

# Key Scheme Information Document For Manulife Global Select (MPF) Scheme

**Trustee:** Manulife Provident Funds Trust Company Limited

**Sponsor:** Manulife (International) Limited

**Scheme year end:** March 31

**Number of constituent funds:** 29

This Key Scheme Information Document (KSID) provides you with key information about **Manulife Global Select (MPF) Scheme (the “Scheme”)**, which forms part of the offering document. You should not make investment decisions based solely on this KSID.

For details of **the Scheme**, please refer to the **MPF scheme brochure and the trust deed for the Scheme**.



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## Why is MPF important to you?

The Mandatory Provident Fund (MPF) System aims at assisting the working population of Hong Kong to accumulate retirement savings by making regular contributions. Employees (full time or part-time) and self-employed persons aged 18 to 64, except the exempt persons, are required to participate in an MPF Scheme. To enrol in **the Scheme**, please submit the completed application form to us. The application form can be downloaded via the QR code:



(EE enrol)



(SEP enrol)



To facilitate your retirement planning, you may use MPFA's retirement calculator to calculate:

- i) your retirement needs;
- ii) your projected MPF and other retirement savings upon your retirement; and
- iii) how much you need to save to meet your retirement needs.



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If you are an employer, you need to know your MPF obligations, including enrolling new employees, making contributions and reporting terminated employees. If you have any questions relating to your MPF obligations as an employer, please contact us. To become a participating employer of **the Scheme**, please submit the completed application form to us. The application form can be downloaded via the QR code:



(ER enrol)

## Your MPF contributions

If you are an employee (full time or part-time), both you and your employer are required to make regular MPF contributions for you, based on your "relevant income" as follows:

Monthly Relevant Income	Mandatory Contribution Amount	
	Employer's Contributions	Employee's Contributions
Less than HK\$7,100	Relevant income x 5%	Not required
HK\$7,100 - HK\$30,000	Relevant income x 5%	Relevant income x 5%
More than HK\$30,000	HK\$1,500	HK\$1,500

"Relevant income" refers to wages, salaries, leave pay, fees, commissions, bonuses, gratuities, perquisites or allowances, expressed in monetary terms, paid or payable by an employer to an employee, but excludes severance payments or long service payments under the Employment Ordinance.

All mandatory contributions are immediately vested in you, except for the MPF derived from the employer's contributions for offsetting severance payments or long service payments.

If you are self-employed, you are required to make MPF contributions as follows:

Relevant Income		Self-employed Person's Contributions
Annual	Monthly Average	
Less than HK\$85,200	Less than HK\$7,100	Not required
HK\$85,200 - HK\$360,000	HK\$7,100 - HK\$30,000	Relevant income x 5%
More than HK\$360,000	More than HK\$30,000	HK\$360,000 x 5% = HK\$18,000 per year OR HK\$30,000 x 5% = HK\$1,500 per month

Whether you are an employee or self-employed, you may also **consider making additional contributions** (i.e. regular and non-regular voluntary contributions (VC), tax deductible voluntary contributions (TVC)) and special voluntary contributions (e.g. Flexi Retirement Contributions) in light of your personal needs.

How to Open an Account	Regular/Non-Regular Voluntary Contributions	Tax Deductible Voluntary Contributions	Special Voluntary Contributions
	<p>For employees, your employer helps you open an employee account under the MPF scheme chosen by your employer.</p> <p>For self-employed persons, you select your own MPF scheme and open a self-employed person account on your own.</p> <p>You can make VC to a sub-account dedicated to VC contributions under the above respective account(s).</p>	<p>You select your own MPF scheme and open an account on your own</p> <p>(Note: While TVC is offered under the Scheme, some MPF schemes do not provide TVC accounts. You may check the MPF schemes which offer TVC accounts on MPFA's Trustee Service Comparative Platform (tscplatform.mpfa.org.hk/scp/eng).</p>	<p>You select your own MPF scheme and open an account on your own</p> <p>(Note: While Flexi Retirement Contribution (FRC) is offered under the Scheme, some MPF schemes do not provide SVC accounts. You may check the MPF schemes which offer SVC accounts on MPFA's Trustee Service Comparative Platform.)</p>

For details of different types of contributions, you may refer to the **MPF scheme brochure for the Scheme** - Administrative Procedures Section which is available via the QR code:



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## How do we invest your money?

Upon joining the scheme, if you have not given us any investment instructions, your money will be invested under the Default Investment Strategy (DIS) automatically. For details of the DIS, you may refer to the **MPF scheme brochure for the Scheme** - Fund Options, Investment Objectives and Policies Section which is available via the QR code:



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Alternatively, you can choose to invest in the following funds:

No.	Name of Constituent Fund	Investment Manager	Fund Descriptor	Investment Focus	Investment Objectives	Management fees (as a percentage of net asset value per annum)
1.	Manulife MPF Core Accumulation Fund	Manulife Investment Management (Hong Kong) Limited	Mixed Assets Fund – Global – around 60% in higher risk assets and 40% in lower risk assets	Approximately 60% in higher risk assets and remainder in lower risk assets	To provide capital growth	0.75%
2.	Manulife MPF Age 65 Plus Fund	Manulife Investment Management (Hong Kong) Limited	Mixed Assets Fund – Global – around 20% in higher risk assets and 80% in lower risk assets	Approximately 20% in higher risk assets and remainder in lower risk assets	To provide capital growth	0.75%
3.	Manulife MPF Interest Fund	Manulife Investment Management (Hong Kong) Limited	Guaranteed Fund – Capital Guarantee	At least 70% in HKD fixed income instruments and up to 30% in other investments	To provide capital growth	1.75%

4.	Manulife MPF Stable Fund	Manulife Investment Management (Hong Kong) Limited	Guaranteed Fund – Interest Guarantee	Up to 40% in equities and equity related investments, and remainder in bonds, deposits and other investments	To provide relatively stable medium- to long-term growth	1.75%
5.	Manulife MPF Retirement Income Fund	Manulife Investment Management (Hong Kong) Limited	Mixed Assets Fund – Global – around 20% to 60% in equities and equity related investments	Around 20% to 60% in equities and equity-related investments, and remainder in bonds, deposits and other investments	To provide regular and stable income and long-term capital growth	1.30%
6.	Manulife MPF Growth Fund	Manulife Investment Management (Hong Kong) Limited	Mixed Assets Fund – Global – around 50% to 90% in equities and equity related investments	Around 50% to 90% in equities and equity-related investments, and remainder in bonds, deposits and other investments	To provide medium- to long-term capital growth	1.75%
7.	Manulife MPF Aggressive Fund	Manulife Investment Management (Hong Kong) Limited	Mixed Assets Fund – Global – mainly in equities and equity-related investments	Mainly equities and equity-related investments, and up to 30% in bonds, deposits and other investments	To provide long-term capital growth	1.75%
8.	Manulife MPF Conservative Fund	Manulife Investment Management (Hong Kong) Limited	Money Market Fund – Hong Kong	Fixed income instruments	To provide a rate of return to match the prescribed savings rate published by the MPFA but with no guarantee of capital or interest	0.75%
9.	Manulife MPF Hong Kong Equity Fund	Manulife Investment Management (Hong Kong) Limited	Equity Fund – Hong Kong	At least 70% in Hong Kong equities and equity-related investments (less than 30% in shares of companies listed in mainland China), and up to 30% in bonds, deposits and other investments	To provide medium- to long-term capital growth	1.75%
10.	Manulife MPF International Equity Fund	Manulife Investment Management (Hong Kong) Limited	Equity Fund – Global	Global equities and equity-related investments, and up to 30% in bonds, deposits and other investments	To provide medium- to long-term capital growth	1.75%
11.	Manulife MPF Pacific Asia Equity Fund	Manulife Investment Management (Hong Kong) Limited	Equity Fund – Pacific Asia	Mainly equities, and up to 30% in bonds, deposits and other investments	To provide medium- to long-term capital growth	1.75%
12.	Manulife MPF European Equity Fund	Manulife Investment Management (Hong Kong) Limited	Equity Fund – Europe	Mainly equities, and up to 30% in bonds, deposits and other investments	To achieve medium- to long term capital growth	1.75%
13.	Manulife MPF North American Equity Fund	Manulife Investment Management (Hong Kong) Limited	Equity Fund – North America	Mainly equities, and up to 30% in bonds, deposits and other investments	To provide medium- to long-term capital growth	1.75%

14.	Manulife MPF Japan Equity Fund	Manulife Investment Management (Hong Kong) Limited	Equity Fund – Japan	Mainly equities, and up to 30% in bonds, deposits and other investments	To provide medium-to long term capital growth	1.75%
15.	Manulife MPF Hong Kong Bond Fund	Manulife Investment Management (Hong Kong) Limited	Bond Fund – Hong Kong	At least 70% in HKD denominated permitted deposits and debt securities, and up to 30% in other investments	To provide a competitive overall rate of return	1.15%
16.	Manulife MPF RMB Bond Fund	Manulife Investment Management (Hong Kong) Limited	Bond Fund – China	At least 70% in RMB denominated debt securities, and up to 30% in other RMB or non-RMB denominated investments	To provide competitive overall rate of returns	1.15%
17.	Manulife MPF Sustainable Pacific Asia Bond Fund	Manulife Investment Management (Hong Kong) Limited	Bond Fund – Pacific Asia	At least 85% in USD-denominated fixed income and fixed income-related securities of companies domiciled in, traded in and/or with substantial business interests in the Asia Pacific region and/or (if eligible) governments and government-related issuers located in the Asia Pacific region, who demonstrate strong sustainability attributes, and up to 30% in other investments	To provide competitive overall rate of returns	1.15%
18.	Manulife MPF International Bond Fund	Manulife Investment Management (Hong Kong) Limited	Bond Fund – Global	Mainly in permitted deposits, debt securities issued by any government, central bank or multilateral international agency, and up to 30% in other investments	To provide competitive overall rates of return	1.15%
19.	Manulife MPF China Value Fund	Manulife Investment Management (Hong Kong) Limited	Equity Fund – Greater China	Mainly in shares of companies covering different sectors of the economy in the Greater China region, and up to 30% in bonds, deposits and other investments	To provide medium-to long term capital growth	1.90%
20.	Manulife MPF Healthcare Fund	Manulife Investment Management (Hong Kong) Limited	Equity Fund – Healthcare Sector	Mainly in equity-related investments and equities of companies in health care and related industries and which are listed on any stock exchange, and up to 30% in bonds, deposits and other investments	To provide long-term capital growth	1.90%

21.	Manulife MPF Hang Seng Index ESG Fund	Manulife Investment Management (Hong Kong) Limited	Equity Fund – Hong Kong	Shares of constituent companies of the HSI ESG Enhanced Index	To provide medium- to long-term capital growth	0.88%
22.	Manulife MPF Fidelity Growth Fund	Manulife Investment Management (Hong Kong) Limited	Mixed Assets Fund – Global – approximately 90% in equities	Approximately 90% of the second level APIF in global equities	To provide long-term capital growth	1.75%
23.	Manulife MPF Fidelity Stable Growth Fund	Manulife Investment Management (Hong Kong) Limited	Mixed Assets Fund – Global approximately 50% in equities	Approximately 50% of the second level APIF in global equities and 45% in global bonds and remainder of 5% in cash deposits	To provide medium- to long-term capital growth	1.75%
24.	Manulife MPF Smart Retirement Fund	Manulife Investment Management (Hong Kong) Limited	Mixed Assets Fund – Global – maximum 50% in equities	Around 30% to 50% in equities and equity-related investments, and remainder in bonds, deposits and other investments	To provide medium to long-term capital growth	0.99%
25.	Manulife MPF 2025 Retirement Fund	Manulife Investment Management (Hong Kong) Limited	Mixed Assets Fund – Global – maximum 95% in equities	Initially 75% to 95% in equities and equity-related investments and remainder in bonds, deposits and other investments, and gradually contain more fixed-income securities according to the Glide Path	To provide long-term capital growth	0.99%
26.	Manulife MPF 2030 Retirement Fund	Manulife Investment Management (Hong Kong) Limited	Mixed Assets Fund – Global – maximum 95% in equities	Initially 75% to 95% in equities and equity-related investments and remainder in bonds, deposits and other investments, and gradually contain more fixed-income securities according to the Glide Path	To provide long-term capital growth	0.99%
27.	Manulife MPF 2035 Retirement Fund	Manulife Investment Management (Hong Kong) Limited	Mixed Assets Fund – Global – maximum 100% in equities	Initially 80% to 100% in equities and equity-related investments and remainder in bonds, deposits and other investments, and gradually contain more fixed-income securities according to the Glide Path	To provide long-term capital growth	0.99%
28.	Manulife MPF 2040 Retirement Fund	Manulife Investment Management (Hong Kong) Limited	Mixed Assets Fund – Global – maximum 100% in equities	Initially 80% to 100% in equities and equity-related investments and remainder in bonds, deposits and other investments, and gradually contain more fixed-income securities according to the Glide Path	To provide long-term capital growth	0.99%

29.	Manulife MPF 2045 Retirement Fund	Manulife Investment Management (Hong Kong) Limited	Mixed Assets Fund – Global – maximum 100% in equities	Initially 80% to 100% in equities and equity-related investments and remainder in bonds, deposits and other investments, and gradually contain more fixed-income securities according to the Glide Path	To provide long-term capital growth	0.99%
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**Note** - The management fees shown in the table above include the management fees chargeable by the fund and its underlying fund(s) only. There may be other fees and charges chargeable to the fund and its underlying fund(s) or to you. For details, please refer to the **MPF scheme brochure for the Scheme** - Fees and Charges Section, which is available via the QR code:



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To help you make comparisons across different MPF funds and schemes, you may refer to the information on the MPF Fund Platform via the link: [https://mfp.mpfa.org.hk/eng/mpp\\_index.jsp](https://mfp.mpfa.org.hk/eng/mpp_index.jsp)

## What are the risks of your MPF investment?

Investment involves risks. Please refer to the **MPF scheme brochure for the Scheme** - Risk Factors Section for details of the risk factors to which the funds are exposed, which is available via the QR code:



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A risk class is assigned to each fund with reference to a seven-point risk classification scale based on the latest fund risk indicator of the fund. A fund in a higher risk class tends to show a greater volatility of return than a low-risk class fund. Information about the latest risk class of each fund is set out in the latest fund fact sheet (FFS) of **the Scheme**, which is available via the QR code:



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## How to transfer your MPF?

If you are an employee, you may opt to transfer your MPF derived from employee mandatory contributions in your contribution account under current employment (Original Scheme) to any other MPF schemes of your choice (New Scheme) once a year<sup>(1)</sup>. If your transfer involves selling your interests in a guaranteed fund (i.e. the Manulife MPF Interest Fund or the Manulife MPF Stable Fund under the Scheme), please check with us the terms and conditions of this fund as failure to fulfil some qualifying conditions may cause the loss of guaranteed returns. In respect of Manulife MPF Stable Fund, failure to fulfil some qualifying conditions may cause the loss of guaranteed returns. Your contribution account under current employment may consist of different parts of MPF derived from different sources and subject to different transfer rules, as follows:

Parts of MPF in a contribution account (i.e. Types of contributions that the MPF are derived from)	Transfer rule	Type of account receiving the MPF
<b>Contributions from current employment</b>		
Employer mandatory contributions	Not transferable	-
Employee mandatory contributions	Transferable once every calendar year <sup>(1)</sup>	Personal account
Employer voluntary contributions	Subject to the governing rules of the Original Scheme	
Employee voluntary contributions		
<b>Contributions from former employment</b>		
Mandatory contributions transferred to the contribution account under current employment	Transferable at any time	Personal account or other contribution accounts <sup>(2)</sup>
Voluntary contributions transferred to the contribution account under current employment	Subject to the governing rules of the Original Scheme	

If you are a self-employed person or tax deductible voluntary contribution (TVC) or personal account holder, you can transfer your MPF held in your MPF contribution account, personal account or TVC account to any other MPF schemes of your choice at any time.

(1) *Unless the governing rules of the Original Scheme provide for more frequent transfer-out.*

(2) *Only applies to employees with two or more contribution accounts. If an employee is employed by more than one employer at the same time, he/she may have more than one contribution account.*

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## How to manage your MPF when changing jobs?

You should proactively manage the MPF accumulated during your previous employment in one of the following ways:



### Method 1

Transfer the MPF to your “contribution account” opened under your new employment



### Method 2

Transfer the MPF to your existing “personal account”

If you do not have any personal accounts, and you are satisfied with the MPF scheme chosen by your former employer, you may consider retaining your MPF in a personal account under the scheme of your previous employment for investment.

Forms for transfer of MPF can be downloaded via the QR code:

If you have any questions relating to transfer of MPF, please contact us.



(PM)  
(Fund transfer form)



(PP)  
(ECA transfer form)



(PC)-E  
(Account consolidate form)

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## When should you adjust your MPF fund choices?

In general, it is a good practice to review your fund choices regularly and adjust your MPF fund choices as you think fit.

### How to adjust your MPF fund choices?

You may complete and submit a new investment instruction form to us. If your new investment instructions involve selling your interests in a guaranteed fund (i.e. the Manulife MPF Interest Fund or the Manulife MPF Stable Fund under the Scheme), please check with us the terms and conditions of this fund as failure to fulfil some qualifying conditions may cause the loss of guaranteed returns. In respect of Manulife MPF Stable Fund, failure to fulfil some qualifying conditions may cause the loss of guaranteed returns.

You may submit your new investment instructions to us online directly by logging in to your account via our company's website, mobile app or using interactive voice response system. Alternatively, you may give written instruction using our designated forms and return to us by post/courier or by fax.

Complete and valid investment instructions must be received by Manulife before the cut-off time in order to be processed within the same day. For details, please refer to the **MPF scheme brochure for the Scheme**, which is available via the QR code:



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## When can you withdraw your MPF?

Once you reach the age of 65, you can choose to withdraw your MPF, or choose to retain your MPF in the MPF Scheme.

By law you can withdraw your MPF early on the following six grounds:



Early Retirement



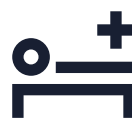
Terminal Illness



Permanent  
Departure from  
Hong Kong



Total Incapacity



Death



Small Balance

If you withdraw your MPF at the age of 65 or 60 upon early retirement, you may choose to withdraw either in one lump sum or by instalments.

The law does not stipulate any deadlines for withdrawing MPF. You should consider your personal needs before making a withdrawal application. If you choose to retain all your MPF in your account, no application is required. Your MPF will continue to be invested in the fund(s) you have selected.

Forms for withdrawal of MPF can be downloaded via the QR code:

If you have any questions relating to withdrawal of MPF, please contact us.



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## Additional information useful to you

### Taxation

Employees are allowed to claim salaries tax deduction for their mandatory contributions, subject to a maximum deduction of HK\$18,000 per year. Contributions that are made to TVC accounts may also be eligible for tax deduction. We recommend that you seek professional advice regarding your own tax circumstances.

### Documents from us

Scheme members will receive the following documents either in hard copy or via digital means:

1. Upon joining the scheme: this KSID, the MPF scheme brochure and the Notice of Participation; and
2. Within three months after the scheme year end: the Annual Benefit Statement.

### Other information

This KSID only provides a summary of the key features of **the Scheme**. For details of **the Scheme**, please refer to the Trust Deed and the **MPF scheme brochure for the Scheme**. Copies of these documents are available via the following QR codes:



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The On-going Cost Illustrations for the Scheme, a document which illustrates the on-going costs on contributions to constituent funds in **the Scheme**, is available via the following QR code:



(OCI)

The Fund Fact Sheets provide basic information (e.g. fund performance) on individual funds of **the Scheme**. Copies of these documents are available via the following QR code:



(MPF FFS)

Most commonly used forms and information related to **the Scheme** including all of the above-mentioned are available on our website under the “Forms and Publications” section of the MPF page. Alternatively, you may call our hotlines to obtain copy if needed.

## Personal Data Statement

To obtain the latest copy of the “Notice to Customers relating to the Personal Data (Privacy) Ordinance”, please write to the Privacy Officer, Manulife Provident Funds Trust Company Limited, 22/F, Tower A, Manulife Financial Centre, 223-231 Wai Yip Street, Kwun Tong, Kowloon, Hong Kong.

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## How to make enquiries and complaints?

If you would like to make an enquiry or a complaint, please feel free to contact us.

<b>Employer Hotline</b>	(852) 2108 1234
<b>Member Hotline</b>	(852) 2108 1388
<b>Customer Service Centre</b>	21/F, Tower A, Manulife Financial Centre, 223-231 Wai Yip Street, Kwun Tong, Kowloon, Hong Kong
<b>Interactive Voice Response System (Manulife Smart Call)</b>	(852) 2108 1313
<b>Fax number</b>	(852) 2104 3504
<b>Postal address</b>	21/F, Tower A, Manulife Financial Centre, 223-231 Wai Yip Street, Kwun Tong, Kowloon, Hong Kong
<b>Website</b>	<a href="http://www.manulife.com.hk">www.manulife.com.hk</a>

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To view our Privacy Policy, you can go to our website at [www.manulife.com.hk](http://www.manulife.com.hk). You may also request Manulife not to use your personal information for direct marketing purpose by writing to our Privacy Officer at 22/F, Tower A, Manulife Financial Centre, 223-231 Wai Yip Street, Kwun Tong, Kowloon, Hong Kong or by calling our Customer Service Hotline at (852)2108 1188.