

MANDATORY PROVIDENT FUND SCHEMES AUTHORITY

II.4 Guidelines on Annual Statements of Registered Schemes

INTRODUCTION

Section 22A(1) of the Mandatory Provident Fund Schemes Ordinance (“the Ordinance”) provides that the approved trustee of a registered scheme must, by the end of the day that falls 6 months after the end of each financial period of the scheme, lodge with the Mandatory Provident Fund Schemes Authority (“the Authority”) an annual statement.

2. Section 81 of the Mandatory Provident Fund Schemes (General) Regulation (“the Regulation”) provides that the approved trustee of a registered scheme must prepare financial statements of the scheme for each of its financial period.

3. Section 87 of the Regulation provides that the approved trustee of a registered scheme must prepare an investment report of the scheme for each of its financial period.

4. The financial statements and the investment report form part of the consolidated report prescribed under section 89 of the Regulation. Section 110(3)(a) of the Regulation stipulates that the consolidated report must be included in the annual statement prescribed under section 22A(1) of the Ordinance.

5. Section 110(2)(a) to (c) of the Regulation specifies the information that must be included in the annual statement submitted under section 22A(1) of the Ordinance. Section 110(2)(d) of the Regulation further provides that the Authority may prescribe guidelines to specify such other information to be included in the annual statement.

6. Section 6H of the Ordinance provides that the Authority may issue guidelines for the guidance of approved trustees, service providers and other persons concerned with the Ordinance.

7. The Authority hereby issues guidelines to prescribe:

- (a) the statistical information in relation to a registered scheme under section 110(2)(d) of the Regulation; and
- (b) the information in relation to the constituent funds of a registered scheme which should be included in the financial statements and the investment report of the scheme under sections 81 and 87 of the Regulation respectively.

8. These guidelines also specify the format of submission of the statistical information and the means that the annual statement and its accompanying documents should be submitted to the Authority.

ANNUAL STATEMENTS

Prescribed Information and Format

9. The statistical information and format prescribed for the purpose of section 110(2)(d) of the Regulation are set out in:

- (a) Annex A (Form MPF(S)-AR/STAT) in respect of a registered employer sponsored scheme or master trust scheme; or

- (b) Annex B (Form MPF(S)-AR/STAT(IS)) in respect of a registered industry scheme.

10. The information in relation to the constituent funds of a registered scheme to be included in the financial statements and the investment report of the scheme is set out in Annex C (Form CS-AS).

11. The prescribed format of the forms in the Annexes can be downloaded from the Authority's website at:

www.mpfa.org.hk

Definitions of Terms

12. Except where otherwise specified in the forms at Annexes A, B and C, the terms common to the forms in the Annexes, 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.

Submission of Annual Statement and Accompanying Documents

13. When submitting the annual statement to the Authority, an approved trustee of a registered scheme is required to:

- (a) send the annual statement and the accompanying documents specified in section 110(3) of the Regulation, in hard copies, to:

Mandatory Provident Fund Schemes Authority
Level 16, International Commerce Centre
1 Austin Road West, Kowloon
Hong Kong;
and

- (b) in addition to the hard copies described in (a) above, send the statistical information prescribed in Annex A or B (as where applicable) in a diskette using the software of “Microsoft Excel”.

Warning

14. 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 MPF(S)-AR/STAT

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

**ANNUAL STATISTICAL INFORMATION ON REGISTERED
EMPLOYER SPONSORED SCHEMES/MASTER TRUST SCHEMES**

NOTES:

- (1) *The approved trustee ("the Trustee") of a registered employer sponsored scheme or master trust scheme ("the Scheme") should read the explanatory notes to this Form carefully before completing this Form.*
- (2) *Unless otherwise specified, all the statistics required in this Form are to be taken as at the last day of the financial period of the Scheme.*
- (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 received:** _____

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

SECTION I - THE SCHEME

- (1) Name of the Scheme: _____
- (2) Registration no. of the Scheme: _____
- (3) Type of the Scheme (tick where appropriate):
- Employer sponsored scheme
- Master trust scheme
- (4) The financial period to which this Form relates (“the Financial Period”):
- from

Day	Month					Year
- to

Day	Month					Year

SECTION II - GENERAL INFORMATION

- (1) *Number of scheme members by age and by account type*

Age ^{Note 1}	No. of scheme members ^{Note 2}		
	Contribution Account	Special Voluntary Contribution ^{Note 3} Account	Preserved Account
<30			
≥30 but <50			
≥50 but <60			
≥60 but <65			
≥65			

- (2) *Number of participating employers by size of employees who were members of the Scheme*

Employee size	No. of participating employers
1-4 employees	
5-9 employees	
10-19 employees	
20-49 employees	
50-199 employees	
200-999 employees	
≥1,000 employees	

(3) *Self-employed persons* **

No. of self-employed persons who had made contributions during the Financial Period:

SECTION III - RETAINED BENEFITS^{NOTE 4}

(1) Number of scheme members who are retaining their accrued benefits in the Scheme after attaining retirement age during the Financial Period:

(2) Amount of retained benefits concerned (HK\$):

SECTION IV - SMALL BALANCE ACCOUNTS

Number of preserved accounts where closing balance ^{Note 5} is less than or equal to HK\$ 5,000:

***Explanatory notes for completion of Form MPF(S)-AR/STAT for
employer sponsored schemes and master trust schemes***

- (1) For the purpose of SECTION II(1), the age of a scheme member refers to the age of the member attained at his/her last birthday falling on or before the end of the reported Financial Period of the Scheme.
- (2) “Scheme members” in SECTION II(1) refers to the persons who were members of the Scheme (in the capacity of employees of a employer participating in the schemes of the relevant trustee, self-employed persons, preserved account holders and/or special voluntary contribution account holders) as at the last day of the Financial Period of the Scheme. If a contribution account holder was participating in the Scheme in more than one capacity (e.g., he/she was an employee of a employer participating in the scheme of the relevant trustee and was also a SEP with the same MPF scheme), he/she would still be regarded as “one” member in the Scheme for the purpose of SECTION II(1). If a member concurrently holds a contribution account, a preserved account and/or a special voluntary contribution account under the same MPF scheme, the member should be reported under all relevant categories under Section II(1).
- (3) “Special voluntary contributions” refers to voluntary contributions paid directly by a relevant employee to the trustee. Unlike normal voluntary contributions, these contributions are non-employment related, i.e. contributions do not go through their employer, withdrawal of accrued benefits is neither tied to employment nor subject to preservation requirements.
- (4) Upon attaining the retirement age, a scheme member may retain his/her accrued benefits in the scheme. These accrued benefits are treated as retained benefits. Retained benefits should cover all accrued benefits in respect of the scheme members concerned, derived from both mandatory and voluntary contributions.
- (5) “Closing balance” means the accrued benefits derived from mandatory and voluntary contributions as at the end of the Financial Period of the Scheme as indicated in Section I(4) of this Form. The number of preserved accounts with zero balance should be excluded.

FORM MPF(S)-AR/STAT(IS)

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

**ANNUAL STATISTICAL INFORMATION ON REGISTERED INDUSTRY
SCHEMES**

NOTES:

- (1) The approved trustee ("the Trustee") of a registered industry scheme ("the Scheme") should read the explanatory notes to this Form carefully before completing this Form.*
- (2) Unless otherwise specified, all the statistics required in this Form are to be taken as at the last day of the financial period of the Scheme.*
- (3) Please insert "N.A." if not applicable.*

FOR OFFICIAL USE ONLY

Scheme registration no. : _____ **Date received:** _____

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

SECTION I - THE SCHEME

- (1) Name of the Scheme: _____
- (2) Registration no. of the Scheme: _____
- (3) The financial period to which this Form relates (“the Financial Period”):
- | | | | | | | | | |
|------|-----|-------|------|--|--|--|--|--|
| from | | | | | | | | |
| | Day | Month | Year | | | | | |
| to | | | | | | | | |
| | Day | Month | Year | | | | | |

SECTION II - GENERAL INFORMATION

- (1) *Number of scheme members by age and by account type*

Age ^{Note 1}	No. of scheme members ^{Note 2}		
	Contribution Account	Special Voluntary Contribution ^{Note 3} Account	Preserved Account
<30			
≥30 but <50			
≥50 but <60			
≥60 but <65			
≥65			

- (2) *Number of participating employers by size of employees who were members of the Scheme*

No. of employees other than casual employees	No. of participating employers
1-4 employees	
5-9 employees	
10-19 employees	
20-49 employees	
50-199 employees	
200-999 employees	
≥1,000 employees	

(3) Number of participating employers with casual employees only _____

(4) *Self-employed persons*

No. of self-employed persons who had made contributions during the Financial Period:

SECTION III - RETAINED BENEFITS^{NOTE 4}

(1) Number of scheme members who are retaining their accrued benefits in the Scheme after attaining retirement age during the Financial Period:

(2) Amount of retained benefits concerned (HK\$):

Explanatory notes for completion of Form MPF(S)-AR/STAT(IS) for industry schemes

- (1) For the purpose of SECTION II(1), the age of a scheme member refers to the age of the member attained at his/her last birthday falling on or before the end of the reported Financial Period of the Scheme.
- (2) “Scheme members” in SECTION II(1) refers to the persons who were members of the Scheme (in the capacity of employees of a employer participating in the schemes of the relevant trustee, self-employed persons, preserved account holders and/or special voluntary contribution account holders) as at the last day of the Financial Period of the Scheme. If a contribution account holder was participating in the Scheme in more than one capacity (e.g., he/she was an employee of a employer participating in the schemes of the relevant trustee and was also a SEP with the same MPF scheme), he/she would still be regarded as “one” member in the Scheme for the purpose of SECTION II(1). If a member concurrently holds a contribution account, a preserved account and/or a special voluntary contribution account under the same MPF scheme, the member should be reported under all relevant categories under Section II(1).
- (3) “Special voluntary contributions” refers to voluntary contributions paid directly by a relevant employee to the trustee. Unlike normal voluntary contributions, these contributions are non-employment related, i.e. contributions do not go through their employer, withdrawal of accrued benefits is neither tied to employment nor subject to preservation requirements.
- (4) Upon attaining the retirement age, a scheme member may retain his/her accrued benefits in the scheme. These accrued benefits are treated as retained benefits. Retained benefits should cover all accrued benefits in respect of the scheme members concerned, derived from both mandatory and voluntary contributions.