

Flow chart of MPF accrued benefit transfer:



Notifying the trustee

Your former employer must inform the trustee about your cessation of employment, by a written notice or through the "Remittance Statement", within 10 days after the end of the month in which you leave your job.

If your employer fails to submit the notice of cessation of employment for whatever reasons, you can submit a "Statutory Declaration on Cessation of Employment"³ to the trustee as proof of your cessation of employment with that employer.

Scheme member choosing a transfer option

You should give the trustee of your original scheme a written instruction on how to handle the MPF accrued benefits held in your original account within 3 months after the trustee received the notice of your cessation of employment.

Meanwhile, your trustee will send you a letter requesting you to choose a transfer option. You may handle your accrued benefits in one of the ways described under the section "Ways to handle MPF accounts" of this leaflet.

Different trustees may have different procedures in handling accrued benefit transfer and fund switching. You should contact the relevant trustees for the procedures and details beforehand.

* If the trustee does not receive your instructions within the 3-month period mentioned above, the MPF accrued benefits will be transferred to a preserved account under the original scheme within the next 30 days in accordance with the law.

Opening a preserved account in another scheme of your own choice for continuous investment

You may ask **the trustee of the MPF scheme of your own choice** for a copy of the "Scheme Member's Request for Fund Transfer Form"⁴ and submit the completed form and the documents required to the trustee for processing. This serves as a formal notice to your new trustee of your accrued benefits transfer.

If you do not have any preserved account with the new trustee, you will need to fill in a separate "Membership Enrolment Form"⁵, which serves as a formal declaration of your enrolment in the new scheme.

Opening a preserved account in your original scheme for continuous investment*

You may ask **the trustee of your original MPF scheme** for a copy of the "Scheme Member's Request for Fund Transfer Form"⁴ and submit the completed form and documents required to the trustee for processing. Furthermore, if you wish to change your fund choice, you may fill in the relevant form for change of investment portfolio and submit it to the trustee together with the transfer form.

Transferring to your contribution account in the scheme of your new employer

You may ask **the trustee of the MPF scheme chosen by your new employer** for a copy of the "Scheme Member's Request for Fund Transfer Form"⁴ and submit the completed form and documents required to the aforementioned trustee, either directly or via your new employer for processing. This serves as a formal notice to your new trustee of your MPF accrued benefit transfer.



Checking documents after transfer

If you transfer your accrued benefits to another scheme, the relevant trustees will send you the following documents:

- a "Transfer Statement" issued by the trustee of the original scheme; and
- a "Transfer Confirmation" issued by the trustee of the new scheme.

You should read these documents carefully and make sure that the transfer amount and the account details are accurate.

Even if you retain your accrued benefits in a preserved account under the original scheme, you are also advised to verify the information in the relevant documents issued by the trustee after the transfer.



Hotline : 2918 0102
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Website : www.mpfa.org.hk

How to manage your MPF when changing jobs



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The Mandatory Provident Fund (MPF) System provides basic retirement protection for the working population. MPF accrued benefits is a part of your personal assets. Being a smart employee, whenever you change jobs, you should look after your MPF accounts and properly manage your MPF accrued benefits.

How to handle your MPF accounts when changing job?

You may handle the MPF accrued benefits (including accumulated contributions and investment returns) in your original account¹ in one of the ways mentioned on the right side, which may involve preserved account and contribution account.

What is a "preserved account"?

- A preserved account is an account in which your accrued benefits in respect of your former employment or self-employment are held. New contributions are generally not accepted.
- Since your trustees will continue your former investment of accrued benefits in accordance with your instructions, fees and charges will still be incurred.

What is a "contribution account"?

- A contribution account is an account mainly used to accumulate MPF contributions in respect of your current employment or self-employment and investment returns.

If you have multiple preserved accounts, you may consider consolidating them for easier management.



Ways to handle MPF accounts :



Scheme of your own choice

You may open a **preserved account in another scheme of your own choice² for continuous investment.**

- This arrangement allows you to choose a trustee and MPF scheme that you prefer, as well as funds with a risk-tolerance level and asset allocation that best suit your own needs. You should note that in case your original investment portfolio has invested in guaranteed funds, you may not be able to enjoy the guaranteed returns, as you may have failed to fulfill certain qualifying conditions such as lock-in period due to the transfer.
- If the transfer is to a new preserved account, you will have to decide on your investment portfolio. Otherwise, the trustee will invest your transferred benefits in the default fund of the scheme. If it is an existing preserved account, you should consider whether to invest your transferred benefits according to the current portfolio, or to re-allocate your portfolio.



Original Scheme

You may open a **preserved account in your original scheme for continuous investment.**

- This arrangement allows you to retain your accrued benefits in the original scheme and to accumulate benefits through continuous investment, if you are satisfied with the service of the trustee and the fund performance of the original scheme. However, account management may be difficult if you hold too many preserved accounts as a result of frequent change of jobs. It may also be difficult to devise an investment strategy and to keep track of fund performance if your assets are too diversified across multiple accounts.
- You should consider whether to invest your transferred benefits according to the current portfolio, or to re-allocate your portfolio.



Scheme of your new employer

You may transfer to your **contribution account in the scheme of your new employer.**

- This arrangement makes account management easier. If you have only one MPF account, you can find out your overall MPF investment

status by checking only one MPF account. However, the accrued benefits, once transferred to the contribution account under the MPF scheme joined by your new employer, cannot be transferred to other accounts again as those in a preserved account, unless you cease employment with this new employer. You should note that in case your original investment portfolio has invested in guaranteed funds, you may not be able to enjoy the guaranteed returns, as you may have failed to fulfill certain qualifying conditions such as lock-in period due to the transfer.

- You should check with the relevant trustee as to whether you need to invest your transferred accrued benefits according to the same investment allocation that you choose under your new employer's scheme, or you may invest them according to a different investment allocation.

What to note when transferring your benefits or consolidating your preserved accounts?

- **Beware of potential transaction costs**
Transferring MPF accrued benefits or consolidating accounts may involve fund transactions. The possible bid-offer spread incurred may affect the profitability of your investments.
- **Choosing the trustee, scheme and fund that best suit your needs**
You will have to choose (1) the trustee, (2) the MPF scheme and (3) the investment portfolio before transferring your accrued benefits or consolidating your accounts. You should take into consideration of the following factors:

Trustee

- Before opening or consolidating preserved accounts, you should comprehend the services provided by the trustee. You should also check and compare the fees and charges among different schemes and funds so as to protect your own interests.
- Study thoroughly the information of the relevant schemes and funds, such as offering documents, fund fact sheets and fee tables so as to understand the details.

Schemes and Funds

- Fund choices offered by the schemes.
- Features, risk level and performance of the funds.

- Whether the funds meet your investment objectives and risk tolerance level.
- If you invest in "guaranteed funds", you should pay attention to the qualifying terms and conditions of the guarantee (including the lock-in period and withdrawal conditions), and understand clearly the conditions which must be fulfilled in order to enjoy the guarantee.

What to do when losing track of your preserved accounts?

To check how many preserved accounts you have or the information of the relevant trustee(s), you may:

1. Bring along your Hong Kong Identity Card during office hours to one of the MPFA offices listed below:

- Units 1501A and 1508, Level 15, International Commerce Centre, 1 Austin Road West, Kowloon;
- 23/F, Nexxus Building, 41 Connaught Road Central, Central;
- Level 36, Tower 1, Metroplaza, 223 Hing Fong Road, Kwai Fong;
- Level 25, Tower 1, Millennium City 1, 388 Kwun Tong Road, Kwun Tong;
- Room G01, Labour Tribunal, 36 Gascoigne Road, Yaumatei.

2. Download the enquiry form (Form PA-SM) from the MPFA website, and mail or fax (Fax No.: 3146 7367) the completed form together with a copy of your Hong Kong Identity Card to the MPFA office in Kwun Tong. A reply letter will be sent to you by mail.

Should you require any further information about your preserved account(s), please contact the relevant trustee(s).

1. Original account means the MPF account under your former employer's MPF scheme.
2. You may transfer your accrued benefits to a newly set-up preserved account under an MPF scheme of your own choice, or to an existing preserved account under another MPF scheme.
3. You may contact the trustee or MPFA for the requirements of the statutory declaration and a copy of the "Statutory Declaration on Cessation of Employment". You may also download the form (Form MPF(S)-C(SD)) from the "Forms" section of the MPFA website at www.mpfa.org.hk.
4. Details of each account from which accrued benefits will be transferred, such as the name of the trustee, scheme member account number, etc., should be provided in the "Scheme Member's Request for Fund Transfer Form" (Form MPF(S)-P(M)). The form is available from the trustee and from the "Forms" section of the MPFA website.
5. The "Member Enrolment Form" can be obtained from the trustee. Apart from providing your personal details, you should also indicate your fund choice when filling in the form. Otherwise the trustee will invest your accrued benefits in the default fund of the scheme.