

MANDATORY PROVIDENT FUND SCHEMES AUTHORITY

II.8 Guidelines on Monthly Statistical 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 monthly statistical returns of registered schemes. These guidelines also specify the means by which the monthly statistical returns should be submitted to the Authority.

MONTHLY STATISTICAL RETURN

Contents of the Monthly Statistical return

4. The contents of the monthly statistical return of a registered scheme are set out in the Annex (FORM SS(MR)). The information to be provided should be in respect of the end of each calendar month.

Submission of Monthly Statistical return

5. The approved trustee of a registered scheme is required to submit the monthly statistical return within 21 days of the end of each calendar month 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 Annex, 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 SS(MR)

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

MONTHLY STATISTICAL RETURN OF REGISTERED SCHEME

Statistics relating to the Registered Scheme

NOTES :

- (1) *The approved trustee ("the Trustee") of a registered scheme ("the Scheme") should refer to the "Guidelines on Monthly Statistical Returns of Registered Schemes" for the purpose of submitting a monthly statistical return of the Scheme.*
- (2) *The Trustee of the Scheme should read the explanatory notes to this Form carefully before completing this Form.*
- (3) *** means the requested information is not applicable to employer sponsored schemes.*
- (4) *Please insert "N.A." if not applicable.*

FOR OFFICIAL USE ONLY

Scheme registration no. : _____ **Date of receipt :** _____

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

SECTION I INFORMATION ON THE SCHEME

- (1) Name of the scheme : _____
- (2) Registration no. of the scheme : _____
- (3) The month to which this Return relates ("the Month") : _____

SECTION II INFORMATION ON PARTICIPATING EMPLOYERS

- (1) Number of participating employers in the scheme as at the end of the Month : _____

SECTION III INFORMATION ON PARTICIPATING EMPLOYEES

- (1) Number of participating employees in the scheme as at the end of the Month : _____
- (2) Number of employees who have newly participated in the scheme in the Month ^{Note 1} : _____
- (3) Number of employees who have ceased participation in the Month : _____

SECTION IV INFORMATION ON PARTICIPATING SELF-EMPLOYED PERSONS**

- (1) Number of participating self-employed persons in the scheme as at the end of the Month : _____

SECTION V INFORMATION ON PRESERVED ACCOUNTS**

- (1) Number of preserved accounts as at the end of the Month : _____

SECTION VI INFORMATION ON CONTRIBUTIONS / BENEFITS RECEIVED BY AND BENEFITS WITHDRAWN FROM A REGISTERED SCHEME DURING THE MONTH

(1) Contributions / benefits received during the Month

	Mandatory contributions or benefits derived therefrom (HK\$)	Voluntary contributions or benefits derived therefrom (HK\$)
Contributions received :		
Benefits transferred from other registered schemes :		
Benefits transferred from occupational retirement schemes ^{Note 2} :		
Others (Please specify : _____)		

(2) Benefits paid / transferred during the Month

	Benefits derived from mandatory contributions (HK\$)	Benefits derived from voluntary contributions (HK\$)
Benefits paid :		
Benefits transferred to other registered schemes :		
Others (Please specify : _____)		

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

1. The “employees who have newly participated in the Scheme in the Month” refer to the participating employees who have newly participated in the Scheme in the Month and whose participation remained in the Scheme as at the last day of the Month. For clarification sake, employees newly participated in the Scheme in the Month but subsequently ceased participation in the Scheme in the same month should not be included.
2. The amount of minimum MPF benefits transferred from occupational retirement schemes should be categorized as benefits derived from mandatory contributions whilst the amount of benefits in excess of the minimum MPF benefits should be categorized as benefits derived from voluntary contributions.