

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
或投放在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 certified true copies of your HK permanent ID card/passport, if not previously provided. 若以往未曾提供，請提供你的香港永久性居民身分證/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 HK permanent ID 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. 指定滙豐分行強積金職員。你可攜同你的香港永久性居民身分證/護照親臨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. 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。

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)

* 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。

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

English 英文 Chinese 中文 (請提供你的中文姓名及中英文地址) 中文姓名 **陳志強**

2. E-mail address 電郵地址
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** b. New Chinese name: **陳志明**
新全名(英文) Surname 姓氏 Given name 名字 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 the personal information of your MPF account. 請填寫你的強積金賬戶的個人資料。

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。

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。

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。

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

Room/Flat 室	Floor 樓	Block 座	Name of building 大廈名稱
MOON ESTATE	1	A	SUN BUILDING
Name of estate 屋邨名稱			Number and name of street/road 門牌號碼及街道名稱
MOON ESTATE			8 SUN STREET
District/Postal code 地區/郵政編號			City 城市 Country 國家
			<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

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)

Room/Flat 室	Floor 樓	Block 座	Name of building 大廈名稱
月亮邨	1	A	太陽大廈
屋邨名稱			門牌號碼及街道名稱
月亮邨			太陽街8號
District/Postal code 地區/郵政編號			City 城市 Country 國家
			<input checked="" type="checkbox"/> 香港 <input type="checkbox"/> 九龍 <input type="checkbox"/> 新界 <input type="checkbox"/> 其他

c. Multiple and/or previous residential address 多重及/或前住址 (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。)

- Multiple residential address 多重住址 (more than 1 residential address 多於一個住宅地址)
 Previous residential address 前住址 (if reside at current residential address less than three years 如居住現址少於三年)

Room/Flat 室	Floor 樓	Block 座	Name of building 大廈名稱
SUN ESTATE	2	B	MOON BUILDING
Name of estate 屋邨名稱			Number and name of street/road 門牌號碼及街道名稱
SUN ESTATE			9 MOON STREET
District/Postal code 地區/郵政編號			City 城市 Country 國家
			<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

d. Permanent address (in English) 永久地址(英文)

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			City 城市 Country 國家
			<input type="checkbox"/> HK 香港 <input type="checkbox"/> KLN 九龍 <input type="checkbox"/> NT 新界 <input type="checkbox"/> Others 其他

e. Permanent address (in Chinese) 永久地址(中文)(如更改中文永久地址，請確保同時提供英文永久地址)

Room/Flat 室	Floor 樓	Block 座	Name of building 大廈名稱
屋邨名稱			門牌號碼及街道名稱
District/Postal code 地區/郵政編號			City 城市 Country 國家
			<input type="checkbox"/> 香港 <input type="checkbox"/> 九龍 <input type="checkbox"/> 新界 <input type="checkbox"/> 其他

2. Contact details 聯絡資料

- a. Day time contact no. 日間聯絡電話: **2123 4567** b. Mobile phone no. 手提電話: **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 註冊證類別如下：

BR - Business Registration 商業登記 HK - HKID card 香港身分證 PS - Passport 護照

1. Please select 'Multiple residential address' if more than one residential address. 如有多於一個住宅地址，請選擇「多重住址」。
2. Please select 'Previous residential address' if reside at current residential address less than three years. 如居住現址少於三年，請選擇「前住址」。

