

Note 注意

1. Please mark "✓" in the appropriate box. 請於適用的方格內填上"✓"號。
2. 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。
3. Please send the completed form to "Pension Services, Bank Consortium Trust Company Limited, 18/F Cosco Tower, 183 Queen's Road Central, Hong Kong". 請將填妥表格寄往「香港皇后大道中 183 號中遠大廈 18 樓，銀聯信託有限公司，退休金服務」收。

Part I. Employer Details 僱主資料		
Name of Company 公司名稱	English	Participating Plan No. 參與計劃編號
	中文	

Part II. Past Service / Special Contribution Details 過往服務 / 特別供款資料	
1. The basis of computing Past Service / Special Contribution 計算過往服務 / 特別供款的基準	
<input type="checkbox"/> All Staff 全體員工 : _____ <input type="checkbox"/> Employee Category A 僱員類別 A: _____ <input type="checkbox"/> Employee Category B 僱員類別 B: _____ <input type="checkbox"/> Employee Category C 僱員類別 C: _____ <input type="checkbox"/> Others, please specify 其他，請註明 : _____	
2. Eligibility of employees entitled to Past Service / Special Contribution 僱員享有領取過往服務 / 特別供款的資格	
3. Payment Mode 付款形式	
<input type="checkbox"/> by lump sum 一次過支付 <input type="checkbox"/> by _____ equal monthly installments _____ 個月等額分期	
4. Effective date of payment 付款日期	_____ D 日 - M 月 - Y 年
5. Treatment of unpaid installments when an employee terminates his employment 因僱員離職時尚未提取的款項餘額的處理	
<input type="checkbox"/> Payable to Trustee before member termination 離職時全數付給 <input type="checkbox"/> Will be forfeited 被取消	

Please provide a breakdown of the Past Service / Special Contribution for each employee in a separate sheet.
請提供列出各僱員所得的過往服務 / 特別供款的名單。

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 Plan / Participating 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 BCTC (the trustee of the Plan / Participating 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 or other means); (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.

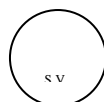
由本計劃 / 參與計劃成員及參與僱主所提供或相關之個人資料(有關申請及運作記錄)及 / 或他們的買賣 / 交易細節記錄僅供銀聯信託(本計劃 / 參與計劃之受託人)、銀聯金融有限公司(「銀聯金融」,本計劃之保薦人)及它們正式授權之服務供應商及代理之正式授權之職員使用及處理,及在銀聯信託或其任何服務供應商認為有需要時,或會被使用、披露及 / 或轉移(在香港境內或境外)予個別人士,包括政府機關及監管機構作以下列任何之目的:(一)行使或執行職業退休計劃條例及強制性公積金計劃(豁免)規例下所授予或施加之職能或根據條例及規例的目的而行使或執行職能;(二)提供公積金的服務包括處理、掌管、管理及分析供款、累算權益及投資組合,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或其他途徑處理公積金(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。

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.

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 IV. 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.
本人明白及同意於此表格之收集個人資料聲明條款。
- (2) I undertake that if there is any change in the information so provided, I shall notify BCTC as soon as reasonably practicable.
本人承諾若所提供之資料有任何更改,將儘快通知銀聯信託。
- (3) 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.
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。



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

Date (D / M / Y) 日期(日 / 月 / 年)

Internal Use Only 內部專用

Date Received:	Input By:	Verified By:	Remarks:
18/F Cosco Tower, 183 Queen's Road Central, Hong Kong 香港皇后大道中183號中遠大廈18樓		Plan Hotline 計劃熱線: 2298 9389	Fax 傳真: 2992 0507 Website 網址: www.bcthk.com