

### China Life MPF Member Online Account User Guide

- 1. <u>Two-Factor Authentication</u> (First-Time Registration, Login, Reset Password)
- 2. List of Accounts and Balance
- 3. Check Contribution History
- 4. Check and Change Investment Choice
- 5. Edit Password
- 6. Download Statement



# China Life MPF Member Online Account Two-Factor Authentication User Guide

### **Member Online Account for Website & Mobile Apps**

- Same account for website and mobile apps
- Website: www.chinalife.com.hk First click "Login" in the top-right-hand corner and then select "Hong Kong MPF" under "Individual"
- Mobile apps: Download "China Life MPF" (iOS or Android) and click "Member Login"

### What is Two-Factor Authentication (2FA)? When do I need to use 2FA?

- A more secure and reliable identity confirmation method
- For login, a one-time verification code will be sent to your mobile no. or email address held by record of China Life Trustees Limited every time. Verification code (together with the password you have set) is a must to login
- To register online account for first-time\* and/or to reset password, verification code is also required to work with your HKID/passport number and date of birth







Login

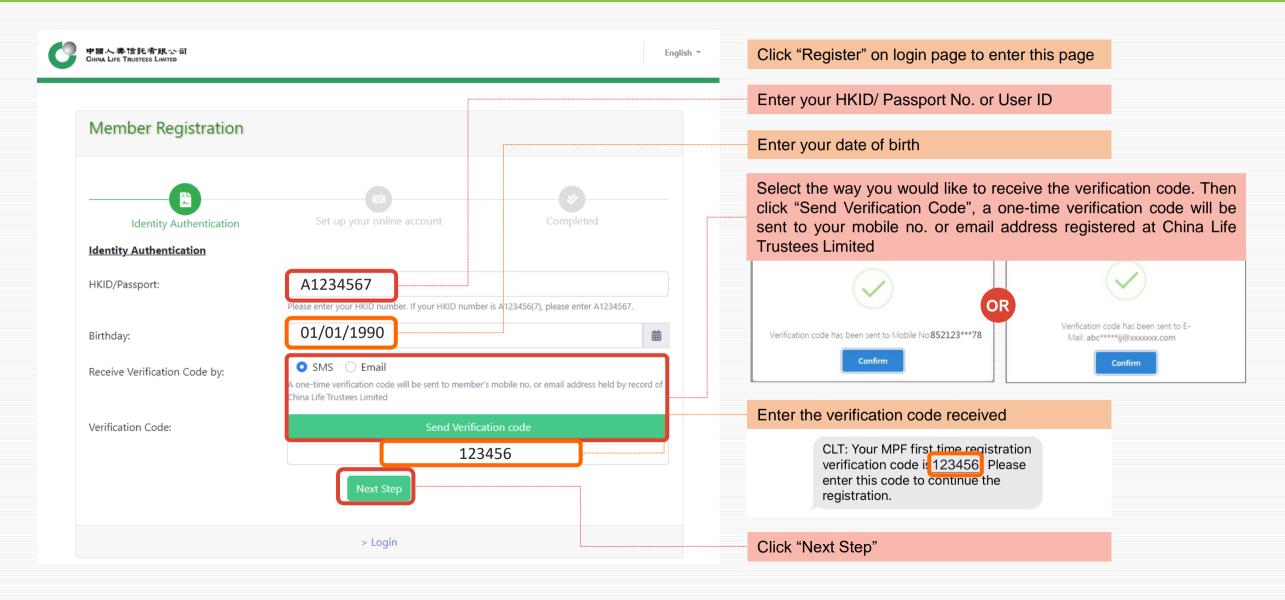


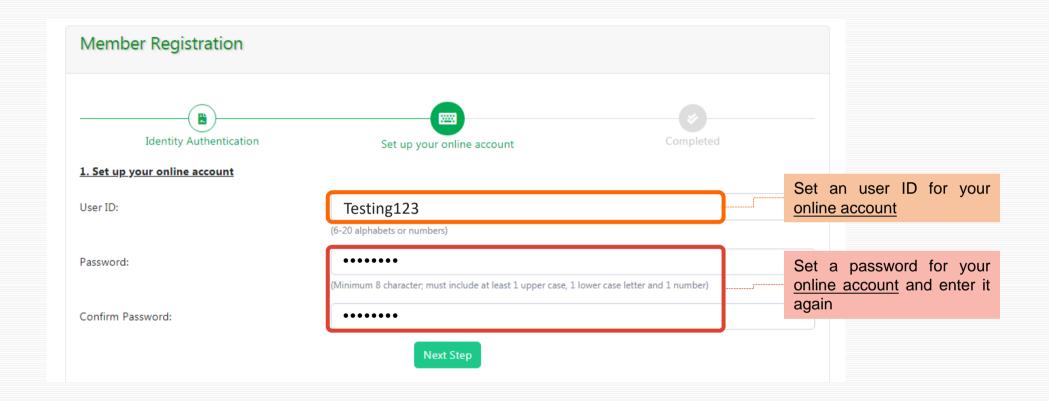
**Reset Password** 

<sup>\*</sup> If you have registered with other China Life MPF account(s) before, no re-registration is needed.



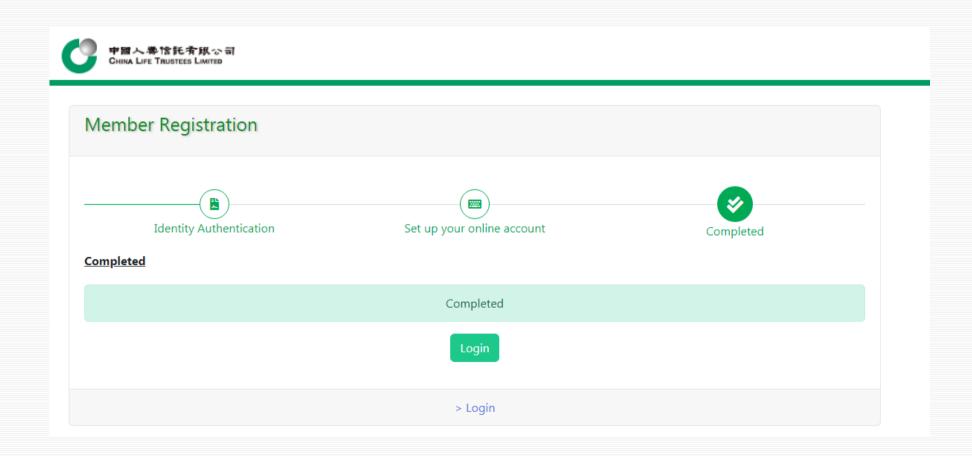
## First-Time Registration Step 1 – Identity Authentication



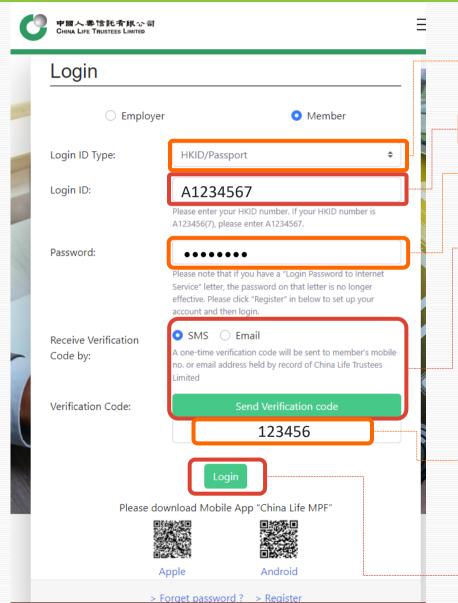




### First-Time Registration Step 3 – Completed







You may choose one of the login ID types in below:

- 1. HKID / passport; or
- 2. User ID that you have set in registration

Enter your HKID / passport number or User ID

Enter the password you have set in registration

Select the way you would like to receive the verification code. Then click "Send Verification Code", a one-time verification code will be sent to your mobile no. or email address registered at China Life Trustees Limited



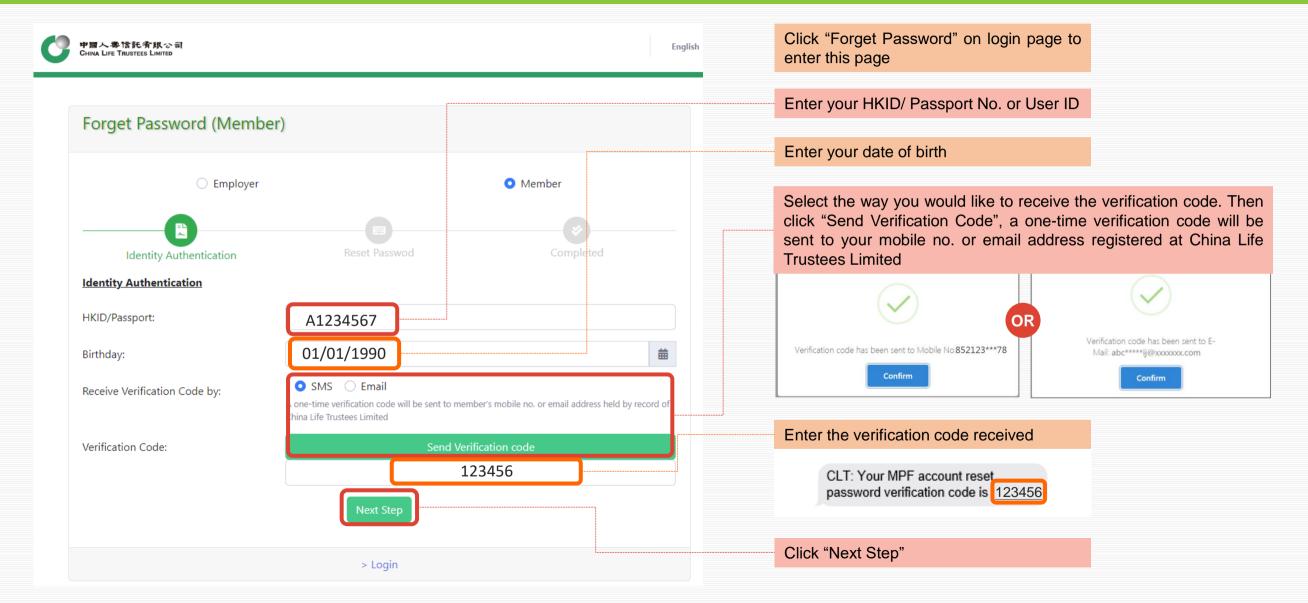
Enter the verification code received

CLT: Your MPF login verification code is 123456

Click "Login"

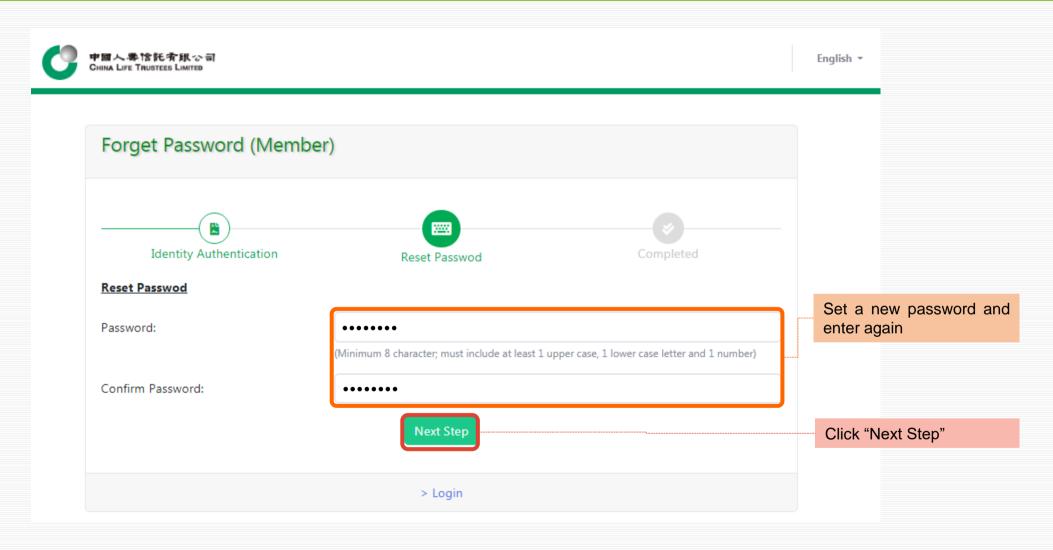


## Reset Password Step 1 – Identity Authentication



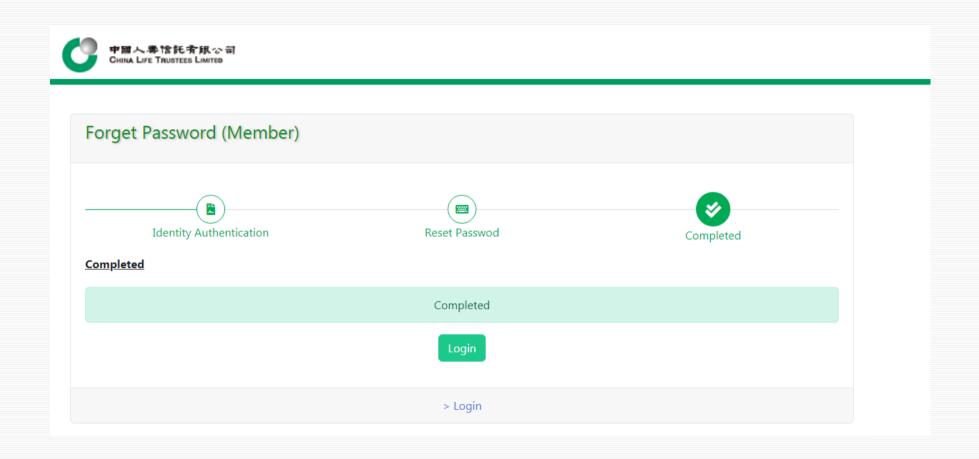


## Reset Password Step 2 – Reset Password





## Reset Password Step 3 – Completed



### China Life MPF Member Online Account User Guide 2. List of Accounts



List of Accounts Edit Login Password Statement Download Online Instruction Status

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#### List of Accounts

As of 20/03/2020

You can check your account balance and gain / loss since inception

| 15 61 25 7 25 25 25 25 25 25 25 25 25 25 25 25 25 |                                   |            |  |                            |                         |  |
|---|-----------------------------------|------------|--|----------------------------|-------------------------|--|
| Scheme No.  | Account Type                      | Member No. | Latest Constituent Fund<br>Subscription Date | Latest Contribution Period | Total Balance<br>(HK\$) | Gain/(Loss) of Account Since Inception |
| 00009999999                                       | Personal Account Holder           | 000001     | 17/04/2014                                   |                            | 32,547.91               | 3,089.72                               |
| 00008888888                                       | Smart Easy Personal Contributions | 000001     | 29/05/2019                                   | 05/2019                    | 3,207,941.97            | 835,774.19                             |
| 00001234567                                       | Contribution Account              | 000001     | 13/11/2019                                   | 10/2019                    | 282,838.97              | 69,233.80                              |

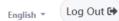
Click Scheme No. to show more details

### **Account Balance**



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#### SCHEME MEMBER ACCOUNT NO.

×

00001234567-000001 •

Account Type: **Contribution Account** 

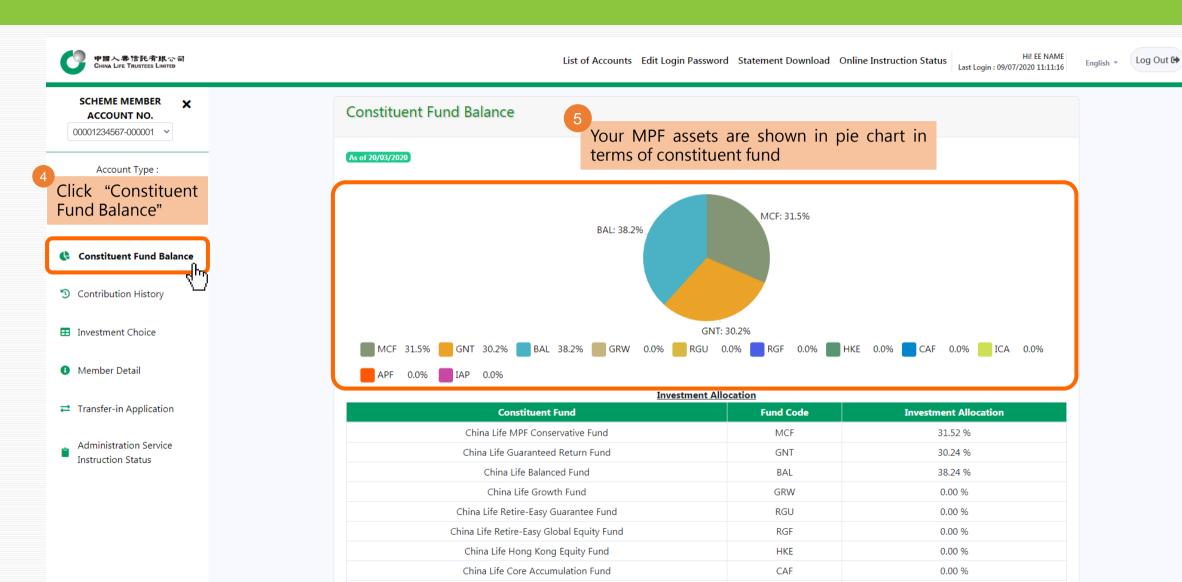
- Account Balance
- Constituent Fund Balance
- Contribution History
- Investment Choice
- Member Detail
- ☐ Transfer-in Application
- Administration Service Instruction Status

**Account Balance** 

Different contribution portions are shown

| As of 20/03/2020       |                        |                        |                        |   |
|------------------------|------------------------|------------------------|------------------------|---|
| Contribution (HK\$)    |                        |                        |                        |   |
| Employer               |                        | Employee               |                        | Former Employment Mandatory Contribution(HK |
| Mandatory Contribution | Voluntary Contribution | Mandatory Contribution | Voluntary Contribution |   |
| 208,938.82             | 70,050.98              | 3,849.17               | 0.00                   | 0.00  |

### Constituent Fund Balance

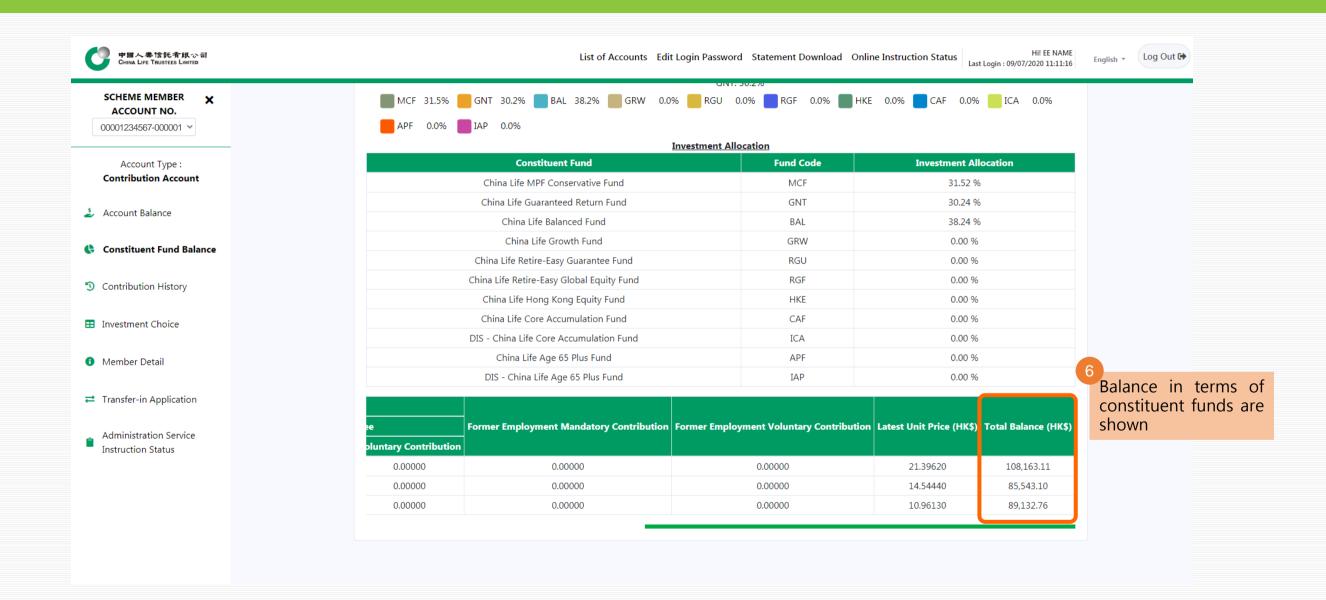


DIS - China Life Core Accumulation Fund

ICA

0.00 %

### Constituent Fund Balance



### China Life MPF Member Online Account User Guide 3. Contribution History



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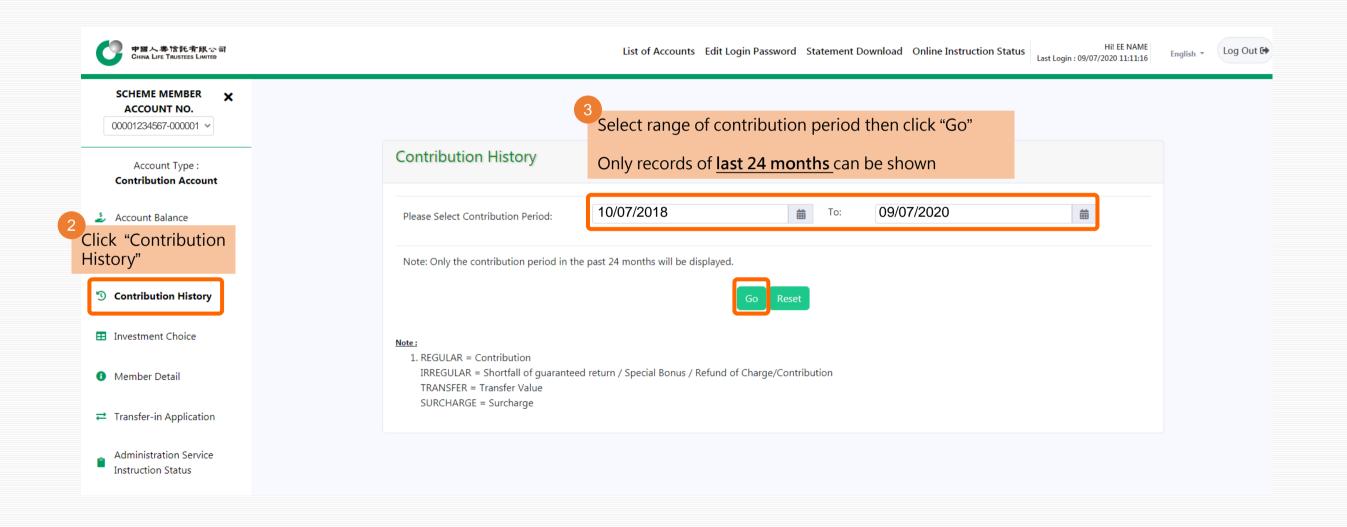
#### List of Accounts

As of 20/03/2020

| AS 01 20/05/2020 | VII 20/03/2020                    |            |  |                            |                         |  |  |
|------------------|-----------------------------------|------------|--|----------------------------|-------------------------|--|--|
| Scheme No.       | Account Type                      | Member No. | Latest Constituent Fund<br>Subscription Date | Latest Contribution Period | Total Balance<br>(HK\$) | Gain/(Loss) of Account Since Inception |  |
| 00009999999      | Personal Account Holder           | 000001     | 17/04/2014                                   |                            | 32,547.91               | 3,089.72                               |  |
| 00008888888      | Smart Easy Personal Contributions | 000001     | 29/05/2019                                   | 05/2019                    | 3,207,941.97            | 835,774.19                             |  |
| 00001234567      | Contribution Account              | 000001     | 13/11/2019                                   | 10/2019                    | 282,838.97              | 69,233.80                              |  |

Click Scheme No.

### **Contribution History**



### Contribution History



#### SCHEME MEMBER ACCOUNT NO.

00001234567-000001 🕶

#### Account Type: **Contribution Account**

- Account Balance
- Constituent Fund Balance
- Contribution History
- Member Detail
- ☐ Transfer-in Application
- Administration Service Instruction Status

Details of each contribution period will be shown

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|   |                       |                                  | Contri                           | bution                        |                          |
|---|-----------------------|----------------------------------|----------------------------------|-------------------------------|--------------------------|
| Constituent Fund Unit Subscription Date | Contribution Period   | Empl                             | oyer                             | Emplo                         | oyee                     |
|   |                       | Mandatory Contribution<br>(HK\$) | Voluntary Contribution<br>(HK\$) | Mandatory Contribution (HK\$) | Voluntary Cont<br>(HK\$) |
| 13/11/2019                              | 01/10/2019 31/10/2019 | 1,271.75                         | 763.05                           | 1,271.75                      | 0.00                     |
| 11/10/2019                              | 01/09/2019 30/09/2019 | 1,271.75                         | 763.05                           | 1,271.75                      | 0.00                     |
| 06/09/2019                              | 01/08/2019 31/08/2019 | 1,271.75                         | 763.05                           | 1,271.75                      | 0.00                     |
| 13/08/2019                              | 01/07/2019 31/07/2019 | 1,271.75                         | 763.05                           | 1,271.75                      | 0.00                     |
| 09/07/2019                              | 01/06/2019 30/06/2019 | 1,271.75                         | 763.05                           | 1,271.75                      | 0.00                     |
| 11/06/2019                              | 01/05/2019 31/05/2019 | 1,271.75                         | 763.05                           | 1,271.75                      | 0.00                     |
| 14/05/2019                              | 01/04/2019 30/04/2019 | 1,271.75                         | 763.05                           | 1,271.75                      | 0.00                     |

1. REGULAR = Contribution IRREGULAR = Shortfall of guaranteed return / Special Bonus / Refund of Charge/Contribution

TRANSFER = Transfer Value

SURCHARGE = Surcharge

### China Life MPF Member Online Account User Guide 4. Investment Choice



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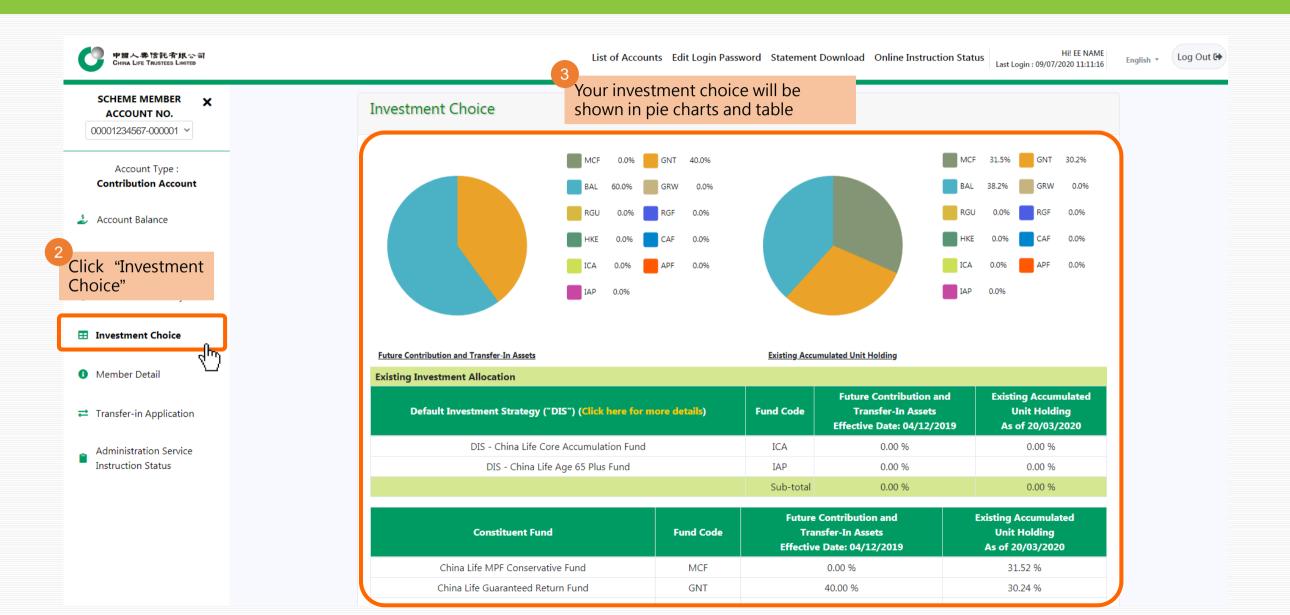
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#### List of Accounts

| As of 20/03/2020 |                                   |            |  |                            |                         |  |
|------------------|-----------------------------------|------------|--|----------------------------|-------------------------|--|
| Scheme No.       | Account Type                      | Member No. | Latest Constituent Fund<br>Subscription Date | Latest Contribution Period | Total Balance<br>(HK\$) | Gain/(Loss) of Account Since Inception |
| 00009999999      | Personal Account Holder           | 000001     | 17/04/2014                                   |                            | 32,547.91               | 3,089.72                               |
| 00008888888      | Smart Easy Personal Contributions | 000001     | 29/05/2019                                   | 05/2019                    | 3,207,941.97            | 835,774.19                             |
| 00001234567      | Contribution Account              | 000001     | 13/11/2019                                   | 10/2019                    | 282,838.97              | 69,233.80                              |

Click Scheme No.

### **Investment Choice**



### Changing Future Contribution and Transfer-In Assets / Rebalancing Existing Accrued Benefits

- If you wish to change the fund choice for "new money", i.e. future contribution and transfer-in assets:
  - → please perform "Changing Future Contribution and Transfer-In Assets" instruction

(your existing accrued benefits would not be affected)

- If you wish to change the fund distribution for "old money", i.e. existing accrued benefits:
  - → please perform "Rebalancing Existing
    Accumulated Unit Holdings" instruction
    (your future contribution and transfer-in
    assets would not be affected)
- If you wish to change the fund choice for both "old money" and "new money"
   → please perform both instructions
- Now we will first demonstrate how to change fund choice for future contribution and transfer-in assets

Click "Changing Future Contribution and Transfer-In Assets"

| List of Accounts Edit             | t Login Password Statement | Download Online Instruction | Status Hi! EE NAME<br>Last Login : 09/07/2020 11:11:16 | English 🔻 | Log Out 🗭 |
|-----------------------------------|----------------------------|-----------------------------|--|-----------|-----------|
| DIS - China Lite Age 65 Plus Fund | IAP                        | 0.00 %                      | 0.00 %   |           |           |
|                                   | Sub-total                  | 0.00 %                      | 0.00 %   |           |           |

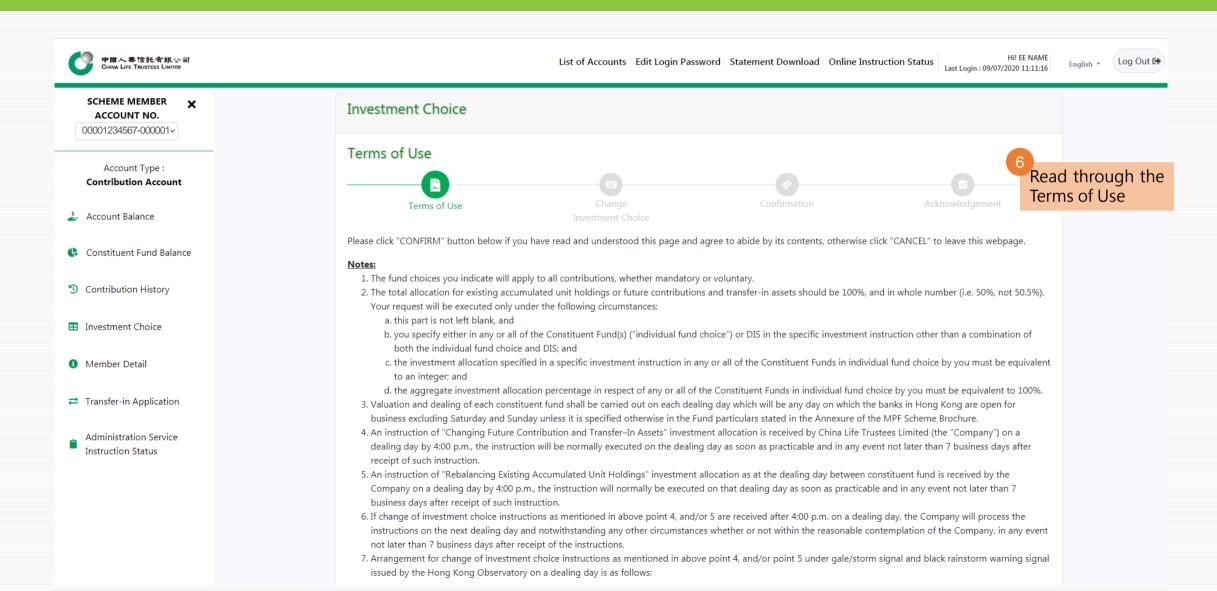
| Constituent Fund                          | Fund Code | Future Contribution and<br>Transfer-In Assets<br>Effective Date: 04/12/2019 | Existing Accumulated<br>Unit Holding<br>As of 20/03/2020 |
|---|-----------|---|--|
| China Life MPF Conservative Fund          | MCF       | 0.00 %  | 31.52 %  |
| China Life Guaranteed Return Fund         | GNT       | 40.00 %   | 30.24 %  |
| China Life Balanced Fund                  | BAL       | 60.00 %   | 38.24 %  |
| China Life Growth Fund                    | GRW       | 0.00 %  | 0.00 %   |
| China Life Retire-Easy Guarantee Fund     | RGU       | 0.00 %  | 0.00 %   |
| China Life Retire-Easy Global Equity Fund | RGF       | 0.00 %  | 0.00 %   |
| China Life Hong Kong Equity Fund          | HKE       | 0.00 %  | 0.00 %   |
| China Life Core Accumulation Fund         | CAF       | 0.00 %  | 0.00 %   |
| China Life Age 65 Plus Fund               | APF       | 0.00 %  | 0.00 %   |
|   | Sub-total | 100.00 %  | 100.00 %   |
|   | Total     | 100.00 %  | 100.00 %   |

De-risking process will generally be arranged annually on your birthday if DIS is the investment choice for your accrued benefits. When one or more instructions, including but not limited to, subscription, redemption (i.e. withdrawals or transfers out of the Scheme) or switching instructions are being processed on the annual date of de-risking for a relevant Member, the annual de-risking will only take place after completion of these instructions where necessary. If annual de-risking is deferred due to the foregoing circumstances, annual de-risking will take place within 2 Business Days after the completion of those instructions. Please refer to the latest version of the MPF Scheme Brochure for China Life MPF Master Trust Scheme for more details.

You should be aware that the de-risking will not apply where you choose the China Life Core Accumulation Fund and China Life Age 65 Plus Fund as individual fund choices (rather than as part of the DIS).

Changing Future Contribution and Transfer-In Assets

Rebalancing Existing Accumulated Unit Holdings





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#### SCHEME MEMBER ACCOUNT NO.

00001234567-000001~

#### Account Type: **Contribution Account**

- Account Balance
- Constituent Fund Balance
- Contribution History

 ☐ Transfer-in Application

- Member Detail
- ✓ this box to confirm that you have read and understood the MPF Scheme Brochure and the Notes set out above

12. For the China Life Retire-Easy Guarantee Fund, the Guaranteed Rate of Return is 3.5% per annum before deduction of all expenses referred to the relevant clause 9 and 11 of the Master Trust Deed of the China Life MPF Master Trust Scheme and the Compensation Fund levy and the guarantee is applied on each dealing day. China Life Insurance (Overseas) Company Limited (incorporated in the People's Republic of China with limited liability) may deduct from the investment returns of the relevant APIF of the fund a quarantee charge of up to a maximum of 1.5% per annum on the net asset value of the relevant APIF as cost of the Guarantor for providing the guarantee. Currently, it is 1% per annum.

The Guarantor of the relevant APIF is China Life Insurance (Overseas) Company Limited (incorporated in the People's Republic of China with limited liability). For details of credit risks, guarantee features, guarantee conditions and guarantee mechanism of the fund, please refer to the MPF Scheme Brochure for China Life MPF Master Trust Scheme.

- 13. For any yearly guaranteed shortfall adjustment arising from the guaranteed mechanism of China Life Guaranteed Return Fund, it will only be allocated to the China Life Guaranteed Return Fund under member's guaranteed account after the scheme financial year end as soon as practicable. In case where a rebalancing request from China Life Guaranteed Return Fund to other constituent funds takes place at the time while the shortfall is being adjusted, it will be equally processed in the normal way as per point 3 mentioned above. Any balances remaining after rebalancing due to the adjustment of the shortfall will be kept in the China Life Guaranteed Return Fund Member Account. Hence, if you want to rebalance the remaining balances, you are required to submit another rebalancing instruction to us.
- 14. The maximum amount of Smart Easy Personal Contributions (including new contributions and rebalancing from other constituent funds) for investment in the China Life Guaranteed Return Fund or China Life Retire-Easy Guarantee Fund in each scheme year is HK\$500,000.

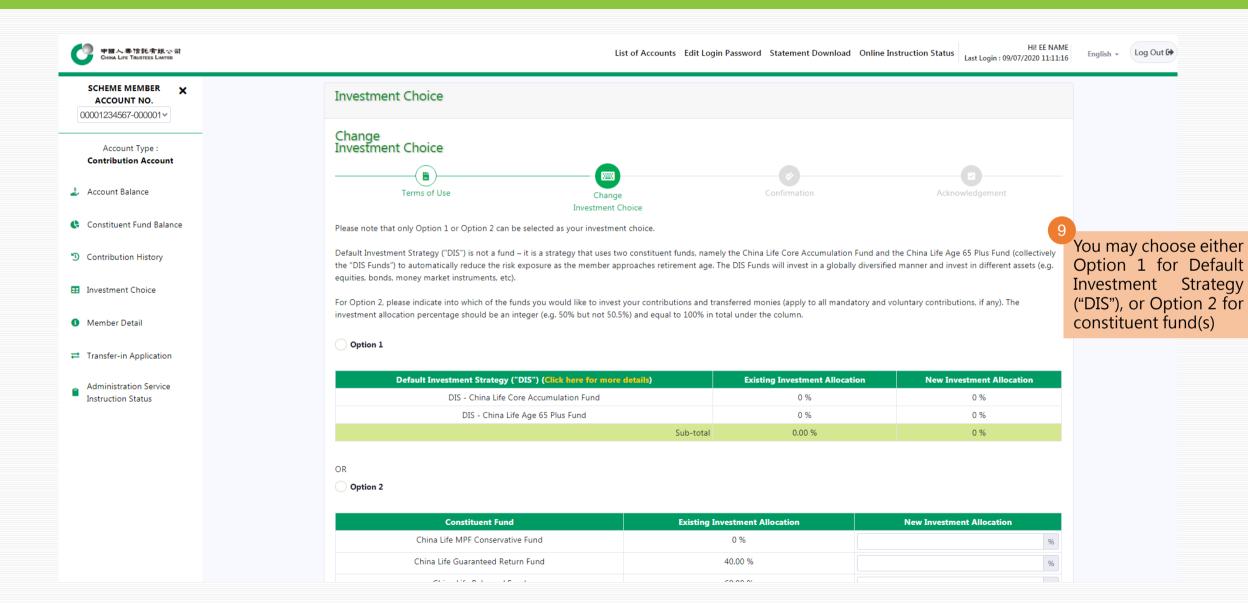
#### **Declaration and Acknowledgement**

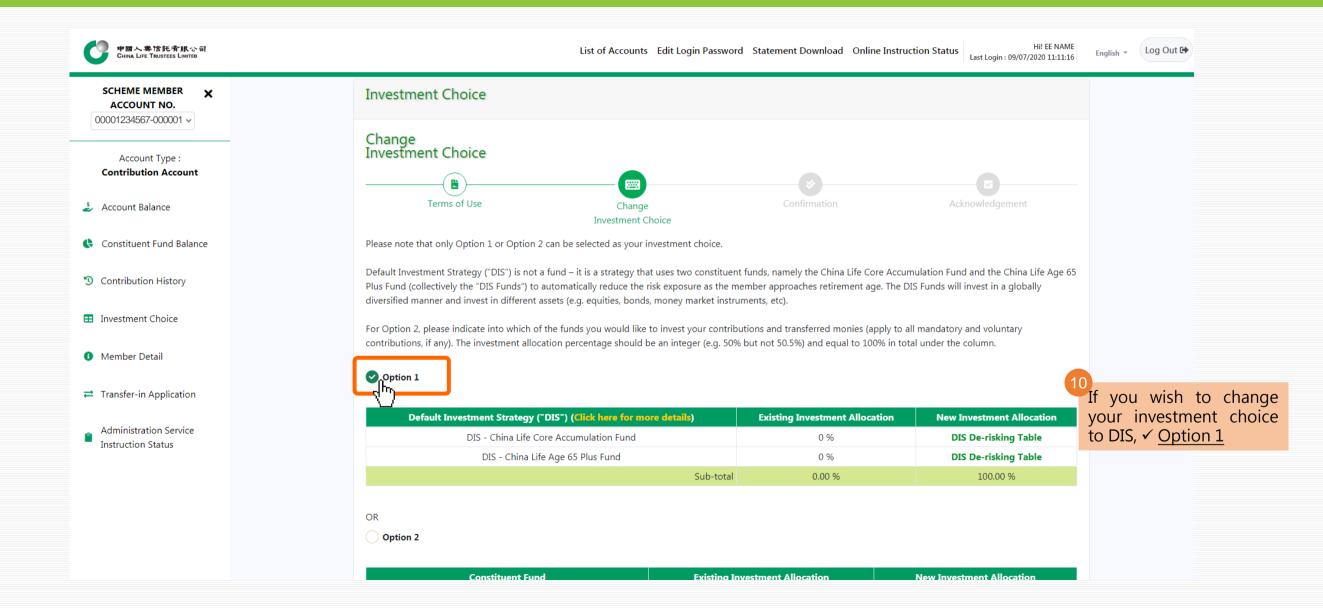
I acknowledge and understand that the investment returns of the above constituent funds may go down as well as up and neither the trustee nor the employer will take any responsibility for such variable returns. I understand that I should seek professional advice from a qualified investment consultant before making any investment decision. I hereby declare that the investment decision has been reached as a result of my own independent judgment and opinion.

have read and understood the MPF Scheme Brochure and the Notes set out above.









中國人事情託者銀つ司 CHINA LIFE TRUSTEES LIMITED

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If you wish to change your investment choice to constituent fund, ✓ Option 2, and then input your new investment allocation

Option 2

Please note that total percentage must add up to 100%

- Constituent Fund Balance
- Contribution History
- Member Detail
- ☐ Transfer-in Application
- Administration Service Instruction Status

| Constituent Fund                          | Existing Investment Allocation | New Investment Allocation |
|---|--------------------------------|---------------------------|
| China Life MPF Conservative Fund          | 0 %                            | 96                        |
| China Life Guaranteed Return Fund         | 40.00 %                        | 98                        |
| China Life Balanced Fund                  | 60.00 %                        | 98                        |
| China Life Growth Fund                    | 0 %                            | 30                        |
| China Life Retire-Easy Guarantee Fund     | 0 %                            | 96                        |
| China Life Retire-Easy Global Equity Fund | 0 %                            | 70                        |
| China Life Hong Kong Equity Fund          | 0 %                            | 96                        |
| China Life Core Accumulation Fund         | 0 %                            | 96                        |
| China Life Age 65 Plus Fund               | 0 %                            | 96                        |
| Sub-total                                 | 100.00 %                       | 0 %                       |
| Total                                     | 100.00 %                       | 0 %                       |

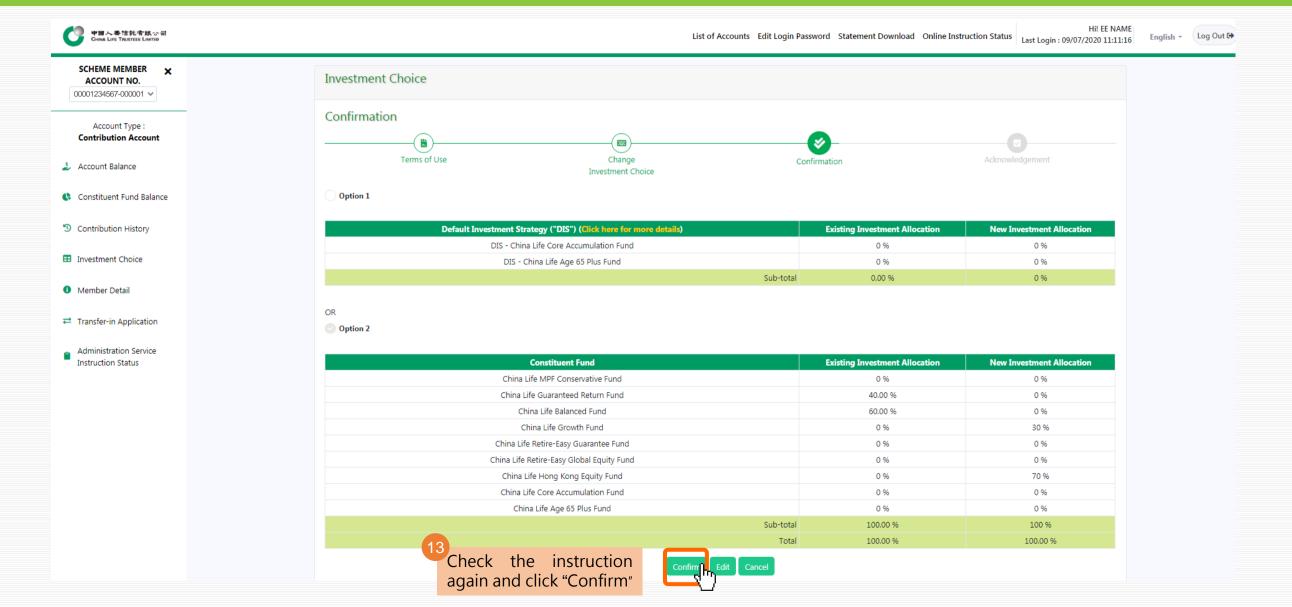
Members should note that investment markets could fluctuate significantly. Fund prices may go down as well as up. Please carefully consider your own risk tolerance level and financial circumstances (as well as your own retirement plan) before making any investment choices. If in doubt, please contact your independent financial advisor for further details.

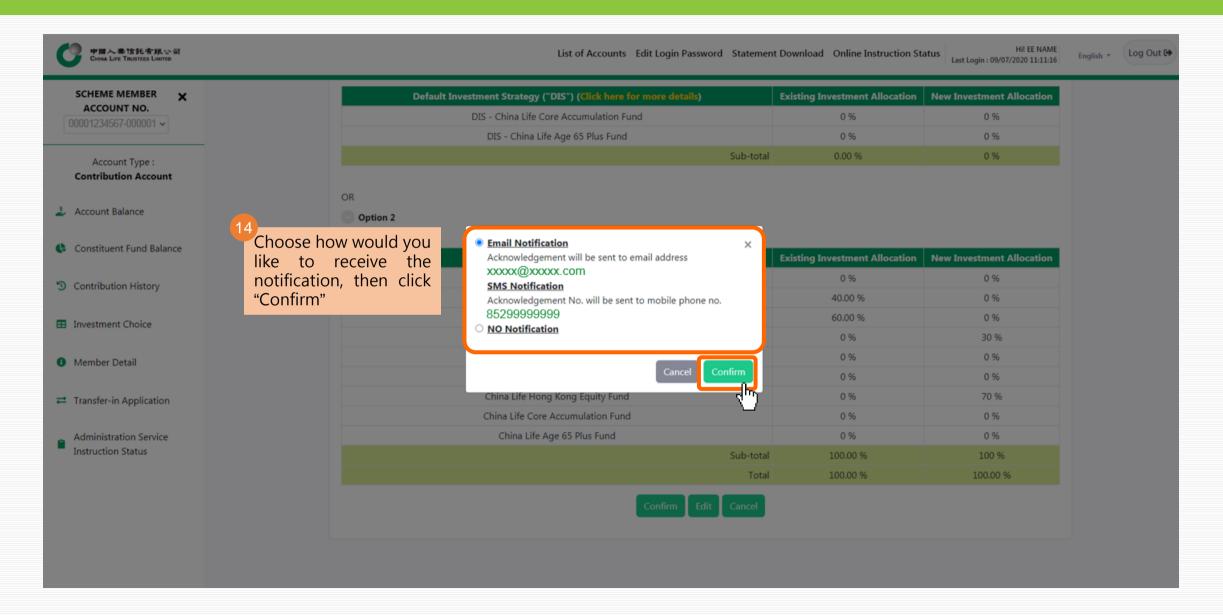
De-risking process will generally be arranged annually on your birthday if DIS is the investment choice for your accrued benefits. When one or more instructions, including but not limited to, subscription, redemption (i.e. withdrawals or transfers out of the Scheme) or switching instructions are being processed on the annual date of de-risking for a relevant Member, the annual derisking will only take place after completion of these instructions where necessary. If annual de-risking is deferred due to the foregoing circumstances, annual de-risking will take place within 2 Business Days after the completion of those instructions. Please refer to the latest version of the MPF Scheme Brochure of China Life MPF Master Trust Scheme for more details. You should be aware that the de-risking will not apply where you choose the China Life Core Accumulation Fund and China Life Age 65 Plus Fund as individual fund choices (rather than as part of the DIS).

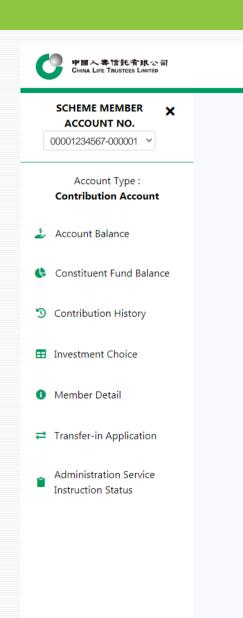
Please confirm your instruction in the next "Confirmation" step to obtain an acknowledgement and complete the instruction.

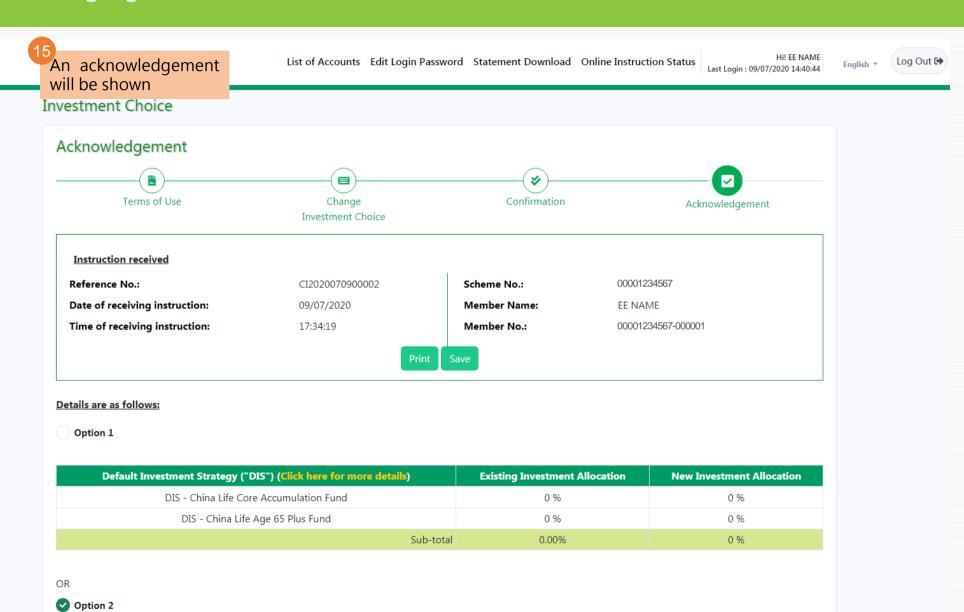














List of Accounts Edit Login Password Statement Download Online Instruction Status

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### ACCOUNT NO.

00001234567-000001 🕶

#### Account Type : Contribution Account

- Account Balance
- Constituent Fund Balance
- Contribution History
- Member Detail

16<sup>2</sup> Transfer-in Application
Now we will demonstrate how

to change fund choice for existing accrued benefits

Click "Rebalancing Existing Accumulated Unit Holdings"

| Constituent Fund                  | Fund Code |           | ribution and<br>-In Assets | Existing Accumulated Unit Holding |
|-----------------------------------|-----------|-----------|----------------------------|-----------------------------------|
|                                   |           | Sub-total | 0.00 %                     | 0.00 %                            |
| DIS - China Lite Age 65 Plus Fund |           | IAP       | 0.00 %                     | 0.00 %                            |

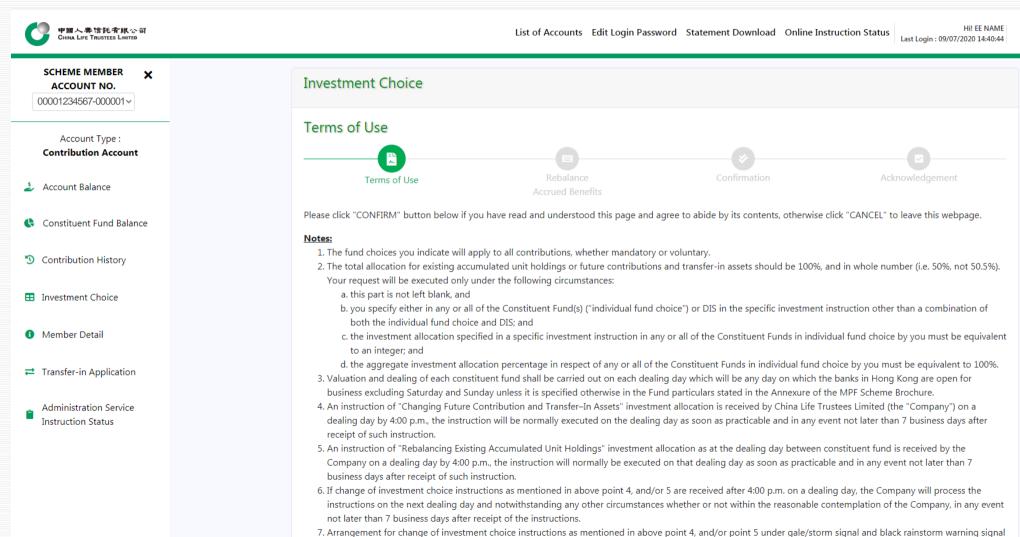
| Constituent Fund                          | Fund Code | Future Contribution and<br>Transfer-In Assets<br>Effective Date: 04/12/2019 | Existing Accumulated<br>Unit Holding<br>As of 20/03/2020 |
|---|-----------|---|--|
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| China Life Guaranteed Return Fund         | GNT       | 40.00 %   | 30.24 %  |
| China Life Balanced Fund                  | BAL       | 60.00 %   | 38.24 %  |
| China Life Growth Fund                    | GRW       | 0.00 %  | 0.00 %   |
| China Life Retire-Easy Guarantee Fund     | RGU       | 0.00 %  | 0.00 %   |
| China Life Retire-Easy Global Equity Fund | RGF       | 0.00 %  | 0.00 %   |
| China Life Hong Kong Equity Fund          | HKE       | 0.00 %  | 0.00 %   |
| China Life Core Accumulation Fund         | CAF       | 0.00 %  | 0.00 %   |
| China Life Age 65 Plus Fund               | APF       | 0.00 %  | 0.00 %   |
|   | Sub-total | 100.00 %  | 100.00 %   |
|   | Total     | 100.00 %  | 100.00 %   |

De-risking process will generally be arranged annually on your birthday if DIS is the investment choice for your accrued benefits. When one or more instructions, including but not limited to, subscription, redemption (i.e. withdrawals or transfers out of the Scheme) or switching instructions are being processed on the annual date of de-risking for a relevant Member, the annual de-risking will only take place after completion of these instructions where necessary. If annual de-risking is deferred due to the foregoing circumstances, annual de-risking will take place within 2 Business Days after the completion of those instructions. Please refer to the latest version of the MPF Scheme Brochure for China Life MPF Master Trust Scheme for more details.

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Changing Future Contribution and Transfer-In Assets

Rebalancing Existing Accumulated Unit Holdings



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#### SCHEME MEMBER ACCOUNT NO.

00001234567-000001 >

#### Account Type:

#### **Contribution Account**

- Account Balance
- Constituent Fund Balance
- Contribution History
- Investment Choice
- Member Detail
- Transfer-in Application

✓ this box to confirm that you have read and understood the MPF Scheme Brochure and the Notes set out above

and 11 of the Master Trust Deed of the China Life MPF Master Trust Scheme and the Compensation Fund levy and the guarantee is applied on each dealing day. China Life Insurance (Overseas) Company Limited (incorporated in the People's Republic of China with limited liability) may deduct from the investment returns of the relevant APIF of the fund a guarantee charge of up to a maximum of 1.5% per annum on the net asset value of the relevant APIF as cost of the Guarantor for providing the guarantee. Currently, it is 1% per annum.

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- 13. For any yearly guaranteed shortfall adjustment arising from the guaranteed mechanism of China Life Guaranteed Return Fund, it will only be allocated to the China Life Guaranteed Return Fund under member's guaranteed account after the scheme financial year end as soon as practicable. In case where a rebalancing request from China Life Guaranteed Return Fund to other constituent funds takes place at the time while the shortfall is being adjusted, it will be equally processed in the normal way as per point 3 mentioned above. Any balances remaining after rebalancing due to the adjustment of the shortfall will be kept in the China Life Guaranteed Return Fund Member Account. Hence, if you want to rebalance the remaining balances, you are required to submit another rebalancing instruction to us.
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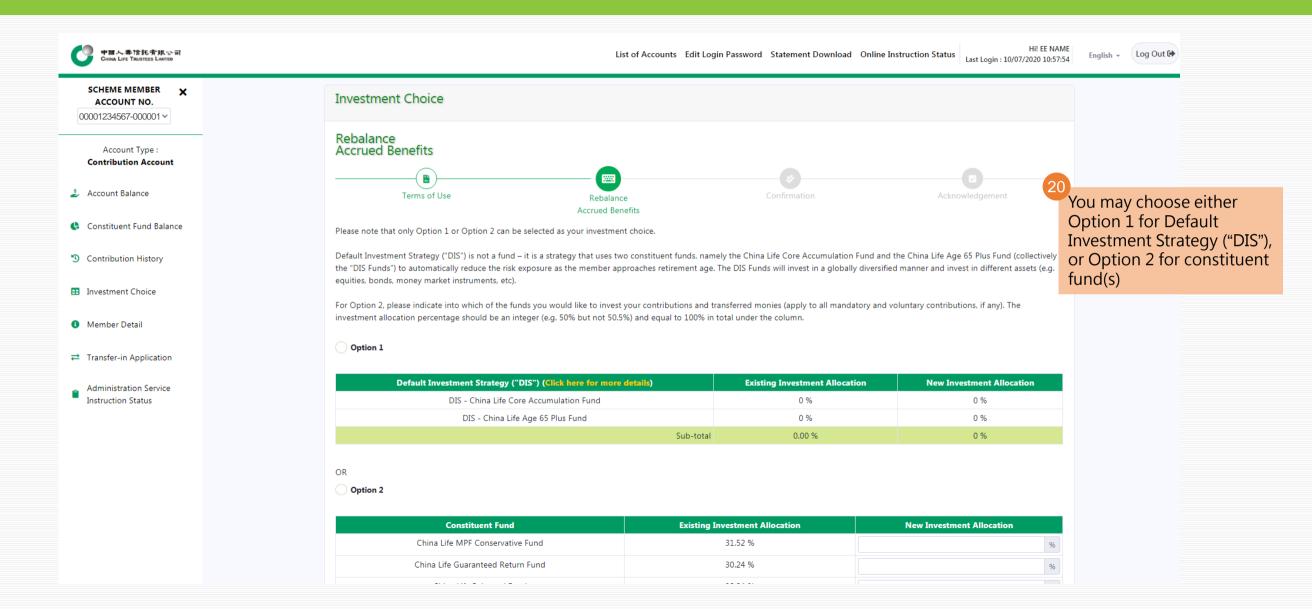
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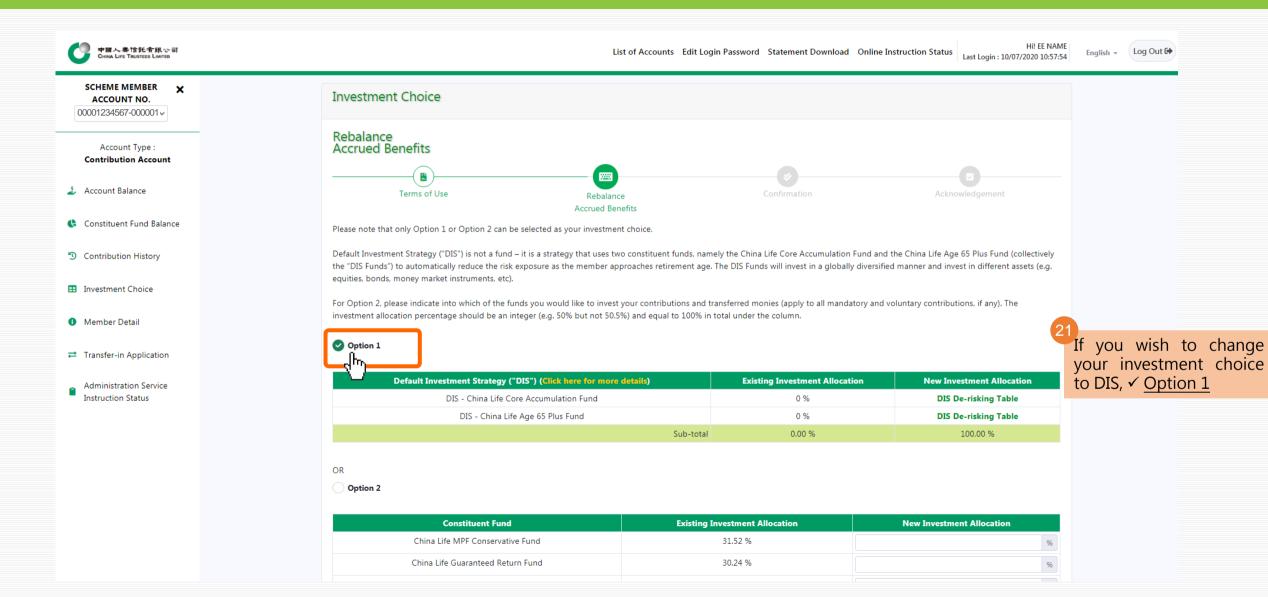
I acknowledge and understand that the investment returns of the above constituent funds may go down as well as up and neither the trustee nor the employer will take any responsibility for such variable returns. I understand that I should seek professional advice from a qualified investment consultant before making any investment decision. I hereby declare that the investment decision has been reached as a result of my own independent judgment and opinion.

☑ have read and understood the MPF Scheme Brochure and the Notes set out above.









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List of Accounts Edit Login Password Statement Download Online Instruction Status



If you wish to change your investment choice to constituent fund, ✓ Option 2, and then input your new investment allocation

Please note that total percentage must add up to 100%

Constituent Fund Balance

Contribution History

Investment Choice

Member Detail

Transfer-in Application

Administration Service

| Constituent Fund                          | Existing Investment Allocation | New Investment Allocation |
|---|--------------------------------|---------------------------|
| China Life MPF Conservative Fund          | 31.52 %                        |                           |
| China Life Guaranteed Return Fund         | 30.24 %                        |                           |
| China Life Balanced Fund                  | 38.24 %                        |                           |
| China Life Growth Fund                    | 0 %                            |                           |
| China Life Retire-Easy Guarantee Fund     | 0 %                            | 100                       |
| China Life Retire-Easy Global Equity Fund | 0 %                            |                           |
| China Life Hong Kong Equity Fund          | 0 %                            |                           |
| China Life Core Accumulation Fund         | 0 %                            |                           |
| China Life Age 65 Plus Fund               | 0 %                            |                           |
| Sub-total                                 | 100.00 %                       | 0 %                       |
| Total                                     | 100.00 %                       | 0 %                       |

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 rebalancing existing accumulated unit holdings investment allocation 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.

De-risking process will generally be arranged annually on your birthday if DIS is the investment choice for your accrued benefits. When one or more instructions, including but not limited to, subscription, redemption (i.e. withdrawals or transfers out of the Scheme) or switching instructions are being processed on the annual date of de-risking for a relevant Member, the annual derisking will only take place after completion of these instructions where necessary. If annual de-risking is deferred due to the foregoing circumstances, annual de-risking will take place within 2 Business Days after the completion of those instructions. Please refer to the latest version of the MPF Scheme Brochure of China Life MPF Master Trust Scheme for more details. You should be aware that the de-risking will not apply where you choose the China Life Core Accumulation Fund and China Life Age 65 Plus Fund as individual fund choices (rather than as part of the DIS).

If a member is currently investing in China Life Guaranteed Return Fund, a transfer of the accrued benefits out of that guaranteed fund may result in some or all of the guarantee conditions not being satisfied; thus affecting member's entitlement to the guarantee. Member's entitlement to the guarantee return under China Life Guaranteed Return Fund is subject to conditions. Please refer to the Annexure A-2 of the MPF Scheme Brochure for the details of the credit risks, guarantee features, guarantee conditions and guarantee mechanism of China Life Guaranteed Return Fund.

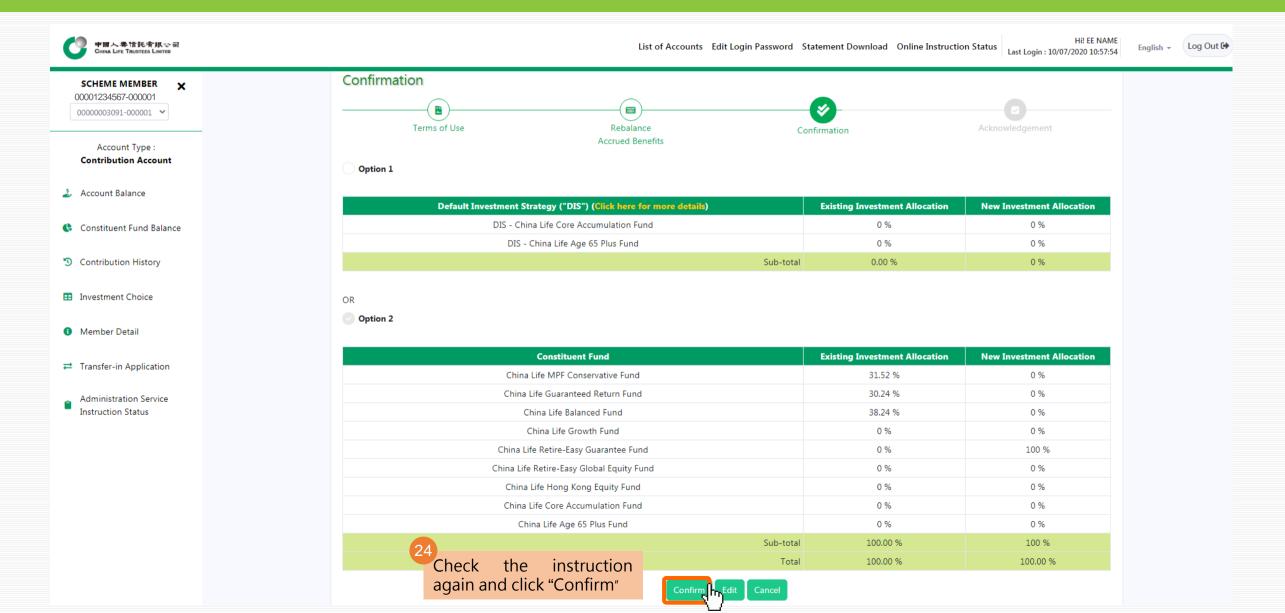
Please confirm your instruction in the next "Confirm 23

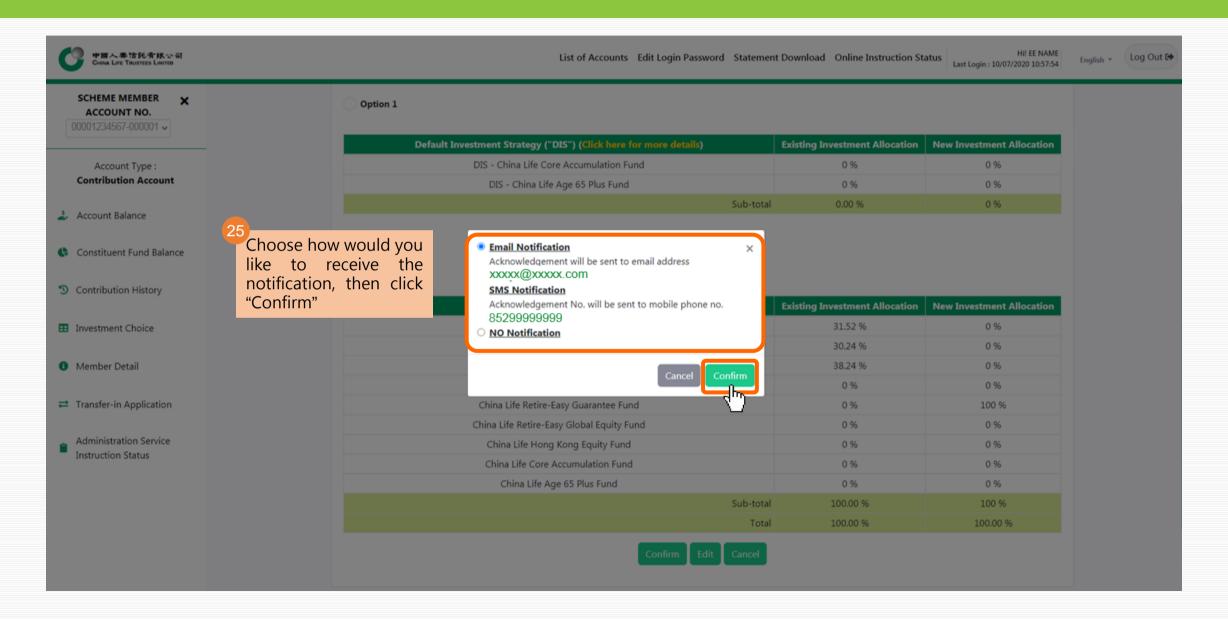
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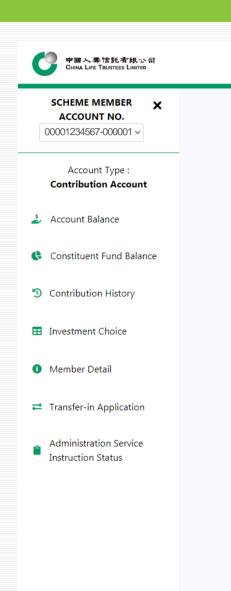
ten to obtain an acknowledgement and complete the instruction.

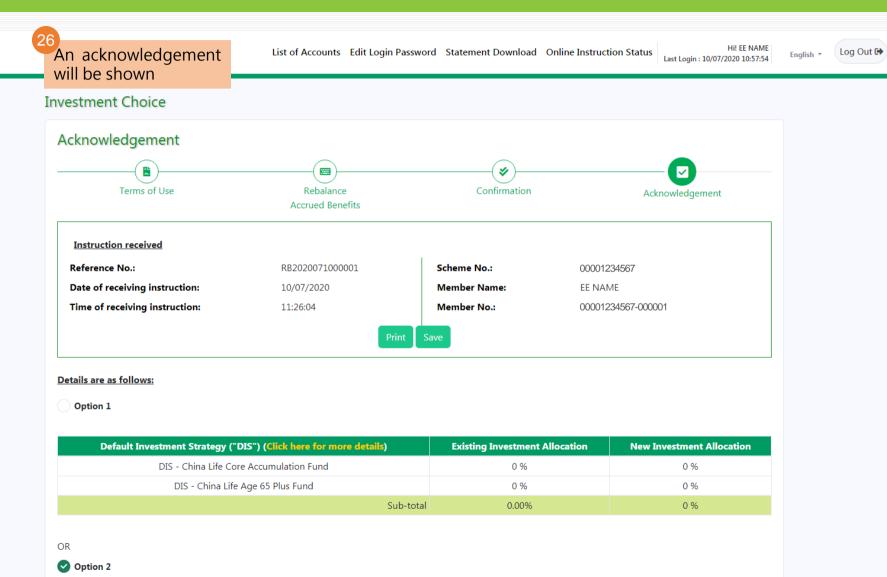






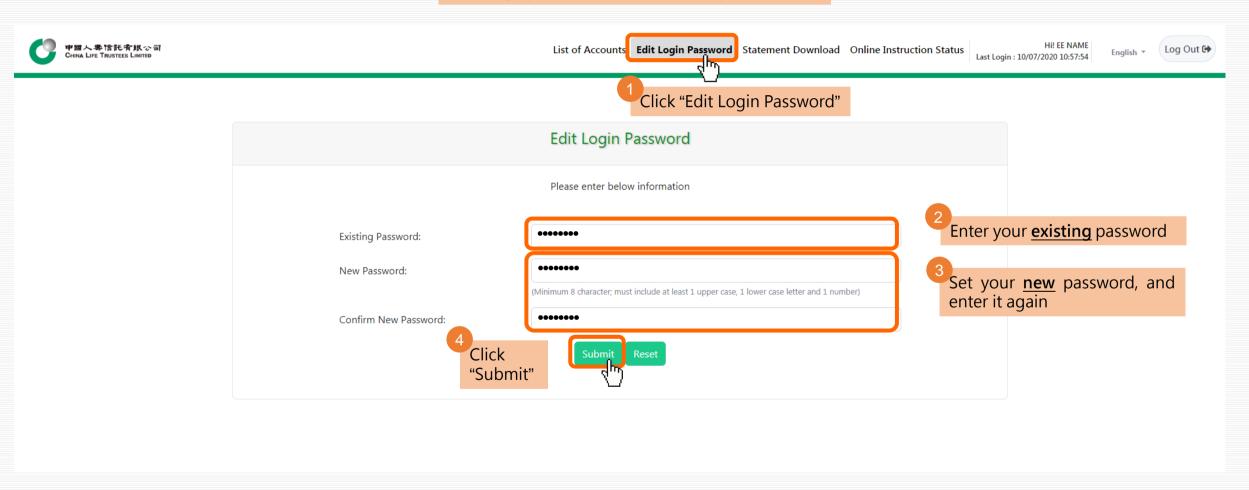






## China Life MPF Member Online Account User Guide 5. Edit Login Password

For security purpose, we highly recommend you to change your password periodically



## China Life MPF Member Online Account User Guide 6. Statement Download

