

**Change of Employer / Employee Allocation Percentages for Future Contribution /  
更改僱主或僱員未來供款投資分配 /  
Transfer of Employer / Employee Past Accumulations (for Manulife (Macau) Pension Fund Scheme)  
更改僱主或僱員積存利益投資方式 (適用於宏利 (澳門) 退休金計劃)  
( Employee's Decision 由僱員決定 )**

**Notes :**

- Please complete this Form in BLOCK LETTERS and initial next to any corrections you make on this Form.
- The information collected from you and in respect of you and any update to any such information (collectively, the "Information") can be used by the Management Company, any of its affiliated entities and/or their respective officers, employees and agents for processing of the investment related instruction(s) as requested in this Form and complying with the applicable laws and regulations, including but not limited to the anti-money laundering and counter-terrorist financing requirements (collectively, the "Purposes"). The Information may be transferred to other division(s) within the Management Company, the holding companies, subsidiaries and affiliates of the Management Company ("Manulife Group") and/or other parties including delegates, intermediaries and service providers of the Management Company, Manulife Group and/or the Manulife (Macau) Pension Fund Scheme (the Management Company and the other transferees mentioned above are collectively referred to as the "relevant persons"), for the Purposes or for any purpose directly related to any of the Purposes. Any such transfer of the Information may be to places either within or outside of Macau Special Administrative Region. You are required to supply the Information items in this Form and failure to do so may result in your request being delayed.
- The regulatory bodies (including any taxation department or authority) in any jurisdiction may inspect any of the Information or require disclosure of any of the Information by any of the relevant persons. Without limiting the generality of the above provisions, each of the relevant persons may disclose or transfer any of the Information to any regulatory bodies in any jurisdiction, and allow access of any regulatory bodies in any jurisdiction to any such Information, for the purposes of ensuring each of the relevant persons' compliance with the applicable laws and regulations.
- By writing to the Privacy Officer of the Management Company at the address as specified in the last page of this Form, you can correct and have access to your personal data.

**注意事項 :**

- 請用正楷填寫本表格；如須作出任何刪改，請於刪改之位置旁簽署。
- 管理公司、其關聯實體及 / 或其任何高級負責人員、僱員及代理人可使用從閣下收集及關於閣下的資料，以及該等資料的任何更新（該等「資料」），以處理本表格中所要求的投資相關指示及遵守適用之法例及規例，包括但不限於反洗黑錢及反恐怖份子融資規定（統稱為「目的」）。該等資料可移轉予管理公司內其他部門、管理公司的控股、附屬及關聯公司（「宏利集團」）及 / 或其他人士 / 團體，包括管理公司、宏利集團及 / 或宏利（澳門）退休金計劃的受委託者、中介人及服務提供者（管理公司及上述其他承讓人統稱為「相關人士」），以達致上述目的或直接與該等目的有關的目的。此等資料可移轉至澳門特別行政區以內或以外地區。閣下須提供本表格內的該等資料，否則有可能導致閣下之要求被延誤處理。
- 任何司法管轄區的監管團體（包括任何稅務部門或當局）皆可查核該等資料或要求任何相關人士披露該等資料。在不限制上述條文的一般性原則下，每一位相關人士可向任何司法管轄區之任何監管團體披露或轉交任何該等資料，以及允許任何司法管轄區之任何監管團體取得任何該等資料，以確保每一位相關人士符合適用法例及規例。
- 閣下可以書面向管理公司之個人資料主任要求更改及查閱閣下之個人資料，管理公司之地址載於本表格最後一頁。

<p>1. Group Policy No.: 團體保單號碼 _____</p> <p>3. Employer (Company) Name (in Block Letters): 僱主 (公司) 名稱 (請用正楷填寫) _____</p> <p>4. Certificate No.: 證書號碼 _____</p> <p>5. Employee / Deferred Member Name (as shown on ID Card): 僱員 / 保留成員姓名 (必須與身份證相同) _____</p>	<p>2. Sub-Group No.: 分組編號 _____</p> <p style="text-align: right;">Surname in English 英文姓氏 _____</p> <p style="text-align: right;">Other Name in English 英文名字 _____</p>
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**PART I - Investment Allocation for Future Contribution (TX140)**  
(This applies to the change of investment allocation % on future money that will be allocated to the employee's / employer's account on the date of processing this instruction)  
**部 份 I - 未來供款投資分配 (TX140)**  
(此更改投資組合適用於在指示辦理日以後分配至僱員 / 僱主帳戶的款項)

Fund Name 基金名稱	Fund Code 基金代號	Employee Contribution* 僱員供款百分率*	Employer Contribution* 僱主供款百分率*
GUARANTEED FUND (MACAU) 保證基金(澳門)	S400	%	%
PACIFIC ASIA BOND FUND (MACAU) 亞太債券基金(澳門)	S401	%	%
STABLE GROWTH FUND (MACAU) 平穩增長基金(澳門)	S402	%	%
BALANCED FUND (MACAU) 均衡基金(澳門)	S403	%	%
HK & CHINA EQUITY FUND (MACAU) 中港股票基金(澳門)	S404	%	%
HEALTHCARE FUND (MACAU) 康健護理基金(澳門)	S405	%	%
<b>Total 百分率總和</b>		<b>100 %</b>	<b>100 %</b>

\* The allocation percentage in each selected fund must be in whole number and not less than 5% 每項所選之基金之最低分配百分比為百分之五及為整數。

For office use only :  Ck Acc Bal     FSEE (1)     FSER (2)     OPT (3)     PSEE (4)     PSER (5)

MFLEX/OPT1,3

**PART II - Transfer of Past Accumulations (TX461)**

(This applies to transfer of accumulated contribution which has already been allocated to the employee's / employer's account to other funds)

**部份 II - 更改積存利益之投資基金方式 (TX461)**

(此部份只適用於調配已積存及分配至僱員/僱主帳戶之款項)

Employee Accumulations 僱員積存			Employer Accumulations 僱主積存		
From Fund Code * 自現時投資基金代號	Transfer %** 轉投積存單位之百分率	To Fund Code * 至新選投資基金代號	From Fund Code * 自現時投資基金代號	Transfer %** 轉投積存單位之百分率	To Fund Code * 至新選投資基金代號
_____	_____ %	_____	_____	_____ %	_____
_____	_____ %	_____	_____	_____ %	_____
_____	_____ %	_____	_____	_____ %	_____
_____	_____ %	_____	_____	_____ %	_____
_____	_____ %	_____	_____	_____ %	_____

\* Please fill in the Fund Code. (Refer to Part I for Fund Code details.) 請填上投資基金代號(可參考部份 I 之基金代號表)。  
 \*\* The transfer percentage in each selected fund must be in whole number and not less than 5%. 每項所選之基金之最低轉移百分率為百分之五(必須為整數)。  
 Please complete separate instruction form if more space is required. 如空格不敷應用, 請填報另一表格。

Apart from each and every instruction transmitted to the Management Company via "customer website and mobile app login" ("e-instruction"), written instructions in the prescribed format will generally be processed within 7 business days\* after they are received by the Hong Kong Retirement of the Management Company subject to the condition that only one written instruction of the same instruction type can be processed by the Management Company on a first come first served basis per day. If more than one written instruction of the same instruction type is tabled to the Management Company on the same business day\*, only the first one will be processed. Later written instructions on the same instruction type being tabled on the same business day\* will be deferred to, and deemed to be tabled to the Management Company on, the next business day\* and will be processed using the same principle and manner. Notwithstanding the above, where the Management Company has received an e-instruction on a business day\* within the prescribed time limit, any written instructions received on that business day\* will be invalidated, regardless of whether the written instructions arrived earlier than the e-instruction. Should there be more than one e-instruction received by the Management Company within the prescribed time limit on the same business day\*, only the last e-instruction received on that day will be processed.

除透過「客戶網上服務平台及流動應用程式」(「電子指示」)傳送至管理公司的每個指示外,管理公司香港退休業務部一般會在收件後七個工作天\*內處理以指定格式發出的書面指示,並以先到先得之原則每天處理一個同類的書面指示。如客戶在同一個工作天\*內向管理公司提交多於一個書面指示,則只會處理首個指示。在同一個工作天\*較後時間提交的同類書面指示,將被視為於下一個工作天\*再次提交,並以同樣原則及程序處理。儘管有上述規定,若管理公司於同一個工作天\*的指定時間內收到一個電子指示,則該工作天\*收到的任何書面指示將會自動失效,不論書面指示是否早於電子指示送達。如管理公司於同一個工作天\*的指定時間內收到多於一個電子指示,則只會處理最後一個電子指示。

You will receive "Confirmation of Investment Instructions" for any successful changes made to allocation of future contributions or "Confirmation of Fund Switching Instruction" for any successful transfer of past accumulations after your instructions specified in this form has been processed. Upon receipt of that confirmation, you shall examine and report at once any error found therein. In the absence of any objection to that confirmation within 7 days of the date of that confirmation, that confirmation shall be deemed to be conclusive and binding upon you and you shall be deemed to have waived any rights to raise any objections or pursue any remedy against the Management Company in respect thereof. You may also check if your instructions have been processed at around 10 business days\* after you have mailed out this Form to the Management Company at our website www.manulife.com.hk by accessing your member account using your Manulife Customer Number (MCN) & Personal Identification Number (PIN).

務請閣下留意,閣下於此表格以書面形式申請更改之任何分配指示,當該申請獲成功處理後,閣下將獲管理公司所發出之《更改未來供款投資分配確認書》,如申請更改積存利益方式,則將會接獲《基金轉換指示確認書》。煩請於接獲該確認書後立即加以驗證,並將不符之處即時通知管理公司。管理公司在該確認書發出日期七日內如無收到任何反對,該確認書將被當作最終並具約束力之文件,閣下亦被視作已放棄向管理公司提出任何反對的權利或追討任何補償。閣下亦可向管理公司寄出本表格後約十個工作天\*,於宏利網頁www.manulife.com.hk透過宏利客戶號碼(MCN)及私人密碼(PIN)登入成員帳戶,查核有關指示之處理狀態。

Completed form should be sent to the Management Company at its address: Macau Administration Office, Avenida De Almeida Ribeiro No. 61, Circle Square, 14 andar A, Macau. You may also submit your instruction online by accessing your member account via our website www.manulife.com.hk, using your Manulife Customer Number (MCN) & Personal Identification Number (PIN). If you choose to request your intermediary to deliver the form, the Management Company will treat this will purely be a personal arrangement between you and the intermediary concerned, and the Management Company shall not be responsible for such an arrangement.

請將填妥的表格寄交管理公司,地址為「澳門新馬路61號永光廣場14樓A澳門分行行政部」。閣下亦可使用宏利客戶號碼(MCN)及私人密碼(PIN)於宏利網頁www.manulife.com.hk登入成員帳戶,於網上提交有關指示。若閣下選擇經中介人向管理公司遞交表格,管理公司會視之為閣下與該中介人之間之私下協議,管理公司對此等安排亦無須負責。

I/We understand that the Management Company has advised me/us that I/we should seek professional independent advice before making any decision (including without limitation any investment decision). I/We declare and confirm that the decisions indicated in this Form have been reached as a result of my/our own independent judgment and opinion. I/We agree that the Management Company shall not be liable for any loss I/we (or any person claiming through me/us) may incur, whether directly or indirectly, as a result of any instruction of mine/ours as indicated in this Form.

本人/吾等明白管理公司已建議本人/吾等在作出任何決定(包括但不限於任何投資決定)前,應尋求獨立專業人士的意見。本人/吾等聲明及確認本表格上所示之任何決定,乃本人/吾等經獨立判斷及據本人/吾等意見所作之決定。本人/吾等同意,任何本人/吾等(或透過本人/吾等提出申索之任何人士)因本人/吾等於本表格所示之任何指示而直接或間接招致的損失,管理公司一概無須負責。

\* "Business Day(s)" means any day(s) (other than Saturday or Sunday) on which the banks are open for business in Hong Kong.

\* 「工作天」範指香港銀行營業日(星期六或日除外)。

Signature of Employee / Deferred Member  
僱員 / 保留成員簽署

Date  
日期

Authorized Signature and Company Chop of Employer  
僱主的獲授權人士簽署及公司印章

Name & Title (in Block Letters)  
姓名及職銜(正楷)

Date  
日期

Note 1: Members should note that investment markets could fluctuate significantly. Fund prices may go down as well as up. There is no guarantee that, given the time required to implement fund switching instructions, such instructions will achieve your desired results. Please carefully consider your own risk tolerance level and financial circumstances (as well as your own retirement plan) before making any investment choices. If in doubt, please contact your independent financial advisor for further details.

備註一: 成員必須注意投資市場可能出現顯著的波動,基金單位價格可跌可升。由於處理有關基金轉換投資指示需要一定的時間,因此未必能夠保證達到您預期的結果。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及財政狀況(包括您的退休計劃)。如有任何疑問,請諮詢您的獨立財務顧問了解更多詳情。

Completed form should be sent to the Management Company,  
"Macau Administration Office, Avenida De Almeida Ribeiro No. 61, Circle Square, 14 andar A, Macau".  
請將填妥的表格寄交管理公司「澳門新馬路61號永光廣場14樓A澳門分行行政部」。