

## MANULIFE GLOBAL FUND - DEALING PROCEDURES

**Please refer to the prospectus of the Manulife Global Fund (“Fund”) for the complete dealing procedures and investment objectives and policies, risk factors, fees and charges of the Fund.**

- Manulife Global Fund is an umbrella fund comprising a number of funds investing primarily in equity and bond securities, each of which has a different investment objective and risk profile.
- Certain funds with exposure to emerging markets, non-investment grade bonds, and smaller companies may include liquidity, volatility, regulatory, down-grading and political risk.
- Certain funds may invest more extensively in futures, forwards, options and swaps and other financial derivative instruments which may involve substantial credit, counterparty, market, volatility, and liquidity risk.
- Certain funds invest in a single sector or market which is subject to higher concentration risk.
- Certain funds may be subject to a performance fee. A shareholder redeeming shares may still be subject to the performance fee charge in respect of the shares, even though he/she has suffered a loss in investment capital.
- The investment manager of fund which invests in Mainland China domestic securities market may make a provision for the account of the fund in respect of any potential capital gains tax. If there is a shortfall in the tax provision amount, the net asset value of the fund may be affected as the fund will have to bear the additional tax liabilities.
- Investors may suffer substantial loss of their investments in any of the above types of fund.
- Investors should not only base on this material alone to make investment decisions and should further read the prospectus (including potential risks involved) for details.

### HOW TO DEAL

1. An investor needs to first open a shareholder account with the Fund through the Hong Kong Distributor of the Fund, Manulife Asset Management (Hong Kong) Limited (“Hong Kong Distributor”).
2. The Dealing Day of the Fund are Monday to Friday from 9:00 a.m. to 4:00 p.m. Hong Kong time, excluding (a) the dates on which banks in Hong Kong or Luxembourg are not open for normal banking business and (b) the dates that fall within a period of suspension.
3. All valid account opening applications and dealing instructions received and accepted by Hong Kong Distributor on or before 4:00 p.m. on a Dealing Day will be effected on that dealing date.
4. Dealing forms can be downloaded from the “Wealth Management Forms” section at [www.manulife.com.hk](http://www.manulife.com.hk) or obtained through the Customer Service Hotline at (852) 2108 1110.
5. Account opening forms sent by facsimile may be accepted, but the original signed account opening form should follow immediately. Dealing instructions for switching, redemption and Direct Saver update by facsimile will be accepted if the relevant instruction options are indicated in the account opening form. Dealing instructions for subsequent subscription by facsimile may be accepted.

### ACCOUNT OPENING

An application for a shareholder account should be made by sending the following to the Hong Kong Distributor:

1. Completed and signed account opening form together with certified true copies of (a) the identification document(s), i.e. the Hong Kong Identity Card or photo page of the passport, and (b) the address proof, i.e. bank statement, utility bill, telecommunications invoice, government notice, account statement from a regulated financial institution or other document issued within the last three months and acceptable to the Hong Kong Distributor.
2. Corporate holder and unincorporated holder applicants please refer to the “Corporate Holder Application” and “Unincorporated Holder Application” sections below for additional information.
3. Completed and signed Risk Profile Questionnaire and Suitability Check Table (for Investment Funds).
4. Other documents and payment as prescribed in the Account Opening Form. Please refer to the “Payment Methods” section below for essential information.
5. The certifier can be an SFC licensed person, a staff member of Manulife Asset Management (Hong Kong) Limited, a Qualified Intermediary, Other Licensed Person, a bank branch manager, a certified public accountant, a lawyer, a notary public or a Justice of Peace.

### SUBSEQUENT SUBSCRIPTION

An instruction of subsequent subscription should be made by sending the following to the Hong Kong Distributor:

1. Completed and signed Subsequent Subscription Form together with the payment.
2. Completed and signed Risk Profile Questionnaire and Suitability Check Table (for Investment Funds), if the account holder has not provided the Hong Kong Distributor with such within 24 months before the subsequent subscription instruction.

**Customer Service Hotline: (852) 2108 1110**

**Manulife Asset Management (Hong Kong) Limited  
22/F., Tower A, Manulife Financial Centre, 223-231 Wai Yip Street,  
Kwun Tong, Kowloon, Hong Kong**

**Telephone: (852) 2510 3688 Facsimile: (852) 2810 9510 Website: [www.manulife.com.hk](http://www.manulife.com.hk)**

**SWITCHING / REDEMPTION**

An instruction of redemption or switching should be made by sending the following to the HK Distributor:

1. Completed and signed Switching Request Form clearly indicating the name and share class of the sub-funds being switched in and out and the switching amount or shares.
2. Completed and signed Redemption Request Form clearly indicating the name and share class of the sub-fund(s), the redemption amount or shares, the payment currency and accurate payment instruction, i.e. the payment method, bank name, bank branch and bank account number, SWIFT code and, if applicable, the correspondent bank name as requested on the Redemption Request Form

**PAYMENT METHODS**

Payment of subscription monies can be made by one of the methods as listed in the table below.

**Important Notes:**

- (a) Only payments made by cheque, bank transfer, cashier order, telegraphic transfer or Sameday Autopay as specified below will be accepted.
- (b) Investors and account holders are recommended to make their payments in Hong Kong Dollars through Clearing House Automated Transfer System ("CHATS") to shorten the payment processing time and avoid bank charges for handling cheques or telegraphic transfers.
- (c) An investor / account holder who wishes to pay in currencies other than Hong Kong Dollars or U.S. Dollars should first contact the Hong Kong Distributor via Customer Service Hotline at 2108 1110.
- (d) Payments made by a third party or through direct deposit of cash will not be accepted.
- (e) Where applicable, remittance advice, cheque copy, bank certification or bank advice showing the investor's / account holder's name is required as proof of the source of payment.
- (f) Payments from intermediaries not currently licensed or registered for dealing in securities in Hong Kong or for the equivalent regulated activity in other jurisdictions will not be accepted.

<b>Payment Method:</b>	<b>Essential Information:</b>
<b>By Cheque / Bank Draft / Cashier Order</b> originated from the investor's / account holder's bank account.	(a) All cheques for subscription payments must be made payable to "CITIBANK NA HK BRANCH – MGF A/C" (b) the cheque issuer must be the investor / account holder; (c) the name, Hong Kong Identity Card or passport number of the investor / account holder and the name of the Fund's sub-fund(s) must be written on the back of the payment cheque / bank draft / cashier order; (d) If the payment is made by a bank draft or cashier order, the investor's / account holder's identity must have been checked by the issuing bank and confirmed by a bank certification or bank advice, which needs to be provided together with the bank draft or cashier order; (e) If the payment is made by a cheque directly deposited to the Fund's bank account, a copy of the cheque showing the investor's / account holder's name must be provided together with the bank pay-in slip.
<b>By CHATS Transfer in Hong Kong Dollars</b> from the investor's / account holder's bank account.	(a) Bank Name : Citibank N.A., Hong Kong Branch (b) SWIFT Address : CITIHKHX (c) A/C Name : CITIBANK NA HK BRANCH – MGF A/C (d) A/C Number : 006-391-61080136 (e) Please quote : Name of the investor / account holder and the Fund's sub-fund(s)
<b>By CHATS Transfer in U.S. Dollars</b> from the investor's / account holder's bank account.	(a) Bank Name : Citibank N.A., Hong Kong Branch (b) SWIFT Address : CITIHKHX (c) A/C Name : CITIBANK NA HK BRANCH – MGF A/C (d) A/C Number : 006-391-61080128 (e) Please quote : Name of the investor / account holder and the Fund's sub-fund(s)
<b>By Telegraphic Transfer in U.S. Dollars</b> from the investor's / account holder's bank account.	(a) Bank Name : Citibank N.A., Hong Kong Branch (b) SWIFT Address : CITIHKHX (c) A/C Name : CITIBANK NA HK BRANCH – MGF A/C (d) A/C Number : 006-391-61080128 (e) Correspondent Bank : Citibank N.A., New York (f) Please quote : Name of the investor / account holder and the Fund's sub-fund(s)

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<b>Payment Method:</b>	<b>Essential Information:</b>
<b>Sameday Autopay</b>	(a) Complete and sign the Sameday Autopay Application Form (b) Investor / account holder need to set up a Sameday Autopay bank account with a participating service providing bank as listed on the Sameday Autopay Application Form.

### **COPPORATE HOLDER APPLICATION**

Corporate Holder Applicants are required to submit the following documentation:

- Certified true copy of the latest business registration certificate (if applicable) and certificate of incorporation/registration
- Certified true copy of ID card/passport of all authorized signatories who sign on Account Opening Form
- Certified true copy of Memorandum and Articles of Association
- Board resolution to prove that the signatory(ies) who sign(s) on the Account Opening Form is/are authorized to open a shareholder account with Manulife Global Fund for and on behalf of the applicant
- Company search record confirming the current directors and shareholders of the applicant or certified true copy of the latest register of directors and shareholders
- Certified true copy of the Hong Kong ID Card/photo page of the passport of all the individual shareholders and at least two directors (including the managing directors)
- Group chart of the applicant with the shareholding percentages shown if the applicant has a number of layers in its ownership structure and identification of the ultimate beneficial owner(s) of the applicant are required

Sample wording for the board resolution is provided below for reference only:

"Resolved that [the full legal name / defined name of the corporate holder applicant] should apply for a shareholder account with Manulife Global Fund and authorize [number of authorized signatory(ies), e.g. any two of, at least one of] [the authorized signatory(ies) as in the attached certified true copy / full legal name and identification reference of the authorized signatory(ies)] to execute for and on behalf of [the full legal name / defined name of the corporate holder applicant] all documents pertaining to the account opening and future dealing instructions. Execution of such documents by the authorized person(s) shall be deemed to be conclusive evidence of the approval by [the full legal name / defined name of the corporate holder applicant] of the terms and conditions as stated in the executed documents."

### **UNINCOPPORATED HOLDER APPLICATION**

"Un-incorporated Holder Applicants are required to provide a certified true copy of the account opening confirmation, business registration certificate, partnership agreement, or declaration of trust / trust deed, where applicable.

Sample wording for the account opening confirmation is provided below for reference only:

"I/We, the undersigned, trading in the name of [the full legal name of the unincorporated holder applicant], jointly and severally (in the case of partnership), apply for a shareholder account with Manulife Global Fund and authorize number of authorized signatory(ies), e.g. any two of, at least one of] [the authorized signatory(ies) as in the attached certified true copy / full legal name and identification reference of the authorized signatory(ies)] to execute for and on behalf of [the full legal name / defined name of the corporate holder applicant] all documents pertaining to the account opening and future dealing instructions. Execution of such documents by the authorized person(s) shall be deemed to be conclusive evidence of the approval by [the full legal name of the unincorporated holder applicant] of the terms and conditions as stated in the executed documents."

### **CAPITAL INVESTMENT ENTRANCE SCHEME ("CIES")**

An investor who wishes to open and operate a shareholder account with Manulife Global Fund - Dragon Growth Fund Class AA, for the purpose of fulfilling the relevant requirements under the CIES should:

- complete the account opening procedures as set out above;
- enter into an agreement with the investor's chosen financial intermediary; and
- obtain a written approval-in-principal or formal approval of the investor as a CIES applicant by the Director of the Immigration Department.

END

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