

Please mark "✓" in the appropriate box. 請於適用的方格內填上 "✓" 號。

Part I. Employer Details 僱主資料		
Name of Plan 計劃名稱	<input type="checkbox"/> <b>Bank Consortium MPF Plan</b> 銀聯信託強積金計劃	Participating Plan No. 參與計劃編號
	<input type="checkbox"/> <b>Bank Consortium Industry Plan</b> 銀聯信託行業計劃	
Name of Company 公司名稱	English	
	中文	
Contact Details 聯絡資料	Contact Person (Mr / Ms / Mrs*) 聯絡人 (先生 / 小姐 / 女士*)	Telephone No. 電話號碼

Part II. Information Update 資料更新																
A. General Information 一般資料																
Description 描述	Updated Information 最新資料															
<input type="checkbox"/> Change of Company Name / Registered Address 更改公司名稱 / 商業登記地址	<p>Note : Please notify Bank Consortium Trust Company Limited ("BCT") of the change within 30 days for re-issuance of the MPFA Participation Certificate. Please attach a copy of the new Business Registration Certificate and Certificate of Incorporation on Change of Name. This change does not apply to any change in legal entity and Business Registration No.</p> <p>注意 : 請於有關更改後之 30 天內通知銀聯信託有限公司 (「銀聯信託」), 以便向積金局申請重發參與證明書。請將新商業登記證及公司更改名稱註冊證書之副本連同此表格一併交回。此更改不包括法律實體及商業登記證編號之更改。</p>															
<input type="checkbox"/> Change of Correspondence Address 更改通訊地址																
<input type="checkbox"/> Change of Contact Details 更改聯絡資料	<p>Name of Contact Person (Mr / Ms / Mrs*) 聯絡人姓名 (先生 / 小姐 / 女士*) _____</p> <table border="0"> <tr> <td>Telephone No. 電話號碼</td> <td>Country Code 國家號碼</td> <td>Area Code 地區號碼</td> <td>Phone No. 電話號碼</td> <td>Ext. 內線</td> </tr> <tr> <td>Business 辦公室</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td>- <input type="text"/></td> </tr> <tr> <td>Other Contact No. 其他聯絡號碼</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td>- <input type="text"/></td> </tr> </table> <p>E-mail Address 電郵地址 _____ Fax No. 傳真號碼 _____</p> <p>Note : The information provided here will supersede all the contact details previously provided to BCT. Please complete all the items to effect the change.            注意 : 在此欄填寫之資料將取代曾提供予銀聯信託之聯絡資料。要作出更改, 請填寫所有項目。</p>	Telephone No. 電話號碼	Country Code 國家號碼	Area Code 地區號碼	Phone No. 電話號碼	Ext. 內線	Business 辦公室	<input type="text"/>	<input type="text"/>	<input type="text"/>	- <input type="text"/>	Other Contact No. 其他聯絡號碼	<input type="text"/>	<input type="text"/>	<input type="text"/>	- <input type="text"/>
Telephone No. 電話號碼	Country Code 國家號碼	Area Code 地區號碼	Phone No. 電話號碼	Ext. 內線												
Business 辦公室	<input type="text"/>	<input type="text"/>	<input type="text"/>	- <input type="text"/>												
Other Contact No. 其他聯絡號碼	<input type="text"/>	<input type="text"/>	<input type="text"/>	- <input type="text"/>												
<input type="checkbox"/> Other Changes of Employer Particulars 其他僱主資料更改																

\* Delete as appropriate 請刪去不適用者



**Part II. Information Update 資料更新 (Continued 續)****B. Administration Preference (Applicable to Regular Employee Only) 行政指示 (只適用於一般僱員)**

Effective Date :      /      /      Note: To effect the change, BCT must receive the completed form at least one month before the effective date.  
 生效日期 :      D日 / M月 / Y年 The effective date should be the first day of the contribution period.  
 注意: 要作出更改, 填妥之表格必須於生效日期前最少一個月前遞交至銀聯信託。生效日期須為供款期之第一日。

## 1. Payroll Details 糧期資料:

Does the change in Payroll Cycle mentioned below apply to all members or not?  Yes  No (Please provide detailed information.)  
 以下出糧周期的更改是否適用於所有成員?  是  否 (請提供詳細資料。)

Payroll Cycle 出糧周期	Payroll Period End Date 糧期的最後一天	
<input type="checkbox"/> Monthly 每月	<input type="checkbox"/> Month-end 每月最後一天	<input type="checkbox"/> Others : Please specify 其他 : 請註明 _____
<input type="checkbox"/> Semi-monthly 每半月	<input type="checkbox"/> 15 <sup>th</sup> of the month and month-end 每月15日及最後一天	<input type="checkbox"/> Others : Please specify 其他 : 請註明 _____
<input type="checkbox"/> Weekly 每星期	Day of the week 星期 _____	
<input type="checkbox"/> Others 其他	Please specify 請註明 _____	

## 2. Payment Method 付款方法:

By Cash Deposit via Bank / Cheque  
經銀行存入現金 / 支票

By Direct Debit Authorisation service  
直接付款授權服務  
(Please complete the "Direct Debit Authorisation Form – Employer")  
(請填寫「僱主直接付款授權書」)

## 3. Remittance Statement Arrangement 付款結算書安排:

Prepared by Employer  
由僱主自備

Prepared by Employer via PayEasy  
由僱主用「出糧寶」製備

Prepared by BCT via Autobill #  
由銀聯信託印備之自動帳單 #

Prepared by Employer via the BCT website # (for Employers who use Direct Debit Authorisation service only)  
由僱主經銀聯信託網頁遞交 # (只適用於使用直接付款授權服務之僱主)

# For monthly payroll cycle and with month-end as payroll period end date only 只適用於以曆月為出糧周期及以每月月底為糧期的最後一天

**C. For Participating Plan with Voluntary Contribution 只適用於有自願性供款之參與計劃**

Note : For any amendment related to Participation Plan with **ORSO Asset Transfer-in**, please contact BCT directly.  
 備註: 如欲更改職業退休計劃轉入資產之參與計劃資料, 請直接與銀聯信託聯絡。

Change of Plan (Please complete item(s) where appropriate) 更改計劃 (請填妥適用之項目)

Deletion of Plan 取消計劃

Effective Date :      /      /       
 生效日期 :      D日 / M月 / Y年

Remark : Employer may change details of the Plan twice a year by giving a three-month prior notice in writing. The effective date should be the first day of the contribution period.  
 備註 : 僱主每年只可以更改計劃詳情兩次且須三個月前書面通知。生效日期須為供款期之第一日。

Contribution Arrangement 供款安排	Member Category 成員類別	Description 描述	Employer Contribution Rate % 僱主供款率 %
(Please provide the full list of employees under each member category on a separate sheet) (請另紙詳列各成員類別的僱員資料)			
<input type="checkbox"/> Basis of Voluntary Contribution 自願性供款基準		<input type="checkbox"/> % x Basic Salary 供款率 x 基本入息 <input type="checkbox"/> (% x Basic Salary) minus Employer's Mandatory Contribution (供款率 x 基本入息) 減去僱主強制性供款 <input type="checkbox"/> % x (Basic Salary in excess of maximum level of Relevant Income**) 供款率 x (基本入息超過最高有關入息**) <input type="checkbox"/> % x Relevant Income** 供款率 x 有關入息** <input type="checkbox"/> (% x Relevant Income**) minus Employer's Mandatory Contribution (供款率 x 有關入息**) 減去僱主強制性供款 <input type="checkbox"/> % x (Relevant Income** in excess of the maximum level of Relevant Income**) 供款率 x (有關入息超過最高有關入息**)	

\*\* "Relevant Income" has the meaning ascribed to the term by the Mandatory Provident Fund Schemes Ordinance as amended from time to time. 「有關入息」之定義已載於強制性公積金條例內並不時作出修訂。

**Part III. Personal Information Collection Statement 收集個人資料聲明**

The personal data provided by or in respect of Members and Participating Employers of the Bank Consortium MPF Plan and / or the Bank Consortium Industry Plan and / or their dealing / transaction details will only be accessed and handled by properly authorised staff of BCT and its properly authorised service providers and may be used, disclosed and / or transferred (whether in or outside Hong Kong) to such persons as BCT or any of its service providers may consider necessary, including governmental authorities and regulators, and any of BCT's direct and indirect shareholders, subsidiaries and affiliated companies (and the subsidiaries and affiliated companies of the said shareholders including BCT Financial Limited) (collectively referred to as "BCT Related Companies") for any purpose of and / or in connection with (i) any service as may be provided to them such as provident fund services and financial advice / planning services including, but not limited to the processing, administering, managing, and analysing of their, as the case may be, contributions, accrued benefits and portfolios; (ii) furthering and / or improving the provision of services by BCT or BCT Related Companies to customers generally (including the facilitation of the provision of services to enable the customers of BCT or BCT Related Companies generally to access (provident fund or other) account details through the internet and / or automated teller machine networks such as JETCO); (iii) compliance with applicable laws and regulations, and / or (iv) any other purposes relating to the above. If there is any change in the information provided, BCT should be notified as soon as practicable. Failure to provide the information requested may result in BCT being unable to process the instructions.

Members and Participating Employers have a right to request access to and correction of any personal data or to request that personal data about them not be used for direct marketing purposes. Requests can be made in writing to the Data Protection Officer at BCT, 18/F Cosco Tower, 183 Queen's Road Central, Hong Kong.

由銀聯信託強積金計劃及 / 或銀聯信託行業計劃成員及參與僱主所提供或相關之個人資料及 / 或他們的買賣 / 交易細節僅供銀聯信託及其正式授權之服務供應商正式授權之職員使用及處理，及在銀聯信託或其任何服務供應商認為有需要時，或會被使用、披露及 / 或轉移（在香港境內或境外）予個人人士，包括政府機關、監管機構及任何銀聯信託直接及間接的股東、附屬公司及聯屬公司（及前述股東的附屬公司及聯屬公司包括銀聯金融有限公司）（全部被視為「銀聯信託相關公司」）為任何用途及 / 或有關於（一）任何可能向他們提供的服務，例如退休金服務及財務建議 / 財務計劃服務包括但不限於處理、掌管、管理及分析供款、累算權益及投資組合，視乎情況而定；（二）進一步及 / 或提升銀聯信託或銀聯信託相關公司提供予客戶之一般服務（包括協助提供服務以令銀聯信託或銀聯信託相關公司之客戶可於互聯網及 / 或自動櫃員機網絡如銀通處理（退休金或其他）戶口資料）；（三）遵守適用之法律及規例及 / 或（四）任何與上述有關之其他用途。如所提供資料有所變更，請在可行的情況下儘快通知銀聯信託。未能提供所需資料可能導致銀聯信託不能處理有關指示。

成員及參與僱主有權要求查閱或更改任何個人資料或要求個人資料不被用作直銷之用。請以書面聯絡銀聯信託之資料保護主任，香港皇后大道中183號中遠大廈18樓。

**Part IV. Declaration and Signature 聲明及簽署**

- (1) I / We agree to authorise BCT to accept without any further verification, and agree to be responsible for, all information and instructions that BCT receives via the BCT website, when accompanied by the Employer's Participating Plan No. and PIN.
- (2) I / We further agree to comply with the obligations imposed on us as an employer under the Occupational Retirement Schemes Ordinance (Cap. 426) and Mandatory Provident Fund Schemes Ordinance (Cap. 485) and their related regulations, if applicable. I / We understand that the Participating Plan does not enable any person, without any consent of the Participating Plan's member concerned and any approval of the Mandatory Provident Fund Schemes Authority, to alter to the member's detriment either his accrued rights or his vested benefits under the Participating Plan. I / We also understand that such alteration can only take effect after obtaining the approval of the Mandatory Provident Fund Schemes Authority. I / We further undertake that whenever this circumstance occurs, I / we shall notify BCT as soon as reasonably practicable for the Mandatory Provident Fund Schemes Authority's approval.
- (3) I / We understand and agree to the terms of the Personal Information Collection Statement as set out in this form.
- (4) I / We declare that to the best of my / our knowledge and belief, the information given in this form and / or its attachment(s), if any, is correct and complete.

- (1) 本人 / 吾等同意授權銀聯信託接受所有以僱主參與計劃編號和私人密碼及經銀聯信託網頁遞交的資料和指示，而毋須另行核實；並對該等資料承擔責任。
- (2) 本人 / 吾等並同意遵守《職業退休計劃條例》(第426章)及《強制性公積金計劃條例》(第485章)及其有關規例中作為僱主之責任之規定，如適用。本人 / 吾等明白該參與計劃的條款不會令任何人能夠未經該參與計劃的有關成員同意及任何在未經強制性公積金計劃管理局的批准下、以對該成員不利的方式更改該成員在該參與計劃下的累算權益或既有利益。本人 / 吾等並明白有關更改必須經強制性公積金計劃管理局的批准後才能生效。如有上述情況，本人 / 吾等並承諾會儘快通知銀聯信託，以便向強制性公積金計劃管理局申請批核。
- (3) 本人 / 吾等明白及同意於此表格之收集個人資料聲明條款。
- (4) 本人 / 吾等聲明，盡本人 / 吾等所知及所信，本表格及隨附文件（如有）所提供的資料均屬正確無訛且並無缺漏。

S.V.

Authorised Signature(s) with Company Stamp (if applicable)  
有效簽署及公司印章（如適用）

Date (D / M / Y) 日期(日 / 月 / 年)

Warning : Section 43E of the Mandatory Provident Fund Schemes Ordinance makes it an offence to make a false or misleading statement in a material respect in any document given to an approved trustee in connection with such Ordinance.

注意 : 《強制性公積金計劃條例》第43E條訂明，如在該條例有關連的方面而給予核准受託人的任何文件中在要項上作出虛假或誤導性的陳述，即屬違法。

**BCT Use Only 銀聯信託專用**

Date Received:	Input By:	Verified By:	Remarks:
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