

Manulife Walks YOU through to the

NEW PAGE of MPF

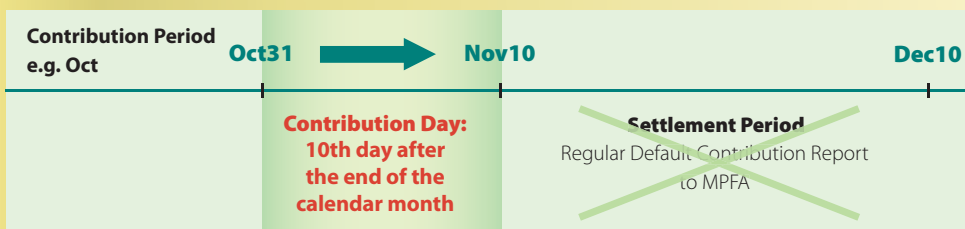
As your Employee Benefits provider of Choice, we, at Manulife, have been taking the lead to prepare YOU, our MPF employer customers, to meet your MPF obligations.

The Removal of 30-day Settlement Period and the Inclusion of Housing Allowance as "Relevant Income" will take full effect on November 1, 2008. We would like to share with you the tips in handling your MPF in a simple and step-by-step approach.

Getting Ready for the Removal of 30-day Settlement Period

Effective from November 1, 2008, employers must make contributions on or before the 10th day of each month. By making contributions, it means proper submission of contribution data AND settlement of contribution payment. Both must reach Manulife on the 10th day after the end of the calendar month in which the relevant payroll period ends.

Following is an example showing a contribution timeline in respect to the payroll period of for your easy reference:



Our Solutions for YOU:

To avoid unnecessary delay and surcharge, we encourage you to use the **Manulife Contribution Express**, a secure and user friendly online contribution calculation tool to prepare your MPF contribution data. You are also highly recommended to settle your contribution payment by setting up a **Direct Debit Authorization (Autopay)** with your designated bank.

Housing Allowances and Benefits are Treated as "Relevant Income" in Calculating MPF Contributions

You may need to:

- adjust the contribution arrangements;
- amend the payroll and other remuneration systems;
- explain to employees that the amount of contribution deducted from their salaries may be changed due to the legislative amendment in including housing allowance as part of their "relevant income"; and / or
- amend the terms of employment contract or retirement benefit arrangements.

If in doubt, please check with us

Employer Hotline: 2108 1234

Service Hours :
Monday to Friday: 9 am to 6 pm
Closed on Saturday/ Sunday/ Public Holiday

Customer Service Centers:

Service Hours :
Monday to Friday: 9am to 6pm
Closed on Saturday/ Sunday/ Public Holiday

CAUSEWAY BAY

11/F Manulife Plaza, The Lee Gardens, 33 Hysan Avenue, Causeway Bay, Hong Kong

JORDAN

18/F Manulife Provident Funds Place, 345 Nathan Road, Jordan, Kowloon

CHECK YOUR ACCOUNT CONSTANTLY

As a responsible employer, it is to your benefit to ALWAYS check your account status even when you have already submitted your remittance data and made full payment.

The easiest way is to read the cover page of the Employer Monthly Package we send to you before 25th of each month.

And, you are encouraged to use our **e-MPF Employer Online Service** via our website to view the latest contribution situation.

To enjoy our FREE **e-Alert service** as a reminder for any outstanding payment, you may simply register a valid email address with us. If you have not done so, you can either:

- log in to your e-MPF employer account and update the information; OR
- fax the completed "Change of Employer Particulars" Form to 2104 3504.

The Mandatory Provident Fund Schemes Amendment (No. 2) Ordinance 2008 will come into operation on December 1, 2008. Please refer to our upcoming employer newsletters for details.