



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  
本函檔號 Your Ref. :

10 February 2003

**Circular Letter: MP/CIR/2003/003**

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

Dear Sirs

**Monthly Returns – Requirement for Electronic Interface**

Section 117 of the Mandatory Provident Fund Schemes (General) Regulation (“the Regulation”) provides that within 7 working days after the last day of each calendar month, the approved trustee of a registered scheme must lodge with the Authority a monthly return containing information relating to the participating employers and members of the scheme as prescribed by the guidelines.

In August 2002, the Authority revised Guidelines II.1 on Monthly Returns of Registered Schemes, together with the requirements for electronic interface, pursuant to the enactment of Mandatory Provident Fund Schemes (Amendment) (No.2) Ordinance 2002. The revised Guidelines have become effective on 1 February 2003.

**Electronic Interface**

The Authority would like to take this opportunity to summarise the latest electronic interface requirements (which have been distributed to trustees earlier) in respect of submission of monthly return for February 2003 onwards (Annex A), together with the format of covering letter to be attached with the monthly return (Annex B). The circular letters dated 10 January 2000 and 19 April 2000 setting out the electronic interface requirements are hereby superseded.

Please note the following:

1. The reporting format for the enrolment records of employers, self-employed persons and preserved account holders remain basically unchanged with the exception that a new section for reporting change of name of employers has been included in the monthly return (Table 12 of Annex A).
2. As the reporting of change of name of employers will be submitted through

electronic means rather than hard copies, trustees are no longer required to submit any proof for change of name of employers to the Authority and return the original participation certificates to the Authority.

3. Trustees should verify the supporting information provided by employers to ensure that any change of name reported by the employers is valid and correct before the submission of the monthly return.

Should you have any enquiries on the above matter, please do not hesitate to contact your case officer.

Yours sincerely

(E S W LEE)  
Executive Director  
Enforcement Division

Encl.

**MANDATORY PROVIDENT FUND SCHEMES AUTHORITY**  
**Monthly Returns of Registered Schemes**  
**Requirements for Electronic Interface**

**Purpose**

The Authority hereby specifies the electronic interface requirements relating to the submission of monthly returns by the approved trustees of registered schemes to the Authority.

**Electronic File Format**

**Media**

<b>Media Accepted</b>	<b>Maximum Volume Per Transfer</b>
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

**Diskette / CD-ROM Labelling**

- For diskette / CD-ROM submission, an approved trustee should label the diskette / CD-ROM with the relevant Scheme Registration Number and the relevant month for which the diskette / CD-ROM carries scheme monthly return files. If there is more than one diskette / CD-ROM for a particular month, the approved trustee should include a serial number in the label of the diskettes / CD-ROMs. For example, the format of a diskette should read “MT12345-200303-M-01” or “MT12345-200303-I-01”, with “MT12345” being the scheme registration number, “200303” being the relevant month and year of the scheme monthly return and “01” being the first diskette submitted. Depending on the nature of the monthly return, “M” represents the routine monthly list whereas “I” represents the annual comprehensive list as at 31 March. Approved trustees should indicate the type of monthly return that is submitted for the period. In case more than one diskette / CD-ROM is submitted, the labels should include a serial number, for example, “MT12345-200303-M-02” and “MT12345-200303-M-03”.
- Approved trustees should state the number of diskettes / CD-ROMs (no. of files attached if the monthly return is submitted through CHS Notes Mail) submitted

and the corresponding diskette / CD-ROMs labels in the covering letter for verification by the Authority. Please refer to the enclosed sample covering letter.

**Format Type of File**

- Plain text file in ASCII format.

**File Name**

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

<b>Type of Records</b>	<b>File Name</b>
Employers Newly Participated in the Scheme in the Month	[Relevant Scheme Registration Number]EN[YYYYMM]-01.TXT
Employers Who Ceased Participation in the Scheme in the Month	[Relevant Scheme Registration Number]EC[YYYYMM]-01.TXT
Employers Participating in the Scheme as at 31 March	[Relevant Scheme Registration Number]EI[YYYYMM]-01.TXT
Self-employed Persons <b>with HKID number</b> Newly Participated in the Scheme in the Month	[Relevant Scheme Registration Number]SENH[YYYYMM]-01.TXT
Self-employed Persons <b>with Passport number</b> Newly Participated in the Scheme in the Month	[Relevant Scheme Registration Number]SENP[YYYYMM]-01.TXT
Self-employed Persons Who Ceased Participation as Self-employed Person in the Scheme in the Month	[Relevant Scheme Registration Number]SEC[YYYYMM]-01.TXT
Self-employed Persons participating in the Scheme as at 31 March	[Relevant Scheme Registration Number]SEI[YYYYMM]-01.TXT
New Preserved Account Holders <b>with HKID number</b> Having a Preserved Account in the Scheme in the Month	[Relevant Scheme Registration Number]PHNH[YYYYMM]-01.TXT
New Preserved Account Holders <b>with Passport number</b> Having a Preserved Account in the Scheme in the Month	[Relevant Scheme Registration Number]PHNP[YYYYMM]-01.TXT
Preserved Account Holders Who Ceased to have Preserved Account in the Scheme in the Month	[Relevant Scheme Registration Number]PHC[YYYYMM]-01.TXT
Preserved Account Holders participating in the Scheme as at 31 March	[Relevant Scheme Registration Number]PHI[YYYYMM]-01.TXT
Employers who had reported change of names in the Scheme in the Month (the “ <i>Change of Employer’s Name</i> ”)	[Relevant Scheme Registration Number]ENC[YYYYMM]-01.TXT

- Number of records for each text file must not be more than 20,000 except for the files of the “Change of Employer’s Name”.

- Number of records for each text file must not be more than 1,500 for the files of the “Change of Employer’s Name”.
- Each text file should only carry records of the same type.
- For records of the same type which span more than one file, please differentiate between the files using two-digit sequence number at the end of the file name (e.g. if there are 2 files for the same type of records, please indicate the first file as [Scheme Registration Number]EN[YYYYMM]-01, and the second file as [Scheme Registration Number]EN[YYYYMM]-02). If there is only one file for a type of record, the file name should use “-01” as the sequence number.
- Trustee should state the total number of records for each monthly return file in the covering letter for verification by the Authority. Please refer to the enclosed sample covering letter.

**Notes for completion of Monthly Returns:**

**General**

- There are distinct files for Employers, Self-employed Persons and Preserved Account Holders. Basically different types of records in respect of the participation and cessation of the mentioned parties share the same file format.
- Approved trustees should provide the Authority with the information that is checked in the following files unless the required information is not available.
- Record columns must follow the column sequence and fixed-length formats.
- Insert SPACES (NOT TAB or other filling characters) to the column spaces in which no information to be reported or for which required information is not available or for which required information does not fully occupy the whole column.
- Each record should begin on a new line.
- All Chinese characters must be stated in “Big 5” code. The set of characters to be used is restricted to those coded in the “Big-5” standard or included in the Hong Kong Supplementary Character Set (HKSCS) published by the Government.
- 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 or the Trustee Approval number.
- Participation Number is number begins with the Employer’s Business

Registration Number or Other Reference Number shown on the Participation Certificate issued by the Authority. It is different from the Certificate Number shown on the upper-right corner of the Participation Certificate.

- Trustee should ensure no duplicate records are included in the monthly return. In case trustees has wrongly reported an enrolment record, trustee should notify the MPFA separately rather than putting a ceased record to cancel the record.

Participating Employers

- Only those employers who NEWLY participate in the scheme in a month are classified as new participating employers and should be reported in the scheme monthly return for the month.
- If the employers have both Chinese and English names, both Chinese and English names should be reported in the monthly return.
- Generally speaking, for the record type of Participating Employers, it is necessary to include all the participating “employers” in the monthly returns. The Authority would like to clarify the treatment for the following scenarios.

	<b>Scenario</b>	<b>Recommended Treatment</b>
1	A holding company is a participating employer. One of its group companies does not have any employees (e.g. inactive company, or property holding company).	It is NOT necessary to report this group company in the monthly return, even though its holding company is a participating employer.
2	Employees entered into employment contracts with one company but perform their duties for a related company (e.g. a subsidiary company).	As this related company is not legally an employer, it is NOT necessary to include it in the monthly return. If the trustee is aware of this related company, please report its details for the reference of the Authority in a separate covering letter.*
3	A company has entered into employment contracts with its employees, who are working for different branches of the company.	These branches are not considered to be “employers” and accordingly, it is NOT necessary to report these branches in the monthly return. If the trustee is aware of these branches, please report their details for the reference of the Authority in a separate covering letter.*

\* Please refer to the enclosed sample covering letter

“Business Registration Number or Other Reference Number”

- Business Registration Number is the first 8 digits of the Business Registration Number (i.e. 12345678-~~000-01-2002-1~~).
- It is necessary to include the prefix of the business registration number or other reference number in the monthly returns. For example, BR12345678, SO0012345, etc. Please refer to Annex A to the Guidelines on Monthly Returns of Registered Schemes (the “Guidelines”) for details of prefixing for different government departments.
- It is not necessary to delete the leading zero(s) of a business registration number. A business registration number, together with the prefix “BR” should measure 10 characters in length. For example, BR00123456, BR01234567, etc.
- For other reference number, approved trustee should only extract NUMBERS from the employer’s other registration number and add an appropriate prefix to the number. For example a registration number of a society registered under the Society Office of the Hong Kong Police should be reported as follows:

<u>Registration Number</u>	<u>Other Reference Number to be reported</u>	<u>Branch Number</u>
CP/LIC/SO/19/1234567-003	SO1234567	003

- An employer who is a charitable organization with exemption granted by the Inland Revenue Department (“IRD”) for payment of tax does not have any registration number with the IRD. In this case, “IR” will be used as this employer’s reference number in the monthly return and all these “IR” records should be reported in a separate monthly return file for the Authority to follow up. The file name for these “IR” records should also be stated in the covering letter for reference of the Authority. Please refer to the enclosed covering letter.
- “OT” should only be used as an employer’s reference number in the submissions in the rare case where the employer does not have a registration with any of the government departments listed in Annex A to the Guidelines. Trustees should make a reasonable effort to keep the number of employers classified as “OT” as low as possible. All these “OT” records should be reported in a separate file for the Authority to follow up. The file name for this “OT” monthly return should also be stated in the covering letter for the reference of the Authority. Please refer to the enclosed covering letter.
- Where a participating employer has a business registration number and is registered with other government departments, the trustee is only required to state

in the monthly return the business registration number. If the trustee is aware of the registration numbers of the employer with other government departments, please report these registration numbers for the reference of the Authority in a separate covering letter. Please refer to the enclosed sample covering letter.

- “Branch Number” is the 3 numeric or alpha-numeric combination after the first 8 digits of the Business Registration Number (i.e. ~~12345678-000-01-2002-1~~). For registrants with the Business Registration Office (“BR”) and society Office of the Hong Kong Police (“SO”), the trustee should ensure that the branch numbers are properly included in the submission.
- Although there are no branch numbers for registrants with the Education Department (“ED”) and Registry of Trade Unions (“TU”), it is still necessary to include “000” as the branch number for these records in the submission.
- However, for charitable organisations registered with the Inland Revenue Department (“IR”) and Others (“OT”) as specified in the Annex A to the Guidelines, no branch number for these records should be included in the monthly return.
- In case the approved trustee is required to report the participation number which is not available (e.g. reporting of the comprehensive list for enrolment in March each year), the trustee should report the business registration number (or other reference number) and the branch number in the monthly return for reference of the Authority.
- For ceased participation records, if an approved trustee is aware of the new scheme transferred to by the relevant employer, the trustee should report the “English Name of Scheme joined”, “Chinese Name of Scheme joined” and “Registration Number of Scheme joined” (not name of trustee and trustee approval number) in the monthly return. Otherwise, trustee should leave the 3 columns blank.

#### Self-employed persons / Preserved account holders

- Only those self-employed persons and preserved account holders who NEWLY participate in the scheme in a month are classified as new participating entities and should be reported in the scheme monthly return for the month.
- For newly enrolled self-employed persons / preserved account holders, trustees should give the scheme member’s passport number ONLY when they do NOT possess HKID cards.



- For ceased participation files of self-employed persons or preserved account holders, the HKID number or passport number which have been reported to the Authority should be input.
- For the in-force files of self-employed persons or preserved account holders to be submitted in the monthly return for **MARCH** of every year, the HKID number or passport number which have been reported to the Authority should be input.
- The name of self-employed persons or preserved account holders 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.
- 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.
- Where a self-employed person has operated multiple businesses, the trustee will be provided with more than one business registration number accordingly. In this case, the trustee has to report **ONLY ONE** of the business registration numbers in the monthly return. If the trustee is aware of the other business registration numbers of the self-employed person, please report them for the reference of the Authority in a separate covering letter. Please refer to the enclosed sample covering letter.
- For ceased participation records, if an approved trustee is aware of the new scheme transferred to by the relevant self-employed persons or preserved account holders, the trustee should report the “English Name of Scheme joined”, “Chinese Name of Scheme joined” and “Registration Number of Scheme joined” (not name of trustee and trustee approval number) in the monthly return. Otherwise, trustee should leave the 3 columns blank.

*Employer’s Change of Name*

- Among the columns marked with the asterisk (\*) that carry data regarding the change, at least one of them should be filled in. If an employer has both English and Chinese names, the approved trustee should report both names to the Authority.

## **Record Format**

### 1. Employers Newly Participated in the Scheme in the Month

<b>Column Name</b>	<b>Required to be input</b>	<b>Format</b>
English Name of Scheme	✓	130 characters
Chinese Name of Scheme	✓	50 Chinese characters
Scheme Registration Number	✓	15 characters
Month to which this Return relates (YYYY-MM)	✓	15 characters
English Name of Employer	✓	130 characters
Chinese Name of Employer	✓	50 Chinese characters
Employer's Business Registration Number or Other Reference Number	✓	15 characters
Branch Number	✓	3 characters
Participation Number		15 characters
English Name of scheme(s) joined		130 characters
Chinese Name of scheme(s) joined		50 Chinese characters
Registration Number of scheme(s) joined		15 characters

### 2. Employers Who Ceased Participation in the Scheme in the Month

<b>Column Name</b>	<b>Required to be input</b>	<b>Format</b>
English Name of Scheme	✓	130 characters
Chinese Name of Scheme	✓	50 Chinese characters
Scheme Registration Number	✓	15 characters
Month to which this Return relates (YYYY-MM)	✓	15 characters
English Name of Employer	✓	130 characters
Chinese Name of Employer	✓	50 Chinese characters
Employer's Business Registration Number or Other Reference Number		15 characters
Branch Number		3 characters
Participation Number	✓	15 characters
English Name of scheme(s) joined	✓	130 characters
Chinese Name of scheme(s) joined	✓	50 Chinese characters
Registration Number of scheme(s) joined	✓	15 characters

3. Employers Participating in the Scheme as at 31 March (to be submitted in the monthly return for March of every year)

<b>Column Name</b>	<b>Required to be input</b>	<b>Format</b>
English Name of Scheme	✓	130 characters
Chinese Name of Scheme	✓	50 Chinese characters
Scheme Registration Number	✓	15 characters
Month to which this Return relates (YYYY-MM)	✓	15 characters
English Name of Employer	✓	130 characters
Chinese Name of Employer	✓	50 Chinese characters
Employer's Business Registration Number or Other Reference Number		15 characters
Branch Number		3 characters
Participation Number	✓	15 characters
English Name of scheme(s) joined		130 characters
Chinese Name of scheme(s) joined		50 Chinese characters
Registration Number of scheme(s) joined		15 characters

4. Self-employed Persons with HKID Number Newly Participated in the Scheme in the Month

<b>Column Name</b>	<b>Required to be input</b>	<b>Format</b>
English Name of Scheme	✓	130 characters
Chinese Name of Scheme	✓	50 Chinese characters
Scheme Registration Number	✓	15 characters
Month to which this Return relates (YYYY-MM)	✓	15 characters
English Name of Self-employed person	✓	130 characters
Chinese Name of Self-employed person	✓	50 Chinese characters
Self-employed person's HKID number	✓	15 characters
Self-employed person's passport number		15 characters
Self-employed person's Business Registration Number or Other Reference Number	✓	15 characters
Branch Number	✓	3 characters
English Name of scheme(s) joined		130 characters
Chinese Name of scheme(s) joined		50 Chinese characters
Registration Number of scheme(s) joined		15 characters

5. Self-employed Persons with Passport Number Newly Participated in the Scheme in the Month

Column Name	Required to be input	Format
English Name of Scheme	✓	130 characters
Chinese Name of Scheme	✓	50 Chinese characters
Scheme Registration Number	✓	15 characters
Month to which this Return relates (YYYY-MM)	✓	15 characters
English Name of Self-employed person	✓	130 characters
Chinese Name of Self-employed person	✓	50 Chinese characters
Self-employed person's HKID number		15 characters
Self-employed person's passport number	✓	15 characters
Self-employed person's Business Registration Number or Other Reference Number	✓	15 characters
Branch Number	✓	3 characters
English Name of scheme(s) joined		130 characters
Chinese Name of scheme(s) joined		50 Chinese characters
Registration Number of scheme(s) joined		15 characters

6. Self-employed Persons Who Ceased Participation as Self-employed Person in the Scheme in the Month

Column Name	Required to be input	Format
English Name of Scheme	✓	130 characters
Chinese Name of Scheme	✓	50 Chinese characters
Scheme Registration Number	✓	15 characters
Month to which this Return relates (YYYY-MM)	✓	15 characters
English Name of Self-employed person	✓	130 characters
Chinese Name of Self-employed person	✓	50 Chinese characters
Self-employed person's HKID number	✓	15 characters
Self-employed person's passport number	✓	15 characters
Self-employed person's Business Registration Number or Other Reference Number	✓	15 characters
Branch Number	✓	3 characters
English Name of scheme(s) joined	✓	130 characters
Chinese Name of scheme(s) joined	✓	50 Chinese characters
Registration Number of scheme(s) joined	✓	15 characters

7. Self-employed Persons participating in the Scheme as at 31 March (to be submitted in the monthly return for March of every year)

<b>Column Name</b>	<b>Required to be input</b>	<b>Format</b>
English Name of Scheme	✓	130 characters
Chinese Name of Scheme	✓	50 Chinese characters
Scheme Registration Number	✓	15 characters
Month to which this Return relates (YYYY-MM)	✓	15 characters
English Name of Self-employed person	✓	130 characters
Chinese Name of Self-employed person	✓	50 Chinese characters
Self-employed person's HKID number	✓	15 characters
Self-employed person's passport number	✓	15 characters
Self-employed person's Business Registration Number or Other Reference Number	✓	15 characters
Branch Number	✓	3 characters
English Name of scheme(s) joined		130 characters
Chinese Name of scheme(s) joined		50 Chinese characters
Registration Number of scheme(s) joined		15 characters

8. New Preserved Account Holders with HKID Number Having a Preserved Account in the Scheme in the Month

<b>Column Name</b>	<b>Required to be input</b>	<b>Format</b>
English Name of Scheme	✓	130 characters
Chinese Name of Scheme	✓	50 Chinese characters
Scheme Registration Number	✓	15 characters
Month to which this Return relates (YYYY-MM)	✓	15 characters
English Name of Preserved Account Holder	✓	130 characters
Chinese Name of Preserved Account Holder	✓	50 Chinese characters
Holder's HKID number	✓	15 characters
Holder's passport number		15 characters
English Name of scheme(s) joined		130 characters
Chinese Name of scheme(s) joined		50 Chinese characters
Registration Number of scheme(s) joined		15 characters

9. New Preserved Account Holders with Passport Number Having a Preserved Account in the Scheme in the Month

<b>Column Name</b>	<b>Required to be input</b>	<b>Format</b>
English Name of Scheme	✓	130 characters
Chinese Name of Scheme	✓	50 Chinese characters
Scheme Registration Number	✓	15 characters
Month to which this Return relates (YYYY-MM)	✓	15 characters
English Name of Preserved Account Holder	✓	130 characters
Chinese Name of Preserved Account Holder	✓	50 Chinese characters
Holder's HKID number		15 characters
Holder's passport number	✓	15 characters
English Name of scheme(s) joined		130 characters
Chinese Name of scheme(s) joined		50 Chinese characters
Registration Number of scheme(s) joined		15 characters

10. Preserved Account Holders Who Ceased to have Preserved Account in the Scheme in the Month

<b>Column Name</b>	<b>Required to be input</b>	<b>Format</b>
English Name of Scheme	✓	130 characters
Chinese Name of Scheme	✓	50 Chinese characters
Scheme Registration Number	✓	15 characters
Month to which this Return relates (YYYY-MM)	✓	15 characters
English Name of Preserved Account Holder	✓	130 characters
Chinese Name of Preserved Account Holder	✓	50 Chinese characters
Holder's HKID number	✓	15 characters
Holder's passport number	✓	15 characters
English Name of scheme(s) joined	✓	130 characters
Chinese Name of scheme(s) joined	✓	50 Chinese characters
Registration Number of scheme(s) joined	✓	15 characters

11. Preserved Account Holders participating in the Scheme as at 31 March (to be submitted in the monthly return for March of every year)

<b>Column Name</b>	<b>Required to be input</b>	<b>Format</b>
English Name of Scheme	✓	130 characters
Chinese Name of Scheme	✓	50 Chinese characters
Scheme Registration Number	✓	15 characters
Month to which this Return relates (YYYY-MM)	✓	15 characters
English Name of Preserved Account Holder	✓	130 characters
Chinese Name of Preserved Account Holder	✓	50 Chinese characters
Holder's HKID number	✓	15 characters
Holder's passport number	✓	15 characters
English Name of scheme(s) joined		130 characters
Chinese Name of scheme(s) joined		50 Chinese characters
Registration Number of scheme(s) joined		15 characters

12. Employers who had reported change of names in the Scheme in the Month

<b>Column Name</b>	<b>Required to be input</b>	<b>Format</b>
English Name of Scheme	✓	130 characters
Chinese Name of Scheme	✓	50 Chinese characters
Scheme Registration Number	✓	15 characters
Month to which this Return relates (YYYY-MM)	✓	7 characters
Participation Number	✓	15 characters
New English Name of Employer	*	130 characters
New Chinese Name of Employer	*	50 Chinese characters
Employer's Latest Business Registration Number or Other Reference Number	✓	15 characters
Latest Branch Number	✓	3 characters
Date of Notification of Change by Employer	✓	DD-MM-YYYY (10 characters)

**SAMPLE COVERING LETTER**

**General Information**

Trustee : Good Example Trustee Company  
Scheme number : MT12345  
Scheme name : XYZ MPF Scheme  
Month : March 2003  
Number of files submitted through CHS Notes Mail : 0  
Number of CD ROM submitted\* : 2  
Number of floppy diskettes submitted\* : 2

Note: In case there is no record to be reported by approved trustee, the approved trustee should specify in the covering letter that there is nil return for the month.

\* Not applicable to the files submitted to the Authority through CHS network.

**Summary of submitted diskettes/files:**

**Enrolment Information**

Types of Files	Diskette / CD-ROM Label*	File Name	Number of records	Remarks
Employers Newly Participated in the Scheme	MT12345-200303-M-01	MT12345EN200303-01	90	Normal (BR, TU, SO & ED records)
		MT12345EN200303-02	20	OT records
		MT12345EN200303-03	10	IR records
<b>Sub-total:</b>			<b>120</b>	
Employer Who Ceased Participation in the Scheme in the Month	MT12345-200303-M-01	MT12345EC200303-01	53	
Self-employed Persons with HKID number Newly Participated in the Scheme in the Month	MT12345-200303-M-01	MT12345SENH200303-01	58	
Self-employed Persons with Passport number Newly Participated in the Scheme in the Month	MT12345-200303-M-01	MT12345SENP200303-01	10	
Self-employed Persons Who Ceased Participation as Self-employed Person in the Scheme in the Month	MT12345-200303-M-01	MT12345SEC200303-01	20	



New Preserved Account Holders with HKID number Having a Preserved Account in the Scheme in the Month	MT12345-200303-M-02	MT12345PHNH200303-01	983	
New Preserved Account Holders with Passport number Having a Preserved Account in the Scheme in the Month	MT12345-200303-M-02	MT12345PHNP200303-01	3	
Preserved Account Holders Who Ceased Participation in the Scheme in the Month	MT12345-200303-M-02	MT12345PHC200303-01	283	
<b>Grand Total:</b>			<b>1,530</b>	

### Change of Names of Employers

Employers who had reported change of names in the Scheme in the Month	MT12345-200303-M-01	MT12345ENC200303-01	18	
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### In-force List as at 31 March (only required for monthly return for MARCH each year)

Employers Participating in the Scheme as at 31 March	MT12345-200303-I-01	MT12345EI200303-01	20,000	
		MT12345EI200303-02	1,234	
<b>Sub-total:</b>			<b>21,234</b>	
Self-employed Persons participating in the Scheme as at 31 March	MT12345-200303-I-01	MT12345SEI200303-01	17,876	
Preserved Account Holders participating in the Scheme as at 31 March	MT12345-200303-I-02	MT12345PHI200303-01	20,000	
		MT12345PHI200303-02	20,000	
		MT12345PHI200303-03	2,468	
<b>Sub-total:</b>			<b>42,468</b>	
<b>Grand Total:</b>			<b>81,578</b>	

\* Diskette Label is only applicable to trustees who submit the monthly return by diskettes / CD-ROMs.

### List of companies/branches whose employees are employed by a related company:

The Employer (e.g. Holding Co, Head Office, etc)			Companies/Branches		
Business Registration Number	Branch Number	Name	Business Registration Number	Branch Number	Name
<i>BR01234567</i>	<i>000</i>	<i>ABC Holding Co.**</i>	BR11111111	000	Subsidiary A
			BR22222222	000	Subsidiary B
			BR33333333	000	Subsidiary C
			BR01234567	001	Branch 1
			BR01234567	002	Branch 2
			BR01234567	003	Branch 3
<i>BR03245678</i>	<i>000</i>	<i>XYZ Holding CO.**</i>	BR99999999	000	Subsidiary X
			BR88888888	000	Subsidiary Y

*\*\* Please note that these related companies are participating employers and are included in the monthly returns accordingly.*

**List of other registration / reference numbers for a participating employer:**

<b>Participating Employer</b>			
<b>Business Registration Number</b>	<b>Branch Number</b>	<b>Name</b>	<b>Other Registration / Reference Numbers</b>
BR12121212 <sup>#</sup>	000 <sup>#</sup>	AAA Co., Ltd.	IR
			TU34343
BR56565656 <sup>#</sup>	000 <sup>#</sup>	BBB Co., Ltd.	ED78787

*# Please note that these are the business registration numbers and branch numbers, which have been reported in the monthly returns accordingly.*

**List of business registration numbers for a self-employed person who operated multiple businesses:**

<b>Self-employed Person</b>		<b>Related Businesses</b>	
<b>HKID / Passport Number</b>	<b>Name</b>	<b>Business Registration Number</b>	<b>Branch Number</b>
G999999(9)	Chan Tai Man	BR55555555 <sup>'</sup>	000 <sup>'</sup>
		BR66666666	000
H888888(8)	Lee Siu Man	BR77777777 <sup>'</sup>	000 <sup>'</sup>
		BR77777777	001
		BR77777777	002

*' Please note that these are the business registration numbers and branch numbers which have been reported in the monthly returns accordingly.*