



## NOTES TO TRANSFER OF MPF ACCRUED BENEFITS (BENEFITS) OF TAX DEDUCTIBLE VOLUNTARY CONTRIBUTIONS

[Sections 149A and 149B] of the Mandatory Provident Fund Schemes (General) Regulation (Cap 485A)

Please read the following **important notes** before completing this Form.

(1) **Definition of terms:**

- (a) “Tax Deductible Voluntary Contributions” (TVC) - refer to contributions paid into a TVC account under section [11A] of the Mandatory Provident Fund Schemes Ordinance (the Ordinance).
- (b) “TVC account” - an account in an MPF scheme opened by a person under section [11A] of the Ordinance and into which TVC are paid and in which the member’s benefits derived from those TVC and the TVC transferred to the account from another TVC account are held.
- (c) “Original Scheme” – the MPF scheme from which your benefits are to be transferred.
- (d) “New Scheme” – the MPF scheme to which your benefits are to be transferred.

- (2) A TVC account holder may make an election to transfer ALL (and not part of) benefits in a TVC account in the Original Scheme to a TVC account in the New Scheme. Benefits held in a TVC account cannot be transferred to a contribution account or personal account.
- (3) If you wish to transfer out the benefits from more than one TVC account, you should submit a separate Form MPF(S)-P(T) for each of those accounts.
- (4) After your benefits held in the TVC account are transferred out from the Original Scheme, your TVC account in the Original Scheme will be terminated.

**Reminders before making an election to transfer**

- (5) Before you decide to transfer your benefits to another scheme, you should take into consideration all relevant factors, including your personal needs and the following factors:
  - (a) services of the trustees (e.g. frequency of issuance of benefit statement to scheme members; number of free fund switching per year);
  - (b) fees and charges of the funds (for detailed information, please refer to the Fee Comparative Platform on the website of the Mandatory Provident Fund Authority (MPFA));
  - (c) the range of fund choices offered by the schemes and in particular whether there are funds available that match what you need; and
  - (d) if you are currently investing in an MPF guaranteed fund, a transfer of the benefits out of that guaranteed fund may result in some or all of the guarantee conditions not being satisfied; thus affecting your entitlement to the guarantee. Please check the offering document of the Original Scheme or consult the trustee of the Original Scheme for details.
- (6) Before deciding to transfer benefits to the New Scheme, you should try to understand as much as you can about the New Scheme. Please read the offering document of the New Scheme, which can be found on the website of the MPFA, website of the trustee of the New Scheme or contact the trustee of the New Scheme.

- (7) Please ensure that you have a TVC account in the New Scheme. Otherwise, you have to submit a membership enrolment form before or at the same time you submit this Form to the trustee of the New Scheme. Please consult

*your trustee of the New Scheme for the procedures and required documents for setting up a TVC account.*

- (8) *If you wish to transfer your benefits from an MPF scheme to another, please be aware of how the transferred-in benefits will be invested. In general, the transferred-in benefits will be invested according to the default investment strategy (DIS) if you either (a) do not give or have not given any investment instructions for the account to the trustee of the New Scheme or (b) have given investment instructions for the account to invest benefits according to the DIS. Please approach the trustee of the New Scheme to seek clarification, where necessary. If you wish to change or specify an investment instruction for the account in the New Scheme, please also approach the trustee of the New Scheme.*
- (9) *If you have reached, or are approaching, the age of 50 and your benefits are currently invested according to the DIS of the scheme, you should be aware that the de-risking mechanism of the DIS starts at the age of 50. If the annual de-risking of your investment in the DIS and your transfer request take place at around the same time, the trustee of the scheme shall sequence the de-risking and the transfer request in accordance with its procedures and in compliance with the Ordinance. Please consult the relevant trustee(s) if you wish to know the details of how the trustee(s) will handle these transactions.*
- (10) *In order to prevent a third party from filling in incorrect information, please **DO NOT sign on a blank form**. After the completed election form has been received by the trustee of the New Scheme, the administration procedures taken by the trustees may not be reversible.*
- (11) *The number of fund units shown in your current TVC account on the date you elect to transfer may be different from that as of the date on which the fund units are redeemed. The trustee of the Original Scheme will redeem all the fund units from your TVC account that you elect to transfer out on the date of redemption and transfer out the redeemed benefits. The trustee of the New Scheme will subscribe fund units in accordance with your instructions. There will be a time-lag of about one to two weeks, during which your MPF benefits will not be invested in any fund. During this period, fund prices may change due to market fluctuations, and there is a risk of “selling low, buying high”.*
- (12) *Please refer to the MPFA’s website ([www.mpfa.org.hk](http://www.mpfa.org.hk)) for the factors to consider when choosing a scheme and the potential risks involved in MPF investment.*

### **Enquiries**

- (13) *Information about an MPF scheme is set out in the offering document of the scheme. This information will assist you in making a decision about whether to make a transfer of benefits to that scheme. Please contact the relevant trustees for enquiries about account details and information on specific MPF schemes or funds.*
- (14) *For general enquiries regarding the TVC, you may contact the relevant trustees or the MPFA (email: [mpfa@mpfa.org.hk](mailto:mpfa@mpfa.org.hk) or MPFA hotline: 2918 0102).*



中國人壽信託有限公司  
CHINA LIFE TRUSTEES LIMITED

Address : Room 801, 8/F, Tower A, China Life Center, One HarbourGate, 18 Hung Luen Road, Hung Hom, Kowloon Tel : 3999 5555 Fax : 2893 2103  
地址 : 九龍紅磡紅鸞道 18 號 One HarbourGate 中國人壽中心 A 座 8 樓 801 室 電話 : 3999 5555 傳真 : 2893 2103

**SCHEME MEMBER'S REQUEST FOR TRANSFER OF  
TAX DEDUCTIBLE VOLUNTARY CONTRIBUTIONS (TVC)**

Form 表格:  
MPF(S) - P(T)

(for a TVC account holder to transfer benefits from the TVC account in a scheme (Original Scheme) to the TVC account in another scheme(New Scheme) elected by the member)

[Sections 149A and 149B] of the Mandatory Provident Fund Schemes (General) Regulation (Cap 485A)

- (a) Please use **BLOCK LETTERS** to complete this Form.
- (b) Please read the “Notes to Transfer of MPF Benefits of Tax Deductible Voluntary Contributions” before you complete this Form.
- (c) The personal data to be supplied in support of this election of transfer are to be used for processing your election of transfer. The personal data you supply may, for such purpose, be transferred to the trustee(s) concerned, the relevant service provider(s), and the government or regulatory bodies including the Mandatory Provident Fund Schemes Authority (MPFA).
- (d) Please send pages 1 and 2 of this Form to the trustee of the New Scheme after completion.

SECTION I: SCHEME MEMBER DETAILS		
<b>Name<sup>1</sup></b> (as shown on your Hong Kong Identity (HKID) Card)	Surname:	
	Other Name:	
<b>Identification</b>	HKID Card No.:	
	Passport No.: ( <i>ONLY for scheme member without HKID Card</i> )	
<b>Contact Details</b>	Daytime Phone No.:	Mobile Phone No.:
	Email Address (if any):	
<b>Correspondence Address</b>		

**SECTION II: ORIGINAL SCHEME INFORMATION OF THE TVC ACCOUNT**

<b>Name of the Original Scheme<sup>2</sup> of the TVC Account</b>	
---	--

**SECTION III: NEW SCHEME INFORMATION OF THE TVC ACCOUNT**

I elect to transfer all benefits in the TVC Account in the Original Scheme to the following scheme:

<b>Name of the New Scheme<sup>3</sup> of the TVC Account</b>	
--	--

**SECTION IV: AUTHORIZATION AND DECLARATION**

- (a) I hereby give consent to the trustee of the New Scheme and the MPFA to disclose information supplied by me in support of this election of transfer to the trustee(s) concerned and the relevant service provider(s), or to enable such party or parties to access or disclose relevant information for processing my election of transfer.
- (b) I hereby give the trustee of the Original Scheme an instruction to terminate my TVC account in the Original Scheme as referred to in Section II upon transfer of all benefits to the New Scheme and there is no residual balance in the said account.

I confirm and declare that:

- I have read and understood the Notes to Transfer of MPF Benefits of Tax Deductible Voluntary Contributions and the Explanatory Notes, and have voluntarily elected to transfer my benefits in accordance with this Form; and
- I acknowledge and confirm that I have read and understood and agree with the terms of the Personal Information Collection Statement (“PICS”) attached herein; and
- to the best of my knowledge and belief, the information given in this Form is correct and complete.

Signature <sup>4</sup>	Date (DD/MM/YYYY)
------------------------	-------------------

**~Please send pages 1 and 2 of this Form to the trustee of the New Scheme after completion~**

**Explanatory Notes**

- (1) If you do NOT possess a HKID Card, please fill in your name as shown on your passport.
- (2) The transfer election may not be processed if the Name of the Original Scheme is not provided or is incorrect. This information can be found in your notice of participation or annual benefit statement. If you are in doubt, please contact your trustee of the Original Scheme. Please refer to the MPFA’s website ([www.mpfa.org.hk](http://www.mpfa.org.hk)) for the name of schemes.
- (3) The transfer election may not be processed if the Name of the New Scheme is not provided or is incorrect. If you are in doubt, please contact your trustee of the New Scheme. Please refer to the MPFA’s website ([www.mpfa.org.hk](http://www.mpfa.org.hk)) for the name of schemes.
- (4) The signature must be the same as your specimen signature previously given to your trustee of the Original Scheme. Please note that the transfer may not be processed if the signature provided in this Form does not match the specimen signature previously given to your trustee of the Original Scheme. If you are in doubt, please contact your trustee of the Original Scheme.

## Personal Information Collection Statement

China Life Trustees Limited (the "Company") recognises its responsibilities in relation to the collection, holding, processing or use of personal data under the Personal Data (Privacy) Ordinance. Personal data will be collected only for lawful and relevant purposes and all practicable steps will be taken to ensure that personal data held by the Company is accurate. The Company will take all practicable steps to ensure security of the personal data and to avoid unauthorized or accidental access, erasure or other use.

The provision of your personal data is voluntary. Please note that if you do not provide us with the required personal information, the Company may not be able to provide your requested information, products or services.

**Purpose:** From time to time it is necessary for us to use your personal data for the following purposes:

1. offering and providing to you the China Life MPF Master Trust Scheme ("MPF Scheme") or related products/services of the Company and other companies of the China Life Group ("our affiliates"), and administering, maintaining, managing and operating such MPF Scheme or related products/services;
2. processing and evaluating any applications or requests made by you or in respect of your benefits in the MPF Scheme or related products/services offered by the Company and our affiliates;
3. providing subsequent services to you on the MPF Scheme or related products/services of the Company and our affiliates and the administration thereof e.g. enrollment and termination, variations, calculation of contributions and benefits and the processing of redemption/withdrawal/switching/transfer requests;
4. any purposes in connection with any claims or benefits payment or transfer requests made by or against or otherwise involving you or your benefits in respect of the MPF Scheme or related products/services provided by the Company and/or our affiliates;
5. evaluating your financial needs with respect to the MPF Scheme and related products/services;
6. designing new or enhancing existing MPF scheme or related products/services of the Company and/or our affiliates;
7. conducting market or actuarial research for statistical or similar purposes undertaken by the Company and/or our affiliates, the MPF industry or our respective regulators;
8. matching any data held which relates to you from time to time for any of the purposes listed herein;
9. meeting requirements imposed by any applicable, present, existing or future law, rules, regulations, codes of practice or guidelines (including sending of information) or assisting with law enforcement purposes, investigations by police or other government or regulatory authorities in Hong Kong or elsewhere;
10. conducting identity check and/or debt collection for the MPF Scheme and related business;
11. carrying out other services in connection with the operation of the Company's MPF Scheme or related business;
12. sending out administrative communications about any account you may have with the Company, MPF Scheme communications or about future changes to this Personal Information Collection Statement;
13. performing relevant due diligence procedures in accordance with the Common Reporting Standard (or Automatic Exchange of Financial Account Information) as set out in the Inland Revenue Ordinance (Cap. 112); and
14. other purposes directly relating to any of the above.

**Transfer of personal data:** Personal data will be kept confidential but, subject to the provisions of any applicable law, may be shared with the following for the purpose of exercise and performance of the Company's functions conferred or imposed by or under the MPF laws:

1. any of our affiliates;
2. any person in connection with any claims made by or against or otherwise involving you or your benefits in respect of the MPF Scheme or related products/services provided by the Company and/or our affiliates;
3. any agent, contractor or third party who help provide services in connection with the MPF Scheme or related product/services provided by the Company and/or our affiliates, including any service providers engaged by the Company, MPF intermediary, fund management company or financial institution;
4. any agent, contractor or third party who provides administrative, technology, data processing, telecommunications, computer, payment, debt collection, securities clearing, call centre services or other services to the Company and/or our affiliates in connection with the MPF Scheme or related business;
5. any actual or proposed assignee, transferee, participant or sub-participant of our rights or business; and
6. any government department or other appropriate governmental or regulatory authority (which may be further transferred to governmental or regulatory authority of certain other jurisdiction(s)) to whom the Company and/or our affiliates are requested or required by any applicable, present, existing or future law, rules, regulations, codes of practice or guidelines to make disclosures.

Your personal data may be provided to any of the above parties who may be located in Hong Kong or outside of Hong Kong, and in this regard you consent to the transfer of your data outside of Hong Kong.

**Use of Personal Data for Direct Marketing Purposes:** The Company intends to:

1. use your name, contact details, products and services portfolio information, transaction pattern and behaviour, financial background and demographic data held by the Company from time to time for direct marketing of the MPF Scheme or related products/services by the Company and/or our affiliates;
2. The Company requires your written consent (which includes an indication of no objection) to use your personal data for any promotional or marketing purpose.

You may withdraw your consent to the use of your personal data for direct marketing purposes at any time, and thereafter the Company shall, without charge to you, cease to use such data for direct marketing purposes. If you wish to withdraw your consent, please contact our Personal Data Protection Officer (details below).

**Access and correction of personal data:** Under the Personal Data (Privacy) Ordinance, you have the right to ascertain whether the Company holds your personal data, to correct any data that is inaccurate, and to ascertain the Company's policies and practices in relation to personal data. You may also request the Company to inform you of the type of personal data held by it.

Requests for access and correction or for information regarding policies and practices and types of data held should be addressed in writing to:

The Personal Data Protection Officer  
China Life Trustees Limited  
Room 801, 8/F, Tower A, China Life Center,  
One HarbourGate, 18 Hung Luen Road,  
Hung Hom, Kowloon  
Telephone: (852) 3999 5555  
Fax: (852) 2893 2103

The Company has the right to charge a reasonable fee for the processing of any data request.