

Frequently Asked Questions on Employee Voluntary Contributions

General

Q.1 What is Employee Voluntary Contributions (“EVC”)?

A.1 EVC is a new contribution arrangement that allows eligible HAPFS members to make additional voluntary contributions to their retirement savings through payroll deductions, in addition to the contributions made by the Hospital Authority (“HA”). By making additional voluntary contributions, members can help cumulate more savings for better live in retirement. The earlier you start making contributions, the more time your savings could grow and compound, which can result in a larger retirement fund.

Q.2 What are the benefits of participating in EVC?

A.2 The following are the key benefits of EVC:

- an all-round investment
- flexible monthly contribution where you could invest in your own way and pace
- tax-deductible
- easy and hassle-free

Q.3 Who is eligible to join EVC?

A.3 All HAPFS members are eligible to join, except extended members or inactive members with account balance only.

Q.4 What fund choices are available for EVC?

A.4 All the fund choices held under the Scheme are also available for EVC.

Q.5 Can I choose different fund choices for my employer contribution and EVC?

A.5 Yes, you can choose different fund choices for your employer contribution and EVC. You have the flexibility to customise your investment options based on your individual needs and goals.

Q.6 Is EVC tax deductible?

A.6 Yes, EVC is tax deductible. The current maximum tax deductible amount is HK\$18,000 for each year of assessment subject to any changes to the Inland Revenue Ordinance. The monthly EVC amount will be shown in the monthly salary slip while the annual EVC amount will be shown in the annual member benefits statement. If you wish to claim tax deduction,

you should indicate the tax deductible EVC amount when you file your personal tax return to the Inland Revenue Department.

Enrolment

Q.7 How can I apply for EVC?

A.7 You can apply for EVC through a dedicated EVC platform on the HAHR Intranet any time after the launch date. After validating your identity, you are required to fill out the contribution percentage and the initial fund choices through an online electronic form.

Q.8 What is the deadline for first-time EVC enrolment applications?

A.8 There is no deadline for the first-time EVC enrolment. You can apply for EVC any time after the launch date. Please note that all EVC enrolment applications submitted within a given month will take effect only from the following month.

Q.9 After submission, can I make changes or withdraw my application before the cut-off time?

A.9 No, EVC enrolment is an irrevocable option. Once submitted, you cannot make changes or withdraw the application until the next annual update window is open.

Q.10 If I submit the first-time enrolment application on the first day of a month, will the EVC amount be deducted from the salary at the same month?

A.10 No, the EVC amount will be deducted from your salary starting from the next month onwards.

Q.11 How do I know my application of enrolment of EVC is successful?

A.11 The Scheme Administrator will issue a confirmation letter to you upon successful enrolment.

Contribution

Q.12 How much can I contribute to EVC?

A.12 You can make your voluntary contributions in increments of 1%, up to a maximum of 15% of your monthly basic salary.

Q.13 What do you mean by “basic salary”? Is monthly allowance or HLISS considered as part of the basic salary?

A.13 Basic salary refers to the latest pay point of basic salary stipulated in the HA pay scales. It does not include monthly allowance and HLISS.

Q.14 Do I need to make EVC on a monthly basis?

A.14 Yes, the EVC amount will be deducted from your salary on a monthly basis.

Q.15 Are there any situations that the EVC amount will not be deducted from my salary?

A.15 EVC amount will not be deducted from your salary for a particular month under the following two exceptional situations:

- when there is an insufficient amount of payroll to deduct the full amount of EVC for a given month; or
- when the total sum of salary deductions exceeds half of the wages payable in a given month as stipulated by the Employment Ordinance because EVC is given the lowest priority for payroll deduction.

Q.16 Will the amount of EVC be adjusted if I get promoted?

A.16 Yes, it will. The amount of EVC is calculated based on your prevailing pay point of basic salary in the payroll system, i.e., Human Capital Management System (HCM), when your payroll is made.

Please note that unlike the back-pay arrangement due to the late approval of the pay adjustment in the HA, there will be no retrospective adjustment for EVC.

Q.17 If a staff member is not on full pay due to reasons such as non-full pay sick leave, will EVC also be deducted from the payroll?

A.17 Provided that there is a sufficient balance of payroll to facilitate the deduction of the full amount of EVC for a given month, the EVC for that month will still be processed accordingly.

Ongoing Administration

Q.18 Are there any fees associated with participating in EVC?

A.18 A handling fee of HKD10 will be charged by the Scheme Administrator for each monthly employee contribution. The handling fee is subject to change.

Q.19 How often can I change my EVC contribution percentage?

A.19 You can only change the percentage of EVC once a year when the annual update window is open.

Q.20 Can I cancel my EVC at any time?

A.20 You can only cancel your EVC by changing the contribution percentage to zero during the annual update window, which occurs once per year. It is not possible to cancel an EVC at any other time.

Q.21 When is the annual update window?

A.21 The details regarding the opening of the annual update window will be shared during the first quarter of every year. Please stay tuned to our announcements for further information.

Q.22 Can I ask for a suspension of my EVC due to a significant change of my financial situation?

A.22 You may seek assistance from your Cluster HR and the approval will be granted on a case-by-case basis. Please note that in any case, you can only withdraw your total EVC balance in conjunction with the total accrued benefits in the HA balance when you cease the employment with the HA.

Q.23 How do I change the fund choices for my future EVC contributions?

A.23 You can change your fund choices for your future EVC contributions on Invesco website or hotline on a monthly basis with the cut-off time at 5:00p.m. on the 23rd of each month (same as the current arrangement). Please note that the 24-hour Interactive Voice Response System ("IVRS") operated by Invesco does not support change of EVC fund choices.




Q.24 How do I make an asset switch for my existing EVC holdings?

A.24 You can perform an asset switch to change the fund choices of your existing EVC holdings on the Invesco website or hotline on a monthly basis with the cut-off time at 5:00p.m. on the 23rd of each month (same as the current arrangement). Please note that the 24-hour IVRS operated by Invesco does not support change of EVC fund choices.

Ongoing Administration (con't)

Q.25 Can I submit asset switch instructions for my EVC account in two consecutive months?

A.25 Yes, you can. However, you should note that your second month's new instruction cannot be submitted until the first month's switching instruction has been transacted and updated in the system. Typically, you will be able to submit the second month's instruction 3 business days after the 15th of the second month. Please refer to the following illustration for reference.

	The 2 nd consecutive month		
	Jun 2023	Jul 2023	Aug 2023
Estimated Previous Month's fund price available date (T)	15 Jun 2023	14 Jul 2023	15 Aug 2023
3 business days after T (T+3)	20 Jun 2023	19 Jul 2023	18 Aug 2023
Cut-off date[^]	23 Jun 2023	24 Jul 2023	23 Aug 2023
Window for 2nd consecutive month instruction submission (for reference only)	From 21 Jun to 23 Jun till 5:00pm	From 20 Jul to 24 Jul till 5:00pm	From 19 Aug to 23 Aug till 5:00pm
			
	3 days	5 days	5 days

[^] If the 23rd is not a business day, the cut-off date will be postponed to the next business day that immediately follows.

Q.26 Can I submit my asset switch instruction for my EVC account if I have submitted an asset switch instruction for my HA account in the previous month?

A.26 Yes, you can. However, you should note that the asset switch instruction for your EVC account will be blocked until the previous month's instruction for the HA account has been completed and updated in the system. Typically, you will be able to submit the asset switch instruction for your EVC account 3 business days after the 15th of the month. Please refer to the illustration on Q.25 for details.

Withdrawal

Q.27 Can I withdraw my contributions at any time?

A.27 No, you can only withdraw your total EVC balance in conjunction with the total accrued benefits in the HA balance when you cease employment with the HA.

Q.28 Can I transfer my EVC balance to an extended membership account if I leave my job?

A.28 Yes, it is permissible to transfer both the total EVC balance and the total accrued benefits in the HA balance to an extended membership account. However, it is not possible to transfer either balance individually to the extended membership account.

Q.29 Can I partially withdraw my EVC during the period of membership extension?

A.29 Yes, it is possible for you to partially withdraw both your EVC balance and the HA account balance simultaneously. However, it should be noted that the withdrawal percentage for both balances must be the same. For example, if you choose to withdraw 30% of your EVC balance, an equivalent percentage of 30% of your HA balance will also be withdrawn at the same time.

Q.30 Can I partially withdraw my EVC in two consecutive months during the period of membership extension?

A.30 Yes, you can. However, you should note that you cannot submit the partial withdrawal instruction in the second consecutive month until the partial withdrawal instruction of the first month has been completed and updated in the system. This means you may have only a few days or even none to submit the second partial withdrawal instruction. Please refer to member handbook for details.

Q.31 What arrangements will be made in the event of my death?

A.31 In the event of death, your designated beneficiary(ies) will be entitled to claim your EVC balance. If there are no designated beneficiaries, your account balance will be claimed by your legal personal representatives.

Others

Q.32 If I have changed the contract terms of employment and opted for HA Mandatory Provident Fund Scheme (“HAMPFS”), can I still make EVC to my HAPFS account?

A.32 No, you can't. Inactive member with account balance only is not allowed to make EVC. However, you could still make fund switching for your EVC balance.

Q.33 Referring to Q.32 above, if I change the contract terms of employment subsequently and opt for HAPFS again, do I need to enrol in EVC again?

A.33 Yes, you need to enrol in EVC and choose your contribution scale and initial fund choices again on the EVC Platform.

Q.34 How do I know if the EVC amount is deducted from my monthly salary?

A.34 The EVC deduction will be shown in your monthly salary slip, or you could refer to the annual member benefits statement for details.

Q.35 How do I know my current EVC contribution percentage?

A.35 You may contact Invesco Hotline at (852) 3191 8088, or you may also refer to the annual member benefits statement for details.

Q.36 What should I do if I have any problems with the EVC portal?

A.36 You should contact HO IT Call Centre at (852) 2515 2653 for assistance.