



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

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來函檔號 Your Ref. :

17 February 2012

Circular Letter: SU/COT/2012/002

To: Corporate and Individual trustees/administrators of ORSO registered schemes

Dear Sirs,

Transfer and Payment of Benefits of Bankrupt ORSO Scheme members

From time to time, ORSO trustees / administrators need to communicate with the Official Receiver's Office ("ORO") when they receive request for transfer or payment of benefits out of bankrupt ORSO scheme members' accounts. As advised by ORO, in such circumstances, ORSO trustees / administrators shall:

- (a) give prior notice to ORO for transfer of benefits from an ORSO scheme to another scheme without proposed payment of benefits;
- (b) obtain prior consent from ORO in respect of any proposed payment of benefits, including offsetting of long service payment/ severance payment

The Authority has liaised with ORO and developed a standard form to facilitate ORSO trustees/ administrators in fulfilling ORO's requirements. ORSO trustees / administrators are recommended to use the enclosed standard form in communicating with the ORO.

Should you have any enquiries, please feel free to contact your case officer at the Authority.

Yours faithfully,

(Cynthia HUI)
Executive Director (Supervision)

Encl.

[Date]

To: Official Receiver's Office ("ORO")

Request for Transfer / Payment of Accrued Benefits of Bankrupt Member
(For ORSO Schemes)

We write to inform you that a member of our ORSO scheme has lodged an application for transfer / payment* of accrued benefits. We understand that the member is an undischarged bankrupt. Details of the transfer / payment* are as follows:

- (1) Name of the scheme member: _____
- (2) HKID Card / Passport* number ^{Note 1} of the scheme member: _____
- (3) Bankruptcy Number (if known): _____
- (4) Name of ORSO Scheme: _____
- (5) Estimated accrued benefits value as at (DD-MM-YY) ^{Note 2} _____

Scheme Member's Account No(s) ^{Note 3}	Minimum MPF Benefits ("MMB")	Voluntary Contributions				Total
		Transfer-in	Employer		Employee	
			Vested	Unvested		
Total:						

Please ✓ the appropriate box:

TRANSFER OF ACCRUED BENEFITS (For ORO information only, no reply required)

(1) Details of the account(s) **against** which accrued benefits are to be transferred from:

- Minimum MPF benefits (MMB) account
- Transfer-in from former employment voluntary contributions account
- Employee's voluntary contributions account
- Vested benefits to scheme member in employer's voluntary contributions account
- Unvested benefits to scheme member in employer's voluntary contributions account
- Others, please specify details: _____

Scheme member's account number(s): (1) _____

(2) _____

(3) _____

(2) Details of the account **to** which accrued benefits are to be transferred:

Name of the trustee/designated person: _____

Name of the scheme: _____

Scheme member's account number (if known): _____

* delete as appropriate

PAYMENT OF ACCRUED BENEFITS

(1) Details of account(s) against which payment(s) are claimed / withdrawn from:

- MMB account
- Transfer-in from former employment voluntary contributions account
- Employee's voluntary contributions account
- Vested benefits to scheme member in Employer's voluntary contributions account
- Others, please specify details together with the amount: _____

Scheme member's account number(s): (1) _____

(2) _____

(3) _____

(2) Grounds for claiming / withdrawal of accrued benefits:

- Retirement (i.e. scheme member has reached the retirement age of 65)
- Early retirement (i.e. scheme member has reached the age of 60 and has permanently ceased all employments / self-employment)
- Total incapacity
- Death
- Permanent departure from Hong Kong
- For offsetting severance payment / long service payment
 - To the Employer with amount of HK\$ _____
 - To the Employee with amount of HK\$ _____
- Cessation of employment
- Others, please specify: _____

(3) I would be grateful if the ORO could reply to us in writing within 10 working days from the date of this letter whether the ORO has a claim on the accrued benefits.

(Authorized person with company chop
(if applicable))

Explanatory Notes

1. Passport number should be given ONLY if the scheme member does NOT possess HKID card.
2. Accrued benefits value should include the value of the benefits transferred from former employment (if any), benefits derived from both current employer's and employee's voluntary contribution that are **vested and unvested** to the member and the amount of MMB (if any) as at the latest available date.
3. Trustee/designated person should show the accrued benefits value of each account held under the scheme even though the accrued benefits of the account is not to be transferred or paid in respect of the bankrupt member