

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



HA12

**HANG SENG MANDATORY PROVIDENT FUND – SUPERTRUST PLUS
ADDITIONAL VOLUNTARY CONTRIBUTION APPLICATION FORM (EMPLOYER)
恒生強積金智選計劃: 額外自願性供款申請表格(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 read the following notes before completing this form 請於填寫本表格前參閱以下注意事項:
 - i. '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。
 - ii. '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。在「強積金計劃說明書」內定義的任何其他字詞或字句均與本表格內所用的具有相同意義。
 - iii. Relevant income includes wages, salaries, leave pay, housing allowances, housing benefits, fees, commissions, bonuses, gratuities, perquisites or allowances, expressed in monetary terms, paid or payable by an employer (directly or indirectly) to their employees, and in consideration of the employees' employment contracts, but excluding long service payments or severance payments. 有關入息包括由僱主根據僱傭合約(直接或間接)以金錢形式支付或須支付予僱員的工資、薪金、假期津貼、房屋津貼、房屋利益、費用、佣金、花紅、獎金、合約酬金、賞錢或津貼，但不包括長期服務金或遣散費。
3. If you have three or more classes of employees, please provide information on photocopies of Section B. 如有三個或以上的僱員級別，請影印B部以提供資料。
4. Please note that the Trustee reserves the right of final decision and may decline any additional voluntary contribution application with proposed voluntary contribution arrangement other than the given options defined in the Section B. For enquiry, please contact our customer service representatives. 請注意，信託人保留對額外自願性供款安排的申請的最終決定權，並可拒絕任何並非按照本表格B部作出的自願性供款安排之申請。如有查詢，請與我們的客戶服務代表聯絡。
5. The information provided will be used in accordance with the relevant MPF Ordinance and/or its Regulations and the same manner as mentioned in the "Personal Information Collection Statement for Hang Seng Mandatory Provident Fund" ("PICS"). The PICS can be obtained through Hang Seng MPF website hangseng.com/empf or MPF hotline 2288 6822 (Employer) or 2213 2213 (Member). By signing this form, your present choice of receiving direct marketing information will remain unchanged. If you wish to update the use of your personal data for direct marketing purpose as stated in the PICS from the Hang Seng MPF scheme, you may exercise your right by notifying us. 所有已提供的資料將按照有關強積金條例及／或其規例及《恒生強積金的收集個人資料聲明》(「聲明」)處理。該聲明可透過以下恒生強積金網站 hangseng.com/empf 或強積金熱線2288 6822(僱主)或2213 2213(成員)索取。在簽署本表格後，你現時關於接收直接促銷資訊的選擇將維持不變。如你希望更新在恒生強積金計劃聲明中使用你的個人資料作直接促銷的用途，你可通知我們行使你的選擇權。

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		
2. Business/Other registration no. 商業／其他註冊證號碼		
Registration types ¹ 註冊證明 ¹ Registration no. 註冊證號碼		
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。)		
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
3. Certificate of incorporation no. (if applicable) 公司註冊證書號碼(如適用)	4. Employer ID (if known) 僱主編號(如知悉)	5. Number of classes of employees 僱員級別數目
6. Is employer's consent required if employees withdraw their own additional voluntary contributions (if any) during employment 如僱員於在職期間提取其額外自願性供款(如有)，是否須獲僱主同意?		
<input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否		

B. Details of additional voluntary contributions 額外自願性供款資料

Class 1 級別 1

<p>1. Class description 級別描述</p> <p style="text-align: center;">Class name 級別名稱</p> <p><input type="checkbox"/> Add new 新增 _____</p> <p><input type="checkbox"/> Amend 修訂 _____</p>	<p>2. Effective date of instruction 指示的生效日期</p> <table style="width: 100%; border: 1px solid black; margin-bottom: 5px;"> <tr> <td style="width: 33%; border: 1px solid black; text-align: center;"> </td> <td style="width: 33%; border: 1px solid black; text-align: center;"> </td> <td style="width: 33%; border: 1px solid black; text-align: center;"> </td> </tr> <tr> <td style="text-align: center;">Year 年</td> <td style="text-align: center;">Month 月</td> <td style="text-align: center;">Day 日</td> </tr> </table> <p>Please allow at least one month advance notice when specifying the effective date. 請於指定生效日期時給予最少一個月通知。</p>				Year 年	Month 月	Day 日
Year 年	Month 月	Day 日					
<p>3. ORSO transfer (if applicable) 職業退休計劃轉移 (如適用)</p> <p>Details of existing ORSO scheme 現有職業退休計劃資料</p> <p>Name of scheme service provider 計劃服務提供機構名稱: _____</p> <p>ORSO registration number 職業退休計劃註冊編號: _____</p>							
<p>4. Contribution scale 供款比例</p> <p>Completed years of service to be calculated from 完成的服務年期計算由</p> <p><input type="checkbox"/> Date of employment 受僱日期</p> <p><input type="checkbox"/> Date joined scheme 參加計劃日期</p>							
<p>Voluntary contribution scale 自願性供款比例</p> <p>(Please make ONE choice below – ‘Fixed amount’, ‘Percentage of income’ or ‘Lump sum contributions’ and tick ✓ the appropriate box. 請作出下列其中一項選擇 – 「固定金額」、「收入百分比」或「整筆供款」，並於適當的方格內加上「✓」號。)</p>	<p>Employer contribution Percentage² or fixed amount³ 僱主供款百分比²或固定金額³</p>	<p>Employee contribution Percentage² or fixed amount³ 僱員供款百分比²或固定金額³</p>					
<p><input type="checkbox"/> Fixed amount 固定金額</p> <p>(Pay in each contribution period 每個供款期支付)</p> <p><input type="checkbox"/> Fixed amount 固定金額</p> <p><input type="checkbox"/> By years of services 按服務年期</p> <p>Less than 少於 _____ years 年</p> <p>_____ years or more 年或多於, but less than 但少於 _____ years 年</p> <p>_____ years or more 年或多於, but less than 但少於 _____ years 年</p> <p>_____ years or more 年或多於, but less than 但少於 _____ years 年</p> <p>_____ years or more 年或多於</p>	<p>HKD 港元 _____</p> <p>HKD 港元 _____</p> <p>HKD 港元 _____</p> <p>HKD 港元 _____</p> <p>HKD 港元 _____</p> <p>HKD 港元 _____</p>	<p>HKD 港元 _____</p> <p>HKD 港元 _____</p> <p>HKD 港元 _____</p> <p>HKD 港元 _____</p> <p>HKD 港元 _____</p> <p>HKD 港元 _____</p>					
<p><input type="checkbox"/> Percentage of income 收入百分比</p> <p>(Pay in each contribution period 每個供款期支付)</p> <p>(Please fill in both part (A) and (B) below 請填寫以下(A)及(B)部)</p> <p>(A) Contribution formula 供款計算程式</p> <p><input type="checkbox"/> Relevant income x contribution percentage 有關入息 x 供款百分比</p> <p><input type="checkbox"/> Relevant income x contribution percentage – mandatory contribution 有關入息 x 供款百分比 - 強制性供款</p> <p>(B) <input type="checkbox"/> By a flat contribution percentage 劃一供款百分比</p> <p><input type="checkbox"/> By years of services 按服務年期</p> <p>Less than 少於 _____ years 年</p> <p>_____ years or more 年或多於, but less than 但少於 _____ years 年</p> <p>_____ years or more 年或多於, but less than 但少於 _____ years 年</p> <p>_____ years or more 年或多於, but less than 但少於 _____ years 年</p> <p>_____ years or more 年或多於</p>	<p>_____ %</p> <p>_____ %</p> <p>_____ %</p> <p>_____ %</p> <p>_____ %</p> <p>_____ %</p>	<p>_____ %</p> <p>_____ %</p> <p>_____ %</p> <p>_____ %</p> <p>_____ %</p> <p>_____ %</p>					
<p><input type="checkbox"/> Lump sum contributions 整筆供款</p>							

² The contribution percentage should be limited to one decimal place. Otherwise, the percentage will be rounded off to one decimal place. 供款百分比不可多於一個小數位，否則，百分比將被四捨五入至一個小數位。

³ The fixed amount should be in whole numbers (e.g. HKD50 not HKD50.5). 固定金額必須為整數 (例如：須為港元50而非港元50.5)。

5. Vesting scale 歸屬比例

The vesting scale specifies the percentage of employer's balance derived from employer's voluntary contributions and/or employer's ORSO transfer which your employees are entitled to when they cease employment. 歸屬比例用於指定僱員在離職時有權享有僱主的自願性供款及／或僱主的職業退休計劃轉移款項所累積的僱主結餘的百分比。

All percentages should be in whole numbers (e.g. 50% not 50.5%). 所有百分比必須為整數(例如：須為50%而非50.5%)。

Completed Years of Service 完成的服務年期	Standard Vesting Scale 標準歸屬比例	Customised Vesting Scale 自定歸屬比例	
		Voluntary Contribution 自願性供款	ORSO Transfer 職業退休計劃轉移款項
Calculated from 計算自 <input type="checkbox"/> Date of employment 受僱日期 <input type="checkbox"/> Date joined scheme 參加計劃日期	<input type="checkbox"/> Voluntary Contribution 自願性供款 <input type="checkbox"/> ORSO Transfer 職業退休計劃轉移款項	<input type="checkbox"/> Voluntary Contribution 自願性供款	<input type="checkbox"/> ORSO Transfer 職業退休計劃轉移款項
Resignation/Contract termination/ Termination of employment/ Redundancy/Lay-off 辭職／合約終止／終止受僱／ 裁員／停工 less than 1 year 少於1年	0%	_____ %	_____ %
1	10%	_____ %	_____ %
2	20%	_____ %	_____ %
3	30%	_____ %	_____ %
4	40%	_____ %	_____ %
5	50%	_____ %	_____ %
6	60%	_____ %	_____ %
7	70%	_____ %	_____ %
8	80%	_____ %	_____ %
9	90%	_____ %	_____ %
10 years or more 10年或以上	100%	_____ %	_____ %
Early retirement 提早退休 Normal retirement 正常退休 Late retirement 延遲退休 Death 死亡 Total incapacity 完全喪失行為能力	100%	_____ %	_____ %
Summary dismissal 即時革職	0%	_____ %	_____ %

6. Additional information (if any) 附加資料(如有)

Class 2 級別 2

<p>7. Class description 級別描述</p> <p style="text-align: center;">Class name 級別名稱</p> <p><input type="checkbox"/> Add new 新增 _____</p> <p><input type="checkbox"/> Amend 修訂 _____</p>	<p>8. Effective date of instruction 指示的生效日期</p> <p style="text-align: center;"> _____ _____ _____ Year 年 Month 月 Day 日 </p> <p>Please allow at least one month advance notice when specifying the effective date. 請於指定生效日期時給予最少一個月通知。</p>
<p>9. ORSO transfer (if applicable) 職業退休計劃轉移(如適用)</p> <p>Details of existing ORSO scheme 現有職業退休計劃資料</p> <p>Name of scheme service provider 計劃服務提供機構名稱: _____</p> <p>ORSO registration number 職業退休計劃註冊編號: _____</p>	

10. Contribution scale 供款比例

Completed years of service to be calculated from 完成的服務年期計算由

- Date of employment 受僱日期
 Date joined scheme 參加計劃日期

Voluntary contribution scale 自願性供款比例 (Please make ONE choice below – ‘Fixed amount’, ‘Percentage of income’ or ‘Lump sum contributions’ and tick ✓ the appropriate box. 請作出下列其中一項選擇 – 「固定金額」、「收入百分比」或「整筆供款」，並於適當的方格內加上「✓」號。)	Employer contribution Percentage ² or fixed amount ³ 僱主供款百分比 ² 或固定金額 ³	Employee contribution Percentage ² or fixed amount ³ 僱員供款百分比 ² 或固定金額 ³
<input type="checkbox"/> Fixed amount 固定金額 (Pay in each contribution period 每個供款期支付) <input type="checkbox"/> Fixed amount 固定金額 <input type="checkbox"/> By years of services 按服務年期 Less than 少於 _____ years 年 _____ years or more 年或多於, but less than 但少於 _____ years 年 _____ years or more 年或多於, but less than 但少於 _____ years 年 _____ years or more 年或多於, but less than 但少於 _____ years 年 _____ years or more 年或多於	HKD 港元 _____ HKD 港元 _____ HKD 港元 _____ HKD 港元 _____ HKD 港元 _____	HKD 港元 _____ HKD 港元 _____ HKD 港元 _____ HKD 港元 _____ HKD 港元 _____
<input type="checkbox"/> Percentage of income 收入百分比 (Pay in each contribution period 每個供款期支付) (Please fill in both part (A) and (B) below 請填寫以下(A)及(B)部) (A) Contribution formula 供款計算程式 <input type="checkbox"/> Relevant income x contribution percentage 有關入息 x 供款百分比 <input type="checkbox"/> Relevant income x contribution percentage – mandatory contribution 有關入息 x 供款百分比 - 強制性供款 (B) <input type="checkbox"/> By a flat contribution percentage 劃一供款百分比 <input type="checkbox"/> By years of services 按服務年期 Less than 少於 _____ years 年 _____ years or more 年或多於, but less than 但少於 _____ years 年 _____ years or more 年或多於, but less than 但少於 _____ years 年 _____ years or more 年或多於, but less than 但少於 _____ years 年 _____ years or more 年或多於	_____ % _____ % _____ % _____ % _____ % _____ %	_____ % _____ % _____ % _____ % _____ % _____ %
<input type="checkbox"/> Lump sum contributions 整筆供款		

² The contribution percentage should be limited to one decimal place. Otherwise, the percentage will be rounded off to one decimal place. 供款百分比不可多於一個小數位，否則，百分比將被四捨五入至一個小數位。

³ The fixed amount should be in whole numbers (e.g. HKD50 not HKD50.5). 固定金額必須為整數(例如：須為港元50而非港元50.5)。

11. Vesting scale 歸屬比例

The vesting scale specifies the percentage of employer's balance derived from employer's voluntary contributions and/or employer's ORSO transfer which your employees are entitled to when they cease employment. 歸屬比例用於指定僱員在離職時有權享有僱主的自願性供款及／或僱主的職業退休計劃轉移款項所累積的僱主結餘的百分比。

All percentages should be in whole numbers (e.g. 50% not 50.5%). 所有百分比必須為整數(例如：須為50%而非50.5%)。

Completed Years of Service 完成的服務年期	Standard Vesting Scale 標準歸屬比例	Customised Vesting Scale 自定歸屬比例	
		Voluntary Contribution 自願性供款	ORSO Transfer 職業退休計劃轉移款項
Calculated from 計算自 <input type="checkbox"/> Date of employment 受僱日期 <input type="checkbox"/> Date joined scheme 參加計劃日期	<input type="checkbox"/> Voluntary Contribution 自願性供款 <input type="checkbox"/> ORSO Transfer 職業退休計劃轉移款項	<input type="checkbox"/> Voluntary Contribution 自願性供款	<input type="checkbox"/> ORSO Transfer 職業退休計劃轉移款項
Resignation/Contract termination/ Termination of employment/ Redundancy/Lay-off 辭職／合約終止／終止受僱／ 裁員／停工 less than 1 year 少於1年	0%	_____ %	_____ %
1	10%	_____ %	_____ %
2	20%	_____ %	_____ %
3	30%	_____ %	_____ %
4	40%	_____ %	_____ %
5	50%	_____ %	_____ %
6	60%	_____ %	_____ %
7	70%	_____ %	_____ %
8	80%	_____ %	_____ %
9	90%	_____ %	_____ %
10 years or more 10年或以上	100%	_____ %	_____ %
Early retirement 提早退休 Normal retirement 正常退休 Late retirement 延遲退休 Death 死亡 Total incapacity 完全喪失行為能力	100%	_____ %	_____ %
Summary dismissal 即時革職	0%	_____ %	_____ %

12. Additional information (if any) 附加資料(如有)

C. Arrangement of unvested benefits 非歸屬權益之安排

Any benefits which your employees are not entitled upon cessation of employment will be treated as unvested benefits and the arrangement of the unvested benefits are as follows. 僱員於離職時無權享有的權益將被視為非歸屬權益及會按以下指示處理該非歸屬權益。

- (1) Refund to employer by cheque 以支票形式退還予僱主
- (2) Transferred to the reserve account (Please complete the Investment allocation percentage in Section D) 轉移至儲備賬戶內(請繼續填寫D部的投資分布百分比)
- (3) Transferred to the reserve account and allocated to existing members once a year (Please complete the Investment allocation percentage in Section D) 轉移至儲備賬戶內，並每年分配至各現有成員賬戶(請繼續填寫D部的投資分布百分比)

D. Investment instruction for reserve account 儲備賬戶的投資指示

The investment percentage allocation should be in whole numbers (e.g. 50% not 50.5%) and the total should be 100%. If the total allocation is not 100%, or if this section is left blank, all unvested benefits will be fully invested into the MPF Conservative Fund. 投資分布百分比必須為整數(例如50%而非50.5%)及其總和必須為100%。如分布總和不等於100%，或如留空此部分，所有非歸屬權益將全數投資於強積金保守基金內。

Name of Constituent Fund 成分基金名稱	Type of fund 基金類別	Fund code 基金代號	Investment allocation percentage 投資分布百分比 (Please counter-sign for any amendments made. 如有任何更 改，請在旁加簽作實。)
MPF Conservative Fund 強積金保守基金	Money Market Fund 貨幣市場基金	CPF	%
Global Bond Fund 環球債券基金	Bond Fund 債券基金	GBF	%
Guaranteed Fund ⁴ 保證基金 ⁴	Guaranteed Fund 保證基金	GTF	%
Age 65 Plus Fund 65歲後基金	Mixed Assets Fund 混合資產基金	FMF	%
Core Accumulation Fund 核心累積基金	Mixed Assets Fund 混合資產基金	SGF	%
Stable Fund 平穩基金	Mixed Assets Fund 混合資產基金	SBF	%
Balanced Fund 均衡基金	Mixed Assets Fund 混合資產基金	BLF	%
Growth Fund 增長基金	Mixed Assets Fund 混合資產基金	GRF	%
Global Equity Fund 環球股票基金	Equity Fund 股票基金	GEF	%
North American Equity Fund 北美股票基金	Equity Fund 股票基金	NAEF	%
European Equity Fund 歐洲股票基金	Equity Fund 股票基金	EUEF	%
Asia Pacific Equity Fund 亞太股票基金	Equity Fund 股票基金	ANEF	%
Hong Kong and Chinese Equity Fund 中港股票基金	Equity Fund 股票基金	HKEF	%
Chinese Equity Fund 中國股票基金	Equity Fund 股票基金	CNEF	%
ValueChoice Balanced Fund 智優逸均衡基金	Mixed Assets Fund 混合資產基金	VBLF	%
ValueChoice North America Equity Tracker Fund 智優逸北美股票追蹤指數基金	Equity Fund 股票基金	VUEF	%
ValueChoice Europe Equity Tracker Fund 智優逸歐洲股票追蹤指數基金	Equity Fund 股票基金	VEEF	%
ValueChoice Asia Pacific Equity Tracker Fund 智優逸亞太股票追蹤指數基金	Equity Fund 股票基金	VAEF	%
Hang Seng China Enterprises Index Tracking Fund 恒生中國企業指數基金	Equity Fund 股票基金	HSHF	%
Hang Seng Index Tracking Fund 恒指基金	Equity Fund 股票基金	HSIF	%
Total 總和			100%

⁴ Investment of the reserve account in the Guaranteed Fund will be entitled for the Guaranteed Fund's Actual Balance only. The Actual Balance is the value of the units held in the Guaranteed Fund in respect of employer's investment in the reserve account. 儲備賬戶投資於保證基金將只獲得保證基金的實際結存。實際結存為儲備賬戶根據僱主投資於保證基金所持有的單位價值。

E. Declaration and authorisation 聲明及授權書

1. **Investment choice** - The Participating Employer undertakes to provide each eligible employee relevant information including investments information as the Trustee may provide to the Participating Employer from time to time. **投資選擇** - 參與僱主承諾為每位合資格僱員提供信託人不時向參與僱主提供的有關資料並包括投資資料。
2. **Participation** - by signing this form, the Participating Employer **參加計劃** - 在簽署本表格後，參與僱主：
 - a. understands that the investment instruction specified by employees will be applied to all contributions into the SuperTrust Plus, and 明白僱員指定的投資指示將適用於所有智選計劃的供款，及
 - b. agrees that additional voluntary contributions will be made at the same time as mandatory contributions. 同意於同一時間繳付自願性及強制性供款。
3. **Declaration** - the Participating Employer **聲明** - 參與僱主謹此：
 - a. received and read the 'MPF Scheme Brochure' in respect of SuperTrust Plus and understands that the Administrator will rely and act on any actual additional voluntary contribution amounts reported in the Remittance Statements without any further verification. 確認已收到並細閱有關智選計劃的「強積金計劃說明書」及明白行政管理人將依照付款結算書上所匯報的額外自願性供款金額作出處理並毋須作進一步核實。
 - b. declares that all employees concerned have been informed of the voluntary contribution and/or ORSO transfer arrangement, including that employees should check each voluntary contribution amount and the corresponding vesting scales, and/or any ORSO transfer amount, and confirms that employees' consent has been obtained in respect of any changes. 聲明已通知所有相關僱員自願性供款及／或職業退休計劃轉移款項之安排，包括僱員應查閱每次的自願性供款金額及有關的歸屬比例，及／或任何職業退休計劃轉移金額，並確認已獲僱員同意作出任何變更。
 - c. agrees to be responsible for any disputes from any employees regarding the voluntary contribution and/or ORSO transfer arrangement and the corresponding vesting scales. 同意負責處理任何僱員就自願性供款及／或職業退休計劃轉移款項之安排及有關的歸屬比例而提出的爭議。
 - d. understands and agrees that the Trustee is not obliged to effect any changes which it determines in its sole discretion may result in a reduction in the vested benefits and/or accrued rights of the member under the scheme or which otherwise may not comply with applicable requirements of the Mandatory Provident Fund Schemes Authority and that the Trustee shall decide at its sole discretion whether before implementing such changes it shall submit them to the Mandatory Provident Fund Schemes Authority for approval. 明白和同意信託人沒有義務執行任何有關信託人認為可導致成員在計劃內的歸屬權益及／或累算權益受損之修訂或不符合強制性公積金計劃管理局要求之修訂，及信託人可隨時自行決定在執行有關更改前呈報予強制性公積金計劃管理局核准。
 - e. has read and understood the full details of this form (including the Notes on this form) and agree to abide by the rules stated herein. 已細閱及明白此表格內的所有內容(包括此表格上的注意部分)，並同意遵守此述的規則。

X

Authorised signature of employer 僱主授權簽署

Full name 全名

Position 職銜

Date 日期

X

Authorised signature of employer 僱主授權簽署

Full name 全名

Position 職銜

Date 日期

(Employer's authorised signature must be the same as your previous specimen submitted to us. 僱主授權簽署須與你之前遞交予我們的式樣相同。)

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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
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 MPF Customer Declaration Form 恒生強積金客戶聲明書

Note 注意 :

- This declaration form is applicable for conducting regulated activities under MPFA Guidelines. 本聲明書適用於根據積金局指引訂明之受規管活動。
- Please complete in BLOCK LETTERS and tick ✓ the appropriate box(es). 請用正楷填寫，並於適當的方格內加上[✓]號。
- The completed declaration form must be returned with relevant registered scheme application forms, accrued benefit transfer forms, any forms about Flexi-Contributions or Tax Deductible Voluntary Contributions to the Administrator – The Hongkong and Shanghai Banking Corporation Limited. 請把填妥的聲明書連同有關參加註冊計劃申請表格，累算權益轉移表格，任何關於靈活供款表格或可扣稅自願性供款表格一併寄交行政管理人 — 香港上海滙豐銀行有限公司。

A. Customer information 客戶資料			
1. Customer name 客戶名稱			
2. HKID no./Passport no. 身分證號碼/護照號碼	3. BR or CI no. 商業登記證或公司註冊號碼 (if applicable 如適用)	4. MPF membership number 強積金成員編號 (if applicable 如適用)	
5. Industry Type 行業類別	6. Education Level 教育程度 <input type="checkbox"/> Secondary or above 中學或以上 <input type="checkbox"/> Primary or below 小學或以下		

B. Clients with special needs 需要特別照顧客戶
<p>According to the Guidelines on Conduct Requirements for Registered Intermediaries, issued under section 6H of the Mandatory Provident Fund Schemes Ordinance (Cap. 485), a MPF registered intermediary should provide extra care of, and support for, clients with special needs ('vulnerable clients') during the sales and marketing process relating to the making of a key decision. A vulnerable client for this purpose is a person who is not, or may not be, able to fully understand the type of information to be provided and discussed or who is not, or may not be, able to make that key decision. Such clients may include those who are illiterate, with low level of education i.e. primary level or below, visually or otherwise impaired in a manner that affects their ability to make the relevant key decision independently. A key decision for this purpose refers to one of the following decisions:</p> <p>(a) choosing a particular Constituent Fund; (b) making a transfer that would involve a transfer out of a guaranteed fund; (c) making an early withdrawal of accrued benefits from the MPF System; or (d) making how much voluntary contributions into a particular registered scheme or a particular Constituent Fund.</p> <p>根據《強制性公積金計劃條例》(第485章)第6H條發出的《註冊中介人操守要求指引》，註冊中介人進行受規管活動時，如遇到需要特別照顧的客戶，在進行與作出重要決定有關的銷售及推銷程序時，須給予額外的照顧和支援。需要特別照顧的客戶是指不能完全明白或也許不能完全明白所提供及討論的資料的人士，或是指不能作出該重要決定或也許不能作出該重要決定的人士。這些需要特別照顧的客戶可包括文盲人士、教育水平在小學或以下程度的人士，以及因視障或有其他障礙而令其獨立作出有關重要決定的能力受到影響的人士。重要決定是指以下其中一項決定：</p> <p>(a) 選擇某一特定的成分基金； (b) 因轉移而涉及轉出保證基金； (c) 從強積金制度提早提取累算權益；或 (d) 向某一特定註冊計劃或某一特定成分基金作出多少自願性供款。</p> <p><input type="checkbox"/> Not applicable. The above content does not apply to my circumstances. 不適用。以上內容並不適用於本人之情況。 <input type="checkbox"/> The above content applied to my circumstances. 以上內容適用於本人之情況。</p>

C. Witness arrangement and Reflection period (only applicable to Vulnerable Clients) 見證安排及考慮期(只適用於「需要特別照顧的客戶」)								
<p>(Please tick (i) or (ii) below and either one box or both boxes under (i) can be ticked 請選擇以下 (i) 或 (ii) 而 (i) 項下可選一項或二項)</p> <p>(i) <input type="checkbox"/> I have a friend / relative who does not fall into the above categories as companion to witness this sales process. 本人有一位非以上類別的朋友/親友作為本人同伴參與見證此銷售過程。</p> <table border="0"><tr><td>Full name of witness 見證人姓名</td><td>HKID/Passport no. of witness 見證人身分證/護照號碼</td><td>Signature of witness 見證人簽署</td><td>Date signed 簽署日期</td></tr></table> <p>and/or 及/或</p> <p><input type="checkbox"/> I agree the MPF Intermediary to invite an additional Hang Seng Bank staff to witness this sales process. 本人同意強積金中介人邀請一位額外恒生銀行職員參與見證此銷售過程。</p> <table border="0"><tr><td>Full name of staff 職員姓名</td><td>Staff number 職員號碼</td><td>Signature of staff 職員簽署</td><td>Date signed 簽署日期</td></tr></table> <p>or 或</p> <p>(ii) <input type="checkbox"/> I declare that I do not need companion or additional Hang Seng Bank staff to witness the sale process as I am able to make decision independently and do not want to disclose my personal information to other parties and confirm this choice by signing below. 本人聲明本人並不需要同伴或一位額外恒生銀行職員參與見證銷售過程，因本人能作出獨立決定及不願將個人資料向第三者披露，本人現於以下簽署確認。</p> <p>Customer's signature 客戶簽署</p> <p>Reflection Period 考慮期 I have been advised on _____ (DD/MM/YYYY) to take at least one business day to reflect before applying the product(s) discussed. 貴行曾於 _____ (日/月/年) 建議本人在申請已討論的產品前可用不少於一個營業日的時間去考慮。</p> <p><input type="checkbox"/> I decided to take at least one business day to reflect before filling the form. 本人決定在填寫表格前用不少於一個營業日的時間去考慮。 <input type="checkbox"/> I decided that I do not need a reflection period before filling the form. 本人決定在填寫表格前不需要考慮期。</p> <p>Customer's signature 客戶簽署</p>	Full name of witness 見證人姓名	HKID/Passport no. of witness 見證人身分證/護照號碼	Signature of witness 見證人簽署	Date signed 簽署日期	Full name of staff 職員姓名	Staff number 職員號碼	Signature of staff 職員簽署	Date signed 簽署日期
Full name of witness 見證人姓名	HKID/Passport no. of witness 見證人身分證/護照號碼	Signature of witness 見證人簽署	Date signed 簽署日期					
Full name of staff 職員姓名	Staff number 職員號碼	Signature of staff 職員簽署	Date signed 簽署日期					

D. Transferring out of Guaranteed Funds 轉出保證基金

- I understand that if the transfer of the accrued benefits would result in a transfer out of a guaranteed fund, it may cause some or all of the guarantee conditions not being satisfied, thus resulting in the loss of the guarantee. I understand that I am being advised to check the offering document of the original scheme or consult the approved trustee for details before transferring out of the guaranteed fund. 本人明白若此轉移會導致本人從保證基金轉出累算權益，可能會因未能符合部分或全部的保證條件而導致喪失保證。本人明白強積金中介人的建議，應先行查閱原有計劃的要約文件，或向核准受託人查詢詳情後，才從保證基金轉出累算權益。
- Not applicable, this application is not relating to any transferring out of Guaranteed Funds. 不適用，本申請與任何從保證基金轉出累算權益無關。

E. Declaration and signature 聲明及簽署

I agree and confirm that during the sales process, the MPF Intermediary has NOT 本人同意及確認在銷售過程中，強積金中介人沒有：

- (a) extended an invitation or inducement to me that involves the choice of a particular Constituent Fund within the Hang Seng MPF scheme (HSMPPF) 邀請或誘使本人作出關乎在恒生強積金計劃內某成分基金的選擇；
- (b) given any regulated advice/opinion to me that involves the choice of joining the HSMPPF, choosing a particular Constituent Fund, making contribution to HSMPPF, or transfer of MPF accrued benefits; or 向本人提供作出關乎加入恒生強積金計劃、選擇某成分基金、向恒生強積金計劃作出供款或轉移強積金累算權益的受規管建議／意見；或
- (c) given detailed advice to me in relation to my decision (if any) 向本人提供詳細意見而當中涉及以下決定(如有)：
- (i) on early withdrawal of accrued benefits from the MPF System; or 有關從強積金制度提早提取累算權益的決定；或
- (ii) as to the amount of any voluntary contributions to be paid into the MPF System. 有關向強積金制度作出自願性供款的款額的決定。

By signing this form, I declare that 在簽署本表格時，本人謹此聲明：

- The information given in this form/and its attachment is/are correct and complete. 本表格／及隨附文件所提供的資料均屬正確無訛且並無缺漏。
- I have received the 'Disclosure of information about the MPF intermediaries to the client' sheet ('Disclosure Sheet'), information about the MPF Intermediaries such as name of the MPF Intermediary and the MPF Intermediary Registration Number, a copy of latest version of the MPF Scheme Brochure and Key Scheme Information Document of the HSMPPF and/or the 'Guide to Transfer Benefits Under Employee Choice Arrangement' (only applicable to relevant transfers under employee choice arrangement), and accept the Terms and Conditions therein when submitting the relevant application(s). 本人已收受「向客戶披露關於強積金中介人的資料」單張(「披露聲明」)、強積金中介人資料如強積金中介人姓名及強積金中介人註冊編號、最新版本之恒生強積金計劃說明書及主要計劃資料文件及／或「僱員自選安排權益轉移指南」(只適用於根據僱員自選安排而作出之轉移)，在作出有關申請時表示本人接受該些刊物之條款及細則。
- I understand and provide consent to Hang Seng Bank Limited, as the Principal Intermediary of HSMPPF and its MPF Intermediaries, for receiving monetary and non-monetary benefits attributable to carrying on the regulated activities as set out in the Disclosure Sheet. 本人明白及同意恒生銀行有限公司作為恒生強積金計劃的主事中介人及其強積金中介人在進行就其於披露聲明上所列載的受規管活動而獲得金錢利益及非金錢利益。
- I confirm that the MPF Intermediary has informed me of my right to request specific disclosure of information in relation to the monetary benefits receivable by Hang Seng Bank Limited, being the Principal Intermediary of HSMPPF, if such monetary benefits are receivable from a party including a sponsor, promoter or approved trustee and are directly attributable to carrying on the regulated activities as set out in the Disclosure Sheet. 本人確認強積金中介人已告知倘若恒生銀行有限公司作為恒生強積金計劃的主事中介人在進行就其於披露聲明上所列載的受規管活動而獲得的金錢利益是來自保薦人、推銷商或核准受託人等的任何一方，本人則有權要求有關主事中介人具體披露所得到的金錢利益的資料。
- I confirm that the MPF Intermediary has provided the relevant information of the HSMPPF and its Constituent Funds, including risk disclosure, fees and charges to me. 本人確認強積金中介人已向本人提供有關恒生強積金計劃及其成分基金之資料，包括其中的風險披露及費用詳情。
- I understand that I was advised to read carefully the relevant offering documents and understand the information contained therein prior to making the transfer of MPF accrued benefits and any other 'Key Decisions' mentioned in page 1. 本人明白在作出強積金累算權益轉移及在第一頁所提及的任何其他「重要決定」前，應仔細閱讀及充分理解有關銷售文件內所刊載的資訊。
- I acknowledge that the MPF Intermediary has explained the timeframe involved in the transfer process of MPF accrued benefits (if applicable) and there will be a time lag during which the accrued benefits will not be invested as the accrued benefits are generally first cashed out by the trustee of my original MPF scheme and then transferred to the trustee of the new MPF scheme for re-investment. In any case, I have the right to seek professional financial advice when in doubt. (Only applicable for transfer of MPF accrued benefit). 本人確認強積金中介人已解釋強積金累算權益轉移過程(如適用)需時處理。其間將令累算權益出現投資真空期，此乃由於本人原有強積金計劃之受託人通常會首先把累算權益兌現然後轉移至新強積金計劃受託人作再投資。在任何情況下，本人有權就有關投資方面的疑問尋求專業投資意見。(只適用於強積金累算權益轉移)。

X

Signature of customer 客戶簽署

Date signed 簽署日期

F. Return postal address 回郵地址

(Note: This part must be completed ONLY if your application is made through the sales and marketing activities conducting by the MPF intermediary. 註：只適用於當你的申請是透過強積金中介人的銷售及推銷活動所進行，此部分必須填寫。)

Please fill in your name and return postal address, and check to ensure their correctness. The information of this part is used for posting the copy of this form to you only. 請填寫你的姓名及回郵地址並確保填寫正確無誤。此部分的資料僅供用作寄回本表格的副本予你。

(Please complete in BLOCK letters 請用正楷填寫)

Name : _____ 姓名
Address : _____ 地址

For office use only 公司專用	<input type="checkbox"/> CDD Pre-checked	Staff name 1	SID	BCC	Programme code	Reference code
	<input type="checkbox"/> ETB	Staff name 2 - referrer	RID	BCC		

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