

MANDATORY PROVIDENT FUND SCHEMES AUTHORITY

II.1 Guidelines on Monthly Returns of Registered Schemes

INTRODUCTION

Section 6H 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 117 of the Mandatory Provident Fund Schemes (General) Regulation (“the Regulation”) provides that within 7 working days after the last day of each calendar month, the approved trustee of a registered scheme must lodge with the Authority a monthly return containing :

- (a) such information relating to the participating employers and members of the scheme; and
- (b) such information relating to the capital preservation fund,

as may be prescribed for the purposes of that section by the guidelines.

3. The Authority hereby issues guidelines to prescribe the information to be submitted under section 117 of the Regulation and the format of submission.

MONTHLY RETURN

Prescribed Format and Information

4. When submitting a monthly return of a registered scheme to the Authority, the approved trustee of the scheme must ensure that the monthly return is in the prescribed format and contains the information as set out at :

- (a) Annex A (Form S(MR)) in respect of information relating to participating employers and members of the scheme; and
- (b) Annex B (Form CF(MR)) in respect of information relating to the capital preservation fund of the scheme.

Definitions of Terms

5. Except where otherwise specified in the forms at Annexes A and B, 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 Monthly Return

6. In view of the voluminous data required in Annex A of the monthly return, approved trustee of a registered scheme should submit that part of the monthly return by electronic means such as e-mail or diskettes. The trustee should also comply with the requirements for electronic interface with the Authority when submitting that part.

7. Information specified in Annex B should be submitted by electronic means or in hard copy to :

Mandatory Provident Fund Schemes Authority,
Suites 1407-09, One Pacific Place,
88 Queensway,
Hong Kong.

FORM S(MR)

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

MONTHLY RETURN OF REGISTERED SCHEME

Information relating to Participating Employers and Members

NOTES :

- (1) *The approved trustee ("the Trustee") of a registered scheme ("the Scheme") should refer to the "Guidelines on Monthly Returns of Registered Schemes" for the purpose of submitting a monthly return of the Scheme under s.117 of the Mandatory Provident Fund Schemes (General) Regulation.*
- (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) *Δ means the requested information is not applicable to casual employees of industry schemes.*
- (5) *Please insert "N.A." if not applicable.*

FOR OFFICIAL USE ONLY

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

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

SECTION I - THE SCHEME

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

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Month Year

SECTION II - INFORMATION ON PARTICIPATING EMPLOYERS ^{Notes 1-5}

- (1) List of employers newly participated in the Scheme in the Month ^{Note 1} :

Name of employers	Business registration nos.

- (2) List of employers who ceased participation in the Scheme in the Month ^{Notes 6&7} :

Name of employers	Participation nos. ^{Notes 3-5&8}	Name of scheme(s) joined

- (3) Comprehensive list of participating employers in the Scheme as at 31st March. (This list is to be submitted in the monthly return of every March ^{Note 9}.)

Name of employers	Participation nos. ^{Notes 3-5 & 8}

SECTION III ** - INFORMATION ON SELF-EMPLOYED PERSONS

- (1) List of self-employed persons newly participated in the Scheme in the Month ^{Note 10-11} :

Name of self-employed persons ^{Note 11}	HKID Card nos./ passport nos. ^{Note 12}	Business registration nos. ^{Note 13} , if any

- (2) List of self-employed persons who ceased participation as self-employed persons in the Scheme in the Month ^{Note 14} :

Name of self-employed persons ^{Note 11}	HKID Card nos./ passport nos. ^{Note 12}	Business registration nos. ^{Note 13} , if any	Name of scheme joined ^{Note 10}

- (3) Comprehensive list of self-employed persons in the Scheme as at 31st March. (This list is to be submitted in the monthly return of every March ^{Note 9}.)

Name of self-employed persons ^{Note 11}	HKID Card nos./ passport nos. ^{Note 12}	Business registration nos. ^{Note 13} , if any

SECTION IV ** ^Δ - INFORMATION ON PRESERVED ACCOUNT HOLDERS ^{Note 15}

- (1) List of new preserved account holders having preserved accounts in the Scheme in the Month :

Name of preserved account holders ^{Note 15}	HKID Card nos./passport nos.

- (2) List of preserved account holders who ceased to have preserved accounts in the Scheme in the Month ^{Note 16} :

Name of preserved account holders	HKID Card nos./ passport nos.	Name of scheme joined ^{Note 17}

- (3) Comprehensive list of preserved account holders in the Scheme as at 31st March. (This list is to be submitted in the monthly return of every March ^{Note 9}.)

Name of preserved account holders ^{Note 15}	HKID Card nos./passport nos.

**Explanatory notes for completion of monthly return
covering information on participating employers and members**

1. The “employers newly participated in the Scheme in the Month” refer to the participating employers who participated in the Scheme in the Month and who remained participating in the Scheme as at the last day of the Month. For clarification sake, employers newly participated in the Scheme in the Month but subsequently ceased participation in the Scheme in the same month should not be included.
2. When an employer enrolls his employees in the Scheme, the Trustee should ascertain whether or not the employer has registered with the Business Registration Office (“BRO”). If yes, the Trustee should ask for the relevant business registration number (BR no.) and state the number in this Return.
3. For each BR no. given in this Return, the Trustee should allocate a prefix “BR” to the BR no. For example, if an employer has a BR no. of 12345678, then the Trustee should fill in “BR12345678”.
4. In respect of an employer having more than one BR no., if the Trustee is provided with these BR nos., then the Trustee should report all these BR nos. to the Authority. However, the Authority will adopt the first BR no. that the Trustee fills in as the primary BR no. for identification of the employer, and will keep the other reported BR nos. of that employer in record for compilation purposes. The Authority will use that primary BR no. as the *participation number* in its participation certificate issued to the employer under section 124 of the Regulation. Therefore, in the Trustee’s correspondence (including reports in monthly return) with the Authority relating to the employer, the Trustee should always quote the participation no. of that employer.
5. (a) If it is known to the Trustee that a participating employer has no registration with the BRO, then the Trustee should ascertain whether or not the employer has a registration with any of the following government departments, and if there is a registration number in respect of the registration.

Prefix

Government departments

Inland Revenue Department

- in respect of charitable organisations IR

Society Office of the Hong Kong Police

- in respect of societies SO

Education Department ED

Registry of Trade Unions TU

Others OT

- (b) If there is such a registration, then the Trustee should fill in the above allocated prefix of the government department concerned and state the relevant registration no. in this Return. For example, if the employer is registered with the Registry of Trade Unions with registration no. of 1350,

then the Trustee should fill in "TU1350" in respect of that employer. If the employer is registered with the Society Office of the Hong Kong Police with registration no. of 24680, then the Trustee should fill in "SO24680" in respect of that employer.

- (c) For employers that are charitable organisations with exemption granted by the Inland Revenue Department ("IRD") for payment of tax, they will not have any registration nos. with the IRD. In this connection, the Trustee is simply required to fill in "IR" for these employers in this Return.
 - (d) Where an employer advises the Trustee that he has registrations with more than one government department listed above, the Trustee should state all the registrations (with the prefix of the department and the registration nos. concerned) that he is informed of. When filling in these registrations, the Trustee should always fill in the registration with a registration no. first. For example, if an employer has registrations with both the IRD (as a charitable organisation) and also with Society Office of the Hong Kong Police (with registration no. of 1234), then the Trustee should fill in the registrations in the order of "SO1234" first and then followed by "IR". This is because the Authority will adopt the registration with registration no. as the key to identify the employer in the MPF System. As mentioned in (4) above, the Authority will also adopt the registration no. as the participation no.
 - (e) If an employer does not have a registration with any of the government departments listed above, the Trustee should fill in "OT" (which represents "others").
 - (f) In respect of the "IR" employers that do not have any other registrations with the government departments listed above, or in respect of the "OT" employers, the Authority will allocate an unique "participation no." for each of them. The Authority will inform such participation nos. (which will also be shown in the participation certificates issued by the Authority to the employers) to the Trustee. Trustee should then quote these participation nos. whenever a report on these employers is made to the Authority.
6. For clarification of SECTION II (2), employers who newly participated in the Scheme in the Month but subsequently ceased participation in the Scheme in the same month should be excluded. If an employer ceased participation in the Scheme for joining another scheme, please state the name of the scheme joined. If the employer joined more than one scheme, please state the name of the schemes joined.
7. There may be circumstances where an employer has different classes of employees participating in the Scheme and he changed participation of certain classes of his employees in the Scheme to another registered scheme in the Month. Insofar as the employer is still having employees participating in the Scheme, the Trustee is not required to include that employer in SECTION II (2) of this Return in the Month.

8. As mentioned in notes 3 to 5, the participation no. of an employer is made up of BR no. or its registration no. with the specified government department. If the employer has no BR no. or does not have any registration no. with the government departments listed in (5) above, the participation no. will be a number allocated by the Authority. The Authority will inform the Trustee of the participation no. concerned when the Authority is first informed by the Trustee of the employer's participation in the Scheme.
9. The Trustee should submit the comprehensive list in addition to the lists in SECTION II/III/ IV (1) and (2) in the Return for every March.
10. The "self-employed persons newly participated in the Scheme in the Month" refer to the self-employed persons who participated in the Scheme in the Month and who remained participating in the Scheme as at the last day of the Month. For clarification sake, self-employed persons newly participated in the Scheme in the Month but later on ceased participation in the Scheme in the same month should be excluded. If a self-employed person ceased participation in the Scheme for joining another scheme, please state the name of scheme joined.
11. The Trustee should fill in the name of the self-employed person (i.e., the name of an individual), not the name of the business of the self-employed person.
12. The Trustee should ask for the Hong Kong identity card number (HKID card no.) of self-employed persons when these persons enrol in the Scheme. If the HKID card no. of a self-employed person is not available at the time of submitting this Return, the Trustee should obtain the passport no. of the person and provide that passport no. to the Authority for identification purpose. When the HKID card no. of the self-employed person concerned is known to the Trustee, the Trustee should report such information to the Authority as soon as possible.
13. When a self-employed person enrolls in the Scheme, the Trustee should ascertain whether or not the person's business has registered with the BRO. If yes, the Trustee should ask for the relevant BR no. and state the BR no. in this Return. If the person has multiple businesses and therefore has more than one BR no., then the Trustee should, for the reference of the Authority, state all the BR nos. that are known to him in respect of the employer.
14. For clarification of SECTION III(2), self-employed persons who newly participated in the Scheme in the Month but later on ceased participation in the Scheme in the same month are to be excluded.
15. For the purpose of this Return, "preserved account holders" refer to the persons who have preserved accounts (i.e., not contribution accounts) in the Scheme as at the last day of the Month.
16. New preserved account holders participated in the Scheme in the Month but later on ceased participation in the Scheme in the same month are to be excluded.
17. If a preserved account holder ceased participation in the Scheme for joining another scheme, please state the name of scheme joined.

FORM CF(MR)

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

**MONTHLY RETURN OF REGISTERED SCHEME
Information relating to the Capital Preservation Fund**

NOTES :

- (1) *The approved trustee ("the Trustee") of a registered scheme ("the Scheme") should refer to the "Guidelines on Monthly Returns of Registered Schemes" for the purpose of submitting a monthly return of the Scheme under s.117 of the Mandatory Provident Fund Schemes (General) Regulation.*
- (2) *This Form must be completed by the Trustee of the Scheme to which the Capital Preservation Fund belongs.*
- (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 Capital Preservation Fund (the Fund): _____
- (2) Name of the Scheme to which the Fund belongs: _____
- (3) Name of the Trustee of the Scheme : _____
- (4) 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 Fund for the month (total amount and percentage)
- (2) Net investment return of the Fund for the month (total amount and percentage)

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

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

 - (5) Previous outstanding administrative expenses (by month) which have been debited from the Fund 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 Fund 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.