

更改僱主資料 / 供款方法通知書

Notice of Change of Employer's Particulars / Contribution Method

注意 Note:

- 請以英文正楷填寫。 Please complete in BLOCK LETTERS.
- \*請刪除不適用者。 \* Please delete whichever is inappropriate.
- 請於適當位置加上✓號。 Please ✓ the appropriate box.
- 如實體的稅務居民身分及/或控權人的自動交換財務帳戶資料紀錄有所改變，必須在改變後的 30 天內通知受託人有關的改變並提供最新的自我證明表格。 An entity account holder should notify our Company and provide an updated Self-Certification form within 30 days if there is any change in circumstances relating to its tax residency(ies) status and/or Automatic Exchange of Financial Account Information about controlling person(s).

(I) 僱主資料及生效日期 EMPLOYER DETAILS & EFFECTIVE DATE OF CHANGES

參與計劃編號 Participating Scheme No.	僱主名稱 Name of Employer	生效日期 Effective Date of Changes  日 DD/月 MM/年 YYYY
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(II) 資料更改詳情 PARTICULARS OF CHANGE(S)

<input type="checkbox"/> <b>更改通訊地址 Change of Correspondence Address</b> 室 Flat/Room 樓 Floor 座 Block 大廈/屋邨名稱 Name of Building/Estate 門牌號碼 Street No. 街道名稱 Name of Street 地區 District				<input type="checkbox"/> 香港 HK <input type="checkbox"/> 九龍 KLN <input type="checkbox"/> 新界 NT	只適用於香港以外地址 Applicable to address outside HK only 城市 City 國家/地區 Country/ Region
<input type="checkbox"/> <b>更改註冊地址 Change of Registered Address</b> (請提供有效的商業登記證及/或公司註冊證書及/或其他有關的登記證之副本。 Please provide a copy of valid Business Registration Certificate and/or Certificate of Incorporation and/or other relevant registration documents) 室 Flat/Room 樓 Floor 座 Block 大廈/屋邨名稱 Name of Building/Estate 門牌號碼 Street No. 街道名稱 Name of Street 註冊地點 Place of Incorporation 地區 District				<input type="checkbox"/> 香港 HK <input type="checkbox"/> 九龍 KLN <input type="checkbox"/> 新界 NT	只適用於香港以外地址 Applicable to address outside HK only 城市 City 國家/地區 Country/ Region
<input type="checkbox"/> <b>更改現時營業地址 Change of Current Business Address</b> (請提供有效的商業登記證及/或公司註冊證書及/或其他有關的登記證之副本。 Please provide a copy of valid Business Registration Certificate and/or Certificate of Incorporation and/or other relevant registration documents) 室 Flat/Room 樓 Floor 座 Block 大廈/屋邨名稱 Name of Building/Estate 門牌號碼 Street No. 街道名稱 Name of Street 地區 District				<input type="checkbox"/> 香港 HK <input type="checkbox"/> 九龍 KLN <input type="checkbox"/> 新界 NT	只適用於香港以外地址 Applicable to address outside HK only 城市 City 國家/地區 Country/ Region
<input type="checkbox"/> <b>更改*業務名稱 / 公司法定名稱 Change of * Business Name / Company Legal Name</b> 請附上商業登記證，及如適用，公司更改名稱註冊證書(適用於有限公司)之副本。 Please also submit a copy of the Business Registration Certificate, and if applicable, the Certificate of Incorporation on Change of Name (for limited company). 新*業務名稱 / 公司法定名稱: New * Business Name / Company Legal Name: _____ 登記號碼 Registration No.: _____					
注意：若貴公司為有限公司或合夥經營公司，本表格之授權簽署人必須為公司董事/合夥人。其他類別的公司，請由擁有人/主席簽署本表格。 Note: For limited company or partnership, the authorized signatories of this form <b>MUST</b> be the company directors/partners. For other types of entity, please sign by owner/chairman on this form.					
<input type="checkbox"/> <b>更改僱主聯絡詳情 Change of Employer Contact Details</b>					
新聯絡人名稱 Name of New Contact Person:			新聯絡人職銜 Title of New Contact Person:		
新電郵地址 New Email Address:			新傳真號碼 New Fax No.:		
新辦公室電話號碼 New Business Phone No.:			新本地流動電話號碼 New Local Mobile No. <b>(852)</b>		

中銀國際英國保誠信託有限公司

香港太古城英皇道 1111 號 15 樓 1507 室  
 電郵 E-mail : mpf@bocpf.com

BOCI-Prudential Trustee Limited

Suite 1507, 15/F, 1111 King's Road,  
 Taikoo Shing, Hong Kong



(III) 更改供款方法/方式 CHANGE OF CONTRIBUTION METHOD / FREQUENCY

更改供款方式 Change of Contribution Frequency

僱員組別 Employee Group:

所有僱員 All

就指定僱員，請註明 In respect of specified employees, please specify \_\_\_\_\_

供款方式 Contribution Frequency:

每月 Monthly                       每半個月 Semi-Monthly                       其他，請註明 Others, please specify \_\_\_\_\_

薪金週期 Payroll Covering Period:

由每月\_\_\_\_\_日至\*該月/下一個月\_\_\_\_\_日

From \_\_\_\_\_ day of the month to \_\_\_\_\_ day of the \* that / following month

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更改付款方法 Change of Payment Method

自動轉賬 Autopay (請填妥直接付款授權書 Please complete Direct Debit Authorization Form)                       Cheque 支票

(IV) 個人資料收集聲明 PERSONAL DATA COLLECTION STATEMENT

我的強積金計劃(「本計劃」)之參與僱主提供的個人資料及該等人士的交易詳情可用作處理本計劃的申請、處理及管理本計劃下的供款、累算權益、申索和轉移的用途，及/或用作進行直接促銷、改善或進一步提供本公司有關強積金產品及/或服務的用途。提供個人資料屬自願性質，唯未能向受託人提供所需資料，可能導致受託人不能處理有關申請及指示。如受託人或其他服務供應商認為有需要，他們可(在香港特別行政區及以外地區)使用、披露及轉移個人資料予有關人士，包括但不限於任何司法管轄區的監管機構和政府機關，以及受託人的母公司、聯營公司及其他集團成員，以便向參與僱主提供有關本計劃的服務或任何與本計劃直接有關的用途，及/或核對該名參與僱主的其他個人資料。參與僱主有權查閱及更正任何其個人資料，或要求不得使用其個人資料作直接促銷用途。如有此需要，請致函香港太古城英皇道 1111 號 15 樓 1507 室，向中銀國際英國保誠信託有限公司資料保障主任提出。

Personal data provided by participating employers of My Choice Mandatory Provident Fund Scheme ("the Scheme") and details of transactions or dealings by such participating employers may be used for the purposes of processing the application, administering and managing contributions, accrued benefits, claims and transfers under the Scheme, and/or for the purpose of conducting direct marketing of, improving, or furthering the provision of MPF related products and/or services of the company. The provision of personal data is voluntary, but failure to provide the information required may result in the Trustee being unable to process the application and instructions. These information may be used, disclosed and transferred (in and outside the Hong Kong Special Administrative Region) to such persons as the Trustee or any service providers may be considered necessary, including but not limited to regulators and government authorities in any jurisdiction and any parent and affiliated companies and other group companies of the Trustee for the purpose in connection with the services of the Scheme and any purposes directly related to the Scheme and/or in connection with data matching with other personal data concerning the relevant participating employer. Participating employers have a right to access to and correct any personal data or to request that personal data about them not be used for direct marketing purposes. Such request should be in writing to the Data Protection Officer of BOCI-Prudential Trustee Limited at Suite 1507, 15/F, 1111 King's Road, Taikoo Shing, Hong Kong.

如閣下不欲個人資料用作上述直接促銷用途，請在方格內填上剔號(此指示適用於閣下於本公司強積金計劃開立之所有賬戶(包括本公司其他強積金計劃、職業退休計劃及/或所有將來開立之賬戶))。

Please tick if you do not wish your personal data to be used for the above direct marketing purpose (this instruction applies to all your accounts set up under our MPF/ORSO schemes (including all our other MPF/ORSO schemes and/or any further accounts set up in the future)).

(V) 聲明及簽署 DECLARATION AND SIGNATURE

- 我們以簽署此通知書作為聲明此通知書內所提供之資料為真實及正確。  
We declare that all information given in this Notice is true and correct by signing of this Notice.
- 我們確認已閱讀、明白及同意(IV)部內的個人資料收集聲明。  
We confirm that we have read, understood and agreed to the Personal Data Collection Statement in Part (IV).
- 我們知悉及同意，受託人可把收集所得的資料交給稅務局以將資料交到另一申報稅務司法管轄區的主管部門，以作自動交換財務帳戶資料用途以遵守稅務法律及規例(包括但不限於《稅務條例》(第 112 章)和根據自動交換資料有關的經濟合作與發展組織(OECD)《通用報告準則》(CRS)的規則)。  
We acknowledge and agree that the data collected may be transmitted by the Trustee to the Inland Revenue Department for which may further exchange such information to the competent authority of another reportable jurisdiction for the purpose of Automatic Exchange of Financial Account Information ("AEOI") in compliance with tax law and regulations (including but not limited to the Inland Revenue Ordinance (Cap.112) and regulations based on the Organisation for Economic Co-operation and Development (OECD) Common Reporting Standard (CRS) for automatic exchange of information).
- 我們承諾，如實體的稅務居民身分及/或控權人的自動交換財務帳戶資料紀錄有所改變，必須在改變後的 30 天內通知受託人有關的改變並提供最新的自我證明表格。  
We undertake to notify the Trustee and provide an updated Self-Certification form within 30 days if there is any change in circumstances relating to the tax residency(ies) status of the Entity and/or Automatic Exchange of Financial Account Information about controlling person(s).

授權簽署及公司印章 Authorized Signature(s) with Company Chop



日期 Date (日 DD/月 MM/年 YYYY):

公司專用 For Official Use Only

Input by :		Date :		Verified by :		Date :	
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