

Grant/Subsidized Schools Provident Fund Teacher-contributors' Obligations and Benefits

1. Contributors of the Grant/Subsidized Schools Provident Funds should note their following obligations -
 - (a) A contributor should confirm the information in the “Provident Fund Statement” (ED1048) prepared by the treasurer annually. If any discrepancy is found, he/she should report it to his/her school which should reconcile it with the treasurer;
 - (b) A contributor may inspect at any reasonable time the provident fund account standing in his/her name maintained by the school. The account balance should be consistent with that shown in his/her “Provident Fund Statement”; and
 - (c) A contributor who terminates his/her service with the school should ask the school supervisor to provide him/her with a statement showing his/her provident fund account balance as at his/her last date of employment as a regular teacher in that school for onward transmission to the new school that he/she will join.
2. Contributors should note the following -
 - (a) contributory service commences on a day other than the first day of any month shall be deemed to have commenced on the first day of that month; and
 - (b) periods of no-pay leave (as well as provident fund account-kept-open period) will not be counted towards completion of ten years’ or fifteen years’ contributory service.
3. Upon a contributor ceasing to be employed as a regular teacher in a grant/subsidized school as a result of retirement, resignation, dismissal, death etc., his/her provident fund account shall be closed in accordance with the provision laid down in the Grant Schools Provident Fund Rules or the Subsidized Schools Provident Fund Rules. Payment of provident fund can only be arranged to the contributor upon submission of a duly completed “Provident Fund Withdrawal Application Form” ([EDB12](#) for Grant Schools Provident Fund contributors / [EDB13](#) for Subsidized Schools Provident Fund contributors). These forms are available for download under “Public Forms” of EDB homepage. A contributor who wishes to apply for withdrawal of provident fund should note the following -
 - (a) There is a legal restriction that no contribution, donation or dividend to/from the provident fund is assignable, transferable, liable to be attached, sequestered or levied upon, for or in respect of any debt or claim whatsoever;
 - (b) A contributor who applies for withdrawal of provident fund should enter all items in the “Provident Fund Withdrawal Application Form”, especially the bank account details i.e. bank code, branch code and bank account number before submitting the application form to school. Any bank service charges arising from incorrect bank account information will be deducted at source from his/her provident fund benefits;

- (c) A contributor who has left the Hong Kong Special Administrative Region (HKSAR) may request for payment of the provident fund by remittance outside HKSAR. The bank charges so incurred will be deducted at source from his/her provident fund benefits. If a contributor wishes to have the remittance in foreign currency, he/she can select one of the following foreign currencies: Australian Dollars, Canadian Dollars, Euro, Japanese Yen, New Zealand Dollars, Singapore Dollars, Swiss Francs, Thai Bahts, Sterling and US Dollars;
 - (d) Where a contributor's provident fund account has been closed, no dividend shall be earned thereon, and if after notice has been published in the Gazette no lawful claim is made within 3 years after the date on which the account was closed, the amount standing to the credit of the account shall be transferred to the Reserve Fund; and
 - (e) An ex-contributor who is waiting for the forthcoming dividend should notify the Funds Section of his/her up-to-date correspondence address and bank payment instruction if there are any changes.
4. Notwithstanding paragraph 3 above, a contributor may apply for keeping his/her provident fund account open subject to the approval of the Permanent Secretary for Education. A contributor who has sufficient and good reasons to apply for having his/her provident fund account kept open during temporary break of teaching service should submit an application to the respective District School Development Section of Education Bureau promptly. The application form [EDB72](#) - "Application for Keeping Open of Grant/Subsidized Schools Provident Fund Account" is available for download under "Public Forms" of EDB homepage.
 5. A contributor who transfers from a grant school to a subsidized school or vice versa, without a break of employment as a regular teacher in teaching service, should have the option, on application to the Board of Control, of having his/her account closed, kept open or transferred. The application form [EDB71](#) - "Application for Transfer of Provident Fund Account" is available for download under "Public Forms" of EDB homepage. In case there is a break of employment as a regular teacher in teaching service, paragraph 4 above may apply provided that he/she has not withdrawn his/her provident fund following cessation of employment from his/her former school. For ease of reference, a list of the existing 15 grant schools is annexed hereto.
 6. A contributor who transfers between schools under the same provident fund (i.e. Grant or Subsidized) without a break of employment as a regular teacher in teaching service, does not need to apply for transfer of his/her provident fund account as the Education Bureau Salaries Grant System is capable of monitoring such changes as long as the contributor has not withdrawn his/her provident fund.

Funds Section
Education Bureau
April 2018

Grant Schools Provident Fund

List of Grant Schools

<u>School Code</u>	<u>Name of School</u>
0007	La Salle College
0009	Maryknoll Convent School
0011	Marymount Secondary School
0013	Methodist College
0015	Sacred Heart Canossian College
0017	St. Clare's Girls' School
0019	St. Francis' Canossian College
0021	St. Joseph's College
0023	St. Mark's School
0025	St. Mary's Canossian College
0033	St. Paul's Secondary School
0035	St. Stephen's Girls' College
0037	Wah Yan College, Hong Kong
0039	Wah Yan College, Kowloon
0043	Ying Wa Girls' School

Note: "Grant School" means any secondary school which receives subsidies in accordance with the Code of Aid for Secondary Schools and which was, before 1 April 1973, in receipt of grants in accordance with the Grant Code.