



HAITONG MPF RETIREMENT FUND 海通 MPF 退休金 CHANGE OF EMPLOYER INFORMATION 更改僱主資料表格

Note 注意：

- ◆ 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。
- ◆ Please send the completed form together with supporting documents (if applicable) 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 3409-2683.
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至 3409-2683。
- ◆ Should you have any question, please feel free to call Haitong MPF Employers Hotline at 3663-7288.
如有任何疑問，請致電海通 MPF 退休金僱主熱線 3663-7288。

PART I - EMPLOYER INFORMATION 第一節－僱主資料

| | | |
|--|---|-------------------------------------|
| [⊗] Employer English Name 僱主英文名稱 | | Company Code 僱主編號 _____ |
| Contact Person English Name 聯絡人英文姓名 Surname 姓 | <input type="checkbox"/> Mr. 先生 <input type="checkbox"/> Mrs. 太太 <input type="checkbox"/> Ms 女仕 First Name 名 | Contact Person Chinese Name 聯絡人中文姓名 |
| Fax Number 傳真號碼 | Contact Tel No. 聯絡電話號碼 | E-mail Address 電郵地址 |

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

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

Change of Registered Office Address ¹ 更改辦事處註冊地址 ¹

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*

¹Please provide supporting documentation (e.g. a copy of new Business Registration Certificate) for the change of address.
請為更改地址提供證明文件(例如新的商業登記証副本)。

Change of Correspondence Address 更改聯絡地址

- Same as above 與上述相同
 different from above 與上述地址不同

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*

Change of Contact Person 更改聯絡人

Mr. 先生 Surname 姓 _____ First Name 名 _____
 Mrs. 太太 _____
 Ms. 女仕 _____
 Title of Position 職銜 _____

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

Change of Contact Number 更改聯絡號碼

Office Number 工作電話號碼 _____

Fax Number 傳真號碼 _____

E-mail Address 電郵地址 _____

Change of Contribution Period 更改供款期

Monthly on month-end 每月的最後一天

Twice a month on 半月結的第 _____th day 日 & on month-end 及每月的最後一天

Other 其他 _____ (Please specify 請註明)

Change of Voluntary Contribution 更改自願性供款

Please note that any changes relating to Voluntary Contribution that will have detrimental effect to member's vested benefits or accrued rights under a registered scheme will require approval from the Mandatory Provident Fund Schemes Authority before the change can take effect. 請注意，任何與自願性供款有關之修改，若會損害成員在註冊計劃下的已歸屬權益或累算權益，則該項修改須在獲得強制性公積金計劃管理局批准後方可生效。

Calculation method as follows 以下方法計算：

1. Contribution amount 供款額

Fixed amount contribution at HKD _____ per month 每月定額供款港幣 _____ 元
OR / 或

Fixed percentage of Salary 薪酬的固定百分比 . %
OR / 或

If contribution percentage depends on grading or completed years of plan employment, please complete the table below. 若供款百分比因職級或服務年期的長短而有所不同，請填寫下表。

| Grading** 職級 | Completed Years of Plan Employment 已完成的服務年期 | Fixed Percentage of Salary (%) 薪酬的固定百分比 (%) |
|-----------------|--|--|
| | | |
| | | |
| | | |

** A member will be classified by the grading notified to the Trustee by the Employer from time to time. Any change in the grading of a member will only be effective for the purposes of the Plan from the later of (i) the effective date of the change or (ii) the date the Trustee is notified of the change, unless the Trustee agrees otherwise.

信託人將會按照僱主的最新通知為該成員作職級分類。於本計劃下，任何成員的職級變更將於下列較後發生的情況始告生效：(i)變更生效日或(ii)除非信託人同意其他日子，否則為信託人被通知當日。

2. Salary Definition 薪酬定義

basic salary 底薪 OR 或

relevant income 有關入息

3. Contribution 供款

excludes mandatory contribution 不包括強制性供款 OR 或

includes mandatory contribution 已包括強制性供款

(Please note if the Total Contributions amount is less than the Mandatory Contribution, the Mandatory amount should be used instead. 請注意，如總供款金額少於強制性供款額，其供款須以強制性供款額為準。)

Employer continues to make contributions in respect of members who are still in employment after they reach Normal Retirement Age. 在成員於到達在正常退休年齡後的僱用期內，僱主仍會繼續為其成員供款。

Stop future contribution 停止未來供款

All Members 所有成員

Others 其他 _____ (Please specify 請註明)

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／或更改任何該等個人資料。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。

For And On Behalf Of The Employer 經由僱主代表

Authorized Signature with Company Chop 授權簽署及公司蓋印

Date 日期

Name 姓名