

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.

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 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。

Continued on next page (請轉移到下頁)

Important Notice 重要事項：

- Surrender of units of all investment funds will take place upon receipt of (1) all required documents for termination; (2) due date of last contributions; and (3) the last date of employment, whichever is later. 所有投資基金單位之賣出將於(1)所需文件收訖後；(2)最後供款之供款到期日；及(3)最後受僱日後處理，以較後之日期為準。
- As stated in the Administration Guide, required documents for termination include fund transfer form, member claim form with supporting documents and member's written acknowledgement of Severance Payment / Long Service Payment. 根據行政指引，終止成員福利全部所需文件包括累算權益轉移申報表格，成員索償表格及證明文件，成員遣散費或長期服務金之收訖證明。
- If no instruction is given by the employer, long service payment/severance payment will be offset by employer's voluntary contribution followed by mandatory contribution. 如僱主未有作出指示，長期服務金/遣散費之抵銷次序為僱主的自願性供款然後強制性供款。

Name of Employer 僱主名稱：	
Contact Person 聯絡人姓名：	
Contract No. 合約編號：	Tel. No. 電話號碼：

(1) Name of Member 成員姓名： _____ (2) Member No. 成員編號： _____

(3) HKID / Passport No. 香港身份證/護照號碼： _____

(4) Last Day of Employment 最後受僱日期： _____ (5) Please specify the contract no. of other Principal ORSO Scheme the member has 請註明該成員參與其他信安的職業退休計劃合約編號： _____
 dd/mm/yyyy 日/月/年

- (6) Please complete this section if the member's termination 請填寫此部份若成員離職原因:-
- relates to Intra-Group Transfer; or 與內部調任有關；或
 - involves any employer voluntary contributions under the MPF account; or 涉及強積金戶口內僱主作出的自願性供款；或
 - requires an offset of the severance payment / long service payment offset; or 需要抵銷遣散費或長期服務金；或
 - death 身故

Reason of Termination of Employment 離職原因： *Please (✓) the appropriate box 請在適當的格內加 (✓) 號
 For Termination Reasons of A to D and G to J, please read and complete section (7) below. 如選擇 A 至 D 及 G 至 J 離職原因，僱主請細讀第 7 項及作出選擇。

The Reason of Termination is obtained for the purpose of determining the entitlement of Severance Payment / Long Service Payment offset 填寫離職原因用作判斷扣減遣散費或長期服務金的資格：

- A. Early Retirement (between 60 to 64) / Normal Retirement, attain 65 / Late Retirement 提早退休，年屆 60 至 64 / 正常退休，年屆 65 / 延遲退休
- B. Death 身故
- C. Total Incapacity 完全喪失工作能力
- D. Redundancy / Laid Off 遣散 / 裁員
- E. Resignation 辭職
- F. Intra-Group Transfer To 調任聯繫 / 附屬公司至： _____
 Effective Date 生效日期： _____ dd/mm/yyyy 日/月/年
 For Guaranteed Fund purpose 就保證基金而言： Any termination of employment 是否合乎終止受僱的規定？ Yes 是 No 否
- G. Dismissal 解僱
- H. Termination by expiration of Employment Contract 因合約到期而解僱
- I. Summary Dismissal 被即時解僱 (not entitled to Severance Payment / Long Service Payment 沒有資格獲得遣散費或長期服務金)
 and withholding of Employer's voluntary contributions 及不給予僱主作出的自願性供款 (please provide supporting documents 請提供證明文件)
 and no withholding of Employer's voluntary contributions 及給予僱主作出的自願性供款
 An employer may summarily dismiss an employee without notice or payment of wages in lieu of notice if the employee, in relation to his employment:-
 (a) wilfully disobeys a lawful and reasonable order; (b) misconducts himself; (c) is guilty of fraud or dishonesty; or (d) is habitually neglectful in his duties 僱主可無須給予通知或代通知金而即時解僱該僱員如果僱員在與其僱傭有關的事宜上：(a) 故意不服從僱主合法而又合理的命令；(b) 行為不當；(c) 犯有欺詐或不忠實行為；或 (d) 慣常疏忽職責。
- J. Others (please specify) 其他原因 (請註明)： _____

(7) **Severance Payment / Long Service Payment offset** 抵銷遣散費 / 長期服務金
 (Note: If the Employer does not tick the box, this means that no refund of Severance Payment / Long Service Payment to the Employer is required. 註：如沒有作出任何選擇，遣散費/長期服務金無需退還僱主。)

Yes 有 Employer **MUST** confirm the following and attach the member's written acknowledgement of Severance Payment / Long Service Payment paid by the Employer for further processing 僱主必須證明以下及附上成員遣散費或長期服務金之收訖證明，否則有關程序將無法完成：

(i) the Severance Payment / Long Service Payment paid to the terminated member is calculated in accordance with the relevant provisions of the Employment Ordinance (Cap.57) ("Ordinance") 已按照《僱傭條例》(第 57 章) ("條例") 計算及支付遣散費或長期服務金予離職成員；

(ii) the amount of Severance Payment / Long Service Payment so paid is to be offset against the accrued benefits derived from the employer contributions paid by the Employer in respect of this terminated member 有關之遣散費或長期服務金，須從離職成員於本公司成立之退休計劃的僱主供款的累算權益中作出抵銷；and 及

(iii) such offset is made in accordance with the relevant provisions of the Ordinance. 此項抵銷是根據條例內的有關條款作出處理。

(8) I/we agree to indemnify the Trustee against any loss arising from any claim whatsoever made by the Member, his/her executors, administrators or assigns (whether successfully contested or, alternatively admitted at your discretion) arising out of or in any way connected to such payment made to me/us in accordance with the relevant statutory provision. 就申請上述前一段的款項，如受託人因該會員/成員、其遺囑執行人、財產管理人或轉讓人就有關此項按相關法例條文所支付的款項提出任何申索 (不論該等申索被成功駁回或被酌情接納) 而引致任何損失，本人/吾等同意向受託人作出賠償。

For and on behalf of the Employer 代表僱主

Date 日期 dd/mm/yyyy 日/月/年

Authorized Signature 授權簽署



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