

NOTICE TO PARTICIPANTS

BEA (MPF) MASTER TRUST SCHEME

This notice is important and requires your immediate attention. It should be read by all participating employers and members of the BEA (MPF) Master Trust Scheme ("Master Trust"). If you are in any doubt about the contents of this document, you should seek independent professional advice. Capitalised terms not defined in this document have the same meaning as in the MPF Scheme Brochure (defined below).

The Bank of East Asia, Limited (the "**Sponsor**") and Bank of East Asia (Trustees) Limited (the "**Trustee**", "**we**", "**us**" or "**our**") of the Master Trust accept responsibility for the information contained in this notice having made all reasonable enquiries that to the best of their knowledge and belief that there are no other facts the omission of which would make any statement herein misleading as at the date of issuance.

This notice only summarises the changes to the Master Trust. The latest MPF Scheme Brochure of the Master Trust (the "**MPF Scheme Brochure**") will be available on our website at www.hkbea.com or you may request copies of them by contacting our customer service hotline (operated by the Trustee) at +852 2211 1777.

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

Summary of changes

With effect from 5 March 2025 ("**Onboarding Date**"), the relevant administrative services currently provided by us will cease and the eMPF Platform Company Limited ("**eMPF Company**") will take up the administration of the Master Trust 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**") anytime anywhere through the eMPF mobile app or web portal.

Starting from the Onboarding 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 us. For details, please refer to sections 2 and 3 of this notice.

With respect to the details of the transitional operational arrangements and the relevant cut-off dates, please refer to section 4 of this notice. Switching and change of investment choice instructions received by us on or after the relevant cut-off dates indicated in section 4 of this notice and before the Onboarding Date will be rejected and Members need to resubmit the instruction to the eMPF Platform on or after the Onboarding Date.

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

- (a) reflect the eMPF onboarding;
- (b) update the fee structures of the Constituent Funds in connection with the eMPF Company taking up the administrative services of the Master Trust (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 arrangements.

Please refer to section 5 of this notice for details of the changes.

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 13 January 2025 in order to have access to electronic channels of the eMPF Platform from the Onboarding 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 3 of this notice for details.

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

- Seminars about the eMPF Platform 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 sections 6 and 7 in this notice.

Contact details

If you have any enquiries relating to the Changes, please contact our BEA (MPF) Hotline (operated by the Trustee) on +852 2211 1777 or email to BEAMPF@hkbea.com.

Thank you for your continuous support to the Master Trust.

1. Introduction of eMPF Platform

The eMPF Platform is developed by the eMPF Platform Company Limited (the "**eMPF Company**") which is a wholly-owned subsidiary of the Mandatory Provident Fund Schemes Authority of Hong Kong (the "**MPFA**"), and operates the eMPF Platform as a not-for-profit public utility. The eMPF Platform is a centralized electronic platform and your one-stop online hub for managing your MPF anytime anywhere through the eMPF mobile app or web portal. The legal notice on mandatory use of eMPF Platform of the Master Trust is published in the Gazette.

2. Scheme administrator

MPF trustees and their respective MPF schemes will get onboard to the eMPF Platform one by one. The Master Trust is scheduled to get onboard to the eMPF Platform on the Onboarding Date. Upon the Master Trust got onboard to the eMPF Platform, the administration of the Master Trust will be performed by the eMPF Company. Participating employers and Members can manage their MPF accounts via, and submit their administration service instructions to, the eMPF Platform directly. For details on the submission of instructions, please refer to section 3 of this notice. Participating employers and Members should no longer submit their instructions to the Trustee. The following are matters and activities that are conducted by the eMPF Platform:



- (a) processing registration of eMPF Platform for participating employers and scheme members;
- (b) processing enrolment in the registered scheme 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 instructions);

- (e) processing transfer of benefits within the registered scheme or between registered schemes or from occupational retirement schemes to the registered scheme;
- (f) processing claims and withdrawals 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 employers'/scheme members' 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, effective from the Onboarding Date, the Trustee will cease to be the administrator of the Master Trust and participating employers and Members should no longer submit MPF instructions to the Trustee.







3. Submission of instructions

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

	<u>Your Actions</u>	<u>Quick Access</u>
Registration with eMPF Platform <i>(APPLICABLE TO ALL PARTICIPATING EMPLOYERS AND MEMBERS)</i>	Register with eMPF Platform from 13 January 2025 to facilitate you in managing your MPF account(s) via the eMPF Platform going forward. ¹ Please be reminded that the account details will only be available on the eMPF Web Portal or the eMPF Mobile App after the Master Trust gets onboard on the Onboarding Date. You are encouraged to register soon so that you will be able to access your account details after the Master Trust got onboard to the eMPF Platform.	1. Scan the QR Code for eMPF Platform registration <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <u>eMPF Web Portal</u>  </div> <div style="text-align: center;"> <u>eMPF Mobile App</u>  </div> </div> 2. Visit eMPF Web Portal at (from 13 January 2025 onwards): empf.org.hk/reg/type/en

¹ This applies to non-registered participating employers and scheme members only. Yet, participating employers and scheme members who have performed registration can log-in to the eMPF Web Portal or eMPF Mobile App and check the account details after the Onboarding Date.

<p>Submission of administration instructions and MPF account enquiries</p> <p><i>(APPLICABLE TO ALL PARTICIPATING EMPLOYERS AND MEMBERS)</i></p>	<p>Submit MPF administration instructions and access your MPF account information and balance via the eMPF Web Portal or eMPF Mobile App from the Onboarding 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 through the original channels offered by the Trustee after the respective cut-off dates (for details, please refer to section 4 for the transitional operation arrangement.) will lead to delay in handling or rejection of the instructions.</p>	<p>1. Scan the QR Code for accessing eMPF User Guide on eMPF website</p> <table style="width: 100%; text-align: center;"> <tr> <td style="width: 50%;"><u>Participating employers</u></td> <td style="width: 50%;"><u>Members</u></td> </tr> <tr> <td></td> <td></td> </tr> </table> <p>2. Visit eMPF website at (from now onwards):</p> <p><u>Employers</u> empf.org.hk/er/tutorial/en</p> <p><u>Members</u> empf.org.hk/tutorial/en</p>	<u>Participating employers</u>	<u>Members</u>				
<u>Participating employers</u>	<u>Members</u>							
								
<p>Submission of contribution data and payment instructions</p> <p><i>(APPLICABLE TO PARTICIPATING EMPLOYERS, TVC ACCOUNT HOLDERS, SPECIAL VOLUNTARY CONTRIBUTION ACCOUNT MEMBERS AND MEMBERS WHO</i></p>	<p>Submit contribution data and payment instructions via the eMPF Web Portal or the eMPF Mobile App from the Onboarding Date onwards.</p>	<p>1. Scan the QR Code for eMPF Web Portal and eMPF Mobile App login page</p> <table style="width: 100%; text-align: center;"> <tr> <td colspan="2"><u>Participating employers</u></td> </tr> <tr> <td style="width: 50%;"><u>eMPF Web Portal</u></td> <td style="width: 50%;"><u>eMPF Mobile App</u></td> </tr> <tr> <td></td> <td></td> </tr> </table>	<u>Participating employers</u>		<u>eMPF Web Portal</u>	<u>eMPF Mobile App</u>		
<u>Participating employers</u>								
<u>eMPF Web Portal</u>	<u>eMPF Mobile App</u>							
								

<i>ARE SELF-EMPLOYED PERSONS ONLY</i>		<p><u>Members</u></p> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center; width: 50%; border: none;"><u>eMPF Web Portal</u></td> <td style="text-align: center; width: 50%; border: none;"><u>eMPF Mobile App</u></td> </tr> <tr> <td style="text-align: center; border: none;"></td> <td style="text-align: center; border: none;"></td> </tr> </table> <p>2. Visit eMPF website at (from the Onboarding Date onwards): eMPF.org.hk/login/en</p>	<u>eMPF Web Portal</u>	<u>eMPF Mobile App</u>		
<u>eMPF Web Portal</u>	<u>eMPF Mobile App</u>					
						

3.2 Regarding submission of contribution data, participating employers who curtly use their own payroll system to calculate and/or submit contribution data to us should check with their respective payroll vendors or in-house IT system/application developers to ensure 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.

3.3 Alternatively, instructions may be submitted by paper-based means to the eMPF Platform by post, fax, email or in person (for details, please refer to section 8 below).

Participating employers and Members can also visit the 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.).

3.4 The account number(s) of the existing MPF account(s) of the participating employers and members will be changed after the Master Trust got onboard to the eMPF Platform. Participating employers and Members may log-in to the eMPF Web Portal or the eMPF Mobile App, contact the eMPF Customer Service Hotline or visit the eMPF Service Centres or eMPF Kiosk to obtain the updated account number after the Onboarding Date.

3.5 All MPF administrative forms are available from the eMPF website at www.empf.org.hk and the eMPF Service Centres from the Onboarding Date onwards. There will be a grace period of two months following the Onboarding 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. 4 May 2025) will be rejected.

3.6 Arrangement of e-communication consent for passport holders: 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 a Member previously used passport as identification document to enrol the MPF account(s) in the Master Trust, such Member 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 the Member through paper means. If the Member wishes to continue to receive e-Communications from the eMPF Platform after the Master Trust 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.

4. Transitional operation arrangement

Where participating employers and Members wish to have his/her/its instructions processed before the Onboarding Date, valid instructions (and in the case of contribution instructions, with cleared funds) must reach us by the respective cut-off dates as mentioned below:

Instruction [^]		Received by MPF Administration Centre on or before ^{**} :
Redemption (including Withdrawal and Claim of Accrued Benefits and Claim of Permanent Departure) [#]		04/02/2025
Transfer-out of Members (including employee member and self-employed persons) and participating employer		27/01/2025
Termination (including cessation of employment, cessation of self-employment and termination of MPF account)		04/02/2025
Enrolment	Participating employer / Member (including self-employed person)	03/02/2025
	Employee Member	05/02/2025
Contribution		10/02/2025
Transfer-in	Employer / ORSO	05/02/2025
	Member	11/02/2025
Fund switching [@]		4:00 pm, 12/02/2025
Change of investment choice [*]		12/02/2025
Change of details relating to Members (including employee members and self-employed persons) and participating employer		12/02/2025

[^] Where the processing of the relevant instructions (other than fund switching instructions and change of investment choice instructions) cannot be completed before the Onboarding Date, such instruction will be transferred to the eMPF Platform and the Trustee may provide details of the instructions and related documents (if any) to the eMPF Platform so that the eMPF Platform can complete the processing. As for the processing of any fund switching and change of investment choice instructions which cannot be completed before the Onboarding Date, any such instructions will be rejected and Members need to resubmit the instruction to the eMPF Platform on or after the Onboarding Date. Please also refer to note ^{**} and note [@] for further information on fund switching instructions.

** Despite the cut-off date for any of the instructions set out in the table above (other than switching instructions and change of investment choice instructions submitted through the BEA Online or BEA Mobile) 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 such instructions from participating employers and Members received by the Trustee on such day will be suspended and processed by the Trustee and will be transferred to the eMPF Platform on or after the Onboarding Date. Any switching and change of investment choice instructions submitted through the BEA Online or BEA Mobile will continue to be processed on any such cut-off date. As for any fund switching and change of investment choice instruction received on or after any such cut-off date, any such instruction will be rejected and Members need to resubmit the instruction to the eMPF Platform on or after the Onboarding Date.

@ Even if the fund 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 Default Investment Strategy funds, partial claim or withdrawal of MPF accrued benefits, transfer fund unit(s) from or to other account(s) with the Master Trust;
- (ii) multiple fund switching instructions are received within the same day; or
- (iii) a previous fund switching instruction has not yet been completed,

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

* Investment choice with effective date after Onboarding Date will lead to rejection of the instruction.

Redemption Instructions must be submitted in paper form by post or in person.

In addition, the account management and enquiry for Master Trust under IVRS (Interactive Voice Response System) Hotline (+852 2211 1888) was terminated with effect from after 6:00 pm on 2 July 2024.

5. Amendment to the Trust Deed, MPF Scheme Brochure and Key Scheme Information Document

The Trust Deed, MPF Scheme Brochure and Key Scheme Information Document of the Master Trust will be amended to reflect the new administrative arrangements as summarised in section 2 above.

In addition, a fee will be payable by the Trustee from the Scheme's assets to the eMPF Company for its services effective on and after the Onboarding Date. Please refer to the enclosed **Appendix 1** setting out the new breakdown of the management fees of each Constituent Fund at the Constituent Fund level which will take effect from the Onboarding Date.

There is no change in the aggregate management fees of each Constituent Fund before and after the Onboarding Date. For your reference, please refer to the table below for the aggregate management fees of each Constituent Fund before / on and after the Onboarding Date:

Name of Constituent Fund	Management fees before the Onboarding Date (As a percentage of net asset value per annum)	Management fees on and after the Onboarding Date (As a percentage of net asset value per annum)
BEA (MPF) Growth Fund	1.20%-1.82% ^{##}	1.20%-1.82% ^{##}
BEA (MPF) Balanced Fund	1.20%-1.82% ^{##}	1.20%-1.82% ^{##}
BEA (MPF) Stable Fund	1.20%-1.82% ^{##}	1.20%-1.82% ^{##}
BEA (MPF) Global Equity Fund	1.175%-1.775%	1.175%-1.775%
BEA (MPF) European Equity Fund	1.295%-1.795%	1.295%-1.795%
BEA (MPF) North American Equity Fund	1.215%-1.275%	1.215%-1.275%
BEA (MPF) Asian Equity Fund	1.20%-1.94% ^{##}	1.20%-1.94% ^{##}
BEA (MPF) Greater China Equity Fund	1.20%	1.20%
BEA (MPF) Japan Equity Fund	Up to 1.765%	Up to 1.765%
BEA (MPF) Hong Kong Equity Fund	1.20%-1.30%	1.20%-1.30%
BEA China Tracker Fund	Up to 1.09%	Up to 1.09%
BEA Hong Kong Tracker Fund	Up to 0.58%	Up to 0.58%
BEA (MPF) Global Bond Fund	0.99%	0.99%
BEA (MPF) RMB & HKD Money Market Fund	0.79%	0.79%
BEA (MPF) Conservative Fund	0.79%	0.79%
BEA (MPF) Core Accumulation Fund	0.75%	0.75%
BEA (MPF) Age 65 Plus Fund	0.75%	0.75%

An additional USD0 – USD1,000 per month in respect of the whole class will be charged to the relevant Constituent Fund. An administration fee of USD0 - USD1,000 is charged by an individual underlying fund and is borne by all investors in the same class of units in that underlying fund, on a pro-rata basis in accordance with the investment value of investors.


Moreover, according to the amendments to the MPF legislation, the cap on the total amount of out-of-pocket expenses incurred by the Trustee on a recurrent basis in the discharge of the Trustee's duties to provide services for the BEA (MPF) Core Accumulation Fund and the BEA (MPF) Age 65 Plus Fund in a single year will be reduced from 0.2% of the NAV of each of these Constituent Funds to 0.1% of the NAV effective 1 April 2025 i.e. the start of the next financial period of the Scheme. For details as to what types of expenses are characterised as out-of-pocket expenses, please refer to section 5.6 of the MPF Scheme Brochure.


6. Invitation to participate in seminar to onboarding to eMPF Platform


In order to know more about the eMPF Platform and to get prepared for the onboarding, participating employers and Members are cordially invited to the eMPF introductory seminar.


Details of the seminar are as follows:

Participating employers' session

Date and Time	9 January 2025 at 3:00 pm to 5:00 pm
Seminar Contents	<ul style="list-style-type: none"> • Introduction of eMPF • Important date and required actions from participating employers • eMPF registration and user login activation • Walkthrough of functionalities of eMPF Web Portal and eMPF Mobile App
Format	Online only
Language	Cantonese
Registration	<p>Interested parties shall register via https://zoom.us/webinar/register/WN_2Su7lr6_RVump-xLn0K09Q or scan the QR Code on or before 2 January 2025.</p> 


Date and Time	6 February 2025 at 10:00 am to 12:00 nn
Seminar Contents	<ul style="list-style-type: none"> • Introduction of eMPF • Important date and required actions from participating employers • eMPF registration and user login activation • Walkthrough of functionalities of eMPF Web Portal and eMPF Mobile App
Format	Online only
Language	Cantonese
Registration	<p>Interested parties shall register via https://zoom.us/webinar/register/WN_tw1kcI3gO7Gf-pwuNvKMxQ or scan the QR Code on or before 3 February 2025.</p> 


Date and Time	18 February 2025 at 3:00 pm to 5:00 pm
Seminar Contents	<ul style="list-style-type: none"> • Introduction of eMPF • Important date and required actions from participating employers • eMPF registration and user login activation • Walkthrough of functionalities of eMPF Web Portal and eMPF Mobile App
Format	Online only
Language	English
Registration	<p>Interested parties shall register via https://zoom.us/webinar/register/WN_E5e_f6nRRxy_qUo1ThKezg or scan the QR Code on or before 11 February 2025.</p> 


Date and Time	3 March 2025 at 3:00 pm to 5:00 pm
Seminar Contents	<ul style="list-style-type: none"> • Introduction of eMPF • Important date and required actions from participating employers • eMPF registration and user login activation • Walkthrough of functionalities of eMPF Web Portal and eMPF Mobile App
Format	Online only
Language	Cantonese
Registration	<p>Interested parties shall register via https://zoom.us/webinar/register/WN_54vwBVonT9KRJsG4tkFWvw or scan the QR Code on or before 24 February 2025.</p> 


Members' session

(Including employee members, Members who are self-employed persons, TVC Account Holders, Special Voluntary Contribution Account Members and personal account holders)

Date and Time	13 January 2025 at 3:00 pm to 5:00 pm
Seminar Contents	<ul style="list-style-type: none"> • Introduction of eMPF • Important date and required actions from scheme members • eMPF registration and user login activation • Walkthrough of functionalities of eMPF Web Portal and eMPF Mobile App
Language	Cantonese
Format	Online only
Registration	<p>Interested parties shall register via https://zoom.us/webinar/register/WN_ZSzxH1F8S_iKgc3H_yecRA or scan the QR Code on or before 6 January 2025.</p> 

Date and Time	11 February 2025 at 10:00 am to 12:00 nn
Seminar Contents	<ul style="list-style-type: none"> • Introduction of eMPF • Important date and required actions from scheme members • eMPF registration and user login activation • Walkthrough of functionalities of eMPF Web Portal and eMPF Mobile App
Language	Cantonese
Format	Online only
Registration	<p>Interested parties shall register via https://zoom.us/webinar/register/WN_luMJfYR-TgmAWxqjm1a6Rw or scan the QR Code on or before 4 February 2025.</p> 

Date and Time	20 February 2025 at 3:00 pm to 5:00 pm
Seminar Contents	<ul style="list-style-type: none"> • Introduction of eMPF • Important date and required actions from scheme members • eMPF registration and user login activation • Walkthrough of functionalities of eMPF Web Portal and eMPF Mobile App
Language	Putonghua
Format	Online only
Registration	<p>Interested parties shall register via https://zoom.us/webinar/register/WN_7mYqwZArQ9amoCSJmRyGFg or scan the QR Code on or before 13 February 2025.</p> 

Date and Time	11 March 2025 at 3:00 pm to 5:00 pm
Seminar Contents	<ul style="list-style-type: none"> • Introduction of eMPF • Important date and required actions from scheme members • eMPF registration and user login activation • Walkthrough of functionalities of eMPF Web Portal and eMPF Mobile App
Language	English
Format	Online only
Registration	<p>Interested parties shall register via https://zoom.us/webinar/register/WN_U5dzb4YVVR8a5Pmp0h8Rx-w or scan the QR Code on or before 4 March 2025.</p> 

Should you have any queries, please contact BEA (MPF) Hotline (operated by the Trustee) on +852 2211 1777.

7. **eMPF Customer Service Hotline, eMPF Service Centres and eMPF Kiosk Arrangement**

With effect from the Onboarding Date, participating employers and Members who wish to obtain more information relating to eMPF, such as make enquiries relating to MPF scheme administration, 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. Please refer to section 8 below for the locations and office hours of the eMPF Service Centres.

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

Operating hours of kiosks in eMPF Service Centres:

Monday to Friday 9:00 am to 6:00 pm

Saturday 9:00 am to 1:00 pm

Closed on Sunday and Public Holidays

Operating hours of kiosks in other retail shops:



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 Onboarding Date, participating employers and Members should continue to contact the Trustee.



After the Onboarding 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 contact the Trustee at BEA (MPF) Hotline (operated by the Trustee) on +852 2211 1777.

8. 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 Onboarding Date.

From the Onboarding 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:</p>  <p>empf.org.hk/er/login/en</p> <p>and eMPF Mobile App:</p> 	<p>Do not send the digital instructions to the original channels offered by the Trustee</p>

	<p>Members to submit their instructions via:</p> <p>eMPF Web Portal:</p>  <p>empf.org.hk/login/en</p> <p>and eMPF Mobile App:</p> 	
<p>Submission of paper instruction forms</p>	<p><u>Mailing address:</u></p> <p>PO Box 98929 Tsim Sha Tsui Post Office</p> <p><u>eMPF Service Centres:</u></p> <p>Hong Kong Island</p> <p>Unit 601B, 6/F, Dah Sing Financial Centre, No. 248 Queen's Road East, Wanchai, Hong Kong</p> <p>Kowloon</p> <p>Suites 1205-6, 12/F, Chinachem Golden Plaza, No. 77 Mody Road, Tsim Sha Tsui East, Kowloon</p> <p>New Territories</p> <p>Suite 1802A, 18/F, Tower 2, Nina Tower, No. 8 Yeung Uk Road, Tsuen Wan, New Territories</p> <p><u>Service hours:</u></p> <p>Monday to Friday: 9:00 am – 6:00 pm Saturday: 9:00 am – 1:00 pm Sunday & Public Holiday: Closed</p>	<p>Do not send paper instructions to the original channels offered by the Trustee</p>

	<p><u>Email address:</u> (not applicable to applications where Trustee requires certified true copies of supporting documents)</p> <p>forms@support.empf.org.hk</p> <p><u>Fax number:</u> (not applicable to applications where Trustee requires certified true copies of supporting documents)</p> <p>+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 the Trustee's existing administration forms.</p> <p>From 5 May 2025 onwards, eMPF Platform will reject all the 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><u>eMPF Customer Service Hotline:</u></p> <p>+852 183 2622</p> <p><u>Service hours :</u> Monday to Friday: 9:00 am – 7:00 pm Saturday: 9:00 am – 1:00 pm Sunday & Public Holiday: Closed</p> <p><u>Email address:</u></p> <p>enquiry@support.empf.org.hk</p>	<p>Do not call BEA (MPF) Hotline (operated by the Trustee) in relation to the MPF account's administration</p> <p>The hotline will continue to operate for enquires in relation to non-scheme administration related matters.</p>

* * *

This notice only summarizes the changes to the Master Trust. Details of the changes are set out in the MPF Scheme Brochure and the key scheme information document of the Master Trust and/or the Trust Deed of the Master Trust. The updated MPF Scheme Brochure and key scheme information document will, with effect from 5 March 2025, be available on our website at www.hkbea.com. You may access the soft copies of the MPF Scheme Brochure and Trust Deed via the QR code in the key scheme information document of the Master Trust.

Should you have any enquiries relating to the contents of this notice, please contact our BEA (MPF) Hotline (operated by the Trustee) on +852 2211 1777 or email to BEAMPF@hkbea.com.

The Bank of East Asia, Limited and Bank of East Asia (Trustees) Limited

23 December 2024

Appendix 1

Breakdown of the management fees of each Constituent Fund at the Constituent Fund level which will take effect on and after the Onboarding Date

Name of Constituent Fund	Fees payable at the Constituent Fund level			
	Sponsor (p.a. of NAV)	Trustee / Custodian (p.a. of NAV)	Fee payable to Platform Company (p.a. of NAV)	Investment Manager (p.a. of NAV)
BEA (MPF) Growth Fund	0.44%	0.14%	0.31%	0.31%
BEA (MPF) Balanced Fund	0.44%	0.14%	0.31%	0.31%
BEA (MPF) Stable Fund	0.44%	0.14%	0.31%	0.31%
BEA (MPF) Global Equity Fund	0.415%	0.14%	0.31%	0.31%
BEA (MPF) European Equity Fund	0.415%	0.14%	0.31%	0.31%
BEA (MPF) North American Equity Fund	0.415%	0.14%	0.31%	0.31%
BEA (MPF) Asian Equity Fund	0.44%	0.14%	0.31%	0.31%
BEA (MPF) Greater China Equity Fund	0.44%	0.14%	0.31%	0.31%
BEA (MPF) Japan Equity Fund	0.415%	0.14%	0.31%	0.31%
BEA (MPF) Hong Kong Equity Fund	0.44%	0.14%	0.31%	0.31%
BEA China Tracker Fund	0.03%	0.14%	0.12%	0.2%
BEA Hong Kong Tracker Fund	0.03%	0.14%	0.12%	0.2%
BEA (MPF) Global Bond Fund	0.23%	0.14%	0.31%	0.31%
BEA (MPF) RMB & HKD Money Market Fund	0.03%	0.14%	0.31%	0.31%
BEA (MPF) Core Accumulation Fund	0.295%	0.14%	0.155%	0.16%
BEA (MPF) Age 65 Plus Fund	0.295%	0.14%	0.155%	0.16%
BEA (MPF) Conservative Fund	0.03%	0.14%	0.31%	0.31%

	Fees payable at the underlying fund level			
Name of Constituent Fund	Investment Manager (p.a. of NAV)***	Administrator (p.a. of NAV)	Trustee (p.a. of NAV)	Custodian (p.a. of NAV)
BEA (MPF) Growth Fund	0-0.6%^	0 - USD1,000 per month in respect of the whole class##	0-0.1%	Nil
BEA (MPF) Balanced Fund	0-0.6%^	0 - USD1,000 per month in respect of the whole class##	0-0.1%	Nil
BEA (MPF) Stable Fund	0-0.6%^	0 - USD1,000 per month in respect of the whole class##	0-0.1%	Nil
BEA (MPF) Global Equity Fund	0-0.6%^	Nil	0-0.1%	Nil
BEA (MPF) European Equity Fund	0.12-0.6%^	Nil	0-0.07%	Nil
BEA (MPF) North American Equity Fund	0-0.04%^	Nil	0-0.1%	Nil
BEA (MPF) Asian Equity Fund	0-0.74%^~	0 - USD1,000 per month in respect of the whole class##	0-0.05%	Nil
BEA (MPF) Greater China Equity Fund	Nil	Nil	Nil	Nil
BEA (MPF) Japan Equity Fund	Up to 0.59%	Nil	0-0.08%	Nil
BEA (MPF) Hong Kong Equity Fund	0-0.05%	Nil	0-0.05%	Nil
BEA China Tracker Fund	0.55%	Nil	Up to 0.05%	Nil
BEA Hong Kong Tracker Fund	Up to 0.045%	Nil	Up to 0.045%	Nil
BEA (MPF) Global Bond Fund	Nil	Nil	Nil	Nil
BEA (MPF) Core Accumulation Fund	Nil	Nil	Nil	Nil
BEA (MPF) Age 65 Plus Fund	Nil	Nil	Nil	Nil

^ Consisted of management fees of some of the underlying funds. For these underlying funds, they charge a single management fee and not separate investment manager, trustee, custodian or administrator fees.

~ Consisted of single flat rates (i.e. total expense ratio, “TER”) of some of the underlying funds. The TER covers all operational expenses including but not limited to fees and expenses of the directors, investment manager, depositary, administrator, transfer agent and registrar, regulatory and audit fees of the underlying fund(s), but excludes transaction costs and extraordinary legal costs.

USD1,000 administration fee is charged by an individual underlying fund and is borne by all investors in the same class of units in that underlying fund, on a pro-rata basis in accordance with the investment value of investors.

**** The fee has taken into account any rebate from the underlying investment manager at the underlying fund level.*