



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

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傳真號碼 Fax No. : 2259 8808  
本局檔號 Our Ref. : MPFA/S/IO-O/58/1  
來函檔號 Your Ref. :

21 November 2014

**Circular Letter: SU/COT/2014/006**

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

Dear Sir/Madam,

**Occupational Retirement Schemes Ordinance (the Ordinance)  
Mandatory Provident Fund Schemes (Exemption) Regulation  
(the Exemption Regulation)  
Matters relating to ORSO Scheme Administration**

With a view to enhance operational efficiency and protect the environment, the Authority intends to adopt two new initiatives. First, we would like to send future correspondences in relation to ORSO schemes by email. Second, we are considering to introduce more options to employers for payment of periodic fee. The opportunity is also taken to inform you of a revised MPF Guidelines with regard to minimum MPF benefits.

**Collection of Email Address**

We invite you to join hand with us to save the environment by enabling us to send correspondences to you by email in future. If you have not provided your email address to us before, please complete the attached "Reply Slip A" and return to us on or before **31 December 2014**. For scheme with more than one relevant employer, the representative employer of the scheme please kindly arrange each relevant employer to

complete a separate reply slip and return them to us. Please remember to inform us the updated email address using Form ORS-8 in case of changes.

**Payment Options of Periodic Fee (for representative/relevant employer only)**

Presently MPFA only accept payment of periodic fee by cheque or bank draft and we understand from some employers who expressed the desire to utilize electronic payment. MPFA is currently exploring various options to facilitate convenient payment of periodic fee. To assist us to make the final decision, please complete the attached "Reply Slip B" to indicate your preferred payment option and return to us on or before **31 December 2014**.

**Guidelines on MPF Exempted ORSO Schemes – Withdrawal of Minimum MPF Benefits (Guidelines V.11) (applicable to MPF exempted ORSO registered schemes only)**

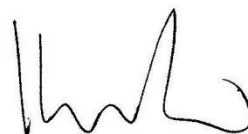
To deter scheme members from making false declarations in order to withdraw minimum MPF benefits from an MPF exempted ORSO scheme on the ground of permanent departure from Hong Kong, Guidelines V.11 has been revised to remind claimants of the penalty for the offence of making a false statement and that a scheme member is entitled to be paid the member's minimum MPF benefits on the ground of permanent departure from Hong Kong only once in a lifetime.

Other amendments have also been made to the Guidelines to facilitate the payment of minimum MPF benefits to scheme members' designated bank accounts by trustees and to improve the clarity of the Guidelines.

Please visit the MPFA website ([www.mpfa.org.hk](http://www.mpfa.org.hk)) to access the latest versions of Guidelines V.11.

If you have any questions about the content of this letter, please contact the Authority's hotline on 2918 0102 or your case officer.

Yours faithfully,



(Joseph Lee)  
Head (Trustees Supervision)

Encl.



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## REPLY SLIP (A)

### Email Address for Future Correspondences

(For scheme with more than one relevant employer, please use separate reply slip for each relevant employer)

Please provide us with the following information:

1. Scheme registration/exemption No.:

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2. Name of scheme:

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3. Name of employer:

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4. Name and post of contact person:

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5. Tel. No. of contact person:

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6. Email Address:

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Please return this to us by fax 2259 8808 or email [ORSOSchemeMPFA@mpfa.org.hk](mailto:ORSOSchemeMPFA@mpfa.org.hk) on or before **31 December 2014**.

**\*\*Please notify us in writing (Form ORS-8) of any subsequent changes of email address\*\***

Thank you for your co-operation.  
ORSO Schemes Section



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## REPLY SLIP (B)

### Periodic Fee Payment Method for ORSO schemes

(For scheme with more than one relevant employer, to be completed by the representative employer only)

Scheme registration/exemption No.:

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Name of scheme:

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Name of employer:

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Name and post of contact person:

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Tel. No. of contact person:

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If MPFA offers more methods for employers to settle the annual periodic fee, Please tick one of the methods as stated below to indicate your most preferred payment method:

(please tick one only)

- (i) Bank transfer
- (ii) Cash payment at 7-Eleven (only available in Hong Kong)
- (iii) PPS (only available to personal bank account holder)
- (iv) Cheque / Bank draft

Please return this to us by fax 2259 8808 or email [ORSOSchemeMPFA@mpfa.org.hk](mailto:ORSOSchemeMPFA@mpfa.org.hk)  
on or before **31 December 2014**.

Thank you for your co-operation.  
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