

MPF

Mandatory Provident Fund

Key Scheme Information Document for **BEA (MPF) Master Trust Scheme**

Trustee: Bank of East Asia (Trustees) Limited

Sponsor: The Bank of East Asia, Limited

Scheme year end: 31st March

Number of constituent funds: 17

System operator: eMPF Platform Company Limited

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- This Key Scheme Information Document (KSID) provides you with key information about **BEA (MPF) Master Trust Scheme**, which forms part of the offering document. You should not make investment decisions based solely on this KSID.
- For details of **BEA (MPF) Master Trust Scheme**, please refer to the **MPF Scheme Brochure** (including the addenda to the MPF Scheme Brochure) and the **trust deed for BEA (MPF) Master Trust Scheme**.



MPF Scheme Brochure:

https://www.hkbea.com/pdf/MPF-Scheme-Brochure/sb_mt_eng.pdf



Trust Deed:

<https://www.hkbea.com/pdf/Trust-Deed/bea-mpf-td-mt.pdf>





Why is MPF important to you?

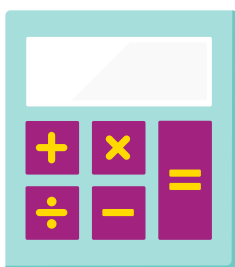
- The Mandatory Provident Fund (MPF) System aims at assisting the working population of Hong Kong to accumulate retirement savings by making regular contributions. Employees (full time or part-time) and self-employed persons aged 18 to 64, except the exempt persons, are required to participate in an MPF scheme. To enrol in **BEA (MPF) Master Trust Scheme**, please submit the enrolment instructions to the eMPF Platform via the eMPF Web Portal or eMPF Mobile App.



eMPF Web Portal:
<https://portal.empf.org.hk/login?lang=en>



eMPF Mobile App:
<https://www.empf.org.hk/app>



- 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.



<https://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 the eMPF Platform.
- To become a participating employer of the **BEA (MPF) Master Trust Scheme**, please submit enrolment instructions to the eMPF Platform via the eMPF Web Portal or eMPF Mobile App.



eMPF Web Portal:
<https://portal.empf.org.hk/login?lang=en>



eMPF Mobile App:
<https://www.empf.org.hk/app>





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 HK\$7,100	Relevant income x 5%	Not required
HK\$7,100 - HK\$30,000	Relevant income x 5%	Relevant income x 5%
More than HK\$30,000	HK\$1,500	HK\$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 HK\$85,200	Less than HK\$7,100	Not required
HK\$85,200 - HK\$360,000	HK\$7,100 - HK\$30,000	Relevant income x 5%
More than HK\$360,000	More than HK\$30,000	HK\$360,000 x 5% = HK\$18,000 per year OR HK\$30,000 x 5% = HK\$1,500 per month

- Whether you are an employee or self-employed, you may also **consider making additional contributions** (i.e. voluntary contributions (including additional 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 (tscplatform.mpfa.org.hk/scp/eng).)	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 Section 6 - Administrative Procedures of the **MPF Scheme Brochure for BEA (MPF) Master Trust Scheme** – which is available via the link:



https://www.hkbea.com/pdf/MPF-Scheme-Brochure/sb_mt_eng.pdf





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 Section 3 - Fund Options, Investment Objectives and Policies of the **MPF Scheme Brochure for BEA (MPF) Master Trust Scheme** which is available via the link:
https://www.hkbea.com/pdf/MPF-Scheme-Brochure/sb_mt_eng.pdf
- 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	BEA (MPF) Core Accumulation Fund	BEA Union Investment Management Limited	Mixed Assets Fund - Global - Maximum 65% in Higher Risk Assets	55% to 65% in Higher Risk Assets with the remainder invested in Lower Risk Assets	To provide capital growth	0.75%
2	BEA (MPF) Age 65 Plus Fund	BEA Union Investment Management Limited	Mixed Assets Fund - Global - Maximum 25% in Higher Risk Assets	15% to 25% in Higher Risk Assets with the remainder invested in Lower Risk Assets	To provide stable growth	0.75%
3	BEA (MPF) Growth Fund	BEA Union Investment Management Limited	Mixed Assets Fund - Global - Maximum 90% in equities	60% to 90% in equities, 10% to 40% in cash, debt securities and/or money market instruments	To achieve long-term capital appreciation	1.2% - 1.82%
4	BEA (MPF) Balanced Fund	BEA Union Investment Management Limited	Mixed Assets Fund - Global - Maximum 60% in equities	40% to 60% in equities, 40% to 60% in cash, debt securities and/or money market instruments	To achieve a stable rate of return	1.2% - 1.82%
5	BEA (MPF) Stable Fund	BEA Union Investment Management Limited	Mixed Assets Fund - Global - Maximum 40% in equities	10% to 40% in equities, 60% to 90% in cash, debt securities and/or money market instruments	To minimise short-term capital risk with modest capital growth over the long term	1.2% - 1.82%
6	BEA (MPF) Global Equity Fund	BEA Union Investment Management Limited	Equity Fund - Global	70% to 100% in equities, up to 30% in cash, debt securities and/or money market instruments	To achieve long-term capital appreciation	1.175% - 1.775%
7	BEA (MPF) European Equity Fund	BEA Union Investment Management Limited	Equity Fund - Europe	70% to 100% in equities, up to 30% in cash, debt securities and/or money market instruments	To achieve long-term capital appreciation	1.295% - 1.795%
8	BEA (MPF) North American Equity Fund	BEA Union Investment Management Limited	Equity Fund - North America	70% to 100% in equities, up to 30% in cash, debt securities and/or money market instruments	To achieve long-term capital appreciation	1.215% - 1.275%
9	BEA (MPF) Asian Equity Fund	BEA Union Investment Management Limited	Equity Fund - Asia ex-Japan	At least 70% in equities, up to 30% in cash, debt securities and/or money market instruments	To achieve long-term capital appreciation	1.2% - 1.94%
10	BEA (MPF) Greater China Equity Fund	BEA Union Investment Management Limited	Equity Fund - Greater China	70% to 100% in equities, up to 30% in cash, debt securities and/or money market instruments	To provide long-term capital growth	1.2%
11	BEA (MPF) Japan Equity Fund	BEA Union Investment Management Limited	Equity Fund - Japan	At least 70% in equities, up to 30% in cash, debt securities and/or money market instruments	To achieve long-term capital appreciation	Up to 1.765%
12	BEA (MPF) Hong Kong Equity Fund	BEA Union Investment Management Limited	Equity Fund - Hong Kong	70% to 100% in equities, up to 30% in cash, debt securities and/or money market instruments	To achieve long-term capital appreciation	1.2% - 1.3%
13	BEA China Tracker Fund	BEA Union Investment Management Limited	Equity Fund - China	100% in equities	To provide investment returns that match the performance of the Hang Seng China Enterprises Index as closely as practicable	Up to 1.09%

No.	Name of Constituent Fund	Investment Manager	Fund Descriptor	Investment Focus	Investment Objectives	Management Fees (As a percentage of net asset value per annum)
14	BEA Hong Kong Tracker Fund	BEA Union Investment Management Limited	Equity Fund - Hong Kong	100% in equities	To provide investment returns that match the performance of the Hang Seng Index as closely as practicable	Up to 0.58%
15	BEA (MPF) Global Bond Fund	BEA Union Investment Management Limited	Bond Fund - Global	At least 70% in bonds, with balance in cash and/or money market instruments	To provide total investment return over the medium to long term	0.99%
16	BEA (MPF) RMB & HKD Money Market Fund	BEA Union Investment Management Limited	Money Market Fund - China and Hong Kong	90% to 100% in short-term deposits, 0% to 10% in debt securities	To achieve a rate of return over the long term in line with the interest rate offered by authorised financial institutions in Hong Kong on HKD and RMB savings accounts while maintaining stability of the principal amount invested	0.79%
17	BEA (MPF) Conservative Fund	BEA Union Investment Management Limited	Money Market Fund - Hong Kong	100% in short-term deposits and debt securities	To achieve a minimum rate of return while maintaining stability of the principal amount invested	0.79%

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 Section 5 - Fees and Charges of the **MPF Scheme Brochure for BEA (MPF) Master Trust Scheme**, which is available via the link:

https://www.hkbea.com/pdf/MPF-Scheme-Brochure/sb_mt_eng.pdf

To help you make comparisons across different MPF funds and schemes, you may refer to the information on the MPFA's MPF Fund Platform via the link:

https://mfp.mpfa.org.hk/eng/mpp_index.jsp



What are the risks of your MPF investment?

Investment involves risks. Please refer to the Section 4 – Risks of the **MPF Scheme Brochure for BEA (MPF) Master Trust Scheme** for details of the risk factors to which the funds are exposed, which is available via the link:

https://www.hkbea.com/pdf/MPF-Scheme-Brochure/sb_mt_eng.pdf

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 **BEA (MPF) Master Trust Scheme**, which is available via the link:

<https://www.hkbea.com/html/en/bea-mpf-fund-performance.html> (Fund Performance → Fund Fact Sheet)



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 year¹. If your transfer involves selling your interests in a guaranteed fund, please check with the trustee of your Original Scheme about 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
Contributions from Current Employment		
Employer mandatory contributions	Not transferable	–
Employee mandatory contributions	Transferable once every calendar year ¹	Personal account
Employer voluntary contributions	Subject to the governing rules of the Original Scheme	
Employee voluntary contributions		
Contributions from Former Employment		
Mandatory contributions transferred to the contribution account under current employment	Transferable at any time	Personal account or other contribution accounts ²
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.

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

² 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.
- For transfer of MPF, transfer instruction can be submitted to the eMPF Platform via the eMPF Web Portal and eMPF Mobile App.



eMPF Web Portal:
<https://portal.empf.org.hk/login?lang=en>



eMPF Mobile App:
<https://www.empf.org.hk/app>



- If you have any questions relating to transfer of MPF, please contact the eMPF Platform.



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 to the eMPF Platform. If your new investment instruction involves selling your interests in a guaranteed fund, please check with the trustee of your Original Scheme about 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 the eMPF Platform via the eMPF Web Portal or eMPF Mobile App.
- A valid change of investment instruction should be sent to us via instruction to the eMPF Platform by 4:00 pm on a Valuation Date in order for it to be processed within the normal processing time. For details, please visit the eMPF Web Portal or the eMPF Mobile App:



eMPF Web Portal:
<https://portal.empf.org.hk/login?lang=en>



eMPF Mobile App:
<https://www.empf.org.hk/app>



When can you withdraw your MPF?

- Once you reach the age of 65, you can choose to withdraw your MPF or choose to retain your MPF in the MPF Scheme.
- By law you can withdraw your MPF early on the following six grounds:



- If you withdraw your MPF at the age of 65 or 60 upon early retirement, you may choose to withdraw either in one lump sum or by instalments.
- 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.
- For withdrawal of MPF, withdrawal instruction can be submitted to the eMPF Platform via eMPF Web Portal and eMPF Mobile App:



eMPF Web Portal:
<https://portal.empf.org.hk/login?lang=en>



eMPF Mobile App:
<https://www.empf.org.hk/app>



- If you have any questions relating to withdrawal of MPF, please contact the eMPF Platform.



Additional information useful to you

Taxation

Employees are allowed to claim salaries tax deduction for their mandatory contributions, subject to a maximum deduction of HK\$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

Scheme members will receive the following documents via the eMPF Platform:

1. upon joining the BEA (MPF) Master Trust Scheme: this KSID, the MPF Scheme Brochure and the Notice of Participation
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 **BEA (MPF) Master Trust Scheme**. For details of **BEA (MPF) Master Trust Scheme**, please refer to the **trust deed** and the **MPF Scheme Brochure for BEA (MPF) Master Trust Scheme**. Copies of these documents are available via the following links:



Trust Deed:

<https://www.hkbea.com/pdf/Trust-Deed/bea-mpf-td-mt.pdf>



MPF Scheme Brochure:

https://www.hkbea.com/pdf/MPF-Scheme-Brochure/sb_mt_eng.pdf



The On-going Cost Illustrations for BEA (MPF) Master Trust Scheme, a document which illustrates the on-going costs on contributions to funds in **BEA (MPF) Master Trust Scheme**, is available via the following link:

https://www.hkbea.com/pdf/MPF-Scheme-Brochure/OCI/MT_OCI_eng.pdf

The Fund Fact Sheets provide basic information (e.g. fund performance) on individual funds of **BEA (MPF) Master Trust Scheme**. Copies of these documents are available via the following link:

<https://www.hkbea.com/html/en/bea-mpf-fund-performance.html> (Fund Performance → Fund Fact Sheet)

Personal Data Statement

To obtain the latest copy of the "Privacy Policy Statement", please write to (i) the Group Data Protection Officer by post to The Bank of East Asia Group, 10 Des Voeux Road Central, Hong Kong, or (ii) BEA Trustees' Individual Data Protection Officer by post to 32nd Floor, BEA Tower, Millennium City 5, 418 Kwun Tong Road, Kowloon, Hong Kong.



How to make enquiries and complaints?

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

eMPF Customer Service Hotline	183 2622 Opening Hours: Monday to Friday: 9:00 am – 7:00 pm Saturday: 9:00 am – 1:00 pm Sunday & Public Holiday: Closed
eMPF Service Centres	Hong Kong Island Unit 601B, 6/F, Dah Sing Financial Centre, No. 248 Queen's Road East, Wanchai, Hong Kong Kowloon Suites 1205-6, 12/F, Chinachem Golden Plaza, No. 77 Mody Road, Tsim Sha Tsui East, Kowloon New Territories Suite 1802A, 18/F, Tower 2, Nina Tower, No. 8 Yeung Uk Road, Tsuen Wan, New Territories <u>Service hours:</u> Monday to Friday: 9:00 am – 6:00 pm Saturday: 9:00 am – 1:00 pm Sunday & Public Holiday: Closed
Fax	3197 2922
Postal address	PO Box 98929 Tsim Sha Tsui Post Office
Email address	enquiry@support.empf.org.hk
Website	www.empf.org.hk