

Personal Information Collection Statement 個人資料收集說明書

The provision of information and other personal data by you is on a voluntary basis. However, failure to provide us with the information and other personal data as requested may result in your application/instruction not being able to be processed. The information and other personal data provided by you will only be accessed and handled by Principal Trust Company (Asia) Limited (“the Trustee and Administrator”) and its affiliate(s), Principal Insurance Company (Hong Kong) Limited (“the sponsor”), Principal Investment & Retirement Services Limited (“the promoter”) of the schemes (collectively, “the Companies”) and the relevant persons stated herein below.

The information and other personal data collected from you from time to time will be used for the purposes of: (1) processing your application for participation under the Schemes; (2) administering and managing your contributions and accrued benefits under the Schemes; (3) carrying out your instructions or responding to any enquiries given or purporting to be given by you or on your behalf; (4) direct marketing of mandatory provident fund (“MPF”), retirement schemes, MPF and retirement schemes related services and products of Principal Trust Company (Asia) Limited and its member company(ies); (5) providing MPF and retirement schemes related services; (6) maintaining statistical data and providing a database for product and market research; (7) compliance with applicable laws, regulations, guidelines or guidance given or issued by any legal, regulatory, governmental, tax, law enforcement or other authorities, or self-regulatory or industry bodies or associations of financial services providers within or outside the Hong Kong Special Administrative Region (“Hong Kong”), including but not limited to the Foreign Account Tax Compliance Act and the Common Reporting Standard; and (8) any other purposes relating or incidental to the above.

Furthermore, for the purpose of automatic exchange of financial account information, such information and information regarding the account holder and any reportable account(s) may be reported by the Trustee and its member company(ies) to the Inland Revenue Department of the Government of Hong Kong (“IRD”) and exchanged with the tax authorities of another jurisdiction or jurisdictions in which the account holder may be resident for tax purposes, pursuant to the legal provisions for exchange of financial account information provided under the Inland Revenue Ordinance (Cap.112 of the Laws of Hong Kong). You shall advise us of any change in circumstances which affects the tax residency status of the account holder, and to provide us with a suitably updated self-certification form within 30 days of such change in circumstances.

You may visit the IRD website that sets out information relating to the implementation of automatic exchange of financial account information in Hong Kong: [http://www.ird.gov.hk/eng/tax/dta\\_aeoi.htm](http://www.ird.gov.hk/eng/tax/dta_aeoi.htm).

Your personal data (name, contact details and account records) may be used for direct marketing of MPF products, retirement schemes, MPF and retirement schemes related services and products of the Trustee and its member company(ies) only with your consent.

Your personal data may be transferred/disclosed to the following parties (whether within or outside Hong Kong) for any of the purposes stated above: (1) any agent, contractor, third party service provider, or any company(ies) within the same group of companies to which the Trustee belongs which provides administrative, telecommunications, computer, data processing or storage, marketing, professional or other services to the Trustee in connection with their business operations; (2) any person to whom the Trustee is under an obligation to make disclosure under the requirements of any laws and regulations binding on the Trustee or any of its member company(ies) or under and for the purposes of any guidelines issued by regulatory, tax or other authorities with which the Trustee or its member companies are expected to comply; and (3) any actual or proposed assignee of the Trustee or participant or sub-participant or transferee of the rights of the Trustee in respect of you.

Under the Personal Data (Privacy) Ordinance (Cap.486 of the Laws of Hong Kong), you have a right to request access to and correction of any of your personal information held by the Companies and to request not to use your personal data for direct marketing purpose as stated above. The aforesaid requests can be made in writing to: Data Protection Officer, Principal Trust Company (Asia) Limited, 30/F, Millennium City 6, 392 Kwun Tong Road, Kwun Tong, Kowloon, Hong Kong. If you have any questions or wish to know more about our privacy policy, please send your enquiry to the above address or contact us at (852) 2827 1233.

閣下提供的資料及其他個人資料純屬自願性質。然而，如未能提供所需資料及其他個人資料，可能導致閣下的申請/指示不獲處理。閣下提供的資料及其他個人資料僅供信安信託(亞洲)有限公司(「受託人及管理人」)、美國信安保險有限公司(「保薦人」)及信安投資及退休金服務有限公司(「推銷商」)(統稱「公司」)及以下所指的相關人士/機構使用及處理。

向閣下所收集的資料及其他個人資料將會用作下列用途：(1) 處理閣下就該計劃的申請；(2) 處理及管理閣下於該計劃的供款及累積權益；(3) 執行閣下的指示或答覆閣下或閣下代表的查詢；(4) 直接促銷信安信託(亞洲)有限公司及其成員公司的強制性公積金(「強積金」)產品、退休計劃、強積金及退休計劃的相關服務及產品；(5) 提供強積金及退休計劃的相關服務；(6) 維持統計數據及用作產品及市場研究資料庫；(7) 遵守有關不論於香港特別行政區境內或境外的任何法律、監管、政府、稅務、執法或其他機關，或金融服務供應商的自律監管或行業組織或協會作出或發出的任何適用的法律、規則、指引或指導，包括但不限於《外國帳戶稅務合規法案》及共同匯報標準；及(8) 用作與任何上述有關的用途。

除上述以外，受託人及其成員公司可根據<稅務條例>(香港法例第112章)有關交換財務帳戶資料的法律條文，及作自動交換財務帳戶資料用途，把該等資料和關於帳戶持有人及任何須申報帳戶的資料向香港特別行政區政府稅務局(「稅務局」)申報，從而把資料轉交到帳戶持有人的稅務管轄區的稅務當局。如情況有所改變，以致影響帳戶持有人的稅務居民身分，閣下會通知本公司，並會在情況發生改變後30日內，向本公司提交一份已適當更新的自我證明表格。

閣下可參閱稅務局網站 [http://www.ird.gov.hk/chi/tax/dta\\_aeoi.htm](http://www.ird.gov.hk/chi/tax/dta_aeoi.htm) 以了解香港實施自動交換財務帳戶資料的詳情。

只有在閣下的同意下，閣下的個人資料(姓名，聯絡資料和戶口記錄)或會用於直接促銷本公司及其成員公司的強制性公積金的產品，退休計劃，強積金相關的服務和產品。

閣下的個人資料可能轉移/披露予以下的人士(不論在香港特別行政區內外)作為上述所載的任何用途：(1) 在業務上向受託人提供行政、電訊、電腦、數據處理或儲存、市場推廣、專業或其他任何服務的代理、承包商、第三方服務供應商或本公司所屬公司集團旗下的任何公司；(2) 就受託人或其成員公司所需遵守的法律及規則要求，或按監管機構、稅務或其他主管機構要求受託人或其成員公司需遵守的指引，受託人因而有責任要向其披露的任何人士；及(3) 允許任何受託人的實際或建議承讓人或受託人所持客戶權益的分享者、再分享者、受讓人擁有有關客戶資料的權利。

根據個人資料(私隱)條例(香港法例第486章)，閣下有權要求查閱及更正該公司所持有閣下的個人資料及要求閣下的個人資料不被用作上述的直接促銷用途。上述要求可以書面形式通知保障資料主任，信安信託(亞洲)有限公司，香港九龍觀塘觀塘道392號創紀之城6期30樓，閣下如有任何疑問或欲進一步了解本公司的私隱政策，請致函到上述地址或致電(852) 2827 1233與本公司聯絡。

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\*OBJTNBSIGN\*

Name of Employer 僱主名稱:

Contract No. 合約編號:

Effective Date 生效日期:

### AUTHORIZATION 授權

We hereby authorize the signature(s) and/or the email account(s) below and confirm their validity for all pension related documents until superseded by a later authorization.

本公司現授權下列人士之簽署及/或透過該電子郵箱傳送之有關退休金文件均為有效，此聲明將有效至新申報通知為止。

Authorized Signature with company chop^

認可簽署及公司印鑑^

Date (dd/mm/yyyy)

日期 (日/月/年)

Full Name

全名

Title

職銜

Nationality

國籍

The signer / authorized officer shall provide his/her HKID/Passport copy. For new scheme set up, such HKID/Passport copy shall be certified as true copy by a MPF Intermediary, an accounting professional, an estate agent, a legal professional or a Trust or Company Service Provider licensee. 簽署人/授權代表須提供香港身份證/護照副本。當成立新計劃，該香港身份證/護照副本須經由強積金中介人、會計專業人士、地產代理、法律專業人士或信託或公司服務持牌人核實為真實副本。

^Please ✓ where appropriate. 請在適當地方加上✓號

- For Corporations - This form must be signed by a company director, the company secretary or such other duly authorized person(s) of the corporation. Copies of the latest Business Registration, Certificate of Incorporation and/or Certificate of Change of Name (where applicable) and Article of Association of the Corporation shall be provided.  
若為法團公司 - 本表格必須由公司董事、公司秘書或經正式授權人士簽署，並附上最新商業登記，公司註冊證書及/或公司更改名稱證書（如適用）及組織章程細則的副本。
- For Sole Proprietorship / Partnership - This form must be signed by the sole proprietor or if a partnership, any one of the partners. A copy of the Business Registration and a copy of the Certified Extract of Information on the Business Register Business Registration relating to the sole proprietorship / partnership issued by the Inland Revenue Department shall be provided.  
若為獨資或合夥 - 本表格必須由獨資經營者/任何一位合伙人簽署，並附上最新商業登記副本，及由稅務局就該獨資或合夥發出的商業登記冊內資料摘錄的核證本之副本。
- For other Unincorporated Body (e.g. association or society) - This form must be signed by an individual who has the due authority to act on behalf of the organization. Copies of the registration document issued by the relevant government or regulatory body, the constitution / by-laws of the organization (if applicable) and supporting document(s) evidencing due authorization of the signer to act on behalf of the organization (e.g. authorization letter, resolution or minutes) shall be provided.  
若為其他非法人團體（如會社或社團） - 本表格必須由該組織之正式授權人簽署，並附上由有關政府或監管機構發出的登記文件、該組織的組織章程/細則（如適用）及有關證明簽署人士已獲正式授權的證明文件（例如授權書、組織決議或會議記錄）的副本。

Copy of the authorized officer and the appointed authorized signer's HKID/Passport shall be provided. For new scheme set up, such HKID/Passport copy shall be certified as true copy by a MPF Intermediary, an accounting professional, an estate agent, a legal professional or a Trust or Company Service Provider licensee.

授權代表及指定的授權簽署人須提供香港身份證/護照副本。當成立新計劃，該香港身份證/護照副本須經由強積金中介人、會計專業人士、地產代理、法律專業人士或信託或公司服務持牌人核實為真實副本。

**AUTHORIZED OFFICER(S) 授權人簽署**

1.  Add Signature/ Email address\*新增簽署/ 電郵地址\*

Delete Signature/ Email address\*刪減簽署/ 電郵地址\*

Full Name 全名: \_\_\_\_\_

Full Name 全名: \_\_\_\_\_

Title 職銜: \_\_\_\_\_

Title 職銜: \_\_\_\_\_

Nationality 國籍: \_\_\_\_\_

Email Address 電子郵箱: \_\_\_\_\_

Signature 簽署: \_\_\_\_\_

2.  Add Signature/ Email address\*新增簽署/ 電郵地址\*

Delete Signature/ Email address\*刪減簽署/ 電郵地址\*

Full Name 全名: \_\_\_\_\_

Full Name 全名: \_\_\_\_\_

Title 職銜: \_\_\_\_\_

Title 職銜: \_\_\_\_\_

Nationality 國籍: \_\_\_\_\_

Email Address 電子郵箱: \_\_\_\_\_

Signature 簽署: \_\_\_\_\_

3.  Add Signature/ Email address\*新增簽署/ 電郵地址\*

Delete Signature/ Email address\*刪減簽署/ 電郵地址\*

Full Name 全名: \_\_\_\_\_

Full Name 全名: \_\_\_\_\_

Title 職銜: \_\_\_\_\_

Title 職銜: \_\_\_\_\_

Nationality 國籍: \_\_\_\_\_

Email Address 電子郵箱: \_\_\_\_\_

Signature 簽署: \_\_\_\_\_

\* Please delete where appropriate 請刪去不適用者