

MANDATORY PROVIDENT FUND SCHEMES AUTHORITY

V.6 Guidelines on MPF Exempted ORSO Schemes – Application for Approval of Appointment of Trustees

INTRODUCTION

Section 7(1) of Schedule 3 to the Mandatory Provident Fund Schemes (Exemption) Regulation (the Exemption Regulation) provides that a person who has the duty or power to retire or appoint the trustee of a scheme shall obtain the Mandatory Provident Fund Schemes Authority's (the Authority's) approval in writing before retiring or appointing the trustee.

2. With regard to the appointment of a trustee, section 7(3) of Schedule 3 to the Exemption Regulation requires that the Authority's approval shall be sought by way of an application in writing:

- (a) made to the Authority;
- (b) in a manner and form specified by the Authority;
- (c) by the appointee;
- (d) accompanied by the prescribed fee;
- (e) accompanied by a statutory declaration (see specimen in Annex A) as to the character and suitability of the trustee where section 5(1)(c) or (d) of Schedule 3 to the Exemption Regulation applies;
- (f) accompanied by such additional particulars and undertakings as may be required by the Authority.

3. 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, participating employers and their

employees, self-employed persons, regulated persons and other persons concerned with the Ordinance.

4. The Authority hereby issues guidelines to specify the forms for application for appointment of trustees in respect of ORSO registered schemes which are exempted under section 16 of the Exemption Regulation and prescribe the information and documents to be submitted together with the application forms.

EFFECTIVE DATE

5. These revised Guidelines (Version 5 – April 2023) shall become effective on 24 April 2023. The previous version of these Guidelines (Version 4 – February 2016) shall be superseded on that day.

APPLICATION FOR APPROVAL OF RETIREMENT OR APPOINTMENT OF TRUSTEE

Prescribed Forms

6. For new appointees which are companies, applications shall be made in the prescribed format as set out in Annex B (Form OI-TC). For new appointees who are natural persons, applications shall be made in the prescribed format as set out in Annex C (Form OI-TI).

7. For retirement of a trustee, there will not be any prescribed forms. An application in writing to the Authority specifying the name of the retiring trustee and the effective date of retirement signed by the person who has the power to retire the trustee will suffice.

8. The prescribed format of the forms in the Annexes can be downloaded from the Authority's website at: www.mpfa.org.hk.

Submission of Application

9. The completed application forms and the relevant application documents should be submitted in hard copies and sent, together with the application fees, to:

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

DEFINITION OF TERMS

10. 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

11. 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 person¹ 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.

¹ 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.

MANDATORY PROVIDENT FUND SCHEMES ORDINANCE (CAP 485)

**STATUTORY DECLARATION FOR
APPOINTMENT OF TRUSTEE/DIRECTOR OF TRUSTEE***

Name of Scheme: _____

I, _____ [name of trustee/director of trustee*] of

[address of the trustee/director of trustee*], solemnly and sincerely declare that:

I am suitable to be appointed as a trustee/director of a trustee*. I have not been found guilty, whether in Hong Kong or elsewhere, of an offence involving fraud or dishonesty.

And I make solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Ordinance (Cap 11).

[Signature of the trustee/director of trustee*]

[Name of the trustee/director of trustee*]

Declared at _____, Hong Kong this _____ day of _____.

Before me,

[Signature of the Commissioner for Oaths]

** means delete whichever is inappropriate*

✦ **Warning:** Under section 43E of the Mandatory Provident Fund Schemes Ordinance, a person who, in any document given to the Mandatory Provident Fund Schemes Authority or a trustee of an MPF exempted ORSO registered scheme, knowingly or recklessly makes a statement which is false or misleading in a material respect commits an offence and is liable to a maximum penalty of a \$100,000 fine and one year's imprisonment on the first conviction and a \$200,000 fine and two years' imprisonment on each subsequent conviction. A person who knowingly and wilfully makes a statutory declaration false in a material particular also commits an offence under section 36 of the Crimes Ordinance (Cap 200) and is liable on conviction to imprisonment for two years and to a fine.

FORM OI-TC

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

**APPLICATION FOR APPROVAL OF APPOINTMENT OF TRUSTEE
(for applicant which is a company)**

Section 7 of Schedule 3 to the Mandatory Provident Fund Schemes (Exemption) Regulation (Cap 485B)

NOTES:

- (1) *The applicant making an application for approval for appointment of a trustee should read the Guidelines on MPF Exempted ORSO Schemes - Application for Approval of Appointment of Trustees before submitting the application.*
 - (2) *All questions must be answered. If any question is not applicable, please write "N.A."*
 - (3) *Please provide any other information which may assist the Mandatory Provident Fund Schemes Authority (the Authority) in reaching a decision on the application if necessary.*
 - (4) *If boxes are provided, please tick whichever is appropriate.*
 - (5) ** means delete whichever is inappropriate.*
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FOR OFFICIAL USE ONLY

Application no.: _____	Date application received: _____
Fee receipt no.: _____	Subject officer: _____
Date of fee receipt: _____	Input officer: _____
Date of letter of acknowledgement: _____	Verification officer: _____

SECTION I - PARTICULARS OF THE SCHEME

- (1) MPF Exemption No.
of the Scheme: _____
- (2) Name of the Scheme
(in English): _____
- (in Chinese, if any): _____

SECTION II - PARTICULARS OF THE NEW APPOINTEE

- (1) Name of the Company (in English): _____
- (in Chinese,
if any): _____
- (2) Date of incorporation:

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Day Month Year
- (3) Place of incorporation: _____
- (4) Registered office:
- | | | | |
|-----------|-------|-------|------------------|
| | | | |
| Flat/Room | Floor | Block | Name of building |
- | | |
|------------|----------------|
| | |
| Street no. | Name of street |
- | | |
|--------------------------------|-----------------------|
| | |
| Name of district/city/province | Area code/Postal code |
- | |
|------------------------|
| |
| Name of region/country |
- Telephone no.: (____) _____ Fax no.: (____) _____
- Email address: _____

- (2) Address where books and records are accessible in Hong Kong (if not the same as the registered office or (1) above):

Flat/Room	Floor	Block	Name of building
Street no.		Name of street	
Name of district			<i>Hong Kong/Kowloon/N.T.*</i>

Telephone no.: _____ Fax no.: _____

- (3) Business Registration No., if any: _____

- (4) Issued share capital (please state the currency used): _____

- (5) Paid up share capital (please state the currency used): _____

- (6) Name of the authority under which the company is being supervised in the company's place of incorporation: _____

- (7) Address of the authority:

Flat/Room	Floor	Block	Name of building
Street no.		Name of street	
Name of district/city/province			Area code/Postal code
Name of region/country			

Telephone no.: (____) _____ Fax no.: (____) _____

- (8) Registration number with the authority: _____

- (9) Type of licence, registration, authorization or permit issued by the authority: _____

- (10) Date of issue: _____
- (11) Registration number under Part XI of the predecessor Ordinance (as defined in the Companies Ordinance (Cap 622)) or Part 16 of the Companies Ordinance (Cap 622): _____
- (12) Particulars of the Hong Kong chief executive officer:
- A. Surname (in English): _____
- B. Forenames (in English): _____
- C. Name in Chinese (if any): _____
- D. Hong Kong Identity Card/Passport No.*: _____
- E. Residential address: _____
- F. Telephone number, fax number and email address: _____
- G. Is the Hong Kong chief executive officer ordinarily resident in Hong Kong? Yes/No*
- H. Period of residence in Hong Kong (in years): _____
- I. Is the Hong Kong chief executive officer, either alone or with others, immediately responsible to the directors of the company for the conduct of the whole of the business carried on by the company in Hong Kong? Yes/No*
- (13) Are the objects set out in the company's constitutive documents restricted to some or all of the objects set out under section 81 of the Trustee Ordinance (Cap 29)? Yes/No*
- (14) Brief description of the expertise and management resources available in Hong Kong for carrying on the business of administering ORSO schemes in Hong Kong:
- _____
- _____

SECTION IV - DOCUMENTS TO BE ATTACHED

Documents	Attachment No.
(1) A copy of the certificate of incorporation/registration with the Companies Registry in Hong Kong in respect of the company	
(2) (For company incorporated outside Hong Kong) A copy of the certificate of incorporation/registration with overseas authority in respect of the company	
(3) (For company incorporated outside Hong Kong) A copy of the constitutive documents showing the objects of the company	
(4) (For company incorporated outside Hong Kong) Evidence of authorization to carry out trust business	
(5) (For company incorporated outside Hong Kong) A copy of the audited financial statements of the company for the last three years or since its incorporation if it has been incorporated for less than three years	

SECTION V - DECLARATION

We declare that to the best of our knowledge and belief, the information given in this application form is correct and complete. ✦

We certify that the documents attached to this application are true and correct copies.

We undertake to notify the Authority of any matter which affects the validity of any information given in support of our application.

After the application is approved, we undertake to notify the Authority of any material changes to, or affecting the completeness or accuracy of, the information provided in this Form and any documents in relation to the application as soon as possible.

Name of applicant:

Signature and company chop
(to be signed by two directors):

Name of persons signing:

Title or position of persons signing:

Date of application:

✦ **Warning:** Section 43E of the Ordinance makes it an offence punishable with a maximum of one year's imprisonment and a fine of \$100,000 on the first occasion and two years' imprisonment and a fine of \$200,000 on each subsequent occasion for a person who 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.

Name and telephone no. of the contact person for the Authority's enquiries in connection with this application:

Name:

Telephone no.:

FORM OI-TI

MANDATORY PROVIDENT FUND SCHEMES ORDINANCE (CAP 485)
(the Ordinance)

APPLICATION FOR APPROVAL OF APPOINTMENT OF TRUSTEE
(for applicant who is a natural person)

Section 7 of Schedule 3 to the Mandatory Provident Fund Schemes (Exemption) Regulation (Cap 485B)

NOTES:

- (1) *The applicant making an application for approval for appointment of a trustee should read the Guidelines on MPF Exempted ORSO Schemes - Application for Approval of Appointment of Trustees before submitting the application.*
 - (2) *Please read the Notes on Personal Information Collection before completing this Form.*
 - (3) *All questions must be answered. If any question is not applicable, please write "N.A."*
 - (4) *Please provide any other information which may assist the Mandatory Provident Fund Schemes Authority (the Authority) in reaching a decision on the application if necessary.*
 - (5) *If boxes are provided, please tick whichever is appropriate.*
 - (6) ** means delete whichever is inappropriate.*
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FOR OFFICIAL USE ONLY

Application no.: _____	Date application received: _____
Fee receipt no.: _____	Subject officer: _____
Date of fee receipt: _____	Input officer: _____
Date of letter of acknowledgement: _____	Verification officer: _____

SECTION I - PARTICULARS OF THE SCHEME

- (1) MPF Exemption No.
of the Scheme: _____
- (2) Name of the Scheme
(in English): _____
- (in Chinese, if any): _____

SECTION II - PARTICULARS OF THE NEW APPOINTEE

- (1) Name of the applicant
(in English): _____
- (in Chinese, if any): _____
- (2) Hong Kong Identity
Card/Passport No.*: _____

- (3) Date of birth:

Day		Month		Year			

- (4) Residential address:
- | | | | |
|-----------|-------|-------|------------------|
| | | | |
| Flat/Room | Floor | Block | Name of building |
- | | |
|------------|----------------|
| | |
| Street no. | Name of street |
- | | |
|------------------|-------------------------|
| | <i>HK/Kowloon/N.T.*</i> |
| Name of district | |

Telephone no.: _____ Fax no.: _____

Email address: _____

- (5) In what capacity are you proposed to be appointed?

An individual non-employer trustee

An individual employer trustee

- (6) Proposed date of appointment:

				2	0		
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- (7) Have you ever been approved under section 7 of Schedule 3 to the Mandatory Provident Fund Schemes (Exemption) Regulation with respect to another ORSO scheme?

Yes No

If no, please complete sections III, IV (applicable to individual non-employer trustee only) and V below.

If yes, please state:

- (a) MPF exemption no. of the scheme: _____
- (b) Name of the scheme (in English): _____
(in Chinese, if any): _____
- (c) Capacity: (i) Individual non-employer trustee
(ii) Individual employer trustee

If (7)(c)(i) is ticked, please complete section V below.

If (7)(c)(ii) is ticked, please complete sections IV, if applicable, and V below.

SECTION III - CONVICTION AND DISCIPLINARY HISTORY AND FINANCIAL STATUS

- (1) Have you ever been convicted of any offence (other than a traffic offence) or are you the subject of unresolved charges, in Hong Kong or elsewhere? Yes/No*

If yes, please provide the following information:

Nature of offence: _____

Penalty imposed (if any): _____

Date of conviction or trial: _____

Name and place of court in which the offence was tried: _____

Court reference (if any): _____

- (2) Have you ever been a party to any civil litigation, other than arising from a traffic accident, in Hong Kong or elsewhere? Yes/No*

If yes, please provide the following information:

Name of plaintiff, defendant and third party (if any):

Nature of litigation and outcome (with date):

Name and place of court where proceedings commenced:

- (3) Other than those listed under question (2), if any, have you ever been, or are you presently, or do you expect to be engaged in any litigation in Hong Kong or elsewhere? Yes/No*

If yes, please provide the following information:

Name of the parties involved:

Date and place of litigation:

Nature of litigation:

- (4) Have you, in Hong Kong or elsewhere, ever been dismissed from any office or position, subject to disciplinary proceedings or barred from entry to any profession or occupation? Yes/No*

If yes, please provide the following information:

Name of the organisation taking action:

Nature of the action taken/proceedings:

Outcome (if applicable):

Date of action/proceedings:

Reason for action/proceedings:

- (5) Have you ever been refused the right or restricted in the right to carry on any trade, business or profession for which a specific licence, registration or other authority is required by law in any place? Yes/No*

If yes, please provide the following information:

Name of the organisation: _____

Address of the organisation: _____

Action taken by the organisation: _____

Date of such action: _____

Reason for such action: _____

- (6) Have you ever been disqualified, censured or disciplined by any professional body or by any regulatory body in Hong Kong or elsewhere? Yes/No*

If yes, please provide the following information:

Name of the organisation taking disciplinary action: _____

Nature of the disciplinary action: _____

Outcome (if applicable): _____

Date of disciplinary action: _____

Reason for disciplinary action: _____

- (7) Have you ever been disqualified by a court of competent jurisdiction from being a trustee or a controller of a company? Yes/No*

If yes, please provide the following information:

Name and place of court: _____

Reason for disqualification (with dates): _____

- (8) Do you have any record of non-compliance with any non-statutory codes or guidelines promulgated by any regulator in Hong Kong or any relevant overseas authority? Yes/No*

If yes, please provide the following information:

Name and place of regulator/
authority: _____

Details of non-compliance
(with dates): _____

- (9) Have you ever failed to meet any judgement debts, judgements or courts orders for the payment of damages, or other sums of money, in Hong Kong or elsewhere, outstanding against you? Yes/No*

If yes, please provide the following information:

Current status: _____

Outcome: _____

Amount involved: _____

- (10) Have you ever been adjudicated bankrupt by a court or are you currently subject to bankruptcy proceedings or a bankrupt who has been discharged; or have you ever entered into any scheme of arrangement or any form of composition with creditors, in Hong Kong or elsewhere? Yes/No*

If yes, please provide the following information:

Name and place of adjudication: _____

Court of adjudication: _____

If discharged, the date of
discharge and conditions (if any): _____

SECTION IV - ADDITIONAL INFORMATION FOR NEW APPOINTEE WHO IS AN INDIVIDUAL NON-EMPLOYER TRUSTEE

- (1) Please state your professional, academic, technical or other qualifications and the years in which they were obtained.

Professional and academic qualifications	Issuing institutions	Dates obtained

- (2) Present occupation or employment and occupations and employment during the last 10 years, including the name of employer, the nature of the business, the position held and relevant dates.

Details of employment	1 (Present employment)	2	3
(A) Name of employer/corporation			
(B) Principal business address			
(C) Nature of business			
(D) Capacity in which employed			
(E) Brief description of your duties and responsibilities			
(F) Date of commencement of employment			
(G) Date of termination of employment (if applicable)	N.A.		
(H) Reasons for termination of employment	N.A.		

- (3) The companies of which you have been appointed as a trustee to their retirement schemes at any time during the past 10 years, in Hong Kong or elsewhere.

Details of appointment	1	2	3
(A) Name of company			
(B) Principal business address			
(C) Nature of scheme (defined benefit or defined contribution)			
(D) Approximate number of scheme members (if available)	<100 <input type="checkbox"/> 100-499 <input type="checkbox"/> 500-999 <input type="checkbox"/> ≥1000 <input type="checkbox"/> as at _____	<100 <input type="checkbox"/> 100-499 <input type="checkbox"/> 500-999 <input type="checkbox"/> ≥1000 <input type="checkbox"/> as at _____	<100 <input type="checkbox"/> 100-499 <input type="checkbox"/> 500-999 <input type="checkbox"/> ≥1000 <input type="checkbox"/> as at _____
(E) Approximate size of scheme assets (to the nearest million) (if available)	\$ _____ as at _____	\$ _____ as at _____	\$ _____ as at _____
(F) Appointed as member trustee, employer trustee or independent trustee?			
(G) Date of appointment			
(H) Date of retiring			
(I) Reasons for retiring			

- (4) Do you have any past or present association (financial or otherwise) with:
- (A) the employer of the Scheme otherwise than as:
- (i) if the employer is a company, a director of the company; or
- (ii) a professional adviser;
- (B) any associate of the employer;
- (C) any controller of the employer; or
- (D) any associate of such controller,
- that could affect the impartiality of your independent judgment? Yes/No*
- (5) Are you an auditor, investment manager or actuary of the Scheme? Yes/No*
- (6) Are you ordinarily resident in Hong Kong? Yes/No*

SECTION V - DECLARATION

I certify that I have read the Notes on Personal Information Collection and understand my rights and obligations in relation to the supply of personal data to the Authority and the manner in which the Authority may use or deal with the data.

I declare that to the best of my knowledge and belief, the information given in this application form is correct and complete. ✦

I certify that the documents attached to this application are true and correct copies.

I undertake to notify the Authority of any matter which affects the validity of any information given in support of our application.

After the application is approved, I undertake to notify the Authority of any material changes to, or affecting the completeness or accuracy of, the information provided in this Form and any documents in relation to the application as soon as possible.

Name of applicant: _____

Signature: _____

Date of application: _____

✦ **Warning:** Section 43E of the Ordinance makes it an offence punishable with a maximum of one year's imprisonment and a fine of \$100,000 on the first occasion and two years' imprisonment and a fine of \$200,000 on each subsequent occasion for a person who 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.

Name and telephone no. of the contact person for the Authority's enquiries in connection with this application:

Name: _____

Telephone no.: _____

MANDATORY PROVIDENT FUND SCHEMES AUTHORITY

NOTES ON PERSONAL INFORMATION COLLECTION

The Personal Data (Privacy) Ordinance came into force on 20 December 1996. These Notes are prepared to assist you in understanding your rights and obligations in relation to the supply of personal data by you to the Mandatory Provident Fund Schemes Authority (the Authority) (which data may relate to yourself or other persons) and the manner in which the Authority may use or deal with such data (in connection with application and other matters). You are strongly advised to read these Notes carefully.

1. The provision of personal data is required pursuant to various provisions of the Mandatory Provident Fund Schemes Ordinance (the Ordinance) and of the regulations and rules made under the Ordinance, including the following:
 - (a) Section 20 of the Ordinance, Part 2 of the Mandatory Provident Fund Schemes (General) Regulation (the General Regulation), and sections 42A, 42B, 42C and 42D of the General Regulation in relation to the application for approval as trustees and the application for approval as controllers of approved trustees;
 - (b) Section 21 of the Ordinance and Part 3 of the General Regulation in relation to the application for registration of schemes;
 - (c) Section 21BB of the Ordinance in relation to the approval of constituent funds;
 - (d) Section 6 of the General Regulation in relation to the approval of pooled investment funds;
 - (e) Section 7AB of the Ordinance in relation to submission of statements;
 - (f) Section 5 of the Ordinance, and sections 5, 14 and 16 of the Mandatory Provident Fund Schemes (Exemption) Regulation (the Exemption Regulation) in relation to the application for exemption from MPF requirements;
 - (g) Section 7(3) of Schedule 3 to the Exemption Regulation in relation to the application for appointment of trustees/directors of trustees for MPF exempted ORSO registered schemes;
 - (h) Section 8 of the Exemption Regulation in relation to the application for withdrawal of exemption certificates of ORSO exempted schemes; and
 - (i) Section 19 of the Exemption Regulation in relation to the application for withdrawal of exemption certificates of ORSO registered schemes.

Provision of such personal data is necessary for the exercise or performance of the functions of the Authority conferred or imposed by or under the Ordinance (including the regulations and rules made thereunder). Failure to supply the requested personal data may result in delay or refusal of the application if it affects the Authority's ability to assess the applicant's compliance with the applicable criteria.

2. The personal data supplied by you shall be used by the Authority for the purposes of exercising or performing its functions conferred or imposed by or under the Ordinance (including the regulations and rules made thereunder), including whatever surveillance, investigation, inspection or enforcement action necessary to the discharge of such functions.
3. In the course of exercising or performing its functions, the Authority may, as permitted by law, match, compare, transfer or exchange the data provided by you with data held, or hereafter obtained, for these or any other purposes by the Authority, government bodies, other regulatory authorities, corporations, organizations or individuals in Hong Kong or overseas for the purposes of the Ordinance.
4. Specified data relating to approved trustees, registered schemes and MPF exempted ORSO registered/exempted schemes are kept open for public inspection pursuant to sections 20C, 21B and 5A of the Ordinance respectively.
5. You may be entitled under the Personal Data (Privacy) Ordinance to request access to or to request the correction of any data supplied by you, in the manner and subject to the limitations prescribed therein. All enquiries should be directed to:

Personal Data Privacy Officer
Mandatory Provident Fund Schemes Authority
Level 12, Tower 1, The Millennium
98 How Ming Street, Kwun Tong
Hong Kong