \_\_\_\_\_

(Including this page)

Name of Employer	Participation Number	Business registration numbers (if not applicable, other reference number, if any)	The establishments of the employer, where certified copies of PC will be displayed
English _____ _____		_____	_____
Chinese _____ _____			
English _____ _____		_____	_____
Chinese _____ _____			
English _____ _____		_____	_____
Chinese _____ _____			
English _____ _____		_____	_____
Chinese _____ _____			
English _____ _____		_____	_____
Chinese _____ _____			

**Notes :**

- 1) Separate form is required for each registered scheme.
- 2) One certified copy of PC is issued to each establishment where the employees are employed.
- 3) Information can be provided in an attached sheet if space provided is insufficient.
- 4) Trustee is required to attach a photocopy of the original PC for each PC required to be certified.

\_\_\_\_\_  
Authorised Signature and Company Chop

Name : \_\_\_\_\_

Position : \_\_\_\_\_

*For Official Use Only*

Application Form No. : \_\_\_\_\_

Remarks : \_\_\_\_\_

Reviewed by : \_\_\_\_\_ Date : \_\_\_\_\_

Approved by : \_\_\_\_\_ Date : \_\_\_\_\_

Record Updated by : \_\_\_\_\_ Date : \_\_\_\_\_



**Application Form for Certified Copy of Participation Certificate (PC) SUPPLEMENTARY SHEET**

强制性公积金计划管理局  
MANDATORY PROVIDENT FUND  
SCHEMES AUTHORITY

Name of Employer	Participation Number	Business registration numbers (if not applicable, other reference number, if any)	The establishments of the employer, where certified copies of PC will be displayed
English _____ _____ Chinese _____ _____		_____ _____ _____	_____ _____ _____
English _____ _____ Chinese _____ _____		_____ _____ _____	_____ _____ _____
English _____ _____ Chinese _____ _____		_____ _____ _____	_____ _____ _____
English _____ _____ Chinese _____ _____		_____ _____ _____	_____ _____ _____
English _____ _____ Chinese _____ _____		_____ _____ _____	_____ _____ _____
English _____ _____ Chinese _____ _____		_____ _____ _____	_____ _____ _____
English _____ _____ Chinese _____ _____		_____ _____ _____	_____ _____ _____

*For Official Use Only*

Application Form No. : \_\_\_\_\_

Remarks : \_\_\_\_\_  
 \_\_\_\_\_



# Application Form for Re-issuance of Participation Certificate (PC) FORM MP RE-IS

强制性公积金计划管理局  
MANDATORY PROVIDENT FUND  
SCHEMES AUTHORITY

**Name of Trustee** : \_\_\_\_\_ **Name of Contact Person** : \_\_\_\_\_

**Scheme Registration Number** : \_\_\_\_\_ **Position** : \_\_\_\_\_

**Date of Request** : \_\_\_\_\_ **Telephone Number** : \_\_\_\_\_

**Total Number of Pages** : \_\_\_\_\_  
(Including this page)

Original Name of Employer	Updated Name of Employer	Participation Number	Reasons for Re-issuance (Please tick the appropriate box)
English _____ _____	English _____ _____		<input type="checkbox"/> Loss of PC <input type="checkbox"/> Damage of PC <input type="checkbox"/> Printing Error / Incorrect Information Reported to the Authority <input type="checkbox"/> Others, please specify _____ _____
Chinese _____ _____	Chinese _____ _____		<input type="checkbox"/> Loss of PC <input type="checkbox"/> Damage of PC <input type="checkbox"/> Printing Error / Incorrect Information Reported to the Authority <input type="checkbox"/> Others, please specify _____ _____
English _____ _____	English _____ _____		<input type="checkbox"/> Loss of PC <input type="checkbox"/> Damage of PC <input type="checkbox"/> Printing Error / Incorrect Information Reported to the Authority <input type="checkbox"/> Others, please specify _____ _____
Chinese _____ _____	Chinese _____ _____		<input type="checkbox"/> Loss of PC <input type="checkbox"/> Damage of PC <input type="checkbox"/> Printing Error / Incorrect Information Reported to the Authority <input type="checkbox"/> Others, please specify _____ _____
English _____ _____	English _____ _____		<input type="checkbox"/> Loss of PC <input type="checkbox"/> Damage of PC <input type="checkbox"/> Printing Error / Incorrect Information Reported to the Authority <input type="checkbox"/> Others, please specify _____ _____
Chinese _____ _____	Chinese _____ _____		<input type="checkbox"/> Loss of PC <input type="checkbox"/> Damage of PC <input type="checkbox"/> Printing Error / Incorrect Information Reported to the Authority <input type="checkbox"/> Others, please specify _____ _____

- 1) Separate form is required for each registered scheme.
- 2) If the employers have both English and Chinese names, both names should be specified.
- 3) Trustee is required to check the supporting documents to ensure any application for re-issuance of PC is valid and correct prior to the submission of the application form.

\_\_\_\_\_

Authorised Signature and Company Chop

Name : \_\_\_\_\_

Position : \_\_\_\_\_

*For Official Use Only*

Application Form No. : \_\_\_\_\_ Remarks : \_\_\_\_\_

Reviewed by : \_\_\_\_\_ Date : \_\_\_\_\_

Approved by : \_\_\_\_\_ Date : \_\_\_\_\_

IMS Updated by : \_\_\_\_\_ Date : \_\_\_\_\_

Record Updated by : \_\_\_\_\_ Date : \_\_\_\_\_



# Application Form for Re-issuance of Participation Certificate (PC)

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Original Name of Employer	Updated Name of Employer	Participation Number	Reasons for Re-issuance (Please tick the appropriate box)
English _____ _____ Chinese _____ _____	English _____ _____ Chinese _____ _____		<input type="checkbox"/> Loss of PC <input type="checkbox"/> Damage of PC <input type="checkbox"/> Printing Error / Incorrect Information Reported to the Authority <input type="checkbox"/> Others, please specify _____
English _____ _____ Chinese _____ _____	English _____ _____ Chinese _____ _____		<input type="checkbox"/> Loss of PC <input type="checkbox"/> Damage of PC <input type="checkbox"/> Printing Error / Incorrect Information Reported to the Authority <input type="checkbox"/> Others, please specify _____
English _____ _____ Chinese _____ _____	English _____ _____ Chinese _____ _____		<input type="checkbox"/> Loss of PC <input type="checkbox"/> Damage of PC <input type="checkbox"/> Printing Error / Incorrect Information Reported to the Authority <input type="checkbox"/> Others, please specify _____
English _____ _____ Chinese _____ _____	English _____ _____ Chinese _____ _____		<input type="checkbox"/> Loss of PC <input type="checkbox"/> Damage of PC <input type="checkbox"/> Printing Error / Incorrect Information Reported to the Authority <input type="checkbox"/> Others, please specify _____
English _____ _____ Chinese _____ _____	English _____ _____ Chinese _____ _____		<input type="checkbox"/> Loss of PC <input type="checkbox"/> Damage of PC <input type="checkbox"/> Printing Error / Incorrect Information Reported to the Authority <input type="checkbox"/> Others, please specify _____
English _____ _____ Chinese _____ _____	English _____ _____ Chinese _____ _____		<input type="checkbox"/> Loss of PC <input type="checkbox"/> Damage of PC <input type="checkbox"/> Printing Error / Incorrect Information Reported to the Authority <input type="checkbox"/> Others, please specify _____
English _____ _____ Chinese _____ _____	English _____ _____ Chinese _____ _____		<input type="checkbox"/> Loss of PC <input type="checkbox"/> Damage of PC <input type="checkbox"/> Printing Error / Incorrect Information Reported to the Authority <input type="checkbox"/> Others, please specify _____
English _____ _____ Chinese _____ _____	English _____ _____ Chinese _____ _____		<input type="checkbox"/> Loss of PC <input type="checkbox"/> Damage of PC <input type="checkbox"/> Printing Error / Incorrect Information Reported to the Authority <input type="checkbox"/> Others, please specify _____

*For Official Use Only*

Application Form No. : \_\_\_\_\_

Remarks : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_