

**MANULIFE PROVIDENT PLAN
("Plan")**

NOTICE TO EMPLOYERS AND MEMBERS ("Notice")

This notice is important. It requires your immediate attention. If you are in any doubt about the contents of this document, you should seek independent professional advice.

1. Change of Administrator

Standard Chartered Trustee (Hong Kong) Limited (the "**Trustee**"), with the approval of the Sponsor, has appointed BOCI-Prudential Trustee Limited ("**BOCPT**") as the new Administrator of the Plan, in place of BestServe Financial Limited, and such appointment will take effect from 1 December 2023 ("**Effective Date**").

BOCPT is a joint venture founded by BOC Group Trustee Company Limited and Prudential Corporation Holdings Limited and affiliated to the Bank of China Group. Although BOCPT was incorporated in 1999, its origin and professional experience could be traced back to 1977 providing administration services for various retirement schemes in Hong Kong.

2. Administrative impacts

- 2.1 In connection with the appointment of BOCPT as the new Administrator of the Plan, the address of the Administrator and the customer service centre, and certain contact information will be changed, while other contact information will remain unchanged. Please find below a summary of contact information which will apply with effect from the Effective Date:

Contact information	From the Effective Date
Address of the Administrator	Suites 1501-1507 & 1513-1516, 15/F, 1111 King's Road, Taikoo Shing, Hong Kong
Address of the customer service centre	Suites 1507, 15/F, 1111 King's Road, Taikoo Shing, Hong Kong Service hours: Monday to Friday, except public holidays, from 9:00 am to 6:00 pm
Manulife Pension Services Hotline	2929 3021
Fax number	2530 5743
Email address	For Contact Us enquiry: enquiry@mpporso.com For submission of Contribution List: service_hk@mpporso.com
Address for mailing documents/cheques	Suites 1507, 15/F, 1111 King's Road, Taikoo Shing, Hong Kong or P.O. Box 38108 Hing Fat Street Post Office,

	Hong Kong
Online Pension Services Centre	www.manulife.com.hk

- 2.2 The procedures for contributions and withdrawal of benefits will remain unchanged. New version of administration forms will be available for download at the Online Pension Services Centre starting from the Effective Date.
- 2.3 Members and employers ("**Plan Participants**") will continue to be able to access the Manulife Pension Services Hotline on 2929 3021 as well as the Online Pension Services Centre at www.manulife.com.hk.

3. **Impacts on the Plan and Plan Participants**

All costs and expenses associated with the change of Administrator will be borne by the Sponsor and BOCPT (i.e. the new Administrator) and will not be borne by the Plan or the Plan Participants. The Administrator Fee will remain unchanged.

Standard Chartered Trustee (Hong Kong) Limited remains to be the trustee of the Plan.

4. **Other updates to the Plan**

Administrative updates are made to the Explanatory Memorandum. These changes include:

- Changes to (i) paragraph (a) titled "Registration Fee" under "Fees Payable By Employers" in the section titled "Charges and Expenses", and (ii) the table titled "Fees payable by employers" in Appendix 2 – "Summary of Fees and Charges", to reflect the current annual registration fee payable under the ORS Ordinance by employers and to streamline other disclosures as appropriate.
- Other changes in the nature of administrative update and enhancement.

The Plan will cease to provide services to Members for inclusion of membership information in the bank consolidated statements of designated bank starting from 1 December 2023.

5. **For further information**

The Explanatory Memorandum will be amended with effect from the Effective Date to reflect the above changes. To obtain a copy of the latest Explanatory Memorandum, please visit www.manulife.com.hk or contact the Manulife Pension Services Hotline.

Should you have any questions about the above matters, please contact the Manulife Pension Services Hotline on 2929 3021.

Manulife (International) Limited (Incorporated in Bermuda with limited liability)

24 October 2023