

Hospital Authority Provident Fund Scheme ("HAPFS")

EVC Platform User Guide

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Introduction

- ▶ EVC Platform is launched on 22nd May 2023 to allow HAPFS eligible members to first-time enroll employee voluntary contribution (“EVC”), input contribution percentage, and initial fund choices.
- ▶ You can access to the EVC Platform by going to the HAPFS website under the HA HR Intranet (<http://hapfs.home>), clicking **Member Login**, and then clicking the **EVC Platform**.
- ▶ Please note that you CANNOT access the EVC Platform by other means such as HA mobile app.
- ▶ Once the instruction is submitted, you can only change your contribution percentage when the platform is open **next** year.
- ▶ If you have any problems in accessing the Platform, please call HA IT Call Centre at (852) 2515 2653 or visit <http://callcentre.home>
- ▶ If you have any questions about EVC, you should contact INVESCO Hotline at (852) 3191 8088 for assistance or you may refer to the FAQ of EVC for details.

First-time Enrollment

Step 1: Go to the HAPFS **Intranet** (<http://hapfs.home>) and login to the EVC Platform.

Home Menu ▾ FAQ Contact Us ENG 中文

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

- Announcements
 - 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
- Fund Price and performance
- Annual Reports
- Useful Information
- Membership Extension
- Scheme Governance
- Member Login**

Home Menu ▾ FAQ Contact Us ENG 中文

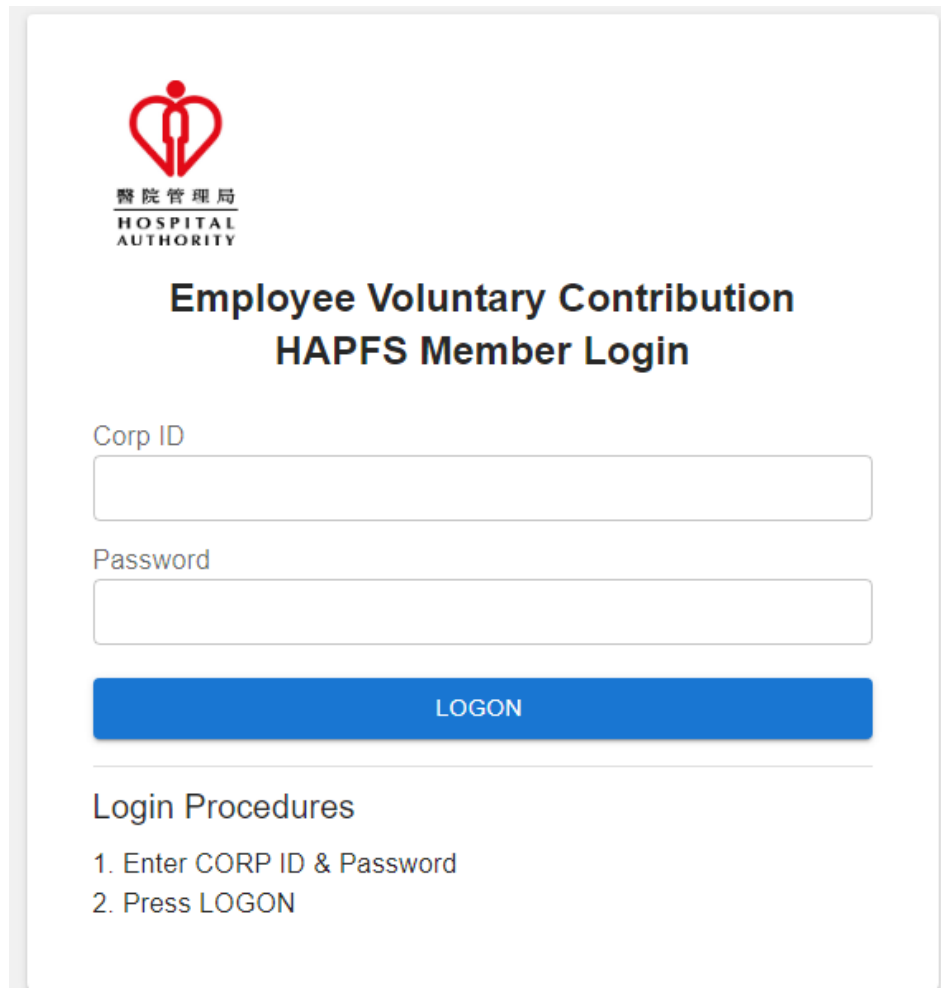
Member Login

Dedicated webpage for HA employees


Login to EVC Platform

Login to EVC Platform

Step 2: Login with your CORP Account ID and Password



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 human 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 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'.


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Employee Voluntary Contribution HAPFS Member Login

Corp ID

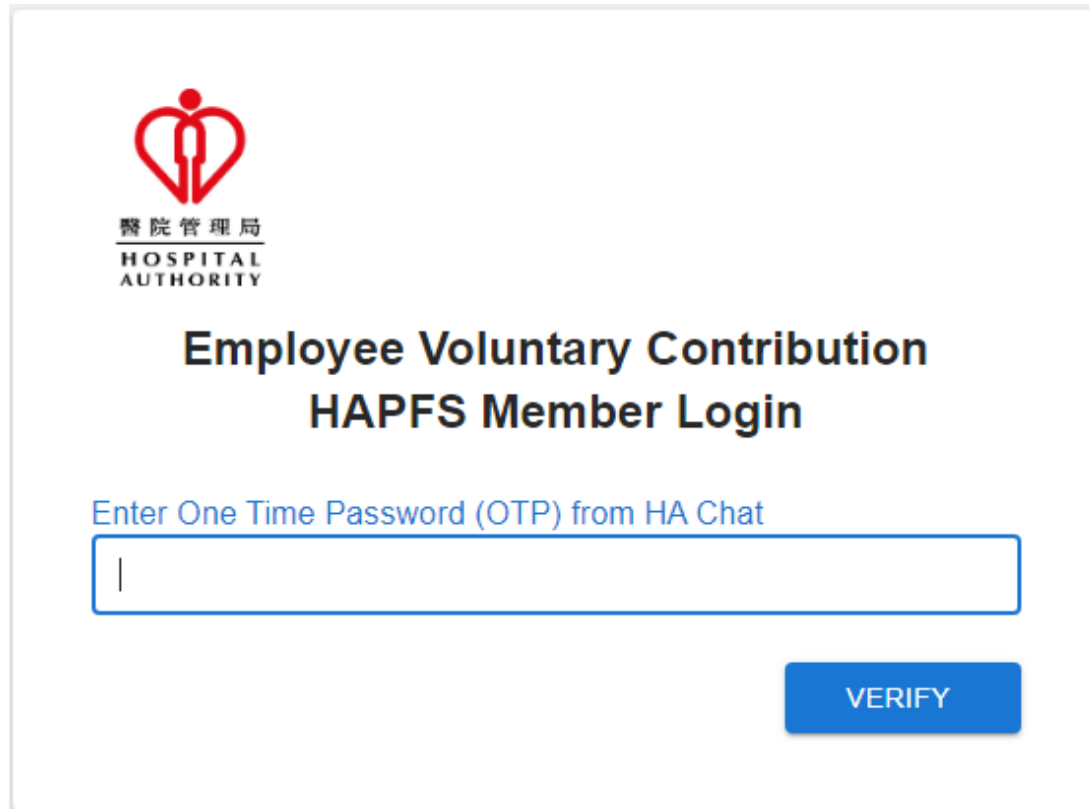
Password

LOGON

Login Procedures

1. Enter CORP ID & Password
2. Press LOGON

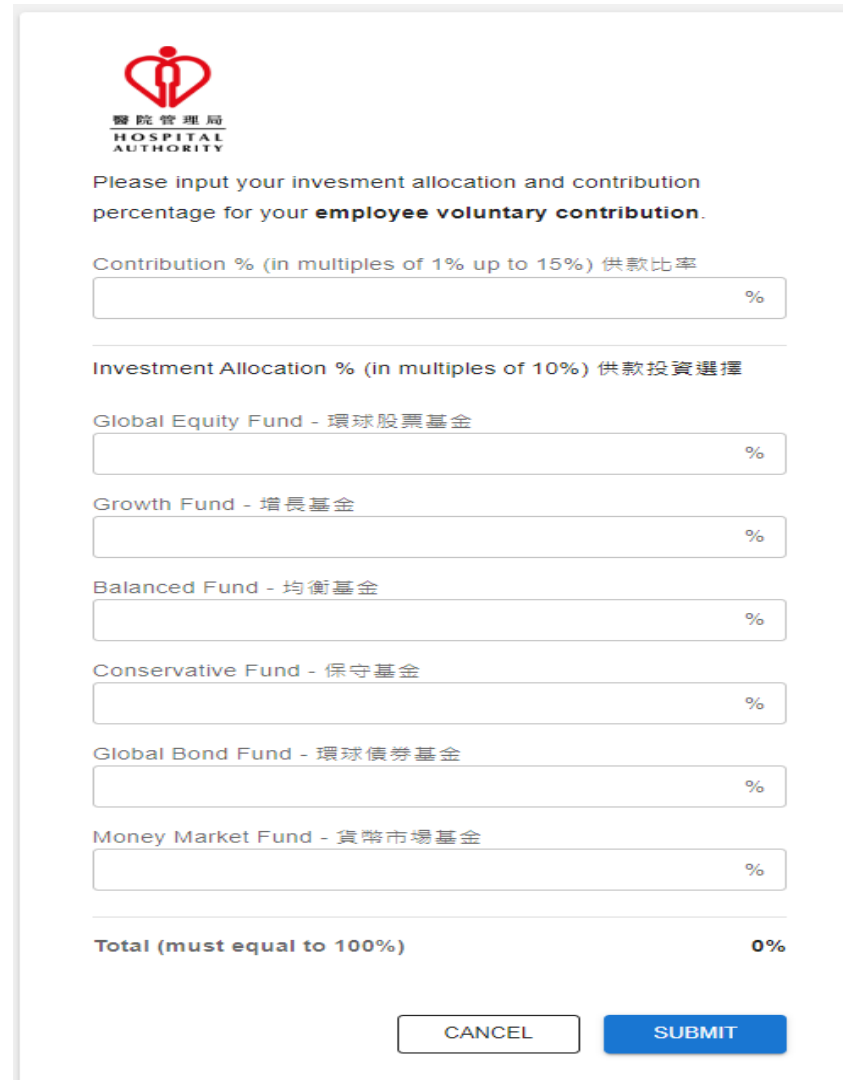
Step 3: Go to HA Chat to receive a six-digit one-time password (“OTP”) and input it for verification




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 with a white 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 on the left. At the bottom right is a blue button with the text 'VERIFY' in white capital letters.

Step 4: Input your contribution percentage and initial fund choice allocation

- ▶ Contribution percentage is in multiple of 1% up to 15%
- ▶ Fund choice allocation is in the multiple of 10% and must add up to 100% in total.




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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%

Step 5: Read and Accept the Disclaimers

- ▶ Read the Important Notes carefully
- ▶ Click “cancel” if you do NOT accept the disclaimers

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頁 (<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。

ACCEPT CANCEL
接受 取消

Step 5: Read and Accept the Disclaimers (Con't)

- ▶ Read the Important Notes carefully
- ▶ Tick the checkbox and click “accept” to confirm you have read and accept the disclaimers for EVC Enrolment

Employee Voluntary Contribution
僱員自願性供款

Once a year (or, on an annual basis), with effect from the date 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

Step 6: Review and Confirm the Instructions

- ▶ Review your instruction carefully
- ▶ Click “Cancel” to return to previous instruction input page
- ▶ Click “Confirm” to submit your instruction.
- ▶ Once the instruction is submitted, you are not allowed to revise or cancel it until the Annual Update Window is open **next** year

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

Step 7: Receive the Online Acknowledgment of Instruction

- ▶ An online acknowledgment of instruction with the details will be displayed for your record.
- ▶ You may save a copy of it for further reference.

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.


Annual Update Window

Step 1: Go to the HAPFS **Intranet** (<http://hapfs.home>) and login to the EVC Platform.

The screenshot shows the homepage of the Hospital Authority Provident Fund Scheme. The header includes navigation links for Home, Menu, FAQ, and Contact Us, along with language options for ENG and 中文, and a search bar. The main content area features the title "Hospital Authority Provident Fund Scheme" and its Chinese equivalent "醫院管理局公積金計劃", accompanied by the Hospital Authority logo. Below this is a "HIGHLIGHTS" section with several colorful tiles: "Announcements" (listing meeting notes), "Fund Price and performance", "Annual Reports", "Useful Information", "Membership Extension", "Scheme Governance", and "Member Login". The "Member Login" tile is circled in green.

The screenshot shows the "Member Login" page. It features a large "LOGIN" graphic with a globe and a mouse cursor. Below the graphic is a "Dedicated webpage for HA employees" section with two "Login to EVC Platform" buttons. The bottom button is circled in green.

Step 2: Login with your CORP Account ID and Password



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Employee Voluntary Contribution HAPFS Member Login

Corp ID

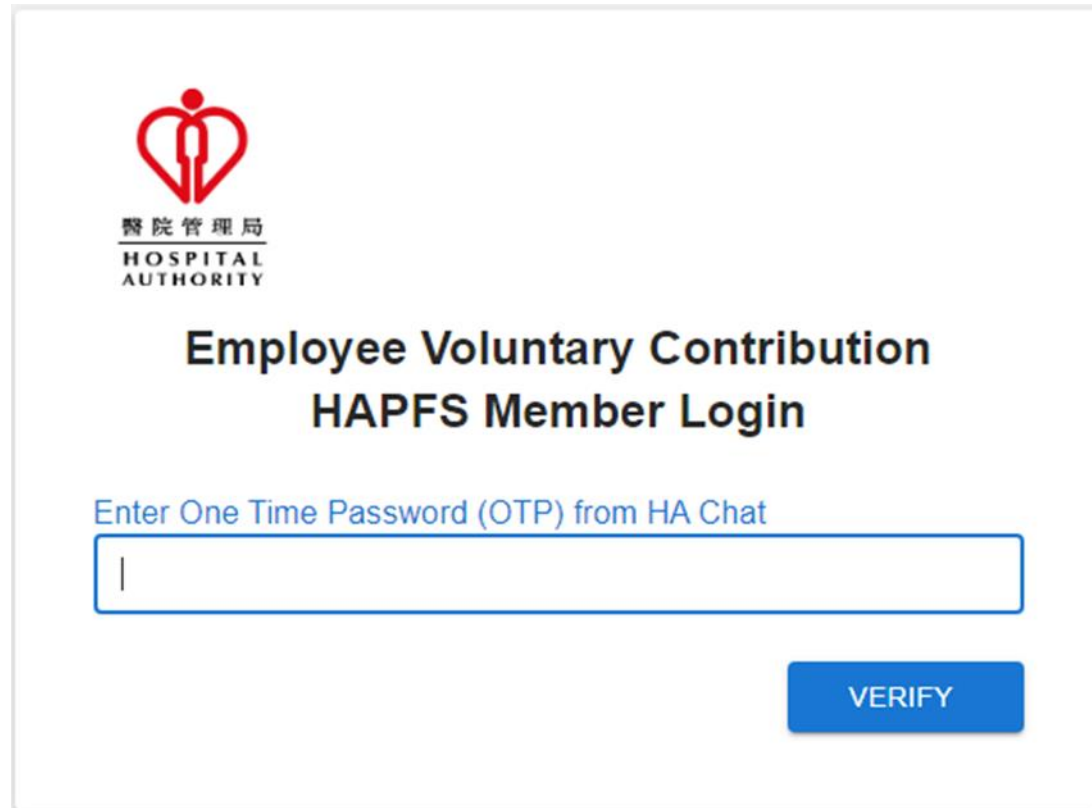
Password

LOGON

Login Procedures

1. Enter CORP ID & Password
2. Press LOGON


Step 3: Go to HA Chat to receive a six-digit one-time password (“OTP”) and input it for verification



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 figure with arms raised inside a heart shape, with 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 on the left. At the bottom right is a blue button labeled 'VERIFY'.

Step 4: Input a new Contribution %

- ▶ You can only change your contribution percentage in the annual update window.
- ▶ If you want to cancel your EVC, please enter zero for your contribution percentage.
- ▶ The change will take effect from the following month.



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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.

Step 5: Read and Accept the Disclaimers

- ▶ Read the Important Notes carefully
- ▶ Click “cancel” if you do NOT accept the disclaimers

Employee Voluntary Contribution
僱員自願性供款

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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。

ACCEPT CANCEL
接受 取消

Step 5: Read and Accept the Disclaimers (Con't)

- ▶ Read the Important Notes carefully
- ▶ Tick the checkbox and click “accept” to confirm you have read and accept the disclaimers for EVC Enrolment

Employee Voluntary Contribution 僱員自願性供款

once a year (i.e., on an annual basis) that effective date is 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

Step 6: Review and Confirm the Instruction

- ▶ Review your instruction carefully
- ▶ Click “Cancel” to return to previous instruction input page
- ▶ Click “Confirm” to submit your instruction.

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

Step 7: Receive the Online Acknowledgment of Instruction

- ▶ An online acknowledgment of instruction with new contribution % will be displayed for your record.
- ▶ You may save a copy of it for further reference.

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.