

## **Important Notice of onboarding to eMPF Platform**

**China Life MPF Master Trust Scheme (“China Life Scheme”)** is scheduled to be onboarded to the eMPF Platform on **29 July 2024 (“Onboarding Date”)**. The eMPF Platform is a one-stop electronic platform for participating employers and scheme members to manage their MPF account(s) across different MPF registered scheme(s) anytime and anywhere through the eMPF Web Portal or the eMPF Mobile App. Upon China Life Scheme got onboard to the eMPF Platform, the administration of China Life Scheme will be performed by the eMPF Platform. Employers and Members are immediately required to manage their MPF accounts via, and submit their MPF instructions, to the eMPF Platform (including revised or supplementary information relating to instructions submitted to trustees previously before the Onboarding Date stated above).

### **Impact on/Actions to be taken by Employers & Members**

Upon or after onboarding, Employers and Members who intend to use/access to electronic channel/submit instructions electronically will have to register with the eMPF Platform. Employers who currently use their own payroll system to calculate and/or submit contributions to China Life Trustees Limited (“CLT”), should check with their respective payroll vendors or in-house IT system and application developers to ensure their payroll system is eMPF-ready or eMPF-certified. To facilitate the onboarding of China Life Scheme, dealings (including contributions, switchings, redemptions, change of investment mandate) will be suspended from **22 July 2024 to 28 July 2024** (both dates inclusive). You may submit valid dealing instructions to CLT by the following respective cut-off dates and time in order to have your instructions\* processed before the Onboarding Date.

<b>Instructions</b>	<b>Received on or before</b>
Application by Employers	4:00p.m. 15 July 2024
Member enrolment	4:00p.m. 15 July 2024
Contributions	4:00p.m. 12 July 2024
Transfer in	Any valid transfer-in request must reach CLT: <ul style="list-style-type: none"><li>● New and existing Employer - 4:00p.m. 15 July 2024</li><li>● Member - 4:00p.m. 15 July 2024</li></ul>

Instructions	Received on or before
Redemption (excluding transfer out)	<ul style="list-style-type: none"> <li>● Termination of participation by Employer -4:00p.m. 11 July 2024</li> <li>● Member’s Permanent departure from Hong Kong - 4:00p.m. 8 July 2024</li> <li>● Member’s Termination and other circumstances - 4:00p.m. 15 July 2024</li> </ul>
Transfer out	Any valid transfer-out request must reach CLT via the designated new trustee: <ul style="list-style-type: none"> <li>● Existing Employer - 4:00p.m. 11 July 2024</li> <li>● Member - 4:00p.m. 9 July 2024</li> </ul>
Fund rebalancing or change of investment mandate	4:00p.m. 17 July 2024
Employer/Member Information Change	4:00p.m. 15 July 2024

Note\* In relation to transfer-in, the transfer-in instructions will be processed and sent to the transfer-out trustee before the Onboarding Date.

If any instructions cannot be effected before the Onboarding Date (except for the instructions related to fund rebalancing or fund rebalancing with change of investment mandate), the instructions will be carried out as soon as practicable after the Onboarding Date by the eMPF Platform Company Limited (“the eMPF Company”). For the instructions related to fund rebalancing or fund rebalancing with change of investment mandate given after the above cut off dates and time, you should resubmit your instructions to the eMPF Company on or after the Onboarding Date. Please note that Instructions cannot be given via China Life MPF Online Platform (website or Mobile apps) after the above cut-off dates and time to the CLT. **The China Life MPF Online Platform (website and Mobile apps) will stop service from 29 July 2024, please use the eMPF platform for enquiry and submission of instructions.**

In order to facilitate the data migration to eMPF Platform, the direct debit date for July 2024 monthly contribution for Self-Employed Person (“SEP”), Smart Easy Personal Contributions (“SVC”) and Tax Deductible Voluntary Contribution (“TVC”) Accounts will be changed as follows:

Account Type	Original Direct Debit Date	New Direct Debit Date
SEP	24 July 2024 (Wednesday)	4 July 2024 (Thursday)
SVC & TVC	29 July 2024 (Monday)	4 July 2024 (Thursday)

The change will resume to normal after the migration, i.e. the 24th of each calendar month for SEP and the 27th of each calendar month for SVC and TVC Accounts.

In order to know more about the eMPF Platform and to get prepared for the onboarding, Employers and Members of China Life Scheme are cordially invited to the eMPF introductory seminars. As regards enquiries and information other than in relation to scheme administration services, such as fund-specific and trustee-specific enquiries and information, Employers and Members can contact CLT at our Hotline 3999 5555. With effect from the Onboarding Date, Employers and Members of China Life Scheme, 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 183 2622 or visit eMPF Service Centres. For details, please refer to the “Notice to Participating Employers and Members” issued on 22 May 2024.

**Reminder**

**China Life MPF Master Trust Scheme**  
(“China Life Scheme”)

With effect from 29 July 2024, the scheme administration services of China Life Scheme will be performed by eMPF Platform.

Employer and scheme members please submit MPF administration instructions and access your MPF account information and balance via the eMPF Web Portal or eMPF Mobile App from 29 July 2024 onwards.

Alternatively, instructions may also be submitted by paper-based means to the eMPF Platform by post, fax, email or in person. Please use the correct version of eMPF paper instruction forms if you would like to submit paper form. You can obtain the paper form from eMPF Service Centres or download from [eMPF.org.hk/forms/en](http://eMPF.org.hk/forms/en):

- Postal Address: PO Box 98929 Tsim Sha Tsui Post Office
- Fax number\*: 3197 2988
- Email Address\*: [forms@support.empf.org.hk](mailto:forms@support.empf.org.hk)
- In person to either 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: Monday to Friday 9:00 am to 6:00 pm  
Saturday 9:00 am to 1:00 pm  
Closed on Sunday and Public Holidays

*\*Not applicable to application that approved trustee requires certified true copy of supporting document.*

**Please be reminded that the MPF administration instructions received by China Life Trustees Limited through our original channels after 29 July 2024 will lead to rejection of the instructions.**