



AMTD MPF SCHEME (the “Plan”)

NOTICE TO PARTICIPATING EMPLOYERS AND MEMBERS

This document is important and requires your immediate attention. If you are in any doubt about the contents of this document, you should seek independent professional financial advice.

The directors of oOo Securities (HK) Group Limited (the “**Sponsor**”), and Bank Consortium Trust Company Limited (the “**Trustee**”), accept responsibility for the information contained in this document as being accurate as at the date of this document.

Unless otherwise defined herein, terms used in this document bear the same meaning as in the MPF Scheme Brochure of the Plan dated March 2022, as amended (the “**MPF Scheme Brochure**”).

This notice forms part of and should be read together with the letter (the “**Letter**”) titled “Embrace your new digital MPF experience – eMPF Platform” of the same date.

Dear Participating Employer / Member,

Thank you for your continued support of the Plan. We are writing to inform you of certain changes to the Plan.

Summary of changes:

With effect from 3 July 2025 (the “**Effective Date**”), the administrative services currently provided by the Trustee will cease and the eMPF Platform Company Limited (“**eMPF Company**”) will take up the administration of the Plan and provide scheme administration services to handle instructions from participating employers and Members directly through the eMPF Platform (“**Changes**”). The eMPF Platform is a centralized electronic platform and your one-stop online hub for managing your Mandatory Provident Fund (“**MPF**”) and MPF accounts across different MPF scheme(s) anytime anywhere through the eMPF mobile app or web portal.

eMPF Web Portal



eMPF Mobile App



Starting from the Effective Date, participating employers and Members should submit their scheme administration service instructions to the eMPF Platform directly. Participating employers and Members should no longer submit their instructions to the Trustee.

With respect to the transitional arrangements and the relevant cut-off dates (i.e. the last date for valid instructions to be processed and completed by the Trustee before the Effective Date), please refer to section 1 of Part B of this Notice. Switching and change of investment mandate instructions, special voluntary contributions withdrawal and voluntary contributions withdrawal for personal account / self-employed person / regular employee (former employment) submitted after the respective cut-off times will be rejected and will not be processed. The relevant Member will have to submit the switching and change of investment mandate instructions, special voluntary contributions withdrawal and voluntary contributions withdrawal for personal account / self-employed person / regular employee (former employment) to the eMPF Platform again on or after the Effective Date. Please also note that dealing in the units of the constituent funds will be suspended from 23 June 2025 to 2 July 2025 to facilitate the Plan's onboarding on the eMPF Platform. For the avoidance of doubt, valuation of the constituent funds under the Plan will continue during the suspension of dealing.

In addition, the Trust Deed, MPF Scheme Brochure and key scheme information document of the Plan (where necessary) will be amended and/or streamlined to:

- (a) reflect the eMPF onboarding;
- (b) update the fee disclosure of the constituent funds in connection with the eMPF Company taking up the administrative services of the Plan (please note, however, that there will be no change to the aggregate management fees in respect of each of the constituent funds); and
- (c) reflect the new administrative procedures and operational arrangements.

The changes as set out above will not have material adverse impact on the rights and interests of participating employers and Members. For further details, please refer to Part B of this Notice.

Actions to be taken

Participating employers and Members should complete registration with the eMPF Platform through the eMPF Web Portal or the eMPF Mobile App starting from 28 April 2025 in order to have access to electronic channels of the eMPF Platform from the Effective Date. For participating employers, if your company has already registered for the eMPF Platform earlier, you do not need to register again. Similarly, Members who have already registered for the eMPF Platform do not need to register again. Please refer to section 2 of Part A below of this Notice for details.

To assist participating employers and Members to know more about the eMPF Platform:

- Webinar about the eMPF Platform have been and will be held for participating employers and Members; and
- eMPF Customer Service Hotline, eMPF Service Centre and eMPF Kiosk Arrangement will be in place.

For further information, please refer to Part C in this Notice.

Should you have any enquiries regarding this Notice, please contact AMTD MPF Hotline at 2172 0909.

PART A – ABOUT eMPF PLATFORM

1. Introduction of eMPF Platform

The eMPF Platform is developed by the eMPF Company which is a wholly-owned subsidiary of the Mandatory Provident Fund Schemes Authority (“**MPFA**”), and operates the eMPF Platform as a not-for-profit public utility. The eMPF Platform is a centralized electronic platform and one-stop online hub for Members¹ and participating employers for managing their MPF anytime and anywhere through the eMPF Web Portal or the eMPF Mobile App. The legal notice on the mandatory use of eMPF Platform of the Plan is published in the Gazette.

From 3 July 2025 (“**Effective Date**”), the administrative services of the Scheme will be performed by the eMPF Platform. Participating employers and Members can manage their MPF accounts and submit MPF administration instructions on the eMPF Platform directly. Please refer to Section 2 of Part A below for details.

The following are matters and activities that are to be conducted by the eMPF Platform:

- a. processing registration of eMPF Platform for participating employers and scheme members;
- b. processing enrolment in registered schemes for participating employers and scheme members;
- c. processing MPF contributions and default contributions;
- d. processing scheme members' investment instructions (including investment instructions on new contributions and switching / rebalancing instructions);
- e. processing transfers of benefits within the registered scheme or between registered schemes or from occupational retirement schemes to registered schemes;
- f. processing claims and withdrawal of MPF benefits;
- g. processing the offset and refund of severance payments and long service payments to participating employers and/or scheme members/claimants;
- h. processing of changes of participating employer and scheme member particulars;
- i. giving of notices and documents to participating employers and scheme members;
- j. handling of enquiry and complaint; and
- k. following up with participating employers and scheme members on any unclear scheme administration instructions.





Accordingly, from the Effective Date, the Trustee will cease to be the administrator of the Plan and participating employers and Members should no longer submit MPF instructions to the Trustee.

2. Submission of instructions





To make the best use of the eMPF Platform, participating employers and Members are strongly encouraged to submit instructions electronically via the eMPF Platform. To facilitate the smooth

¹ Members include employee members, self-employed members, tax deductible voluntary contributions (“**TVC**”) members, special voluntary contributions (“**SVC**”) members and personal account (“**PA**”) members as it appears throughout the Notice.

transition to the eMPF Platform, participating employers and Members shall take note of the following and take necessary actions:

	Your Actions	Quick Access
<p>Registration with eMPF Platform</p> <p>(APPLICABLE TO ALL PARTICIPATING EMPLOYERS AND MEMBERS)</p>	<p>Register with eMPF Platform from 28 April 2025 to facilitate you in managing your MPF account(s) via the eMPF Platform going forward.²</p> <p>Please be reminded that the account details will only be available on the eMPF Web Portal or the eMPF Mobile App after the Plan gets onboard on 3 July 2025. You are encouraged to register soon so that you will be able to access your account details after the Plan got onboard on the eMPF Platform.</p>	<p>1. Scan the QR Code for eMPF Platform registration</p> <p>eMPF Web Portal</p>  <p>eMPF Mobile App</p>  <p>2. Visit eMPF Web Portal at (from 28 April 2025 onwards):</p> <p>empf.org.hk/reg/type/en</p>
<p>Submission of administration instructions and MPF account enquiries</p> <p>(APPLICABLE TO ALL PARTICIPATING EMPLOYERS AND MEMBERS)</p>	<p>Submit MPF administration instructions and access your MPF account information and balance via the eMPF Web Portal or eMPF Mobile App from Effective Date onwards.</p> <p>eMPF Platform commences processing MPF administration instructions and MPF account enquiries.</p> <p>Please be reminded that the MPF administration instructions received by the Trustee / Sponsor through the original channels offered by such trustee/ sponsor after the</p>	<p>1. Scan the QR Code for accessing eMPF User Guide on eMPF website</p> <p>Employers</p>  <p>Members</p> 

² This applies to non-registered participating employers and members only. Yet, participating employers and members who have performed registration can log-in to the eMPF Web Portal or eMPF Mobile App and check the account details after the Effective Date (i.e. 3 July 2025).

	<p>respective cut-off dates (for details, please refer to <i>Section 1 of Part B in this Notice</i>) will lead to delay in handling or rejection of the instructions.</p>	<p>2. Visit eMPF website at (from the Effective date onwards):</p> <p>Employer empf.org.hk/er/tutorial/en</p> <p>Members empf.org.hk/tutorial/en</p>
<p>Submission of contribution data and payment instructions</p> <p>(APPLICABLE TO PARTICIPATING EMPLOYERS, TVC & MEMBERS WHO MAKE SPECIAL VOLUNATRY CONTRIBUTION AND SELF-EMPLOYED PERSONS ONLY)</p>	<p>Submit contribution data and payment instructions via the eMPF Web Portal or the eMPF Mobile App from Effective Date onwards.</p>	<p>1. Scan the QR Code for eMPF Web Portal and eMPF Mobile App login page</p> <p>Participating Employers</p> <p>eMPF Web Portal</p>  <p>eMPF Mobile App</p>  <p>Participating Members</p> <p>eMPF Web Portal</p>  <p>eMPF Mobile App</p>  <p>2. Visit eMPF website at (from the Effective Date onwards):</p> <p>empf.org.hk/login/en</p>

Regarding submission of contribution data, participating employers who currently use their own payroll system to calculate and/or submit contribution data to the Trustee should check with their respective payroll vendors or in-house IT system/application developers to ensure their system has been enhanced to support data submission to the eMPF Platform via standardized contribution data file upload or API data submission (for API data submission, API integration testing with the eMPF Platform has to be completed). If the system has not yet been enhanced to support standardized data file upload or API submission, participating employers can choose to submit contributions through the **eMPF Web Portal or eMPF Mobile App** as stipulated above.

Alternatively, instructions may be submitted by paper-based means to the eMPF Platform by post, fax, email or in person:

- Postal Address: P.O. Box 98929, Tsim Sha Tsui Post Office
- Fax Number: + 852 3197 2988*
- Email address: forms@support.empf.org.hk*
- In person to one of the following 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)

* Where a certified true copy of a document (e.g. supporting documents for an application) is required to be submitted, submission must not be made by fax or email, and must be made by post or in person.

Participating employers and Members can also visit the above eMPF Service Centres during the office hours for MPF related services (e.g. making enquiries/complaints relating to MPF scheme administration, seeking assistance in using the eMPF Web Portal or eMPF Mobile App, etc.).

The account number(s) of your existing MPF account(s) will be changed after the Plan got onboard to the eMPF Platform. You may log-in to the eMPF Web Portal or the eMPF Mobile App, contact the eMPF Customer Service Hotline or visit the eMPF Service Centre or eMPF Kiosk to obtain the updated account number after the Effective Date.

Members are required to complete the registration with the eMPF Platform for receiving notices or documents by electronic means including e-notification and e-statement (e-Communications) from the eMPF Platform. However, if Members previously used passport as identification document to enrol the MPF account(s) in the Plan, Members will not be able to complete the registration with the eMPF Platform using passport number and receive e-Communications from the eMPF Platform. As a result, the eMPF Platform will send all notices or documents to Members through paper means. If Members wish to continue to receive e-Communications from the eMPF Platform after the Plan gets onboard, please update the identification document to Hong Kong Identity Card (HKID) (i) with the Trustee before onboarding or (ii) with the eMPF Platform after onboarding.

All MPF administrative forms are available from the eMPF website www.empf.org.hk and the eMPF Service Centres from the Effective Date onwards. There will be a grace period of 2 months following the Effective Date during which eMPF Platform will accept the Trustee's existing administration forms. Please note that the Trustee's existing administration forms received after the grace period (i.e. 2 September 2025) will be rejected.

PART B – KEY CHANGES TO THE PLAN IN CONNECTION WITH ONBOARDING TO THE eMPF PLATFORM

1. Cessation of administrative services provided by the Trustee, and transitional arrangements prior to Plan's onboarding to the eMPF Platform

Where participating employers and Members wish to have his/her/its instructions processed before the Effective Date, valid instructions (and in the case of contribution instructions, with cleared funds) must reach the Trustee by the respective cut-off dates as listed in the table below. Please also note that dealing in the units of the constituent funds will be suspended from 23 June 2025 to 2 July 2025 to facilitate the Plan's onboarding on the eMPF Platform. For the avoidance of doubt, valuation of the constituent funds under the Plan will continue during the suspension of dealing.

Types of Instructions[^]	Cut-off date for valid instructions to be processed and completed before the Effective Date using the original channels*
Participating employers	
(1) Employer Application	before 4:00 p.m. on 10 June 2025
(2) Contribution Data / Payment (i) Paper remittance statement via mail / by hand / fax (ii) Electronic contribution files via email or internet (iii) Cheque (Bank-in)	(i) before 4:00 p.m. on 10 June 2025 (ii) before 4:00 p.m. on 10 June 2025 (iii) before 4:00 p.m. on 10 June 2025
(3) Direct Debit Authorization ("DDA")% (i) Set up new DDA instruction (ii) Change of bank account or relevant information for direct debit arrangement	before 4:00 p.m. on 10 June 2025
(4) Employee Enrolment	before 4:00 p.m. on 10 June 2025
(5) Termination of Employee (i) With LSP/SP offset (ii) Without LSP/SP offset	before 4:00 p.m. on 10 June 2025
(6) Plan Information Change (i) Set up / Change of voluntary contributions (ii) Other employer information changes	before 4:00 p.m. on 10 June 2025
(7) Plan Transfer-in	before 4:00 p.m. on 10 June 2025
(8) Scheme Termination / Transfer-out / Intra-Group Transfer	before 4:00 p.m. on 10 June 2025

Members	
(1) Member Enrollment, including: (i) self-employed members (ii) TVC members, (iii) SVC members (iv) Personal Account members	before 4:00 p.m. on 10 June 2025
(2) Member Information Change (i) via mail / by hand / fax (ii) via Web	(i) before 4:00 p.m. on 10 June 2025 (ii) before 4:00 p.m. on 17 June 2025
(3) Switching [@] / Change of Investment Mandate (except for special voluntary contribution [#]) (i) via mail / by hand / fax (ii) via Web	(i) before 4:00 p.m. on 17 June 2025 (ii) before 4:00 p.m. on 17 June 2025
Note: The function in Web for submitting Switching / Change of Investment Mandate request will be suspended from 17 June 2025, 4:00 p.m.	
(4) Member Transfer-in	before 4:00 p.m. on 10 June 2025
(5) Member Transfer-out	before 4:00 p.m. on 10 June 2025
(6) Claims & Benefits Payment ¹ (i) All circumstances except (ii) (ii) Voluntary Contributions withdrawal	(i) before 4:00 p.m. on 10 June 2025 (ii) before 4:00 p.m. on 17 June 2025
(7) Other Account Information Change	before 4:00 p.m. on 10 June 2025
(8) Switching, Change of Investment Mandate and withdrawal ¹ of special voluntary contributions [#]	before 4:00 p.m. on 13 June 2025

[^]Any instructions (except for change of investment mandate, switching / rebalancing instruction, special voluntary contributions withdrawal and voluntary contributions withdrawal for personal account / self-employed person / regular employee (former employment)) received before the Effective Date but after the respective cut-off times and have not yet been processed before the Effective Date shall be processed by eMPF Platform as soon as practicable after 9:00 am on the Effective Date.

[@] Even if the switching instruction is submitted on or before the cut-off time as set out in the above table, if any one of the following circumstances occurs:

- (i) your MPF account is in the process of transfer-out assets to other registered scheme(s), annual de-risking between DIS funds, partial claim or withdrawal of MPF accrued benefits, transfer fund unit(s) from or to other account(s) with the Plan;
- (ii) the switching instruction submitted to the Trustee is incomplete;
- (iii) multiple switching instructions are received within the same day; or
- (iv) a previous switching instruction has not yet been completed,

then such instruction will not be able to be processed before the Effective Date and will be rejected. Accordingly, participating employers and Members will have to submit new instruction to the eMPF Platform on or after the Effective Date.

[#]For change of investment mandate, switching instruction / rebalancing instruction, special voluntary contributions withdrawal and voluntary contributions withdrawal for personal account / self-employed person / regular employee (former employment) received before the Effective Date but after the respective cut-off times, the request will not be processed and shall be rejected. The relevant Member will have to submit the change of investment mandate, switching instruction / rebalancing instruction special voluntary contributions withdrawal and voluntary contributions withdrawal for personal account / self-employed person / regular employee (former employment) to the eMPF Platform again on or after the Effective Date.

^{*}In the event of the cut-off date for respective instruction(s) becoming a Severe Weather Trading Day (i.e. a day or part of a day on which Tropical Cyclone Warning Signal No. 8 or above, or black rainstorm warning signal is hoisted or the Government of the Hong Kong Special Administrative Region of the People's Republic of China makes an announcement on a territory-wide "extreme conditions" and the Stock Exchange of Hong Kong is open for the business of dealing in securities), all respective instructions from participating employers and Members received by the Trustee on such day will not be processed by the Trustee but will be processed in accordance with the applicable arrangements as set out in the preceding paragraphs of this section 1 of Part B (i.e all instructions (except for change of investment mandate, switching/rebalancing instruction, special voluntary contributions withdrawal and voluntary contributions withdrawal for personal account / self-employed person / regular employee (former employment) will be processed by the eMPF Platform as soon as practicable after the Effective date, while the instructions which fall under the exception as above-mentioned will not be processed and will be rejected.) .

[%]If the DDA date for special voluntary contribution, tax-deductible voluntary contribution and self-employed person falls within the period from 11 June 2025 to 2 July 2025), the DDA date will be deferred to the Effective Date. Members are reminded to ensure that there are sufficient funds in their bank accounts to allow for the debit to be processed on the Effective Date.

[!]Withdrawal instructions must be submitted in paper form by post or in person.

Any instructions that are not initiated by participating employers or Members, such as DIS de-risking and auto preservation that are not yet processed during 18 June 2025 to 2 July 2025 will not be processed in a retrospective manner but will be processed by the eMPF Platform on or after the Effective Date as soon as practicable.

Account information (e.g account balance, transaction history, contribution summary, transfer-in Summary, account Gain / Loss, e-statement) will remain available on Sponsor's website until 1 October 2025. With effect from 3 October 2025 (3 months from the Effective Date), such account information will cease to be available on the Sponsor's website. If participating employers and Members would like to check or download the relevant account information or e-Statements for personal record, please visit the AMTD MPF Scheme's Member Online Service before 3 October 2025.

For details of the administrative services provided by the eMPF Platform, including the timeline and other requirements for submitting instructions to the eMPF Platform from the Effective Date, please visit eMPF Website at www.empf.org.hk, where you can view the eMPF Online Service Guide and eMPF User Guide. Please note that the eMPF Online Service Guide and eMPF User Guide may be amended from time to time.

2. Changes in fee disclosure and reduction in out-of-pocket expenses cap for DIS Funds (“Fee Changes”)

2.1. Changes to the fee disclosures

Currently, the Trustee also acts as the administrator of the Plan providing administrative services to the Plan and receives an administration fee for providing such services. After the Effective Date, the administration of the Plan will be performed by the eMPF Platform, and a fee will be payable by the Trustee to the eMPF Company for the use of the eMPF Platform and/or the scheme administration services it provides to the Trustee and the Trustee charges such fee to the relevant constituent fund (“**eMPF Platform Fee**”).

With effect from the Effective Date, while the overall management fees of the constituent funds will remain unchanged, the following changes will be made to the breakdown of the overall management fees at constituent fund level:-

- (1) the fee item the “trustee and administration fee” will be named as the “trustee fee”. The Trustee will be paid the “trustee fee” for providing trustee services to the Plan for each constituent fund, and the fee rate will be 0.14% p.a. of the net asset value of the relevant constituent fund; and
- (2) the fee disclosure will be updated to reflect the rate of the eMPF Platform Fee which will be 0.36% p.a. and is calculated as a percentage of the net asset value of the relevant constituent fund.

The overall management fees of each constituent fund before and after the Effective Date are summarised in the table below:

Name of Constituent Fund	Before Effective Date	From Effective Date
AMTD Invesco MPF Conservative Fund	0.90%	0.90%
AMTD Invesco Asia Fund	1.00%	1.00%
AMTD Invesco Europe Fund	1.00%	1.00%
AMTD Invesco Global Bond Fund	1.00%	1.00%
AMTD Invesco Target Retirement Fund Series	1.00%	1.00%
AMTD Invesco Hong Kong and China Fund	1.00%	1.00%
AMTD Invesco Age 65 Plus Fund	0.75%	0.75%
AMTD Invesco Core Accumulation Fund	0.75%	0.75%
AMTD Allianz Choice Dynamic Allocation Fund	Up to 0.97%	Up to 0.97%
AMTD Allianz Choice Capital Stable Fund	Up to 0.97%	Up to 0.97%
AMTD Allianz Choice Stable Growth Fund	Up to 0.97%	Up to 0.97%
AMTD Allianz Choice Balanced Fund	Up to 0.97%	Up to 0.97%
AMTD Allianz Choice Growth Fund	Up to 0.97%	Up to 0.97%

2.2. Reduction in out-of-pocket expenses cap for DIS Funds

Currently, the total amount of all payments that are charged to or imposed on a DIS Fund or a Member who invests in a DIS Fund, for out-of-pocket expenses incurred by the Trustee on a recurrent basis in the discharge of the Trustee's duties to provide services in relation to a DIS Fund, shall not in a single year exceed 0.2% of the net asset value of the DIS Fund. Starting from 1 July 2026, the rate of such cap will be reduced to 0.1% of the net asset value of the DIS Fund.

3. Key administrative changes in connection with the Plan's onboarding to the eMPF Platform

The Plan's onboarding to the eMPF Platform will give rise to some changes to certain administrative procedures and operational arrangements (collectively, the "**Administrative Changes**") with effect from the Effective Date. The Administrative Changes will not have any material adverse impact on the rights and interests of participating employers and scheme members. Summary of the key changes is set out below:

3.1. Restructuring of special voluntary contribution ("SVC") accounts

Currently, an employee member, a self-employed member and a personal account member may hold an SVC sub-account in the Member's respective capacity as an employee member, a self-employed member and a personal account member.

On or around 19 June 2025 (the "**SVC Restructure Date**"), an employee member, a self-employed member and a personal account member who holds an SVC sub-account in the Plan immediately before the SVC Restructure Date (the "**Original SVC Account**") will be automatically admitted to the Plan as an SVC account member (hereafter "**SVC member**"), subject to the completion of all the pending transactions in relation to the Original SVC Account(s) (including, but not limited to, making contributions, units redemption, fund switching / rebalancing, and de-risking in relation to the DIS Funds). The accrued benefits in the relevant Original SVC Account will be transferred to a special voluntary contribution account ("**New SVC Account**") and held by the Member in his capacity as an SVC member. The accrued benefits currently held in the relevant Original SVC Account will remain the same after such transfer. An SVC account number will be assigned to the New SVC Account and the relevant Member will be informed separately by a notice. Such restructuring will not have any material adverse impact on the the rights and interests of relevant Members.

Each Member will only hold a single New SVC Account under the Plan. Accordingly, if a Member holds more than one Original SVC Account, the accrued benefits in all such Original SVC Accounts will be transferred to and held under the same New SVC Account. Notwithstanding such transfer, the accrued benefits so transferred will remain invested in the same manner after the transfer.

The investment mandate applicable to the Original SVC Account will continue to apply to any new SVC made by a Member on or after the SVC Restructure Date. In the case where a Member holds more than one Original SVC Account, the investment mandate of the Original SVC Account with regular monthly contributions will be retained and will be applied towards any new SVC made to the New SVC Account, while the investment mandate of other Original SVC Account(s) held by the Member will cease to apply from the SVC Restructure Date. In the case where a Member holds more than one Original SVC Account with regular monthly contributions, the investment mandate of the Original SVC Account that had the most recent transaction (e.g. contribution, switching / rebalancing or withdrawal) as at the business day immediately before the SVC Restructure Date will be retained.

If you submit a request (“**Request**”) before the specified cut-off date / time set out in Section 1 of Part B above to amend the investment mandate and/or to switch / rebalance units between constituent funds with respect to voluntary contributions to the Plan, the Request will be processed with respect to the voluntary contributions including any SVC made by you, as soon as practicable before the SVC Restructure Date. If a Request with respect to the voluntary contributions including any SVC made by you is received at or after such cut-off date / time, the Request will not be processed and shall be rejected.

If you would like to amend the investment mandate and/or to switch/rebalance units between constituent funds with respect to your SVC after the Effective Date, you need to submit a new Request to the eMPF Platform in your capacity as an SVC member, and a duly completed Request received by the eMPF Platform will be processed as soon as practicable. Please also refer to Section 3.2 of Part B below for details about making investment choices from the Effective Date onwards.

Please also note that with effect from the Effective Date, transfer of benefits held in another MPF scheme to the Plan as SVC will not be accepted. Likewise, the SVC balances under the Plan cannot be transferred to an SVC account in another MPF scheme.

3.2. Administrative changes in relation to investment mandate

3.2.1. Sub-division of categories of contributions

Currently, Members may give instructions specifying the investment allocations (in percentage terms) of each of their MPF accounts in respect of (i) mandatory contributions and voluntary contributions, (ii) SVC (if any) and (iii) TVC (if any) (in each case including accrued benefits derived therefrom) (each a “**category of contributions**”).

With effect from the Effective Date, the categories of contributions in respect of which an investment mandate may be given by employee members will be sub-divided as follows:

Type of members	Category of contributions	
Employee members	Before Effective Date	From Effective Date
	<ul style="list-style-type: none"> • Mandatory contribution and voluntary contribution 	<ul style="list-style-type: none"> • Employer’s mandatory contribution (“ERMC”) • Employee’s mandatory contribution (“EEMC”) • Employer’s voluntary contribution (“ERVC”) • Employee’s voluntary contribution (“EEVC”)

Accordingly, with effect from the Effective Date, an employee member may give a different investment mandate for each of ERMC, EEMC, ERVC and EEVC. The existing investment mandate in respect of an employee member immediately before the Effective Date will automatically apply to each of ERMC, EEMC, ERVC and EEVC with effect from the Effective Date, subject to any change of investment mandate by the relevant employee member.

For other members (i.e. self-employed members, personal account members and SVC / TVC members), there is no change to the category of contributions in respect of which an investment mandate may be given.

For the avoidance of doubt, all contributions and transfer-in-assets that have already been invested prior to the Effective Date will not be affected by the changes described under this sub-section.

3.2.2. Switching and rebalancing

The Plan currently allows Members to give instructions for fund-to-fund switching (i.e. redeeming all or part of the accrued benefits invested in one or more constituent funds and investing the respective proceeds into one or more other constituent funds).

Starting from the Effective Date, in addition to fund-to-fund switching, the eMPF Platform will also accept Members' instructions for rebalancing (i.e. rebalancing of asset allocation to one or more constituent funds by redeeming all or part of the accrued benefits invested in one or more constituent funds and allocating the proceeds thereof to achieve the desired mix of constituent funds according to a new fund allocation instruction).

For details about the eMPF administrative processes relating to rebalancing / switching instructions, please refer to the eMPF Web Portal at empf.org.hk/reg/type/en or call the eMPF Customer Service Hotline at 183 2622.

3.2.3. Multiple requests of the same instruction type

If more than one instruction with same instruction type involving the same constituent fund(s) conflicted with each other are received by the eMPF Platform before the dealing cut-off time on the same Dealing Day (as defined below in section 3.7.1 of Part B of this Notice), only the last instruction[^] received will be processed. The eMPF Platform, the Sponsor and the Trustee shall not be liable for any direct, indirect, special or consequential loss or damages in this regard.

[^] Instruction received by post will be regarded as the earliest submitted instruction (if any).

3.3. Administrative changes in relation to payment of contributions

3.3.1. Non-acceptance of cash and third party payments

Payment of contributions by cash and third party payments will no longer be accepted by the Trustee with effect from the Effective Date, unless otherwise agreed by the Trustee.

3.3.2. Contribution shortfall

If there is any contribution shortfall due from a participating employer, the Trustee's current arrangement is to allocate the contribution among employee members of such participating employer in the following order: (1) Employee's Mandatory Contribution, (2) Employee's Voluntary Contribution, (3) Employer's Mandatory Contribution, and then (4) Employer's Voluntary Contribution.

Starting from the Effective Date, if the contribution monies from a participating employer are insufficient for allocation into the relevant accounts for all the employee members of the participating employer, such contribution monies shall be allocated into the relevant accounts for the relevant employee members on a pro-rata basis or in such other manner as prescribed by the eMPF Platform.

3.4. Administrative changes in relation to withdrawal of benefits

3.4.1. Partial withdrawal in amount or percentage

Members currently may withdraw their SVC in one of the following manners: (i) 100% from the existing holdings of each constituent fund or (ii) specific number of units for the selected constituent fund, subject to the minimum amount for each redemption as determined by the Trustee.

From the Effective Date onwards, unit redemption of SVC will no longer be supported. Members may withdraw their SVC/ Eligible Benefits by specifying the amount or percentage that they want to withdraw, subject to the minimum amount for each redemption as determined by the Trustee (if any).

3.4.2. Re-joining after retirement

An employee member and a self-employed member who has attained the age of 65, or attains the age of 60 and declares that he has permanently ceased his employment or self-employment, may currently choose to rejoin the Plan by contributing the whole or part of his Accrued Benefits received on retirement into the Plan as a personal account member.

From the Effective Date onwards, the employee member or self-employed member who rejoin after attaining the age of 65 or attaining the age of 60 and declaring that he has permanently ceased his employment or self-employment will rejoin as an SVC member instead, and the governing rules of the Plan relating to SVC and SVC members will apply accordingly.

3.5. Long Service Payment and Severance Payment

Currently, subject as otherwise provided in the participation agreement (as amended or supplemented from time to time) and to the extent permitted by the Mandatory Provident Fund Schemes Ordinance, participating employers can offset the long service payment (“**LSP**”) / severance payment (“**SP**”) payable to employee members under the Employment Ordinance against the MPF derived from employer’s mandatory and voluntary contributions (the “**Offsetting Arrangement**”) and the amount of such reduction (“**Relevant Amount**”) will be set off from the participating employer’s contributions made in respect of that employee member in the following default sequence (“**Default Offsetting Sequence**”):

- (a) out of the accrued benefits of the relevant employee member derived from the vested portion of the standard voluntary contributions made by his participating employer; and
- (b) if after payment under paragraph (a) above any part of the Relevant Amount remains outstanding, out of the accrued benefits of the relevant employee member derived from the mandatory contributions made by his participating employer.

With effect from the Effective Date, the participating employers can submit a request to change the offsetting sequence via the “Employer Information Change Form” or the eMPF Employer Portal, otherwise the Default Offsetting Sequence shall apply.

Participating employers and Members should also note that following the enactment of the Employment and Retirement Schemes Legislation (Offsetting Arrangement) (Amendment) Ordinance 2022 in June 2022 and the Employment and Retirement Schemes Legislation (Offsetting Arrangement) (Amendment) Ordinance 2022 (Commencement) Notice (the Commencement Notice) gazetted on 29 November 2024, with effect from 1 May 2025 (the “**Transition Date**”), participating employers can no

longer use accrued benefits derived from employer's mandatory contributions to offset LSP/SP of employee members for years of service since the Transition Date. However, accrued benefits derived from participating employer's voluntary contributions can continue to be used for offsetting LSP/SP of employee members (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, (i) accrued benefits derived from participating employer's voluntary contributions throughout the employee's whole employment period (irrespective of whether the voluntary 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 and after the Transition Date and (ii) accrued benefits derived from participating employer's mandatory contributions throughout the employee's whole employment period (irrespective of whether the mandatory contributions are made before, on or after the Transition Date) can only be used for offsetting LSP/SP of the employee in respect of the years of service before the Transition Date.

3.6. Severe Weather Trading arrangement on eMPF Platform

In support of the implementation of arrangements for maintaining normal operations of the Hong Kong securities and derivatives markets during severe weather conditions, with effect from 1 November 2024, the following services of the Plan have been available on a Severe Weather Trading Day (as defined below), and will continue to be available after the Effective Date:

- processing of switching instructions of the constituent funds submitted via the eMPF Web Portal or the eMPF Mobile App;
- processing of change of investment mandate instructions submitted via the eMPF Web Portal or the eMPF Mobile App;
- annual de-risking under the DIS; and
- valuation of constituent funds, which will be carried out as normal on the relevant Severe Weather Trading Day in accordance with the valuation methodology described in section 7.3 entitled "VALUATION AND PRICING" of the MPF Scheme Brochure.

Please note that the cut-off time for handling valid instructions remains unchanged, which is 4:00 p.m. on the relevant Severe Weather Trading Day.

Notwithstanding other provisions in the MPF Scheme Brochure, except for the specified services set out above, all other services or operations of the Plan remain closed on a Severe Weather Trading Day, unless the Trustee considers it appropriate to make any of them available.

To reflect the implementation of severe weather trading arrangement above, from the Effective Date, the definitions of "Business Day" and "Severe Weather Trading Day" will be inserted in the MPF Scheme Brochure and the Trust Deed (except for the definition of "Business Day" in the Trust Deed which is amended) as follows:

"Business Day"

subject to the Trustee's discretion to determine otherwise, a day or part of a day, other than a Saturday or Sunday or Hong Kong public holiday, which is either: (i) a day or part of a day on which banks are open for business in Hong Kong; or (ii) for the purposes of certain matters as disclosed in the "Severe Weather Trading" section of the Brochure or otherwise, a Severe Weather Trading Day

“Severe Weather Trading Day”	a day or part of a day from Monday to Friday, except a Hong Kong public holiday, on which Typhoon Signal No. 8 or above, or Black Rainstorm Warning is issued by the Hong Kong Observatory or "Extreme Conditions" is announced by the Hong Kong Government and the Stock Exchange of Hong Kong Limited is open for the business of dealing in securities
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3.7. Clarifications / updates to the dealing arrangement of the Plan

3.7.1. Addition of the definition for “Dealing Day” and “Dealing Deadline”

To align with the operation of the eMPF Platform, the definitions for “Dealing Day” and “Dealing Deadline” as follows will be inserted into the MPF Scheme Brochure and the Trust Deed :

“Dealing Day”	each Business Day or such other day(s) as the Trustee, with the approval of the Sponsor, may determine (except a day on which the eMPF Platform (or any part of it) is suspended pursuant to the MPFS Ordinance)
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“Dealing Deadline”	4:00 pm on each Dealing Day or such other time as published on the eMPF Platform
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3.7.2. Update to the dealing arrangement of the Plan

Currently, Members’ dealing instructions (such as new investment mandates, change of investment mandates, switching instructions etc.) will be dealt with on the basis of “forward dealing” (i.e. after the relevant Dealing Day).

Upon the Plan’s onboarding to the eMPF Platform, Members’ dealing instructions will generally be dealt on a Dealing Day as soon as reasonably practicable upon receipt thereof, i.e. all dealing instructions will generally be dealt with on the same Dealing Day if the instructions are received before the Dealing Deadline on the relevant Dealing Day.

After receiving investment mandates, units will only be issued on a Dealing Day as soon as reasonably practicable upon receipt of such amounts in cleared funds, i.e. generally on the same Dealing Day of such receipt.

Where a Member becomes entitled to benefits and a claim is submitted for such benefits, the Trustee will normally realise units credited to the account of the Member on a dealing day as soon as reasonably practicable upon the later of (i) the date on which the Member becomes entitled to such benefits, or (ii) the date on which the Trustee receives satisfactory notice and supporting documentation of such entitlement.

3.7.3. Change of cut-off time for DIS annual de-risking

Accrued benefits invested through the DIS will be invested in a way that adjusts investment risk depending on a Member’s age. Switching of the existing accrued benefits from the AMTD Invesco Core Accumulation Fund to the AMTD Invesco Age 65 Plus Fund will be automatically carried out each year (“**annual de-risking**”) generally on the relevant Member’s birthday.

Currently, if a Member would like to switch out of the DIS or change his investment mandate to invest into individual constituent funds (which may include the DIS Funds as standalone constituent funds) before the annual de-risking takes place, he should submit a switching instruction or a change of investment mandate (as the case may be) before the cut-off time at 4 p.m. on a date which is 2 business days before the Member's birthday. With effect from the Effective Date, the cut-off time will be changed to 4 p.m. on the Member's birthday which is a Dealing Day (as defined above).

3.8. Publication of prices and notice on suspension of dealings and/or determination of net asset value

Previously, whenever the Trustee declares a suspension of dealings of the units of any constituent fund and/or the determination of the net asset value of any constituent fund it shall, as soon as may be practicable after any such declaration and at least once a month during the period of such suspension, publish a notice in the Sing Tao Daily and The Standard stating that such declaration has been made. With effect from the date of this Notice, any suspension notice will be published during the above-mentioned timeframe on the Sponsor's website at www.ooogroup.xyz. Moreover, from the Effective Date, such suspension notice will also be published during the above-mentioned timeframe on the eMPF Web Portal at empf.org.hk/reg/type/en.

In addition, currently the issue and realisation prices per Unit of each class relating to a constituent fund are published at least daily on Sing Tao Daily and The Standard. From the Effective Date, the issue and realisation prices will be published daily on the eMPF Web Portal at empf.org.hk/reg/type/en and the Sponsor's website at www.ooogroup.xyz.

3.9. Other general / miscellaneous changes and updates

- Amendment to the MPF Scheme Brochure - The MPF Scheme Brochure will be amended to include a new section regarding the eMPF Platform and to reflect other general streamlining, enhancements and updates.
- Amendment to the Trust Deed - The Trust Deed is amended by way of a supplemental deed:
 - with effect from the date of this Notice, the Trust Deed is amended to provide for the circumstances under which the Trustee may declare a suspension of dealing in the units of the Plan, including where a suspension is required for the implementation of the eMPF Platform, and that the suspension notice will be published in an appropriate manner in accordance with regulatory requirements.
 - with effect from 1 May 2025, the Trust Deed is amended to reflect the abolishment of the offsetting arrangement for LSP/SP as described in Section 3.5 of Part B;
 - with effect from around 19 June 2025, the Trust Deed will be amended to reflect the restructuring of SVC accounts and re-naming of terminology as described in Section 3.1 of Part B; and
 - with effect from the Effective Date, the Trust Deed will be amended in connection with the implementation of the eMPF Platform.

4. For further information

The changes mentioned in Sections 2 and 3 of Part B in this Notice will not have any material adverse impact on the rights and interests of participating employers and members.

The MPF Scheme Brochure, the key scheme information document ("KSID") and the Trust Deed of the Plan will be amended to reflect the relevant changes and updates set out above. The revised MPF

Scheme Brochure and KSID are expected to be issued on or around July 2025. The changes and updates described in this Notice are in summary form only. Participating employers and Members should review the revised MPF Scheme Brochure and KSID for further details on the amendments made.

The latest version of the MPF Scheme Brochure and KSID is available at the Sponsor's website (www.ooogroup.xyz). Copies of the Trust Deed (as amended) may be obtained from the Trustee at a reasonable cost or may be inspected free of charge during normal working hours at the office of the Trustee.

PART C – PREPARING FOR THE eMPF PLATFORM


1. Invitation to participate in webinar to onboarding to eMPF Platform

In order for participating employers and members to know more about the eMPF Platform and to get prepared for the onboarding, eMPF introductory webinar sessions have been held on 25 April 2025 (for participating employers) and 7 April 2025 (for Members (including employee members, self-employed members, TVC members, SVC members and personal account members)).

If Members did not manage to attend the webinar sessions held on the aforementioned dates, they are cordially invited to the eMPF introductory webinar which will be held on 18 June 2025 and 10 July 2025.

Details of the webinar are as follows:

Members' session (Including employee members, self-employed members, TVC members, SVC members and personal account members)

Date and Time	18 June 2025 2:30 p.m. – 4:30p.m.
Webinar Contents	<ul style="list-style-type: none"> • Introduction of eMPF • Important date and required actions from members • eMPF registration and user login activation • Walkthrough of functionalities of eMPF Web Portal and eMPF Mobile App
Format	Online only (zoom)
Language	Cantonese
Registration	<p>Interested parties shall register via https://zoom.us/webinar/register/WN_oK2aM7MyRAmBoEdohDvaiw</p>  <p>Participant must register before the date of the webinar.</p>

Date and Time	10 July 2025 2:30 p.m. – 4:30p.m.
Webinar Contents	<ul style="list-style-type: none"> • Introduction of eMPF • Important date and required actions from members • eMPF registration and user login activation • Walkthrough of functionalities of eMPF Web Portal and eMPF Mobile App

Format	Online only (zoom)
Language	Cantonese
Registration	Interested parties shall register via https://zoom.us/webinar/register/WN_ngb6mOIQR8u9up2RTjqsIQ  Participant must register before the date of the webinar.

Should you have any queries, please feel free to contact AMTD MPF Hotline at 2172 0909.

2. eMPF Customer Service Hotline, eMPF Service Centres and eMPF Kiosk Arrangement

With effect from the **Effective Date**, participating employers and members, who wish to obtain more information relating to eMPF, make enquiries relating to MPF scheme administration, or seek assistance in using the eMPF Web Portal or eMPF Mobile App, etc., can call eMPF Customer Service Hotline at +852 183 2622 or visit eMPF Service Centres. The following are the locations of 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)

Furthermore, you may use eMPF Kiosks to submit your MPF administration instructions. The following are the locations of eMPF Kiosks:

Operating hours of eMPF Kiosks in eMPF Service Centres:

9 am – 6 pm Monday to Friday, 9 am – 1 pm Saturday (except for Sunday and public holidays)

Operating hours of eMPF Kiosks in other retail shops:

9 am – 6 pm Monday to Friday, 9 am – 1 pm Saturday (except for Sunday and public holidays)

For the detailed location of eMPF Kiosk, you can scan the QR code or visit eMPF website at www.empf.org.hk for details.





Prior to the **Effective Date**, participating employers and Members should continue to contact the Trustee.

After the Effective Date, as regards enquiries and information other than in relation to scheme administration services, such as fund-specific and trustee-specific enquiries and information, participating employers and Members can call the AMTD MPF Hotline at 2172 0909.

Do & Don't List after Onboarding

Participating employers and Members must register with eMPF Platform to enjoy all the new features and functions from the Effective Date.

From the Effective Date onwards, Participating employers and Members must comply with the following:

	DOs	DON'Ts
Submission of digital instruction	<p>Participating employers to submit their instructions via:</p>  <p>eMPF Web Portal: and empf.org.hk/er/login/en</p>  <p>eMPF Mobile App:</p> <p>Members to submit their instructions via:</p>  <p>eMPF Web Portal: and web link empf.org.hk/login</p>  <p>eMPF Mobile App:</p>	<p>Do not send the digital instructions to the original channels offered by the Trustee</p>
Submission of paper instruction forms	<p>Mailing address:</p> <p>P.O. Box 98929, Tsim Sha Tsui Post Office</p> <p>eMPF Service Centres:</p>	<p>Do not send paper instructions to the original channels offered by the Trustee</p>

	<ul style="list-style-type: none"> ○ 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 <p>Office hours: 9 am – 6 pm Monday to Friday, 9 am – 1 pm Saturday (except for Sunday and public holidays)</p> <p>Email address (not applicable to application that trustee requires certified true copy of supporting document): forms@support.empf.org.hk</p> <p>Fax number (not applicable to application that trustee requires certified true copy of supporting document): +852 3197 2988</p>	
Using the correct paper instruction forms	<p>All to use the correct version of eMPF paper instruction forms, which you can obtain from eMPF Service Centres or download from:</p> <p>empf.org.hk/forms/en</p>	<p>Do not use trustee's existing administration forms.</p> <p>From 3 September 2025 onwards, eMPF Platform will reject all trustee's existing administration forms.</p>
Making enquiry in relation to the MPF administration (e.g. the progress of your instruction, MPF account's administration, usage of eMPF Web Portal or eMPF Mobile App, etc.)	<p>eMPF Customer Service Hotline</p> <p>+852 183 2622</p> <p>Service hours : 9 am – 7 pm Monday to Friday, 9 am – 1 pm Saturday (except for Sunday and public holidays)</p> <p>E-mail address: enquiry@support.empf.org.hk</p>	<p>Do not call AMTD MPF Hotline in relation to the MPF account's administration</p> <p>AMTD MPF Hotline will continue to operate for fund-specific and trustee-specific enquiries and information</p>

Should you have any enquiries regarding this Notice, please contact AMTD MPF Hotline at 2172 0909.

Yours faithfully,

Bank Consortium Trust Company Limited
as the trustee of the AMTD MPF Scheme

30 April 2025