

## Frequently Asked Questions relating to Pooled Retirement Funds

This FAQ is prepared by the Investment Products Division and aims to provide basic information to market practitioners in respect of pooled retirement fund ("PRF") products, subject to the Code on Pooled Retirement Funds ("PRF Code") effective on 1 January 2019. Applicants are encouraged to contact the relevant case team in the Investment Products Division of the Securities and Futures Commission (the "Commission" or "SFC") if in doubt on any specific issues arising from the application/interpretation of the PRF Code or this FAQ. Please note that each application for authorization is considered on a case-by-case basis.

The information set out below is not meant to be exhaustive. This FAQ may be updated and revised from time to time. This FAQ is only for general reference. Compliance with all the requirements in this FAQ does not necessarily mean an application will be accepted or authorization will be granted. The SFC reserves the rights to exercise all powers conferred under the law.

Unless otherwise defined herein, all capitalised terms shall have the meanings given to such terms in the PRF Code.

*Note: For ease of reference, collective investment schemes that are referred to as "PRF" in the following FAQ include PRF schemes and investment portfolios of a PRF.*

### Section 1: FAQ in respect of application procedures for new PRF applications received by the SFC before 9 November 2015 in respect of which no authorization has been granted by the SFC

	Question	Answer
1. - 5.	These FAQs are obsolete and have been removed.	

**Section 1A: FAQ in respect of application procedures for authorization of PRF under the application lapse policy (For new PRF applications received on or after 9 November 2015)**

	Question	Answer
1.	This FAQ is obsolete and has been removed.	
1A.	The revised PRF Code will become effective on 1 January 2019 ("Effective Date"). Will there be any transition period for existing funds?	<p>A 12-month transition period from the Effective Date ending on 31 December 2019 will be provided for existing funds and existing management companies and trustees.</p> <p>For further details on the implementation and transition arrangements, please refer to the implementation schedule as set out in the revised Code on Unit Trusts and Mutual Funds ("<b>UT Code</b>").</p>
2.	How do I apply for authorization of a PRF and the issue of its offering document?	<p>To initiate an application, you need to submit to us:</p> <ol style="list-style-type: none"> <li>1. a duly signed and completed <a href="#">Application Form</a>;</li> <li>2. a duly signed and completed <a href="#">Compliance Checklist</a>;</li> <li>3. draft of the PRF's offering document;</li> <li>4. constitutive documents of the PRF (where applicable, under the circumstances set out in the Compliance Checklist);</li> <li>5. documents (including any confirmations and/or undertakings) required to be submitted under or pursuant to the Compliance Checklist; and</li> <li>6. a cheque made payable to "Securities and Futures Commission", or other means of payment acceptable to the SFC, in the amount of the applicable application fee (please refer to FAQ No. 4 and No. 7A below on payment of fees).</li> </ol> <p>During the application process, all changes to any subsequent draft documentation must be properly and comprehensively marked up to facilitate review by SFC.</p>

		<p>During the vetting process, the SFC may from time to time request for the submission of additional supporting information or documents which it deems necessary for facilitating its consideration as to whether authorization should be granted.</p>
3.	Who can issue the Chinese translation confirmation?	<p>The Chinese translation confirmation may be issued by any of the following parties:</p> <ul style="list-style-type: none"> <li>• a qualified lawyer in Hong Kong;</li> <li>• the board of directors of the applicant;</li> <li>• the head of the legal department or the compliance officer-in-charge of the applicant; or</li> <li>• such other person acceptable to the SFC.</li> </ul> <p>The person providing the confirmation must be fully conversant in the Chinese language or must certify that an individual who is fully conversant in the Chinese language and competent to review and ensure the truth and accuracy of the relevant Chinese documents has been appointed to do so. Please see Annex J to the <u>Compliance Checklist</u> for a form of the Chinese translation confirmation.</p> <p>In case where a translator is appointed by one of the above parties, the following should be submitted to us: (i) a confirmation issued by the party appointing the translator to certify that such translator is fully conversant in the Chinese language and competent to review and ensure the truth and accuracy of the relevant Chinese documents; and (ii) the Chinese translation confirmation issued by the translator confirming that the Chinese version of the offering document is a true and accurate translation of the English version of the same.</p>
4.	What are the applicable fees in respect of a PRF application? Is there any fee waiver?	<p>You will have to pay an application fee according to the table below. Upon the granting of authorization, you will also have to pay an authorization fee and the first annual fee before authorization is effective.</p>

		PRF with only one investment portfolio	PRF with more than, or is capable of maintaining more than, one investment portfolio	Each investment portfolio under a PRF with more than one investment portfolio (see Note 1 below)
Application Fee <sup>1</sup>	HK\$	20,000	40,000	5,000
Authorization Fee <sup>2</sup>	HK\$	10,000	20,000	2,500
Annual Fee <sup>3</sup>	HK\$	6,000	7,500	4,500

The applicable fees payable are as provided in the Securities and Futures (Fees) Rules (Cap. 571AF) (“Fees Rules”) subject to the SFC’s power to grant waiver pursuant to section 11 (waiver of fees) of the Fees Rules. Upon an application for fee waiver supported by valid reasons, if the SFC is of the opinion that the payment of any of the above-mentioned fees would be unduly burdensome or inappropriate, the SFC may waive, in whole or in part, the payment of any fees, or refund, in whole or in part, any fees paid, subject to any applicable minimum amount.

Note 1: The SFC is prepared to consider an application for fee waiver to any such investment portfolio linked to a reference fund which has been authorized under section 104 of the SFO.

Note 2: The SFC is prepared to consider an application for annual fee waiver if an application for withdrawal of authorization of a fund has been approved and the annual fee due date falls within the notice period of withdrawal of authorization.

<sup>1</sup> Once the application fee is paid, it will not be refunded.

<sup>2</sup> Authorization fee is required upon the granting of authorization.

<sup>3</sup> The first annual fee is required upon the granting of authorization.

5.	Is the SFC's authorization required for updates to existing marketing/advertising materials which are already SFC-authorized?	<p>For those marketing/advertising materials which have been granted authorization in respect of its issue and re-issue, as long as the updates are permitted under the authorization conditions specified in the SFC's authorization letter, no further authorization by, or filing with, the SFC is required.</p> <p>For all other updates/amendments (to the existing SFC-authorized marketing/advertising materials) which are not permitted under the original authorization conditions, authorization of the revised marketing/ advertising materials by the SFC is required prior to their issuance. The updates/amendments of the marketing/advertising materials must be clearly marked against the previously authorized version for submission to the SFC.</p> <p>The PRF scheme provider must set out in detail and explain all these revisions for our consideration.</p>
6.	When can the SFC be expected to respond to the applicant with comments in respect of an application for authorization of a single-page flyer advertisement or other marketing materials after the date of submission?	<p>Any application for authorization of advertising material must be submitted to the SFC in good order and in suitably advanced form with allowance for a reasonable time for review. The SFC's overriding duty is to discharge its regulatory functions with a view to ensuring investor protection. Applicants are responsible for and must be mindful of their own commercial or external regulatory deadlines and should not expect the SFC to expedite processing in any circumstances.</p> <p>As a point of general guidance, for applications for authorization of a single-page flyer advertisement or other marketing materials, the SFC requires at least 2 business days from the date of the submission to review and revert with comments to the applicant, provided that the submission is in good order and in suitably advanced form. More complex or lengthier applications for authorization of advertising material may take longer to review and authorize.</p>

<b>Application lapse policy</b>		
7.	When will the SFC take up an application after I have submitted my application?	<p>Generally, an application will only be taken up by the SFC when an applicant has submitted all relevant documents that meet the applicable requirements as mentioned in FAQ No. 2 above. If the SFC is not satisfied with the completeness or sufficiency of the information contained in the first submission package or considers that documents submitted are not in good order or otherwise not suitable for clearance, the package will be returned to the applicant and the application will not be taken up. The SFC also reserves the right not to take up an application if such application is accompanied by documents that do not meet the requirements of the PRF Code in any material aspect.</p> <p>In general, the Investment Products Division will issue an acknowledgement of take-up (“Take-up Letter”) within 5 business days upon receipt of the Application Form, Compliance Checklist and all the necessary documents in support of the application, to inform the applicant that the SFC will process the application. The date of the Take-up Letter (i.e. “Take-up Date”) is the date on which the SFC formally takes up the application. The applicant is expected to submit the applicable application fee as mentioned in FAQ No. 4 above as soon as practicable upon receipt of the Take-Up Letter from the SFC, and shall contact its SFC case team to discuss the payment arrangement. Once the application fee is paid, it will not be refunded.</p> <p>For further details on the application process, please refer to the separate FAQ No. 11 below.</p>
7A.	What are the requirements for submitting documents and application fee in support of a new PRF application to the SFC?	To commence an application, various documents, including, for example, offering documents, completed compliance checklist and confirmations, as well as the application fee are required to be submitted to the SFC.

*A) Submission of application documents by soft copy only*

Applicants are no longer required to submit hard copy of application-related documents. Instead, applicants shall submit all application-related documents by soft copy only.

The official receipt date of a new PRF application shall be a business day on which the full and complete set of soft copy documents is received by the SFC at or before 6 pm (after which the receipt date will be deemed as the following business day).

*B) Alternatives for signing application documents*

Option 1: We will accept submission of un-signed copies of the relevant application forms, compliance checklists, confirmations and other relevant documents (the “Relevant Forms”), which are required to be completed, as applicable, by an applicant, trustee, management company, investment delegate of the PRF or other parties, provided that the Relevant Forms shall be submitted with an email confirmation (from a person who meets the signatory requirements) that all information and, where applicable, confirmations and undertakings contained in the Relevant Forms (and all documents submitted relating thereto) are true and accurate.

Option 2: An applicant may submit scanned copies of the Relevant Forms signed by a person who meets the signatory requirements.

For the avoidance of doubt, submission of hard copies of the Relevant Forms is not required under both options.

*C) Taking up new PRF application(s) with application fee(s) to follow*

The SFC will take up new PRF applications if they are in good order and the application fee is the only outstanding matter. An applicant is expected to submit the application fee as soon as practicable upon receipt of the Take-up Letter from

		the SFC, and shall contact its SFC case team to discuss the payment arrangement.
8.	For new PRF applications, are there any time limits within which an applicant needs to respond to the SFC's requisition(s)?	<p>Yes. The applicants are expected to provide proper and quality submissions at the time of application and throughout the application process in a timely manner.</p> <p>In the First Requisition (and the subsequent requisition(s)) issued by the SFC (if any), the applicant will be reminded of the time limits ("Response Time Limits") within which proper, complete and substantive responses should be submitted to the SFC in response to its requisition(s).</p> <p>If no authorization is granted by the SFC within 14 business days from the Take-up Date, a First Requisition will be issued to the applicant in which the Response Time Limits will be set out therein. For your reference, the applicants are required to (a) provide proper, complete and substantive response(s) to the SFC within 14 business days from the date of the First Requisition; and (b) provide proper, complete and substantive response(s) to all the SFC's subsequent requisition(s) (if any) within 10 business days.</p> <p>"First Requisition" refers to the preliminary response/requisition that may be issued by the SFC within 14 business days from the Take-up Date with respect to a new PRF application.</p>
9.	What would happen if an applicant fails to meet the Response Time Limits?	<p>In general, all applications should be well-prepared in compliance with all applicable requirements for clearance by the SFC. As such, the SFC expects the applicant to be able to respond to its subsequent requisitions within a reasonable period so as to achieve an efficient and effective authorization process. Unless there is an exceptional reason, the applicant is expected to respond to the SFC's requisition(s) within the relevant Response Time Limits mentioned in FAQ No. 8 above. Therefore, where an applicant has not responded or provided proper, complete and substantive response to address the First Requisition and all the SFC's subsequent requisition(s) to the SFC's satisfaction within the applicable Response Time Limits, the SFC would be minded to refuse the application.</p>



10.	Will the SFC extend the Response Time Limits?	<p>In general, co-operation and commitment from the applicants to put in place adequate and dedicated internal resources throughout the application process is expected by the SFC to enhance the overall authorization process.</p> <p>Any extension of the Response Time Limits would only be granted by the SFC in limited cases with proper justifications.</p> <p>The mere fact that further liaison/communication with other key operating parties is required by the applicant in addressing the SFC's requisition(s) will not generally be considered as satisfactory grounds for the SFC in granting an extension of the relevant Response Time Limits.</p>
11.	<p>Will my application be liable to refusal by the SFC under any circumstances apart from failure to meet the relevant Response Time Limits in addressing the SFC's requisitions?</p> <p>Also, will my application lapse after a certain period of time? If so, how long? What should I do if my application has lapsed?</p>	<p>Yes. After the Take-up Date and at any time during the vetting process, in cases of non-compliance with any key requirement(s), the application is liable to be refused by the SFC where appropriate so that there is efficient use of resources for processing proper applications.</p> <p>Reference is made to the circulars entitled "Application lapse policy" dated 9 October 2015 and "Formal adoption of the six-month application lapse policy for SFC-authorized mandatory provident fund (MPF) products and pooled retirement funds (PRFs)" dated 22 April 2016 respectively issued by the Investment Products Division. If, for any reason, 6 months have elapsed from the Take-up Date (the "6-month Period") and no authorization by the SFC has been granted, the application will lapse subject to the SFC's right to grant an extension at its sole discretion. The application fee in respect of the application will not be refunded to the applicant. In general, the SFC will only consider granting an extension in limited circumstances (see FAQ No. 12 below). For applications that are processed under the application lapse policy, applicants will be reminded that the application will in general lapse at the expiry of the 6-month Period in the First Requisition (if issued by the SFC). For illustration on the application process, applicants may refer to the <a href="#">flow chart entitled "Flow chart showing the application process for new PRF applications"</a>.</p>

		<p>Once the application has lapsed or been refused, if the applicant wishes to seek authorization of the PRF, it shall make a new application, whereupon the applicant will need to pay the application fee for the new application and repeat the application procedures.</p> <p>Please see FAQ No. 13 for the factors which the SFC may take into account when considering as to whether authorization should be granted to a collective investment scheme and/or for the issue of its relevant offering document(s).</p>
12.	Will the SFC extend the application beyond the 6-month Period?	<p>In general, the answer is no. Any extension of the application period may be granted by the SFC where there is no substantive outstanding issue at the time of the extension, except for the receipt of the response from overseas regulator by the SFC in the case where overseas regulatory check has to be conducted on the overseas delegate(s) of the management company. In general, the SFC will only consider granting an extension under exceptional circumstances upon the submission of satisfactory grounds by the applicant.</p>
13.	What would the SFC take into account when considering whether to grant authorization of a collective investment scheme and/or for the issue of its relevant offering document(s)?	<p>Under Part IV of the SFO, on an application to the SFC, the SFC may, where it considers appropriate, authorize any collective investment scheme, and/or authorize the issue of any offering document or advertisement in respect of a collective investment scheme, subject to any conditions the SFC considers appropriate.</p> <p>The SFC may take any factor into account as it considers appropriate. Without prejudice to the generality of this right, when considering whether to grant authorization, the SFC may take into account, among other things, the following:</p> <ul style="list-style-type: none"> <li>• whether all requisite information and documents have been submitted, in all cases to the SFC's satisfaction;</li> <li>• compliance with the PRF Code; and</li> <li>• any past record of non-compliance with the PRF Code on the part of any relevant party to the application, refusal/rejection of application, or involuntary</li> </ul>

		<p>revocation/withdrawal of authorization in respect of a prior application relating to a product with materially similar structure or features.</p> <p>Parties to the application are urged to refer to the PRF Code and any Frequently Asked Questions published by the SFC from time to time.</p>
14.	<p>What does the applicant need to submit to the SFC after the SFC has granted authorization with conditions to the new PRF application in order for the authorization to become effective?</p>	<p>Under section 104(1) and section 105(1) of the SFO, the SFC may, where it considers appropriate, authorize a PRF and the issue of its offering document respectively, subject to such conditions as the SFC considers appropriate.</p> <p>For the authorization of a PRF and its offering document (“Authorization”) to become effective, the applicant is required to fully comply with all the conditions that are required to be satisfied for the Authorization to take effect as set out in the SFC’s authorization letter (“Authorization Letter”).</p> <p>For the Authorization to become effective, the applicant must submit to the SFC a duly completed and executed Confirmation of Fulfilment of Authorization Conditions (a standard form of the confirmation is set out in Annex K to the Compliance Checklist) together with the required documents as stated in the Authorization Letter.</p>

## Section 2: Others

	Question	Answer
1.	<p>Can we use gifts in promoting our PRF?</p>	<p>In order to help protect investors from being distracted by the gifts without paying sufficient attention to the features and risks of the specific investment product, all marketing materials of investment products authorized by the SFC should not contain an offer of gift, other than a discount of fees and charges, in promoting a specific investment product.</p>

2.	<p>To the extent that changes are made to a PRF pursuant to legislative amendments which have been promulgated publicly (the "Amendment(s)"), what are the requirements under the PRF Code for (i) the revisions (if any) to the existing PRF offering documents and/or (ii) scheme changes in connection with the Amendments?</p>	<p><u>Revised Offering Documents of SFC-authorized PRF</u></p> <p>If the changes are made solely to reflect the Amendment(s) and the content and format of such documents remain fundamentally the same as the version previously authorized, then such changes do not require the SFC's prior approval and the filing requirements under 10.1B of the PRF Code shall be followed. Otherwise, the revised offering documents will need to be submitted to the SFC for prior approval in accordance with the usual procedures / requirements.</p> <p><u>Scheme Changes</u></p> <p>Given that the Amendments are requirements pursuant to legislative changes which have been promulgated publicly, changes to a PRF which are made solely to reflect the Amendment(s) do not fall within 10.1 of the PRF Code. Accordingly, these changes do not require the SFC's prior approval and the notice requirement under 10.1A of the PRF Code does not apply. However, PRF issuers are reminded to put in place appropriate and effective means of communications in order to keep scheme participants informed of any such changes to a PRF as regards the Amendment(s).</p> <p>It is the responsibility of a PRF issuer to ensure that any relevant legislation, regulations or guidelines applicable to PRF are complied with.</p>
3.	<p>What is the expectation on the notice requirements to investors in respect of changes of the controlling shareholder(s) of a key operator of a PRF<sup>Note?</sup></p> <p>(Note: "Key operators" refers to the applicant company, management company, trustee/custodian, investment delegates or Hong Kong representative of a scheme for the purpose of the FAQs herein.)</p>	<p>10.11 of the PRF Code sets out the notice requirements to investors in respect of the matters relating to a PRF. For changes in the ultimate controlling shareholder(s) of the key operators of a PRF, although SFC's prior approval is not required under 10.1 of the PRF Code, it is normally expected one month's prior written notice should be provided to the investors unless otherwise agreed by the SFC.</p>

4.	Can an individual act as the key personnel for one or more management companies and/or investment delegates?	<p>Yes, an individual can be designated as the key personnel for one or more management companies and/or investment delegates, provided that these entities are within the same fund management group and the individual is able to dedicate sufficient time and attention in the management of the relevant SFC-authorized funds for these entities.</p> <p>For management companies and investment delegates within a well-established fund management group, an individual who possesses at least five years investment experience (which may not be in the management of public funds) may be designated as the key personnel for these entities, provided that the management companies and investment delegates on a group-wide basis is able to demonstrate that it possesses the requisite oversight, monitoring and supervision systems to administer public funds. A well-established fund management group means a fund management group of at least five years of establishment in managing public funds with good regulatory records. See 5.5 of the PRF Code (with respect to Note(1) to 5.5(a) of the UT Code which sets out the factors for assessment of a well-established fund management group.</p> <p>In any event, all management companies and investment delegates of SFC-authorized funds should maintain proper and up-to-date records regarding their key personnel.</p>
5.	As a management company, can I delegate my investment management functions to a third party?	<p>Yes, the PRF Code allows a management company to delegate its investment management functions. However, the management company is not allowed to delegate its responsibilities. Please see 5.5 of the PRF Code (with respect to 5.5 (e) of the UT Code).</p> <p>Investment delegates are not subject to the minimum capital requirements of HK\$10 million (or its equivalent in foreign currency) under 5.2 of the PRF Code (with respect to 5.2(b) of the UT Code).</p>

6.	<p>For changes to the offering document of an investment portfolio that fall within 10.1 of the PRF Code, what is the notice period that a PRF issuer is expected to give investors if such changes solely reflect the changes made to the corresponding underlying SFC-authorized fund and such underlying fund changes have been approved, or are not required to be approved by the SFC pursuant to the UT Code or the SFC Code on MPF Products (i.e. “UF-driven Changes” as defined under 3.15 of the PRF Code)?</p>	<p>In view of the fact that the relevant changes are UF-driven Changes, it may not be practicable for a PRF issuer to give one month’s prior written notice to investors due to circumstances beyond a PRF issuer’s control (for example, where (a) prior notice is not required to be given or (b) less than one month’s prior written notice is given by the management company of the underlying / reference SFC-authorized fund to a PRF issuer). In such cases, a PRF issuer should inform investors as soon as reasonably practicable and without undue delay in order to enable them to appraise the updated position of the investment portfolio.</p>
7.	<p>Will changes made to the offering documents which are consequential to the proposed changes to the SFC-authorized fund that are subject to SFC’s prior approval under 10.1 of the PRF Code (“10.1 Scheme Change(s)”) require the SFC’s prior approval?</p>	<p>Where the 10.1 Scheme Change(s) are subject to the SFC’s prior approval, any consequential amendments to the offering documents (e.g. new risk factor(s) due to change in investment policy and/or strategy) will also be subject to the SFC’s prior approval except for the related administrative changes (e.g. update on the address of the newly appointed management company in the offering documents, change of logo of the management company provided such change is not misleading to investors).</p>
8.	<p>Does (i) an amendment to a PRF product in the nature of clarifications or enhancement of its investment objectives, policies and restrictions; (ii) a change or an extension of PRF product’s dealing deadline and/or frequency; or (iii) a reduction of a PRF product’s fees and charges from the current level, require prior approval from the SFC pursuant to 10.1 (c) of the PRF Code? Would prior notice be required to be provided to the scheme participants regarding the amendments and/or changes?</p>	<p>Scheme changes which can satisfy the Overriding Requirements (as defined below) would not generally be regarded as material changes for the purposes of 10.1(c) of the PRF Code.</p> <p>Set out below are the overriding principles and requirements (“Overriding Requirements”) that must be satisfied in order for any changes to be not regarded as material changes for the purposes of 10.1 (c) of the PRF Code and do not require the SFC’s prior approval:</p> <ul style="list-style-type: none"> <li>• the changes do not amount to a material change to the PRF product;</li> </ul>

		<ul style="list-style-type: none"> <li>• there will be no material change or increase in the overall risk profile of the PRF product following the changes; and</li> <li>• the changes do not have a material adverse impact on scheme participants' rights or interests (including changes that may limit the scheme participants' ability in exercising their rights).</li> </ul> <p>Below are some illustrative examples:</p> <p>(a) Changes in investment objective, policies and restrictions</p> <ol style="list-style-type: none"> <li>i. elaboration on the primary/principal investment objective, strategy, or policy of a PRF product by way of a specified investment threshold/limit and the removal of and/or amendments to such threshold/limit, based on the existing investment objective, strategy or policy of the PRF product as disclosed in the offering documents;</li> <li>ii. elaboration on the ancillary investment strategy, objective or policy of a PRF product by way of a specified investment threshold/limit and the removal of and/or amendments to such threshold/limit, based on the existing investment objective, strategy or policy of the PRF product as disclosed in the offering documents;</li> <li>iii. variation (including addition or removal) of examples of underlying assets or investment areas in which a PRF product may invest, based on the existing investment objective, strategy or policy of the PRF product as disclosed in the offering documents;</li> <li>iv. elaboration on or minor amendments to the internal stock selection method/process within the scope of a PRF product's existing investment objective, strategy or policy as disclosed in the offering documents; and</li> <li>v. elaboration on the existing investment objective, strategy, policy or restriction of a PRF product as required by other regulators and/or as a result of the PRF product's compliance with applicable legal and/or regulatory requirements.</li> </ol>
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		<p>(b) Changes in fees and charges</p> <ul style="list-style-type: none"> <li>i. change in the minimum initial subscription amount and/or subsequent subscription amount of a PRF product (unless it is due to any regulatory requirement or controls under any applicable laws and regulations); .and</li> <li>ii. removal of fee item(s) payable by the scheme participants and/or the PRF product;</li> </ul> <p>(c) Changes in dealing arrangements</p> <ul style="list-style-type: none"> <li>i. extension of dealing deadline and/or increase in dealing frequency (e.g. from monthly or weekly to daily) of a PRF product, which are beneficial to scheme participants, provided that in the former case, the extended deadline is still well before the pricing/ NAV cut off time to ensure forward pricing in accordance with the provisions of its offering and constitutive documents; and</li> <li>ii. changes in settlement/payment periods for the subscription or redemption of units/shares of a scheme, which are beneficial to scheme participants are necessary to comply with regulatory, fiscal or other statutory or official requirements, provided that other applicable laws, regulations and requirements are complied with.</li> </ul> <p>For any changes which shorten the settlement period for subscription money payable by scheme participants or extend the payment period for redemption moneys receivable by scheme participants, the SFC would normally expect that at least one month's prior notice should be given to existing scheme participants of the PRF product in respect of the change pursuant to 10.1B and 10.11 of the PRF Code.</p> <p>Unless otherwise specified, the SFC would expect the PRF issuer to inform existing scheme participants of the scheme as soon as reasonably practicable.</p>
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9.	What types of scheme change(s) will fall under 10.1B of the UT Code which are not subject to SFC's prior approval?	<p>Scheme changes which do not fall under 10.1 of the UT Code will be classified as change(s) falling within 10.1B of the UT Code not requiring SFC's prior approval ("10.1B Change").</p> <p>Set out below are some examples of 10.1B Change:</p> <ul style="list-style-type: none"> <li>• change of operator which is not key operator of the fund as referred to in 10.1(b) of the UT Code;</li> <li>• administrative change e.g. change in address of the key operator;</li> <li>• change to punctuation or grammar; and</li> <li>• correction of a manifest error.</li> </ul> <p>Unless otherwise specified, the PRF issuers should inform existing holders of the scheme as soon as reasonably practicable for 10.1B Change pursuant to 10.11 of the PRF Code (with respect to Note (3) to 11.2 of the UT Code in order to enable them to appraise the position of the scheme.</p> <p>10.1B Change will be subject to post vetting by the SFC.</p>
10.	Will authorisation be required to be obtained from the SFC prior to the issuance of the revised offering document of an SFC-authorized PRF product which solely reflects 10.1B Change?	No further authorisation of the revised offering document of an existing SFC-authorized PRF product is required to be obtained from the SFC to the extent it solely reflects the 10.1B Change. Nevertheless, the above revised offering document should be filed with the SFC pursuant to 10.1B of the PRF Code.
11.	Do changes to the constitutive documents of an existing SFC-authorized fund which solely reflect 10.1B Changes require prior approval from the SFC pursuant to 10.1(a) of the PRF Code?	Pursuant to 10.1(a) of the UT Code, prior approval is not required from the SFC in respect of changes to constitutive documents of a scheme reflecting changes which do not require prior approval from the SFC.

12.	<p>Will further authorization be required to be obtained from the SFC prior to the issuance of the revised offering document of a PRF product which solely reflects the withdrawal of authorization of a PRF product?</p>	<p>Following the withdrawal of authorization of a PRF product (“Deauthorized Fund”), the offering document of an existing PRF product which contains information of the Deauthorized Fund should be updated as soon as practicable to reflect such deauthorization.</p> <p>No further authorization of the revised offering document of an existing PRF product which solely reflects the deauthorization of the Deauthorized Fund is required to be obtained from the SFC. However, the above revised offering document should be filed with the SFC pursuant to 10.1B of the PRF Code.</p>
13.	<p>Will SFC’s prior approval and advance notice to investors be required for changes made to comply with the revised PRF Code?</p>	<p>If changes are made by existing PRF products to comply with the revised PRF Code and there are no material changes to the PRF products’ investment objectives, policies or strategies, prior approval from the SFC and advance notice to investors will generally not be required.</p> <p>However, management companies should provide necessary updates to the holders of the PRF products regarding the changes made to the PRF products as soon as reasonably practicable (e.g. by a specific notice) for holders’ appraisal of the PRF products and their investments. A summary of the changes (including the reason(s) and description of the change, implications to the PRF products and the resulting impact on investors) is expected to be provided to keep holders informed and enable them to appraise the position of the PRF products.</p>
14.	<p>What are the requirements for submitting post-authorization documents to the SFC?</p>	<p>Set out below are the requirements for submitting documents to the SFC in connection with post-authorization matters of SFC-authorized PRFs.</p> <p><i>A) <u>Submission of documents by soft copy only</u></i></p> <p>PRF issuers are no longer required to submit hard copy of post-authorization documents. Instead, PRF issuers shall submit documents by soft copy only for all applications and post-filings, including but not limited to documents submitted for fulfilment of post-authorization conditions.</p>

		<p>The official receipt date of an application or a post-filing shall be a business day on which the full and complete set of soft copy documents is received by the SFC.</p> <p><i>B) <u>Alternatives for signing documents</u></i></p> <p>Please refer to paragraph (B) of FAQ No. 7A under section 1A of this FAQ.</p>
<p><b>Electronic dissemination of product documents</b></p>		
15.	<p>Can a PRF disseminate product documents to investors electronically?</p>	<p>The SFC has issued a circular entitled “<a href="#">Circular on the electronic dissemination of investment product documents</a>” dated 29 September 2020 (“ED Circular”), which sets out, among other things, the general principles for issuers of SFC-authorized funds to disseminate product documents electronically (“E-Dissemination Arrangement”).</p> <p>Capitalized terms used in FAQs 16 to 19 have the same meaning as those defined in the ED Circular.</p>
16.	<p>Do changes to the constitutive documents of an existing PRF which are made solely to enable E-Dissemination Arrangement require prior approval from the SFC pursuant to 10.1(a) of the PRF Code?</p>	<p>Where changes to the constitutive documents of an existing PRF are required to be made solely to enable the E-Dissemination Arrangement, SFC’s prior approval will not be required.</p> <p>Advance written notice must be provided to investors before the proposed changes to constitutive documents of the relevant PRF take effect. At least one month’s advance written notice is expected.</p> <p>The advance written notice should provide necessary information to enable investors to appraise the proposed changes and to make an informed judgement of their investments in the PRF. For example, the advance notice should inform investors of the proposed changes to constitutive documents and when the E-Dissemination Arrangement may take effect. If no specific date for rollout of the E-Dissemination Arrangement has been decided yet, the notice should inform investors of this and that separate advance notice will be provided to investors prior to the adoption of the E-Dissemination Arrangement.</p>

		Where applicable, the Transition Notice (see FAQ 18 below) can be merged with the above notice provided that all the required information is clearly set out, including the effective date(s) of the proposed changes to the constitutive documents and adoption of the E-Dissemination Arrangement for the PRF.
17.	For a PRF which is currently disseminating paper Product Documents to investors, does it need to seek SFC's prior approval to adopt E-Dissemination Arrangement in respect of the PRF?	<p>No prior approval is required to be obtained from the SFC for a PRF to implement E-Dissemination Arrangement.</p> <p>However, before adopting E-Dissemination Arrangement, each PRF issuer must ensure that the E-Dissemination Arrangement and the transitional arrangement (including a printed Transition Notice to investors) comply with the PRF's constitutive documents and applicable regulatory requirements. Paragraphs 8-10 of the ED Circular set out guidelines for the transitional arrangements and the reference therein to "Question 26 of Frequently Asked Questions on Post Authorization Compliance Issues of SFC-authorized Unit Trusts and Mutual Funds" under the footnote 8 shall mean "Question 18 of Frequently Asked Questions relating to Pooled Retirement Funds".</p>
18.	What information is required to be included in the Transition Notice?	<p>Paragraph 9 of the ED Circular sets out the guiding principles for the Transition Notice.</p> <p>Each PRF issuer should ensure that the Transition Notice contains information which is necessary to enable investors to understand the E-Dissemination Arrangement, how it might affect their rights or interests as investors of the relevant PRFs and the procedures for investors who wish to change the means of delivery.</p> <p>The following information should be included in the Transition Notice:</p> <p>(a) Relevant details of the E-Dissemination Arrangement</p> <ul style="list-style-type: none"> <li>- the precise manner in which Product Documents will be disseminated electronically to investors, with clear specification of the electronic means to be adopted (e.g. whether the electronic Product Documents will be sent to investors by email, or investors will receive notification by SMS informing</li> </ul>

		<p>them that the Product Documents are accessible online and the particular website/platform where the electronic Product Documents can be accessed, etc.);</p> <p>(b) Implications of the E-Dissemination Arrangement for investors</p> <ul style="list-style-type: none"> <li>- the effective date of adoption of the E-Dissemination Arrangement, and where applicable, the date on which paper Product Documents will cease to be provided unless otherwise requested by investors;</li> <li>- where applicable, appropriate hardware and software, internet access, a specific email address, mobile phone number or other electronic address of the investors will be required for receiving email, SMS or other electronic notifications from the PRF issuer or accessing Product Documents under the E-Dissemination Arrangement;</li> <li>- the applicable risks associated with the E-Dissemination Arrangement, and a statement reminding investors to save or print a copy of the Product Documents for future reference if necessary; and</li> <li>- investors may change the means of delivery at any time subject to reasonable prior notice;</li> </ul> <p>(c) Fee charging arrangement for provision of Product Documents</p> <ul style="list-style-type: none"> <li>- a statement to the effect that the investors are entitled to receive Product Documents free of charge in one means of their choice (ie, an investor may choose to receive Product Documents either in paper form or via an electronic means specified by the PRF issuer); and</li> <li>- if any charges are to be imposed for the provision of Product Documents to investors, the amount of such charges (which should be fair and reasonable);</li> </ul> <p>(d) The procedures for investors who wish to change the means of delivery after adoption of the E-Dissemination Arrangement including details on how investors can request for the change;</p>
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		<p>(e) Where applicable, clear and prominent warning statements:</p> <ul style="list-style-type: none"> <li>- to alert investors that they will no longer receive product information in the form of paper documents after the effective date of the E-Dissemination Arrangement; and</li> <li>- specifying any action required from investors if they wish to continue to receive paper Product Documents (including how they can make the request and any time deadline for such request); and</li> </ul> <p>(f) Hong Kong contact details for enquiries relating to the E-Dissemination Arrangement (including address and telephone number).</p>
19.	Does the ED Circular apply to PRFs that are already disseminating the Product Documents to investors electronically (“Relevant PRFs”) as of the date of the ED Circular?	The transitional arrangements set out under paragraphs 8-10 of the ED Circular do not apply to the Relevant PRFs. However, the Relevant PRFs are subject to the general principles in paragraphs 11-13 of the ED Circular which apply to all E-Dissemination Arrangements.

### Section 3: Novel coronavirus (COVID-19)

	Question	Answer
1.	This FAQ has been removed.	Please refer to FAQ No. 7A under section 1A and No. 14 under section 2 of this FAQ.

*Last updated: 9 October 2020*