

# Member's Guide





## Important Notes

"**MPF fund**", for the purposes of this document, means **Constituent Fund** as defined in the Glossary of the Principal Brochure of **AIA MPF - Prime Value Choice** (the "Scheme").

- The **MPF Conservative Fund**, the **Capital Stable Portfolio** and the **Fidelity Capital Stable Fund** in the Scheme do not guarantee the repayment of capital under all circumstances.
- The **Guaranteed Portfolio** in the Scheme invests solely in an approved pooled investment fund in the form of an insurance policy issued by the AIA Company Limited (the "**Insurer**"). The guarantee is also given by the Insurer. Your investments in the **Guaranteed Portfolio**, if any, are therefore subject to the credit risks of the Insurer. Please refer to Section A3, Schedule 16 and Appendix 2 of the Principal Brochure of the Scheme for the details of the credit risk, guarantee features and guarantee conditions.
- The **Guaranteed Portfolio** in the Scheme is a capital guaranteed fund. Your investments are therefore subject to the credit risks of the guarantor, AIA Company Limited. The guarantee only applies when Members hold their investment until the end of a Scheme Year. Please refer to Section A3, Schedule 16 and Appendix 2 of the Principal Brochure of the Scheme for the details of the credit risk, guarantee features and guarantee conditions.
- You should consider your own risk tolerance level and financial circumstances before making any investment choices. When, in your selection of funds, you are in doubt as to whether a certain fund is suitable for you (including whether it is consistent with your investment objectives), you should seek financial and/or professional advice and choose the fund(s) most suitable for you taking into account your circumstances.
- You should consider your own risk tolerance level and financial circumstances before investing in the MPF default investment strategy. You should note that the Core Accumulation Fund and the Age 65 Plus Fund may not be suitable for you, and there may be a risk mismatch between the Core Accumulation Fund and the Age 65 Plus Fund and your risk profile (the resulting portfolio risk may be greater than your risk preference). You should seek financial and/or professional advice if you are in doubt as to whether the MPF default investment strategy is suitable for you, and make the investment decision most suitable for you taking into account your circumstances.
- You should note that the implementation of the MPF default investment strategy may have an impact on your MPF investments and benefits. We recommend that you consult with the Trustee if you have doubts on how you are being affected.
- If you do not make any investment choices, your contributions made and/or benefits transferred into the Scheme will be invested in the **MPF default investment strategy** as more particularly described in Section D7 of the Principal Brochure.
- Members reaching 65th birthday or early retiring on reaching age 60 may apply (subject to the completion of such document or form (in such form and on such terms) as the Trustee may require from time to time, subject to the relevant MPF requirements, and prescribe from time to time) for payment of the MPF Benefits in instalments. Please refer to "3. Payment of benefits" under Section D of the Principal Brochure for further details.
- If a Member is currently investing in the Guaranteed Portfolio, a payment of benefits in instalments may affect the Member's entitlement to the guarantee and the Member may lose his/her guarantee, that is, the amounts withdrawn will not be entitled to any guarantee after withdrawal. Please refer to the guarantee features of the Guaranteed Portfolio, please refer to section (h) of Schedule 16 to the Principal Brochure for details. Guarantee charge will apply to Members who remain investing in the Guaranteed Portfolio.
- You should not base your investment choices on this document alone and should refer to the Principal Brochure of the Scheme.

The information stated or expressed in this document is for reference purpose only. This document has been produced to help you better understand your MPF scheme and its general administrative procedures. While every effort has been made to ensure the accuracy of the information herein, please note that it has been compiled based on our understanding of the current legislation and should not be regarded as a substitute for the legislation concerned. AIA reserves the right to revise its procedure as and when required without prior notice.

Investment involves risks and not all investment choices available under the Scheme would be suitable for everyone. Investment performance and returns may go down as well as up.

Investors are subject to the credit risks (including default and downgrade risks) of the Insurer in the case of a constituent fund which invests in an approved pooled investment fund in the form of an insurance policy.

For further details including the fees and charges, product features and risks involved, please refer to the enclosed Supplement and the Principal Brochure of the Scheme. For more information, please contact us at 2200 6288 or visit [mpf.aia.com.hk](http://mpf.aia.com.hk).

Issued by AIA Company (Trustee) Limited.

"AIA", for the purposes of this document, refers to AIA International Limited.



**AIA**

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With extensive experience in managing retirement schemes in Hong Kong, AIA has the breadth and depth of expertise to provide you with MPF products and services with value, choice and simplicity, helping you to realise your retirement dreams.

The administration and investment of AIA MPF scheme are managed by leading Hong Kong specialists, committed to bringing you quality MPF products.

This Member's Guide will lead you through the basics of the MPF, AIA's MPF products and services, and other useful information.

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P.8 - 11      [MPF investment basics](#)

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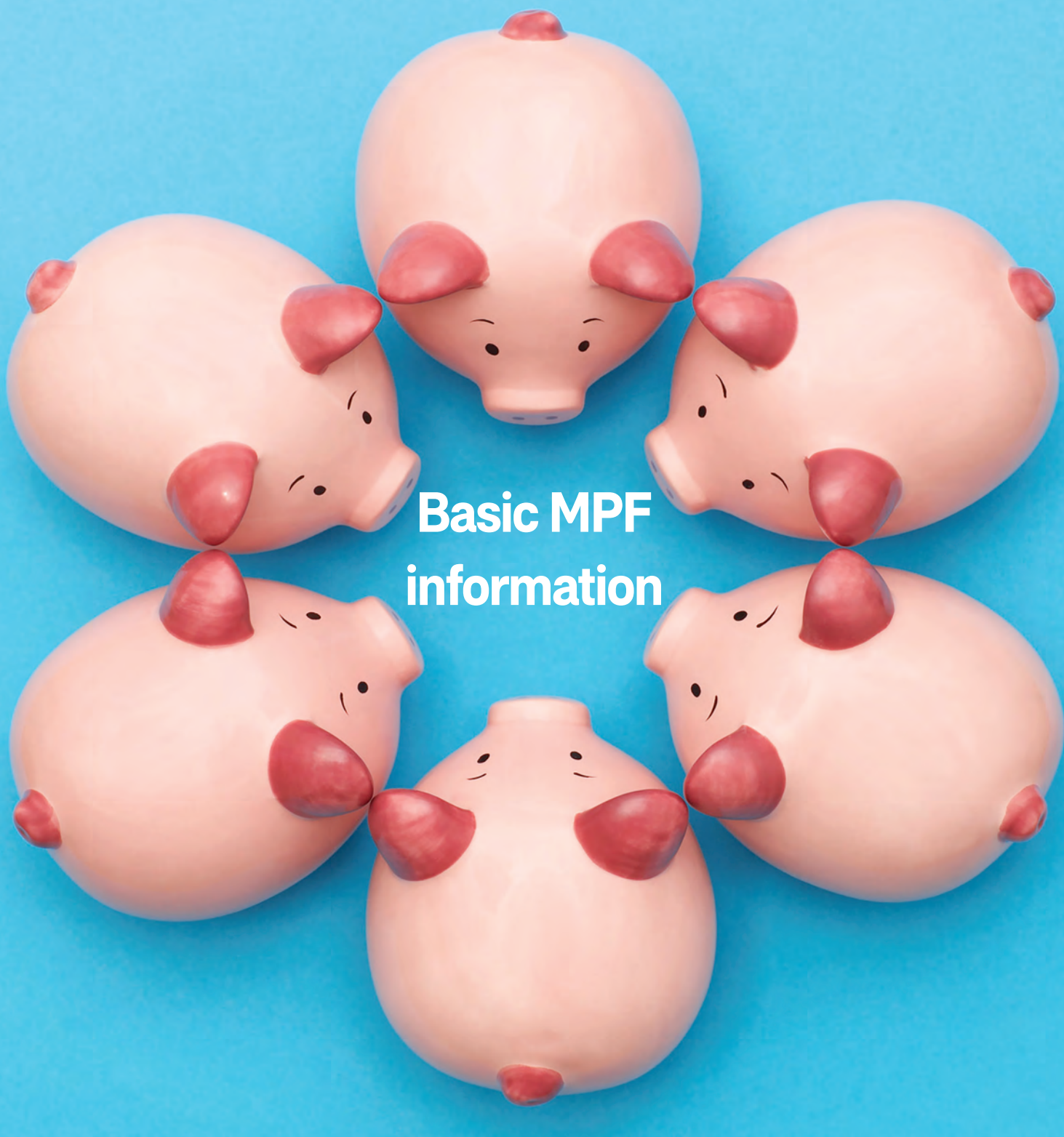
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P.17 - 18      [Consolidate your preserved assets and make voluntary contributions](#)

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Seven pink piggy banks are arranged in a circular pattern on a solid blue background. Each piggy bank has a simple, cartoonish face with small black eyes and a slight smile. They have red-tinted ears and a small red-tinted tail. The piggy banks are positioned such that their heads point towards the center of the circle, creating a sense of unity and focus on the central text.

## Basic MPF information

## MPF

### Who should enrol?

Except the exempt persons<sup>♦</sup>, all employees are required to participate in and make regular contributions to registered MPF schemes, including full-time and part-time employees who have been employed for 60 days or more under an employment contract, as well as self-employed persons aged between 18 and under 65.

- ♦ Exempt persons include the domestic employees, people covered by existing statutory schemes, members of occupational retirement schemes which are granted MPF exemption certificates, expatriates working in Hong Kong under an employment visa duration of which is not more than 13 months, or who are covered by home-country pension schemes, employees of the European Union Office of the European Commission in Hong Kong, temporary workers (other than casual employee) employed for less than 60 days, any employer of a person specified above, and self-employed hawkers.

### What is Relevant Income?

Relevant income includes: wages, salary, leave pay, fee, commission, bonus, gratuity, perquisite, housing allowance or benefit, and other allowances; but excludes: long service payment, severance payment, loan to employee, non-monetary benefits (such as meals, uniforms, travelling, medical services, etc.), any form of reimbursements, deduction or payment in lieu of notice, and payment made on special occasion (such as marriage, rewards for passing professional examinations).

## Contributions

### How much must I contribute?

Mandatory contributions are calculated as 10% of an employee's relevant income, with the employer and employee each paying 5%, subject to the Minimum and Maximum Relevant Income Levels<sup>^</sup> (the "Min RI" and "Max RI").

Monthly relevant income (HK\$)	Mandatory contribution amount	
	Employee's contribution	Employer's contribution
Less than HK\$7,100	Not required	Relevant income x 5%
HK\$7,100 - HK\$30,000	Relevant income x 5%	Relevant income x 5%
More than HK\$30,000	HK\$1,500 This is the monthly maximum contribution made by you, but you may choose to contribute more on a voluntary basis.	HK\$1,500 This is the monthly maximum contribution made by your employer, but your employer may choose to contribute more on a voluntary basis.

<sup>^</sup> The current Min RI and Max RI are HK\$7,100 and HK\$30,000 per month respectively, subject to regulatory change over time. For the latest information, please call our Member Hotline at 2200 6288 or visit the MPFA website.

## How will contributions be made?

All contributions must be deducted from your salary by your employer. Your employer will calculate and deduct your mandatory contributions and voluntary contributions, if any, from your salary and pay the contributions to AIA Company (Trustee) Limited (the Trustee of the Scheme) directly for each payroll period. Once your employer has made the contributions, you will receive a pay slip that clearly states the amount and date of contributions.

## When will contributions start?

Employment Period	First Day <sup>+</sup>	30 Days <sup>^</sup>	60 Days
Employer			
Employee			
Self-employed Person			

<sup>+</sup> 1 December 2000 (i.e. MPF commencement date) or the date when your employment or self-employment starts, whichever is later.

<sup>^</sup> Effective 1 February 2003, if you are paid by monthly or more frequent than monthly payroll cycle, your contributions for the first incomplete payroll cycle immediately following the 30th day of your employment will be waived. Contributions will be started on the first day of the first complete payroll cycle thereafter.



## Do all contributions belong to me?

A full 100% of mandatory contributions are vested to you once it is paid into the MPF scheme, including all investment gains or losses. Employers are allowed to establish their own vesting scale for additional voluntary contributions that they make.

If you wish to transfer or withdraw the vested accrued benefits<sup>#</sup> from your contribution account when you leave your company, your transfer / withdrawal request can only be processed after we receive the "Notification of Member Termination" and/or "Claim Form for Reimbursement of Long Service Payment/Severance Payment" (or other relevant documents for Long Service Payment/Severance Payment offsetting) from your employer.

Only the vested accrued benefits<sup>#</sup> derived from the employer's contributions (unless otherwise agreed, starting with voluntary contributions (if any) and followed by mandatory contributions) in respect of an employee can be used to offset long service or severance payment entitlements.

<sup>#</sup> The withdrawal amount will be redeemed proportionally according to the asset allocation as at the redemption date.

## Is my contribution tax-deductible?





Your mandatory contributions are income tax-deductible, subject to a cap of HK\$18,000 per year. All benefits derived from mandatory contributions are currently not subject to any tax. However, this is subject to change by the Inland Revenue Department at any time.



## Is my contribution transferrable?

After the launch of the Employee Choice Arrangement (“ECA”) on 1 November 2012, you can:

- (i) Transfer the accrued benefits derived from the employee's mandatory contributions accrued in the current course of employment once per calendar year (i.e. the period from 1 January to 31 December in any given year) in a lump sum;
  - (ii) Transfer the accrued benefits derived from the mandatory contributions in the current contribution account relating to former employment / self-employment at any time in a lump sum;
  - (iii) Transfer the accrued benefits in your personal account at any time;
- between registered schemes of your choice.

	Mandatory contribution account during current employment	Transferrable between registered schemes in a lump sum?	Personal Account	Transferrable between registered schemes?
After the launch of the ECA	 Employee	✓ (once per calendar year)	 Accrued benefits	✓ (unlimited)
	 Employer	X		
	 Accrued benefits from former employment / self-employment	✓ (unlimited)		

## What are my options once I leave employment?

Under the current MPF legislation, there are three ways to handle the accrued benefits when you change jobs:

① Original scheme	② Scheme of your new employer	③ Scheme of your choice
Transfer your accrued benefits to a personal account or another MPF account in the original scheme	Transfer your accrued benefits to another scheme in which your new employer participates	Transfer your accrued benefits to a personal account or another MPF account in another scheme of your choice

## When can I withdraw the accrued benefits?

Accrued benefits derived from the mandatory contributions over the course of your career must be preserved. You may only withdraw such accrued benefits under the following circumstances:

- when you reach the age of 65;
- if you retire early between the age of 60 and 65;
- if you leave Hong Kong permanently;
- if you become totally incapacitated or permanently unfit for work;
- if you are diagnosed with terminal illness;
- if the balance of your only MPF account is not more than HK\$5,000, and as at the date of the claim, at least 12 months have elapsed since the contribution day in respect of the latest contribution period for which a mandatory contribution is required.

*Note: In the unfortunate event of an untimely death, your accrued benefits will be paid to your personal representative.*

## If you are a self-employed person...

### How much do you contribute?

You have to contribute 5% of your relevant income, subject to the Minimum and Maximum Relevant Income Levels<sup>^</sup> (the "Min RI" and "Max RI"), and may also choose to contribute on a monthly or yearly basis.

### How do you calculate your mandatory contribution?

You are required by law to report to AIA your relevant income at least 30 days before the end of each financial period of the Relevant Schemes (i.e. no later than 31 October of each year). To facilitate the calculation of your mandatory contributions for the following Scheme Year, please submit a copy of your latest notice of assessment issued by the Inland Revenue Department to ascertain your relevant income, otherwise, you may be required to make the maximum mandatory contribution (i.e. 5 % of the Max RI<sup>^</sup>) as stipulated in the MPF legislation.

### When will contributions be made?

The contributions will start on 1 December 2000 (i.e. MPF commencement date) or the date when your self-employment starts, whichever is later.

If you have chosen to pay on a monthly basis, the due date is the last working day of every month unless otherwise agreed. For annual contributions, the due date is the last day of the scheme financial year end, i.e. 30 November of each year.

<sup>^</sup> The current Min RI and Max RI are HK\$7,100 and HK\$30,000 per month respectively, subject to regulatory change over time. For the latest information, please call our Member Hotline at 2200 6288 or visit the MPFA website.

### How can I make contributions?

#### Direct Debit (autopay):

If you would like to arrange for your contribution payments to be settled through direct debit from your bank account, please call our Member Hotline at 2200 6288 to obtain a Direct Debit Authorisation form.

Please allow 6-8 weeks for your request to be processed. During this period, you must still settle your contribution payments by other methods.

#### Internet Banking (Applicable to HSBC/BOCHK bank account holders only):

Make your payment through HSBC/BOCHK Internet Banking "Bill Payment" service with your "Contribution Account No." printed on the payment stub.

#### Phone Banking (Applicable to HSBC bank account holders only):

Make your payment through HSBC Phone Banking "Bill Payment" service with your "Contribution Account No." printed on the payment stub.

#### Cheque Deposit Machine (Applicable to HSBC/BOCHK cheque deposit machines only):

Deposit your cheque at any HSBC/BOCHK cheque deposit machines "Bill Payment" service with your "Contribution Account No." printed on the payment stub.

*Note: Cheque deposited on or before 11:59 p.m. will be treated as received on the current day. Post-dated cheque will not be accepted. The payment will be used to settle your current period contribution, followed by your latest outstanding contribution (if any), regardless of whether a contribution period is specifically stated. The remaining balance, if any, will be used towards your future contributions.*

### Cheque by post:

To settle your contribution by cheque, please follow the simple steps below:

1. Make cheque payable to **AIA Co (Trustee) Ltd – Prime**.
2. Mark the Plan No., Member Account No. and contribution period on the back of your cheque. If no contribution period is stated, the payment will be used to settle your current period contribution, followed by your latest outstanding contribution (if any). The remaining balance, if any, will be used towards your future contributions.
3. Fill in the boxes for “**Cheque No.**” and “**Cheque Amount**” on the payment stub provided by AIA
4. Staple the cheque with the payment stub and send to: **8/F, AIA Financial Centre, 712 Prince Edward Road East, Kowloon, Hong Kong**

#### **Please note:**

- Do not send cash.
- Do not send post-dated cheque.
- Write one cheque only for one payment stub.
- For monthly payments, all payments must reach the Trustee before the end of the month. It is advised that payment be sent in by the 23rd of the month.
- For yearly payments, all payments must reach the Trustee before the end of the Scheme Year, i.e. 30 November. It is advised that payment be sent in by 23 November.

### Bank Automated Teller Machines (ATMs) (Applicable to bank account holders of HSBC or JETCO member banks):

Make your payment at 1,000+ HSBC Group/ Hang Seng Bank ATMs (applicable to HSBC bank account holders only) bearing “Bill Payment” signage, or at any JETCO ATMs bearing “Jet Payment” signage in Hong Kong with your “Contribution Account No.” printed on the payment stub.

### PPS:

Make your payment by touch-tone phone (please call 18011 for bill registration and 18031 for bill payment) or by visiting [www.ppschk.com](http://www.ppschk.com) with your “Contribution Account No.” printed on the payment stub. Our merchant code is “6347”.

### 7-Eleven Convenience Stores:

Make your payment in cash with the payment stub or your dedicated QR code downloadable at [mpf.aia.com.hk](http://mpf.aia.com.hk) at any 7-Eleven convenience stores in Hong Kong. The maximum limit for each transaction is HK\$5,000.

- *Payments made on or before 11:59 p.m. will be treated as received on the current day, except for deferred payments. The payment will be used to settle your current period contribution, followed by your latest outstanding contribution (if any). The remaining balance, if any, will be used towards your future contributions.*

*Please follow the above steps, otherwise, there may be delay or failure in crediting and/or recognising your payment. In such circumstances, neither the Trustee nor the Administrator shall be liable for any losses, damages, or claims arising from such delay or failure.*

**MPF**  
**investment**  
**basics**





## MPF helps to build your retirement nest egg

Retirement is one of the most enjoyable periods of our lives. It is a time to forget about work, to enjoy time with the grandchildren and to pursue favourite pastimes. That is why it is important to make the right investment choices and make your money work for you.

### The potential of beating inflation

Inflation can erode the real value of your money. Today, your monthly expenditure may amount to HK\$5,000, but it may cost more than double that to maintain the same quality of living in 30 years' time\* (see Graph A), assuming an annual inflation rate of 2.62%<sup>\*</sup> each year. A key element of retirement planning, particularly for younger people, is to invest your money where it has the potential to grow faster than inflation.

Investment involves risks, and risks are generally affected by time. The longer you leave your money invested, the easier it will be for investment returns to outpace inflation and provide the growth you need for a financially independent future.

### Graph A - How inflation makes everything more expensive as years go by



### Making use of the dollar cost averaging effect

Dollar cost averaging is an investment strategy that involves contributing a fixed sum of money into the same investment vehicle at regular intervals (e.g. monthly) over a period of time. Making monthly MPF contributions allows you to enjoy the following benefits of dollar cost averaging<sup>▼</sup>:

- 1 Average out your investment costs and alleviate the short-term impact of market volatility.
- 2 There is no need to time the market, helping to minimise the risk of personal misjudgement.

<sup>▼</sup> Although dollar cost averaging may reduce the effect of market fluctuation, it does not guarantee any investment gain. Investors may still suffer a loss in a declining market.

### The power of the compound effect

The compound effect works like the snowball effect. Over time, regular savings of even small amounts can build up to a significant amount. The earlier you begin saving, the more time you leave for compound interest to accumulate.

## Four key considerations when choosing your investment portfolio

Individuals are distinct and the needs of every single person can vary considerably. The most suitable investment mix will depend on:

- your personal goals and retirement plans;
- your age and number of years to retirement;
- your investment objectives; and
- the level of risk that you feel most comfortable with.



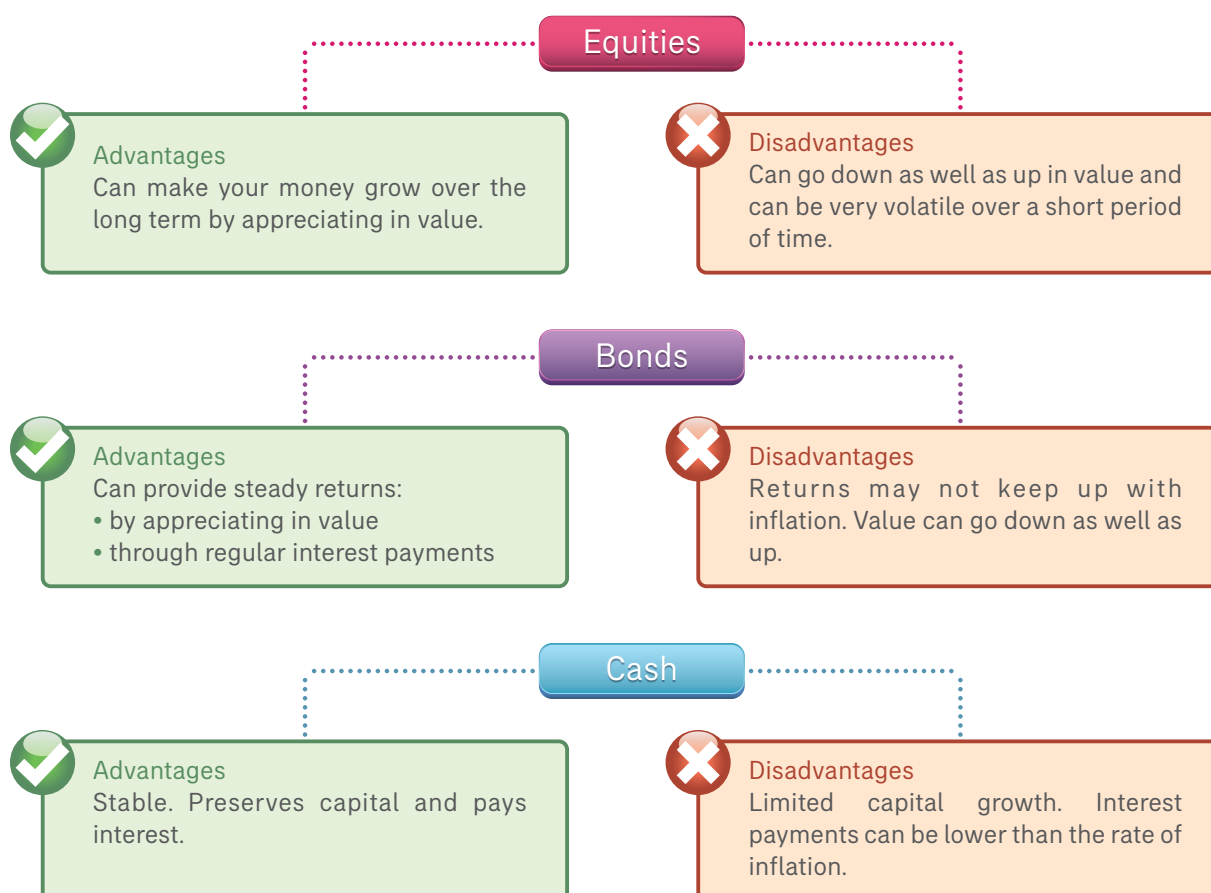
### Not sure how to pick funds?

Simply visit [mpf.aia.com.hk](http://mpf.aia.com.hk) and spend a few minutes trying out the Fund Selection Matrix.

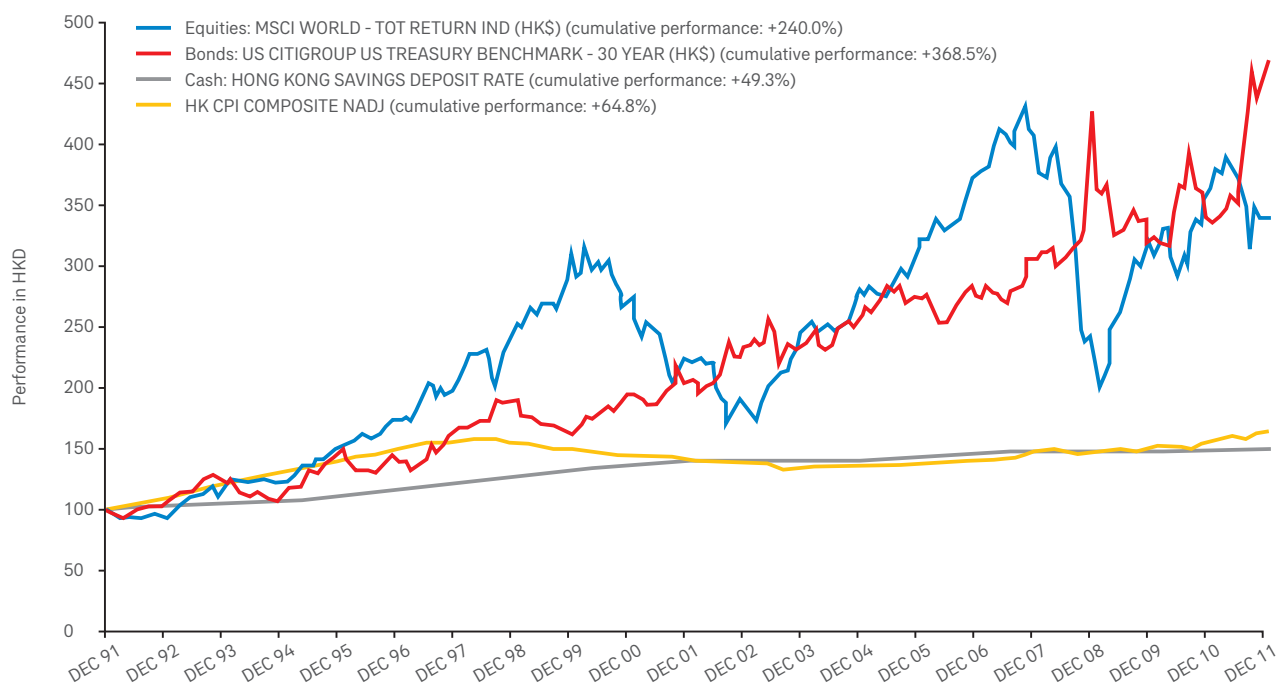
It is a friendly and useful tool that will help you discover your investment style and select the funds that best suit your needs.

## Balancing equities, bonds and cash

AIA MPF schemes offer you the opportunity to invest in global equities, bonds and cash (money on deposit). These are some of their characteristics:



## How the return of market indices (equities/bonds/cash) and respective volatility compare



Source: Thomson Reuters Datastream, 1991 - 2011

### Three tips on making investments in equities

Although stock markets often make headline news for rising and falling spectacularly, they might not be as risky as they seem, as long as you:

- 1 Diversify your investment** – spread your money over different markets and different types of investments.
- 2 Give them time** – so you may benefit from an overall upward trend over the long term.
- 3 Take dollar cost averaging into consideration** – the MPF system benefits from the dollar cost averaging effect, meaning that your monthly contributions may achieve long-term growth.

# AIA

By providing MPF offerings with value,  
choice and simplicity, we aim to help you  
realise your retirement dreams.





## VALUE<sup>o</sup>

**Striving to provide value-for-money offerings and respectable return to maximise benefits on every cent of your contribution**



### **Seven funds with management fees at 0.99%**

Remark: For other AIA MPF funds, management fees chargeable at Constituent Fund level are up to 1.75% p.a. of net asset value. For other fees and charges of all AIA MPF funds including the management fees chargeable at the underlying fund level (ranging from 0% to 0.18% p.a. of net asset value effectively), please refer to the Principal Brochure of the Scheme for details.

### **Special privilege offered for consolidation of preserved assets and voluntary contributions**

We offer you special privilege for transferring your preserved assets to AIA, as well as for making additional voluntary contributions (For details, please refer to the relevant promotional leaflets).

## CHOICE<sup>o</sup>

**Enabling you to enjoy freedom in fund selection and fund switching**

### **Renowned investment managers with distinct investment advantages for you to enjoy**

No single investment manager provides an everlasting and comprehensive investment advantage. That is why we pursue a multi-manager platform of renowned investment managers, enabling you to diversify your investments and enjoy the distinct investment advantages of different investment managers.

- PineBridge Investments Hong Kong Limited
- JF Asset Management Limited
- Amundi Hong Kong Limited
- FIL Investment Management (Hong Kong) Limited



## Comprehensive suite offering 25 MPF funds on one platform

With 25 MPF funds serving diverse risk appetites, AIA offers you distinct investment opportunities covering a wide range of geographical locations and asset classes. You can easily choose your MPF funds to suit your investment needs at different market conditions and life stages.

## Unlimited free fund switching for MPF funds

Depending on market conditions, you can switch to other MPF funds managed by different investment managers in as little as a day, free of charge (subject to conditions)<sup>1</sup>.

<sup>1</sup> Participants are permitted to raise only one switch request out of the Guaranteed Portfolio\* within the same Scheme Year. Switches or reallocations via the Interactive Voice Response System or Interactive Website are free of charge, but subject to an access fee (which is currently waived).

\* AIA Company Limited (the "Insurer") is the insurer of the insurance policy underlying the Guaranteed Portfolio.

The guarantee provided by the Insurer is subject to conditions and applies only when members hold their investment until the end of a Scheme Year.

In the event a Participating Employer participates in a scheme provided by another service provider and therefore necessitates any withdrawal(s) from the Guaranteed Portfolio, the Individual Account of an Employee Member of the withdrawing Participating Employer may be subject to a discretionary adjustment (which may reduce the balance of his/her Individual Account). The discretionary adjustment is determined at the sole discretion of the Insurer on withdrawal but will in no event exceed 5% of the Individual Account balance. Scheme participants are advised to refer to the Principal Brochure of the Scheme for more information regarding this and other funds.

The Insurer will declare an interim rate (which will not be less than 0% per annum) each month. Interest on Individual Accounts will be accrued and credited daily based on the interim rate. At the end of each financial year (ending on 30 November), the Insurer will declare an annual interest rate (the "Annual Rate"). The Annual Rate and any interim rate declared are determined at the sole discretion of the Insurer. The Insurer guarantees that the Annual Rate declared, however, will not be less than 0% per annum.

AIA MPF Funds	Investment Objective
<b>Default Investment Strategy Funds</b>	
Core Accumulation Fund	To provide capital growth to members by indirectly investing in a globally diversified manner.
Age 65 Plus Fund	To provide stable growth to members in a globally diversified manner.
<b>Equity Funds – Index-Tracking Collective Investment Scheme Series*</b>	
American Fund	To seek a long term capital appreciation by investing in a combination of North and South American equity market index-tracking funds.
Eurasia Fund	To seek a long term capital appreciation by investing in a combination of European, Australasian and Far Eastern equity market index-tracking funds.
Hong Kong and China Fund	To seek a long term capital appreciation by investing in a combination of equity market index-tracking funds that track Hong Kong equity market indices that measure the performance of companies listed in Hong Kong (including China incorporated enterprises listed in Hong Kong in the form of H Shares).
World Fund	To seek a long term capital appreciation by investing in a combination of global equity market index-tracking funds.
<b>Fixed Income Funds</b>	
Asian Bond Fund	To seek long term capital growth by primarily investing in a portfolio of bonds in the Asia-Pacific region (excluding Japan), issued by, amongst others, government, supranational organisations and corporates.
Global Bond Fund	To seek long-term stable return from a combination of current income and capital appreciation by investing in a portfolio of debt securities in the international markets, issued by government, supranational organisations and corporates.
MPF Conservative Fund <sup>A</sup>	To preserve the value of the principal invested.
<b>Dynamic Asset Allocation Fund</b>	
China HK Dynamic Asset Allocation Fund	To achieve long-term capital growth potential through an approved pooled investment fund - Value Partners Asset Allocation Fund which (i) mainly invests in Hong Kong and China equities and debt securities, with up to 9% of its assets investing in exchange-traded funds that track the price of gold, and (ii) performs dynamic asset allocation.
Manager's Choice Fund <sup>#</sup>	To achieve long term capital appreciation through a professionally managed portfolio, invested in two or more approved pooled investment funds and/or approved Index-Tracking Collective Investment Schemes ("ITCISs").

AIA MPF Funds	Investment Objective
<b>Equity Funds</b>	
Asian Equity Fund	To provide investors with long-term capital growth in US dollar terms through a portfolio consisting primarily of securities of companies based or operating principally in the Asia-Pacific region excluding Japan and Hong Kong.
European Equity Fund	To provide investors with long-term capital growth through the underlying approved pooled investment fund which consists primarily of securities of companies based or operating principally in countries in Western Europe.
Japan Equity Fund	To provide investors with long-term capital growth through the underlying approved pooled investment fund which consists primarily of securities of companies based or operating principally in Japan.
Greater China Equity Fund	To provide long term capital appreciation through the underlying approved pooled investment funds and/or approved ITCISs which invest primarily in securities of companies based or operating principally in the Greater China Region i.e. the People's Republic of China, Hong Kong, Macau and Taiwan - the majority of these companies will be listed on a stock exchange in Hong Kong and Taiwan. Implementation of the investment policy is considered to be of high inherent risk.
Hong Kong Equity Fund	To provide long term capital appreciation through the underlying approved pooled investment funds and/or approved ITCISs which invest primarily in securities of companies either listed, based or operating principally in Hong Kong. Implementation of the investment policy is considered to be of high inherent risk.
North American Equity Fund	To provide long-term capital appreciation through the underlying approved pooled investment fund which consists primarily of shares in US companies.
Green Fund	To provide investors with long-term capital appreciation through well diversified investments in global equities principally by investing in companies according to (1) their environmental ratings and (2) financial performance expectations, with a view to outperforming the MSCI World Index over the medium to long term.
<b>Guaranteed Fund</b>	
Guaranteed Portfolio*	To minimise capital risk in Hong Kong dollar terms.
<b>Lifestyle Funds</b>	
Growth Portfolio	To maximise long-term capital appreciation in Hong Kong dollar terms.
Balanced Portfolio	To maximise long-term capital appreciation in Hong Kong dollar terms within moderate risk parameters.
Capital Stable Portfolio	To minimise short-term capital risk in Hong Kong dollar terms.
Fidelity Growth Fund	To build real wealth over the long term, to focus investment into the global equity markets and to have the flexibility to invest in global bonds.
Fidelity Stable Growth Fund	To generate a positive return over the long term and to broadly diversify the portfolio as to asset type as between equities and bonds.
Fidelity Capital Stable Fund	To produce a positive return over the long term and to focus investment towards less volatile assets of bonds and cash whilst retaining some equity exposure.

\* The MPF funds in this category are portfolio management funds investing in more than one approved ITCISs. These MPF funds are not index-tracking funds.

△ Fees and charges of the MPF Conservative Fund in the Scheme are deducted from the assets of the fund and, therefore, unit price/NAV/fund performance quoted have incorporated the impact of fees and charges.

# Depending on the global market condition, the Manager's Choice Fund may allocate from 10% to 90% of assets in equities, with balance in bonds, money market instruments and cash.

**Investment involves risks and not all investment choices available under the Scheme would be suitable for everyone.**

**Investment performance and returns may go down as well as up.**

**Investors are subject to the credit risks (including default and downgrade risks) of the Insurer in the case of a constituent fund which invests in an approved pooled investment fund in the form of an insurance policy.**

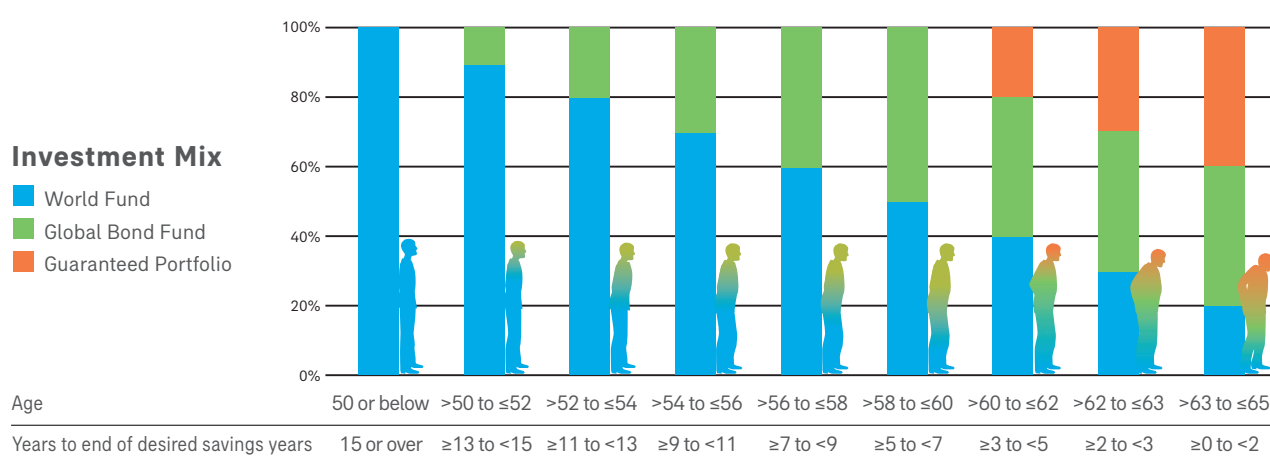
**For further details including fund switching, fees and charges, product features and risks involved, please refer to the Principal Brochure of the Scheme.**

### LifeEasy\* – A free MPF portfolio management service

In general, young members are more likely to invest in higher risk tools, such as equities, to achieve maximum returns. As you approach your retirement age, you are advised to minimise your exposure to risk by reducing the proportion of your investments in equities.

This service automatically rebalances the proportion of equities and bonds in your MPF investments based on your age, gradually decreasing your exposure to risk as you get closer to retirement age<sup>o</sup>.

*Equities proportion decreases as approaching to end of your desired savings years or your retirement age*



\* For more information about LifeEasy service, please refer to section D6 of the Principal Brochure of the Scheme.

<sup>o</sup> Determined by AIA based on the Risk/Return Rating, where Guaranteed Portfolio and Global Bond Fund are lower-risk funds, and the World Fund is higher-risk fund.

### Fund Selection Matrix to help you choose MPF funds

Not sure which MPF funds suit you? This is a friendly tool that will help you choose MPF funds in just a few steps. Check it out at [mpf.aia.com.hk](http://mpf.aia.com.hk).

### Staged Withdrawal Service

This service allows you to withdraw your MPF assets in stages<sup>2</sup> to suit your personal financial needs when you retire.

<sup>2</sup> This service allows you to withdraw all of your MPF assets in stages by maintaining them in a designated account.

### Various convenient account management platforms

We offer a number of convenient and simple account management platforms, enabling you to manage your MPF with ease.

- Interactive Website: [mpf.aia.com.hk](http://mpf.aia.com.hk)
- AIA MPF app
- Dedicated Member Hotline: 2200 6288
- 24-hour Interactive Voice Response (“IVR”) System
- Benefit statements (printed or electronic version)
- Online application and payment for additional voluntary contributions





**Consolidate your preserved assets  
and make voluntary contributions**

## Consolidate your accumulated preserved assets to AIA MPF Personal Account for easy management

As your pool of accumulated preserved assets grow, consolidating your preserved assets into a single account at AIA MPF Personal Account will allow you to enjoy the advantages of easy management and the special privilege of the AIA MPF Personal Account at the same time.

### Benefits of consolidating preserved assets into a single account:

- 1 Have a clear overall picture of your MPF investments at all times
- 2 Gain the freedom to easily adjust your investment strategy and portfolios
- 3 Save time and effort by managing just one account

For details of AIA MPF Personal Account, please refer to the promotional leaflet.

To join our AIA MPF Personal Account, please refer to P.22 of this Member's Guide.



## Make additional voluntary contributions to prepare for your retirement reserve - Happy Retirement Savings Program<sup>▲</sup>

Through the MPF scheme, both you and your employer will be setting aside money each month so that you can build up your nest egg for a comfortable retirement. However, your current MPF contributions may not be sufficient to fully cover your retirement expenses, so it's never too early to begin making extra investments for a larger reserve. Making voluntary contributions can be one of the ways to achieve this goal!

With a monthly contribution amount as low as HK\$300, you can join our Happy Retirement Savings Program to enjoy the value, choice and simplicity of AIA's offerings, as well as special privilege.

For details of Happy Retirement Savings Program, please refer to the promotional leaflet.

<sup>▲</sup> Happy Retirement Savings Program (the "Program") is not a savings plan. Contributions made to the Program invest solely in the AIA MPF funds offered under AIA MPF – Prime Value Choice and therefore do not guarantee the repayment of capital under all circumstances





**A quick  
how-to**

**info**

## How do I login to my MPF account via mpf.aia.com.hk?

To login to your account, please follow these steps:

- 1 Go to [mpf.aia.com.hk](http://mpf.aia.com.hk)
- 2 Select [My AIA](#) ➔ [Employee/Self-employed](#) ➔ [MPF](#) and login to your account

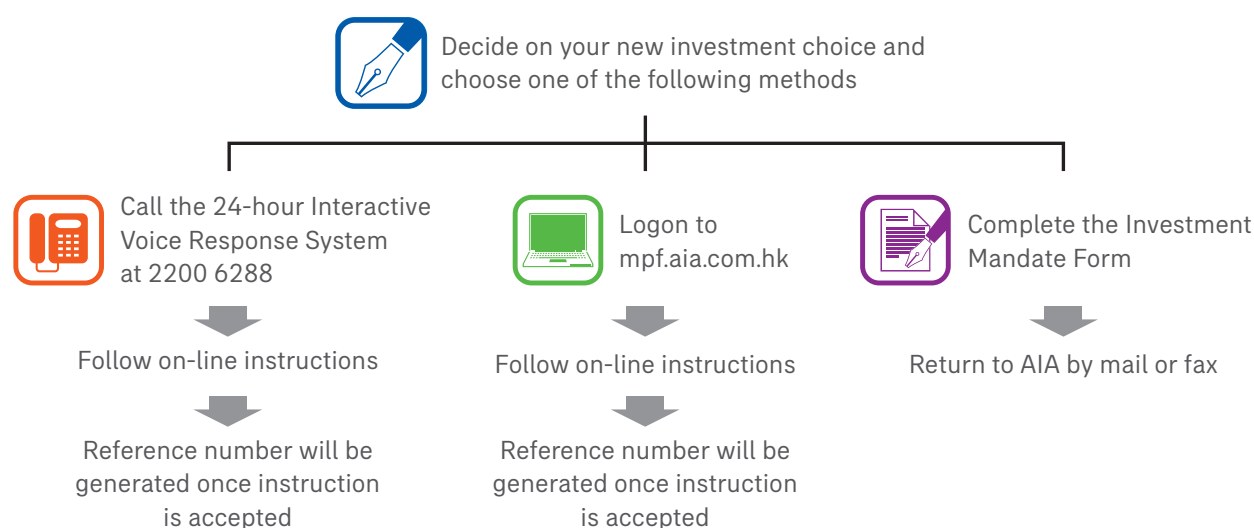
If you lose your password, please call our Member Hotline 2200 6288 to request a new one.

## How do I pick funds?

Our Fund Selection Matrix on our Interactive Website can help you.

- 1 Go to [mpf.aia.com.hk](http://mpf.aia.com.hk)
- 2 Select [Help & Support](#) ➔ [Calculators](#) ➔ [MPF & ORSO Fund Selection Matrix](#)

## How do I switch funds?



## Via the Interactive Voice Response System ("IVR") or the Interactive Website:

If you place more than one switching request to change: your existing balance investment allocation OR your future investment allocation OR your existing balance and future investment allocation in any one day via this means, AIA will only take the latest request received before 4:00 p.m. on that business day<sup>#</sup> as the final request. However, a fund switching request for changing the existing balance investment allocation will not be overrode by a later request for changing the future investment allocation that was made in a day, and vice versa.

A switching request made (i) after 4:00 p.m. on a business day<sup>#</sup> or (ii) on a non-business day<sup>#</sup> will be deemed to have received on the next business day<sup>#</sup>.

For your record, a reference number will be generated for each switching request accepted.

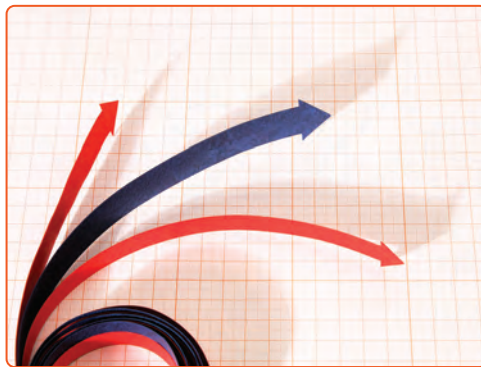


### Via the paper form (Investment Mandate Form):

There may be a limit on the number of requests allowed via this means as well as a fixed submission deadline set by your employer. For self-employed member or personal account member, you are allowed to raise unlimited switch request via this means. Please note that the switching instructions will be processed from the day AIA receives your form.

### There are two methods in which you may switch your investments and they are:

- **Rebalancing** – This method allows you to switch your existing investments by changing the existing total investment allocation percentages via the IVR, the Interactive Website or the paper form. You would be required to give to AIA new investment allocation percentage (which shall be in the multiples of 5%) for each AIA MPF fund within the Scheme and your existing investments will be redeemed and reinvested according to the new investment allocation percentages on a net basis (that is, the difference between the investment in an AIA MPF fund under the new investment allocation percentage and the investment in that AIA MPF fund before the fund switching).
- **Fund-to-Fund Switching** – This method allows you to switch your investments by withdrawing the whole or a part of your existing investments (which shall be in the multiples of 5%) in one or more AIA MPF funds and investing such withdrawn amount into one or more other AIA MPF funds within the Scheme. Please note that the Fund-to-Fund Switching request can only be submitted via the Interactive Website. Any amount that is not switched out by you under Fund-to-Fund switching will remain invested in the AIA MPF funds elected by you in your previous investment instruction.



#### Notes:

- 1) Except for fund switching requests made via the paper format, you can cancel any fund switching request made (i) on the same business day<sup>#</sup>; or (ii) after 4:00 p.m. on the previous business day<sup>#</sup> or any non-business day(s)<sup>#</sup> thereafter, via the IVR or the Interactive Website at [mpf.aia.com.hk](http://mpf.aia.com.hk) before 4:00 p.m. on a normal business day<sup>#</sup>. In other words, such cancellation requests will not be accepted after 4:00 p.m. on the relevant business day<sup>#</sup>.
- 2) For participants of AIA MPF – Prime Value Choice, your employer may determine to limit the number of reallocation or switch requests, under various submission means, by you. But in any case, you will have at least one opportunity in each Scheme Year to make a reallocation or switch request.
- 3) Due to the nature of the Guaranteed Portfolio, you are only allowed to switch out from this fund once in each Scheme Year, regardless of your choice of switching channels. With every switching request in the Guaranteed Portfolio, the previous and the requested revised allocation percentage for existing balance will be compared. If the revised allocation percentage is smaller than the previous allocation percentage, it will be deemed to be a switch out from the said fund.
- 4) You should note that investment markets could fluctuate significantly. Fund prices may go down as well as up. There is no guarantee that, given the time required to implement fund switching instructions, such instructions will achieve your desired results. Please carefully consider your own risk tolerance level and financial circumstances (as well as your own retirement plan) before making any investment choices. If in doubt, please contact your independent financial advisor for further details.

<sup>#</sup> "Business Day" means any day (other than a Saturday) on which banks in Hong Kong are open for normal banking business provided that where, as a result of a typhoon signal number 8 (or above) or a black rainstorm warning or other similar event, the period during which banks in Hong Kong are open for normal banking business on any day is reduced, any such day shall not be a "Business Day" unless the Trustee and the Sponsor otherwise determine.

### How do I consolidate my preserved assets and ECA benefits?

- 1 Go to [mpf.aia.com.hk](http://mpf.aia.com.hk)
- 2 Select [Key Moments](#) ➔ [Employee](#) ➔ [AIA MPF Personal Account](#)
- 3 Download and complete the application form and transfer form (if applicable) and return the form(s) to AIA by post

### How do I enable the LifeEasy Service online?

- 1 Logon to your MPF account
- 2 Select [Auto Asset Rebalancing](#) ➔ [LifeEasy Registration](#)
- 3 Choose your account and click [Enable](#)
- 4 Fill in the information according to the instructions given

### How do I check my MPF account statement?

- 1 Logon to your MPF account
- 2 Select [e-Statement](#)
- 3 Choose your preferred time period and view

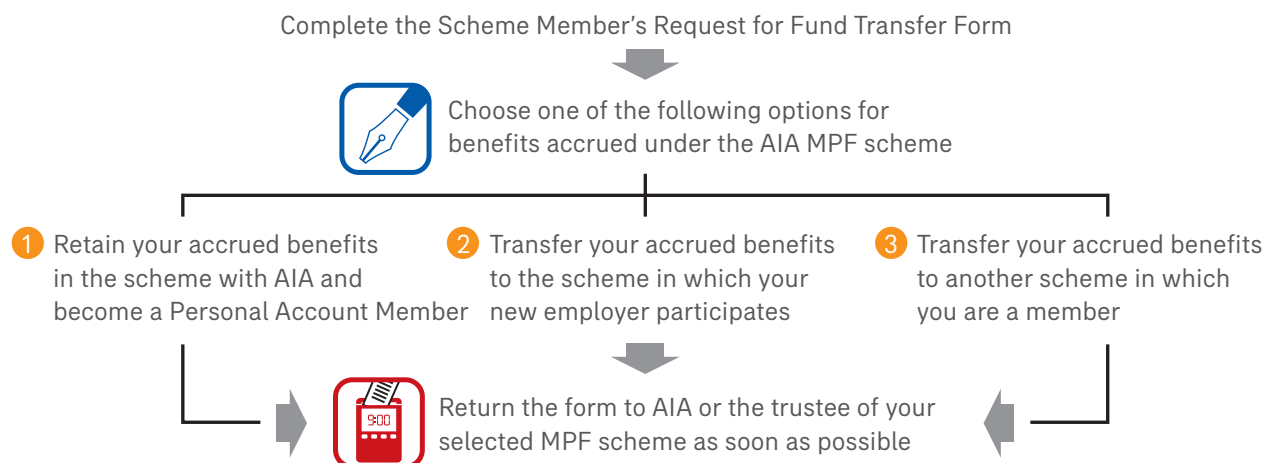
### How do I manage my MPF account through a smartphone?

- 1 Go to the App Store or Play Store
- 2 Search for "AIA MPF" and download the AIA MPF app



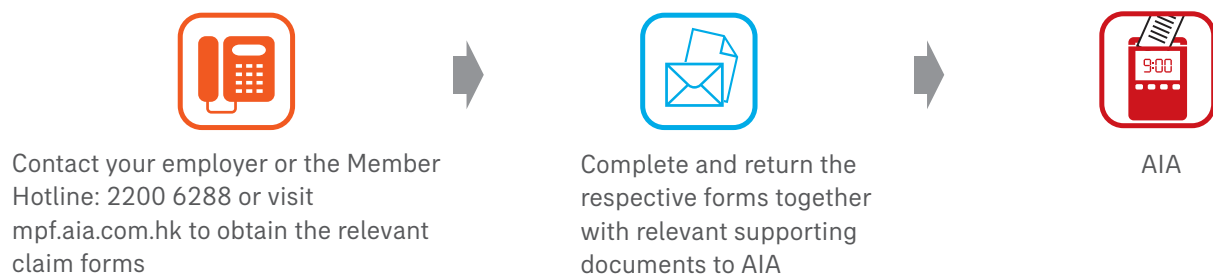
With this app, you can manage and track your MPF accounts anytime, anywhere.

## How do I handle my MPF when I change jobs?



The transfer of MPF accrued benefits will normally be completed within 10 working days, but in any event not more than 30 days, upon receipt of the duly completed transfer request form, along with all required supporting documents.

## How do I withdraw my accrued benefits?



The accrued benefits will normally be paid within 10 working days, but in any event not more than 30 days, upon receipt of the duly completed claim forms, along with all required supporting documents.

## How do I update my personal information?

You can update your address, e-mail address and contact numbers via [mpf.aia.com.hk](http://mpf.aia.com.hk), or call our Member Hotline at 2200 6288 for a copy of the Member Record Maintenance Form.

## Contact us

<b>Member Hotline</b>	2200 6288 Mon – Fri: 9:00 a.m. – 9:00 p.m. Sat: 9:00 a.m. – 1:00 p.m.
<b>Customer Service Centre</b>	12/F, AIA Tower, 183 Electric Road, North Point, Hong Kong Mon – Fri: 8:45 a.m. – 6:00 p.m.
<b>24-hour Interactive Voice Response System</b>	2200 6288
<b>Fax number</b>	2565 0001
<b>Postal address</b>	8/F, AIA Financial Centre, 712 Prince Edward Road East, Kowloon, Hong Kong
<b>Interactive Website</b>	<a href="http://mpf.aia.com.hk">mpf.aia.com.hk</a>

