

MANULIFE GLOBAL SELECT (MPF) SCHEME –
DIRECT DEBIT AUTHORIZATION

宏利環球精選（強積金）計劃 – 直接付款授權

DDA

Please read the Important Notes and the Bank Account Holder(s) Authorization and Declaration overleaf before completing this form. 填寫本表格前，請細閱後頁的重要事項及銀行戶口持有人授權及聲明。

Employer / Member Name 僱主／成員名稱		
Employer / Member Account No. ¹ 僱主／成員帳戶號碼 ¹		
Payroll Group ID 工資組別編號 (For Employer only 只適用於僱主)		
Scheme Name 計劃名稱	Manulife Global Select (MPF) Scheme 宏利環球精選（強積金）計劃 ("the Scheme" 「本計劃」)	
Name of Party to be Credited 收款人名稱	Manulife Provident Funds Trust Co. Ltd. 宏利公積金信託有限公司 ("the Beneficiary" 「受益人」)	

¹ You may leave the Employer / Member Account No. blank if you have recently participated in the Scheme and have yet received the Employer / Member Account No. If you are in doubt, please contact the eMPF Platform. 如你最近才參加計劃及並未收到你的僱主／成員帳戶號碼，則可留空此項。如有疑問，請聯絡積金易平台。

A. BANK ACCOUNT DETAILS 銀行戶口資料

Bank Name 銀行名稱		
Bank No. 銀行編號	Branch No. 分行號碼	Account No. 戶口號碼 (Please specify account suffix no. for integrated account. 如戶口屬於綜合理財戶口，請註明戶口字尾號碼。)
Bank Account Type 銀行戶口類別 ☐ Personal 個人 ☐ Joint 聯名 ☐ Corporate 公司		
Name of Bank Account Holder (Accept English only) ² 銀行戶口持有人姓名 (只接受英文) ²		
Account Opening Document Type and No. 開立戶口文件類別及號碼		
☐ HKID Card 香港身份證 ☐ Passport 護照 (Applicable ONLY for an individual without HKID Card 僅供沒有香港身份證人士填寫)		
☐ Business Registration Certificate 商業登記證 ☐ Certificate of Incorporation 公司註冊證書		
☐ Others, please specify 其他，請註明		
Document No. 證件號碼		
Upper Limit for Each Payment ³ 每次付款上限 ³		
HKD 港幣		
Signature of Bank Account Holder(s) with Company Chop (if applicable) 銀行戶口持有人簽署及公司印章 (如適用) (should match with the signature specimen of the bank account 必須與銀行戶口的簽署樣式相符)		Date 日期 (DD 日 / MM 月 / YYYY 年)

Please provide joint account holder's details 請填寫聯名戶口持有人資料 (i.e. bank account holder other than the member as specified above, if applicable 即上述成員以外的其他銀行戶口持有人，如適用)	
Name of Joint Bank Account Holder (Accept English only) ⁴ 銀行聯名戶口持有人姓名 (只接受英文) ⁴	
Account Opening Document Type and No. 開立戶口文件類別及號碼	
☐ HKID Card 香港身份證	☐ Passport 護照 (Applicable ONLY for an individual without HKID Card 僅供沒有香港身份證人士填寫)
☐ Others, please specify 其他，請註明	
Document No. 證件號碼	
Signature of Joint Bank Account Holder(s) 銀行聯名戶口持有人簽署 (should match with the signature specimen of the bank account 必須與銀行戶口的簽署樣式相符)	Date 日期 (DD 日 / MM 月 / YYYY 年)

² If not the same as the name registered for the Scheme (e.g. joint account / third party account), please fill in "Third Party Payment Declaration Form" and / or provide the relevant documents. 如與登記於本計劃的名稱不同 (例如：聯名戶口／第三者戶口)，請填寫「第三方付款聲明表格」及／或提供相關文件。

³ You can set the limit of each transfer. As the amount of each debit may vary, you are not recommended to set the limit to avoid any unaccepted autopay that leads to delay in contribution settlement. If limit is not specified, the debtor's bank will set it as "unlimited". 你可設定每次的轉帳限額。因你每次須付款的金額可能不同，為避免轉帳被銀行撤回而延誤供款，建議你毋須設定限額。如未有說明限額，付款銀行會將限額設定為「不設上限」。

⁴ Please fill in "Third Party Payment Declaration Form" and / or provide the relevant documents. 請填寫「第三方付款聲明表格」及／或提供相關文件。

B. EMPLOYER / MEMBER AUTHORIZATION AND DECLARATION 僱主／成員授權及聲明

By signing this form, the authorized signer / member ("I / We") 在簽署本表格，獲授權簽署人／成員 (下稱「本人／我們」)：

- I / We understand and agree to the terms of the General Terms and Conditions of the eMPF Platform, the Important Notes and the PICS of the eMPF Platform and the Scheme. 本人／我們明白及同意積金易平台一般條款及細則、重要事項及積金易平台及本計劃「聲明」條款。
- I / We declare that the information given and statements made in this authorization are, to the best of my / our knowledge and belief, true, correct and complete. 本人／我們聲明，就本人／我們所知所信，本授權內所填報的所有資料及聲明均屬真實、正確及完整。
- In the absence of wilful default, gross negligence or fraud, I / we agree to indemnify and keep the eMPF Platform / the trustee indemnified against any and all losses, costs, expenses, actions, proceedings suffered by the eMPF Platform / the trustee related to my / our direct debit authorization. 在沒有故意失責、嚴重疏忽或欺詐外的情況下，倘若積金易平台／受託人因執行本人／我們的直接付款授權，而導致積金易平台／受託人需要承擔任何及所有損失、成本、費用或招致任何行動或訴訟，本人／我們同意作出有關賠償予積金易平台／受託人。

Authorized Signature(s) with Company Chop [#] (If applicable)

授權簽署及公司印章 [#] (如適用)／Signature of Member [#] 成員簽署 [#]

Date 日期

	DD 日 / MM 月 / YYYY 年
--	----------------------

[#] The signature should match with the signature specimen maintained by the eMPF Platform. 簽署必須與積金易平台的簽署樣式相符。

For Bank Use Only 銀行專用

Name of Party to be Credited 收款人名稱 ("the Beneficiary" 「受益人」)	Manulife Provident Funds Trust Co. Ltd. 宏利公積金信託有限公司
Bank Account No. to be Credited 收款人銀行戶口號碼	
Debtor's Reference No. 債務人參考編號	

Important Notes 重要事項：

1. eMPF Platform Company Limited ("eMPF Company"), a wholly owned subsidiary of the Mandatory Provident Fund Schemes Authority ("MPFA"), will provide the scheme administration services to you through the eMPF Platform, subject to the "General Terms and Conditions of the eMPF Platform" which can be accessed from <https://empf.org.hk/tnc/en>. This form is applicable only if your company / you has / have previously given the signature specimen of the authorized person(s) / your signature specimen to the eMPF Platform / the trustee. If not, please submit your request via eMPF Web Portal or visit eMPF Service Centre to provide your signature specimen for verification. 積金易平台有限公司（「積金易公司」）是強制性公積金計劃管理局（「積金局」）的全資附屬公司。積金易公司將根據「積金易平台一般條款及細則」（可於 <https://empf.org.hk/tnc> 瀏覽），透過積金易平台為你提供計劃行政服務。本表格只適用於如你公司／你已經提供獲授權人的簽署樣式／你的簽署樣式予積金易平台／受託人。如你公司／你尚未提供有關紀錄，請透過積金易網上平台遞交指示或前往積金易服務中心以提供簽署樣式以作核對用途。（Applicable if your company / you has / have enrolled MPF Account under the eMPF Platform. 只適用於如你公司／你已於積金易平台登記強積金帳戶。）
2. This form is applicable to employer, self-employed person, special voluntary contributions account member and tax deductible voluntary contributions account member. 本表格適用於僱主、自僱人士、特別自願性供款帳戶成員及可扣稅自願性供款帳戶成員。
3. For employer, each payroll group is required to complete a separate Direct Debit Authorization ("DDA"). 就僱主而言，須分別就每一工資組別填寫一份直接付款授權。
4. Please complete this form in BLOCK LETTERS with black or blue pen and tick the appropriate boxes. Please countersign beside any amendment. 請用黑色或藍色筆以正楷填寫本表格，並在適當空格內填上剔號。如有刪改，請於更改位置旁加簽。
5. The signature (including countersign) in this form should match with the signature specimen of your bank account, the eMPF Platform and / or the trustee as applicable. 本表格的簽署（包括加簽）必須與你銀行戶口、積金易平台及／或受託人的簽署樣式相符。
6. The eMPF Platform will process this request upon receipt of this completed form and all relevant supporting document(s) (if any). If there are any omissions (including but not limited to missing page(s) / supporting document(s)), the eMPF Platform may not be able to process this request. 積金易平台收到完整表格及相關證明文件（如有）後，才會處理有關指示。如有遺漏（包括但不限於頁數／證明文件不齊全），積金易平台可能未能執行此指示。
7. The application / change of Direct Debit Authorization ("DDA") takes approximately 3 to 6 weeks from receipt of your completed form. A confirmation notice will be sent to you / your company after the success of DDA setup / change. Please submit contribution payment by other means before DDA setup / change is completed. 申請／更改直接付款授權由收到完整表格起計，約需時三至六個星期。直接付款授權成功設立／更改後，積金易平台將會發出確認通知書予你／你公司。直接付款授權未辦妥前，請透過其他途徑支付供款。
8. New direct debit authorization will supersede the existing direct debit authorization (if any), the eMPF Platform will continue to debit your existing direct debit account for contributions until the new direct debit authorization becomes effective. 新的直接付款授權將會取代現有的直接付款授權（如有），積金易平台將繼續從你現有的直接付款戶口中扣除供款，直至新的直接付款授權生效。
9. Since the contribution frequency / the number of debit attempts for each contribution may vary, you are recommended not to specify a limit on the number of debits with your bank when setting up DDA. Setting a limit may lead to autopay rejections and delays in processing contributions. 由於供款週期／每期供款扣帳的次數可能不同，建議你於設定直接付款授權時毋須向銀行設定次數限制。設定限額可能會導致自動轉帳被拒，並延誤供款。
10. The information provided in this form will be used in accordance with the relevant MPF legislation and for the purposes mentioned in the "Personal Information Collection Statement" ("PICS") of the eMPF Platform and the Scheme. For details, please refer to the PICS provided overleaf. 本表格所有已提供的資料將按照有關強積金法例、積金易平台及本計劃《收集個人資料聲明》（「聲明」）處理。詳情請參閱後頁所提供的「聲明」。

General Terms
and Conditions of
the eMPF Platform
積金易平台
一般條款及細則



Bank Account Holder(s) Authorization and Declaration 銀行戶口持有人授權及聲明

1. I / We hereby authorize my / our below named Bank to effect transfers from my / our account to the Beneficiary in accordance with such instructions as my / our Bank may receive from the Beneficiary and / or its banker's correspondent from time to time. 本人／我們現授權本人／我們之下述銀行，根據受益人及／或代理行不時給予本人／我們銀行之指示，自本人／我們之戶口內轉帳至受益人。
2. I / We agree that my / our Bank shall not be obliged to ascertain whether or not notice of any such transfer has been given to me / us. 本人／我們同意本人／我們之銀行無須證實該等轉帳通知是否已交予本人／我們。
3. I / We jointly and severally accept full responsibility for any overdraft (or increase in existing overdraft) on my / our account which may arise as a result of any such transfer(s). 如因該等轉帳而令本人／我們之戶口出現透支（或令現時之透支增加），本人／我們願共同及個別承擔全部責任。
4. I / We confirm that my / our signature(s) on this authorization is / are the same as that / those for the operation of my / our bank account to be debited for the transfer. 本人／我們確認，本人／我們於本授權上之簽名，與本人／我們之銀行戶口所簽的完全相同。
5. I / We agree to notify the Beneficiary of any change of bank account and further agree that should there be insufficient funds in my / our bank account to meet any transfer hereby authorized, the Bank shall be entitled, at its discretion, not to effect such transfer in which event the Bank may make the usual service charge to be paid by me / us and that it may cancel this authorization at its sole discretion at any time without prior notice. 本人／我們同意給予受益人任何更改銀行戶口之通知，並且同意如本人／我們之戶口並無足夠款項支付本人／我們授權轉帳，則本人／我們之銀行有權不予轉帳，而且銀行可向本人／我們收取慣常之費用，並可隨時自行決定取消該授權轉帳且毋須通知本人／我們。
6. This authorization shall have effect until further notice. 本授權將繼續生效直至另行通知為止。
7. I / We agree that any notice of cancellation / change of this authorization which I / we may give to my / our Bank shall be given at least 7 working days prior to the date on which such cancellation / change is to take effect and at the same time such notice shall be given to the Beneficiary. 本人／我們同意，本人／我們取消／更改本授權之任何通知，須於取消／更改生效日最少七個工作天之前交予本人／我們之銀行，並同時應將該通知交予受益人。
8. I / We agree that the amount deducted from time to time will be used for the contribution payment for all my / our outstanding contribution payment and contribution surcharge. 本人／我們同意不時扣除之金額，將用作繳交本人／我們所有未繳付之供款期的供款及供款附加費。
9. I / We have read and understood the General Terms and Conditions of the eMPF Platform, the Important Notes, the Bank Account Holder(s) Authorization and Declaration and the PICS of the eMPF Platform and the Scheme and agree to abide by the rules stated therein. 本人／我們已閱讀及明白積金易平台一般條款及細則、重要事項、銀行戶口持有人授權及聲明及積金易平台及本計劃「聲明」的內容，並同意遵守當中所述規則。

"PERSONAL INFORMATION COLLECTION STATEMENT" ("PICS") OF THE eMPF PLATFORM AND THE SCHEME 積金易平台及本計劃《收集個人資料聲明》(「聲明」)

Below are the PICS of the eMPF Platform and the Scheme. Please download and read the PICS of the eMPF Platform and the Scheme via visiting the website of the eMPF Platform or scanning respective QR code. Alternatively, you may also get a copy of the PICS by calling eMPF Customer Service Hotline 183 2622 or visiting any one of the eMPF Service Centres. 下列為積金易平台及本計劃的「聲明」。請瀏覽積金易平台的網頁或掃描相關二維碼下載及詳閱積金易平台及本計劃「聲明」。你亦可致電積金易客戶服務熱線 183 2622 或到訪任何一間積金易服務中心索取「聲明」副本。

Personal Information Collection Statement of The eMPF Platform 積金易平台收集個人資料聲明		Link / QR Code 連結／二維碼
The eMPF Platform 積金易平台		https://empf.org.hk/pics/en 
Personal Information Collection Statement of The Scheme 本計劃收集個人資料聲明		
Scheme Name 計劃名稱	Trustee Name 受託人名稱	Link / QR Code 連結／二維碼
Manulife Global Select (MPF) Scheme 宏利環球精選（強積金）計劃	Manulife Provident Funds Trust Company Limited 宏利公積金信託有限公司	https://empf.org.hk/pics_manl 

Submission Channels 遞交途徑	Enquiries 查詢
- Post: PO Box 98929 Tsim Sha Tsui Post Office 郵寄：尖沙咀郵政局郵政信箱 98929 號 - Drop-in Box in any one of the eMPF Service Centres below 下列任何一間積金易服務中心的投遞箱 - Email address 電郵地址：forms@support.empf.org.hk - Fax 傳真：3197 2988  Please do NOT submit duplicate copies to avoid duplication. 請勿遞交相同表格，以免重複。	- eMPF Customer Service Hotline 積金易客戶服務熱線：183 2622 - Email address 電郵地址：enquiry@support.empf.org.hk - Fax 傳真：3197 2922

eMPF Service Centres Address & Service Hours 積金易服務中心地址及服務時間			
Hong Kong Island 香港島 Unit 601B, 6/F, Dah Sing Financial Centre, No. 248 Queen's Road East, Wanchai, Hong Kong 香港灣仔皇后大道東 248 號大新金融中心 6 樓 601B 室	Kowloon 九龍 Suites 1205-6, 12/F, Chinachem Golden Plaza, No. 77 Mody Road, Tsim Sha Tsui East, Kowloon 九龍尖沙咀東部麼地道 77 號華懋廣場 12 樓 1205-6 室	New Territories 新界 Suite 1802A, 18/F, Tower 2, Nina Tower, No. 8 Yeung Uk Road, Tsuen Wan, New Territories 新界荃灣楊屋道 8 號如心廣場第 2 座 18 樓 1802A 室	
Service Hours 服務時間：			
Monday to Friday	星期一至五	9:00 am – 6:00 pm	上午 9 時 至 下午 6 時
Saturday	星期六	9:00 am – 1:00 pm	上午 9 時 至 下午 1 時
Sunday & Public Holiday	星期日及公眾假期	Closed 休息	
eMPF Customer Service Hotline Service Hours 積金易客戶服務熱線服務時間			
Monday to Friday	星期一至五	9:00 am – 7:00 pm	上午 9 時 至 下午 7 時
Saturday	星期六	9:00 am – 1:00 pm	上午 9 時 至 下午 1 時
Sunday & Public Holiday	星期日及公眾假期	Closed 休息	