

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



INPA

HSBC MANDATORY PROVIDENT FUND
CHANGE OF REGULAR FLEXI-CONTRIBUTION INSTRUCTION FORM (EMPLOYEE)
滙豐強積金：更改定期靈活供款指示表格(僱員)

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。
- Please note that the Flexi-Contribution is not applicable for persons who are US citizen/with US nationality, are US resident or US tax payer, or have a US address (e.g. primary mailing, residence or business address in the US). 請注意靈活供款不適用於美國公民/擁有美國國籍的人士、美國居民或美國納稅人、或有美國地址的人士(例如主要通訊地址、居住地址或工作地址在美國)。
- Please return the completed form and cheque payment (if applicable) to the Administrator – The Hongkong and Shanghai Banking Corporation Limited. Please provide certified true copies of your HK permanent ID card/passport, if not previously provided or information has been changed. 請將填妥的表格及支票(如適用)寄交行政管理人 – 香港上海滙豐銀行有限公司。若以往未曾提供或資料已變更，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 – 你可攜同及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。
- The personal data provided will be treated in the same manner as set out in the “Personal Information Collection Statement for HSBC Mandatory Provident Fund” (“Statement”). A copy of the Statement can be obtained through HSBC MPF website www.hsbc.com.hk/mpf or MPF hotline 2583 8033 (Employer) or 3128 0128 (Member). 所有個人資料均按照《滙豐強積金的收集個人資料聲明》(「聲明」)處理。該聲明可透過滙豐強積金網站www.hsbc.com.hk/mpf或強積金熱線2583 8033(僱主)或3128 0128(成員)索取。

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
3. Company name of employer 僱主公司名稱	4. Employer ID 僱主編號

B. Instruction type 指示類別

1. Change of monthly regular contribution amount 更改每月定期供款額

The minimum amount of monthly regular Flexi-Contributions is **HKD300**. 最低每月定期靈活供款額為**港幣300元**。

HKD 港幣 _____ 元

a. Please specify source of fund 請註明資金來源

<input type="checkbox"/> Earning from work 工作薪金	<input type="checkbox"/> Personal savings 個人儲蓄
<input type="checkbox"/> Inheritance 遺產承繼	<input type="checkbox"/> Sale of an asset 出售資產 (e.g. property 例如物業)
<input type="checkbox"/> Investment return/Investment matured 投資回報/投資到期	<input type="checkbox"/> Others 其他 (please specify 請註明: _____)

b. Current salary range (HKD per month) 現有入息概況 (每月港幣)

<input type="checkbox"/> N/A 不適用	<input type="checkbox"/> Below 10,000 以下	<input type="checkbox"/> 10,000 - 19,999
<input type="checkbox"/> 20,000 - 39,999	<input type="checkbox"/> 40,000 - 69,999	<input type="checkbox"/> 70,000 - 99,999
<input type="checkbox"/> 100,000 - 199,999	<input type="checkbox"/> Above 200,000 以上 (please specify 請註明: _____)	

2. Change of monthly direct debit date 更改每月直接支賬日期

- If the direct debit day is a public holiday, a gale warning day or a black rainstorm warning day, then it shall mean the following calendar day which is not a public holiday, a gale warning day or a black rainstorm warning day. 如直接支賬日期為公眾假日、烈風警告日或黑色暴雨警告日，則指隨後的非公眾假日、烈風警告日或黑色暴雨警告日之曆日。
- Please note that the monthly direct debit date may be varied due to the transaction arrangement of the relevant bank account. 請注意每月直接支賬日期或會因有關銀行戶口的交易安排而有所不同。

on _____ day 日 on the last day of each month 每月最後一天

B. Instruction type (cont'd) 指示類別(續)

3. Change of direct debit account 更改直接支賬戶口

- Please complete Section D 'Direct debit authorisation' to authorise direct debit from your new designated bank account. 請填妥 D 部「直接付款授權書」以授權於新指定的銀行戶口設立直接支賬。
- To avoid any failure of direct debit transactions, please do not cancel the direct debit instruction of your previous bank account until your new designated bank account has been debited for the first time. 為避免直接支賬被拒絕的情況發生，請於新指定的銀行戶口獲成功扣除第一次供款後，才取消舊有的銀行戶口直接支賬指示。

4. Cancellation of direct debit instruction for regular Flexi-Contributions 取消定期靈活供款的直接支賬指示

Please allow at least one month advance notice when specifying the effective date. 請於指定生效日期時給予最少一個月通知。

Effective date 生效日期 / /
Year 年 Month 月 Day 日

5. Change of employment status 更改僱傭狀況

Employed 受僱

Name of employer 僱主名稱：_____

Address of employer 僱主地址(city and country 城市和國家)：_____

Occupation 職業：_____

In position of control of the corporation 為該公司／機構的管理層

Yes 是 No 否

Business Owner 業務擁有人

Self-employed 自僱

(For business owner or self-employed 適用於業務擁有人／自僱)

Name of company 公司名稱：_____

Business address 營業地址：_____

Job title 工作職位：_____

Retired 退休

Not currently employed 現時並未受僱

Housewife 家庭主婦

Others 其他 (please specify 請註明：_____)

6. Change of nature of business 更改業務性質

Agriculture/Livestock specialties 農業／家畜業

Construction 建築

Business services 商用服務

Finance/Insurance 金融／保險

Catering 餐飲業

Freight transport/Cargo/Couriers 貨運／航運／速遞

Communication 通訊

Import/Export traders 出入口貿易

Education 教育

Jewellery/Precious metals/Art dealers 珠寶／貴金屬／藝術品經銷商

Hotel/Boarding houses 酒店／旅館

Pharmaceutical industry 藥業

Personal/Household services 個人／家庭服務

Real estate 地產

Others 其他 (please specify 請註明：_____)

Sales/Rental of vehicles & equipment 車輛及相關設備銷售／租借

Textile business 紡織業

7. Change of source of fund 更改資金來源

Earning from work 工作薪金

Personal savings 個人儲蓄

Inheritance 遺產承繼

Sale of an asset 出售資產 (e.g. property 例如物業)

Investment return/Investment matured 投資回報／投資到期

Others 其他 (please specify 請註明：_____)

8. Change of expected monthly contribution 更改預期每月供款

HKD 港幣 _____ 元

9. Change of expected monthly withdrawal amount 更改預期每月提取金額

HKD 港幣 _____ 元

C. 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 and agree with the “Personal Information Collection Statement for HSBC Mandatory Provident Fund”^{Note 5}. 已細閱及明白並同意《滙豐強積金的收集個人資料聲明》^{注意5}。

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。)

For office use only 公司專用	Staff name 1	SID	BCC	Programme code	Reference code
	Staff name 2 - referrer	RID	BCC		

D. Direct debit authorisation 直接付款授權書

Name of party to be credited (The Beneficiary) 收款的一方(受益人)

HSBC Provident Fund Trustee (Hong Kong) Limited

I/We hereby authorise my/our below-named Bank to effect transfers from my/our account to that of the above-named beneficiary in accordance with such instructions as my/our Bank may receive from the beneficiary and/or its banker from time to time. 本人(我們)現授權本人(我們)的上述銀行, (根據受益人或其往來銀行不時給予本人(我們)銀行的指示)自本人(我們)的戶口內轉賬予上述受益人。

I/We agree that my/our Bank shall not be obliged to ascertain whether or not notice of any such transfer has been given to me/us. 本人(我們)同意本人(我們)的銀行毋須證實該等轉賬通知是否已交予本人(我們)。

I/We jointly and severally accept full responsibility for any overdraft (or increase in existing overdraft) on my/our account which may arise as a result of any such transfer(s). 如因該等轉賬而令本人(我們)的戶口出現透支(或令現時的透支增加), 本人(我們)願共同及個別承擔全部責任。

I/We confirm that my/our signature(s) on this authorisation form is/are the same as that/those for the operation of my/our savings/current account to be debited for the transfer. 本人(我們)確認, 本人(我們)於本授權書上的簽名, 與本人(我們)的儲蓄/往來戶口的簽名完全相同。

I/We agree to notify the above-named beneficiary of any change of bank account or cancellation of payment method and further agree that should there be insufficient funds in my/our account to meet any transfer hereby authorised, my/our Bank shall be entitled, at its discretion, not to effect such transfer in which event the Bank may levy the usual charge to be paid by me/us. 本人(我們)同意給予受益人任何更改銀行戶口或取消付款方法的通知, 並且同意如本人(我們)的戶口並無足夠款項支付該等授權轉賬, 本人(我們)的銀行有權不予轉賬, 且銀行可向本人(我們)收取慣常的費用。

This authorisation shall have effect until further notice. 本授權書將繼續生效直至另行通知為止。

I/We agree that any notice of cancellation or variation of this authorisation which I/we may give to my/our Bank shall be given at least 10 working days prior to the date on which such cancellation/variation is to take effect. 本人(我們)同意, 本人(我們)取消或更改本授權書的任何通知, 須於取消/更改生效日最少10個工作天前交予本人(我們)的銀行。

I/We hereby authorise HSBC Provident Fund Trustee (Hong Kong) Limited, to initiate and arrange for contributions to be debited from my/our bank account according to the following specification, in favour of HSBC Provident Fund Trustee (Hong Kong) Limited. 本人(我們)現授權 HSBC Provident Fund Trustee (Hong Kong) Limited. 從本人(我們)上述銀行的戶口內, 提出及安排扣除供款, 以支付予 HSBC Provident Fund Trustee (Hong Kong) Limited。

1. Bank and branch name 銀行及分行名稱		
Bank no. 銀行編號	Branch no. 分行編號	Account no. to be debited 扣款戶口號碼 (Please specify account suffix number for integrated account. 如戶口屬於綜合理財戶口, 請註明戶口字尾號碼。)
2. Details of account holder as on Statement/Passbook 戶口持有人於結單/存摺上的資料紀錄 (If you are in doubt, please contact your respective Bank. 如有疑問, 請聯絡你的相關銀行。)		
Name of account holder 戶口持有人姓名 (must be same as the name stated in Section A1 必須與 A1 欄填寫的姓名相符)		Signature of account holder 戶口持有人簽署
Identification number 身分證明文件號碼 <input type="checkbox"/> HKID Card No. 香港身分證號碼 _____ () <input type="checkbox"/> Passport No. 護照號碼 _____ <input type="checkbox"/> Others 其他 (Please specify 請註明) _____		X Date 日期
3. Please provide joint account holder's details (if applicable) 請填寫聯名戶口持有人資料(如適用)		
Name of joint account holder 聯名戶口持有人姓名		Signature of joint account holder 聯名戶口持有人簽署
Identification number 身分證明文件號碼 <input type="checkbox"/> HKID Card No. 香港身分證號碼 _____ () <input type="checkbox"/> Passport No. 護照號碼 _____ <input type="checkbox"/> Others 其他 (Please specify 請註明) _____		X Date 日期

Please ensure sufficient funds are available in the above bank account. 請緊記將足夠金額存入上述銀行戶口以支付有關供款。