



友邦香港

香港北角電氣道 183 號
友邦廣場 12 樓

AIA Hong Kong

12/F AIA Tower
183 Electric Road
North Point
Hong Kong

PRIVATE & CONFIDENTIAL

15 May 2020

Dear Customer,

Re: Application of Employment Support Scheme (the “ESS”)

Background

In response to the severe blow dealt by the COVID-19 epidemic to economic activities in Hong Kong, the Government of the Hong Kong Special Administrative Region (the “HKSARG”) has launched the ESS to help the corporations to stay afloat, and assist the economy to recover once the epidemic is contained.

ESS’s Subsidy

All employers who have been making Mandatory Provident Fund (MPF) contributions for their employees may be eligible for applying the government subsidy (except the HKSARG, statutory bodies and subvented staff in Government funded organizations, etc.).

Wage subsidies for each employer will be calculated on 50% of actual wages at a “specified month” (capped at a wage of HK\$18,000 per month) payable for 6 months, which will be disbursed to employers in two tranches, with the first before end of June 2020 and the second is expected in September 2020¹. The maximum wage subsidy per employee is HK\$9,000 per month. In the first tranche, you may choose any one of the four months from December 2019 to March 2020 as the “specified month”, taking into account of your company’s own circumstances.

Am I Eligible for the ESS’s Subsidy for the 1st tranche?

You must fulfill the following criteria(s):

- 1) Your MPF account should have been already set up with us as at 31 March 2020; and
- 2) Employers may only apply for wage subsidies in respect of employees for whom mandatory contributions for the specified month have been settled in full on or before 7 May 2020.

How about the 2nd tranche subsidy?

Discussion among MPF industry and the HKSARG is in progress, we will provide further details to you shortly.

How and When to Apply for the 1st tranche subsidy?

The application process is as follows:

- Step 1:** You may choose any one of the four months from December 2019 to March 2020 as the “specified month” for your ESS’s application provided that you have met the above-mentioned criteria.
- Step 2:** A HKSARG portal² will be set up for online application for ESS which will be in operation from 25 May 2020 to 14 June 2020. Please submit the ESS application form via the HKSARG portal during the said application period.

¹ Please stay tuned to implementation details, subject to the final announcement by the HKSARG.

² Please stay tuned the details of HKSARG portal, subject to the final announcement by the HKSARG.

Postal Address: 8/F, AIA Financial Centre, 712 Prince Edward Road East, Kowloon, Hong Kong

郵寄地址：香港九龍太子道東712號友邦九龍金融中心8樓

“AIA” or “AIA Hong Kong” herein refers to AIA International Limited (Incorporated in Bermuda with limited liability).
「AIA」、「友邦」或「友邦香港」是指友邦保險(國際)有限公司(於百慕達註冊成立之有限公司)。



友邦香港

香港北角電氣道 183 號
友邦廣場 12 樓

AIA Hong Kong

12/F AIA Tower
183 Electric Road
North Point
Hong Kong

Step 3: Upon receipt of your application, ESS processing agent will request us to provide your MPF scheme information, including but not limited to (i) number of employees and employer's contribution amount, and (ii) the Relevant Income of each employees in the "specified month" for calculating the amount of ESS subsidy.

As our valuable customer, you can login to your Employer MPF account at our Interactive Website aia.com.hk to:

- (1) view your contribution information from December 2019 to March 2020 to facilitate your selection of "specific month" before submitting your ESS's application; and
- (2) download an MPF record certificate summarizing the information we provided to ESS processing agent for reference.

You can also visit the websites below for details of ESS's application procedures, the latest announcement from the HKSARG as well as ESS related FAQs:

1. The Government Anti-Epidemic Fund Website: <https://www.coronavirus.gov.hk/eng/anti-epidemic-fund.html>
2. The Government News Website: <https://www.news.gov.hk/eng/index.html>

The above information is in accordance with the latest available information provided by the Government to help you with obtaining a preliminary understanding of the ESS's application. We will keep you updated of the news from the Government in due course.

Please contact ESS processing agent at 1836122 or enquiry@employmentsupport.hk for the details of ESS application procedures, or your designated account executive or our Employer Hotline at 2100 1888 for MPF related information.

Yours faithfully,
For and on behalf of
AIA International Limited

Ivan Liu
Head of Corporate Client Service
AIA Corporate Solutions