

## MANULIFE GLOBAL FUND DEALING PROCEDURES

Please refer to the Prospectus of the Manulife Global Fund for complete dealing procedures and background on your investment.

### HOW TO DEAL

You may deal through the Hong Kong Distributor, Manulife Asset Management (Hong Kong) Limited from 9:00 a.m. to 4:00 p.m. (Hong Kong time) on a Dealing Day. Dealing forms are available at [www.manulife.com.hk](http://www.manulife.com.hk) or can be requested by calling our Customer Service Hotline at (852) 2108 1110.

### ACCOUNT OPENING

Application for new account should be made on completed Account Opening Form, with certified true copy of identity card/passport as well as Risk Profile Questionnaire for Investors in Unit Trusts and Mutual Funds and Suitability Check Table – Manulife Global Fund and return to the Hong Kong Distributor with payment as detailed in the Account Opening Form.

### SUBSEQUENT SUBSCRIPTION

Investor should complete and sign the Subsequent Subscription Form and submit it with payment to the Hong Kong Distributor.

### PAYMENT METHOD

Investors may pay their subscription monies by one of the following means:-

- (i) Settled by Cheque:  
All cheques for subscription should be made payable to "CITIBANK NA HK BRANCH – MGF A/C". Please indicate your name with identity card or passport number and the name of the funds on the back of your cheque or banker's draft. Please ensure that the cheque issuer must be the investor as third party payment is not acceptable. Given the longer time taken and **additional bank charges may be charged to investors** to clear U.S. Dollar cheques or drafts or to confirm receipt of a U.S. Dollar telegraphic transfer, **investors are recommended to pay in Hong Kong Dollars rather than in U.S. Dollars or any other currency.** Investors wishing to pay in currencies other than Hong Kong Dollars or U.S. Dollars should first contact the Hong Kong Distributor.
- (ii) Settled by Fund Transfer:  
For payment via Hong Kong CHATS: (please do not deposit in cash)  
Hong Kong Dollars  
Bank Name : Citibank N.A., Hong Kong Branch  
SWIFT Address : CITIHKHX  
A/C Name : CITIBANK NA HK BRANCH – MGF A/C  
A/C No. : 006-391-61080136  
Quoting Ref. : Fund Name & Investor Name  
US Dollars (for investors with USD bank account in Hong Kong)  
Bank Name : Citibank N.A., Hong Kong Branch  
SWIFT Address : CITIHKHX  
A/C Name : CITIBANK NA HK BRANCH – MGF A/C  
A/C No. : 006-391-61080128  
Quoting Ref. : Fund Name & Investor Name
- (iii) Telegraphic Transfer in U.S. Dollars (remitter must be the investor):  
Bank Name : Citibank N.A., Hong Kong Branch  
SWIFT Address : CITIHKHX  
A/C Name : CITIBANK NA HK BRANCH – MGF A/C  
A/C No. : 006-391-61080128  
Correspondent Bank : Citibank N.A., New York  
Quoting Ref. : Fund Name & Investor Name
- (iv) Sameday Autopay:  
Investors may choose to pay by way of sameday autopay provided that a sameday autopay bank account has been successfully set up with a participating service providing bank and the relevant autopay arrangements have been put in place by completing the relevant application forms.

**Note: No money should be paid to any intermediary in Hong Kong who is not a registered or an exempt dealer under the Hong Kong Securities Ordinance. Payment by cash is not acceptable.**

### REDEMPTION/SWITCHING

Investor should complete and sign the Redemption Request Form/Switching Request Form and submit it to the Hong Kong Distributor by fax or mail.

Any valid application/instruction received by 4:00 p.m. (Hong Kong time) on a Dealing Day will be dealt with on the same day.

For further inquiries, please call:  
Customer Service Hotline: (852) 2108 1110