

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
FLEXI-CONTRIBUTIONS – PARTIAL WITHDRAWAL / ACCOUNT CLOSURE
REQUEST FORM (EMPLOYEE / PERSONAL ACCOUNT HOLDER)**
恒生強積金: 靈活供款 – 提取部分結餘 / 終止賬戶申請表(僱員 / 個人賬戶持有人)

HAPD

Hang Seng MPF Flexi-Contributions are designed to assist with you planning for retirement and should not generally be regarded as a source of funds for meeting short-term financial needs. We would therefore encourage you to consider your long-term financial needs for retirement before withdrawing your funds from your Flexi-Contributions. 恒生強積金靈活供款是為助你計劃退休而設, 所以不應被視作應付短期財務需要的資金來源。故此, 我們希望你在提取靈活供款之前, 先考慮你退休時的長遠財務需要。

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 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. 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。
- 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. 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. HKID/Passport no. 香港身分證 / 護照號碼	3. Employer ID/Scheme ID 僱主編號 / 計劃編號
4. Company name of participating employer (to be completed by employee only) 參與僱主公司名稱(只供僱員填寫)		

B. Withdrawal of Flexi-Contributions 提取靈活供款

<input type="checkbox"/> Withdrawal percentage 提取百分比 (must be in whole number 必須為整數)	_____ %
--	---------

C. Closure of Flexi-Contribution account 終止靈活供款賬戶

<input type="checkbox"/> Closure of Flexi-Contribution account 終止靈活供款賬戶 I elect to close my Flexi-Contribution account and withdraw the accrued benefits derived from my Flexi-Contributions. 本人選擇終止靈活供款賬戶並提取靈活供款所得的累算權益。 The guarantee will not apply to withdrawal of funds invested in the Guaranteed Fund, unless any one of the Guarantee Conditions is met. Please refer to the 'MPF Scheme Brochure' for details of the 'Guarantee Conditions'. 除符合任何一項保證條件外, 保證將不適用於提取投資於保證基金的款項。有關「保證條件」, 請參閱「強積金計劃說明書」。 <ul style="list-style-type: none">If there is any new contribution received under your Hang Seng MPF account, your claim and closure of the Flex-Contributions account would be processed after such new contribution has completed the subscription investment. 若你的恒生強積金賬戶收到新的供款, 你的申索及終止靈活供款賬戶要求將會在有關於供款金額完成認購投資後才獲處理。

D. Method of payment 付款方式 (please ✓ the appropriate box 請在適當的方格內填上✓號)

- a) The direct deposit service is only available for bank account with sole account holder. For verification purpose, please provide supporting document which shows bank account number and name of account holder, such as copy of bank statement, copy of bank ATM card or copy of bank reference letter etc. If the relevant supporting is not provided, the administrator of Hang Seng MPF scheme is unable to proceed with direct deposit to your bank account and the method of payment will be changed to by cheque without prior notice. 直接存入銀行賬戶服務只適用於你以個人名義獨立持有的銀行賬戶。請提供能顯示你銀行賬戶號碼及持有人名稱的文件作核實用途，例如銀行月結單副本、銀行提款卡副本或銀行信件副本等。如未能提供有關文件，恒生強積金計劃行政管理人不能提供直接存入銀行賬戶服務，而付款方式將轉為以支票付款及不作另行通知。
- b) If this section is left blank or the information is incomplete, this form may not be processed. 如此部分留空或資料不完整，本表格可能不獲處理。

by depositing directly into a bank account under the sole name of scheme member only 直接存入只以計劃成員名義開立的銀行賬戶 (If you choose to have the benefits to be paid to your other local bank (except for HSBC in Hong Kong or Hang Seng Bank in Hong Kong) or overseas bank account directly, bank charges may apply by your banking account. 如你選擇將權益直接匯入其他本地銀行(香港滙豐或香港恒生銀行除外)或海外銀行賬戶，則該銀行可透過你的銀行賬戶收取銀行手續費。)

Name of bank account holder 銀行賬戶持有人姓名： _____

Name of bank 銀行名稱：

HSBC in Hong Kong 香港滙豐

Hang Seng Bank in Hong Kong 香港恒生銀行

Other local bank, please specify 其他本地銀行，請註明：

Overseas bank, please specify 海外銀行，請註明：

Bank account number 銀行賬戶號碼： _____

For overseas bank only 只適用於海外銀行：

(i) Address of bank 銀行地址： _____

(ii) Swift code Swift 編號： _____

(iii) Currency 貨幣： _____

(iv) IBAN 受款人戶口號碼： _____

by cheque 支票

E. Declaration and authorisation 聲明及授權書

By signing this form, I:

在簽署本表格後，本人：

a) understand that my partial withdrawal request will only be processed if all of the following conditions are met:

明白提取部分結餘的申請只會在符合以下所有條件的情況下才可獲得處理：

- the total withdrawal amount is HK\$5,000 or more;
提取之總額不少於港幣5,000元；
- the withdrawal request is free of charge, up to 12 times per scheme financial year.
此提取申請毋須任何費用，以每個計劃財政年度12次為限。

b) understand that the guarantee will not apply to withdrawal of funds invested in the Guaranteed Fund, unless any one of the Guarantee Conditions is met. Please refer to the 'MPF Scheme Brochure' for details of the 'Guarantee Conditions'.

明白除符合任何一項保證條件外，保證將不適用於提取投資於保證基金的款項。有關「保證條件」，請參閱「強積金計劃說明書」。

c) understand that where fund units are held in different investment funds, the same withdrawal percentage will be redeemed from each fund.

明白如於不同的投資基金內持有基金單位，則每個基金均會按同一提取百分比贖回基金單位。

d) 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。)