Documents required for appointment / retirement of trustee who is an individual (applicable to MPF exempted ORSO registered schemes only)

Quick reference for appointment of trustee

When	How	What	Who	Tools	
				Form	Reference
Before appointment of trustee	Seek MPFA's pre-approval on appointment of trustee in writing	State the details: 1. scheme name, 2. scheme number, 3. name of trustee and 4. proposed effective date	Party who has the power to appoint the trustee, which is usually the Employer	N/A	Section 7(1) of Schedule 3 to the Mandatory Provident Fund Schemes (Exemption) Regulation
	Complete Form OI-TI	Ensure all the required documents mentioned in Section IV of the Form are attached	Incoming trustee	Form OI-TI	Guidelines V.6
	Make statutory declaration for appointment of trustee	N/A	Incoming trustee	N/A	Annex A to V.6
	Complete authorization form to police for security checking	N/A	Incoming trustee	N/A	Sample of Authorization Form
	Enclose cheque of application fee	Payable to "MPFA Administration Account" for each application in respect of a scheme	N/A	N/A	N/A
After obtained approval from MPFA: Report the change of trustee within 1 month of the change	Complete Form ORS-9	Ensure section I , II of Part 1, V and VI are completed	Representative employer (for group scheme) / Relevant employer	Form ORS-9	N/A
	Submit undertaking by designated person (Submission timeframe is within 28 days after the appointment of the designated person.)	N/A	Incoming designated person	N/A	Sample of undertaking for schemes participating in pooling agreement Sample of undertaking for schemes **not** participating in pooling agreement

Quick reference for retirement of trustee

<table>
<tr><th rowspan="2">When</th><th rowspan="2">How</th><th rowspan="2">What</th><th rowspan="2">Who</th><th colspan="2">Tools</th></tr>
<tr><th>Form</th><th>Reference</th></tr>
<tr><td><u>Before</u> retirement of trustee</td><td>Seek MPFA's pre-approval on retirement of trustee in writing</td><td>State the details:
1. scheme name,
2. scheme number,
3. name of trustee and
4. proposed effective date</td><td>Party who has the power to retire the trustee, which is usually the Employer</td><td>N/A</td><td>Section 7(1) of Schedule 3 to the Mandatory Provident Fund Schemes (Exemption) Regulation</td></tr>
<tr><td rowspan="2"><u>After</u> <u>obtained approval from MPFA</u>:
Report the change of trustee within 1 month of the change</td><td>Complete Form ORS-9</td><td>Ensure section I , II of Part 2, V and VI are completed</td><td>Representative employer (for group scheme) / Relevant employer</td><td>Form ORS-9</td><td>N/A</td></tr>
<tr><td>Make application for release from undertaking by a designated person</td><td>N/A</td><td>Outgoing designated person</td><td>N/A</td><td>Sample of application for release from undertaking</td></tr>
</table>

Remarks: Where the domicile of a registered scheme changes, the designated person shall notify the Registrar <u>in writing</u> of the change. For reference, please refer to Quick Reference for Change in Domicile.