

Controlling Person Tax Residency Self-Certification Form (CRS) 控權人稅務居民身份自我證明表格 《共同匯報標準》

Notes :

- (1) 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 which may further exchange such information to the competent authority of another reportable jurisdiction.
- (2) 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 respectively for more CRS and related information.
- (3) This self-certification will remain valid unless there is any change in circumstances relating to your status of tax residency(ies). 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 incorrect or incomplete and provide an updated self-certification form.
- (4) Each Controlling Person of a Passive Non-Financial Entity is required to submit a separate self-certification form.
- (5) The information of the controlling person is collected in the controlling person's capacity/under the authorization of the controlling person. If this self-certification form is completed on behalf of the controlling person, please state the "name" and "capacity" in Part F of this form.
- (6) Please read the Notice to Customers relating to the Personal Data (Privacy) Ordinance (version 20130401-01) ("Notice") before you provide the information. The Notice is also available on Manulife's website (www.manulife.com.hk). The Notice will cover all information collected hereunder and such other information under Manulife's record from time to time. By submitting the information/documents requested in this form, you agree to the usage and transfer of such information/documents as described in the Notice which shall include any data usage/transfer for CRS purpose.

注意事項：

- (1) 這是您向宏利提供的自我證明，作為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，稅務局可將資料交到另一申報稅務司法管轄區的主管部門。
- (2) 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有任何疑問，請諮詢專業稅務顧問或瀏覽OECD及稅務局有關自動交換財務帳戶資料的網頁，以獲取更多CRS及相關資料。
- (3) 這自我證明是有效文件除非您的稅務居住地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個人的稅務居民身份，或引致本表格所載的資料不正確，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。
- (4) 每位被動非財務實體的控權人均需分別遞交一份自我證明。
- (5) 控權人的資料乃因應其職務身份/獲控權人授權而收集。如果資料是代表控權人填寫，請在本表格F部份填寫姓名及身份。
- (6) 在您提供資料前，請細閱有關《個人資料（私隱）條例》的客戶通知（20130401-01版本）（「通知」）。該「通知」同時載於宏利網站（www.manulife.com.hk）。該「通知」將涵蓋此中收集的所有資料，以及不時記錄於宏利檔案中的此等其他資料。一經提交本表格所要求的資料/文件，代表您同意此等資料/文件可按「通知」所述被使用及轉移，包括因「共同匯報標準」而需作出的資料使用/轉移。

A. Employer Details 僱主資料

1. Employer Name 僱主名稱：_____
2. Please and indicate the MPF Sub-Scheme Number/ORSO Group Number where applicable.
請寫上適用的強積金附屬計劃編號/職業退休計劃團體保單編號，並在適當的 內填上 號。

 MPF Sub-Scheme Number 強積金附屬計劃編號：_____ Billing Class Number 分組編號：_____

 ORSO Group Number 職業退休計劃團體保單編號：_____ Sub-Group Number 分組編號：_____

B. Controlling Person[△] Information 控權人[△] 個人資料

[△] Controlling person(s) means the natural person(s) who exercise control over the entity (control is generally exercised by the individual who ultimately has controlling ownership interest (e.g. more than 25% in relation to a corporation) in the entity). If no natural person exercises control over the Entity, the controlling person will be the individual holding the position of senior managing official of the entity.
控權人是指對該實體行使控制權的自然人（控制權通常是透過對該實體擁有最終控制權（例如：就法團而言即超過25%）的個人行使。）。若無自然人對該實體行使控制權，則控權人為擔任高級管理職務的個人。

| | | | |
|---|-------------------------------|-------------------------------|---|
| 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. : 香港身份證號碼 / 護照號碼 | | Date of Birth : 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 Estate/Village/Building 屋村 / 大廈名稱 |
| Number and Name of Street/Road 街道名稱及號碼 | | Name of Area 區域 / District 地區 | Postal Code 郵寄代碼* |
| City 城市* | | Country 國家* | |

*Mandatory for overseas address
海外地址必須填寫

C. Entity Account Holder Listing 實體帳戶持有人列表

Please list out the name of all the Entity account holder(s) of which you are a Controlling Person.
請列出所有您作為控權人的實體帳戶持有人的名稱。

| Entity 實體 | Name of the Entity Account Holder 實體帳戶持有人名稱 |
|--------------|--|
| 1 | |
| 2 | |
| 3 | |

D. Controlling Person Tax Status 控權人稅務狀況

For more CRS and related information, please 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, and visit Manulife website to view the "Meaning of the Terms and Expressions used in Self-Certification Forms".

如欲獲取更多CRS及相關資料，可瀏覽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，以及瀏覽宏利網頁以參閱「自我證明表格內採用的名詞及措辭釋義」。

You may simply scan the following QR Codes to obtain the concerned information.

您亦可掃描下列二維碼以取得相關資料。

1. OECD
經濟合作與發展組織



(OECD-TR)

2. Inland Revenue Department
稅務局



(IRD 稅務局)

3. Meaning of the Terms and Expressions used in Self-Certification Forms
自我證明表格內採用的名詞及措辭釋義



(CRS-DEF)

(i) The controlling person hereby declares his/ her Tax Residence is 控權人在此聲明其稅務居住地為

- Hong Kong **ONLY**, with no tax residence in any other jurisdictions (Taxpayer Identification Number (TIN): HKID Card No. provided in this form)
只有香港，及沒有處於任何其他司法管轄區的稅務居住地（稅務編號：於本表格所提供的香港身份證號碼）
- Hong Kong (Taxpayer Identification Number (TIN): HKID Card No. provided in this form) and also some other jurisdictions
是香港（稅務編號：於本表格所提供的香港身份證號碼）及其他司法管轄區
(Please fill out (ii) table. 請填寫(ii)之列表。)
- NOT Hong Kong, but instead some other jurisdictions 不是香港而是其他司法管轄區
(Please fill out (ii) table. 請填寫(ii)之列表。)

(ii) Please list all jurisdictions (**other than Hong Kong**) where the controlling person is a resident for tax purposes and Taxpayer Identification Number or its Functional Equivalent (TIN) for each jurisdiction. If the space provided is insufficient, please provide it in the below format on additional sheet(s). Please refer to OECD website at: <https://www.oecd.org/tax/automatic-exchange/crs-implementation-and-assistance/tax-identification-numbers/> or simply scan the QR code for tax residency related information.

請在以下列明控權人在所有司法管轄區（**香港以外**）符合稅務的居民稅務編號或具有等同功能的識別編號（稅務編號）。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：[\(https://www.oecd.org/tax/automatic-exchange/crs-implementation-and-assistance/tax-identification-numbers/\)](https://www.oecd.org/tax/automatic-exchange/crs-implementation-and-assistance/tax-identification-numbers/) 或掃描此二維碼以獲取稅務居民相關資料。



(OECD-TR)

| 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 account holder is a resident for tax purposes does not issue TINs to its residents.
理由A - 帳戶持有人所屬的稅務居民司法管轄區沒有向其居民發出稅務編號。

Reason B - The account holder 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 - 帳戶持有人無法獲得稅務編號。（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。）

E. Type of Controlling Person 控權人類別

Please check one of the appropriate boxes. 在其中一個適當的空格內加上 ✓ 號

| Type of Entity 實體類別 | Type of Controlling Person 控權人類別 |
|---|---|
| Legal Person 法人 | <input type="checkbox"/> (1a) Individual who has a controlling ownership interest (e.g. more than 25% of issued share capital in relation to a corporation) 擁有控制股權的個人 (例如: 就法團而言即擁有超過百分之二十五的已發行股本) |
| | <input type="checkbox"/> (1b) Individual who exercises control/is entitled to exercise control through other means (e.g. more than 25% of voting rights in relation to a corporation) 以其他途徑行使控制權或有權行使控制權的個人 (例如: 就法團而言即擁有超過百分之二十五的表決權) |
| | <input type="checkbox"/> (1c) Individual who holds the position of senior managing official/exercises ultimate control over the management of the entity 擔任該實體的高級管理人員/對該實體的管理行使最終控制權的個人 |
| Trust 信託 | <input type="checkbox"/> (2a) Settlor 財產授予人 |
| | <input type="checkbox"/> (2b) Trustee 受託人 |
| | <input type="checkbox"/> (2c) Protector or enforcer 保護人或執行人 |
| | <input type="checkbox"/> (2d) Beneficiary or member of the class of beneficiaries 受益人或某類別受益人的成員 |
| | <input type="checkbox"/> (2e) Other (e.g. individual who exercises control over another entity being the settlor/trustee/protector or enforcer/beneficiary) 其他 (例如: 如財產授予人/受託人/保護人或執行人/受益人為另一實體, 對該實體行使控制權的個人) |
| Legal Arrangement other than Trust 除信託以外的法律安排 | <input type="checkbox"/> (3a) Individual in a position equivalent/similar to settlor 處於相等/相類於財產授予人位置的個人 |
| | <input type="checkbox"/> (3b) Individual in a position equivalent/similar to trustee 處於相等/相類於受託人位置的個人 |
| | <input type="checkbox"/> (3c) Individual in a position equivalent/similar to protector or enforcer 處於相等/相類於保護人或執行人位置的個人 |
| | <input type="checkbox"/> (3d) Individual in a position equivalent/similar to beneficiary or member of the class of beneficiaries 處於相等/相類於受益人或某類別受益人的成員位置的個人 |
| | <input type="checkbox"/> (3e) Other (e.g. individual who exercises control over another entity being equivalent/similar to settlor/trustee/protector or enforcer/beneficiary) 其他 (例如: 如處於相等/相類於財產授予人/受託人/保護人或執行人/受益人位置的人為另一實體, 對該實體行使控制權的個人) |

F. Declaration and Acknowledgement 聲明及確認

I declare that the information given and all statements made in this self-certification (which includes any separate sheet(s)) are, to the best of my knowledge and belief, true, correct and complete.

本人聲明就本人所知所信, 本自我證明 (包括使用另外紙張) 內所填報的所有資料和聲明均屬真實、正確及完備。

I undertake to advise Manulife of any change in circumstances which affects the tax residency status of the individual identified in this self-certification 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.

本人承諾, 如情況有所改變, 以致影響於本自我證明所述的個人稅務居民身份, 或引致其所載的資料不正確或不完整, 本人會通知宏利, 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。

I understand that the information supplied by me is covered by the full provisions of the terms and conditions governing the account holder's relationship with Manulife setting out how Manulife may use and share the information supplied by me.

本人明白, 本人提供之資料受管限帳戶持有人與宏利之間關係的全部條款及條件規定所限, 該等規定列明了宏利可如何使用及分享本人提供之資料。

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

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

I confirm that I have read, understand and agree to all the notes and information stated in this form.

本人確認本人已閱畢、明白並同意本表格所載的所有資料。

I certify that I am the controlling person/I am authorized to sign for the controlling person of all the account(s) held by the entity account holder(s) to which this form relates.

本人證明, 就與本表格相關的實體帳戶持有人所持有的帳戶, 本人是控權人/獲控權人授權簽署本表格。

Signature of Controlling Person 控權人簽署

Date 日期

Name and Capacity of the Authorized Person 獲授權人姓名及身份

(Please indicate your name and capacity if you are not the individual identified in Part B. If signing under a power of attorney, attach a certified copy of the power of attorney. 如您並非B部份所列的控權人本人, 請註明您的姓名及身份。如上述為獲授權簽署, 請附上有關授權書的核證副本。)

❖ **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。

* Simply scan the QR code below to obtain and read the Notice if you do not have it or have not read it yet.

如您沒有或尚未細閱該通知, 您只需掃描以下二維碼索取及查閱相關文件。



(PDPO_English)



(PDPO_中文)

Completed form should be sent to the scheme administrator,

"Provident Funds Services, 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)有限公司公積金服務部」。

The Chinese version of this form is for reference only. In the event of discrepancies between the Chinese and English versions, the English version shall prevail.

本表格之中文譯本只供參考用途, 若與英文版本有異, 一概以英文版本為準。