#### 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

Place into the MPF drop-in box at designated HSBC branches

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



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# HSBC MANDATORY PROVIDENT FUND - SUPERTRUST PLUS ADDITIONAL VOLUNTARY CONTRIBUTION APPLICATION FORM (EMPLOYER) 滙豐強積金智選計劃:額外自願性供款申請表格(僱主)

Note 注音:

- Please complete in CAPITAL and BLOCK LETTERS and tick ✓ the appropriate box(es). 請用大階及正楷填寫,並於適當的方格內加上[✔]號。
- Please read the following notes before completing this form 請於填寫本表格前參閱以下注意事項:
  - 'Participating Employer' means the company, firm or individual whose details are set out in Section A of this application form. 「參與僱主」 指其資料列載於本申請表A部的公司或個人。
  - 'Trustee' means HSBC Provident Fund Trustee (Hong Kong) Limited. Any other word or expression defined in the 'MPF Scheme Brochure' shall have the same meaning in this form. [信託人]指 HSBC Provident Fund Trustee (Hong Kong) Limited。 在「強積金計劃説明書」內定義 的任何其他字詞或字句均與本表格內所用的具有相同意義。
  - iii. Relevant income includes wages, salaries, leave pay, housing allowances, housing benefits, fees, commissions, bonuses, gratuities, perquisites or allowances, expressed in monetary terms, paid or payable by an employer (directly or indirectly) to their employees, and in consideration of the employees' employment contracts, but excluding long service payments or severance payments. 有關入息包括由僱主根據僱傭合約 (直接或間接)以金錢形式支付或須支付予僱員的工資、薪金、假期津貼、房屋津貼、房屋利益、費用、佣金、花紅、獎金、合約酬金、 賞錢或津貼,但不包括長期服務金或遣散費。
- If you have three or more classes of employees, please provide information on photocopies of Section B. 如有三個或以上的僱員級別,請影 印B部以提供資料。
- Please note that the Trustee reserves the right of final decision and may decline any additional voluntary contribution application with proposed voluntary contribution arrangement other than the given options defined in the Section B. For enquiry, please contact our customer service representatives. 請注意,信託人保留對額外自願性供款安排的申請的最終決定權,並可拒絕任何並非按照本表格B部作出的自願性供款安排 之申請。如有查詢,請與我們的客戶服務代表聯絡。
- The information provided will be used in accordance with the relevant MPF Ordinance and/or its Regulations and the same manner as mentioned in the "Personal Information Collection Statement for HSBC Mandatory Provident Fund" ("PICS"). The PICS can be obtained through HSBC MPF website www.hsbc.com.hk/mpf or MPF hotline 2583 8033 (Employer) or 3128 0128 (Member). By signing this form, your present choice of receiving direct marketing information will remain unchanged. If you wish to update the use of your personal data for direct marketing purpose as stated in the PICS from the HSBC MPF scheme, you may exercise your right by notifying us. 所有已提供的資料將按照有關強積金 條例及/或其規例及《滙豐強積金的收集個人資料聲明》(「聲明」)處理。該聲明可透過以下滙豐強積金網站www.hsbc.com.hk/mpf或強積金 熱線2583 8033(僱主)或3128 0128(成員)索取。在簽署本表格後,你現時關於接收直接促銷資訊的選擇將維持不變。如你希望更新在滙豐 強積金計劃聲明中使用你的個人資料作直接促銷的用途,你可通知我們行使你的選擇權。

١.	Details of scheme 計劃資料				
1.	Company name of participating employer 參與				
	I			1	
	English name 英文名稱				
	T				
	Chinese name 中文名稱				
2.	2. Business/Other registration no. 商業/其他註冊證號碼				
Registration types¹ 註冊證明¹ Registration no. 註冊證號碼					
Registration types are listed below 註冊證明類別如下 (any other registration number should be given only if you do not process a Business Registration Certificate. 只在沒有商業登記證的情況下,才可填報其他註冊證號碼。)					
	BR - Business Registration 商業登記		SO - Society Office of HK Police (Societies) 香港警務處社團事務處(社團)		
	ED - Education Department 教育署		TU - Registry of Trade Unions 職工會登記局		
	IR – Inland Revenue Department (Charitable ( (慈善機構)	Organisations) 税務局	OT - Others 其他		
3.	Certificate of incorporation no. (if applicable) 公司註冊證書號碼(如適用)	4. Employer ID (if know	n) 僱主編號(如知悉)	5. Number of classes of employees 僱員級別數目	
6.	ls employer's consent required if employees w 取其額外自願性供款(如有),是否須獲僱主		al voluntary contributions	(if any) during employment 如僱員於在職期間提	
	☐ Yes 是 ☐ No 否				

# B. Details of additional voluntary contributions 額外自願性供款資料

Class 1級別1

Ados I MX /Ju I			
1. Class description 級別描述	2. Eff	ective date of instruction 指示的结	上效日期
Class name (must be in English)			1
級別名稱(必須為英文)		Year 年 Month 月	Day 目
☐ Add new 新增	1 10	ase allow at least one month ad ective date. 請於指定生效日期時	vance notice when specifying the 经务最小一個日通知。
Amend 修訂	_   6116	ective date. 明於相足主及日朔內	「柏」、取之 一四万地 4 。
3. ORSO transfer (if applicable) 職業退休計劃轉移(如適用)			
Details of existing ORSO scheme 現有職業退休計劃資料			
Name of scheme service provider計劃服務提供機構名稱:			
ORSO registration number 職業退休計劃註冊編號:			
4. Contribution scale 供款比例			
Completed years of service to be calculated from 完成的服務年期計	算由		
☐ Date of employment 受僱日期			
☐ Date joined scheme 參加計劃日期			
Voluntary contribution scale		Employer contribution	Employee contribution
自願性供款比例		Percentage <sup>2</sup> or fixed amount <sup>3</sup>	Percentage <sup>2</sup> or fixed amount <sup>3</sup>
(Please make <u>ONE</u> choice below ─ 'Fixed amount', 'Percel income' or 'Lump sum contributions' and tick ✓ the appropriate l 出下列其中 <u>項</u> 選擇 ─ 「固定金額」、「收入百分比」或「整筆供款」當的方格內加上「✓」號。)	box. 請作	僱主供款百分比²或固定金額³	僱員供款百分比2或固定金額3
☐ Fixed amount 固定金額			
(Pay in each contribution period 每個供款期支付)			
│		   HKD港元	   HKD港元
 By years of services 按服務年期			
Less than 少於 years年		HKD港元	HKD港元
years or more 年或多於, but less than 但少於yea	ars年	HKD港元	HKD港元
years or more 年或多於, but less than 但少於 yea	ars年	HKD港元	HKD港元
years or more 年或多於, but less than 但少於yea	ars年	HKD港元	HKD港元
years or more 年或多於		HKD港元	HKD港元
☐ Percentage of income 收入百分比			
(Pay in each contribution period 每個供款期支付)			
(Please fill in both part (A) and (B) below 請填寫以下(A)及(B)部)			
(A) Contribution formula 供款計算程式			
☐ Relevant income x contribution percentage 有關入息 x 供款	(百分比		
Relevant income x contribution percentage – mandatory cor	ntribution		
有關入息×供款百分比-強制性供款			
(B) ■ By a flat contribution percentage 劃一供款百分比		%	%
☐ By years of services 按服務年期			
Less than 少於 years年		%	%
years or more 年或多於, but less than 但少於	_ years年	%	%
years or more 年或多於, but less than 但少於	_ years年	%	%
years or more 年或多於, but less than 但少於	_ years年	%	%
years or more 年或多於		%	%
☐ Lump sum contributions 整筆供款			

The contribution percentage should be limited to one decimal place. Otherwise, the percentage will be rounded off to one decimal place. 供款百分比不可多於一個小數位,否則,百分比將被四捨五入至一個小數位。

³ The fixed amount should be in whole numbers (e.g. HKD50 not HKD50.5). 固定金額必須為整數(例如: 須為港元50而非港元50.5)。

5. Vesting scale 歸屬比例 The vesting scale specifies the percentage of employer's balance derived from employer's voluntary contributions and/or employer's ORSO transfer which your employees are entitled to when they cease employment. 歸屬比例用於指定僱員在離職時有權享有僱主的自願性供款及/或僱主的 職業退休計劃轉移款項所累積的僱主結餘的百分比。 All percentages should be in whole numbers (e.g. 50% not 50.5%). 所有百分比必須為整數(例如: 須為50%而非50.5%)。 **Completed Years of Service** Standard Vesting Scale **Customised Vesting Scale** 自定歸屬比例 完成的服務年期 標準歸屬比例 Calculated from 計算自 ☐ Voluntary Contribution □ Date of employment 受僱日期 ☐ Voluntary Contribution ORSO Transfer 自願性供款 自願性供款 職業退休計劃轉移款項 ■ Date joined scheme 參加計劃日期 ■ ORSO Transfer 職業退休計劃轉 移款項 Resignation/Contract termination/ Termination of employment/ Redundancy/Lay-off 0% \_\_\_\_% ]% 辭職/合約終止/終止受僱/ 裁員/停工 less than 1 year 少於1年 1 10% \_\_\_\_% ]% 2 20% \_\_\_\_\_% ]% 3 30% **|**% ]% 4 1% 40% 1% 5 1% 1% 50% 6 ]% ]% 60% 7 70% ]% 1% 8 80% |% |% 90% |% \_\_% 1% 10 years or more 10年或以上 100% % Early retirement 提早退休 Normal retirement 正常退休 Late retirement 延遲退休 100% 1% 1% Death死亡 Total incapacity 完全喪失行為能力 Summary dismissal 即時革職 0% 1% 1% 6. Additional information (if any) 附加資料(如有) Class 2級別2 8. Effective date of instruction 指示的生效日期 Class name (must be in English)

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D. Contribution scale 供款比例		
Completed years of service to be calculated from 完成的服務年期計算由		
☐ Date of employment 受僱日期		
☐ Date joined scheme 參加計劃日期		
Voluntary contribution scale	Employer contribution	Employee contribution
自願性供款比例	Percentage <sup>2</sup> or fixed amount <sup>3</sup>	Percentage <sup>2</sup> or fixed amount <sup>3</sup>
(Please make ONE choice below - 'Fixed amount', 'Percentage of	僱主供款百分比 <sup>2</sup> 或固定金額 <sup>3</sup>	僱員供款百分比 <sup>2</sup> 或固定金額
income' or 'Lump sum contributions' and tick ✓ the appropriate box. 請作 出下列其中 <u>一項</u> 選擇 一 「固定金額」、「收入百分比」或「整筆供款」,並於適 當的方格內加上「✓」號。)		
☐ Fixed amount 固定金額		
(Pay in each contribution period 每個供款期支付)		
☐ Fixed amount 固定金額	HKD港元	HKD港元
■ By years of services 按服務年期		
Less than 少於 years年	HKD港元	HKD港元
years or more 年或多於, but less than 但少於 years年	HKD港元	HKD港元
years or more 年或多於, but less than 但少於 years年	HKD港元	HKD港元
years or more 年或多於, but less than 但少於 years年	HKD港元	HKD港元
years or more 年或多於	HKD港元	HKD港元
☐ Percentage of income 收入百分比		
(Pay in each contribution period 每個供款期支付)		
(Please fill in both part (A) and (B) below 請填寫以下(A)及(B)部)		
(A) Contribution formula 供款計算程式		
☐ Relevant income x contribution percentage 有關入息 x 供款百分比		
Relevant income x contribution percentage – mandatory contribution		
有關入息x供款百分比-強制性供款		
(B) ☐ By a flat contribution percentage 劃一供款百分比	%	9,
□ By years of services 按服務年期	,,	,
Less than 少於 years年	%	9,
years or more 年或多於, but less than 但少於 years年	%	0,
years or more 年或多於, but less than 但少於 years年	%	9,
years or more 年或多於, but less than 但少於 years年	%	9/
years or more 年或多於	%	9

不可多於一個小數位,否則,百分比將被四捨五入至一個小數位。

The fixed amount should be in whole numbers (e.g. HKD50 not HKD50.5). 固定金額必須為整數(例如: 須為港元50而非港元50.5)。

11 '	Vestina	scale	歸.	靐	HŁ.	例
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The vesting scale specifies the percentage of employer's balance derived from employer's voluntary contributions and/or employer's ORSO transfer which your employees are entitled to when they cease employment. 歸屬比例用於指定僱員在離職時有權享有僱主的自願性供款及/或僱主的職業退休計劃轉移款項所累積的僱主結餘的百分比。

All percentages should be in whole numbers (e.g. 50% not 50.5%). 所有百分比必須為整數(例如: 須為50%而非50.5%)。

Completed Years of Service 完成的服務年期	Standard Vesting Scale 標準歸屬比例	Customised Vesting Scale 自定歸屬比例			
Calculated from 計算自  Date of employment 受僱日期  Date joined scheme 參加計劃日期	□ Voluntary Contribution 自願性供款 □ ORSO Transfer 職業退休計劃轉 移款項	☐ Voluntary Contribution 自願性供款	☐ ORSO Transfer 職業退休計劃轉移款		
Resignation/Contract termination/ Termination of employment/ Redundancy/Lay-off 辭職/合約終止/終止受僱/ 裁員/停工 less than 1 year 少於1年	0%	<u> </u> %			
1	10%				
2	20%				
3	30%				
4	40%				
5	50%				
6	60%				
7	70%				
8	80%				
9	90%				
10 years or more 10年或以上	100%				
Early retirement 提早退休 Normal retirement 正常退休 Late retirement 延遲退休 Death死亡 Total incapacity 完全喪失行為能力	100%	<u></u> %			
Summary dismissal 即時革職	0%				
.dditional information (if any) 附加資料(如有	)				

#### C. Arrangement of unvested benefits 非歸屬權益之安排

	enefits which your employees are not entitled upon cessation of employment will be treated as unvested benefits and the arrangement of the ed benefits are as follows. 僱員於離職時無權享有的權益將被視為非歸屬權益及會按以下指示處理該非歸屬權益。
<u> </u>	Refund to employer by cheque 以支票形式退還予僱主
(2)	Transferred to the reserve account (Please complete the Investment allocation percentage in Section D) 轉移至儲備賬戶內(請繼續填寫D部的投資分布百分比)
<b></b> (3)	Transferred to the reserve account and allocated to existing members once a year (Please complete the Investment allocation percentage in

Section D) 轉移至儲備賬戶內,並每年分配至各現有成員賬戶(請繼續填寫D部的投資分布百分比)

# D. Investment instruction for reserve account 儲備賬戶的投資指示

The investment percentage allocation should be in whole numbers (e.g. 50% not 50.5%) and the total should be 100%. If the total allocation is not 100%, or if this section is left blank, all unvested benefits will be fully invested into the MPF Conservative Fund. 投資分布百分比必須為整數(例如50%而非50.5%)及其總和必須為100%。如分布總和不等於100%,或如留空此部分,所有非歸屬權益將全數投資於強積金保守基金內。

Name of Constituent Fund 成分基金名稱	Type of fund 基金類別	Fund code 基金代號	Investment allocation percentage 投資分布百分比 (Please counter-sign for any amendments made. 如有任何更 改,請在旁加簽作實。)
MPF Conservative Fund 強積金保守基金	Money Market Fund 貨幣市場基金	CPF	%
Global Bond Fund 環球債券基金	Bond Fund 債券基金	GBF	%
Guaranteed Fund <sup>4</sup> 保證基金 <sup>4</sup>	Guaranteed Fund 保證基金	GTF	%
Age 65 Plus Fund 65歲後基金	Mixed Assets Fund 混合資產基金	FMF	%
Core Accumulation Fund 核心累積基金	Mixed Assets Fund 混合資產基金	SGF	%
Stable Fund 平穩基金	Mixed Assets Fund 混合資產基金	SBF	%
Balanced Fund 均衡基金	Mixed Assets Fund 混合資產基金	BLF	%
Growth Fund 增長基金	Mixed Assets Fund 混合資產基金	GRF	%
Global Equity Fund 環球股票基金	Equity Fund 股票基金	GEF	%
North American Equity Fund 北美股票基金	Equity Fund 股票基金	NAEF	%
European Equity Fund 歐洲股票基金	Equity Fund 股票基金	EUEF	%
Asia Pacific Equity Fund 亞太股票基金	Equity Fund 股票基金	ANEF	%
Hong Kong and Chinese Equity Fund 中港股票基金	Equity Fund 股票基金	HKEF	%
Chinese Equity Fund 中國股票基金	Equity Fund 股票基金	CNEF	%
ValueChoice Balanced Fund 智優逸均衡基金	Mixed Assets Fund 混合資產基金	VBLF	%
ValueChoice North America Equity Tracker Fund 智優逸北美股票追蹤指數基金	Equity Fund 股票基金	VUEF	%
ValueChoice Europe Equity Tracker Fund 智優逸歐洲股票追蹤指數基金	Equity Fund 股票基金	VEEF	%
ValueChoice Asia Pacific Equity Tracker Fund 智優逸亞太股票追蹤指數基金	Equity Fund 股票基金	VAEF	%
Hang Seng China Enterprises Index Tracking Fund 恒生中國企業指數基金	Equity Fund 股票基金	HSHF	%
Hang Seng Index Tracking Fund 恒指基金	Equity Fund 股票基金	HSIF	%
		Total 總和	100%

Investment of the reserve account in the Guaranteed Fund will be entitled for the Guaranteed Fund's Actual Balance only. The Actual Balance is the value of the units held in the Guaranteed Fund in respect of employer's investment in the reserve account. 儲備賬戶投資於保證基金將只獲得保證基金的實際結存。實際結存為儲備賬戶根據僱主投資於保證基金所持有的單位價值。

#### E. Declaration and authorisation 聲明及授權書

- 1. **Investment choice** The Participating Employer undertakes to provide each eligible employee relevant information including investments information as the Trustee may provide to the Participating Employer from time to time. **投資選擇** 參與僱主承諾為每位合資格僱員提供信託人不時向參與僱主提供的有關資料並包括投資資料。
- 2. **Participation** by signing this form, the Participating Employer **參加計劃** 在簽署本表格後,參與僱主:
  - a. understands that the investment instruction specified by employees will be applied to all contributions into the SuperTrust Plus, and 明白僱員指定的投資指示將適用於所有智選計劃的供款,及
  - b. agrees that additional voluntary contributions will be made at the same time as mandatory contributions.同意於同一時間繳付自願性及強制性供款。
- 3. **Declaration** the Participating Employer **聲明** 參與僱主謹此:
  - a. received and read the 'MPF Scheme Brochure' in respect of SuperTrust Plus and understands that the Administrator will rely and act on any actual additional voluntary contribution amounts reported in the Remittance Statements without any further verification. 確認已收到並細閱有關智選計劃的「強積金計劃説明書」及明白行政管理人將依照付款結算書上所匯報的額外自願性供款金額作出處理並毋須作進一步核實。
  - b. declares that all employees concerned have been informed of the voluntary contribution and/or ORSO transfer arrangement, including that employees should check each voluntary contribution amount and the corresponding vesting scales, and/or any ORSO transfer amount, and confirms that employees' consent has been obtained in respect of any changes. 聲明已通知所有相關僱員自願性供款及/或職業退休計劃轉移款項之安排,包括僱員應查閱每次的自願性供款金額及有關的歸屬比例,及/或任何職業退休計劃轉移金額,並確認已獲僱員同意作出任何變更。
  - c. agrees to be responsible for any disputes from any employees regarding the voluntary contribution and/or ORSO transfer arrangement and the corresponding vesting scales. 同意負責處理任何僱員就自願性供款及/或職業退休計劃轉移款項之安排及有關的歸屬比例而提出的爭議。
  - d. understands and agrees that the Trustee is not obliged to effect any changes which it determines in its sole discretion may result in a reduction in the vested benefits and/or accrued rights of the member under the scheme or which otherwise may not comply with applicable requirements of the Mandatory Provident Fund Schemes Authority and that the Trustee shall decide at its sole discretion whether before implementing such changes it shall submit them to the Mandatory Provident Fund Schemes Authority for approval. 明白和同意信託人沒有義務執行任何有關信託人認為可導致成員在計劃內的歸屬權益及/或累算權益受損之修訂或不符合強制性公積金計劃管理局要求之修訂,及信託人可隨時自行決定在執行有關更改前呈報予強制性公積金計劃管理局核准。
  - e. has read and understood the full details of this form (including the Notes on this form) and agree to abide by the rules stated herein. 已細閱及明白 此表格內的所有內容(包括此表格上的注意部分),並同意遵守此述的規則。

X
Authorised signature of employer 僱主授權簽署
 Full name 全名
Position 職銜
 Date 日期