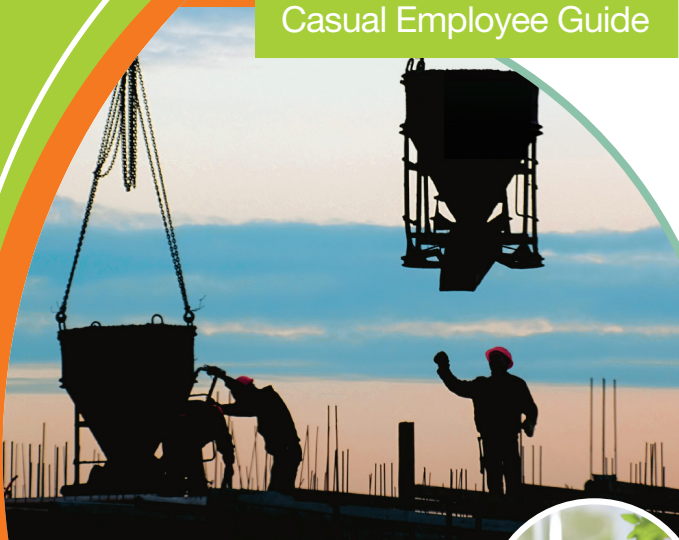


Casual Employee Guide



**BCT (MPF)
Industry Choice**



bct
銀聯集團

Welcome to the BCT (MPF) Industry Choice

BCT is always here to help you reach your retirement goals with ease and comfort. We will forge ahead with you in the years to come to continuously provide best-in-class services to you.

This leaflet is specially designed to assist you in managing your MPF investments and understanding more about the administrative procedures.

To obtain more information about the investment funds under the Plan including investment objectives and the risk levels, please refer to the Product Summary of the Plan. You are advised to read through the Product Summary before making any investment decisions.

Please download BCT Mobile App “BCT MPF” now, to get MPF Information at your fingertips. You can check account and fund information anytime anywhere. App users can receive the latest news of BCT and monthly market outlook instantly.

BCT has launched two-factor authentication for online member account, you can register your biometric factor (fingerprints or facial recognition) via the app, and use it to log into your member account quickly and securely.

If you have any questions about this leaflet, please call our Member Hotline at 2298 9333.

Member Services

Providing client-centric servicing has always been our priority. Apart from our vast servicing bank network, we have set up multi channels for you to conveniently access and manage your MPF account. These channels include:

Member Hotline	2298 9333	
Mobile App	BCT MPF	
E-mail	bct@bcthk.com	
Website	www.bcthk.com	
Smart Assistant	BCT Smart Assistant Macy answers your MPF enquiries around the clock on website and mobile app. You can even have live chat with our BCT customer service representatives during office hours	
Servicing Banks	Chong Hing Bank Dah Sing Bank ICBC (Asia) Public Bank	CMB Wing Lung Bank Fubon Bank OCBC Wing Hang Shanghai Commercial Bank
Customer Service Counter	18/F Cosco Tower 183 Queen's Road Central Hong Kong Monday to Friday 9:00 am to 6:00 pm (Except public holidays)	

Membership

Casual Employees of the Plan are

- in the catering or construction industry;
- aged between 18 and under 65;
- full time or part time; and
- employed by an employer on a daily basis or for a fixed period of less than 60 days.

How to enrol

Register online via the simple “eEnrolment” platform.
(www.bcthk.com/en/enroll or scan the QR code below)



or complete *Application Form - Casual Employee (and CRS Self-Certification)* [FORM: AP (CEE)] and *Industry Classification Form* [FORM: IC-I (ALL)], and send it together with a copy of your Hong Kong Identity Card to us directly.

After completion of enrolment, you will receive a **Notice of Participation**, a **Casual Employee Card** and email or SMS of retrieving a verification code to set personal password.



Casual Employee Card



Stand-alone Casual Employee Account

The Casual Employee Account is “your” dedicated personal account. Even when your employment status has changed or having reached 65, you can still maintain your account with us. Not only will you be saved from unnecessary redemption of fund units, but also from the hassle of having to register again if you are re-employed as a casual employee in the future.

Contribution Calculation

Daily-rated casual employees

Daily Income *	Mandatory contribution amount	
	Employer's contributions	Employee's contributions
Less than \$280	\$10	Not required
\$280 or more but less than \$350	\$15	\$15
\$350 or more but less than \$450	\$20	\$20
\$450 or more but less than \$550	\$25	\$25
\$550 or more but less than \$650	\$30	\$30
\$650 or more but less than \$750	\$35	\$35
\$750 or more but less than \$850	\$40	\$40
\$850 or more but less than \$950	\$45	\$45
\$950 or more	\$50	\$50

* In relation to a non-daily-rated casual employee, the “Daily Income” is determined as follows:

$$\text{Daily Income} = \frac{\text{Total relevant income earned from an employer in a contribution period}}{\text{Total no. of days worked for the employer in the contribution period}}$$

Relevant Income

Relevant income includes salary, wages, allowances, commission, gratuities, housing allowance and other housing benefits, gratuity, bonus, leave pay, fee and perquisite. However, long service payment / severance payment, payment in lieu of notice and compensation for occupational injuries are excluded.

“Tax Deductible Voluntary Contributions” and “Special Voluntary Contributions”

You may also choose to make Tax Deductible Voluntary Contributions and Special Voluntary Contributions, there is no need to go through your employer and you can make flexible contributions.

Tax Deductible Voluntary Contributions

- Enjoy tax deduction
- Reservation rules and withdrawal restrictions are same as the Mandatory Contributions
- Provide options for one-off withdrawal at retirement age of 65 or by installments
- Annual contributions summary to facilitate your tax return filing

Special Voluntary Contributions

- Can withdraw SVC balance according to own financial needs

What to do:

Call MPF Expert Hotline 2298 9888 or make application via MPF eChannel. (please scan the below QR code)



Member Communications

- Casual Employee Monthly Statement by mail if contributions are made to your account within a month
- Annual Benefit Statement by mail and on web to list the asset details of the account
- Fund Performance Fact Sheet and Monthly Fund Performance Table on web to illustrate fund performance of your MPF plan
- BCT eConnect monthly e-newsletter to update you the latest information

BCT eJourney

Our website, mobile app (BCT MPF) and 24-hour IVRS are set up for your convenience so that you can access and manage all your MPF accounts round the clock. You just need one single PIN to access the above platforms.

In addition, simply register through website or call our member hotline, you will receive a monthly SMS notification of your account balance calculated by fund prices as at the last business day of previous month.

Setting e-Platform Password

Start your e-journey at BCT by setting a password with easy steps below.

New Member (activate password)

- Once you received email or SMS for retrieving a verification code, please select “For new members to obtain login password / verification code” on member website’s login page
- Enter your personal information by following the instructions. Then you will receive a 6-digit verification code (valid for 24 hours)
- When you receive the verification code, please select “Password Setup” and set your 8-digit personal password by following the instructions.

Existing Member (if reset password is needed)

- Select “Forgot Password” on member website’s login page
- Enter your personal information by following the instructions. Then you will receive a 6-digit verification code (valid for 24 hours)
- When you receive the verification code, please select “Password Setup” and set your 8-digit personal password by following the instructions.

Two-factor Authentication for Online Account

To offer a safer and more reliable online platform for you to manage MPF account, we have launched Two-factor Authentication ("2FA") for BCT's ePlatforms. We provide two options to enable 2FA:

- (1) use of **biometric factor** such as fingerprints or facial recognition. When you register for biometric factor, you also need to receive the one-time password via SMS / email, or
- (2) **one-time password** via SMS / email.

Biometric Factor

Biometric factor is login to account via fingerprints or facial recognition¹, you need to register for using biometric factor. You can register fingerprints or facial recognition via simple steps in BCT mobile app "BCT MPF" on mobile device².

Features

- Login to your account with your own unique fingerprint or face recognition, only you can login to your account so account security is enhanced.
- No need to memorize and save password
- Account login is faster and convenient

¹ Facial recognition is supported by certain models of mobile device under iOS system.

² Mobile device with fingerprint or facial recognition is required.

One-time Password

You can choose to receive the "one-time password" via SMS / email.

Features

- Applicable to all computers and mobile devices
- No registration is required
- No need to memorize and save password
- More protection as the password is generated by computer instantly, which can only be used once

Choosing Funds

“BCT iPortfolio” Helps You Make Informed Investment Decision

To provide more investment-related information for you to make informed investment decision, we have launched “BCT iPortfolio” on website’s retirement planning section and mobile app.

Asset Allocation in 3 Steps

- 1. Identify Your Investor Type** – Before making any investment decisions, you can complete the risk assessment questionnaire and check your risk tolerance level, according to your retirement goal, income, age and risk appetite.
- 2. “BCT iPortfolio” Provides You with Investment Reference** – Upon completing the risk assessment questionnaire, “BCT iPortfolio” will show model portfolios suited to investors of different risk levels, to help you make informed investment decisions.
- 3. Review Portfolio Regularly** – Do the risk assessment questionnaire every year, or when you move to a different life stage, and adjust asset allocation as necessary. If you are a BCT member, you can log into your account and save the assessment result. The system will remind you to do the assessment every year automatically. This makes portfolio review and asset allocation more flexible and easier.

Please scan the QR code below to complete the risk assessment questionnaire:



Change of Investment Mandate or Fund Switching

There is no limit on the number of instructions for change of investment mandate and fund switching. You can do it anytime, anywhere through our website or mobile app (BCT MPF) for free.

Change of Investment Mandate

To change the investment mandate of all **future** contributions and transfer-in asset.

Fund Switching

To change the investment allocation of **existing balance** held in your MPF account.

What to do:

Simply submit your request to us through our website or mobile app (BCT MPF), or notify us by completing *Change of Investment Mandate for Future Contributions / Fund Switching for Existing Balance Form [FORM: FS (MEM)-IS]*. (please scan the below QR code)



All related instructions received by BCT before 4pm on any business day, will be processed the same day.

Tips for you:

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.

Change of Personal Information

To avoid missing important communications or member benefit statement, please inform us should there be any changes in your correspondence address, e-mail address or contact telephone number.

What to do:

Simply login to member website and update / provide your information in “Personal Information Maintenance” page under “My BCT”, it is quick and convenient, or notify us by completing *Information Update Form (For Scheme Member)* [FORM: IU (MEM)]. (please scan the below QR code)



Feature of Mandatory Contributions and Withdrawal of Account Balance

Preservation: Account balance (accrued benefits) derived from mandatory contributions will be preserved until you reach the age of 65. Early withdrawal is allowed only under any one of the following circumstances:

Claim Reason

- Early Retirement
- Total Incapacity
- Terminal Illness
- Death
- Permanent Departure from Hong Kong
- Small Balance Account

Eligibility

Having reached the age of 60 and have permanently ceased from employment / self-employment

Permanently unfit to perform the kind of work that you were last performing before becoming incapacitated

You must be considered as having an illness that is likely to reduce your life expectancy to 12 months or less in a doctor's opinion.

The personal representative(s) of a deceased member can claim for the payment

Departing from Hong Kong permanently (This can only be used as a ground for withdrawal once in your lifetime)

Fulfilling all the criteria below:

- The account balance in your account are less than or equal to \$5,000 and as at the date of the claim, at least 12 months have elapsed since the contribution day in respect of the latest contribution period for which a mandatory contribution is required to be made;
- No MPF assets are kept in any other scheme; and
- No intention to become employed or self-employed in the foreseeable future

Withdrawal of MPF Benefits by Instalments

Employees at the retirement age of 65 and early retirement at the age of 60 may either withdraw their MPF benefits in a lump sum, or leave all their MPF benefits in the schemes for continuous accumulation. Starting from 1 February 2016, these employees may also choose to withdraw their MPF benefits by instalments free of charge.

Vesting: All mandatory contributions made by you and your employer(s), and any income and gains derived from them are fully and immediately vested in you.

Offsetting Arrangement of Long Service Payment (“LSP”) and Severance Payment (“SP”)

If your employer is planning to offset the LSP or SP paid to you with the MPF assets derived from the employer's contribution, please note the following:

Under the Employment Ordinance, some employees may be entitled to LSP or SP. According to the MPF legislation, an employer can offset the LSP or SP paid to an employee with the MPF assets derived from the employer's contribution made to an MPF scheme for that employee.

Employers and employees should note that the offsetting sequence is:

1. Vested balance of employer voluntary contributions (if any)
2. Employer mandatory contributions unless the relevant participation agreement (the “Agreement”) specifies otherwise.

Employers are encouraged to communicate to their employees if they have revised the Agreement in relation to the LSP / SP offsetting arrangement. In addition, they are also encouraged to communicate their intention to their employees with regard to LSP / SP set-off before making the set-off application to the trustee.

For relevant enquiry or arrangement, please call our Member Hotline at 2298 9333.

Plan Sponsor: BCT Financial Limited

Trustee & Administrator: Bank Consortium Trust Company Limited

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