

**To 致: HSBC Provident Fund Trustee (Hong Kong) Limited**

c/o HSBC Life (International) Limited 滙豐人壽保險(國際)有限公司  
PO Box 73770 Kowloon Central Post Office 九龍中央郵政信箱73770號  
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: 2269 2269

**HKSAR  
HA61****HANG SENG MANDATORY PROVIDENT FUND – SUPERTRUST PLUS  
THE GOVERNMENT OF THE HKSAR  
EMPLOYEE APPLICATION FORM****(APPLICABLE FOR JOINING MPF SCHEME OR CSPF SCHEME)****恒生強積金智選計劃：香港特區政府 – 僱員申請表****(適用於參與強積金計劃或公務員公積金計劃)**

Note 注意：

1. Please read the explanatory notes and personal information collection statement before completing this form. 請於填寫本表格前參閱填報須知及收集個人資料聲明。
2. This application is issued in conjunction with the Principal Brochure. 本申請表必須與主要推銷刊物一同派發。
3. Membership certificate will be issued to members within 60 days from the enrollment to the MPF scheme. 成員證明書將於登記本強積金計劃後的60天內發出。
4. Please complete in BLOCK LETTERS and tick ✓ the appropriate box(es). 請用正楷填寫，並於適當的方格內加上「✓」號。
5. Please return the completed form to your employer. 請把填妥的表格交給您的僱主。

**A. Details of applicant 申請人資料**

1. Employer name (in English) 僱主名稱(英文) <b>THE GOVERNMENT OF THE HKSAR</b>		
2. Bureau/Department name (in English) 局/部門名稱(英文)		3. Scheme No. 計劃編號 <input type="checkbox"/> <b>30268471</b> (MPF scheme 強積金計劃) <input type="checkbox"/> <b>30650085</b> (CSPF scheme 公務員公積金計劃)
4. Surname (in English) 姓(英文)	5. First name (in English) 名(英文)	
6. Surname (in Chinese) 姓(中文)	7. First name (in Chinese) 名(中文)	
8. Identity type <sup>1</sup> 證件類別 <sup>1</sup> <input type="checkbox"/> HKID 香港身分證 <input type="checkbox"/> Passport 護照	9. Identity no. <sup>2</sup> 證件號碼 <sup>2</sup>	10. Place of issue <sup>1</sup> 簽發地點 <sup>1</sup>
11. Date of birth <sup>3</sup> 出生日期 <sup>3</sup> Day 日 Month 月 Year 年		12. Sex (M/F) 性別(男/女)
13. Residential address (in English) <sup>4</sup> 住宅地址(英文) <sup>4</sup> (This field must be completed 此欄必須填寫) <i>This address will automatically apply to ALL your accounts maintained with Hang Seng MPF under the HKID/Passport number stated above. If you wish to change the address for a specific account, please complete the 'Personal Details Change Form' (HA91). 此地址將自動適用於您上述香港身分證/護照號碼登記之所有恒生強積金賬戶。如您欲更改指定賬戶的地址，請填寫「更改個人資料表格」(HA91)。</i>		
14. Residential address (in Chinese) 住宅地址(中文) (Optional 可選擇提供)		
15. Day time contact no. 日間聯絡電話	16. Mobile phone no. (if not available, please fill in home telephone no.) 流動電話號碼(如沒有，請提供住宅電話號碼)	
17. Facsimile no. 傳真號碼	18. E-mail address 電郵地址	
19. Preferred language for future correspondence 請選擇日後通訊的語言 <input type="checkbox"/> English 英文 <input type="checkbox"/> Chinese 中文		

**B. Member's Voluntary Contributions Details 成員自願性供款詳情**

**(If you wish to make regular Voluntary Contribution via your employer under Hang Seng MPF/CSPF Scheme, please complete the 'THE GOVERNMENT OF THE HKSAR – CHANGE OF ADDITIONAL VOLUNTARY CONTRIBUTION ARRANGEMENT FORM' (HKSAR-HA55). 如您想透過僱主於恒生強積金/公務員公積金計劃下作出定期自願性供款，請填寫「香港特區政府 – 更改自願性供款安排指示表格」(HKSAR – HA55)。**



### C. Initial investment option 首次投資選擇

Please indicate into which of the SuperTrust Plus funds you would like to invest your contributions and transferred monies (if any). The investment allocation percentage should be in whole numbers (e.g. 50% not 50.5%) and the total should be 100%. If the total allocation is not 100%, or if this section is left blank, all amounts will be fully invested into the MPF Conservative Fund.

請指示如何把供款及轉移款項(如有)分配至下列智選計劃的各項基金內。投資分佈百分比必須為整數(例如50%而非50.5%)及其總和須為100%。如分佈總和不等於100%，或如留空此部分，所有款項將全數投資於強積金保守基金內。

Name of investment fund 投資基金名稱		Investment allocation percentage 投資分佈百分比
MPF Conservative Fund 強積金保守基金	CPF	_____ %
Guaranteed Fund* 保證基金*	GTF	_____ %
Global Bond Fund 環球債券基金	GBF	_____ %
Flexi-Managed Fund 靈活管理基金	FMF	_____ %
Stable Fund 平穩基金	SBF	_____ %
Stable Growth Fund 平穩增長基金	SGF	_____ %
Balanced Fund 均衡基金	BLF	_____ %
Growth Fund 增長基金	GRF	_____ %
North American Equity Fund 北美股票基金	NAEF	_____ %
European Equity Fund 歐洲股票基金	EUEF	_____ %
Asia Pacific Equity Fund 亞太股票基金	ANEF	_____ %
Hang Seng Index Tracking Fund 恒指基金	HSIF	_____ %
Hong Kong and Chinese Equity Fund 中港股票基金	HKEF	_____ %
Chinese Equity Fund 中國股票基金	CNEF	_____ %
Total 合計		100 %

\* For information about the Guaranteed Interest Rate, please visit [www.hangseng.com/emfp](http://www.hangseng.com/emfp) or call our Customer Service Representative on 2269 2269 (press # after selecting the language). 查詢保證利率詳情，請瀏覽 [www.hangseng.com/emfp](http://www.hangseng.com/emfp)，或致電 2269 2269 (於選擇語言後按#字) 聯絡我們的客戶服務員。

### D. Employee type 僱員類別

Please tick  the appropriate box. If this section is left blank, the member will not be assumed as an expatriate employee. 請於適當的方格內加上號。如留空此部分，僱員將被視作非海外僱員。

1. Expatriate employee 海外僱員 <input type="checkbox"/> No 否 <input type="checkbox"/> Yes 是 (if "yes", please advise visa issue date and arrival date in Hong Kong respectively 如「是」，請分別提供工作簽證簽發日期及抵達香港日期)		
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">                     Visa issue date 工作簽證簽發日期                      _____                      Day 日 Month 月 Year 年                 </td> <td style="width: 50%;">                     Arrival date in Hong Kong 抵達香港日期                      _____                      Day 日 Month 月 Year 年                 </td> </tr> </table>	Visa issue date 工作簽證簽發日期 _____ Day 日 Month 月 Year 年	Arrival date in Hong Kong 抵達香港日期 _____ Day 日 Month 月 Year 年
Visa issue date 工作簽證簽發日期 _____ Day 日 Month 月 Year 年	Arrival date in Hong Kong 抵達香港日期 _____ Day 日 Month 月 Year 年	
<input type="checkbox"/> Please tick <input checked="" type="checkbox"/> the box if the above expatriate employee had been granted an employment visa for permission to work in Hong Kong for more than 13 months. In this situation, the employer is required to make mandatory contributions for that employee from the date of employment. 如上述海外僱員已獲發准許在香港工作超過13個月的工作簽證，請於方格內加上 <input checked="" type="checkbox"/> 號。在此情況下，僱主須為該僱員由受僱日起作出強制性供款。		

### E. Employment related information 與任職有關之資料 (This section is to be completed by Bureau / Department. 此部分由局/部門填寫。)

1. Pay centre ID (where applicable) 付款中心編號(如適用)	2. Date of employment <sup>5</sup> 受聘日期 <sup>5</sup> _____ Day 日 Month 月 Year 年
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Please indicate the scheme that the employee is going to join. 請指出該人員將參與之計劃。

#### MPF scheme 強積金計劃 (30268471)

3. Is this employee paid under Treasury Payroll System 此僱員是否經由庫務署的薪俸紀錄系統支薪 <input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否	4. Date join this Master Trust Scheme 參與本集成信託計劃之日期 _____ Day 日 Month 月 Year 年
5. Employment Contract reference no. (where applicable) 僱傭合約參考編號(如適用)	6. Please select ONE 請擇其一： <input type="checkbox"/> First joined Government's MPF Scheme 首次參與政府強積金計劃 <input type="checkbox"/> Transferred from other MTS to this scheme 由其他集成信託計劃轉移至本計劃
7. Section code (where applicable) 組別編碼(如適用)	

#### CSPF scheme 公務員公積金計劃 (30650085)

3. Disciplined Services Officer 紀律部隊人員 <input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否	4. Effective date for joining the CSPF Scheme under this Master Trust Scheme 參與本集成信託計劃內的公務員公積金計劃之生效日期 _____ Day 日 Month 月 Year 年
5. Government Contribution Rate <sup>6</sup> 政府供款率 <sup>6</sup> %	6. Please select ONE 請擇其一： <input type="checkbox"/> First joined CSPF Scheme 首次參與公務員公積金計劃 <input type="checkbox"/> Transferred from other MTS of the CSPF Scheme 由其他集成信託計劃內的公務員公積金計劃轉移

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

**Participation** — by signing this form, I  
**參加計劃** — 在簽署本表格後，本人

- understand that the investment allocation as specified in Section C will be applied to all contributions including any monies transferred into SuperTrust Plus and  
 明白填寫於C部的投資分佈適用於任何供款，包括任何轉移至智選計劃的款項，及
- declare I have read and understood the Principal Brochure, and  
 謹此聲明已閱讀和明白主要推銷刊物的內容，及
- agree to comply with and be bound by governing rules of the scheme, and  
 同意遵守計劃的管限規則，及
- confirm having read and understood the personal information collection statement below, and  
 確認已閱讀和明白以下收集個人資料聲明，及
- authorise the Participating Employer to deduct mandatory contribution and additional voluntary contribution (if any) from my relevant income and remit them to the Trustee.  
 授權參與僱主於本人的有關入息內扣除強制性及自願性供款(如有)並繳付予信託人。

### **Personal information collection statement 收集個人資料聲明**

- The personal data provided by Participating Employers and/or Members and details of transactions or dealings by such Participating Employers and/or Members from time to time may be used for one or more of the following purposes: - (i) the administration and/or management of or in connection with the contributions or accrued benefits or MPF account in respect of the Participating Employers and/or Members under the MPF scheme; (ii) conducting direct marketing activities of MPF products and/or MPF services by entities of the HSBC Group as described in paragraph 5 below; (iii) improving and furthering the provision of MPF products and/or MPF services (including through customer research or surveys) by entities of the HSBC Group, subject to applicable MPF legislation; (iv) matching for MPF related purpose with other personal data concerning the relevant Participating Employers and/or Members; (v) compliance or in accordance with an order of a court or compliance or in accordance with a law or a requirement made under a law. 不時由參與僱主及/或成員所提供的個人資料及該等參與僱主及/或成員的交易或事務往來的詳情將可被用於以下一項或多項用途：(i)強積金計劃下與參與僱主及/或成員的供款或累算權益或強積金戶口有關的行政事宜及/或管理；(ii)進行以下第5段所述由滙豐集團成員所提供的強積金產品及/或強積金服務的直接有關促銷活動；(iii)在適用的強積金法例規限下，改善及進一步提供由滙豐集團成員所提供的強積金產品及/或強積金服務(包括透過客戶研究或調查)；(iv)為任何強積金相關的用途而核對相關參與僱主及/或成員的其他個人資料；(v)遵守或按照法庭命令或遵守或按照法律或根據法律訂立的規定。
- Failure to provide your information may result in us being unable to process your application or perform the services you request. 如您未能提供資料將可能導致我們未能處理您的申請或提供您所要求的服務。
- Personal data held by us relating to a Participating Employer and/or Member will be kept confidential but such information may be provided by us or any of our service providers to the following parties for the purposes set out in paragraph 1:- (i) any regulators or government authorities in any jurisdiction; (ii) any service provider, agent or contractor who provides administrative, telecommunications, computer, payment, data processing, matching, storage, customer research or survey or other services in connection with the operation of our MPF business; (iii) relevant Participating Employers; (iv) entities of the HSBC Group. Such information may be transferred to a place outside Hong Kong Special Administrative Region. 由我們持有參與僱主及/或成員的個人資料將予保密，但我們或任何我們的服務供應商可能會將該等資料提供給以下各方作第1段所述的用途：(i)任何司法管轄區的監管機構或政府機關；(ii)任何提供與營運我們的強積金業務有關的行政、電訊、電腦、付賬、數據處理、核對、儲存、客戶研究或調查或其他服務的任何服務供應商、代理人或承包商；(iii)相關的參與僱主；(iv)滙豐集團成員。該等資料可能轉移至香港特別行政區以外的地方。
- You have the right to request access to and correction of your personal data held by us. Request should be addressed to: The Data Protection Officer, HSBC Provident Fund Trustee (Hong Kong) Limited, c/o HSBC Life (International) Limited, PO Box 73770 Kowloon Central Post Office. For enquiries, please contact our MPF Hotline at (852) 2288 6822 (Employer) or (852) 2213 2213 (Member). 您有權要求查閱及更改由我們持有您的個人資料。如有需要，可致函九龍中央郵政信箱73770號(c/o滙豐人壽保險(國際)有限公司)，向HSBC Provident Fund Trustee (Hong Kong) Limited資料保障主任提出要求。如有查詢，可致電(852) 2288 6822(僱主)或(852) 2213 2213(成員)聯絡我們的強積金熱線。
- We, entities of the HSBC Group, intend to use your personal data in direct marketing of MPF products and/or MPF services, and we require your consent (which includes an indication of no objection) for that purpose. In this connection, please note that: 我們，滙豐集團成員，擬把您的個人資料用於強積金產品及/或強積金服務的直接促銷，而我們為該用途須獲得您的同意(包括表示不反對)。就此，請注意：
  - your name, contact details, other products and services portfolio information, transaction pattern and behaviour, financial background and demographic data held by us from time to time may be used in direct marketing; and 我們可能把我們不時持有您的姓名、聯絡資料、其他產品及服務組合資料、交易模式及行為、財務背景及人口統計數據用於直接促銷；及
  - the MPF products and/or MPF services offered by entities of the HSBC Group may be marketed. 可用作促銷由滙豐集團成員所提供的強積金產品及/或強積金服務。

If you do not wish us to use your personal data for use in direct marketing as described above, you may exercise your opt-out right by notifying us. 如您不希望我們如上所述使用您的個人資料作直接促銷用途，您可通知我們行使您的選擇權拒絕促銷。

**Please tick if you do not wish your personal data to be used for purpose of conducting direct marketing activities stated in paragraph 5 above.** 如您不希望您的個人資料被用於上述第5段所列明的直接促銷活動，請在方格內填上剔號。

The above represents your present choice whether or not to receive direct marketing contact or information. This replaces any choice communicated by you to us prior to this application. 以上代表您目前就是否希望收到直接促銷聯繫或資訊的選擇，並取代您於本申請前向我們傳達的任何選擇。

**X**

Signature of employee 僱員簽署

Full name 全名

Date 日期

(This signature will be used to verify your future correspondence to us.)

此簽署式樣將用於核對您日後給予我們的文件。

## G. Authorised signature of Bureau/Department 局/部門授權簽署

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。

Authorised signature of Bureau/Department 局/部門授權簽署	Authorised signature of Bureau/Department 局/部門授權簽署	Authorised chop of Bureau/Department 局/部門授權蓋章
<b>X</b>	<b>X</b>	
Full name 全名	Full name 全名	
Job position 職銜	Job position 職銜	Date 日期

## H. Explanatory notes 填報須知

1. Passport number should be given only if you do not possess HKID card. Please also enclose a copy of your passport and provide the place of issue.  
只在沒有香港身分證情況下才填寫護照號碼，請同時提供護照副本及填寫簽發地點。
2. To change your identification number, please provide written notice together with a copy of supporting document to us and inform your employer immediately for updating such record on MPF contribution issue.  
如需更改您的身分證文件號碼，請向我們提供書面通知及身分證文件副本，並請立即通知您的僱主於強積金供款事宜上更新有關紀錄。
3. If your HKID card only contains the year and you have no other form of identity to prove the exact date of birth (e.g. birth certificate, passport), you should use 31 December as the day and month. Likewise, if your HKID card contains the year and month but not the day, you should use the last day of the month shown. If you leave the day and/or month blank, your date of birth will be regarded as the last day of that month or 31 December.  
如您的香港身分證上只有出生年份，而您沒有其他形式的證件可證明您的實際出生日期（例如出生證明書或護照），便應以12月31日作為出生日期。同樣地，如您的香港身分證上只有出生年份和月份而並沒註明有關日子，便應以有關月份的最後一天作為出生日期。請注意，若留空日子及／或月份，您的出生日期則被視為該月的最後一天或12月31日。
4. Please note that your statements will be consolidated and mailed to your latest correspondence address according to our system record if you have multiple active accounts maintained with Hang Seng MPF under the same identification number.  
如您有多於一個以相同身分證文件號碼登記之恒生強積金賬戶，各賬戶的結單將被整合並寄往您在我們系統紀錄中的最新通訊地址。
5. Date of employment 受聘日期：
  - For civil servants, this refers to the date of the officer's first appointment on civil service terms and since which the officer is serving continuously till now without any break in service.  
就公務員而言，該日期是指該員工在最初按公務員條款受聘的日期，而當中的服務期至今從無間斷。
  - For all other government employees, this refers to the date of current employment.  
就其他政府僱員而言，該日期是指現職的受聘日期。
6. The contribution amount derived from applying the Government Contribution Rate includes both the Government's mandatory and voluntary contributions but excludes the Special Disciplined Services Contribution.  
根據政府供款率計算的供款額包括政府的強制性及自願性供款，但不包括特別紀律部隊供款。

<b>For office use only</b> 公司專用	Date of application (yyyy/mm/dd)	BCC	Data checked by
	<input type="text"/>	<input type="text"/> Enrol staff code	<input type="text"/>