

**NOTES TO TRANSFER OF
MPF ACCRUED BENEFITS (BENEFITS) BY EMPLOYER**
僱主轉移強積金累算權益(權益)須知
Sections 150 and 150A 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150及150A條

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

(1) Definition of terms 用詞定義：

- | | | |
|--|---|---|
| (a) "Contribution account"
「供款賬戶」 | - | an account in an MPF registered scheme (scheme) which is mainly used to receive MPF contributions (both employer and employee portions) made by an employer for an employee and on behalf of the employee. 指強積金註冊計劃(計劃)下主要用以接收僱主為僱員所作出以及代表僱員所作出的強積金供款(包括僱主及僱員部分)的賬戶。 |
| (b) "Original trustee" (also known as "transferor trustee" in the Mandatory Provident Fund Schemes (General) Regulation (the Regulation))
「原受託人」(在《強制性公積金計劃(一般)規例》(《規例》)中亦稱「轉移受託人」) | - | the trustee of a scheme from which the benefits of the employees are to be transferred. 指轉出僱員的權益的計劃的受託人。 |
| (c) "New trustee" (also known as "transferee trustee" in the Regulation)
「新受託人」(在《規例》中亦稱「承轉受託人」) | - | the trustee of a scheme to which the benefits of the employees are to be transferred. If you elect to transfer the benefits to another account within the same scheme or to another scheme under the same trustee, the new trustee on HAPE Form will be the same as the original trustee. 指轉入僱員的權益的計劃的受託人。如你選擇把權益轉移至同一計劃的另一個賬戶或轉移至同一受託人的另一個計劃，HAPE表格所指的新受託人將與原受託人相同。 |
| (d) "Original scheme"
「原計劃」 | - | the scheme from which the benefits of the employees are to be transferred. 指轉出僱員的權益的計劃。 |
| (e) "New scheme"
「新計劃」 | - | the scheme to which the benefits of the employees are to be transferred. If you elect to transfer the benefits to another account within the same scheme, the new scheme on HAPE Form will be the same as the original scheme. 指轉入僱員的權益的計劃。如你選擇把權益轉移至同一計劃的另一個賬戶，HAPE表格所指的新計劃將與原計劃相同。 |
| (f) "Scheme transfer"
「計劃轉移」 | - | employer transfers its scheme to another scheme. 僱主將計劃轉移至另一個計劃。 |
| (g) "Transfer between associated companies"
「聯繫公司間之轉移」 | - | employer transfers its employees between associated companies [#] whilst recognising their total years of service with the same employer group for the purpose of calculating their benefits derived from the employer's voluntary contributions and/or employer's ORSO transfer made to the scheme. 僱主將其僱員由一間有聯繫公司調職至另一間有聯繫公司 [#] 並確認該名僱員在相同僱主集團內的總服務年資，以計算其於計劃內從僱主自願性供款及/或轉移自職業退休計劃的僱主供款中可獲的權益。 |

[#]As defined under section 12A(7) of the Mandatory Provident Fund Schemes Ordinance (Chapter 485) or transfer between businesses due to a change in ownership. The arrangement will apply where the new employer assumes the previous employer's liability for a long service payment or severance payment under the Employment Ordinance (Chapter 57) in respect of the transferring employees and the new employer wishes to transfer benefits derived from the previous employer's mandatory contributions to its own contribution account for future set-off purposes. In addition, the new employer should recognise transferring employees' total years of service from previous employment for the purpose of calculating benefits derived from voluntary contributions and/or ORSO transfers made to the scheme by the previous employer. When calculating the employees' entitlement to the benefits derived from the employer's voluntary contributions and/or employer's ORSO transfer, the vesting scale of the latest company in which the employees have been employed will apply. [#]若你的僱員在強制性公積金計劃條例(第485章)第12A(7)條所界定的聯繫公司之間調職，或因業務擁有權出現轉變而調職；新僱主並願意為前僱主繼續承擔根據僱傭條例(第57章)應付予有關調職僱員的長期服務金或遣散費的責任；新僱主亦希望把前僱主強制性供款所得的權益轉移至其供款賬戶內，以抵銷將來的長期服務金或遣散費。新僱主亦須確認有關調職僱員於前僱用期內的服務年資，以計算有關調職僱員於前僱主計劃內的自願性供款及/或轉移自職業退休計

劃的供款中可獲享之權益。在計算僱員從僱主自願性供款及／或轉移自職業退休計劃的僱主供款中可獲享之權益時，將以僱員最近任職的公司之歸屬比例作準。)

- (2) HAPE Form should be used when an employer wishes to transfer the benefits of its employees to another scheme or when a new employer wishes to transfer the benefits of the employees of another employer to the new employer's scheme. The latter case may occur when there is a change of ownership of the business or when the employees are transferred among associated companies. In such case, HAPE Form should be completed by the new employer. 如僱主擬把僱員的權益轉移至另一個計劃，或新僱主擬把另一名僱主的僱員的權益轉移至本身所參與的計劃，應使用 HAPE 表格。後者的情況或會在業務擁有權有所變更，或僱員在有聯繫公司之間轉調時出現。在該情況下，HAPE 表格應由新僱主填寫。
- (3) If the employee members are currently investing in an MPF guaranteed fund, a transfer of the benefits out of that guaranteed fund as requested in HAPE Form may result in some or all of the guarantee conditions not being satisfied; thus affecting their entitlements to the guarantee. Please check the offering document of the original scheme or consult the original trustee for details. 對於現時投資於強積金保證基金的僱員而言，如根據 HAPE 表格的要求從該保證基金轉出權益，可能會導致他們不符合部分或所有保證條件，以致影響他們享有保證的資格。詳情請查閱原計劃的要約文件，或向原受託人查詢。
- (4) Please ensure that you have participated and enrolled your employees in the new scheme. Otherwise, you have to participate in and enrol your employees in that scheme before you submit HAPE Form to the new trustee. 請確保你已參加並已安排你的僱員登記參加新計劃。否則，你須先行參加並安排你的僱員登記參加該計劃，然後才向新受託人提交 HAPE 表格。
- (5) In order to prevent a third party from filling in incorrect information, please **DO NOT sign on a blank form**. After the completed HAPE Form has been received by the new trustee, 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**。在新受託人收到已填妥的 HAPE 表格後，之前由受託人採取的行政步驟未必能夠撤銷。
- (6) If any information provided on HAPE Form (including the signature) is incorrect or incomplete, the trustees may not be able to process the benefit transfer request. 若你在 HAPE 表格上提供的任何資料(包括簽署)不正確或不完整，受託人可能無法處理此項權益轉移要求。
- (7) Information about the new scheme is set out in the offering document of that scheme. This information will assist you in making a decision about whether to make a transfer of benefits to that scheme. Copies of that offering document can be obtained from the new trustee upon request. 新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。你可向新受託人索閱要約文件。
- (8) If you wish to make enquiries or seek assistance in relation to your election to transfer benefit, please contact your original trustee or new trustee. For general enquiries regarding benefit transfer, you may contact the Mandatory Provident Fund Schemes Authority via e-mail: mpfa@mpfa.org.hk or hotline: 2918 0102. 如欲就你的權益轉移申請作出查詢或尋求協助，請聯絡你的原受託人或新受託人。有關權益轉移的一般查詢，可聯絡強制性公積金計劃管理局(電郵地址：mpfa@mpfa.org.hk或熱線電話：2918 0102)。

~ END 完 ~

This page is blank.
Please complete HAPE Form at page 1 to page 4 and submit it to the new trustee after completion. Please detach this note and keep it for reference.

此乃空白頁。
請填妥載於第 1 頁至第 4 頁的 HAPE 表格，
並提交該表格予新受託人。
請撕下此須知並保留以作參考。

(Please tear off 請撕下)

**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

EMPLOYER'S REQUEST FOR FUND TRANSFER FORM
僱主資金轉移申請表

Sections 150 and 150A 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150及150A條

- (a) 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。
- (b) 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. 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)。
- (c) '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。
- (d) If there is any new contribution or transfer in amount received under your Hang Seng MPF account, your request for transfer out of the relevant member(s) (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，有關你的成員轉出要求(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。
- (e) 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 – TYPE OF TRANSFER 第I部 – 轉移類別

- (1) Please indicate your reason of transfer and ✓ as appropriate. 請於適當的方格內填上[✓]號，表明申請轉移的原因。
- Type 1 : Transfer to another scheme under the same employer (i.e. "Scheme transfer")
 第1類：轉移至同一僱主的另一個計劃(即「計劃轉移」)
- Type 2 : Transfer to another/same scheme participated by the new employer (i.e. "Transfer between associated companies")
 [Please complete the form (HAET) provided by the trustee on transfer of benefits upon change of business ownership/intra-group transfer for each employee involved]
 第2類：轉移至新僱主參與的另一/同一個計劃(即「聯繫公司間之轉移」)
 [請就轉移申請所涉及每名僱員填寫由受託人提供有關在業務擁有權變更/集團內轉調的情況下轉移權益的表格(HAET)]

SECTION II – DETAILS OF EXISTING EMPLOYER (FOR TYPE 1 TRANSFER) OR NEW EMPLOYER (FOR TYPE 2 TRANSFER) 第II部 – 現任僱主資料(適用於第1類轉移)或新僱主資料(適用於第2類轉移)

- (2) Name of employer ^{Note 1}:
 僱主名稱^{註1}: _____

(3) Correspondence address 通訊地址：

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

(4) Name of contact person 聯絡人姓名：

(Mr 先生 / Ms 女士)

Country/Region code 國家／區域編號	Area code 地區號碼	Phone no. 電話號碼
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(5) (a) Telephone number¹ 電話號碼¹：

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(b) Mobile phone number¹ 手提電話號碼¹：

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(6) Facsimile number¹ 傳真號碼¹：

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(7) Email address 電郵地址：

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¹ 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。

SECTION III – TRANSFER INFORMATION 第三部 – 轉移資料(8) Details of the scheme from which benefits^{Note 2} are to be transferred 轉出權益^{註2}的計劃的資料：

Name of employer^{Note 3} in the original scheme:
原計劃的僱主名稱^{註3}：

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Name of original trustee:
原受託人名稱：

HSBC PROVIDENT FUND TRUSTEE (HONG KONG) LIMITED
 Others, please specify 其他，請註明：

Name of original scheme:
原計劃名稱：

Hang Seng MPF – SuperTrust Plus 恒生強積金智選計劃
 Others, please specify 其他，請註明：

Employer's identification number^{Note 4}:
僱主識別號碼^{註4}：
(Employer ID/Scheme ID)
(僱主編號／計劃編號)

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Contributions to original scheme should be paid up to:
向原計劃供款的最後日期：

YYYY 年	MM 月	DD 日
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(If left blank, the contribution period paid up date will be treated as the day before the effective date of the transfer. 如留空此欄，供款的最後日期將視為轉移生效日期前一日。)

(9) Do you wish to transfer the benefits^{Note 2} of all employees participating in the original scheme?
你是否擬轉移所有參與原計劃的僱員的權益^{註2}?
(please ✓ as appropriate 請於適當的方格內填上[✓]號) Yes 是 Terminate the scheme after all members' benefits are transferred 在所有計劃成員的權益轉移後終止計劃 Retain the scheme after all members' benefits are transferred 在所有計劃成員的權益轉移後仍保留計劃 No 否

(10) Details of the employee(s) whose benefits^{Note 2} are to be transferred 將獲安排轉移權益^{註2}的僱員的詳細資料：

No. 編號	Full name of employee 僱員全名 (same as that shown on your HKID card/Passport 與香港身分證／護照上的姓名相同)	HKID Card/Passport number ^{Note 5} of employee 僱員的香港身分證／護照號碼 ^{註5}
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

(Employer may provide details of employees, together with authorised signature and company chop, on separate sheets of paper. 僱主可另紙提供僱員的詳細資料：請由獲授權簽署人簽署及蓋上公司印章。)

(11) Details of the scheme to which benefits are to be transferred 轉入權益的計劃的資料：

Name of new trustee 新受託人名稱：

HSBC PROVIDENT FUND TRUSTEE (HONG KONG) LIMITED

Others, please specify 其他，請註明：_____

Name of new scheme 新計劃名稱：

Hang Seng MPF – SuperTrust Plus 恒生強積金智選計劃

Others, please specify 其他，請註明：_____

Employer's identification number^{Note 4} 僱主識別號碼^{註4}：

(Employer ID/Scheme ID)(僱主編號／計劃編號) _____

Effective date of transfer 轉移開始生效日期：

_____ | _____ | _____
YYYY 年 MM 月 DD 日

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

(12) I/We* declare that 本人／我們*聲明：

- (a) all personal data of the employee(s) and of the participating employer of the original scheme provided in this Form were collected for the purpose(s) mentioned in this Form; or 本表格提供的原計劃僱員及參與僱主的全部個人資料，是為達致本表格內所述的目的而收集；或
- (b) the purpose(s) mentioned in this Form is/are purpose(s) directly related to the purpose(s) for which the personal data were to be used at the time of collection of the data; or 本表格內所述的目的是直接與在收集該等個人資料時擬將其使用於的目的有關；或
- (c) I/we* have obtained consent(s) from the employee(s) and from the participating employer of the original scheme for using his/her/their personal data disclosed in this Form for the purpose(s) mentioned in this Form. 本人／我們*已獲得原計劃的僱員及參與僱主的同意，同意為達致本表格內所述的目的而使用他／她／他們於本表格內披露的個人資料。
- (d) 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／我們*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。

SECTION IV – DECLARATION AND AUTHORISATION (CONT'D) 第IV部 – 聲明及授權書(續)

(13) I/We* further declare that 此外，本人/我們*聲明：

- (a) I/we* have read and understood the Notes to Transfer of MPF Accrued Benefits (Benefits) by Employer and the Explanatory Notes; 本人/我們*已閱讀及明白《僱主轉移強積金累算權益(權益)須知》及註釋的內容；
- (b) I/we*, as the participating employer in the original scheme (applicable to Type 1 transfer ONLY), hereby provide notice of my/our* intention to cease participating in the original scheme in respect of the employee(s) identified in Section III; and 本人/我們*，作為原計劃的參與僱主(只適用於第1類轉移)，特此作出通知，本人/我們有意就第III部列出的僱員終止參與原計劃；及
- (c) all employees concerned have been informed of the transfer arrangement, and confirm that employees' consent has been obtained in respect of any changes; and 已通知所有相關僱員轉移之安排，並確認已獲僱員同意作出任何變更；及
- (d) to the best of my/our* knowledge and belief, the information given in this Form is correct and complete. 盡本人/我們*所知所信，本表格所提供的資料均屬正確無訛且無缺漏。

(14) The participating employer (transferring within the same Hang Seng MPF master trust scheme) understands, accepts and agrees that if an employee has not submitted an Employee Application Form for his/her new employer's MPF scheme, his/her investment option of the new employer's MPF scheme will be the same as his/her investment option of the existing employer's MPF scheme; and 參與僱主(於相同的恒生強積金集成信託計劃內轉移)明白、接受及同意如僱員沒有就新僱主強積金計劃遞交僱員申請表，其於新僱主的強積金計劃之投資選擇將與現僱主的強積金計劃之投資選擇相同；及

(15) The participating employer (transferring within the same Hang Seng MPF master trust scheme) understands, accepts and agrees that benefits of the employees will be transferred from the existing employer's MPF scheme to the new employer's MPF scheme; and 參與僱主(於相同的恒生強積金集成信託計劃內轉移)明白、接受及同意其僱員於現僱主的強積金計劃之權益，將轉移至新僱主的強積金計劃；及

(16) The participating employer understands and the trustee agrees to transfer the member's actual balance held in the Guaranteed Fund to his/her new employer's MPF scheme and if the Guaranteed Balance is greater than the actual balance, the difference will not be paid to him/her on this transfer; and 參與僱主明白及信託人同意轉移成員於保證基金之實際結存至新僱主的強積金計劃。如保證結存高於實際結存，其差額亦不會於轉移時支付；及

(17) The participating employer confirms that it understands and accepts, and will ensure that employees are duly notified, of the following. In relation to transfer of benefits in respect of the employees, from one account to another account within the same Hang Seng MPF scheme, the transfer of benefits is effected by way of unit transfer without any redemption, regardless the investment allocation in new account. If you wish to change the investment allocation, please complete and submit to us the change of investment instruction form according to your investment objectives. Please refer to the Member Service Guide for the detailed information of change of investment allocation. You may download the relevant form from Hang Seng MPF website hangseng.com/empf or contact our Hang Seng MPF Service Hotline 2213 2213 for assistance. For all other types of transfer, transfers will be effected by way of redemption of units, and the redemption proceeds will be reinvested according to the new investment allocation instruction. In such case, the transfer will be subject to 'out-of-market risk' as a result of the time gap between the redemption from the employer's existing MPF scheme and investment in the employer's new MPF scheme. 參與僱主確認明白及接受，及確保僱員獲悉以下安排。有關僱員的權益轉移，於同一個恒生強積金計劃之內由一個賬戶轉移至另一個賬戶，不論新賬戶所選擇的投資分布如何，權益的轉移是把基金單位轉移而毋須贖回。如你欲更改投資分配，請根據你的投資目標，填妥及遞交更改投資指示表格予我們。有關更改投資分配之詳情請參閱成員服務指南。你可於恒生強積金的網址 hangseng.com/empf 下載或致電我們的恒生強積金服務熱線 2213 2213 索取有關表格。任何其他情況的轉移，基金單位將會被贖回及被贖回之款項將按照新的投資分布指示再作投資。在這情況下，由僱主現有的強積金計劃被贖回之款項再投資於僱主新的強積金計劃的期間將可能出現「投資真空期風險」。

X

Signature of employer and
company chop (if applicable) ^{Note 6}
僱主簽署及公司印章(如適用) ^{註6}

Full name
全名

Date
日期

* Delete whichever is inappropriate. * 請刪去不適用者。

EXPLANATORY NOTES

註釋

- (1) In case of transfer of benefits of employees to the new scheme under a new employer, this refers to the new employer. 如把僱員的權益轉移至新僱主參加的新計劃，則指新僱主。
- (2) The benefits are confined to the benefits held in the contribution account(s) in the original scheme in respect of the employees of the existing employer. 所指的權益僅限於現任僱主的僱員在原計劃的供款賬戶內的權益。
- (3) Leave it blank if it is the same as the name of the employer in section II(2). 如這個名稱與第II部第(2)項的僱主名稱相同，則無須填寫此項。
- (4) The employer's identification number is the number assigned by the trustee to the employer concerned. Trustees may use different names for this number (e.g. account number, company code, contract number, employer account number, employer code, employer ID, employer number, MPF client number, participating plan number, plan number, scheme number, scheme ID, sub-scheme number). If you are in doubt of the number, please contact the relevant trustee. 僱主識別號碼即受託人為有關僱主編配的號碼。受託人或會使用不同名稱來設定識別號碼(例如賬戶編號、僱主編號、合約編號、強積金客戶編號、參與計劃編號、計劃編號、附屬計劃編號)。如不清楚識別號碼，請聯絡有關受託人。
- (5) If any of the employees do NOT possess a HKID Card, please fill in their passport number and also indicate that it is a passport number. 如僱員沒有香港身分證，請填上他們的護照號碼，並註明其為護照號碼。
- (6)
 - (a) For transfer of benefits of employee(s) to the scheme of a new employer, this Form must be signed by the new employer. 如把僱員的權益轉移至新僱主的計劃，則本表格須由新僱主簽署。
 - (b) If the employer is not a natural person, this Form may be signed by the Managing Director, Chief Executive Officer or any person authorised to sign on behalf of the employer. 假如僱主並不是自然人，本表格可由行政總監、行政總裁或任何獲授權人士代表僱主簽署。
 - (c) The signature must be the same as your specimen signature previously given to your original trustee. 你的簽署必須與你之前給予原受託人的簽署式樣相同。
 - (d) For transfer between associated companies, this form must be signed by the **new employer**. 就聯繫公司間之轉移，此表格必須由**新僱主**簽署。

～ END 完 ～