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# Dealing Guide

# 基金交易指引

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September 2021  
2021年 9月

# Dealing Guide

J.P. Morgan Asset Management has made every effort to ensure that dealing in our funds is as convenient and flexible as possible. All you have to do is open a MasterAccount.

To open a MasterAccount, simply complete and submit a MasterAccount Application Form together with the required documents to J.P. Morgan Asset Management. MasterAccount Application can also be submitted online.

If you wish to invest regularly+, you can start your online monthly investment through eScheduler and make your payment directly through your bank accounts. For more information, simply visit <https://etrading.jpmorganam.com.hk> and refer to the relevant guides there.

Once you have opened a MasterAccount, you can place your orders through:

- J.P. Morgan eTrading on <https://etrading.jpmorganam.com.hk>
- Dealing Fax on **(852) 2868 5013** (For redemption only)

*+ Currently only available for investors who have a HKD or RMB bank account in Hong Kong.*

## 交易指引

摩根資產管理設有靈活方便的交易手續，您只須開立一個「綜合理財賬戶」，即可投資於摩根基金。

開戶手續十分簡單，請填妥「綜合理財賬戶」申請表格，連同所需文件一併交回摩根資產管理。有關申請亦可於網上提交。

如欲進行定期投資+，您可以透過「摩根網上交易」的「eScheduler」設定每月投資指示，並直接使用您的銀行賬戶付款，詳情請瀏覽<https://etrading.jpmorganam.com.hk>並參閱當中的相關指引。

成功開立「綜合理財賬戶」後，您可透過以下途徑發出交易指示：

- 摩根網上交易：<https://etrading.jpmorganam.com.hk>
- 傳真：**(852) 2868 5013**（僅供贖回）

*+ 現時只適用於在香港持有港元或人民幣銀行賬戶之投資者。*

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## I. General Information

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### Q1: What is the minimum amount for each investment?

- Lump sum investment through J.P.Morgan eTrading: HKD5,000 or its equivalent in another currency per fund/share class in general. Exception: RMB100 for CIFM Funds.
- Monthly investment via eScheduler: HKD1,000 or its equivalent in another currency per fund/share class in general.

### Q2: How can I pay for my investments?

Please refer to the relevant payment summary available on <https://etrading.jpmorganam.com.hk/mjfUsr/en/demo/payment-summary.html>.

**IMPORTANT: If you wish to settle your purchases by telegraphic or bank transfer, a copy of the bank's validated receipt, clearly showing the value date, currency and amount, beneficiary account, remitting bank, your full registered name and/or your MasterAccount number must be uploaded during your online order placement. No third party payments or direct deposits of cheques or cash will be accepted. For CIFM funds, only payment via HSBC's Autopay or Money Transfer is accepted.**

### Q3: If I make payment in a currency other than the base currency of a fund, what rate of exchange will I receive and when?

- Except for CIFM Funds (payment of which has to be made in RMB), conversion to the base currency of the fund will normally take place at the prevailing market rate on the dealing day.

### Q4: What are the normal dealing hours?

- Our normal dealing hours are from 9:00am to 5:00pm (HK time) Monday to Friday, except when banks in Hong Kong are closed and when a fund has a significant holding in a market that is closed (e.g., for a local holiday). Under certain circumstances, a particular fund may experience dealing suspensions. Please refer to the relevant fund's offering documents for details. You can also place your instruction online via J.P. Morgan eTrading which operates 24 hours a day. The cut-off time is 5:00pm (or 3:00pm for CIFM Funds and administrative units and investment units of JPMorgan Provident Funds) of the relevant dealing day for funds which deal on a daily basis. Orders received after the cut-off time will be processed on the next relevant dealing day.

### Q5: What is the cut-off time if I place my order through J.P. Morgan eTrading?

- The cut-off time for dealing through J.P. Morgan eTrading is the same as in Q4 above and therefore is also 5:00pm (HK time) (or 3:00pm (HK time) for CIFM Funds and administrative units and investment units of JPMorgan Provident Funds) on any dealing day of the fund(s) you wish to deal in. Orders received after the dealing cut-off time will be processed on the next relevant dealing day.
- Please note that for some payment methods, payment cut-off time may be earlier than the dealing cut-off time above, and thus you may need to place orders earlier if they are to be settled by those payment methods (e.g., Autopay). For details of various payment methods' payment cut-off times, please refer to <https://etrading.jpmorganam.com.hk/mjfUsr/en/demo/payment-summary.html> and refer to the guides there.

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**Q6: When will my order to invest be processed?**

- Provided all relevant documents/payments are received before the dealing deadline, orders will generally be processed at that dealing day's closing price and the price will normally be published on the next business day (except for JPMorgan Funds - USD Money Market VNAV Fund and JPMorgan Money Fund - HK\$).
- For JPMorgan Funds - USD Money Market VNAV Fund and JPMorgan Money Fund - HK\$, orders will normally be processed on the dealing day on which we have received your electronic payment or if payment is made by telegraphic transfer, when we receive confirmation from our bank that your payment has been cleared. The payment or the confirmation must be received by us before the dealing cut-off time at 5:00pm (HK time).
- Upon confirmation of the deal, a Contract Note confirming the details will be sent to you.

**Q7: How do I buy additional units/shares?**

- Eligible clients can buy additional units/shares through J.P. Morgan eTrading, make payment directly online. Please refer to the below link for some illustrations:  
<https://etrading.jpmorganam.com.hk/mjfusr/en/demo/mfa-buy-funds.html>

For CIFM funds, RMB Standing Payment Instructions for redemption is required before subscription.

**Q8: How do I switch between funds?**

- Eligible clients can switch between funds through J.P. Morgan eTrading. Switching within the same fund range will normally be completed on the same day, except where the switch is made into JPMorgan Money Fund - HK\$.
- If the switching is made into JPMorgan Money Fund - HK\$, units/shares will not be purchased until we have received the sale proceeds from the fund to be sold, normally within 5-14 business days.
- For any switching across JPMorgan Funds/JPMorgan Investment Funds (collectively the "SICAV Range") and JPMorgan Funds (the "Unit Trust Range"), normally the switch sell will be effected on the dealing day (i.e. Day T) and switch buy will be effected on the next dealing day (i.e. Day T+1), except for some funds to be switched into JPMorgan Funds - USD Money Market VNAV Fund.
- Cleared funds must be received for any switching to JPMorgan Funds - USD Money Market VNAV Fund from JPMorgan India Fund, JPMorgan India Smaller Companies Fund and JPMorgan Philippine Fund, which normally require 7 business days to release proceeds, or from JPMorgan Vietnam Opportunities Fund, which normally requires 14 business days to release proceeds.
- If the fund to be sold is not valued on the day we receive instructions, the switching (sell and buy) will be carried out on the next dealing day of the respective funds to be sold and purchased.
- In the event that the fund to be purchased is not valued on a particular day, the allotment deal will be effected on the next dealing day of that fund.
- A switching charge is normally charged for switching between equity and bond funds, or from money/liquidity funds to equity or bond funds. Please refer to the table regarding the charges involved in the appendix. If you initially invest in a money/liquidity fund at 0% initial charge, and subsequently switch from such fund to an equity or bond fund, an initial charge will be applied.
- Switching from/to CIFM Funds is disallowed.
- For the online switching demo, please refer to the below link:  
<https://etrading.jpmorganam.com.hk/mjfusr/en/demo/mfa-switch-funds.html>

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**Q9: If I wish to make a partial sale or switching, do I have to leave a minimum balance in my MasterAccount?**

- Yes. If you are making a partial sale or switching, the minimum investment requirement as specified for that particular fund/share class must remain in the fund/share class from which you are selling or switching from.
- With the exception of CIFM Funds, if you are making a partial sale or switching through J.P. Morgan eTrading, the residual balance in each fund must normally meet the HKD5,000 minimum for lump sum investment, or HKD1,000 minimum for eScheduler's monthly investment, otherwise you have to sell or switch out all of your holdings in that fund/share class.
- To sell holdings from CIFM Funds, the redemption amount/residual balance must normally meet the 100 units minimum requirement, otherwise you have to sell all of your holdings in that fund/share class.

**Q10: Will I receive any regular income distribution from my investments?**

- This depends on which fund(s) you invest in. You should note, however, that except for CIFM Funds, any income distribution of less than USD250 or its equivalent (subject to the FX obtained by J.P. Morgan Asset Management) will be reinvested for additional units in the same fund at NAV. If you wish to receive income distribution of USD250 or above in cash into your designated bank account, you must inform us in writing and provide us with your Standing Payment Instruction in advance. Be aware, however, that all distribution are paid in the base currency of the fund.
- For CIFM Funds, all income distributions must be paid to your RMB bank account, regardless of the distribution amounts.

**Q11: How do I sell units/shares?**

- You can sell units/shares through J.P. Morgan eTrading or faxing a completed QuickForm to us. Redemption proceeds from the sale of units/shares can be paid in most major currencies, by telegraphic transfer (TT)/local transfer. If you have not provided us with Standing Payment Instructions and have not provided bank account details with your redemption instruction, payment will be made by cheque, in the base currency of the fund/class (except RMB denominated funds and/or share classes), made payable to the registered holder(s).
- Redemption proceeds from CIFM Funds may only be paid into your RMB bank account.
- To receive your proceeds by TT you must provide:
  - ✓ name and address of your bank
  - ✓ the name(s) in which the account is held
  - ✓ the account currency
  - ✓ the bank account number
  - ✓ correspondent bank details (if applicable)
- To avoid any delay in payment, IBAN number must be provided for telegraphic transfer to bank accounts in European countries.
- If you request us to deposit your redemption proceeds into a USD bank account (or a multi-currency account for receiving USD) in Hong Kong, the proceeds will be made via "USD Local Transfer (within Hong Kong)".

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- To place your redemption order through J.P. Morgan eTrading, you must provide us with your Standing Payment Instructions in advance so that proceeds from the sale of units/shares can be paid into your designated bank account in your specified currency (except CIFM Funds). **IMPORTANT: Payment cannot be made to accounts in the names of third parties.**
  - For online sell demo, please refer to the below link.  
<https://etrading.jpmorganam.com.hk/mjfUsr/en/demo/mfa-sell-funds.html>

**Q12: How quickly can I get my money once I sell my units/shares?**

- Proceeds from a sale will normally be released within 5-14 business days and it usually will not take more than 1 calendar month. Please refer to the Explanatory Memoranda and/or the relevant Hong Kong Offering Documents for further details.

**Q13: How do I change the details of my accounts?**

- You can update your personal information via J.P.Morgan eTrading or by completing and signing a MasterAccount Amendment Form.



## **II. Commonly Asked Questions about eScheduler & Regular Investment Plan**

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### **Q14: How can I set up a monthly instruction?**

- You can invest monthly through eScheduler via J.P. Morgan eTrading. You may select your preferred Order Process Date of each month and we will process your scheduled order on your selected day every month.
- Setting up and making amendments to traditional Regular Investment Plan with a fixed investment calendar are not longer supported.

### **Q15: On what date will my monthly contribution be debited from my bank account and when will it be invested?**

- For eScheduler monthly investment, your account will be debited on your selected Order Process Date of each month (or the next business day if the Order Process Date is a bank holiday) and your investment will normally be invested on the same day (or the next relevant dealing day, if the Order Process Date is not a dealing day).
- For Regular Investment Plan, your account will normally be debited on the 4th business day prior to the 15th calendar day (or the next business day if it is a bank holiday) of each month, and will normally be invested on the 15th calendar day (or the next dealing day if it is a fund holiday).

### **Q16: How can I pay for a missed contribution?**

- For eScheduler monthly investment, your scheduled monthly instruction will be suspended if the payment is failed. You can reactivate the instruction online without any charge.
- For existing holders of Regular Investment Plans, all monthly contributions must be made via direct debit from your designated bank account. If you have missed a contribution for a month, your account will be debited again next month. Please note, however, the respective Regular Investment Plan will become inactive if you have missed 2 monthly contributions within one calendar year. An administration fee of HKD200 will be charged if you wish to reactivate the plan.

### **Q17: How can I increase or decrease my monthly contribution?**

- For eScheduler monthly investment, you can amend the amount of your monthly scheduled orders in “Existing Schedule” via J.P. Morgan eTrading before the dealing cut-off time of the business day prior to the effective date without any charge.
- For Regular Investment Plans, we no longer accept any amendments. If you wish to change your monthly investment instructions under your traditional Regular Investment Plans, you can terminate the Regular Investment Plans and set up your new monthly scheduled orders via eScheduler.
- If your new contribution amount exceeds the maximum limit stated on your previous Direct Debit Authorisation, you may update the debit limit via your online banking website or submit a Direct Debit Authorisation update form to the relevant bank.

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**Q18: Can I redirect my monthly contribution in one fund to another at any time I wish and will I be charged for doing so?**

- For eScheduler monthly investment, you can easily adjust the instructions online in “Existing Schedule” via J.P. Morgan eTrading at any time you wish without any charge.
- For Regular Investment Plans, we no longer accept any amendments. If you wish to change your monthly investment instructions under your traditional Regular Investment Plans, you can terminate the relevant Regular Investment Plans and set up your new monthly investment instructions via eScheduler.

**Q19: Can I discontinue my monthly investment instructions at any time I wish?**

- For eScheduler monthly investment, you can suspend the instructions online anytime you wish without any charges.
- For existing holders of Regular Investment Plans, you can suspend your contributions or terminate the plan by submitting a Regular Investment Plan suspension/termination forms via fax or post.

**Q20: When can I enjoy the loyalty offer with my monthly fund investment?**

- For eScheduler monthly investment, you can earn ePoints on the monthly investment you made, and the system would automatically employ your accumulated ePoints to waive your future eScheduler investment’s initial charge.
- For existing holders of Regular Investment Plans, you can enjoy the loyalty offer\* (see below schedule on initial charge) once you have made your 12th contribution.

*\* Only applies to Regular Investment Plan.*

	For funds with 5% initial charge	For funds with 3% initial charge
1st - 12th contribution	5%	3%
13th - 24th contribution	4%	2%
25th - 36th contribution	3%	1%
37th contribution and thereafter	1%	0%

### III. How to Make Online Payment

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**Q21: How can I pay for my buy order through J.P. Morgan eTrading?**

Please refer to our online payment guide at:

<https://etrading.jpmorganam.com.hk/mjfUsr/en/demo/payment-summary.html>

**Q22: If I make payment in a currency other than the base currency of a fund, what rate of exchange will I receive and when?**

- Except for CIFM Funds (payment of which has to be made in RMB), conversion to the base currency of the fund will normally take place at the prevailing market rate on the dealing day.

## I. 一般資料

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### Q1: 每次投資的最低限額是多少？

- 透過「摩根網上交易」作出的整額投資：一般基金/股份類別為每項5,000港元或等值貨幣，惟上投摩根基金為100元人民幣。
- 透過「eScheduler」作出的每月投資：一般基金/股份類別為每項1,000港元或等值貨幣。

### Q2: 如何支付認購款項？

請參閱 <https://etrading.jpmorganam.com.hk/mjfuSr/en/demo/payment-summary.html> 上的相關付款概要。

請注意：倘若以電匯或銀行轉賬方式付款，請必須將銀行所發出並清楚列明匯款日期、貨幣及金額、受益人賬戶、收款銀行、您的登記姓名及/或「綜合理財賬戶」號碼的有效收據副本，在網上交易過程中上傳。付款不得以第三者名義支付，支票及現金直接存款亦恕不接納。而認購上投摩根基金之人民幣款項，只可透過匯豐銀行的自動轉賬或銀行轉賬支付。

### Q3: 如果我並非以基金的報價貨幣付款，匯率將如何釐定？

- 本公司通常會按照交易日當天的市場匯率，將付款兌換為基金的報價貨幣，以人民幣付款之上投摩根基金除外。

### Q4: 基金的交易時間為何？

- 我們的交易時間通常為香港時間星期一至五上午9時至下午5時正，惟香港銀行於當日沒有營業，或基金所投資的主要市場於當日休市（例如當地假期）除外。在若干情況下，某特定基金可能會被暫停交易。詳情請參閱相關基金的發售文件。您亦可透過全日24小時運作的「摩根網上交易」遞交指示。截止交易時間為有關基金交易日之下午5時正（就上投摩根基金及摩根公積金基金的行政單位和投資單位而言，為下午3時正）。於截止時間後收到的交易指示，會在下個交易日獲處理。

### Q5: 「摩根網上交易」的截止交易時間為何？

- 「摩根網上交易」的截止交易時間與第4題所述相同，即有關基金任何交易日的香港時間下午5時正（就上投摩根基金及摩根公積金基金的行政單位和投資單位而言，為香港時間下午3時正）。於交易截止時間後收到的交易指示，會在下個交易日獲處理。
- 請注意，就某些付款方式而言，付款截止時間可能會早於上述交易截止時間；因此，若使用該等付款方式（如自動轉賬）繳費，您或需提早下達交易指示。有關各種付款方式的付款截止時間詳情，請參閱 <https://etrading.jpmorganam.com.hk/mjfuSr/en/demo/payment-summary.html> 及當中的相關指引。

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## Q6: 我的交易指示會在何時獲得處理？

- 若一切有關文件/付款均在截止交易時間前收妥，您的指示一般會以當天的/基金結算價格獲得處理，而有關價格一般會於下一個營業日公布（除「摩根基金—美元浮動淨值貨幣基金」及「摩根貨幣基金—港元」外）。
- 就「摩根基金—美元浮動淨值貨幣基金」及「摩根貨幣基金—港元」而言，我們通常會在收妥您的電子付款或銀行確認收妥付款（如以電匯付款）後的同一個交易日處理您的指示。有關付款或確認必須在香港時間下午5時截止交易前收訖。

交易完成後，我們會發出交易通知書，以確認交易詳情。

## Q7: 如何認購額外基金單位/股份

- 合資格客戶可透過「摩根網上交易」認購基金，並於網上直接付款。請參閱以下連結了解一些例子：<https://etrading.jpmorganam.com.hk/mjfUsr/en/demo/mfa-buy-funds.html>
- 認購上投摩根基金需預先登記人民幣常行收款指示。

## Q8: 如何轉換基金投資？

- 合資格客戶可透過「摩根網上交易」轉換基金。於同一基金系列內的轉換，整個轉換過程通常會在同一日完成，惟轉入至「摩根貨幣基金—港元」除外。
- 倘若轉換至「摩根貨幣基金—港元」，我們會在收到您贖回原有基金所得的款項後（通常為5-14個營業日內），才為您認購有關單位/股份。
- 就摩根基金/摩根投資基金（統稱「SICAV系列」）與摩根基金（「單位信託系列」）之間的轉換而言，轉出指示（變現）將於交易日（即T日）執行，而轉入指示（配發）則會於下一個交易日（即T+1日）執行。惟部分基金轉入「摩根基金—美元浮動淨值貨幣基金」除外。
- 「摩根印度基金」、「摩根印度小型企業基金」及「摩根菲律賓基金」發放贖回款項通常需時7個營業日，「摩根越南機會基金」通常需14個營業日；從上述任何基金轉入「摩根基金—美元浮動淨值貨幣基金」，均必須在收訖已過戶之款項後方可完成。
- 倘若所贖回的基金在我們收到您的指示當日並無報價，整個轉換過程（贖回及認購）將會於相關買賣基金之下一個交易日進行。
- 倘若所認購的基金在分配單位當日並無報價，有關分配過程將會在所認購基金的下一個交易日完成。
- 股票及債券基金之間的轉換，及由貨幣/流動資金基金轉換至股票或債券基金，一般會收取轉換費用。請參閱附錄中關於費用的圖表。倘若您原先以零認購費投資於貨幣/流動資金基金，並隨後轉換至股票或債券基金，有關轉換須收取認購費。
- 不能轉入/轉出上投摩根基金。
- 網上轉換演示請參閱以下連結：  
<https://etrading.jpmorganam.com.hk/mjfUsr/en/demo/mfa-switch-funds.html>

**Q9: 如果我想贖回或轉換部分投資，是否必須在「綜合理財賬戶」中保留最低餘額？**

- 是。假如您只是贖回或轉換部分投資，則必須確保在有關基金/股份類別的投資餘額不少於其最低投資限額。
- 如果透過「摩根網上交易」贖回或轉換部分投資，您在每項基金之最低投資餘額通常須符合5,000港元之整額投資下限，或「eScheduler」每月投資的1,000港元下限（上投摩根基金例外），否則必須沽出或轉換您在該基金/股份類別持有的所有單位。
- 如欲出售上投摩根基金的投資，您在每項基金之贖回數目/最低投資餘額通常須符合100單位的下限，否則必須沽出您在該基金/股份類別持有的所有單位。

**Q10: 我的投資會否定期獲得派息？**

- 這要視乎您所投資的基金而定。但請注意，除上投摩根基金外，任何少於250美元（或等值貨幣，視乎摩根資產管理所取得之匯率）之收益分派均會被自動撥作再投資於同一基金，以獲取按資產淨值價計算的額外單位。如欲以現金方式收取相等於250美元或以上之收益分派並匯至您的指定銀行賬戶，務須事先以書面通知本公司並提供常行收款指示。然而，所有分派均會以基金報價貨幣支付。
- 就上投摩根基金而言，所有收益分派不論數目多寡均必須付予閣下之人民幣銀行賬戶。

**Q11: 如何贖回基金單位/股份？**

- 您可透過摩根網上交易或將填妥的基金提存單贖回基金單位/股份傳真至我們。贖回基金所得款項可以大部分主要貨幣，以電匯/本地轉賬發放。若您沒有提供常行收款指示且沒有與贖回指示一同提供銀行賬戶詳情，有關款項將會以基金/類別的報價貨幣為單位（以人民幣計價的基金及/或股份類別除外），以支票發放予註冊單位持有人。
- 上投摩根基金之贖回款項只可付予閣下之人民幣銀行賬戶。
- 如欲以電匯收取贖回款項，請提供以下資料：
  - ✓ 銀行名稱及地址
  - ✓ 銀行賬戶持有人姓名
  - ✓ 銀行賬戶所用貨幣
  - ✓ 銀行賬戶號碼
  - ✓ 聯絡銀行的詳細資料（如適用）
- 為免付款出現延誤，在電匯至歐洲國家戶口時，必須提供 IBAN 號碼。
- 如果您要求將贖回款項存入香港之美元銀行賬戶（或包括美元在內的綜合貨幣賬戶），有關款項將通過「美元本地轉賬（香港境內）」發放。

- 
- 如欲透過「摩根網上交易」贖回基金，請務必預先向我們提供您的常行收款指示，以便我們將贖回款項以您所指定的貨幣直接存入您的銀行戶口（除上投摩根基金外）。**請注意：恕不接納以第三方名義賬戶作出收款指示。**
  - 有關網上贖回演示，請參閱以下連結：  
<https://etrading.jpmorganam.com.hk/mjflusr/en/demo/mfa-sell-funds.html>

**Q12: 贖回基金後多久可收到款項？**

- 贖回款項通常會在5-14個營業日內獲發放，一般不會超過1個曆月。詳情請參閱基金說明書或香港銷售文件。

**Q13: 如何更改賬戶資料？**

- 您可以透過「摩根網上交易」更新您的個人資料，或交回已填妥及簽署的「綜合理財賬戶更改資料表格」。

## II. 有關「eScheduler」及定期投資計劃

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### Q14: 如何設立每月投資指示？

- 「摩根網上交易」設有「eScheduler」，可讓您設定每月投資的指示。您可選擇偏好的每月指示處理日期，我們將於每月在您選定的日子處理您預設的指示。

我們不再為客戶設定新的固定投資日曆之傳統定期投資計劃或接受任何對此等計劃的更改。

### Q15: 我的每月供款會在何時從我的銀行賬戶扣數及進行投資？

- 透過「eScheduler」設定的每月投資，您的供款會每月在您選定的指示處理日（如屬銀行假期則順延至下個營業日）從您的銀行賬戶扣除，並通常會在同一日（如非交易日則順延至下个交易日）進行投資。
- 至於定期投資計劃方面，您的供款通常會在每月15日（如屬銀行假期則順延至下個營業日）前之第4個營業日從您的銀行賬戶中扣除，並通常會在每月15日（如屬基金假期則順延至下个交易日）進行投資。

### Q16: 我如何補交錯過的供款？

- 透過「eScheduler」設定的每月投資，假如付款失效，您預設的每月指示將會自動暫停。您可於網上重啟有關指示而毋須繳付任何手續費。
- 對於現有定期投資計劃的客戶，所有每月供款均必須由您指定的銀行賬戶作自動轉賬。錯過一次供款後，您的賬戶會在下個月繼續如期扣數。但請注意，如果您在一年內錯過兩次供款，有關定期投資計劃將會自動凍結。如欲重新啟動計劃，將須繳付200港元行政費。

### Q17: 如何增加或減少每月供款額？

- 透過「eScheduler」設定的每月投資，您可於「摩根網上交易」的「現有預設指示」中，更改您預設的每月投資額而毋須繳付任何手續費。為確保您的新指示能如期生效，請於生效日期前一個營業日之截止交易時間前進行有關更改。
- 對於現有定期投資計劃，我們不再接受任何更改。如您希望更改您的定期投資計劃的指示，您可以先終止該定期投資計劃，然後透過「eScheduler」設定新的每月投資的指示。
- 倘若新供款金額超出原有「直接付款授權」中指定的轉賬上限，請透過您的銀行之網上系統或透過遞交有關表格予您的銀行作出更改。



**Q18: 我可否隨時將每月供款從一項基金轉換至另一項基金？**

- 透過「eScheduler」設定的每月投資，您可於「摩根網上交易」的「現有預設指示」中，隨時更改您的基金選擇而毋須繳付任何手續費。
- 對於現有定期投資計劃，我們不再接受任何更改。如您希望更改您的定期投資計劃的指示，您可以先終止該定期投資計劃，然後透過「eScheduler」設定新的每月投資的指示。

**Q19: 我可否隨時終止我的每月投資指示？**

- 透過「eScheduler」設定的每月投資，您可以隨時於網上終止有關指示而毋須繳付任何手續費。
- 對於現有定期投資計劃的客戶，您可透過傳真或郵寄方式提交「定期投資計劃暫停/終止表格」，以暫停供款或終止計劃。

**Q20: 我的每月投資供款何時才可享有長期優惠？**

- 透過「eScheduler」設定的每月投資，您可憑每月作出的投資金額賺取ePoints，系統會自動為您將已累積的ePoints用於豁免您將來透過「eScheduler」投資的認購費。
- 對於現有定期投資計劃的客戶，您於供款滿12期後，便可在隨後供款時享有以下特惠認購費\*：

\* 只適用於定期投資計劃。

	認購費為 5%之基金	認購費為 3%之基金
第 1 - 12 期	5%	3%
第 13 - 24 期	4%	2%
第 25 - 36 期	3%	1%
第 37 期及以後	1%	0%

### III. 有關網上付款

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**Q21:** 「摩根網上交易」的認購指示如何付款？

- 請參閱我們的網上付款指引：

<https://etrading.jpmorganam.com.hk/mjftusr/en/demo/payment-summary.html>

**Q22:** 若我的付款貨幣有別於基金的報價貨幣，款項將會以甚麼匯率及在甚麼時候折算？

- 本公司通常會按照交易日當天的市場匯率，將付款兌換為基金的報價貨幣，以人民幣付款之上投摩根基金除外。

## IV. Telegraphic/Bank Transfer Information 電匯/銀行轉賬資料

AUD 澳元	Bank Name 銀行名稱 : JPMorgan Chase Bank N.A. Level 34, AAP Centre, 259 George Street, Sydney NSW 2000, Australia Swift Code : CHASAU2X Account Name 賬戶名稱 : <b>JPMorgan Funds (Asia) Ltd - Client Monies</b> Account No. 賬戶號碼 : <b>0010067030</b>
CAD 加元	Bank Name 銀行名稱 : JPMorgan Chase Bank, N.A. Suite 4500, TD Bank Tower, 66 Wellington Street West, Toronto, ON M5K 1E7, Canada Swift Code : CHASCATTCTS Clearing Code : 027000012 Account Name 賬戶名稱 : <b>JPMorgan Funds (Asia) Ltd - Client Monies</b> Account No. 賬戶號碼 : <b>4683000150</b> Correspondent Bank 中轉銀行 : Royal Bank of Canada Toronto Correspondent Bank SWIFT BIC : ROYCCAT2 中轉銀行 SWIFT BIC : ROYCCAT2
CNY^ 人民幣	Bank Name 銀行名稱 : JPMorgan Chase Bank, N.A. 16th Floor, Tower 2, The Quayside, 77 Hoi Bun Road, Kwun Tong, Hong Kong Swift Code : CHASHKHH Account Name 賬戶名稱 : <b>JPMorgan Funds (Asia) Ltd - Client Subscription Monies</b> Account No. 賬戶號碼 : <b>6847920045</b>
EUR 歐元	Bank Name 銀行名稱 : J.P. Morgan AG Taunusturm Taunustor 1, Frankfurt AM Main, Germany 60310 Swift Code : CHASDEFX IBAN : DE20501108006001600672 Account Name 賬戶名稱 : <b>JPMorgan Funds (Asia) Ltd - Client Monies</b> Account No. 賬戶號碼 : <b>6001600672</b>
GBP 英鎊	Bank Name 銀行名稱 : JPMorgan Chase Bank, N.A. 25 Bank Street, Canary Wharf, London, United Kingdom E14 5JP Swift Code : CHASGB2L IBAN : GB23CHAS60924224021301 Sort Code : 609242 Account Name 賬戶名稱 : <b>JPMorgan Funds (Asia) Ltd - Client Monies</b> Account No. 賬戶號碼 : <b>24021301</b>
HKD 港元	Bank Name 銀行名稱 : JPMorgan Chase Bank, N.A. 16th Floor, Tower 2, The Quayside, 77 Hoi Bun Road, Kwun Tong, Hong Kong Swift Code : CHASHKHH Account Name 賬戶名稱 : <b>JPMorgan Funds (Asia) Ltd - Client Monies</b> Account No. 賬戶號碼 : <b>6891920008</b>
JPY 日圓	Bank Name 銀行名稱 : JPMorgan Chase Bank, N.A. Floor 29, Tokyo Building, 2-7-3 Marunouchi, Chiyoda-Ku, Tokyo 100-6432, Japan Swift Code : CHASJPT Account Name 賬戶名稱 : <b>JPMorgan Funds (Asia) Ltd - Client Monies</b> Account No. 賬戶號碼 : <b>0171458953</b>
NZD 紐元	Bank Name 銀行名稱 : JPMorgan Chase Bank, N.A., New Zealand Branch Level 13 ASB Tower, 2 Hunter Street, Wellington 6011, New Zealand Swift Code : CHASNZ2A Account Name 賬戶名稱 : <b>JPMorgan Funds (Asia) Ltd - Client Monies</b> Account No. 賬戶號碼 : <b>17001149</b> Correspondent Bank 中轉銀行 : ANZ Bank New Zealand Correspondent Bank SWIFT BIC : ANZBNZ22 中轉銀行 SWIFT BIC : ANZBNZ22
SGD 新加坡元	Bank Name 銀行名稱 : JPMorgan Chase Bank, N.A. 17/F, Capital Tower, 168 Robinson Road, Singapore 068912 Swift Code : CHASSGSG Account Name 賬戶名稱 : <b>JPMorgan Funds (Asia) Ltd - Client Monies</b> Account No. 賬戶號碼 : <b>0111949718</b>
USD 美元	Bank Name 銀行名稱 : JPMorgan Chase Bank, N.A. 270 Park Avenue, New York, New York 10017, USA Swift Code : CHASUS33 Account Name 賬戶名稱 : <b>JPMorgan Funds (Asia) Ltd - Client Monies</b> Account No. 賬戶號碼 : <b>400935872</b>

^ Redemption proceeds and distribution payments from CIFM Funds may only be paid into your RMB bank account.

上投摩根基金之贖回款項及分派支付只可付予閣下的人民幣銀行賬戶。

By order of 匯款人: \_\_\_\_\_

Name(s) of MasterAccount holder(s) and/or MasterAccount No. 「綜合理財賬戶」持有人姓名及/或號碼

**The applicant(s) is/are responsible for any charges levied by the remitting bank or any correspondent bank.**

申請人將負責支付任何由其匯款銀行或其他代理銀行所徵收的一切費用。

**IMPORTANT: If you wish to settle your purchases by telegraphic or bank transfer, a copy of the bank's validated receipt, clearly showing the value date, currency and amount, beneficiary account, remitting bank, your name and/or your MasterAccount number must be sent together with your application. No third party payments and direct deposits of cheques or cash will be accepted.**

請注意：倘若以電匯或銀行轉賬方式付款，請必須將銀行所發出並清楚列明匯款日期、貨幣及金額、受益人賬戶、收款銀行、您的姓名及/或「綜合理財賬戶」號碼的有效收據副本，連同申請表格一同遞交。付款不得以第三者名義支付，支票及現金直接存款恕不接納。

## V. Appendix – Schedules of Fees and Charges

### Initial charges applicable to subscription/switching

#### New subscriptions

Subscription to	Standard	Silver Tier~	Gold Tier~	Plantium Tier~
Non-Money/ Liquidity Funds^	Maximum 5%	1%	0.75%	0.25%
Money/Liquidity Funds^	0%	0%	0%	0%

#### Switching from new units in Money/Liquidity Funds\*

Switching into	Standard	Silver Tier~	Gold Tier~	Plantium Tier~
Non-Money/ Liquidity Funds^	Maximum 5%	1%	0.75%	0.25%
Money/Liquidity Funds^	0%	0%	0%	0%

#### Switching from old units in Money/Liquidity Funds\*\* or switching from non-Money/Liquidity funds^

Switching into	Standard	Silver Tier~	Gold Tier~	Plantium Tier~
Non-Money/ Liquidity Funds^	Maximum 5%	0.5%	0.5%	0.25%
Money/Liquidity Funds^	0%	0%	0%	0%

^ Money/Liquidity Funds currently refer to JPMorgan Funds - USD Money Market VNAV Fund and JPMorgan Money Fund - HK\$. Non-Money/Liquidity Funds refer to funds other than the aforementioned two funds.

\* New units in Money/Liquidity Funds:

This refers to units/shares in a Money/Liquidity Fund which were acquired by the MasterAccount holder through direct subscriptions, where no initial/subscription fees have ever been charged.

\*\* Old units in Money/Liquidity Funds:

This refers to units/shares in a Money/Liquidity Fund which were acquired through switching from non-Money/Liquidity Funds, where initial/subscription fees had been charged when the non-money/liquidity funds were originally acquired. Also known as loaded units/shares.

~ Client Tier:

Silver Tier: Clients whose portfolio recorded month-end balance of less than USD 100,000 throughout the past 12 months.

Gold Tier: Clients whose portfolio recorded a month-end balance of USD 100,000 or more but less than USD 1,000,000 at least once during the past 12 months.

Plantium Tier: Clients whose portfolio recorded a month-end balance of USD 1,000,000 or more at least once during the past 12 months.

Clients with client tiers suffixed by a "+" sign (e.g., Silver+, Gold+) are entitled to subscription fee waivers for subscriptions made through monthly eScheduler. Please refer to the relevant terms and conditions for details.

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Other notes:

- Switching from/to CIFM Funds (i.e. funds managed by China International Fund Management Co., Ltd) is disallowed.
- The standard initial charge for each fund may be different. Please refer to the offering documents of the relevant funds for details.

## Transfer fee

For each instruction to transfer holdings from one MasterAccount to another, the handling fee shall be 0.5% of the latest net asset value of the Units and/or Shares being transferred (as ascertained at the time JPMFAL confirms such transfer instruction with the MasterAccount holder), or HKD250 (or its equivalent in another currency), whichever is higher. Such handling fee must be received by JPMFAL in cleared funds before the transfer is effected. You may send in a cheque payable to “JPMorgan Funds (Asia) Limited” or arrange a bank transfer (and provide us with the payment proof) along with your transfer instruction. For the bank transfer information, please refer to the section titled “Bank transfer information” below.

## Cheque reissuance

If you would like us to reissue a cheque to you, the original cheque must be returned along with a signed instruction. If the original cheque is not available, a signed instruction stating the reason(s) is required to request a replacement cheque. The charges for stopping payment of a lost cheque (i.e. applicable only if the original cheque cannot be returned to us) and reissuing a new cheque (applicable to all replacements) are as follows.

- |                                    |                |
|------------------------------------|----------------|
| • Reissue a HKD cheque             | HKD 25/cheque  |
| • Reissue a non-HKD cheque         | HKD 30/cheque  |
| • Stop payment of a HKD cheque     | HKD 150/cheque |
| • Stop payment of a non-HKD cheque | HKD 180/cheque |

You may send in a cheque payable to “JPMorgan Funds (Asia) Limited” or arrange a bank transfer (and provide us with the payment proof) to cover the administration fee, or you can instruct us to have the fees deducted from the payment amount in the new cheque to be issued to you. For the bank transfer information, please refer to the section titled “Bank transfer information” below.

## Statement/contract note retrieval

If you would like to retrieve an electronic statement or electronic contract note that had been issued in the past twelve months, you may log into your eTrading account to access/download them. However, if you would like to retrieve a statement/contract note which is not available on your eTrading account, please provide a signed instruction to us and contact our customer services team to check if we are able to retrieve the relevant document(s) or not.

- Statement or contract note reissue charge: HKD80/USD10 per statement/contract note

You may send in a cheque payable to “JPMorgan Funds (Asia) Limited” or arrange a bank transfer (and provide us with the payment proof) for the fee. The statement/contract note will be sent to your registered mailing address or registered email within 1 month after we have received the aforementioned instruction and fee.

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## Administrative charge for payment refund

Subscriptions can only be settled by cheques or bank transfer made from bank accounts under the relevant MasterAccount holders' names. Third party payments are not allowed. In case of payment refund (due to a mismatch of payor name, payment without any valid instruction, payment for an unidentified MasterAccount, etc), JPMFAL reserves the right to impose an administrative charge of HKD250 for each refund before returning the payment to the payor.

## Administrative charge for Regular Investment Plan

JPMFAL reserves the right to collect an administration fee (which is currently HKD200 but may be increased at JPMFAL's absolute discretion) if the MasterAccount holder:

- (a) redirects or changes the amount of any monthly contributions more than twice within any one calendar year;
- (b) redeems all Units or Shares in any particular fund or share class of an investment company within one calendar year of making the first contribution;
- (c) closes a Regular Investment Plan account within one calendar year of making the first contribution;
- (d) wishes to reactivate a Regular Investment Plan account which was classified as inactive due to two missed contributions within any one calendar year.

## Other administrative charges

For matters which require our handling on an exceptional basis or are outside the normal range of services that we offer, JPMFAL reserves the right to offer such services by request and may apply an administrative charge in doing so.

Note:

- For telegraphic transfer and direct debit authorisation setup, your bank may also charge certain fees and charges. If in doubt, please consult your bank for details.
- When instructions to debit monies from your bank account fail, bank administrative charges may apply. Please consult your bank for details.

## Bank transfer information

HKD	Bank Name: JPMorgan Chase Bank, N.A. 16th Floor, Tower 2, The Quayside, 77 Hoi Bun Road, Kwun Tong, Hong Kong Swift Code: CHASHKHH Account Name: JPMorgan Funds (Asia) Ltd - Client Monies Account No.: 6891920008
USD	Bank Name: JPMorgan Chase Bank, N.A. 270 Park Avenue, New York, New York 10017, USA Swift Code: CHASUS33 Account Name: JPMorgan Funds (Asia) Ltd - Client Monies Account No.: 400935872

## V. 附錄 - 收費表

### 適用於認購／轉換的首次認購費

#### 新認購

認購	標準	銀星級別~	金星級別~	白金級別~
非貨幣／流動性基金^	最高 5%	1%	0.75%	0.25%
貨幣／流動性基金^	0%	0%	0%	0%

#### 從貨幣／流動性基金轉換新單位至\*

轉換至	標準	銀星級別~	金星級別~	白金級別~
非貨幣／流動性基金^	最高 5%	1%	0.75%	0.25%
貨幣／流動性基金^	0%	0%	0%	0%

#### 從貨幣／流動性基金轉換舊單位至\*\*，或從非貨幣／流動性基金轉換至^

轉換至	標準	銀星級別~	金星級別~	白金級別~
非貨幣／流動性基金^	最高 5%	0.5%	0.5%	0.25%
貨幣／流動性基金^	0%	0%	0%	0%

^ 貨幣／流動性基金目前指摩根基金 – 美元浮動淨值貨幣基金及摩根貨幣基金 – 港元。非貨幣／流動性基金指除前述兩隻基金外的其他基金。

\* 貨幣／流動性基金的新單位：  
指直接認購獲得的貨幣／流動性基金單位／股份，而認購時未曾收取首次認購費用。

\*\* 貨幣／流動性基金的舊單位：  
指透過從非貨幣／流動性基金轉換的方式獲得的貨幣／流動性基金單位／股份，而在最初購買非貨幣／流動性基金時，已經收取首次認購費用。亦稱為已收費單位／股份。

~ 客戶等級：  
銀星級別：過去 12 個月內，投資組合月末餘額少於 100,000 美元的客戶。  
金星級別：過去 12 個月內，投資組合月末餘額至少有一次達到 100,000 美元或以上但少於 1,000,000 美元的客戶。  
白金級別：過去 12 個月內，投資組合月末餘額至少有一次達到 1,000,000 美元或以上的客戶。  
附有“+”號客戶等級(例如：銀星+，金星+)之客戶，透過eScheduler每月投資計劃執行認購交易時，可享有認購費豁免。詳情請參閱有關優惠條款及條件約束。

#### 其他注意事項：

- 上投摩根基金（即由上投摩根基金管理有限公司管理的基金）不允許轉換。
- 每隻基金的首次認購費可能有所不同。請參閱相關基金的銷售文件了解詳情。

#### 轉移費

以每次由一個「綜合理財賬戶」轉移至另一個「綜合理財賬戶」的指示計算，手續費為轉移單位及／或股份最新資產淨值的0.5%（最新資產淨值以本公司向「綜合理財賬戶」持有人確認該轉移指示時確定）或250港元（或其他貨幣之等值）中的較高者。轉移指示會於本公司手續費收訖後始作處理。閣下在下達轉移指示時，可一併寄交收款人為「摩根基金（亞洲）有限公司」的支票，或安排銀行轉賬（並向我們提供付款證明）。有關銀行轉賬資料，請參閱下文「銀行轉賬資料」一節。

#### 重新簽發支票

如果閣下希望我們重新簽發支票，必須將原支票隨已簽署的指示一併寄回。若不能提供原支票，則須提供已簽署的指示，說明理由並申請補發支票。停止支付已報失支票的費用（即於無法寄回原支票的情況下適用）及重新簽發新支票的費用（適用於所有補發支票）列示如下。

- |             |          |
|-------------|----------|
| • 重新簽發港元支票  | 25 港元／張  |
| • 重新簽發非港元支票 | 30 港元／張  |
| • 港元支票停止付款  | 150 港元／張 |
| • 非港元支票停止付款 | 180 港元／張 |

為支付行政費用，閣下可寄交收款人為「摩根基金（亞洲）有限公司」的支票，或安排銀行轉賬（並向我們提供付款證明），亦可指示我們從為閣下所簽發新支票的款額中扣減有關費用。有關銀行轉賬資料，請參閱下文「銀行轉賬資料」一節。

#### 查閱賬戶結單／交易通知書

閣下如欲查閱過去 12 個月內發出的電子賬戶結單或電子交易通知書，可登入閣下的 eTrading 賬戶存取／下載有關文件。然而，如果閣下的 eTrading 賬戶並無提供閣下想要查閱的賬戶結單／交易通知書，請向我們提供已簽署的指示並聯絡我們的客服團隊，查核我們能否提供相關文件。

- 補發賬戶結單或交易通知書的費用：每份賬戶結單／交易通知書 80 港元／10 美元

為支付該費用，閣下可寄交收款人為「摩根基金（亞洲）有限公司」的支票，或安排銀行轉賬（並向我們提供付款證明）。收到前述指示及費用後的一個月內，我們會將賬戶結單／交易通知書寄送至閣下登記的郵遞地址或發送至閣下登記的電郵。

#### 退款的行政費用

僅限以相關「綜合理財賬戶」持有人名下的銀行賬戶簽發支票或進行轉賬，對認購進行付款。不允許第三方付款。倘若出現退款情況（由於付款人名稱不符、付款欠缺任何有效指示、向身份不明的「綜合理財賬戶」付款等），本公司保留權利，在向付款人退還款額之前，對每筆退款收取250港元的行政費用。



## 定期投資計劃的行政費用

本公司保留權利，可在「綜合理財賬戶」持有人出現以下情況時徵收行政費用（現為200港元，但可由本公司全權決定提高金額）：

- (a) 在任何一年內轉調供款或更改每月供款額超過兩次；
- (b) 在開始第一期供款後一年內贖回某一基金或某一投資公司之股份類別之所有單位或股份；
- (c) 在開始第一期供款後之一年內結束其定期投資計劃賬戶；
- (d) 欲重新運作其因為曾於任何一年內兩次誤期付款而被凍結之定期投資計劃賬戶。

## 其他行政費用

對於例外情況或超出正常服務範圍的事宜，本公司保留應要求提供此等服務之權利，並且可能就提供此等服務徵收行政費用。

備註：

- 閣下的銀行可能亦會就電匯及自動轉賬授權設置徵收若干費用及收費。如有疑問，請諮詢閣下的銀行了解詳情。
- 未能執行從閣下銀行賬戶扣除款項的指示時，銀行或會徵收行政費用。請諮詢閣下的銀行了解詳情。

## 銀行轉賬資料

港元	銀行名稱： JPMorgan Chase Bank, N.A. 16th Floor, Tower 2, The Quayside, 77 Hoi Bun Road, Kwun Tong, Hong Kong Swift代碼： CHASHKHH 賬戶名稱： JPMorgan Funds (Asia) Ltd - Client Monies 賬戶號碼： 6891920008
美元	銀行名稱： JPMorgan Chase Bank, N.A. 270 Park Avenue, New York, New York 10017, USA Swift代碼： CHASUS33 賬戶名稱： JPMorgan Funds (Asia) Ltd - Client Monies 賬戶號碼： 400935872

**J.P. Morgan Funds InvestorLine**

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