

**SUN LIFE MPF COMPREHENSIVE SCHEME**  
**(Formerly named FWD MPF MASTER TRUST COMPREHENSIVE SCHEME)**  
**MEMBERSHIP ENROLMENT FORM**  
永明強積金綜合計劃  
(前計劃名稱為富衛強積金集成信託綜合計劃)  
成員登記表格

Account No. 帳戶編號	_____
Employer Name 僱主名稱	_____

**Employee's Personal Details (Must be verified by the Employer)**  
僱員個人資料 (必須由僱主核實)

Please tick (✓) the appropriate box(es)  
請在適當方格加上 (✓) 號

Surname (English) 姓氏 (英文)	_____	Title 稱銜	_____	Mr/Mrs/Ms/Miss/others* 先生/太太/女士/小姐/其他*	_____
Given Name (English) 名字 (英文)	_____	HKID / Passport * No. 香港身份證 / 護照 * 號碼	_____		
Chinese Name 中文姓名	_____	Date of Birth <sup>Note 3 &amp; 4</sup> (dd/mm/yyyy) 出生日期 <sup>Note 3 &amp; 4</sup> (日/月/年)	_____		
Occupation 職業	_____	Nationality 國籍	_____		
Sex 性別	<input type="checkbox"/> Male 男 <input type="checkbox"/> Female 女	Email Address 電郵地址	_____		
Contact Tel. No. 聯絡電話號碼	_____	_____	_____		
	Home 住宅	Office 公司	Mobile 手提電話		
<b>Residential Address<sup>+</sup>住址<sup>+</sup></b>					
Flat / Room 室	Floor 樓	Block 座	Building / Estate 大廈 / 屋邨	<input type="checkbox"/> Hong Kong 香港	<input type="checkbox"/> Kowloon 九龍
Number and Name of Street / Road 門牌號碼及街道名稱			District Area 地區	<input type="checkbox"/> New Territories 新界	<input type="checkbox"/> Outlying Islands 離島
<b>Correspondence Address<sup>Δ</sup> (if different from above) 通訊地址<sup>Δ</sup> (如與以上不同)</b>					
Flat / Room 室	Floor 樓	Block 座	Building / Estate 大廈 / 屋邨	<input type="checkbox"/> Hong Kong 香港	<input type="checkbox"/> Kowloon 九龍
Number and Name of Street / Road 門牌號碼及街道名稱			District Area 地區	<input type="checkbox"/> New Territories 新界	<input type="checkbox"/> Outlying Islands 離島

\*Please delete whichever is inappropriate 請刪除不適用者  
<sup>+</sup> PO Box is not accepted as residential address. 郵政信箱不可作為住址。  
<sup>Δ</sup> If the correspondence address is a PO Box, you must fill in the residential address. 如通訊地址為郵政信箱，閣下必須填寫住址。

**Please enclose a copy of HKID Card / Passport for verification of your identity card / passport number if you do not wish to present the card / passport in person for verification.**  
**如閣下不擬親身出示香港身份證 / 護照以供核對號碼，請附上香港身份證 / 護照之副本。**

**MPF Account Information SMS Service 強積金帳戶資訊短訊提示服務**

Members who registered for this service can receive SMS providing information of account balance amount as of the previous month end on monthly basis.  
 Service details are as follows:  
 每個月以短訊形式向已登記此服務的成員提供強積金帳戶截至上個月尾的帳戶結餘。服務詳情如下：

- This service will be only available to members with HKID card. 本服務只提供予持有香港身份證成員。
- This service covers all existing accounts under the SAME HKID number. 本服務包括同一香港身份證號碼下的所有現存帳戶。
- SMS will be sent out to the valid mobile number provided in this form or the latest updated valid mobile number. 短訊將會發予此表格提供之有效手提電話號碼或及後更新的有效手提電話號碼。
- Valid mobile number in the latest created member account is used to receive SMS if members hold more than 1 account. 如成員持有超過一個帳戶，短訊會發予最後成立帳戶紀錄的有效手提電話號碼。

I understand the terms and agree to enrol for this service. 本人明白以上內容並同意參加此項服務。

If you do not check (✓) the above box, you will not be enrolled to this service. 如閣下沒有在以上方格內加上剔號(✓)，閣下將被視為不參加此項服務。

SMS Language (Chinese is the default language if the box is not ticked):  Chinese  English  
 短訊服務語言 (如沒有選擇，短訊語言將設定為中文)  中文  英文



## Investment Details 投資詳情

**Please choose ONE only 請只選其中一項** Please check (✓) the appropriate box. 請在適當方格加上剔號 (✓)。

My investment choice in respect of the mandatory and voluntary contribution (if any) made by me and the Participating Employer, including transferred-in monies from other schemes, is specified as follows <sup>Note 6</sup>:

就本人及參與僱主作出的強制性供款和自願性供款(如有), 包括由其他計劃轉入的款項, 本人作出的投資選擇如下<sup>Note 6</sup>:

**Option 1 - Default Investment Strategy ("DIS") 選擇 1 – 預設投資策略**

DIS is a default investment arrangement as stipulated in accordance with the Mandatory Provident Fund Schemes Ordinance. The DIS is not a fund - it is a strategy that uses two constituent funds, namely the Sun Life MPF Comprehensive Scheme Core Accumulation Portfolio and the Sun Life MPF Comprehensive Scheme Age 65 Plus Portfolio (collectively the "DIS Funds") to automatically reduce the risk exposure as the member approaches retirement age. The DIS Funds will invest in a globally diversified manner and invest in different assets (e.g. equities, bonds, money market instruments, etc.). The DIS Funds are subject to fee and expense caps imposed by the legislation. For details of DIS, please refer to the Explanatory Memorandum of the Scheme.

「預設投資策略」是一項根據《強制性公積金計劃條例》規定的預設投資安排。「預設投資策略」並非一項基金 — 而是一項運用兩項成分基金, 永明強積金綜合計劃核心累積投資組合和永明強積金綜合計劃 65 歲後投資組合(統稱「預設投資策略基金」)的策略; 隨著成員步向退休年齡而自動降低成員的風險。「預設投資策略基金」將以全球多元化方式進行投資, 並投資於不同的資產(例如股票、債券、貨幣市場工具等)。「預設投資策略基金」受制於法例規定其收費及開支上限。有關「預設投資策略」的詳情, 請參閱本計劃的說明書。

I understand my future monies (including contributions and transfer-in monies) will be invested to DIS which will be invested in accordance with the pre-determined fund choices mentioned in Table A based on my age. The investment mandate for future monies will be changed automatically and existing balance will be automatically switched on my birthday or the next dealing day after my birthday (if the birthday on a non-dealing day) (except the following situations).

When one or more of the specified instructions (including but not limited to subscription including any transfer-in instructions, redemption including any withdrawal instructions, instructions for refund or payment of any statutory long service / severance pay, transfer-out instructions, change of investment mandate or switching instructions) are being processed on the annual date of de-risking for a relevant member, the annual de-risking will be deferred and will only take place on the next dealing day after completion of these instructions where necessary.

本人明白本人的未來供款(包括供款及轉入款額)將會投資於預設投資策略並根據本人的年齡按列表 A 來釐定帳戶中的基金分佈進行投資。未來供款的投資授權及現有結餘的投資組合亦會於本人生日當天或生日後首個交易日(如生日當天為非交易日)(下列情況除外)根據預設的基金分佈自動更改或轉換。

當一個或多個特定的指示(包括認購任何轉入指示、贖回任何提取指示、退款指示或支付任何法定長期服務金/遣散費、轉移指示、更改投資委託書或轉換指示), 在相關成員每年降低風險之日正在辦理, 每年降低風險程序則將被推遲, 只有在完成該等指示後於下一個交易日才能進行。

(Please skip Option 2 – Own Investment Choice if you selected this option. 如選擇此項, 請略過選擇 2- 自選基金組合。)

**Option 2 – Own Investment Choice 選擇 2 – 自選基金組合**

Please provide contribution allocation instruction below. 請在下方填寫供款分配指示。

Name of Funds 基金名稱	Investment Allocation (Complete in a multiple of 10%)* 投資分配 (請以 10% 或其倍數填寫)*			
	Employer Portion 僱主部分		Employee Portion 僱員部分	
	Mandatory Contributions 強制性供款	Voluntary Contributions 自願性供款	Mandatory Contributions 強制性供款	Voluntary Contributions 自願性供款
Sun Life MPF Comprehensive Scheme MPF Conservative Portfolio 永明強積金綜合計劃強積金保守投資組合 (C01CPP)	%	%	%	%
Sun Life MPF Comprehensive Scheme Capital Guaranteed Portfolio 永明強積金綜合計劃本金保證投資組合 (C02CGP)	%	%	%	%
Sun Life MPF Comprehensive Scheme Age 65 Plus Portfolio <sup>Note 5</sup> 永明強積金綜合計劃 65 歲後投資組合 <sup>Note 5</sup> (C1465)	%	%	%	%
Sun Life MPF Comprehensive Scheme Stable Portfolio 永明強積金綜合計劃平穩投資組合 (C03STP)	%	%	%	%
Sun Life MPF Comprehensive Scheme Stable Growth Portfolio 永明強積金綜合計劃平穩增長投資組合 (C04SGP)	%	%	%	%
Sun Life MPF Comprehensive Scheme Core Accumulation Portfolio <sup>Note 5</sup> 永明強積金綜合計劃核心累積投資組合 <sup>Note 5</sup> (C13CA)	%	%	%	%
Sun Life MPF Comprehensive Scheme Balanced Growth Portfolio 永明強積金綜合計劃均衡增長投資組合 (C05BGP)	%	%	%	%
Sun Life MPF Comprehensive Scheme Growth Portfolio 永明強積金綜合計劃增長投資組合 (C06GRP)	%	%	%	%
Sun Life MPF Comprehensive Scheme International Equity Portfolio 永明強積金綜合計劃國際股票投資組合 (C07IEP)	%	%	%	%
Sun Life MPF Comprehensive Scheme US & Hong Kong Equity Portfolio 永明強積金綜合計劃美國及香港股票投資組合 (C10UHE)	%	%	%	%
Sun Life MPF Comprehensive Scheme Asian Equity Portfolio 永明強積金綜合計劃亞洲股票投資組合 (C08AEP)	%	%	%	%
Sun Life MPF Comprehensive Scheme Hong Kong Equity Portfolio 永明強積金綜合計劃香港股票投資組合 (C09HEP)	%	%	%	%
<b>Total (%) 總計百分比</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

### NOTES 備註:

- \* Please countersign over amendment. 更正後簽署。
- If you are filling this form due to an intra-group transfer / a change of business ownership of the employer within the Sun Life MPF Comprehensive Scheme (the "Scheme"), the above investment instruction will only apply to the Employer's and Employee's Contributions made starting from your date of joining the Scheme under the new employment with the employer. Otherwise, the above investment instruction will apply to all contributions made and accrued benefits transferred into the Scheme.  
如閣下填寫此表格是基於集團內部調職或更改業務擁有權而需將成員累積權益轉移至永明強積金綜合計劃("本計劃"), 以上之投資指示只適用於閣下參加新僱主計劃日期以後之僱主及僱員供款。否則, 以上之投資指示將會適用於所有之供款及轉移至本計劃之累積權益。
- If your HKID Card only contains the year of birth and you have no other form of identification to prove your exact date of birth (e.g. Birth Certificate or Passport), we shall adopt 31 December as the day and month of your birthday. Likewise, if your HKID Card contains only year and month but not the date of birth, we shall adopt the last day of the month as your birthday. If you leave the day and/or month blank, we shall follow the above rules to adopt your date of birth as the last day of that month or 31 December.  
如閣下的香港身份證上只有出生年份, 而閣下沒有其他證件證明實際出生日期(例如出生證明書或護照), 我們將以該年之 12 月 31 日作為閣下的出生日期。同樣, 如閣下的香港身份證上只有出生年份和月份而沒有註明日子, 我們將以有關月份的最後一天作為閣下的出生日期。請注意, 若閣下沒有填寫日子及/或月份, 閣下的出生日期亦同樣依據以上規定, 即定為該月的最後一天或 12 月 31 日。

4. If your investment instructions is Default Investment Strategy ("DIS") either set by default or by choice, we shall perform annual de-risking of your benefits invested in DIS based on the birth date provided to automatically adjust the holdings in the Sun Life MPF Comprehensive Scheme Core Accumulation Portfolio and the Sun Life MPF Comprehensive Scheme Age 65 Plus Portfolio (collectively the "DIS Funds"). If you subsequently provide us with an updated date of birth, the Trustee will adjust the holdings between the 2 DIS Funds according to your updated birthday immediately and perform de-risking in the future based on this updated birthday. If the Trustee does not have the full date of birth of the relevant member, the de-risking will be carried out as follow: (i) If only the year and month of birth is available, the annual de-risking will take place on the last calendar day of the birth month, or if it is not a dealing day, the next available dealing day. (ii) If only the year of birth is available, the annual de-risking will take place on the last calendar day of the year, or if it is not a dealing day, the next available dealing day. (iii) If no information at all on the date of birth, member's accrued benefits will be fully invested in Sun Life MPF Comprehensive Scheme Age 65 Plus Portfolio with no de-risking applied. **Therefore, you should provide date of birth same as your HKID/Passport or annual de-risking may not be performed correctly. Please kindly be alerted that investment gain/loss may be incurred from the process.**
- 不論為預設或按閣下的投資指示，如閣下的投資指示為預設投資策略，我們將依據在此填報的出生日期，每年於閣下生日當天進行自動調整永明強積金綜合計劃核心累積投資組合及永明強積金綜合計劃65歲後投資組合（統稱「預設投資策略基金」）之間的資產配置以進行降低風險安排。若閣下隨後更新閣下的出生日期，受託人將依據新的出生日期，採用相應的配置百分比儘快進行投資轉換，及其後按此出生日期，實行降低風險安排。若受託人並不獲悉有關成員的完整出生日期，則降低風險將進行如下：(i)若只獲悉出生年份和月份，每年降低風險安排將會採用出生月份的最後曆日，或倘若該最後曆日並非交易日，則採用下一個交易日。(ii)若只獲悉出生年份，每年降低風險安排將採用每年的最後曆日，或倘若該最後曆日並非交易日，則採用下一個交易日。(iii)若完全無法獲悉出生日期資料，成員的累積權益將會全部投資於永明強積金綜合計劃65歲後投資組合，而不會進行降低風險安排。因此，閣下需要提供與身份證/護照相同的出生日期。否則，每年降低風險安排可能未必正確執行。請注意在進行此程序中可能衍生投資利益或損失。
5. Benefits invested in this investment will not be subject to the de-risking process. 投資於此基金之權益將不會遭從降低風險安排。
6. In the event of (i) invalid, unclear or incomplete instructions including amendments which are not properly signed; or (ii) no instruction is being provided above; or (iii) absence of employee's signature in Declaration Section, the relevant mandatory contributions and/or voluntary contributions will be wholly (100%) invested in Default Investment Strategy, until the completion of processing any further instruction(s) of investment choice received by Trustee.
- 如(i)所註明的供款分配率指示不符合規定、不清晰、不完整，包括於刪改處沒有簽署作實；或(ii)沒有註明任何供款分配率指示；或(iii)僱員未有於聲明部份簽署，相關強制性及/或自願性供款將會全數(100%)投資於預設投資策略，直至受託人收到並完成處理閣下的進一步投資選擇指示。

**Table A – De-risking Table of Default Investment Strategy**

**列表 A - 預設投資策略降低風險列表**

**Annual de-risking 每年降低風險**

Accrued benefits invested through the DIS will be invested in a way that adjusts risk depending on a member's age. The DIS will manage investment risk exposure by **automatically** reducing the exposure to higher risk assets and correspondingly increasing the exposure to lower risk assets as the member gets older.

Such de-risking is to be achieved by way of reducing the holding in the Sun Life MPF Comprehensive Scheme Core Accumulation Portfolio and increasing the holding in the Sun Life MPF Comprehensive Scheme Age 65 Plus Portfolio over time. The asset allocation stays the same up until 50 years of age, then reduces steadily until age 64, after which it stays steady again.

In summary, under the DIS:

- (1) When a member is below the age of 50, all accrued benefits, future contributions and transfer-in monies will be invested in the Sun Life MPF Comprehensive Scheme Core Accumulation Portfolio.
- (2) When a member is between the ages of 50 and 64, all accrued benefits, future contributions and transfer-in monies will be invested according to the allocation percentages between the Sun Life MPF Comprehensive Scheme Core Accumulation Portfolio and Sun Life MPF Comprehensive Scheme Age 65 Plus Portfolio as shown in the table below. The de-risking of the existing accrued benefits, future contributions and transfer-in monies will be automatically carried out as described above.
- (3) When a member reaches the age of 64, all accrued benefits, future contributions and transfer-in monies will be invested in the Sun Life MPF Comprehensive Scheme Age 65 Plus Portfolio.

透過「預設投資策略」投資的累積權益將以因應成員年齡來調整風險的方式投資。「預設投資策略」將會隨著成員年齡增長而自動減少投資於較高風險資產，並相應增加投資於較低風險資產，藉此管理投資風險。

策略乃透過隨著時間逐步減持永明強積金綜合計劃核心累積投資組合及增持永明強積金綜合計劃65歲後投資組合，以達致降低風險的目標。50歲前的資產配置會維持不變，之後逐步降低，直至64歲為止，之後便維持穩定。

總括而言，根據「預設投資策略」：

- (1) 當成員未滿50歲，所有累積權益、未來供款及轉入款項將會投資於永明強積金綜合計劃核心累積投資組合。
- (2) 當成員年齡介乎50至64歲，所有累積權益、未來供款及轉入款項將會按照下圖的預設投資策略降低風險列表中永明強積金綜合計劃核心累積投資組合與永明強積金綜合計劃65歲後投資組合之間的配置百分比進行投資。現有累積權益、未來供款及轉入款項將會自動按上文所述執行降低風險安排。
- (3) 當成員年屆64歲，所有累積權益、未來供款及轉入款項將會投資於永明強積金綜合計劃65歲後投資組合。

Age 年齡	Sun Life MPF Comprehensive Scheme Core Accumulation Portfolio 永明強積金綜合計劃核心累積投資組合	Sun Life MPF Comprehensive Scheme Age 65 Plus Portfolio 永明強積金綜合計劃65歲後投資組合
Below 50 50 以下	100.0%	0.0%
50	93.3%	6.7%
51	86.7%	13.3%
52	80.0%	20.0%
53	73.3%	26.7%
54	66.7%	33.3%
55	60.0%	40.0%
56	53.3%	46.7%
57	46.7%	53.3%
58	40.0%	60.0%
59	33.3%	66.7%
60	26.7%	73.3%
61	20.0%	80.0%
62	13.3%	86.7%
63	6.7%	93.3%
64 and above 64 及以上	0.0%	100.0%

Note: The above allocation between the Sun Life MPF Comprehensive Scheme Core Accumulation Portfolio and Sun Life MPF Comprehensive Scheme Age 65 Plus Portfolio is made at the point of annual de-risking and the proportion of the Sun Life MPF Comprehensive Scheme Core Accumulation Portfolio and Sun Life MPF Comprehensive Scheme Age 65 Plus Portfolio in the DIS portfolio may vary during the year due to market fluctuations.

附註：上表列明在每年降低風險一刻時所採用於永明強積金綜合計劃核心累積投資組合與永明強積金綜合計劃65歲後投資組合之間的配置，一年當中預設投資策略組合內永明強積金綜合計劃核心累積投資組合與永明強積金綜合計劃65歲後投資組合的比例或會因為市場波動而有所不同。

## Declaration 聲明

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.
- I authorise my employer to deduct the required amount of contribution from my relevant income and remit it to the Trustee effective from the date of joining Sun Life MPF Comprehensive Scheme.
- I have read the enclosed "Notice relating to the Personal Data (Privacy) Ordinance" and understand my rights under the Personal Data (Privacy) Ordinance.
- I agree to comply with the Trust Deed of Sun Life MPF Comprehensive Scheme.
- I declare I have received, read and understood the Explanatory Memorandum of Sun Life MPF Comprehensive Scheme.
- If you do NOT wish the Trustee or the Sponsor to use Your Personal Data in direct marketing, please tick (✓) the box below to exercise your opt-out right.  
 Please do not send direct marketing information to me.

本人特此聲明並同意：

- 上述所有資料均是完整、真實及準確，並且是盡本人所知而作答。
- 本人授權僱主於本人參與永明強積金綜合計劃日起，於本人有關入息中扣除所須供款並繳付予受託人。
- 本人已閱讀隨此表格附上的「有關個人資料（私隱）條例之通告」，並明白個人資料（私隱）條例賦予本人的權利。
- 本人同意遵守永明強積金綜合計劃之信託契約。
- 本人謹此聲明已收到、閱讀及明白永明強積金綜合計劃說明書。
- 如閣下不願讓受託人或贊助入使用閣下的個人資料作直接促銷用途，請在以下方格內加上剔(✓)號，藉以行使閣下不同意此項安排的權利。

請不要將直接促銷資料發給本人。

Signature of Member 成員簽署

.....

Date 日期

.....  
(dd 日 / mm 月 / yyyy 年)

## Employee's Details (To be completed by Employer) 僱員資料 (請由僱主填寫)

Date of Employment (dd / mm / yyyy)  
開始受僱日期 (日 / 月 / 年)

.....

Date of Joining Scheme (dd / mm / yyyy)  
參加此計劃日期(日 / 月 / 年)

.....

Employee Type 僱員類別 [Please check (✓) the appropriate box. 請在適當方格加上剔號 (✓) 。]

- New Employee 新僱員  Existing Employee (Newly joined the Scheme) 現職僱員 (新參加本計劃)  
 Rejoined Employee 重新受聘僱員  Intra-group Transfer 集團內部調職<sup>^</sup>  
 Expatriate Employee 海外僱員

(If "Expatriate Employee" is checked, please complete the section below. 如選擇 "海外僱員"，請同時填寫以下部分。)

**Expatriate Employee** has been granted an employment visa for permission to work in Hong Kong for current employment for a period of **13 months or less**. Mandatory contribution will start after 13 month from the Date of Arrival in Hong Kong. Please refer to Schedule 1 of the MPF Scheme Ordinance for details of the Exempt Person.  
**海外僱員**已獲發准許在香港就現時受聘工作 **13 個月或以下**的工作簽證的海外人士。強制性供款將於抵達香港日期起計第 13 個月開始。有關詳情請查閱強制性公積金計劃條例附表 1 之獲豁免人士。

### 只適用於海外僱員 For Expatriate Employees Only

Date of Arrival at Hong Kong (dd / mm / yyyy)  
抵達香港日期 (日 / 月 / 年)

.....

Remarks: (Grade / Staff No. / Department Code, etc.)  
備註：(級別 / 職員號碼 / 部門編號等)

.....

<sup>^</sup> Please complete a separate Transfer Of Accrued Benefits Upon Intra-Group Transfer/Change Of Business Ownership and Employer's Request for Fund Transfer Form.

<sup>^</sup> 請另行填寫集團內部調職或更改業務擁有權之成員累算權益轉移表格及僱主資金轉移表格。

I / We declare that I / we have verified the identification information of the applicant on this application form against the proper identification documents including the Hong Kong Identity Card issued by the government authority in accordance with the Registration of Persons Ordinance. In case the employee's signature is not provided, I / we declare that the information under "Employee's Personal Details" is supplied by the Employer on behalf of the employee where I am / we are not able to obtain employee's signature for timely submission of this application in compliance with statutory requirements and shall indemnify the Trustee or its associated companies for all damages incurred by the Trustee in reliance on the information provided. The Trustee shall proceed to set up the member record accordingly, and all contributions will be invested into the "Default Investment Strategy" of the Scheme.

本人 / 本人等聲明本人 / 本人等已核對此表格上的申請人載於合法身份證明文件內的資料，身份證明文件包括由政府機關依人事登記條例發出的香港身份證。如本表格並未載有僱員的簽署，而本人 / 本人等未能按法例要求依時取得僱員簽署，而代表僱員填寫「僱員個人資料」部份，則本人 / 本人等須為受託人及其聯營公司因相信 / 使用此資料而導致的任何損失負上其賠償責任。受託人亦將相應為成員設立記錄，而所有供款將投資於本計劃的「預設投資策略」。

Authorized Signature(s) of the Employer with Company Chop  
僱主授權人簽署及公司印章

.....

Date 日期

.....  
(dd 日 / mm 月 / yyyy 年)

Notes: Please note that this Enrolment Form should only be issued in conjunction with the Explanatory Memorandum of Sun Life MPF Comprehensive Scheme.

備註：此登記表格只可與永明強積金綜合計劃說明書一併發出。

For office use only:

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_ Checked by: \_\_\_\_\_ Date: \_\_\_\_\_

## Notice relating to the Personal Data (Privacy) Ordinance (the "Ordinance")

### 有關個人資料(私隱)條例之通告

#### 1. Reasons for the collection of your personal data 收集閣下的個人資料的原因：

In order to enrol as a member of Sun Life MPF Comprehensive Scheme (the "Scheme"), it is necessary for you to provide us with your personal information for your membership application. If your personal data is incomplete or incorrect, we may not be able to process your application. All the information in the Membership Enrolment Form is collected for the purpose of, among other things, processing your application for membership of the Scheme.

It is important for you to inform BestServe Financial Limited (the "Administrator") (contact details in point 4 below) immediately of any inaccuracies in any personal data supplied.

要成為永明強積金綜合計劃(“計劃”)成員，閣下需要提供一些個人資料讓我們處理閣下的成員登記。若閣下的個人資料不完整或不正確，我們可能無法處理閣下的申請。成員登記表格所收集的資料，除其他有關用途外，會用作處理閣下成為計劃成員的申請。

如閣下提供的個人資料有任何不正確之處，請即通知卓譽金融服務有限公司(“行政管理人”) (聯絡方法見下列第4點)。

#### 2. Purposes 用途：

The personal information and particulars provided by you may be used by Sun Life Pension Trust Limited (the "Trustee") and/or Sun Life Hong Kong Limited (the "Sponsor") for one or more of the following purposes:

閣下提供的個人資料及詳情可能被永明退休金信託有限公司(“受託人”)及/或香港永明金融有限公司(“贊助人”)用於下列其中一項或多項用途：

- processing, administrating, implementing and effecting your application and the provision of MPF services (including but not limited to customer survey and account consolidation services);  
處理、管理、實施和生效閣下的申請及提供與強積金有關的服務(包括但不限於客戶調查和帳戶整合服務)；
- meeting disclosure requirements imposed by law or regulatory authorities (including the Mandatory Provident Fund Schemes Authority and the Securities and Futures Commission);  
滿足法例或規管制機構的披露要求(包括強制性公積金計劃管理局或證券及期貨事務監察委員會)；
- meeting disclosure requirements as pursuant to any order of a court of competent jurisdiction; and/or  
滿足根據任何具有有效管轄權的法院指令的披露要求；及/或
- fulfilling any other purposes incidental to or associated with (i) to (iii) above.  
履行任何因應或有關於以上(i)至(iii)項之用途。

To facilitate the purposes as set out above, the Trustee may transfer, disclose, grant access to or share your Personal Data with the following parties (whether within or outside) Hong Kong:

為達成上文列出的用途，受託人可能將閣下的個人資料轉移、披露、讓其查閱或以下各方(不論在香港境內或境外者)共同使用：

- any person or company which is acting for or on behalf of the Trustee or the Sponsor, or jointly with the Trustee and/or the Sponsor, in respect of a purpose or a directly related purpose for which your Personal Data was provided, such person or company include but not limited to administrative service providers and professional advisors; and  
任何人士或公司受受託人或贊助人指示或代表受託人或贊助人，或與受託人或贊助人共同處理閣下提供的個人資料，以達到提供有關資料之目的或直接相關之目的，此人士或公司包括但不限於行政服務提供者及專業顧問；及
- any person or company to whom the Trustee and/or the Sponsor is under an obligation or otherwise required or expected to make disclosure under the requirements of any law, rules, regulations, codes of practice or guidelines (whether applicable in or outside Hong Kong) including, without limitation, any legal, regulatory, governmental, tax, law enforcement or other authorities, self-regulatory or industry bodies.  
任何受託人或贊助人負有責任或須要或預期要根據任何法律、規則、規例、實務守則或指引(不論在香港境內或境外適用)作出披露的人士或公司，包括但不限於任何法律機構、監管機構、政府機構、稅務機構、執法機構或其他機構、獨立機構或行業團體。

#### 3. Direct Marketing 直接促銷：

The Trustee and/or the Sponsor are allowed to use your Personal Data in direct marketing only if you consent or do not object.

受託人及/或贊助人在閣下同意或不反對的情況下，可使用閣下的個人資料作直接促銷用途。

In connection with direct marketing, the Trustee and/or the Sponsor intend:

就直接促銷而言，受託人及/或贊助人擬：

- to use your name, contact details, services and products portfolio information, financial background and demographic data held by the Trustee and/or the Sponsor from time to time in direct marketing activities of MPF products and/or MPF services; and/or  
使用受託人及/或贊助人不時持有的閣下姓名、聯絡資料、服務及產品組合資料、財務背景及人口統計資料作強積金產品及/或服務直接促銷用途；及/或
- to market the MPF product/service information offered by the Trustee or the Sponsor from time to time.  
推銷受託人或贊助人不時提供的強積金產品/服務資料。

If you do NOT wish the Trustee or the Sponsor to use your Personal Data in direct marketing, please tick (✓) the appropriate box in point 6 of the Declaration to exercise your opt-out right. You may also write to the Administrator at the address below to opt-out from direct marketing at any time.

若閣下不希望受託人或贊助人使用閣下的個人資料作直接促銷用途，請在聲明內第6點的有關方格內加上剔(✓)號，藉以行使閣下不同意此項安排的權利。閣下亦可於任何時間致函行政管理人，藉以拒絕直接促銷。

#### 4. Access and correction of personal data 查閱及更正個人資料：

You may be entitled under the Ordinance to request access to your personal data or to request the correction of any personal data. All requests for such access or correction should be made in writing to:

閣下可根據個人資料(私隱)條例賦予之權利去查閱或要求更正自己的個人資料，惟該等要求須以書面通知：

The Administrator,  
BestServe Financial Limited  
10/F, One Harbourfront  
18 Tak Fung Street  
Hungghom, Kowloon  
Hong Kong

卓譽金融服務有限公司 - 行政管理人  
香港九龍紅磡德豐街18號海濱廣場一座10樓

Subject to the Ordinance, the Company reserves the right to charge a reasonable fee for the processing of any data access request.

在不違反個人資料(私隱)條例之情況下，本公司保留就處理任何查閱資料的要求而收取合理費用的權利。

If you want to access to information regarding Personal Data Policy and Practices of the Trustee or if you do not want to receive any further direct marketing information, requests can be made in writing to:

如閣下欲索取有關受託人之個人資料政策及執行的資料，或不欲再收到任何直接促銷資料，可致函：

The Corporate Data Protection Officer  
Sun Life Pension Trust Limited  
10<sup>th</sup> Floor, Sun Life Tower, The Gateway, 15 Canton Road, Kowloon, Hong Kong

資料保護主任  
永明退休金信託有限公司  
香港九龍廣東道十五號港威大廈永明金融大樓十樓

Sun Life Pension Trust Limited 永明退休金信託有限公司

**Please send the completed form to: Sun Life MPF Comprehensive Scheme, The Administrator, BestServe Financial Limited**  
10/F, One Harbourfront, 18 Tak Fung Street, Hungghom, Kowloon, Hong Kong Tel 3183 1900 Fax 3183 1901

請將填妥表格交予：永明強積金綜合計劃行政管理人-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10樓 電話 3183 1900 傳真 3183 1901