

To 致: The Hongkong and Shanghai Banking Corporation Limited

香港上海滙豐銀行有限公司

PO Box 74203 Kowloon Central Post Office 九龍中央郵政信箱74203號

HSBC Customer Service Hotline 滙豐客戶服務熱線: 2288 6655



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Occupational Retirement Schemes

職業退休計劃

HSBC ORSO Defined Contribution Scheme – Personal Details Change Form
滙豐職業退休界定供款計劃 – 更改個人資料表格

- Note 注意: 1. Please read personal information collection statement in Section D before completing this form. 填寫本表格前, 請先細閱D部的收集個人資料聲明。
2. Please complete in BLOCK LETTERS and tick ✓ the appropriate box. 請用正楷填寫, 並於適當的方格內加上「✓」號。
3. Please return the completed form to your employer. 請把填妥的表格交回你的僱主。

A. Personal Information 個人資料

1. Full name (In English) 全名(英文)	2. HKID/Passport no.* 香港身分證/護照號碼*
3. Scheme ID 計劃編號	4. Pay Centre ID 付款中心編號
5. Employer Name (In English) 僱主名稱(英文)	

B. Details of Changes Required 所需更改資料

1. Residential address (in English)** 住宅地址(英文)**

Flat/Room 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 門牌及街道名稱	
District/Postal code 地區/郵政編號	<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/Region 國家/地區

2. Postal address (in English)** 郵寄地址(英文)**

Same as above residential address 與上述住宅地址相同

Flat/Room 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 門牌及街道名稱	
District/Postal code 地區/郵政編號	<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/Region 國家/地區

B. Details of Changes Required (Cont'd) 所需更改資料(續)

3. Contact no. 聯絡號碼	Country/Region code 國家／區域編號	Area code 地區號碼	Phone no. 電話號碼
Mobile phone no.** 流動電話號碼**	<input type="text"/>	<input type="text"/>	<input type="text"/>
Home phone no. 住宅電話號碼	<input type="text"/>	<input type="text"/>	<input type="text"/>
Office phone no. 公司電話號碼	<input type="text"/>	<input type="text"/>	<input type="text"/>
Facsimile no. 傳真號碼	<input type="text"/>	<input type="text"/>	<input type="text"/>

4. E-mail address 電郵地址

Explanatory notes 填報須知

* Passport number should be given only if you do not possess a HKID card. 只在沒有香港身分證的情況下才填寫護照號碼。

** If you wish to register for HSBC Internet Banking*, you should provide both your postal address in English and mobile phone number. 如欲登記使用滙豐網上理財*，你必須同時提供英文郵寄地址及流動電話號碼。

This service is only available for eligible schemes and it is not available for passport holder with passport number more than 12 digits. 此服務只適用於合資格的計劃，同時，此服務不適用於護照持有人其護照號碼超過12位數字。

C. Others 其他 (Please specify any other changes and provide supporting documents. 請註明其他更改事項，並提供有關的證明文件。)

(Example: Nationality (Country/Region) 例如：國籍(國家／地區))

D. Personal information collection statement 收集個人資料聲明

(Applicable to schemes regulated by an insurance arrangement 適用於由保險安排所規管的計劃)

- The personal data provided by Participating Employers (if applicable) and/or Members and details of transactions or dealings by such Participating Employers (if applicable) 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 benefits or accounts in respect of the Participating Employers (if applicable) and/or Members under the HSBC occupational retirement schemes and Hang Seng occupational retirement schemes administered by the HSBC Group; (ii) improving and furthering the provision of occupational retirement scheme products and/or services (including through customer research or surveys) by entities of the HSBC Group, subject to applicable legislation; (iii) matching for occupational retirement scheme related purpose with other personal data concerning the relevant Participating Employers (if applicable) and/or Members; (iv) 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 agreement or treaty or any present or future contractual or other commitment with any regulators or government authorities in any jurisdictions, including but not limited to an agreement by one or more entities of the HSBC Group under the provisions of U.S. tax law known as the Foreign Account Tax Compliance Act ('FATCA'), and the guidelines, guidance or requests given or issued by the Inland Revenue Department including those concerning automatic exchange of financial account information (collectively, the 'Compliance Obligations'). 不時由參與僱主(如適用)及／或成員所提供的個人資料及該等參與僱主(如適用)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職業退休計劃及恒生職業退休計劃下與參與僱主(如適用)及／或成員的供款或權益或戶口有關的行政事宜及／或管理；(ii)在適用的法例規限下，改善及進一步提供由滙豐集團成員所提供的職業退休計劃產品及／或服務(包括透過客戶研究或調查)；(iii)為任何職業退休計劃相關的用途而核對相關參與僱主(如適用)及／或成員的其他個人資料；(iv)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賬戶資料的條文)，或遵守或按照任何與任何司法管轄區的監管機構或政府機關之間達成的協議或條約或任何現在或將來的合同或其他承諾，包括但不限於與一個或多個滙豐集團成員根據美國名為《外國賬戶稅務合規法案》(「外國賬戶稅務合規法案」)的稅務法律的規定所達成的協議，及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賬戶資料的指引、指導或要求(統稱為「合規義務」)。
- Failure to provide your information may result in us being unable to process your application or perform the services you request. 如你未能提供資料將可能導致我們未能處理你的申請或提供你所要求的服務。
- Personal data held by us relating to a Participating Employer (if applicable) and/or Member will be kept confidential but, to the extent not prohibited by applicable law, 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 occupational retirement scheme business; (iii) relevant Participating Employers (if applicable); (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(如適用)及／或成員的個人資料將予保密，但限於不在適用法律禁止之列，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職業退休計劃業務有關的行政、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(如適用)；(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 Life (International) Limited, PO Box 74203, Kowloon Central Post Office. For enquiries, please contact our Hotline at (852) 2288 6655. 你有權要求查閱及更改由我們持有你的個人資料。如有需要，可致函九龍中央郵政信箱74203號向滙豐人壽保險(國際)有限公司資料保障主任提出要求。如有查詢，可致電(852) 2288 6655。
- No person other than you and us will have any right under the Contracts (Rights of Third Parties) Ordinance to enforce or enjoy the benefit of any of the provisions of these Terms and Conditions. 除你及我們以外，並無其他人士有權按《合約(第三者權利)條例》強制執行本條款及細則的任何條文，或享有本條款及細則的任何條文下的利益。

D. Personal information collection statement (Cont'd) 收集個人資料聲明(續)

(Applicable to schemes governed by a trust 適用於受信託所管限的計劃)

- The personal data provided by Participating Employers (if applicable) and/or Members and details of transactions or dealings by such Participating Employers (if applicable) 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 benefits or accounts in respect of the Participating Employers (if applicable) and/or Members under the HSBC occupational retirement schemes and Hang Seng occupational retirement schemes administered by the HSBC Group; (ii) improving and furthering the provision of occupational retirement scheme products and/or services (including through customer research or surveys) by entities of the HSBC Group, subject to applicable legislation; (iii) matching for occupational retirement scheme related purpose with other personal data concerning the relevant Participating Employers (if applicable) and/or Members; (iv) 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 agreement or treaty or any present or future contractual or other commitment with any regulators or government authorities in any jurisdictions, including but not limited to an agreement by one or more entities of the HSBC Group under the provisions of U.S. tax law known as the Foreign Account Tax Compliance Act ('FATCA'), and the guidelines, guidance or requests given or issued by the Inland Revenue Department including those concerning automatic exchange of financial account information (collectively, the 'Compliance Obligations'). 不時由參與僱主(如適用)及/或成員所提供的個人資料及該等參與僱主(如適用)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職業退休計劃及恒生職業退休計劃下與參與僱主(如適用)及/或成員的供款或權益或戶口有關的行政事宜及/或管理; (ii) 在適用的法例規限下, 改善及進一步提供由滙豐集團成員所提供的職業退休計劃產品及/或服務(包括透過客戶研究或調查); (iii) 為任何職業退休計劃相關的用途而核對相關參與僱主(如適用)及/或成員的其他個人資料; (iv) 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賬戶資料的條文), 或遵守或按照任何與任何司法管轄區的監管機構或政府機關之間達成的協議或條約或任何現在或將來的合同或其他承諾, 包括但不限於與一個或多個滙豐集團成員根據美國名為《外國賬戶稅務合規法案》(「外國賬戶稅務合規法案」)的稅務法律的規定所達成的協議, 及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賬戶資料的指引、指導或要求(統稱為「合規義務」)。
- Failure to provide your information may result in us being unable to process your application or perform the services you request. 如你未能提供資料將可能導致我們未能處理你的申請或提供你所要求的服務。
- Personal data held by us relating to a Participating Employer (if applicable) and/or Member will be kept confidential but, to the extent not prohibited by applicable law, 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 occupational retirement scheme business; (iii) relevant Participating Employers (if applicable); (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(如適用)及/或成員的個人資料將予保密, 但限於不在適用法律禁止之列, 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職業退休計劃業務有關的行政、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(如適用); (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 Institutional Trust Services (Asia) Limited, c/o The Hongkong and Shanghai Banking Corporation Limited, PO Box 74203, Kowloon Central Post Office. For enquiries, please contact our Hotline at (852) 2288 6655. 你有權要求查閱及更改由我們持有你的個人資料。如有需要, 可致函九龍中央郵政信箱74203號(c/o The Hongkong and Shanghai Banking Corporation Limited香港上海滙豐銀行有限公司), 向滙豐機構信託服務(亞洲)有限公司資料保障主任提出要求。如有查詢, 可致電(852) 2288 6655。
- No person other than you and us will have any right under the Contracts (Rights of Third Parties) Ordinance to enforce or enjoy the benefit of any of the provisions of these Terms and Conditions. 除你及我們以外, 並無其他人士有權按《合約(第三者權利)條例》強制執行本條款及細則的任何條文, 或享有本條款及細則的任何條文下的利益。

E. Declaration and authorisation 聲明及授權書

I declare that the above information is true and correct. 茲證明上述所填報資料均屬正確無誤。

X
Signature of the member 成員簽署 _____ Full name 全名 _____ Date 日期 _____

Employer's authorisation 僱主授權書

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(s) of employer 僱主授權簽署 _____ Authorised signature(s) of employer 僱主授權簽署 _____

X _____ **X** _____
Full name 全名 _____ Full name 全名 _____

Job position 職銜 _____ Job position 職銜 _____

Date 日期 _____ Date 日期 _____

For Office Use Only 公司專用	Signature verified by	Entered by	Checked by
	Date	Date	Date