

Application for Participation in Manulife Global Select (MPF) Scheme (Employer)

宏利環球精選 (強積金) 計劃申請表格 (僱主)

NOTES:

- (1) THIS FORM MUST BE ISSUED IN CONJUNCTION WITH THE MPF SCHEME BROCHURE AND THE KEY SCHEME INFORMATION DOCUMENT. PLEASE READ THEM CAREFULLY BEFORE COMPLETING THIS FORM. PLEASE ASK YOUR MANULIFE MPF INTERMEDIARY FOR THE MPF SCHEME BROCHURE AND THE KEY SCHEME INFORMATION DOCUMENT IF YOU DO NOT HAVE ANY OF IT.
- (2) Please complete this form in BLOCK LETTERS and tick the boxes where appropriate.
- (3) Please initial next to any corrections you make on this form.
- (4) The information of the contact person(s)/authorized person(s) is collected in their official capacities.

注意:

- (1) 本表格須連同強積金計劃說明書及主要計劃資料文件一併發出。填寫本表格前，請細閱該說明書及資料文件。如您沒有該強積金計劃說明書及主要計劃資料文件，請向宏利之強積金中介人索取。
- (2) 請用正楷填寫本表格，並在適當空格內加✓號。
- (3) 如須作出任何刪改，請於刪改之位置旁簽署。
- (4) 聯絡人/獲授權人士的資料乃因應其職務身份而收集。

1.	Full Name of Employer : 僱主名稱 (As shown on Business Registration Certificate 名稱必須與商業登記證所載相同)	
2.	Sub-Scheme Commencement Date : 附屬計劃生效日期	(dd/mm/yyyy) (日/月/年)

A. Employer's Information 僱主資料

(1) Business Address: 營業地址

Flat/Rm 室	Floor 樓	Block 座
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Name of Building 大廈名稱

Name of Estate 屋村名稱

Number and Name of the Street 街道名稱及號碼

Town / District 市鎮 / 區域

H.K. 香港
 KLN. 九龍
 N.T. 新界

City 城市# <small># For overseas address only 只適用於海外地址</small>	Postal Code 郵寄代碼#	Country 國家#
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Attention 收件人

(2) a. Government Registration Type 政府登記類別 :

<input type="checkbox"/> (BR) Business Registration 商業登記	<input type="checkbox"/> (TU) Registry of Trade Unions 職工會登記局
<input type="checkbox"/> (SO) Society Office of HK Police (Societies) 香港警務處社團事務處 (社團)	<input type="checkbox"/> (ED) Education Department 教育署
<input type="checkbox"/> (IR) Inland Revenue Department (Charitable Organizations) 稅務局 (慈善團體)	<input type="checkbox"/> (OT) Others 其他 _____

b. Business/ Other Registration No. :
商業/ 其他註冊 登記號碼 _____

c. Date of Incorporation : 公司註冊日期 _____ (dd/mm/yyyy) (日/月/年)	d. Place of Incorporation : 公司註冊地 _____
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(3) Organization Type 機構類別 :

<input type="checkbox"/> 01 Incorporated Company 有限公司	<input type="checkbox"/> 04 Government Agency 政府代理	<input type="checkbox"/> 07 Non-Profit Organization 非牟利機構
<input type="checkbox"/> 02 Sole Proprietorship 獨資經營	<input type="checkbox"/> 05 Trade Union 工會	<input type="checkbox"/> 08 Educational Institution 教育機構
<input type="checkbox"/> 03 Partnership 合夥經營	<input type="checkbox"/> 06 Charitable Organization 慈善團體	

(4) Nature of Business 業務性質 :

<input type="checkbox"/> E01 Banking & Finance 銀行及金融業	<input type="checkbox"/> A02 Construction 建造業	<input type="checkbox"/> G00 Manufacturing 製造業
<input type="checkbox"/> C00 Social Services 社會服務業	<input type="checkbox"/> F02 Telecommunication 電訊業	<input type="checkbox"/> F01 Transport Services 運輸業
<input type="checkbox"/> E04 Insurance / Real Estate 保險 / 地產業	<input type="checkbox"/> D02 Restaurants / Hotels 飲食 / 酒店業	
<input type="checkbox"/> D00 Wholesale / Retail / Import & Export 批發 / 零售業 / 進出口業	<input type="checkbox"/> Z00 Others 其他 _____	

For office use only 職員專用 : Branch Code: _____ Admin. Unit: _____

(5) Contact Person for Daily Administration* (in English) 聯絡人資料* (請以英文填寫) :

Primary Contact Person 主要聯絡人

Name : 姓名	Title : 職銜
Tel. No. : 電話號碼	Ext. : 內線
Mobile Phone No. : 手提電話號碼	Fax No. : 傳真號碼
Email Address : 電郵地址	

Secondary Contact Person 第二聯絡人

Name : 姓名	Title : 職銜
Tel. No. : 電話號碼	Ext. : 內線
Mobile Phone No. : 手提電話號碼	Fax No. : 傳真號碼
Email Address : 電郵地址	

* The information provided will be used by Manulife to contact you on daily administration issues related to your sub-scheme and to deliver one-time-PIN for customer website verification and/or e-Alert notification (if applicable) via SMS and/or email to you.
宏利將會以您所提供的資料，就附屬計劃之日常行政相關事宜聯絡您，以及用作透過短訊及/或電郵發送驗證客戶登入客戶網上服務平台之一次性密碼及電子提示通知（如適用）予您。

**B. Sub-Scheme Particulars
附屬計劃詳情**

(1) Member Account Number will be (Please select one only) 成員帳戶號碼 (請只選擇一項)

- automatically assigned by Manulife 將由宏利編配
 specified by the Employer on the Employee Enrolment Form 將依據僱主於僱員參加表格所註明

(2) Number of Employees in the Company :
僱員數目 _____

(3) Payroll Frequency 支薪期

- Monthly 每月
 Twice a month 每月兩次
 Every two weeks 每兩星期
 Weekly 每星期
- Payroll Period 每次支薪所涵蓋之工作日期
- From 自第 _____ 日 to 至 第 _____ 日
1st : 第一期 From 自第 _____ 日 to 至 第 _____ 日
2nd : 第二期 From 自第 _____ 日 to 至 第 _____ 日
- Starting day : Monday Tuesday Wednesday Thursday Friday Saturday Sunday
支薪期首日 星期一 星期二 星期三 星期四 星期五 星期六 星期日

(4) Contributions will be remitted by (Please select one only) 供款方法 (請只選擇一項)

- (AP) Autopay (please attach the "Direct Debit Authorization") 自動轉帳 (請附「直接付款授權書」)
 (LB) Cheque 支票

(5) MPF Contribution Calculation and Remittance Method (Please select one only) 計算強積金供款及匯報方法 (請只選擇一項) :

- Hard Copy of Remittance Statement ("R.S.") (The pre-printed RS will be attached with the Employer Monthly Pack. If you wish to receive the pre-printed RS by mail, please check the box under B(6))
「付款結算書」列印本 (預先印製的「付款結算書」(「結算書」)將隨「僱主每月資料報表」印發。如您希望以郵遞形式收取結算書，請別選B(6)部分之方格。)
- Digital method (Contribution Express, Direct File Interface or by the use of AlphaHRMS); please also complete and return the "Employer Services Form for MPF Contribution Calculation and Remittance Method Selection"
電子方式 (供款捷算系統、供款檔案介面銜接或透過使用創嶺人力資源管理系統) : 請同時填妥及遞交「僱主服務表格—供選擇計算強積金供款及匯報方法」

Employer shall be deemed to have selected and informed Manulife that hard copy of RS will be used for submission of MPF contribution data if the employer does not select any of the boxes above or does not complete and return the "Employer Services Form for MPF Contribution Calculation and Remittance Method Selection" if other method is being chosen.

若僱主沒有在以上剔選任何選項；或僱主選擇「電子方式」但未有填妥並交回「僱主服務表格—供選擇計算強積金供款及匯報方法」表格予宏利，僱主將被視為選擇並通知宏利以列印本的「付款結算書」為其匯報強積金供款之方法。

Employer is obliged to remit MPF contributions for each payroll period together with the completed remittance statement/ contribution data to Manulife on or before the contribution day, i.e. the 10th day of the following month. Before the set-up of your selected MPF Contribution Calculation and Remittance Method and/or autopay is completed*, please make the contributions for any eligible employees by submitting a hard copy RS, with the cheque payment, as appropriate. 僱主須在供款日 (即下月10日) 或之前，就每一個支薪期向宏利遞交強積金供款及已填妥的付款結算書或供款資料。在您選擇的計算強積金供款及匯報方式及/或自動轉帳設立完成*之前，請以付款結算書和支票 (如適用) 為合資格僱員安排供款。

* Please note that the new autopay set up takes approximately 3 to 6 weeks to complete as from the receipt date of your completed Direct Debit Authorization form. 請注意，在收到您填妥的直接付款授權書後，約需時三至六星期才可完成自動轉帳設立手續。

(6) E-Statement 電子結單

Manulife will provide you the online version of the regular MPF reports, including the Employer Monthly Pack and Employer Monthly Follow-up Summary(if applicable), etc., which are available on our customer website for download after login. An e-Alert notification via email will be sent to the email address you have provided on this application form or any subsequently updated registered email address when the latest version of the concerned report is available. If you intend to receive hard copy reports, please indicate below.

宏利將為您提供電子版本的一般強積金報表，包括「僱主每月資料報表」及「僱主每月跟進摘要」(如適用)等，有關報表均可於我們的客戶網上服務平台登入及下載。當最新的結單上載後，您將經由於本申請表或隨後更新的登記電郵地址收到我們的電子提示訊息。如擬收取書面版本的報表，請於以下作出指示。

- I/We elect to receive the regular MPF reports by mail.
本人/ 吾等選擇以郵遞形式收取一般強積金報表。

**C. Voluntary Contributions
自願性供款**

Will employer make voluntary contributions for members under this sub-scheme?

僱主是否會為此附屬計劃之僱員作自願性供款？

- Yes (please submit the "Set Up / Change of Voluntary Contribution" form together with this Application).
是 (請連同「成立 / 更改自願性供款表格」一併遞交)。
 No. 否。

Employer shall be deemed as selecting "No" if the employer does not ✓ any of the boxes above. Please feel free to contact Manulife if you would like to set up voluntary contribution arrangement under the sub-scheme in future.

如果僱主沒有剔選以上任何選項，則會被視為選擇「否」。日後如需於此附屬計劃下增設自願性供款安排，歡迎隨時聯絡宏利。

D. For Scheme Transfer (If Applicable)
計劃轉移 (如適用)

1. Accrued benefits of members will be transferred from the below provident fund scheme to this MPF sub-scheme.
 成員的累算權益將從下述公積金計劃一併轉入此強積金附屬計劃。

Please submit the following documents together with the required documents for processing 請提交以下文件及所須文件以便辦理：

- i. A copy of termination notice to ex-trustee 致前受託人的終止計劃通知副本
 ii. An Employer Declaration Form 僱主聲明表格
 iii. A member list for transfer 轉移成員名單

	Scheme Type 計劃類別	Required Documents 所須文件
a. <input type="checkbox"/>	MPF scheme 強制性公積金計劃	iv. Participating Employer's Request for Fund Transfer Form (Form MPF(S)-P(E)) 參與僱主資金轉移申請表 (第MPF(S)-P(E)號表格) v. Employer voluntary contribution vesting scale (if any) 僱主自願性供款歸屬比例(如有)
b. <input type="checkbox"/>	MPF exempted ORSO scheme 獲強積金豁免之職業退休計劃	iv. A transfer asset's breakdown 將轉入之資產的分配明細 v. Employer voluntary contribution vesting scale 僱主自願性供款歸屬比例 Attention : You should also apply to the Mandatory Provident Fund Schemes Authority for the withdrawal of MPF exemption, and ensure thorough communications to all respective employees. 注 意：閣下須向強制性公積金計劃管理局申請取消強積金豁免，及確保向所有有關僱員作出通知。
c. <input type="checkbox"/>	ORSO scheme (non-MPF exempted) 非獲強積金豁免之職業退休計劃	iv. A transfer asset's breakdown 將轉入之資產的分配明細 v. Employer voluntary contribution vesting scale 僱主自願性供款歸屬比例

2. Name of the Previous Trustee / Service Provider :
 前計劃受託人 / 服務提供者名稱

Sub-Scheme No. / Policy No. :
 附屬計劃編號 / 保單編號

E. Addition of Authorized Person
附加獲授權人士

In addition to the person signing this Application, the following person is authorized to sign (with company chop) any scheme documents, letters, notification or other correspondences related to this sub-scheme on behalf of the Employer and this authorization shall remain valid unless further written notification is given. 除簽署本申請表格之人士外，下列人士獲授權代表僱主（並加上公司印章）簽署任何有關本附屬計劃之文件或書信，直至僱主另行發出書面通知為止。

1.	Full Name 全名： Title 職銜： HK Permanent ID Card No./ Passport No. 香港永久性居民身份證 / 護照號碼： (Please attach the copy of HK Permanent ID Card/Passport/Other ID document 請附上香港永久性居民身份證 / 護照 / 其他身份證明文件副本) Nationality 國籍： (Please attach the copy of identity proof with nationality shown 請附上載有國籍的身份證明文件副本) Residential Address 住宅地址：	Specimen Signature 簽署樣式：
2.	Full Name 全名： Title 職銜： HK Permanent ID Card No./ Passport No. 香港永久性居民身份證 / 護照號碼： (Please attach the copy of HK Permanent ID Card/Passport/Other ID document 請附上香港永久性居民身份證 / 護照 / 其他身份證明文件副本) Nationality 國籍： (Please attach the copy of identity proof with nationality shown 請附上載有國籍的身份證明文件副本) Residential Address 住宅地址：	Specimen Signature 簽署樣式：

000001

MPF GS ER/APPL (04/2020)c 3 of 8 PDPO 20130401-01

F. Tax Residency Self-Certification (Must Fill) 稅務居民身份自我證明 (必須填寫)

This is a Self-Certification provided by you to Manulife 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). The data collected may be transmitted by Manulife to the Inland Revenue Department for which may further exchange such information to the competent authority of another reportable jurisdiction. 這是您向宏利提供的自我證明，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"）《共同匯報標準》（"CRS"）的規則）。宏利可把收集所得的資料交給稅務局，稅務局會將資料交到另一申報稅務司法管轄區的主管部門。

This Self-Certification will remain valid unless there is any change in circumstances relating to the status of tax residency(ies) of the Entity. You must notify Manulife within 30 days if there is any change in circumstances that makes any of the information provided in any parts of this self-certification form incorrect or incomplete and provide an updated self-certification form. 這自我證明是有效文件除非實體的稅務居民身份相關的情況有所改變。如情況有所改變，以致影響本自我證明所述的實體的稅務居民身份，或引致本表格任何部分所載的資料不正確或不完整，您必須在情況有所改變後的30天內通知宏利有關的改變並提供最新的自我證明。

As a financial institution, Manulife is not allowed to give tax or legal advice. If you have any questions regarding your tax residency, please consult your tax adviser or visit the OECD and Inland Revenue Department's AEOI website at <http://www.oecd.org/tax/automatic-exchange/crs-implementation-and-assistance/> and http://www.ird.gov.hk/eng/tax/dta_aeoi.htm respectively, or simply scan the QR code, for more CRS and related information. 作為金融機構，宏利不獲允許提供稅務或法律意見。若您對您的稅務居民身份存有任何疑問，請諮詢專業稅務顧問或瀏覽OECD (<http://www.oecd.org/tax/automatic-exchange/crs-implementation-and-assistance/>) 及稅務局 (http://www.ird.gov.hk/eng/tax/dta_aeoi.htm) 有關自動交換財務帳戶資料的網頁，或掃描此二維碼，以獲取更多 CRS 及相關資料。



(OECD-CRS)



(IRD稅務局)

The Employer's Information, including name, business registration no., place of incorporation, registered address and business address, etc., provided in this form and other related documents (if applicable) form part of this self-certification form. 於本表格及其他相關文件所提供的僱主資料，包括名稱、商業登記號碼、公司註冊地、登記地址及營業地址等（如適用），會成為自我證明的一部分。

The Entity mentioned in this section refers to corporations or partnerships (excluding sole proprietors). If you are a sole proprietor, please complete Parts F(1),(2) and (4) only. 此部分所指之「實體」為法團或合夥經營（獨資經營者除外）。如您是獨資經營者，只需填寫F(1)、(2)及(4)部份。



(CRS-DEF)

To view the "Meaning of the Terms and Expressions used in Self-Certification Forms", simply scan the QR Code. 請掃描此二維碼以參閱「自我證明表格內採用的名詞及措辭釋義」。

(1) Entity/Sole Proprietor Tax Residence is 實體 / 獨資經營者之稅務居住地為

Hong Kong **ONLY**, with no tax residence in any other jurisdictions (the Taxpayer Identification Number (TIN) is as noted in * below) **只有香港**，及沒有處於任何其他司法管轄區的稅務居住地（其稅務編號如以下*欄所註）
(If you have submitted BR copy with this application, you may skip Part F(2). 如您已隨本申請表格遞交商業登記證副本，您可略過F(2)部分。)

Hong Kong (the Taxpayer Identification Number (TIN) is as noted in * below) and also some other jurisdictions 是香港（其稅務編號如以下*欄所註）及其他司法管轄區
(Please fill out Part F(2). 請填寫F(2)部分。)

NOT Hong Kong, but instead some other jurisdictions 不是香港而是其他司法管轄區
(Please fill out Part F(2). 請填寫F(2)部分。)

* Taxpayer Identification Number (TIN) 稅務編號：

Entity : First 8 digits of the Hong Kong Business Registration Number provided
實體：已提供的香港商業登記號碼前八位數字

Sole proprietor : HKID Card No. provided
獨資經營者：已提供的香港身份證號碼

(2) Please list all jurisdictions where the Entity / Sole Proprietor is a resident for tax purposes and Taxpayer Identification Number or its Functional Equivalent (TIN) for each jurisdiction (If you have submitted Hong Kong BR copy (for Entity) / HKID copy (for Sole Proprietor) with this application, you are **not required** to fill out the information in regard to Hong Kong Tax Residence below). If the space provided is insufficient, please provide it in the below format on additional sheet(s). Please refer to OECD website at: <http://www.oecd.org/tax/automatic-exchange/crs-implementation-and-assistance/tax-residency> or simply scan the QR code for tax residency related information.



(OECD-TR)

請列明實體 / 獨資經營者在當地為符合稅務目的之居民的所有司法管轄區，以及該司法管轄區發出的稅務編號或具有等同功能的識辨編號(TIN) (如您已隨本申請表格遞交香港商業登記證副本(適用於實體) / 香港身份證副本(適用於獨資經營者)，則無須於下方填寫香港稅務居住地相關資料)。如下列位置不敷應用，請按以下格式另加新頁。請參考OECD網站：<http://www.oecd.org/tax/automatic-exchange/crs-implementation-and-assistance/tax-residency>或掃描此二維碼以獲取稅務居民相關資料。

Jurisdiction of Tax Residency 稅務居民司法管轄區	TIN 稅務編號	If no TIN available, please indicate Reason A, B or C below 若未能提供稅務編號，請於下方填上理由A、B或C	Please explain why you are unable to obtain a TIN if you selected Reason B. 若您選擇理由B，請在下方解釋無法取得稅務編號的原因。
1			
2			
3			

Reason A - The jurisdiction where the Entity / Sole Proprietor is a resident for tax purposes does not issue TINs to its residents.

理由A - 實體 / 獨資經營者所屬的稅務居民的司法管轄區沒有向其居民發出稅務編號。

Reason B - The Entity / Sole Proprietor is unable to obtain a TIN. (Please explain why you are unable to obtain TIN in the above table if you have selected this reason.)

理由B - 實體 / 獨資經營者無法獲得稅務編號。(若您選擇這理由，請在上表解釋您無法獲得稅務編號的原因。)

Reason C - No TIN is required. (Note: Only select this reason if the authority of the relevant jurisdiction of residence does not require the TIN to be disclosed.)

理由C - 無需稅務編號。(註：只有在相關司法管轄區的主管當局不需要披露該司法管轄區發出的稅務編號方可選擇這理由。)

F. Tax Residency Self-Certification (Must Fill) - Continued 續
稅務居民身份自我證明 (必須填寫)

If Employer is a sole-proprietor, please skip Part F(3) and complete Part F(4).
如僱主屬獨資經營者，請略過F(3)部分並填寫F(4)部分。

(3) Entity Type (Not applicable to sole-proprietorship) 實體類別 (不適用於獨資經營)

Please ✓ one of the appropriate boxes and provide the relevant information.
 在其中一個適當的空格內加上 ✓ 號，並提供有關資料。

If you are not sure about your entity type, please consult your legal or tax adviser, or scan the QR code or visit <https://declaration-e-assistant.manulife.com/> for help.

如果您不確定您的實體類別，請諮詢您的法律或稅務顧問，或掃描此二維碼或瀏覽 <https://declaration-e-assistant.manulife.com/> 以獲取幫助。



(E-Assistant)

Financial Institution 財務機構	<input type="checkbox"/> (1a) Custodial Institution, Depository Institution or Specified Insurance Company 託管機構、存款機構或指明保險公司 <input type="checkbox"/> (1b) Investment Entity, except an investment entity that is managed by another financial institution (e.g. with discretion to manage the entity's assets) and located in a non-participating jurisdiction 投資實體，但不包括由另一財務機構管理（例如：擁有酌情權管理投資實體的資產）並位於非參與稅務管轄區的投資實體
Active Non-Financial Entity ("NFE") 主動非財務實體	<input type="checkbox"/> (2a) NFE the stock of which is regularly traded on _____, which is an established securities market 該非財務實體的股票經常在 _____ (一個具規模證券市場) 進行買賣 <input type="checkbox"/> (2b) Related entity of _____, the stock of which is regularly traded on _____, which is an established securities market 為 _____ 的有關連實體，該有關連實體的股票經常在 _____ (一個具規模證券市場) 進行買賣 <input type="checkbox"/> (2c) NFE is a governmental entity, an international organization, a central bank, or an entity wholly owned by one or more of the foregoing entities 政府實體、國際組織、中央銀行或由前述的實體全權擁有的其他實體 <input type="checkbox"/> (2d) Active NFE other than the above (Please select one only) 除上述以外的主動非財務實體 (請只選擇一項) <input type="checkbox"/> i. An Active NFE in which its gross income and assets are less than 50% relevant to passive income (e.g. applicable for an entity that is purely engaged in catering business) 主動非財務實體總收入及資產少於50%與被動收入相關 (例如適用於一家純粹從事餐飲業務的實體)。 <input type="checkbox"/> ii. An active NFE which was established for and is engaged in exclusively religious / charitable / scientific / artistic / cultural / athletic or educational activities (e.g. applicable for an approved organisation that is exclusively engaged in charitable activities). 主動非財務實體純粹為了宗教、慈善、科學、藝術、文化、體育或教育的目的而成立和營運 (例如適用於一家專門從事慈善活動的經批准的組織)。 <input type="checkbox"/> iii. Others, please specify _____ 其他，請說明 _____
Passive NFE 被動非財務實體	<input type="checkbox"/> (3a) Investment entity that is managed by another financial institution and located in a non-participating jurisdiction 位於非參與稅務管轄區並由另一財務機構管理的投資實體 <input type="checkbox"/> (3b) NFE that is not an active NFE 不屬主動非財務實體的非財務實體 <p>For Passive NFE, Tax Residency Self-Certification for each Controlling Person is required. Simply scan the QR code to download the form. 每位被動非財務實體的控權人需提供其稅務居民身份自我證明。請掃描此二維碼下載有關表格。</p>



(CP Self-Cert)

(4) Sole-proprietor Information (For Sole Proprietorship Only) 獨資經營者之資料 (只適用於獨資經營)

Name 姓名: _____
 Surname in English 英文姓氏 _____ Given Name in English 英文名字 _____
 Surname in Chinese 中文姓氏 _____ Given Name in Chinese 中文名字 _____

HKID Card No. / Passport No.: _____ Date of Birth: _____
 香港身份證號碼 / 護照號碼 _____ 出生日期 _____
 dd 日 / mm 月 / yyyy 年

Current Residential Address: _____
 現時住址 _____
 Room / Flat 室 _____ Floor 樓 _____ Block 座 _____ Name of Building / Estate 大廈 / 屋邨名稱 _____

Street No. & Name 街道名稱及號碼 _____ District 地區 _____
 Hong Kong 香港 Kowloon 九龍 New Territories 新界

City 城市+ _____ Postal Code 郵寄代碼+ _____ Country 國家+ _____
 + Mandatory for overseas address 海外地址必須填寫

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. HK\$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HK\$10,000）罰款。

G. Declaration 聲明

It is DECLARED, UNDERSTOOD AND AGREED that:

I/We are obliged to supply the information under this form which is a condition precedent for us to participate in the master trust scheme.

All information supplied together with any subsequent alterations thereof will be accurate and the disclosure of these information is subject to the applicable law and regulation, including the Mandatory Provident Fund Schemes Ordinance. The scheme administrator will be authorized to collect any updated information from me/us.

All information and related documents provided, which are submitted to the scheme administrator for the purpose of complying with the Anti-Money Laundering and Counter-Terrorist Financing (Financial Institutions) Ordinance, and the Guideline on Compliance of Anti-Money Laundering and Counter-Terrorist Financing Requirements for Trust or Company Service Providers issued by the Companies Registry, shall form part of this Application. This Application will not be accepted due to the failure to provide the requisite information or documents.

I/We undertake that if there is any change in the information provided, I/we shall notify Manulife as soon as reasonably practicable. I/We also undertake to supply additional information to Manulife upon request for the purpose of complying with the Anti-Money Laundering and Counter-Terrorist Financing (Financial Institutions) Ordinance.

I/We shall ensure that all contributions under this Sub-Scheme will only be made pursuant to statutory and/or employment requirements and not from any unidentified source of fund.

I/We acknowledge and agree that (i) the information contained in this application is collected and may be kept by Manulife for the purpose of automatic exchange of financial account information and (ii) such information and information regarding the account holder and any reportable account(s) may be reported by Manulife to the Inland Revenue Department of the Government of the Hong Kong Special Administrative Region and exchanged with the competent authorities of a reportable jurisdiction(s) in which the account holder may be a resident for tax purposes, pursuant to the legal provisions for exchange of financial account information provided under the Inland Revenue Ordinance (Cap.112) and (iii) agree to the obligation that the account holder must comply with requests made by Manulife to comply with the CRS (AEOI) requirements under the Inland Revenue Ordinance and/or applicable laws and regulations, and such obligation forms the basis of the account to be opened.

I/We undertake to advise Manulife of any change in circumstances which affects the tax residency status of the entity identified in Part F or causes the information contained herein to become incorrect or incomplete, and to provide Manulife with a suitably updated self-certification within 30 days of such change in circumstances.

I/We have received and read the "Notice to Customers relating to the Personal Data (Privacy) Ordinance (version 20130401-01)" ("Notice"). I/We understand and agree to the Notice.

I/We certify that I/we am/are authorized to sign for the account holder of all the account(s) to which this form relates.

本人 / 吾等明白，同意並謹此聲明：

本人 / 吾等有責任提供本表格內指定資料，作為參與集成信託計劃之先決條件。

本人 / 吾等提供之資料與及任何日後作出之修訂為正確無誤，而該等資料的披露將受適用法律及條例（包括強制性公積金計劃條例）所規範。計劃管理人亦將獲授權向本人 / 吾等收集任何更新資料。

本人 / 吾等提供的所有資料或相關文件，乃提供予計劃管理人以遵守《打擊洗錢及恐怖分子資金籌集（金融機構）條例》及公司註冊處發出的《信託或公司服務提供者遵從打擊洗錢及恐怖分子資金籌集規定的指引》，將成為本申請之一部分。若未能提供必要的資料或文件，此申請將不獲接納。

本人 / 吾等承諾假使所提供的資料有任何更改，本人 / 吾等將於合理的切實可行範圍內盡快通知宏利有關之改動。本人 / 吾等亦承諾會應宏利之要求提供額外之資料，以使其遵守《打擊洗錢及恐怖分子資金籌集（金融機構）條例》。

本人 / 吾等須確保此附屬計劃內的全部供款乃根據法定及 / 或受聘的條款所規定而作出，而非不明來歷的資金。

本人 / 吾等確認及同意，宏利可根據《稅務條例》（第112章）有關交換財務帳戶資料的法律條文(i)收集於本表格所載資料並可備存作自動交換財務帳戶資料用途及(ii)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申報，從而把資料交換到帳戶持有人的稅務司法管轄區的主管當局，以及(iii)同意帳戶持有人必須遵守宏利的要求以便遵守《稅務條例》及 / 或適用法律及規例的CRS (AEOI) 規定，並為日後開立帳戶之基礎。

本人 / 吾等承諾，如情況有所改變，以致影響於F部分所述的實體的稅務居民身份，或引致本自我證明所載的資料不正確或不完整，本人 / 吾等會通知宏利，並會在情況發生改變後30天內，向宏利提交一份適當更新的自我證明。

本人 / 吾等已收訖及閱畢《有關〈個人資料（私隱）條例〉的客戶通知（20130401-01版本）》（「通知」）。本人 / 吾等清楚明白及同意該通知之內容。

本人 / 吾等證明，就與本表格所有相關的帳戶，本人 / 吾等獲帳戶持有人授權簽署本表格。

Signed at Hong Kong this _____ day of _____,
簽於香港於 _____ (day 日) _____ (month 月) _____ (year 年)

Signature of Company Director[△] with Company Chop[△]
公司董事[△]簽署及公司印章[△]
(same as the signature in Participation Agreement
須與參與協議上的簽署相同)

Full Name in Block Letter 全名（正楷）

Nationality 國籍
(Please attach the copy of identity proof with nationality shown
請附上載有國籍的身份證明文件副本)

HK Permanent ID Card No./Passport No. 香港永久性居民身份證 / 護照號碼
(Please attach the copy of HK Permanent ID Card/Passport/Other
ID document 請附上香港永久性居民身份證 / 護照 / 其他身份證明文件副本)

Residential Address 住宅地址

[△] For Corporation : Signed by the Company Director appears in the latest Annual Return.

法團：由刊於最近之周年報表上的公司董事簽署。

For Sole Proprietorship/Partnership : Signed by the Owner/Partner.

獨資 / 合夥：由擁有人 / 合夥人簽署。

For Unincorporated body (e.g. association and societies): an individual who ultimately owns or controls this employer (company) under this Sub-scheme.

非法人團體（如會社及社團）：由最終擁有或控制此附屬計劃下之僱主（公司）的個人簽署。

If this Application Form is not signed by the respective person as listed above, please provide his/her Authorization Letter or the concerned Board Resolution.

如本申請表格並非由上述相關人士簽署，請提供其授權書或相關董事局決議。

[△] Any subsequent addition/deletion/change of authorized signature should be effected by submitting the completed "Employer's Authorized Specimen Signature Form" or formal written instruction with signature of Company Director and company chop.

如欲於其後新增 / 刪減 / 更改獲授權人士的簽署，請遞交由公司董事簽署並附有公司印章的「僱主獲授權人士簽名樣式表格」或正式書面指示。

REMINDER: Please sign only when the form is fully completed.
提示：請僅於表格填妥後方可簽署。

Completed form should be sent to the scheme administrator.

"Hong Kong Retirement, Manulife (International) Limited, 21/F., Tower A, Manulife Financial Centre, 223 - 231 Wai Yip Street, Kwun Tong, Kowloon, Hong Kong".
請將填妥的表格寄交計劃管理人「香港九龍觀塘偉業街223 - 231號宏利金融中心A座21樓宏利人壽保險（國際）有限公司香港退休業務部」。

THIS PARTICIPATION AGREEMENT is made on _____ (date)

BETWEEN :

- (1) **Manulife Provident Funds Trust Company Limited**, whose registered office is at 22/F., Manulife Financial Centre, 223 - 231 Wai Yip Street, Kwun Tong, Kowloon, Hong Kong (the "Trustee"); and
- (2) the applicant, whose name and address are given in the application form attached hereto (the "Employer").

RECITALS :

- (A) The Trustee is the Trustee of the **MANULIFE GLOBAL SELECT (MPF) SCHEME** (the "Master Trust Scheme"), which was established by a deed made by the Trustee (as may be amended from time to time, the "Deed").
- (B) The Employer wishes to join the Master Trust Scheme in order to establish a retirement benefits scheme (the "Sub-Scheme") for the benefit of its employees.
- (C) The Sub-Scheme shall be governed by the Deed and the rules attached thereto (the "Rules") and this Participation Agreement.
- (D) Unless otherwise stated words and expressions used in this Participation Agreement shall have the meanings given to them in the Deed.

PROVISIONS :

1. The Employer hereby establishes the Sub-Scheme with effect from the commencement date as specified in the Application Form attached hereto. The Sub-Scheme shall be governed by the terms of the Deed, the Rules and this Participation Agreement.
2. The Employer hereby covenants with the Trustee to comply with and be bound by the provisions of the Deed, the Rules and this Participation Agreement and all applicable law and regulations.
3. The Employer warrants that the information contained in the Application Form and any other information from time to time to be provided by the Employer in relation to contributions and as to the age, salary, length of service, benefits, Contribution Investment Instruction, Fund Switching Instruction and otherwise in relation to each Employee Member will be correct in all respects.
4. Subject to the provisions of the Master Trust Deed, the Rules and this Participation Agreement, the Employer undertakes and agrees, to hold the Trustee (and any Investment Manager who may be appointed under the Deed by the Trustee) indemnified against any and all proceedings, costs, charges, liabilities and expenses occasioned by any and all actions, claims, demands or proceedings in connection with the Trust or the Sub-Scheme arising :
 - (i) out of the breach by the Employer of the warranty referred to in paragraph 3; or
 - (ii) as a result of any failure or omission on the part of the Employer to duly and punctually perform or observe any obligations pursuant to the Master Trust Deed, the Rules and this Participation Agreement or otherwise so far as they relate to the Employer and Employee Members of the Sub-Scheme (whether they relate to the Employer and such Employee Members alone or together with another Employer and Employee Members of other Sub-Schemes).
5. The Employer undertakes and agrees to pay all fees and expenses which are payable by it under the terms of the Master Trust Deed, the Rules and this Participation Agreement.
6. The Trustee and the Employer hereby confirm and acknowledge that the Application Form shall form part of this Participation Agreement and the details specified in the Application Form shall apply for the purposes of the Sub-Scheme.
7. The Employer hereby agrees that the Trustee may, in its sole discretion, deduct the fees and expenses as specified in Clause 19.5.1 of the Deed from the Reserve Account of the Employer under the Sub-Scheme.
8. The amount of Employer's Regular Voluntary Contribution and Employee's Regular Voluntary Contribution are to be specified by the Employer to the Trustee in such form / manner as prescribed by the Trustee from time to time.
9. The vesting scale(s) referred to in Rule 7.3 of the Deed are specified in such form / manner as prescribed by the Trustee from time to time.
10. This Participation Agreement shall be terminated in accordance with Rule 19.5 of the Deed.
11. This Participation Agreement shall be governed by the laws of Hong Kong.

IN WITNESS WHEREOF this Participation Agreement has been entered into the day and year first before written.

Agreed by the Employer

Signature of Company Director with Company Chop
公司董事簽署及公司印章

Full Name in Block Letter
全名 (正楷)



本協議於（日期），

《請於背頁之英文本簽署》

由下列雙方訂立：

- (1) 宏利公積金信託有限公司登記地址為香港九龍觀塘偉業街223 - 231 號宏利金融中心22樓（下稱「受託人」）；
及
- (2) 申請人，其名稱及地址列於隨附的申請表格上（下稱「僱主」）。

敘文：

- (甲) 受託人指宏利環球精選（強積金）計劃（下稱「集成信託計劃」）之受託人，該計劃由受託人契據（下稱「契據」）形式成立（「契據」可不時被修正）。
- (乙) 僱主欲藉加入集成信託計劃設立退休福利計劃（下稱「附屬計劃」）造福僱員。
- (丙) 附屬計劃受契據及隨附之規則（下稱「規則」）與本參與協議管限。
- (丁) 除非另有所指，否則本參與協議採用之字眼及詞彙應具有契約所賦予的含義。

條款：

1. 僱主謹從隨附的申請表格上所示之生效日期起設立附屬計劃。附屬計劃受契據、規則及本參與協議管限。
2. 僱主謹與受託人契諾遵守契據、規則、本參與協議及所有適用法例與法規內之條款並受其約束。
3. 僱主保證申請表格所載資料及僱主就涉及供款與僱員年齡、薪酬、年資、福利、供款投資指示及基金調配指示等事項不時提供之資料正確無誤。
4. 僱主根據集成信託契據、規則及本參與協議，承諾並同意就因下列情況引起且涉及信託及附屬計劃的任何行動、索償、要求或訴訟所招致的一切程序、費用、責任及開支，向受託人（及受託人根據契據委任的任何投資經理）作出彌償：
 - (i) 因僱主違反上文第三段所述的保證；或
 - (ii) 由於僱主因疏忽或遺漏而未能適當與及時履行或遵守集成信託契據、規則及本參與協議內所列有關附屬計劃僱主及僱員的責任（不論僅涉及個別僱主及僱員或有關其他附屬計劃的僱主及僱員）。
5. 僱主承諾並同意支付按集成信託契據、規則及本參與協議須要支付之一切費用及開支。
6. 受託人及僱主謹確認及聲明申請表格為本參與協議之一部份，而申請表格內之資料同樣適用於附屬計劃。
7. 僱主同意受託人可全權酌情決定是否從僱主於附屬計劃中的儲備帳戶內扣除列於契據第19.5.1條的費用及開支。
8. 僱主定期自願性供款及僱員定期自願性供款的款額，由僱主以受託人不時指定的形式/方式向受託人註明。
9. 契據條款第7.3條論及之歸屬比例，已經以受託人不時指定的形式 / 方式向受託人註明。
10. 本參與協議可按契據規則第19.5條終止。
11. 本參與協議受香港法例管限。

茲證明本參與協議於前述年份及日期訂立。



Notice to Customers relating to the Personal Data (Privacy) Ordinance (Version 20130401-01)

DEFINITIONS

1. “**Data access request**”, “**data correction request**”, “**data subject**”, “**data user**”, “**direct marketing**”, “**matching procedures**” and “**personal data**” used throughout this Notice shall have the meaning as defined in the Ordinance.

For the purpose of this Notice:

“**customers**” shall mean data subjects and include (but not be limited to) existing and prospective insurance policy owners, insured, beneficiaries and other persons designated or entitled to receive moneys and/or other benefits under an insurance policy; and members under an occupational retirement scheme; and scheme members under a mandatory provident fund scheme; and share/unit holders of investment funds.

“**Hong Kong**” shall mean the Hong Kong Special Administrative Region.

“**Manulife**” shall mean Manulife (International) Limited, Manulife Provident Funds Trust Company Limited, Manulife Investment Management (Hong Kong) Limited, or a Manulife Fund (as the case may be) in respect of its respective customers.

“**Manulife Fund**” shall mean any investment fund sponsored or managed from time to time by a member of the Manulife Group (including but not limited to Manulife Global Fund and Manulife Advanced Fund SPC) and “**Manulife Funds**” shall mean all such investment funds.

“**Manulife Group**” shall mean Manulife Financial Corporation and its subsidiaries and affiliates (including but not limited to Manulife (International) Limited, Manulife Provident Funds Trust Company Limited, Manulife Investment Management (Hong Kong) Limited, and Manulife Funds. The rights and obligations of each member of Manulife Group under this Notice are several and not joint. No member of Manulife Group shall be liable for an act or omission by another member of Manulife Group.

“**Ordinance**” shall mean Personal Data (Privacy) Ordinance.

COLLECTION

2. From time to time, it is necessary for customers to supply Manulife with personal data in connection with the establishment or continuation of business relationship, or provision of products or services. Failure to supply such data may result in Manulife being unable to establish or continue the business relationship, or provide products or services.
3. It is also the case that personal data are collected or received by Manulife from and/or in respect of customers in the ordinary course of the continuation of the business relationship, for example, when an application is made for a change of beneficiary/insured member under the insurance policy; or when notification is made by the employer of a change of employment/address of an employee member of an occupational retirement scheme/mandatory provident fund scheme; or when a joint share holder of an investment fund applies for investment fund switching.

PURPOSES

4. The purposes for which personal data of a customer may be used will vary depending on the nature of the customer’s relationship with Manulife. Such purposes may include the following:
- processing, assessing and determining applications or requests made by customers for products and/or services;
 - administering, maintaining, managing and operating products and/or services provided to customers;
 - confirming customer’s identity and uniquely identifying customer;
 - confirming the accuracy of the information collected;
 - understanding customer’s financial situation better, evaluating customer application, assessing the risks Manulife is assuming and reviewing claims submitted to Manulife;

- any purposes in connection with any claims made by or against or otherwise involving customers in respect of any products and/or services including but not limited to making, defending, analysing, investigating, processing, assessing, determining or responding to such claims;
- providing investment management services, dealing and advisory services, custody services and other services under the terms and conditions of the accounts a customer holds with Manulife;
- performing any functions and activities related to products and/or services including but not limited to marketing, audit, reporting, research, analysis, reinsurance, and general servicing and maintenance of online and other services;
- researching and/or designing products and/or services for customers, and promoting, improving and furthering the provision of products and/or services;
- conducting matching procedures (as defined in the Ordinance, but broadly includes comparison of two or more sets of the data subject’s data, for purposes of taking actions adverse to the interests of the data subject, such as declining an application);
- making disclosure under and/or complying with the requirements of any law, rules, regulations, codes of practice, guidelines or guidances binding on or applicable to Manulife or any member of Manulife Group (whether within or outside Hong Kong) including but not limited to making disclosure to local or foreign regulators, governmental bodies, industry recognised bodies (whether within or outside Hong Kong) such as federations or associations of insurers, credit reference agencies or auditors;
- complying with any contractual or other commitment or arrangement with local or foreign regulators, governmental bodies, or industry recognised bodies (whether within or outside Hong Kong) that is assumed by or imposed on Manulife or any member of Manulife Group by reason of its financial, commercial, business or other interests or activities in or related to the jurisdiction of the relevant local or foreign regulators, governmental bodies, or industry recognised bodies;
- for operational purposes, credit assessment, credit scoring models or statistical analysis (including in each case, behaviour analysis and evaluation on the overall relationship with Manulife Group which includes using such data to comply with any obligations, requirements, policies, procedures, measures or arrangements for sharing data and information within Manulife Group and/or other use of data and information in accordance with any Manulife Group-wide programmes for compliance with sanctions or prevention or detection of money laundering, terrorist financing or other unlawful activities), whether on the data subjects or otherwise;
- exercising any rights Manulife may have in connection with the provision to customers of products and/or services;
- conducting identity and/or credit checks;
- determining any amount of indebtedness owing to or from customers, and collecting and recovering any amount owing from customers or any person who has provided any security or undertaking for customers’ liabilities;
- enabling an actual or proposed assignee, transferee, participant or sub-participant of the rights or business of Manulife or any member of Manulife Group to evaluate the transaction intended to be the subject of the assignment, transfer, participation or sub-participation;
- purposes specifically provided for in any particular service or product offered by Manulife;
- any purposes relating to the above (including seeking professional advices) or any other purposes in accordance with the general policies of Manulife or any member of Manulife Group in relation to insurance, occupational retirement schemes, mandatory provident fund schemes, investment funds, wealth management services and other financial products and services as set out in notices, circulars, or other terms and conditions made available by Manulife or any member of Manulife Group to customers from time to time.

TRANSFEREES

5. Personal data of a customer held by Manulife will be kept confidential but Manulife may transfer such data to the following persons and/or entities (whether within or outside Hong Kong) for any of the purposes set out in paragraph 4 above:
- (a) any person in connection with any claims made by or against or otherwise involving customers in respect of any products and/or services;
 - (b) any agent, contractor or third party service provider who provides administrative, telecommunications, computer, information technology, payment, data processing or storage, marketing, mailing, printing, telemarketing, customer satisfaction analysis, or other services to Manulife or any member of Manulife Group in connection with the operation of business, including any custodian, administrator, investment manager, investment advisor or distributor;
 - (c) any credit reference agencies or, in the event of default, any debt collection agencies;
 - (d) any advisor (including his or her employees) or other intermediary (including their employees);
 - (e) reinsurers and medical service providers;
 - (f) employers of the customers;
 - (g) any person which has undertaken to Manulife or any member of Manulife Group to keep such data confidential;
 - (h) any actual or proposed assignee, transferee, participant or sub-participant of the rights or business of Manulife or Manulife Group;
 - (i) any member of Manulife Group;
 - (j) any person to whom Manulife or any member of Manulife Group is under an obligation or otherwise required to make disclosure under the requirements of any law, rules, regulations, codes of practice, guidelines or guidances binding on or applicable to Manulife or any member of Manulife Group including but not limited to any local or foreign regulators, governmental bodies, or industry recognised bodies;
 - (k) any person to whom Manulife or any member of Manulife Group is under an obligation or otherwise required to make disclosure pursuant to any contractual or other commitment or arrangement with local or foreign regulators, governmental bodies, or industry recognised bodies (whether within or outside Hong Kong) that is assumed by or imposed on Manulife or any member of Manulife Group by reason of its financial, commercial, business or other interests or activities in or related to the jurisdiction of the relevant local or foreign regulators, governmental bodies, industry recognised bodies.

USE OF PERSONAL DATA IN DIRECT MARKETING

6. Manulife intends to use, from time to time, customer's personal data in direct marketing of the following products and services:
- (a) insurance, provident funds and/or schemes, investment funds, wealth management services, or other financial products and services;
 - (b) reward, loyalty or privilege programmes and related products and services;
 - (c) products and services of co-branding partners of any member of Manulife Group (the names of such co-branding partners can be found in the application form(s) for the relevant products and services as the case may be).

Only the following kinds of personal data of the customer may be used in such direct marketing:

- (a) name;
- (b) gender;
- (c) date of birth;
- (d) part of identity card or passport number;
- (e) contact information (including but not limited to phone number, fax number, email address, correspondence address and residential address);
- (f) information about the products and/or services the customer has purchased or applied, including the distribution channels (including

their individual advisors or intermediaries) through which the products and/or services were purchased or applied for.

Manulife may not so use the data unless it has received the customer's consent to the intended use.

PROVISION OF PERSONAL DATA FOR USE IN DIRECT MARKETING

7. Manulife intends to provide, from time to time and **for money and other property**, customer's personal data to Manulife Group (other than Manulife itself) for use by Manulife Group in direct marketing of the following products and services:
- (a) insurance, provident funds and/or schemes, investment funds, wealth management services, or other financial products and services;
 - (b) reward, loyalty or privilege programmes and related products and services;
 - (c) products and services of co-branding partners of any member of Manulife Group (the names of such co-branding partners can be found in the application form(s) for the relevant products and services as the case may be).

Only the following kinds of personal data of the customer may be provided to Manulife Group (other than Manulife itself) for use by Manulife Group in such direct marketing:

- (a) name;
- (b) gender;
- (c) date of birth;
- (d) part of identity card or passport number;
- (e) contact information (including but not limited to phone number, fax number, email address, correspondence address and residential address);
- (f) information about the products and/or services the customer has purchased or applied, including the distribution channels (including their individual advisors or intermediaries) through which the products and/or services were purchased or applied for.

Manulife may not so provide the data unless it has received the customer's written consent to the intended provision.

8. Under the Ordinance, a data subject has the right to:
- (a) request access to his or her personal data;
 - (b) request correction of any of his or her personal data which is inaccurate;
 - (c) ascertain a data user's policies and practices in relation to personal data;
 - (d) be informed of the kind of personal data held by the data user;
 - (e) be informed of the main purposes for which personal data held by the data user are or are to be used;
 - (f) make data access request and data correction request through the channel set out in paragraph 9 below.
9. In accordance with the provisions of the Ordinance, Manulife has the right to charge a reasonable fee for processing any data access request. Requests may be made in writing to the Privacy Officer at:

Manulife (International) Limited
22/F., Tower A, Manulife Financial Centre, 223-231 Wai Yip Street,
Kwun Tong, Kowloon, Hong Kong.

Manulife Provident Funds Trust Company Limited
22/F., Tower A, Manulife Financial Centre, 223-231 Wai Yip Street,
Kwun Tong, Kowloon, Hong Kong.

Manulife Investment Management (Hong Kong) Limited
23/F., Manulife Tower, One Bay East,
83 Hoi Bun Road, Kwun Tong, Kowloon, Hong Kong.

Manulife Global Fund, Manulife Advanced Fund SPC, or any of other Manulife Funds
23/F., Manulife Tower, One Bay East,
83 Hoi Bun Road, Kwun Tong, Kowloon, Hong Kong.

有關《個人資料(私隱)條例》的客戶通知 (20130401-01 版本)

定義

1. 本通知中使用的「查閱資料要求」、「改正資料要求」、「資料當事人」、「資料使用者」、「直接促銷」、「核對程序」及「個人資料」，具有《條例》中規定的含義。

就本通知而言：

「客戶」指資料當事人，包括（但不限於）現有及潛在保單持有人、受保人、受益人或指定或有權獲得保單下的款項及/或其他利益的其他人士；及職業退休計劃下的成員；及強積金計劃下的計劃成員；及投資基金的股份/單位持有人。

「香港」指香港特別行政區。

「宏利」指與各自客戶相關的宏利人壽保險(國際)有限公司、宏利公積金信託有限公司、宏利投資管理(香港)有限公司或某一宏利基金(視情況而定)。

「某一宏利基金」指由宏利集團的某一成員不時所發起或管理的任何投資基金(包括但不限於宏利環球基金及宏利盈進基金SPC)，而「宏利基金」指所有此等投資基金。

「宏利集團」指宏利金融有限公司及其子公司和關聯公司(其中包括但不限於宏利人壽保險(國際)有限公司、宏利公積金信託有限公司、宏利投資管理(香港)有限公司)及宏利基金。宏利集團每一成員於本通知下的權利和義務，均為單獨而非連帶的。對於宏利集團另一成員的任何作為或不作為，宏利集團的任何其他成員概不承擔任何責任。

「條例」指《個人資料(私隱)條例》。

收集

2. 為建立或繼續業務關係或提供產品或服務，客戶需要不時向宏利提供個人資料。如未能提供該等資料可能導致宏利無法建立或繼續業務關係，或無法提供產品或服務。
3. 另外，宏利在業務關係存續的正常過程中(例如，申請變更保單下的受益人/受保人；或僱主通知變更參與職業退休計劃/強積金計劃的僱員成員的僱用情況/地址；或投資基金聯合股份持有人申請基金轉換)從客戶處及/或針對客戶收集或獲得個人資料。

目的

4. 取決於客戶與宏利的關係性質，使用客戶個人資料的目的各有不同。該等目的可能包括：
- (a) 處理、評估和確定客戶對產品及/或服務的申請或要求；
 - (b) 執行、維持、管理和運作向客戶提供的產品及/或服務；
 - (c) 確認客戶身份並識別客戶；
 - (d) 確認所收集資訊的準確性；
 - (e) 加深了解客戶的財務狀況、評估客戶申請、評估宏利所承擔的風險並審核提交給宏利的理賠；
 - (f) 與客戶提出、針對客戶提出或在其他方面涉及客戶的、與任何產品及/或服務相關的任何索賠有關的任何目的，其中包括但不限於提出該等索賠、就其進行辯護、分析、調查、處理、評估、確定和應對；
 - (g) 根據客戶在宏利持有的帳戶的條款和條件提供投資管理服務、交易和顧問服務、託管服務和其他服務；
 - (h) 履行與產品及/或服務相關的任何職責和活動，包括但不限於市場

推廣、審計、報告、研究、分析、再保險以及一般服務和維持網上及其他服務；

- (i) 為客戶研究及/或設計產品及/或服務、宣傳、改進和改善產品及/或服務的提供；
- (j) 開展核對程序(定義見《條例》，但廣義包括對資料當事人兩套或更多套的資料進行比對，以採取不利於資料當事人的行動，例如拒絕申請)；
- (k) 根據對宏利或宏利集團任何成員(無論在香港境內還是境外)有約束力或對其適用的任何法律、法規、規章、守則、指引或指南的規定進行披露，包括但不限於向當地或外國的監管機構、政府機構、諸如保險公司聯會或協會等公認行業組織(無論在香港境內還是境外)、信貸資料服務機構或審計機構進行披露；
- (l) 由於宏利或宏利集團任何成員在相關當地或外國監管機構、政府機構、或公認行業組織(無論在香港境內還是境外)所在司法管轄區的或涉及該等司法管轄區的財務、商業、業務或其他利益或活動而由宏利或宏利集團任何成員承擔或施加給其的、與該等當地或外國監管機構、政府機構、或公認行業組織之間的任何合同、其他承諾或安排；
- (m) 用於經營目的、信貸評估、信貸評分模型或統計分析(每項均包括行為分析以及對與宏利集團之間總體關係的評估，其中包括為遵守關於在宏利集團內部共用資料和資訊的任何義務、要求、政策、程序、措施或安排而使用該等資料，及/或根據宏利集團內任何有關遵守制裁或防止或發現洗錢、為恐怖分子提供資金或其他非法活動的計劃而對資料和資訊進行的其他使用)，無論是針對資料當事人還是其他人的；
- (n) 行使宏利在向客戶提供產品及/或服務方面可能享有的任何權利；
- (o) 進行身份及/或信貸核查；
- (p) 確定應向客戶支付或客戶應付的任何債務金額，向客戶或向為客戶債務提供任何擔保或承諾的任何人收取和追討任何應收金額；
- (q) 使宏利或宏利集團任何成員的權利或業務的實際或擬議受讓人、承讓人、參與人或次級參與人能對該等轉讓、參與或次級參與擬涉及的交易進行評估；
- (r) 宏利提供的任何特定服務或產品中具體規定的目的；
- (s) 與上述相關的任何目的(包括尋求專業意見)，或根據宏利或宏利集團任何成員的一般政策進行的、與保險、職業退休計劃、強積金計劃、投資基金、財富管理服務以及宏利或宏利集團任何成員不時向客戶提供的通知、通告或其他條款和條件中所述的其他金融產品和服務相關的任何其他目的。

承轉人

5. 宏利持有的客戶個人資料將予以保密，但宏利可就上文第4條所載的任何目的將該等資料移轉給下列人士及/或實體(無論在香港境內還是境外)：
- (a) 與客戶、針對客戶或涉及客戶就任何產品及/或服務提起的任何索賠相關的任何人士；
 - (b) 向宏利或宏利集團任何成員提供與業務經營相關的行政管理、電信通訊、電腦、資訊技術、付款、資料處理或儲存、市場推廣、郵寄、列

印、電話行銷、客戶滿意度分析或其他服務的任何代理、承辦商或第三方服務供應商，包括任何託管人、執行人、投資管理人、投資顧問或分銷商；

- (c) 任何信貸資料服務機構或（如出現付款違約）任何債務托收機構；
- (d) 任何顧問（包括其僱員）或其他中介人士/機構（包括其僱員）；
- (e) 再保險商和醫療服務供應商；
- (f) 客戶的僱主；
- (g) 已向宏利或宏利集團任何成員承諾將對該等資料保密的任何人士；
- (h) 宏利或宏利集團的權利或業務的任何實際或擬議受讓人、承讓人、參與人或次級參與人；
- (i) 宏利集團的任何成員；
- (j) 宏利或宏利集團任何成員根據對其有約束力或適用的任何法律、法規、規章、守則、指引或指南的規定有義務或必須向其披露的任何人士，其中包括但不限於任何當地或外國的監管機構、政府機構或公認行業組織；
- (k) 根據由於宏利或宏利集團任何成員在相關當地或外國監管機構、政府機構、或公認行業組織（無論在香港境內還是境外）所在司法管轄區的或涉及該等司法管轄區的財務、商業、業務或其他利益或活動而由宏利或宏利集團任何成員承擔或施加給其的、與該等當地或外國監管機構、政府機構、公認行業組織之間的任何合同、其他承諾或安排，有義務或必須向其披露的任何人士。

個人資料在直接促銷中的使用

6. 宏利擬在下列產品和服務的直接促銷中不時使用客戶的個人資料：

- (a) 保險、公積金及/或公積金計劃、投資基金、財富管理服務或其他金融產品和服務；
- (b) 獎勵、忠誠度或特權計劃及相關產品和服務；
- (c) 宏利集團任何成員的合作品牌夥伴的產品和服務（合作品牌夥伴名稱見相關產品和服務（視情況而定）的申請表）。

在該等直接促銷中，僅可使用下列類型的客戶個人資料：

- (a) 姓名；
- (b) 性別；
- (c) 出生日期；
- (d) 身份證或護照號碼的一部分；
- (e) 聯絡資料（包括但不限於電話號碼、傳真號碼、電郵地址、通訊地址及住宅地址）；
- (f) 客戶已購買或申請的產品及/或服務的資料，包括購買或申請的產品及/或服務的分銷渠道（包括其個人顧問或中介機構）。

除非宏利已經就擬議使用獲得客戶的同意，否則不得如上所述使用資料。

提供個人資料作直接促銷

7. 宏利擬向宏利集團（除宏利本身之外）不時提供客戶的個人資料供宏利集團就下列產品和服務作直接促銷之用，以換取**金錢和其他財產**：

- (a) 保險、公積金及/或公積金計劃、投資基金、財富管理服務或其他金融產品和服務；
- (b) 獎勵、忠誠度或特權計劃及相關產品和服務；
- (c) 宏利集團任何成員的合作品牌夥伴的產品和服務（該等合作品牌夥伴名稱見相關產品和服務（視情況而定）的申請表）。

僅可向宏利集團（除宏利本身之外）提供下列類型的客戶個人資料供宏利集團作該等直接促銷之用：

- (a) 姓名；
- (b) 性別；
- (c) 出生日期；
- (d) 身份證或護照號碼的一部分；
- (e) 聯絡資料（包括但不限於電話號碼、傳真號碼、電郵地址、通訊地址及住宅地址）；
- (f) 客戶已購買或申請的產品及/或服務的資料，包括購買或申請的產品及/或服務的分銷渠道（包括其個人顧問或中介機構）。

除非宏利已就擬議提供獲得客戶的書面同意，否則不得如上所述提供資料。

8. 根據《條例》，資料當事人有權：

- (a) 要求查閱其個人資料；
- (b) 要求對其任何不準確的個人資料進行改正；
- (c) 查明資料使用者在個人資料方面的政策和慣例；
- (d) 了解資料使用者持有的個人資料類型；
- (e) 了解資料使用者持有的個人資料的主要目的或主要擬議目的；
- (f) 通過下文第9條所載的渠道提出查閱資料要求和改正資料要求。

9. 根據《條例》規定，宏利有權就處理任何查閱資料要求收取合理費用。要求可以書面形式提交給個人資料主任：

宏利人壽保險（國際）有限公司

香港九龍觀塘偉業街223-231號宏利金融中心A座22樓

宏利公積金信託有限公司

香港九龍觀塘偉業街223-231號宏利金融中心A座22樓

宏利投資管理（香港）有限公司

香港九龍觀塘海濱道83號宏利大樓23樓

宏利環球基金、宏利盈進基金SPC、或任何其他宏利基金

香港九龍觀塘海濱道83號宏利大樓23樓