

# Schroders Retirement Rollover Service

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## Procedure for PCCW Scheme 8 Members

If you are an ORSO member, having an existing pension benefit in one or more Schroders' funds but do not want to redeem the unit holdings at the point of time when you leave your company or retire, you may opt to transfer your vested pension benefits to your personal account<sup>^</sup> with Schroders at **no charge** (hereinafter referred to as "rollover").

<sup>^</sup> Subject to your vested benefit and Minimum MPF Benefits (MMB) requirement, if applicable, the MMB balance must be preserved in your MPF account. Please check with HSBC Institutional Trust Services (Asia) Limited at 2500-1500 **before** personal account opening.

Personal account will be subjected to the standard investment management fee and rollover of Schroder ISF Funds will need to switch from C class (institutional class) to A class (retail class). A class is subject to a higher investment management fee than C class. Please refer to the offering documents for further fund details including risk factors, which is available at our website [www.schroders.com.hk](http://www.schroders.com.hk)

### Steps and procedure

**Step 1:** Download the following forms from Schroders website for completion:

- Schroders Application Form
- Schroders Stock Transfer Form
- Schroders Subscription & Switching Form
- Risk Profile Questionnaire

Link: <https://www.schroders.com/en/hk/retirement/download-library/literature--forms/>

Or you can come to Schroders office to complete the forms.

**Step 2:** Please call **2843 7778** to make appointment with **Schroders** for account opening.

Address: Level 33, Two Pacific Place, Admiralty, Hong Kong

**Step 3:** Please bring along the **required documents** (listed below) to the meeting.

**Step 4:** After the meeting, please send the Schroders Stock Transfer to your **Human Resources Department** for their further handling. Such forms and documents should reach your Human Resources Department on or before your last day of service.

**Address:** 2/F, Training & Development Center, 70 Wan Hon Street, Kwun Tong, Kowloon

*Please note the remaining forms and the required documents listed below will be kept by Schroders for personal account opening upon receipt of the completed Schroders Stock Transfer Form. The required documents will also be kept for ongoing KYC purposes. To protect your personal data, Schroders will destroy all the forms and the required documents if the Schroder Stock Transfer Form is not received within 6 months from the meeting date.*

**Step 5:** When the rollover is completed (approximately 6 weeks after your last day of employment), you will receive a statement of confirmation on the investment units being transferred to your personal account.

### Documents required

1. **Completed** forms as shown in **Step 1** above.
2. Your **Hong Kong Identity Card** or Passport (if applicable)
3. One **original** address proof within the last 2 months with the full name identical to Hong Kong Identity Card or Passport (e.g. utility bill, bank statement or mobile phone bill).

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### **Important note**

- Rollover service is not available if the applicant is a U.S. person or a Canadian-resident investor (i.e. investors with Canadian residential address) due to fund selling restrictions.
- For accounts registered with a non-HK address, please note that Schroders will not be accepting further top-up investment and fund switching.
- Schroder ISF Global Bond Fund is classified as “complex product”; hence it cannot be roll-over to a personal investment account.
- Rollover of Schroder ISF QEP Global Core Fund is not available.

If you have any questions on the above procedure, please call Schroders Retirement Hotline on 2843 7778.

### **Important Information**

This document is intended to be for information purposes only and it is not intended as promotional material in any respect.

Investment involves risk and investors may not get back the amount originally invested. Please read the relevant offering document carefully, in particular fund features and the risks involved in investing in the fund.

This document has not been reviewed by the SFC. Issued by Schroder Investment Management (Hong Kong) Limited.