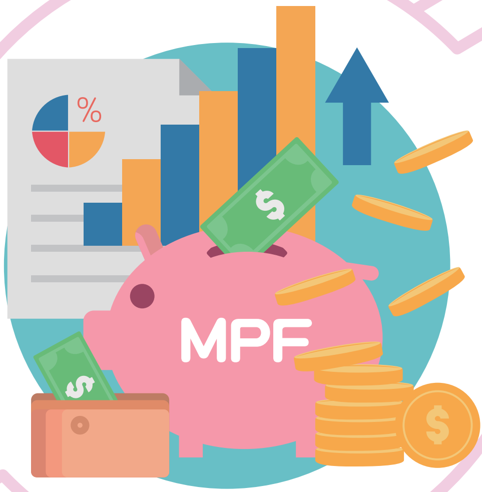
Embarking on My MPF Journey

MANDATORY PROVIDENT FUND
SCHEMES AUTHORITY

Contents

One step further!

Welcome to your MPF Journey



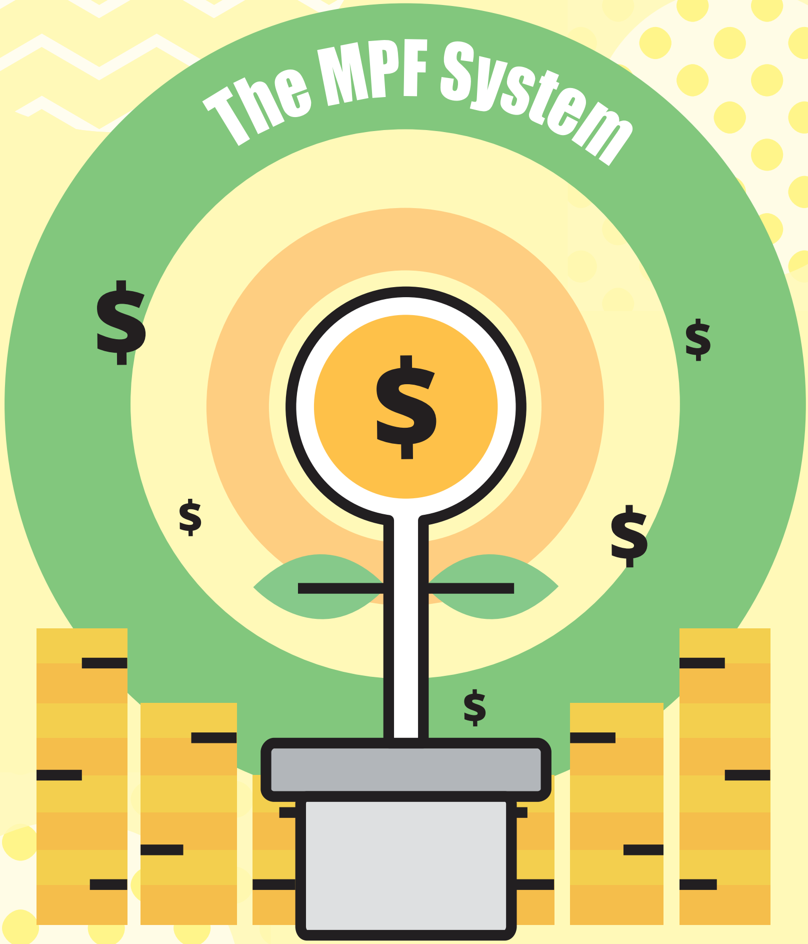
Your career will start the moment you graduate from school, and it is likely to span several decades.

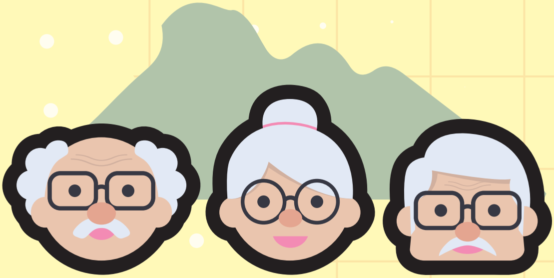
Everyone dreams of having a bright and secure future when starting his / her career. This booklet will give you some handy and useful information about how to make that happen. It has especially valuable advice about the importance of an early planning for your retirement, along with much useful information and practical information regarding the MPF System, MPF investment and enrolling in MPF schemes.

“ Youth is the best capital. ”

Let’s get started and begin planning for a brighter future today!

The MPF System





Background

Like many other cities around the world, Hong Kong has an ageing population. In 2021, only about 20% of the population was aged 65 and above. By 2046, this figure is projected to surge to more than 30%, due to a lower birth rate and increasing life expectancy.

According to statistics, each retiree aged 65 and above is supported by about 3.5 working age adults in 2021. But the ratio is expected to become one retiree to less than two working age adults in 2046, a situation that will place a heavy financial burden on society.

With this in mind, the Mandatory Provident Fund (MPF) System was implemented on 1 December 2000. It aims at assisting the working population of Hong Kong in accumulating retirement savings. The MPF System, an employment-based, mandatory and privately managed contribution system, is one pillar of the multi-pillar retirement framework recommended by the World Bank. To meet a person's entire retirement needs, it should be complemented by the other pillars (which include the social safety net, personal savings and insurance, and other kinds of assistance and personal assets) .

Hong Kong's population is ageing rapidly

Retirees aged 65 and above

Working age adults

2021

3.50 : 1

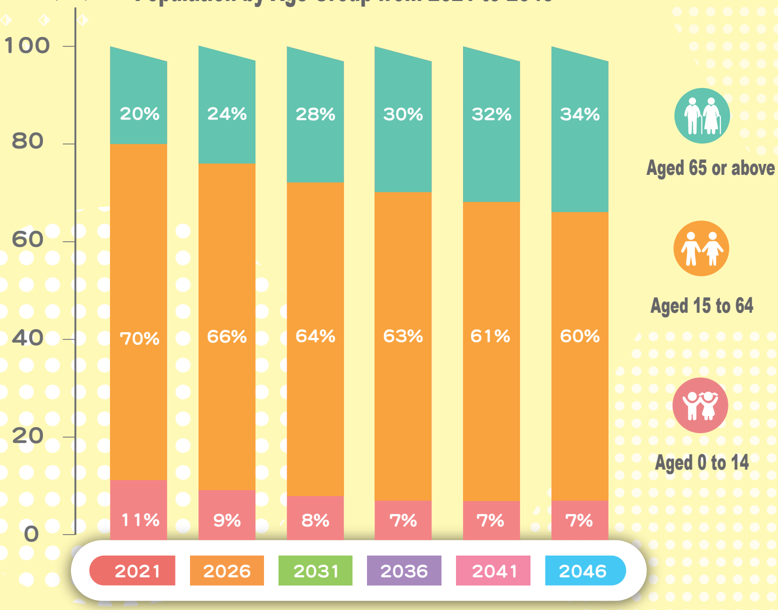
Each retiree supported by 3.5 working age adults

2046

1.76 : 1

Each retiree supported by less than 2 working age adults

Population by Age Group from 2021 to 2046



Joining an MPF scheme

If you are aged 18 to 64, you are required to join an MPF scheme.

Under the MPF System, an employee is classified as either a regular or a casual employee.

Regular employees

Individuals who are employed for a continuous period of 60 days or more under an employment contract, either full-time or part-time.

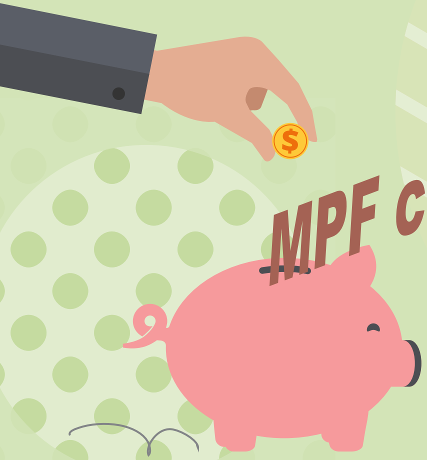
Casual employees in the catering or construction industries

Employees who are employed on a day-to-day basis or for a fixed period of less than 60 days. Employers in the catering or construction industry are required to enrol casual employees in an MPF scheme regardless of the duration of the employment period.

Your employer may select one or more MPF schemes available in the market, and then must enrol you in one of these schemes.

* If you are an employee or a self-employed person, you are required to join an MPF scheme unless you are one of the small number of people who are exempt. For self-employed person, your income is derived from your provision of services or goods in a capacity other than an employee (i.e. if you work for yourself).

MPF contributions



The MPF contribution is calculated based on the employee's monthly "relevant income" *as follows:

Employee's Monthly Relevant Income	Employer's Monthly Contribution	Employee's Monthly Contribution
Less than $7,100	5%	No contribution required
$7,100 - $30,000	5%	5%
More than $30,000	$1,500	$1,500

* "Relevant income" refers to any wages, salaries, leave pay, fees, commissions, bonuses, gratuities, perquisites or allowances, expressed in monetary terms, paid or payable by an employer, but excluding severance payments or long service payments under the Employment Ordinance.

The MPF rights of **part-time employees**

Please note the "60-day" employment rule:

It is counted by calendar days (including holidays).

It is determined by the employment relationship between the employee and employer. The number of the employee's actual working days or hours is irrelevant.

It covers both full-time and part-time employment.

If you are a part-time employee and you have met the criteria of the "60-day" rule mentioned above, your employer is required to enrol you in an MPF scheme. Employers cannot evade their MPF obligations by breaking up an employee's employment into periods of less than 60 days. If an employer and an employee enter into a series of such employment contracts and there is evidence that an employment relationship exists for 60 days or more, the employer must enrol the employee in an MPF scheme and make the appropriate contributions.

How to calculate the MPF contribution of a part-time employee

a Monthly paid employees

The scale of contribution is the same as that for full-time employees. Please refer to the "MPF contributions" section on page 7.

b Non-monthly paid employees

Part-time employees are commonly paid on a daily, weekly or bi-monthly basis. To determine the contribution amount, employers are required calculate the minimum and maximum levels of relevant income in respect of different payroll cycles, based on the daily minimum level of relevant income of $280 and the daily maximum level of $1,000.

If the employee is paid weekly, his or her maximum level of relevant income is $7,000 ($1,000 x 7 days) and the minimum level is $1,960 ($280 x 7 days). The following table illustrates the different contribution amounts of employers and employees in relation to different minimum and maximum levels of relevant income:

Relevant Income	Employer's Mandatory Contributions	Employee's Mandatory Contributions
Lower than the minimum level	Relevant income x 5%	No contribution required
Between the minimum and maximum levels	Relevant income x 5%	Relevant income x 5%
Higher than the maximum level	Maximum level x 5%	Maximum level x 5%

Determining the contribution period

The MPF contribution starts when an employee has been employed for a continuous period of 60 days.

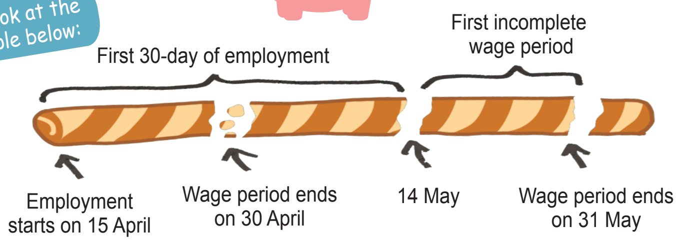
Employers

Employers are required to remit the contribution for the first 60 days, and make contributions on or before the 10th day of every month from then on. They are required to provide monthly pay-records to their employees within seven working days after the MPF contributions are made.

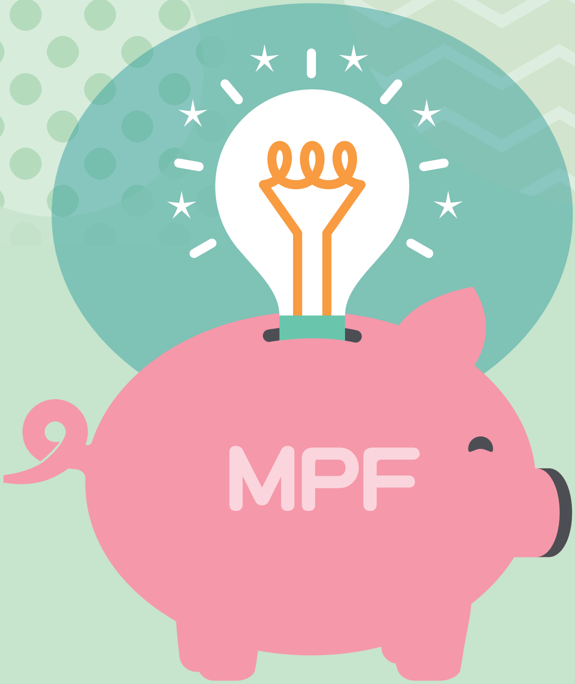
Employees

Employees are not required to make contributions for their first 30 days of employment or for the following incomplete wage period.

Let's look at the example below:



- Assume that an employee starts work on 15 April and the payroll day is the last day of every month:
- The first 30-day contribution holiday starts on 15 April and ends on 14 May. As the period from 15 to 31 May is an incomplete wage period, the employee is not required to make any MPF contribution for that period.
- The employee will thus start making contributions from the wage period starting on 1 June. Meanwhile, the employer's contributions are calculated from the employee's first day of employment, and the first contributions for the employee must be made on or before 10 July.



Important Concepts in MPF INVESTMENT

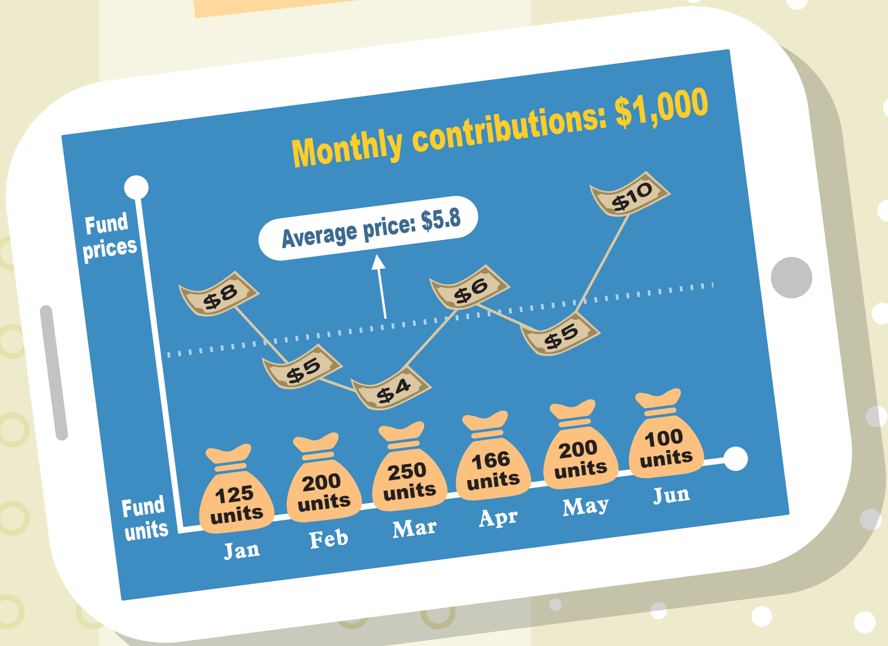
Important concepts in MPF investment

1 Dollar cost averaging

MPF investments adopt the dollar cost averaging strategy, whereby you invest a fixed amount in your MPF fund(s) every month at the prevailing market price. This way, you do not need to try to predict market movements. When the fund price goes up, fewer fund units will be purchased, and if the fund price drops, more fund units will be purchased with the same amount of money. Over the longer term, the price of the fund units you have purchased will average out, mitigating the impact of short-term market fluctuations.

Note

Although dollar cost averaging can mitigate the impact of short-term market fluctuations on fund prices over time, it does not guarantee any gains. Any gains will be determined by the market price at the time you sell the fund.



{ 2 The compounding effect

The compounding effect refers to the way an investment grows when interest and / or dividends earned from the invested capital are reinvested, generating even greater returns. To maximize the benefits of the compounding effect over time, young people should make their saving and investment plans early.

Let's look at an example

Monthly contribution	Age at which contribution / investment commences	Annual rate of return*	Contribution / investment goal at age 65
$1,000	**20**	**6%**	**$2,750,000** (capital $540,000)
$1,000	**40**	**6%**	**$690,000** (capital $300,000)

* Assumed rate of return

- Assume that you are 20 years old and your monthly MPF contribution is $500.
- Your employer's monthly contribution is also $500, making a total contribution to your MPF account of $1,000 per month. The contribution period will last 45 years, until you retire at age 65.
- Assume that the annual rate of return on your MPF investments is 6%. Your account will accumulate $2.75 million in retirement savings by the time you retire at age 65.
- Now assume that you join an MPF scheme at age 40 and contribute $1,000 monthly, earning the same annual rate of return of 6%. In this case, your capital invested will be $240,000 less ($540,000 minus $300,000), but the total sum of capital plus investment return will be over $2 million less than what you would have received if you had started investing at age 20 ($2,750,000 minus $690,000).

Note

Young people can expect to earn much more from their MPF investment than people who start at a later stage because they have a longer investment horizon. The earlier you start investing your savings, the more significant the compounding effect will be.

3 Three determining factors for investing

Investment involves three determining factors: capital, time, and rate of return. Any variations in these factors will have a significant impact on the success of your investment.

Factors for investing	Rate of return	Capital	Time
Features	The rate of return is affected by a number of factors, such as market volatility and various other investment risks, so it is the most uncertain variable.	The capital can be affected by various personal factors, such as income stability and cash-flow requirements.	Time (i.e. the investment period) is easier to plan for and control. Even if the capital is small and the rate of return is low, the saving goal can still be achieved over a longer investment period.

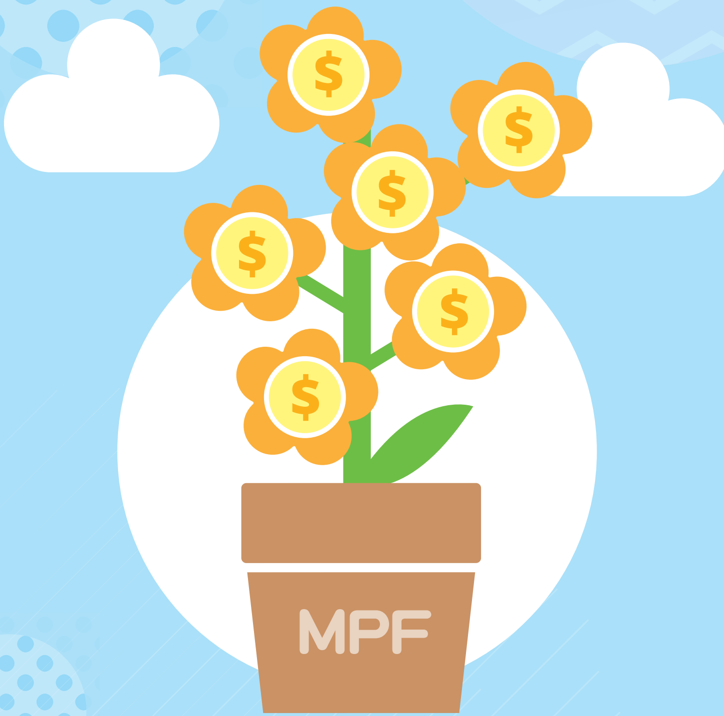
Note

If one of the three factors changes, then the other two factors must be adjusted accordingly to ensure you can continue to achieve your investment goal.

Let's look at an example:

The following example shows three ways to achieve the same goal of saving $2.75 million:

	1	2	3
Scenario	If you start saving $1,000 per month for investment at age 20, and the annual rate of return is 6%:	If you do not start saving and investing until age 40 and the annual rate of return is 6%:	If you do not start saving until age 40, and can only afford a monthly contribution of $1,000:
Age at which contribution / investment commences	**20**	40	40
Monthly contribution	$1,000	**$3,968** (almost four times the amount of the contribution if investment was begun at age 20!)	$1,000
Assumed annual rate of return	6%	6%	The rate of return needs to be raised to **14.1%**
Contribution / investment goal at age 65	You will get $2,750,000 when you retire	$2,750,000	$2,750,000
Note	Time is relatively easy to control. The earlier you start saving and investing, the sooner you will enjoy the benefits of the compounding effect.	The capital available for investment is constrained by a number of factors, such as income and personal or family financial commitments, and may not be easy to increase.	Since the rate of return can be affected by many factors, such as market volatility and various other investment risks, it is not feasible to increase it beyond normal rates.



Six major decision points on the MPF INVESTMENT JOURNEY

Six major decision points on the MPF INVESTMENT JOURNEY

During your career, which may span several decades, you will be required to join the MPF System. You will have to make a range of decisions throughout your long MPF journey. Here are the main decisions you will have to make:

- **Decision Point 1** Which fund(s) should I choose?
- **Decision Point 2** Which MPF scheme should I choose?
- **Decision Point 3** Should I make additional MPF contributions?
- **Decision Point 4** What should I do with my MPF accrued benefits when I change employer?
- **Decision Point 5** When and how should I adjust my MPF fund choices?
- **Decision Point 6** What should I do with my MPF accrued benefits when I retire?

Choosing Fund

Making MPF contributions → **Investing in MPF funds** → **Accumulating accrued benefits** → **Reaching retirement age**

Considering MPF Voluntary Contributions

When and how to adjust MPF fund choices

How to manage when changing jobs

How to manage when retire

Choosing scheme

Let's go through them one by one.

Six major decision points on the MPF INVESTMENT JOURNEY

Decision Point 1

Which fund(s) should I choose?

The major types of MPF fund under the existing MPF schemes:

Fund type	Investment objective	Investment instrument(s)	Risk level	Potential suitability
Equity Fund	To achieve capital appreciation and a return higher than inflation over the long term	Stocks	Relatively high	Young scheme members with a longer investment horizon and a higher risk tolerance level: other risk tolerant scheme members
Mixed Assets Fund	To achieve capital appreciation over the long term through investing in a combination of stocks and bonds	Stocks and bonds	Medium to high (depending on the relative weight of different assets in the investment portfolio. A greater proportion of stocks is associated with higher risk)	Scheme members may adjust the proportion of stocks to bonds in their portfolios at different life stages
Bond Fund	To earn a stable income from interest and bond coupon rate, and make profits from bond trading	Bonds	Low to medium	Moderately conservative scheme members with a low risk appetite, and those seeking a stable return over the medium-to-long term

Fund type	Investment objective	Investment instrument(s)	Risk level	Potential suitability
Guaranteed Fund	To provide a guarantee on the capital invested, or to achieve a guaranteed rate of return	Bonds, stocks, or short-term, interest-bearing, money market instruments	Relatively low (but it also depends on whether the guarantee conditions can be met when the MPF is withdrawn)	Risk averse scheme members, especially those close to retirement who are willing to abide by the guarantee conditions
Money Market Fund – MPF Conservative Fund	To earn a rate of return similar to the Hong Kong Dollar savings rate	Hong Kong dollar dominated short-term bank deposits and short-term bonds	Relatively low	Conservative, risk averse scheme members, especially those close to retirement
Money Market Fund – Other than MPF Conservative Fund	To earn rate of return similar to short-term savings rate or stable income from interest or bond coupon rates	Short-term, high quality interest bearing securities (e.g. short-term certificates of deposit, government papers or commercial papers)	Relatively low	Conservative, risk averse scheme members, especially those close to retirement

Note

For details of each MPF fund, refer to the information provided by your trustee, such as MPF Scheme Brochures and Fund Fact Sheets. The MPF Fund Platform (https://mfp.mpfa.org.hk/eng) allows you to compare fund information side by side, such as investment risks, fund performance and fees.

Decision Point 1

Which fund(s) should I choose?

Fund Type	Expected Return	Risk Level
Equity Fund	Relatively high	Relatively high
Mixed Assets Fund	Relatively high	Medium to high
Bond Fund	Low to medium	Low to medium
Guaranteed Fund	Relatively low	Relatively low (depends on the guarantee conditions)
Money Market Fund - MPF Conservative Fund	Relatively low	Relatively low
Money Market Fund - Other than MPF Conservative Fund	Relatively low	Relatively low

Like any type of investment, all of the above-mentioned MPF funds involve risk. In general, funds with higher expected returns come with higher associated risks, whereas funds with lower expected returns come with lower associated risks. The risk level of an MPF fund is associated with the investment instruments involved.

Before determining your investment portfolio, you should be fully aware of the risk levels and expected returns of different MPF funds. Choose a portfolio that suits your risk tolerance level and your personal needs.

You should consider the following factors before choosing an MPF fund:

a Assessment of your risk tolerance level

Before choosing an MPF fund, you should first assess your risk tolerance level, which is determined by the following factors:

Investment horizon

If your investment horizon (i.e. the number of years before your retirement) is long, you may consider choosing more aggressive funds; otherwise, you may consider more conservative ones.

Investment appetite

This is usually determined by factors like your personality, investment experience and investment objectives.

Other savings and investments for retirement

If you already have sufficient savings or investments for your retirement, you may consider taking a more aggressive approach in your MPF investment.

Note

You can assess your risk tolerance level by using questionnaires designed by financial experts. For details, please visit the Hong Kong Investment Funds Association's website (www.hkifa.org.hk) or consult your trustee.

b Asset allocation and risk tolerance level

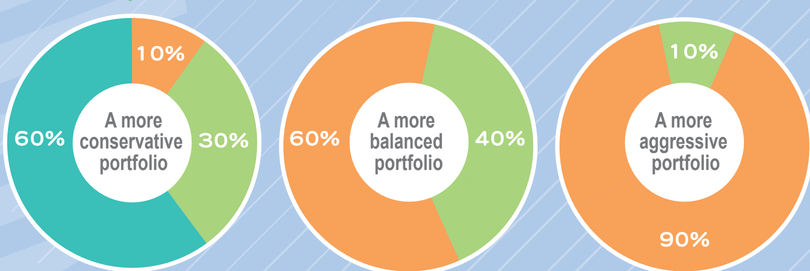
Generally speaking, in terms of asset allocation, if your risk tolerance level is relatively high, you may consider a growth portfolio containing a higher proportion of higher-risk investments (such as stocks). However, if your risk tolerance level is relatively low, you may consider a conservative portfolio containing a higher proportion of lower-risk investments (such as bonds).

There is no absolute rule for asset allocation in any portfolio. The key is to choose a portfolio that matches your risk tolerance level. The most effective way of diversifying your investments is to invest your capital in different asset classes (e.g. stocks and bonds), and / or different markets (e.g. overseas markets).

Here are some sample portfolios with different asset allocations to help you better understand how to match asset classes and risk tolerance levels:

Sample portfolios with different asset allocations:

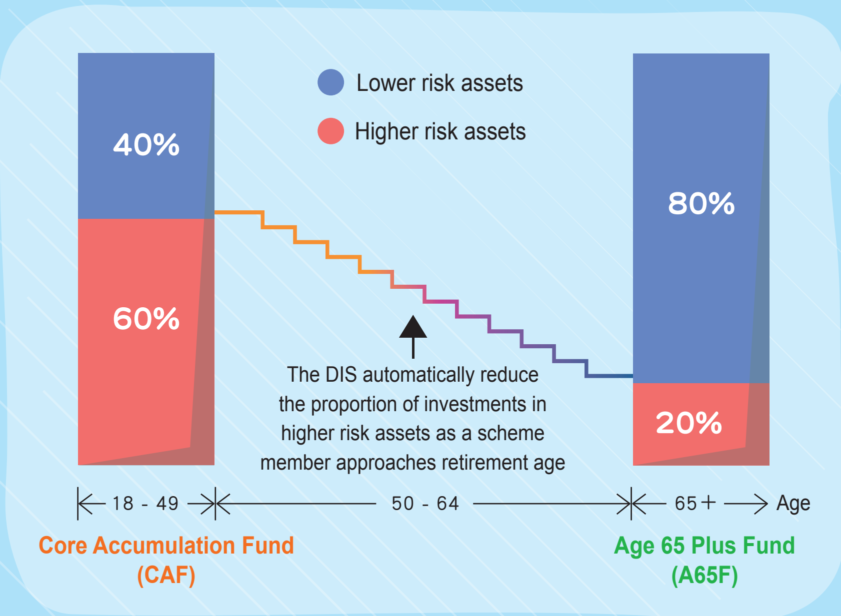
- Equity fund
- Bond fund
- Guaranteed fund



Default Investment Strategy (DIS)

If you do not give your trustees any investment instructions for your MPF benefits, your MPF benefits will be invested automatically according to the Default Investment Strategy ("DIS"). You can also choose to invest your MPF benefits either according to the DIS or in the two individual funds under the DIS.

The DIS is a ready-made investment solution, made up of two Mixed Assets Funds, namely the Core Accumulation Fund ("CAF") and the Age 65 Plus Fund ("A65F"). It has three key features: (1) automatic reduction of investment risk as members approach retirement age ("automatic de-risking"); (2) fee caps; and (3) global investment for risk diversification.



For more information on the DIS, please refer to minisite.mpfa.org.hk/DIS/en/

Six major decision points on the MPF INVESTMENT JOURNEY

Decision Point 2

Which MPF scheme should I choose?

You are required to choose an MPF scheme in the following situations:

- When your employer has enrolled in two or more schemes for you to choose;
- When you are a self-employed person;
- When you want to make Tax Deductible Voluntary Contributions / Special Voluntary Contributions;
- When you cease to be employed and prefer your MPF benefits under your former employment to be managed under another MPF scheme;
- When you want to exercise the right to transfer the employee's portion of your mandatory contributions and investment returns in your contribution account to an MPF trustee and scheme of your own choice on a lump-sum basis, which you can do once every calendar year (i.e. from 1 January to 31 December in any given year)

You should consider the following equally important factors when choosing an MPF scheme:

- **The range and quality of the services offered by trustees and their service providers**
- **Whether the scheme offers sufficient fund choices, and whether the funds available are suitable for you**
- **The fees and charges** (remember to compare fees of funds of the same type)

For detailed information about fees and charges, refer to:

- The “Trustee Service Comparative Platform” (tscplatform.mpfa.org.hk/scp/eng)
- The "MPF Fund Platform" (mfp.mpfa.org.hk/eng)

Trustee Service Comparative Platform

MPF Fund Platform

MPFA website

Mobile app

Some scheme members choose an MPF scheme by looking at the past performance of its funds, but please remember that past performance is not necessarily a reliable guide to the future performance of an MPF fund.

Note

When you make fund comparisons, it is essential that you compare funds of the same type. You should not compare funds of different types.

Decision Point 3

Should I make additional MPF contributions?

The amount of savings needed for retirement varies according to an individual's personal needs and preferences. Use the following flowchart to determine if you should make additional MPF contributions, or engage in other investments or savings. The outcome will depend on your expected retirement needs, and on the MPF benefits and other assets you have accumulated when you retire.

Assessment flowchart for considering voluntary MPF contributions:

1 **Assess your retirement needs**

2 **Estimate your expected savings at retirement age**

3 **Calculate the savings gap**

If there is a savings gap, you should consider making additional MPF voluntary contributions, or engaging in other investments or savings. Alternatively, it may be necessary for you to lower your expectations regarding your retirement needs.

Voluntary Contribution, Tax Deductible Voluntary Contributions and Special Voluntary Contributions are additional contributions made under the MPF System, but they vary considerably in terms of how to open an account, contribution arrangements, tax incentives and other details:

	Voluntary Contribution	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 directly. (Note: TVC are not provided by all MPF schemes. You may refer to MPFA's Trustee Service Comparative Platform (tscplatform.mpfa.org.hk/scp/eng) to check the MPF schemes which offer TVC arrangement.)	• You select your own MPF scheme and open an account directly. (Note: SVC are not provided by all MPF schemes. You may refer to MPFA's Trustee Service Comparative Platform to check the MPF schemes which offer SVC arrangement.)
Contribution Arrangements	• The amount you contribute is calculated on the basis of your income. • You have to make regular contributions of a fixed amount. • You make contributions to the MPF scheme via your employer.	• The amount you contribute does not need to be calculated on the basis of your income. • No fixed frequency or fixed amount of contributions. • You make contributions to the MPF scheme directly.	• The amount you contribute does not need to be calculated on the basis of your income. • No fixed frequency or fixed amount of contributions. • You make contributions to the MPF scheme directly.
Tax Incentives	• Nil	• Contributions are eligible for tax deduction, which is capped at $60,000 per year (The cap is an aggregate limit for both TVC and qualifying deferred annuity policies premiums). • Tax deduction is effective from the assessment year 2019/20.	• Nil
Withdrawal or Transfer of MPF Benefits	• Subject to the terms of your MPF scheme, you can withdraw or transfer your MPF benefits only after ceasing employment.	• You can only withdraw the account balance upon reaching 65 years of age, or on other statutory grounds. • Contributions exceeding the tax deduction cap cannot be withdrawn early either. • You can transfer all balance in a TVC account to your TVC account under a different scheme at any time.	• You can withdraw or transfer your MPF benefits anytime. • You can withdraw benefits several times a year, but the trustee may set a minimum amount for each withdrawal and a maximum withdrawal frequency (Note: arrangements may vary among MPF schemes).

Decision Point 4

What should I do with my MPF accrued benefits when I change employer?

Under the MPF System, there are two types of accounts:

Contribution account

- accrues the MPF benefits derived from a scheme member's current employment;
- new contributions are held in this account.

Personal Account

- accrues the MPF benefits derived from a scheme member's previous employment or self-employment;
- accrues the MPF benefits transferred from a scheme member's contribution account under current employment when the scheme member exercises his or her transfer right under the Employee Choice Arrangement;
- new contributions are not held in this account.

Upon **changing jobs**, you should proactively manage **the MPF benefits accumulated** during your **previous employment** in one of the following ways:

1. Transfer the MPF benefits to your "contribution account" opened under your new employment

2. Transfer the MPF benefits to your existing "personal account"

If you do not hold any "personal account", and you are satisfied with the MPF scheme chosen by your former employer, it may be worth retaining your MPF benefits in a "personal account" under the scheme of your previous employment, for continuous investment.

Note

For easy management, consolidate all your personal accounts into one. However, if any part of your original MPF investment portfolio is invested in a guaranteed fund, be cautious and do your homework before switching funds. If you transfer from a guaranteed fund and this causes you to fail to fulfil certain qualifying conditions, such as the minimum lock-in period, you will have to forego the guaranteed return.

Decision Point 5

When and how should I adjust my MPF fund choices?

After choosing the funds that meet your needs, it is important to manage your accounts properly. You should regularly review your fund choices throughout your long-term MPF investment journey.

Each time you arrive at a new stage of life, such as when you purchase property, get married or start raising children, you should consider reviewing your existing investment portfolio because your risk tolerance level may have changed. In general, it is good to review your fund choices every 6 to 12 months, and consider making adjustments if necessary.

When considering switching funds, you should:

- avoid redeeming funds simply because of short-term price fluctuations;
- note the number of fund switches allowed for each scheme;
- clearly understand the terms and conditions of the individual funds, particularly the qualifying conditions for guaranteed funds (e.g. the minimum lock-in period) to avoid unnecessary losses.

Refer to the following two documents provided by the trustee when reviewing your MPF fund choices:

Fund Fact Sheet

Your MPF trustee must make a Fund Fact Sheet available to you at least every six months, with information such as the investment objectives of the fund, the top 10 portfolio holdings, the fund performance, the fund risk indicators and risk class. If the funds are performing in line with your current investment objectives, you may want to continue to hold that portfolio; otherwise, you should consider adjusting your fund choices.

Annual Benefit Statement

Your MPF trustee will provide you with an Annual Benefit Statement, together with the latest Fund Fact Sheet, at least once a year. The Statement sets out the contributions made by you and your employer in the previous year, the amount of accrued benefits in your account at the end of financial year of the scheme, and the gains or losses associated with your account over the relevant financial period, as well as since inception. Apart from checking whether your investment is profitable, you should also read the fund manager's commentary in the Fund Fact Sheet to help you decide whether to adjust your fund choices.

Six major decision points on the MPF investment journey

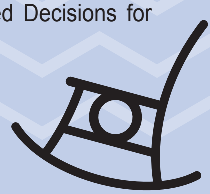
Decision Point 6

What should I do with my MPF accrued benefits when I retire?

When you retire, you can handle your MPF in one of the following ways (including the MPF benefits generated from the mandatory contributions and the Tax Deductible Voluntary Contributions):

- Withdraw your MPF benefits **by instalments**
- Withdraw all your MPF benefits **in a lump sum**
- **Retain all** the MPF benefits in your account for continuous investment

For more information about MPF investment, visit the MPFA's MPF Investment Education Thematic Website "Making Informed Decisions for your MPF Life" (www.mpfa.org.hk/mpfie/en).



STARTING YOUR MPF JOURNEY

MPF Scheme Member Enrolment / Registration Form (Sample)

Earn More Trust Company Limited

Scheme Member Enrolment / Registration Form

- Some trustees offer more than one MPF scheme. Please confirm with your employer the name(s) and number(s) of the scheme(s) that the employer participates in.

Part I: Employer details

Name of scheme: Golden Years MPF Scheme	Scheme number: 00001010
Name of company / employer: Golden Harvest Company Limited	Scheme membership number: to be provided by the trustee

Part II: Employee details

Name of scheme member: Chan Tai-man (Mr / ~~Ms / Mrs~~)*	Gender: M / ~~F~~*
Hong Kong Identity Card / ~~Passport~~* number: A123456(3)	Date of birth: 1/1/1993
Employment commencement date: 1/3/2018	Scheme joining date: 1/3/2018
Contact number (home): 2123 4567	Mobile: 9876 5432
Fax number: 2123 4568	Staff number: 01010 (if any)
Address: 1/F, 1 First Street, Tsim Sha Tsui	Email: chantaiman@abc.com

** Please delete where appropriate.*

- Only applicable to voluntary contributions. You must acknowledge that these are additional contributions.

Part III: Voluntary contributions by a scheme member (if applicable)

- ☑ I want to make voluntary contributions to the following amount:

  __6__% contribution x monthly basic income;

  or

  fixed amount of HK$ ______ .

You can make voluntary contributions directly from your personal bank account to your MPF account, or you can ask your employer to deduct the voluntary contributions from your salary.

- You are required to fill in this part if you want to transfer the accrued benefits from a personal account under your former employer's scheme to a new contribution account. You must also complete the "Scheme Member's Request for Fund Transfer Form" and return it to your new trustee (i.e. the trustee of this form – the trustee to which your accrued benefits are to be transferred).

Part IV: Transfer of accrued benefits from other schemes

- ☑ I want to transfer my accrued benefits from other MPF schemes.

Part V: Investment Portfolio

Fund(s)	Mandatory contributions from you and your current employer (i.e. mandatory contributions made through your current employer)	Voluntary contributions from you and your current employer (i.e. voluntary contributions made through your current employer)
Default Investment Strategy		
Equity Fund	50%	70%
Mixed Assets Fund		
Bond Fund	50%	
Guaranteed Fund		
MPF Conservative Fund		30%
Total	100%	100%

- The percentages must be in whole numbers and add up to 100%.
- The investment allocation you specify generally applies to all contributions made by your employer, as well as your own accrued benefits and new contributions.
- For details of all funds, please refer to the MPF Scheme Brochures, which are available on the trustee websites.

- Do not forget to sign the form, as your signature will be used to verify any documents you submit to the trustee in the future, such as the "Scheme Member's Request for Fund Transfer Form". An invalid signature may delay the administrative process. You are encouraged to keep a copy of this enrolment / registration form for future reference.

Chan Tai Man

Signature of member

1/3/2018

Date

- The personal particulars declaration and other terms and conditions in the enrolment / registration form may vary among trustees. Please read them carefully.
- Some enrolment / registration forms may include sections that need to be completed by your employer.
- The requirements relating to Automatic Exchange of Financial Account Information (AEOI) apply to MPF schemes starting from 1 January 2020. For all new MPF accounts open on or after 1 January 2020, the account holder (including employee and self-employed person) is required to complete a self-certification which includes tax residency (i.e. declaring whether he/she is a tax resident outside Hong Kong). The account opening procedures could not be completed by the trustee if the account holder fails to provide the self-certification.

  For details in relation to AEOI, please visit the websites of **Hong Kong Trustee's Association** and **Inland Revenue Department**.

Frequently Asked Questions

How do I know whether my employer has enrolled me in an MPF scheme?

As an employee, you will receive a **"notice of participation"** from the trustee after joining an MPF scheme.

What should I do if my employer fails to enrol me in an MPF scheme?

If you suspect that your employer has not enrolled you in an MPF scheme or has failed to make contributions, clarify with your employer or contact the MPFA (Tel: 2918 0102) as soon as possible. The MPFA will conduct an investigation to protect your MPF rights.

How can I find out if my employer has made contributions to my MPF account?

Under the existing legislation, your employer should make each month's MPF contributions no later than the 10th day of the following month. Your employer should also provide you with a pay-record showing your relevant income, the contribution amount and the contribution date within seven working days after contributions have been made. You may enquire directly with the trustee to double-check your contribution record.

If I forget how many MPF personal accounts I have, or the trustee information relating to these accounts, what should I do?

There are three ways to check your MPF personal account information

Method 1:

Apply for the ePA (e-Enquiry of Personal Account) service via MPFA website or its mobile app. The ePA is an electronic platform to provide an easy-accessible channel for MPF scheme members to look up their own MPF personal accounts at any time. For details, please visit epa.mpfa.org.hk

Method 2:

Bring along your identity document to one of the MPFA offices, and our staff will conduct the check for you.

Method 3:

Download the request form from the MPFA website, and return the completed form by mail or fax (fax number: 3146 7367), together with a copy of your identity document.

Glossary	Page(s)
Ageing population	P. 4
Annual Benefit Statement	P. 31
Asset allocation	P. 22, 23, 27
Bond fund	P. 19, 20, 23, 35
Capital	P. 13, 14, 15, 18, 19, 22
Casual employee	P. 6
Compounding effect	P. 13, 15
Contribution account	P. 24, 28, 29, 34
Contribution amount	P. 9, 36
Default Investment Strategy (“DIS”)	P. 23
Dollar cost averaging	P. 12
Equity fund	P. 18, 20, 22, 35
Fees and charges (of MPF funds)	P. 25
Fund Fact Sheet	P. 19, 31

Glossary	Page(s)
Guaranteed fund	P. 19, 20, 22, 29, 30, 35
Investment horizon / time	P. 13, 18, 21
Mandatory contribution	P. 9, 24, 35
Mixed assets fund	P. 18, 20, 23, 35
MPF conservative fund	P. 19, 20, 35
Part-time employee	P. 6, 8, 9
Personal account	P. 28, 29, 34, 37
Rate of return	P. 13, 14, 15, 19
Relevant income	P. 7, 9, 36
Risk tolerance level	P. 18, 20, 21, 22, 23, 30
Scheme Member Enrolment / Registration Form	P. 34, 35
Self-employed person	P. 6
Special voluntary contribution	P. 24, 27
Tax Deductible Voluntary Contributions	P. 24, 27, 32
Voluntary contribution	P. 24, 26, 27, 34, 35

Useful Tools

You can scan the QR codes for the latest information about the MPF anytime and anywhere:

"Rolling My Money"

"office_meme_hk"

MANDATORY PROVIDENT FUND
SCHEMES AUTHORITY

Hotline : 2918 0102
Fax : 2259 8806
Website : www.mpfa.org.hk

011/2024/08/YBT(E)

Aug 2024