

醫院管理局公積金計劃
 (“HAPFS”)

僱員自願性供款平台用戶指南

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簡介

- ▶ 僱員自願性供款平台在 2023年5月22日推出，讓合資格的HAPFS成員首次登記參加自願性供款，揀選供款率及首次基金選擇。
- ▶ 您可以進入醫管局人力資源內聯網下的醫管局公積金計劃網頁（<http://hapfs.home>），點擊「會員登入」，然後點擊「EVC平台」，以進入EVC平台。
- ▶ 請注意，您不能通過其他方式（例如HA手機應用程式）進入EVC平台。
- ▶ 一旦提交了供款指示，您的EVC供款率只能在下一年度更新窗口開放時才能更改。
- ▶ 如果您在EVC網站上遇到任何問題，請致電IT總部熱線(852) 2515 2653或瀏覽 <http://callcentre.home>
- ▶ 如對 EVC 有任何疑問，可致電景順積金熱線 (852) 3191 8088查詢，或參閱 EVC 的常見問題。

首次登記

步驟1: 進入醫管局人力資源內聯網下的醫管局公積金計劃網頁(<http://hapfs.home>), 並登入EVC平台。

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Hospital Authority Provident Fund Scheme

醫院管理局公積金計劃

醫院管理局 HOSPITAL AUTHORITY

HIGHLIGHTS You may call Invesco Hotline at 3191 80

- 1. Contact List
- 2. Terms of Reference
- 3. 2021 SRC Meeting Note
- 4. 2020 SRC Meeting Note
- 5. 2019 SRC Meeting Note
- 6. 2018 SRC Meeting Note
- 7. 2017 SRC Meeting Note
- 8. Archive

Staff Representatives Committee

Fund Price and performance

Useful Information

Scheme Governance

Annual Reports

Membership Extension

Member Login

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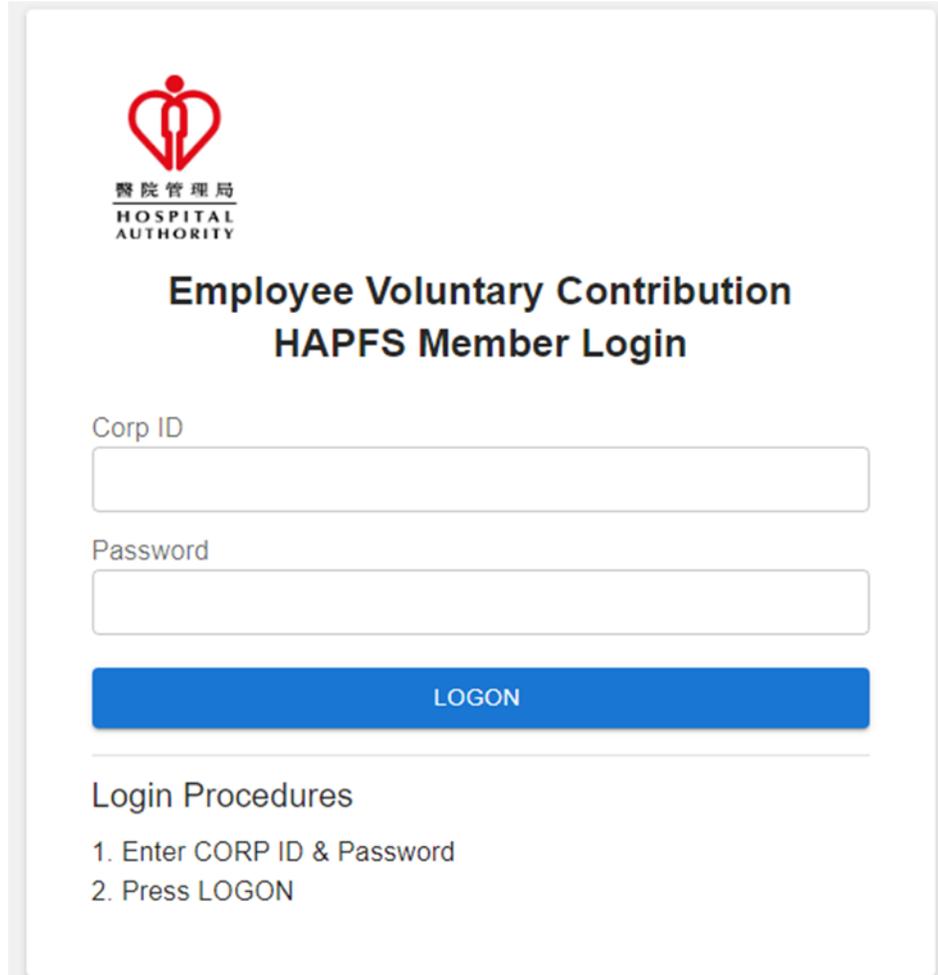
Member Login

Dedicated webpage for HA employees

Login to EVC Platform

Login to EVC Platform

步驟2: 使用您的CORP帳戶ID和密碼登入。



The screenshot shows a login interface for HAPFS members. At the top left is the Hospital Authority logo, which consists of a red heart shape with a stylized figure inside, and the text '醫院管理局 HOSPITAL AUTHORITY' below it. The main heading is 'Employee Voluntary Contribution HAPFS Member Login'. Below this are two input fields: 'Corp ID' and 'Password'. A blue button labeled 'LOGON' is positioned below the password field. At the bottom, there is a section titled 'Login Procedures' with a two-step list: '1. Enter CORP ID & Password' and '2. Press LOGON'.


醫院管理局
HOSPITAL
AUTHORITY

Employee Voluntary Contribution HAPFS Member Login

Corp ID

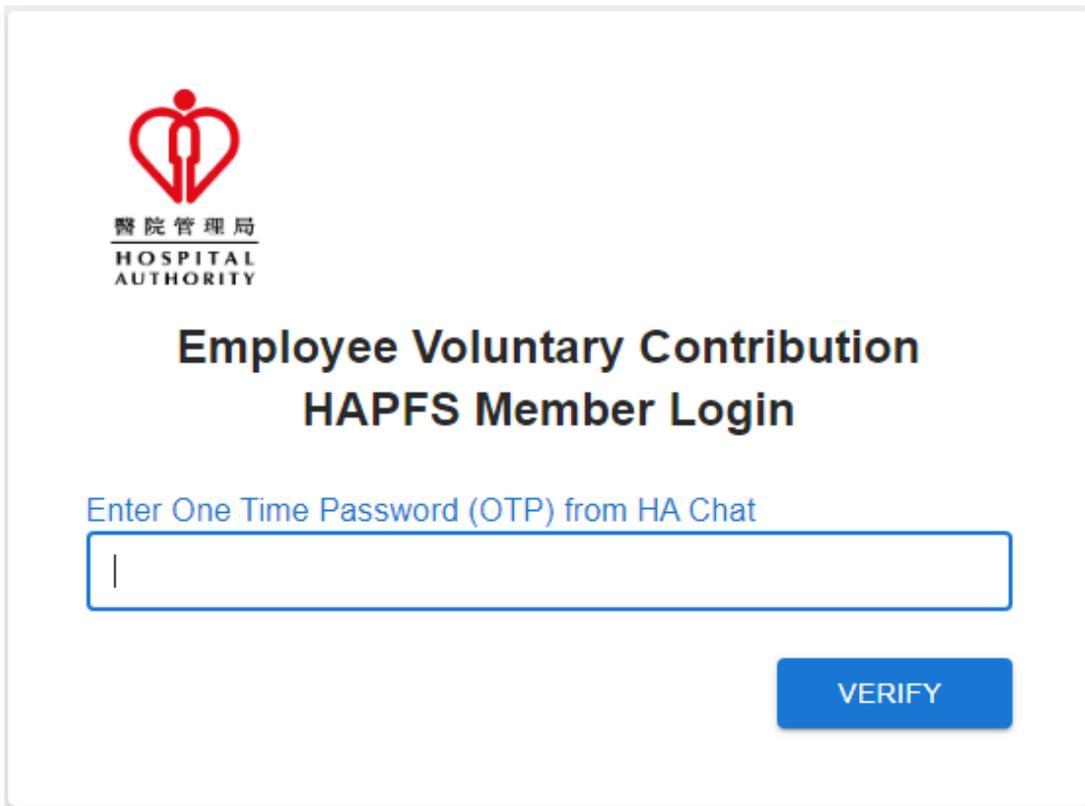
Password

LOGON

Login Procedures

1. Enter CORP ID & Password
2. Press LOGON

步驟3: 前往HA Chat以接收一個六位數字的一次性密碼 ("OTP") , 並輸入以進行驗證。



The screenshot shows a login verification interface for HAPFS members. At the top left is the Hospital Authority logo, which consists of a red stylized heart shape with a person figure inside, and the text '醫院管理局' and 'HOSPITAL AUTHORITY' below it. The main heading is 'Employee Voluntary Contribution HAPFS Member Login'. Below this is a prompt: 'Enter One Time Password (OTP) from HA Chat'. There is a text input field with a vertical cursor. At the bottom right is a blue button labeled 'VERIFY'.

步驟4: 輸入您的供款率和首次基金選擇。

- ▶ 供款率必須是1%的倍數，最高為15%。
- ▶ 基金選擇為10%的倍數，總和必須為100%。



醫院管理局
HOSPITAL
AUTHORITY

Please input your investment allocation and contribution percentage for your **employee voluntary contribution**.

Contribution % (in multiples of 1% up to 15%) 供款比率
 %

Investment Allocation % (in multiples of 10%) 供款投資選擇

Global Equity Fund - 環球股票基金
 %

Growth Fund - 增長基金
 %

Balanced Fund - 均衡基金
 %

Conservative Fund - 保守基金
 %

Global Bond Fund - 環球債券基金
 %

Money Market Fund - 貨幣市場基金
 %

Total (must equal to 100%) 0%

步驟5: 閱讀並接受免責聲明。

- ▶ 請先仔細閱讀重要事項。
- ▶ 如果您不接受免責聲明，請點擊「取消」。

Employee Voluntary Contribution
僱員自願性供款

Important Notes 重要事項

- You should consider your own risk tolerance level and financial circumstances before making any investment choices or investing in the Employee Voluntary Contribution ("EVC"). When you are in doubt as to whether the EVC is suitable for you (including whether it is consistent with your investment objectives), you should seek financial and/or professional advice. You should make the investment decision most suitable to you taking into account your circumstances.
在作出投資選擇或參與僱員自願性供款前，您必須衡量個人可承受風險的程度及財政狀況。如您就僱員自願性供款是否適合您（包括是否符合您的投資目標）而有任何疑問，請徵詢財務及/或專業人士的意見，並因應您的個人狀況而選擇最適合您的投資決定。
- You should not invest based on the information shown on this website alone and should read the Announcement and the "Questions and Answers" document which are available on the HAPFS Intranet (<https://hapfs.home/>) and Invesco website (<https://www.invesco.com/hk/>). If you are in doubt about the meaning or effect of the contents of the Announcement and the "Questions and Answers" document, you should contact Invesco hotline at (852) 3191-8088 or seek financial and/or independent professional advice.
您應該參閱在監管局人力資源內聯網 (<https://hapfs.home/>) 及景順積金網 (<https://www.invesco.com/hk/>) 提供的公告和「問題與解答」，而不應單靠本網頁的資訊作出投資決定。如您對公告和「問題與解答」的內容有任何疑問，請致電景順積金熱線 (852) 3191-8088 查詢或尋求財務及/或獨立專業人士意見。
- Investment involves risks. Past performance is not indicative of future performance. The value of financial instruments, in particular stocks and shares, and any income from such financial instruments, may go down as well as up.
投資涉及風險。過往表現不能作為日後表現的指標。各類金融工具（尤其是股票及股份）的價值及任何來自此類金融工具之收入均可升

I have read through all the important notes.
我已經細閱所有重要事項。

接受 取消

步驟5: 閱讀並接受免責聲明(續)。

- ▶ 請先仔細閱讀重要事項。
- ▶ 勾選方框並點擊「接受」以確認您已理解並同意EVC註冊免責聲明。

Employee Voluntary Contribution 僱員自願性供款

Once a year (or, on an annual basis, with effective date as determined by the HAPFS). You should also note that these new instructions are irrevocable and cannot be changed until the next annual update.
您明白僱員自願性供款率(從1%至15%的整數百分比)每年只可作出一次更改，而生效日期則由本計劃決定。請您注意，直至下一年度更新窗口開放前，已更新的僱員自願性供款率是不可中途撤銷及更改。

- For each monthly voluntary contribution, a handling fee will be charged by the Scheme Administrator and will be directly deducted from each of the monthly EVC before investing in your designated fund choice(s).
計劃管理人的手續費將直接從每個月投資到指定基金前的僱員自願性供款中扣除。
- You also acknowledge and agree that the accrued benefits derived from the EVC can only be withdrawn upon cessation of employment with the Hospital Authority.
您明白並同意僱員自願性供款權益只可在離開醫管局後方可提取。
- The Scheme reserves the right to make any changes to the above terms and conditions of the EVC at any time. Such changes will be notified to you by the Scheme in due course.
本計劃保留權利不時更改僱員自願性供款的條款和細則。本計劃將會在適當的時候向您發出更改通知。

I have read through all the important notes.
我已經細閱所有重要事項。

ACCEPT CANCEL
接受 取消

步驟6:查看並確認指示。

- ▶ 請仔細檢視您的指示。
- ▶ 點擊「取消」以返回上一個指示輸入頁面。
- ▶ 點擊「確認」以提交您的指示。
- ▶ 指示一旦提交，您只可在明年更新窗口開放時才能修改或取消該指示。

Review and confirm your employee voluntary contribution instruction

Contribution - 供款比率:	5%
Global Equity Fund - 環球股票基金:	30%
Growth Fund - 增長基金:	30%
Balanced Fund - 均衡基金:	30%
Conservative Fund - 保守基金:	10%
Global Bond Fund - 環球債券基金:	0%
Money Market Fund - 貨幣市場基金:	0%

Note: Once the instruction is submitted, contribution cannot be cancelled or amended until next year when the window is open for subsequent change.

CANCEL CONFIRM

步驟7: 查看在線指示確認書。

- ▶ 查看在線指示確認書上的詳細資料。
- ▶ 您可以保存此頁面以供日後參考。

Your instruction below has been successfully submitted on 03/05/2023.

Contribution - 供款比率:	5%
Global Equity Fund - 環球股票基金:	20%
Growth Fund - 增長基金:	30%
Balanced Fund - 均衡基金:	40%
Conservative Fund - 保守基金:	10%
Global Bond Fund - 環球債券基金:	0%
Money Market Fund - 貨幣市場基金:	0%

The Scheme Administrator will send a confirmation letter to you once your application is completed.

年度更新窗口

步驟1: 進入醫管局人力資源內聯網下的醫管局公積金計劃網頁(<http://hapfs.home>), 並登入EVC平台。

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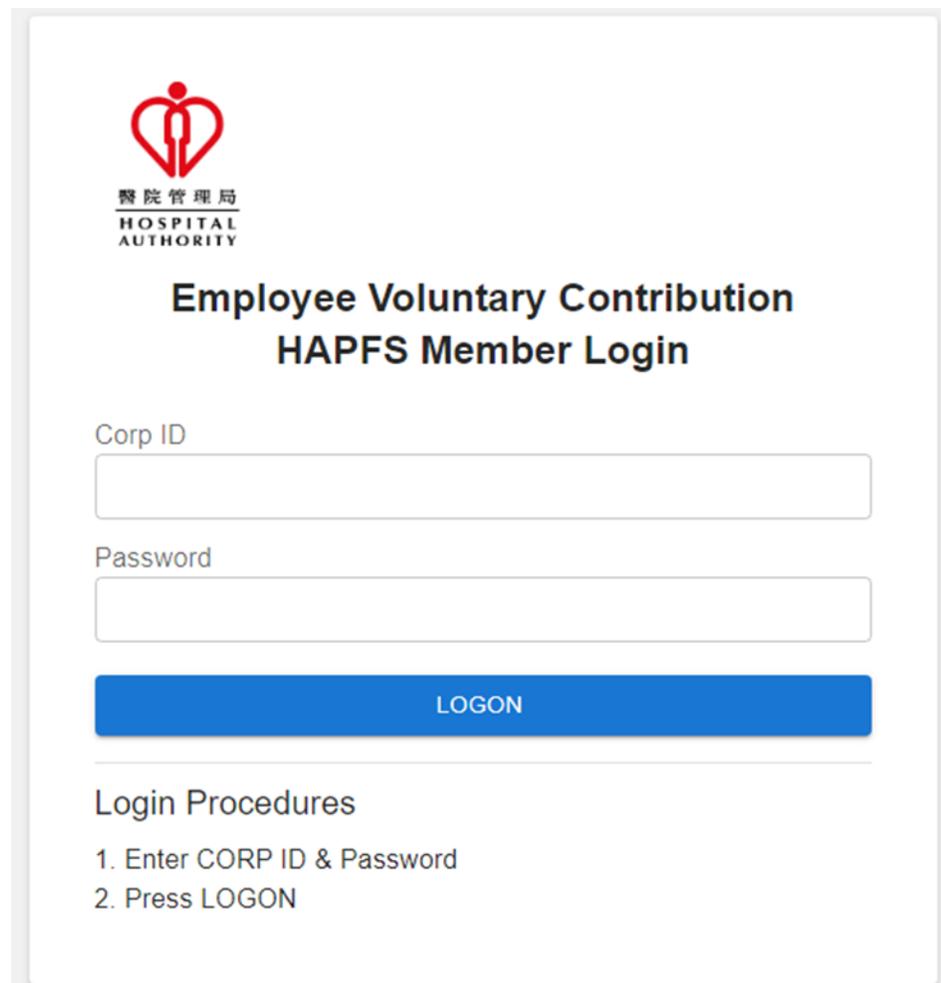
Member Login

Dedicated webpage for HA employees

Login to EVC Platform

Login to EVC Platform

步驟2: 使用您的CORP帳戶ID和密碼登入。



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醫院管理局
HOSPITAL
AUTHORITY

Employee Voluntary Contribution HAPFS Member Login

Corp ID

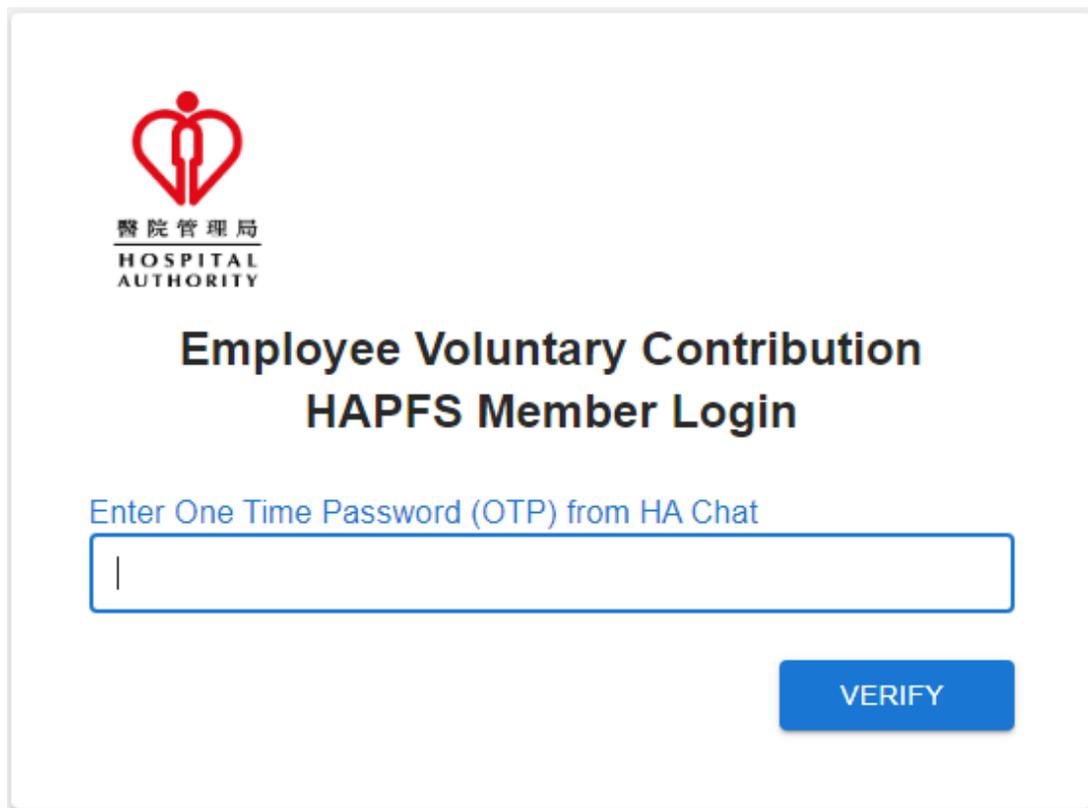
Password

LOGON

Login Procedures

1. Enter CORP ID & Password
2. Press LOGON

步驟3: 前往HA Chat以接收一個六位數字的一次性密碼 ("OTP") , 並輸入以進行驗證。



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步驟4: 輸入新的供款率

- ▶ 您只能在年度更新窗口開放期間更改您的供款率。
- ▶ 如果您想取消EVC，請將您的供款率改為零。
- ▶ 更改將從下個月開始生效。



醫院管理局
HOSPITAL
AUTHORITY

Please input your new contribution percentage for your **employee voluntary contribution**.

Contribution % (in multiples of 1% up to 15%) 供款比率

%

Note: Your investment allocation will not be changed. To change your investment allocation, please submit your instruction through Invesco.

CANCEL

SUBMIT

步驟5: 閱讀並接受免責聲明。

- ▶ 請先仔細閱讀重要事項。
- ▶ 如果您不接受免責聲明，請點擊「取消」。

Employee Voluntary Contribution
僱員自願性供款

Important Notes 重要事項

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投資涉及風險。過往表現不能作為日後表現的指標。各類金融工具（尤其是股票及股份）的價值及任何來自此類金融工具之收入均可升

I have read through all the important notes.
我已經細閱所有重要事項。

接受 取消

步驟5: 閱讀並接受免責聲明(續)。

- ▶ 請先仔細閱讀重要事項。
- ▶ 勾選方框並點擊「接受」以確認您已理解並同意EVC註冊免責聲明。

Employee Voluntary Contribution
僱員自願性供款

once a year (or, on an annual basis, with effective date as determined by the HAPFS). You should also note that these new instructions are irrevocable and cannot be changed until the next annual update.
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您明白並同意僱員自願性供款權益只可在離開醫管局後方可提取。
- The Scheme reserves the right to make any changes to the above terms and conditions of the EVC at any time. Such changes will be notified to you by the Scheme in due course.
本計劃保留權利不時更改僱員自願性供款的條款和細則。本計劃將會在適當的時候向您發出更改通知。

I have read through all the important notes.
我已經細閱所有重要事項。

ACCEPT **CANCEL**
接受 取消

步驟6:查看並確認指示。

- ▶ 請仔細檢視您的指示。
- ▶ 點擊「取消」以返回上一個指示輸入頁面。
- ▶ 點擊「確認」以提交您的指示。

Please review and confirm your employee voluntary contribution percentage

Contribution - 供款比率: 10%

Note: The cut-off time for subsequent change on contribution percentage is (). If you wish to amend your instruction given during the Annual Update Window, you can do so by submitting another instruction before the cut-off time. The last instruction made before the cut-off time will be taken as final.

CANCEL CONFIRM

步驟7: 查看在線指示確認書。

- ▶ 查看在線指示確認書上新的供款率。
- ▶ 您可以保存此頁面以供日後參考。

Your Instruction below has been successfully submitted on 02/05/2023.

Contribution - 供款比率: 10%

The Scheme Administrator will send a confirmation letter to you once your application is completed.