

From 1 January 2020, Hang Seng Mandatory Provident Fund – SuperTrust Plus became a reporting financial institution under the Inland Revenue Ordinance (Cap. 112) ('the Ordinance'). To comply with the Ordinance, please provide and confirm to us your tax residency information through the relevant Tax Residency Self-Certification form (Individual / Entity / Controlling person) for any MPF scheme/account enrolled on or after 1 January 2020. Otherwise, the MPF scheme/account enrollment process would be adversely affected and we would be unable to complete the process for you. The relevant Tax Residency Self-Certification form (Individual / Entity / Controlling person) could be available for download at Hang Seng MPF website hangseng.com/empf. 由2020年1月1日，恒生強積金智選計劃成為在《稅務條例》(第112章)(「條例」)下的申報金融/財務機構。為遵守條例，請於2020年1月1日或以後透過相關的稅務居民自我證明表格(個人/實體/控權人)向我們提供及確認你的稅務居民資料以參加任何強積金計劃/賬戶。否則參加強積金計劃/賬戶的程序將受到影響及我們將無法為你完成程序。相關的稅務居民自我證明表格(個人/實體/控權人)可於恒生強積金網頁hangseng.com/empf下載。



HA11

To 致: HSBC Provident Fund Trustee (Hong Kong) Limited

c/o The Hongkong and Shanghai Banking Corporation Limited 香港上海滙豐銀行有限公司
PO Box 73770 Kowloon Central Post Office 九龍中央郵政信箱73770號
or 或

Place into the MPF drop-in box at designated Hang Seng Bank branches

投放於指定恒生銀行分行的強積金寄存辦理箱

Hang Seng MPF Employer Direct 恒生強積金僱主專線: 2288 6822

Hang Seng MPF Service Hotline 恒生強積金服務熱線: 2213 2213

**HANG SENG MANDATORY PROVIDENT FUND – SUPERTRUST PLUS
EMPLOYER APPLICATION FORM (EMPLOYER)**

恒生強積金智選計劃：僱主申請表(僱主)

Note 注意：

1. Please complete in CAPITAL and BLOCK LETTERS and tick the appropriate box(es). 請用大楷及正楷填寫，並於適當的方格內加上號。
2. Please submit the Individual Tax Residency Self-Certification Form (if you are an individual customer or a sole trader) or Entity Tax Residency Self-Certification Form (if you need to self-certify on behalf of an entity (which includes businesses, trusts and partnerships) or Controlling Person Tax Residency Self-Certification Form (if you are a controlling person of an entity) at the same time in order to fulfill the requirement of Common Reporting Standard ("CRS"). 請同時提交個人稅務居民自我證明表格(如你是個人客戶或獨資業務客戶)或實體稅務居民自我證明表格(如你需代表實體(包括企業、信託和合夥)作自我證明)或控權人稅務居民自我證明表格(如你是實體的控權人)以符合共同匯報標準(簡稱CRS)的要求。
3. Please read the following notes and personal information collection statement in Section G before completing this form. 請於填寫本表格前參閱以下注意事項及G部的收集個人資料聲明。
 - i. This application is issued in conjunction with the MPF Scheme Brochure. 本申請表必須與強積金計劃說明書一同派發。
 - ii. 'Participating Employer' means the company, firm or individual whose details are set out in Section A of this application form. 「參與僱主」指其資料列載於本申請表A部的公司或個人。
 - iii. 'Trustee' means HSBC Provident Fund Trustee (Hong Kong) Limited. (Any other word or expression defined in the MPF Scheme Brochure shall have the same meaning in this form.) 「信託人」指 HSBC Provident Fund Trustee (Hong Kong) Limited。(強積金計劃說明書內的其他任何字詞或字句的含義均與本表格相同。)
 - iv. Notice of Participation of this application will be forwarded to the applicant within 30 days of the submission of a properly completed form together with all such information required as part of the application. 此申請表之參與通知將由計劃申請人呈交已填妥的申請表及所有資料的日期起計三十天內發出。
4. Certified true copies should be certified by any of the following personnel 提交認證副本可經由下列人士核證：
 - A certified public accountant/lawyer/banker/notary public acceptable to entities of HSBC Group; or 任何滙豐集團成員認可的執業會計師/律師/往來銀行/公證人；或
 - A member of Hong Kong Institute of Chartered Secretaries (HKICS). 任何香港特許秘書公會會員。
5. Please note that the fields marked with (*) are also applicable for 'individual as an employer'. 請注意，標有(*)的欄位同時適用於「個人身分的僱主」。
 - 'Individual as an employer' refers to the employers who are individuals and in a non-business capacity hiring an employee. 「個人身分的僱主」是指以個人和非商業身分僱用僱員的僱主。 Please tick this box if you are an 'individual person as an employer'. 如你是「個人身分的僱主」，請在此方格加上號。

A. Details of scheme 計劃資料

1. Company name of participating employer 參與僱主公司名稱 English name 英文名稱 : _____ Chinese name 中文名稱 : _____ Has the name been changed within the past 5 years? 在過去5年內是否曾經改變名稱? <input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否 Previous name in English (if legal name has been changed within the past 5 years) 過往英文全名(如法定名稱在過去5年內曾經改變): _____ Previous name in Chinese (if legal name has been changed within the past 5 years) 過往中文全名(如法定名稱在過去5年內曾經改變): _____
2. Trading as name(s) 營業名稱 (if different from Section A1 如與A部1項不同) English name 英文名稱 : _____ Chinese name 中文名稱 : _____

<p>3. Business/Other registration no. 商業／其他註冊證號碼 (please provide a certified true copy of the registration document 請附上註冊證明文件之認證副本)</p> <table style="width: 100%; border: 1px solid black; margin-top: 10px;"> <tr> <td style="width: 30%; border: 1px solid black; padding: 2px;">Registration types¹ 註冊證明¹</td> <td style="border: 1px solid black; padding: 2px;">Registration no. 註冊證號碼</td> </tr> </table> <p>¹ Registration types are listed below 註冊證明類別如下 (any other registration number should be given only if you do not process a Business Registration Certificate. 只在沒有商業登記證的情況下，才可填報其他註冊證號碼。)</p> <table style="width: 100%; margin-top: 5px;"> <tr> <td style="width: 50%;">BR – Business Registration 商業登記</td> <td style="width: 50%;">SO – Society Office of HK Police (Societies) 香港警務處社團事務處(社團)</td> </tr> <tr> <td>ED – Education Department 教育署</td> <td>TU – Registry of Trade Unions 職工會登記局</td> </tr> <tr> <td>IR – Inland Revenue Department (Charitable Organisations) 稅務局(慈善機構)</td> <td>OT – Others 其他</td> </tr> </table>			Registration types ¹ 註冊證明 ¹	Registration no. 註冊證號碼	BR – Business Registration 商業登記	SO – Society Office of HK Police (Societies) 香港警務處社團事務處(社團)	ED – Education Department 教育署	TU – Registry of Trade Unions 職工會登記局	IR – Inland Revenue Department (Charitable Organisations) 稅務局(慈善機構)	OT – Others 其他
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<p>4. Certificate of incorporation no. (if applicable) 公司註冊證書號碼(如適用) (please provide a certified true copy 請附上認證副本)</p>	<p>5. Date of incorporation/registration/formation 註冊／登記／成立日期</p> <table style="width: 100%; border: 1px solid black; margin-top: 10px;"> <tr> <td style="width: 33%; border: 1px solid black; text-align: center;">Year 年</td> <td style="width: 33%; border: 1px solid black; text-align: center;">Month 月</td> <td style="width: 33%; border: 1px solid black; text-align: center;">Day 日</td> </tr> </table>	Year 年	Month 月	Day 日	<p>6. Country/Region of incorporation/registration/formation 註冊／登記／成立所在國家／地區</p>					
Year 年	Month 月	Day 日								
<p>7. Organisation type 機構類別</p> <p> <input type="checkbox"/> Sole proprietorship 獨資經營 <input type="checkbox"/> Partnership 合夥 <input type="checkbox"/> Limited company 有限公司 <input type="checkbox"/> Others 其他 (please specify 請註明: _____) </p>										
<p>8. Listing on stock exchange 上市公司</p> <p> <input type="checkbox"/> Yes 是 (Name of stock exchange 交易所名稱: _____) <input type="checkbox"/> No 否 </p>										
<p>9. Registered/regulated financial institution 註冊／受監管的金融機構</p> <p> <input type="checkbox"/> Yes 是 (please specify 請註明) <input type="checkbox"/> SFC 證監會 <input type="checkbox"/> HKMA 金管局 <input type="checkbox"/> OCI 保監處 <input type="checkbox"/> Others 其他 _____ <input type="checkbox"/> No 否 </p>										
<p>10. Type of issued shares 已發行股票類別 (Only for Limited Company and applicable for all intermediate layers of the company 僅適用於有限公司並適用於所有公司的中介層)</p> <p> <input type="checkbox"/> Registered Shares 記名 <input type="checkbox"/> Bearer Shares Deposited with Custodian 不記名(存放於認可／註冊保管人) <input type="checkbox"/> Bearer Shares not Deposited with Custodian 不記名(沒有存放於認可／註冊保管人) <input type="checkbox"/> Not applicable 不適用 </p> <p>For bearer shares: Please warrants that neither it nor any of its shareholders has issued any bearer shares and will notify the Bank promptly if it or any of its shareholders issues any bearer shares or converts any shares to bearer form. 適用於不記名股份：請保證其或任何其股東均未有發行任何不記名股份及如其或其股東發行不記名股份或將其或其股東的任何股份守轉換成不記名股份，你將立即通知本行。</p>										
<p>11. Nature of business/industry# 商業／行業性質#</p>	<p>12. Nature of products/services offered (e.g. toys/garments) 所提供的商品或服務(如:玩具／衣服)</p>									
<p>13. Country/Region where major/primary business is carried out# 主要業務所在國家／地區#</p>	<p>14. Country/Region with physical presence 實體業務所在國家／地區 (countries/regions where your business has physical presence including all subsidiaries, branches and offices) (所在國家／地區包括所有子公司、分行及辦事處)</p>									
<p>15. Countries/Regions which generates revenue or make purchases greater than 20% (include group business) 收入及採購成本多於20%以上所在國家／地區(包括集團經營)</p>										
<p>16. Do you or your group company do business in any sanctioned country/region 你的公司是否在受制裁國家／地區經營</p> <p> <input type="checkbox"/> Yes 是 (Please specify the name of sanctioned country/region 請註明受制裁國家／地區名稱): _____ <input type="checkbox"/> No 否 </p> <p>Business activity includes operations, suppliers, customers, agents, origin or shipping of goods and interactions/exposure to state owned or controlled entities. Sanctioned countries/regions include Iran, North Korea, Syria, Cuba or Crimea Regions. 經營業務包括營運、供應商、客戶、代理人、貨物的來源或航運及跟國家／地區擁有或控制的公司有交流／業務覆蓋。受制裁國家／地區包括伊朗、北韓、敘利亞、古巴或克里米亞地區。</p>										

17. Initial source of wealth# 最初的財富來源# (select all that apply 請選擇所有適用的項目)

- | | |
|---|---|
| <input type="checkbox"/> Business income and profit 營業收入及利潤 | <input type="checkbox"/> Personal savings/Investments 個人儲蓄/投資 |
| <input type="checkbox"/> Investment by ultimate beneficial owner/partner 實益擁有人/合夥人的投資 | <input type="checkbox"/> Inheritance 繼承財產 |
| <input type="checkbox"/> Sale of property/asset 出售物業/資產 | <input type="checkbox"/> Intra-group financing 集團內部融資 |
| <input type="checkbox"/> Others 其他 (please specify 請註明): _____ | |

18. On-going source of wealth# 持續的財富來源# (select all that apply 請選擇所有適用的項目)

- | | |
|---|---|
| <input type="checkbox"/> Business income and profit 營業收入及利潤 | <input type="checkbox"/> Personal savings/Investments 個人儲蓄/投資 |
| <input type="checkbox"/> Investment by ultimate beneficial owner/partner 實益擁有人/合夥人的投資 | <input type="checkbox"/> Inheritance 繼承財產 |
| <input type="checkbox"/> Sale of property/asset 出售物業/資產 | <input type="checkbox"/> Intra-group financing 集團內部融資 |
| <input type="checkbox"/> Others 其他 (please specify 請註明): _____ | |

19. Source of fund# 資金來源# (select all that apply 請選擇所有適用的項目)

- | | |
|---|---|
| <input type="checkbox"/> Business income and profit 營業收入及利潤 | <input type="checkbox"/> Personal savings/Investments 個人儲蓄/投資 |
| <input type="checkbox"/> Investment by ultimate beneficial owner/partner 實益擁有人/合夥人的投資 | <input type="checkbox"/> Inheritance 繼承財產 |
| <input type="checkbox"/> Sale of property/asset 出售物業/資產 | <input type="checkbox"/> Intra-group financing 集團內部融資 |
| <input type="checkbox"/> Others 其他 (please specify 請註明): _____ | |

20. Number of employees eligible for MPF# 合資格參加強積金的僱員人數#

21. Total annual payroll of employees eligible for MPF# 合資格參加強積金的僱員之全年薪金總額#

HKD 港元 _____

22. Estimated annualised mandatory contributions# 預計全年強制性供款額#

HKD 港元 _____

23. Registered office address (in English) 註冊辦事處地址(英文)

Room/Flat 室	Floor 樓	Block 座	Name of building 大廈名稱			
Name of estate 屋邨名稱		Number and name of street/road 門牌號碼及街道名稱				
District/Postal code 地區/郵政編號	<input type="checkbox"/> HK 香港	<input type="checkbox"/> KLN 九龍	<input type="checkbox"/> NT 新界	<input type="checkbox"/> Others 其他	City 城市	Country/Region 國家/地區

24. Principal business address (in English)# 主要營業地址(英文)#

Room/Flat 室	Floor 樓	Block 座	Name of building 大廈名稱			
Name of estate 屋邨名稱		Number and name of street/road 門牌號碼及街道名稱				
District/Postal code 地區/郵政編號	<input type="checkbox"/> HK 香港	<input type="checkbox"/> KLN 九龍	<input type="checkbox"/> NT 新界	<input type="checkbox"/> Others 其他	City 城市	Country/Region 國家/地區

25. Correspondence address (in English)[#] 通訊地址(英文)[#]

Same as above business address 與上述營業地址相同

Room/Flat 室 Floor 樓 Block 座 Name of building 大廈名稱

Name of estate 屋邨名稱 Number and name of street/road 門牌號碼及街道名稱

District/Postal code 地區/郵政編號 HK 香港 KLN 九龍 NT 新界 Others 其他 City 城市 Country/Region 國家/地區

26. Name of contact person[#] 聯絡人姓名[#]

Mr 先生

Ms 女士

Surname 姓氏

Given name 名字

27. Position of contact person (in English)[#] 聯絡人職銜(英文)[#]

Country/Region code
國家/區域編號

Area code
地區號碼

Phone no.
電話號碼

28. Day time contact no.^{#,2} 日間聯絡電話^{#,2}

29. Mobile phone no.^{#,2,3} 流動電話號碼^{#,2,3}

30. Email address³ 電郵地址³

31. Business website URL 公司網址

32. Details of parent company 母公司資料

a. Registered name of parent company 母公司註冊名稱

b. Nature of business/industry of parent company 母公司商業/行業性質

c. Existing Hang Seng MPF customer 現有恒生強積金客戶

Yes 是 (Please specify the Employer ID 請註明僱主編號: _____)

No 否

² If you are providing overseas contact details outside Hong Kong SAR, please also include the correct Country/Region Code and Area Code. However, for overseas mobile numbers, usually there is no need to add an Area Code and you may check with your telecommunications service provider for details. 如你所提供的是香港特別行政區以外的海外聯絡資料，請包括正確的國家/區域及地區編號；然而，海外手提電話號碼一般毋須加上地區編號，詳情請向你的電訊服務供應商查詢。

³ Please provide your personal mobile phone no. and email address which are exclusively for your own use to ensure that your confidential account and transaction related information are delivered to the mobile phone no. and email address which are only accessible by you. 請提供你個人專用的流動電話號碼及電郵地址，以確保有關你賬戶及交易的信息被傳送到只能被你接收及開啟的流動電話號碼及電郵地址。

B. Hang Seng MPF scheme details# 恒生強積金計劃詳情#

Please tick ✓ the appropriate box(es) and provide details. 請於適當的方格內加上[✓]號及提供詳情。

1. New/Transferred scheme 新/轉移計劃							
<input type="checkbox"/> Newly set up scheme 新成立計劃							
Hang Seng MPF scheme commencement date 恒生強積金計劃開展日期	<table border="1"><tr><td>Year 年</td><td>Month 月</td><td>Day 日</td></tr></table>	Year 年	Month 月	Day 日			
Year 年	Month 月	Day 日					
<input type="checkbox"/> Transferred from another service provider - Please also complete a 'Employer's Request for Fund Transfer Form' (MPF(S)-P(E)) 轉移自其他服務提供機構 - 請同時填寫「僱主資金轉移申請表」(MPF(S)-P(E))							
First MPF scheme commencement date 首次強積金計劃開展日期	<table border="1"><tr><td>Year 年</td><td>Month 月</td><td>Day 日</td></tr></table>	Year 年	Month 月	Day 日			
Year 年	Month 月	Day 日					
Effective date of transfer (i.e. Hang Seng MPF scheme commencement date) 轉移生效日期(即恒生強積金計劃開展日期)	<table border="1"><tr><td>Year 年</td><td>Month 月</td><td>Day 日</td></tr></table>	Year 年	Month 月	Day 日			
Year 年	Month 月	Day 日					
2. Non-mandatory contributions information 非強制性供款資料							
If there will be employer's ORSO ⁴ transfers and/or employer's voluntary contributions in your MPF scheme, please tick ✓ 'Yes' and also tick ✓ 'Employer's ORSO transfers' and/or 'Employer's voluntary contributions' as appropriate. If you tick ✓ 'Yes', you must also complete an 'Additional Voluntary Contribution Application Form' (HA12). Otherwise, please tick ✓ 'No'. If you fail to tick either 'Yes' or 'No' below, we will regard this as your indication that there will NOT be employer's ORSO transfers and/or employer's voluntary contributions in your MPF scheme. 如你的強積金計劃將有僱主的職業退休計劃 ⁴ 轉移款項及/或僱主自願性供款, 請於「是」的方格內加上[✓]號, 並於僱主的職業退休計劃轉移款項及/或僱主自願性供款的方格內加上[✓]號及你必須填寫「額外自願性供款申請表格(僱主)」(HA12)。否則, 請於「否」的方格內加上[✓]號。如果你沒有在「是」或「否」的方格作出任何選擇, 則視為你已選擇你的強積金計劃內將不會有僱主的職業退休計劃轉移款項及/或僱主自願性供款。							
<input type="checkbox"/> Yes 是 (If you tick ✓ 'Yes', please also tick ✓ the following appropriate box(es) 如你選擇「是」, 請於適當的方格內填上[✓]號)							
<input type="checkbox"/> Employer's ORSO transfers 僱主的職業退休計劃轉移款項	<input type="checkbox"/> Employer's voluntary contributions 僱主自願性供款						
<input type="checkbox"/> No 否							
Important note 重要資料: Unless otherwise specified in your duly and correctly completed 'Additional Voluntary Contribution Application Form' (HA12) received by us on or before the date on which benefits attributable to employer's ORSO transfers and/or employer's voluntary contributions are paid to the Hang Seng MPF scheme, your instructions will be deemed to be that (1) your voluntary contribution scale in respect of the employer's voluntary contributions paid to the Hang Seng MPF scheme shall be set as 'Lump sum contribution' (i.e. a non-fixed amount and in irregular frequency) for all the employees, and (2) such benefits attributable to employer's ORSO transfers and/or employer's voluntary contributions shall be 100% vested in the employees from the date on which those transfers and/or contributions are paid to the Hang Seng MPF scheme. Notwithstanding the above, if the member ceased employment due to the reason of summary dismissal, such member will not be entitled to receive any benefit attributable to employer's ORSO transfers and/or employer's voluntary contributions. The employer has responsibility for any disputes raised by any employees regarding the employer's ORSO transfers and/or employer's voluntary contributions arrangement and the corresponding vesting scales mentioned above. Please read the relevant declarations 1d and 1e under Section G 'Declaration and authorisation' of this form. 除非你已在作出支付僱主的職業退休計劃轉移款項及/或僱主自願性供款日或之前向恒生強積金計劃遞交已填妥的「額外自願性供款申請表格(僱主)」(HA12), 否則你的指示將被視為(1)該筆僱主向恒生強積金計劃所支付的僱主自願性供款的供款比例, 將為其所有僱員設定為「整筆供款」(即非固定金額且不定期供款), 及(2)僱員可自僱主向恒生強積金計劃所作出的轉移及/或供款日期起, 全數100%享有僱主的職業退休計劃轉移款項及/或僱主自願性供款的歸屬權益。儘管上述的規定, 如該僱員因即時革職而終止僱傭關係, 該僱員將無權獲得任何因僱主的職業退休計劃轉移款項及/或僱主自願性供款的歸屬權益。僱主須負責僱員就上述有關僱主的職業退休計劃轉移款項及/或僱主自願性供款的安排及相應歸屬比例而提出的任何爭議。請閱讀本表格G部「聲明及授權書」內1d及1e項的相關聲明。							
⁴ A retirement scheme registered under the Occupational Retirement Schemes Ordinance 根據《職業退休計劃條例》註冊的退休計劃							
3. Do you have Casual Employees to be enrolled 你是否有臨時僱員參加此強積金計劃?							
'Casual Employee' means an employee who is employed on a day to day basis or for a fixed period of less than 60 days, and engaged in the catering or construction industries . 「臨時僱員」指按日受僱或受僱一段少於60日的固定期間, 並從事 飲食或建造業 的有關僱員。							
<input type="checkbox"/> All employees are casual employees 所有僱員均為臨時僱員							
<input type="checkbox"/> None of them is casual employees 沒有臨時僱員							
<input type="checkbox"/> Some of them are casual employees - Please complete a 'Pay Centre Set Up Form (Employer)' (HA03) to set up different pay centres for casual and non-casual employees, and proceed to B5 部分僱員為臨時僱員 - 請另行填寫「設立付款中心表格(僱主)」(HA03), 為臨時僱員及非臨時僱員分別設立付款中心, 並於B5欄繼續							
4. Pay centre set up 設立付款中心							
i. Payroll frequency 發放薪金形式(Please select ONE 請擇其一)							
If your employees are paid on different payroll frequencies, please complete a 'Pay Centre Set Up Form (Employer)' (HA03) 如你以不同形式發放薪金, 請另行填寫「設立付款中心表格(僱主)」(HA03)							
<input type="checkbox"/> Daily 每日 (Only applicable to catering or construction industry with casual employee. 只適用於飲食或建造業的臨時僱員。)							
<input type="checkbox"/> Weekly 每星期 <input type="checkbox"/> Fortnightly 每兩星期 <input type="checkbox"/> Semi-monthly 每半個月 <input type="checkbox"/> Monthly 每月							
Next payroll cycle 下一個支薪周期	<table border="1"><tr><td>Year 年</td><td>Month 月</td><td>Day 日</td></tr></table> To 至 <table border="1"><tr><td>Year 年</td><td>Month 月</td><td>Day 日</td></tr></table>	Year 年	Month 月	Day 日	Year 年	Month 月	Day 日
Year 年	Month 月	Day 日					
Year 年	Month 月	Day 日					
<input type="checkbox"/> Quarterly 每季 <input type="checkbox"/> Yearly 每年							
Next payroll cycle 下一個支薪周期	<table border="1"><tr><td>Year 年</td><td>Month 月</td></tr></table> To 至 <table border="1"><tr><td>Year 年</td><td>Month 月</td></tr></table>	Year 年	Month 月	Year 年	Month 月		
Year 年	Month 月						
Year 年	Month 月						
5. Payment method 付款方法							
<input type="checkbox"/> By Cheque 支票 (Not applicable for online remittances and file interface arrangement 不適用於網上供款及檔案銜接安排)							
<input type="checkbox"/> By Direct Debit 直接支賬 (please complete Section H 'Direct debit authorisation' 請填寫H部「直接付款授權書」)							

D. Details of connected parties^{remarks} 有關人士資料^{備註}

(Note: If the below relevant information has been provided in an attached document (e.g. ownership structure chart), you are NOT required to complete this part.
註：如已於補充文件(例如：擁有權架構表)提供以下有關資料，則毋須填寫此欄。)

- Please list the information of all beneficial owners and at least 1 controller from the controller list. Please provide their government issued identification documents. A certified true copy of HKID card should be provided, if they do not possess a valid HKID card, a certified true copy of passport should be provided. For Sole proprietorship, please provide a residential address proof in addition to certified true copy(ies) of the government issued identification documents. 請列出所有實益擁有人及最少1名在主要管理人列表內的主要管理人之資料。請提供政府發出的身分證明文件。請提供香港身分證之認證副本，在沒有有效的香港身分證情況下才提供護照之認證副本。獨資經營者應提供住宅地址證明文件以及政府發出的身分證明文件之認證副本。
 - Please note that further information of the Beneficial Owner(s) with less shareholding/ownership/voting right than that as described under “Remarks” on page 14 may require. 請注意實益擁有人如持有少於第14頁備註所列的股份／擁有權／投票權，亦有可能會被要求提供相關資料。
- No other individual is identified as Beneficial Owner(s) with shareholding/ownership/voting right more than that as described under “Remarks” on page 14; and 沒有其他個人被確定為持有少於第14頁備註所列的股份／擁有權／投票權的實益擁有人；及
- all the controller(s) is/are listed out in this section; or 在此部分已列出所有主要管理人；或
- a certified full list of all controller(s) is/will be provided separately 已經／將會個別提供認可的所有主要管理人列表
- (Please continue on a separate sheet and attach for submission if space provided is not sufficient. 如表格不敷應用，請於另紙作出補充並一併遞交。)

Individuals 個人

<p>1. a. Full name in English 英文全名 (same as that shown on your HKID card/Passport 與香港身分證／護照上的姓名相同)</p> <p>_____</p> <p>b. Full name in Chinese 中文全名 (if applicable 如適用)</p> <p>_____</p> <p>c. Capacity of connected party 有關人士類別 (select all that applies 選擇所有適用的項目)</p> <p><input type="checkbox"/> Beneficial owner 實益擁有人 (Ownership 持股量_____%) (Percentage of voting rights (if different from ownership) 投票權的百分比(如與持股量不同) _____%)</p> <p><input type="checkbox"/> Controller 主要管理人 (Job title 職銜:_____)</p> <p>d. Date of birth 出生日期 _____</p> <p>e. Nationality (Country/Region) 國籍(國家／地區)</p> <p>_____</p> <p>f. Residential address (The main address the majority of the time is spent or resided) (in English) 住宅地址(大部分時間居住在這個主要地址)(英文)</p> <p>_____</p> <p>_____</p> <p>City 城市 _____</p> <p>Country/Region 國家／地區 _____</p>	<p>2. a. Full name in English 英文全名 (same as that shown on your HKID card/Passport 與香港身分證／護照上的姓名相同)</p> <p>_____</p> <p>b. Full name in Chinese 中文全名 (if applicable 如適用)</p> <p>_____</p> <p>c. Capacity of connected party 有關人士類別 (select all that applies 選擇所有適用的項目)</p> <p><input type="checkbox"/> Beneficial owner 實益擁有人 (Ownership 持股量_____%) (Percentage of voting rights (if different from ownership) 投票權的百分比(如與持股量不同) _____%)</p> <p><input type="checkbox"/> Controller 主要管理人 (Job title 職銜:_____)</p> <p>d. Date of birth 出生日期 _____</p> <p>e. Nationality (Country/Region) 國籍(國家／地區)</p> <p>_____</p> <p>f. Residential address (The main address the majority of the time is spent or resided) (in English) 住宅地址(大部分時間居住在這個主要地址)(英文)</p> <p>_____</p> <p>_____</p> <p>City 城市 _____</p> <p>Country/Region 國家／地區 _____</p>
<p>3. a. Full name in English 英文全名 (same as that shown on your HKID card/Passport 與香港身分證／護照上的姓名相同)</p> <p>_____</p> <p>b. Full name in Chinese 中文全名 (if applicable 如適用)</p> <p>_____</p> <p>c. Capacity of connected party 有關人士類別 (select all that applies 選擇所有適用的項目)</p> <p><input type="checkbox"/> Beneficial owner 實益擁有人 (Ownership 持股量_____%) (Percentage of voting rights (if different from ownership) 投票權的百分比(如與持股量不同) _____%)</p> <p><input type="checkbox"/> Controller 主要管理人 (Job title 職銜:_____)</p> <p>d. Date of birth 出生日期 _____</p> <p>e. Nationality (Country/Region) 國籍(國家／地區)</p> <p>_____</p> <p>f. Residential address (The main address the majority of the time is spent or resided) (in English) 住宅地址(大部分時間居住在這個主要地址)(英文)</p> <p>_____</p> <p>_____</p> <p>City 城市 _____</p> <p>Country/Region 國家／地區 _____</p>	<p>4. a. Full name in English 英文全名 (same as that shown on your HKID card/Passport 與香港身分證／護照上的姓名相同)</p> <p>_____</p> <p>b. Full name in Chinese 中文全名 (if applicable 如適用)</p> <p>_____</p> <p>c. Capacity of connected party 有關人士類別 (select all that applies 選擇所有適用的項目)</p> <p><input type="checkbox"/> Beneficial owner 實益擁有人 (Ownership 持股量_____%) (Percentage of voting rights (if different from ownership) 投票權的百分比(如與持股量不同) _____%)</p> <p><input type="checkbox"/> Controller 主要管理人 (Job title 職銜:_____)</p> <p>d. Date of birth 出生日期 _____</p> <p>e. Nationality (Country/Region) 國籍(國家／地區)</p> <p>_____</p> <p>f. Residential address (The main address the majority of the time is spent or resided) (in English) 住宅地址(大部分時間居住在這個主要地址)(英文)</p> <p>_____</p> <p>_____</p> <p>City 城市 _____</p> <p>Country/Region 國家／地區 _____</p>

E. Authorised signatories 授權人簽署

Either one of the following signatures or any one of the authorised signatures appearing in Section G below will be used to verify your future correspondence to us. 下列兩者中任何一個簽署式樣或下列G部的任何一個授權簽署將用於核對你日後給予我們的文件。

<p>1. a. Full name in English 英文全名 (same as that shown on your HKID card/Passport 與香港身分證／護照上的姓名相同) _____</p> <p>b. Full name in Chinese 中文全名 (if applicable 如適用) _____</p> <p>c. HKID/Passport no. 香港身分證／護照號碼 (please provide a certified true copy⁵ 請附上認證副本⁵) _____</p> <p>d. Date of birth 出生日期 _____</p> <p>e. Nationality (Country/Region) 國籍(國家／地區) _____</p> <p>f. Job title 職銜 _____</p> <p>g. Residential address (The main address the majority of the time is spent or resided) (in English) 住宅地址(大部分時間居住在這個主要地址)(英文) _____ _____ _____ _____ City 城市 _____ Country/Region 國家／地區 _____</p> <p>h. Specimen Signature 簽名式樣 X _____</p>	<p>2. a. Full name in English 英文全名 (same as that shown on your HKID card/Passport 與香港身分證／護照上的姓名相同) _____</p> <p>b. Full name in Chinese 中文全名 (if applicable 如適用) _____</p> <p>c. HKID/Passport no. 香港身分證／護照號碼 (please provide a certified true copy⁵ 請附上認證副本⁵) _____</p> <p>d. Date of birth 出生日期 _____</p> <p>e. Nationality (Country/Region) 國籍(國家／地區) _____</p> <p>f. Job title 職銜 _____</p> <p>g. Residential address (The main address the majority of the time is spent or resided) (in English) 住宅地址(大部分時間居住在這個主要地址)(英文) _____ _____ _____ _____ City 城市 _____ Country/Region 國家／地區 _____</p> <p>h. Specimen Signature 簽名式樣 X _____</p>
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If you need to update the signature specimen of your authorised persons and their authorities, please complete an 'Authorised Signatures Specimen' form (HAY1). 如你需要更改授權人簽名及其權限，請另行填寫「授權人簽名式樣」表格(HAY1)。

⁵ A certified true copy of HKID card should be provided, if you do not possess a valid HKID card, a certified true copy of passport should be provided. 請提供香港身分證之認證副本，在沒有有效的香港身分證情況下才提供護照之認證副本。

F. Additional information 額外資料 (Complete this section if you are an 'individual as an employer' 如果你是「個人身分的僱主」, 才須填寫本部分)

F1. Details of applicant 申請人資料

1. Full name (in English) 全名(英文) (same as that shown on your HKID card/Passport 與香港身分證/護照上的姓名相同)	
2. Other name (in English) (if any) 別名(英文)(如有) Surname 姓氏 Given name 名字	
3. HKID/Passport no. (please provide a certified true copy ⁵) 香港身分證/護照號碼(請附上認證副本 ⁵)	
4. Date of birth 出生日期 Year 年 Month 月 Day 日	5. Place of birth 出生地區
6. Nationality (Country/Region) 國籍(國家/地區)1 : _____ Multiple nationalities (Country/Region) 多重國籍(國家/地區) <input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否 Nationality (Country/Region) 國籍(國家/地區)2 (if any 如有) : _____ Nationality (Country/Region) 國籍(國家/地區)3 (if any 如有) : _____	
7. Residential address (The main address the majority of the time is spent or resided) (in English) 住宅地址(大部分時間居住在這個主要地址)(英文) • PO Box address is not accepted 恕不接受郵政信箱 • Correspondence will be sent to this address 有關通訊將寄往此地址 Effective date for residential address 住宅地址生效日期 Year 年 Month 月 Room/Flat 室 Floor 樓 Block 座 Name of building 大廈名稱 Name of estate 屋邨名稱 Number and name of street/road 門牌號碼及街道名稱 District/Postal code 地區/郵政編號 <input type="checkbox"/> HK 香港 <input type="checkbox"/> KLN 九龍 <input type="checkbox"/> NT 新界 <input type="checkbox"/> Others 其他 City 城市 Country/Region 國家/地區	
8. Previous residential address 前住址 (Please continue on a separate sheet and attach for submission if space provided is not sufficient. 如表格不敷應用, 請於另紙作出補充並一併遞交。) <input type="checkbox"/> Not applicable 不適用 <input type="checkbox"/> Previous residential address 前住址 (if reside at current residential address less than 1 year 如居於現址少於一年) Room/Flat 室 Floor 樓 Block 座 Name of building 大廈名稱 Name of estate 屋邨名稱 Number and name of street/road 門牌號碼及街道名稱 District/Postal code 地區/郵政編號 <input type="checkbox"/> HK 香港 <input type="checkbox"/> KLN 九龍 <input type="checkbox"/> NT 新界 <input type="checkbox"/> Others 其他 City 城市 Country/Region 國家/地區	

9. Employment status 僱傭狀況

Employed 受僱

Name of employer 僱主名稱: _____

Address of employer 僱主地址 (city and country/region 城市和國家/地區): _____

Occupation 職業: _____

In position of control of the corporation 為該公司/機構的管理層

Yes 是

No 否

Business Owner 業務擁有人

Self-employed 自僱

(For business owner or self-employed 適用於業務擁有人/自僱)

Name of company 公司名稱: _____

Business address 營業地址: _____

Job title 工作職位: _____

Retired 退休

Not currently employed 現時並未受僱

Housewife 家庭主婦

Others 其他 (please specify 請註明: _____)

10. Nature of business 業務性質

Agriculture/Livestock specialties 農業/家畜業

Construction 建築

Business services 商用服務

Finance/Insurance 金融/保險

Catering 餐飲業

Freight transport/Cargo/Couriers 貨運/航運/速遞

Communication 通訊

Import/Export traders 出入口貿易

Education 教育

Jewellery/Precious metals/Art dealers 珠寶/貴金屬/藝術品經銷商

Hotel/Boarding houses 酒店/旅館

Pharmaceutical industry 藥業

Personal/Household services 個人/家庭服務

Real estate 地產

Others 其他 (please specify 請註明: _____)

Sales/Rental of vehicles & equipment 車輛及相關設備銷售/租借

Textile business 紡織業

⁵ A certified true copy of HKID card should be provided, if you do not possess a valid HKID card, a certified true copy of passport should be provided. 請提供香港身分證之認證副本。在沒有有效的香港身分證情況下才提供護照之認證副本。

F2. Contributor 資助人士 (Only applicable for payments via a Joint Account 只適用於透過聯名戶口作出供款)

Any third parties contributions over HKD78,000 per month to your Hang Seng MPF account(s) 第三供款者提供每月多於港幣78,000元予你的恒生強積金賬戶

No 否

Yes 是 (please list out information of your contributor below 請在下方列出該資助人士的資料):

Surname (in English) 姓(英文姓氏)	Given name (in English) 名(英文姓名)
Date of birth 出生日期 (DD/MM/YYYY)	Does the contributor have multiple nationalities (country/region)? 資助人士是否持有多重國籍(國家/地區)? <input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否
Nationality (Country/Region) 1 國籍(國家/地區)1	Nationality (Country/Region) 2 國籍(國家/地區)2 (if any 如有)

Residential address 住宅地址 (The main address the majority of the time is spent or resided 大部分時間居住在這個主要地址)
(Please complete in English 請以英文填寫)

G. Declaration and authorisation# 聲明及授權書#

- Participation** – by signing this form, the Participating Employer 參加計劃 – 在簽署本表格後，參與僱主：
 - understands that it is entering into a legally binding agreement with the Trustee to participate in the SuperTrust Plus, with effect from the Hang Seng MPF scheme commencement date stated in Section B1, and 明白已跟信託人簽訂具法律約束力的協議，以參加智選計劃，並於B1欄的恒生強積金計劃開展日期起生效，及
 - undertakes to the Trustee to comply with any requirements imposed on an employer as specified in the documentation governing the Master Trust Deed (a copy of which is available on request from the Trustee or the Administrator, The Hongkong and Shanghai Banking Corporation Limited) and in the MPF Scheme Brochure, and 向信託人承諾遵守任何有關僱主在規管集成信託計劃的文件(可向信託人或行政管理人「香港上海滙豐銀行有限公司」索取)及強積金計劃說明書內列明的規定，及
 - undertakes to provide the Trustee in an expeditious manner with such full and accurate information as the Trustee may reasonably request and rely on in order to enable the Trustee to comply with the MPF legislation or the terms of the documentation governing the SuperTrust Plus, and 承諾盡快向信託人提供其合理要求並作為依據的全部和準確資料，以便信託人遵守強積金法例或規管智選計劃的文件所載的條款，及
 - understands that if the employer does not provide a duly and correctly completed 'Additional Voluntary Contribution Application Form' (HA12) on or before the date on which benefits attributable to employer's ORSO transfers and/or employer's voluntary contributions are paid to the Hang Seng MPF scheme, instructions by the employer will be deemed to be that (1) your voluntary contribution scale in respect of the employer's voluntary contributions paid to the Hang Seng MPF scheme shall be set as 'Lump sum contribution' (i.e. a non-fixed amount and in irregular frequency) for all the employees, and (2) such benefits attributable to employer's ORSO transfers and/or employer's voluntary contributions shall be 100% vested in the employees from the date on which those transfers and/or contributions are paid to the Hang Seng MPF scheme. Notwithstanding the above, if the member ceased employment due to the reason of summary dismissal, such member will not be entitled to receive any benefit attributable to employer's ORSO transfers and/or employer's voluntary contributions, and 明白如僱主沒有在作出支付僱主的職業退休計劃轉移款項及/或僱主自願性供款日或之前向恒生強積金計劃遞交已填妥的「額外自願性供款申請表格(僱主)」(HA12)，僱主指示將被視為(1)該僱主向恒生強積金計劃所支付的僱主自願性供款的供款比例，將為其所有僱員設定為「整筆供款」(即非固定金額且不定期供款)，及(2)僱員可自僱主向恒生強積金計劃所作出的轉移及/或供款日期起，全數100%享有僱主的職業退休計劃轉移款項及/或僱主自願性供款的歸屬權益。儘管上述的規定，如該僱員因即時革職而終止僱傭關係，該僱員將無權獲得任何因僱主的職業退休計劃轉移款項及/或僱主自願性供款的歸屬權益，及**
 - agrees to be responsible for any disputes raised by any employees regarding the employer's ORSO transfers and/or employer's voluntary contributions arrangement and the corresponding vesting scales mentioned in point (d) of this section, and 同意就本部分(d)項，負責僱員就上述有關僱主的職業退休計劃轉移款項及/或僱主自願性供款的安排及相應歸屬比例而提出的任何爭議，及**
 - has read and understood the personal information collection statement below. 已細閱及明白以下收集個人資料聲明。
- Termination of participation** – to the extent permitted by the MPF legislation, termination of participation shall occur in the event of either 終止參與計劃 – 在強積金法例允許的範圍內，可在下列其中一個情況下終止參與計劃：
 - the Trustee gives notice in writing to the Participating Employer terminating its participation in the SuperTrust Plus with the written agreement of that Participating Employer given not earlier than 60 days before termination, or 信託人給予參與僱主書面通知，表示終止參與僱主參加智選計劃，並於終止前的60日內獲該僱主書面同意，或
 - the Participating Employer gives notice in writing to the Trustee ending its participation in the SuperTrust Plus on a particular date as agreed between the Participating Employer and the Trustee. 參與僱主給予信託人書面通知，表示信託人與參與僱主同意將於某一日期終止其參加智選計劃。
- Investment choice** – each member of the SuperTrust Plus may elect the manner of investment of amounts contributed by and in respect of him or her, including all employer and employee contributions whether mandatory or voluntary and all amounts transferred into the scheme. The Participating Employer undertakes to provide to each eligible employee a copy of the MPF Scheme Brochure, together with such information concerning investments as the Trustee may provide to the Participating Employer from time to time. 投資選擇 – 智選計劃的每位成員均可選擇僱主及僱員的供款，包括所有強制性及自願性的供款及任何轉移至計劃的款項的投資方式。參與僱主承諾為每位合資格僱員提供強積金計劃說明書，以及信託人不時向參與僱主提供有關投資的資料。
- Declaration** – the Participating Employer declares that it has received and read the MPF Scheme Brochure in respect of the SuperTrust Plus. 聲明 – 參與僱主謹此聲明，已收到並細閱有關智選計劃的強積金計劃說明書。

Personal information collection statement 收集個人資料聲明

- Personal data provided by Participating Employers and/or Members and details of transactions or dealings by such Participating Employers and/or Members from time to time may, to the extent not prohibited by applicable law, be used for one or more of the following purposes: - (i) the administration and/or management of or in connection with the contributions or accrued benefits or MPF account in respect of the Participating Employers and/or Members under the HSBC MPF scheme and Hang Seng MPF scheme administered by the HSBC Group; (ii) conducting direct marketing activities of MPF products and/or MPF services by entities of the HSBC Group as described in paragraph 5 below only if your consent is obtained (which includes an indication of no objection); (iii) improving and furthering the provision of MPF products and/or MPF services (including through customer research or surveys) by entities of the HSBC Group; (iv) matching for MPF related purpose with other personal data concerning the relevant Participating Employers and/or Members; (v) compliance or in accordance with an order of a court or compliance or in accordance with a law or a requirement made under a law (e.g. the Inland Revenue Ordinance and its provisions including those concerning automatic exchange of financial account information) or compliance or in accordance with any guidelines, guidance or requests given or issued by the Inland Revenue Department including those concerning automatic exchange of financial account information. 不時由參與僱主及/或成員所提供的個人資料及該等參與僱主及/或成員的交易或事務往來的詳情，限於不在適用法律禁止之列，將可被用於以下一項或多項用途：(i)由滙豐集團管理行政的滙豐強積金計劃及恒生強積金計劃下與參與僱主及/或成員的供款或累積權益或強積金戶口有關的行政事宜及/或管理；(ii)在獲得你的同意下(包括表示不反對)，進行以下第5段所述由滙豐集團成員所提供的強積金產品及/或強積金服務的直接有關促銷活動；(iii)改善及進一步提供由滙豐集團成員所提供的強積金產品及/或強積金服務(包括透過客戶研究或調查)；(iv)為任何強積金相關的用途而核對相關參與僱主及/或成員的其他個人資料；(v)遵守或按照法庭命令或遵守或按照法律或根據法律訂立的規定(例如《稅務條例》及其條文，包括關於自動交換財務賬戶資料的條文)或遵守或按照任何稅務局所提供或發出的指引、指導或要求，包括關於自動交換財務賬戶資料的指引、指導或要求。
- Failure to provide your information may result in us being unable to process your application or perform the services you request. 如你未能提供資料將可能導致我們未能處理你的申請或提供你所要求的服務。
- Personal data held by us relating to a Participating Employer and/or Member will be kept confidential but, to the extent not prohibited by applicable law, such information may be provided by us or any of our service providers to the following parties for the purposes set out in paragraph 1:- (i) any regulators or government authorities; (ii) any service provider, agent or contractor who provides administrative, telecommunications, computer, payment, data processing, matching, storage, customer research or survey or other services in connection with the operation of our MPF business; (iii) relevant Participating Employers; (iv) entities of the HSBC Group. Such information may be transferred to a place outside Hong Kong Special Administrative Region. 由我們持有參與僱主及/或成員的個人資料將予保密，但限於不在適用法律禁止之列，我們或任何我們的服務供應商可能會將該等資料提供給以下各方作第1段所述的用途：(i)任何監管機構或政府機關；(ii)任何提供與營運我們的強積金業務有關的行政、電訊、電腦、付賬、數據處理、核對、儲存、客戶研究或調查或其他服務的任何服務供應商、代理人或承包商；(iii)相關的參與僱主；(iv)滙豐集團成員。該等資料可能轉移至香港特別行政區以外的地方。
- You have the right to request access to and correction of your personal data held by us. Request should be addressed to: The Data Protection Officer, HSBC Provident Fund Trustee (Hong Kong) Limited, c/o The Hongkong and Shanghai Banking Corporation Limited, PO Box 73770, Kowloon Central Post Office. 你有權要求查閱及更改由我們持有你的個人資料。如有需要，可致函九龍中央郵政信箱73770號(c/o香港上海滙豐銀行有限公司)，向HSBC Provident Fund Trustee (Hong Kong) Limited資料保障主任提出要求。
- To the extent not prohibited by applicable law, we, entities of the HSBC Group, intend to use your personal data in direct marketing of MPF products and/or MPF services, and we require your consent (which includes an indication of no objection) for that purpose. In this connection, please note that 限於不在適用法律禁止之列，我們，滙豐集團成員，擬把你的個人資料用於強積金產品及/或強積金服務的直接促銷，而我們為該用途須獲得你的同意(包括表示不反對)。就此，請注意：
 - your name, contact details, other products and services portfolio information, transaction pattern and behaviour, financial background and demographic data held by us from time to time may be used in direct marketing; and 我們可能把我們不時持有你的姓名、聯絡資料、其他產品及服務組合資料、交易模式及行為、財務背景及人口統計數據用於直接促銷；及

G. Declaration and authorisation# (cont'd) 聲明及授權書# (續)

<p>(ii) the MPF products and/or MPF services offered by entities of the HSBC Group may be marketed. 可用作促銷由滙豐集團成員所提供的強積金產品及／或強積金服務。</p> <p>If you no longer want us to use your personal data in direct marketing activities as described in paragraph 5 above, you may exercise your opt-out right by notifying us. 如你不再希望你的個人資料被用於上述第5段所述的直接促銷活動，你可通知我們，行使你的選擇權拒絕促銷。</p> <p><input type="checkbox"/> Please tick if you do not wish your personal data to be used for purpose of conducting direct marketing activities stated in paragraph 5 above. 如你不希望你的個人資料被用於上述第5段所列明的直接促銷活動，請在方格內填上剔號。</p> <p>The above represents your present choice whether or not to receive direct marketing contact or information. This replaces any choice communicated by you to us prior to this application. Please note that you can change your marketing preference anytime, by calling us on (852) 2288 6822 (Employer) or (852) 2213 2213 (Member), to receive our best offers and promotions. 以上代表你目前就是否希望收到直接促銷聯繫或資訊的選擇，並取代你於本申請前向我們傳達的任何選擇。請注意：接收推廣資訊喜好設定可隨時作出變更，致電我們(852) 2288 6822(僱主)或(852) 2213 2213(成員)，從而接收我們的精彩優惠及推廣資訊。</p>	
<p>I/We confirm that the identities of all employees and/or all connected parties including but not limited to authorised personnel, beneficial owners, directors, controller had been verified. 本人／吾等確認所有僱員及／或所有關聯人士包括並不限於授權人士、實益擁有人、董事、主要管理人的身分已被核實。</p>	
<p>Authorised signature of employer 僱主授權簽署</p> <p>X</p>	<p>Authorised signature of employer 僱主授權簽署</p> <p>X</p>
Date 日期	Date 日期
Full name in English 英文全名 (same as that shown on your HKID card/Passport 與香港身分證／護照上的姓名相同)	Full name in English 英文全名 (same as that shown on your HKID card/Passport 與香港身分證／護照上的姓名相同)
Full name in Chinese 中文全名 (if applicable 如適用)	Full name in Chinese 中文全名 (if applicable 如適用)
HKID/Passport no. 香港身分證／護照號碼 (please provide a certified true copy ⁵ 請附上認證副本 ⁵)	HKID/Passport no. 香港身分證／護照號碼 (please provide a certified true copy ⁵ 請附上認證副本 ⁵)
Date of birth 出生日期	Date of birth 出生日期
Nationality (Country/Region) 國籍(國家／地區)	Nationality (Country/Region) 國籍(國家／地區)
Job title 職銜	Job title 職銜
Residential address (The main address the majority of the time is spent or resided) (in English) 住宅地址(大部分時間居住在這個主要地址)(英文)	Residential address (The main address the majority of the time is spent or resided) (in English) 住宅地址(大部分時間居住在這個主要地址)(英文)
City 城市 _____	City 城市 _____
Country/Region 國家／地區 _____	Country/Region 國家／地區 _____

⁵ A certified true copy of HKID card should be provided, if you do not possess a valid HKID card, a certified true copy of passport should be provided. 請提供香港身分證之認證副本，在沒有有效的香港身分證情況下才提供護照之認證副本。

Remarks 備註

1. Beneficial Owner 實益擁有人：

- a. In relation to a corporation (if fulfils any of the following criteria): means an individual who, 就法團而言指符合以下任何一項說明的個人：
- owns or controls, directly or indirectly, including through a trust or bearer share holding, 25% or more of the issued share capital of the corporation; or 直接或間接地擁有或控制(包括透過信託或持票人股份持有)該法團已發行股本的25%或以上；或
 - is directly or indirectly, entitled to exercise or control the exercise of 25% or more of the voting rights at general meetings of the corporation; or 直接或間接地有權行使在該法團的成員大會上的投票權的25%或以上；或支配該比重的投票權的行使；或
 - exercises ultimate control over the management of the corporation; or 行使對該法團的管理最終的控制權；或
 - if the corporation is acting on behalf of another person, means the other person. (如該法團是代表另一人行事)指該另一人。
- b. In relation to a partnership (if fulfils any of the following criteria): means an individual who, 就合夥而言指符合以下任何一項說明的個人：
- is entitled to or controls, directly or indirectly, 25% or more share of the capital or profits of the partnership; or 直接或間接地有權攤分或控制該合夥的資本或利潤的25%或以上；或
 - is directly or indirectly, entitled to exercise or control the exercise of 25% or more of the voting rights in the partnership; or 直接或間接地有權行使在該合夥的投票權的25%或以上；或支配該比重的投票權的行使；或
 - exercises ultimate control over the management of the partnership; or 行使對該合夥的管理最終的控制權；或
 - if the partnership is acting on behalf of another person, means the other person. (如該合夥是代表另一人行事)指該另一人。
- c. In relation to a trust or foundation (if fulfils any of the following criteria): means an individual who, 就信託或基金會而言指符合以下任何一項說明的個人：
- is entitled to a vested interest in 25% or more of the capital of the trust or foundation property, whether the interest is in possession or in the remainder or reversion and whether it is defeasible or not; or 有權享有信託財產或基金會的資本的既得權益的25%或以上的任何人，而不論該人是享有該權益的管有權、剩餘權或復歸權，亦不論該權益是否可予廢除；或
 - the settlors, grantors, donors or asset contributors of the trust or foundation; or 該信託或基金會的財產授予人、資產提供者、捐贈者或財產出資人；或
 - trustees of the trust, or council members or directors of the foundation; or 該信託的受託人，或該基金會的理事會成員或董事；或
 - a protector or enforcer of the trust; or 該信託的保護人或執行人；或
 - an individual who has ultimate control over the trust. 對該信託擁有最終的控制權的個人。
- d. In relation to a person other than (a) to (c) (if fulfils any of the following criteria): means an individual who, 就不屬(a)至(c)段所指定的人而言指符合以下任何一項說明的個人：
- ultimately owns or controls the persons; or 最終擁有或控制該人的任何人；或
 - if the person is acting on behalf of another person, mean the other person. (如該人是代表另一人行事)指該另一人。

2. Controller 主要管理人：

A Controller is an individual or legal entity which has the right to exercise or actually exercises significant influence over the policy or business strategy, or holds the right, directly or indirectly, to appoint or remove a majority of the board of directors. Controllers include: 主要管理人是具有權對政策或業務戰略行使或實施重大影響，直接或間接擁有任命或罷免董事會多數成員的權利的人士或法人團體。主要管理人包括：

- A Director who exercises direct control over the company (responsible for senior executive activities) 對公司行使直接決策權的董事(負責高級行政事務)
- Managing Director 董事總經理
- Sole Director 唯一董事
- Local Branch Manager (for Branches) 本地分行經理(適用於分行)
- A Partner exercising substantial influence over the day-to-day management of the company's business 對公司日常管理施加重大影響的合夥人
- Powers of Attorney 受權人
- Nominees 代名人
- The person on whose behalf the Nominee entity is working for 由代名人實體代為行事的人士
- A person who holds the right, directly or indirectly, to appoint or remove a majority of the board of directors of the company or the CEO 直接或間接擁有任命或罷免公司董事會多數成員或行政總裁的權利的人士
- Individual who holds a senior position⁶ within the entity and Ultimate Parent 在公司和最終母公司中擔任高階職位⁶的個人
- Dual position held within the Ultimate Parent: CEO and Chairman/Founder and CEO 在最終母公司內擔任雙重職務：行政總裁兼董事長／創辦人兼行政總裁

⁶Senior Position 高階職位：

- Chief Executive Officer 行政總裁
- Chairperson 董事長
- Chief Financial Officer 財務總監
- Chief Investment Officer (in some scenarios only) 投資總監(僅在某些情況下)
- Chief Operating Officer 營運總監
- Founder 創辦人
- General Partner 普通合夥人
- Managing Partner 管理合夥人
- President 總裁

For office use only 公司專用	Sales name 1	Ext	Sales staff code 1	BCC	Enrol referral staff code 1	BCC	Ind. code _ _ _ _
	Sales name 2	Ext	Sales staff code 2	BCC	Enrol referral staff code 2	BCC	
	Sales name 3	Ext	Sales staff code 3	BCC	Enrol referral staff code 3	BCC	

H. Direct debit authorisation# 直接付款授權書#

Name of party to be credited (The Beneficiary) 收款之一方(受益人) HSBC Provident Fund Trustee (Hong Kong) Limited	Bank no. 銀行編號 0 0 4	Branch no. 分行編號 5 0 0	Account no. to be credited 收款戶口之號碼 5 3 8 7 7 2 0 0 1
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I/We hereby authorise my/our below named Bank to effect transfers from my/our account to that of the above named beneficiary in accordance with such instructions as my/our Bank may receive from the beneficiary from time to time. 本人/吾等現授權本人/吾等之下述銀行，(根據受益人不時給予本人/吾等銀行之指示)自本人/吾等之戶口內轉賬予上述受益人。

I/We agree that my/our Bank shall not be obliged to ascertain whether or not notice of any such transfer has been given to me/us. 本人/吾等同意本人/吾等之銀行無須證實該等轉賬通知是否已交予本人/吾等。

I/We jointly and severally accept full responsibility for any overdraft (or increase in existing overdraft) on my/our account which may arise as a result of any such transfer(s). 如因該等轉賬而令本人/吾等之戶口出現透支(或令現時之透支增加)，本人/吾等願共同及各別承擔全部責任。

I/We confirm that my/our signature(s) on this application form is/are the same as that/those for the operation of my/our Savings/Current Account to be debited for the transfer. 本人/吾等確認，本人/吾等於本授權書上之簽名，與本人/吾等之儲蓄/往來戶口所簽者完全相同。

I/We agree to notify the above-named beneficiary of any change of bank account or cancellation of payment method and further agree that should there be insufficient funds in my/our bank account to meet any transfer hereby authorised, the Bank shall be entitled, at its discretion, not to effect such transfer in which event the Bank may make the usual service charge to be paid by me/us. 本人/吾等同意給予受益人任何更改銀行戶口或取消付款方法之通知，並且同意如本人/吾等之戶口並無足夠款項支付吾等授權轉賬，則本人/吾等之銀行有權不予轉賬，而且銀行可向本人/吾等收取慣常之費用。

This authorisation shall have effect until further notice. 本授權書將繼續生效直至另行通知為止。

I/We agree that any notice of cancellation or variation of this authorisation which I/we may give to my/our Bank shall be given at least 2 working days prior to the date on which such cancellation/variation is to take effect and at the same time such notice shall be given to the beneficiary. 本人/吾等同意，本人/吾等取消或更改本授權書之任何通知，須於取消/更改生效日最少兩個工作天之前交予本人/吾等之銀行。

I/We hereby authorise HSBC Provident Fund Trustee (Hong Kong) Limited, to initiate and arrange for contributions to be debited from my bank account as particularised below, in favour of HSBC Provident Fund Trustee (Hong Kong) Limited. 本人/吾等茲以此書面授權 HSBC Provident Fund Trustee (Hong Kong) Limited 從本人下述銀行之戶口內，以自動轉賬形式支付。

1. Bank and branch name 銀行及分行名稱		
Bank no. 銀行編號	Branch no. 分行編號	Account no. to be debited 扣款戶口號碼 (Please specify account suffix number for integrated account. 如戶口屬於綜合理財戶口，請註明戶口字尾號碼。)
Address as recorded on Statement/Passbook 結單/存摺上所紀錄的地址		
2. Details as recorded on Statement/Passbook 於結單/存摺上的資料紀錄 (If you are in doubt, please contact your respective Bank. 如有疑問，請聯絡你的相關銀行。)		
A/C Name as recorded on Statement/Passbook* 在結單/存摺上所紀錄之賬戶名稱*	Signature 簽署 (must be the same as the signature for the bank account 必須與銀行賬戶所簽者完全相同)	
Identification number 身分證明文件號碼 <input type="checkbox"/> HKID Card No. 香港身分證號碼 _____ () <input type="checkbox"/> Passport No. 護照號碼 _____ <input type="checkbox"/> Business Registration 商業登記 _____ <input type="checkbox"/> Certificate of Incorporation 公司註冊證書 _____ <input type="checkbox"/> Others 其他 (Please specify 請註明) _____	<input checked="" type="checkbox"/> X Date 日期 _____	
3. Please provide joint account holder's details (if applicable) 請填寫聯名戶口持有人資料(如適用)		
Name of joint account holder 聯名戶口持有人姓名	Signature of joint account holder 聯名戶口持有人簽署	
Identification number 身分證明文件號碼 <input type="checkbox"/> HKID Card No. 香港身分證號碼 _____ () <input type="checkbox"/> Passport No. 護照號碼 _____ <input type="checkbox"/> Business Registration 商業登記 _____ <input type="checkbox"/> Certificate of Incorporation 公司註冊證書 _____ <input type="checkbox"/> Others 其他 (Please specify 請註明) _____	<input checked="" type="checkbox"/> X Date 日期 _____	

* If not same as the name registered for the MPF scheme, please provide the relevant documents. 如與強積金計劃所登記的姓名不同，請提供相關文件。)