

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



HAPT

**SCHEME MEMBER'S REQUEST FOR TRANSFER OF
 TAX DEDUCTIBLE VOLUNTARY CONTRIBUTIONS (TVC)**

**(for a TVC account holder to transfer benefits from the TVC account in a scheme
 (Original Scheme) to the TVC account in another scheme (New Scheme) elected by the member)**

計劃成員可扣稅自願性供款轉移申請表

**(適用於可扣稅自願性供款賬戶持有人把一個計劃(原計劃)的可扣稅自願性供款賬戶內的權益
 轉移至自選的另一個計劃(新計劃)的可扣稅自願性供款賬戶)**

Sections 149A and 149B of the Mandatory Provident Fund Schemes (General) Regulation (Cap 485A)
 《強制性公積金計劃(一般)規例》(第485A章)第149A及149B條

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 read the "Notes to Transfer of MPF Accrued Benefits (Benefits) of Tax Deductible Voluntary Contributions" before you complete this Form. 填寫本表格前，請先閱讀《轉移可扣稅自願性供款的強積金累算權益(權益)須知》。
- The personal data to be supplied in support of this election of transfer are to be used for processing your election of transfer. The personal data you supply may, for such purpose, be transferred to the trustee(s) concerned, the relevant service provider(s), and the government or regulatory bodies including the Mandatory Provident Fund Schemes Authority (MPFA). 你就此項轉移申請提供的個人資料，將用作處理你的轉移申請。你提供的個人資料可能會為該目的而轉交相關受託人、相關服務提供者，以及政府或規管機構，包括強制性公積金計劃管理局(積金局)。
- Please provide certified true copies of your HK permanent ID card/passport, if not previously provided or information has been changed. If you are NOT the holders of HK Permanent ID card, please provide a certified true copy of the HKID card and the Passport. (Applicable for electing to transfer-out the benefits from Hang Seng MPF scheme) 若以往未曾提供或資料已變更，請提供你的香港永久性居民身分證/護照之認證副本。如你非持有香港永久性居民身分證，請提供香港身分證及護照之認證副本。(適用於選擇把恒生強積金計劃內的權益轉出)
- 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。
- 'Registered Scheme' means a retirement benefits scheme registered under section 21 or 21A of the 'MPF Ordinance'. 「註冊計劃」指已根據《強積金條例》第21條或第21A條註冊的退休福利計劃。
- Please note that if any of your change of investment instruction is scheduled on any day that the transfer of benefits of the TVC account as stated in this Form is to be processed, your change of investment instruction will not be processed if your TVC account will be terminated after the transfer of benefits is completed. In addition, the information of your terminated TVC account will not be shown in Hang Seng MPF website hangseng.com/empf. 請注意，如你的更改投資指示的執行日同為本表格所述可扣稅自願性供款賬戶的權益轉移的執行日，而你的可扣稅自願性供款賬戶於完成轉移權益後終止，你的更改投資指示將不獲處理。此外，已終止的可扣稅自願性供款賬戶資料將不會顯示在恒生強積金的網址hangseng.com/empf。
- If there is any new contribution or transfer in amount received under your Hang Seng MPF account, your request for fund transfer out (if applicable) would be processed after such new contribution or transfer in has completed the subscription investment. 若你的恒生強積金賬戶收到新的供款或轉移金額，你的轉出要求(如適用)將會在有關供款或轉移金額完成認購投資後才獲處理。
- 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。

SECTION I – SCHEME MEMBER DETAILS 第I部 – 計劃成員資料

(1) Full name¹ 全名¹ (same as that shown on your HKID card 與你的香港身分證上的姓名相同)

Surname 姓氏 _____ Given name 名字 _____

(2) Identification

身分證明 _____ HKID Card number 香港身分證號碼 _____ Passport number 護照號碼 _____
 (ONLY for scheme member without HKID Card 本欄僅供沒有香港身分證的計劃成員填寫)

(3) Correspondence address[#] 通訊地址[#]

Room/Flat 室	Floor 樓	Block 座	Name of building 大廈名稱
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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 _____ HK 香港 KLN 九龍 NT 新界 Others 其他 _____ City 城市 _____ Country/Region 國家/地區 _____

(4) Contact details[#] 聯絡資料[#]

Day time phone no. 日間聯絡電話 _____ Mobile phone no. 流動電話號碼 _____ Email address (if any) 電郵地址(如有) _____

[#] After verifying the signature provided on this transfer form, the correspondence address and contact details will be updated to the scheme member's all relevant MPF scheme accounts under Hang Seng MPF for future correspondence. The transfer statement and cheque (if any) related to this transfer request will be sent to this correspondence address after completion of this transfer request. Please note that if you wish to register for Hang Seng Personal e-Banking for your other existing active MPF account under Hang Seng MPF (if any) in future (this service is not available for passport holder with passport number more than 12 digits) or you are already an existing user of Hang Seng Personal e-Banking, you should also provide English address in this form. Otherwise your registration for or your existing Hang Seng Personal e-Banking account may be affected. 核實你在此轉移表格所提供的簽署後，此通訊地址及聯絡資料將被更新於恒生強積金下計劃成員的所有有關強積金計劃賬戶作為日後通訊。當此表格之轉移完成處理後，有關轉移報表及支票(如有)將會寄往此通訊地址。請注意：如你欲日後為你其他現時有效的恒生強積金賬戶(如有)登記使用恒生個人e-Banking(此服務不適用於護照號碼超過12位數字的護照持有人)或你已是恒生個人e-Banking的現有用戶，你必須在本表格提供英文地址。否則你登記或已有的恒生個人e-Banking服務將會受到影響。

SECTION II – ORIGINAL SCHEME INFORMATION OF THE TVC ACCOUNT 第II部 – 可扣稅自願性供款賬戶所屬原計劃的資料

(5) Name of the Original Scheme² of the TVC Account 可扣稅自願性供款賬戶所屬原計劃的名稱^{註2}

SECTION III – NEW SCHEME INFORMATION OF THE TVC ACCOUNT 第III部 – 可扣稅自願性供款賬戶所屬新計劃的資料

I elect to transfer all benefits in the TVC account in the Original Scheme to the following scheme 本人選擇把原計劃的可扣稅自願性供款賬戶內的權益全部轉移至以下計劃：

(6) Name of the New Scheme³ of the TVC Account 可扣稅自願性供款賬戶所屬新計劃的名稱^{註3}

SECTION IV – DECLARATION AND AUTHORISATION 第IV部 – 聲明及授權書

(7) I hereby give consent to the trustee of the New Scheme and the MPFA to disclose information supplied by me in support of this election of transfer to the trustee(s) concerned and the relevant service provider(s), or to enable such party or parties to access or disclose relevant information for processing my election of transfer. 本人同意，新計劃的受託人及積金局可為處理本人的轉移申請，向相關受託人及相關服務提供者披露本人就此項轉移申請提供的資料，或使該等機構／人士能夠取覽或披露該等資料。

(8) I hereby give the trustee of the Original Scheme an instruction to terminate my TVC account in the Original Scheme as referred to in Section II upon transfer of all benefits to the New Scheme and there is no residual balance in the said account. 本人謹此指示原計劃的受託人，在把本人於第II部所述的原計劃的可扣稅自願性供款賬戶內的權益全部轉移至新計劃後，以及在該賬戶內並無剩餘款項的情況下，終止該可扣稅自願性供款賬戶。

(9) I confirm and declare that 本人確認及聲明：

- I have read and understood the Notes to Transfer of MPF Accrued Benefits (Benefits) of Tax Deductible Voluntary Contributions and the Explanatory Notes, and have voluntarily elected to transfer my benefits in accordance with this Form; and 本人已閱讀及明白《轉移可扣稅自願性供款的強積金累算權益(權益)須知》及註釋的內容，並自願選擇按照本表格轉移權益；及
- to the best of my knowledge and belief, the information given in this Form is correct and complete; and 盡本人所知所信，本表格所提供的資料均屬正確無訛且無缺漏；及
- I 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. 本人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。

Signature⁴ 簽署⁴

Date 日期

For office use only 公司專用	Staff name 1	SID	BCC	Programme code	Reference code
	Staff name 2 - referrer	RID	BCC		

**NOTES TO TRANSFER OF MPF ACCRUED BENEFITS (BENEFITS) OF
TAX DEDUCTIBLE VOLUNTARY CONTRIBUTIONS
轉移可扣稅自願性供款的強積金累算權益(權益)須知
Sections 149A and 149B of the Mandatory Provident Fund Schemes
(General) Regulation (Cap 485A)
《強制性公積金計劃(一般)規例》(第485A章)第149A及149B條**

Please read the following **important notes** before completing HAPT Form. 填寫HAPT表格前，請先閱讀下列**重要資料**：

(1) Definition of terms 用詞定義：

- (a) "Tax Deductible Voluntary Contributions" (TVC) – refer to contributions that are paid into a TVC account under section 11A of the Mandatory Provident Fund Schemes Ordinance (the Ordinance). 「可扣稅自願性供款」指根據《強制性公積金計劃條例》(《條例》)第11A條，存入可扣稅自願性供款賬戶的供款。
- (b) "TVC account" – an account in an MPF registered scheme (scheme) opened by a person under section 11A of the Ordinance and into which TVC are paid and in which the member's benefits derived from those TVC and the TVC transferred to the account from another TVC account are held. 「可扣稅自願性供款賬戶」指任何人士根據《條例》第11A條在強積金註冊計劃(計劃)中開立，用作存入可扣稅自願性供款，以及持有成員由該等可扣稅自願性供款產生的權益及持有從另一可扣稅自願性供款賬戶轉移至該賬戶的權益的賬戶。
- (c) "Original Scheme" – the scheme from which your benefits are to be transferred. 「原計劃」指轉出你的權益的計劃。
- (d) "New Scheme" – the scheme to which your benefits are to be transferred. 「新計劃」指轉入你的權益的計劃。

(2) A TVC account holder may make an election to transfer ALL (and not part of) benefits in the TVC account in the Original Scheme to the TVC account in the New Scheme. Benefits held in a TVC account cannot be transferred to a contribution account or personal account. 可扣稅自願性供款賬戶持有人可選擇把原計劃的可扣稅自願性供款賬戶內全部(而不是部分)權益轉移至新計劃的可扣稅自願性供款賬戶。在可扣稅自願性供款賬戶持有的權益不可轉移至供款賬戶或個人賬戶。

(3) If you wish to transfer benefits from more than one TVC account, you should submit a separate HAPT Form for each of those accounts. 如欲從多於一個可扣稅自願性供款賬戶轉出權益，請就每個賬戶分別提交一份HAPT表格。

(4) After your benefits held in the TVC account are transferred from the Original Scheme, your TVC account in the Original Scheme will be terminated. 當你在原計劃的可扣稅自願性供款賬戶持有的權益被轉出後，你在原計劃的可扣稅自願性供款賬戶便會終止。

Reminders before making an election to transfer 作出轉移選擇前的注意事項

(5) Before you decide to transfer your benefits to another scheme, you should take into consideration all relevant factors, including your personal needs and the following factors 在你決定把權益轉移至另一個計劃前，你應考慮所有相關因素，包括你的個人需要及以下因素：

- (a) services of the trustees (e.g. frequency of issuance of benefit statement to scheme members; number of free fund switchings per year) 受託人的服務(例如向計劃成員發出權益報表的頻密程度及每年可免費轉換基金的次數)；
- (b) fees and charges of the funds (for detailed information, please refer to the website of the Mandatory Provident Fund Schemes Authority (MPFA)) 基金的收費(詳情請參閱強制性公積金計劃管理局(積金局)網站)；
- (c) the range of fund choices offered by the schemes and in particular whether there are funds available that match what you need; and 計劃所提供的基金選擇，尤須注意計劃有否提供切合你需要的基金；及
- (d) if you are currently investing in an MPF guaranteed fund, a transfer of the benefits out of that guaranteed fund may result in some or all of the guarantee conditions not being satisfied; thus affecting your entitlement to the guarantee. Please check the offering document of the Original Scheme or consult the trustee of the Original Scheme for details. 如你現時投資於強積金保證基金，則從該保證基金轉出權益可能導致你不符合部分或所有保證條件，從而影響你享有保證的資格。有關詳情請查閱原計劃的要約文件，或向原計劃的受託人查詢。

(6) Before deciding to transfer benefits to the New Scheme, you should try to understand as much as you can about the New Scheme. Please read the offering document of the New Scheme, which can be found on the website of the MPFA, website of the trustee of the New Scheme or contact the trustee of the New Scheme. 在決定把權益轉移至新計劃前，你應盡量瞭解新計劃的內容。有關新計劃的詳情，請查閱新計劃的要約文件，該文件可於積金局網站及新計劃的受託人的網站下載，你也可向新計劃的受託人查詢詳情。

- (7) Please ensure that you have a TVC account in the New Scheme. Otherwise, you have to submit a membership enrolment form before or at the same time you submit this Form to the trustee of the New Scheme. Please consult your trustee of the New Scheme for the procedures and required documents for setting up a TVC account. 請確保你在新計劃已開立可扣稅自願性供款賬戶。否則，你在提交本表格之時或在此之前，須向新計劃的受託人提交成員參加計劃表格。有關開立可扣稅自願性供款賬戶的程序及所需文件，請向新計劃的受託人查詢。
- (8) If you wish to transfer your benefits from a scheme to another, please be aware of how the transferred-in benefits will be invested. In general, the transferred-in benefits will be invested according to the default investment strategy (DIS) if you either (a) do not give or have not given any investment instructions for the account to the trustee of the New Scheme or (b) have given investment instructions for the account to invest benefits according to the DIS. Please approach the trustee of the New Scheme to seek clarification, where necessary. If you wish to change or specify an investment instruction for the account in the New Scheme, please also approach the trustee of the New Scheme. 如欲把權益從一個計劃轉移至另一個計劃，請留意轉入賬戶的權益將會如何投資。一般而言，如你(a)沒有或尚未就有關賬戶向新計劃的受託人給予任何投資指示；或(b)已就有關賬戶給予投資指示，要求把權益按照預設投資策略投資，則轉入該賬戶的權益將按照預設投資策略投資。如有需要，請向新計劃的受託人查詢詳情。如欲就新計劃的賬戶更改或給予投資指示，亦請聯絡新計劃的受託人。
- (9) If you have reached, or are approaching, the age of 50 and your benefits are currently invested according to the DIS of the scheme, you should be aware that the de-risking mechanism of the DIS starts at the age of 50. If the annual de-risking of your investment in the DIS and your transfer request take place at around the same time, the trustee of the scheme shall sequence the de-risking and the transfer request in accordance with its procedures and in compliance with the Ordinance. Please consult the relevant trustee(s) if you wish to know the details of how the trustee(s) will handle these transactions. 如你已年滿或快將年滿50歲，而現時你的權益是按照計劃的預設投資策略投資，請留意預設投資策略的降低投資風險機制，會由計劃成員年滿50歲開始運作。如計劃的受託人在預設投資策略下按年降低你的投資風險的時間，與接獲你的轉移權益申請的時間相當接近，該計劃的受託人將根據其運作程序及在符合《條例》規定的情況下，訂定處理降低風險及轉移權益的次序。如欲瞭解受託人如何處理該等交易，請向相關受託人查詢詳情。
- (10) In order to prevent a third party from filling in incorrect information, please **DO NOT sign on a blank form**. After the completed election form has been received by the trustee of the New Scheme, the administration procedures taken by the trustees may not be reversible. 為免被第三者填上不正確的資料，**請勿在空白的表格上簽署**。在新計劃的受託人收到已填妥的選擇表格後，之前由受託人採取的行政步驟未必能夠撤銷。
- (11) The number of fund units shown in your current TVC account on the date you elect to transfer may be different from that as of the date on which the fund units are redeemed. The trustee of the Original Scheme will redeem all the fund units from your TVC account that you elect to transfer out on the date of redemption and transfer out the redeemed benefits. The trustee of the New Scheme will subscribe fund units in accordance with your instructions. There will be a time-lag of about one to two weeks, during which your benefits will not be invested in any fund. During this period, fund prices may change due to market fluctuations, and there is a risk of "selling low, buying high". 在你作出轉移選擇當日，你現有可扣稅自願性供款賬戶顯示的基金單位數目，或會與贖回基金單位當日的數目有所不同。原計劃的受託人將在贖回日贖回你選擇從可扣稅自願性供款賬戶轉出的權益的所有基金單位，以及轉出贖回權益。新計劃的受託人會按照你的指示買入基金單位，過程中會出現一至兩個星期的「投資空檔」。在此期間，你的權益不會投資於任何基金，假若這時基金價格因市場波動而出現變化，便有機會出現「低賣高買」的風險。
- (12) Please refer to the MPFA's website (www.mpfa.org.hk) for the factors to consider when choosing a scheme and the potential risks involved in MPF investment. 有關選擇計劃時各項考慮因素及強積金投資的潛在風險，請參閱積金局網站(www.mpfa.org.hk)的資料。

Enquiries 查詢

- (13) Information about a scheme is set out in the offering document of the scheme. This information will assist you in making a decision about whether to make a transfer of benefits to that scheme. Please contact the relevant trustees for enquiries about account details and information on specific schemes or funds. 計劃的要約文件載有該計劃的資料，這些資料將有助你決定是否把權益轉移至該計劃。如欲查詢賬戶詳情及個別計劃或基金的資料，請聯絡相關受託人。
- (14) For general enquiries regarding the TVC, you may contact the relevant trustees or the MPFA (email: mpfa@mpfa.org.hk or MPFA hotline: 2918 0102). 有關可扣稅自願性供款的一般查詢，可聯絡相關受託人或積金局(電郵地址：mpfa@mpfa.org.hk或積金局熱線電話：2918 0102)。

Please complete HAPT Form at page 1 to page 2 and submit it to the trustee of the new Scheme after completion.

Please detach this note and keep it for reference.

請填妥載於第 1 頁至第 2 頁的 HAPT 表格，

並提交該表格予新計劃的受託人。

請撕下此須知並保留以作參考。

Explanatory Notes

註釋

- (1) If you do NOT possess a HKID Card, please fill in your name as shown on your passport. 如你沒有香港身分證，請填上你在護照上的姓名。
- (2) The transfer election may not be processed if the Name of the Original Scheme is not provided or is incorrect. This information can be found in your notice of participation or annual benefit statement. If you are in doubt, please contact your trustee of the Original Scheme. Please refer to the MPFA's website (www.mpfa.org.hk) for the name of schemes. 如你沒有提供原計劃名稱，或所提供的資料有誤，則此項轉移申請或不獲處理。你可於參與通知或周年權益報表獲取有關資料。如有疑問，請聯絡你原計劃的受託人。有關強積金計劃的名稱，可參閱積金局網站(www.mpfa.org.hk)的資料。
- (3) The transfer election may not be processed if the Name of the New Scheme is not provided or is incorrect. If you are in doubt, please contact your trustee of the New Scheme. Please refer to the MPFA's website (www.mpfa.org.hk) for the name of schemes. 如你沒有提供新計劃名稱，或所提供的資料有誤，則此項轉移申請或不獲處理。如有疑問，請聯絡你新計劃的受託人。有關計劃的名稱，可參閱積金局網站(www.mpfa.org.hk)的資料。
- (4) The signature must be the same as your specimen signature previously given to your trustee of the Original Scheme. Please note that the transfer may not be processed if the signature provided in this Form does not match the specimen signature previously given to your trustee of the Original Scheme. If you are in doubt, please contact your trustee of the Original Scheme. 你的簽署必須與你之前給予原計劃的受託人的簽署式樣相同。請注意，若本表格上的簽署與你之前給予原計劃的受託人的簽署式樣不符，有關轉移或不獲處理。如有疑問，請聯絡你原計劃的受託人。