



**AMTD** 強積金計劃  
MPF Scheme  
MEMBER GUIDE

今日策劃理財 明日富足三代  
Dedicated to Building Your Wealth



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# Welcome

Dear Member,

Welcome to the AMTD MPF Scheme (“the Scheme”).

**AMTD Global Markets Limited** (“AMTD”) is committed and dedicated to your future. We will be working closely with you in the years to come to provide continual quality services to you.

This guide is specially designed to assist you in managing your MPF investments and understanding more about the administrative procedures.

To learn more about the investment funds under the Scheme including the investment objectives and the risk levels, please refer to the Principal Brochure of the Scheme. You are advised to read through the Brochure before making any investment decision.

For further details of the Scheme and investment options, please refer to the Principal Brochure and any addendum thereto.

The information contained in this Guide may change subject to legislative amendments, or amendments to your Scheme’s trust deed, governing rules, or Principal Brochure.

If you have any question about this Guide, please call AMTD MPF Hotline: (852) 3163-3260.

AMTD Global Markets Limited



# Member Services

Customer focus is always one of our key business directives. Apart from our comprehensive service team, we have set up various channels for you to access and manage your MPF account conveniently. These channels include:

## AMTD Customer Service Centre & Hotline

### ***AMTD Customer Service Centre Address:***

23/F & 25/F Nexxus Building, 41 Connaught Road  
Central, Central, Hong Kong

### ***AMTD MPF Hotline:***

(852) 3163-3260

(Business hours: Monday to Friday, 8:30 a.m. to  
5:30 p.m.)

### **Website:**

***[www.amtdgroup.com](http://www.amtdgroup.com)***

Our website provides you with comprehensive information about your MPF account. The information available includes fund price, investment performance, contribution history, account balance, basic investment knowledge, etc. Furthermore, you can also place fund switching instructions, change your investment mandate and apply to change your personal information via our website.



## ***How to Access our Website***

- Enter "HKID Card / Passport No."  
e.g. For "HKID Card No." "A123456(7)", enter "A1234567"
- Enter "PIN" (8 numeric digits)
- Press the "Submit" button
- Select account

## ***Website Main Menu***

- Accrued Balance
- Contribution Summary<sup>1</sup>
- Basis of Voluntary Contribution & Vesting Scale<sup>2</sup>
- Investment Switching
- Special Voluntary Contribution (SVC)<sup>3</sup>
- Change of PIN
- Information on Record & Update
- Fund Information
- Download Corner
- Contribution Payment Schedule<sup>4</sup>
- Direct Debit Authorisation Record (DDA)<sup>4</sup>
- Asset Transfer-In Summary<sup>5</sup>

## ***Remarks***

<sup>1</sup> not applicable to **personal account** member

<sup>2</sup> only applicable to employee

<sup>3</sup> only applicable to employee and **personal account member**

<sup>4</sup> only applicable to self-employed person

<sup>5</sup> only applicable to **personal account** member

# Investment Decision

Under MPF, you have to make your own investment decisions. The section below provides basic information in assisting you to make the right investment choice.

## Investment Basics

	Money Market Instruments	Bonds	Equities	
Investment Tools	Term deposits, short-term government treasury bills & short-term negotiable securities issued by corporations	Debt securities issued by government, corporations and public organisations	Shares of listed companies	
Price Volatility	Low			High
Expected Return	Low			High

## Objective for Retirement Financial Planning

Even if your retirement may not be in the near future, it is important to look ahead and plan for the kind of lifestyle you would like to have after retirement. Obviously, the ultimate goal of retirement financial planning is to achieve a comfortable retired life. Therefore, the earlier you start to save by setting aside a portion of your income, the higher chance you can have to achieve your goal because a small investment each year could create a considerable large portfolio over time.

Identifying your goals and regular savings are just the first step of retirement financial planning.

The next step is to find suitable instruments to enhance the return of your investment. Remember there is no one-size-fits-all investments. An appropriate investment choice depends on your personal circumstances, including your:

1. retirement investment objectives (i.e. capital appreciation, stable investment return or capital protection);
2. investment horizon (i.e. number of years before retirement);
3. risk tolerance level (i.e. your willingness to accept certain level of price volatility in exchange for a higher long-term return); and
4. other factors such as post-retirement lifestyle preference and specific financial goals.

Point 1 and 2 are worth further discussion since they are closely related. To achieve a prosperous retired life, you have to ensure that the purchasing power of your savings will not be eroded by increases in price levels (measured generally by Consumer Price Index). That is why one of the main objectives of retirement financial planning is to protect your wealth against inflation.

Studies suggest that, in the long-run, equities have higher capital appreciation potential and therefore may provide a better inflation hedge than bonds and money market instruments. However, if your investment horizon is relatively short term, your investment strategy would normally be more conservative. For instance, if you are approaching retirement (say you are in your sixties), you may decide to put greater emphasis on investments in capital preservation instead of investments in capital appreciation.



These examples of personal circumstances indicate that age (or years to retirement) is one of the most important considerations in formulating a sound investment strategy for retirement.

Age	Investment Horizon	Possible Investment Objective
Under 35	More than 30 years	Long-term capital appreciation to beat inflation
35 to 45	20-30 years	Long-term capital growth with some stable investment returns
46 to 60	5-20 years	Mainly stable investment return with some capital growth
Above 60	Less than 5 years	Capital protection

Note: Assuming retiring at age 65

## Membership

Employers are required to register their employees aged between 18 and 65, and employed for 60 days or more in a mandatory provident fund scheme as **Employees**.

However, there are exceptions:

- employees covered by statutory pension or provident fund schemes;
- employees covered by MPF Exempted Occupational Retirement Schemes;
- expatriates who enter Hong Kong for employment for less than 13 months, or who are covered by overseas retirement schemes;
- domestic helpers;
- self-employed hawkers; and
- employees of the European Union Office of the European Commission in Hong Kong.

### *Self-employed Person*

**Self-employed Persons** are members who run their own business and have selected the Scheme as their MPF scheme.

### *Personal Account Member*

**Personal Account Members** are members who preserve in the Scheme their accrued benefits arising from previous employment and / or self-employment.

## How to enrol

Employee	Complete <i>Member Enrolment Form [FORM: AP(REE) -TCM]</i> and send it to AMTD via your employer.
Self-employed Person	Complete <i>Application Form - Self-employed Person [FORM: AP(SEP) -TCM]</i> and send it to AMTD directly.
Personal Account Member	Complete <i>Application Form - Personal Account Member [FORM: AP(PM) -TCM]</i> and <i>Request for Fund Transfer Form (For Scheme Member) [FORM: RFT(MEM) -TCM]</i> , and send them to AMTD directly.

After completion of enrolment, you will receive a *Notice of Participation (for Regular Employee / Self-employed Person / Personal Account Member)*. \*A *Personal Identification Number* for using our website will be sent to you directly after the establishment of your first account under AMTD MPF Scheme.

\*Member can access all their accounts in AMTD MPF Scheme with one single PIN.

## Mandatory Contributions

### *Key Features of Mandatory Contributions*

Preservation	Accrued benefits derived from mandatory contributions will be preserved until you reach the age of 65. Early withdrawal is allowed only under special circumstances, which are specified in the section “Withdrawal of Accrued Benefits”.
Vesting	All mandatory contributions, and any income and gains derived from them are fully and immediately vested in you. However, your employer may apply for offsetting Long Service Payment / Severance Payment paid to you from their contributions and gains derived from these contributions.

## Relevant Income

Relevant income includes salary, wages, allowances, commission, housing allowance and other housing benefits, gratuity, bonus, leave pay, fee and perquisite. However, long service payment / severance payment, payment in lieu of notice and compensation for occupational injuries are excluded.

# Contribution Calculation

The basic rule:

Employer's Mandatory Contribution	= <b>5% of the relevant income</b> of the employee
Employee's Mandatory Contribution	= <b>5% of the relevant income</b> of the employee

Subject to the maximum and minimum level of relevant income.

Level of Income	Monthly Payroll Cycle	Payroll Cycle More Frequent Than Monthly
Maximum	\$30,000 per month	\$1,000 per day
Minimum *	\$7,100 per month	\$280 per day

\* Not applicable to employer's contribution

## Other Points To Remember Related to Contribution

Reaching 18 years old	When you reach the age of 18, the employer shall arrange for you to join an MPF scheme within 60-day permitted period after the 1st day of the cessation of exemption status. You will enjoy a 30-day contribution holiday (plus incomplete contribution period if the 31st day of employment does not fall on the 1st day of the contribution period).
Reaching 65 years old	Mandatory contributions are not required for income earned on or after your 65th birthday.
Annual Income for Executive Director	If you are an Executive Director who receives income annually, your mandatory contributions could be made once a year. However, your employer has to inform us in advance of the arrangement.



# Voluntary Contributions

## “Standard” Voluntary Contributions

“Standard” voluntary contributions are additional non-mandatory contributions that your employer and / or yourself make to the Scheme.

### *Key Features of Standard Voluntary Contributions*

Contributions	Payment to be made through the employer.
Vesting	Voluntary contributions from you are fully and immediately vested in yourself whereas those from your employer are subject to the provisions stipulated in the form completed by your employer.

### *How do you make standard voluntary contributions*

Employee	Complete <i>Information Update Form (For Scheme Member) [FORM: IU(MEM) -TCM]</i> and send it to AMTD via your employer.
Self-employed Person	Complete <i>Information Update Form (For Scheme Member) [FORM: IU(MEM) -TCM]</i> and send it to AMTD directly.



# Transferring-In Accrued Benefits

You may have accrued benefits kept in accounts under different MPF schemes due to the change of employment. To minimise your time and effort spent in managing your MPF investment, you can transfer all your accrued benefits from other MPF schemes to the Scheme.

## Employee Choice Arrangement

You has the right to transfer the accrued benefits (i.e. the accumulated contributions and investment returns) from the employee's portion of mandatory contributions in your contribution account to an MPF scheme of your own choice, during your current employment.

Such transfers can be carried out on a lump sum basis once every calendar year.

### What to do

Complete *Employee Choice Arrangement ("ECA") – Transfer Election Form [FORM: MPF(S) - P(P) - TCM]* and send it to AMTD directly.

# Change of Investment Mandate or Switching of Constituent Funds

Change of investment mandate	To change the investment choice of all future contributions and transfer-in asset.
Fund switching instruction	To change the asset allocation of existing balance currently held in your MPF account.

## What to do

Submit your request to us via one of the following means:

- Directly through the website at **www.amtdgroup.com**
- *Asset Switch / Change of Investment Mandate Form [FORM: IM (MEM) -TCM]* obtainable from the above website or through AMTD MPF Hotline: (852) 3163-3260

## Change of Particulars

To avoid missing important communications or annual benefit statements, please remember to inform us immediately should there be any changes in your correspondence address, e-mail address or contact telephone number.

## What to do

Simply notify AMTD by completing *Information Update Form (For Scheme Member) [FORM:IU(MEM) -TCM]*, which can be obtained from our hotline and website.

# Personal Identification Number (PIN)

Our website allows you to conveniently access and manage all your MPF accounts round the clock. To ensure security and privacy, a PIN will be mailed directly to you after the enrolment process is completed.

## To get a new PIN

Simply call AMTD MPF Hotline at (852) 3163-3260

# Change of Employment

Under MPF legislation, you have to preserve your accrued benefits from mandatory contributions when you change your job. You could preserve your accrued benefits by using one of the following options:

1. Retain them in a Personal Account set up with AMTD MPF Scheme (To set up a personal account, please refer to the section “Membership”);
2. Transfer them to your account maintained in other MPF schemes; or
3. Transfer them to your new MPF account with your new employer.

***If there is no instruction received by us within 3 months after we have been notified of your cessation of employment, your accrued benefits will be transferred to a Personal Account in your name at AMTD MPF Scheme using unit transfer.***

# Withdrawal of Accrued Benefits

Accrued benefits derived from mandatory contributions can be withdrawn under any one of the following circumstances:

Claim Reason	Eligibility
Retirement	Reaching the age of 65.
Early Retirement	Reaching the age of 60 and have permanently ceased from employment / self-employment.
Total Incapacity	Permanently unfit to perform the kind of work that you were last performing before becoming incapacitated.
Death	Your personal representative(s) can claim the payment of the accrued benefits.
Permanent Departure	Departing from Hong Kong permanently (This can only be used as a from Hong Kong ground for withdrawal once in your lifetime).
Small Balance Account	Fulfilling all the criteria below: <ul style="list-style-type: none"> <li>- The accrued benefits in your account is less than or equal to \$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 to be made;</li> <li>- No accrued benefits are kept in any other schemes; and</li> <li>- No intention to become employed and self-employed in the foreseeable future.</li> </ul>
Terminal Illness	An illness that is likely to reduce the life expectancy to 12 months or less.

## What to do

*Complete 1). Claim Form for Payment of Accrued Benefits on Ground of Attaining the Retirement Age of 65 or Early Retirement (For Scheme Member) [FORM:ABD(MEM)-W(R)-TCM] or; 2). Claim Form for Payment of Accrued Benefits on Ground of Permanent Departure from Hong Kong / Total Incapacity / Terminal Illness / Small Balance / Death (For Scheme Member) [FORM: ABD(MEM)-W(O)-TCM]and return it together with necessary supporting documents to AMTD directly.*

# Contact Us

Website	www.amtdgroup.com
MPF Hotline	(852) 3163-3260 (Business hours: Monday to Friday, 8:30 a.m. to 5:30 p.m.)
Fax	(852) 3163-3493
E-mail	enquiry@amtdgroup.com
Mail	AMTD Global Markets Limited 23/F & 25/F Nexxus Building, 41 Connaught Road Central, Central, Hong Kong

## **Trustee & Administrator**

Name	Bank Consortium Trust Company Limited
Address	18/F Cosco Tower, 183 Queen's Road Central, Hong Kong

# Member Communications

To keep you informed of the investment performance and the latest MPF related issues, Monthly Fund Summary can be obtained from AMTD website and AMTD customer Service Centre.

## ***Important Note to Data Collection***

The contact information which you have voluntarily provided to us herein will be used by AMTD Global Markets Limited ("AMTD") for marketing purposes or other relevant services to you. If no new information is provided, your contact information will remain unchanged. All your information provided will at all time be governed in accordance with the Personal Data (Privacy) Ordinance. If you do not wish to receive any promotional information from AMTD, please write to our Data Protection Officer at AMTD Global Markets Limited, 23/F & 25/F Nexxus Building, 41 Connaught Road Central, Central, Hong Kong.

# Account Related Services

To help you manage your MPF account, various channels are established and made available for you. Below is a checklist for your quick reference:

Particulars	Website	MPF Hotline
Handle enquiries	✓	✓
Check balances and contribution record	✓	✓
Check fund prices	✓	✓
Obtain administrative forms	✓	✓
Obtain product / investment publications	✓	✓
Request forms for performing fund switching / change of investment mandate	✓	✓
Request forms for updating information	✓	✓
Change PIN	✓	
Obtain e-Statement	✓	



# APPENDIX - List of Administrative Forms

The following table is a summary of all the forms that you may need to use under different circumstances:

Forms	Employee	Self-employed Person	Personal Account Member
<b>Employee enrolment</b>			
<ul style="list-style-type: none"> <li>Member Enrolment Form</li> <li>- AP (REE) -TCM</li> </ul>	✓		
<ul style="list-style-type: none"> <li>Application Form - Self-employed Person</li> <li>- AP (SEP) -TCM</li> </ul>		✓	
<ul style="list-style-type: none"> <li>Application Form - Personal Account Members</li> <li>- AP (PM) -TCM</li> </ul>			✓
<b>Contribution related (Self-employed Person Only)</b>			
<ul style="list-style-type: none"> <li>Declaration of Relevant Income and Contribution Basis</li> </ul>		✓	
<b>Make Special Voluntary Contribution</b>			
<ul style="list-style-type: none"> <li>Change of Direct Debit Instruction Notification Form (Special Voluntary Contribution Savings Plan)</li> <li>- DDA-IU (SVC) - TCM</li> </ul>	✓	✓	✓
<b>Change your investment instruction and personal information</b>			
<ul style="list-style-type: none"> <li>Asset Switch / Change of Investment Mandate Form - IM (MEM) - TCM</li> </ul>	✓	✓	✓
<ul style="list-style-type: none"> <li>Information Update Form (For Scheme Member)</li> </ul>	✓	✓	✓
<b>Transfer or withdraw accrued benefits</b>			
<ul style="list-style-type: none"> <li>Request for Fund Transfer Form (For Scheme Member) - RFT (MEM) - TCM</li> </ul>	✓	✓	✓
<ul style="list-style-type: none"> <li>Employee Choice Arrangement ("ECA") –Transfer Election Form MPF(S) – P(P) - TCM</li> </ul>	✓		
<ul style="list-style-type: none"> <li>Claim Form for Payment of Accrued Benefits on Ground of Attaining the Retirement Age of 65 or Early Retirement (For Scheme Member) - ABD(MEM)-W(R)-TCM</li> </ul>	✓	✓	✓
<ul style="list-style-type: none"> <li>Claim Form for Payment of Accrued Benefits on Ground of Permanent Departure from Hong Kong / Total Incapacity / Terminal Illness / Small Balance / Death (For Scheme Member) - ABD(MEM)-W(O)-TCM</li> </ul>	✓	✓	✓





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