

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



**HANG SENG MANDATORY PROVIDENT FUND
 DUPLICATE REMITTANCE STATEMENT REQUISITION FORM
 (EMPLOYER / SELF-EMPLOYED)**

恒生強積金：索取付款結算書副本申請表(僱主／自僱人士)

Note 注意：

1. Please complete in CAPITAL and BLOCK LETTERS. 請用大階及正楷填寫。
2. This form is for use by employer/self-employed person for the purpose of requesting duplicate remittance statement(s). 本表格適用於僱主／自僱人士索取付款結算書副本。
3. The handling charge for each copy is HKD50 per contribution period up to 7 years and the minimum charge per request is HKD200. 索取過往每個供款期的付款結算書副本之手續費為每份港幣50元，最多為7年。每次申請之最低收費為港幣200元。
4. Please return the completed form and cheque to the Administrator – The Hongkong and Shanghai Banking Corporation Limited. 請把填妥的表格連同支票寄交行政管理人 – 香港上海滙豐銀行有限公司。
5. 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。

1. Company name of participating employer/Full name of self-employed person 參與僱主公司名稱／自僱人士全名 (same as that shown on your HKID card/Passport 與香港身分證／護照上的姓名相同)		
2. HKID/Passport no. 香港身分證／護照號碼 (To be completed by self-employed person only 供自僱人士填寫)	3. Employer ID/Scheme ID 僱主編號／計劃編號	

Please send us/me a duplicate remittance statement for the following period(s) 請郵寄以下供款期的付款結算書副本給本公司／本人：

Contribution period 供款期		Pay centre ID/Name 付款中心編號／名稱	Bill number (if known) 賬目號碼(如知道)
From 由 (YYYY 年/MM 月/DD 日)	To 至 (YYYY 年/MM 月/DD 日)		
(1.)			
(2.)			
(3.)			
(4.)			
(5.)			

	HKD 港元		No. of contribution periods 供款期數目		HKD 港元
Total handling charge 手續費合共：	50	X	<input type="text"/>	=	<input type="text"/>

Please enclose a crossed cheque payable to **'The Hongkong and Shanghai Banking Corporation Limited'** and provide details below 請附上劃線支票，抬頭祈付「香港上海滙豐銀行有限公司」並填寫以下詳情：

4. Bank number 銀行編號	5. Branch number 分行編號	6. Cheque number 支票號碼
<p>7. Cheque amount 支票金額 (The minimum charges is HKD200 最低收費為港幣 200 元)</p> <p>HKD 港元 _____</p>		

Declaration and authorisation 聲明及授權書

<p>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)，並同意遵守此述的規則。</p>	
<p>Authorised signature of employer/Signature of self-employed* 僱主授權簽署／自僱人士簽署*</p> <p>X</p>	<p>Authorised signature of employer 僱主授權簽署</p> <p>X</p>
<p>Full name 全名</p>	<p>Full name 全名</p>
<p>Date 日期</p>	<p>Date 日期</p>

* 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。