

**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)
(Employer's Decision 由僱主決定)**

- Notes : 注意事項 :
- (1) Please initial next to any corrections you make on this Form. (1) 如須作出任何刪改，請於刪改之位置旁簽署。
- (2) Please complete this Form in BLOCK LETTERS and initial next to any corrections you make on this Form. (2) 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。

1. Group Policy No.: 團體保單號碼 _____
2. Employer (Company) Name (in Block Letters): 僱主 (公司) 名稱 (請用正楷填寫) _____

PART I - Investment Allocation for Future Contribution (TX015)
(This applies to the change of investment allocation % on future money that will be allocated to the employee's / employer's account for the whole group on the date of processing this instruction.)
部 份 I - 未來供款投資分配 (TX015)
(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，是項更改適用於整個團體)

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	%	%
Total 百分率總和		100 %	100 %

* 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。

PART II - Transfer of Past Accumulations (TX460)
(This applies to transfer of accumulated contribution which has already been allocated to the employee's / employer's account to other funds for one specified sub group only. If there are more than one sub groups, employer should submit one separate form for each sub group.)
部 份 II - 更改積存利益之投資基金方式 (TX460)
(此部份只適用於調配所指定個別分組的已積存及分配至僱員/僱主帳戶之款項。如團體有多於一個分組，則每個分組需個別遞交表格)

Sub Group No. 分組編號: _____

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。

Written instructions in the prescribed format will generally be processed within 7 business days* after they are received by the Provident Funds Services 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.

管理公司公積金服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。

You will receive "Confirmation of Investment Instructions" for any successful changes made to allocation of future contributions or "Confirmation of Transfer of Fund Accumulations" 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.

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《轉換投資累積基金確認書》。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，該確認書將被當作為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。

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. 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」。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）。

Authorized Signature & 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 : Employer 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 the risk level of the funds before making any investment choices. If in doubt, please contact your independent financial advisor for further details.

備註一：僱主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，僱主必須小心衡量基金的風險程度。如有任何疑問，請諮詢您的獨立財務顧問了解更多詳情。