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## HAITONG MPF RETIREMENT FUND 海通 MPF 退休金

### CHANGE OF SPECIAL VOLUNTARY CONTRIBUTION FORM 更改特別自願性供款表格

**Note 注意：**

- ◆ If you would like to change your direct debit account details, please complete a Direct Debit Authorisation Set Up/Change of Direct Debit Account Form.  
如您希望更改您的直接支付戶口資料，請填妥開立直接付款授權書／更改直接付款戶口表格。
  - ◆ If you would like to set up/change your direct debit authorisation for joint name bank account, please contact Haitong MPF 24 Hours Auto-Info-line at 2500-1600 to obtain and complete a Direct Debit Authorisation Set Up/Change of Direct Debit Account Form for Joint Name Bank Account.  
如閣下希望為聯名銀行戶口開立／更改直接付款授權書，請致電海通 MPF 24 小時自助資訊通 2500-1600 索取並填寫聯名銀行戶口適用的開立直接付款授權書／更改直接付款戶口表格。
  - ◆ You are required to provide the personal information indicated with symbol <sup>Ⓞ</sup>. Otherwise, we may not be able to process your instruction.  
閣下必須提供以符號 <sup>Ⓞ</sup> 表示的個人資料。否則，我們將可能無法處理您的指示。
  - ◆ Please fill in this Form carefully. Any amendments should be clearly marked and counter-signed. Please do not use correction fluid.  
請小心填寫此表格。如有任何資料刪改，請必須加簽。請避免用塗改液刪改資料。
  - ◆ Should you have any questions when completing this Form, please feel free to contact Haitong MPF 24 Hours Auto-Info-line at 2500-1600.  
如閣下於填表時有任何疑問，請致電海通 MPF 24 小時自助資訊通 2500-1600。
  - ◆ Please send the completed Form to **Member Services, Fund Services Hong Kong, HSBC Institutional Trust Services (Asia) Limited, P.O. Box 73448, Kowloon Central Post Office, Hong Kong** or fax it to 3409-2688.  
請將填妥表格寄往**香港九龍中央郵政局郵政信箱 73448 號，滙豐機構信託服務（亞洲）有限公司，退休金行政部收**或傳真致 3409-2688。
  - ◆ All investments are subject to the latest Explanatory Memorandum (and any Addenda thereto) of the Haitong MPF Retirement Fund (the “Plan”), as amended from time to time. Please refer to the latest Explanatory Memorandum (and any Addenda thereto) of the Plan for details. 所有投資資料經不時修改須以海通 MPF 退休金（“本計劃”）之最新基金說明書（及其附錄）為準。詳情請參考本計劃之最新基金說明書（及其附錄）。
- If you do not wish to receive any marketing materials from the Sponsor, “Haitong International Investment Managers Limited”, please  the box.  
如您不希望收取由本計劃的保薦人“海通國際投資經理有限公司”提供任何市場推廣的資料，請在空格填上<sup>✓</sup>號。

Please  the appropriate box 請在適當空格填上<sup>✓</sup>號

#### PART I - PERSONAL INFORMATION 第一節—個人資料

<sup>Ⓞ</sup> Member English Name 成員英文姓名 <input type="checkbox"/> Mr. 先生 <input type="checkbox"/> Mrs. 太太 <input type="checkbox"/> Ms 女士 Surname 姓 First Name 名		Member Chinese Name 成員中文姓名
<sup>Ⓞ</sup> Contact Tel No. 聯絡電話號碼	<sup>Ⓞ</sup> <input type="checkbox"/> Hong Kong ID Card No. 香港身份證號碼 / <input type="checkbox"/> Passport No. 護照號碼	
Mobile No. 手提電話號碼	Special Voluntary Contribution Account No. 特別自願性供款賬戶號碼	

#### PART II - SPECIAL VOLUNTARY CONTRIBUTION DETAILS 第二節—特別自願性供款資料

**Note 注意：**

- ◆ Please note that the change to your future contributions will take effect on the next debit date (the 3<sup>rd</sup> day of the following month) if we receive this Form on or before 12:00 noon of 20<sup>th</sup> day of the month; otherwise, the effective date will be a month after the next debit date. If 20<sup>th</sup> is not a working day, the cut-off time will be 12:00 noon of the preceding working day. 請注意如我們於每月二十號中午十二時或以前收到此表格，您的更改指示將於下一個支付日期（每月的第三天）生效；否則，生效日期將會順延至下一個支付日期後的一個月。如二十號並不是工作天，截止日期將會提前至上一個工作天的中午十二時。
- ◆ The amount entered below will be deducted from your bank account on the 3<sup>rd</sup> day of each month as specified in your Direct Debit Authorisation Form. If the debit date is not bank clearing day, it will be deducted on the following clearing day. The monthly contribution will be invested within 5 working days after the debit date. 以下金額將會在每月的第三天由您於直接支付授權書內授權的銀行戶口內扣除。如支付日期不是銀行結算日，該款項將由下一個結算日扣除。每月供款將於支付日期後五個工作天內作出投資。
- ◆ Please note that the direct debit authorisation arrangement will not be canceled when you stop your regular contribution payment. If you would like to resume your regular contribution in future, you can complete this Form to advise us your new contribution amount. 請注意當您停止您的每月定期供款，直接授權指示將不會自動取消。如您將來希望恢復您的定期供款，您只需填妥此表格通知我們您的新供款金額。

I would like to make regular contribution of HKD \_\_\_\_\_ (minimum amount: HKD500) to my Special Voluntary Contribution Account on a monthly basis.

本人希望按月以定期港幣\_\_\_\_\_（最低金額為港幣伍佰元正）向本人之特別自願性供款賬戶作出供款。

**OR 或**

I would like to stop making regular contribution to my Special Voluntary Contribution Account.

本人希望停止向本人之特別自願性供款賬戶作出定期供款。

**PART III - PERSONAL DATA COLLECTIONS STATEMENT 第三節—個人資料收集聲明**

1. Subject to any applicable laws of Hong Kong Special Administrative Region, information supplied on the Form and otherwise in connection with your participation in the Haitong MPF Retirement Fund (the “Plan”) may be held by the Trustee and will be used for the purposes of processing your participation in the Plan, and may also be used for the purpose of carrying out your instructions or responding to any enquiry purporting to be given by you, dealing in any other matters relating to your participation in the Plan (including the mailing of reports or notices), and used by the employer (or a related company of the employer) for any purpose including but not limited to the purpose of calculating such employer's long service or severance payment accrued liability at any time, forming part of the records of the recipient as to the business carried on by it, observing any legal, governmental or regulatory requirements of any relevant jurisdiction (including any disclosure or notification requirements to which any recipient of the data is subject) and to provide a marketing database for product and market research if they are relevant to the Plan or to provide information for the dispatch of information on other products or services to you from the Sponsor or any connected person of the Sponsor if such products or services relate to the Plan. All such information may be retained after you have ceased to participate in the Plan.

根據香港特別行政區有關法例規定下，信託人可保留本表格所載資料及其他有關申請參予海通 MPF 退休金 [本計劃] 的資料，以作為進行您申請參加此退休計劃之用；同時亦可用作執行您的指示或答覆您的查詢；或其他有關參與本計劃之事項（包括郵寄報告或通告）；僱主（或其有關聯營公司）之用，包括但不限於用作在任何時間計算長期服務金及遣散費；此等資料將構成收款人業務之部份記錄；遵行任何有關適用司法管轄區的法律、政府或監管規定（包括任何所屬收款人的資料披露及通知的規定）；及提供保薦人或其有關連人士用作推廣與本計劃相關的產品及市場研究、或向您發放其他與本計劃相關的產品或服務資料。在您停止參與本計劃後，信託人仍可保留上述所有資料。

2. In order to provide services or hardware such as administrative, computer, operational support and etc. which are relevant to the Plan, the Trustee may disclose and transfer such information to the auditors of the Plan and the Sponsor, including any of their employees, officers, directors and agents and/or to the ultimate holding company of the Sponsor and the Trustee and/or their subsidiaries and/or affiliates or to any third party employed to provide administrative, computer or other services or facilities to any person to whom data is provided or may be transferred as aforesaid. The Trustee may also make disclosure or transfer data to any judicial or regulatory authority entitled thereto by law or regulation (whether such authorities are statutory or not) in connection with your participation in the Plan. Provision of data made by the Trustee pursuant to this clause may be to any persons outside Hong Kong.

為提供與本計劃相關的行政、電腦、營運支援等服務或設備，信託人可披露或轉交有關參與本計劃的資料予本計劃的核數師和保薦人，及其僱員、主任、董事及代理人；及／或保薦人及信託人的最終控股公司；附屬公司及／或聯營機構；或其僱用之第三者以提供行政、電腦或其他服務或設備。信託人亦可披露或轉交有關參與本計劃的資料予任何法律或法規授權之任何司法或監管機構（無論該等機構是否法定機構）。信託人可按本條披露或轉交資料予非居港人士。

3. Upon request, you are entitled under the Personal Data (Privacy) Ordinance (“PDPO”) to be informed by the Scheme's Sponsor, “Haitong International Investment Managers Limited” whether it holds personal data as defined under PDPO about you and to request access to and/or correction of any such data. You also have right to inform the Scheme's Sponsor anytime if you do not wish to receive any marketing materials in relation to the Plan. Any such request may be made by post to the Client Servicing Officer, Haitong International Investment Managers Limited, 22/F, Li Po Chun Chambers, 189 Des Voeux Road Central, Hong Kong.

如有需要，您有權就《個人資料（私隱）條例》（“該條例”）要求本計劃的保薦人“海通國際投資經理有限公司”提供是否持有您該條例所定義的個人資料，或要求接觸和／或更改任何該等資料。若您不欲再收取任何與本計劃相關的市場推廣資料，您亦有權為此隨時通知本計劃的保薦人。此類要求，可以書面查詢，請郵寄香港德輔道中 189 號李寶椿大廈 22 樓，海通國際投資經理有限公司一客戶服務主任收。

4. You have the right to obtain access and to request correction of any personal information concerning yourself held by the Trustee. Request for such access can be made in writing and addressed to “Member Services, Fund Services Hong Kong, HSBC Institutional Trust Services (Asia) Limited, P.O. Box 73448, Kowloon Central Post Office, Hong Kong”.

您有權向信託人查閱及要求修正關於您的任何資料。有關要求可書面向信託人提出，並郵寄致「香港九龍中央郵政局郵政信箱 73448 號，滙豐機構信託服務（亞洲）有限公司，退休金行政部」收。

**PART IV - DECLARATIONS 第四節—聲明**

I hereby agree to indemnify the Trustee against any actions, proceedings, claims, losses, damages, costs or expenses which may be brought against the Trustee or suffered or incurred by the Trustee arising either directly out of or in connection with the Trustee accepting facsimile instructions and acting thereon, whether or not the same are confirmed by me in writing, unless due to the wilful default or gross negligence of the Trustee.

本人同意並授權信託人接受傳真指示及根據該等指示處理有關事宜，而不須本人之確認。信託人無須因此而直接或間接負上任何責任，賠償，損失或費用。惟若因信託人故意失責或嚴重疏忽別論。

Notwithstanding the previous paragraph, the Trustee has the right to determine which Forms or other documents of instructions may or may not be accepted by facsimile.

儘管有上段之規定，信託人有權決定接受何種傳真表格或指示。

Signature of Member 成員簽署

(Must be identical to the Trustee's record 必須與信託人的記錄相同)

Date 日期