

MANDATORY PROVIDENT FUND SCHEMES AUTHORITY

II.3 Guidelines on Quarterly Returns of Registered Schemes

INTRODUCTION

Section 6H(1) of the Mandatory Provident Fund Schemes Ordinance (“the Ordinance”) provides that the Mandatory Provident Fund Schemes Authority (“the Authority”) may issue guidelines for the guidance of approved trustees, service providers and other persons concerned with the Ordinance.

2. Section 6H(3) of the Ordinance provides that a guideline may require persons (including persons belonging to a class) specified in the guideline to give to the Authority information or documents of a kind specified in the guideline. The guideline may only specify information or documents of a kind that the Authority reasonably requires for the exercise or performance of its functions.

3. The Authority hereby issues guidelines to specify the information required to be submitted in respect of quarterly returns of registered schemes. These guidelines also specify the means by which the quarterly returns should be submitted to the Authority.

QUARTERLY RETURN

Contents of the Quarterly Return

4. The contents of the quarterly return of a registered scheme are set out in Annex A and Annex B (FORM CF(QR) and FORM S(QR)). The information to be provided should be in respect of the end of each calendar quarter. A separate FORM CF(QR) should be filled in for each constituent fund of a registered scheme.

Submission of Quarterly Return

5. The approved trustee of a registered scheme is required to submit the quarterly return within 6 weeks of the end of each calendar quarter either by electronic means (such as e-mail or diskettes) or in hard copies to :

Mandatory Provident Fund Schemes Authority
21st and 22nd floors
One International Finance Centre
1 Harbour View Street
Hong Kong.

Definitions of Terms

6. Except where otherwise specified in the Annexes, the terms common to the Ordinance and the subsidiary legislation of the Ordinance carry the same meanings as defined in the Ordinance and the subsidiary legislation. Approved trustees of registered schemes should make appropriate reference to the Ordinance and the subsidiary legislation, where necessary.

FORM CF(QR)

**MANDATORY PROVIDENT FUND SCHEMES ORDINANCE (CAP. 485)
("the Ordinance")**

QUARTERLY RETURN OF CONSTITUENT FUND

NOTES :

- (1) *This Form must be completed by the approved trustee of the registered scheme to which the constituent fund belongs.*
- (2) *The approved trustee should refer to the "Guidelines on Quarterly Returns of Registered Schemes" for the purpose of submitting the quarterly return of the constituent fund of a registered scheme.*
- (3) *All questions must be answered. If any question is not applicable, please write "N.A."*
- (4) ** means delete whichever is inappropriate.*

FOR OFFICIAL USE ONLY

Reference no.: _____ **Date of receipt:** _____

Subject officer: _____ **Input officer:** _____

SECTION I - PARTICULARS OF THE CONSTITUENT FUND

- (1) Name of the constituent fund: _____
- (2) Name of the registered scheme to which the constituent fund belongs: _____
- (3) Name of the approved trustee of the registered scheme: _____

SECTION II - INVESTMENT PROFILE

For the quarter end of: Mar/ Jun/ Sept/ Dec*
Year

Basis for determining investment profile: Trade day / Settlement day*

(1) Asset Allocation

Please provide the asset holdings of the constituent fund in percentage term (including pro-rata holdings of any underlying pooled investment funds):

	Deposits & Cash %	Debt Securities** %	Equities %	Others %	Total %
Hong Kong					
North America					
Japan					
Far East (excl. Japan and HK)					
Europe					
Others					
TOTAL					

**Include convertible debt securities

(2) Effective Currency Exposure

Please express the effective currency exposure of the constituent fund as a percentage of its net asset value (including pro-rata holdings of any underlying pooled investment funds) :
(%)

HK \$	_____
US \$	_____
Asian currencies (exclude HK\$)	_____
Euro	_____
Other currencies	_____
Total	_____ 100 _____

(3) Investment Return

Net investment return for the quarter (%) :

Basis of calculation:

FORM S(QR)

**MANDATORY PROVIDENT FUND SCHEMES ORDINANCE (CAP. 485)
("the Ordinance")**

QUARTERLY RETURN OF REGISTERED SCHEMES

NOTES :

- (1) *This Form must be completed by the approved trustee of the registered scheme.*
- (2) *The approved trustee should refer to the "Guidelines on Quarterly Returns of Registered Schemes" for the purpose of submitting the quarterly return of the registered scheme.*
- (3) *All questions must be answered. If any question is not applicable, please write "N.A."*
- (4) ** means delete whichever is inappropriate*

FOR OFFICIAL USE ONLY

Reference no.: _____ **Date of receipt:** _____

Subject officer: _____ **Input officer:** _____

SECTION I - PARTICULARS OF THE REGISTERED SCHEME

- (1) Name of the registered scheme : _____
- (2) Name of the approved trustee of the registered scheme: _____

SECTION II – REPORTING QUARTER

For the quarter end of: Mar/ Jun/ Sept/ Dec*

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Year

SECTION III INFORMATION ON MEMBERS

- (1) Number of self-employed members contributing on a monthly basis as at the end of the quarter: _____
- (2) Number of employee members who are not required to make mandatory contributions for the last contribution period ending on or before the end of the quarter : _____
- (3) Number of employee members whose relevant income is the same as or more than the maximum level of relevant income (for determining the mandatory contributions made by the employee) for the last contribution period ending on or before the end of the quarter : _____
- (4) Number of employee members whose contribution periods are shorter or longer than one month as at the end of the quarter : _____

SECTION IV INFORMATION ON BENEFITS WITHDRAWN

(1) Benefits withdrawn during the Quarter^{Note 1}

	<u>Derived from mandatory contributions</u>	<u>Derived from voluntary contributions</u>
Paid out:		
Early retirement / retirement	HK\$	HK\$
Death	HK\$	HK\$
Total incapacity	HK\$	HK\$
Permanent departure from HK	HK\$	HK\$
Small balance account ^{Note 2}	HK\$	HK\$
Resignation / dismissal ^{Note 3}	HK\$	HK\$
Others (Please specify: _____)	HK\$	HK\$
Transferred to other registered schemes:	HK\$	HK\$
Others (Please specify: _____)	HK\$	HK\$

(2) Offsetting severance payments or long service payments^{Note 4}

	<u>Derived from mandatory contributions</u>	<u>Derived from voluntary contributions</u>
Benefits used to offset severance payments	HK\$	HK\$
Benefits used to offset long service payments	HK\$	HK\$

**Explanatory notes for completion of quarterly return
covering information on statistics related to a registered scheme**

1. Benefits referred to the entire sum paid directly or indirectly to a member. Where a member has received benefits part of which are used to offset severance payment or long service payment, the full amount of benefits paid to the member (including any amount used to offset the severance payment or long service payment of the member concerned) should be reported in Section IV(1).
2. This item refers to the amount of payments of accrued benefits made in accordance with section 165 of the Mandatory Provident Fund Schemes (General) Regulation.
3. No benefits derived from mandatory contributions would normally be paid to a member in case of resignation / dismissal except in the case of the member receiving severance payment or long severance payment on dismissal or resignation.
4. Benefits used to offset severance payment or long service payment only refers to that part of the benefits used for the said purpose. Where a member has received benefits exceeding the amount of the severance payment or long service payment, the amount in excess of the severance payment or long service payment should not be included in Section IV(2).