



HAITONG MPF RETIREMENT FUND 海通 MPF 退休金 CHANGE OF PARTICULARS FOR MEMBER/SELF-EMPLOYED PERSON 更改成員／自僱人士資料表格

Note 注意：

- ◆ Should you have any questions when completing this form, please feel free to call 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。
- ◆ You are required to provide the personal information indicated with symbol [®]. Otherwise, we may not be able to process your instruction. 閣下必須提供以符號 [®] 表示的個人資料。否則，我們將可能無法處理您的指示。
- ◆ Instruction provided in this form will be applied to all of your accounts in Haitong MPF Retirement Fund (the "Plan"). 於此表格所提供的指示將適用於閣下在海通 MPF 退休金（「本計劃」）內所有帳戶。
- ◆ 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。

PART I - MEMBER INFORMATION 第一節－成員資料

Please ✓ the appropriate box 請在適當空格填上 ✓ 號

<input type="checkbox"/> 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 女仕 Surname 姓 _____ First Name 名 _____	Member Chinese Name 成員中文姓名 _____
<input type="checkbox"/> Hong Kong ID Card No. 身份證號碼 / <input type="checkbox"/> Passport No. 護照號碼	<input type="checkbox"/> Contact Tel No. 聯絡電話號碼 _____

PART II - INFORMATION TO BE CHANGED 第二節－更改資料

Please ✓ the appropriate box 請在適當空格填上 ✓ 號

Change of Member's Name / Date of Birth / Hong Kong ID Card No / Passport No.
更改成員姓名／出生日期／香港身份證號碼／護照號碼

English Name 英文姓名

Surname 姓 _____

First Name 名 _____

Chinese Name 中文姓名 _____

Hong Kong ID Card No. 香港身份證號碼

Passport No. 護照號碼 _____

Date of Birth 出生日期

Day 日 _____ / Month 月 _____ / Year 年 _____

Please provide a copy of your new Hong Kong ID Card / Passport and the related legal documents (if applicable). For Self-employed Person and Special Voluntary Contribution account member, please provide a Certified Copy¹ of Hong Kong Permanent Identity Card or Passport.

請附上您新的香港身份證／護照副本及有關法律文件（如適用）。自僱人士及特別自願性供款帳戶成員，請附上已核證¹的香港永久性居民身份證或護照副本。

Change of Residential Address 更改住址

Flat / Rm 室 _____

Floor 樓 _____

Block 座 _____

Building / Estate Name 大廈／屋苑 _____

Number & Name of Street 街號及名稱 _____

District 地區 _____

H.K 香港 Kln 九龍 N.T. 新界

P.O. Box is not acceptable. All correspondence will be sent to the above address. For Self-employed Person and Special Voluntary Contribution account member, please provide a Certified Copy¹ of residential address proof (utility bills or bank statement) which is issued within the latest 3 months. 郵政信箱恕不接受。所有通訊將寄往以上住址。自僱人士及特別自願性供款帳戶成員，請附上一張最近三個月內發出的住址證明正本或已核證¹的副本（公共事業的繳費單或銀行月結單）。

¹ A certified copy means a copy of the original that has been sighted by an independent suitable certifier ("the certifier"). The certifier can be a certified public accountant, a lawyer, a notary public, a branch manager of a bank or director or manager of a regulated financial institution in a jurisdiction that is a Financial Action Task Force (FATF) member or an equivalent jurisdiction or a SFC licensed or registered person. The name, capacity or position, contact telephone number and address of the certifier and the date of certification should be clearly shown, together with the wordings to indicate that the copy document is a true copy of the original (e.g. "Original Seen" or words to similar effect). Where documents are not in English, a notarised translation is required. The certified documents submitted by post are not returnable.

¹ 已核證副本是指文件的正本須經由一名獨立合適人士（「核證人」）查看。核證人包括打擊清洗黑錢財務行動特別組織 (FATF) 成員或同等司法管轄區內的執業會計師、律師、公證人或銀行的分行經理或受監管的金融機構之經理或主管或香港證監會持牌人或監管人。副本須列明核證人的姓名、身份或職位、聯絡電話及地址，以及列明核實日期，並附有可認證所提供之文件為真實副本的字句（例如：「已查看正本」或以同義句子陳述）。若該文件並非以英文書寫，其譯本必須提交並經由公證人核實。如使用郵寄方式遞交之核證文件，將恕不退還。

Change of Contact Number 更改聯絡號碼

Day Time Contact Phone No. 日間聯絡電話號碼 _____

Mobile No.* 手提電話號碼* _____

E-mail Address 電子郵箱 _____

Fax Number 傳真號碼 _____

*If you wish to receive the e-Message Service via SMS notification, please provide a valid Hong Kong Mobile Number. The registered SMS notification will be cancelled if an oversea mobile number is being provided. You may register the e-Message Service to receive our notification via email.

如欲以短訊形式收取電子訊息服務，閣下須提供有效香港流動電話號碼。如欲更改使用海外流動電話號碼，已登記的短訊服務將被取消，閣下可登記以電郵形式接收電子訊息通知。

PART III – e-STATEMENT AND e-MESSAGE SERVICES REQUEST 第三節 – 電子文件及電子訊息服務

e-Statement Service 電子文件服務

Register 登記 Cancel 取消

- If you register to receive the e-Statement Service, you will receive a notification via SMS and/or Email when the relevant notices/documents (“eDoc”) are available in website. Please choose the below e-Message Service and ensure you have provided the valid Hong Kong mobile number and/or email address. If you would like to update your mobile number and/or email address, please fill-in the above part of “Change of Contact Number”. Once you successfully elected the e-Statement Service, no hardcopy will be sent to your registered correspondence address.
 如閣下登記以電子形式收取有關文件，當有關文件上傳網站後，閣下將會收到訊息提示。請選擇下列電子訊息服務及確定閣下已提供有效香港手提電話號碼及 / 或電郵地址。如欲更新手提電話號碼及 / 或電郵地址，請於上述「更改聯絡號碼」欄內填寫。當成功選擇以電子文件服務收取有關文件，列印本將不會再發出。
- Relevant eDoc provided on the tab of “Form/Literature” and “Other Statement” of website, it will be available to access for a minimum of 24 months and 12 months respectively after you have been notified of its availability as long as your account is still active. You can access the latest list of documentation from the website.
 只要閣下的帳戶仍然有效，有關文件分別儲存在網站內的「表格及文件」及「其他報表」頁面不少於 24 個月及 12 個月以供閣下查閱。閣下可於網站內查閱最新之有關文件清單。
- If you cancel to receive the e-Statement Service, a hardcopy of relevant notices/document will be sent to your registered correspondence address. If you would like to update your correspondence address, please fill-in the above part of “Change of Residential Address”.
 如閣下取消以電子形式收取有關文件，有關文件列印本將發送至閣下已登記的通訊地址。如欲更新通訊地址，請於上述「更改住址」欄內填寫。
- Your e-Statement Service will be revoked / deemed to be revoked when the following situations occur. Relevant notices/documents would be sent to you by post. New registration is required if you wish to resume this service.
 閣下已登記的電子文件服務將於以下情況取消 / 被取消。有關文件將以郵寄方式發送給閣下。閣下須重新登記電子文件服務以恢復此服務。
 - revoked by you; 由閣下取消;
 - invalid mobile number and/or email address as the channel to receive the notification upon the eDoc’s availability;
 如所登記收取訊息的電話號碼及/或電郵地址無效;
 - if you do not access relevant document “Tab” at website for 12 consecutive months; 如閣下連續 12 個月內並未查閱有關文件網頁;
 - death or mental incapacitation. 死亡或無精神行為能力

e-Message Service 電子訊息服務

SMS (Hong Kong Mobile Number Only) 短訊 (只限香港流動電話號碼)
 Email 電郵
 Chinese 中文
 English 英文

Language Preference 語言選擇

- Delivery of the SMS / Email notification may be subject to delay, interruption or other errors due to the network traffic or other reasons of the service providers or any other related parties. The Sponsor and Trustee will not be liable for any interruption, delays, errors, unavailability or mistaken delivery due to any failure of the network or the service providers.
 短訊 / 電郵的傳送可能會因為服務供應商或有關機構之網絡交通繁忙或其他原因有所延誤、中斷或錯誤，保薦人及信託人不會承擔因電訊網絡故障而構成之任何服務中斷、延誤、錯誤或誤發所引致的損失。
- Any e-Messages are one-way communications and the receiver should not reply to such message (via SMS or Email). In particular, the receiver should not provide any account or security details such as passwords in any reply.
 所發的電子訊息皆是單向的，閣下不應回覆該等訊息 (透過短訊或電郵)。尤其不應於任何回覆內提供任何帳戶或保安資料，例如密碼。
- The e-Message Service will not be affected even if your e-Statement Service is deemed to be revoked. The e-Message Service will be suppressed for any invalid Hong Kong mobile number and/or email address, it will be resumed when you provided the updated mobile number and/or email address.
 閣下的電子訊息服務將不會因電子文件服務被取消而受影響。電子訊息服務會因香港流動電話號碼及/或電郵地址無效而被暫停。閣下只須更新有效的電話號碼及/或電郵地址便可重啟該服務。

PART III – MARKETING MATERIALS 第三節 – 市場推廣資料

If you wish / do not wish to receive any marketing materials from the Sponsor, “Haitong International Investment Managers Limited”, please ✓ the following box.

如您希望 / 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✓號。

- I wish to receive such information
本人希望收取有關資料
- I do not wish to receive such information
本人不希望收取有關資料

PART IV – PERSONAL DATA COLLECTIONS STATEMENT 第四節 – 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任用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 V – DECLARATION 第五節 – 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.

本人同意就信託人因直接或間接受傳真指示及根據指示處理有關事宜，並因此（不論經吾等書面確認與否）所可能面對或蒙受或招致之任何訴訟、法律程序、索償、損失、損毀、費用或開支而向信託人作出免責保證，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，信託人有權決定可以或不可以接受經傳真之表格或其他指示文件。

Signature of Member 成員簽署
(Must be identical to the Trustee’s record 必須與信託人的紀錄相同)

Date 日期