

**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  
CHANGE OF REGULAR WITHDRAWAL INSTRUCTION FORM  
恒生強積金: 更改定期提取指示表格**

**Note 注意:**

1. 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。
2. The change of regular withdrawal instruction will be completed within seven business days of receiving the completed form. The new withdrawal instruction will be processed on the first business day of each month "agreed instruction date" (fund unit(s) will be redeemed by using the unit price on the first business day) after completion of the change request(s), and it will be normally completed within seven business days but no more than 30 calendar days. If there are any investment transactions which are to be processed on the same day (including contribution subscription, fund switching, or unit redemption) under your Hang Seng MPF account, your regular withdrawal request would be processed after such investment transactions have been completed. 定期提取更改指示會在收到已填妥表格的七個營業日內完成。新的提取指示會在完成更改指示後的每一個月第一個營業日處理「協議指示日」(基金單位會以第一個營業日的基金價格贖回)，並一般會在七個營業日內完成，但不會超過30個曆日。若你的恒生強積金賬戶有任何投資交易需要在同一天處理(包括供款認購、轉換基金、或基金贖回指示)，你的定期提取指示將會在該投資交易完成後才獲處理。
3. The bank account specified in Section C(2) of this form will be used for the direct deposit of the regular withdrawal payment. As each scheme member can only set up with one bank account for direct deposit, this account will replace any bank account(s) for direct deposit payment that you may have provided to us previously. 本表格第C(2)部中指定的銀行賬戶將用於直接存入定期提取的款項。由於每個計劃成員只能使用同一個銀行賬戶進行直接存款，該指定的銀行賬戶將取代你曾經提供給我們用作任何直接存款的銀行賬戶。
4. 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](http://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](http://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
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**B. Account Information 賬戶資料 (please ✓ the appropriate box 請在適當的方格內填上✓號)**

**(Only applicable to accounts that have set up regular withdrawal instructions. 只適用於已經設定定期提取指示的賬戶。)**

(i) Name of Scheme 計劃名稱: Hang Seng MPF – SuperTrust Plus 恒生強積金智選計劃
(ii) <input type="checkbox"/> All accounts under the Scheme 計劃內所有賬戶 <input type="checkbox"/> Selected account(s) under the Scheme 計劃內的指明賬戶 (please specify the scheme member account no. (i.e. Employer ID/ Scheme ID) 請註明計劃成員賬戶號碼(即僱主編號／計劃編號)) (a) _____ (b) _____ (c) _____

**C. Instruction type 指示類別 (please ✓ the appropriate box 請在適當的方格內填上✓號)**

**1. Change of monthly regular withdrawal instruction amount 更改每月定期提取指示金額**

(If a claimant wishes to select different withdrawal amounts for different accounts within a scheme, the claimant should fill in a separate form for each account. 如申索人擬就同一個計劃內的不同賬戶選擇不同的提取金額，須就每個賬戶分別填寫一份表格。)

A minimum regular withdrawal amount of HKD\$3,000 is recommended. Please note that at each withdrawal, if your account balance is less than or equal to 105% of your requested withdrawal amount, your entire account balance will be withdrawn as a lump sum. The withdrawal instruction will be processed on the first business day of each month as the "agreed instruction date" (fund unit(s) will be redeemed by using the unit price on the first business day) after completion of the set up request. 建議定期提取的金額不少於港幣3,000元。請注意，在每次提取時，倘若你的賬戶結餘低於或等於你要求提取的金額的105%，你的整個賬戶結餘將全數提取。在完成提取設定後，提取指示會以每一個月第一個營業日作為「協議指示日」並作出處理(基金單位會以第一個營業日的基金價格贖回)。

HKD 港幣 \_\_\_\_\_ 元

**2. Change of payment method 更改付款方式**

**(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 document 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 be 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。)**

by depositing directly into a bank account under the sole name of claimant/scheme member only 直接存入只以申索人／計劃成員名義開立的銀行賬戶 (This option is applicable only to trustees who provide such services and there may be bank charges involved. If the claimant/scheme member chooses to have the benefits to be paid to his/her 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 the claimant/scheme member's banking account. 這項選擇只適用於有提供此項服務的受託人，而銀行可能會因此收取費用。如申索人／計劃成員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，則該銀行可透過申索人／計劃成員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) Other settlement information (if any)  
其他結算資料(如有)  
(e.g. 例如：IBAN) \_\_\_\_\_

(iv) Currency 貨幣： \_\_\_\_\_

by cheque 支票

**3. Cancellation of monthly regular withdrawal instructions 取消每月定期提取指示**

Please allow at least one month advance notice when specifying the effective date. Please note that the effective date must be within 90 days of the submission date. 請於指定生效日期時給予最少一個月通知。請注意，生效日期必須在遞交日期之90天以內。

Effective date 生效日期 

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Year 年      Month 月      Day 日

#### D. Declaration and authorisation 聲明及授權書

By signing this form, I 在簽署本表格後，本人：

- (a) declare and confirm that the information provided by me in this form is true and complete. 謹此聲明及確認本人在本表格上提供的資料均屬正確及完整。
- (b) 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。)