

Please use BLOCK LETTERS to complete this Form

**FORM MPF(S) - P(P)****EMPLOYEE CHOICE ARRANGEMENT (ECA) - TRANSFER ELECTION FORM**

**(for an employee to transfer MPF accrued benefits (benefits) from a contribution account in an MPF registered scheme (scheme) under current employment (Original Scheme) to an account in a scheme elected by the employee (New Scheme) during employment)**

*Sections 148A and 148B of the Mandatory Provident Fund Schemes (General) Regulation (Cap 485A)*

- (a) Please read the “**Guide to Transfer of MPF Accrued Benefits (Benefits) under Employee Choice Arrangement (ECA)**” (the **Guide**) on pages 4 to 6 before you complete this Form.
- (b) The personal data to be supplied in support of this election of transfer are to be used for processing your election of transfer. The personal data you supply may, for such purpose, be transferred to the trustee(s) concerned, the relevant service provider(s), and the government or regulatory bodies including the Mandatory Provident Fund Schemes Authority (MPFA).

SECTION I: SCHEME MEMBER DETAILS				
<b>Name</b> <sup>1</sup> (as shown on your Hong Kong Identity (HKID) Card)	Surname:			
	Other Name:			
<b>Identification</b>	HKID Card No.:			
	Passport No.: (ONLY for scheme member without HKID Card)			
<b>Contact Details</b>	Daytime Phone No.:		Mobile Phone No.:	
	Email Address (if any):			
<b>Correspondence Address</b>	Flat/Room	Floor	Block	Building
	Estate		Street No.	Street
	District / Country (if not Hong Kong)		Hong Kong / Kowloon / New Territories (delete whichever is inappropriate)	

SECTION II: CONTRIBUTION ACCOUNT INFORMATION IN ORIGINAL SCHEME	
<b>Name of Original Scheme</b> <sup>2</sup>	
<b>Scheme Member Account No.</b> <sup>2</sup>	
<b>Employer's Identification No.</b> <sup>2,3</sup>	

**SECTION III: TRANSFER OF BENEFITS<sup>4</sup>**

Please indicate the part(s) of benefits in your contribution account of Original Scheme that you wish to transfer out to another MPF account.

Please select either option (a) **or** (b) and ✓ as appropriate:

(a) **Transfer ALL Benefits**

I wish to transfer ALL the benefits comprising the following parts from my contribution account of Original Scheme as its governing rules permit:

- Employee mandatory contributions in current employment<sup>5,6</sup>
- Employee voluntary contributions in current employment<sup>7,8</sup>
- Mandatory contributions that have been transferred into the contribution account and are attributable to former employment(s)<sup>9</sup>
- Voluntary contributions that have been transferred into the contribution account and are attributable to former employment(s)<sup>8,10</sup>

Please transfer the benefits to the following personal account:

<b>Name of New Scheme<sup>11</sup></b>	
<b>Scheme Member Account No.<sup>11</sup></b>	

**OR**

(b) **Transfer Part(s) of Benefits**

I wish to transfer the following part(s) of the benefits from my contribution account of Original Scheme as its governing rules permit: (you may select one or more parts below and ✓ as appropriate)

Benefits to be transferred from Original Scheme	Type of account receiving the benefits
<input type="checkbox"/> Employee mandatory contributions in <u>current</u> employment <sup>5,6</sup>	} Personal account only
<input type="checkbox"/> Employee voluntary contributions in <u>current</u> employment <sup>7,8</sup>	
<input type="checkbox"/> Mandatory contributions that have been transferred into the contribution account and are attributable to <u>former</u> employment(s) <sup>9</sup>	} Personal account <b>or</b> contribution account
<input type="checkbox"/> Voluntary contributions that have been transferred into the contribution account and are attributable to <u>former</u> employment(s) <sup>8,10</sup>	

Please transfer the benefits selected above to the following account:

<b>Name of New Scheme<sup>11</sup></b>	
<b>Account Type<sup>11</sup></b> (Select one only* and ✓ as appropriate)	<input type="checkbox"/> Personal account <b>or</b> <input type="checkbox"/> Contribution account (Employer's Identification No. <sup>3,11</sup> : )
<b>Scheme Member Account No.<sup>11</sup></b>	

\* If you wish to transfer different parts of benefits from your contribution account to different MPF accounts, please fill in a separate Form MPF(S)-P(P) for each MPF account that receives the benefits.

**SECTION IV: AUTHORIZATION AND DECLARATION**

(a) I hereby give consent to the trustee of New Scheme and the MPFA to disclose information supplied by me in support of this election of transfer to the trustee(s) concerned and the relevant service provider(s), or to enable such party or parties to access or disclose relevant information for processing my election of transfer.

(b) I confirm and declare that:

- I have read and understood the Explanatory Notes and the Guide, and have voluntarily elected to transfer my MPF benefits in accordance with this Form;
- at the date of submitting this Form, I am employed by the employer in relation to the contribution account in Original Scheme; and
- to the best of my knowledge and belief, the information given in this Form is correct and complete.

Signature<sup>12</sup>

Date (DD/MM/YYYY)

~Please send pages 1 and 2 of this Form to the trustee of New Scheme after completion~

### Explanatory Notes

- (1) If you do NOT possess a HKID Card, please fill in your name as shown on your passport.
- (2) The transfer election may not be processed if the Name of Original Scheme, Scheme Member Account Number or the Employer's Identification Number is not provided or is incorrect. This information can be found in your membership certificate, notice of acceptance, notice of participation or annual benefit statement. If you are in doubt, please contact your trustee of Original Scheme or your employer. Please refer to the MPFA website ([www.mpfa.org.hk](http://www.mpfa.org.hk)) for the name of schemes.
- (3) The Employer's Identification Number is the number assigned by the trustee to the employer concerned. Trustees may use different names for this number (e.g. account number, company code, contract number, employer account number, employer code, employer ID, employer number, MPF client number, participating plan number, plan number, scheme number, scheme ID, sub-scheme number). The number can be found in the statements issued by the trustees or through the member enquiry facilities available from the trustees. If you are in doubt, please contact your trustee or your employer.
- (4) If any part of the benefits chosen under section III contains nil balance, that part will not be processed.
- (5) (a) This means all benefits in the sub-account referred to in section 78(6)(b) of the Mandatory Provident Fund Schemes (General) Regulation (the Regulation).  
  
(b) For a casual employee in an industry scheme, this sub-account generally contains the benefits derived from all the employee mandatory contributions made to this sub-account whilst working as a casual employee with different employers.
- (6) If you have already elected to transfer out the benefits derived from the employee mandatory contributions once (or, if the governing rules of Original Scheme allow more than once, but the transfer elections you have made have reached the maximum number of times allowed by the governing rules) in the same calendar year, transfer of that part of the benefits will not be processed. Please refer to paragraph (4) of the Guide for more information.
- (7) (a) This means all benefits in the sub-account referred to in section 78(6)(e) of the Regulation.  
  
(b) For a casual employee in an industry scheme, this sub-account generally contains the benefits derived from all the employee voluntary contributions made to this sub-account whilst working as a casual employee with different employers.
- (8) If you request to transfer out the benefits derived from the voluntary contributions but the governing rules of Original Scheme do not allow this, the option(s) will not be processed. Please refer to paragraph (3) of the Guide for more information.
- (9) This means all benefits in the sub-account referred to in section 78(6)(c) of the Regulation. This part generally contains benefits derived from the mandatory contributions that are attributable to your former employment(s) or former self-employment(s) and that have been transferred into the contribution account under current employment.
- (10) This means all benefits in the sub-account referred to in section 78(6)(f) of the Regulation. This part generally contains benefits derived from the voluntary contributions that are attributable to your former employment(s) or former self-employment(s) and that have been transferred into the contribution account under current employment.
- (11) The transfer election may not be processed if the Name of New Scheme, Account Type, Employer's Identification Number or your Scheme Member Account Number is not provided or is incorrect. The information can be found in your membership certificate, notice of acceptance, notice of participation or annual benefit statement. You may, however, leave the Employer's Identification Number and the Scheme Member Account Number blank if you have recently enrolled in the scheme and have not been notified of those numbers. If you are in doubt, please contact your trustee of New Scheme. Please refer to the MPFA website ([www.mpfa.org.hk](http://www.mpfa.org.hk)) for the name of schemes.
- (12) The signature must be the same as your specimen signature previously given to your trustee of Original Scheme. Please note that the transfer may not be processed if the signature provided in this Form does not match the specimen signature previously given to your trustee of Original Scheme. If you are in doubt, please contact your trustee of Original Scheme.

## GUIDE TO TRANSFER OF MPF ACCRUED BENEFITS (BENEFITS) UNDER EMPLOYEE CHOICE ARRANGEMENT (ECA)

*Sections 148A and 148B of the Mandatory Provident Fund Schemes (General) Regulation (Cap 485A)*

### Explanation of terms used in Form MPF(S)-P(P), the Explanatory Notes and this Guide:

- (a) “Contribution account” – has the same meaning as in section 2 of the Mandatory Provident Fund Schemes (General) Regulation (the Regulation). Generally, it is an account in an MPF registered scheme (scheme) which is mainly used to receive MPF contributions (both employer and employee portions) made by an employer for an employee and on behalf of the employee. Contribution account may also include an account of a self-employed person in New Scheme which is mainly used to receive MPF contributions made by himself while self-employed.
- (b) “Personal account” – has the same meaning as in section 2 of the Regulation. Generally, it is an account (other than a contribution account and TVC account) in a scheme which is mainly used to receive the benefits transferred from other contribution or personal account(s).
- (c) “Original Scheme” – the scheme from which your benefits are to be transferred.
- (d) “New Scheme” – the scheme to which your benefits are to be transferred. If you elect to transfer your benefits to another account within the same scheme, the new scheme on this Form will be the same as the original scheme.
- (e) “Calendar year” – the one-year period from 1 January to 31 December.

### Rights of employees under the ECA

- (1) Under the ECA, an employee can, **during employment**, make an election to transfer part of the benefits from a contribution account in Original Scheme to an account in New Scheme nominated by him.
- (2) The table below shows the parts of benefits derived from the mandatory contributions in a contribution account and the transferability of these parts of benefits in a contribution account under the ECA.

Parts of benefits in a contribution account		Under ECA
(a)	Employer mandatory contributions in current employment	Not transferable
(b)	Employee mandatory contributions in current employment	Transferable to an MPF personal account <b>once per calendar year</b> <sup>1</sup>
(c)	Mandatory contributions that have been transferred into the contribution account and are attributable to former employment(s)	Transferable to an MPF personal account or contribution account anytime

- (3) The transferability of benefits derived from voluntary contributions is subject to the governing rules of Original Scheme. Please check this information from the offering documents of Original Scheme, which can be found on the website of the trustee of Original Scheme. You may also consult your employer or contact the trustee of Original Scheme.
- (4) You can only elect to transfer out the benefits derived from your employee mandatory contributions once per calendar year (unless the governing rules of Original Scheme provide for more frequent transfer-out). **The date the trustee of New Scheme receives the completed election form is adopted for counting that quota.** You may check that date from the transfer statement issued by your trustee of Original Scheme, or consult your trustee of Original Scheme directly.
- (5) Please note that the benefits derived from your employee mandatory contributions in current employment and employee voluntary contributions in current employment (if any) can be transferred to a **personal account** only. They cannot be transferred to another contribution account (Note: if you are concurrently working for more than

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

one employer, you would have other contribution accounts).

- (6) After your benefits are transferred out from Original Scheme, future contributions made by your existing employer (both employer and employee portions) will continue to be made to your contribution account with the trustee of Original Scheme. If you want to transfer the benefits derived from the subsequent employee mandatory contributions to your account in New Scheme, you should make a separate transfer election in the next calendar year (or earlier if the governing rules of Original Scheme allow for more frequent transfer-out in a calendar year).

#### **Reminders before making an election to transfer**

- (7) Before you decide to transfer your benefits to another scheme, you should take into consideration the following factors:
- (a) services of the trustees (e.g. frequency of issuance of benefit statement to scheme members; number of free fund switching per year);
  - (b) fees and charges of the funds (for detailed information, please refer to the website of the MPFA);
  - (c) the range of fund choices offered by the schemes and in particular whether there are funds available that match what you need; and
  - (d) if you are currently investing in an MPF guaranteed fund, a transfer of the benefits out of that guaranteed fund may result in some or all of the guarantee conditions not being satisfied; thus affecting your entitlement to the guarantee. Please check the offering document of Original Scheme or consult the trustee of Original Scheme for details.
- (8) Before deciding to transfer benefits to New Scheme, you should try to understand as much as you can about New Scheme. Please check the information about New Scheme from the offering document of New Scheme, which can be found on the website of the trustee of New Scheme or contact the trustee of New Scheme.
- (9) Please ensure that you have an MPF account in New Scheme. Otherwise, you have to submit a membership enrolment form before or at the same time you submit this Form to the trustee of New Scheme. Please consult your trustee of New Scheme for the procedures and required documents for setting up an account.
- (10) If you wish to transfer your benefits from a scheme to another, please be aware of how the transferred-in benefits will be invested. In general, the transferred-in benefits will be invested according to the default investment strategy (DIS) if you either (a) do not give or have not given any investment instructions for the account to the trustee of New scheme or (b) have given investment instructions for the account to invest benefits according to the DIS. Please approach the trustee of New Scheme to seek clarification, where necessary. If you wish to change or specify an investment instruction for the account in New Scheme, please also approach the trustee of New Scheme.
- (11) If you have reached, or are approaching, the age of 50 and your benefits are currently invested according to the DIS of the scheme, you should be aware that the de-risking mechanism of the DIS starts at the age of 50. If the annual de-risking of your investment in the DIS and your transfer request take place at around the same time, the trustee of the scheme shall sequence the de-risking and the transfer request in accordance with its procedures and in compliance with the Mandatory Provident Fund Schemes Ordinance. Please consult the relevant trustee(s) if you wish to know the details of how the trustee(s) will handle these transactions.
- (12) In order to prevent a third party from filling in incorrect information, please **DO NOT sign on a blank form**. After the completed election form has been received by the trustee of New Scheme, the administration procedures taken by the trustees may not be reversible.
- (13) The number of fund units shown in your current MPF account on the date you elect to transfer may be different from that as of the date on which the fund units are redeemed. The trustee of Original Scheme will redeem all the fund units from the part(s) of benefits in your MPF account that you elect to transfer out on the date of redemption and transfer out the redeemed benefits. The trustee of New Scheme will subscribe fund units in accordance with your instructions. There will be a time-lag of about one to two weeks, during which your benefits will not be invested in any fund. During this period, fund prices may change due to market fluctuations, and there is a risk of a “sell low, buy high” scenario occurring.
- (14) Please refer to the MPFA’s publication available from the MPFA website ([www.mpfa.org.hk](http://www.mpfa.org.hk)) for the factors to consider when choosing a scheme and the potential risks involved in MPF investment.

**Enquiries**

- (15) Information about a scheme is set out in the offering document of that scheme. This information will assist you in making a decision about whether to make a transfer of benefits to that scheme. Please contact the relevant trustees for enquiries about account details and information on specific schemes or funds.
- (16) For general enquiries regarding the ECA, you may contact the relevant trustees or the MPFA (email: [mpfa@mpfa.org.hk](mailto:mpfa@mpfa.org.hk) or MPFA hotline: 2918 0102).