新鴻基地產
Sun Hung Kai Properties
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Key Scheme Information Document for
SHKP MPF Employer Sponsored Scheme

Trustee: Standard Chartered Trustee (Hong Kong) Limited
Principal Employer: Sun Hung Kai Properties Limited
System operator: eMPF Platform Company Limited
Scheme year end: 31 March
Number of constituent funds: 10

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*This Key Scheme Information Document (**KSID**) provides you with key information about SHKP MPF Employer Sponsored Scheme (**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 (**MPF Scheme Brochure**) and the trust deed (**Trust Deed**) of the Scheme. Copies of these documents are available via the following links and/or QR code:*

https://www.shkp.com/en-US/work-with-us/shkp-mpf-employer-sponsored-scheme

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.
- The Scheme is an employer sponsored scheme established for the employees of the Sun Hung Kai Properties group, who may apply to enrol in the Scheme by submitting the enrolment instructions to the eMPF Platform electronically via the eMPF Web Portal (via the link and QR code set out below) or the eMPF Mobile App.
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eMPF Web Portal: https://portal.empf.org.hk/enquiry/usefulForms?lang=en

eMPF Mobile App:

- To facilitate your retirement planning, you may use MPFA's Retirement Planning 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.**

https://bit.ly/3o1qU9C

- If you are an employer, you need to know your MPF obligations, including enrolling new employees, making contributions and reporting terminated employees. An associated company of the Principal Employer may become a participating employer of the Scheme by submitting an application to participate in the Scheme to the eMPF Platform via the eMPF Web Portal: or the eMPF Mobile App:. If you have any questions relating to your MPF obligations as a participating employer of the Scheme, please contact the eMPF Customer Service Hotline at 183 2622.

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:

	Mandatory Contribution Amount	
Monthly Relevant Income	**Employer's Contributions**	**Employee's Contributions**
Less than HK$7,100	Relevant income x 5%	Not required
HK$7,100 to 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 contributions are immediately vested in you, except for the MPF derived from the employer's contributions which, to the extent permitted by law, may be used for offsetting severance payments or long service payments.
- You may also **consider making additional contributions** (i.e. Voluntary Contributions (VC), Tax Deductible Voluntary Contributions (TVC) and Special Voluntary Contributions (SVC)) in light of your personal needs.

	Voluntary Contributions	Tax Deductible Voluntary Contributions	Special Voluntary Contributions
How to Open an Account	You may elect to make VC to the Scheme, either on a regular basis or from time to time. Your employer helps you open an account under the Scheme.	You select your own MPF scheme and open an account on your own. (Note: This Scheme does not provide TVC accounts. You may check the MPF schemes which offer TVC accounts on MPFA's Trustee Service Comparative Platform (https://tscplatform.mpfa.org.hk/scp/eng/index.jsp)	You select your own MPF scheme and open an account on your own. (Note: This Scheme does not provide SVC accounts. You may check the MPF schemes which offer SVC accounts on MPFA's Trustee Service Comparative Platform (https://tscplatform.mpfa.org.hk/scp/eng/index.jsp)

For details of different types of contributions (namely mandatory contributions and voluntary contributions), you may refer to the **MPF Scheme Brochure** of the Scheme - Administrative Procedures Section which is available via the link and QR code: https://www.shkp.com/en-US/work-with-us/shkp-mpf-employer-sponsored-scheme

How do we invest your money?

Upon joining the Scheme, if you have not given 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** of the Scheme - Fund Options, Investment Objectives and Policies Section which is available via the link and QR code:

https://www.shkp.com/en-US/work-with-us/shkp-mpf-employer-sponsored-scheme

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

No.	Name of Constituent Fund	Investment Manager[1]	Fund Descriptor	Investment Focus	Investment Objectives	Management fees (as a percentage of net asset value per annum)
1	Schroder MPF Core Accumulation Fund	N/A	Mixed Assets Fund – Global – Maximum equity 65%	60% in higher risk assets (such as global securities), with remainder in lower risk assets (such as global fixed income and money market instruments)	To achieve capital growth by investing in a globally diversified manner	Up to 0.520%

[1] References to "Investment Manager" are to the investment manager of the relevant constituent fund.

No.	Name of Constituent Fund	Investment Manager[1]	Fund Descriptor	Investment Focus	Investment Objectives	Management fees (as a percentage of net asset value per annum)
2	Schroder MPF Age 65 Plus Fund	N/A	Mixed Assets Fund – Global – Maximum equity 25%	20% in higher risk assets (such as global securities), with remainder in lower risk assets (such as global fixed income and money market instruments)	To achieve stable growth by investing in a globally diversified manner	Up to 0.520%
3	Allianz Choice Balanced Fund	N/A	Mixed Assets Fund – Global – Maximum equity 80%	70% in equities, 30% in fixed-interest securities	To achieve a high level (above market) of overall return over the long term by investing in a diversified portfolio of global equities and fixed-interest securities	Up to 0.795%
4	Allianz Choice Stable Growth Fund	N/A	Mixed Assets Fund – Global – Maximum equity 60%	50% in equities, 50% in fixed-interest securities	To achieve a stable overall return over the long term by investing in a diversified portfolio of global equities and fixed-interest securities	Up to 0.795%
5	Fidelity Balanced Fund	N/A	Mixed Assets Fund – Global – Maximum equity normally 70%	70% in equities, 25% in bonds, 5% in cash	To build capital value over the long term	Up to 0.910%
6	Fidelity Stable Growth Fund	N/A	Mixed Assets Fund – Global – Maximum equity normally 50%	50% in equities, 45% in bonds, 5% in cash	To generate a positive return over the long term	Up to 0.910%
7	Invesco Global Stable Fund	N/A	Mixed Assets Fund – Global – Maximum equity normally 30%	70% in bonds, 30% in equities	To achieve capital preservation over the long term whilst seeking to enhance return through limited exposure of global equities	0.710%
8	Invesco MPF Conservative Fund	Invesco Hong Kong Limited	Money Market Fund – Hong Kong	Deposits, money market instruments and fixed interest securities	To preserve capital with minimal risk* * It is not a guaranteed fund	0.610%
9	SHKP MPF Fund	N/A	Mixed Assets Fund – Global with bias towards Hong Kong – Maximum equity around 67%	27% - 67% in equities, with balance in deposits, debt securities and other permitted investments	To achieve medium capital growth with medium volatility. The long-term return objective is to exceed Hong Kong inflation	0.580%
10	Manulife Career Average Guaranteed Fund – SHKP	N/A	Guaranteed Fund	Up to 100% in debt securities, but weighting of debt securities may reduce whilst investment in global equities may increase up to 20%	To achieve long term capital growth while also providing a minimum guaranteed career average return through investment in Manulife Career Average Guaranteed Fund, guaranteed by Standard Chartered Bank (Hong Kong) Limited and managed by Manulife Investment Management (Hong Kong) Limited	1.055%

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** of the Scheme – Charges and Expenses Section, which is available via the link and QR code:

https://www.shkp.com/en-US/work-with-us/shkp-mpf-employer-sponsored-scheme

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

What are the risks of your MPF investment?

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

https://www.shkp.com/en-US/work-with-us/shkp-mpf-employer-sponsored-scheme

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 of the **Scheme**, which is available via the link and QR code:

https://www.shkp.com/en-US/work-with-us/shkp-mpf-employer-sponsored-scheme

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[1]. If your transfer involves selling your interests in a guaranteed fund in the Scheme, please contact the SHKP MPF Hotline by calling 3843 4100 the terms and conditions of this fund as 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:

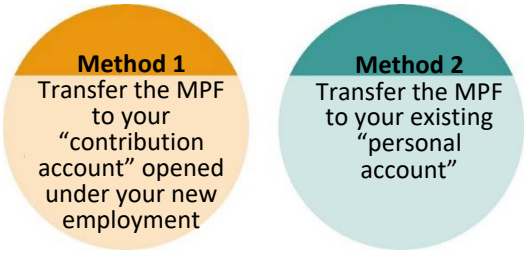
<table>
<tr><th>Parts of MPF in a contribution account
(i.e. Types of contributions that the MPF are derived from)</th><th>Transfer rule</th><th>Type of account receiving the MPF</th></tr>
<tr><td colspan="3">Contributions from current employment</td></tr>
<tr><td>Employer mandatory contributions</td><td>Not transferable</td><td>–</td></tr>
<tr><td>Employee mandatory contributions</td><td>Transferable once every calendar year[1]</td><td rowspan="3">Personal account</td></tr>
<tr><td>Employer voluntary contributions</td><td rowspan="2">Subject to the governing rules of the Original Scheme</td></tr>
<tr><td>Employee voluntary contributions</td></tr>
<tr><td colspan="3">Contributions from former employment</td></tr>
<tr><td>Mandatory contributions transferred to the contribution account under current employment</td><td>Transferable at any time</td><td rowspan="2">Personal account or other contribution accounts[2]</td></tr>
<tr><td>Voluntary contributions transferred to the contribution account under current employment</td><td>Subject to the governing rules of the Original Scheme</td></tr>
</table>

[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.

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:



- 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. (Note: This Scheme does not provide personal accounts. Upon leaving your employment with a participating employer, if you do not make an election to transfer your MPF under the Scheme within 3 months, such MPF will be transferred to Manulife Global Select (MPF) Scheme and invested in the Default Investment Strategy.)
- Transfer instructions can be submitted via the eMPF Web Portal and the eMPF Mobile App:

  eMPF Web Portal: https://portal.empf.org.hk/enquiry/usefulForms?lang=en

  MPF Mobile App:

- If you have any questions relating to transfer of MPF, please contact the eMPF Customer Service Hotline at 183 2622.

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 submit a new investment instruction for Switching / Rebalancing / Change of Investment Mandate to the eMPF Platform electronically via the eMPF Web Portal or the eMPF Mobile App:

  eMPF Web Portal: eMPF Mobile App:

- If your new investment instructions involve selling your interests in a guaranteed fund, please contact the SHKP MPF Hotline for the terms and conditions of this fund as failure to fulfil some qualifying conditions may cause the loss of guaranteed returns.
- In order that your instructions can be processed within the next dealing day, you must submit your instructions to the eMPF Platform before the relevant cut-off time. For details, please refer to the **MPF Scheme Brochure** – Administrative Procedures Section which is available via the link and QR code:

  https://www.shkp.com/en-US/work-with-us/shkp-mpf-employer-sponsored-scheme

When can you withdraw your MPF?

- Once you reach the age of 65, you are entitled to withdraw your MPF. You may elect to have your MPF paid in a lump sum or by instalments, or to retain your MPFA in your account.

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

- This Scheme does not provide personal accounts. When you become entitled to your MPF under the Scheme and you fail to make a claim or elect for payment by instalments, your MPF may become unclaimed benefits. Unclaimed benefits will be transferred within 6 months to Manulife Global Select (MPF) Scheme and invested in the Default Investment Strategy.
- Withdrawal instructions can be submitted to the eMPF Platform via the eMPF Web Portal (via the link and QR code set out below) or the eMPF Mobile App:

eMPF Web Portal: https://portal.empf.org.hk/enquiry/usefulForms?lang=en

eMPF Mobile App:

- If you have any questions relating to withdrawal of your MPF, please contact the eMPF Customer Service Hotline at 183 2622.

Additional information useful to you

Taxation

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

(* This Scheme does not provide TVC accounts.)

Documents from the Scheme

Scheme members will receive the following documents:

1. Upon joining the scheme: this KSID, the Notice of Participation and Member Information Guide; and
2. Within three months after the Scheme year end: the Annual Benefit Statement and Fund Fact Sheets.

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** of the Scheme. Copies of these documents are available via the following link and QR code: https://www.shkp.com/en-US/work-with-us/shkp-mpf-employer-sponsored-scheme

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 link and QR code:

https://www.shkp.com/en-US/work-with-us/shkp-mpf-employer-sponsored-scheme

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 link and QR code:

https://www.shkp.com/en-US/work-with-us/shkp-mpf-employer-sponsored-scheme

For paper-based instructions, the relevant forms may be downloaded via the following link and QR code:

https://portal.empf.org.hk/enquiry/usefulForms?lang=en

Personal Data Statement

- The latest copy of the Trustee's personal data statement is available on the eMPF Web Portal at www.empf.org.hk.

How to make enquiries and complaints?

If you would like to make an enquiry or a complaint, please feel free to contact the eMPF Platform via the following means:

eMPF Customer Service Hotline	183 2622 during office hours: 9 am – 7 pm Monday to Friday, 9 am – 1 pm Saturday (except for Sunday and public holidays)
eMPF Service Centres	Hong Kong Island: Unit 601B, 6/F, Dah Sing Financial Centre, No. 248 Queen's Road East, Wanchai, Hong Kong Kowloon: Suites 1205-6, 12/F, Chinachem Golden Plaza, No. 77 Mody Road, Tsim Sha Tsui East, Kowloon New Territories: Suite 1802A, 18/F, Tower 2, Nina Tower, No. 8 Yeung Uk Road, Tsuen Wan, New Territories Office Hours: 9 am – 6 pm Monday to Friday, 9 am – 1 pm Saturday (except for Sunday and public holidays)
eMPF website	www.empf.org.hk
eMPF email address	enquiry@support.empf.org.hk
eMPF Fax Number	3197 2922 (Note: not applicable to application for which the Trustee requires certified true copy of supporting document)
eMPF Postal Address	PO Box 98929 Tsim Sha Tsui Post Office