

## (1) Scheme Information 計劃資料 (This section must be completed 此部份必須填寫)

Contract no.

合約編號

Name of Employer

僱主名稱

## (2) Details of Change 更改詳情 (Please complete details to be changed 請填妥所需更改的資料)

With effect from

由

, I / We request to change the information indicated below:

開始，本人/吾等要求更改以下資料：

(Please tick and complete as appropriate. 請選擇及填妥需要更改的資料。)

- Name of Employer  
僱主名稱

English 英文

Chinese 中文

(For limited companies, please provide a true copy of the Certificate of Incorporation and/or the Certificate of Change of Name (where applicable) certified by a Director; for non-Hong Kong companies, please provide a true copy of the Certificate of Registration of Non-Hong Kong Company and/or the Certificate of Registration of Change of Corporate Name of Non-Hong Kong Company (where applicable) certified by a Director; for other types of legal entities, please provide a copy of the Certified extract of information on the Business Register Business Registration provided by the Inland Revenue Department. 若為本地公司，請提供由董事核實之公司註冊證書及/或公司更改名稱證書（如適用）的核實副本；若為非香港公司，請提供由董事核實之非香港公司註冊證明書及/或非香港公司更改法人名稱註冊證明書（如適用）的核實副本；若為其他類別的法人實體，請提供由稅務局發出的商業登記冊內資料摘錄的核證本之副本。)

- Registered Address  
(P.O. Box Address is not accepted)  
註冊地址(不接納郵箱地址)

Room/Flat 室 Floor 樓層 Block 座 Name of Building 大廈名稱

Street No. 街/道號碼

Name of Street 街/道名稱

City 城市

 Hong Kong 香港  Kowloon 九龍  N.T. 新界

Country 國家

Post Code/Zip Code  
郵政編碼/郵遞區號碼

(Please attach a copy of Business Registration Certificate. 請附上商業登記証副本。)

- Business Address  
營業地址

Room/Flat 室 Floor 樓層 Block 座 Name of Building 大廈名稱

Street No. 街/道號碼

Name of Street 街/道名稱

City 城市

 Hong Kong 香港  Kowloon 九龍  N.T. 新界

Country 國家

Post Code/Zip Code  
郵政編碼/郵遞區號碼

- Mailing Address  
通訊地址

Room/Flat 室 Floor 樓層 Block 座 Name of Building 大廈名稱

Street No. 街/道號碼

Name of Street 街/道名稱

City 城市

 Hong Kong 香港  Kowloon 九龍  N.T. 新界

Country 國家

Post Code/Zip Code  
郵政編碼/郵遞區號碼

Contact Person  
聯絡人

Surname Given Name

姓 名

Chinese 中文

Title 職銜  
(Please provide the contact details in the meantime. 請同時提供聯絡資料。)

Contact Details  
聯絡資料

(a) Tel no. (b) Fax no.  
電話號碼 傳真號碼

(c) Mobile phone no. (d) E-mail address#  
流動電話號碼 電子郵箱#

#e-Statement Notification Service may be sent to the above E-mail address 電子報表通知服務將會發送到以上電郵地址

Opt to receive hard copy statement by post (e-Statement Notification Service will be suspended)  
選擇以郵遞方式收取報表的列印本 (電子報表通知服務將暫停)

Contribution Arrangement  
供款安排

#### Part I - Mode of Payment 供款方式

- Monthly (i.e. first day of each calendar month to the last day of the calendar month)  
每月 (即每曆月的首日至最後一日)
- Weekly  
每週
- Semi-monthly  
每半個曆月
- Others : Please specify  
其他 : 請註明 \_\_\_\_\_

#### Part II - Method of Payment 付款方法

- Autopay (Note 1)  
自動轉帳 (附註 1)
- Note 1: Please attach Direct Debit Authorization form  
附註1: 請遞交直接付款授權書
- Cheque (Note 2)  
支票 (附註 2)
- Note 2: Please issue cheque payment to  
Principal MPF – Smart Plan: "PTC - Smart Plan"  
Principal MPF – Simple Plan: "PTC - Simple Plan"  
附註2: 請用以下支票抬頭支付供款  
信安強積金 - 明智之選: "信安 - 明智之選"  
信安強積金 - 易富之選: "信安 - 易富之選"

#### Part III - Arrangement of Remittance Statement 供款報表安排

- Pre-printed Contribution Listing with relevant income of previous contribution period & contribution records listed  
詳列上一個供款期之有關入息及供款額的成員供款資料
- e-Contribution on Principal Retirement Service Centre, and no Pre-printed Contribution Listing is required  
信安退休服務中心 提供的網上供款 · 不需要預印成員供款資料
- We will submit the contribution file via electronic means to axa-principalmpf@principal.com, and no Pre-printed Contribution Listing is required  
本公司會以電子方式遞交供款檔案至 axa-principalmpf@principal.com · 不需要預印成員供款資料
- Cancel the request for pre-printed Contribution Listing  
取消預印成員供款資料
- Other changes (Please specify) \_\_\_\_\_  
其他更改 (請列明)

(For changes related to Employer's Voluntary Contributions [e.g. contribution rate, vesting scale, etc., please complete "Supplement to Schedule to Participation Agreement".])

(有關僱主自願性供款 (如供款率、歸屬比例等) 的更改事宜, 請填妥『參加同意書附表之附件』。)

#### Remarks 備註:

Employers should provide Principal an updated Self-Certification Form-Entity (for item 1 - 4 below) or Self-Certification Form-Controlling Person (for item 5 below) within 30 days of below changes:-

- 1) Change of business or mailing address that involves in a different jurisdiction or country;
- 2) Change of place of incorporation that involves in a different jurisdiction or country;
- 3) Change of tax residency;
- 4) Change of entity type; or
- 5) Change of controlling person (for passive Non Financial Entity)

The forms can be downloaded from our website at [www.principal.com.hk](http://www.principal.com.hk)

若 貴公司有以下更改, 請於更改生效後 30 天內向信安提交更新的「自我證明表格 - 公司/機構」(只供下列第一至四項) 或「自我證明表格 - 控權人」(只供下列第五項):-

- 1) 更改營業或通訊地址, 而涉及改變司法管轄區或國家;
- 2) 更改成立地點, 而涉及改變司法管轄區或國家;
- 3) 更改稅務居住地;
- 4) 更改公司/機構類別;或
- 5) 更改控權人(只供被動非財務實體)

表格可於本公司網頁 [www.principal.com.hk](http://www.principal.com.hk) 下載。

Beneficial owners  
實益擁有人

(a) In relation to a corporation 關於法團

- means an individual who : (i) owns or controls, directly or indirectly, including through a trust or bearer share holding, more than 25% of the issued share capital of the corporation; or (ii) is, directly or indirectly, entitled to exercise or control the exercise of more than 25% of the voting rights at general meetings of the corporation; or (iii) exercises ultimate control over the management of the corporation; or 所指的個人 : (i) 直接或間接有權攤分或控制該法團已發行股本 25%或以上; 或; (ii) 直接或間接有權行使該法團的成員大會的投票權 25%或以上; 或 (iii) 行使對該法團的管理最終控制權; 或
- if the corporation is acting on behalf of another person, means the other person 如該法團是代表另一人行事, 所指該另一人

(b) In relation to a partnership 關於合夥人

- means an individual who : (i) is entitled to or controls, directly or indirectly, more than a 25% share of the capital or profits of the partnership; or (ii) is, directly or indirectly, entitled to exercise or control the exercise of more than 25% of the voting rights in the partnership; or (iii) exercises ultimate control over the management of the partnership; or 所指的個人 : (i) 直接或間接有權攤分或控制該合夥的資本或利潤 25%或以上; 或(ii) 直接或間接有權行使該合夥的投票權 25%或以上; 或 (iii) 行使對該合夥的管理最終的控制權; 或
- if the partnership is acting on behalf of another person, means the other person 如該合夥人是代表另一人行事, 所指該另一人

(c) In relation to a trust 關於信託

- means an individual who is entitled to a vested interest in more than 25% of the capital of the trust property, whether the interest is in possession or in remainder or reversion and whether it is defeasible or not; or 所指的個人享有信託財產的資本的既得權益 25%或以上, 而不論該人是享有該權益的管有權、利餘權或復歸權, 亦不論該權益是否可予廢除; 或
- the settlor of the trust; or 該信託的財產授予人; 或
- a protector or enforcer of the trust; or 該信託的保護人或執行人; 或
- an individual who has ultimate control over the trust 對該信託擁有最終控制權的個人

(d) In relation to a person not falling within paragraph (a), (b) or (c) 關於不屬(a)至(c)段所指的個人

- means an individual who ultimately owns or controls the person; or 所指的個人最終擁有或控制該人; 或
- if the person is acting on behalf of another person, means the other person; 如該個人代表另一人行事, 所指該另一人

- Please note we may request for further information of the Beneficial Owner(s) with less shareholding/ownership/voting right described in the above. 請注意我們可能會要求提供少於上列所述股份/擁有權/投票權的實益擁有人資料。
- If the space is insufficient, please photocopy this page and attach for submission. 如空格不敷應用, 請另行影印此頁補充並一併遞交。
- If the Beneficial Owner(s) list need to update in the future, please submit "Change Request of Employer Particulars" form within 30 days. 若未來需要更改實益擁有人名單, 請於 30 天內遞交"僱主資料更改"表格。

1	(a) Owner Name 擁有人姓名 (same as HKID card or passport 必須與身份證或護照相同)	English 英文
		Chinese 中文
	(b) Ownership 擁有權 _____ %	(c) Date of Birth 出生日期 _____ D 日 _____ M 月 _____ Y 年
		(d) Nationality 國籍 (Country 國家/Region 地區) _____
2	(a) Owner Name 擁有人姓名 (same as HKID card or passport 必須與身份證或護照相同)	English 英文
		Chinese 中文
	(b) Ownership 擁有權 _____ %	(c) Date of Birth 出生日期 _____ D 日 _____ M 月 _____ Y 年
		(d) Nationality 國籍 (Country 國家/Region 地區) _____
3	(a) Owner Name 擁有人姓名 (same as HKID card or passport 必須與身份證或護照相同)	English 英文
		Chinese 中文
	(b) Ownership 擁有權 _____ %	(c) Date of Birth 出生日期 _____ D 日 _____ M 月 _____ Y 年
		(d) Nationality 國籍 (Country 國家/Region 地區) _____
4	(a) Owner Name 擁有人姓名 (same as HKID card or passport 必須與身份證或護照相同)	English 英文
		Chinese 中文
	(b) Ownership 擁有權 _____ %	(c) Date of Birth 出生日期 _____ D 日 _____ M 月 _____ Y 年
		(d) Nationality 國籍 (Country 國家/Region 地區) _____

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"), AXA China Region Insurance Company Limited and its subsidiary intermediary ("the Intermediary") 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 Principal MPF – Smart Plan / Simple Plan ("the Scheme"); (2) administering and managing your contributions and accrued benefits under the Scheme; (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) 2802 2812 / (852) 2885 8011.

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。信安信託(亞洲)有限公司(「受託人及管理人」)及其相關聯公司、美國信安保險有限公司(「保薦人」)、安盛金融有限公司及其附屬中介人(「中介人」)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) 處理閣下參與信安強積金-明智之選/易富之選(「該計劃」)的申請；(2) 處理及管理閣下於該計劃的供款及累算權益；(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) 2802 2812 / (852) 2885 8011與本公司聯絡。

## Declaration 聲明

The Employer HEREBY DECLARES AND REPRESENTS that:

- (1) all information provided by the Employer in this document together with any subsequent updated information to be provided is true, accurate and complete;
- (2) the Employer understand that failure to provide any information requested herein may result in the Trustee's inability to process their request;
- (3) the Trustee is entitled to rely on and act upon any instructions from the authorized officers as indicated by the Employer in this document and the Employer hereby authorizes and directs the Trustee, its service providers or delegates to honour and comply with all requests, instructions or directions (the "Instructions"), oral, written or other electronic means which the Trustee reasonably believes in good faith to be genuine and the Trustee shall be fully protected in acting upon such Instructions. Any revocation or amendment or modification hereto shall only be effective upon the Trustee's actual receipt thereof in writing duly signed by the Employer.

僱主特此聲明及表示：

- (1) 僱主在本文件提供的所有資料連同任何隨後提供的更新資料均為真確、確實及完全；
- (2) 僱主明白若未能提供此處所要求的任何資料，可導致受託人不能處理他們的要求；
- (3) 受託人有權依賴本文件上僱主指明的授權代表所作之指示而作出行動，僱主亦謹此授權及指示受託人、其服務供應商或委託公司實踐並遵守所有以口頭、書面或其他電子方式作出並令受託人合理及真誠地相信為真實的要求、指令或指示（“指令”），而受託人在作出該等指令時必須受到絕對的保護。任何關於本文件的撤回或修正或修改只會受託人確實收到由僱主簽署的正式書面通知才可生效。

I/WE ACKNOWLEDGE AND CONFIRM THAT I/We have read and understood the Personal Information Collection Statement (“**PICS**”). I/We confirm that I/We have been advised to read carefully the PICS, and I/We have read it carefully its effect and impact in respect of my/our personal data collected or held by the Trustee (whether contained in this application or otherwise). Based on the foregoing, I/We hereby give my/our acknowledgement and agree to the use and transfer (for Principal Trust Company (Asia) Limited only) of my/our personal data by Principal Trust Company (Asia) Limited, Principal Insurance Company (Hong Kong) Limited, AXA China Region Insurance Company Limited and its Subsidiary Intermediary in accordance with the PICS.

本人 / 吾等確認本人 / 吾等已閱讀並明白個人資料收集說明書《該說明書》。本人 / 吾等確認本人 / 吾等已被通知本人 / 吾等須詳細閱讀《該說明書》，而本人 / 吾等已詳細閱讀《該說明書》對受託人所收集或持有之本人 / 吾等的個人資料的影響（不論是否此表格所載或從其他途徑所取得）。根據以上所述，本人 / 吾等特此確認並同意信安信託(亞洲)有限公司、美國信安保險有限公司、安盛金融有限公司及其附屬中介人根據《該說明書》使用及轉移（僅限於信安信託(亞洲)有限公司）本人 / 吾等的個人資料。

Note: Employer should notify the Trustee within 30 days of the change. 注意：僱主必須於資料更改後30日通知受託人。

### Signed by Employer 僱主簽署

Employer's signature (with company chop)

僱主簽署(蓋上公司印鑑)

X

Date 日期

Full Name 全名

(in BLOCK LETTERS 以正楷填寫)

Title 職銜

Nationality 國籍

This form must be signed by: (a) if the Employer is a Corporation, a director, the company secretary or such other duly authorized person of such Corporation; (b) if the Employer is a Sole Proprietorship, the Sole Proprietor; or (c) if the Employer is a Partnership, any one of its partners.

此表格必須由以下人士簽署：(甲)倘僱主為法團公司，該公司董事、公司秘書或經公司正式授權人士；(乙)倘僱主為獨資經營，該獨資經營者；或(丙)倘僱主為合夥，任何一位合夥人。

**WARNING: It is an offence under section 80(2E) of the Inland Revenue Ordinance if any person, in making a self-certification, makes a statement that is misleading, false or incorrect in a material particular AND knows, or is reckless as to whether, the statement is misleading, false or incorrect in a material particular. A person who commits the offence is liable on conviction to a fine at level 3 (i.e. \$10,000).** 警告：根據《稅務條例》第 80(2E)條，如任何人在作出自我證明時，在明知一項陳述在要項上屬具誤導性、虛假或不正確，或罔顧一項陳述是否在要項上屬具誤導性、虛假或不正確下，作出該項陳述，即屬犯罪。一經定罪，可處第 3 級（即\$10,000）罰款。

Trustee & Administrator: Principal Trust Company (Asia) Limited 受託人及管理人: 信安信託(亞洲)有限公司

Sponsor: Principal Insurance Company (Hong Kong) Limited 保薦人: 美國信安保險有限公司

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Customer Service Hotline 客戶服務熱線: (852) 2802 2812 Employer Hotline 僱主專線: (852)2519 1188 Fax 傳真: (852)2827 1707 Website 網址: www.principal.com.hk