



Please countersign any alterations made in this form. 如須作出任何刪改，請於刪改之位置旁簽署。

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 / 女士 / 太太*)			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。)		
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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
<b>Investment Portfolios 投資組合</b>	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 Guaranteed Fund 銀聯信託(ORSO)保證基金		
<b>Total 總和</b>	<b>100%</b>	<b>100%</b>

## Remarks 備註

- The change of investment instruction given above will supersede all those recorded previously.  
以上作出之更改投資指示將會取代以前遞交之指示。
- Your instructions will be processed by us as soon as possible. Once the instructions have been executed, a confirmation will be mailed to you within 3 business days after execution of instruction. If you do not receive the confirmation or have any query, please call the Plan Hotline during office hours at 2298 9389 for assistance.  
您的指示將於收到此表格後儘快執行，確認書將於執行指示後的三個工作天內寄出，如您未能收到有關確認書或有任何疑問，請於辦公時間致電計劃熱線2298 9389與我們聯絡。
- If the office is closed all the day due to the Tropical Cyclone Signal No. 8 or above or a Black Rainstorm Warning is in force, the price valuation of the Funds may be suspended. All instruction will be postponed to the next valid business day for processing.  
當八號或更高之熱帶氣旋警告信號或黑色暴雨警告生效時，如導致辦事處全日暫停辦公，基金價格估值可能會暫停。所有指示將順延至下一個有效之工作天進行。

**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				
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 Guaranteed Fund 銀聯信託(ORSO)保證基金				
<b>Total 總和</b>			<b>100%</b>		<b>100%</b>

**Remarks 備註**

- For completing your fund switching instructions, please refer to the "Guide to Complete the Fund Switching for Existing Balance Form". Your instructions will be processed by us as soon as possible. Once the instructions have been executed, a confirmation notice will be mailed to you within 3 business days after completion of instruction. If you do not receive the confirmation or have any query, please call Plan Hotline during office hours at 2298 9389 for assistance. Your fund switching instruction will apply to the existing account balance only and will not apply to contribution / transfer-in monies which is / are being processed.  
 填寫您的基金轉換指示時, 請先細閱「如何填妥現有資產基金轉換表格」。您的指示將於收到此表格後儘快執行, 確認書將於指示完成後的三個工作天內寄出, 如您未能收到有關確認書或有任何疑問, 請於辦公時間致電計劃熱線2298 9389與我們聯絡。您的基金轉換指示只適用於帳戶內的現有結餘, 並不適用於在處理中之供款 / 待轉入之款項。
- Dealing Day is every business day (other than Saturday). If the office is closed all the day due to the Tropical Cyclone Signal No. 8 or above or a Black Rainstorm Warning is in force, the price valuation of the Funds may be suspended. All instruction will be postponed to the next valid business day for processing.  
 交易日為每個工作日(星期六除外)。當八號或更高之熱帶氣旋警告信號或黑色暴雨警告生效時, 如導致辦事處全日暫停辦公, 基金價格估值可能會暫停。所有指示將順延至下一個有效之工作天進行。
- When the fund switching involves investment portfolios which are managed by different fund managers, subscription for investment units of the portfolio to be switched into can only be processed after the clearance of the redemption proceeds from the portfolio to be switched out of. Please refer to the table below for the indicative timelines for the completion of instructions for fund switching between the investment portfolios under the Plan, particularly, the time (if any) during the fund switching which your ORSO benefits will be out of market.  
 當基金轉換涉及不同基金經理所管理的投資組合時, 必須在與轉出的投資組合內單位有關的贖回收益完成結算後, 方可處理轉入投資組合內的單位認購。請參考下表所列本計劃內投資組合之間基金轉換指示完成的時間表, 特別是在基金轉換時, 閣下的公積金權益並無作出投資的離市時間(如有)。

**Indicative timelines for the Completion of Instructions for Fund Switching**

**基金轉換指令的完成時間表**

Investments to be redeemed 贖回之投資組合 (Fund Manager/Guarantor 基金經理/保證人)	Investments to be subscribed 認購之投資組合 (Fund Manager/Guarantor 基金經理/保證人)						
	CHEF (Invesco)	GROW (RCM AP)	OPBF (RCM AP)	OPGF (RCM AP)	OPCS (RCM AP)	OPHC (RCM AP)	OPGP (China Life)
CHEF (Invesco)		5 Business Days 5 個工作天	5 Business Days 5 個工作天	5 Business Days 5 個工作天	5 Business Days 5 個工作天	5 Business Days 5 個工作天	5 Business Days 5 個工作天
GROW (RCM AP)	5 Business Days 5 個工作天		Same Day 即日	Same Day 即日	Same Day 即日	Same Day 即日	5 Business Days 5 個工作天
OPBF (RCM AP)	5 Business Days 5 個工作天	Same Day 即日		Same Day 即日	Same Day 即日	Same Day 即日	5 Business Days 5 個工作天
OPGF (RCM AP)	5 Business Days 5 個工作天	Same Day 即日	Same Day 即日		Same Day 即日	Same Day 即日	5 Business Days 5 個工作天
OPCS (RCM AP)	5 Business Days 5 個工作天	Same Day 即日	Same Day 即日	Same Day 即日		Same Day 即日	5 Business Days 5 個工作天
OPHC (RCM AP)	5 Business Days 5 個工作天	Same Day 即日	Same Day 即日	Same Day 即日	Same Day 即日		5 Business Days 5 個工作天
OPGP (China Life)	8 Business Days 8 個工作天	8 Business Days 8 個工作天	8 Business Days 8 個工作天	8 Business Days 8 個工作天	8 Business Days 8 個工作天	8 Business Days 8 個工作天	

**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 Plan (concerning application records and operational records and / or their dealing / transaction details records) will only be accessed and handled by properly authorised staff of Bank Consortium Trust Company Limited ("BCTC" the trustee of the Plan), BCT Financial Limited ("BCTF", the sponsor of the Plan) and their properly authorised service providers and agents, and may be used, disclosed and / or transferred (whether in or outside Hong Kong) to such persons as BCTC or any of its service providers may consider necessary, including governmental authorities and regulators, for any of the following purposes: (i) exercising or performing the functions conferred or imposed by or under or for the purposes of the Occupational Retirement Schemes Ordinance and Mandatory Provident Fund Schemes (Exemption) Regulation; (ii) providing provident fund services including the processing, administering, managing, and analysing of their, as the case may be, contributions, accrued benefits and portfolios and direct marketing of provident fund services; (iii) improving the provision of provident fund services by BCTC to customers generally (including the facilitation of the provision of services to enable the customers of BCTC generally to access the provident fund (or other) account details through the internet and / or automated teller machine networks such as JETCO); (iv) compliance with applicable laws and regulations, and court order and / or (v) any other purposes for the exercise or performance of the above mentioned functions. If there is any change in the information provided, BCTC should be notified as soon as practicable. Failure to provide the information requested may result in BCTC being unable to process the instructions.

Members and Participating Employers have a right, without any charge, 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 BCTC, 18/F Cosco Tower, 183 Queen's Road Central, Hong Kong.

由本計劃成員及參與僱主所提供或相關之個人資料(有關申請及運作記錄)及 / 或他們的買賣 / 交易細節記錄僅供銀聯信託有限公司(「銀聯信託」, 本計劃之受託人)、銀聯金融有限公司(「銀聯金融」, 本計劃之保薦人)及它們正式授權之服務供應商及代理之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, 包括政府機關及監管機構作以下列任何之目的: (一) 行使或執行職業退休計劃條例及強制性公積金計劃(豁免)規例下所授予或施加之職能或根據條例及規例的目的而行使或執行職能; (二) 提供公積金的服務包括處理、掌管、管理及分析供款、累算權益及投資組合, 視乎情況而定, 及直銷公積金服務; (三) 改善銀聯信託提供予客戶一般之公積金服務(包括協助提供服務以令銀聯信託之客戶可於互聯網及 / 或自動櫃員機網絡例如銀通處理公積金(或其他)戶口資料); (四) 遵守適用之法律及規例及法院命令及 / 或(五) 任何以行使或執行上述職能作目的之用途。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, 在不設任何收費下, 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. Authorisation and Declaration 授權及聲明**

- (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 BCTC against any actions, proceedings, claims, losses, damages, costs or expenses which may be brought against BCTC or suffered or incurred by BCTC arising either directly out of or in connection with BCTC accepting facsimile instructions or e-mail instructions and acting thereon, whether or not the same are confirmed by me in writing. Notwithstanding the above, BCTC has the right to determine which forms or other documents of instructions may or may not be accepted by facsimile or e-mail.

- (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 / 吾等同意銀聯信託不論在否得到本人 / 吾等的書面確認下均可接受及處理傳真指示或電郵指示及根據該等指示處理有關事宜, 本人 / 吾等亦同意賠償銀聯信託因接受或處理該等傳真指示或電郵指示而直接或間接導致銀聯信託遭受或承受的任何行動、訴訟、理賠、損失、損害、成本或費用。儘管以上所述, 銀聯信託有權決定何種表格或其他指示文件能否以傳真方式或電郵方式傳遞。

S.V.

Signature of Applicant 申請人簽署

Date (D / M / Y) 日期 (日 / 月 / 年)

**Internal Use Only 內部專用**

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.

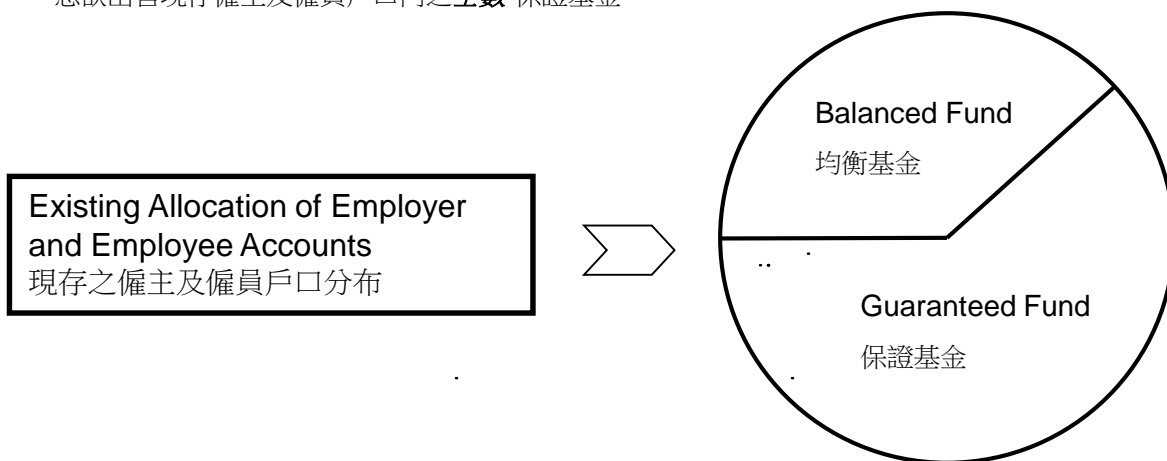
請注意：以下指示只適用於轉換現存戶口內資產之投資分布，您將來的供款及資產轉入之基金分布將維持不變。

**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 Guaranteed 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**保證基金：



Simply fill in 100% in Guaranteed Fund as shown below 請於保證基金填上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)			
OPGP	BCT ORSO Guaranteed Fund 銀聯信託(ORSO)保證基金	100%		100%	

Fill in 100% to switch out all of your Guaranteed Fund  
填上100%，轉出全數保證基金

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

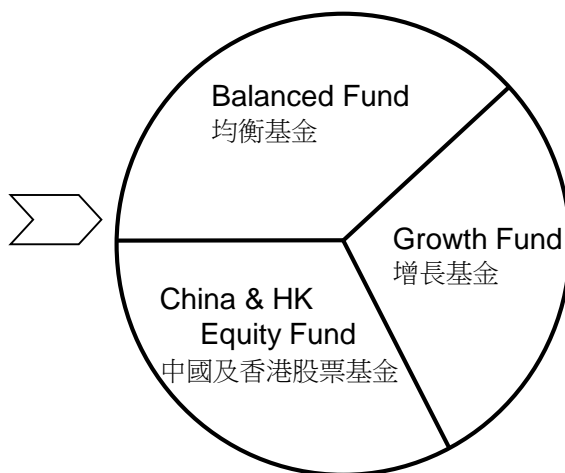
**步驟 2** – 請選出您欲買入之基金，並填上轉入資產的百分比 (轉入總數必須為100%)

**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 Guaranteed Fund 銀聯信託(ORSO)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。