

Employer's Guide





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.

For more information , please contact us at 2100 1888 or visit mpf.aia.com.hk.

Issued by AIA Company (Trustee) Limited.

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

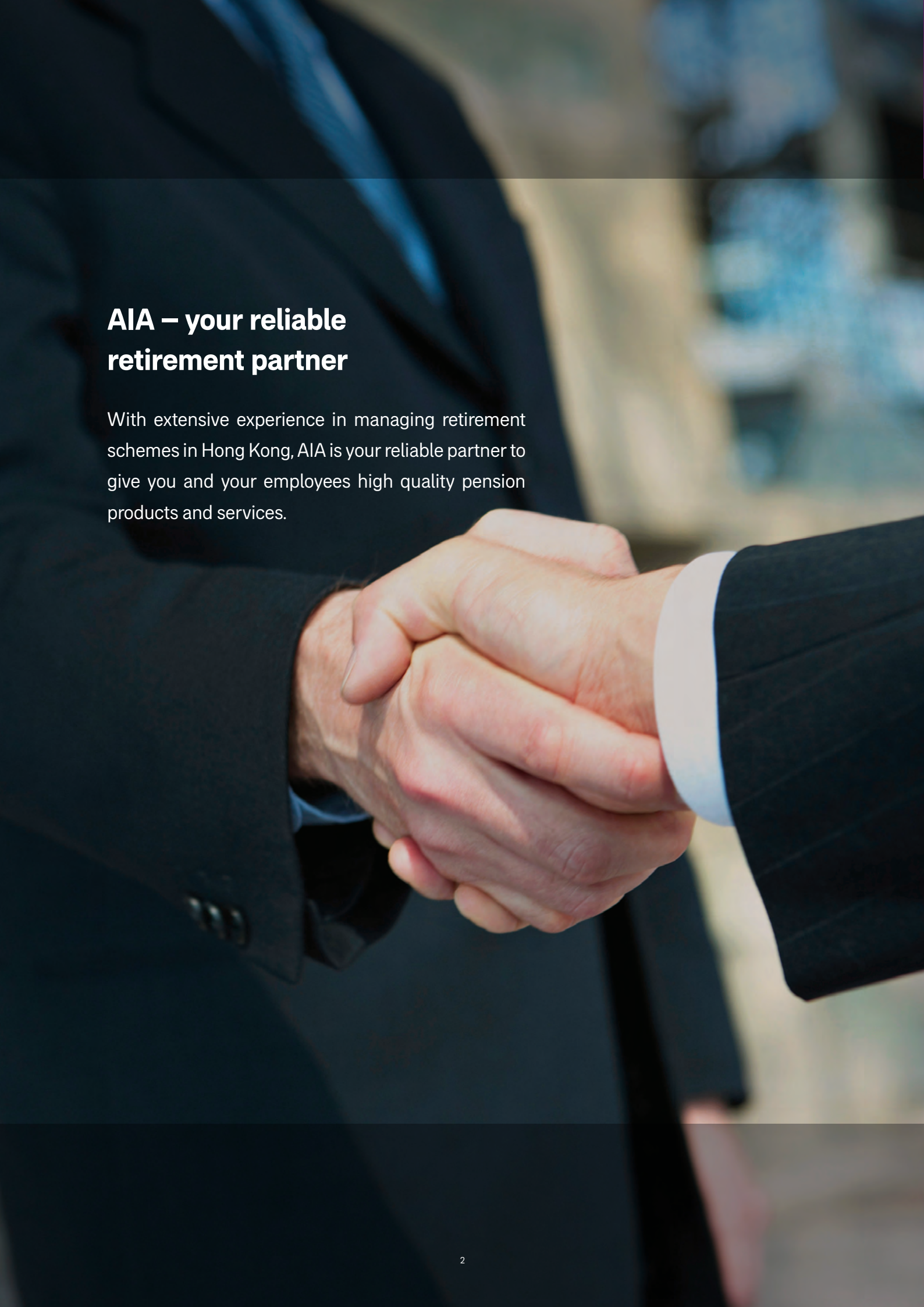
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A close-up photograph of two men in dark blue suits shaking hands. The focus is on their hands and forearms, with the background being a blurred office setting. The lighting is soft, highlighting the texture of the suits and the skin.

AIA – your reliable retirement partner

With extensive experience in managing retirement schemes in Hong Kong, AIA is your reliable partner to give you and your employees high quality pension products and services.

AIA Group Limited and its subsidiaries (collectively the “Group”) comprise the largest independent publicly listed pan-Asian life insurance group. It has a presence in 18 markets in Asia-Pacific – wholly-owned branches and subsidiaries in Hong Kong, Thailand, Singapore, Malaysia, China, Korea, the Philippines, Australia, Indonesia, Taiwan, Vietnam, New Zealand, Macau, Brunei, Cambodia, a 97% subsidiary in Sri Lanka, a 49% joint venture in India and a representative office in Myanmar.

The business that is now the Group was first established in Shanghai almost a century ago. It is a market leader in the Asia-Pacific region (ex-Japan) based on life insurance premiums and holds leading positions across the majority of its markets.

The Group meets the long-term savings and protection needs of individuals by offering a range of products and services including life insurance, accident and health insurance and savings plans. The Group also provides employee benefits, credit life and pension services to corporate clients. Through an extensive network of agents, partners and employees across Asia-Pacific, the Group serves the holders of more than 30 million individual policies and over 16 million participating members of group insurance schemes.

AIA Group Limited is listed on the Main Board of The Stock Exchange of Hong Kong Limited under the stock code “1299” with American Depositary Receipts (Level 1) traded on the over-the-counter market (ticker symbol: “AAGIY”).



The stronger, the better – AIA have the strength to create a simple yet powerful MPF solution.

Why AIA ?

By providing MPF offerings with value, choice and simplicity, we aim at helping our members realise their retirement dreams.

VALUE^o

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

Funds with low management fees

We offer members funds with low management fees.

Special privilege offered for consolidation of personal accounts

We offer members special privilege for transferring their personal accounts to AIA. For details, please refer to the relevant promotional leaflets or contact your dedicated account executive.



CHOICE^o

Enabling your employees to enjoy freedom in fund selection and fund switching

A number of renowned investment managers with distinct investment advantages for members to enjoy

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



Comprehensive suite offering over 20 funds on one platform

With over 20 funds covering a wide range of geographical locations and asset classes, members can easily choose MPF funds to suit their investment needs at different market conditions and life stages.

Unlimited free fund switching for MPF funds

Members can switch to other MPF funds managed by different investment managers within the same day, free of charge (subject to conditions)¹.

Two fund switching methods

Depending on individual needs, members can switch funds in two ways: Portfolio Rebalancing or Fund-to-Fund Switching.

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

Whether you are an employer or a member of our MPF scheme, you can rest assured in our comprehensive assistance. Through our unsurpassed services, you and your employees can manage MPF with ease and make the most of your MPF.

For employers

Comprehensive support to ease your administration burden

- A range of e-service platforms are available, including our online MPF contribution data submission service, e-Statement and more
- Tailor-made and easy-to-use payroll software streamlines the administrative process:
 - MPF administrative tasks including reporting contributions and reports generation
 - Payroll calculations and taxation reporting
 - HR reports including leave records and employee salary adjustment records
- Convenient contribution payment methods to ensure timely payment:
 - Autopay
 - Cheque Deposit Machine (applicable to HSBC/BOCHK cheque deposit machines only)
 - Internet Banking (applicable to HSBC/BOCHK bank account holders only)
 - Phone Banking (applicable to HSBC bank account holders only)
 - Bank ATMs (applicable to bank account holders of HSBC or JETCO member banks)
 - PPS
 - 7-Eleven Convenience Stores²
 - Cheque by Post



Superior customer services and communication

- Employer hotline staffed by professional Customer Service Representatives, available from Monday to Saturday, as well as a 24-hour Interactive Voice Response (“IVR”) System
- Regular meetings with you to review your schemes, and provide you with the latest legislative and administrative updates
- Periodic seminars and briefing sessions

Employer Communications

Upon joining the scheme	<ul style="list-style-type: none"> • Employer Kit • Notice of Participation
Monthly	<ul style="list-style-type: none"> • Statement of Payment Account • Fund Performance Review ^Δ
Quarterly	<ul style="list-style-type: none"> • Newsletter ^Δ
January to February every year	<ul style="list-style-type: none"> • Contribution Summary

² The maximum limit for each transaction is HK\$5,000.

^Δ Electronic version

For members

Value-added services

- **Fund Selection Matrix to help members choose MPF funds**
A friendly tool that helps members choose MPF funds in just a few steps.
- **Withdraw MPF assets³ in stages to suit members' needs**
Members can withdraw their MPF assets in stages to match their wishes and address their personal financial needs when retired.
- **LifeEasy⁴ – A free service for easy portfolio management**
This service automatically rebalances the proportion of equities and bonds in members' MPF investments based on their age.
- **Special privileges for consolidating personal accounts**
Subject to conditions. For details, please refer to the relevant promotional leaflets.

Easy and convenient account management platforms

- Interactive Website: mpf.aia.com.hk
- AIA MPF app
- Member Hotline: 2200 6288
- 24-Hour Interactive Voice Response ("IVR") System
- Annual benefit statements (printed and electronic version)
- Quarterly benefit statements (electronic version)

Regular information updates to help members build up their investment portfolio

- Frequent MPF-related information updates on our interactive website
- Monthly fund performance reviews
- Investment seminars
- Quarterly newsletters



³ 'MPF assets', for the purposes of this document, means the MPF benefits claimed by a member under certain circumstances permitted by the Mandatory Provident Fund Schemes Ordinance.

⁴ For more information about LifeEasy, please refer to the relevant promotional leaflet.

AWARDS

Our high-quality products and services have earned us considerable recognition in the industry. The following awards are just a few of our many accomplishments over the years.



Benchmark – MPF Client Support:
Member Servicing (Outstanding Achiever) 2016
South China Media Limited :
Capital – The 15th Capital Outstanding Enterprises Awards 2015
Sing Tao Magazine Group Limited :
Eastweek – Hong Kong Service Awards 2016
The Hong Kong Council of Social Service –
List of Barrier-free Companies/Organizations 2016/2017
Sing Tao Daily –
Sing Tao Service Awards 2015

Benchmark – MPF Brand of the Year 2016
MPFA – Good MPF Employer 2016
Apple Daily – Tomo Brand Awards 2015
Hong Kong Productivity Council – WastewiSe Certificate 2016
Marketing Magazine's – Marketing Excellence Awards 2016
Hong Kong Council of Social Service – Caring Company 2017

^ All above awards were received by AIA Pension and Trustee Co. Ltd.

The image features seven light pink piggy banks with red snouts and ears, arranged in a circular pattern on a bright blue background. The piggy banks are positioned at the top, bottom, left, right, and four intermediate points around the circle. Each piggy bank has a simple, friendly face with small black dots for eyes and a slight smile. The central text is white and bold, reading "Basic MPF Information".

**Basic MPF
Information**

Who should enrol?

Except the exempt persons⁶, all regular employees as well as self-employed persons aged between 18 and 65 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.

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).

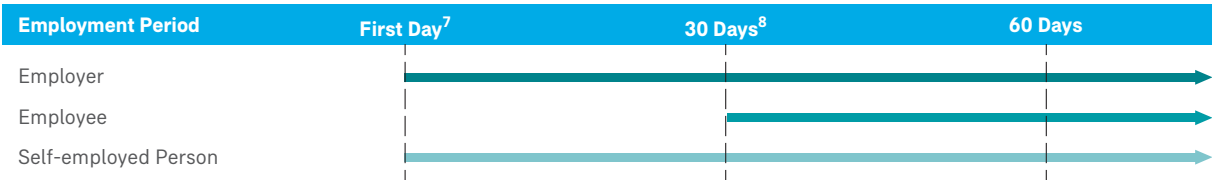
How much must you and your employee contribute?

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.

How will contributions be made?

You are responsible for calculating and deducting your employee’s mandatory and voluntary contributions, if any, from your employee’s salary and then paying those contributions to AIA Company (Trustee) Limited (the Trustee of the AIA MPF scheme) directly for each payroll period. Once you have made the contributions, you should also provide your employee with a pay slip that clearly states the amount and date of their contributions.

When will contributions start?



⁶ 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.

Do all contributions belong to the employee?

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

If your employee wishes to transfer or withdraw the vested accrued benefits[#] from his/her contribution account when leaving your company, the 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 you.

Only the vested accrued benefits[#] 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.

The withdrawal amount will be redeemed proportionally according to the asset allocation as at the redemption date.



Please send us a written request to check the leaving employee's accrued benefits derived from your contributions (including any claimed amount) before paying long service payment/severance payment to him/her.

Is the contribution tax-deductible?

- **Employer’s Contribution** – MPF contributions are profits tax-deductible, provided that the deduction does not exceed 15% of each employee’s total emoluments.
- **Employee’s Contribution** – Mandatory contributions are income tax-deductible, subject to a cap of HK\$18,000⁹ per year.
- **Self-employed Person’s contribution** – Mandatory contributions are tax-deductible for the purpose of calculating the assessable profits, subject to the maximum amount of HK\$18,000⁹ per year.

⁷ 1 December 2000 (i.e. MPF commencement date) or the date when your employee starts employment or self-employment starts, whichever is later.

⁸ Effective 1 February 2003, if your employees are paid by monthly or more frequent than monthly payroll cycle, his/her 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.

⁹ The maximum annual tax deduction of mandatory contributions is subject by the Inland Revenue Department at any time.

What are employees' options once they leave employment?

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

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

When can your employee withdraw the accrued benefits?

Accrued benefits derived from the mandatory contributions over the course of your employee's career must be preserved. Your employee may only withdraw his/her accrued benefits under the following circumstances:

- when your employee reaches the age of 65*;
- if your employee retires early between the age of 60 and 65*;
- if your employee leaves Hong Kong permanently;
- if your employee becomes totally incapacitated or permanently unfit for work;
- if your employee is diagnosed with terminal illness;
- if the balance of one's 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, the accrued benefits of the employee will be paid to his/her personal representative.

* With effect from 1 February 2016, your employee can choose to withdraw the MPF benefits by instalments. Please visit mpf.aia.com.hk for further details.

For more details about MPF, please visit www.mpfa.org.hk.

Contact us:

Employer Hotline	2100 1888 Mon – Fri : 9:00 a.m. – 6:00 p.m. Sat : 9:00 a.m. – 1:00 p.m.
Customer Service Centre	12/F, AIA Tower, 183 Electric Road, North Point, Hong Kong Mon – Fri : 8:45 a.m. – 6:00 p.m.
24-hour Interactive Voice Response System	2100 1888
Fax Number	2565 0001
Postal Address	8/F, AIA Financial Centre, 712 Prince Edward Road East, Kowloon, Hong Kong
Interactive Website	mpf.aia.com.hk
Smart Phone App	