

## **MANDATORY PROVIDENT FUND SCHEMES AUTHORITY**

### **I.1 Guidelines on Application for Approval as Approved Trustees and Application for Approval as Controllers of Approved Trustees**

#### **INTRODUCTION**

##### *Application for Approval as Approved Trustees*

Section 20(1) of the Mandatory Provident Fund Schemes Ordinance (the Ordinance) provides that a person may apply to the Mandatory Provident Fund Schemes Authority (the Authority) for approval as a trustee for the purposes of the Ordinance.

2. Section 20(4) of the Ordinance provides that an application must:
  - (a) be in a form approved by the Authority; and
  - (b) contain such information, and be accompanied by such documents, as may be prescribed by the guidelines; and
  - (c) be accompanied by an application fee of such amount as may be prescribed by the regulations.

##### *Application for Approval as Controllers of Approved Trustees*

3. According to section 2 of the Ordinance, the following persons are controllers of an approved trustee that is a company:
  - (a) the chief executive officer and directors of the company (officer);
  - (b) a person in accordance with whose instructions those directors are accustomed to act (shadow director);
  - (c) a natural person who, alone or together with an associate, a close relative or an employee of the person, or a company of which the person is a director, or through a nominee, controls at least 15% of

the voting shares of the company (substantial shareholder);

- (d) another company that, alone or with any associate, or any employee of an associate, of that other company, or through a nominee, controls at least 15% of the voting shares of the first-mentioned company (substantial shareholder).

4. Section 42B(1) of the Mandatory Provident Fund Schemes (General) Regulation (the Regulation) provides that an approved trustee must not, on or after 1 December 2008, appoint a person to be an officer of the trustee unless the Authority has, on the application of the trustee, given prior written consent to the person's becoming such an officer. Sections 42C(1) and 42D(1) of the Regulation provide that a person must not become a shadow director or a substantial shareholder respectively of an approved trustee unless the Authority has given prior written consent to the person's becoming such a shadow director or substantial shareholder. Sections 42B(2), 42C(2) and 42D(4) of the Regulation further require that an application for the consent of the Authority to be a controller of an approved trustee must:

- (a) be in a form approved by the Authority; and
- (b) contain such information, and be accompanied by such documents, as are specified in the form.

5. Section 6H of the Ordinance provides that 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.

6. The Authority hereby issues guidelines to set out the forms prescribed by the Authority for application as approved trustees and controllers

of approved trustees and prescribe the information and documents to be submitted together with the forms.

## **EFFECTIVE DATE**

7. These revised Guidelines (Version 8 – June 2024) shall become effective on 26 June 2024. The previous version of these Guidelines (Version 7 – April 2023) shall be superseded on that day.

## **APPLICATION FOR APPROVAL**

### **The Applicant and the Prescribed Forms**

#### *Application for Approval as Approved Trustees*

8. An application for approval as an approved trustee can be made by either a company or a natural person.

9. For applicants which are companies (corporate applicants), the applications shall be made in the prescribed forms as set out in Annexes A to C:

- (a) Annex A refers to the main application form (Form TC) which covers the information relating to the particulars of the applicant;
- (b) Annex B refers to the business plan (Form TC(B)) which covers the information relating to the operation systems of the applicant; and
- (c) Annex C refers to the application form (Form TC(C)) which covers the information relating to the particulars of the controllers of the applicant. Each of the controllers has to fill in a separate Form TC(C).

10. For applicants who are natural persons (individual applicants), the applications shall be made in the prescribed form as set out in Annex D (Form TI) which covers the information relating to the suitability of the applicant.

11. Applicants are required to submit the documents as prescribed in the forms in Annexes A to D, where applicable, and pay the application fee as prescribed in the Mandatory Provident Fund Schemes (Fees) Regulation.

Application for Approval as Controllers of Approved Trustees

12. For an application for approval as a controller of an approved trustee, the application shall be made in the prescribed form as set out in Annex C (Form TC(C)). Applicants are required to submit the documents as prescribed in the form in Annex C. Each applicant has to fill in a separate Form TC(C).

Prescribed Forms for Approval as Approved Trustees and as Controllers of Approved Trustees

13. The prescribed forms in the Annexes can be downloaded from the Authority's website at: [www.mpfa.org.hk](http://www.mpfa.org.hk).

**Signature Requirements**

14. The application must be signed:
- (a) if the applicant is or includes a company, by at least two directors of the company; and
  - (b) if the applicant is a natural person, by that person.

**Submission of Application**

15. The completed application forms and the relevant application documents for approval as approved trustees and/or controllers of approved trustees should be submitted in hard copies and sent, together with the application fees (if any), to:

Mandatory Provident Fund Schemes Authority  
Level 12, Tower 1, The Millennity  
98 How Ming Street, Kwun Tong  
Hong Kong

## **DEFINITION OF TERMS**

16. 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**

17. If there is any change to the application information or documents after an application is submitted to the Authority, the applicant should inform the Authority as soon as reasonably practicable. It is an offence under section 43E of the Ordinance if a person, in any document given to a prescribed person<sup>1</sup> in connection with the Ordinance, makes a statement that the person knows to be false or misleading in a material respect, or recklessly makes a statement which is false or misleading in a material respect.

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<sup>1</sup> Prescribed person means (a) the Authority; (b) a system operator of an electronic MPF system; (c) an approved trustee; (d) a trustee of a relevant scheme; or (e) an auditor of an approved trustee or of a registered scheme.