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永明彩虹強積金計劃—特選私人帳戶投資轉換／更改投資授權表格

SUN LIFE RAINBOW MPF SCHEME –

SPECIAL PRIVATE ACCOUNT SWITCHING / CHANGE OF INVESTMENT MANDATE FORM

1. 本表格所列之更改將取代所有其他之前已遞交行政管理人的指示。This form will supersede any previous instruction(s) which has/have been submitted to the Administrator.
2. 所有部分須以英文正楷填寫。All sections below should be completed in English and in BLOCK letters.

成員姓名 Member Name	計劃編號 Scheme No.
電話號碼 Telephone No.	香港身份證號碼 HKID Card No.

成員必須注意投資市場可能出現顯著的波動，基金單位價格可跌可升。由於處理有關基金轉換投資指示需要一定的時間，因此未必能夠保證達到您預期的結果。在作出投資選擇前，您必須小心衡量個人可承受風險的程度及財政狀況(包括您的退休計劃)。如有任何疑問，請諮詢您的獨立財務顧問了解更多詳情。Members should note that investment markets could fluctuate significantly. Fund prices may go down as well as up. There is no guarantee that, given the time required to implement fund switching instructions, such instructions will achieve your desired results. Please carefully consider your own risk tolerance level and financial circumstances (as well as your own retirement plan) before making any investment choices. If in doubt, please contact your independent financial advisor for further details.

第一部分:SECTION I 預設投資策略 DEFAULT INVESTMENT STRATEGY (DIS)

i) 選擇預設投資策略 SELECTION OF DEFAULT INVESTMENT STRATEGY (DIS)

未來供款及所有現有結餘轉換至預設投資策略
Future contributions and all existing balances to DIS

本人明白本人的未來供款及所有現有結餘將會轉換至預設投資策略並根據本人的年齡按本計劃《主要推銷刊物》中第 3.1A.2 部分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所有現有結餘亦會於本人生日當天或生日後首個交易日(如生日當天並非交易日)* 根據預設的基金分佈自動更改及進行轉換。
I understand my future contributions and all existing balances will be switched to DIS which will be invested in accordance with the pre-determined fund choices mentioned under section 3.1A.2 in the Principal Brochure of the Scheme based on my age. The investment mandate for future contributions will be changed and all existing balances will be switched automatically on my birthday or the next dealing day after my birthday (if the birthday is a non-dealing day)*.

(如閣下已選擇此項目，請略過第二及三部分。Please skip Section II & III if you have selected this option.)

未來供款轉換至預設投資策略
Future contributions to DIS

本人明白本人的未來供款將會轉換至預設投資策略並根據本人的年齡按本計劃《主要推銷刊物》中第 3.1A.2 部分來釐定帳戶中的基金分佈進行投資。未來供款的投資授權亦會於本人生日當天或生日後首個交易日(如生日當天並非交易日)* 根據預設的基金分佈自動更改。現有結餘將繼續投資於現時的投资組合維持不變。
I understand my future contributions will be invested to DIS which will be invested in accordance with the pre-determined fund choices mentioned under section 3.1A.2 in the Principal Brochure of the Scheme based on my age. The investment mandate for future contributions will be changed automatically on my birthday or the next dealing day after my birthday (if the birthday is a non-dealing day)*. All existing balances will be continuously invested in current investment portfolio without changes.

(如閣下已選擇此項目，請略過第二及三(i)部分。Please skip Section II & III (i) if you have selected this option.)

所有現有結餘轉換至預設投資策略
All existing balances to DIS

本人明白本人的所有現有結餘將會轉換至預設投資策略並根據本人的年齡按本計劃《主要推銷刊物》中第 3.1A.2 部分來釐定帳戶中的基金分佈進行投資。所有現有結餘亦會於本人生日當天或生日後首個交易日(如生日當天並非交易日)* 根據預設的基金分佈自動進行轉換。未來供款的投資授權將繼續維持不變。
I understand my all existing balances will be switched to DIS which will be invested in accordance with the pre-determined fund choices mentioned under section 3.1A.2 in the Principal Brochure of the Scheme based on my age. All existing balances will be switched automatically on my birthday or the next dealing day after my birthday (if the birthday is a non-dealing day)*. The investment mandate for future contributions will remain unchanged.

(如閣下已選擇此項目，請略過第二及三(ii)部分。Please skip Section II & III (ii) if you have selected this option.)

* 當相關成員的每年降低風險日正在辦理一個或多個特定的指示(包括認購指示、贖回任何提取指示、更改投資委託書或轉換指示)，每年降低風險程序則將被推遲，並在完成該等指示後的下一個交易日進行。
* When one or more of the specified instructions (including but not limited to subscription instructions, redemption including any withdrawal 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.

ii) 退出預設投資策略 WITHDRAWAL FROM DEFAULT INVESTMENT STRATEGY

若成員希望在每年降低風險安排之前轉出「預設投資策略」，則受託人必須在成員生日前一天之交易日下午 4 時交易截止時間前收到有效的轉出指示。在此截止時間後所收到的任何有效轉出指示，則只有在每年降低風險安排之後才會執行。
If the member wish to switch out of DIS before the annual de-risking, the valid switch out instruction must be received by the Trustee before the cut-off time at 4:00 p.m. on a dealing day before the member's birthday. Any valid switch out instruction received after this cut-off time will only be performed after the annual de-risking.

未來供款(及現有結餘轉換，請填寫第三(i)及(ii)部分。
For future contributions and existing balances, please complete Section III (i) & (ii).

只限未來供款，請填寫第三(i)部分。
For future contributions only, please complete Section III (i).

只限現有結餘轉換，請填寫第三(ii)部分。
For existing balances only, please complete Section III (ii).



第二部分: SECTION II 選擇基金自動導航系統 SELECTION OF FUND CRUISER

本人欲將未來供款及現有結餘轉換至基金自動導航系統，依照本人年齡根據預設基金選擇而作出投資，其後亦會隨本人的年齡遞增而於本人生日當天或生日後之下一個工作日(如生日當天不是工作天)自動作出更改未來供款的投資授權和自動轉換現有結餘的投資組合。
I wish to invest my future contributions and switched my existing balances to Fund Cruiser, which will be invested in accordance with the pre-determined fund choices based on my age and the investment mandate for future contributions automatically changed and existing balance automatically switched on my birthday or the first business day following my birthday (if the birthday falls on a non-business day).

如閣下已選擇第一部分，請略過第二部分。 **Please skip Section II if you have selected Section I.**

第三部分: SECTION III 更改投資授權(適用於未來供款) / 投資轉換 CHANGE OF INVESTMENT MANDATE (CHANGE APPLIES TO FUTURE CONTRIBUTIONS ONLY) / SWITCHING

備註: 1) (只適用於已選擇基金自動導航系統作為投資選擇的成員): 如以下(i)或(ii)之指示執行後，基金自動導航系統將不再適用於閣下的將來供款及現有結餘。 2) 有關詳情，請參閱本表格的重要說明(1)。 **Note: 1) (only applicable to member who has selected Fund Cruiser as investment choice): After the instruction given in either (i) or (ii) has been effected, Fund Cruiser will cease to apply to your future contributions and existing balances. 2) For more details, please refer to important note (1) of this form.**

(i) **更改投資授權(只適用於未來供款) Change of Investment Mandate (Change Applies to Future Contributions Only)**

<u>成份基金</u> <u>Constituent Fund</u>	<u>基金編號</u> <u>Fund Code</u>	<u>供款分配(5%的倍數)</u> <u>Contribution Allocation</u> <u>(in multiples of 5%)</u>
永明強積金保守基金 Sun Life MPF Conservative Fund	CRCPF	%
永明強積金港元債券基金 Sun Life MPF Hong Kong Dollar Bond Fund	CRFIG	%
永明強積金環球債券基金 Sun Life MPF Global Bond Fund	SLFGB	%
永明強積金人民幣及港元基金 Sun Life MPF RMB and HKD Fund	SLRMB	%
永明強積金 65 歲後基金# Sun Life MPF Age 65 Plus Fund#	SL65	%
永明強積金平穩基金 Sun Life MPF Stable Fund	CRSIF	%
永明強積金均衡基金 Sun Life MPF Balanced Fund	CRBPF	%
永明強積金核心累積基金# Sun Life MPF Core Accumulation Fund#	SLCA	%
永明強積金增長基金 Sun Life MPF Growth Fund	CRPGF	%
永明強積金行業股票基金 Sun Life MPF Multi-Sector Equity Fund	SLIGE	%
永明強積金亞洲股票基金 Sun Life MPF Asian Equity Fund	SLRAE	%
永明強積金大中華股票基金 Sun Life MPF Greater China Equity Fund	SLIHC	%
永明富時強積金香港指數基金 Sun Life FTSE MPF Hong Kong Index Fund	SLTHI	%
永明強積金香港股票基金 Sun Life MPF Hong Kong Equity Fund	CRHKE	%
	總和: Total:	100 %

#若成員選擇此基金作為單獨投資，該等未來投資／累算權益將不會遵從降低風險程序。 If member chooses this investment fund as standalone investment, those investments / benefits will not be subject to the de-risking process.

<input type="checkbox"/> (ii) 投資轉換 (只適用於現有結餘) Switching (Switching Applies to Existing Balances Only)				
成份基金 Constituent Fund		由 From (請選擇其中一項 Please chooses ONE option only.) 至 To		
		選擇一 轉出所有基金之全部結餘 Option 1 Switch out ALL existing accrued benefits	選擇二 轉出所選基金之全部結餘 Option 2 Switch out 100% of fund selected	選擇三 轉出所選基金結餘之百分率 Option 3 Switch out specified % of the balance of the fund selected
預設投資策略 Default Investment Strategy (DIS)		每項投資必須為 5% 的倍數 Each investment must be in multiples of 5%		
永明強積金保守基金 Sun Life MPF Conservative Fund	CRCPF	<input type="checkbox"/> 100%		%
永明強積金港元債券基金 Sun Life MPF Hong Kong Dollar Bond Fund	CRFIG	<input type="checkbox"/> 100%		%
永明強積金環球債券基金 Sun Life MPF Global Bond Fund	SLFGB	<input type="checkbox"/> 100%		%
永明強積金人民幣及港元基金 Sun Life MPF RMB and HKD Fund	SLRMB	<input type="checkbox"/> 100%		%
永明強積金 65 歲後基金* Sun Life MPF Age 65 Plus Fund#	SL65	<input type="checkbox"/> 100%		%
永明強積金平穩基金 Sun Life MPF Stable Fund	CRSIF	<input type="checkbox"/> 100%		%
永明強積金均衡基金 Sun Life MPF Balanced Fund	CRBPF	<input type="checkbox"/> 100%		%
永明強積金核心累積基金# Sun Life MPF Core Accumulation Fund#	SLCA	<input type="checkbox"/> 100%		%
永明強積金增長基金 Sun Life MPF Growth Fund	CRPGF	<input type="checkbox"/> 100%		%
永明強積金行業股票基金 Sun Life MPF Multi-Sector Equity Fund	SLIGE	<input type="checkbox"/> 100%		%
永明強積金亞洲股票基金 Sun Life MPF Asian Equity Fund	SLRAE	<input type="checkbox"/> 100%		%
永明強積金大中華股票基金 Sun Life MPF Greater China Equity Fund	SLIHC	<input type="checkbox"/> 100%		%
永明富時強積金香港指數基金 Sun Life FTSE MPF Hong Kong Index Fund	SLTHI	<input type="checkbox"/> 100%		%
永明強積金香港股票基金 Sun Life MPF Hong Kong Equity Fund	CRHKE	<input type="checkbox"/> 100%		%
		總和 Total:		100 %

*若成員選擇此基金作為單獨投資，該等未來投資／累算權益將不會遵從降低風險程序。 If member chooses this investment fund as standalone investment, those investments / benefits will not be subject to the de-risking process.

重要說明 IMPORTANT NOTE

- 第三部分(i)的新投資組合只適用於該指示生效後之未來供款。第三部分(ii)的轉換指示僅適用於帳戶內之結餘並不適用於在處理中之供款(無論該供款於行政管理人收妥此轉換指示前或後收到)。處理中之供款將根據舊的投資選擇作出分配。The new investment choice stated in Section III (i) applies to future contributions after the instruction has been effected. Switching instruction stated in Section III (ii) will apply to the existing account balance only and will not be applied to contributions in process (whether they come in before or after The Administrator received the new switching instruction). Contributions in process will be allocated according to the old investment choice.
- 提交投資指示的截止時間為每個交易日下午四時正。如於同一個交易日收到超過一個由網上退休服務中心或其他途徑(例如郵寄)提交的指示，經網上退休服務中心提交的指示將會被視作無效。如於同一個交易日收到超過一個經由郵寄及/或傳真方式提交的指示，我們只會處理最後收到之指示。若在該情況下有關指示之執行出現延遲，卓譽及永明毋須對因延遲而招致之任何直接、間接、特別或相應損失或損害承擔責任。The cut-off time of instruction submission is 4:00 p.m. every dealing day. If more than one instruction are received within the same dealing day via the Online Pension Services Centre or any other means, such as by post, the instruction submitted via Online Pension Services Centre will be treated as invalid. Only the last received instruction will be proceeded if more than one instruction are received within the same dealing by post and/or facsimile. BestServe and Sun Life shall not be liable for any direct, indirect, special or consequential loss or damages arising from such delay if some delay in executing such instruction happens.
- 如未能符合上述規定，將導致指示被延遲執行。Any failure to comply with the above conditions will result in delay in processing.
- 請注意，如閣下的轉換指示的執行日同為(i)預設投資策略每年降低風險之執行日或(ii)在連續執行提取累算權益及/或預設投資策略每年降低風險的日子，閣下的轉換指示將會順延至完成處理提取累算權益及/或預設投資策略每年降低風險後的下一個交易日處理。在以上任何情況下，任何於轉換指示、提取累算權益及/或預設投資策略每年降低風險正待處理時而提交的轉換指示，將於完成這些正待處理的轉換指示、資產調配指示、提取累算權益及/或預設投資策略每年降低風險後的下一個交易日處理。Please note that if the processing of your switching instruction is scheduled on any day that (i) Annual de-risking of DIS is/are to be processed, the processing of your switching instruction will be postponed to the next dealing day after the day(s) that such Withdrawal of benefits and/or Annual de-risking of DIS is/are being completed. In any of the above circumstances, the processing of any further switching instruction made before the processing of any prior pending consecutive switching instruction, Withdrawal of benefits and/or Annual de-risking of DIS will be postponed to the next dealing day after the day(s) that such pending consecutive switching instruction, Withdrawal of benefits and/or Annual de-risking of DIS is/are being completed.
- 如在「預設投資策略」於 2017 年 4 月 1 日生效時，對於成員的既有帳戶(內含的所有累算權益均投資於前預設投資安排，永明強積金平穩基金，惟一般並無就累算權益作出特定投資指示)(稱為「預設投資帳戶」)，在決定是否將「預設投資帳戶」的累算權益轉移至「預設投資策略」時，將須遵從特別規則及安排。若成員的既有帳戶被視作「預設投資帳戶」，將會收到一份稱為「預設投資策略重新投資通知書」的通知，說明對成員既有帳戶的影響，並給予成員機會，可在累算權益投資於「預設投資策略」之前向受託人作出特定投資指示。在有關特別安排完成前，如閣下遞交投資轉換指示並只轉出「預設投資帳戶」內部分或全部之投資於閣下選擇之成分基金，此舉將被視為閣下已就整個「預設投資帳戶」作出投資選擇並指示將餘下的權益繼續投資於本計劃的前預設投資安排永明強積金平穩基金。同樣地，如閣下提交任何更改的投資授權請求，以將閣下的部分或全部未來供款更改為投資於其他成分基金，閣下將被視為已經為閣下的整個「預設投資帳戶」作出了投資指示，而累算權益會繼續投資於永明強積金平穩基金。未來供款則將根據該指示所示的所有基金選擇作投資；或在授予部分投資授權的情況下，未來供款的投資將按照該指示進行，而餘下部分將投資於永明強積金平穩基金。請進一步注意，任何為「預設投資帳戶」提供的投資指示將在處理該指示後立即生效，而非直至「預設投資策略重新投資通知書」通知期滿後才會生效。

If, on the implementation of Default Investment Strategy on 1 April 2017, your account is identified as a pre-existing account with all accrued benefits being invested into the Previous Default Investment Arrangement, Sun Life MPF Stable Fund, but generally with no specific investment instruction in respect of the accrued benefits being given (known as "DIA account"), there are special rules and arrangements to be applied to determine whether accrued benefits in a DIA account will be transferred to the DIS. If your pre-existing account is considered as a DIA account, you will receive a notice called the DIS Re-investment Notice explaining the impacts on your pre-existing account and giving you an opportunity to give a specified investment instruction to the Trustee before the accrued benefits are invested into the DIS. If, before the completion of these arrangements, you submit a switching instruction to switch out part or all of your benefits in the DIA account to other constituent funds of your own choice, you are considered to have given an investment instruction for your whole DIA account with the remaining part of your benefits continue to invest in the Previous Default Investment Arrangement of the Scheme, Sun Life MPF Stable Fund. Similarly, if you submit any change of investment mandate request to change part or all your future monies to other constituent funds, you are considered to have given an investment instruction for your whole DIA account with your accrued benefits continue to invest in the Sun Life MPF Stable Fund, while future monies will be invested in accordance with all the fund choices indicated in such instruction; or in the case that part of investment mandate is given, the investment of future monies will be in accordance with such instruction while the remaining part will be invested in the Sun Life MPF Stable Fund. Please further note that any investment instruction given for DIA account will take effect immediately after the instruction has been processed and will NOT be effective until after the expiry of the DIS Re-Investment Notice.

6. 當閣下之申請獲處理後會接獲「投資轉換/更改投資授權確認書」。煩請閣下覆核該確認書上的資料，如發現任何不符之處，請儘速與我們聯絡。如在確認書「編印日期」十天內未有接獲閣下回覆，我們將視本確認書上的資料為正確。閣下亦可於寄出表格後十四個工作天，利用自動電話服務或網上退休金服務中心 www.sunlife.com.hk，查證有關更改事宜。倘閣下有任何疑，請致電永明退休金服務熱線 3183-1888。After your request is processed, you will receive "Confirmation of Switching/Change of Investment Mandate". Upon receipt of that confirmation, we would like to seek your assistance to examine the information contained in the confirmation and report any discrepancies to us as early as possible. On not receiving your feedback in 10 days from the "Issue Date", the information on the confirmation shall be considered as final. You can also use our Interactive Voice System or Online Pension Services Centre at www.sunlife.com.hk to check if the corresponding requests have been completed 14 business days after you mail out this form. If you have any question on the status of your instruction, please contact our Sun Life Pension Services Hotline at 3183-1888.

本人作為成員，茲授權永明彩虹強積金計劃（「計劃」）受託人為本人賬戶執行上述投資指示。本人已經閱讀計劃最新《主要推銷刊物》且明白其僅為一般指引，並不構成投資意見。

I, the Member, hereby authorise the Trustee of Sun Life Rainbow MPF Scheme (the 'Scheme') to execute the above investment instruction for my account. I have read the latest Principal Brochure of the Scheme and understand that it is a general guide and does not constitute investment advice.

第四部分: SECTION IV 個人資料收集聲明 PERSONAL INFORMATION COLLECTION STATEMENT

本人/吾等明白及同意永明信託有限公司（「受託人」）可以將其所收集的任何個人資料（不論由此申請表所收集或由其他途徑取得）作以下用途：

- (i) 處理本人/吾等的此項申請及任何其他申請；(ii) 為本人/吾等參與本計劃；(iii) 管理本人/吾等於本計劃的供款和累積權益的事宜；(iv) 進行客戶調查；(v) 為客戶研究及設計金融、保險或退休金產品；(vi) 為本人/吾等甄選及參與獎賞、忠實或特選客戶計劃；(vii) 因上述目的與本人/吾等聯絡；(viii) 與上述目的直接有關的任何其他目的；及 (ix) 為遵守適用的法例、法規或法庭命令。

受託人可為以上目的披露本人/吾等的個人資料予 (a) 為協助受託人就此用途（不論在香港或其他地方）而提供服務的第三方，包括計劃管理人（條件是有關承辦商須把所有個人資料保密並只會為提供有關服務而使用個人資料）；(b) 本人/吾等的銀行作繳款用途；(c) 本人/吾等的保險經紀（如有）；(d) 本人/吾等的強積金中介人；(e) 受託人的關連公司（根據公司條例訂明）包括保險公司及金融服務機構；(f) 受託人及其關連公司（不論在香港與否）為遵守監管當局或其他機構發出之指引或其就法例、法規或法庭頒令所約束或規定之責任而需向其作出披露的任何人士；(g) 有關僱主；及 (h) 按法例要求或准許的其他人士。

受託人可就法例准許或於獲得本人/吾等的同意後披露或將本人/吾等的個人資料作其他用途。

本人/吾等明白本人/吾等所提供之個人資料均屬自願，然而倘若未能提供所需個人資料，可導致受託人無法處理本人/吾等的申請。本人/吾等有權查閱及要求更正受託人持有有關本人/吾等的個人資料，有關要求可以書面形式郵寄至香港九龍紅磡德豐街 18 號海濱廣場一座 10 樓卓譽金融服務有限公司退休金管理部經理。受託人可就處理任何該等要求收取合理費用。

I/We understand and consent that, any personal data collected by Sun Life Trustee Company Limited ("Trustee") (whether collected in this application form or otherwise) may be used by the Trustee for the following purposes:

- (i) processing this application and any other applications I/we make; (ii) enrolling me/us in the Scheme; (iii) administering and managing my / our contributions and accrued benefits under the Scheme; (iv) conducting customer surveys; (v) researching and designing financial, insurance or pensions products for customer use; (vi) selecting and participating in reward, loyalty or privileges program and related service for me/us; (vii) contacting me/us for the above purposes; (viii) purposes which are directly related to the above purposes; and (ix) complying with applicable laws, regulation or court order.

The Trustee may disclose my/our personal data for the above purposes: (a) to third parties who provide services in Hong Kong or elsewhere which assist the Trustee to carry out the above purposes, including scheme administrator (provided that such contractors are required to keep all such personal data confidential and may only use the personal data to provide those services); (b) to my/our bank for payment purposes; (c) to my/our insurance broker (if any); (d) to my MPF intermediaries; (e) to the Trustee's related companies (as defined in the Companies Ordinance) including insurance companies and financial services companies; (f) to any person to whom the Trustee or its related companies (inside or outside Hong Kong) is under an obligation to make disclosure under the requirements of any law, regulation or court order binding on or applying to or to which the Trustee or its related companies (inside or outside Hong Kong) is subject to, or under and for the purposes of any guidelines issued by regulatory or other authorities with which the Trustee or its related companies (inside or outside Hong Kong) is expected to comply; (g) relevant employer(s) and (h) as otherwise required or permitted by law.

The Trustee may also use and disclose my/our personal data in other ways with my/our consent or as otherwise required or permitted by law.

I/We understand that the information I/we give is voluntary, but failure to provide the requested personal data may mean the Trustee is unable to process my/our application. I/We have the right to seek access to and request correction of any personal data the Trustee holds about me/us by sending a written request to The Manager, Pensions Administration Department, BestServe Financial Limited, 10/F, One HarbourFront, 18 Tak Fung Street, Hung Hom, Hong Kong. The Trustee may charge a reasonable fee for the processing of any such requests.

成員簽署 Signature of Member

請簽署 Please sign here 

日期 Date (日 dd/月 mm/年 yyyy) _____

請將填妥表格交予：永明彩虹強積金計劃行政管理人 — 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 1888 傳真 3183 1889

Please send the completed form to: Sun Life Rainbow MPF Scheme, The Administrator, BestServe Financial Limited
10/F, One Harbourfront, 18 Tak Fung Street, Hunghom, Kowloon, Hong Kong Tel 3183 1888 Fax 3183 1889