

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



INPS

**HSBC MANDATORY PROVIDENT FUND
ADDITIONAL VOLUNTARY CONTRIBUTIONS ARRANGEMENT FORM (SELF-EMPLOYED)
滙豐強積金: 額外自願性供款安排表格(自僱人士)**

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 provide certified true copies of your HK permanent ID card/passport, if not previously provided or information has been changed. 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 that the administrator of the scheme may request you to provide further details and documents. 請注意: 計劃行政管理人可能會要求你提供其他相關資料及文件。
- 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. Other name (in English) (if any) 別名(英文)(如有) <table border="1"><tr><td>Surname 姓氏</td><td>Given name 名字</td></tr></table>	Surname 姓氏	Given name 名字											
Surname 姓氏	Given name 名字													
3. Scheme ID 計劃編號	4. HKID/Passport no. ¹ (please provide a certified true copy ²) 香港身分證/護照號碼 ¹ (請附上認證副本 ²)													
5. Contact number 聯絡電話	6. E-mail address 電郵地址													
7. Residential address (in English) 住宅地址(英文) <ul style="list-style-type: none">• 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 Date moved to this residential address 遷入此住址之日期 <table border="1"><tr><td>Year 年</td><td>Month 月</td></tr></table> <table border="1"><tr><td>Room/Flat 室</td><td>Floor 樓</td><td>Block 座</td><td>Name of building 大廈名稱</td></tr></table> Name of estate 屋邨名稱 <table border="1"><tr><td>Number and name of street/road 門牌號碼及街道名稱</td></tr></table> <table border="1"><tr><td><input type="checkbox"/> HK 香港</td><td><input type="checkbox"/> KLN 九龍</td><td><input type="checkbox"/> NT 新界</td><td><input type="checkbox"/> Others 其他</td></tr></table> District/Postal code 地區/郵政編號 <table border="1"><tr><td>City 城市</td><td>Country 國家</td></tr></table>		Year 年	Month 月	Room/Flat 室	Floor 樓	Block 座	Name of building 大廈名稱	Number and name of street/road 門牌號碼及街道名稱	<input 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 國家
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City 城市	Country 國家													
8. 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。) <input type="checkbox"/> Multiple residential address 多重住址 (more than 1 residential address 多於一個住宅地址) <input type="checkbox"/> Previous residential address 前住址 (if reside at current residential address less than three years 如居於現址少於三年) <table border="1"><tr><td>Room/Flat 室</td><td>Floor 樓</td><td>Block 座</td><td>Name of building 大廈名稱</td></tr></table> Name of estate 屋邨名稱 <table border="1"><tr><td>Number and name of street/road 門牌號碼及街道名稱</td></tr></table> <table border="1"><tr><td><input type="checkbox"/> HK 香港</td><td><input type="checkbox"/> KLN 九龍</td><td><input type="checkbox"/> NT 新界</td><td><input type="checkbox"/> Others 其他</td></tr></table> District/Postal code 地區/郵政編號 <table border="1"><tr><td>City 城市</td><td>Country 國家</td></tr></table>		Room/Flat 室	Floor 樓	Block 座	Name of building 大廈名稱	Number and name of street/road 門牌號碼及街道名稱	<input 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 國家		
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City 城市	Country 國家													
9. Permanent address (in English) 永久地址(英文) <input type="checkbox"/> Same as above residential address 與上述住宅地址相同 <table border="1"><tr><td>Room/Flat 室</td><td>Floor 樓</td><td>Block 座</td><td>Name of building 大廈名稱</td></tr></table> Name of estate 屋邨名稱 <table border="1"><tr><td>Number and name of street/road 門牌號碼及街道名稱</td></tr></table> <table border="1"><tr><td><input type="checkbox"/> HK 香港</td><td><input type="checkbox"/> KLN 九龍</td><td><input type="checkbox"/> NT 新界</td><td><input type="checkbox"/> Others 其他</td></tr></table> District/Postal code 地區/郵政編號 <table border="1"><tr><td>City 城市</td><td>Country 國家</td></tr></table>		Room/Flat 室	Floor 樓	Block 座	Name of building 大廈名稱	Number and name of street/road 門牌號碼及街道名稱	<input 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 國家		
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A. Personal information (cont'd) 個人資料(續)

10. Country of birth 出生國家	11. Country of tax residence 稅務居民所在地
12. Multiple nationality 多重國籍 <input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否 Nationality 國籍 1 : _____ Nationality 國籍 2 (if any 如有) : _____ Nationality 國籍 3 (if any 如有) : _____	
13. Occupation 職業	14. Job title 工作職位
15. Nature of business 業務性質 <input type="checkbox"/> Agriculture/Livestock specialties 農業／家畜業 <input type="checkbox"/> Construction 建築 <input type="checkbox"/> Business services 商用服務 <input type="checkbox"/> Finance/Insurance 金融／保險 <input type="checkbox"/> Catering 餐飲業 <input type="checkbox"/> Freight transport/Cargo/Couriers 貨運／航運／速遞 <input type="checkbox"/> Communication 通訊 <input type="checkbox"/> Import/Export traders 出入口貿易 <input type="checkbox"/> Education 教育 <input type="checkbox"/> Jewellery/Precious metals/Art dealers 珠寶／貴金屬／藝術品經銷商 <input type="checkbox"/> Hotel/Boarding houses 酒店／旅館 <input type="checkbox"/> Pharmaceutical industry 藥業 <input type="checkbox"/> Personal/Household services 個人／家庭服務 <input type="checkbox"/> Real estate 地產 <input type="checkbox"/> Others 其他 (please specify 請註明 : _____) <input type="checkbox"/> Sales/Rental of vehicles & equipment 車輛及相關設備銷售／租借 <input type="checkbox"/> Textile business 紡織業	
16. Source of fund 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 : _____)	
17. Salary range (HKD per month) 入息概況(每月港幣) <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 : _____)	
18. Any funds transfer in from other scheme 由其他計劃轉入資金 <input type="checkbox"/> Yes 是 (please provide the following information 請提供以下資料) Expected amount 預期金額 : _____ No. of transactions 交易次數 : _____ <input type="checkbox"/> No 否	
19. Expected account activities in the next 12 months 預期未來12個月的賬戶安排 : a. Total voluntary contribution in 總自願性供款額 : _____ b. No. of transaction(s) 交易次數 : _____ c. Total withdrawal amount of voluntary contribution 自願性供款提取總額 : _____ d. Frequency of withdrawal 提取次數 : _____	

¹ Passport number should be given only if you do not possess HKID card. For applicants who are **NOT** the holders of HK Permanent ID card, please provide a certified true copy of the HKID card and the Passport. 只在沒有香港身分證情況下才填寫護照號碼。如申請人並非持有香港永久性居民身分證，請提供香港身分證及護照之認證副本。

² If you request to cancel the regular voluntary contribution, a certified true copy of identification document is not required. 如你要求取消定期自願性供款，則無須提供身分證文件之認證副本。

B. Regular voluntary contribution 定期自願性供款

- i. Please complete the details below according to your payment frequency. 請根據你的供款期填寫以下資料。
- ii. Payment method for regular voluntary contributions and mandatory contributions must be direct debit. Please complete section E 'Direct debit authorisation' if you have not set up your direct debit instruction. 額外自願性供款及強制性供款均須以直接付款方式支付。如你仍未設立直接付款指示，請填妥E部「直接付款授權書」。
- iii. If you have any queries or need any assistance, please call our enquiry hotline on 3128 0128. 如有任何查詢或需要協助，請致電3128 0128查詢。

Monthly 每月	Annually 每年
1. Monthly regular voluntary contribution 每月定期自願性供款 HKD港幣 _____元 <ul style="list-style-type: none"> The minimum amount of regular voluntary contributions is HKD300 per month. 最低定期自願性供款額為每月港幣300元。 Both your regular voluntary contributions and mandatory contributions must be paid on the same day monthly. 你必須按月於同一天支付自願性供款及強制性供款。 	1. Annually regular voluntary contribution 每年定期自願性供款 HKD港幣 _____元 <ul style="list-style-type: none"> The minimum amount of regular voluntary contributions is HKD1000 per year. 最低定期自願性供款額為每年港幣1000元。 Both your regular voluntary contributions and mandatory contributions must be paid on the same day every year. 你必須按年於同一天支付自願性供款及強制性供款。
2. Effective date 生效日期 YYYY 年 MM 月	2. Effective date 生效日期 YYYY 年 MM 月

B. Regular voluntary contribution (cont'd) 定期自願性供款(續)

3. Any third parties contribution over HKD580,000/year (mandatory and voluntary contribution) to this account 第三供款者提供每年多於港幣580,000予此戶口(強制性供款及自願性供款)

Yes 是 (please provide the following information of third party contributor and certified true copies of his/her HK Permanent ID card/Passport 請提供以下第三供款者的資料，及其香港永久性居民身分證／護照之認證副本)

Full name 全名： _____

Date of birth 出生日期： _____

Nationality 國籍： _____

Residential address 住宅地址： _____

If third party contributor is a corporate entity, please provide the following information and a certified true copy of business registration certificate/certificate of incorporation 如第三供款者屬於法人團體，請提供以下資料和商業登記證／公司註冊證書之認證副本：

Full name of company 公司全名： _____

Trading as name(s) 營業名稱： _____

Country of incorporation/registration 註冊／登記國家： _____

Registered office address in country of incorporation 註冊國家的註冊辦事處地址： _____

Principal place of business (if different to registered address) 主要業務所在地 (如與註冊辦事處地址不同)： _____

Listing on stock exchange 上市公司：

Yes 是 (please specify the name of stock exchange 請註明交易所名稱)： _____

No 否

No 否

C. Cancellation of regular voluntary contribution arrangement 取消定期自願性供款安排

This section is only applicable for cancelling any regular voluntary contribution arrangement. Please allow at least one month advance notice when specifying the effective date. 此部分只適用於取消任何定期自願性供款安排。請於指定生效日期時給予最少一個月通知以取消此安排。	Effective date 生效日期	
	YYYY 年	MM 月

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 that I am a self-employed person and have a source of relevant income in respect of that self-employment. I understand that this additional voluntary contributions arrangement will be terminated in the event that I cease to be self-employed and I undertake to notify you forthwith of the happening of such event and you shall not be liable for any loss, expenses or consequence arising from the continuations of the arrangement in the absence of such notification. I also understand that my additional voluntary contributions will be invested according to the investment instruction records held in my MPF account stated in section A. 謹此聲明本人為自僱人士並就該自僱工作有獲取有關入息。本人明白此額外自願性供款安排將會因本人終止自僱身分而終止，若發生該情況本人承諾盡快通知貴公司，而在未接獲該等通知前貴公司不須就繼續該供款安排而引起之損失、費用及後果負責。本人同時明白本人的自願性供款將根據本人列於A部之強積金賬戶內的投資指示紀錄作出投資。

(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》^{註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		

E. 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 registered for the MPF scheme 必須與強積金計劃所登記的姓名相符)		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"/> Business Registration 商業登記 _____ <input type="checkbox"/> Certificate of Incorporation 公司註冊證書 _____ <input type="checkbox"/> Others 其他 (Please specify 請註明) _____		
		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"/> Business Registration 商業登記 _____ <input type="checkbox"/> Certificate of Incorporation 公司註冊證書 _____ <input type="checkbox"/> Others 其他 (Please specify 請註明) _____		
		Date 日期

Please ensure sufficient funds are available in the above bank account **three working days before contribution day**. 請你緊記於 **供款日的3個工作天前**，將足夠供款存入上述的銀行戶口。