

銀聯信託超卓匯集退休計劃

Employee Change of Investment Instruction for Future Contributions / Fund Switching for Existing Balance Form

僱員將來供款投資指示變更 / 現有資產基金轉換表格

Note 注意

- The change of investment and fund switching instruction given below will supersede all those recorded previously.  
以下作出之更改投資及基金轉換指示將會取代以前遞交之指示。
- Your instructions will be processed by us as soon as possible.  
您的指示將於收到此表格後儘快執行。
- The Dealing day will be on every Thursday. If Thursday is not a business day, dealing will take place on the next business day.  
交易日為逢星期四。若該星期四不是一個營業日，交易將順延至下一個營業日執行。
- The processing date of change of investment and fund switching instruction will be on each dealing day of the Plan. The new investment mandate will be effective upon the next dealing day after the form received. The subscription of units for fund switching instruction will be executed on the next dealing day after the clearance of funds of the redemption units.  
此更改投資及基金轉換指示，會於每個交易日辦理。新的投資組合會在表格收妥後的下個交易日起生效。在基金轉換情況下，新的基金單位需於收妥現有基金贖回所得款項後之下一個交易日購入。

Part I. Employer Details 僱主資料

Name of Company 公司名稱		Participating Plan No. 參與計劃編號	
Name of Employee (Mr / Ms / Mrs*) 僱員姓名 (先生 / 小姐 / 女士*)		HKID Card / Passport* No. 香港身份證 / 護照*號碼	
Residential Phone No. 住宅電話號碼	Business Phone No. 辦公室電話號碼	Mobile Phone No. 手提電話號碼	E-mail Address 電郵地址

Part II. Change of Investment Instruction for Future Contributions and Asset Transfer-in

更改將來供款及資產轉入之投資指示

(Completing this part will change your investment instructions for all future contributions and transfer-in assets ONLY. If you would like to change the fund allocation of your existing account balance, please complete Part III of this Form.

(此部份的指示只更改將來所有供款和轉入資產的投資指示，如欲更改您現有帳戶結餘的基金分布，請填寫此表格之第III部份。)

Change of Investment Instruction (For Future Contributions Only) 更改投資指示 (適用於將來供款)		Employer Contributions 僱主供款	Employee Contributions 僱員供款
Investment Portfolios 投資組合		Percentage 百分比 (%) (Must be an integer 必須為整數)	
CHEF	BCT ORSO China & HK Equity Fund 銀聯信託(ORSO)中國及香港股票基金		
GROW	BCT ORSO Growth Fund 銀聯信託(ORSO)增長基金		
OPBF	BCT ORSO Balanced Fund 銀聯信託(ORSO)均衡基金		
OPGF	BCT ORSO Stable Growth Fund 銀聯信託(ORSO)穩定增長基金		
OPCS	BCT ORSO Capital Stable Fund 銀聯信託(ORSO)穩定資本基金		
OPHC	BCT ORSO HK Dollar Cash Fund 銀聯信託(ORSO)港元貨幣基金		
OPGP	BCT ORSO Capital Guarantee Fund 銀聯信託(ORSO)本金保證基金		
<b>Total 總和</b>		<b>100%</b>	<b>100%</b>

Part III. Fund Switching Instruction for Existing Balance 轉換現有資產之投資指示

(Completing this part will change your fund allocation of existing account balance ONLY. If you would like to change the investment instructions for future contributions and transfer-in assets, please complete Part II of this Form.

(此部份的指示只更改您現有帳戶結餘的基金分布，如欲更改您將來所有供款和轉入資產的投資指示，請填寫此表格之第II部份。)

Fund Switching Instruction (For Existing Balance Only) 基金轉換指示 (適用於現有資產)		Employer Fund Balance 僱主基金結餘		Employee Fund Balance 僱員基金結餘	
Investment Portfolios 投資組合		Switch Out 轉出	Allocation of Switch Out Proceeds 轉出資產的分配	Switch Out 轉出	Allocation of Switch Out Proceeds 轉出資產的分配
Percentage 百分比 (%) (Must be an integer 必須為整數)					
CHEF	BCT ORSO China & HK Equity Fund 銀聯信託(ORSO)中國及香港股票基金				
GROW	BCT ORSO Growth Fund 銀聯信託(ORSO)增長基金				
OPBF	BCT ORSO Balanced Fund 銀聯信託(ORSO)均衡基金				
OPGF	BCT ORSO Stable Growth Fund 銀聯信託(ORSO)穩定增長基金				
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OPHC	BCT ORSO HK Dollar Cash Fund 銀聯信託(ORSO)港元貨幣基金				
OPGP	BCT ORSO Capital Guarantee Fund 銀聯信託(ORSO)本金保證基金				
<b>Total 總和</b>			<b>100%</b>		<b>100%</b>

**Part IV. 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 BCT Premier Pooled ORSO Retirement Plan ("the Plan") and / or their dealing / transaction details will only be accessed and handled by properly authorised staff of Bank Consortium Trust Company Limited ("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.

由銀聯信託超卓匯集退休計劃(「本計劃」)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有限公司(「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)予個別人士, 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 / 或自動櫃員機網絡例如銀通處理(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 V. Declaration and Signature 聲明及簽署**

- (1) I understand and agree to the terms of the Personal Information Collection Statement as set out in this form.
  - (2) I declare that to the best of my knowledge and belief, the information given in this form and / or its attachment(s), if any, is correct and complete.
  - (3) I hereby agree to indemnify BCT against any actions, proceedings, claims, losses, damages, costs or expenses which may be brought against BCT or suffered or incurred by BCT arising either directly out of or in connection with BCT accepting facsimile instructions and acting thereon, whether or not the same are confirmed by me in writing. Notwithstanding the above, BCT has the right to determine which forms or other documents of instructions may or may not be accepted by facsimile.
- (1) 本人明白及同意於此表格之收集個人資料聲明條款。
  - (2) 本人聲明, 盡本人所知及所信, 本表格及隨附之文件(如有)所提供的資料均屬正確無訛且無缺漏。
  - (3) 本人同意並授權銀聯信託接受傳真指示及根據該等指示處理有關事宜, 而毋須本人之確認。銀聯信託毋須因此而直接或間接負上任何責任、賠償、損失或費用。銀聯信託有權決定只接受某一指定的表格或指示以傳真方式傳遞。

○  
S.V.

Signature of Applicant 申請人簽署

Date (D / M / Y) 日期 (日 / 月 / 年)

**BCT Use Only 銀聯信託專用**

Date Received:	Input By:	Verified By:	Remarks:
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## Guide to Complete the Fund Switching for Existing Balance Form 如何填妥現有資產基金轉換表格

Please note: The instructions below are used for changing the fund allocation of your existing account balance only. The fund allocation of your future contributions and asset transfer-in will remain unchanged.

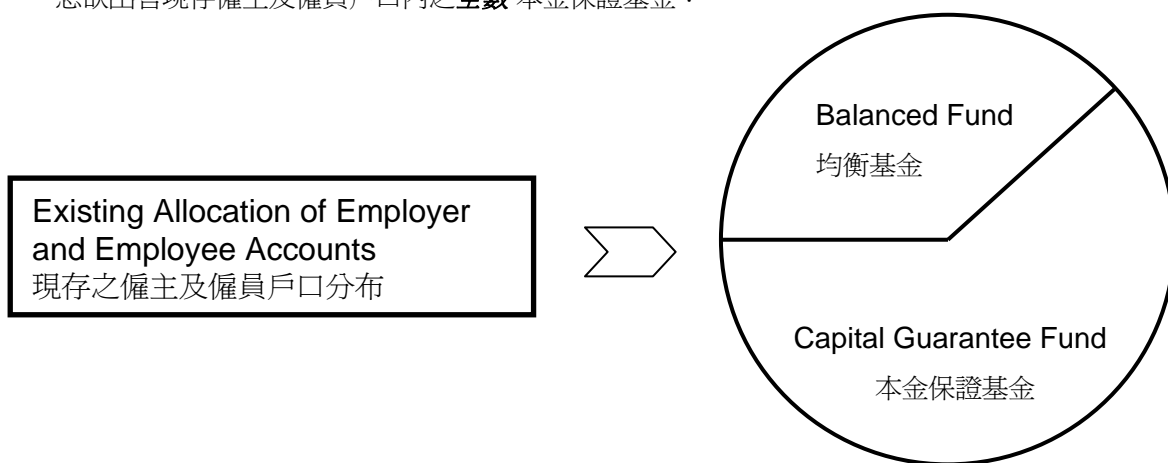
請注意：以下指示只適用於轉換現存戶口內資產之投資分布，您將來的供款及資產轉入之基金分布將維持不變。

**Step 1** – Select the fund(s) that you want to sell and specify the switch out percentage (switch out 1% to 100%)

**步驟 1** – 請選出您欲出售之基金，並填上轉出之百分比（轉出 1% 至 100%）

**Example:** You would like to switch out **all** of your Capital Guarantee Fund in your existing Employer and Employee Accounts:

**例子：** 您欲出售現存僱主及僱員戶口內之**全數** 本金保證基金：



Simply fill in 100% in Capital Guarantee Fund as shown below 請於本金保證基金填上100%：

Part III. Fund Switching Instruction for Existing Balance 轉換現有資產之投資指示 (Completing this part will change your fund allocation of existing account balance ONLY. If you would like to change the investment instructions for future contributions and transfer-in assets, please complete Part II of this Form. 此部份的指示只更改您現有賬戶結餘的基金分布，如欲更改您將來所有供款和轉入資產的投資指示，請填寫此表格之第II部份。)					
Fund Switching Instruction (For Existing Balance Only) 基金轉換指示（適用於現有資產）		Employer Fund Balance 僱主基金結餘		Employee Fund Balance 僱員基金結餘	
Investment Portfolios 投資組合		Switch Out 轉出	Allocation of Switch Out Proceeds 轉出資產的分配	Switch Out 轉出	Allocation of Switch Out Proceeds 轉出資產的分配
		Percentage 百分比 (%) (Must be an integer 必須為整數)			
OPGP	BCT ORSO Capital Guarantee Fund 銀聯信託(ORSO)本金保證基金	100%		100%	

Fill in 100% to switch out all of your Capital Guarantee Fund  
填上100%，轉出全數本金保證基金

**Step 2** – Select the fund(s) you want to buy and specify the switch in percentage (the total switch in percentage must be 100%)

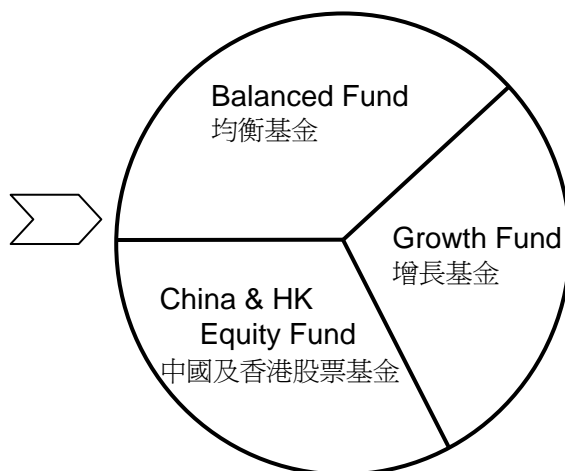
**步驟 2** – 請選出您欲買入之基金，並填上轉入資產的百分比 (轉入總數必須為100%)

**Example:** If you would like to buy China & HK Equity Fund and Growth Fund **equally**, simply fill in 50% in China & HK Equity Fund and 50% in Growth Fund as shown below:

**例子：** 假如您欲 **平均** 買入中國及香港股票基金與增長基金，請於中國及香港股票基金與增長基金分別填上50%：

Part III. Fund Switching Instruction for Existing Balance 轉換現有資產之投資指示 (Completing this part will change your fund allocation of existing account balance ONLY. If you would like to change the investment instructions for future contributions and transfer-in assets, please complete Part II of this Form. 此部份的指示只更改您現有帳戶結餘的基金分布，如欲更改您將來所有供款和轉入資產的投資指示，請填寫此表格之第II部份。)					
Fund Switching Instruction (For Existing Balance Only) 基金轉換指示 (適用於現有資產)		Employer Fund Balance 僱主基金結餘		Employee Fund Balance 僱員基金結餘	
Investment Portfolios 投資組合		Switch Out 轉出	Allocation of Switch Out Proceeds 轉出資產的分配	Switch Out 轉出	Allocation of Switch Out Proceeds 轉出資產的分配
		Percentage 百分比 (%) (Must be an integer 必須為整數)			
CHEF	BCT ORSO China & HK Equity Fund 銀聯信託(ORSO)中國及香港股票基金		50%	Fill in 50% to switch in the two funds equally 填上50%，平均轉入兩隻基金	50%
GROW	BCT ORSO Growth Fund 銀聯信託(ORSO)增長基金		50%		50%
OPBF	BCT ORSO Capital Guarantee Fund 銀聯信託(ORSO)本金保證基金	100%		100%	

Allocation of Employer and Employee Accounts after Fund Switching  
完成基金轉換後之僱主及僱員戶口分布



Plan Sponsor 計劃保薦人：BCT Financial Limited 銀聯金融有限公司

Trustee & Administrator 受託人及行政管理人：Bank Consortium Trust Company Limited 銀聯信託有限公司

If you require any further help in completing this form, please contact our Plan Hotline during office hours at 2298 9389 for assistance.

如您對填寫此表格有任何疑問，請於辦公時間致電計劃熱線2298 9389與我們聯絡。