



## HAITONG MPF RETIREMENT FUND 海通 MPF 退休金

### CHANGE OF VOLUNTARY CONTRIBUTION FORM FOR MEMBER / SELF-EMPLOYED PERSON 成員 / 自僱人士更改自願性供款表格

**Note 注意：**

- ◆ Please read the latest Explanatory Memorandum (and any Addenda thereto) of Haitong MPF Retirement Fund (the “Plan”) carefully before you complete this form.  
填表前，請先細閱海通 MPF 退休金（“本計劃”）最新基金說明書（及其附錄）。
- ◆ 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 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.**  
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。

#### PART I - MEMBER INFORMATION 第一節 - 計劃成員資料

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

<sup>Ⓞ</sup> Employer Name 僱主名稱 _____	Company Code 僱主編號 _____
<sup>Ⓞ</sup> Member English Name 成員英文姓名 <input type="checkbox"/> Mr 先生 <input type="checkbox"/> Ms 小姐 <input type="checkbox"/> Mrs 女仕 Surname 姓 _____ First Name 名 _____	Member Chinese Name 成員中文姓名 _____
<input type="checkbox"/> Hong Kong ID Card No. 香港身份證號碼 / <input type="checkbox"/> Passport No. 護照號碼	<sup>Ⓞ</sup> Contact Tel. No. 聯絡電話號碼 _____

#### PART II - CHANGE OF VOLUNTARY CONTRIBUTIONS 第二節 - 更改自願供款

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

\* Please circle as appropriate one 請將適用者圈出

- New Contribution on **Relevant Income/Basic Salary\*** 佔有關入息 / 底薪\* 之新百分比: \_\_\_\_\_ %
- New Monthly Fixed Contribution 每月定額供款 HKD 港幣 \_\_\_\_\_
- Stop Voluntary Contribution 停止自願性供款

Effective Month 生效月份: \_\_\_\_\_ (MM/YYYY 月/年)

**Remarks 備註:**

- ◆ The contribution period for your voluntary contributions is the same as for your mandatory contributions.  
您的自願性供款的供款期會與強制性供款的供款期相同。
- ◆ For new hire, the effective date for voluntary contributions has to be on or after the mandatory contribution start date.  
新僱員之自願性供款之生效日期必須於強制性供款開始日或之後。
- ◆ The effective month may vary per your Employer's timeframe. Please forward this Form to your employer to sign to confirm the effective month and ensure the new contribution will be deducted from your payroll.  
生效日期需配合僱主安排。請將此表格給予僱主簽署以確定生效日期並確保新供款能在支薪時扣除。
- ◆ The Trustee shall be liable only for such moneys or other assets as they shall actually receive and shall in no event be liable for any interest in respect of such assets save in respect of interest actually earned. In respect of voluntary contributions, it shall not be the duty of the Trustee to see that any contributions or other moneys payable under the Trust Deed, the Rules or the Participation Agreement are in fact paid, that any applicable definition of earnings (however expressed) is properly applied or that the calculation of contributions is correct. This clause does not over-ride any requirements of the Trustee set out under the MPF Ordinance or the Trust Deed. 信託人僅對實際收到的款項或其他資產負責，但不會對有關資產附帶的任何利益承擔責任。就自願性供款而言，信託人並沒有責任檢定任何供款或信託契約、規則或參與協議規定需要支付的其他款項已確實支付，亦沒有責任檢定任何適用的人息定義（不論如何表達）已適當引用或準確計算的供款。本條文並不凌駕《強積金條例》或信託契約所載有關信託人的規定。

**PART III - INVESTMENT ALLOCATION OF VOLUNTARY CONTRIBUTIONS 第三節－自願性供款投資分配詳情**

In the event that you do not make any investment choices, please be reminded that your contribution made and/or benefits transferred into the Plan will unless otherwise provided in the Explanatory Memorandum be invested in accordance with the Default Investment Strategy.

如您沒有作出任何投資選擇，除非基金說明書另有列明，否則其累算權益（包括供款）將會按照預設投資策略進行投資。

Regular contributions and transfer-in asset (if any) from another scheme shall be allocated for investment in the following manner:

定期供款及轉移自另一計劃的累算權益（如適用）將按下列分配投資：

Name of Constituent Funds 成分基金名稱	Investment Allocation (Complete in multiples of 1%) 投資分配（請以 1% 或其倍數填寫）
	Voluntary Portion 自願性供款部份
Default Investment Strategy (Please refer to Note 3) 預設投資策略（請參閱備註 3）	%
Haitong MPF Conservative Fund 海通強積金保守基金	%
Haitong Global Diversification Fund 海通環球分散基金	%
Haitong Asia Pacific (excluding HK) Fund 海通亞太（香港以外）基金	%
Haitong Hong Kong SAR Fund 海通香港特區基金	%
Haitong Korea Fund 海通韓國基金	%
Haitong Core Accumulation Fund (Please refer to Note 4) 海通核心累積基金（請參閱備註 4）	%
Haitong Age 65 Plus Fund (Please refer to Note 4) 海通 65 歲後基金（請參閱備註 4）	%
	<b>100%</b>

**Note 注意：**

- The investment allocation specified above will apply in respect of voluntary contributions/transfer-in asset made by both you and your employer (if applicable).  
以上的分配將適用於僱主(如適用)及您的自願性供款／轉入資產。
- If you do not specify the Investment Allocation for voluntary contribution, the Trustee will invest the voluntary contributions in accordance with the DIS. If any allocation to a Constituent Fund/DIS in the above table is not in the multiples of 1% or if the total allocation is not equal to 100%, the allocation relating to that portion will be rejected and the Trustee will invest the portion in accordance with DIS. Moreover, under any of the following situations, your investment allocation will be defaulted as DIS:
  - The form is unsigned
  - Alternations to this form are not counter-signed
  - Compulsory fields on this form are not complete or the information given in these fields is invalid
  - The investment allocation is not specified or incorrectly specified in this form
  - The completed form is received after the contributions and the transfer-in asset (if any) from another scheme were received

如果您沒有提供自願性供款投資分配指示，信託人會將自願性供款按照預設投資策略作出投資。假若上述的成分基金或 DIS 投資分配非以 1% 或其倍數填寫或分配總和不等於 100%，該部份的投資分配將會被視作無效，而信託人會將該部份按照預設投資策略作出投資。此外，在下列任何一個情況下，您的投資分配指示將被設定為預設投資策略：

- 本表格未有簽署
  - 未有就本表格上所刪改的資料加簽
  - 未有填妥所有在本表格上必須填寫的部分或就該部份所填寫的資料無效
  - 投資分配沒有填寫或不清楚填寫
  - 當收到填妥的表格前，信託人已收到供款及轉移自另一計劃的累算權益（如適用）
- Default Investment Strategy (DIS)
    - When you are below the age of 50, all contributions and accrued benefits transferred from another scheme will be invested into Haitong Core Accumulation Fund.
    - When you are between the ages of 50 and 64, all contributions and accrued benefits transferred from another scheme will be invested according to the allocation percentages between Haitong Core Accumulation Fund (CAF) and Haitong Age 65 Plus Fund (A65F) as set out in the De-risking table for DIS. The de-risking is to be achieved by annual adjustments of asset allocation gradually from the CAF to the A65F under the DIS. Please refer to the details set out in the latest Explanatory Memorandum.

- c) When you reach the age of 64, all contributions and accrued benefits transferred from another scheme will be invested in the A65F.

預設投資策略 (DIS) :

- a) 當您未滿 50 歲，所有供款及轉移自另一計劃的累算權益將會投資於海通核心累積基金。
- b) 當您年齡介乎 50 至 64 歲，所有供款及轉移自另一個計劃的累算權益將會按照預設投資策略降低風險列表中海通核心累積基金(CAF)與海通 65 歲後基金(A65F)之間的配置百分比進行投資。預設投資策略將會按年調整資產配置，逐步將投資從預設投資策略下的 CAF 轉移至 A65F 以達致降低風險。詳情請參閱最新的基金說明書。
- c) 當您年屆 64 歲，所有供款及轉移自另一個計劃的累算權益將會投資於 A65F 。
4. Please note that the de-risking will not apply when you choose Haitong Core Accumulation Fund and / or the Haitong Age 65 Plus Fund as individual fund choice(s) (rather than as part of the DIS).  
請注意，若您選擇以海通核心累積基金或/及海通 65 歲後基金作為單獨投資，預設投資策略的降低風險機制將不適用（即非預設投資策略的一部份）。
5. Please refer to the latest Explanatory Memorandum of the Plan for further details of Default Investment Strategy. Further, please note that the Trustee may, without liability, treat any information received from you from time to time as being accurate and the Trustee may reasonably act in reliance on such information.  
預設投資策略詳情請參閱基金說明書。請注意，信託人可視您不時提供的任何資料均為準確資料，並可依賴有關資料採取合理的行動，而毋須承擔任何責任。
6. If you would like to change your investment allocation and / or not to invest into DIS in the future, please complete the “Change of Investment Switching/Redirection Form”.  
如您希望更改投資分配及/或不投資於預設投資策略，請填寫「更改投資轉換／未來投資表格」。

#### **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仕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—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 第五部 – 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.

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。

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 必須與信託人的紀錄相同)

\_\_\_\_\_  
Date 日期

\_\_\_\_\_  
Signature of Employer with Company Chop or Self-Employed Person

僱主簽署及蓋印或自僱人士簽署

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

\_\_\_\_\_  
Date 日期