

## Frequently Asked Questions relating to Open-ended Fund Companies

This FAQ is prepared by the Investment Products Division and aims to provide basic information to market practitioners in respect of open-ended fund companies (“OFCs”), which are subject to the Securities and Futures Ordinance (the “SFO”), the Securities and Futures (Open-ended Fund Companies) Rules (“OFC Rules”) and the Code on Open-ended Fund Companies (the “OFC Code”) (collectively, the “OFC-related Laws and Regulations”).

An applicant which seeks to establish a public OFC (as defined in the OFC Code) must also comply with all applicable requirements in the SFC Handbook for Unit Trusts and Mutual Funds, Investment-Linked Assurance Schemes and Unlisted Structured Investment Products (“SFC Products Handbook”) including the Code on Unit Trusts and Mutual Funds (“UT Code”) for authorization by the Securities and Futures Commission (“SFC”). A public OFC and publicly offered sub-funds of an OFC must also comply with all applicable requirements in the SFC Products Handbook after registration.

Applicants are encouraged to contact the relevant case team in the Investment Products Division of the SFC if in doubt on any specific issues arising from the application/interpretation of the relevant regulatory requirements or this FAQ. Please note that each application for registration 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 registration will be granted. The SFC reserves the rights to exercise all powers conferred under the law.

Unless otherwise defined herein, all terms shall have the meanings given to such terms in the OFC-related Laws and Regulations and the SFC Products Handbook.

Enquiries on OFC may be sent to [ofc-enquiry@sfc.hk](mailto:ofc-enquiry@sfc.hk).

	Question	Answer
<b>Requirements relating to establishment of an OFC</b>		
1.	How do I establish an OFC?	<p>To establish an OFC, the following must be obtained:</p> <ul style="list-style-type: none"> <li>i. registration of the OFC by the SFC;</li> <li>ii. Certificate of Incorporation issued by the Registrar of Companies; and</li> <li>iii. Business Registration Certificate issued by the Registrar of Companies on behalf of the Inland Revenue Department (“IRD”).</li> </ul> <p>A one-stop approach is adopted for the establishment of an OFC. The applicant would only have to submit all application documents required for (i), (ii) and (iii) above and the associated fees to the SFC. No separate submission of documents and fees in respect of (ii) and (iii) to the Companies Registry (“CR”) would be required. The documents intended for submission to the CR under (ii) and (iii) should be submitted to the SFC before the registration of an OFC is granted.</p> <p>If the registration requirements are met, the SFC will send a notice of registration to CR together with the applicant’s documents and fees for (ii) and (iii). Where the relevant requirements are met, the Registrar of Companies will issue the Certificate of Incorporation and Business Registration Certificate to the applicant. The SFC’s registration of the OFC will take effect on the date of issuance of the Certificate of Incorporation, whereupon the OFC would be established. For details on the CR’s requirements, you may refer to the thematic section on OFCs on <a href="#">CR’s website</a>.</p> <p>If you intend to establish a public OFC and seek authorization by the SFC, you must also comply with all applicable authorization requirements set out in the SFC Products Handbook (see the <a href="#">Frequently Asked Questions on Application Procedures for Authorization of Unit Trusts and Mutual Funds under the Revamped Process</a> (“FAQs on Application For Authorization”)).</p>

	Question	Answer
2.	How do I start an application for registration?	<p>To start an application, you have to submit to the SFC:</p> <ul style="list-style-type: none"> <li>i. a duly signed and completed <b><u>Application Form</u></b><sup>1</sup> (also see Q.3 below in respect of a public OFC);</li> <li>ii. a duly signed and completed <b><u>Information Checklist</u></b><sup>2</sup> (also see Q.3 below in respect of a public OFC);</li> <li>iii. a copy of the instrument of incorporation signed by each of the proposed directors;</li> <li>iv. documents (including any confirmations and/or undertakings) required to be submitted pursuant to the Information Checklist; and</li> <li>v. 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 (see Q.4 below).</li> </ul> <p>If you intend to establish a public OFC, you should also submit the application documents for seeking the SFC’s authorization (see Q.3 below). During the application process, all changes to any subsequent draft documentation must be duly marked up.</p>
3.	Do I have to make separate applications for registration and authorization of a public OFC?	<p>The application documents required for registration and authorization of a proposed public OFC are expected to be submitted together to the SFC at the same time. The SFC will process the registration and authorization of a public OFC in tandem.</p>

<sup>1</sup> In respect of a public OFC or a publicly offered sub-fund, Application Form refers to the “Application Form for Registration of a Public Open-ended Fund Company or Establishment of a Publicly Offered Sub-fund of an Open-ended Fund Company” set out in the Annex to the “Application Form for Unit Trusts and Mutual Funds, Investment-Linked Assurance Schemes and Unlisted Structured Investment Products”. In respect of a private OFC or a privately offered sub-fund of an OFC, Application Form refers to the “Application Form for Registration of a Private Open-ended Fund Company or Establishment of a Privately Offered Sub-fund of an Open-ended Fund Company”.

<sup>2</sup> In respect of a public OFC or a publicly offered sub-fund, Information Checklist refers to the “Information Checklist for Application for Registration of a Public Open-ended Fund Company or Establishment of a Publicly Offered Sub-fund of an Open-ended Fund Company” set out in the Schedule to the “Information Checklist for Application for Authorization of Unit Trusts and Mutual Funds under the Revamped Process”. In respect of a private OFC or a privately offered sub-fund of an OFC, Information Checklist refers to the “Information Checklist for Application for Registration of a Private Open-ended Fund Company or Establishment of a Privately-offered Sub-fund of an Open-ended Fund Company”.

	Question	Answer
		<p>To streamline the application process, the Application Form<sup>1</sup> for registration of a public OFC is set out in the Annex to the “Application Form for Unit Trusts and Mutual Funds, Investment-Linked Assurance Schemes and Unlisted Structured Investment Products”. Similarly, the Information Checklist<sup>2</sup> for the registration of a public OFC is set out in the Schedule to the “Information Checklist for Application for Authorization of Unit Trusts and Mutual Funds under the Revamped Process”.</p>
3A.	<p>What are the requirements for submitting documents and application fee(s) in support of a new OFC application to the SFC?</p>	<p><b>1. Application documents required by the SFC (see Q2 above):</b></p> <p><i>A) <u>Submission of application documents by soft copy only, except for the Vetting Authorization Form from each of the proposed director who is not currently a director of other existing SFC-registered OFC(s) (“Vetting Authorization Form”)</u></i></p> <p>Save for the duly signed and completed Vetting Authorization Form (as set out in Annex to the Information Checklist<sup>3</sup>), 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, and are only required to submit the hard copy of the original Vetting Authorization Form as soon as practicable afterwards.</p> <p>The official receipt date of a new OFC 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).</p> <p><i>B) <u>Alternatives for signing application documents (other than Vetting Authorization Form)</u></i></p> <p>Option 1: Save for a copy of the instrument of incorporation which must be signed by each of the proposed directors (see option 2 below), we will accept submission of un-signed copies of the relevant application forms, information checklists, confirmations and other relevant documents</p>

<sup>3</sup> In respect of a public OFC, the Vetting Authorization Form is set out in Annex A2 to Schedule to the “Information Checklist for Application for Authorization of Unit Trusts and Mutual Funds under the Revamped Process”. In respect of a private OFC, the Vetting Authorization Form is set out in Annex B2 to the “Information Checklist for Application for Registration of a Private Open-ended Fund Company or Establishment of a Privately-offered Sub-fund of an Open-ended Fund Company”.

	Question	Answer
		<p>(the “Relevant Forms”), which are required to be completed, as applicable, by an applicant, director, custodian, investment manager of the OFC 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.</p> <p>Option 2: An applicant may submit scanned copies of the instrument of incorporation signed by each of the proposed directors and the Relevant Forms signed by a person who meets the signatory requirements.</p> <p>For the avoidance of doubt, the above two options do not apply to the Vetting Authorization Form. Other than the Vetting Authorization Form, submission of hard copies of the Relevant Forms is not required under both options.</p> <p><i>C) <u>Taking up new OFC application(s) with application fee(s) to follow</u></i></p> <p>The SFC will take up new OFC applications if they are in good order and the application fee to the SFC is the only outstanding matter. An applicant is expected to submit the application fee as soon as practicable, and shall contact its SFC case team to discuss the payment arrangement.</p> <p><b>2. Application documents required by the CR for incorporation and business registration (see (ii) and (iii) under Q.1 above):</b></p> <p>For the avoidance of doubt, the one-stop approach for the establishment of an OFC remains unchanged, and the arrangement to submit documents by soft copy applies only to application documents required by the SFC. Hard copy of documents and fees required by the CR for incorporation and business registration purposes (see Q1 above) should be submitted to the SFC before the registration of an OFC is granted.</p>

	Question	Answer								
4.	What are the fees payable for establishment of an OFC?	<p><u>Fees payable to the SFC for registration of an OFC</u></p> <p>i. For registration of a private OFC, the applicable fee(s) are as follows:</p> <table border="1" data-bbox="855 379 2047 684"> <tr> <td colspan="2" data-bbox="855 379 1234 483"><b>Single OFC</b></td> <td data-bbox="1234 379 2047 483"><b>Application for registration fee: <u>HK\$5,000</u></b></td> </tr> <tr> <td data-bbox="855 483 1028 587" rowspan="2"><b>Umbrella OFC</b></td> <td data-bbox="1028 483 1234 587"><b>For the umbrella</b></td> <td data-bbox="1234 483 2047 587"><b>Application for registration fee: <u>HK\$10,000</u></b></td> </tr> <tr> <td data-bbox="1028 587 1234 684"><b>For each sub-fund</b></td> <td data-bbox="1234 587 2047 684"><b>Application fee: <u>HK\$1,250</u></b></td> </tr> </table> <p>ii. For registration of a public OFC, there will be no separate application for registration fee. Similar to other funds seeking the SFC's authorization, an application for authorization for a proposed public OFC are subject to the fees for (a) application for authorization and (b) authorization (see the <a href="#">FAQs on Application for Authorization</a>).</p> <p>The applicable fees payable are as provided in the Securities and Futures (Open-ended Fund Companies) (Fees) Regulation (Cap. 571AR) ("Fees Regulation"), subject to the SFC's power to grant waiver pursuant to section 6 of the Fees Regulation. Upon an application for fee waiver supported by valid reasons, if in a particular case, the SFC is of the opinion that the payment of the above fee(s) would be inappropriate or unduly burdensome, the SFC may waive in whole or in part the fee(s).</p> <p><u>Fees payable to the CR for incorporation and for business registration ("BR") purposes</u></p> <p>The fees for incorporation of an OFC are HK\$3,034. With regards to the application for BR, for a one-year BR certificate, a fee of HK\$2,000 and a levy of HK\$250 are applicable. For a three-year BR certificate, a fee of HK5,200 and a levy of HK\$750 are applicable. Please refer to the <a href="#">website of the CR</a> and the <a href="#">website of the IRD</a> respectively for updates as to any fee waiver that may be applicable from time to time.</p>	<b>Single OFC</b>		<b>Application for registration fee: <u>HK\$5,000</u></b>	<b>Umbrella OFC</b>	<b>For the umbrella</b>	<b>Application for registration fee: <u>HK\$10,000</u></b>	<b>For each sub-fund</b>	<b>Application fee: <u>HK\$1,250</u></b>
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	<b>For each sub-fund</b>	<b>Application fee: <u>HK\$1,250</u></b>								

	Question	Answer
		<p>Separate payments shall be made for the fees payable to the SFC (by way of cheque(s), or other means of payment acceptable to the SFC) and to the CR (by way of cheque(s)) respectively.</p>
5.	<p>What is the expected processing time for registration of a public OFC and private OFC?</p>	<p>As the SFC will process the registration and authorization of a public OFC in tandem, the processing time for registration of a proposed public OFC is expected to be the same as that for other public funds, generally ranging between one and three months from the take-up date of the application depending on whether it is a “standard” or “non-standard” application (please refer to the <a href="#">FAQs on Application for Authorization</a>).</p> <p>For private OFCs, where the documents are in order and the registration requirements are met, a registration would be granted as soon as practicable and is generally expected to take less than one month after the application is taken up by the SFC.</p>
6.	<p>Is there any template instrument of incorporation (“lol”)? Must the template be adopted by an OFC? Can revisions be made when adopting the template?</p>	<p>The templates of the lol for public OFCs and private OFCs respectively are available on the SFC website. The templates set out the baseline contents of an lol generally expected of an OFC. OFCs are free to include other provisions in their individual lols and make relevant variations as appropriate, provided that such additions and variations would not result in non-compliance with the OFC-related Laws and Regulations (e.g. the lol must contain the provisions mandated under section 112K of the SFO). In the case of a public OFC, the requirements in the SFC Products Handbook must also be complied with.</p>

	Question	Answer
6A.	<p>Where a proposed custodian to be appointed by a private OFC is a licensed corporation or registered institution licensed or registered for Type 1 regulated activity (“RA1 Custodian”), what are the documents required for an application?</p>	<p>For an application of the registration of a private OFC or an application for appointment of custodian of a private OFC, the documents required to be submitted in respect of the proposed custodian are set out in the Information Checklist<sup>4</sup>.</p> <p>In addition to (i) duly completed and properly executed confirmations from the proposed custodian and the proposed directors, respectively regarding the proposed custodian’s internal controls and systems (see Q22 below), and (ii) a certificate of incorporation/registration of the custodian, the applicant should submit evidence to demonstrate the proposed custodian’s compliance with the eligibility requirements as set out in 7.1(b) of the OFC Code.</p> <p>For an RA1 Custodian, such evidence includes, for example, (1) a copy of valid certificate showing its licensing/registration status, (2) the name and CE number of the responsible officer(s) or executive officer(s) responsible for the overall management and supervision of its custodial function, (3) an updated organisational chart, and (4) where the existing systems and controls of the RA1 Custodian for the safekeeping of client assets of its RA1 business will not be used for safekeeping of the scheme property of the OFC, a custody operational flowchart together with the reason(s) for not using such existing systems and controls for safekeeping of the scheme property of the OFC.</p> <p>In respect of (3), the organisational chart is expected to include the RA1 Custodian’s organisational structure in performance of its custodial functions. This should cover, at a minimum, the name of responsible officer(s) or executive officer(s) mentioned in (2) above, the relevant reporting line, any manager-in-charge and teams or units involved in performing custodial functions. It is expected that clear references to and descriptions of custodial functions should be made on the chart. For example, if custodial functions are subsumed within other business units/functions of the RA1 Custodian, then this should be indicated on the chart.</p> <p>In respect of (4), the custody operational flowchart of the RA1 Custodian is expected to</p>

<sup>4</sup> For an application for registration of a private OFC, please refer to section E of the Information Checklist for Application for Registration of a Private Open-ended Fund Company or Establishment of a Privately offered Sub-fund of an Open-ended Fund Company. For an application for appointment of custodian of a private OFC post-registration, please refer to section E.II of the Information Checklist for Application for Approval of Appointment of Director, Custodian or Investment Manager of a Private Open-ended Fund Company. The OFC and/or the custodian should provide other supporting documents which the SFC may deem necessary.



	Question	Answer
		<p>demonstrate its operations in safekeeping the scheme property of the OFC in compliance with the requirements as set out in the OFC Code. This should cover, at a minimum, holding in custody all scheme property of the OFC entrusted to the RA1 custodian which can be so held with proper segregation, maintaining proper and up-to-date record of all scheme property of the OFC that it receives or holds on behalf of the OFC and others that cannot be held in custody with frequent reconciliations and verification of ownership of scheme property of the OFC. Please refer to 7.3 and Appendix A of the OFC Code for details on such requirements.</p> <p>For the avoidance of doubt, registered institutions registered for Type 1 regulated activity that are eligible as private OFC custodians under 7.1(b)(i) of the OFC Code (i.e. proposed custodians which meet the same eligibility requirements as set out in the UT Code for SFC-authorized funds) are not required to submit the abovementioned documents required for RA1 Custodians.</p>
<b>Requirements in relation to post-registration changes to an OFC</b>		
7.	How do I apply for an addition of a new sub-fund to an existing umbrella fund?	<p>To start an application, you have to submit to the SFC:</p> <ul style="list-style-type: none"> <li>i. a duly signed and completed <b><u>Application Form</u></b><sup>1</sup>;</li> <li>ii. a duly signed and completed <b><u>Information Checklist</u></b><sup>2</sup>;</li> <li>iii. documents (including any confirmations and/or undertakings) required to be submitted pursuant to the Information Checklist; and</li> <li>iv. a cheque made payable to “Securities and Futures Commission”, or other means of payment acceptable to SFC, in the amount of the applicable application fee (see Q.4 above).</li> </ul> <p>During the application process, all changes to any subsequent draft documentation must be duly marked up.</p> <p>The application documents required for the applications for establishment and authorization of a new publicly offered sub-fund are expected to be submitted together to the SFC at the same time. The SFC will process the establishment and authorization of a new publicly offered sub-fund in tandem.</p>

	Question	Answer
7A.	<p>What are the requirements for submitting documents and application fee(s) in support of an application for addition of sub-fund(s) to an existing umbrella OFC to the SFC?</p>	<p><i>A) <u>Submission of application documents by soft copy only</u></i></p> <p>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.</p> <p>The official receipt date of a sub-fund 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).</p> <p><i>B) <u>Alternatives for signing application documents</u></i></p> <p>Option 1: We will accept submission of un-signed copies of the relevant application forms, information checklists, confirmations and other relevant documents (the “Relevant Forms”), which are required to be completed, as applicable, by an applicant, director, custodian, investment manager of the OFC 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.</p> <p>Option 2: An applicant may submit scanned copies of the Relevant Forms signed by a person who meets the signatory requirements.</p> <p>For the avoidance of doubt, submission of hard copies of the Relevant Forms is not required under both options.</p> <p><i>C) <u>Taking up new sub-fund application(s) with application fee(s) to follow</u></i></p> <p>The SFC will take up new sub-fund applications if they are in good order and the application fee to the SFC is the only outstanding matter. An applicant is expected to submit the application fee as soon as practicable, and shall contact its SFC case team to discuss the payment arrangement.</p>

	Question	Answer
8.	<p>What are the changes to a SFC-registered OFC that requires the SFC's approval? What are the documents and fees that should be submitted?</p>	<p>The following changes to an OFC are subject to the SFC's approval:</p> <ul style="list-style-type: none"> <li>i. Appointment of a director, custodian or investment manager<sup>5</sup></li> <li>ii. Change of name of an OFC or sub-fund of an OFC</li> <li>iii. Establishment of a new sub-fund under an OFC (see Q.7 above)</li> <li>iv. Termination of an OFC or a sub-fund and cancellation of registration of an OFC (see Q.14 below)</li> </ul> <p>A duly signed and completed application form and the relevant information checklist (also see Q.9-Q.11 below) together with the applicable fee (see Q.12 below) should be submitted to the SFC.</p>

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<sup>5</sup> An appointment of a custodian or investment manager of a sub-fund of an OFC would also be regarded as an appointment of the custodian or investment manager of the OFC requiring the SFC's approval.

	Question	Answer									
9.	What documents should be submitted to the SFC for a change of key operators of a public OFC?	<p>For a change of key operators of a public OFC<sup>6</sup>, the documents required are as follows:</p> <table border="1" data-bbox="790 347 2042 1265"> <thead> <tr> <th data-bbox="790 347 1003 416"></th> <th data-bbox="1003 347 1509 416">Change of Director</th> <th data-bbox="1509 347 2042 416">Change of Custodian or Investment Manager</th> </tr> </thead> <tbody> <tr> <td data-bbox="790 416 1003 523"><b>Appointment</b></td> <td colspan="2" data-bbox="1003 416 2042 523">“Application Form for Approval of Appointment of Director, Custodian or Investment Manager of an Open-ended Fund Company”</td> </tr> <tr> <td data-bbox="790 523 1003 1265"></td> <td data-bbox="1003 523 1509 1265"> <p>(a) Duly signed and completed “Information Checklist for (i) a Change of Director of a Public Open-ended Fund Company; or (ii) a Change of Name of a Public Open-ended Fund Company or a Publicly Offered Sub-fund of an Open-ended Fund Company” (“Public OFC Director/ Name Change Information Checklist”); and</p> <p>(b) the notice to shareholders relating to the change (if any) after issuance.</p> <p><i>(Note: <u>no</u> “Filing Form for Notice of Scheme Change(s) falling within 11.1B of the Code on Unit Trusts and Mutual Funds (UT Code) and Do Not Require SFC’s Prior Approval” (“11.1B Filing Form”)</i></p> </td> <td data-bbox="1509 523 2042 1265"> <p>Only the following existing documents applicable to SFC-authorized funds for a 11.1 scheme change under the UT Code are required to be submitted:</p> <p>(a) Duly signed and completed “Application Form for Scheme Change(s)”; and</p> <p>(b) “List of Confirmations of Compliance related to Application for Approval of Scheme Change(s) pursuant to 11.1 of the Code on Unit Trusts and Mutual Funds (UT Code)”, including the confirmation required in relation to an OFC in the <u>Annex</u></p> <p>((a) and (b) are collectively referred to as the “11.1 Scheme Change Documents”).</p> </td> </tr> </tbody> </table>		Change of Director	Change of Custodian or Investment Manager	<b>Appointment</b>	“Application Form for Approval of Appointment of Director, Custodian or Investment Manager of an Open-ended Fund Company”			<p>(a) Duly signed and completed “Information Checklist for (i) a Change of Director of a Public Open-ended Fund Company; or (ii) a Change of Name of a Public Open-ended Fund Company or a Publicly Offered Sub-fund of an Open-ended Fund Company” (“Public OFC Director/ Name Change Information Checklist”); and</p> <p>(b) the notice to shareholders relating to the change (if any) after issuance.</p> <p><i>(Note: <u>no</u> “Filing Form for Notice of Scheme Change(s) falling within 11.1B of the Code on Unit Trusts and Mutual Funds (UT Code) and Do Not Require SFC’s Prior Approval” (“11.1B Filing Form”)</i></p>	<p>Only the following existing documents applicable to SFC-authorized funds for a 11.1 scheme change under the UT Code are required to be submitted:</p> <p>(a) Duly signed and completed “Application Form for Scheme Change(s)”; and</p> <p>(b) “List of Confirmations of Compliance related to Application for Approval of Scheme Change(s) pursuant to 11.1 of the Code on Unit Trusts and Mutual Funds (UT Code)”, including the confirmation required in relation to an OFC in the <u>Annex</u></p> <p>((a) and (b) are collectively referred to as the “11.1 Scheme Change Documents”).</p>
	Change of Director	Change of Custodian or Investment Manager									
<b>Appointment</b>	“Application Form for Approval of Appointment of Director, Custodian or Investment Manager of an Open-ended Fund Company”										
	<p>(a) Duly signed and completed “Information Checklist for (i) a Change of Director of a Public Open-ended Fund Company; or (ii) a Change of Name of a Public Open-ended Fund Company or a Publicly Offered Sub-fund of an Open-ended Fund Company” (“Public OFC Director/ Name Change Information Checklist”); and</p> <p>(b) the notice to shareholders relating to the change (if any) after issuance.</p> <p><i>(Note: <u>no</u> “Filing Form for Notice of Scheme Change(s) falling within 11.1B of the Code on Unit Trusts and Mutual Funds (UT Code) and Do Not Require SFC’s Prior Approval” (“11.1B Filing Form”)</i></p>	<p>Only the following existing documents applicable to SFC-authorized funds for a 11.1 scheme change under the UT Code are required to be submitted:</p> <p>(a) Duly signed and completed “Application Form for Scheme Change(s)”; and</p> <p>(b) “List of Confirmations of Compliance related to Application for Approval of Scheme Change(s) pursuant to 11.1 of the Code on Unit Trusts and Mutual Funds (UT Code)”, including the confirmation required in relation to an OFC in the <u>Annex</u></p> <p>((a) and (b) are collectively referred to as the “11.1 Scheme Change Documents”).</p>									

<sup>6</sup> If a revision of document (“ROD”) is involved in connection with the change for the public OFC, please be reminded to submit the relevant forms for ROD applicable to SFC-authorized funds.

Question		Answer	
			<i>needs to be filed for any notice issued for such change where it falls within 11.1B of the UT Code.</i> (“Note on 11.1B Filing”)
		<b>Cessation and other changes (if applicable)</b>	<p>For a cessation of directorship, the following documents are required to be submitted:</p> <p>(a) the above Public OFC Director/ Name Change Information Checklist (please also refer to the Note on 11.1B Filing above); and</p> <p>(b) notice to SFC of a resolution to remove a director.</p>
10.	What documents should be submitted to the SFC for a change of name of a public OFC or its sub-fund(s)?	<p>In respect of a change of name of a public OFC or its sub-fund, the following documents should be submitted to the SFC:</p> <ul style="list-style-type: none"> <li>i. a duly signed and completed “Application Form for Approval of Change of Name of an Open-ended Fund Company or Sub-fund of an Open-ended Fund Company”;</li> <li>ii. a duly signed and completed Public OFC Director/ Name Change Information Checklist; and</li> <li>iii. the notice to shareholders relating to the change (if any) after issuance.</li> </ul> <p><i>(Note: no 11.1B Filing Form is required, please refer to the Note on 11.1B Filing.)</i></p>	

<sup>7</sup> These apply to changes which fall under 11.1 of the UT Code such as cessation of office, change of their regulatory status and change of investment delegate.

	Question	Answer
11.	<p>What documents should be submitted to the SFC for a change of key operators of a private OFC or change of name of such OFC or its sub-funds?</p>	<p>For a change of name, a duly signed and completed “Application Form for Approval of Change of Name of an Open-ended Fund Company or Sub-fund of an Open-ended Fund Company” should be submitted to the SFC.</p> <p>For an appointment of director, custodian or investment manager, the following documents should be submitted:</p> <ul style="list-style-type: none"> <li>- a duly signed and completed “Application Form for Approval of Appointment of Director, Custodian or Investment Manager of an Open-ended Fund Company”; and</li> <li>- a duly signed and completed “Information Checklist for Application for Approval of Appointment of Director, Custodian or Investment Manager of a Private Open-ended Fund Company”.</li> </ul> <p>An OFC should also notify the SFC of a (i) resolution to remove a director; and (ii) cessation of investment manager or custodian of the OFC<sup>8</sup>.</p>
12.	<p>What are the fees payable for a change which requires approval from SFC to an OFC?</p>	<p>For a public OFC and publicly offered sub-fund, no separate fee is payable for post-establishment changes seeking SFC’s approval. An annual fee is applicable to a public OFC as an SFC-authorized fund as in the case of other SFC-authorized funds (you may refer to the <a href="#">FAQs on Application for Authorization</a> for further information).</p> <p>For a private OFC, a fee of HK\$300 is payable for an application for (i) an approval of appointment of director, custodian or investment manager, (ii) an approval of a change of name, or (iii) a cancellation of registration. A fee of HK\$300 is also payable for the termination or change of name of a sub-fund of a private OFC. Such fee shall be paid by submission of a cheque made payable to “Securities and Futures Commission”, or other means of payment acceptable to SFC.</p>

<sup>8</sup> Such notification should also be made to the SFC where there is a cessation of a custodian or investment manager of a sub-fund of an OFC.

	Question	Answer
13.	What are the documents that need to be filed with the SFC for both public and private OFCs post-registration?	<p>Filings with the SFC should be made in accordance with the OFC-related Laws and Regulations, including for example:</p> <ul style="list-style-type: none"> <li>• Annual report</li> <li>• Interim report (if any)</li> <li>• Offering documents</li> <li>• Alteration of instrument of incorporation</li> <li>• Statement of circumstances issued by auditor or custodian</li> <li>• Documents in relation to change of key operators and change of name as mentioned in these FAQs.</li> </ul> <p>A public OFC should also comply with relevant requirements applicable to SFC-authorized funds including those under the SFC Products Handbook.</p>
14.	How may I apply for a termination of an OFC or sub-funds of an OFC with the SFC?	<p>To make an application for termination of an OFC or sub-fund of an OFC, the following requirements should be met:</p> <ol style="list-style-type: none"> <li>i. the requirements under Chapter 10 of the OFC Code should be complied with;</li> <li>ii. a duly signed and completed “Application Form for Cancellation of Registration of an Open-ended Fund Company or Termination of a Sub-fund of an Open-ended Fund Company” should be submitted; and</li> <li>iii. (a) <i>(for a private OFC)</i> a duly completed “Information Checklist for Termination of a Private OFC or Privately Offered Sub-fund under Chapter 10 of the Code on Open-ended Fund Companies” should be submitted; or               <ol style="list-style-type: none"> <li>(b) <i>(for a public OFC)</i> the applicable requirements under the SFC Products Handbook should be complied with, and a duly completed “On-Going Compliance Form For Notice of Mergers/Restructuring/Termination/Withdrawal of Authorization” should be submitted.</li> </ol> </li> </ol>
15.	If I submit documents required by the CR to the SFC, how do I ensure the relevant deadlines for filings	Under the one-stop approach, documents are treated as being delivered to the CR at the time when they are delivered to the SFC. The applicant should ensure that the relevant documents required by the CR are delivered to the SFC prior to the relevant deadline in the OFC-related

	Question	Answer
	prescribed by CR have been met?	Laws and Regulations.
16.	Which are the post-registration filing forms required by the CR? Which ones need to be submitted via the SFC?	<p>The CR's specified forms in relation to OFCs can be downloaded from the CR's website at <a href="http://www.cr.gov.hk/en/ofc">www.cr.gov.hk/en/ofc</a>.</p> <p>As a change of name and appointment of director of an OFC require the SFC's approval, the following CR forms should be submitted via the SFC:</p> <ul style="list-style-type: none"> <li>• OFCNC2(SFC) – Notice of Change of Company Name</li> <li>• OFCD1(SFC) – Notice of Appointment of Director</li> </ul> <p>All other filing forms with the CR should be submitted to CR directly.</p>
16A.	What are the requirements for submitting post-registration documents to the SFC?	<p>Set out below are the requirements for submitting documents to the SFC in connection with post-registration matters of SFC-registered OFCs.</p> <p><b>1. Documents required by the SFC</b></p> <p><u>A) Submission of documents by soft copy only, except for Vetting Authorization Form (where applicable)</u></p> <p>Save for the Vetting Authorization Form<sup>9</sup> in the case of application for appointment of a director who is not currently a director of other SFC-registered OFC(s), OFCs are no longer required to submit hard copy of post-registration documents. Instead, OFCs shall submit documents by soft copy only for all applications and post-filings, and are only required to submit the hard copy of the</p>

<sup>9</sup> In respect of a public OFC, the Vetting Authorization Form is set out in Annex A2 to the "Information Checklist for (i) a Change of Director of a Public Open-ended Fund Company; or (ii) a Change of Name of a Public Open-ended Fund Company or a Publicly Offered Sub-fund of an Open-ended Fund Company". In respect of a private OFC, the Vetting Authorization Form is set out in Annex A2 to the "Information Checklist for Application for Approval of Appointment of Director, Custodian or Investment Manager of a Private Open-ended Fund Company".



	Question	Answer
		<p>original Vetting Authorization Form, where applicable, as soon as practicable afterwards.</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) Alternatives for signing documents (other than Vetting Authorization Form)</i></p> <p>Option 1: We will accept submission of un-signed copies of the relevant application forms, filing forms, confirmations and other relevant documents (the “Relevant Forms”), which are required to be completed, as applicable, by an OFC, director, custodian, investment manager of the OFC 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.</p> <p>Option 2: An OFC may submit scanned copies of the Relevant Forms signed by a person who meets the signatory requirements.</p> <p>For the avoidance of doubt, the above two options do not apply to the Vetting Authorization Form. Other than the Vetting Authorization Form, submission of hard copies of the Relevant Forms is not required under both options.</p> <p><u><i>C) Processing of application(s) with application fee(s) to follow (for changes of a SFC-registered private OFC which are subject to SFC’s approval only)</i></u></p> <p>In respect of applications for changes of a SFC-registered private OFC which are subject to SFC’s approval (see Q.8 above except for the establishment of a new sub-fund under an OFC (see Q.7A)), the SFC will start processing the applications if the application fee to the SFC (see Q. 12 above) is the only outstanding matter.</p> <p>An applicant is expected to submit the application fee as soon as practicable, and shall contact its SFC case team to discuss the payment arrangement.</p>

	Question	Answer
		<p><b>2. Application documents required by the CR</b></p> <p>For the avoidance of doubt, the one-stop approach for a change of name and appointment of director of an OFC (see Q16 above) remains unchanged, and the arrangement to submit documents by soft copy applies only to documents required by the SFC. Hard copy of documents and fees (if applicable) required by the CR should be submitted via the SFC.</p>
<b>General</b>		
17.	Will my application lapse after a certain period of time?	<p>An application will lapse if (a) in the case of an application for registration of an OFC or approval of establishment of a sub-fund of a SFC-registered OFC, six months have elapsed after the application has been taken up and no registration/ approval has been granted; or (b) in the case of an application for approval of change of name or appointment key operator(s) of an OFC, no approval is granted within the applicable processing time period as indicated in the first requisition issued by the SFC (if issued). The SFC will issue a letter of mindedness to remind and inform the applicant of the lapse of the application prior to the date. In the case of an application of registration of a private OFC or approval of establishment of a privately offered sub-fund, such reminder will be issued after 4 months have elapsed from the take-up date of the application. As the applications for registration and authorization for a public OFC or public sub-fund will be processed in tandem and the processing timeline for the two applications will be attuned, please refer to the <a href="#">FAQs on Application for Authorization</a> for information on the lapse of an application.</p> <p>Once an application has lapsed or has been refused, if the applicant wishes to make an application for the same matter, it would have to make a fresh application.</p>
18.	Can a private OFC be converted into a public OFC and vice versa?	<p>A private OFC may seek the SFC's authorization to become a public OFC. To apply for an authorization, it must comply with the authorization requirements set out in the SFC Products Handbook. You may refer to the <a href="#">FAQs on Application for Authorization</a> and other relevant materials on the SFC website for information on application for authorization, including the Application Form and Information Checklist as well as the applicable fees.</p>

	Question	Answer
		<p>A public OFC may become a private OFC by applying to the SFC for a withdrawal of authorization and complying with the relevant requirements applicable to private OFCs under the OFC Code. An application should be made for such conversion by submitting the relevant documents to evidence compliance with the applicable requirements. Further, you may refer to the SFC Products Handbook for the requirements on withdrawal of authorization and other relevant materials on the SFC website including the <a href="#">Frequently Asked Questions on Post Authorization Compliance Issues of SFC-authorized Unit Trusts and Mutual Funds</a> and <a href="#">Frequently Asked Questions on Revamped Post Authorization Process of SFC-authorized Unit Trusts and Mutual Funds</a>.</p> <p>Applicants should consult the Investment Products Division of the SFC at the earliest opportunity should they wish to proceed with any such conversion.</p>
19.	Can public OFCs be exchange-traded funds (“ETFs”)?	Yes, where the public OFC meets the relevant requirements under the SFC Products Handbook with regards to ETFs.
20.	Are OFCs qualified for the mutual fund recognition (“MRF”) arrangements entered into by the SFC?	SFC-authorized funds structured in the form of OFCs are eligible under the scope of the MRF arrangements entered into by the SFC with the Swiss Financial Market Supervisory Authority, the Autorité des Marchés Financiers of France, the Financial Conduct Authority of the United Kingdom, the Commission de Surveillance du Secteur Financier of Luxembourg, and the Dutch Authority for the Financial Markets of the Netherlands, respectively <sup>10</sup> . Discussions are underway with other relevant overseas regulators with a view to seeking the inclusion of OFCs in the MRF arrangements. Further updates will be made where there are relevant developments.

<sup>10</sup>To qualify, the OFC should meet the requirements under the relevant MRF arrangement. With regard to the MRF arrangement with (i) Switzerland, please refer to the SFC’s press release on 2 December 2016 available at: <https://www.sfc.hk/edistributionWeb/gateway/EN/news-and-announcements/news/doc?refNo=16PR132>; (ii) France, the SFC’s press release on 10 July 2017 available at: <https://www.sfc.hk/edistributionWeb/gateway/EN/news-and-announcements/news/doc?refNo=17PR95>; (iii) the United Kingdom, the SFC’s press release on 8 October 2018 available at: <https://www.sfc.hk/edistributionWeb/gateway/EN/news-and-announcements/news/doc?refNo=18PR116>; (iv) Luxembourg, the SFC’s press release on 15 January 2019 available at: <https://www.sfc.hk/edistributionWeb/gateway/EN/news-and-announcements/news/doc?refNo=19PR3>; and (v) the Netherlands, the SFC’s press release on 15 May 2019 available at: <https://www.sfc.hk/edistributionWeb/gateway/EN/news-and-announcements/news/doc?refNo=19PR38>.

	Question	Answer
21.	Can the OFC structure be used for setting up closed-ended funds?	“Closed-ended” fund is not a legally defined term and generally refers to funds which are subject to redemption restrictions pursuant to which shares or units usually cannot be redeemed at the holders’ discretion. An OFC is a corporate fund vehicle with a variable capital and it is not precluded from imposing redemption restrictions. In line with the General Principles in the OFC Code, where an OFC imposes redemption restrictions, such restrictions should be clearly disclosed in the OFC’s offering documents.
<b>Requirements relating to OFC custodians</b>		
22.	Where a proposed custodian to be appointed by a private OFC is not an existing trustee/ custodian of SFC-authorized funds (“Non-UT Custodian”), what are the requirements with regards to the custodian’s internal controls and systems to demonstrate compliance with the OFC Code? Are there requirements for ongoing demonstration of compliance?	<p>Under the SFO, the OFC custodian must take reasonable care, skill and diligence to ensure the safekeeping of the scheme property of the OFC that is entrusted to it. The OFC Code also sets out the specific duties of OFC custodians. Accordingly, custodians of OFCs, including private OFCs, are expected to put in place adequate internal controls and systems to meet its duties under the applicable laws and regulations. Under the OFC Rules, the appointment of a custodian by an OFC is subject to the SFC’s approval.</p> <p>In this connection, where the private OFC appoints a Non-UT Custodian whose functions are mainly carried out in Hong Kong and/or in a non-acceptable inspection regime, the private OFC custodian should submit its internal controls report (“Custodian Report”)<sup>11</sup> to the OFC proposing to appoint it. The Custodian Report should cover, at a minimum, the following aspects:</p> <ul style="list-style-type: none"> <li>(a) Maintenance of a control environment;</li> <li>(b) Compliance with applicable legal and regulatory requirements;</li> <li>(c) Appointment and oversight on third parties; and</li> <li>(d) Custody and safeguarding of scheme property.</li> </ul>

<sup>11</sup> Where the entity to be appointed is an existing custodian of another SFC-registered OFC, no separate Custodian Report is mandated to be prepared, but the OFC newly making the appointment should review the adequacy of the Custodian Report and ensure that the custodian’s internal controls and systems are commensurate with the nature, scale and complexity of the private OFC concerned.

	Question	Answer
		<p>Where a private OFC appoints a Non-UT Custodian whose functions are (a) mainly carried out in an acceptable inspection regime (“AIR”) which meets the requisite requirements<sup>12</sup>; or (b) carried out by the head/branch office(s) of a banking institution in an AIR whereby a separate arm/office of the banking institution is currently acting as trustee/custodian for SFC-authorized funds, in view that the custodian in these jurisdictions are already subject to applicable requirements and the oversight of regulators in the relevant jurisdictions, a Custodian Report is not required.</p> <p>The OFC’s board of directors should note their general duty under the OFC Code to use reasonable care, skill and diligence to oversee the activities of the custodian as part of their overall duty to oversee the operations of the OFC. The board should ensure that it is satisfied (i) that the custodian has sufficient experience, expertise and competence in safekeeping the asset types in which the OFC may invest; and (ii) with the adequacy of a custodian’s internal systems and controls before appointing the custodian accordingly (including a review of the Custodian Report where applicable). The directors should also review and consider adequacy of the custodian’s internal systems and controls on a continuing basis having regard to the nature, scale and complexity of the OFC and the custodial risks specific to the type and nature of assets in which the OFC may invest and any relevant changes to the OFC from time to time.</p> <p>For the avoidance of doubt, custodians of public OFCs must comply with the SFC Products Handbook’s requirements on custodians’ internal controls and systems. Please refer to the Information Checklists<sup>13</sup> for more detailed guidance. Applicants are welcome to consult the SFC to seek further guidance if in doubt.</p>

<sup>12</sup> These refer to custodians whose functions are mainly carried out in AIRs and with the primary supervisory authority being one of those with whom the SFC has co-operation agreements (including Australia, France, Germany, Ireland, Luxembourg, Malaysia, Taiwan, United Kingdom and United States of America). The list of AIRs is available at: <https://www.sfc.hk/web/EN/regulatory-functions/products/list-of-publicly-offered-investment-products/list-of-recognised-jurisdiction-schemes-and-inspection-regimes.html>.

<sup>13</sup> Relevant guidance is set out in the Information Checklist for Application for Registration of a Private Open-ended Fund Company or Establishment of a Privately offered Sub-fund of an Open-ended Fund Company (applicable to applications for the establishment of private OFCs) and the Information Checklist for Application for Approval of Appointment of Director, Custodian or Investment Manager of a Private Open-ended Fund Company (applicable to appointment of custodian for a private OFC post-establishment) respectively. The OFC and/or the custodian should provide other supporting documents which the SFC may deem necessary.

	Question	Answer
23.	Can multiple custodians be appointed for an OFC? Where multiple custodians are appointed, what would be the responsibilities of each custodian?	<p>Section 112ZA(2) of the SFO requires that all the scheme property of an OFC must be entrusted to a custodian of the OFC for safekeeping. This does not preclude the appointment of multiple custodians.</p> <p>Section 112ZA(4) of the SFO requires a custodian of an OFC to ensure the safe keeping of the scheme property of the OFC that is entrusted to it. Each custodian is subject to this requirement in relation to the scheme property of the OFC that is entrusted to it by the OFC. In complying with this requirement, the custodians should also comply with the OFC Code, including paragraph 7.3 which requires, amongst others, a custodian to hold in its custody the scheme property of the OFC that is entrusted to it which can be so held; and maintain a proper record of all other scheme property entrusted to it which by its nature cannot be held in custody in the account of the OFC in the custodian's books.</p>
24.	According to Appendix A of the OFC Code, Hong Kong Scheme Money must be paid into the segregated bank account established under paragraph 2(a) of Appendix A within one business day. How does this requirement apply to subscription money?	Subscription money received and held pending the allotment of shares in the relevant private OFC is not the property of the private OFC until the subscription for shares in the relevant private OFC is accepted. Where the custodian of a private OFC receives subscription money on behalf of the OFC before the relevant subscriptions are accepted, the custodian should keep the subscription money in a separate designated collection account pending the allotment of the shares in the relevant OFC. Upon acceptance of the subscription for shares in the private OFC, the custodian should pay the relevant amount into the segregated bank account established pursuant to Appendix A of the OFC Code within one business day. Records of subscription money should be kept separately.
25.	Paragraph 7 of Appendix A to the OFC Code requires a private OFC custodian to keep various records, including "accounting" records. Could the SFC provide examples of records that should be kept?	Under the OFC Code, a private OFC custodian is required to maintain proper and up-to-date records of all scheme property of the OFC that it receives or holds on behalf of the OFC and others that cannot be held in custody. For example, the records should enable all movements of the scheme property to be traced through the private OFC custodian's systems with frequent reconciliations. Records should also be kept which are sufficient to show particulars of the liabilities, including any financial commitments and contingent liabilities of a private OFC. This would likely include but is not limited to the keeping of records of items such as holdings,

	Question	Answer
		transaction settlement status, corporate actions, cash balances, accrued fees, receivables, payables, etc, to facilitate the private OFC custodian in reconciling the existence of scheme property mentioned in para 7(a) of the Appendix A to the OFC Code.

*Last update: 3 February 2021*