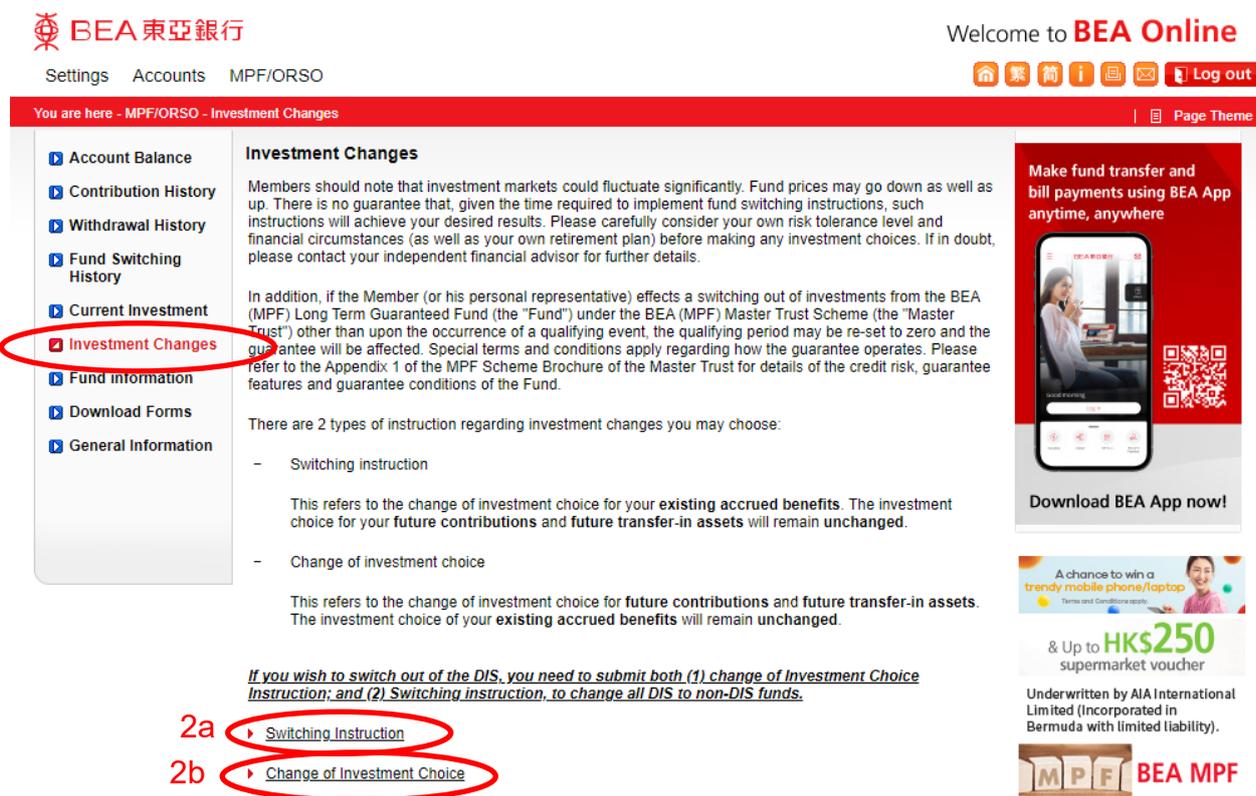


BEA Online (MPF/ORSO) User Guide

Switching Instruction/Change of Investment Choice

1. Log in to your BEA Online Services and select “MPF/ORSO > Investment Changes” to make changes to your investments.
2. Select the type of instruction you wish to make:
 - a. If you would like to transfer existing accrued benefits to other funds, click “Switching Instruction”.
 - b. If you would like to change your investment choice for future contributions, surcharges, and transfer-in assets, click “Change of Investment Choice”.



The screenshot shows the BEA Online interface for MPF/ORSO services. The navigation menu on the left includes: Account Balance, Contribution History, Withdrawal History, Fund Switching History, **Current Investment**, **Investment Changes** (highlighted with a red circle and the number 1), Fund information, Download Forms, and General Information. The main content area is titled "Investment Changes" and contains the following text:

Members should note that investment markets could fluctuate significantly. Fund prices may go down as well as up. There is no guarantee that, given the time required to implement fund switching instructions, such instructions will achieve your desired results. Please carefully consider your own risk tolerance level and financial circumstances (as well as your own retirement plan) before making any investment choices. If in doubt, please contact your independent financial advisor for further details.

In addition, if the Member (or his personal representative) effects a switching out of investments from the BEA (MPF) Long Term Guaranteed Fund (the "Fund") under the BEA (MPF) Master Trust Scheme (the "Master Trust") other than upon the occurrence of a qualifying event, the qualifying period may be re-set to zero and the guarantee will be affected. Special terms and conditions apply regarding how the guarantee operates. Please refer to the Appendix 1 of the MPF Scheme Brochure of the Master Trust for details of the credit risk, guarantee features and guarantee conditions of the Fund.

There are 2 types of instruction regarding investment changes you may choose:

- Switching instruction

This refers to the change of investment choice for your **existing accrued benefits**. The investment choice for your **future contributions** and **future transfer-in assets** will remain unchanged.

- Change of investment choice

This refers to the change of investment choice for **future contributions** and **future transfer-in assets**. The investment choice of your **existing accrued benefits** will remain unchanged.

If you wish to switch out of the DIS, you need to submit both (1) change of Investment Choice Instruction; and (2) Switching instruction, to change all DIS to non-DIS funds.

At the bottom of the page, two options are listed:

- 2a [Switching Instruction](#) (circled in red)
- 2b [Change of Investment Choice](#) (circled in red)

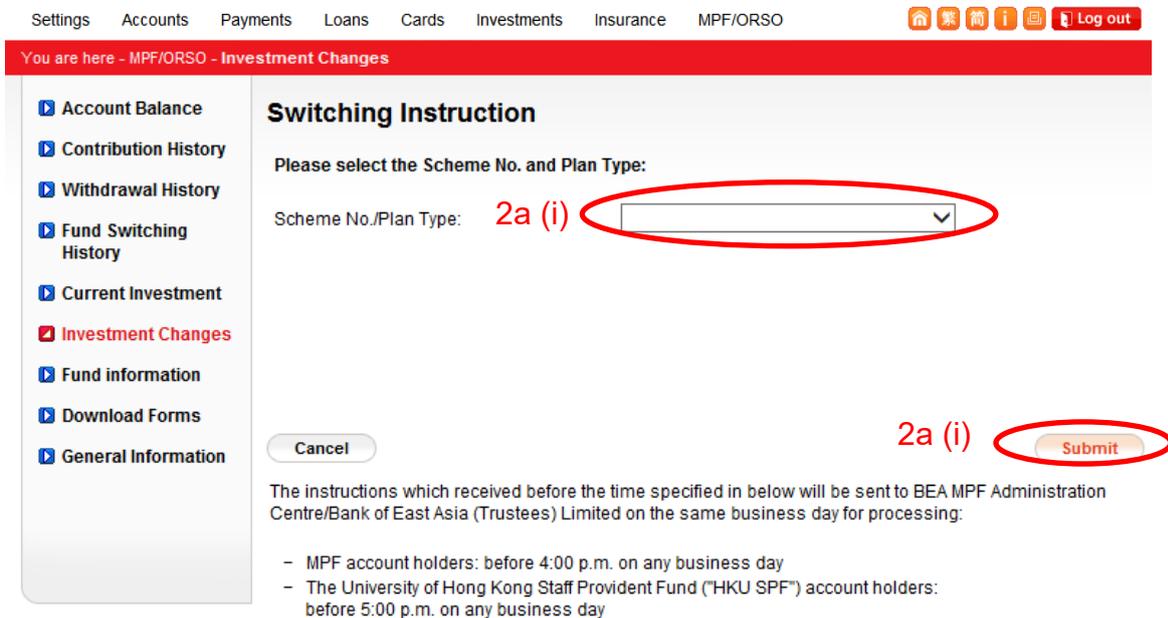
On the right side of the page, there are promotional banners for the BEA App, a chance to win a trendy mobile phone/laptop, and a supermarket voucher worth up to HK\$250.

Notes

If you wish to switch out of the Default Investment Strategy (“DIS”), you need to submit both (1) Change of Investment Choice Instruction; and (2) Switching Instruction, to change all DIS to non-DIS funds.

2a. Switching Instruction

- (i) Select the “Scheme No./Plan Type” for which you would like to switch funds and click “Submit” to proceed.



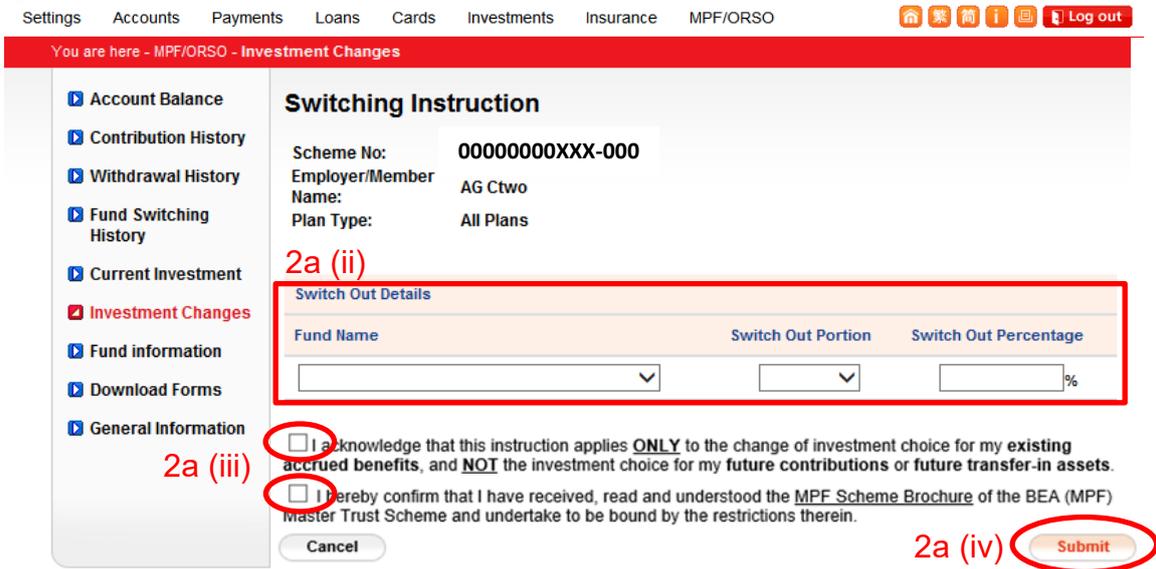
The screenshot shows the BEA MPF/ORSO Investment Changes page. The navigation menu includes Settings, Accounts, Payments, Loans, Cards, Investments, Insurance, and MPF/ORSO. The current page is titled "You are here - MPF/ORSO - Investment Changes". The left sidebar contains a list of menu items: Account Balance, Contribution History, Withdrawal History, Fund Switching History, Current Investment, Investment Changes (highlighted in red), Fund information, Download Forms, and General Information. The main content area is titled "Switching Instruction" and contains the following text: "Please select the Scheme No. and Plan Type:". Below this is a dropdown menu labeled "Scheme No./Plan Type:" with the value "2a (i)" selected. The dropdown menu is circled in red. Below the dropdown menu are two buttons: "Cancel" and "Submit". The "Submit" button is also circled in red. Below the buttons, there is a paragraph of text: "The instructions which received before the time specified in below will be sent to BEA MPF Administration Centre/Bank of East Asia (Trustees) Limited on the same business day for processing:". Below this paragraph are two bullet points: "- MPF account holders: before 4:00 p.m. on any business day" and "- The University of Hong Kong Staff Provident Fund (\"HKU SPF\") account holders: before 5:00 p.m. on any business day".

Notes

The instructions which received before the time specified below will be sent to the BEA MPF Administration Centre/Bank of East Asia (Trustees) Limited on the same business day for processing:

- MPF account holders: before 4:00 p.m. on any business day
- The University of Hong Kong Staff Provident Fund ("HKU SPF") account holders: before 5:00 p.m. on any business day

- (ii) Provide the switch out details:
 - Select the “Fund Name” from which you would like to switch out;
 - Select the “Switch Out Portion” of the selected fund;
 - Input the “Switch Out Percentage” for the selected fund.
- (iii) Read the disclaimers and tick the adjacent box to certify that you have read the disclaimers.
- (iv) Click “Submit” to proceed.



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You are here - MPF/ORSO - Investment Changes

Switching Instruction

Scheme No: 00000000XXX-000
 Employer/Member Name: AG Ctwo
 Plan Type: All Plans

2a (ii)

Switch Out Details

Fund Name	Switch Out Portion	Switch Out Percentage
<input type="text"/>	<input type="text"/>	<input type="text"/> %

I acknowledge that this instruction applies **ONLY** to the change of investment choice for my **existing accrued benefits**, and **NOT** the investment choice for my **future contributions** or **future transfer-in assets**.

I hereby confirm that I have received, read and understood the [MPF Scheme Brochure](#) of the BEA (MPF) Master Trust Scheme and undertake to be bound by the restrictions therein.

2a (iii) **2a (iv)**

Notes

- 1) Under normal circumstances:
 - i. For BEA (MPF) Master Trust Scheme, the fund switching instructions that received before 4:00 p.m. on business day will be processed on the same business day and the date of fund price dealing is next business day. If the valid fund switching instructions received at or after 4:00 p.m., it will be processed on the next business day and the date of fund price for fund dealing is the following business day after the processing day.
 - ii. For BEA (MPF) Value Scheme, the fund switching instructions that received before 4:00 p.m. on business day will be processed on the same business day and the date of fund price dealing is next business day. If the valid fund switching instructions received at or after 4:00 p.m., it will be processed on the next business day and the date of fund price for fund dealing is the following business day after the processing day.
 - iii. For BEA (MPF) Industry Scheme, the fund switching instructions that received before 4:00 p.m. on business day will be processed on the same business day by using the fund price of the same business day. If the valid fund switching instructions received at or after 4:00 p.m., it will be processed on the next business day by using the fund price of the next business day.
- 2) Your fund switching instruction may be postponed due to reasons including but not limited to: (i) your MPF account is in the process of transfer-out assets to other scheme(s), annual de-risking between Default Investment Strategy funds, partial claim or withdraw MPF accrued benefits, transfer fund unit(s) from or to other account(s); (ii) multiple change of mandate to invest contribution / fund switching instructions are received within the same day; or (iii) a previous change of mandate to invest contribution / fund switching instruction has not yet been completed (collectively, “the circumstances”). Your change of mandate to invest contribution / fund switching instruction will be processed as soon as possible after the completion or clarification of the above circumstances (if any). However, Bank of East Asia (Trustees) Limited shall not be liable for any delay. For any enquiries, please contact the BEA (MPF) Hotline on 2211 1777 (Operated by Bank of East Asia (Trustees) Limited).
- 3) Please note that if contribution and/or transfer-in assets are in progress on the date that the fund switching instruction is under processing, the involved fund units transaction will not be executed in this fund switching instruction. Bank of East Asia (Trustees) Limited shall not be liable for any loss.

- (v) Verify the details of the switch out instruction and click “Submit” to proceed.

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Switching Instruction

Scheme No: 00000000XXX-000
Employer/Member Name:
Plan Type: All Plans

Switch Out Details

Fund Name	Switch Out Portion	Switch Out Percentage
BEA (Industry Scheme) Growth Fund	Both	100 %

Cancel 2a (v) **Submit**

- (vi) Provide the switch in details:
- If you wish to switch in to DIS, select “100% DIS”;
 - If you wish to switch in to Non-DIS, select “100% NON-DIS”, select the “Fund Name” that you would like to switch in to, and input the “Switch In Percentage” for your selected fund.
- (vii) Click “Submit” to proceed.

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Switching Instruction

Scheme No: 00000000XXX-000
Employer/Member Name:
Plan Type: All Plans

Switch In Details

100% DIS*
 100% NON-DIS

2a (vi)

Fund Name	Switch In Percentage
BEA (Industry Scheme) Balanced Fund	20 %
BEA (Industry Scheme) Stable Fund	50 %
BEA (Industry Scheme) Asian Equity Fund	30 %
BEA (Industry Scheme) Balanced Fund	%
BEA (Industry Scheme) Stable Fund	%
BEA (Industry Scheme) Core Accumulation Fund	%
BEA (Industry Scheme) Age 65 Plus Fund	%
BEA (Industry Scheme) Asian Equity Fund	%
BEA (Industry Scheme) Greater China Equity Fund	%
BEA (Industry Scheme) Hong Kong Equity Fund	%
BEA China Tracker Fund	%
BEA Hong Kong Tracker Fund	%
BEA (Industry Scheme) RMB & HKD Money Market Fund	%
BEA (Industry Scheme) MPF Conservative Fund	%

2a (vii)

Cancel
Submit

Notes

The allocation in any fund must be in a multiple of 10% and the total allocation percentage must be 100%

(viii) Verify the details of the switch in instruction and click “Submit” to proceed.

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Switching Instruction

Scheme No: **00000000XXX-000**
Employer/Member Name:
Plan Type: **All Plans**

[Switch In Details](#)

100% NON-DIS

Fund Name	Switch In Percentage
BEA (Industry Scheme) Balanced Fund	20%
BEA (Industry Scheme) Stable Fund	50%
BEA (Industry Scheme) Asian Equity Fund	30%

Cancel
2a (viii) Submit

(ix) Click “Confirm” to complete your instruction.

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Switching Instruction

Scheme No: **00000000XXX-000**
Employer/Member Name:
Plan Type: **All Plans**

Please check the information below. If correct, please click "Confirm". Please note that requests cannot be cancelled once confirmed.

[Switch Out Details](#)

Fund Name	Switch Out Portion	Switch Out Percentage
BEA (Industry Scheme) Growth Fund	Both	100 %

[Switch In Details](#)

100% NON-DIS

Fund Name	Switch In Percentage
BEA (Industry Scheme) Balanced Fund	20%
BEA (Industry Scheme) Stable Fund	50%
BEA (Industry Scheme) Asian Equity Fund	30%

Cancel
2a (ix) Confirm

- (x) A confirmation will be displayed with a reference number once the transaction is completed.

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Change of Investment Choice

Transaction Completed

As at 11 OCT 2023 14:56:50 HKG
Transaction Reference No: 0000065509

OK

Switch Out Details

Fund Name	Switch Out Portion	Switch Out Percentage
BEA (Industry Scheme) Growth Fund	Both	100 %

Switch In Details

100% NON-DIS

Fund Name	Switch In Percentage
BEA (Industry Scheme) Bala	00000000XXX-000 20%
BEA (Industry Scheme) Stable	50%
BEA (Industry Scheme) Asian Equity Fund	30%

Make fund transfer and bill payments using BEA App anytime, anywhere

Scheme No: 00000017380-000
 Employer/Member Name: AG Ctwo
 Plan Type: All Plans

Switch Out Details		
Fund Name	Switch Out Portion	Switch Out Percentage
BEA (Industry Scheme) Growth Fund	Both	100 %

Switch In Details	
100% NON-DIS	
Fund Name	Switch In Percentage
BEA (Industry Scheme) Bala	00000000XXX-000 20%
BEA (Industry Scheme) Stable	50%
BEA (Industry Scheme) Asian Equity Fund	30%

2b. Change of Investment Choice

- (i) Select the scheme number and plan type for which you would like to make an investment change.

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Change of Investment Choice

Member Name:

Please select your scheme no. and plan type:

Scheme No	Member No	Employer/Member Name	Plan Type
00000000XXX-000	----		Contribution Surcharge
00000000XXX-000	----		Mandatory Contribution
00000000XXX-000	----		Special Contribution
00000000XXX-000	----		All Plans

* Only effective scheme(s) is/are shown.

- (ii) Provide an instruction to change your investment choice:
- If you wish to change to DIS, select “100% DIS”;
 - If you wish to change to Non-DIS, select “100% NON-DIS”, and input the percentage of contribution allocation of both employer’s and employee’s portions.

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Change of Investment Choice

Scheme No: 00000000XXX-000
Employer/Member Name:
Plan Type: All Plans

100% DIS^A
 100% NON-DIS

Fund Name	Contribution Allocation	
	Employer	Employee
BEA (Industry Scheme) Growth Fund	0 %	0 %
BEA (Industry Scheme) Balanced Fund	0 %	0 %
BEA (Industry Scheme) Stable Fund	0 %	0 %
BEA (Industry Scheme) Asian Equity Fund	0 %	0 %
BEA (Industry Scheme) Greater China Equity Fund	0 %	0 %
BEA (Industry Scheme) Hong Kong Equity Fund	0 %	0 %
BEA China Tracker Fund	0 %	0 %
BEA Hong Kong Tracker Fund	0 %	0 %
BEA (Industry Scheme) RMB & HKD Money Market Fund	0 %	0 %
BEA (Industry Scheme) MPF Conservative Fund	0 %	0 %
BEA (Industry Scheme) Core Accumulation Fund (individual fund without de-risking based on age) +	0 %	0 %
BEA (Industry Scheme) Age 65 Plus Fund (individual fund without de-risking based on age) +	0 %	0 %
Total	100%	100%

Notes

- 1) If you wish to switch out of the DIS, you need to submit both (1) change of Investment Choice Instruction; and (2) Switching instruction, to change all DIS to non-DIS funds.
- 2) The allocation in any fund must be in a multiple of 10% and the total allocation percentage must be 100%

- (iii) Enter the effective date for the instruction.
- (iv) Read the disclaimers and tick the adjacent box to certify that you have read the disclaimers.
- (v) Click “Submit” to proceed.

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Change of Investment Choice

Scheme No: 00000000XXX-000
Employer/Member Name:
Plan Type: All Plans

100% DIS^A
 100% NON-DIS

Fund Name	Contribution Allocation	
	Employer	Employee
BEA (Industry Scheme) Growth Fund	0 %	0 %
BEA (Industry Scheme) Balanced Fund	0 %	0 %
BEA (Industry Scheme) Stable Fund	0 %	0 %
BEA (Industry Scheme) Asian Equity Fund	0 %	0 %
BEA (Industry Scheme) Greater China Equity Fund	0 %	0 %

2b (iii)

Effective Date: -- (DD-MM-YYYY)

2b (iv)

- I acknowledge that this instruction applies **ONLY** to the change of investment choice for my **future contributions or future transfer-in assets**, but **NOT** the investment choice for my **existing accrued benefits**.
- I hereby confirm that I have received, read and understood the **MPF Scheme Brochure** of the BEA (MPF) Industry Scheme and undertake to be bound by the restrictions therein.

Cancel

2b (v)

Submit

- (vi) Verify your instruction to change your investment choice. Click “Confirm” to complete the instruction.

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Change of Investment Choice

Scheme No: 00000000XXX-000
Employer/Member Name:
Plan Type: All Plans

100% NON-DIS

Fund Name	Contribution Allocation	
	Employer	Employee
BEA (Industry Scheme) Growth Fund	20%	50%
BEA (Industry Scheme) Balanced Fund	50%	50%
BEA (Industry Scheme) Stable Fund	30%	0%
BEA (Industry Scheme) Asian Equity Fund	0%	0%
BEA (Industry Scheme) Greater China Equity Fund	0%	0%
BEA (Industry Scheme) Hong Kong Equity Fund	0%	0%
BEA China Tracker Fund	0%	0%
BEA Hong Kong Tracker Fund	0%	0%
BEA (Industry Scheme) RMB & HKD Money Market Fund	0%	0%
BEA (Industry Scheme) MPF Conservative Fund	0%	0%
BEA (Industry Scheme) Core Accumulation Fund (individual fund without de-risking based on age)+	0%	0%
BEA (Industry Scheme) Age 65 Plus Fund (individual fund without de-risking based on age)+	0%	0%
Total	100%	100%

NOTE: The allocation in any fund must be in a multiple of 10% and the total allocation percentage must be 100%.

+ De-risking mechanism will not apply where the member chooses these constituent funds as standalone investments (rather than as part of the DIS). However, the funds with same name under DIS and non-DIS have the same unit prices.

If you wish to switch out of the DIS, you need to submit both (1) change of Investment Choice Instruction; and (2) Switching instruction, to change all DIS to non-DIS funds.

Effective Date: 16-07-2018

Cancel
2b (vi) Confirm

- (vii) A confirmation will be displayed with a reference number once the transaction is completed.

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Change of Investment Choice

Transaction Completed

As at 13 JUL 2018 14:30:52 HKG

Transaction Reference No: 0000051678

OK

Scheme No: **00000000XXX-000**
Employer/Member Name:
Plan Type: **All Plans**

100% NON-DIS

Fund Name	Contribution Allocation	
	Employer	Employee
BEA (Industry Scheme) Growth Fund	20	50
BEA (Industry Scheme) Balanced Fund	50	50
BEA (Industry Scheme) Stable Fund	30	0
BEA (Industry Scheme) Asian Equity Fund	0	0
BEA (Industry Scheme) Greater China Equity Fund	0	0
BEA (Industry Scheme) Hong Kong Equity Fund	0	0
BEA China Tracker Fund	0	0
BEA Hong Kong Tracker Fund	0	0
BEA (Industry Scheme) RMB & HKD Money Market Fund	0	0
BEA (Industry Scheme) MPF Conservative Fund	0	0
BEA (Industry Scheme) Core Accumulation Fund (individual fund without de-risking based on age)+	0	0
BEA (Industry Scheme) Age 65 Plus Fund (individual fund without de-risking based on age)+	0	0
Total	100%	100%

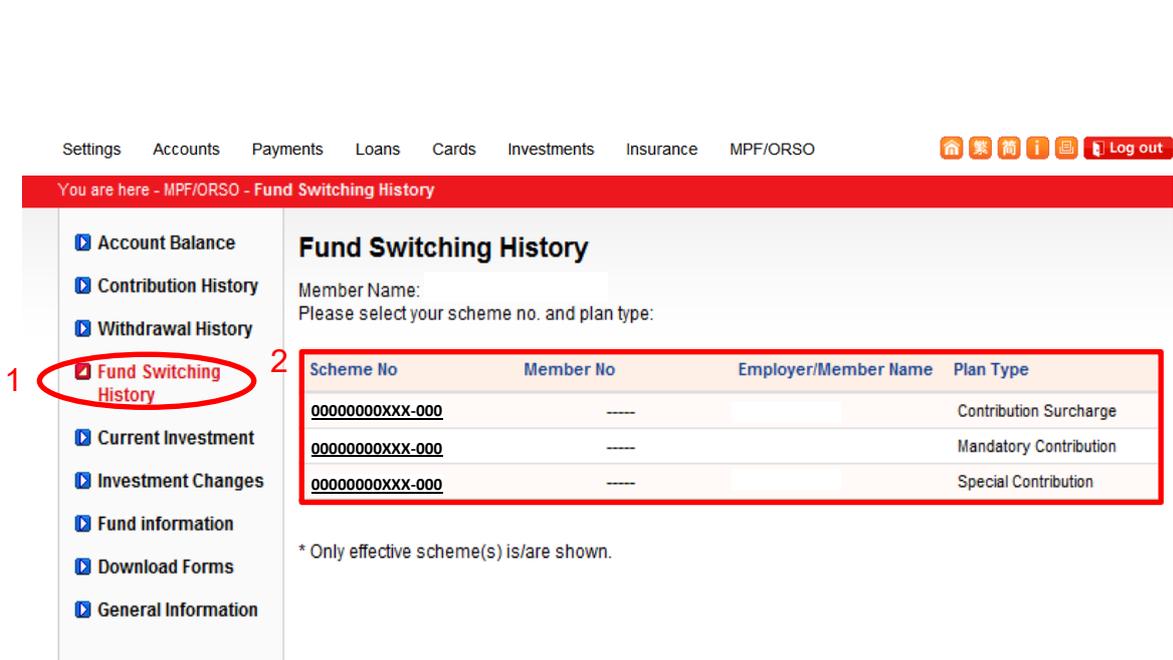
Effective Date: 16-07-2018

+ De-risking mechanism will not apply where the member chooses these constituent funds as standalone investments (rather than as part of the DIS). However, the funds with same name under DIS and non-DIS have the same unit prices.

If you wish to switch out of the DIS, you need to submit both (1) change of Investment Choice Instruction; and (2) Switching instruction, to change all DIS to non-DIS funds.

Fund Switching History

1. Log in to your **BEA Online Services** and select “MPF/ORSO > Fund Switching History”
2. Select the scheme number and plan type that you would like to review.



Settings Accounts Payments Loans Cards Investments Insurance MPF/ORSO      Log out

You are here - MPF/ORSO - Fund Switching History

Fund Switching History

Member Name:

Please select your scheme no. and plan type:

Scheme No	Member No	Employer/Member Name	Plan Type
<u>0000000XXX-000</u>	----		Contribution Surcharge
<u>0000000XXX-000</u>	----		Mandatory Contribution
<u>0000000XXX-000</u>	----		Special Contribution

* Only effective scheme(s) is/are shown.

3. Select a dealing date for the instruction, and click “Details” to review your fund switching information.

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Fund Switching History

Scheme No: 00000017380-000
Employer/Member Name: AG Ctwo
Plan Type: Mandatory Contribution

As at 13 JUL 2018 14:22:36 HKG

Dealing Date	Switch out Fund Name	Portion	Switch in Fund Name	
12 JAN 2016	BEA (Industry Scheme) Growth Fund	Employer and Member	BEA (Industry Scheme) Stable Fund	3 Details
7 JAN 2016	BEA (Industry Scheme) Core Accumulation Fund (individual fund without de-risking based on age)+	Employer and Member	BEA (Industry Scheme) Core Accumulation Fund (DIS) (under Default Investment Strategy with de-risking based on age)^	Details

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Fund Switching History

Scheme No: 00000000XXX-000
Employer/Member Name:
Plan Type: Mandatory Contribution
Dealing Date: 12 JAN 2016

Member Portion:

Switch out Fund Name	No. of Units	Unit Price	Amount HK\$
BEA (Industry Scheme) Growth Fund	38.122	13.2800	506.26
Switch in Fund Name	No. of Units	Unit Price	Amount HK\$
BEA (Industry Scheme) Stable Fund	31.641	16.0000	506.26
Total switch in amount:			506.26

Employer Portion:

Switch out Fund Name	No. of Units	Unit Price	Amount HK\$
BEA (Industry Scheme) Growth Fund	38.122	13.2800	506.26
Switch in Fund Name	No. of Units	Unit Price	Amount HK\$
BEA (Industry Scheme) Stable Fund	31.641	16.0000	506.26
Total switch in amount:			506.26

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Notes

- 1) Only fund switching records for the past 3 years will be available.
- 2) Transactions will only be shown in the fund switching record after they have been completed.