

To 致: HSBC Provident Fund Trustee (Hong Kong) Limited

c/o The Hongkong and Shanghai Banking Corporation Limited 香港上海滙豐銀行有限公司
 PO Box 73770 Kowloon Central Post Office 九龍中央郵政信箱73770號
 or place to the MPF drop-in box at designated Hang Seng Bank branches
 或投放於指定恒生銀行分行的強積金寄存辦理箱
 Hang Seng MPF Employer Direct 恒生強積金僱主專線: 2288 6822
 Hang Seng MPF Service Hotline 恒生強積金服務熱線: 2213 2213



HA12

**HANG SENG MANDATORY PROVIDENT FUND
 ADDITIONAL VOLUNTARY CONTRIBUTION APPLICATION FORM (EMPLOYER)
 恒生強積金: 額外自願性供款申請表格(僱主)**

Note 注意:

1. Please complete in CAPITAL and BLOCK LETTERS and tick ✓ the appropriate box(es). 請用大楷及正楷填寫，並於適當的方格內加上「✓」號。
2. Please read the following notes before completing this form 請於填寫本表格前參閱以下注意事項:
 - i. 'Participating Employer' means the company, firm or individual whose details are set out in Section A of this application form. 「參與僱主」指其資料列載於本申請表A部的公司或個人。
 - ii. 'Trustee' means HSBC Provident Fund Trustee (Hong Kong) Limited. Any other word or expression defined in the Principal Brochure shall have the same meaning in this form. 「信託人」指 HSBC Provident Fund Trustee (Hong Kong) Limited。在「主要推銷刊物」內定義的任何其他字詞或字句均與本表格內所用的具有相同意義。
 - iii. Relevant income includes wages, salaries, leave pay, housing allowances, housing benefits, fees, commissions, bonuses, gratuities, perquisites or allowances, expressed in monetary terms, paid or payable by an employer (directly or indirectly) to their employees, and in consideration of the employees' employment contracts, but excluding long service payments or severance payments. 有關入息包括由僱主根據僱傭合約(直接或間接)以金錢形式支付或須支付予僱員的工資、薪金、假期津貼、房屋津貼、房屋利益、費用、佣金、花紅、獎金、合約酬金、賞錢或津貼，但不包括長期服務金或遣散費。
3. If you have three or more classes of employees, please provide information on photocopies of Section B. 如有三個或以上的僱員級別，請影印B部以提供資料。
4. Please note that the Trustee reserves the right of final decision and may decline any additional voluntary contribution application with proposed voluntary contribution arrangement other than the given options defined in the Section B. For enquiry, please contact our customer service representatives. 請注意，信託人保留對額外自願性供款安排的申請的最終決定權，並可拒絕任何並非按照本表格B部作出的自願性供款安排之申請。如有查詢，請與我們的客戶服務代表聯絡。
5. The personal data provided will be treated in the same manner as set out in the "Personal Information Collection Statement for Hang Seng Mandatory Provident Fund" ("Statement"). A copy of the Statement can be obtained through Hang Seng MPF website hangseng.com/empf or MPF hotline 2288 6822 (Employer) or 2213 2213 (Member). 所有個人資料均按照《恒生強積金的收集個人資料聲明》(「聲明」)處理。該聲明可透過恒生強積金網站hangseng.com/empf或強積金熱線2288 6822(僱主)或2213 2213(成員)索取。

A. Details of scheme 計劃資料

1. Company name of participating employer 參與僱主公司名稱 <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> English name 英文名稱 <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> Chinese name 中文名稱								
2. Business/Other registration no. 商業/其他註冊證號碼 <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> Registration types ¹ 註冊證明 ¹ Registration no. 註冊證號碼 <small>¹ Registration types are listed below 註冊證明類別如下 (any other registration number should be given only if you do not process a Business Registration Certificate. 只在沒有商業登記證的情況下，才可填報其他註冊證號碼。)</small> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">BR – Business Registration 商業登記</td> <td style="width: 50%;">SO – Society Office of HK Police (Societies) 香港警務處社團事務處(社團)</td> </tr> <tr> <td>ED – Education Department 教育署</td> <td>TU – Registry of Trade Unions 職工會登記局</td> </tr> <tr> <td>IR – Inland Revenue Department (Charitable Organisations) 稅務局 (慈善機構)</td> <td>OT – Others 其他</td> </tr> </table>			BR – Business Registration 商業登記	SO – Society Office of HK Police (Societies) 香港警務處社團事務處(社團)	ED – Education Department 教育署	TU – Registry of Trade Unions 職工會登記局	IR – Inland Revenue Department (Charitable Organisations) 稅務局 (慈善機構)	OT – Others 其他
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3. Certificate of incorporation no. (if applicable) 公司註冊證書號碼(如適用)	4. Employer ID (if known) 僱主編號(如知悉)	5. Number of classes of employees 僱員級別數目						
6. Is employer's consent required if employees withdraw their own additional voluntary contributions (if any) during employment 如僱員於在職期間提取其額外自願性供款(如有)，是否須獲僱主同意? <input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否								

B. Details of additional voluntary contributions 額外自願性供款資料

Class 1 級別 1

<p>1. Class description 級別描述</p> <p><input type="checkbox"/> Add new 新增 <input type="checkbox"/> Amend 修訂</p>	<p>2. Effective date of instruction 指示的生效日期</p> <div style="text-align: right; margin-bottom: 10px;"> <table style="border-collapse: collapse; margin-left: auto;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> </tr> <tr> <td style="text-align: center; font-size: small;">Year 年</td> <td style="text-align: center; font-size: small;">Month 月</td> <td style="text-align: center; font-size: small;">Day 日</td> </tr> </table> </div> <p>Please allow at least one month advance notice when specifying the effective date. 請於指定生效日期時給予最少一個月通知。</p>				Year 年	Month 月	Day 日
Year 年	Month 月	Day 日					

3. ORSO transfer (if applicable) 職業退休計劃轉移 (如適用)

Details of existing ORSO scheme 現有職業退休計劃資料

Name of scheme service provider 計劃服務提供機構名稱: _____

ORSO registration number 職業退休計劃註冊編號: _____

4. Contribution scale 供款比例

Completed years of service to be calculated from 完成的服務年期計算由

Date of employment 受僱日期

Date joined scheme 參加計劃日期

Voluntary contribution scale 自願性供款比例	Employer contribution Percentage ² or fixed amount ³ 僱主供款百分比 ² 或固定金額 ³	Employee contribution Percentage ² or fixed amount ³ 僱員供款百分比 ² 或固定金額 ³
<p>(Please make ONE choice below – ‘Fixed amount’, ‘Percentage of income’ or ‘Lump sum contributions’ and tick ✓ the appropriate box. 請作出下列其中一項選擇 – 「固定金額」、「收入百分比」或「整筆供款」，並於適當的方格內加上「✓」號。)</p> <p><input type="checkbox"/> Fixed amount 固定金額 (Pay in each contribution period 每個供款期支付)</p> <p><input type="checkbox"/> Fixed amount 固定金額</p> <p><input type="checkbox"/> By years of services 按服務年期</p> <p>Less than 少於 _____ years 年</p> <p>_____ years or more 年或多於, but less than 但少於 _____ years 年</p> <p>_____ years or more 年或多於, but less than 但少於 _____ years 年</p> <p>_____ years or more 年或多於, but less than 但少於 _____ years 年</p> <p>_____ years or more 年或多於</p>	<p>HKD 港元 _____</p> <p>HKD 港元 _____</p> <p>HKD 港元 _____</p> <p>HKD 港元 _____</p> <p>HKD 港元 _____</p> <p>HKD 港元 _____</p>	<p>HKD 港元 _____</p> <p>HKD 港元 _____</p> <p>HKD 港元 _____</p> <p>HKD 港元 _____</p> <p>HKD 港元 _____</p> <p>HKD 港元 _____</p>
<p><input type="checkbox"/> Percentage of income 收入百分比 (Pay in each contribution period 每個供款期支付) (Please fill in both part (A) and (B) below 請填寫以下(A)及(B)部)</p> <p>(A) Contribution formula 供款計算程式</p> <p><input type="checkbox"/> Relevant income x contribution percentage 有關入息 x 供款百分比</p> <p><input type="checkbox"/> Relevant income x contribution percentage – mandatory contribution 有關入息 x 供款百分比 - 強制性供款</p> <p>(B) <input type="checkbox"/> By a flat contribution percentage 劃一供款百分比</p> <p><input type="checkbox"/> By years of services 按服務年期</p> <p>Less than 少於 _____ years 年</p> <p>_____ years or more 年或多於, but less than 但少於 _____ years 年</p> <p>_____ years or more 年或多於, but less than 但少於 _____ years 年</p> <p>_____ years or more 年或多於, but less than 但少於 _____ years 年</p> <p>_____ years or more 年或多於</p>	<p>_____ %</p> <p>_____ %</p> <p>_____ %</p> <p>_____ %</p> <p>_____ %</p> <p>_____ %</p>	<p>_____ %</p> <p>_____ %</p> <p>_____ %</p> <p>_____ %</p> <p>_____ %</p> <p>_____ %</p>
<p><input type="checkbox"/> Lump sum contributions 整筆供款</p>		

² The contribution percentage should be limited to one decimal place. Otherwise, the percentage will be rounded off to one decimal place. 供款百分比不可多於一個小數位，否則，百分比將被四捨五入至一個小數位。

³ The fixed amount should be in whole numbers (e.g. HKD50 not HKD50.5). 固定金額必須為整數 (例如：須為港元50而非港元50.5)。

5. Vesting scale 歸屬比例

The vesting scale specifies the percentage of employer's balance derived from employer's voluntary contributions and/or employer's ORSO transfer which your employees are entitled to when they cease employment. 歸屬比例用於指定僱員在離職時有權享有僱主的自願性供款及／或僱主的職業退休計劃轉移款項所累積的僱主結餘的百分比。

All percentages should be in whole numbers (e.g. 50% not 50.5%). 所有百分比必須為整數(例如：須為50%而非50.5%)。

Completed Years of Service 完成的服務年期	Standard Vesting Scale 標準歸屬比例	Customised Vesting Scale 自定歸屬比例	
		Voluntary Contribution 自願性供款	ORSO Transfer 職業退休計劃轉移款項
Calculated from 計算自 <input type="checkbox"/> Date of employment 受僱日期 <input type="checkbox"/> Date joined scheme 參加計劃日期	<input type="checkbox"/> Voluntary Contribution 自願性供款 <input type="checkbox"/> ORSO Transfer 職業退休計劃轉移款項	<input type="checkbox"/> Voluntary Contribution 自願性供款	<input type="checkbox"/> ORSO Transfer 職業退休計劃轉移款項
Resignation/Contract termination/ Termination of employment/ Redundancy/Lay-off 辭職／合約終止／終止受僱／ 裁員／停工 less than 1 year 少於1年	0%	_____ %	_____ %
1	10%	_____ %	_____ %
2	20%	_____ %	_____ %
3	30%	_____ %	_____ %
4	40%	_____ %	_____ %
5	50%	_____ %	_____ %
6	60%	_____ %	_____ %
7	70%	_____ %	_____ %
8	80%	_____ %	_____ %
9	90%	_____ %	_____ %
10 years or more 10年或以上	100%	_____ %	_____ %
Early retirement 提早退休 Normal retirement 正常退休 Late retirement 延遲退休 Death 死亡 Total incapacity 完全喪失行為能力	100%	_____ %	_____ %
Summary dismissal 即時革職	0%	_____ %	_____ %

6. Additional information (if any) 附加資料(如有)

Class 2 級別 2

<p>7. Class description 級別描述</p> <p><input type="checkbox"/> Add new 新增 <input type="checkbox"/> Amend 修訂</p>	<p>8. Effective date of instruction 指示的生效日期</p> <p style="text-align: center;">_____ _____ _____ Year 年 Month 月 Day 日</p> <p>Please allow at least one month advance notice when specifying the effective date. 請於指定生效日期時給予最少一個月通知。</p>
<p>9. ORSO transfer (if applicable) 職業退休計劃轉移(如適用)</p> <p>Details of existing ORSO scheme 現有職業退休計劃資料</p> <p>Name of scheme service provider 計劃服務提供機構名稱: _____</p> <p>ORSO registration number 職業退休計劃註冊編號: _____</p>	

10. Contribution scale 供款比例

Completed years of service to be calculated from 完成的服務年期計算由

- Date of employment 受僱日期
 Date joined scheme 參加計劃日期

Voluntary contribution scale 自願性供款比例 (Please make ONE choice below – ‘Fixed amount’, ‘Percentage of income’ or ‘Lump sum contributions’ and tick ✓ the appropriate box. 請作出下列其中一項選擇 – 「固定金額」、「收入百分比」或「整筆供款」，並於適當的方格內加上「✓」號。)	Employer contribution Percentage ² or fixed amount ³ 僱主供款百分比 ² 或固定金額 ³	Employee contribution Percentage ² or fixed amount ³ 僱員供款百分比 ² 或固定金額 ³
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7	70%	_____ %	_____ %
8	80%	_____ %	_____ %
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Early retirement 提早退休 Normal retirement 正常退休 Late retirement 延遲退休 Death 死亡 Total incapacity 完全喪失行為能力	100%	_____ %	_____ %
Summary dismissal 即時革職	0%	_____ %	_____ %

12. Additional information (if any) 附加資料(如有)

C. Arrangement of unvested benefits 非歸屬權益之安排

Any benefits which your employees are not entitled upon cessation of employment will be treated as unvested benefits and the arrangement of the unvested benefits are as follows. 僱員於離職時無權享有的權益將被視為非歸屬權益及會按以下指示處理該非歸屬權益。

- (1) Refund to employer by cheque 以支票形式退還予僱主
- (2) Transferred to the reserve account (Please complete the Investment allocation percentage in Section D) 轉移至儲備賬戶內(請繼續填寫D部的投資分布百分比)
- (3) Transferred to the reserve account and allocated to existing members once a year (Please complete the Investment allocation percentage in Section D) 轉移至儲備賬戶內，並每年分配至各現有成員賬戶(請繼續填寫D部的投資分布百分比)

D. Investment instruction for reserve account 儲備賬戶的投資指示

The investment percentage allocation should be in whole numbers (e.g. 50% not 50.5%) and the total should be 100%. If the total allocation is not 100%, or if this section is left blank, all unvested benefits will be fully invested into the MPF Conservative Fund. 投資分布百分比必須為整數(例如50%而非50.5%)及其總和必須為100%。如分布總和不等於100%，或如留空此部分，所有非歸屬權益將全數投資於強積金保守基金內。

Name of constituent fund 成分基金名稱	Type of fund 基金類別	Fund code 基金代號	Investment allocation percentage 投資分布百分比 (Please counter-sign for any amendments made. 如有任何更 改，請在旁加簽作實。)
MPF Conservative Fund 強積金保守基金	Money Market Fund 貨幣市場基金	CPF	%
Global Bond Fund 環球債券基金	Bond Fund 債券基金	GBF	%
Guaranteed Fund ⁴ 保證基金 ⁴	Guaranteed Fund 保證基金	GTF	%
Age 65 Plus Fund 65歲後基金	Mixed Assets Fund 混合資產基金	FMF	%
Core Accumulation Fund 核心累積基金	Mixed Assets Fund 混合資產基金	SGF	%
Stable Fund 平穩基金	Mixed Assets Fund 混合資產基金	SBF	%
Balanced Fund 均衡基金	Mixed Assets Fund 混合資產基金	BLF	%
Growth Fund 增長基金	Mixed Assets Fund 混合資產基金	GRF	%
ValueChoice Balanced Fund 自選均衡基金	Mixed Assets Fund 混合資產基金	VBLF	%
Global Equity Fund 環球股票基金	Equity Fund 股票基金	GEF	%
North American Equity Fund 北美股票基金	Equity Fund 股票基金	NAEF	%
European Equity Fund 歐洲股票基金	Equity Fund 股票基金	EUEF	%
Asia Pacific Equity Fund 亞太股票基金	Equity Fund 股票基金	ANEF	%
Hong Kong and Chinese Equity Fund 中港股票基金	Equity Fund 股票基金	HKEF	%
Chinese Equity Fund 中國股票基金	Equity Fund 股票基金	CNEF	%
ValueChoice US Equity Fund 自選美國股票基金	Equity Fund 股票基金	VUEF	%
ValueChoice European Equity Fund 自選歐洲股票基金	Equity Fund 股票基金	VEEF	%
ValueChoice Asia Pacific Equity Fund 自選亞太股票基金	Equity Fund 股票基金	VAEF	%
Hang Seng Index Tracking Fund 恒指基金	Equity Fund 股票基金	HSIF	%
Hang Seng China Enterprises Index Tracking Fund 恒生中國企業指數基金	Equity Fund 股票基金	HSHF	%
Total 總和			100%

⁴ Investment of the reserve account in the Guaranteed Fund will be entitled for the Guaranteed Fund's Actual Balance only. The Actual Balance is the value of the units held in the Guaranteed Fund in respect of employer's investment in the reserve account. 儲備賬戶投資於保證基金將只獲得保證基金的實際結存。實際結存為儲備賬戶根據僱主投資於保證基金所持有的單位價值。

E. Declaration and authorisation 聲明及授權書

1. **Investment choice** - The Participating Employer undertakes to provide each eligible employee relevant information including investments information as the Trustee may provide to the Participating Employer from time to time. **投資選擇** - 參與僱主承諾為每位合資格僱員提供信託人不時向參與僱主提供的有關資料並包括投資資料。
2. **Participation** - by signing this form, the Participating Employer **參加計劃** - 在簽署本表格後，參與僱主：
 - a. understands that the investment instruction specified by employees will be applied to all contributions into the SuperTrust Plus, and 明白僱員指定的投資指示將適用於所有智選計劃的供款，及
 - b. agrees that additional voluntary contributions will be made at the same time as mandatory contributions. 同意於同一時間繳付自願性及強制性供款。
3. **Declaration** - the Participating Employer **聲明** - 參與僱主謹此：
 - a. received and read the Principal Brochure in respect of SuperTrust Plus and understands that the Administrator will rely and act on any actual additional voluntary contribution amounts reported in the Remittance Statements without any further verification. 確認已收到並細閱有關智選計劃的「主要推銷刊物」及明白行政管理人將依照付款結算書上所匯報的額外自願性供款金額作出處理並毋須作進一步核實。
 - b. declares that all employees concerned have been informed of the voluntary contribution and/or ORSO transfer arrangement, including that employees should check each voluntary contribution amount and the corresponding vesting scales, and/or any ORSO transfer amount, and confirms that employees' consent has been obtained in respect of any changes. 聲明已通知所有相關僱員自願性供款及／或職業退休計劃轉移款項之安排，包括僱員應查閱每次的自願性供款金額及有關的歸屬比例，及／或任何職業退休計劃轉移金額，並確認已獲僱員同意作出任何變更。
 - c. agrees to be responsible for any disputes from any employees regarding the voluntary contribution and/or ORSO transfer arrangement and the corresponding vesting scales. 同意負責處理任何僱員就自願性供款及／或職業退休計劃轉移款項之安排及有關的歸屬比例而提出的爭議。
 - d. understands and agrees that the Trustee is not obliged to effect any changes which it determines in its sole discretion may result in a reduction in the vested benefits and/or accrued rights of the member under the scheme or which otherwise may not comply with applicable requirements of the Mandatory Provident Fund Schemes Authority and that the Trustee shall decide at its sole discretion whether before implementing such changes it shall submit them to the Mandatory Provident Fund Schemes Authority for approval. 明白和同意信託人沒有義務執行任何有關信託人認為可導致成員在計劃內的歸屬權益及／或累算權益受損之修訂或不符合強制性公積金計劃管理局要求之修訂，及信託人可隨時自行決定在執行有關更改前呈報予強制性公積金計劃管理局核准。
 - e. has read and understood and agree with the "Personal Information Collection Statement for Hang Seng Mandatory Provident Fund"^{Note 5}. 已細閱及明白並同意《恒生強積金的收集個人資料聲明》^{注意5}。

X

Authorised signature of employer 僱主授權簽署

Full name 全名

Position 職銜

Date 日期

X

Authorised signature of employer 僱主授權簽署

Full name 全名

Position 職銜

Date 日期

(Employer's authorised signature must be the same as your previous specimen submitted to us. 僱主授權簽署須與你之前遞交予我們的式樣相同。)