

HSBC Mandatory Provident Fund – Personal Details Change Form (Sample)

滙豐強積金 – 更改個人資料表格(樣本)

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 HSBC branches
 或投放於指定滙豐分行的強積金寄存辦理箱
 HSBC MPF Employer Hotline 滙豐強積金僱主熱線: 2583 8033
 HSBC MPF Member Hotline 滙豐強積金成員熱線: 3128 0128



IN91

HSBC MANDATORY PROVIDENT FUND
PERSONAL DETAILS CHANGE FORM
(EMPLOYEE / SELF-EMPLOYED / PERSONAL ACCOUNT HOLDER / FLEXI-CONTRIBUTION ACCOUNT
HOLDER / TAX DEDUCTIBLE VOLUNTARY CONTRIBUTIONS ACCOUNT HOLDER)
滙豐強積金 – 更改個人資料表格(僱員/自僱人士/個人賬戶持有人/
靈活供款賬戶持有人/可扣稅自願性供款賬戶持有人)

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。
- If you have previously chosen Chinese as your preferred language, please provide any new address in both English and Chinese. 如你之前所選擇的通訊語言為中文，請同時提供中英文新地址。
- Please provide a certified true copy of your HKID card, if such document(s) have not been previously provided or if there has been any change to any information contained in such document(s). If you are NOT a holder of a HKID card, please provide a certified true copy of your passport. 若以往未提供或資料已變更，請提供你的香港身分證之認證副本。如你非持有有效的香港身分證，請提供你的護照之認證副本。
- 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); or 任何香港特許秘書公會會員；或
 – A MPF specialist at HSBC designated branches – You may bring along your HKID card/passport to any one of HSBC designated branches for verification purpose. For the information about the HSBC designated branches, please visit www.hsbc.com.hk/mpf. 指定滙豐分行詳情，請瀏覽www.hsbc.com.hk/mpf。
 隨任何一間指定滙豐分行，以便我們核實你的身分。查詢指定滙豐分行詳情，請瀏覽www.hsbc.com.hk/mpf。
- Please note if you wish to register for HSBC Internet Banking in future (this service is not available for passport holder with passport number more than 12 digits), you should provide both your address in English and mobile phone number in this form. 請注意：如欲日後登記使用滙豐網上理財(此服務不適用於護照號碼超過12位數字的護照持有人)，你必須在本表格同時提供英文地址及流動電話號碼。
- If you wish to change any information that is not provided for in this form, please notify the Trustee separately in writing and, where applicable, attach a copy of the relevant supporting documents. 你如欲更改未於本表格上列載的項目，請以書面形式通知信託人並附上有關證明文件副本，以作核實。
- This form only allows you to change your personal details for HSBC MPF account. To change your personal details for non-HSBC MPF account (e.g. HSBC Banking Service), please submit a relevant change form or you can change your personal details for your HSBC accounts via the HSBC Personal Internet Banking at www.hsbc.com.hk. For details, please contact our MPF member hotline on 3128 0128. 本表格只供滙豐強積金賬戶更改個人資料之用。如欲更改非滙豐強積金賬戶(例如滙豐銀行服務)之個人資料，請遞交有關更改表格，或可透過www.hsbc.com.hk滙豐個人網上理財更改你的滙豐賬戶個人資料。詳情請聯絡我們的強積金成員熱線3128 0128。
- If you hold more than one HSBC MPF account, your MPF member benefit statements of those different HSBC MPF accounts will be grouped into one single mail pack which is mailed to your most recent correspondence address according to our system record. 如你擁有多於一個滙豐強積金賬戶，你的滙豐強積金賬戶的強積金成員權益報表將歸納於單一郵件內，並郵寄到你於我們系統紀錄中的最新通訊地址。
- If you have already registered as a HSBC Personal Internet Banking user, you can select to receive MPF member benefit statement electronically. To know more about registration of and access to the electronic MPF member benefit statement, please visit www.hsbc.com.hk/mfifirstatement. 如你已登記成為滙豐個人網上理財用戶，你可選用電子方式接收強積金成員權益報表。有關電子強積金成員權益報表的登記及查詢方法，請瀏覽www.hsbc.com.hk/mfifirstatement。
- Your instruction will normally be processed within six business days after the administrator of HSBC MPF scheme receives your properly completed form. This processing time is for reference only. Your instructions will be processed as soon as possible, however, we shall not be liable for any delay. 滙豐強積金計劃行政管理人收到填妥的表格後，指示一般將於六個營業日內處理。此處理時間僅供參考，我們會盡快處理你的指示，如有延誤，我們恕不負責。

Please fill in the personal information of your MPF account. 請填寫你的強積金賬戶的個人資料。

The full name must be the same as that shown on the HKID card/Passport. 全名必須與香港身分證/護照上的姓名相同。

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) CHAN CHI KEUNG	2. HKID/Passport no.' 香港身分證/護照號碼' A234567 (8)
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¹ Passport number should be given only if you do not possess HKID card. 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. 只在沒有香港身分證情況下才填寫護照號碼。如需更改你的身分證文件號碼，請向我們提供書面通知及身分證文件副本，並請立即通知你的僱主於強積金供款事宜上更新有關紀錄。

Passport number should be given only if you do not possess HKID card. 在沒有香港身分證情況下方可填寫護照號碼。

B. DETAILS OF CHANGES REQUIRED 所需更改資料 (Complete only those details to be changed 只需填寫所需更改的資料)

1. Your instruction below will automatically apply to ALL your accounts maintained with HSBC MPF under the HKID/Passport number stated in Section A2 above. 你以下的指示將自動適用於你以上述A部第2項之香港身分證/護照號碼登記的所有滙豐強積金賬戶。

1. Preferred Language 日後通訊的語言	
<input type="checkbox"/> English 英文	<input checked="" type="checkbox"/> Chinese 中文 (If you select Chinese as your preferred language, please provide your Chinese name and complete Section B(III)(1) 'Address' in Chinese and English. 如你選擇中文作為你日後通訊的語言，請提供你的中文姓名及於B部第(III)(1)項「地址」填寫你的中英文地址。) 中文姓名 陳志強
2. E-mail address² 電郵地址² ABC@ABC.COM	
3. Change of name 更改姓名 (same as that shown on your HKID card/Passport 與香港身分證/護照上的姓名相同) Please attach a copy of the Deed Poll and your new HKID card/Passport 請附上改名契及新香港身分證/護照之副本。 If you wish to change your signature specimen, please complete the form 'Change of Member Signature Specimen' (IN92). 如你欲更改簽署式樣，請填寫「成員更改簽名式樣」表格 (IN92)。	
a. New full name (in English): CHAN CHI MING 新全名(英文) Surname 姓氏 Given name 名字	b. New Chinese name: 陳志明 新中文姓名
c. Other name (in English) (if any) 別名(英文)(如有): CHAN TOM Surname 姓氏 Given name 名字	

Please fill in this part if you want to change your preferred language of the correspondences we shall send to you. 如需更改日後我們通訊的語言，請填寫此部分。

Please fill in this part if you need to change your name in our record and submit copies of the relevant supporting document. 如需更改我們紀錄的姓名，請填寫此部分，並同時遞交相關文件副本。

Please select your MPF account that you want the change to apply to. 請選擇需更改資料的強積金賬戶。

Please remember to provide your English address as well even if your preferred language is Chinese. 如選擇語言為中文，請緊記提供英文地址。

Please fill in this part if you want to change your contact details. 如需更改聯絡資料，請填寫此部分。

(For self-employed persons only) Please fill in this part if you want to change your address. (只適用於自僱人士)如需更改地址，請填寫此部分。

(For self-employed persons only) Please fill in this part if you want to change your company name and remember to provide with relevant valid supporting document. (只適用於自僱人士)如需更改公司名稱，請填寫此部分，並同時提供有效的有關文件副本。

II. Please tick ✓ the appropriate box. If not specified, your instruction will automatically apply to (1). 請於適當的方格內加上「✓」號。如沒有註明，你的指示將自動適用於第(1)項。

Please make the changes to 請更改下列的資料於：

- (1) the records for ALL my accounts maintained with HSBC MPF under the HKID/Passport number stated in Section A2 above 以上述A部第2項之香港身分證/護照號碼登記的所有滙豐強積金賬戶
- (2) my account under the Employer ID/Scheme ID stated below 本人於以下僱主編號/計劃編號之賬戶
Employer ID/Scheme ID 僱主編號/計劃編號：_____

1. Address 地址

a. Residential address (in English) 住宅地址(英文)

- PO Box address is not accepted 恕不接受郵政信箱
- Correspondence will be sent to this address 有關通訊將寄往此地址

A	1	A	SUN BUILDING
Room/Flat 室	Floor 樓	Block 座	Name of building 大廈名稱
MOON ESTATE			8 SUN STREET
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 checked="" 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

b. Residential address (in Chinese) 住宅地址(中文)(如更改中文住宅地址，請確保同時提供英文住宅地址)

A	1	A	太陽大廈
室	樓	座	大廈名稱
月亮邨			太陽街8號
屋邨名稱	門牌號碼及街道名稱		
地區/郵政編號	<input checked="" type="checkbox"/> 香港 <input type="checkbox"/> 九龍 <input type="checkbox"/> 新界 <input type="checkbox"/> 其他		城市 國家/地區

c. Previous residential address 前住址 (Please continue on a separate sheet and attach for submission if space provided is not sufficient. 如表格不敷應用，請於另紙作出補充並一併遞交。)

Not applicable 不適用

Previous residential address 前住址 (if reside at current residential address less than 1 year 如居於現址少於一年)

B	2	B	MOON BUILDING
Room/Flat 室	Floor 樓	Block 座	Name of building 大廈名稱
SUN ESTATE			9 MOON STREET
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 checked="" 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

2. Contact details³ 聯絡資料³

	Country/Region code 國家/區域編號	Area code 地區號碼	Phone no. 電話號碼
a. Day time contact no. 日間聯絡電話:			2123 4567
b. Mobile phone no. ² 流動電話 ² :			9876 5432
c. Facsimile no. 傳真號碼:			2987 6543

3. To be completed by self-employed persons only 只供自僱人士填寫

The residential address stated above will be applied to 上述住宅地址將適用於：

- (1) both of my residential and business addresses 本人的住宅及營業地址
- (2) my residential address only 本人的住宅地址
- (3) my business address only 本人的營業地址

Company name 公司名稱

Please notify us within 30 days for the change of company name and provide a copy of valid Business Registration Certificate and/or other relevant registration documents. 請於公司名稱更改後的30天內通知我們，並請提供有效的商業登記證及/或其他有關的登記證的副本。

Note: If change the registration type and registration number, a new self-employed scheme may be required to set up.

注意：如更改註冊類別及註冊號碼，新的自僱人士計劃可能需要重新設立。

a. New company name (in English) 新公司名稱(英文): **ABC COMPANY**

b. New business/Other registration no.* 新商業登記/其他註冊證號碼* **BR | 22222222 - 123**

* Registration types are listed below 註冊證明類別如下：

BR - Business Registration 商業登記	HK - HKID card 香港身分證	PS - Passport 護照
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² Please provide your personal mobile phone no. and e-mail address which are exclusively for your own use to ensure that your confidential account and transaction related information are delivered to the mobile phone no. and e-mail address which are only accessible by you. 請提供你個人專用的流動電話號碼及電郵地址，以確保有關你賬戶及交易的信息被傳送到只能被你接收及開啟的流動電話號碼及電郵地址。

³ 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。

Please select 'Previous residential address' if reside at current residential address less than 1 year. 如居住現址少於一年，請選擇「前住址」。

C. REQUEST FOR REPRINT OF THE FOLLOWING DOCUMENT 索取以下重印文件

Document type 文件類別	Employer ID / Scheme ID 僱主編號 / 計劃編號	Membership number 成員編號
<input checked="" type="checkbox"/> MPF Member Benefit Statement 強積金成員權益報表	21111111	51111111
<input type="checkbox"/> Notice of Participation 參與通知		
<input type="checkbox"/> Confirmation of Amendment to Member Details 成員資料修改確認書		
<input type="checkbox"/> MPF Notification of Transfer Options 強積金轉移選擇通知		
<input type="checkbox"/> Confirmation of Transfer-in of Accrued Benefits 累算權益轉移確認書		
<input type="checkbox"/> MPF Member Benefit Transfer/Withdrawal Statement 強積金成員權益轉移/提取報表		
<input type="checkbox"/> Contribution Summary of Tax Deductible Voluntary Contributions 可扣稅自願性供款摘要		
<input type="checkbox"/> Others 其他 (please specify 請註明):		

Please fill in this part if you want to request for reprint of the document.
如需索取重印文件，請填寫此部分。

D. DECLARATION AND AUTHORISATION 聲明及授權書

Personal information collection statement 收集個人資料聲明

1. 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 HSBC MPF scheme and Hang Seng MPF scheme administered by the HSBC Group; (ii) conducting direct marketing activities of MPF products and/or MPF services by entities of the HSBC Group as described in paragraph 5 below only if your consent is obtained (which includes an indication of no objection); (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 (e.g. the Inland Revenue Ordinance and its provisions including those concerning automatic exchange of financial account information) or compliance or in accordance with any guidelines, guidance or requests given or issued by the Inland Revenue Department including those concerning automatic exchange of financial account information. 不詳由參與僱主及/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) 由滙豐集團管理行政的滙豐強積金計劃及恒生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) 在獲得你的同意下(包括表示不反對), 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或間接促銷活動; (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(例如《稅務條例》及其條文, 包括關於自動交換財務戶資料的條文)或遵守或按照任何稅務局所提供或發出的指引、指導或要求, 包括關於自動交換財務戶資料的指引、指導或要求。

2. Failure to provide your information may result in us being unable to process your application or perform the services you request. 如果你未能提供資料將可能導致我們不能處理你的申請或提供你所要求的服務。
3. 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、電話、電腦、付款、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) 滙豐集團成員及/或等資料可能轉移至香港特別行政區以外的地方。
4. 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 The Hongkong and Shanghai Banking Corporation Limited, PO Box 73770, Kowloon Central Post Office. 你有權要求查閱及更改由我們持有的個人資料。如有需要, 可致函九龍中央郵政信箱73770號(c/o香港上海滙豐銀行有限公司), 向HSBC Provident Fund Trustee (Hong Kong) Limited資料保障主任提出要求。
5. 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, 擬把你的個人資料用於強積金產品及/或強積金服務的直接或間接促銷, 而我們為該用途須獲得你的同意(包括表示不反對)。就此, 請注意:
(i) 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
(ii) 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 in direct marketing as described above, you may exercise your opt-out right by notifying us. 如果你不希望我們如上述使用你的個人資料作直接促銷用途, 你可通知我們行使你的選擇權拒絕促銷。

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. 如果你不希望你的個人資料被用於上述第5段所列明的直接促銷活動, 請在方格內填上劃號。
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. Please note that you can change your marketing preference anytime to receive our best offers and promotions. 以上代表你目前就是否希望收到直接促銷聯絡或資訊的選擇, 並取代你於本申請前向我們傳達的任何選擇。請注意, 接收推廣資訊喜好設定可隨時作出變更, 從而接收我們的精彩優惠及推廣資訊。

By signing this form, I declare that the information given in this form/and its attachment is/are correct and complete. I declare I have read and understood the 'personal information collection statement' shown in the form. 在簽署本表格後, 本人聲明本表格及附件所提供的資料為正確及完整。本人謹此聲明已閱讀和明白在表格上的「收集個人資料聲明」。

X Chan 2022/06/30
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. If you wish to change or if you have forgotten your signature specimen, please complete the form 'Change of Member Signature Specimen' (IN92). 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。如你欲更改或已忘記簽署式樣, 請填寫「成員更改簽名式樣」表格(IN92)。)

For office use only 公司專用
 HKID/Membership no. verified Old address/Employer name & Date joined employer verified
 Date of birth verified Signature verified

If you wish your personal data to be used for purpose of conducting direct marketing activities stated in paragraph 5 above, please leave this box empty, otherwise, please put a tick inside the box.
如果你希望其個人資料被用於上述第5段所列明的直接促銷活動, 請留空此格, 否則請在方格內填上劃號。

Please state the date.
請註明日期。