

**To 致: AIA International Limited 友邦保險(國際)有限公司**

(Incorporated in Bermuda with limited liability 於百慕達註冊成立之有限公司)

Postal Address 8/F, AIA Financial Centre, 712 Prince Edward Road East,
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Customer Service Centre 12/F, AIA Tower, 183 Electric Road, North Point, Hong Kong
客戶服務中心: 香港北角電器道183號友邦廣場12樓

Member Hotline 成員熱線: 2200 6288

**NOTES TO TRANSFER OF MPF ACCRUED BENEFITS (BENEFITS) BY SCHEME MEMBER
(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 (Cap 485A)

Please read the following **important notes** before completing this Form.**(1) Definition of terms:**

- (a) "Contribution account" - an account in an MPF registered scheme (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 a scheme which is mainly used to receive the benefits transferred from another contribution or personal account.
 - (c) "Original trustee" (also known as "transferor trustee" in the Mandatory Provident Fund Schemes (General) Regulation ("the Regulation")) - the trustee of a scheme from which your benefits are to be transferred.
 - (d) "New trustee" (also known as "transferee trustee" in the Regulation) - the trustee of a scheme to which your benefits are to be transferred. If you elect to transfer your benefits to another account within the same scheme or to another 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 scheme from which your benefits are to be transferred.
 - (f) "New scheme" - the scheme to which your benefits are to be transferred. If you elect to transfer your benefits to another account within the same 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 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) If you wish to transfer your benefits from one scheme to another, please be aware of how the transferred-in benefits will be invested. In general, the transferred-in benefits will be invested according to the default investment strategy ("DIS") if you either (a) do not give or have not given any investment instructions for the account to your new trustee or (b) have given investment instructions for the account to invest benefits according to the DIS. Please approach your new trustee to seek clarification, where necessary. If you wish to change or specify an investment instruction for the account in the new scheme, please also approach the new trustee.
 - (4) If you have reached, or are approaching, the age of 50 and your benefits are currently invested according to the DIS of the scheme, you should be aware that the de-risking mechanism of the DIS starts at the age of 50. If the annual de-risking of your investment in the DIS and your transfer request take place at around the same time, the trustee of the scheme shall sequence the de-risking and the transfer request in accordance with its procedures and in compliance with the Mandatory Provident Fund Schemes Ordinance. Please consult the relevant trustee(s) if you wish to know the details of how the trustee(s) will handle these transactions.
 - (5) 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.
 - (6) If you wish to transfer-out the benefits from more than one accounts, you should submit a separate Form MPF(S)-P(M) for each of those accounts.
 - (7) If you wish to transfer-out the benefits from your contribution account during employment, you should complete Form MPF(S)-P(P).
 - (8) For each account, a scheme member should transfer the entirety of his benefits therein in a lump sum except the part of the benefits derived from voluntary contributions which the scheme member may elect to withdraw in accordance with the governing rules of the original scheme.
 - (9) In order to prevent a third party from filling in incorrect information, please **DO NOT sign on a blank form**. After the completed Form MPF(S)-P(M) has been received by the new trustee, the administration procedures taken by the trustees may not be reversible.
 - (10) 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.
 - (11) Please refer to the publication of the Mandatory Provident Fund Schemes Authority ("MPFA") available from the MPFA website (www.mpfa.org.hk) for the factors to consider when choosing a scheme and the potential risks involved in MPF investment.
 - (12) 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 of benefits to that scheme. Please contact the relevant trustee for enquiries about account details and information on specific schemes or funds.
 - (13) If you wish to make enquiries or seek assistance in relation to your election to transfer benefit, please contact your original trustee or new trustee. For general enquiries regarding benefit transfer, you may contact the MPFA via e-mail: mpfa@mpfa.org.hk or hotline: 2918 0102.
 - (14) Please complete Form MPF(S)-P(M) at Page 1 to Page 3 and submit it to the new trustee after completion.

~END~



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MPF

FORM MPF(S)-P(M)

Please note :

- Please use **BLOCK LETTERS** for completion of this Form.
- Please read the Notes to Transfer of Benefits by Scheme Member on page i, and Explanatory Notes on page 5 carefully before completing this Form.
- Delete as inappropriate where marked with "***".

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 (Cap 485A)

The personal data to be supplied in support of this election of transfer are to be used for processing your election of transfer. The personal data you supply may, for such purpose, be transferred to the trustee(s) concerned, the relevant service provider(s), and the government or regulatory bodies including the Mandatory Provident Fund Schemes Authority ("MPFA").

SECTION I – SCHEME MEMBER'S DETAILS

(1) Name: (as shown on your Hong Kong Identity (HKID) Card) (Note 1)

(a) Surname: _____

(b) Other Name: _____

(2) Identification:

(a) HKID Card number: _____

(b) Passport number: _____

(ONLY for scheme member without HKID Card)

(3) Contact details:

(a) Home / Daytime phone 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 / New Territories

District / country (if not Hong Kong)

SECTION II – 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) (a) Details of Personal Account (applicable for Personal Account Holder) :

Plan Number^{Note 2}: _____

(Only for member elects to transfer into AIA MPF Scheme)

(b) Details of Former Employment (applicable for employee who wishes to transfer-out the benefits from a contribution account after cessation of employment):

Name of Former Employer (if any): _____

Employer's Identification Number^{Note 2 & 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: _____ (yyyy/mm/dd)

I will remain in self-employment and my benefits will be transferred to another scheme stated in section III(8).

Contributions to the original scheme should be paid up to: _____ (yyyy/mm/dd)

SECTION III – TRANSFER OPTIONS

(8) MPF account information in the new scheme:

I elect to transfer the benefits derived from the mandatory contributions in my account stated in section II(5) to the following account

(Please select option (a),(b) ,(c)(1) OR (c)(2) and ✓ as appropriate):

(a) To my contribution account with my new employer

Name of New Trustee Note 4 : AIA Company (Trustee) Limited
 Others (please specify) : _____

Name of New Scheme Note 4 : AIA MPF - Prime Value Choice
 Others (please specify) : _____

Scheme Member's Account Number Note 4 : _____

Name of New Employer : _____

Employer's Identification Number Note 3 & 4 : _____

(b) To my designated account in the new scheme

Name of New Trustee Note 4 : AIA Company (Trustee) Limited
 Others (please specify) : _____

Name of New Scheme Note 4 : AIA MPF - Prime Value Choice
 Others (please specify) : _____

Scheme Member's Account Number Note 4 : _____

Plan Number Note 4 : _____

(Only for member elects to transfer into AIA MPF Scheme)

(c)(1) Retained in the original scheme as Personal Account (where applicable) and invested in the same manner as in my Contribution Account .

I confirm that I am fully aware of the investment mandate of my Contribution Account stated in section II ("CA Investment Mandate") and I elect to adopt the CA Investment Mandate to my Personal Account newly set up by the Trustee.*

(c)(2) Retained in the original scheme as Personal Account (where applicable) and invested in MPF Default Investment Strategy.

I confirm the contributions and accrued benefits transferred from another scheme(s) to my Personal Account newly set up by the Trustee will be invested in accordance with the MPF Default Investment Strategy.*

* For a transfer to an existing Personal Account, any new contributions and accrued benefits transferred from another scheme(s) will be invested in accordance with the investment allocation of the existing Personal Account.

Please note: 1. For a transfer of accrued benefits within the same Master Trust Scheme, unless there is an offset of Severance Payment / Long Service Payment in which part or whole of fund holding attributable to employer's contribution may be redeemed, Member's total fund holding will not be redeemed and will be directly transferred to the designated account to continue to invest.

2. If no transfer option is selected, the accrued benefits will be retained in the Personal Account of the current scheme. Contributions and accrued benefits transferred from another scheme(s) to my Personal Account newly set up by the Trustee will be invested in accordance with the MPF Default Investment Strategy. For a transfer to an existing Personal Account, any new contributions and accrued benefits transferred from another scheme(s) will be invested in accordance with the investment allocation of the existing Personal Account.

(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 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.)

(a) Transferred together with the accrued benefits derived from the mandatory contributions as in section III(8).

(b) Withdrawn in accordance with the governing rules of the original scheme.

Method of payment (please ✓ as appropriate):

(i) By cheque

(ii) 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 benefits to the new trustee and there is no residual balance in the said account.

SECTION V – AUTHORISATION AND DECLARATION

(11) I hereby give consent to the new trustee and the MPFA to disclose information supplied by me in support of this election of transfer to the trustee(s) concerned and the relevant service provider(s), or to enable such party or parties to access or disclose relevant information for processing my election of transfer.

(12) I declare that:

- (a) I have read and understood the Notes to Transfer of MPF Accrued Benefits (Benefits) by Scheme Member and the Explanatory Notes; and
- (b) to the best of my knowledge and belief, the information given in this Form is correct and complete.

(13) I confirm that I have read, understood and agreed to the Personal Information Collection Statement of AIA Company (Trustee) Limited ("AIA Trustee") (the "PICS"). I declare and agree that any personal data and other information relating to me or my account(s) or investment(s) contained in this application or collected, obtained, compiled or held by AIA Trustee by any means from time to time may be collected and utilized in accordance with the PICS. I acknowledge and consent to, and confirm that we have obtained our employees' consent to (if applicable), the transfer of my personal data to parties within or outside Hong Kong for the purposes and to the transferees as set out in the PICS. The updated version of the PICS which complies with the relevant rules and regulations is available for download: <https://www.aia.com.hk/content/dam/hk-wise/pdf/privacy-statement/AIAT-PICS-English.pdf>, and is also available upon request.

Information / Advice relating to transfer of benefits to the AIA MPF Scheme

(14) **declare that: (please select (a) OR (b) and ✓ as appropriate; if no selection is made, we will assume that you HAVE NOT been invited, induced or advised by any registered MPF intermediaries)**

(a) I HAVE NOT been invited, induced or advised by any registered MPF intermediaries to transfer to the AIA MPF Scheme.

OR

(b) I have been invited, induced or advised by one or more registered MPF intermediaries to transfer to the AIA MPF Scheme. I hereby provide my written and express consent that my registered MPF intermediary for receiving monetary and/or non-monetary benefits as stated in the Information About Principal Intermediary and Subsidiary Intermediary. I acknowledge that I have received and read the Key Scheme Information Document, MPF Scheme Brochure (including fees and charges), Information About Principal Intermediary and Subsidiary Intermediary and Member's Guide/ Happy Retirement Savings Programme leaflet/ AIA MPF Personal Account leaflet applicable to the New Scheme and, if applicable, the Guide to Transfer Benefits Under Employee Choice Arrangement. I have been advised by my registered MPF intermediary to refer to the MPF Scheme Brochure for details of the AIA MPF Scheme before making material decisions. I have been informed by my registered MPF intermediary that, if I elect to transfer out of any guaranteed fund(s) from the original MPF registered scheme(s) to the New Scheme, I may not satisfy some or all of the guarantee conditions of the said guaranteed fund(s) and the relevant guarantee may be disqualified. My registered MPF intermediary has also advised me to check the offering document or consult the trustee of the original MPF registered scheme(s) for details before transferring out of the said guaranteed fund(s). I hereby confirm that my registered MPF intermediary has explained to me the timeframe involved in the transfer. I understand that during the transfer process from original trustee to new trustee, there will be a time lag during which the benefits will not be invested. I declare that I fully understand the information provided and discussed, including the rationale underlying the advice relating to transfer of benefits to the AIA MPF Scheme. The advice given to me is based on the following rationale(s):

(please ✓ the appropriate box(es))

- Schemes and fund choices
- Fund management fees
- Members services
- Other, please specify: _____

I hereby confirm that the sales process does not involve: (i) any claims that the New Scheme/constituent fund under the New Scheme is preferred over the scheme/fund I participated/invested in; (ii) any advice, invitation or inducement relating to choosing a particular constituent fund. I have been informed by my registered MPF intermediary that if no constituent fund is selected, all contributions (including transfer-in monies) will be automatically invested according to the MPF Default Investment Strategy (the "DIS"). My registered MPF intermediary has explained to me the key features of the DIS, such as its automatic de-risking features and fee controls.

Clients with special needs

This part is applicable only if you have been invited, induced or advised by any registered MPF intermediaries to transfer to the AIA MPF Scheme.

(15) Pursuant to section 34ZL of the Mandatory Provident Fund Schemes Ordinance, I declare that: **(please select (a) OR (b) and ✓ as appropriate)**

(a) I AM NOT visually or otherwise impaired and/or my education level IS NOT primary or below such that I can make a key decision* independently.

OR

(b) I am visually or otherwise impaired and/or my education level is primary or below such that I cannot make a key decision* independently, and (please ✓ the appropriate box)

I would not like to be accompanied by a witness during the sales process.

OR

I would like to be accompanied by the following witness during the sales process: **(please ✓ the appropriate box)**

my companion. **OR** another intermediary or member of staff (i.e. a third party).

Name of witness

Signature of witness

Date (yyyy/mm/dd)

* As defined in the MPF legislation, it refers to: (i) choosing a particular constituent fund; (ii) making a transfer that would involve a transfer out of a guaranteed fund; (iii) making an early withdrawal of accrued benefits from the MPF system; or (iv) making voluntary contributions into a particular registered

Signature of the Scheme Member ^{Note 6}

Date (yyyy/mm/dd)

For Intermediary Use

Intermediary/Agent Code : Agency Code

Intermediary/Agent Name : Staff code/Name : Received date & time : _____
yyyy / mm / dd

By completing the intermediary information, I confirm that I have witnessed the signature and verified the original HKID card/ Passport copy of the member as stated on the document attached to this transfer application (if applicable).



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MPF

SIGNATURE VERIFICATION

(Applicable for transfer request submitted through intermediaries and/or new Personal Account set up)

Scheme Name : AIA MPF – Prime Value Choice

Declaration

I confirm that the Hong Kong Identity Card/Passport provided is a copy of the original and my signature is my own signature. I request the trustee of any Mandatory Provident Fund (“MPF”) schemes in which I am a member to process the transfer application(s) submitted together with this document. I agree and understand that my signature provided here would be used for the current application(s) only and would not change any of my signature record which I have provided to the MPF trustee previously.

I also confirm and agree the MPF trustee to use this Hong Kong Identity Card/Passport copy for setting up my new Personal Account (if applicable).

Signature of the Scheme Member

Please paste your HKID Card / Passport copy here

Explanatory Notes on Scheme Member's Request for Fund Transfer Form [Form MPF(S)-P(M)]

- (1) If you do NOT possess a HKID Card, please fill in your name as shown on your passport.
- (2) 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, notice of acceptance, or notice of participation; or
 - (b) in your annual benefit statement, or other statements provided by the trustee; or
 - (c) through the member enquiry facilities available from the trustee.
- 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 the trustee. If you are in doubt, please contact your trustee or your employer.
- (4) 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, notice of acceptance, or notice of participation; or
 - (b) in your annual benefit statement, or other statements provided by the trustee; or
 - (c) through the member enquiry facilities available from the trustee.
- 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 benefits derived from voluntary contributions from his annual benefit statement issued by the original trustee to the scheme member. The scheme member can also check this information through the member enquiry facilities available from the trustee. If you are in doubt, please contact your original trustee.
- (6) The signature must be the same as your specimen signature previously given 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 previously given to your original trustee. If you are in doubt, please contact your original trustee.

~END~