

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



HA05

**HANG SENG MANDATORY PROVIDENT FUND
CHANGE OF EMPLOYER DETAILS FORM
恒生強積金: 更改僱主資料表格**

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。
- If you need to add or delete the signature specimen of your authorised person(s), please complete an 'Authorised Signatures Specimen' form (HAY1). 如你需要新增或終止授權人簽名, 請另行填寫「授權人簽名式樣」表格 (HAY1)。
- Please provide the business and/or correspondence address proof (if applicable). 請提供營業及/或通訊地址證明 (如適用)。
- 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。
- 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. DETAILS OF SCHEME 計劃資料

1. Employer ID 僱主編號	2. Effective date of change 更改生效日期 <table border="1"><tr><td>Year 年</td><td>Month 月</td><td>Day 日</td></tr></table>	Year 年	Month 月	Day 日
Year 年	Month 月	Day 日		
3. Company name of participating employer 參與僱主公司名稱				

B. CHANGE DETAILS OF SCHEME 更改計劃資料 (Please complete only those details to be changed. 只需填寫所需更改的資料。)

1. Change of preferred language for correspondence 更改通訊的語言 <input type="checkbox"/> English 英文 <input type="checkbox"/> Chinese 中文			
2. Change of company name 更改公司名稱 Please notify us within 30 days for the change of company name and provide a certified true copy of valid Business Registration Certificate and/or Certificate of Incorporation on Change of Name and/or other relevant registration documents. If change the registration type and registration number, a new employer scheme may be required to set up. 請於公司名稱更改後的30天內通知我們, 並請提供有效的商業登記證及/或公司註冊更改名稱證書及/或其他有關的登記證之認證副本。如更改註冊類別及註冊號碼, 新的僱主計劃可能需要重新設立。 a. New company name of participating employer 參與僱主之新公司名稱 English name 英文名稱: _____ Chinese name 中文名稱: _____ b. New Business Registration/Certificate of Incorporation no. 新商業登記/公司註冊證書號碼 ¹ <table border="1"><tr><td>Registration types 註冊證明</td><td>Registration no. 登記號碼</td></tr></table> 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。) BR - Business Registration 商業登記 IR - Inland Revenue Department (Charitable Organisations) 稅務局(慈善機構) ED - Education Department 教育署 SO - Society Office of HK Police (Societies) 香港警務處社團事務處(社團) TU - Registry of Trade Unions 職工會登記局 OT - Others 其他		Registration types 註冊證明	Registration no. 登記號碼
Registration types 註冊證明	Registration no. 登記號碼		
3. Change of trading as name(s) 更改營業名稱 (Please provide a certified true copy of evidence. 請提供證明文件之認證副本。) English name 英文名稱: _____ Chinese name 中文名稱: _____			

B. CHANGE DETAILS OF SCHEME (CONT'D) 更改計劃資料(續)

4. Change of contact information 更改聯絡資料		
<input type="checkbox"/> Please tick ✓ if you want to apply below contact information to existing pay centre(s). 如欲將以下資料同時更改為現有付款中心的聯絡資料，請於方格內加上「✓」號。		
a. Business address (in English) 營業地址(英文) (as shown on Business Registration/Certificate of Incorporation 必須與商業登記/公司註冊證書相同)		
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	<input type="checkbox"/> HK 香港 <input type="checkbox"/> KLN 九龍 <input type="checkbox"/> NT 新界 <input type="checkbox"/> Others 其他	City 城市
		Country/Region 國家/地區
b. Name of contact person 聯絡人姓名 <input type="checkbox"/> Mr 先生 <input type="checkbox"/> Ms 女士 Surname 姓氏 Given name 名字		c. Position of contact person 聯絡人職銜
d. Telephone no. 聯絡電話	e. Facsimile no. 傳真號碼	f. E-mail address 電郵地址

C. CHANGE DETAILS OF PAY CENTRE 更改付款中心資料

Please make the change to 請更改下列的資料於：		
<input type="checkbox"/> ALL pay centres under the Employer ID stated in section A1 所有於A1欄之僱主編號下的付款中心		
<input type="checkbox"/> Only the pay centre ID 只適用於付款中心編號 _____		
1. Change of contact information 更改聯絡資料		
a. Correspondence address (in English) 通訊地址(英文)		
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	<input type="checkbox"/> HK 香港 <input type="checkbox"/> KLN 九龍 <input type="checkbox"/> NT 新界 <input type="checkbox"/> Others 其他	City 城市
		Country/Region 國家/地區
b. Correspondence Address (in Chinese) 通訊地址(中文) 如更改此欄，請確保同時填寫付款中心的英文通訊地址。		
室	樓	座
大廈名稱		
屋邨名稱		門牌號碼及街道名稱
地區/郵政編號	<input type="checkbox"/> 香港 <input type="checkbox"/> 九龍 <input type="checkbox"/> 新界 <input type="checkbox"/> 其他	城市
		國家/地區
c. Name of contact person 聯絡人姓名 <input type="checkbox"/> Mr 先生 <input type="checkbox"/> Ms 女士 Surname 姓氏 Given name 名字		d. Position of contact person 聯絡人職銜
e. Telephone no. 聯絡電話	f. Facsimile no. 傳真號碼	g. E-mail address 電郵地址

C. CHANGE DETAILS OF PAY CENTRE (CONT'D) 更改付款中心資料(續)

2. Change of MPF contribution overpayment instruction 更改強積金多繳供款處理指示

(only applicable for contributions by cheque and uninvested overpaid contributions 只適用於以支票作供款及未被投資的多繳供款)

Refund overpaid contributions 退還多繳供款

The uninvested overpaid contributions will be refunded by cheque 未被投資的多繳供款將以支票退還

Offset future contributions and/or contribution surcharges 抵銷將來供款及／或供款附加費

If the amount on the cheque falls short of the related total contribution amount and/or surcharge amount from the related remittance statement and/or discrepancy bill, the accumulated uninvested overpaid contribution (if any) will be used to settle the shortfall by the administrator of the scheme for offsetting future contributions and/or contribution surcharges. 如支票上的款額不足以支付有關付款結算書及／或差額賬單的有關總供款額及／或供款附加費時，已累積的未被投資的多繳供款(如有)將會被計劃行政管理人用以抵銷將來供款及／或供款附加費。

3. Preprinted paper remittance statement 郵寄預印付款結算書

Receive the preprinted paper remittance statement 收取郵寄預印的付款結算書 Yes 是 No 否

D. DECLARATION AND AUTHORISATION 聲明及授權書

1. I/We confirm that the information given in the form is correct and complete. 本人／吾等確認本表格所提供的資料為正確及完整。
2. I/We 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／吾等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)，並同意遵守此處的規則。

X

Authorised signature of employer² 僱主授權簽署²

X

Authorised signature of employer² 僱主授權簽署²

Full name 全名

Full name 全名

Position 職銜

Position 職銜

Date 日期

Date 日期

² If you wish to make changes under Section C 'CHANGE DETAILS OF PAY CENTRE', the authorised signatory of the related pay centre specified in Section C has to sign the form. Otherwise, the change request in Section C may not be processed. 如你欲更改C部「更改付款中心資料」，請用C部所指的有關付款中心的獲授權人士簽署本表格，否則C部的更改指示可能不獲處理。