



Manulife MPF

Welcome to join the Employer Administration Workshop 2019-2020

Venue: 1/F Computer Room, Hong Kong Productivity Council, 78 Tat Chee Avenue, Kowloon Tong

Date	Time	Content
November 22, 2019 (Friday)	3-5 pm	<ul style="list-style-type: none"> Administration walkthrough Commonly used forms A journey to our Cont-X and e-Platform E-enrollment
January 17, 2020 (Friday)		
Cancelled March 27, 2020 (Friday)		
May 22, 2020 (Friday)		



Cont-X demo

The workshop will be conducted in **Cantonese**.

Enrollment method

- Call Manulife employer hotline at (852) 2108 1234 during service hours¹ (**press 2,#,1,0,1 to contact our customer service officers**) to register and your enrollment will be confirmed immediately.
- **Reminder emails** will be sent to registrants in the month the workshop is going to take place.
- Enrollment will be closed two working days before the workshop takes place.
- **Seats are limited.** Each employer can only reserve 2 seats for a single workshop and admission is on a **first-come, first-served** basis.

Note:

1. Service hours of the hotline are from 9am to 6pm Monday through Friday, except Saturdays, Sundays and public holidays.

Important note:

For your safety, the workshop(s) will automatically be cancelled without prior notice if the tropical cyclone warning signal No. 8 or above, or black rainstorm warning remains hoisted / is announced to be hoisted by the HK Observatory at or after 11am on the workshop date(s). In such case, we will inform registrants of the postponement details as soon as possible.

Manulife reserved the right of the final decision on the arrangement of the workshop.