

MANDATORY PROVIDENT FUND SCHEMES AUTHORITY

IV.14 Guidelines on Remittance Statement

INTRODUCTION

Section 123 of the Mandatory Provident Fund Schemes (General) Regulation (“the Regulation”) requires a participating employer to ensure, when paying contributions to the approved trustee of a registered scheme, that the contributions are accompanied by a remittance statement, in a form specified or approved by the Mandatory Provident Fund Schemes Authority (“the Authority”), for the contribution period to which the contributions relate.

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

3. The Mandatory Provident Fund Schemes (Amendment) Bill 2002 was passed on 12 July 2002. The enacted Mandatory Provident Fund Schemes (Amendment) (No. 2) Ordinance 2002 (“the Amendment Ordinance”) was gazetted on 19 July 2002. Under section 4 and sections 6 and 7 to the Schedule of the Amendment Ordinance, employers are allowed to remit the contributions for non-casual employees for all payroll periods ending in a calendar month on the 10th day of the following months. The relevant sections of the Amendment Ordinance shall come into operation on a day to be appointed by the Secretary for Financial Services and the Treasury by notice published in the Gazette (“the Date of Operation”).

4. Section 47A of the Ordinance empowers the Authority to specify or approve the form and contents of documents required for the purposes of the Ordinance.

5. The Authority hereby issues guidelines to prescribe the format of the remittance statement to be used by participating employers.

EFFECTIVE DATE

6. These revised Guidelines shall become effective on the Date of Operation. The previous version of these Guidelines (Version 1 - September 2000) shall be superseded on that day.

REMITTANCE STATEMENT

7. The content and the format of the remittance statement are set out in Annex A. An example and a sample of a remittance statement are also shown at Annex B for reference. The information provided in the remittance statement should be provided in respect of each contribution period of each relevant employee.

8. Contributions for employees having different contribution periods should be reported in separate remittance statements. For example, an employer should report contributions for his weekly paid and monthly paid employees in two separate remittance statements.

9. Section 47A of the Ordinance provides that if the Authority has specified or approved a form for the purposes of the Ordinance, strict compliance with the form is not necessary and substantial compliance is sufficient. Accordingly, a service provider may design its own format provided that the

format must include all information as required by section 123(2) of the Regulation. Any such format of remittance statement which complies substantially with the form set out in Annex A will be deemed to have been approved by the Authority.

DEFINITION OF TERMS

10. Except as otherwise specified in these Guidelines, the terms common to the Ordinance and the subsidiary legislation of the Ordinance carry the same meanings as those defined in the Ordinance and the subsidiary legislation. Reference should be made to the Ordinance and the subsidiary legislation, where necessary.

Name of Scheme :
 Scheme Registration No. :

**MANDATORY PROVIDENT FUND SCHEMES ORDINANCE (CAP. 485)
 REMITTANCE STATEMENT**

Name of Employer :
 Name of Contact Person :
 Address :
 Telephone No. :
 Employer Participation No. :

Contributions for the contribution period from _____ to _____

Part I - For New Employees (Note 1)

No.	Name of Employee (Surname first)	HKID Card No. or Scheme Membership No.	Relevant Contribution Period		Relevant Income (\$)	Employer's Contributions		Employee's Contributions		Total (\$)		Date of Employment (DD / MM / YY)	
			For Employer's Contributions	For Employee's Contributions *		(a)	(b)	(c)	(d)	(a) + (c)	(b) + (d)		
						Mandatory Contributio ns (\$)	Voluntary Contributio ns (\$)	Mandatory Contributio ns (\$)	Voluntary Contributio ns (\$)	Mandatory Contributio ns (\$)	Voluntary Contributio ns (\$)		
1			To	To									
			To	To									
			To	To									
Sub-total :													
						Contribution surcharge (\$), if applicable:					-		
						Sub-total :						(i)	

* After taking into account the first 30-day-contribution holiday and:

- (i) waiver of contributions for the first incomplete payroll period for employees with monthly or more frequent than monthly payroll; or
- (ii) waiver of contributions for the incomplete calendar month immediately following the contribution holiday for employees with less frequent than monthly payroll

Part II - For Existing Employees (Note 2)

No.	Name of Employee (Surname first)	HKID Card No. or Scheme Membership No.	Relevant Income (\$)	<i>Employer's Contributions</i>		<i>Employee's Contributions</i>		Total (\$)		Date of Cessation of Employment, (if applicable) (Note 3) (DD / MM / YY)
				(a)	(b)	(c)	(d)	(a) + (c)	(b) + (d)	
				Mandatory Contributions (\$)	Voluntary Contributions (\$)	Mandatory Contributions (\$)	Voluntary Contributions (\$)	Mandatory Contributions (\$)	Voluntary Contributions (\$)	
1										
2										
Sub-total :										
								Contribution surcharge (\$), if applicable:		
								Sub-total :		-
								TOTAL:		(ii)
										(i) + (ii)

Date : _____

(Signature of the employer)**Note: If the employer is not an individual, this statement must be signed by a duly authorised signatory.**Notes :

- (1) Employers should state clearly in this remittance statement for each new employee:
 - (a) the relevant income for each of the relevant contribution periods included in this statement; and
 - (b) the respective employer's and employee's contributions for each of these periods, so as to enable the scheme trustee to check the arithmetic accuracy of the contributions.
- (2) Employees who do not have any relevant income (such as those on no-paid leave) should also be reported in this part.
- (3) Employers should notify trustee if the cessation of employment of employees was due to intra-group transfer.

Example

ABC Company is a new company and employs two new employees (who are not casual employees) during January 20XX. Employment information of the two employees is as follows:

	<u>Employee A</u>	<u>Employee B</u>
Date of Commencing Employment:	1 January 20XX	5 January 20XX
Name of Scheme joined:	MT Scheme	MT Scheme
Contribution Period:		
For employer:	On calendar month basis	On calendar month basis
For employee:	On calendar month basis excluding the first 30 days and the first incomplete payroll period	On calendar month basis excluding the first 30 days and the first incomplete payroll period
Contribution Period in which the Permitted Period ends:	March 20XX	March 20XX
Voluntary Contribution:	Nil	Nil
Relevant Income for Mandatory Contribution Purposes:		
January	HK\$20,000	HK\$10,000
February	HK\$20,000	HK\$12,000
March	HK\$20,000	HK\$12,000

Sample of the Remittance Statement to be submitted to the trustee of MT Scheme by ABC Company is as follows:

Name of Scheme : MT Scheme

Scheme Registration No. : MT12345

MANDATORY PROVIDENT FUND SCHEMES ORDINANCE (CAP. 485)
REMITTANCE STATEMENT

Name of Employer : ABC Company

Name of Contact Person : Mr XYZ

Address : Room 1A, 1 Happy Street, Hong Kong

Telephone No. : 21234567

Employer Participation No. : BR123456780001 Contributions for the contribution period from 1 March 20XX to 31 March 20XX**Part I - For New Employees (Note 1)**

No.	Name of Employee (Surname first)	HKID Card No. or Scheme Membership No.	Relevant Contribution Period		Relevant Income (\$)	Employer's Contributions		Employee's Contributions		Total (\$)		Date of Employment (DD / MM / YY)
			For Employer's Contributions	For Employee's Contributions		(a)	(b)	(c)	(d)	(a) + (c)	(b) + (d)	
						Mandatory Contributio ns (\$)	Voluntary Contributio ns (\$)	Mandatory Contributio ns (\$)	Voluntary Contributio ns (\$)	Mandatory Contributio ns (\$)	Voluntary Contributio ns (\$)	
1	Employee A	A123456(1)	01/01/XX To 31/01/XX	-	20,000.00	1,000.00	-	-	-	1,000.00	-	1/1/XX
			01/02/XX To 28/02/XX	01/02/XX To 28/02/XX	20,000.00	1,000.00	-	1,000.00	-	2,000.00	-	
			01/03/XX To 31/03/XX	01/03/XX To 31/03/XX	20,000.00	1,000.00	-	1,000.00	-	2,000.00	-	
2	Employee B	B123456(1)	05/01/XX To 31/01/XX	-	10,000.00	500.00	-	-	-	500.00	-	5/1/XX
			01/02/XX To 28/02/XX	-	12,000.00	600.00	-	-	-	600.00	-	
			01/03/XX To 31/03/XX	01/03/XX To 31/03/XX	12,000.00	600.00	-	600.00	-	1,200.00	-	
Sub-total :						4,700.00	-	2,600.00	-	7,300.00	-	
Contribution surcharge (\$), if applicable:										-	-	
Sub-total :										7,300.00	-	(i)

Part II - For Existing Employees – (Note 2)

No.	Name of Employee (Surname first)	HKID Card No. or Scheme Membership No.	Relevant Income (\$)	Employer's Contributions		Employee's Contributions		Total (\$)		Date of Cessation of Employment, (if applicable) (Note 3) (DD / MM / YY)
				(a)	(b)	(c)	(d)	(a) + (c)	(b) + (d)	
				Mandatory Contributions (\$)	Voluntary Contributions (\$)	Mandatory Contributions (\$)	Voluntary Contributions (\$)	Mandatory Contributions (\$)	Voluntary Contributions (\$)	
	N/A	N/A	-	-	-	-	-	-	-	
Sub-total :				-	-	-	-	-	-	
Contribution surcharge (\$), if applicable:								-	-	
Sub-total :								-	-	(ii)
TOTAL:								7,300.00	-	(i) + (ii)

Date : 1 April 20XX

(Signature of the employer)

**Note: If the employer is not an individual, this statement
must be signed by a duly authorised signatory.**

Notes :

- (1) Employers should state clearly in this remittance statement for each new employee:
 - (a) the relevant income for each of the relevant contribution periods included in this statement; and
 - (b) the respective employer's and employee's contributions for each of these periods, so as to enable the scheme trustee to check the arithmetic accuracy of the contributions.
- (2) Employees who do not have any relevant income (such as those on no-paid leave) should also be reported in this part.
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