

AIA MPF Member Enrolment Guide



Member Enrolment Guide

To help you enrol new employee(s) in an AIA MPF scheme

WHO should you enrol?

All regular employees who meet the following criteria:

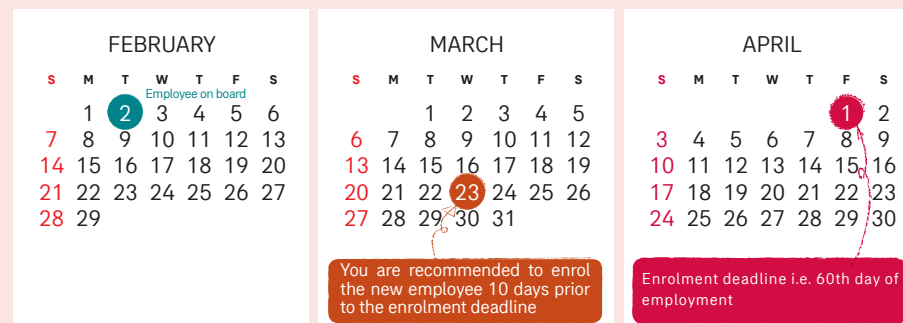
- Aged 18 to 64
- Working either full-time or part-time
- Employed for a continuous period of 60 days or more

The following employees are exempted:

- Domestic employees
- Employees covered by statutory pension and provident fund schemes, such as civil servants
- Members of MPF Exempted ORSO Schemes
- Expatriates working in Hong Kong for less than 13 months, or who are covered by overseas retirement schemes
- Employees of the European Union Office of the European Commission in Hong Kong

WHEN should you enrol your employees?

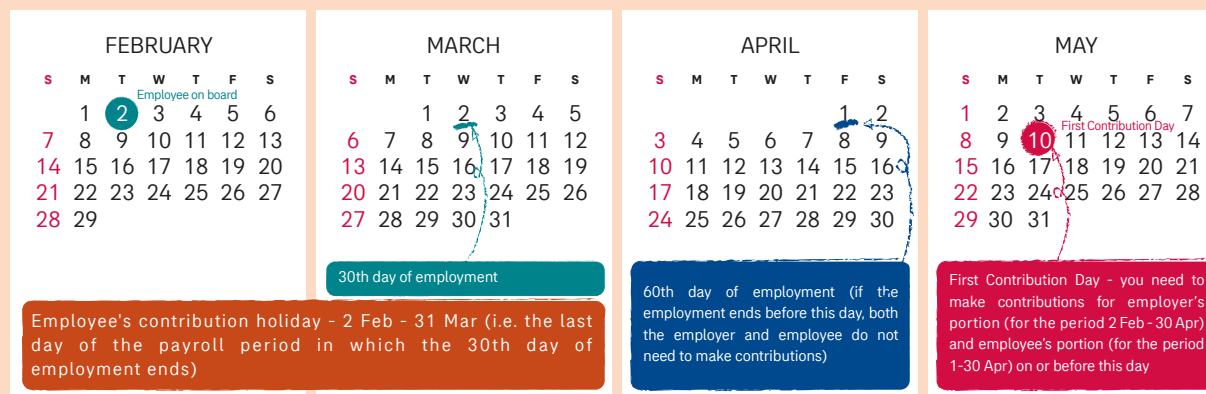
You should enrol regular employees in an MPF scheme within the first 60 days of their employment. If the 60th day falls on a Saturday, public holiday or gale warning day, the enrolment deadline will be postponed to the next business day.



TIPS:

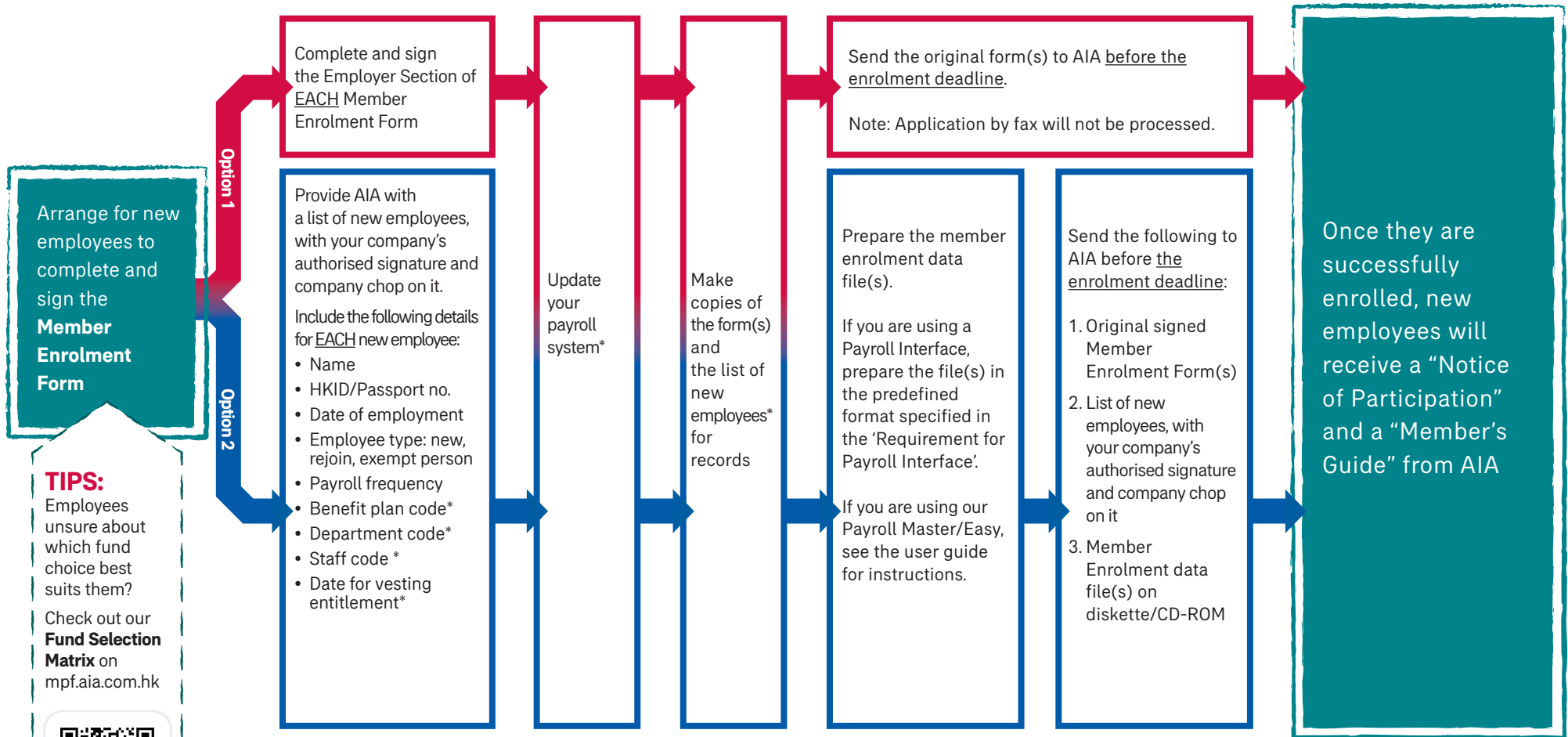
'60-day' Rule – it includes Saturdays, Sundays and public holidays (it is not the number of employee's actual working days).

WHEN should you make the first contribution for your regular employees?



Employers who fail to enrol their employees in an MPF scheme by the deadline are liable to a maximum penalty of HK\$350,000 and imprisonment for three years, and a daily penalty of HK\$500 for continuing offences.

HOW do you enrol your new employees?



Arrange for new employees to complete and sign the **Member Enrolment Form**

TIPS:

Employees unsure about which fund choice best suits them?

Check out our **Fund Selection Matrix** on mpf.aia.com.hk



* If applicable

Employer Hotline : 2100 1888

