

MANDATORY PROVIDENT FUND SCHEMES AUTHORITY

IV.3 Guidelines on Election Forms for Transfer of Accrued Benefits

INTRODUCTION

Sections 145, 146, 147, 148, 149, 150 and 150A of the Mandatory Provident Fund Schemes (General) Regulation (“the Regulation”) provide for the transfer of accrued benefits of members under the following scenarios:

- (a) from the contribution accounts of employees upon their cessation of employment;
- (b) from the contribution accounts of self-employed persons at any time;
- (c) from the personal accounts of any person at any time; and
- (d) from the contribution accounts of employees arranged by employer.

2. Following the enactment of the Mandatory Provident Fund Schemes (Amendment) Ordinance 2009 (“the Amendment Ordinance 2009”), sections 148A and 148B have been added to the Regulation to allow the transfer of parts of the accrued benefits from an employee’s contribution account during his employment.

3. Section 151 of the Regulation provides that an election for transfer of accrued benefits must be in a form specified or approved by the Mandatory Provident Fund Schemes Authority (“the Authority”).

4. Sections 145 and 146 of the Regulation provide that on cessation of employment of an employee, the former employer must notify the approved trustee concerning the employee's cessation of employment and the date on which the employment ceased. To comply with this requirement, the former employer can give a written notice or include such information in the remittance statement lodged with the approved trustee. In cases where the former employer fails to comply with this requirement and the approved trustee concerned is satisfied that the former employer cannot be located or refuses to notify the trustee about the cessation of employment of its employee, the approved trustee may accept a written notice given by the employee concerned as evidence of the employee's cessation of employment and the date of cessation. The notice given by the employee must be in a form approved by the Authority.

5. Section 6H of the Mandatory Provident Fund Schemes Ordinance ("the Ordinance") provides that the Authority may issue guidelines for the guidance of approved trustees, service providers, participating employers and their employees, self-employed persons and other persons concerned with the Ordinance.

6. Section 47A of the Ordinance empowers the Authority to specify or approve the form and contents of documents required for the purposes of the Ordinance.

7. The Authority has approved the forms to be used by a scheme member (in Annexes A and B) and a participating employer (in Annex C) (collectively "the Election Forms") respectively for making an election to transfer accrued benefits and the notice used by an employee to declare the employee's cessation of employment (in Annex D) in cases where the former

employer cannot be located or refuses to notify the trustee about the cessation of employment of the employee.

EFFECTIVE DATE

8. The revised Guidelines (Version 4) shall become effective on the date of commencement of operation of the Amendment Ordinance 2009, i.e. 1 November 2012. The previous version (Version 3 – January 2008) of the Guidelines shall be superseded on that day.

ELECTION FORMS FOR TRANSFER OF ACCRUED BENEFITS

Election by Scheme Members

9. A scheme member may make an election to transfer the accrued benefits in an account to another account of the same registered scheme or to another registered scheme. The possible transfer scenarios and the relevant Election Forms are set out below:

Provisions in the Regulation	Transfer Scenarios	Relevant Transfer Election Form
Sections 145, 146, 147	From the contribution account of the employee scheme member upon his cessation of employment	MPF(S) – P(M) in Annex A
Section 148	From the contribution account of a self-employed person at any time	MPF(S) – P(M) in Annex A
Sections 148A, 148B	From the contribution account of an employee scheme member during his employment	MPF(S) – P(P) in Annex B
Section 149	From the personal account at any time	MPF(S) – P(M) in Annex A

Special Arrangement for Transfers under Sections 145, 146 and 147 of the Regulation

10. For transfer of accrued benefits upon cessation of employment, in case the transferor trustee cannot locate the former employer of the scheme member, or the former employer refuses to give written notice to the trustee about the cessation of employment of the scheme member, the trustee may accept a “Statutory Declaration on Cessation of Employment” (Form MPF(S)-C(SD) (“the Declaration Notice”) (in Annex D) given by the scheme member as evidence of the employee’s cessation of employment and the date of cessation so that the trustee shall then effect the transfer election.

11. A scheme member who wishes to make a statutory declaration for transfer of accrued benefits on cessation of employment shall complete the Declaration Notice and make a statutory declaration. The statutory declaration must be a valid statutory declaration in the place where the declaration is made (e.g. in Hong Kong, the statutory declaration should be made before and signed by a Commissioner for Oaths at a Public Enquiry Service Centre of the Home Affairs Department or a Notary Public or a Justice of the Peace). A statutory declaration made in a place other than Hong Kong is also acceptable provided that it is made before and signed by a Notary Public or a person authorized under the law of that place to administer an oath or take a statutory declaration.

Special Arrangement for Transfers under Sections 148A and 148B of the Regulation

12. A “Guide to Transfer Benefits under Employee Choice Arrangement (“ECA”)” (“the Guide”) (in Annex B) is prepared to facilitate scheme members to understand their right under sections 148A and 148B of the Regulation. Upon giving the “Employee Choice Arrangement (“ECA”) - Transfer Election Form” (Form MPF(S) – P(P)) (in Annex B) to scheme

members, the approved trustees should provide the Guide together with the Form.

Election by Employers

13. When making an election to transfer the accrued benefits in respect of its employees in a registered scheme to another registered scheme, the employer must submit to the transferee trustee an “Employer’s Request for Fund Transfer Form” (Form MPF(S) - P(E)) (in Annex C).

AVAILABILITY OF THE FORMS

14. The Election Forms, the Declaration Notice and the Guide can be obtained from the approved trustees or the Authority.

SPECIAL DUTIES OF TRANSFEEE TRUSTEES AND TRANSFEROR TRUSTEES

Transferee Trustees

15. A transferee trustee is required to notify the transferor trustee of an election for transfer of accrued benefits as soon as practicable after receipt of the request for transfer. This should be done by giving a copy of the Election Form and a notification to the transferor trustee. The notification must contain the date that the Election Form was received by the transferee trustee if it is a transfer under section 148A of the Regulation. According to that section, a scheme member can only elect to transfer-out the accrued benefits derived from the employee mandatory contributions once per calendar year (unless the governing rules of the original scheme allow more frequent elections). The date the transferee trustee received the effective election is adopted for counting that quota.

Transferor Trustees

16. A transferor trustee is required to give to the transferee trustee, as soon as practicable after giving a transfer statement to the scheme member concerned, a copy of the transfer statement together with the following information:

- (a) Hong Kong Identity Card number, or other number agreed between the transferor trustee and the transferee trustee to identify the scheme member;
- (b) indication of election form type (i.e. Form MPF(S)-P(M), MPF(S)-P(P) or MPF(S)-P(E)); and
- (c) nature of transfer: original transfer (i.e. transfer of the benefits upon processing a transfer request), transfer of subsequent payment (i.e. transfer of subsequently recovered contributions and surcharges), or adjustment to the amounts of benefits previously transferred.

17. The information to be provided by the transferor trustee is to facilitate the transferee trustee to allocate the accrued benefits into the scheme member's account and for the trustees concerned to compile statistics.

DEFINITIONS OF TERMS

18. Where a term used in the Guidelines is defined in the Ordinance or the subsidiary legislation then, except where specified in the Guidelines, that term carries the meaning as defined in the Ordinance or the subsidiary legislation.

NOTES TO TRANSFER BENEFITS BY SCHEME MEMBER
(for self-employed person, personal account holder or
employee ceasing employment)

Please read the following important information before you complete Form MPF(S)-P(M).

(1) Definition of terms:

- (a) *“Contribution account” - an account in an MPF 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 or by a self-employed person.*
 - (b) *“Personal account” - an account in an MPF scheme which is mainly used to receive the accrued benefits transferred from another account(s).*
 - (c) *“Original trustee” (also known as “transferor trustee” in the Mandatory Provident Fund Schemes (General) Regulation (“the Regulation”)) - the trustee of an MPF scheme from which your accrued benefits are to be transferred.*
 - (d) *“New trustee” (also known as “transferee trustee” in the Regulation) - the trustee of an MPF scheme to which your accrued benefits are to be transferred. If you elect to transfer your accrued benefits to another account within the same MPF scheme or to another MPF scheme under the same trustee, the new trustee on Form MPF(S)-P(M) will be the same as the original trustee.*
 - (e) *“Original scheme” - the MPF scheme from which your accrued benefits are to be transferred.*
 - (f) *“New scheme” - the MPF scheme to which your accrued benefits are to be transferred. If you elect to transfer your accrued benefits to another account within the same MPF scheme, the new scheme on Form MPF(S)-P(M) will be the same as the original scheme.*
- (2) *If you are currently investing in an MPF guaranteed fund, a transfer of the accrued 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 the original scheme or consult your original trustee for details.*
- (3) *Please ensure that you have a personal account or a contribution account in the new scheme. Otherwise, you have to enrol in that scheme before you submit Form MPF(S)-P(M) to the new trustee.*
- (4) *If you wish to transfer-out the accrued benefits from more than one accounts, you should submit a separate Form MPF(S)-P(M) for each of those accounts.*
- (5) *If you wish to transfer-out the accrued benefits from your contribution account during employment, you should complete Form MPF(S)-P(P).*

- (6) *For each account, a scheme member should transfer the entirety of his accrued benefits therein in a lump sum except the part of the accrued benefits derived from voluntary contributions which the scheme member may elect to withdraw in accordance with the governing rules of the original scheme.*
- (7) *Please complete Form MPF(S)-P(M) carefully as the administration procedures taken by the trustees may not be reversible.*
- (8) *If any information provided on Form MPF(S)-P(M) (including the signature) is incorrect or incomplete, the trustees may not be able to process your benefit transfer request.*
- (9) *Information about the new 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 to that scheme. Copies of that offering document can be obtained from the new trustee upon request.*
- (10) *If you wish to make enquiries or seek assistance in making your election to transfer, please contact your original trustee or new trustee. For general enquiries regarding fund transfer, you may contact the Mandatory Provident Fund Schemes Authority (“MPFA”) via e-mail: mpfa@mpfa.org.hk or hotline: 2918 0102.*

~END~

[This page is blank. Please complete Form MPF(S)-P(M) at page 1 to page 3 and submit it (excluding the Explanatory Notes) to the new trustee after completion.]

FORM MPF(S) - P(M)

SCHEME MEMBER'S REQUEST FOR FUND TRANSFER FORM
(for self-employed person, personal account holder or
employee ceasing employment)

Sections 145, 146, 147, 148 and 149 of the Mandatory Provident Fund Schemes (General) Regulation ("the Regulation")

- (a) Please use **BLOCK LETTERS** to complete this Form.
- (b) *means delete whichever is inappropriate. Please insert "N.A." if not applicable.
- (c) The personal data to be supplied in this Form are to be used for the purpose(s) of processing your election(s) of transfer as requested in this Form.
- (d) The personal data you supply may, for the purpose(s) mentioned above or for a purpose directly related to such purpose(s), be transferred to the trustee(s) concerned, the relevant service provider(s), the Mandatory Provident Fund Schemes Authority ("MPFA") and other appropriate parties.

SECTION I - SCHEME MEMBER'S DETAILS

- (1) Name: (a) Surname: _____
 (same as that shown on your Hong Kong Identity (HKID) Card ^{Note 1}) (b) Other Name: _____
- (2) Identification: (a) HKID Card number: _____
 (b) Passport number: _____
 (ONLY for member without HKID Card)
- (3) Contact details: (a) Daytime contact number: _____
 (b) Mobile phone number: _____
 (c) Email address (if any): _____
- (4) Correspondence address:
- | | | | |
|---------------------------------------|-------|--|----------|
| | | | |
| Flat/Room | Floor | Block | Building |
| | | | |
| Estate | | Street no. | Street |
| | | * Hong Kong / Kowloon / N.T. / Others (please specify) | |
| District / country (if not Hong Kong) | | | |

SECTION II - FUND TRANSFER INFORMATION

- (5) MPF account information in the original scheme:
- Name of original trustee ^{Note 2}: _____
- Name of original scheme ^{Note 2}: _____
- Type of MPF account (please select **ONE** of the following accounts and ✓ as appropriate):
- Personal account OR Contribution account
- Scheme member's account number ^{Note 2}: _____

(6) Details of former employment (*applicable for employee who wishes to transfer-out the accrued benefits from a contribution account after cessation of employment*):

Name of former employer: _____

Employer's identification number^{Note 3}: _____

(7) Details of self-employed status (*applicable for self-employed person only*):

Please indicate your reason of transfer and ✓ as appropriate.

Cessation of self-employment, with effect from: _____
DD MM YYYY

I will remain in self-employment and my accrued benefits will be transferred to another MPF scheme stated in section III(8). Contributions to the original scheme should be paid up to: _____
DD MM YYYY

SECTION III - FUND TRANSFER OPTIONS

(8) MPF account information in the new scheme:

I elect to transfer the accrued benefits derived from the mandatory contributions in my account stated in section II(5) to the following account (*Please select option (a),(b) OR (c) and ✓ as appropriate*):

<input type="checkbox"/>	(a) To my contribution account with my new employer
	Name of new trustee ^{Note 4} : _____
	Name of new scheme ^{Note 4} : _____
	Scheme member's account number ^{Note 4} : _____
	Name of new employer: _____
	Employer's identification number ^{Note 3} : _____
<input type="checkbox"/>	(b) To my designated account in the new scheme
	Name of new trustee ^{Note 4} : _____
	Name of new scheme ^{Note 4} : _____
	Scheme member's account number ^{Note 4} : _____
<input type="checkbox"/>	(c) Retained in the original scheme as personal account (where applicable)

- (9) Arrangement of my voluntary contributions^{Note 5} (if any) in my account stated in section II(5).

Please select option (a) OR (b) and ✓ as appropriate.

(Remarks: If you do not select any options but there are accrued benefits derived from voluntary contributions, those benefits will be handled in the same way as those stated in section III(8). If there are no such benefits in your account and you have made an election in section III(9), the selected option will not be processed.)

<input type="checkbox"/>	(a) Transferred together with the accrued benefits derived from the mandatory contributions as in section III(8).
<input type="checkbox"/>	(b) Withdrawn in accordance with the governing rules of the original scheme. Method of payment (<i>please ✓ as appropriate</i>):
(i) <input type="checkbox"/>	By cheque
(ii) <input type="checkbox"/>	By depositing directly in a bank account under the name of scheme member only (a bank account under the name of a third party is not applicable). (This option is applicable only to trustees who provide such services and there may be bank charges involved. Please check with the original trustee for details.)
	Name of bank account holder: _____
	Name of bank: _____
	Bank account number: _____

SECTION IV – TERMINATION OF MPF ACCOUNT WITH NO RESIDUAL BALANCE (IF APPLICABLE)

- (10) I hereby give the original trustee an instruction to terminate my relevant MPF member account as referred to in section II(5) upon transfer of the full accrued benefits to the new trustee and there is no residual balance in the said account.

SECTION V – AUTHORIZATION AND DECLARATION

- (11) I hereby give consent to the MPFA to disclose information collected in this Form to the trustee(s) concerned, the relevant service provider(s) and other appropriate parties, or to enable such party or parties to access the information for the purposes of processing the transfer of my accrued benefits.
- (12) I declare that:
- (a) I have read the Notes to Transfer Benefits by Scheme Member; and
 - (b) to the best of my knowledge and belief, the information given in this Form is correct and complete.

Signature of the scheme member^{Note 6}

Date

Explanatory Notes

- (1) If you do NOT possess a HKID Card, please fill in your name as shown on your passport.
- (2) Please note that the transfer request may not be processed if the name of the original trustee, the name of the original scheme, your scheme member's account number in the original scheme, type of MPF account, the name of your former employer or the employer's identification number is not provided or is incorrect. This information can be found:
 - (a) in your membership certificate;
 - (b) in your annual benefit statement; or
 - (c) through the member enquiry facilities available from trustees.

If you are in doubt, please contact your original trustee or your employer.

- (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 trustees. If you are in doubt, please contact your trustee or your employer.
- (4) Please note that the transfer request may not be processed if the name of the new trustee, the name of the new scheme or your scheme member's account number in the new scheme is not provided or is incorrect. The information can be found:
 - (a) in your membership certificate;
 - (b) in your annual benefit statement; or
 - (c) through the member enquiry facilities available from trustees.

You may, however, leave the scheme member's account number blank if you have recently enrolled in the scheme and have not been notified of the new account number. If you are in doubt, please contact your new trustee.

- (5) A scheme member can check whether his existing MPF account contains any accrued benefits derived from voluntary contributions from his annual benefit statement issued by the original trustee to the member. The member can also check this information through the member enquiry facilities available from trustees. If you are in doubt, please contact your original trustee.
- (6) The signature must be the same as your specimen signature previously submitted to your original trustee. Please note that the transfer may not be processed if the signature provided in this Form does not match your specimen signature. If you are in doubt, please contact your original trustee.

~END~

**GUIDE TO TRANSFER BENEFITS UNDER
EMPLOYEE CHOICE ARRANGEMENT (“ECA”)**

(For employee to transfer accrued benefits from contribution account in an original scheme to an account in a new scheme nominated by the employee during employment)

Please read the following important information before you complete Form MPF(S)-P(P).

Definition of terms used in this Guide:

- (a) *“Contribution account” – an account in an MPF 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 the new scheme which is mainly used to receive MPF contributions made by himself while self-employed.*
- (b) *“Personal account” – an account in an MPF scheme which is mainly used to receive the accrued benefits transferred from another account(s).*
- (c) *“Original trustee” (also known as “transferor trustee” in the Mandatory Provident Fund Schemes (General) Regulation (“the Regulation”)) – the trustee of an MPF scheme from which your accrued benefits are to be transferred.*
- (d) *“New trustee” (also known as “transferee trustee” in the Regulation) – the trustee of an MPF scheme to which your accrued benefits are to be transferred. If you elect to transfer your accrued benefits to another account within the same MPF scheme or to another MPF scheme under the same trustee, the new trustee on Form MPF(S)-P(P) will be the same as the original trustee.*
- (e) *“Original scheme” – the MPF scheme from which your accrued benefits are to be transferred.*
- (f) *“New scheme” – the MPF scheme to which your accrued benefits are to be transferred. If you elect to transfer your accrued benefits to another account within the same MPF scheme, the new scheme on Form MPF(S)-P(P) will be the same as the original scheme.*
- (g) *“Calendar year” – the one-year period from 1 January to 31 December.*

Introduction

- (1) The Mandatory Provident Fund Schemes (Amendment) Ordinance 2009 (“the Amendment Ordinance 2009”) enacted by the Legislative Council in July 2009 empowers employees to transfer part of the accrued benefits from their contribution accounts to **the accounts nominated by them in any MPF scheme during employment** (“Employee Choice Arrangement”).
- (2) Under the MPF System, an employer is responsible for choosing the MPF scheme(s) for its employees and making contributions for and on behalf of its employees to the scheme(s), whilst an employee is responsible for choosing the fund(s) under the scheme(s) to invest in.

- (3) An employer makes the contributions (both employer and employee portions) for and on behalf of an employee to the employee's contribution account. The accumulated balance of contributions and investment returns is referred to as "**accrued benefits**".
- (4) Before the implementation of the Employee Choice Arrangement, if an employee wishes to choose his own MPF scheme, he can only make an election when he ceased or changed employment usually by electing to transfer the accrued benefits from his contribution account to the following account:
- (a) a preserved account (this account is renamed to "personal account" after the implementation of the Employee Choice Arrangement) in any MPF scheme (excluding employer sponsored scheme); or
 - (b) a contribution account in his new employer's MPF scheme.

New right to employees

- (5) Under the Employee Choice Arrangement, an employee can, **during employment**, make an election to transfer part of the accrued benefits from a contribution account in an original scheme to an account in a new scheme nominated by him.
- (6) The table below shows the three sub-accounts keeping the mandatory contributions in a contribution account and the transferability of the accrued benefits from each of these sub-accounts **during an employee's current employment** before and after the implementation of the Employee Choice Arrangement.

Sub-accounts in an employee's contribution account	Before	After
ERMC	Not transferable	Not transferable
EEMC	Not transferable	Transferable to an MPF personal account once per calendar year ¹
FRMC	Not transferable	Transferable to an MPF personal account or contribution account anytime

ERMC: Employer mandatory contributions in current employment

EEMC: Employee mandatory contributions in current employment

FRMC: Mandatory contributions from former employment(s)

- (7) The transferability of accrued benefits derived from **voluntary contributions** is subject to the governing rules of the original scheme. Please check this information from the offering documents of your original scheme; or consult your employer or original trustee.

¹ Unless the governing rules of the original scheme provide for more frequent transfer out.

- (8) You can **check the balances of the accrued benefits in your contribution account and its sub-accounts** by any of the following means:
- (a) the latest annual benefit statement issued by the original trustee;
 - (b) the member enquiry facilities made available by the original trustee (e.g. hotline); or
 - (c) directly consulting the original trustee (the contact lists of MPF trustees and MPF schemes are available at the office of the Mandatory Provident Fund Schemes Authority (“MPFA”) and on its website (www.mpfa.org.hk)).

Should I make an election to transfer my accrued benefits?

- (9) Before you decide to transfer your accrued 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 members; number of free fund switching per year);
 - (b) fees and charges of the funds (for detailed information, please refer to the Fee Comparative Platform on the website of the MPFA or the Summary of Fee Comparative Platform on MPF Funds which can be obtained from the office of the MPFA free of charge);
 - (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 accrued 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 the original scheme or consult your original trustee for details.
- (10) For further information about factors to consider when choosing a scheme, please refer to the MPFA’s relevant investment education publications or visit the MPFA’s website.
- (11) Before deciding to transfer benefits to a new scheme, you should try to understand as much as you can about the new scheme. The best source of information about the new scheme is in its offering document. Copies of that offering document can be obtained from the new trustee upon request.
- (12) You should seriously consider all the implications before making any election to transfer your accrued benefits. Your MPF investments are a long-term investment. You should not view a transfer as an opportunity to time the market. A transfer of accrued benefits will always be subject to investment risk due to market fluctuation during the process as the transfer will normally take **around 6 to 8 weeks** to complete. You are also advised not to make the transfer solely because of the trustees’ promotional offer.

- (13) You might receive advice or inducements from an MPF intermediary² who would encourage you to join a new scheme. If you are in doubt about the registration status of an MPF intermediary, you may call the MPFA's hotline (tel: 2918 0102) or check the register of MPF intermediaries available on the MPFA's website. You should also think through any advice you receive and in particular whether it addresses the factors set out in paragraphs (9) and (12) above.

How to make an election to transfer?

- (14) If you have made the decision to transfer your accrued benefits to another MPF scheme, please check whether you have an MPF account in the new scheme. If you:
- already have an MPF account** in the new scheme, you should fill in the "Employee Choice Arrangement ("ECA") – Transfer Election Form" (Form MPF(S)-P(P)) and submit it to the new trustee; or
 - have not opened an MPF account** in the new scheme, please contact the new trustee to arrange enrolment for you before or at the time when you submit Form MPF(S)-P(P) to the new trustee.

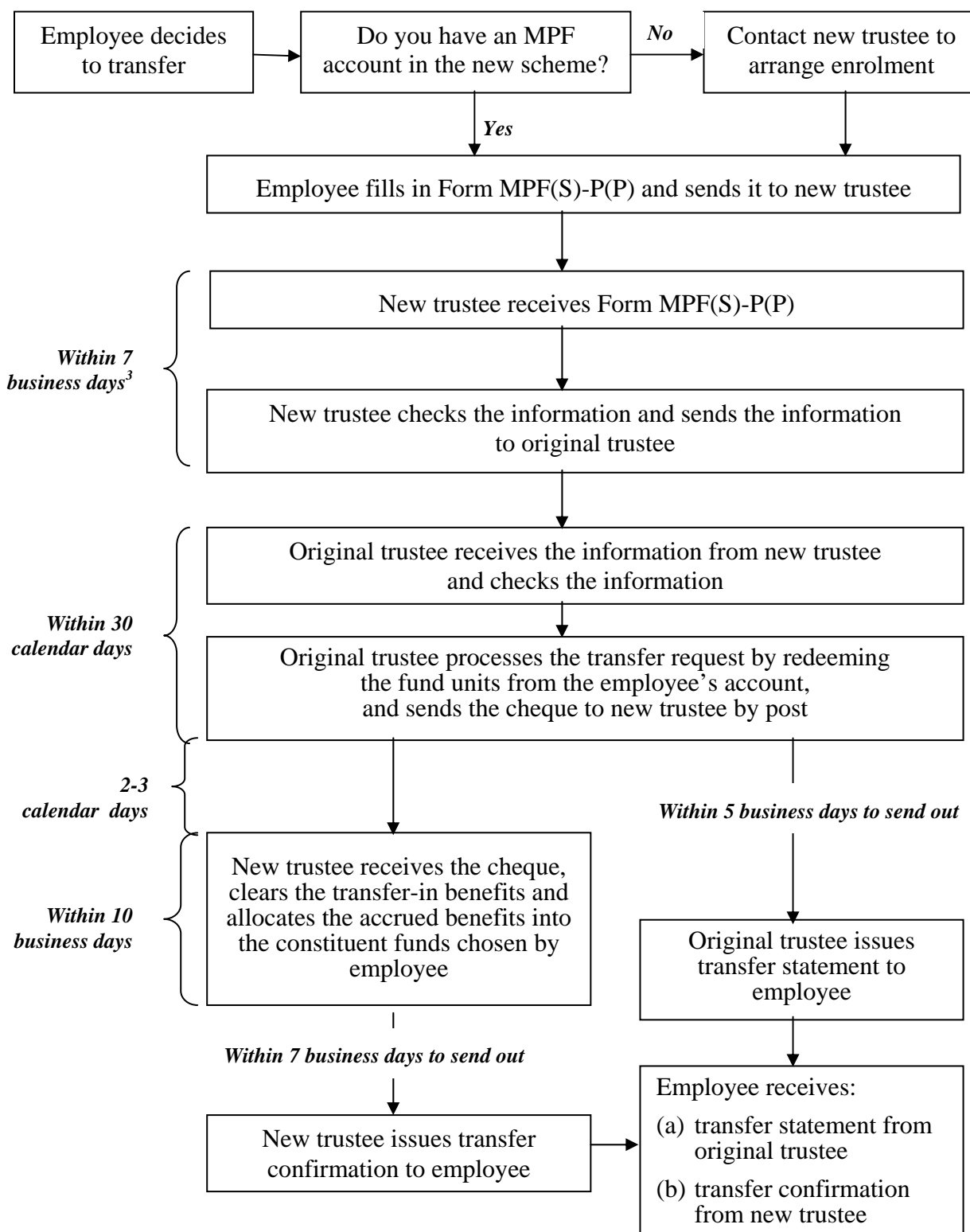
You can obtain Form MPF(S)-P(P) from the new trustee or the MPFA.

- (15) Please note that the accrued benefits derived from your employee mandatory contributions (and if applicable, employee voluntary contributions) during employment can be transferred to **an MPF personal account** only. They cannot be transferred to another contribution account, which would normally exist if you are concurrently working for more than one employer.
- (16) Please complete Form MPF(S)-P(P) carefully. If any information provided on Form MPF(S)-P(P) (including the signature) is incorrect or incomplete, the trustees may not be able to process the transfer request. In addition, please **DO NOT sign on a blank form** to prevent a third party from filling in incorrect information on it as the administration procedures taken by the trustees may not be reversible.
- (17) After completing Form MPF(S)-P(P), you should submit it to the new trustee for processing. The normal processing time of transfer is around 6 to 8 weeks. Please refer to the flow chart at page vi below for the benefits transfer process.
- (18) You should not submit a transfer request whilst another previously submitted request is still being processed. Otherwise, your transfer request may not be properly processed.
- (19) As the normal processing time of transfer is around 6 to 8 weeks, 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 original trustee will redeem all the fund units in the sub-account(s) you elect to transfer out on the date of redemption and transfer out the redeemed benefits.

² MPF intermediary means a person who is engaged in selling MPF schemes; or advising clients on constituent funds or underlying approved pooled investment funds of MPF schemes.

- (20) According to the Amendment Ordinance 2009, you can only elect to transfer out the accrued benefits derived from your employee mandatory contributions once per calendar year (unless the governing rules of the original scheme provide for more frequent transfer out). **The date the new trustee receives the properly completed election form is adopted for counting that quota.** You may check that date from the transfer statement issued by your original trustee, or directly consult your original trustee.
- (21) After your accrued benefits are transferred out from the original scheme, future contributions made by your existing employer (both employer and employee portions) for and on behalf of you will continue to be made to your contribution account with the original trustee. If you want to transfer the benefits derived from the subsequent employee mandatory contributions to your new account in the new scheme, you should make a separate transfer election in the next calendar year (or earlier if the governing rules of the original scheme allow for more frequent transfer out in a calendar year).
- (22) If you wish to make enquiries or seek assistance in making your election to transfer, please contact your original trustee or new trustee. For general enquiries regarding the Employee Choice Arrangement, you may contact the MPFA via email: mpfa@mpfa.org.hk or hotline: 2918 0102.

Flow Chart of Benefits Transfer Process



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³ "Business day" means any day other than a Saturday, a public holiday, a gale warning day and a black rainstorm warning day.

[This page is blank. Please complete Form MPF(S)-P(P) at page 1 to page 3 and submit it (excluding the Explanatory Notes) to the new trustee after completion.]

(FOR NEW TRUSTEE'S USE ONLY)
Form Received Date:

FORM MPF(S) - P(P)

EMPLOYEE CHOICE ARRANGEMENT (“ECA”) - TRANSFER ELECTION FORM
(For employee to transfer accrued benefits from contribution account in an original scheme to an account in a new scheme nominated by the employee during employment)

Sections 148A and 148B of the Mandatory Provident Fund Schemes (General) Regulation (“the Regulation”)

- (a) Please use **BLOCK LETTERS** to complete this Form.
 (b) * means delete whichever is inappropriate. Please insert “N.A.” if not applicable.
 (c) The personal data to be supplied in this Form are to be used for the purpose(s) of processing your election(s) of transfer as requested in this Form.
 (d) The personal data you supply may, for the purpose(s) mentioned above or for a purpose directly related to such purpose(s), be transferred to the trustee(s) concerned, the relevant service provider(s), the Mandatory Provident Fund Schemes Authority (“MPFA”) and other appropriate parties.

SECTION I – EMPLOYEE’S DETAILS

- (1) Name: (a) Surname: _____
 (same as that shown on your Hong Kong Identity (HKID) Card ^{Note 1}) (b) Other Name: _____
- (2) Identification: (a) HKID Card number: _____
 (b) Passport number: _____
 (*ONLY* for employee without HKID Card)
- (3) Contact details: (a) Daytime contact number: _____
 (b) Mobile phone number: _____
 (c) Email address (*if any*): _____
- (4) Correspondence address:

Flat/Room	Floor	Block	Building
Estate		Street no.	Street
District / Country (if not Hong Kong)		* Hong Kong / Kowloon / N.T. / Others (please specify)	

SECTION II – CONTRIBUTION ACCOUNT INFORMATION IN THE ORIGINAL SCHEME

- (5) Name of original trustee ^{Note 2}: _____
 Name of original scheme ^{Note 2}: _____
 Scheme member’s account number ^{Note 2}: _____
 Name of current employer: _____
 Employer’s identification number ^{Note 3}: _____

SECTION III – TRANSFER OF MANDATORY CONTRIBUTIONS ^{Note 4}

Remarks: If you wish to transfer the accrued benefits in section III(6) and section IV(8) to more than one MPF account, please fill in a separate Form MPF(S)-P(P) for each MPF account that receives the accrued benefits.

(6) Please note the following abbreviations in this section:

EEMC: Employee mandatory contributions in <u>current</u> employment ^{Note 5}
FRMC: Mandatory contributions in respect of <u>former</u> employment(s) ^{Note 6}

Choose ONE of the following (by ticking the corresponding box) to select the part of the accrued benefits to be transferred:

Accrued benefits to be transferred from the original scheme	→	MPF account in the new scheme that receives the accrued benefits	→	
<input type="checkbox"/> (i) Both EEMC ^{Note 7} and FRMC	→	Personal account	→	Fill in Section III - (7)(a) only
<input type="checkbox"/> (ii) EEMC ^{Note 7} only	→	Personal account	→	Fill in Section III - (7)(a) only
<input type="checkbox"/> (iii) FRMC only	→	<input type="checkbox"/> (a) Personal account*	→	Fill in Section III - (7)(a) only
		<input type="checkbox"/> (b) Contribution account*	→	Fill in Section III - (7)(b) only

* Please select option (a) OR (b) if (iii) is chosen; note that if both options (a) and (b) are selected, ONLY option (a) will be processed.

(7) Information on the MPF account in the new scheme

(a) **Personal account**

Name of new trustee ^{Note 8}:

Name of new scheme ^{Note 8}:

Scheme member's account number ^{Note 8}:

(b) **Contribution account (applicable only if you have chosen section III(6)(iii)(b) or section IV(8)(iii)(b))**

Name of new trustee ^{Note 8}:

Name of new scheme ^{Note 8}:

Scheme member's account number ^{Note 8}:

Name of employer:

Employer's identification number ^{Note 3}:

Do you have any accrued benefits derived from voluntary contributions made to your contribution account specified in section II(5) and wish to transfer such accrued benefits to the new scheme's MPF account specified in section III(7)?

- If NO, please skip section IV and go to section V directly.
- If YES, please fill in section IV, then go to section V.

SECTION IV – TRANSFER OF VOLUNTARY CONTRIBUTIONS ^{Note 9} **(ONLY IF THE GOVERNING RULES OF THE ORIGINAL SCHEME PERMIT)**

(8) Please note the following abbreviations in this section:

EEVC: Employee voluntary contributions in <u>current</u> employment ^{Note 10}
FRVC: Voluntary contributions in respect of <u>former</u> employment(s) ^{Note 11}

Choose ONE of the following (by ticking the corresponding box) to select the part of the accrued benefits to be transferred:

Accrued benefits to be transferred from the original scheme	→	MPF account in the new scheme that receives the accrued benefits	→	
<input type="checkbox"/> (i) Both EEVC and FRVC	→	Personal account	→	Fill in Section III - (7)(a) only
<input type="checkbox"/> (ii) EEVC only	→	Personal account	→	Fill in Section III - (7)(a) only
<input type="checkbox"/> (iii) FRVC only	→	<input type="checkbox"/> (a) Personal account*	→	Fill in Section III - (7)(a) only
		<input type="checkbox"/> (b) Contribution account*	→	Fill in Section III - (7)(b) only

* Please select option (a) OR (b) if (iii) is chosen; note that if both options (a) and (b) are selected, ONLY option (a) will be processed.

SECTION V – AUTHORIZATION AND DECLARATION

(9) I hereby give consent to the MPFA to disclose information collected in this Form to the trustee(s) concerned, the relevant service provider(s) and other appropriate parties, or to enable such party or parties to access the information for the purposes of processing the transfer of my accrued benefits.

(10) I declare that:

- I have read the Guide to Transfer Benefits under Employee Choice Arrangement (“ECA”);
- at the date of submitting this Form, I am employed by the employer in relation to the contribution account in my original scheme; and
- to the best of my knowledge and belief, the information given in this Form is correct and complete.

Signature of the employee ^{Note 12}

Date

Explanatory Notes

- (1) If you do NOT possess a HKID Card, please fill in your name as shown on your passport.
- (2) Please note that the transfer request may not be processed if the name of the original trustee, the name of the original scheme, your scheme member's account number in the original scheme, the name of your current employer or the employer's identification number is not provided or is incorrect. This information can be found:
 - (a) in your membership certificate;
 - (b) in your annual benefit statement; or
 - (c) through the member enquiry facilities available from trustees.

If you are in doubt, please contact your original trustee or your employer.

- (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 trustees. If you are in doubt, please contact your trustee or your employer.
- (4) If any part of the accrued benefits chosen under section III(6) contains nil balance, that part will not be processed.
- (5)
 - (a) This includes all accrued benefits in the sub-account under s.78(6)(b) of the Regulation.
 - (b) For a casual employee in an industry scheme, this sub-account generally contains the accrued benefits derived from all the employee mandatory contributions made to this sub-account whilst working as a casual employee with different employers.
- (6) This includes all accrued benefits in the sub-account under s.78(6)(c) of the Regulation, which generally contains the accrued benefits derived from the mandatory contributions in respect of your former employment(s) or former self-employment(s) transferred into the contribution account.
- (7) If you have already elected to transfer out the accrued benefits derived from the employee mandatory contributions under section III(6)(i) or (6)(ii) once (or, if the governing rules of the original scheme allow more than once, the maximum number of times allowed by the governing rules) in the same calendar year, transfer of that part of the accrued benefits will not be processed.
- (8) Please note that the transfer request may not be processed if the name of the new trustee, the name of the new scheme or your scheme member's account number in your new scheme is not provided or is incorrect. The information can be found:
 - (a) in your membership certificate;
 - (b) in your annual benefit statement; or
 - (c) through the member enquiry facilities available from trustees.

You may, however, leave the scheme member's account number blank if you have recently enrolled in the scheme and have not been notified of the new account number. If you are in doubt, please contact your new trustee.
- (9)
 - (a) If you request the transfer out of accrued benefits derived from the voluntary contributions under section IV(8) but the governing rules of the original scheme do not allow this, the option(s) will not be processed.
 - (b) If any part of the accrued benefits chosen under section IV(8) contains nil balance, that part will not be processed.

- (10) (a) This includes all accrued benefits in the sub-account under s.78(6)(e) of the Regulation.
- (b) For a casual employee in an industry scheme, this sub-account generally contains the accrued benefits derived from all the employee voluntary contributions made to this sub-account whilst working as a casual employee with different employers.
- (11) This includes all accrued benefits in the sub-account under s.78(6)(f) of the Regulation, which generally contains the accrued benefits derived from the voluntary contributions in respect of your former employment(s) or former self-employment(s) transferred into the contribution account.
- (12) The signature must be the same as your specimen signature previously submitted to your original trustee. Please note that the transfer may not be processed if the signature provided in this Form does not match your specimen signature. If you are in doubt, please contact your original trustee.

~END~

NOTES TO TRANSFER BENEFITS BY EMPLOYER

Please read the following important information before you complete Form MPF(S)-P(E).

(1) **Definition of terms:**

- (a) “Contribution account” - an account in an MPF 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.
 - (b) “Original trustee” (also known as “transferor trustee” in the Mandatory Provident Fund Schemes (General) Regulation (“the Regulation”)) - the trustee of an MPF scheme from which the accrued benefits of the employees are to be transferred.
 - (c) “New trustee” (also known as “transferee trustee” in the Regulation) - the trustee of an MPF scheme to which the accrued benefits of the employees are to be transferred. If you elect to transfer the accrued benefits to another account within the same MPF scheme or to another MPF scheme under the same trustee, the new trustee on Form MPF(S)-P(E) will be the same as the original trustee.
 - (d) “Original scheme”- the MPF scheme from which the accrued benefits of the employees are to be transferred.
 - (e) “New scheme” – the MPF scheme to which the accrued benefits of the employees are to be transferred. If you elect to transfer the accrued benefits to another account within the same MPF scheme, the new scheme on Form MPF(S)-P(E) will be the same as the original scheme.
- (2) Form MPF(S)-P(E) should be used when an employer wishes to transfer the accrued benefits of its employees to another MPF registered scheme or when a new employer wishes to transfer the accrued benefits of the employees of another employer to the new employer’s scheme. The latter case may occur when there is a change of ownership of the business or when the employees are transferred among associated companies. In such case, Form MPF(S)-P(E) should be completed by the new employer.
- (3) If the employee members are currently investing in an MPF guaranteed fund, a transfer of the accrued benefits out of that guaranteed fund as requested in Form MPF(S)-P(E) may result in some or all of the guarantee conditions not being satisfied; thus affecting their entitlements to the guarantee. Please check the offering document of the original scheme or consult the original trustee for details.
- (4) Please ensure that you have participated and enrolled your employees in the new scheme. Otherwise, you have to participate in and enrol your employees in that scheme before you submit Form MPF(S)-P(E) to the new trustee.
- (5) Please complete Form MPF(S)-P(E) carefully as the administration procedures taken by the trustees may not be reversible.

- (6) *If any information provided on Form MPF(S)-P(E) (including the signature) is incorrect or incomplete, the trustees may not be able to process the benefit transfer request.*
- (7) *Information about the new 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 to that scheme. Copies of that offering document can be obtained from the new trustee upon request.*
- (8) *If you wish to make enquiries or seek assistance in making your election to transfer, please contact your original trustee or new trustee. For general enquiries regarding fund transfer, you may contact the Mandatory Provident Fund Schemes Authority (“MPFA”) via e-mail: mpfa@mpfa.org.hk or hotline: 2918 0102.*

~END~

[This page is blank. Please complete Form MPF(S)-P(E) at page 1 to page 3 and submit it (excluding the Explanatory Notes) to the new trustee after completion.]

FORM MPF(S) - P(E)

EMPLOYER'S REQUEST FOR FUND TRANSFER FORM

Sections 150 and 150A of the Mandatory Provident Fund Schemes (General) Regulation ("the Regulation")

- (a) Please use **BLOCK LETTERS** to complete this Form.
- (b) *means delete whichever is inappropriate. Please insert "N.A." if not applicable.
- (c) The personal data to be supplied in this Form are to be used for the purpose(s) of processing your election(s) of transfer as requested in this Form.
- (d) The personal data you supply may, for the purpose(s) mentioned above or for a purpose directly related to such purpose(s), be transferred to the trustee(s) concerned, the relevant service provider(s), the Mandatory Provident Fund Schemes Authority ("MPFA") and other appropriate parties.

SECTION I - TYPE OF TRANSFER

(1) Please indicate your reason of transfer and ✓ as appropriate.

- Type 1: Transfer to another MPF scheme under the same employer
- Type 2: Transfer to another/same MPF scheme participated by the new employer (Please complete the form provided by the trustee on transfer of accrued benefits upon change of business ownership / intra-group transfer for each employee involved)

SECTION II - DETAILS OF EXISTING EMPLOYER (FOR TYPE 1 TRANSFER) OR NEW EMPLOYER (FOR TYPE 2 TRANSFER)

(2) Name of employer^{Note 1}: _____

(3) Correspondence address

Flat/Room	Floor	Block	Building
Street no.		Street	
		* Hong Kong/Kowloon/N.T. /Others (please specify)	
District			

(4) Name of contact person: _____

(5) (a) Telephone number: _____

(b) Mobile phone number: _____

(6) Facsimile number: _____

(7) Email address: _____

SECTION III - FUND TRANSFER INFORMATION

- (8) Details of the scheme from which accrued benefits
- ^{Note 2}
- are to be transferred:

Name of employer^{Note 3} in the original scheme: _____

Name of original trustee: _____

Name of original scheme: _____

Employer's identification number^{Note 4}: _____Contributions to original scheme should be paid up to: |_____| |_____| |_____|
DD MM YYYY

- (9) Do you wish to transfer the accrued benefits
- ^{Note 2}
- of
- all*
- employees participating in the original scheme? (please ✓as appropriate)

 Yes No

- (10) Details of the employee(s) whose accrued benefits
- ^{Note 2}
- are to be transferred:

No.	Name of employee	HKID Card number ^{Note 5} of employee
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		

(Employer may provide details of employees, together with authorized signature and company chop, on separate sheets of paper.)

(11) Details of the scheme to which accrued benefits are to be transferred:

Name of new trustee: _____

Name of new scheme : _____

Employer's identification number^{Note 4}: _____

Effective date of transfer:

<i>DD</i>	<i>MM</i>	<i>YYYY</i>

SECTION IV – AUTHORIZATION AND DECLARATION

(12) I/We* declare that:

- (a) all personal data of the employee(s) and of the participating employer of the original scheme provided in this Form were collected for the purpose(s) mentioned in this Form; or
- (b) the purpose(s) mentioned in this Form is/are purpose(s) directly related to the purpose(s) for which the personal data were to be used at the time of collection of the data; or
- (c) I/We* have obtained consent(s) from the employee(s) and from the participating employer of the original scheme for using his/her/their personal data disclosed in this Form for the purpose(s) mentioned in this Form.

(13) I/We* further declare that:

- (a) I/We* have read the Notes to Transfer Benefits by Employer;
- (b) I/We*, as the participating employer in the original scheme (applicable to Type 1 transfer ONLY), hereby provide notice of my/our* intention to cease participating in the original scheme in respect of the employee(s) identified in Section III; and
- (c) to the best of my/our* knowledge and belief, the information given in this Form is correct and complete.

[Signature of employer and company chop (if applicable)^{Note 6}]

Date

Explanatory Notes

- (1) In case of transfer of accrued benefits of employees to the new scheme under a new employer, this refers to the new employer.
- (2) The accrued benefits are confined to the accrued benefits held in the contribution account(s) in the original scheme in respect of the employees of the existing employer.
- (3) Leave it blank if it is the same as the name of the employer in section II(2).
- (4) 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) If you are in doubt of the number, please contact the relevant trustee.
- (5) If any of the employees do NOT possess a HKID Card, please fill in their passport number and also indicate that it is a passport number.
- (6)
 - (a) For transfer of accrued benefits of employee(s) to the MPF scheme of a new employer, this Form must be signed by the new employer.
 - (b) If the employer is not a natural person, this Form may be signed by the Managing Director, Chief Executive Officer or any person authorized to sign on behalf of the employer.

~END~

FORM MPF(S) - C(SD)

**MANDATORY PROVIDENT FUND SCHEMES ORDINANCE (CAP. 485)
("the Ordinance")**

STATUTORY DECLARATION ON CESSATION OF EMPLOYMENT

I, _____ [name of the employee], Hong Kong Identity Card/Passport* No.: _____ of _____ [address of the employee], solemnly and sincerely declare that I have ceased employment with my former employer, _____ [name of employer] on _____ [dd/mm/yyyy].

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Ordinance.

[Signature of the employee]

Declared at _____, Hong Kong this _____ day of _____.

Before me,

Signature and company chop (if applicable) of
the person administering the statutory declaration: _____

Name in block letters: _____

Designation: _____

** Delete whichever is inappropriate*

✦ **Warning:** Section 43E of the Ordinance makes it an offence punishable with a maximum of 1 year's imprisonment for the first occasion and 2 years' imprisonment on each subsequent occasion for a person who makes a false or misleading statement in a material respect.