PENSION – MPF

EMPLOYER'S GUIDE



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AIA Corporate Solutions

Your MPF and Group Insurance Partner

HEALTHIER, LONGER, BETTER LIVES

The information stated or expressed in this document is for reference purpose only. This document has been produced to help you better understand your MPF scheme and its general administrative procedures. While every effort has been made to ensure the accuracy of the information herein, please note that it has been compiled based on our understanding of the current legislation and should not be regarded as a substitute for the legislation concerned. AIA reserves the right to revise its procedure as and when required without prior notice.

For more information , please contact us at (852) 2100 1888 or visit aia.com.hk.

Issued by AIA Company (Trustee) Limited.

"AIA", for the purposes of this document, refers to AIA International Limited (Incorporated in Bermuda with limited liability).

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AIA – your reliable retirement partner

With extensive experience in managing retirement schemes in Hong Kong, AIA is your reliable partner to give you and your employees high quality pension products and services.

AIA Group Limited and its subsidiaries (collectively the "Group") comprise the largest independent publicly listed pan-Asian life insurance group. It has a presence in 18 markets – wholly-owned branches and subsidiaries in Mainland China, Hong Kong SAR*, Thailand, Singapore, Malaysia, Australia, Cambodia, Indonesia, Myanmar, New Zealand, the Philippines, South Korea, Sri Lanka, Taiwan (China), Vietnam, Brunei and Macau SAR^, and a 49% joint venture in India. In addition, the Group has a 24.99% shareholding in China Post Life Insurance Co., Ltd.



The business that is now the Group was first established in Shanghai more than a century ago in 1919. It is a market leader in Asia (ex-Japan) based on life insurance premiums and holds leading positions across the majority of its markets.

The Group meets the long-term savings and protection needs of individuals by offering a range of products and services including life insurance, accident and health insurance and savings plans. The Group also provides employee benefits, credit life and pension services to corporate clients. Through an extensive network of agents, partners and employees across Asia, the Group serves the holders of more than 41 million individual policies and 17 million participating members of group insurance schemes.

AIA Group Limited is listed on the Main Board of The Stock Exchange of Hong Kong Limited under the stock codes "1299" for HKD counter and "81299" for RMB counter with American Depositary Receipts (Level 1) traded on the over-the-counter market under the ticker symbol: "AAGIY".

* Hong Kong SAR refers to Hong Kong Special Administrative Region.

^ Macau SAR refers to Macau Special Administrative Region.

The stronger, the better – AIA have the strength to create a simple yet powerful MPF solution.

Why AIA ?



Management fees as low as 0.73% p.a.

Funds with low management fees

We offer members funds with low management fees.



Special privilege offered for consolidation of personal accounts

We offer members special privilege for transferring their personal accounts to AIA. For details, please refer to the relevant promotional leaflets or contact your dedicated account executive.

Choose from a comprehensive range of investment choices and switch funds freely

Investment manager with different investment styles

No single investment manager provides an everlasting and comprehensive investment advantage. That is why we pursue a multi underlying fund manager platform, enabling members to diversify their investments.



Comprehensive suite offering 20 MPF funds on one platform

With 20 MPF funds covering a wide range of geographical locations and asset classes, members can easily choose MPF funds to suit their investment needs at different market conditions and life stages.

Unlimited free fund switching among MPF funds

Members can switch to other MPF funds managed by different underlying fund managers within the same day, free of charge (subject to conditions)[1].

Two fund switching methods

Depending on individual needs, members can switch funds in two ways: Portfolio Rebalancing or Fund-to-Fund Switching.

[1] Except for Guaranteed Portfolio which participants are permitted to raise only one switch request out of this fund to other fund(s) within the same scheme year.

Enabling you and your employees to manage MPF with ease

Whether you are an employer or a member of our MPF scheme, you can rest assured in our comprehensive assistance. Through our unsurpassed services, you and your employees can manage MPF with ease and make the most of your MPF.

For employers

Comprehensive support to ease your administration burden

- A range of e-service platforms are available on the eMPF Platform, including our online MPF contribution data submission service, e-Statement and more
- Tailor-made and easy-to-use payroll software streamlines the administrative process:
  - → MPF administrative tasks including reporting contributions and reports generation
  - → Payroll calculations and taxation reporting
  - → HR reports including leave records and employee salary adjustment records
- Convenient contribution payment methods to ensure timely payment:
  - → Cheque^
  - → Cheque Deposit Machine
  - → Direct Debit (autopay)
  - → PPS (Internet and a tone phone service)
  - → Internet Banking
  - → Bank Automated Teller Machines (ATMs)
  - → Direct Credit (Applicable to registered customers)

^ Please send the cheque to the eMPF Platform.

Note: Make your payment with your "MPF Contribution Bill No." / "Submission Reference No." / eMPF "Employer Account No." / eMPF "Member Account No." provided by the eMPF Platform. Failure to provide such information may result in delay or inability to process your contribution.



Superior customer services and communication

- Employer hotline staffed by professional Customer Service Representatives, available from Monday to Saturday
- Regular meetings with you to review your schemes, and provide you with the latest legislative and administrative updates
- Periodic seminars and briefing sessions

Employer Communications

Upon joining the scheme	• Notice of Participation
Monthly	• Fund Performance Review[Δ]
Quarterly	• Newsletter[Δ]

Δ Electronic version

For members

Value-added services

- **LifeEasy[2] – A free service for easy portfolio management**

  This service automatically rebalances the proportion of equities and bonds in members' MPF investments based on their age.

- **Special privileges for consolidating personal accounts and making voluntary contributions**

  Subject to conditions. For details, please refer to the relevant promotional leaflets.

Convenient account management platforms and support



- Manage MPF and other AIA accounts on the AIA+ mobile app
- MPF Smart Advisor❖ to empower members to make informed MPF investment decisions with ease

  Main functions include:

  1. Simple and User-friendly Risk Assessment
  2. Retirement Gap Calculator
  3. **A rare offering in the market** – Up to 50 Investment Portfolios Recommendation
  4. DIY Investment Portfolio
  5. **Market-first#** – Compare Reference Investment Portfolio with Current MPF Portfolio

  Path: Click Menu at the bottom of the homepage after logging in to AIA+, click MPF Smart Advisor

- Dedicated member hotline: (852) 2200 6288

Regular information updates to help members build up their investment portfolio

- Frequent MPF-related information updates on our interactive website
- Monthly fund performance reviews
- Investment seminars
- Quarterly newsletters

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2 For more information about LifeEasy, please refer to the relevant promotional leaflet.

❖ MPF Smart Advisor and the Services are independently operated and provided by Magnum Research Limited (AQUMON). Magnum Research Limited holds licenses issued by the Mandatory Provident Fund Schemes Authority and is authorised by the Securities and Futures Commission of Hong Kong (SFC) for regulated activities of Type 1 (dealing in securities), Type 4 (advising on securities), and Type 9 (asset management). The investment recommendations are solely provided by Magnum Research Limited. AIA Company (Trustee) Limited, AIA International Limited ("AIA") and its affiliated intermediaries do not provide any investment advice.

"Market 1st" of this function are based on AIA internal research and available market information as of Aug 2025.

AWARDS

Our high-quality products and services have earned us considerable recognition in the industry. The following awards are just a few of our many accomplishments over the years.























The Hong Kong Insurance Awards

- Outstanding MPF / Employees' Benefit Product/Service Award (6 consecutive years)

GBA Insurance Awards (HK & Macau):

- Outstanding Employees' Benefit Products / Service Award (2 consecutive years)

Reader's Digest

- Trusted Brand Gold Award – Provident Fund for Hong Kong (9 consecutive years)

The Hong Kong General Chamber of Small and Medium Business

- Best SME's Partner Award (8 consecutive years)
- ESG Leading Enterprise Award (3 consecutive years)

Eastweek

- Hong Kong Service Awards (12 consecutive years)

MPF Ratings

- Gold (5 consecutive years)
- Best TVC Provider (6 consecutive years)
- Sustainably Friendly

Sing Tao Daily

- Sing Tao Service Awards – "MPF Services" category

MPFA

- Good MPF Employer (9 consecutive years)

Hong Kong Council of Social Service

- Caring Company (22 consecutive years)

The Institute of Financial Planners of Hong Kong

- Best Corporate Financial Education and ESG Leadership of the Year
- Corporate Financial Education and ESG Leadership - Gold Award (6 consecutive years)

Basic MPF Information



Who should enrol?

Except the exempt persons[3], all regular employees as well as self-employed persons aged between 18 and 65 are required to participate in and make regular contributions to registered MPF schemes, including full-time and part-time employees who have been employed for 60 days or more under an employment contract.

What is Relevant Income?

Relevant Income includes: wages, salary, leave pay, fee, commission, bonus, gratuity, perquisite, housing allowance or benefit, and other allowances; but excludes: long service payment, severance payment, loan to employee, non-monetary benefits (such as meals, uniforms, travelling, medical services, etc.), any form of reimbursements, deduction or payment in lieu of notice, and payment made on special occasion (such as marriage, rewards for passing professional examinations).

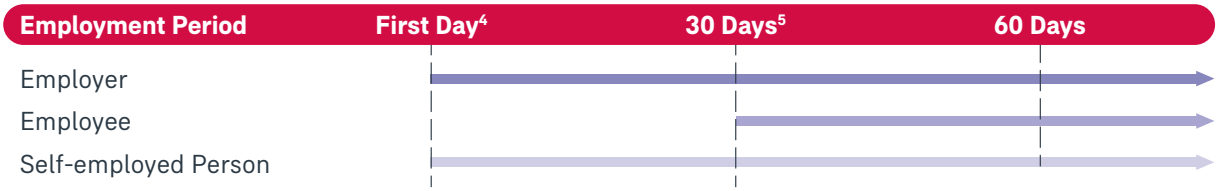
How much must you and your employee contribute?

Mandatory contributions are calculated as 10% of an employee's Relevant Income, with the employer and employee each paying 5%, subject to the Minimum and Maximum Relevant Income Levels.

How will contributions be made?

You are responsible for calculating and deducting your employee's mandatory and voluntary contributions, if any, from your employee's salary and then paying those contributions to AIA Company (Trustee) Limited (the Trustee of the AIA MPF scheme) directly for each payroll period. Once you have made the contributions, you should also provide your employee with a pay slip that clearly states the amount and date of their contributions.

When will contributions start?



3 Exempt persons include the domestic employees, people covered by existing statutory schemes, members of occupational retirement schemes which are granted MPF exemption certificates, expatriates working in Hong Kong under an employment visa duration of which is not more than 13 months, or who are covered by home-country pension schemes, employees of the European Union Office of the European Commission in Hong Kong, temporary workers (other than casual employee) employed for less than 60 days, any employer of a person specified above, and self-employed hawkers.

4 1 December 2000 (i.e. MPF commencement date) or the date when your employee starts employment or self-employment starts, whichever is later.

5 Effective 1 February 2003, if your employees are paid by monthly or more frequent than monthly payroll cycle, his/her contributions for the first incomplete payroll cycle immediately following the 30th day of your employment will be waived. Contributions will be started on the first day of the first complete payroll cycle thereafter.

Do all contributions belong to the employee?

A full 100% of mandatory contributions are vested to your employee once it is paid into the MPF scheme, including all investment gains or losses. You are allowed to establish your own vesting scale for additional voluntary contributions that you make.



If your employee wishes to transfer or withdraw the vested accrued benefits[#] from his/her contribution account when leaving your company, the transfer/withdrawal request can only be processed after we receive the "Notification of Member Termination" and/or "Claim Form for Reimbursement of Long Service Payment / Severance Payment" (or other relevant documents for Long Service Payment / Severance Payment offsetting) from you.

Starting from 1 May 2025❖, only the vested accrued benefits[#] derived from the employer's voluntary contributions in respect of an employee can be used to offset long service payment ("LSP") or severance payment ("SP") entitlements.

[#] The withdrawal amount will be redeemed proportionally according to the asset allocation as at the redemption date.

❖ Before 1 May 2025, employers can offset the LSP/SP payable to employees against the accrued benefits derived from employer mandatory and voluntary contributions ("offsetting arrangement") (unless otherwise agreed, starting with voluntary contributions (if any) and followed by mandatory contributions). Regarding the abolition of offsetting arrangement, starting from 1 May 2025 ("the transition date"), employers can no longer use the accrued benefits derived from employer mandatory contributions to offset LSP/SP of employees for years of service since the transition date. However, the accrued benefits derived from employer voluntary contributions can continue to offset LSP/SP of employees (irrespective of whether the years of service are before or after the transition date). The abolition of the offsetting arrangement has no retrospective effect. If an employee's employment commenced before the transition date, the accrued benefits derived from employer contributions throughout the employee's whole employment period (irrespective of whether the contributions are mandatory or voluntary; and irrespective of whether the contributions are made before, on or after the transition date) can continue to be used for offsetting LSP/SP of the employee in respect of the years of service before the transition date. For details, please refer to Labour Department's Thematic Webpage on the Abolition of MPF Offsetting Arrangement https://www.op.labour.gov.hk/en/index.html.

Please check the leaving employee's accrued benefits derived from your contributions (including any claimed amount) via the eMPF Platform before paying long service payment / severance payment to him / her.

Is the contribution tax-deductible?

- **Employer's Contribution** – MPF contributions are profits tax-deductible, provided that the deduction does not exceed 15% of each employee's total emoluments.
- **Employee's Contribution** – Mandatory contributions are income tax-deductible, subject to a cap of HK$18,000[6] per year.
- **Self-employed Person's contribution** – Mandatory contributions are tax-deductible for the purpose of calculating the assessable profits, subject to the maximum amount of HK$18,000[6] per year.
- **MPF Tax Deductible Voluntary Contributions ("TVC")** – Eligible members can enjoy tax deductions[7] by making voluntary contributions to their TVC account, subject to a cap of HK$60,000[8] per year currently. This is the aggregate limit for MPF TVCs and deferred annuity[9] premiums.

6 The maximum annual tax deduction of mandatory contributions is subject by the Inland Revenue Department at any time.

7 Tax deduction or tax deduction amount does not mean a direct deduction from your tax payable. For details of tax deductions, please visit Inland Revenue Department (IRD) of HKSAR website and consult your tax and accounting advisors for tax advice.

8 This is the maximum tax deductible limit for the year of assessment 2025/26. For details, please visit www.ird.gov.hk.

9 "Deferred Annuity" refers to Qualifying Deferred Annuity Policy.

What are employees' options once they leave employment?

Under the current MPF legislation, there are three ways to handle the accrued benefits when your employees change jobs:

1 Original scheme	2 Scheme of their new employer	3 Scheme of employees' choice
Transfer their accrued benefits to a personal account or another MPF account in the original scheme	Transfer their accrued benefits to another scheme in which their new employer participates	Transfer their accrued benefits to a personal account or another MPF account in another scheme of the employees' choice

When can your employee withdraw the accrued benefits?

Accrued benefits derived from the mandatory contributions over the course of your employee's career must be preserved. Your employee may only withdraw his/her accrued benefits under the following circumstances:

- when your employee reaches the age of 65*;
- if your employee retires early between the age of 60 and 65*;
- if your employee leaves Hong Kong permanently;
- if your employee becomes totally incapacitated or permanently unfit for work;
- if your employee is diagnosed with terminal illness;
- if the balance of one's only MPF account is not more than HK$5,000, and as at the date of the claim, at least 12 months have elapsed since the contribution day in respect of the latest contribution period for which a mandatory contribution is required.

Note: In the unfortunate event of an untimely death, the accrued benefits of the employee will be paid to his/her personal representative.

* With effect from 1 February 2016, your employee can choose to withdraw the MPF benefits by instalments. Please visit aia.com.hk for further details.

For more details about MPF, please visit www.mpfa.org.hk.

For scheme administration-related enquiries:

eMPF Platform	
eMPF Customer Service Hotline	183 2622 Monday to Friday: 9am to 7pm Saturday: 9am to 1pm (Closed on Sunday and public holidays)
eMPF Service Centre	**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 Monday to Friday: 9am to 6pm Saturday: 9am to 1pm (Closed on Sunday and public holidays)
eMPF fax number	3197 2988
eMPF postal address	PO Box 98929 Tsim Sha Tsui Post Office
eMPF email address	enquiry@support.empf.org.hk
eMPF Platform website	https://www.empf.org.hk/

For non-scheme administration-related enquiries:

Trustee	
Trustee's Employer Hotline	(852) 2100 1888 Monday to Friday: 9am to 6pm Saturday: 9am to 1pm
Trustee's Customer Service Centre	12/F, AIA Tower, 183 Electric Road, North Point, Hong Kong Monday to Friday: 8:45am to 6pm
Trustee's Postal Address	8/F, AIA Financial Centre, 712 Prince Edward Road East, Kowloon, Hong Kong
Trustee's Website	aia.com.hk
Trustee's Mobile App	AIA+ HK App Store 下載 在此下載 Google Play 下載 APK 安裝檔 AIA+ HK

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