

## Manulife Global Select (MPF) Scheme 宏利環球精選 (強積金) 計劃 Change Future Investments / Fund Switching Instruction 更改未來投資 / 基金轉換指示

Notes :

- (1) Please read the following "Important Notes" and all "Remarks" on the subsequent pages in filling out the instruction, and initial beside any amendment. MPF intermediary is not authorized to receive the instruction on behalf of Manulife. You are reminded to arrange submission to Manulife directly.
- (2) The information collected from you and in respect of you in support of this instruction can be used by Manulife, approved trustee(s), relevant service provider(s), and the government or regulatory bodies including the Mandatory Provident Fund Schemes Authority ("MPFA") in activities relating to the processing of your instruction as requested in this Form. The information may be transferred to other division(s) within Manulife, the relevant approved trustee(s), government or regulatory bodies including the MPFA or other parties including delegates, intermediaries or any service providers of Manulife or the relevant approved trustees, for such purpose(s) or for a purpose directly related to such purpose(s). All data processes may involve a transfer of information to places either within or outside the Hong Kong Special Administrative Region. You are required to supply the information in this Form and failure to do so may result in your instruction being delayed.
- (3) The MPFA and other regulatory bodies in any jurisdiction shall be authorized to inspect any information under the scheme.
- (4) By writing to the Privacy Officer of Manulife Provident Funds Trust Company Limited, you can correct and have access to your personal data.
- (5) All information may be treated by Manulife in the same manner as mentioned in the "Notice to Customers relating to the Personal Data (Privacy) Ordinance" (the latest version made available by Manulife) ("Notice"). In case you have not read the Notice before, you can obtain a copy through Manulife's website at [www.manulife.com.hk](http://www.manulife.com.hk).

注意事項：

- (1) 請先閱讀以下《重要事項》及所有載於其後各頁的「備註」，以填妥此指示。如有地方須刪改，請於位置旁簡簽作實。宏利並無授權強積金中介人代宏利收取指示，懇請直接遞交有關指示予宏利。
- (2) 宏利、核准受託人、相關服務提供者及政府或規管機構，包括強制性公積金計劃管理局（簡稱「積金局」）可使用從您收集及關於您的資料以處理您在本表格內之指示。為達致該等目的，或與該等目的有關的目的，所提供資料可轉移予宏利內其他部門、有關核准受託人、政府或規管機構，包括積金局，或其他人士/團體，包括宏利或有關核准受託人的受委託者、強積金中介人或任何服務提供者。所有資料處理過程或會涉及資料轉移至香港特別行政區或以外地區。請提供本表格所需的資料，否則您的指示或會因此而被延誤。
- (3) 積金局及任何司法管轄區的其他監管機構將獲授權查看計劃內的任何資料。
- (4) 您可以書面向宏利公積金信託有限公司之個人資料主任更改及查閱您的個人資料。
- (5) 宏利可按《有關「個人資料(私隱)」條例》的客戶通知(由宏利提供之最新版本(「通知」))所述，處理有關資料。假如您未有細閱該通知，可透過宏利網址[www.manulife.com.hk](http://www.manulife.com.hk)取得該通知。

### Important Notes 重要事項

1. Given the time required to process the instruction, there is a time gap between the date Manulife receives the instructions and the date of completion. During the time gap, investment market could fluctuate significantly where fund unit prices may go down or up. Please carefully consider your own risk tolerance level and financial circumstances (as well as your own retirement plan) before making any investment choices.  
由宏利接獲至完成處理指示有一定的時間差距，期間投資市場可以出現顯著的波動，而基金單位價格可跌可升。在作出投資選擇前，您必須小心衡量個人可承受風險的程度、財政狀況及您的退休計劃。
2. The new investment instruction will be applied to ALL contributions received but not yet subscribed to the account on and after the date of processing the latest instruction including any benefits transferred from another scheme (except for benefits transferred among member accounts under the Manulife Global Select (MPF) Scheme ("the Scheme")).  
最新投資指示適用於在處理指示當天及以後收到但未經認購至成員帳戶的所有供款，包括從其他計劃轉移之累算權益（涉及宏利環球精選（強積金）計劃（「本計劃」）內的成員帳戶之間的轉移除外）。
3. Benefit transfer among member accounts under the Scheme will be processed (i) by way of unit transfer for the unitized constituent funds; and (ii) by way of transferring account balance for the non-unitized constituent fund. There is no selling or buying of funds during the transfer process and the instruction as indicated in Part I of this form is not applicable.  
在本計劃內的成員帳戶之間的轉移乃是透過 (i) 所有單位化的成分基金以轉移單位方式進行；及 (ii) 非單位化的成分基金以轉移帳戶結餘方式進行。轉移過程並不涉及任何基金買賣，而於本表格部份 I 之投資指示並不適用於累算權益轉移安排。
4. Written instructions in the prescribed format ("instruction") received by Manulife at the designated address at or before the cut-off time (currently at 4:00 p.m. Hong Kong time) on a dealing day\* will generally be processed on the same day. If such instruction is received after the cut-off time on a dealing day\*, the instruction will generally be processed on the next dealing day\*. If more than one instruction of the same type from the same member is received by Manulife at or before the cut-off time on the same dealing day\*, only the first one will be processed while the later one will generally be processed on the next dealing day\*. You can also submit your instructions to Manulife via "Manulife Smart Call" or Manulife website (collectively "e-instruction"). In case after Manulife has processed an e-instruction, and a written instruction of the same type from the same member was processed on the same dealing day\*, the written instruction will be considered invalid. Besides, if Manulife receives more than one e-instruction of the same type from the same member within the prescribed time frame on any dealing day\*, only the last received e-instruction will be processed.  
宏利在交易日\*截止時間（現時為香港時間下午4時）或之前於指定地點收到以指定格式遞交的書面指示（「指示」），一般會於同一日處理。而在交易日\*截止時間之後收到的指示，則通常會於下一個交易日\*獲處理。如宏利在同一個交易日\*截止時間之前收到同一成員多於一個同類指示，宏利只會處理首個收到的指示；而較後收到之指示，則通常會於下一個交易日\*獲處理。另外，您亦可以透過「宏利一線通」或宏利網站傳送指示（統稱「電子指示」）至宏利。若宏利在同一個交易日\*已處理電子指示，而在同日亦處理同一成員的同類書面指示的情況下，該書面指示將自動失效。此外，宏利在任何一個交易日\*指定時限內接獲由同一成員發出多於一個同類電子指示，則只會處理最後一個電子指示。
5. After we have processed your contribution investment instruction or fund switching instruction, you will receive "Confirmation of Change Future Investments Instruction" or "Confirmation of Fund Switching Instruction - Fund-to-Fund Switch" respectively.  
當處理您的供款投資指示或基金轉換指示後，您將分別接獲「更改未來投資指示確認書」或「基金轉換指示確認書 - 指定基金轉換」。
6. For fund switching involving the Manulife MPF Stable Fund ("Stable Fund"), partially redeeming or switching units out of the Stable Fund will have an impact on the guarantee balance of the member's account. Please refer to the MPF Scheme Brochure and the Key Scheme Information Document of the Scheme for details.  
若基金轉換指示涉及宏利MPF 穩健基金（「穩健基金」），部分贖回或由穩健基金轉出資金將對成員的保證結餘有所影響。詳情請參閱本計劃之強積金計劃說明書及主要計劃資料文件。
7. For US persons, please refer to the important notice posted on the "Forms and Publications" page ([www.manulife.com.hk/en/individual/products/mpf/forms-and-publications.html](http://www.manulife.com.hk/en/individual/products/mpf/forms-and-publications.html)) on our website.  
美國人士請參閱宏利網站的「表格及刊物」專頁（[www.manulife.com.hk/zh-hk/individual/products/mpf/forms-and-publications.html](http://www.manulife.com.hk/zh-hk/individual/products/mpf/forms-and-publications.html)）內發布的重要通告。

### Key Features of Default Investment Strategy (DIS) 預設投資策略主要特點

1. The DIS is a strategy (not a fund), that uses two constituent funds, namely the Manulife MPF Core Accumulation Fund and the Manulife MPF Age 65 Plus Fund, to automatically reduce the risk exposure as the member approaches retirement age. For details of the DIS, including its automatic de-risking features and fee level, you may refer to the MPF Scheme Brochure and the Key Scheme Information Document of the Scheme or the related information which is available on our website.  
預設投資策略並非一項基金，而是一項運用兩項成分基金，即宏利MPF核心累積基金與宏利MPF 65歲後基金的策略，隨著成員步向退休年齡而自動降低風險。如欲了解預設投資策略詳情，包括其自動降低風險特點及收費水平，您可參考本計劃之強積金計劃說明書及主要計劃資料文件或相關資料，有關資訊可見於宏利網頁。
2. For members' accrued benefits invested according to the DIS, when one or more instructions from members, such as subscription, redemption or switching instructions, are also being processed and with units to be issued/redeemed (in the case of the Interest Fund where investment to be made in or monies to be withdrawn from) on the same dealing day as the dealing day scheduled for the annual de-risking for a relevant member, such instruction(s) and the annual de-risking in respect of such member will take place on the same day. In such case, the annual de-risking will only take place after processing those instruction(s). 如成員的累算權益按預設投資策略投資，當一項或多項指示，如認購、贖回或轉換指示，於有關成員的每年降低風險之預定交易日辦理，而在同一交易日發行/贖回有關單位（利息基金則為對其進行投資或從中提取款項），該等指示將與有關成員的每年降低風險安排同日進行。在此情況下，每年降低風險安排僅會在該等指示獲處理後進行。
3. The automatic de-risking mechanism of DIS does not apply to the Manulife MPF Core Accumulation Fund (SHK148) and the Manulife MPF Age 65 Plus Fund (SHK149), being individual choices but NOT as part of DIS.  
由於宏利MPF核心累積基金（SHK148）與宏利MPF 65歲後基金（SHK149）為獨立選項而非預設投資策略下的基金，有關自動降低風險機制並不適用。

\* "Dealing day" refers to any day on which the banks in Hong Kong are open for business (excluding Saturdays) or such other day as the Trustee may from time to time determine. For details, please refer to the MPF Scheme Brochure and the Key Scheme Information Document of the Scheme.  
「交易日」指在香港的銀行營業的任何一日（星期六除外）或受託人不時決定的其他日期。有關詳情，請參閱本計劃之強積金計劃說明書及主要計劃資料文件。



**Please complete the following 請填妥下列資料**

Member Account No. 成員帳戶號碼： _____ (If you have more than one member account with us, you have to submit a separate instruction for each of the accounts 若您擁有多於一個成員帳戶，請為每個帳戶提交獨立指示。)  Name of Sub-Scheme Member (as shown on HKID Card / Passport) : _____ 附屬計劃成員姓名 (必須與香港身份證/護照相同)  Surname in English 英文姓氏 _____ Given Name in English 英文名字 _____ Name in Chinese 中文姓名 _____ (ONLY for person without HKID Card 只供沒有香港身份證的人士填寫)	Daytime Contact No. 日間聯絡電話： _____  <input type="checkbox"/> HKID No. 香港身份證號碼： _____ (____)  <input type="checkbox"/> Passport No. 護照號碼： _____
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**PART I - Change Future Investments Instruction** (Change investment allocations for all your future monies (including regular contributions and assets transferred from another scheme) which have not been allocated to your account.)  
**部 份 I - 更改未來投資指示** (更改尚未分配至您帳戶的所有未來款項投資分配 (包括定期供款及轉移自另一計劃的資產) )

Default Investment Strategy / Fund Name	預設投資策略 / 基金名稱	DIS / Fund Account Code 預設投資策略/ 基金代號	Allocation of Mandatory Contribution <sup>1,2</sup> (Not applicable to Tax Deductible Voluntary Contributions Account / Flexi Retirement Contribution Account) 強制性供款分配率 <sup>1,2</sup> (不適用於可扣稅自願性供款帳戶/ 自選退休供款帳戶)	Allocation of Voluntary Contribution <sup>1,2</sup> 自願性供款分配率 <sup>1,2</sup>
Default Investment Strategy	預設投資策略	DIS	%	%
Manulife MPF Interest Fund	宏利 MPF 利息基金	DHK121	%	%
Manulife MPF Stable Fund	宏利 MPF 穩健基金	SHK122	%	%
Manulife MPF Growth Fund	宏利 MPF 增長基金	SHK123	%	%
Manulife MPF Aggressive Fund	宏利 MPF 進取基金	SHK124	%	%
Manulife MPF Conservative Fund	宏利 MPF 保守基金	SHK125	%	%
Manulife MPF Hong Kong Equity Fund	宏利 MPF 香港股票基金	SHK126	%	%
Manulife MPF International Equity Fund	宏利 MPF 國際股票基金	SHK127	%	%
Manulife MPF Pacific Asia Equity Fund	宏利 MPF 亞太股票基金	SHK128	%	%
Manulife MPF European Equity Fund	宏利 MPF 歐洲股票基金	SHK129	%	%
Manulife MPF North American Equity Fund	宏利 MPF 北美股票基金	SHK130	%	%
Manulife MPF Japan Equity Fund	宏利 MPF 日本股票基金	SHK131	%	%
Manulife MPF Hong Kong Bond Fund	宏利 MPF 香港債券基金	SHK132	%	%
Manulife MPF International Bond Fund	宏利 MPF 國際債券基金	SHK133	%	%
Manulife MPF Fidelity Growth Fund	宏利 MPF 富達增長基金	SHK134	%	%
Manulife MPF Fidelity Stable Growth Fund	宏利 MPF 富達平穩增長基金	SHK135	%	%
Manulife MPF China Value Fund	宏利 MPF 中華威力基金	SHK136	%	%
Manulife MPF Healthcare Fund	宏利 MPF 康健護理基金	SHK137	%	%
Manulife MPF Smart Retirement Fund	宏利 MPF 智優裕退休基金	SHK138	%	%
Manulife MPF 2025 Retirement Fund <sup>3</sup>	宏利 MPF 2025 退休基金 <sup>3</sup>	SHK140	%	%
Manulife MPF 2030 Retirement Fund <sup>3</sup>	宏利 MPF 2030 退休基金 <sup>3</sup>	SHK141	%	%
Manulife MPF 2035 Retirement Fund <sup>3</sup>	宏利 MPF 2035 退休基金 <sup>3</sup>	SHK142	%	%
Manulife MPF 2040 Retirement Fund <sup>3</sup>	宏利 MPF 2040 退休基金 <sup>3</sup>	SHK143	%	%
Manulife MPF 2045 Retirement Fund <sup>3</sup>	宏利 MPF 2045 退休基金 <sup>3</sup>	SHK144	%	%
Manulife MPF Hang Seng Index ESG Fund	宏利 MPF 恒指 ESG 基金	SHK145	%	%
Manulife MPF Sustainable Pacific Asia Bond Fund	宏利 MPF 可持續亞太債券基金	SHK146	%	%
Manulife MPF RMB Bond Fund	宏利 MPF 人民幣債券基金	SHK147	%	%
Manulife MPF Core Accumulation Fund	宏利 MPF 核心累積基金	SHK148	%	%
Manulife MPF Age 65 Plus Fund	宏利 MPF 65 歲後基金	SHK149	%	%
Manulife MPF Retirement Income Fund	宏利 MPF 退休收益基金	SHK150	%	%
		Total 合共	100 %	100 %

**Remarks 備註**

- The percentage in the DIS or each selected fund must be in whole number and not be less than 5%. The total allocation percentage must add up to 100%.  
所選之預設投資策略或每項基金的最低分配百分率為百分之五，同時必須為整數。供款分配之總和必須等於百分之一百。
- Please fill in the relevant spaces of mandatory contribution and voluntary contribution if you want to make new investment instructions for both contribution types.  
如需要更改強制性及自願性供款的投資指示，請務必填妥兩項供款類別的相關空格。
- The Manulife MPF 2025 Retirement Fund, the Manulife MPF 2030 Retirement Fund, the Manulife MPF 2035 Retirement Fund, the Manulife MPF 2040 Retirement Fund and the Manulife MPF 2045 Retirement Fund will be closed on their maturity dates as defined in the MPF Scheme Brochure and the Key Scheme Information Document. Details on the procedures in handling contribution investment instructions or other instructions to subscribe or redeem units of these funds due to fund maturity can be found in the latest MPF Scheme Brochure and the Key Scheme Information Document.  
宏利MPF2025退休基金、宏利MPF2030退休基金、宏利MPF2035退休基金、宏利MPF2040退休基金及宏利MPF2045退休基金將於強積金計劃說明書及主要計劃資料文件內所定義的期滿日屆滿，請參閱最新的強積金計劃說明書及主要計劃資料文件以了解因基金期滿就處理該等基金的供款投資指示、或其他認購或贖回單位的程序。

