

**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



HAY1

**HANG SENG MANDATORY PROVIDENT FUND  
AUTHORISED SIGNATURES SPECIMEN (EMPLOYER)  
恒生強積金: 授權人簽名式樣(僱主)**

**Note 注意:**

- Please complete in CAPITAL and BLOCK LETTERS. 請用大楷及正楷填寫。
- 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。
- If the original authorised signer is the sole authorised signer of the company and has resigned/passed away, please provide the below required documents for the request of adding a new authorised signer (as applicable) 如現有授權簽署人是公司唯一授權簽署人並且已經離職/死亡, 請提供以下所需的文件以新增授權簽署人(如適用):
  - Only applicable for a limited company 只適用於有限公司:
    - A copy of the relevant board meeting minutes; or 有關董事會會議記錄副本; 或
    - A copy of the relevant appointment letter. 有關委任書副本。
  - Only applicable for a deceased sole proprietor 只適用於已故的獨資經營者:
    - A copy of 'Letter of Probate' or 'Letters of Administration' granted by the Probate Registry. 遺產承辦處發出的「遺囑認證書」或「遺產管理書」副本。
  - Only applicable for an incorporated management committee (IMC) 只適用於法團校董會 (IMC):
    - Copies of (i) the authorisation letter from the headmaster/committee members of the IMC for delegating the new signor; AND (ii) the relevant appointment letter. (i)校長/IMC委員會成員的書面授權書副本; 及(ii)有關委任書副本。
  - Only applicable for a partnership 只適用於合夥經營:
    - Copies of (i) the relevant partnership agreement or Form 1(c) 'Application by partnership (other than limited partnership fund) or by other body unincorporate for registration of business carried on by such body in Hong Kong'; AND (ii) the relevant authorisation letter signed by the existing partner(s). (i)有關合夥協議副本或表格1(c)「合夥(有限合夥基金除外)或其他非屬法團的團體在香港經營業務的商業登記申請書」的副本; 及(ii)現有合夥人簽署的有關授權書副本。
- 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](http://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](http://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. Employer ID 僱主編號	2. Pay centre ID <sup>1</sup> 付款中心編號 <sup>1</sup>	3. Effective date 生效日期 <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			
4. Company name of participating employer 參與僱主公司名稱					

<sup>1</sup> Please complete and submit separate AUTHORISED SIGNATURES SPECIMEN for each pay centre. 請為每一個付款中心填寫並寄交一份授權人簽名式樣。

**B. AUTHORISED INSTRUCTION 授權指示**

Newly added authorised personnel 新增之授權人士							
Full Name 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)							
Other name (in English) (if any) 別名 (英文)(如有)							
Date of birth 出生日期 <table border="1"><tr><td>Year 年</td><td>Month 月</td><td>Day 日</td></tr></table>	Year 年	Month 月	Day 日	<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					
Nationality (Country/Region) 國籍(國家/地區)							

**B. AUTHORISED INSTRUCTION (CONT'D) 授權指示(續)**

HKID card/Passport no. 香港身分證／護照號碼 (please provide a certified true copy 請附上認證副本)		
Passport number should be given if you do not possess a valid HKID card. 在沒有有效的香港身分證情況下才填寫護照號碼。		
Position 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)	City 城市 _____ Country/Region 國家／地區 _____	City 城市 _____ Country/Region 國家／地區 _____
Specimen signature 簽署式樣	<b>X</b>	<b>X</b>
<b>Cancellation of authorised personnel 終止之授權人士</b>		
Full Name 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)		
Position 職銜		

**C. DECLARATION AND AUTHORISATION 聲明及授權書**

This form should be signed by an authorised person with his/her signatory previously submitted to The Hongkong and Shanghai Banking Corporation Limited. Otherwise, please send us supporting documents and specify reason in below. 本表格須由已於早前向香港上海滙豐銀行有限公司提交其簽名式樣之授權人士簽署。否則，請遞交證明文件及於下列註明原因。

Reason 原因 \_\_\_\_\_

(a) I/We confirm that the identities of the above newly added authorised personnel had been verified and the information given in the form is correct and complete. 本人／吾等確認上述新增之授權人士的身分已被核實和本表格所提供的資料為正確及完整。

(b) I/We have read and understood the full details of this form (including the Notes on this form) and agree to abide by the rules stated herein. 本人／吾等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)，並同意遵守此處的規則。

<b>X</b>	<b>X</b>
_____ Authorised signature of employer 僱主授權簽署	_____ Authorised signature of employer 僱主授權簽署
_____ Full name 全名	_____ Full name 全名
_____ Position 職銜	_____ Position 職銜
_____ Date 日期	_____ Date 日期