Best Practice Manual 5- The Condition of Provident Fund Reserve

Policy and Procedures of Provident Fund Reserve

Remark:

1 Policy

1.1 Provide employees with a convenient way to obtain information about the “Provident Fund Reserve for non-snapshot staff” (hereinafter referred to as the PF Reserve) and the plans on how to use the PF Reserve in the future.

2 Procedures

2.1 The information on the policy, plans and implementation of the PF Reserve will be discussed and approved by the Management Committee, and the Head Office will be responsible for collating such relevant information for publication.

2.2 The Head Office will be responsible to publish the relevant information in the annual report in December of each year.

2.3 The Head Office will adopt appropriate channels to release relevant information to employees in due course such as via intranet or e-mail.

Publication：	1. This document is included in the "Administrative Information Guide" of this organization. All current or newly recruited employees of relevant departments must read this document and act in accordance with the relevant policy.	
Revision：	1. This policy and procedures may be reviewed and updated as necessary. 2. Department Heads are welcomed to give feedback on the matter. The Chief Executive or appointees by the Management Committee are responsible to review this policy and its procedures.	
Signature：	(Chief Executive)	Updated Date： October 12, 2015