

To 致: HSBC Provident Fund Trustee (Hong Kong) Limited

c/o The Hongkong and Shanghai Banking Corporation Limited 香港上海滙豐銀行有限公司

PO Box 73770 Kowloon Central Post Office 九龍中央郵政信箱73770號

or 或

Place into the MPF drop-in box at designated Hang Seng Bank branches

投放於指定恒生銀行分行的強積金寄存辦理箱

Hang Seng MPF Employer Direct 恒生強積金僱主專線: 2288 6822

Hang Seng MPF Service Hotline 恒生強積金服務熱線: 2213 2213

**HA18****HANG SENG MANDATORY PROVIDENT FUND
ASSET SWITCH OF EXISTING BALANCE OF RESERVE ACCOUNT FORM (EMPLOYER)
恒生強積金: 儲備賬戶現有結餘資產調配表格(僱主)****Note 注意:**

- Please complete in CAPITAL and BLOCK LETTERS. 請用大階及正楷填寫。
- This form is for use by employers for the purpose of switching out their existing investments under their reserve account to other investment funds of SuperTrust Plus. Any future amounts transferred into the account will continue to follow their latest investment allocation instruction. 本表格適用於僱主將儲備賬戶內的現有投資從所屬基金中調配至智選計劃內的其他基金。任何日後轉移至該賬戶的款項，將繼續按照最近一次的投資分布指示作出投資。
- If the instruction is applied to all pay centres, please mark 'All' in Section A2. 如本指示適用於所有付款中心，請於A2欄填上「全部」。
- Your new investment instruction will not apply to any amount awaiting for clearance and fund purchases at the time we process the instruction. 你的新投資指示將不適用於任何正待結算及購買基金的款項。
- You should note that investment markets could fluctuate significantly. Fund prices may go down as well as up. There is no guarantee that, given the time required to implement fund switching instructions, such instructions will achieve your desired results. Please carefully consider your own risk tolerance level and financial circumstances (as well as your own retirement plan) before making any investment choices. If in doubt, please contact your independent financial advisor for further details. 你必須注意投資市場可能出現顯著的波動，基金單位價格可跌可升。由於處理有關基金轉換投資指示需要一定的時間，因此未必能夠保證達到你預期的結果。在作出投資選擇前，你必須小心衡量個人可承受風險的程度及財政狀況(包括你的退休計劃)。如有任何疑問，請諮詢你的獨立財務顧問了解更多詳情。
- Your instruction below will normally be processed within five business days after the administrator of Hang Seng MPF scheme receive your properly-completed form. This processing time is for reference only. Your instructions will be processed as soon as possible, however, our company shall not be liable for any delay. 恒生強積金計劃行政管理人收到填妥的表格後，以下指示一般將於五個營業日內處理。此處理時間僅供參考，我們會盡快處理你的指示，如有延誤，本公司恕不負責。
- Arrangement for change investment instructions under gale/storm signal and black rainstorm warning signal issued by the Hong Kong Observatory on a business day is as follows: 當香港天文台於營業日發出烈風/暴風信號及黑色暴雨警告信號，有關更改投資指示的安排如下:
 - If No. 8 or above gale/storm signal and/or black rainstorm warning signal ('Warning Signal') is hoisted before 9 am and still in force at 12 noon on a business day, the processing of change investment instructions on that business day will be postponed to the next business day. 如八號或以上烈風/暴風信號及/或黑色暴雨警告信號(「警告信號」)於營業日上午九時前發出，而該警告信號於當日中午12時仍然生效，於該營業日處理的更改投資指示將順延至下一個營業日。
 - If the Warning Signal is hoisted after 9 am or is cancelled at or before 12 noon, the processing of change investment instructions on that business day will continue according to normal procedures. 如警告信號於上午九時後發出或於中午12時或之前已取消，於該營業日處理的更改投資指示將會根據正常程序繼續處理。

The above arrangement is provided for reference only and may be subject to change from time to time without notice. 上述安排僅供參考及可隨時修改而不會作出任何通知。
- You are recommended to submit only one investment instruction on the same day. 我們建議你於同一日只遞交一項投資指示。
- The investment instruction below cannot be cancelled after submission. 於遞交表格後，下列投資指示將不能更改。
- Please note that a confirmation notice will be sent to you after the instruction has been successfully processed. 請注意確認通知書將會在完成處理指示後寄發給你。
- The information provided will be used in accordance with the relevant MPF Ordinance and/or its Regulations and the same manner as mentioned in the "Personal Information Collection Statement for Hang Seng Mandatory Provident Fund" ("PICS"). The PICS can be obtained through Hang Seng MPF website hangseng.com/empf or MPF hotline 2288 6822 (Employer) or 2213 2213 (Member). By signing this form, your present choice of receiving direct marketing information will remain unchanged. If you wish to update the use of your personal data for direct marketing purpose as stated in the PICS from the Hang Seng MPF scheme, you may exercise your right by notifying us. 所有已提供的資料將按照有關強積金條例及/或其規例及《恒生強積金的收集個人資料聲明》(「聲明」)處理。該聲明可透過以下恒生強積金網站hangseng.com/empf或強積金熱線2288 6822(僱主)或2213 2213(成員)索取。在簽署本表格後，你現時關於接收直接促銷資訊的選擇將維持不變。如你希望更新在恒生強積金計劃聲明中使用你的個人資料作直接促銷的用途，你可通知我們行使你的選擇權。

A. Details of Employer 僱主資料

1. Employer ID 僱主編號	2. Pay centre ID 付款中心編號
3. Company name of participating employer 參與僱主公司名稱	

B. Asset switch 資產調配

- Please perform asset switch for the existing balance of the reserve account according to the following instruction. 請依下列指示將儲備賬戶之現有結餘作出資產調配。
Switch of existing fund balance should be done as follows: 現有結餘根據以下程序作出調配：
Switch out 轉出： fill in a percentage for the fund(s) from which you would like to switch out of your existing balance. 請於需要轉出結餘的基金填寫轉出的百分比。
Allocation 分布： fill in a percentage for the fund(s) in which you would like your switching proceeds to be invested. 請填寫你欲將由轉出所得的款額分配至各基金的百分比。
- The Guaranteed Fund held under a reserve account is entitled for the Guaranteed Fund's Actual Balance only. The Actual Balance is the value of the units held in the Guaranteed Fund in respect of employer's investment in the reserve account. 儲備賬戶所持有的保證基金只獲得保證基金的實際結存。實際結存為儲備賬戶根據僱主投資於保證基金所持有的單位價值。
- All percentages should be in whole numbers (e.g. 50% not 50.5%) and the total should be 100%. Otherwise, the instruction cannot be effected. 所有百分比必須為整數(例如：須為50%而非50.5%)及其總和必須為100%。否則，此項指示不能生效。

Name of Constituent Fund 成分基金名稱	Type of fund 基金類別	Fund code 基金代號	Percentage to be switched out 轉出的百分比	Allocation percentage of switching proceeds 轉出所得款額的分布百分比
			(Please counter-sign for any amendments made. 如有任何更改，請在旁加簽作實。)	
MPF Conservative Fund 強積金保守基金	Money Market Fund 貨幣市場基金	CPF	%	%
Global Bond Fund 環球債券基金	Bond Fund 債券基金	GBF	%	%
Guaranteed Fund 保證基金	Guaranteed Fund 保證基金	GTF	%	%
Age 65 Plus Fund 65歲後基金	Mixed Assets Fund 混合資產基金	FMF	%	%
Core Accumulation Fund 核心累積基金	Mixed Assets Fund 混合資產基金	SGF	%	%
Stable Fund 平穩基金	Mixed Assets Fund 混合資產基金	SBF	%	%
Balanced Fund 均衡基金	Mixed Assets Fund 混合資產基金	BLF	%	%
Growth Fund 增長基金	Mixed Assets Fund 混合資產基金	GRF	%	%
Global Equity Fund 環球股票基金	Equity Fund 股票基金	GEF	%	%
North American Equity Fund 北美股票基金	Equity Fund 股票基金	NAEF	%	%
European Equity Fund 歐洲股票基金	Equity Fund 股票基金	EUEF	%	%
Asia Pacific Equity Fund 亞太股票基金	Equity Fund 股票基金	ANEF	%	%
Hong Kong and Chinese Equity Fund 中港股票基金	Equity Fund 股票基金	HKEF	%	%
Chinese Equity Fund 中國股票基金	Equity Fund 股票基金	CNEF	%	%
ValueChoice Balanced Fund 智優逸均衡基金	Mixed Assets Fund 混合資產基金	VBLF	%	%
ValueChoice North America Equity Tracker Fund 智優逸北美股票追蹤指數基金	Equity Fund 股票基金	VUEF	%	%
ValueChoice Europe Equity Tracker Fund 智優逸歐洲股票追蹤指數基金	Equity Fund 股票基金	VEEF	%	%
ValueChoice Asia Pacific Equity Tracker Fund 智優逸亞太股票追蹤指數基金	Equity Fund 股票基金	VAEF	%	%
Hang Seng China Enterprises Index Tracking Fund 恒生中國企業指數基金	Equity Fund 股票基金	HSHF	%	%
Hang Seng Index Tracking Fund 恒指基金	Equity Fund 股票基金	HSIF	%	%
Total 總和				100%

C. Declaration and authorisation 聲明及授權書

By signing this form, the Participating Employer 在簽署本表格後，參與僱主	
a) understands and agrees that the existing investments under the MPF reserve account will be switched out and invested according to the investment allocation specified above, and 明白及同意強積金儲備賬戶內的現有投資將根據以上所填寫的投資分布作出調配及投資，及	
b) declares that it has read and understood the MPF Scheme Brochure, and 謹此聲明已閱讀和明白強積金計劃說明書的內容，及	
c) has read and understood the full details of this form (including the Notes on this form) and agree to abide by the rules stated herein. 已細閱及明白此表格內的所有內容(包括此表格上的注意部分)，並同意遵守此述的規則。	
Authorised signature of employer 僱主授權簽署 X	Authorised signature of employer 僱主授權簽署 X
Full name 全名	Full name 全名
Position 職銜	Position 職銜
Date 日期	Date 日期