

MANDATORY PROVIDENT FUND SCHEMES AUTHORITY

II.2 Guidelines on Monthly Returns of Approved Pooled Investment Funds being Capital Preservation Funds

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, participating employers and their employees, self-employed persons, regulated persons 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 returns of approved pooled investment funds that are Capital Preservation Funds. These guidelines also specify the means by which the monthly returns should be submitted to the Authority.

MONTHLY RETURN

Prescribed Format and Information

4. The prescribed information and format of the monthly return are set out in the Annex (FORM PF(MR)).

Submission of Monthly Return

5. The monthly return should be filed by the approved trustee of an authorized unit trust or the custodian of the statutory investment fund in relation to an insurance policy.

6. The party responsible for filing the monthly return is to submit the return within 7 working days after the last day of each calendar month either by electronic means such as e-mail or diskettes or in hard copies to:

Mandatory Provident Fund Schemes Authority
Level 8, Tower 1, Kowloon Commerce Centre
51 Kwai Cheong Road, Kwai Chung
Hong Kong

Definition of Terms

7. Where a term used in the Guidelines is defined in the Ordinance or the subsidiary legislation then, except where specified in the Guidelines, that term carries the meaning as defined in the Ordinance or the subsidiary legislation.

Warning

8. It is an offence under section 43E of the Ordinance if a person, in any document given to the Authority, makes a statement that he knows to be false or misleading in a material respect, or recklessly makes a statement which is false or misleading in a material respect.

FORM PF(MR)

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

**MONTHLY RETURN OF
APPROVED POOLED INVESTMENT FUND
BEING A CAPITAL PRESERVATION FUND**

NOTES:

- (1) *This Form must be completed by:*
 - (a) *the approved trustee of an authorized unit trust; or*
 - (b) *the custodian of the statutory investment fund in relation to an insurance policy.*
- (2) *The approved trustee/custodian of the Approved Pooled Investment Fund ("APIF") should refer to the "Guidelines on Monthly Returns of Approved Pooled Investment Funds being Capital Preservation Funds" for the purpose of submitting the monthly return of the APIF.*
- (3) *All questions must be answered. If any question is not applicable, please write "N.A."*

FOR OFFICIAL USE ONLY

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

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

SECTION I - PARTICULARS

- (1) Name of the APIF: _____
- (2) Name of the approved trustee/custodian: _____
- (3) For the month of:

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Month Year

SECTION II - MOVEMENT OF FUND

- (1) Number of units issued and the amount received upon issuance during the month
- (2) Number of units redeemed and the amount paid on redemption during the month

SECTION III - NET ASSET VALUE

- (1) The beginning and month end figures of total net asset value
- (2) The beginning and month end figures of total number of units
- (3) The beginning and month end unit price

SECTION IV - INVESTMENT RETURN

- (1) Gross investment return of the APIF for the month (total amount and percentage, and the basis of calculation of the return)

- (2) Net investment return of the APIF for the month (total amount and percentage, and the basis of calculation of the return)

SECTION V - SAVINGS RATE

- (1) The savings rate used for calculating deduction of administrative expenses

SECTION VI - ADMINISTRATIVE EXPENSES

- (1) An itemised list of all expenses incurred during the month

- (2) An itemised list of various expenses (excluding administrative expenses) which have been debited from the APIF during the month

- (3) Administrative expenses incurred in the month which have been debited from the APIF during the month

- (4) Outstanding administrative expenses incurred in the month to be debited from the APIF in future months

- (5) Previous outstanding administrative expenses (by month) which have been debited from the APIF during the month (the maximum carry-over period is 12 months)

SECTION VII - COMPLIANCE

- (1) Indicate whether there were any instances during the month where the APIF did not comply with the requirements under s.37 of the Mandatory Provident Fund Schemes (General) Regulation and the relevant guidelines issued by the Mandatory Provident Fund Schemes Authority; if so, state the reason for non-compliance and explain whether the breaches have been rectified.