

**Notes 備註:**

- The investment mandate and fund switching instruction given below will supersede all those recorded previously.
以下作出之投資委託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 investment mandate 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.
此投資委託書及基金轉換指示，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. EMPLOYEE DETAILS 僱員資料

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 MANDATE FOR FUTURE CONTRIBUTIONS AND ASSET TRANSFER-IN**更改將來供款及資產轉入之投資委託書**

(Completing this part will change your investment choice for all future contributions and transfer-in assets ONLY. If you would like to change the investment 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選擇，如欲更改您現有帳戶結餘的投資分布，請填寫此表格之第III部份。)

Change of Investment Mandate (For Future Contributions Only) 更改投資委託書 (適用於將來供款)	Employer Contributions 僱主供款	Employee Contributions 僱員供款
INVESTMENT CHOICE 投資選擇	Percentage 百分比 (%) (Must be an integer 必須為整數)	
BCT ORSO China & HK Equity Fund 銀聯信託(ORSO)中國及香港股票基金		
BCT ORSO Growth Fund 銀聯信託(ORSO)增長基金		
BCT ORSO Balanced Fund 銀聯信託(ORSO)均衡基金		
BCT ORSO Stable Growth Fund 銀聯信託(ORSO)穩定增長基金		
BCT ORSO Capital Stable Fund 銀聯信託(ORSO)穩定資本基金		
BCT ORSO HK Dollar Cash Fund 銀聯信託(ORSO)港元貨幣基金		
BCT ORSO Capital Guarantee Fund 銀聯信託(ORSO)本金保證基金		
TOTAL 總和	100%	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 investment allocation of existing account balance ONLY. If you would like to change the investment choice 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投資分布，如欲更改您將來所有供款和轉入資產的投資選擇，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 CHOICE 投資選擇	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)			
BCT ORSO China & HK Equity Fund 銀聯信託(ORSO)中國及香港股票基金				
BCT ORSO Growth Fund 銀聯信託(ORSO)增長基金				
BCT ORSO Balanced Fund 銀聯信託(ORSO)均衡基金				
BCT ORSO Stable Growth Fund 銀聯信託(ORSO)穩定增長基金				
BCT ORSO Capital Stable Fund 銀聯信託(ORSO)穩定資本基金				
BCT ORSO HK Dollar Cash Fund 銀聯信託(ORSO)港元貨幣基金				
BCT ORSO Capital Guarantee Fund 銀聯信託(ORSO)本金保證基金				
TOTAL 總和		100%		100%

* Delete as appropriate 請刪去不適用者

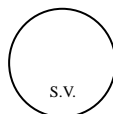
PART IV. PERSONAL INFORMATION COLLECTION STATEMENT 收集個人資料聲明

The personal data collected from you will only be accessed and handled by properly authorised staff of Bank Consortium Trust Company Limited (“BCT”) and its properly authorised service providers and will be used for processing the instructions of this form; administering and managing the contributions and accrued benefits under the Participating Plan; compliance with applicable laws and regulations; marketing our products or services to you; any other purpose relating to the above; and the carrying out of matching procedures with any other personal data for the purpose of running a pension and trust business. If required by law or relevant regulations, BCT may provide such personal data to governmental bodies, regulators or other third parties. If there is any change in the information so 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. To access or correct your personal data held by BCT or to request BCT not to use such personal data for direct marketing purposes, please write to the Data Protection Officer at BCT, 18/F Cosco Tower, 183 Queen's Road Central, Hong Kong.

從您收集之個人資料，僅供銀聯信託有限公司(「銀聯信託」)正式授權之職員及服務供應商使用及處理，並且會被用作處理此表格之指示；處理和管理參與計劃下之供款及累算權益；遵守法律及規例；向您推銷本公司之產品或服務；與上述有關之任何其他用途；及為經營退休計劃及信託業務而與任何其他個人資料進行核對程序。如因法律或相關規例規定，銀聯信託可向政府機關、監管機構或其他第三者提供有關個人資料。如所提供之資料有任何更改，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。要查閱或更改銀聯信託所持有您的個人資料或要求銀聯信託不再使用其個人資料作直銷之用，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.
 (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。



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:

18/F Cosco Tower, 183 Queen's Road Central, Hong Kong
 Plan Hotline 計劃熱線：(852) 2298-9389

香港皇后大道中183號中遠大廈18樓
 Fax 傳真：(852) 2992-0809

Website 網址：www.bcthk.com
 E-mail 電郵：bct@bcthk.com

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 investment allocation of your existing account balance only. The investment allocation of your future contributions and asset transfer-in will remain unchanged.

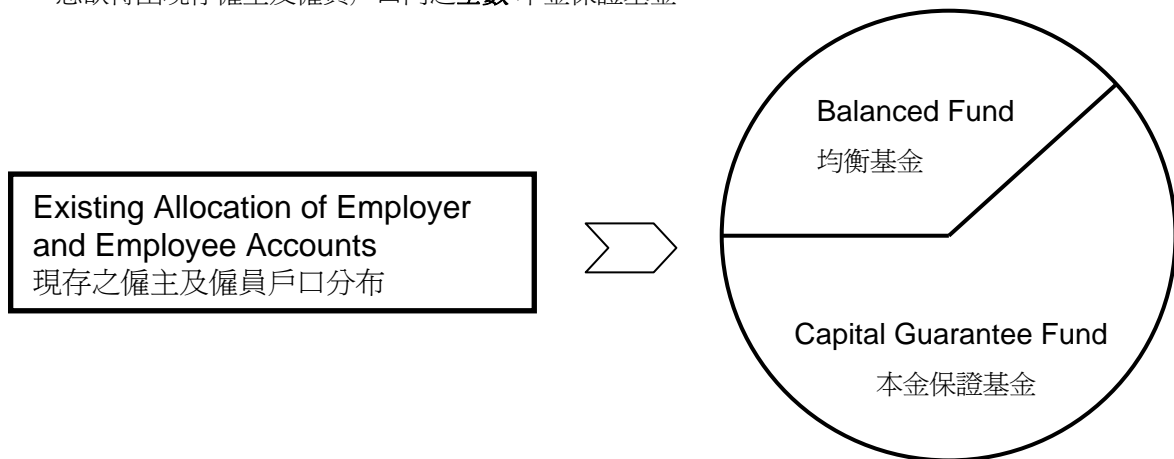
請注意：以下指示只適用於轉換現存戶口內資產之投資分布，您將來的供款及資產轉入之投資分布將維持不變。

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

步驟 1 – 請選出您欲轉出之基金，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： 您欲轉出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 investment allocation of existing account balance ONLY. If you would like to change the investment choice 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投資分布，如欲更改您將來所有供款和轉入資產(如有)的投資選擇，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 CHOICE 投資選擇	Employee Category 僱員類別:		Employee Category 僱員類別:	
	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)			
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 switch in and specify the allocation percentage (the total percentage must be 100%)

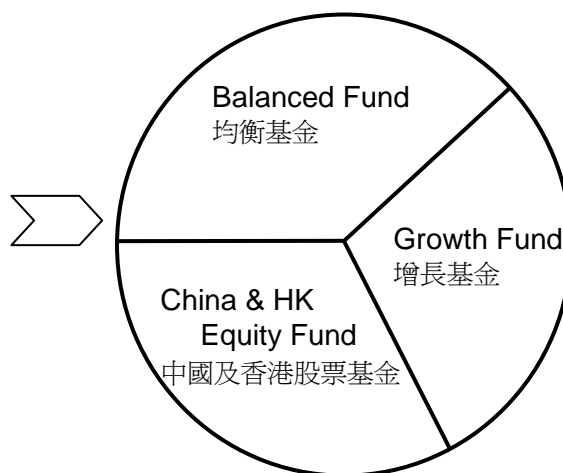
步驟 2 – 請選出您欲轉入之基金，並填上轉入資產的分布 (總數必須為100%)

Example: If you would like to switch into 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** 轉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 investment allocation of existing account balance ONLY. If you would like to change the investment choice 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投資分布，如欲更改您將來所有供款和轉入資產投資選擇，請填寫此表格之第II部份。)				
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INVESTMENT CHOICE 投資選擇	Employee Category 僱員類別:		Employee Category 僱員類別:	
	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)			
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%
BCT ORSO Growth Fund 銀聯信託(ORSO)增長基金		50%		50%
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



Bank Consortium Trust Company Limited 銀聯信託有限公司

If you require any further help in completing this Fund Switching Form, please contact our Plan Hotline at 2298-9389.

如您對填寫此「基金轉換表格」有任何疑問，請致電計劃熱線2298-9389與我們聯絡。