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**HAITONG MPF RETIREMENT FUND 海通 MPF 退休金**  
**SPECIAL VOLUNTARY CONTRIBUTION ACCOUNT 特別自願性供款賬戶**  
**DIRECT DEBIT AUTHORISATION SET UP / CHANGE OF DIRECT DEBIT ACCOUNT FORM**  
**開立直接付款授權書／更改直接付款戶口表格**  
**FOR SINGLE NAME BANK ACCOUNT 個人銀行戶口適用**

**Note 注意：**

- ◆ Normally, it takes 2 to 4 weeks for HSBC bank accounts and 4 to 6 weeks for accounts with other banks to complete the direct debit authorisation set up / change of direct debit account process. 如使用滙豐銀行戶口一般需時約兩星期至四星期完成開立直接付款授權書／更改直接付款戶口程序，而其他銀行戶口則一般需時約四星期至六星期。
- ◆ For set-up the direct debit authorisation for single name bank account, if you would like to change your special voluntary contribution amount simultaneously, please also complete a Change of Special Voluntary Contribution Form. The amount specified in the Change of Special Voluntary Contribution Form will be deducted from your bank account on the 3<sup>rd</sup> day of each month after the direct debit authorisation process is completed. The monthly contribution will be invested within 5 working days after the debit date. 對於開立個人銀行戶口直接付款授權書，如閣下希望同時更改特別自願性供款金額，請填妥更改特別自願性供款表格內的指定特別自願性供款金額。完成開立直接付款授權程序後，在更改特別自願性供款表格內的指定金額將會在每月的第三天由閣下的銀行戶口內扣除。每月供款將於支付日期後五個工作天內作出投資。
- ◆ If you would like to set up / change your direct debit authorisation for joint name bank account, please call 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，請致電聯絡海通 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 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。
- ◆ 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 - PERSONAL INFORMATION 第一節—個人資料**

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"/> Ms 小姐 <input type="checkbox"/> Mrs 女士		Member Chinese Name 成員中文姓名
Surname 姓 _____		
First Name 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	<input type="checkbox"/> Contact Tel. No. 聯絡電話號碼	
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 – DIRECT DEBIT AUTHORISATION 第二節—直接付款授權書**

Name of party to be credited (The Beneficiary) 收款的一方（受益人）	Account Number of The Beneficiary 受益人戶口號碼
<b>HSBC Institutional Trust Services (Asia) Limited – Haitong MPF Retirement Fund</b>	<b>500-613625-001</b>

I hereby authorise my below-named Bank to effect transfers from my account to that of the above-named beneficiary in accordance with such instructions as my Bank may receive from the beneficiary and/or its banker from time to time.

本人現授權本人的下述銀行，（根據受益人或其往來銀行不時給予本人銀行的指示）自本人的戶口內轉賬予上述受益人。

I agree that my Bank shall not be obliged to ascertain whether or not notice of any such transfer has been given to me.

本人同意本人的銀行毋須證實該等轉賬通知是否已交予本人。

I accept full responsibility for any overdraft (or increase in existing overdraft) on my account which may arise as a result of any such transfer(s).

如因該等轉賬而令本人的戶口出現透支（或令現時的透支增加），本人願承擔全部責任。

I confirm that my signature(s) on this authorisation form is the same as that for the operation of my savings/current account to be debited for the transfer.

本人確認，本人於本授權書上的簽名，與本人的儲蓄／往來戶口所簽者完全相同。

I agree to notify the above-named beneficiary of any change of bank account or cancellation of payment method and further agree that should there be insufficient funds in my account to meet any transfer hereby authorised, my Bank shall be entitled, at its discretion, not to effect such transfer in which event the Bank may levy the usual charge to be paid by me.

本人同意給予受益人任何更改銀行戶口或取消付款方法的通知，並且同意如本人的戶口並無足夠款項 支付該等授權轉賬，本人的銀行有權不予轉賬，且銀行可向本人收取慣常的費用。

This authorisation shall have effect until further notice. 本授權書將繼續生效直至另行通知為止。

I hereby authorise HSBC Institutional Trust Services (Asia) Limited, to initiate and arrange for contributions to be debited from my bank account according to the following specification, in favour of HSBC Institutional Trust Services (Asia) Limited – Haitong MPF Retirement Fund.

本人現授權 HSBC Institutional Trust Services (Asia) Limited 從本人下述銀行的戶口內，提出及安排扣除供款，以支付予 HSBC Institutional Trust Services (Asia) Limited – Haitong MPF Retirement Fund。

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

Bank and branch name 銀行及分行名稱：			
Bank no. 銀行編號	Branch no. 分行編號	Account no. to be debited 扣款戶口號碼	Account Type 戶口種類 <input type="checkbox"/> Current account 往來戶口 <input type="checkbox"/> Saving account 儲蓄戶口
Details of account holder as on Statement/Passbook 戶口持有人於結單/存摺上所紀錄的資料			
Name of account holder 戶口持有人姓名 (must be the same as the name stated in Part I 必須與 I 欄填寫的姓名相符)		Signature of account holder 戶口持有人簽署	
		X	
		Date 日期	

### PART III - FOR CHANGE OF DIRECT DEBIT ACCOUNT ONLY 第三節—只適用於更改直接付款戶口

Please note unless you have ticked the following option, we will continue to debit your existing direct debit account for monthly contributions until the new direct debit authorisation becomes effective.

請注意除非閣下作出以下選擇，否則我們將繼續於現有直接付款戶口扣除每月供款直至新的直接付款戶口開立成功。

Please stop my contribution until the new direct debit account becomes effective 請停止本人供款直至新的直接付款戶口開立成功

### PART IV - PERSONAL DATA COLLECTIONS STATEMENT 第四節—個人資料收集聲明

- Subject to any applicable laws of Hong Kong Special Administrative Region, information supplied on the Form and otherwise in connection with our participation in the Plan may be held by the Trustee and will be used for the purposes of processing my / our participation in the Plan, and may also be used for the purpose of carrying out our instructions or responding to any enquiry purporting to be given by us or on our behalf, dealing in any other matters relating to our 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 (if applicable), 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 it is / they are relevant to the Plan or to provide information for the dispatch of information on other products or services to us / me from the Sponsor or any connected person of the Sponsor if such products or services relate to the Plan. To the extent not prohibited by the Personal Data (Privacy) Ordinance ("PDPO"), all of such information may be retained after I/we have ceased to participate in the Plan.  
根據香港特別行政區的適用法律，強積金受託人可持有我們參與計劃相關表格或其他文件上所提供的資料，亦會將這些資料用作處理本人/我們參與強積金計劃的相關事宜，同時亦會使用這些資料執行本人/我們的指示、回應我們的查詢或回應宣稱代我們作出的查詢、處理我們參與強積金計劃相關的其他事宜（包括寄發報告或通知書）、供僱主（或僱主的相關公司）在任何時候用作（包括但不限於）計算僱主的累積長期服務金或遣散金（如適用）、因進行業務收集這些資料作為紀錄、遵守任何司法權區的法律、政府、監管規定（包括收集這些數據而須作出披露或通知的規定）、為產品或市場研究作為營銷的數據庫（如與強積金計劃有關）、保薦人或其關連人士須向我們/本人寄發其他產品或服務資料而需要的資料（如與強積金計劃有關）。在個人資料（私隱）條例所禁止的前提下，即使本人/我們不再參與強積金計劃，所有這些資料仍會被保留。
- Upon request, I am / we are entitled under the PDPO to be informed by the Plan's Sponsor "Haitong International Investment Managers Limited" whether it holds personal data as defined under PDPO about me / us and to request access to and/or correction of any such data. I / we also have the right to inform the Plan's Sponsor at any time if I / we do not wish to receive any marketing materials in relation to the Plan. Any such request may be made by post to the Client Services Officer, Haitong International Investment Managers Limited, 22/F, Li Po Chun Chambers, 189 Des Voeux Road Central, Hong Kong.  
本人/我們可要求並有權根據個人資料（私隱）條例而了解強積金計劃的保薦人海通國際投資經理有限公司是否持有個人資料（私隱）條例所界定有關本人/我們的個人資料，並可要求查閱及/或更改任何這些資料。本人/我們有權隨時通知強積金計劃的保薦人本人/我們不希望再收取與強積金計劃相關的推廣資料的意願。有關要求可以書面方式寄發到海通國際投資經理有限公司的客戶服務部（地址為香港德輔道中 189 號李寶椿大廈 22 樓）。
- 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 facilitate any persons to whom data is provided or may be transferred to provide the services or support as mentioned above. 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 our participation in the Plan. Provision of data made by the Trustee pursuant to this clause may be to any persons outside Hong Kong.  
如受託人要提供與強積金計劃相關的服務或硬件（例如行政、電腦、操作協助等），可能需要向某些人士披露和轉交這些資料，這些人士包括強積金計劃和保薦人（包括其僱員、高級人員、董事及代理）的核數師及/或保薦人及託管人的最終控股公司及/或其附屬公司及/或聯屬公司，或受委聘負責向接收或獲轉交數據的人士提供行政、電腦、服務或設施（以確保這些人士可提供上述的服務或協助）的第三方。受託人亦可能需要就我們參與的強積金計劃向有權按照法律法規的司法或監管機構（不論是否法定機構）披露或轉交數據。受託人根據本條款所提供的數據或會向位於香港境外的人士提供。
- Applicable for the Employer: 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. For the avoidance of uncertainty, this clause does not over-ride any requirements of the Trustee set out under the MPF Ordinance or the Trust Deed.  
適用於僱主：受託人只須為其實際收取的款項或資產負責，在任何情況均不會為資產利息負責（除非是實際已收取的利息）。為免混淆，本條款不得凌駕根據強積金條例或託管契據所載的受託人規定。
- Applicable for the Employer and Self-Employed Persons: I / we am/ are required to provide the information supplied on the Form or otherwise in connection with my / our participation in the Plan, I / we understand that if I do not provide such information, the Trustee will not be able to properly process my membership and benefits under the Plan. I / We have the right to obtain access and to request correction of any personal information concerning myself / ourselves 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.  
適用於僱主和自僱人士：本人/我們需要提供表格上提供的資料或與本人/我們參與強積金計劃有關的資料，本人/我們明白如本人不提供這些資料，受託人將不能適當處理本人的強積金計劃的會籍和福利。本人/我們有權查閱受託人持有有關本人/我們的個人資料及要求修改這些個人資料。本人/我們可發出書面要求並寄發到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 Fund Services Hong Kong, Member Services 查閱個人資料。
- The Sponsor, Haitong International Investment Managers Limited, intends to use my /our information to contact me / us about products or services relating to the Plan, and I / we understand that my/ our consent is / are required in order for the Sponsor to do so.  
保薦人海通國際投資經理有限公司擬使用本人/我們的資料，就強積金計劃的產品或服務聯絡本人/我們，而本人/我們明白需要表示同意，保薦人才可進行相關事宜。

I do not wish to receive any marketing materials in relation to the Plan from the Sponsor, Haitong International Investment Managers Limited, please ✓ the box.  
如本人/我們不希望收取保薦人海通國際投資經理有限公司有關強積金計劃的推廣材料，請在空格中加上剔號。

**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 必須與信託人的紀錄相同)

\_\_\_\_\_  
Date 日期