

Manulife Global Select (MPF) Scheme Employee Enrolment Form 宏利環球精選(強積金)計劃僱員參加表格

Notes :

- This form must be issued in conjunction with the "Essential documents and guide for persons joining the Manulife Global Select (MPF) Scheme" ("the Guide") containing the MPF Scheme Brochure and the Key Scheme Information Document of the Manulife Global Select (MPF) Scheme ("the Scheme") and other essential documents which you should read carefully before completing the form. You may also visit Manulife website to read such documents.
- All information may be treated by Manulife in the same manner as mentioned in the "Notice to Customers relating to the Personal Data (Privacy) Ordinance (the latest version made available by Manulife)" ("Notice"). In case you have not read the Notice before, you can obtain such Notice from your Manulife's intermediary or through Manulife website.
- Please complete this form in BLOCK LETTERS and tick the appropriate boxes.
- Please initial next to any corrections you make on this form.
- Manulife will process this request upon receipt of this completed form and all pertinent document(s), if any.

注意事項：

- 本表格須連同「重要文件及指引」適用於參加宏利環球精選(強積金)計劃人士, (「指引」)一併發出。填寫本表格前必須仔細閱讀「指引」上所載的宏利環球精選(強積金)計劃(「計劃」)強積金計劃說明書、主要計劃資料文件及其他重要文件。您亦可於宏利網頁瀏覽該等文件。
- 宏利可按於《有關〈個人資料(私隱)條例〉的客戶通知》(由宏利提供之最新版本) (「通知」) 所述, 處理有關資料。假如您未有細閱該通知, 您可從您的宏利中介人或透過宏利網頁取得該通知。
- 請用正楷填寫本表格, 並在適當空格內加✓號。
- 如須作出任何刪改, 請於刪改之位置旁簽署。
- 宏利將於收訖已填妥表格及有關文件(如有)後處理是項申請。

To be completed by Employer 此欄由僱主填寫

(1) Employer (Company) Name 僱主(公司)名稱：

(2) Sub-Scheme No. – Billing Class No. 附屬計劃編號 – 分組編號：
(Not applicable if Sub-Scheme is newly established
並不適用於新成立附屬計劃)

(3) Member Account No. 成員帳戶號碼：
(Only applicable to Sub-Schemes with member account number specified
by employer 只適用於由僱主訂明成員帳戶號碼之附屬計劃)

A. Personal Information (Must be verified by the Employer) 個人資料 (必須由僱主核實)

(1) Name 姓名：(as shown on HKID Card / Passport 必須與香港身份證/護照相同)

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

(2) Date of Birth :
出生日期

dd 日 / mm 月 / yyyy 年

(3) Sex : ☐ M 男
性別 ☐ F 女

(4) ☐ HKID Card No. :
香港身份證號碼

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(5) Date of Employment :
受僱日期

dd 日 / mm 月 / yyyy 年

☐ Passport No. :
護照號碼

(ONLY for person without HKID Card 只供沒有香港身份證的人士填寫)

(6) Current Residential Address 現時住址：(all correspondence will be sent to the following address 所有通訊文件將寄往以下地址)

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*

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

Postal Code 郵寄代碼*

Country 國家*

(7) Mobile Phone No. #:
手提電話號碼#

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(Country Code 國家號碼*)

Phone No. 電話號碼

(8) Residential Tel. No. :
住宅電話號碼

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(Country Code 國家號碼*)

Phone No. 電話號碼

* If no country code is provided, it is deemed to be "Hong Kong (852)" for account set up. 如未有提供國家號碼, 在設立帳戶時會被視為「香港 (852)」。

(9) Email Address # :
電郵地址#

@

* The information provided will be used by Manulife to contact you on the issues related to your member account and to deliver one-time-PIN for customer website and mobile app login 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, 就您的成員帳戶相關事宜聯絡您, 以及用作透過外語語音 / 或電郵發送驗證客戶登入客戶網上服務平台及流動應用程式之一次性密碼及 / 或電子提示通知 (如適用) 予您。

All the above contact information will be used for set up the member account to which this enrolment/ application form relates. If you wish to change your contact details under other MPF and/ or non-MPF account(s), you may update it by logging in your account via our website or mobile app, or complete the "Change of Contact Details Form" (CS01a).
以上所有聯絡資料將用作設立此登記 / 申請表格之相關的成員帳戶。如欲更改其他強積金及 / 或非強積金帳戶的聯絡資料, 您可透過我們的網頁或流動應用程式登入您的帳戶作更改或填寫「更改聯絡資料表格」(CS01a)。

(10) ☐ MPF e-Statement and e-Notice Service 強積金電子結單及電子通知服務

(Please read the Consent for MPF e-Statement and e-Notice Service by scanning the QR code before you have made selection.
在作出選擇前, 請掃描二維碼以閱讀有關強積金電子結單及電子通知服務同意書。)

With a valid email address provided and "✓" this box, Manulife will provide you the specified MPF Documents in electronic format which will no longer be issued to you in paper format. For details, please refer to the Consent for MPF e-Statement and e-Notice Service which is available at Manulife website and by scanning the QR Code.

提供有效的電郵地址並於方格加上「✓」號, 宏利將以電子形式向您送出指定強積金文件並不再印發列印版本。有關詳情, 請瀏覽宏利網頁或掃描二維碼以參閱強積金電子結單及電子通知服務同意書。



(eStat.Consent)

For office use only 職員專用： ☐ ID

EE/ENROL (11/2023)

B. 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 ("IRD") 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 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 form incorrect or incomplete and provide an updated self-certification form.

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，或引致本表格任何部份所載的資料不正確，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。

- Manulife **MUST** obtain the complete and valid tax residency self-certification for the setting up of member record. To avoid any delay in the setting up of member record and contribution settlement (if any), please read and complete all the appropriate parts below.

宏利在開立成員帳戶前，**必須**取得完整及有效的稅務居民身份自我證明。為避免成員帳戶開立及供款處理（如有）有任何延誤，請細閱並完成以下所有適用部份。

- 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)



(IRD稅務局)

The personal information, including name, HKID Card No., date of birth and current residential address, provided in Part A forms part of this self-certification. 於A部份提供的個人資料，包括姓名、香港身份證號碼、出生日期及現時住址，會成為此自我證明的一部份。

- (1) I hereby declare that, 本人在此聲明：

(Please put a "✓" in the appropriate box and fill in the information, if required. 請在適當的方格上填上「✓」及填寫所需資料。)

My Tax Residence is 本人之稅務居住地

- ☐ Hong Kong **ONLY**, with no tax residence in any other jurisdictions (Taxpayer Identification Number (TIN): my HKID Card No. provided)

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：本人提供的香港身份證號碼）

(If you have provided HKID Card no. in Part A, you may skip Part B(2). 如您已在A部份提供香港身份證號碼，您可略過B(2)部份。)

- ☐ Hong Kong (Taxpayer Identification Number (TIN): my HKID Card No. provided) and also some other jurisdictions

是香港（稅務編號：本人提供的香港身份證號碼）及其他司法管轄區

(Please fill out Part B(2). 請填寫B(2)部份。)

- ☐ 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 B(2). 請填寫B(2)部份。)

- (2) Please list all jurisdictions where you are a resident for tax purposes and Taxpayer Identification Number or its Functional Equivalent (TIN) for each jurisdiction (If you have provided HKID Card No. in Part A, you are **not required** to fill out the information in regard to Hong Kong below). If the space provided is insufficient, please provide it in the below format on additional sheet(s).

請在以下列明所有您在當地為符合稅務目的之居民的司法管轄區，以及該司法管轄區發出的稅務編號或具有等同功能的識別編號(TIN)（如您已在A部份提供香港身份證號碼，則毋須於下方填寫香港相關資料）。如下列位置不敷應用，請按以下格式另加新頁。

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

Remarks 註：

1. For more guidance on a TIN, please visit the OECD website at <https://www.oecd.org/tax/automatic-exchange/crs-implementation-and-assistance/tax-identification-numbers/>, or simply scan the QR code.

如欲了解相關稅務居民司法管轄區發佈的稅務編號，您可瀏覽OECD網頁 <https://www.oecd.org/tax/automatic-exchange/crs-implementation-and-assistance/tax-identification-numbers/>，或掃描此二維碼。

2. 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 - 毋須提供稅務編號。（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。）



(OECD-TIN)

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。

C. Investment Choice (Contribution Investment Instruction) 投資選擇 (供款投資指示)

Please read the "Important Information for Investment Choice" issued in conjunction with this form before considering whether and how to make an investment choice. The investment options of "Default Investment Strategy" ("DIS") and "Investment Choice by Fund(s)" are mutually exclusive. If you have chosen DIS, please **DO NOT** select other fund(s) listed below under Option 2.

The Contributions will be invested in DIS if (i) you choose both "DIS" and funds under "Investment Choice by Fund(s)"; or (ii) you choose not to or make no investment choice at all; or (iii) the total allocation percentage of selected funds are over 100%; or (iv) you do not sign in Part D of this form.

Your choice for each selected fund under Option 2 should be in whole number with a minimum of 5%, clearly indicated and add up to 100% in total. Otherwise, the part of the Contributions with no, unclear or invalid instruction will be invested in DIS.

The DIS is a strategy (not a fund) that uses two constituent funds, namely the Manulife MPF Core Accumulation Fund and the Manulife MPF Age 65 Plus Fund to automatically reduce the risk exposure as the member approaches retirement age. For details of the DIS, including its automatic de-risking features and fee level, you may refer to the MPF Scheme Brochure and the Key Scheme Information Document of the Scheme or the related information which is available on our website at www.manulife.com.hk.

請先閱讀與此表格連同發出的「投資選擇重要事項」，從而考慮會否或如何作出投資選擇。預設投資策略及投資基金選擇不能兩者兼選。如您選擇以預設投資策略作投資指示，請勿再選以下選項二之其他基金。

如 (i) 您同時選擇「預設投資策略」及「投資基金選擇」下的基金；或 (ii) 您決定不選擇、或完全沒有提供投資選擇；或 (iii) 您所選基金的供款分配率總和大於百分之一百；或 (iv) D 部份沒有僱員簽署，則所有供款將會按預設投資策略投資。

您於選項二下所選的每項基金必須為整數而最低分配率為百分之五，清楚填寫並且供款分配率之總和必須等於百分之一百。否則，未有作出指示、欠缺清晰或未符合規定指示的有關供款部份會按預設投資策略進行投資。

預設投資策略並非一項基金，而是一項運用兩項成分基金，即宏利MPF核心累積基金與宏利MPF65歲後基金的策略，隨著成員步向退休年齡而自動降低風險。如欲了解預設投資策略詳情，包括其自動降低風險特點及收費水平，您可參考本計劃之強積金計劃說明書及主要計劃資料文件或相關資料，有關資訊可見於宏利網頁 (www.manulife.com.hk)。

Please **select EITHER ONE** option by checking the appropriate box.

請只選擇其中一項，並在適用的方格加上「✓」：

Investment Instruction 投資指示	Code 代號	Allocation of Mandatory and Voluntary Contribution 強制性及自願性供款分配率
<input type="checkbox"/> Option 1 選項一 <input type="checkbox"/> Default Investment Strategy (DIS) 預設投資策略	DIS	100%

OR 或

<input type="checkbox"/> Option 2 選項二 <input type="checkbox"/> Investment Choice by Fund(s) 投資基金選擇 (Please specify the allocation percentage among fund(s) 請註明所選基金的分配率)			
Manulife MPF Interest Fund	宏利 MPF 利息基金	DHK121	%
Manulife MPF Stable Fund	宏利 MPF 穩健基金	SHK122	%
Manulife MPF Growth Fund	宏利 MPF 增長基金	SHK123	%
Manulife MPF Aggressive Fund	宏利 MPF 進取基金	SHK124	%
Manulife MPF Conservative Fund	宏利 MPF 保守基金	SHK125	%
Manulife MPF Hong Kong Equity Fund	宏利 MPF 香港股票基金	SHK126	%
Manulife MPF International Equity Fund	宏利 MPF 國際股票基金	SHK127	%
Manulife MPF Pacific Asia Equity Fund	宏利 MPF 亞太股票基金	SHK128	%
Manulife MPF European Equity Fund	宏利 MPF 歐洲股票基金	SHK129	%
Manulife MPF North American Equity Fund	宏利 MPF 北美股票基金	SHK130	%
Manulife MPF Japan Equity Fund	宏利 MPF 日本股票基金	SHK131	%
Manulife MPF Hong Kong Bond Fund	宏利 MPF 香港債券基金	SHK132	%
Manulife MPF International Bond Fund	宏利 MPF 國際債券基金	SHK133	%
Manulife MPF Fidelity Growth Fund	宏利 MPF 富達增長基金	SHK134	%
Manulife MPF Fidelity Stable Growth Fund	宏利 MPF 富達平穩增長基金	SHK135	%
Manulife MPF China Value Fund	宏利 MPF 中華威力基金	SHK136	%
Manulife MPF Healthcare Fund	宏利 MPF 康健護理基金	SHK137	%
Manulife MPF Smart Retirement Fund	宏利 MPF 智優裕退休基金	SHK138	%
Manulife MPF 2025 Retirement Fund*	宏利 MPF 2025 退休基金*	SHK140	%
Manulife MPF 2030 Retirement Fund*	宏利 MPF 2030 退休基金*	SHK141	%
Manulife MPF 2035 Retirement Fund*	宏利 MPF 2035 退休基金*	SHK142	%
Manulife MPF 2040 Retirement Fund*	宏利 MPF 2040 退休基金*	SHK143	%
Manulife MPF 2045 Retirement Fund*	宏利 MPF 2045 退休基金*	SHK144	%
Manulife MPF Hang Seng Index ESG Fund	宏利 MPF 恒指 ESG 基金	SHK145	%
Manulife MPF Sustainable Pacific Asia Bond Fund	宏利 MPF 可持續亞太債券基金	SHK146	%
Manulife MPF RMB Bond Fund	宏利 MPF 人民幣債券基金	SHK147	%
Manulife MPF Core Accumulation Fund [^]	宏利 MPF 核心累積基金 [^]	SHK148	%
Manulife MPF Age 65 Plus Fund [^]	宏利 MPF 65歲後基金 [^]	SHK149	%
Manulife MPF Retirement Income Fund	宏利 MPF 退休收益基金	SHK150	%
Total 合 共			100 %

*The Manulife MPF 2025 Retirement Fund, the Manulife MPF 2030 Retirement Fund, the Manulife MPF 2035 Retirement Fund, the Manulife MPF 2040 Retirement Fund and the Manulife MPF 2045 Retirement Fund will be closed on their maturity dates as defined in the MPF Scheme Brochure and the Key Scheme Information Document. Details on the procedures in handling contribution investment instructions or other instructions to subscribe or redeem units of these funds due to fund maturity can be found in the latest MPF Scheme Brochure and the Key Scheme Information Document.

*宏利 MPF 2025 退休基金、宏利 MPF 2030 退休基金、宏利 MPF 2035 退休基金、宏利 MPF 2040 退休基金及宏利 MPF 2045 退休基金將於強積金計劃說明書及主要計劃資料文件內所定義的期滿日屆滿，請參閱最新的強積金計劃說明書及主要計劃資料文件以了解因基金期滿就處理該等基金的供款投資指示、或其他認購或贖回單位的程序。

[^] The automatic de-risking mechanism of DIS does not apply to these two constituent funds which are selected under Option 2 (i.e. individual fund choices), but NOT Option 1 as part of DIS.

[^] 由於兩個成分基金屬選項二(即個別基金選擇)，而非預設投資策略下(即選項一)的基金，有關自動降低風險機制並不適用。

D. Declaration 聲明

It is hereby DECLARED, UNDERSTOOD AND AGREED that:

本人明白，同意並謹此聲明：

While being a member of the Scheme, I shall be bound by the provisions of the Master Trust Deed and its Rules.

本人作為計劃成員，將受集成信託契約之規定及條例所管限。

I have read all the notes on this form, including those provided by QR code. All information supplied hereunder together with any subsequent alterations thereof will be accurate and the disclosure of such 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.

本人已閱讀本表格之所有注意事項，包括以二維碼形式提供之資料。本人於本表格內提供之資料及其後之修訂均正確無誤，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收集任何更新資料。

I hereby authorize my employer to obtain from me any updated information and / or any additional information that is reasonably required by Manulife to administer the Sub-Scheme and to provide the same to Manulife to enable Manulife to administer the Sub-Scheme. The said information may be treated by Manulife in the same manner as mentioned above and in the "Notice to Customers relating to the Personal Data (Privacy) Ordinance".

本人謹此授權僱主向本人索取或更新提供之資料及 / 或已提交予宏利因管理附屬計劃而須取得之額外資料，並向宏利提供該等資料以便宏利管理附屬計劃。宏利可按以上及於《有關〈個人資料（私隱）條例〉的客戶通知》所述，處理有關資料。

My employer may from time to time agree with me in respect of any changes and Manulife is hereby authorized to accept any instruction given by my employer to update / amend the governing rules (including but not limited to any change in vesting scale) and / or to terminate the participation in the scheme and / or to transfer any accrued benefit to another provident fund scheme provider.

本人與僱主可以不時同意作出任何更改，及宏利已獲授權接受本人之僱主所給予的任何指示以更新 / 修正管限規則(包括但不限於歸屬比例的變更)及 / 或終止參與計劃及 / 或轉移累算權益至另一公積金計劃提供機構。

I undertake that if there is any change in the information provided, I shall notify Manulife as soon as reasonably practicable.

本人承諾假使所提供的資料有任何更改，本人將於合理的切實可行範圍內盡快通知宏利有關之改動。

I understand that I should seek professional advice from a qualified investment consultant before making any investment decision. I hereby declare that the investment decision indicated hereinabove in Part C has been reached as a result of my own independent judgment and opinion.

本人明白本人在作出任何投資決定前，須先向合資格投資顧問尋求專業建議。本人特此聲明於C部份之投資決定，乃出於本人之獨立判斷及意見。

I undertake to advise Manulife of any change in circumstances which affects the tax residency status of the individual identified in Part B 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B部份所述的個人的稅務居民身份，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 acknowledge and agree to the right of Manulife not to accept this enrolment application or to terminate my member account (if applicable) in case I cannot satisfy the requirements on any of Manulife's regulatory obligations, including but not limited to that mentioned in Part B.

本人確認並同意，若本人未能符合就有關法規的要求，包括但不限於B部份所述的法規及/或條例，宏利將有權拒絕此參與計劃申請或終止本人成員帳戶(如適用)。

I acknowledge and agree that (i) the information contained in Part A and Part B 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) I 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.

本人確認及同意，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A及B部份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)本人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。

I have received and read the Guide including "Notice to Customers relating to the Personal Data (Privacy) Ordinance (the latest version made available by Manulife)" ("Notice"). I understand and agree to the Notice. I confirm my consent as referred to in the section entitled **Use of Personal Data in Direct Marketing** of the Notice subject to any objection as indicated by me below:

[IMPORTANT NOTES: Please note that direct marketing can include offers of special discounts, coupons or gift items. You can leave this box blank. In addition, Manulife will not provide your personal data to Manulife Group (other than Manulife itself) for use in direct marketing as referred to in the section entitled **Provision of Personal Data for Use in Direct Marketing** of the Notice.]

本人已收訖及閱畢「指引」包括其所載之《有關〈個人資料（私隱）條例〉的客戶通知》（由宏利提供之最新版本）（「通知」）。本人清楚明白及同意該通知之內容。除本人如下所示提出之任何反對外，本人確認同意該通知內以**個人資料在直接促銷中的使用**為標題之內容。

[重要提示：請注意直接促銷用途可包括提供特別折扣、優惠券或禮品。您可將該空格留空。此外，宏利不會按該通知內以**提供個人資料作直接促銷**為標題的部份，向宏利集團（不包括宏利本身）提供您的個人資料作直接促銷用途。]

☐ I object to Manulife using my personal data in direct marketing as referred to in the section entitled **Use of Personal Data in Direct Marketing** of the Notice.

本人反對宏利按該通知內以**個人資料在直接促銷中的使用**為標題的部份，將本人之個人資料作直接促銷用途。



Employee's Signature 僱員簽署

(This signature shall serve as a specimen for future correspondence related to the Scheme.
日後就有關本計劃之文件簽署，將以此樣式為準。)

Date 日期

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

E. Member Category (To be completed by the Employer) 成員類別 (需由僱主填寫)

(1) Member Category for Employer Voluntary Contributions* (e.g. 1, 2, 3) :

僱主自願性供款之成員類別* (如: 1, 2, 3)

*Only applicable to Sub-Schemes offering different categories of voluntary contributions

*只適用於提供不同類別自願性供款之附屬計劃

(2) Member Category (please put a "✓" in an appropriate box or, in default, the member record will be set as "Regular employee") :

成員類別 (請於適當的方格填上「✓」號, 如沒有剔選任何選項, 該成員紀錄將被設定為「一般僱員」)

Only Applicable to "Casual Employee" or "Exempt Person". Please read the definition of the respective member types below carefully before making any selection.

只適用於「臨時僱員」或「獲豁免人士」。於填寫有關選項前, 請細閱以下有關成員種類之定義。

☐ **Casual Employee 臨時僱員 (Y)** - only applicable to employee who is specified under subsection 2 of section 2 of the MPF Schemes Ordinance. The employee should be engaged in either the **Construction Industry** or **Catering Industry** and is employed on a day to day basis or for a fixed period of less than 60 days.

只適用於按強制性公積金計劃條例第二條第(2)款指明的僱員。該僱員必須從事**建造行業**或**飲食行業**, 並由僱主按日僱用或僱用一段少於60日固定期間的僱員。

☐ **Exempt Person 獲豁免人士 (E)** - only applicable to employee who is specified under Schedule 1 of the MPF Schemes Ordinance. 只適用於按強制性公積金計劃條例附表1上指明的人士。

Employer should inform Manulife in writing when this employee is no longer an exempt person. 若此僱員不再屬於獲豁免人士時, 僱主須以書面通知宏利。

Commencement Date of Employer Mandatory Contribution* :
僱主強制性供款開始日*

dd 日 / mm 月 / yyyy 年

* Applicable to the employee who has been granted an employment visa for permission to work in Hong Kong for a period of 13 months or less, and he/she will continue to be employed after the period of exemption.
適用於已獲發准許在香港工作13個月或以下工作簽證, 而於豁免期終結後將繼續受僱的僱員。

(3) Please tick "✓" the appropriate box and select ONE only. If this section is left blank, the member will be assumed as a newly enrolled member. 請於適當的方格內加上「✓」號並擇其一。如留空此部份, 僱員將被視作新登記之成員。

☐ **Newly enrolled member**
新登記之成員

Transferred member
轉移之成員

(i) Effective date of transfer* :
轉移生效日期*

dd 日 / mm 月 / yyyy 年

* If the specified date on this form is different from that indicated on the **Written Request for Transfer (applicable to the transfer from MPF Exempted ORSO Scheme) / Employer's Request For Fund Transfer Form ("the Transfer Request")**, the date indicated on the Transfer Request will be taken for effecting the transfer of your employee(s).

* 倘本表格上所註明的日期與轉移之書面指示 (適用於自獲強積金豁免的職業退休計劃之轉移) / 僱主資金轉移申請表 (「轉移指示」) 上所列明的轉移生效日期不同, 則將以轉移指示所列明的日期作處理有關僱員的轉移。

(ii) Type of transferred member :
轉移成員類別

☐ **Member transferring from MPF Exempted ORSO Scheme**
轉移自獲強積金豁免的職業退休計劃之成員

☐ **Employer scheme transfer - member transferring from another MPF scheme due to change of scheme service provider by current employer**
僱主計劃轉移 - 即成員因現僱主更換計劃服務提供者而轉移自其他強積金計劃

☐ **Member intra - group transfer - member transferring from another MPF scheme due to change of employment between associated companies or change of business ownership**
成員有聯繫公司轉移 - 即成員受僱於另一間有聯繫公司或另一個新業務擁有人而轉移自其他強積金計劃

I / We declare that I / we have verified the identification information of the applicant on this application form against the proper identification documents including the Hong Kong Identity Card issued by the government authority in accordance with the Registration of Persons Ordinance.

本人 / 吾等聲明本人 / 吾等已核對此表格上的申請人載於合法身份證明文件內的資料, 身份證明文件包括由政府機關依人事登記條例發出的香港身份證。

I / We hereby confirm the accuracy and completeness of the information provided in this application form and shall indemnify Manulife or its associated companies for all damages that may be incurred by Manulife in reliance on and for usage of the information provided.

本人 / 吾等現確認此表格上所提供之資料均為正確及完整, 並會為宏利及其聯繫公司因相信 / 使用此資料而可能導致的任何損失負上其賠償責任。

Company Chop
公司印章



Employer's Authorized Signature
獲僱主授權人士簽署

Name & Title (in Block Letters)
姓名及職銜 (正楷)

Date
日期

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」。

Important Information for Investment Choice 投資選擇重要事項

Please read the following before completing Part C of "Manulife Global Select (MPF) Scheme Employee Enrolment Form".

於填寫「宏利環球精選（強積金）計劃僱員參加表格」C部份之前，請細閱下文。

1. The Contribution Investment Instruction ("Instructions") provided in this form will apply to both mandatory and voluntary contributions, and transferred-in benefits from another scheme (the "Contributions") regardless of whether you make voluntary contributions or have the said transferred-in benefits for the time being. All voluntary contributions made or transferred-in benefits in the future, if any, will be invested in accordance with the Instructions unless it is superseded by your another Instructions subsequently received and processed by Manulife.

不論您目前有否作自願性供款或是否有自另一計劃轉入的權益，您在此表格上註明的供款投資指示（「指示」）將適用於強制性及自願性供款部份，以及自另一計劃轉入的權益（「所有供款」）。除非宏利隨後接獲並完成處理您的其他指示，以取代原來的指示，否則所有未來的自願性供款或轉入權益（如有）將會依據此部份的指示作投資分配。

2. The Contributions will be invested in Default Investment Strategy ("DIS") if you (i) choose both "DIS" and funds under "Investment Choice by Fund(s)"; or (ii) choose not to or make no investment choice at all; or (iii) do not sign in Part D of this form.

如您 (i) 同時選擇「預設投資策略」及「投資基金選擇」下的基金；或 (ii) 決定不選擇、或完全沒有提供投資選擇；或 (iii) D 部份沒有僱員簽署，則所有供款將會按預設投資策略投資。

3. "Investment Choice by Fund(s)"

「投資基金選擇」

- 3.1. A minimum of 5%, and in whole number is required for each selected fund. The allocation percentage must add up to 100% in total.

每項所選之基金之最低分配率為百分之五並且必須為整數。供款分配率之總和必須等於百分之一百。

- 3.2. Despite "DIS" and "Investment Choice by Fund(s)" are mutually exclusive, all or part of the Contributions will be invested in DIS under the following situations where we cannot ascertain a clear investment instruction from you:

儘管「預設投資策略」及「投資基金選擇」不能兩者兼選，在以下情況下當宏利不能確定您的清晰指示時，會將全部或部份的所有供款按預設投資策略進行投資。

- 3.2.1. If (i) the total allocation percentage of the selected funds is over 100%; or (ii) the Instructions for all the selected funds is unclear or illegible, then the Contributions will be invested in DIS.

假如 (i) 所選基金的供款分配率總和大於百分之一百；或 (ii) 全部所選基金指示均不清晰或無法辨認，則所有供款會按預設投資策略進行投資。

- 3.2.2. If (i) the allocation percentage to any selected fund(s) is below 5%, not in whole number, unclear or illegible; or (ii) the total allocation percentage of the selected funds is below 100%; or (iii) the fund choice is not a fund available for selection, then the part of the Contributions with no, unclear or invalid instruction will be invested in DIS.

假如 (i) 個別所選之基金之分配率少於百分之五、並非整數、不清晰或無法辨認；或 (ii) 所選基金的供款分配率總和少於百分之一百；或 (iii) 所選基金並非可供選擇，則未有作出指示、欠缺清晰或未符合規定指示的有關供款部份會按預設投資策略進行投資。

4. For members' accrued benefits invested according to the DIS, when one or more instructions from you, such as subscription, redemption or switching instructions, are also being processed and with units to be issued/redeemed (in the case of the Interest Fund where investment to be made in or monies to be withdrawn from) on the same dealing day as the dealing day scheduled for the annual de-risking for you, such instruction(s) and the annual de-risking in respect of you will take place on the same day. In such case, the annual de-risking will only take place after processing those instruction(s).

如成員的累算權益按預設投資策略投資，當一項或多項指示，如認購、贖回或轉換指示，於您的每年降低風險之預定交易日辦理，而在同一交易日發行 / 贖回有關單位（利息基金則為對其進行投資或從中提取款項），該等指示將與您的每年降低風險安排同日進行。在此情況下，每年降低風險安排僅會在該等指示獲處理後進行。

5. If you already have a Contribution Account ("CA") in respect of the same employment date under the Sub-Scheme but submit this form more than once, Manulife will take the investment instruction in the later received form as the latest Instructions from you. The Instructions will then be updated and be applied to ALL contributions received but not yet subscribed to the account on and after the date of updating the Instructions, including any benefits transferred from another scheme (except for benefits transferred among member accounts under the Manulife Global Select (MPF) Scheme). Change of contribution investment instruction to the CA should be done via Manulife website, mobile app, IVRS or by submitting the "Change Future Investments/Fund Switching Instruction" form.

如您已於此附屬計劃持有同一受僱日期之供款帳戶，但重複遞交此表格，則宏利會視其後收到的表格上所示之投資指示為您的最新指示。宏利將更新該指示，並按其處理於更新指示當天及其後收到，但未經認購至帳戶的所有供款，包括從其他計劃轉移之累算權益（涉及宏利環球精選（強積金）計劃內的成員帳戶之間的轉移除外）。如欲更改供款帳戶之供款投資指示，請於宏利網頁、流動應用程式、互動話音系統提交指示，或使用「更改未來投資 / 基金轉換指示」表格。

6. Benefit transfer

權益轉移

- 6.1. Benefit transfer among member accounts under the Manulife Global Select (MPF) Scheme will be processed (i) by way of unit transfer for the unitized constituent funds; and (ii) by way of transferring account balance for the non-unitized constituent fund. There is no selling or buying of funds during the transfer process and the instruction as indicated in Part C of this form is not applicable to the transfer.

在宏利環球精選（強積金）計劃內的成員帳戶之間的轉移乃是透過 (i) 所有單位化的成分基金以轉移單位方式進行；及 (ii) 非單位化的成分基金以轉移帳戶結餘方式進行。轉移過程並不涉及任何基金買賣，而於本表格C部份之投資指示並不適用於此等轉移安排。

- 6.2. Minimum MPF benefits ("MMB") and accrued benefits other than MMB transferred from the member's other registered Occupational Retirement Scheme account to this MPF scheme will be treated as mandatory and voluntary contributions respectively.

成員於註冊職業退休計劃之最低強積金利益及最低強積金利益以外的累算權益，將分別被轉移至此計劃的強制性及自願性供款部份內。

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:
- (a) processing, assessing and determining applications or requests made by customers for products and/or services;
 - (b) administering, maintaining, managing and operating products and/or services provided to customers;
 - (c) confirming customer's identity and uniquely identifying customer;
 - (d) confirming the accuracy of the information collected;
 - (e) understanding customer's financial situation better, evaluating customer application, assessing the risks Manulife is assuming and reviewing claims submitted to Manulife;

- (f) 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;
- (g) 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;
- (h) 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;
- (i) researching and/or designing products and/or services for customers, and promoting, improving and furthering the provision of products and/or services;
- (j) 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);
- (k) 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;
- (l) 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;
- (m) 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;
- (n) exercising any rights Manulife may have in connection with the provision to customers of products and/or services;
- (o) conducting identity and/or credit checks;
- (p) 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;
- (q) 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;
- (r) purposes specifically provided for in any particular service or product offered by Manulife;
- (s) 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