

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


HAPS
**HANG SENG MANDATORY PROVIDENT FUND
 ADDITIONAL VOLUNTARY CONTRIBUTIONS ARRANGEMENT FORM (SELF-EMPLOYED)
 恒生強積金: 額外自願性供款安排表格(自僱人士)**
Note 注意:

- 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。
- Please provide a certified true copy of your HKID card, if such document(s) have not been previously provided or if there has been any change to any information contained in such document(s). If you are NOT a holder of a HKID card, please provide a certified true copy of your passport. 若以往未曾提供或資料已變更, 請提供你的香港身分證之認證副本。如你非持有有效的香港身分證, 請提供你的護照之認證副本。
- Certified true copies should be certified by any of the following personnel 提交認證副本可經由下列人士核證:
 - A certified public accountant/lawyer/banker/notary public acceptable to entities of HSBC Group; or 任何滙豐集團成員認可的執業會計師/律師/往來銀行/公證人; 或
 - A member of Hong Kong Institute of Chartered Secretaries (HKICS). 任何香港特許秘書公會會員。
- Please note that the administrator of the scheme may request you to provide further details and documents. 請注意: 計劃行政管理人可能會要求你提供其他相關資料及文件。
- The information provided will be used in accordance with the relevant MPF Ordinance and/or its Regulations and the same manner as mentioned in the "Personal Information Collection Statement for Hang Seng Mandatory Provident Fund" ("PICS"). The PICS can be obtained through Hang Seng MPF website hangseng.com/empf or MPF hotline 2288 6822 (Employer) or 2213 2213 (Member). By signing this form, your present choice of receiving direct marketing information will remain unchanged. If you wish to update the use of your personal data for direct marketing purpose as stated in the PICS from the Hang Seng MPF scheme, you may exercise your right by notifying us. 所有已提供的資料將按照有關強積金條例及/或其規例及《恒生強積金的收集個人資料聲明》(「聲明」)處理。該聲明可透過以下恒生強積金網站 hangseng.com/empf 或強積金熱線 2288 6822 (僱主) 或 2213 2213 (成員) 索取。在簽署本表格後, 你現時關於接收直接促銷資訊的選擇將維持不變。如你希望更新在恒生強積金計劃聲明中使用你的個人資料作直接促銷的用途, 你可通知我們行使你的選擇權。

A. Personal information 個人資料

1. Full name (in English) 全名(英文) (same as that shown on your HKID card/Passport 與香港身分證/護照上的姓名相同)		2. Other name (in English) (if any) 別名(英文)(如有)	
		Surname 姓氏 Given name 名字	
3. Scheme ID 計劃編號		4. HKID/Passport no. ¹ (please provide a certified true copy ²) 香港身分證/護照號碼 ¹ (請附上認證副本 ²)	
5. Contact number ³ 聯絡電話 ³		Country/Region code 國家/區域編號	Area code 地區號碼
			Phone no. 電話號碼
6. E-mail address 電郵地址			
7. Residential address (The main address the majority of the time is spent or resided) (in English) 住宅地址(大部分時間居住在這個主要地址)(英文)			
<ul style="list-style-type: none"> PO Box address is not accepted 恕不接受郵政信箱 Correspondence will be sent to this address 有關通訊將寄往此地址 			
Date moved to this residential address 遷入此住址之日期		Year 年 Month 月	
Room/Flat 室	Floor 樓	Block 座	Name of building 大廈名稱
Name of estate 屋邨名稱		Number and name of street/road 門牌號碼及街道名稱	
District/Postal code 地區/郵政編號		City 城市	Country/Region 國家/地區
8. Previous residential address 前住址 (Please continue on a separate sheet and attach for submission if space provided is not sufficient. 如表格不敷應用, 請於另紙作出補充並一併遞交。)			
<input type="checkbox"/> Not applicable 不適用 <input type="checkbox"/> Previous residential address 前住址 (if reside at current residential address less than 1 year 如居於現址少於一年)			
Date moved to this residential address 遷入此住址之日期		Year 年 Month 月	
Room/Flat 室	Floor 樓	Block 座	Name of building 大廈名稱
Name of estate 屋邨名稱		Number and name of street/road 門牌號碼及街道名稱	
District/Postal code 地區/郵政編號		City 城市	Country/Region 國家/地區

A. Personal information (cont'd) 個人資料(續)

9. Place of birth 出生地區 _____	10. Jurisdiction of tax residence 稅務管轄區 _____
11. Nationality (Country/Region) 國籍(國家/地區) 1: _____ Multiple Nationality (Country/Region) 多重國籍(國家/地區) <input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否 Nationality (Country/Region) 國籍(國家/地區) 2 (if any 如有): _____ Nationality (Country/Region) 國籍(國家/地區) 3 (if any 如有): _____	
12. Occupation 職業 _____	13. Job title 工作職位 _____
14. Nature of business 業務性質 <input type="checkbox"/> Agriculture/Livestock specialties 農業/家畜業 <input type="checkbox"/> Construction 建築 <input type="checkbox"/> Business services 商用服務 <input type="checkbox"/> Finance/Insurance 金融/保險 <input type="checkbox"/> Catering 餐飲業 <input type="checkbox"/> Freight transport/Cargo/Couriers 貨運/航運/速遞 <input type="checkbox"/> Communication 通訊 <input type="checkbox"/> Import/Export traders 出入口貿易 <input type="checkbox"/> Education 教育 <input type="checkbox"/> Jewellery/Precious metals/Art dealers 珠寶/貴金屬/藝術品經銷商 <input type="checkbox"/> Hotel/Boarding houses 酒店/旅館 <input type="checkbox"/> Pharmaceutical industry 藥業 <input type="checkbox"/> Personal/Household services 個人/家庭服務 <input type="checkbox"/> Real estate 地產 <input type="checkbox"/> Others 其他 (please specify 請註明: _____) <input type="checkbox"/> Sales/Rental of vehicles & equipment 車輛及相關設備銷售/租借 <input type="checkbox"/> Textile business 紡織業	
15. Source of fund 資金來源 <input type="checkbox"/> Earning from work 工作薪金 <input type="checkbox"/> Personal savings 個人儲蓄 <input type="checkbox"/> Inheritance 遺產承繼 <input type="checkbox"/> Sale of an asset 出售資產 (e.g. property 例如物業) <input type="checkbox"/> Investment return/Investment matured 投資回報/投資到期 <input type="checkbox"/> Others 其他 (please specify 請註明: _____)	
16. Salary range (HKD per month) 入息概況(每月港幣) <input type="checkbox"/> Below 10,000 以下 <input type="checkbox"/> 10,000 - 19,999 <input type="checkbox"/> 20,000 - 39,999 <input type="checkbox"/> 40,000 - 69,999 <input type="checkbox"/> 70,000 - 99,999 <input type="checkbox"/> 100,000 - 199,999 <input type="checkbox"/> Above 200,000 以上 (please specify 請註明: _____)	
17. Any funds transfer in from other scheme 由其他計劃轉入資金 <input type="checkbox"/> Yes 是 (please provide the following information 請提供以下資料) Expected amount 預期金額: _____ No. of transactions 交易次數: _____ <input type="checkbox"/> No 否	
18. Expected account activities in the next 12 months 預期未來12個月的賬戶安排: a. Total voluntary contribution in 總自願性供款額: _____ b. No. of transaction(s) 交易次數: _____ c. Total withdrawal amount of voluntary contribution 自願性供款提取總額: _____ d. Frequency of withdrawal 提取次數: _____	

¹ Passport number should be given only if you do not possess HKID card. For applicants who are **NOT** the holders of HKID card, please provide a certified true copy of passport. 只在沒有香港身分證情況下才填寫護照號碼。如申請人並非持有香港身分證，請提供護照之認證副本。

² If you request to cancel the regular voluntary contribution, a certified true copy of identification document is not required. 如你要求取消定期自願性供款，則無須提供身分證證明文件之認證副本。

³ If you are providing overseas contact details outside Hong Kong SAR, please also include the correct Country/Region Code and Area Code. However, for overseas mobile numbers, usually there is no need to add an Area Code and you may check with your telecommunications service provider for details. 如你所提供的是香港特別行政區以外的海外聯絡資料，請包括正確的國家/區域及地區編號；然而，海外手提電話號碼一般毋須加上地區編號，詳情請向你的電訊服務供應商查詢。

B. Regular voluntary contribution 定期自願性供款

- i. Please complete the details below according to your payment frequency. 請根據你的供款期填寫以下資料。
- ii. Payment method for regular voluntary contributions and mandatory contributions must be direct debit. Please complete section E 'Direct debit authorisation' if you have not set up your direct debit instruction. 額外自願性供款及強制性供款均須以直接付款方式支付。如你仍未設立直接付款指示，請填妥E部「直接付款授權書」。
- iii. If you have any queries or need any assistance, please call our enquiry hotline on 2213 2213. 如有任何查詢或需要協助，請致電 2213 2213 查詢。

Monthly 每月	Annually 每年
1. Monthly regular voluntary contribution 每月定期自願性供款 HKD港幣 _____元 • The minimum amount of regular voluntary contributions is HKD300 per month . 最低定期自願性供款額為 每月港幣300元 。 • Both your regular voluntary contributions and mandatory contributions must be paid on the same day monthly. 你必須按月於同一天支付自願性供款及強制性供款。	1. Annually regular voluntary contribution 每年定期自願性供款 HKD港幣 _____元 • The minimum amount of regular voluntary contributions is HKD1000 per year . 最低定期自願性供款額為 每年港幣1000元 。 • Both your regular voluntary contributions and mandatory contributions must be paid on the same day every year. 你必須按年於同一天支付自願性供款及強制性供款。
2. Effective date 生效日期 YYYY 年 MM 月	2. Effective date 生效日期 YYYY 年 MM 月

B. Regular voluntary contribution (cont'd) 定期自願性供款(續)

3. Any third parties contribution over HKD580,000/year (mandatory and voluntary contribution) to this account 第三供款者提供每年多於港幣580,000予此戶口(強制性供款及自願性供款)

Yes 是 (please provide the following information of third party contributor and certified true copies of his/her HKID card, if he/she do not possess a valid HKID card, a certified true copy of passport should be provided 請提供以下第三供款者的資料, 及其香港身分證之認證副本, 在沒有有效的香港身分證情況下才提供護照之認證副本)

Full name 全名: _____

Date of birth 出生日期: _____

Nationality (Country/Region) 國籍(國家/地區): _____

Residential address 住宅地址 (The main address the majority of the time is spent or resided 大部分時間居住在這個主要地址)
(Please complete in English 請以英文填寫):

If third party contributor is a corporate entity, please provide the following information and a certified true copy of business registration certificate/certificate of incorporation 如第三供款者屬於法人團體, 請提供以下資料和商業登記證/公司註冊證書之認證副本:

Full name of company 公司全名: _____

Trading as name(s) 營業名稱: _____

Country/Region of incorporation/registration 註冊/登記國家/地區: _____

Registered office address in country/region of incorporation 註冊國家/地區的註冊辦事處地址: _____

Principal place of business (if different to registered address) 主要業務所在地 (如與註冊辦事處地址不同): _____

Listing on stock exchange 上市公司:

Yes 是 (please specify the name of stock exchange 請註明交易所名稱): _____

No 否

No 否

C. Cancellation of regular voluntary contribution arrangement 取消定期自願性供款安排

This section is only applicable for cancelling any regular voluntary contribution arrangement. Please allow at least one month advance notice when specifying the effective date. 此部分只適用於取消任何定期自願性供款安排。請於指定生效日期時給予最少一個月通知以取消此安排。

Effective date 生效日期

YYYY 年

MM 月

D. Declaration and authorisation 聲明及授權書

By signing this form, I 在簽署本表格後, 本人:

(a) declare that I am a self-employed person and have a source of relevant income in respect of that self-employment. I understand that this additional voluntary contributions arrangement will be terminated in the event that I cease to be self-employed and I undertake to notify you forthwith of the happening of such event and you shall not be liable for any loss, expenses or consequence arising from the continuations of the arrangement in the absence of such notification. I also understand that my additional voluntary contributions will be invested according to the investment instruction records held in my MPF account stated in section A. 謹此聲明本人為自僱人士並就該自僱工作有獲取有關入息。本人明白此額外自願性供款安排將會因本人終止自僱身分而終止, 若發生該情況本人承諾盡快通知貴公司, 而在未接獲該等通知前貴公司不須就繼續該供款安排而引起之損失、費用及後果負責。本人同時明白本人的自願性供款將根據本人列於A部之強積金賬戶內的投資指示紀錄作出投資。

(b) have read and understood the full details of this form (including the Notes on this form) and agree to abide by the rules stated herein. 已細閱及明白此表格內的所有內容(包括此表格上的注意部分), 並同意遵守此述的規則。

X

Signature 簽署 _____

Date 日期 _____

(This signature must be the same as your previous specimen submitted to us. Otherwise, this form may not be processed. 此簽名須與你之前遞交予我們的式樣相同, 否則本表格可能不獲處理。)

E. Direct debit authorisation 直接付款授權書

Name of party to be credited (The Beneficiary) 收款的一方(受益人)

HSBC Provident Fund Trustee (Hong Kong) Limited

I/We hereby authorise my/our below-named Bank to effect transfers from my/our account to that of the above-named beneficiary in accordance with such instructions as my/our Bank may receive from the beneficiary and/or its banker from time to time. 本人(我們)現授權本人(我們)的下列銀行，(根據受益人或其往來銀行不時給予本人(我們)銀行的指示)自本人(我們)的戶口內轉賬予上述受益人。

I/We agree that my/our Bank shall not be obliged to ascertain whether or not notice of any such transfer has been given to me/us. 本人(我們)同意本人(我們)的銀行毋須證實該等轉賬通知是否已交予本人(我們)。

I/We jointly and severally accept full responsibility for any overdraft (or increase in existing overdraft) on my/our account which may arise as a result of any such transfer(s). 如因該等轉賬而令本人(我們)的戶口出現透支(或令現時的透支增加)，本人(我們)願共同及個別承擔全部責任。

I/We confirm that my/our signature(s) on this authorisation form is/are the same as that/those for the operation of my/our savings/current account to be debited for the transfer. 本人(我們)確認，本人(我們)於本授權書上的簽名，與本人(我們)的儲蓄/往來戶口的簽名完全相同。

I/We 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/our account to meet any transfer hereby authorised, my/our 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/us. 本人(我們)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(我們)的戶口並無足夠款項支付該等授權轉賬，本人(我們)的銀行有權不予轉賬，且銀行可向本人(我們)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/We agree that any notice of cancellation or variation of this authorisation which I/we may give to my/our Bank shall be given at least 10 working days prior to the date on which such cancellation/variation is to take effect. 本人(我們)同意，本人(我們)取消或更改本授權書的任何通知，須於取消/更改生效日最少10個工作天前交予本人(我們)的銀行。

I/We hereby authorise HSBC Provident Fund Trustee (Hong Kong) Limited, to initiate and arrange for contributions to be debited from my/our bank account according to the following specification, in favour of HSBC Provident Fund Trustee (Hong Kong) Limited. 本人(我們)現授權 HSBC Provident Fund Trustee (Hong Kong) Limited 從本人(我們)下列銀行的戶口內，提出及安排扣除供款，以支付予 HSBC Provident Fund Trustee (Hong Kong) Limited。

1. 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 (Please specify account suffix number for integrated account. 如戶口屬於綜合理財戶口，請註明戶口字尾號碼。)
2. Details of account holder as on Statement/Passbook 戶口持有人於結單/存摺上的資料紀錄 (If you are in doubt, please contact your respective Bank. 如有疑問，請聯絡你的相關銀行。)		
Name of account holder 戶口持有人姓名 (must be same as the name registered for the MPF scheme 必須與強積金計劃所登記的姓名相符)		Signature of account holder 戶口持有人簽署
Identification number 身分證明文件號碼 <input type="checkbox"/> HKID Card No. 香港身分證號碼 _____ () <input type="checkbox"/> Passport No. 護照號碼 _____ <input type="checkbox"/> Business Registration 商業登記 _____ <input type="checkbox"/> Certificate of Incorporation 公司註冊證書 _____ <input type="checkbox"/> Others 其他 (Please specify 請註明) _____		X Date 日期
3. Please provide joint account holder's details (if applicable) 請填寫聯名戶口持有人資料(如適用)		
Name of joint account holder 聯名戶口持有人姓名		Signature of joint account holder 聯名戶口持有人簽署
Identification number 身分證明文件號碼 <input type="checkbox"/> HKID Card No. 香港身分證號碼 _____ () <input type="checkbox"/> Passport No. 護照號碼 _____ <input type="checkbox"/> Business Registration 商業登記 _____ <input type="checkbox"/> Certificate of Incorporation 公司註冊證書 _____ <input type="checkbox"/> Others 其他 (Please specify 請註明) _____		X Date 日期

Please ensure sufficient funds are available in the above bank account **three working days before contribution day**. 請你緊記於 **供款日的3個工作天前**，將足夠供款存入上述的銀行戶口。