

Sun Life MPF Master Trust

永明強積金集成信託計劃

Employer Application Form

僱主申請表格

1. EMPLOYER DETAILS 僱主資料

(a) Company registered name 公司註冊名稱

Chinese name (if applicable)

中文姓名(如適用者)

(b) Registered address 註冊地址

(c) Correspondence address (if different from registered address) 通訊地址(如與註冊地址不同)

Chinese address (if applicable) 中文地址(如適用者)

(d) Business Registration No. 商業登記證號碼

_____-_____-_____-_____-_____-

(e) Nature of business 業務性質

(f) Scheme authorized contact person and title 獲授權計劃聯絡人及職銜

Tel. No. 電話號碼

_____-_____-_____-_____-_____-

Fax No. 傳真號碼

_____-_____-_____-_____-_____-

E-mail address 電子郵箱

(g) No. of participating associated companies 參與計劃之聯繫公司數目

_____-_____-_____-_____-_____-



2. SCHEME DETAILS 計劃詳情

(a) **Scheme Commencement Date** 計劃開始日期： ___ dd 日 ___ mm 月 _____ yyyy 年

(b) **Payroll Date** 發薪日期： ___ dd 日

Please specify if contributions are not on a monthly basis _____

如非按月供款，請說明供款方法

3. INSTRUCTION FOR VOLUNTARY CONTRIBUTIONS 自願性供款指示

Do you want to make additional voluntary contributions for your Employees?

閣下是否為僱員額外提供自願性供款？

Yes 是 (Please complete the Employer Voluntary Contribution Change Form) (請填寫僱主自願性供款更改表格)

No 否

4. AGREEMENT BETWEEN THE EMPLOYER AND THE TRUSTEE 僱主與受託人的協議

(a) In consideration of the agreements given by the Employer in this Application Form, the Trustee agrees that the Employer shall become a Participating Employer for the purposes of the Scheme with effect from the date on which the later of the Employer and the Trustee signs this Application Form.

因應僱主在此申請表所同意的事項，受託人同意由參加本計劃的僱主與受託人簽署此申請表當日起，僱主將成為本計劃所指參加本計劃的僱主。

(b) The Employer agrees 僱主同意：

(i) to be bound by, and covenants to comply with, the provisions of the trust deed (the **Deed**) establishing the Scheme, the rules governing the Scheme (the **Rules**) and the provisions of this Application Form, in each case as from time to time in force; and 受約束於及承諾遵守為成立本計劃而簽訂的信託契據(契據)的條文、管限本計劃的規則(規則)及此申請表的條文，以及此等不時生效的條文和規則；及

(ii) to perform any act or pay any sum required by law to be done or paid by it as a Employer for the purposes of the Scheme insofar as attributable to the Employer. 履行或繳付任何按照法例作為本計劃的僱主須履行的事項或繳付的款項。

(c) The Employer agrees in respect of its employees who are Scheme Members: (i) to pay to the Scheme Employer's Mandatory Contributions and (if specified in this Application Form) the Employer's Voluntary Contributions; and (ii) to deduct from the salaries of Scheme Members and pay to the Scheme Member's Mandatory Contributions and (if specified in this Application Form) the Member's Voluntary Contributions.

僱主同意為其身為本計劃成員的僱員：(i)向本計劃繳付僱主的強制性供款及(如有在此申請表列明)僱主的自願性供款；及(ii)從本計劃的成員的薪金中扣除和向本計劃繳付成員的強制性供款及(如有在此申請表列明)成員的自願性供款。

(d) All payments of Contributions to the Scheme shall be paid to the Trustee in accordance with the Mandatory Provident Fund Schemes Ordinance and Mandatory Provident Fund Scheme (General) Regulations and the Mandatory Provident Fund Scheme (Exemption) Regulations.

須根據強制性公積金計劃條例、強制性公積金計劃(一般)規例及強制性公積金計劃(豁免)規例供款予受託人。

(e) Unless the context otherwise requires, words and expressions defined in the Deed or, as the case may be, the Rules have the same meanings in this Application Form. 除文意另有所指外，否則此申請表格中的字眼及辭句與契據或規則(視屬何情況而定)所界定的字眼及辭句具有相同的意義。

(f) This Application is governed by and shall be construed in accordance with Hong Kong laws.

此申請表格受香港法例所管限，並應以香港法例詮釋。

Accepted and agreed 接受及同意：

By the Applicant with company chop (if applicable) 申請人及公司蓋 印 (如適用)	Name 姓名 _____	
	Title 職位 _____	
	HKID/Passport Number 香港身份證/護照號碼 _____	Authorized Signature 授權簽署 _____
	Date 日期 _____	
By HSBC Provident Fund Trustee (Hong Kong) Limited	Date 日期 _____	Authorized Signature 授權簽署 _____

5. AUTHORIZED SIGNATORIES 授權簽署人

Any of the following signatories will be authorized (as authorized person(s)) to communicate (including e-mail), give instructions in order to manage the MPF account including subsequent change / addition / deletion of authorized person(s), provide information and authorization of benefit payments on behalf of the Employer. If there are any changes in the following information, please inform the administrator immediately. 下列任何一個簽署人將獲授權代表僱主進行通訊(包括電郵)、給予指示管理強積金帳戶包括及後的獲授權人更改/增加/取消、提供資料及授權權益付款。如以下資料有任何更改,請立即通知行政管理人。

Information of Authorized Person(s) ^A 授權人資料 ^A	
1	2
Specimen 簽署式樣 X	Specimen 簽署式樣 X
Name# 姓名#: _____	Name# 姓名#: _____
Title 職位: _____	Title 職位: _____
HKID/Passport Number 香港身份證/護照號碼: _____	HKID/Passport Number 香港身份證/護照號碼: _____
Nationality 國籍: _____	Nationality 國籍: _____
Residential Address 住址: _____	Residential Address 住址: _____

^A Please attach a copy of HKID Card/Passport of authorized person(s). Appointment of authorized person will not be processed if complete information and/or document(s) have not been provided. 請附上授權人的香港身份證/護照副本。如在遞交申請時未能提供完整資料及/或文件,該授權人的委任將不會被處理。

Same as the identity document. 與身份證明文件相同。

6. DECLARATION 聲明

I have read the Personal information collection statement and understand my rights under the Personal Data Privacy Ordinance.

本人已細閱收集個人資料聲明,並明白個人資料(私隱)條例賦予本人的權利。

I have been duly authorized by the Employer to submit this application form. I will be one of the authorized persons to manage the MPF account as stated in Section 5 above unless I check the box below.

本人已獲僱主正式授權提交本申請表格。除非本人在以下方格加上剔號,否則本人將成為管理強積金帳戶的其中一位獲授權人(如上文第五部分所述)。

I acknowledge that I have identified each authorized signatory stated in this form (if applicable), and further confirm that I have verified his/ her identity on the basis of documents, data or information provided by a governmental body (including the Hong Kong Identity Card), a relevant authority or any other reliable and independent source that is recognized by the relevant authority.

本人確認已識別本表格所填寫的每位授權人(如適用)的身份。本人同時確認已根據由政府機構、有關當局或有關當局認可的任何其他可靠及獨立來源所提供的文件、數據或資料(包括由政府機構發出的香港身份證)核實其身份。

I hereby declare and agree that all the information given above is complete, true and accurate, and is given to the best of my knowledge.

本人謹此聲明並同意,就本人所知,以上所有資料均屬完整、真實和準確。

If the signatory in this section does not check the following box, he/she is deemed as agree to be an authorized person of this MPF account. The signatory should submit a copy of HKID/Passport.

如本部分的簽署人沒有在以下方格加上剔號,則視為同意成為此強積金帳戶的授權人。簽署人須連同香港身份證/護照副本一併遞交。

I declare that I am NOT the authorized person of this MPF account.

本人聲明本人不是此強積金帳戶的授權人。

Name# 姓名#: _____

For and on behalf of employer¹ 公司代表¹

Title 職位: _____

HKID/Passport Number 香港身份證/護照號碼: _____

Nationality 國籍: _____

Residential Address 住址: _____

Authorized Signature with Company Chop 授權簽署及公司蓋印

Date 日期: _____

1. If the signer is not the director of the company, please provide authorization letter or board resolution or certification by independent department for the person acting on behalf of the company. 如簽署人並非該公司的董事,請就簽署人代表該公司行事提供授權書或董事會會議記錄或獨立部門發出的證明。

Same as the identity document. 與身份證明文件相同。

Personal information collection statement 收集個人資料聲明

1. The personal data provided by Employers, Employees, Self-Employed Persons and/or Personal Account Holders and details of transactions or dealings by such Employers, Employees, Self-Employed Persons and/or Personal Account Holders from time to time may be used for one or more of the following purposes:-(i) the administration, communication and/or management of or in connection with the contributions or accrued benefits or MPF account in respect of the Employers, Employees, Self-Employed Persons and/or Personal Account Holders under the MPF scheme; (ii) improving and furthering the provision of MPF products and/or MPF services by Sun Life Hong Kong Limited, HSBC Provident Fund Trustee (Hong Kong) Limited (including any entity of HSBC Group providing services to the Trustee) and BestServe Financial Limited, subject to applicable MPF legislation; (iii) matching for MPF related purpose with other personal data concerning the relevant Employers, Employees, Self-Employed Persons and/or Personal Account Holders; (iv) compliance or in accordance with an order of a court or compliance or in accordance with applicable laws or a requirement made under a law. 不時由僱主、僱員、自僱人士及/或個人帳戶成員所提供的個人資料及該等僱主、僱員、自僱人士及/或個人帳戶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) 強積金計劃下與僱主、僱員、自僱人士及/或個人帳戶成員的供款或累積權益或強積金戶口有關的行政事宜及/或管理;(ii) 在適用的強積金法例規限下,改善及進一步提供由香港永明金融有限公司, HSBC Provident Fund Trustee (Hong Kong) Limited (包括滙豐集團內向託管人提供服務的服務供應商), 卓譽金融服務有限公司, 所提供的強積金產品及/或強積金服務;(iii) 為任何強積金相關的用途而核對相關僱主、僱員、自僱人士及/或個人帳戶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。

2. Failure to provide your information may result in us being unable to process your application or perform the services you request. 如您未能提供資料將可能導致我們未能處理您的申請或提供您所要求的服務。
3. Personal data held by us relating to an Employers, Employees, Self-Employed Persons and/or Personal Account Holders will be kept confidential but 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 or other services in connection with the operation of our MPF business; (iii) relevant Employers; (iv) Sun Life Hong Kong Limited, HSBC Provident Fund Trustee (Hong Kong) Limited (including any entity of HSBC Group providing services to the Trustee) and BestServe Financial Limited. Such information may be transferred to a place outside Hong Kong Special Administrative Region. 由我們持有僱主、僱員、自僱人士及/或個人帳戶成員的個人資料將予保密，但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強積金業務有關的行政、電訊、電腦、付賬、數據處理、核對、儲存、或其他服務的任何服務供應商、代理人或承包商；(iii)相關的僱主；(iv)香港永明金融有限公司，HSBC Provident Fund Trustee (Hong Kong) Limited(包括滙豐集團內向託管人提供服務的服務供應商)，卓譽金融服務有限公司。該等資料可能轉移至香港特別行政區以外的地方。
4. You have the right to request access to and correction or request for not using information for direct marketing purpose of your personal data held by us. Request should be addressed to: The Data Protection Officer, Sun Life MPF Master Trust, The Administrator, BestServe Financial Limited, 10/F, One Harbourfront, 18 Tak Fung Street, Hungghom, Kowloon, Hong Kong. 您有權要求查閱及更改由我們持有您的個人資料。如有需要，可致函永明強積金集成信託計劃行政管理人—卓譽金融服務有限公司，香港九龍紅磡德豐街18號海濱廣場一座十樓，向資料保障主任提出要求。
5. In accordance with the terms of the Personal Data (Privacy) Ordinance, the Trustee has the right to charge a reasonable fee for the processing of any data access request. 根據個人資料(私隱)條例的條款，受託人有權就處理任何翻查資料要求收取一項合理費用。

CHECKLIST FOR APPLICATION DOCUMENTS 申請文件清單

MPF account setup may be affected if you do not submit all required documents. 如未能提供全部所需文件，可能會影響開立此強積金帳戶。

1. Signed Employer Application Form 已簽署之僱主申請表格
2. Original Authorized Signatory List with Specimen Signature(s) (if applicable) 授權簽署人名單正本(如適用)
3. Copy of HKID Card of Authorized Person(s) 授權人香港身份證副本
4. List of All Directors of the Corporation (if applicable) 法人團體所有董事名單(如適用)
5. List of All Partners of the Partnership or All Members of the Unincorporated Body and the Beneficial Owners or Office Bearers of the Partnership of the Unincorporated Body (if applicable) 合夥的所有合夥人的姓名名單或非法人團體所有成員的姓名名單，以及合夥或非法人團體的實益擁有人及擔任職位的人的姓名名單(如適用)
6. Authorization Letter or Board Resolution (if applicable) 就簽署人代表該公司行事提供授權書或董事會會議記錄(如適用)
7. Copy of Certificate of Incorporation (if applicable) 公司註冊證副本(如適用)
8. Copy of Business Registration Certificate (if applicable) 商業登記證副本(如適用)
9. Memorandum and Articles of Association (if applicable) 章程大綱及細則(如適用)
10. Ownership Chart (if applicable) 擁有權架構表(如適用)

THIS FORM AND APPLICATION DOCUMENTS SHOULD BE SENT TO 此表格及申請文件應交往：

The Administrator of the Sun Life MPF Master Trust
10/F, One Harbourfront, 18 Tak Fung Street, Hungghom,
Kowloon, Hong Kong 永明強積金集成信託計劃行政管理人
香港九龍紅磡德豐街18號海濱廣場一座十樓

Administrator Hotline 行政管理人熱線：

2971 0200

OFFICE USE ONLY 請毋須填寫此部份	
Account No.	_ _ _ _ _ _ _ _ _
Class of Units: B	
Payment Received:	Date:
Attached Documents:	
Checked By: MO Code	_ _ _ _
	Initial & Date:
CS Code	_ _ _ _
	Initial & Date:
CO Code	_ _ _ _
	Initial & Date:

Sun Life MPF Master Trust

永明強積金集成信託計劃

Attachment to Employer Application Form

僱主申請表格附件

Dear employer 親愛的僱主：

As required by the Mandatory Provident Fund Authority, please indicate your industry type by choosing one of the below 跟據強積金管理局的要求，請選擇下列其中一項作為你的行業類別：

- Catering 飲食
- Construction 建造
- Manufacturing 製造
- Financing 金融／Insurance 保險／Real Estate 地產／Business Services 商用服務*
- Community 社區／Social 社會／Personal Services 個人服務*
- Wholesale 批發／Retail 零售／Import and Export Trades 進出口貿易*
- Transport 運輸
- Cleaning 清潔
- Security Guard 保安
- Hairdressing and Beauty 理髮及美容
- Others 其他
- Unknown 不詳

*Please delete whichever is inappropriate 請刪除不適用者

Please return this attachment together with the completed application form and other relevant documents to 請將此附件連同已填妥的申請表格及其他有關文件交回：

**The Administrator of the Sun Life MPF Master Trust, BestServe Financial Limited
10/F, One Harbourfront, 18 Tak Fung Street, Hung Hom, Kowloon, Hong Kong**

永明強積金集成信託計劃行政管理人－卓譽金融服務有限公司
香港九龍紅磡德豐街18號海濱廣場一座十樓