



AIA Company (Trustee) Limited



## Key Scheme Information Document for AIA MPF - PRIME VALUE CHOICE

**Trustee:** AIA Company (Trustee) Limited

**Sponsor:** AIA Company Limited

**Scheme year end:** 30 November

**Number of constituent funds:** 20

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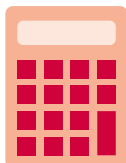
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This Key Scheme Information Document (KSID) provides you with key information about **AIA MPF – Prime Value Choice**, which forms part of the offering document. You should not make investment decisions based solely on this KSID. For details of **AIA MPF – Prime Value Choice**, please refer to the Master Trust Deed and the **AIA MPF – Prime Value Choice MPF Scheme Brochure**: [bitly.ws/AjJP](https://bitly.ws/AjJP)



## Why is MPF important to you?

- The Mandatory Provident Fund (MPF) System aims at assisting the working population of Hong Kong to accumulate retirement savings by making regular contributions. Employees (full-time or part-time) and self-employed persons aged 18 to 64, except the exempt persons, are required to participate in an MPF Scheme. To enrol in **AIA MPF – Prime Value Choice**, please submit the completed application form to us. The application form can be downloaded via: [bit.ly/32JPV4z](http://bit.ly/32JPV4z)



- To facilitate your retirement planning, you may use MPFA's Retirement Planning Calculator to calculate:
  - your retirement needs;**
  - your projected MPF and other retirement savings upon your retirement; and**
  - how much you need to save to meet your retirement needs.**



[bit.ly/3o1qU9C](http://bit.ly/3o1qU9C)



- If you are an employer, you need to know your MPF obligations, including enrolling new employees, making contributions and reporting terminated employees. If you have any questions relating to your MPF obligations as an employer, please contact us. To become a participating employer of **AIA MPF – Prime Value Choice**, please submit the completed application form to us. The application form can be downloaded via: [bit.ly/32JPV4z](http://bit.ly/32JPV4z)



## Your MPF contributions

- If you are an employee (full-time or part-time), both you and your employer are required to make regular MPF contributions for you, based on your “relevant income” as follows:

Monthly Relevant Income	Mandatory Contribution Amount	
	Employer's Contributions	Employee's Contributions
Less than \$7,100	Relevant income x 5%	Not required
\$7,100 - \$30,000	Relevant income x 5%	Relevant income x 5%
More than \$30,000	\$1,500	\$1,500

- “Relevant income” refers to wages, salaries, leave pay, fees, commissions, bonuses, gratuities, perquisites or allowances, expressed in monetary terms, paid or payable by an employer to an employee, but excludes severance payments or long service payments under the Employment Ordinance.
- All mandatory contributions are immediately vested in you, except for the MPF derived from the employer's contributions for offsetting severance payments or long service payments.
- If you are self-employed, you are required to make MPF contributions as follows:

Relevant Income		Self-employed Person's Contributions
Annual	Monthly Average	
Less than \$85,200	Less than \$7,100	Not required
\$85,200 - \$360,000	\$7,100 - \$30,000	Relevant income x 5%
More than \$360,000	More than \$30,000	\$360,000 x 5% = \$18,000 per year
		<b>OR</b> \$30,000 x 5% = \$1,500 per month

- Whether you are an employee or self-employed, you may also **consider making additional contributions** (i.e. Voluntary Contributions (VC), Tax Deductible Voluntary Contributions (TVC) and Special Voluntary Contributions (SVC)) in light of your personal needs.

	Voluntary Contributions	Tax Deductible Voluntary Contributions	Special Voluntary Contributions
How to Open an Account	Your employer helps you open an account under the MPF scheme chosen by the company	You select your own MPF scheme and open an account on your own. (Note: some MPF schemes do not provide TVC accounts. You may check the MPF schemes which offer TVC accounts on MPFA's Trustee Service Comparative Platform ( <a href="http://bit.ly/3qynJuH">bit.ly/3qynJuH</a> ))	You select your own MPF scheme and open an account on your own. (Note: some MPF schemes do not provide SVC accounts. You may check the MPF schemes which offer SVC accounts on MPFA's Trustee Service Comparative Platform)

- For details of different types of contributions, you may refer to the **AIA MPF – Prime Value Choice MPF Scheme Brochure** - Administrative Procedures Section which is available via: [bitly.ws/AjIP](http://bitly.ws/AjIP)



## How do we invest your money?

- Upon joining the scheme, if you have not given us any investment instructions, your money will be invested under the Default Investment Strategy (DIS) automatically. For details of the DIS, you may refer to the **AIA MPF – Prime Value Choice MPF Scheme Brochure** - Fund Options, Investment Objectives and Policies Section which is available via: [bitly.ws/AjIP](https://bitly.ws/AjIP)
- Alternatively, you can choose to invest in the following funds:

No.	Name of Constituent Fund	Investment Manager	Fund Descriptor	Investment Focus	Investment Objectives	Management Fees (As a percentage of net asset value per annum)
1	Core Accumulation Fund	AIA Investment Management HK Limited	Mixed Assets Fund - Global - Maximum equity 65%	55% - 65% in Higher Risk Assets, 35% - 45% in Lower Risk Assets	To provide capital growth	Up to 0.75%
2	Age 65 Plus Fund		Mixed Assets Fund - Global - Maximum equity 25%	75% - 85% in Lower Risk Assets, 15% - 25% in Higher Risk Assets	To provide stable growth	
3	American Fund		Equity Fund - North America	Up to 100% in equities with balance in cash or cash-based investments	To seek a long-term capital appreciation	Up to 0.82%
4	Eurasia Fund		Equity Fund - European and Asia Pacific		To seek a long-term capital appreciation	Up to 0.90%
5	Hong Kong and China Fund		Equity Fund - Hong Kong and China		To seek a long-term capital appreciation	Up to 0.82%
6	World Fund		Equity Fund - Global		To seek a long-term capital appreciation	Up to 0.90%
7	Asian Bond Fund		Bond Fund - Asia-Pacific		Between 70% and 100% in debt securities with balance in cash or cash-based investments	To seek long-term capital growth
8	Global Bond Fund		Bond Fund - Global	To seek long-term stable return from a combination of current income and capital appreciation		Up to 0.9850%
9	MPF Conservative Fund		Money Market Fund - Hong Kong	Up to 100% in deposits and debt securities with balance in cash or cash-based investments	To preserve principal value	
10	China HK Dynamic Asset Allocation Fund		Mixed Assets Fund - China and Hong Kong - Maximum equity around 90%	Around 10% to 90% in equities, up to 9% in ETFs that track the price of gold with balance in debt securities	To achieve long-term capital growth potential with medium-high volatility	Up to 1.20%

No.	Name of Constituent Fund	Investment Manager	Fund Descriptor	Investment Focus	Investment Objectives	Management Fees (As a percentage of net asset value per annum)
11	Manager's Choice Fund	AIA Investment Management HK Limited	Mixed Assets Fund - Global - Maximum equity around 90%	Around 10% to 90% in equities with balance in bonds, money market instruments and cash	To maximise long-term capital appreciation	Up to 1.73%
12	Asian Equity Fund		Equity Fund - Asia-Pacific	Between 70% and 100% in equities with balance in bonds or cash/ cash-based investments	To provide long-term capital growth	Up to 1.5795%
13	European Equity Fund		Equity Fund - Europe		To provide long-term capital growth	
14	Greater China Equity Fund		Equity Fund - Greater China Region		To provide long-term capital appreciation	Up to 1.625%
15	North American Equity Fund		Equity Fund - North America		To provide long-term capital appreciation	Up to 1.625%
16	Green Fund		Equity Fund - Global		Up to 100% in equities with up to 30% in cash deposits, approved ITCISs, convertible bonds, authorised unit trusts or authorised mutual funds	To provide long-term capital appreciation
17	Guaranteed Portfolio Fund		Guaranteed Fund	At least 70% in bonds and fixed income instruments with balance in cash/cash-based investments and/or deposits	To minimise capital risk in Hong Kong dollar terms and to achieve a stable, consistent and predictable rate of return	1.50%
18	Growth Portfolio		Mixed Assets Fund - Global - Maximum equity around 90%	Around 90% in equities with balance in bonds, cash and cash-based investments	To maximise its long-term capital appreciation in Hong Kong dollar terms and to provide an expected return that exceeds Hong Kong salary inflation over the long term	Up to 1.625%
19	Balanced Portfolio		Mixed Assets Fund - Global - Maximum equity around 50%	Around 50% in equities with balance in bonds, cash and cash-based investments	To maximise its long-term capital appreciation in Hong Kong dollar terms with moderate volatility and to provide an expected return that exceeds Hong Kong price inflation over the long term	
20	Capital Stable Portfolio		Mixed Assets Fund - Global - Maximum equity around 30%	Around 70% in debt securities and cash/cash-based investments with balance in equities	To minimise its short-term capital risk in Hong Kong dollar terms and to provide returns over the long term that exceeds Hong Kong dollar deposit rates	

**Note:** The management fees shown in the table above include the management fees chargeable by the fund and its underlying fund(s) only.

There may be other fees and charges chargeable to the fund and its underlying fund(s) or to you. For details, please refer to the **AIA MPF – Prime Value Choice MPF Scheme Brochure** - Fees and Charges Section, which is available via: [bitly.ws/Aj1P](https://bitly.ws/Aj1P)

To help you make comparisons across different MPF funds and schemes, you may refer to the information on the MPF Fund Platform via: [bit.ly/3JT2sng](https://bit.ly/3JT2sng)



## What are the risks of your MPF investment?

Investment involves risks. Please refer to the **AIA MPF – Prime Value Choice MPF Scheme Brochure** – Risk Section for details of the risk factors to which the funds are exposed, which is available via: [bitly.ws/AjIP](https://bitly.ws/AjIP)

A risk class is assigned to each fund with reference to a seven-point risk classification scale based on the latest fund risk indicator of the fund. A fund in a higher risk class tends to show a greater volatility of return than a low-risk class fund. Information about the latest risk class of each fund is set out in the latest fund fact sheet (FFS) of **AIA MPF – Prime Value Choice**, which is available via: [bitly.ws/AjIP](https://bitly.ws/AjIP)



## How to transfer your MPF?

If you are an employee, you may opt to transfer your MPF derived from employee mandatory contributions in your contribution account under current employment (Original Scheme) to any other MPF schemes of your choice (New Scheme) once a year<sup>1</sup>. If your transfer involves selling your interests in a guarantee fund, please check with us the terms and conditions of this fund as failure to fulfil some qualifying conditions may cause the loss of guaranteed returns. Your contribution account under current employment may consist of different parts of MPF derived from different sources and subject to different transfer rules, as follows:

Parts of MPF in a contribution account (i.e. Types of contributions that the MPF are derived from)	Transfer rule	Type of account receiving the MPF
<b>Contributions from current employment</b>		
Employer mandatory contributions	Not transferable	—
Employee mandatory contributions	Transferable once every calendar year <sup>1</sup>	Personal account
Employer voluntary contributions	Subject to the governing rules of the Original Scheme	
Employee voluntary contributions		
<b>Contributions from former employment</b>		
Mandatory contributions transferred to the contribution account under current employment	Transferable at any time	Personal account or other contribution accounts <sup>2</sup>
Voluntary contributions transferred to the contribution account under current employment	Subject to the governing rules of the Original Scheme	

If you are a self-employed person or tax deductible voluntary contribution (TVC) account holder, you can transfer your MPF held in your MPF contribution account, personal account or TVC account to any other MPF schemes of your choice at any time.

<sup>1</sup> Unless the governing rules of the Original Scheme provide for more frequent transfer-out.

<sup>2</sup> Only applies to employees with two or more contribution accounts. If an employee is employed by more than one employer at the same time, he/she may have more than one contribution account.



## How to manage your MPF when changing jobs?

- You should proactively manage the MPF accumulated during your previous employment in one of the following ways:

### Method 1

Transfer the MPF to your “contribution account” opened under your new employment

### Method 2

Transfer the MPF to your existing “personal account”

- If you do not have any personal accounts, and you are satisfied with the MPF scheme chosen by your former employer, you may consider retaining your MPF in a personal account under the scheme of your previous employment for investment.

- Forms for transfer of MPF can be downloaded via:



[bit.ly/2QEPIJJ](https://bit.ly/2QEPIJJ)



- If you have any questions relating to transfer of MPF, please contact us.



## When should you adjust your MPF fund choices?

In general, it is a good practice to review your fund choices regularly and adjust your MPF fund choices as you think fit.

### How to adjust your MPF fund choices?

- You may complete and submit a new investment instruction form to us. If your new investment instructions involve selling your interests in the Guaranteed Portfolio under **AIA MPF – Prime Value Choice**, please check with us the terms and conditions of this fund as failure to fulfil some qualifying conditions may cause the loss of guaranteed returns.
- You may send your new investment instructions to us by post/courier, fax, or through our company’s mobile app, website or interactive voice response system.
- In order that your instructions can be processed within the same day, you must send us the completed investment instructions before the cut-off time. For details, please refer to the **AIA MPF – Prime Value Choice MPF Scheme Brochure**: [bitly.ws/AjJP](https://bitly.ws/AjJP)

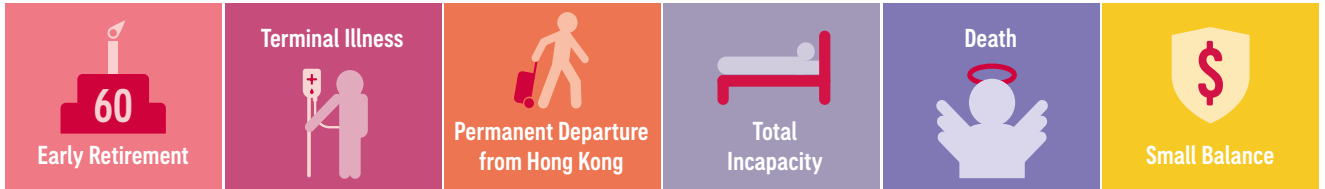
### Number of investment instruction submission(s) permitted in each scheme year:

- There is no limit on the number of submissions via “AIA Connect” mobile app, AIA website [aia.com.hk](https://aia.com.hk) or interactive voice response system (except for Guaranteed Portfolio). One switch out of the Guaranteed Portfolio to other funds is permitted in each scheme year.
- There is no limit on the number of submissions via investment instruction form (in person, by post/courier or by fax) (except for Guaranteed Portfolio), subject to any alternate arrangements agreed to by the scheme sponsor and the employer. In any case, you will have at least one opportunity in each scheme year to submit your investment instruction. One switch out of the Guaranteed Portfolio to other funds is permitted in each scheme year.



## When can you withdraw your MPF?

- Once you reach the age of 65, you can choose one of the following ways to manage your MPF:
  - Withdrawal by instalments
  - Withdrawal in one lump sum
  - Remaining in the MPF scheme for continuous investment
- By law you can withdraw your MPF early on the following six grounds:



- The law does not stipulate any deadlines for withdrawing MPF. You should consider your personal needs before making a withdrawal application. If you choose to retain all your MPF in your account, no application is required. Your MPF will continue to be invested in the fund(s) you have selected.
- Forms for withdrawal of MPF can be downloaded via:



[bit.ly/2PrRXiM](https://bit.ly/2PrRXiM)



- If you have any questions relating to withdrawal of MPF, please contact us.



## Additional information useful to you

### Taxation

Employees are allowed to claim salaries tax deduction for their mandatory contributions, subject to a maximum deduction of \$18,000 per year. Contributions that are made to TVC accounts may also be eligible for tax deduction. We recommend that you seek professional advice regarding your own tax circumstances.

### Documents from us

1. Scheme members will receive the following documents:  
Upon joining the scheme: this KSID, the MPF Scheme Brochure and the Notice of Participation; and
2. Within three months after the scheme year end: the Annual Benefit Statement.

### Other information

This KSID only provides a summary of the key features of **AIA MPF – Prime Value Choice**. For details of **AIA MPF – Prime Value Choice**, please refer to the Master Trust Deed and the **AIA MPF – Prime Value Choice MPF Scheme Brochure**. Copies of these documents are available via the following link:



[bitly.ws/AjIP](https://bitly.ws/AjIP)



The On-going Cost Illustrations for **AIA MPF – Prime Value Choice**, a document which illustrates the on-going costs on contributions to constituent funds in **AIA MPF – Prime Value Choice**, is available via the following link:



[bitly.ws/AjIP](https://bitly.ws/AjIP)



The Fund Fact Sheets provide basic information (e.g. fund performance) on individual funds of **AIA MPF – Prime Value Choice**. Copies of these documents are available via the following link:



[bitly.ws/AjIP](https://bitly.ws/AjIP)



### Personal Data Statement

To obtain the latest copy of the personal data statement, please write to the Data Protection Officer, AIA International Limited, 12/F, AIA Tower, 183 Electric Road, North Point, Hong Kong.



## How to make enquiries and complaints?

If you would like to make an enquiry or a complaint, please feel free to contact us.

Member Hotline	2200 6288
Customer Service Centre	12/F, AIA Tower, 183 Electric Road, North Point, Hong Kong
Interactive Voice Response System	2200 6288
Fax number	2565 0001
Postal address	8/F, AIA Financial Centre, 712 Prince Edward Road East, Kowloon, Hong Kong
Trustee's website	aia.com.hk