



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

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18 March 2014

Circular Letter: SU/COT/2014/002

To: All representative/relevant employers and administrators of ORSO schemes

Dear Sir/Madam,

**Revision of ORSO Forms and MPF Guidelines in relation to
the Occupational Retirement Schemes**

Please be informed that we have revised the ORSO forms currently in use to achieve higher operational effectiveness and improve clarity to reflect the requirements of the legislation and on the provision of documents/information to MPFA. The forms have also been amended consequential to commencement of the New Companies Ordinance (“NCC”) (Cap. 622) on 3 March 2014.

The major amendments made to the ORSO forms are (1) general housekeeping; (2) provision of supporting documents for address; (3) signing requirements; (4) reference to the new Companies Ordinance (Cap. 622); and (5) ORS-12 would become obsolete and combined to ORS-8.

The revised ORSO forms, ORS-1 to ORS-11 (except ORS-4) will supersede the current version with immediate effect. With regard to ORS-4 (Annual Return), please adopt the revised version no later than 31 October 2014 as we understand that enhancement of administrators' systems may be required. You are advised to visit the MPFA website www.mpfa.org.hk to access the latest version.

Please also be informed that two MPF Guidelines concerning MPF exempted ORSO schemes, namely, Guidelines on MPF Exempted ORSO Schemes – Application for Exemption of ORSO Registered Schemes (Guidelines V.2); and Guidelines on MPF Exempted ORSO Schemes – Application for Approval of Appointment of Trustees (Guidelines V.6), have also been revised as a result of the commencement of NCC. Please visit the MPFA website www.mpfa.org.hk to access the latest version.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Susanna Lee', is enclosed in a light grey rectangular box.

(Susanna Lee)
Senior Manager
Supervision Division