

23 Jun 2021

Dear Customer

**Re : Guidelines on MPF Exempted ORSO Schemes - Filing of Annual Report**

Pursuant to the reporting requirements specified by the Mandatory Provident Fund Schemes Authority (MPFA) under V.10 Guidelines on MPF Exempted ORSO Schemes – Filing of Annual Report. You are required to report information stated on the attached ‘Annex to Section V of the FORM MPF (ORSO)-AR’.

Please complete the enclosed form for each representative and/or relevant employer under your registered MPF exempted ORSO scheme. You may refer to the enclosed explanatory notes for further details.

Please note the followings:-

- The information needs to be provided as at the financial year end date, i.e. 31 May 2021
- You need not provide us the information of items 1 and 2 of part (b) as it is already kept in our records
- ‘New eligible employees’ as defined under the Mandatory Provident Fund Schemes (Exemption) Regulation means a relevant employee who is, or will become, eligible to be a member of the scheme in relation to an ORSO exempted scheme or ORSO registered scheme

Please complete and return the attached form to HSBC Life (International) Limited by 31 August 2021. If we do not hear from you by this date, we will proceed to report to the MPFA as ‘N.A.’.

If you require more forms, please make photocopies.

Should you have any queries or need any assistance, please contact our customer service hotline on 2288 6655.

Yours faithfully

Retirement Benefits Administration

Encl

This is a computer-generated letter; a signature is not required.

<b>Reg No.</b>	:	
<b>Scheme ID</b>	:	
<b>Pay Centre ID</b>	:	

**MANDATORY PROVIDENT FUND SCHEMES ORDINANCE (CAP. 485)**  
**("the Ordinance")**  
**OCCUPATIONAL RETIREMENT SCHEMES ORDINANCE (CAP. 426)**  
**("the ORSO")**

Name of the Scheme (in English) :

(a) Name of the \*representative/relevant employer (in English): \_\_\_\_\_

(Insert surname first for an individual)

(b) Membership as at the financial year-end in relation to the \*representative/relevant employer

		<b>No. of Employees</b>
1.	Existing members – Opted for MPF Scheme	Database
2.	Existing members – Opted for the ORSO Scheme	Database
3.	New eligible employees – Opted for MPF Scheme	
4.	New eligible employees – Opted for the ORSO Scheme	
5.	New eligible employees who have not yet decided to join an MPF scheme or the ORSO scheme	
6.	New but not eligible employees became/will become members of an MPF scheme	
7.	Employees exempted from the provision of the Ordinance by virtue of section 4 of the Ordinance	
8.	Others (please specify)	

\_\_\_\_\_  
 Authorised Signature

\* Delete whichever is not applicable

Note: Please use a separate form for each representative/relevant employer