

Schedule to Employer Participation Agreement  
(and CRS Self-Certification)  
僱主參與協議(及共同匯報標準的自我證明)

Note 注意：

- (1) Please complete this Schedule carefully. The information in this Schedule will form part of the Participation Agreement.  
請小心填寫此附表。本附表內資料將構成參與協議中的部份細則。
  - (2) Any amendments should be clearly marked and counter-signed. Please do not use correction fluid.  
如有任何資料刪改請清楚註明及必須加簽，請避免使用塗改液刪改資料。
  - (3) Please provide a copy of the Business Registration Certificate and a copy of the Certificate of Incorporation along with this Agreement.  
請將商業登記證和公司註冊證副本連同本協議書一併遞交。
  - (4) If Business Registration number is not available, please provide the registration number with relevant government department (e.g. Education Department).  
假若沒有商業登記，請提供其他政府註冊的有效編號(例如教育署)。
- (Please ✓ the appropriate box 請在適當空格填上✓號)

Section A – Particulars of Mandatory Contributions<sup>1</sup> 甲部份 – 強制性供款細則<sup>1</sup>  
Part I – Employer Details 第一節 – 僱主資料

Name of Employer 僱主名稱 (English 英文)

Chinese Name of Employer 僱主中文名稱

Registered Office 辦事處註冊地址 (“In-care-of” address and P.O. Box address will not be accepted. Correspondence will be sent to the following address, when necessary. 「轉交」地址及郵政信箱恕不接受。如有需要，通訊將寄往以下地址。)

Flat / Rm. 室 \_\_\_\_\_ Floor 樓 \_\_\_\_\_ Block 座 \_\_\_\_\_

Building / Estate Name 大廈 / 屋苑名稱 \_\_\_\_\_

Number & Name of Street 街道號碼及名稱 \_\_\_\_\_ District 地區 \_\_\_\_\_

Hong Kong 香港  Kowloon 九龍  New Territories 新界 Overseas (Country and City) 海外(國家及城市) ▾

China 中國 \_\_\_\_\_ (City 城市)

Others 其他 (Please specify 請說明)

\_\_\_\_\_ (Country 國家) \_\_\_\_\_ (City 城市)

▾ For overseas address 適用於海外地址

Correspondence Address 聯絡地址 (if different from above 如與以上地址不同)

Flat / Rm. 室 \_\_\_\_\_ Floor 樓 \_\_\_\_\_ Block 座 \_\_\_\_\_

Building / Estate Name 大廈 / 屋苑名稱 \_\_\_\_\_

Number & Name of Street 街道號碼及名稱 \_\_\_\_\_ District 地區 \_\_\_\_\_

Hong Kong 香港  Kowloon 九龍  New Territories 新界 Overseas (Country and City) 海外(國家及城市) ▾

China 中國 \_\_\_\_\_ (City 城市)

Others 其他 (Please specify 請說明)

\_\_\_\_\_ (Country 國家) \_\_\_\_\_ (City 城市)

▾ For overseas address 適用於海外地址

**Section A – Particulars of Mandatory Contributions<sup>1</sup> 甲部份 – 強制性供款細則<sup>1</sup>**  
**Part I – Employer Details 第一節 – 僱主資料 (Continued 續)**

<b>Contact Person 聯絡人</b> (English 英文)		(Chinese 中文)
<input type="checkbox"/> Mr. 先生	Surname 姓 _____	_____
<input type="checkbox"/> Ms. 女士	First Name 名 _____	Title of Position 職銜 _____
<b>Office Number 工作電話號碼</b>	<b>E-mail Address 電子郵箱</b>	
<b>Fax Number 傳真號碼</b>	<b>Jurisdiction of Incorporation or Organization 實體成立為法團或設立所在的稅務管轄區</b>	
<b>Effective Date of Participation in the Master Trust 參與計劃生效日期</b>	<b>Business Registration Number 商業登記號碼</b>	
<input type="checkbox"/> 1 <sup>st</sup> December 2000 2000 年 12 月 1 日		
<input type="checkbox"/> Other 其他: _____ (DD / MM / YYYY 日 / 月 / 年)		
<b>Industry Classification 行業分類</b>		
Please fill in the appropriate industry code and classification code with reference to the "Industry Classification Codes" attached. 請參閱隨附之「行業分類編號」，填上適合的行業編號及項目編號。		
Industry Code 行業編號	_____	Classification Code 項目編號 _____

**Part II – Contribution Details 第二節 – 供款資料**

- Number of Employees at Date of Participation 計劃開始時僱員數目: \_\_\_\_\_
- Fees And Charges 費用及收費  
 Joining Fee<sup>2</sup> 參與費用<sup>2</sup>: HKD 港幣 \_\_\_\_\_  
 Class of Unit to be invested into<sup>3</sup> 投資單位類別<sup>3</sup>: A / B \* (\*Please circle as appropriate 請將適用者圈出)
- End of Contribution Period 供款期完成於 (Please ✓ the appropriate box 請在適當空格填上 ✓ 號)  
 Monthly on month-end 每月的最後一天  
 Twice a month on 半月結的第 \_\_\_\_\_<sup>th</sup> day 日 and month-end 及每月的最後一天  
 Others 其他 \_\_\_\_\_ (Please specify 請註明)
- Payment Method 付款方式  

<input type="checkbox"/> By Cash Deposit via Bank / Cheque 經銀行存入現金 / 支票	<input type="checkbox"/> By Direct Debit Authorization Service 直接付款授權服務 (Please complete "Employer Account Direct Debit Authorization Set Up / Change of Direct Debit Account Form". 請填寫「僱主帳戶 – 開立直接付款授權書 / 更改直接付款戶口表格」。)
--	--
- Voluntary Contributions To The Master Trust 自願性供款  Yes<sup>4</sup> 有<sup>4</sup>  No 沒有

<sup>1</sup> 5% each from the employer and the employee on the employee's relevant income subject to a maximum and minimum level of relevant income as stipulated in the Mandatory Provident Fund Schemes Ordinance.  
僱主及僱員均以僱員的有關入息之 5% 供款，有關入息之上限及下限按〈強制性公積金計劃條例〉條款而設定。

<sup>2</sup> Please refer to the latest MPF Scheme Brochure of the Manulife RetireChoice (MPF) Scheme.  
請參閱宏利退休精選(強積金)計劃之最新強積金計劃說明書。

<sup>3</sup> For ongoing contributions investing into the specific class of constituent funds.  
日後持續的供款投資於成份基金內的指定類別。

<sup>4</sup> Please complete Section B Only if employer voluntary contribution will be made.  
僱主如作出自願性供款，才須填寫 B 部分。

## Section B – Particulars of Voluntary Contributions 乙部份 – 自願性供款細則 (For Voluntary Contributions Only 只適用於自願性供款部份)

### Part I – Definition of Plan Employment 第一節 – 服務年期定義

(Please ✓ the appropriate box 請在適當空格填上✓號)

Date joining the Company (Complete Month)  
以加入本公司日起計算(以整月計算)

Date joining the Master Trust (Complete Month)  
以參加本計劃日起計算(以整月計算)

Others 其他 \_\_\_\_\_ (Please specify 請註明)

### Part II – Normal Retirement Age 第二節 – 正常退休年齡

Normal Retirement Age 正常退休年齡 \_\_\_\_\_

### Part III – Employer Voluntary Contributions Details 第三節 – 僱主自願性供款細則

(Please ✓ the appropriate box 請在適當空格填上✓號)

1. Calculation based on 按以下方法計算：

Fixed percentage of Salary 薪酬的固定百分比 \_\_\_\_\_ % OR 或

Fixed amount (HK\$) 固定金額(港幣) \_\_\_\_\_ OR 或

Contribution percentage depends on grading or completed years of plan employment  
供款百分比因職級或已完成的服務年期的長短而有所不同

(Please complete the table below 請填寫下表)

Grade** 職級	Completed Years of Plan Employment 已完成的服務年期	Fixed Percentage of Salary (%) 薪酬的固定百分比 (%)

\*\* A member will be classified by the grade notified to the Trustee by the Employer from time to time. Any change in the grade of a member will only be effective for the purposes of the Master Trust from the later of (i) the effective date of the change or (ii) the date the Trustee is notified of the change, unless the Trustee agrees otherwise.

受託人將會按照僱主的最新通知為該成員作職級分類。於本計劃下，任何成員的職級變更將於下列較後發生的情況始告生效：(i)變更生效日或(ii)除非受託人同意其他日子，否則為受託人被通知當日。

Any changes relating to Voluntary Contribution that will have detrimental effect to member's vested benefits or accrued rights under a registered scheme will require approval from the Mandatory Provident Fund Schemes Authority before the change can take effect.

任何與自願性供款有關之修改，若會損害成員在註冊計劃下的已歸屬權益或累算權益，則該項修改須在獲得強制性公積金計劃管理局批准後方可生效。

2. Salary Definition 薪酬定義

basic salary 底薪 OR 或

relevant income 有關入息

3. Contribution 供款

excludes mandatory contribution 不包括強制性供款 OR 或

includes mandatory contribution 已包括強制性供款

(Please note if the Total Contributions amount is less than the Mandatory Contribution, the Mandatory amount should be used instead.  
請注意，如總供款金額少於強制性供款額，其供款須以強制性供款額為準。)

4. Employer continues to make contributions in respect of members who are still in employment after they reach Normal Retirement Age.

在成員於到達正常退休年齡後的僱用期內，僱主仍會繼續為其成員供款。

Yes 是

No 否

## Part IV – Early Retirement 第四節 – 提早退休

(Please ✓ the appropriate box 請在適當空格填上✓號)

- Members shall not be eligible to retire prior to Normal Retirement Age  
成員不可於正常退休年齡前提早退休
- Members shall be eligible to retire prior to Normal Retirement Age:  
成員可於正常退休年齡前提早退休，惟：
- With the consent of the Employer and / or (delete as inappropriate)  
必須經由僱主同意及 / 或 (請將不適用者刪除)
- Having attained the age of \_\_\_\_\_  
退休時最少為 \_\_\_\_\_ 歲

An eligible employee who retires prior to the Normal Retirement Age will be entitled to 100% of his / her balance attributable to the Member's Voluntary Contributions and Employer's Voluntary Contributions.

合資格僱員在正常退休年齡前退休，有權領取計劃內該名成員自願性供款及僱主自願性供款的所有結餘。

## Part V – Benefits Entitlement 第五節 – 福利權益

A member leaving service for reasons of Retirement, Death or Total Incapacity will be entitled to 100% of his / her balance attributable to the Member's Voluntary Contributions and Employer's Voluntary Contributions.

成員離職理由為退休、身故或完全喪失行為能力將有權領取計劃內該名成員自願性供款及僱主自願性供款的所有結餘。

A member leaving service for reasons other than Retirement, Death, Total Incapacity or Dismissal<sup>#</sup>, will be entitled to receive:

除因退休、身故、完全喪失行為能力或解僱<sup>#</sup>等理由外，若成員因任何理由離職，該名成員將有權獲得：

- (i) The value of his / her balance attributable to the Member's Voluntary Contributions;  
成員自願性供款的部份；

plus 及

- (ii) a percentage of the value of his / her balance attributable to the Employer's Voluntary Contributions according to the following scale :  
已歸屬的僱主自願性供款部份，百分比如下：

Completed Years of Plan Employment 服務年期	Vesting Percentage 歸屬百分比	
	E.g. 例如	(Please specify the percentage 請註明百分比)
Below 少於 1	0%	( )
1	10%	( )
2	20%	( )
3	30%	( )
4	40%	( )
5	50%	( )
6	60%	( )
7	70%	( )
8	80%	( )
9	90%	( )
10	100%	( )

- Other, please specify on a separate sheet.  
其他，請另在白紙上註明。

<sup>#</sup> If a member is dismissed from employment, the percentage of the value of his / her balance attributable to the Employer Voluntary Contribution will be subjected to the employer's discretion by either zero percent (where supporting document is required) or following the existing vesting percentage.  
如成員被僱主解僱，僱主自願性供款部份的歸屬百分比將由僱主決定為零 (需提供有關證明文件) 或根據現有歸屬百分比。

## Part VI – For Scheme Transfer Only 第六節 – 轉移計劃專用

1. Name of Former Scheme 原有計劃名稱：

\_\_\_\_\_

2. Scheme Type 計劃類別  MPF 強積金計劃  ORSO 職業退休計劃

3. Details of Trustee / Administrator of Former Scheme 原有計劃的受託人 / 管理人的詳細資料：

Name 名稱

Address 地址

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact Person 聯絡人 (English 英文)

(Chinese 中文)

Mr. 先生 Surname 姓 \_\_\_\_\_

Title of Position 職銜

Ms. 女士 First Name 名 \_\_\_\_\_

Office Number 工作電話號碼

Fax Number 傳真號碼

E-mail Address 電子郵箱

4. Please complete this part only if the transfer-in asset has Employer Voluntary Contribution.

請填寫此部份如轉移自原有計劃的資產內有僱主自願性供款。

Vesting percentage of the transfer-in assets will follow the same rules specified in Section B, Part V.  
轉移自原有計劃的資產之歸屬百分比將與乙部第五節相同。

Use a vesting percentage, which is different from the rules specified in Section B, Part V for transfer-in assets. (Please specify on a separate sheet.)  
轉移自原有計劃的資產之歸屬百分比將與乙部第五節不同。(請另在白紙上註明。)

## Part VII – Use of Forfeited Amounts 第七節 – 未歸屬之僱主自願性供款用途

(Please ✓ the appropriate box 請在適當空格填上✓號)

Forfeited amounts derived from employer voluntary contributions:

由僱主自願性供款衍生的未歸屬款額：

Will be used to offset future employer contributions  
將會用作扣減僱主日後供款

Refund to employer  
退回僱主

## Part VIII – Tax Residency Self-Certification (Mandatory) 第八節 – 稅務居民身份自我證明 (必須填寫)

### Important Notes 重要提示：

- This Part VIII, together with the other parts, sections and items of this form which is relevant to the purposes served by the “Self-Certification” (as defined below), including (a) the relevant “Employer Details” set out in Section A Part I (including: name, business registration number, jurisdiction of incorporation or organization, registered address, correspondence address etc.) and (b) the relevant parts, sections and items of Section C below (including the relevant acknowledgment, undertaking and certification, and the signature section (and the warning underneath)), constitute the self-certification provided by you to Bank Consortium Trust Company Limited (“BCTC”) for the purpose of Automatic Exchange of Financial Account Information (“AEOI”) in compliance with tax law and regulations (including but not limited to the Inland Revenue Ordinance (Cap.112) and regulations based on the Organisation for Economic Co-operation and Development (OECD) Common Reporting Standard (CRS) for automatic exchange of information (“Self-Certification”). The data collected may be transmitted by BCTC to the Inland Revenue Department for transfer to the tax authority of another country / jurisdiction.  
此第八節，與本表格內跟「自我證明」(定義如下)的目的有關之其他部分、章節及項目，包括(a)本表格內甲部份第一節之「僱主資料」(包括名稱、商業登記證號碼、實體成立為法團或設立所在的稅務管轄區、註冊地址、通訊地址等)及(b)以下丙部份裏的部分、章節及項目(包括有關的確認、承諾及證明，及簽署的部分(和在其下的警告))將構成閣下向銀聯信託有限公司(「銀聯信託」)提供的自我證明，作為自動交換財務帳戶資料(「AEOI」)用途以遵守稅務法律及規例(包括但不限於《稅務條例》(第112章)和根據自動交換資料有關的經濟合作與發展組織(OECD)《共同匯報標準》(CRS)的規則(「自我證明」)。銀聯信託可把收集所得的資料交給稅務局，稅務局會將資料交到另一國家 / 司法管轄區的稅務當局。
- This Self-Certification will remain valid unless there is any change in circumstances relating to the status of tax residency(ies) of the Entity. You must notify BCTC within 30 days if there is any change in circumstances that makes any of the information provided in the Self-Certification incorrect or incomplete and provide an updated Self-Certification.  
除非實體的稅務居民身份有任何改變，否則此自我證明將被視為有效。如情況有所改變，以致本自我證明所載的資料不正確或不完整，閣下必須在改變後的30天內通知銀聯信託有關的改變並提供最新的自我證明。
- BCTC **MUST** obtain the complete and valid tax residency Self-Certification for the setting up of employer record. To avoid any delay in the setting up of employer record and contribution settlement (if any), please read and complete all the appropriate parts below.  
銀聯信託在開立僱主帳戶前，**必須**取得完整及有效的稅務居民身份自我證明。為避免僱主帳戶開立及供款處理(如有)有任何延誤，請細閱並完成以下所有適用部分。
- All relevant identification / verification documentation for AEOI / CRS purposes will be provided to BCTC upon request. Failure to provide us with the information and other personal data as requested may result in your application / instruction not being able to be processed.  
銀聯信託有權要求閣下提供就AEOI / CRS的目的所有相關的身份證明 / 驗證文件。如未能提供所需資料及其他個人資料，可能導致閣下的申請 / 指示不獲處理。
- As a financial institution, BCTC is not allowed to give tax or legal advice. If you have any questions regarding your tax residency, please consult your tax adviser or visit the OECD and Inland Revenue Department’s AEOI website at <http://www.oecd.org/tax/automatic-exchange/crs-implementation-and-assistance/> and [http://www.ird.gov.hk/eng/tax/dta\\_aeoi.htm](http://www.ird.gov.hk/eng/tax/dta_aeoi.htm) respectively, or simply scan the QR code, for more CRS and related information.  
作為財務機構，銀聯信託不獲允許提供稅務或法律意見。若閣下對閣下的稅務居民身份存有任何疑問，請詢問專業稅務顧問或瀏覽OECD (<http://www.oecd.org/tax/automatic-exchange/crs-implementation-and-assistance/>)及稅務局 ([http://www.ird.gov.hk/chi/tax/dta\\_aeoi.htm](http://www.ird.gov.hk/chi/tax/dta_aeoi.htm))有關AEOI的網頁，或掃描此二維碼，以獲取更多CRS及相關資料。



OECD



IRD (稅務局)

The Entity mentioned in this section refers to a corporation, partnership, a body of persons or a trust (excluding sole proprietors). If you are a sole proprietor, please complete Part VIII (1), (2) and (5) only (as applicable).  
此部分所指之「實體」為法團、合夥、任何其他團體或信託(獨資經營者除外)。如閣下是獨資經營者，只需填寫(適用的)第八節第1、第2及第5部份。

#### (1) Entity / Sole Proprietor Tax Residence is 實體 / 獨資經營者之稅務居住地為

- Hong Kong ONLY with no tax residence in any other jurisdictions or countries (the respective Taxpayer Identification Number (TIN) is as noted in Remark below).

只有香港，及沒有處於任何其他司法管轄區或國家的稅務居住地(其稅務編號如以下註所述)。

[If the box above does not apply, please proceed to Part VIII (2) which MUST be filled in for tax residence of either (a) Hong Kong and also some other jurisdictions or countries or (b) not Hong Kong, but instead some other jurisdictions or countries.

如果上面的方格不適用，請填寫第八節第2部份。該部份為稅務居住地是(甲)香港及其他司法管轄區或國家或(乙)不是香港而是其他司法管轄區或國家的稅務居民必須填寫的部份。]

#### (2) Jurisdiction of Residence and Taxpayer Identification Number or its Functional Equivalent (“TIN”)

##### 居留司法管轄區及稅務編號或具有等同功能的識辨編號(以下簡稱「稅務編號」)

Please list all countries / jurisdictions (including Hong Kong (where applicable)) where the Entity is a resident for tax purposes and Taxpayer Identification Number or its Functional Equivalent (TIN) for each country / jurisdiction. If the space provided is insufficient, please provide it in the below format on additional sheet(s). Please refer to OECD website at: <http://www.oecd.org/tax/automatic-exchange/crs-implementation-and-assistance/tax-residency> or simply scan the QR code for tax residency related information.

請在以下列明實體作為稅務居民的所有國家 / 司法管轄區(包括香港(如適用))及相關的稅務編號或具有等同功能的識辨編號(稅務編號)。如下列位置不敷應用，請按以下格式另加新頁。請參考經合組織網站的稅務居民：<http://www.oecd.org/tax/automatic-exchange/crs-implementation-and-assistance/tax-residency>或掃描此二維碼的稅務居民相關資料。



(OECD-TR)

**Part VIII – Tax Residency Self-Certification (Mandatory) (Continued)**  
**第八節 – 稅務居民身份自我證明(必須填寫) (續)**

Country / Jurisdiction of Tax Residency 稅務居民所在國家 / 司法管轄區	TIN <sup>Remarks 1</sup> 稅務編號 <sup>備註 1</sup>	If no TIN available, please indicate Reason A, B or C below <sup>Remarks 2</sup> 若未能提供稅務編號，請於下方填上理由 A、B 或 C <sup>備註 2</sup>	Please explain why you are unable to obtain a TIN if you selected Reason B. 若閣下選擇理由 B，請在下方解釋無法取得稅務編號的原因。
1			
2			
3			

**Remarks 備註**

- If the account holder is a tax resident of Hong Kong, the TIN is
  - Entity: First 8 digits of the Hong Kong Business Registration Number
  - Sole proprietor: HKID Card No.
 如帳戶持有者是香港稅務居民，稅務編號是
  - 實體：香港商業登記號碼前八位數字
  - 獨資經營者：香港身份證號碼
- If a TIN is unavailable, please provide the appropriate reason A, B or C:  
 若未能提供稅務編號，請提供合適的理由 A、B 或 C：
 

Reason A – The country / jurisdiction where the account holder is a resident for tax purposes does not issue TINs to its residents.  
 理由 A – 帳戶持有人所屬的稅務居民的國家 / 司法管轄區沒有向其居民發出稅務編號。

Reason B – The account holder is unable to obtain a TIN. (Please explain why you are unable to obtain TIN in the above table if you have selected this reason.)  
 理由 B – 帳戶持有人無法獲得稅務編號。(若閣下選擇這理由，請在上表解釋閣下無法獲得稅務編號的原因。)

Reason C – No TIN is required. (Note: Only select this reason if the authorities of the relevant jurisdiction of residence does not require the TIN to be disclosed.)  
 理由 C – 無需稅務編號。(註：只有在相關司法管轄區的主管機關不需要披露該司法管轄區發出的稅務編號方可選擇這理由。)

If Employer is a **sole-proprietorship**, please skip Part VIII (3) & (4) and complete Part VIII (5).  
 如僱主屬**獨資經營者**，請略過第八節第 3 及第 4 部分並填寫第八節第 5 部分。

**(3) Entity Type (Not applicable to sole-proprietorship) 實體類別(不適用於獨資經營者)**

Please put a "✓" in the appropriate box and fill in the information. 請在適當的方格上填上「✓」及填寫所需資料。

Financial Institution 財務機構 (You can skip item 4 閣下可略過第 4 部分)	<input type="checkbox"/> Custodial Institution, Depository Institution or Specified Insurance Company 託管機構、存款機構或指明保險公司  <input type="checkbox"/> Investment Entity, except an investment entity that is managed by another financial institution (e.g. with discretion to manage the entity's assets) and located in a non-participating jurisdiction 投資實體，但不包括由另一財務機構管理(例如：擁有酌情權管理投資實體的資產)並位於非參與稅務管轄區的投資實體
Active Non-Financial Entity ("NFE") 主動非財務實體 (You can skip item 4 閣下可略過第 4 部分)	<input type="checkbox"/> NFE the stock of which is regularly traded on _____, which is an established securities market 該非財務實體的股票經常在_____ (一個具規模證券市場) 進行買賣  <input type="checkbox"/> Related entity of _____, the stock of which is regularly traded on _____, which is an established securities market 為_____ 的有關連實體，該有關連實體的股票經常在_____ (一個具規模證券市場) 進行買賣  <input type="checkbox"/> NFE is a governmental entity, an international organization, a central bank, or an entity wholly owned by one or more of the foregoing entities 政府實體、國際組織、中央銀行或由前述的實體全權擁有的其他實體  <input type="checkbox"/> Active NFE other than the above (Please specify _____ ) 除上述以外的主動非財務實體(請說明_____ )
Passive NFE 被動非財務實體 (Please complete item 4 請填寫第 4 部分)	<input type="checkbox"/> Investment entity that is managed by another financial institution and located in a non-participating jurisdiction 位於非參與稅務管轄區並由另一財務機構管理的投資實體  <input type="checkbox"/> NFE that is not an active NFE 不屬主動非財務實體的非財務實體

**Part VIII – Tax Residency Self-Certification (Mandatory) (Continued)**  
**第八節 – 稅務居民身份自我證明(必須填寫) (續)**

**(4) Controlling Persons (Complete this part if the entity account holder is a passive NFE) 控權人(如實體帳戶持有人是被動非財務實體, 填寫此部分)**

Indicate the name of all controlling person(s) of the entity account holder in the table below. If no natural person exercises control over an entity which is a legal person, the controlling person will be the individual holding the position of senior managing official. Complete **Self-Certification – Controlling Person** for each controlling person.

請填寫實體之所有控權人的姓名在列表內。就法人實體, 如沒有自然人行使控制權, 控權人將會是該法人實體的高級管理人員。每名控權人須分別填寫一份**自我證明 – 控權人**。

(1)	(5)
(2)	(6)
(3)	(7)
(4)	(8)

**(5) Sole-proprietor Information (For Sole Proprietorship Only) 獨資經營者之資料(只適用於獨資經營者)**

Name

姓名: \_\_\_\_\_  
Surname 姓 (English 英文) First Name 名 (English 英文) Chinese Name 中文名

HKID Card No. \_\_\_\_\_ Date of Birth (D / M / Y) \_\_\_\_\_  
香港身份證號碼: \_\_\_\_\_ 出生日期(日 / 月 / 年): \_\_\_\_\_

Passport No. (NOT applicable to Hong Kong permanent resident)  
護照號碼(不適用於香港永久性居民): \_\_\_\_\_

Current Residential Address 現時住址: ("In-care-of" address and P.O. Box address will not be accepted. Correspondence will be sent to the following address, when necessary. 「轉交」地址及郵政信箱恕不接受。如有需要, 通訊將寄往以下地址。)

Flat / Rm. 室 \_\_\_\_\_ Floor 樓 \_\_\_\_\_ Block 座 \_\_\_\_\_

Building / Estate Name 大廈 / 屋苑名稱 \_\_\_\_\_

Number & Name of Street 街道號碼及名稱 \_\_\_\_\_ District 地區 \_\_\_\_\_

Hong Kong 香港  Kowloon 九龍  New Territories 新界  Overseas 海外  
City 城市 \_\_\_\_\_  
Country 國家 \_\_\_\_\_

▽ For overseas address 適用於海外地址

**WARNING: It is an offence under section 80(2E) of the Inland Revenue Ordinance if any person, in making a Self-Certification, makes a statement that is misleading, false or incorrect in a material particular AND knows, or is reckless as to whether, the statement is misleading, false or incorrect in a material particular. A person who commits the offence is liable on conviction to a fine at level 3 (i.e. HK\$10,000).**  
**警告: 根據《稅務條例》第80(2E)條, 如任何人在作出自我證明時, 在明知一項陳述在要項上屬具誤導性、虛假或不正確, 或罔顧一項陳述是否在要項上屬具誤導性、虛假或不正確下, 作出該項陳述, 即屬犯罪。一經定罪, 可處第3級(即HK\$10,000)罰款。**



## Section C – Authorisation, Declarations and Consent 丙部份 – 授權、聲明及同意

By signing this document:

經簽署本文件：

- We confirm that we have read and understood the MPF Scheme Brochure of the Manulife RetireChoice (MPF) Scheme (the “Master Trust”) which accompanies this Schedule and understand that the Agreement is made on the basis of and will be subject to the terms of the Trust Deed for the Master Trust.

我們確認已閱悉及了解隨此協議書附上之宏利退休精選(強積金)計劃(「本計劃」)強積金計劃說明書，並明白本協議書乃根據強積金計劃說明書上所載資料而作出及將受本計劃之信託契約條款所規限。
- We confirm that the information in this Schedule is accurate and complete. We undertake to notify the Trustee as soon as possible of any changes to the information contained in this Schedule(s) and the individual employee details.

我們確定在此附表所載資料均屬正確無訛，並無缺漏。我們承諾如此附表所載資料及個別僱員詳情有任何更改，將盡早通知受託人。
- We understand that the Trustee may not be able to process this application if I fail to provide any information requested in this Schedule.

我們明白倘若本人未能提供此附表格所需的資料，受託人將可能無法處理有關申請。
- We hereby agree to indemnify the Trustee against any actions, proceedings, claims, losses, damages, costs or expenses which may be brought against the Trustee or suffered or incurred by the Trustee arising either directly out of or in connection with the Trustee accepting facsimile instructions from us and acting thereon, whether or not the same are confirmed by us in writing, unless due to the wilful default or gross negligence of the Trustee.

我們同意受託人因直接或就接受由我們發送之傳真指示及根據指示處理有關事宜(無論是否經我們以書面確認)而引致受託人被提出或蒙受或產生的任何法律行動、訴訟、索償、損失、損害、費用或開支(惟若因受託人故意失責或嚴重疏忽而產生者則除外)向受託人作出賠償。

Notwithstanding the previous paragraph, the trustee has the right to determine which Forms or other documents of instructions may or may not be accepted by facsimile.

不論前段有何規定，受託人有權決定何種表格或指示可經傳真接受與否。
- We agree that the Trustee shall be liable only for such moneys or other assets as they shall actually receive and shall in no event be liable for any interest in respect of such assets save in respect of interest actually earned. In respect of voluntary contributions, it shall not be the duty of the Trustee to see that any contributions or other moneys payable under the Trust Deed, the Rules or the Participation Agreement or as they shall direct are in fact paid, that any applicable definition of earnings (however expressed) is properly applied or that the calculation of contributions is correct. This clause does not over-ride any requirements of the Trustee set out under the MPF Ordinance or the Trust Deed.

我們同意受託人僅對實際收到的款項或其他資產負責，但不會對有關資產附帶的任何利益承擔責任。就自願性供款而言，受託人並沒有責任檢定任何供款或信託契約、規則或參與協議規定需要支付的其他款項已確實支付，亦沒有責任檢定任何適用的入息定義(不論如何表達)已適當引用或準確計算的供款。本條文並不凌駕《強積金條例》或信託契約所載有關受託人的規定。
- We certify that we are authorized to sign for the account holder of all the account(s) to which this form relates and / or currently held with BCTC (if any).

我們證明，就與本表格所有相關的帳戶及 / 或現於銀聯信託持有的帳戶(如有)，我們獲本帳戶持有人所授權代其簽署。
- We acknowledge and agree that (a) the information contained in the parts of this form constituting the Self-Certification is collected and may be kept by BCTC for the purpose of AEOI, and (b) such information and information regarding the account holder and any reportable account(s) may be reported by BCTC to the Inland Revenue Department of the Government of the Hong Kong Special Administrative Region and exchanged with the tax authorities of another country / countries and / or jurisdiction(s) in which the account holder may be resident for tax purposes pursuant to the legal provisions for exchange of financial account information provided under the Inland Revenue Ordinance (Cap.112), and (c) we agree to the obligation that the account holder must comply with requests made by BCTC to comply with the CRS (AEOI) requirements under the Inland Revenue Ordinance and / or applicable law and regulation, and such obligation forms the basis of the account to be opened.

我們確認及同意，銀聯信託可根據《稅務條例》(第112章)有關交換財務帳戶資料的法律條文，(a)收集本表格構成自我證明的部份所載資料並可備存作AEOI用途及(b)把該等資料和關於帳戶持有人及任何須申報帳戶的資料向香港特別行政區政府稅務局申報。從而把資料轉交到帳戶持有人的居留司法管轄區的稅務當局及(c)我們同意帳戶持有人必須遵守銀聯信託的要求以便遵守《稅務條例》及 / 或適用法律及規例的CRS (AEOI)規定，並為日後開立帳戶之基礎。
- We undertake to advise BCTC of any change in circumstances which affects the tax residency status of the entity identified in the parts of this form constituting the Self-Certification or causes the information contained herein to become incorrect or incomplete, and to provide BCTC with a suitably updated Self-Certification within 30 days of such change in circumstances.

我們承諾，如情況有所改變，以致影響本表格構成自我證明表格構成所述的實體的稅務居民身份，或引致本自我證明所載的資料不正確或不完整，我們會通知銀聯信託有限公司，並會在情況發生改變後30日內，向銀聯信託提交一份已適當更新的自我證明表格。
- We declare that to the best of our knowledge and belief, the information given and statement made in this form and / or its attachment(s), if any, is true, correct and complete.

我們聲明，盡我們所知及所信，本表格及隨附文件(如有)所提供的資料及聲明均屬真實、正確無訛且無缺漏。

## Section C – Authorisation, Declarations and Consent 丙部份 – 授權、聲明及同意 (Continued 續)

10. We agree that the personal data provided by or in respect of Members and Participating Employers of the Master Trust (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 ("BCT", the trustee of the Master Trust), the sponsor of the Master Trust and their properly authorised service providers, employees, officers, directors and agents, and auditors of the Master Trust, 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, for any of the following purposes: (i) exercising or performing the functions conferred or imposed by or under or for the purposes of the Mandatory Provident Fund Schemes Ordinance ("Ordinance"); (ii) providing services in respect of Mandatory Provident Fund and the Master Trust including the processing, administering, managing, and analysing of their, as the case may be, contributions, accrued benefits and portfolios and (where consent or indication of no objection has been obtained) direct marketing of Mandatory Provident Fund services; (iii) improving the provision of Mandatory Provident Fund services by BCT to customers generally (including the facilitation of the provision of Mandatory Provident Fund services to enable the customers of BCT generally to access Mandatory Provident Fund (or other) account details, for example, 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, BCT should be notified as soon as practicable. Failure to provide the information requested may result in BCT being unable to process the instructions. All such information may be retained after we have ceased to participate in the Master Trust.

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. Under the Personal Data (Privacy) Ordinance<sup>Remark 1</sup> we have the right to obtain a copy of information held about us and for which we may be charged a fee.

我們同意由本計劃的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)、本計劃之保薦人及它們正式授權之服務供應商、僱員、主任、董事及代理及本計劃之核數師使用及處理, 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)予個人人士, 包括政府機關及監管機構作以下列任何之目的: (一)行使或執行強制性公積金計劃條例(「條例」)下所授予或施加之職能或根據該條例的目的而行使或執行職能; (二)提供強制性公積金及本計劃的服務包括處理、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(若取得同意或不反對指示)直銷強制性公積金服務; (三)改善銀聯信託提供予客戶一般之強制性公積金服務(包括協助提供強制性公積金服務以令銀聯信託之客戶可經例如互聯網或其他途徑處理強制性公積金(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, 我們應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。於我們停止參與本計劃後, 受託人仍可保留上述所有資料。

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。可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。根據個人資料(私隱)條例<sup>備註1</sup>, 我們有權在支付費用的情況下, 索取一份有關我們的資料副本。

<sup>Remark 1</sup> You are entitled under the Personal Data (Privacy) Ordinance to be informed by Bank Consortium Trust Company Limited whether it holds Personal Data about you and to request access to and / or correction of any such Personal Data. Any such request may be made in writing to Data Protection Officer at Bank Consortium Trust Company Limited, 18/F Cosco Tower, 183 Queen's Road Central, Hong Kong.

<sup>備註1</sup> 按個人資料(私隱)條例, 閣下有權要求銀聯信託有限公司提供是否持有閣下的個人資料, 或要求接觸和 / 或更改任何個人資料。此類要求, 可以書面形式向資料保護主任查詢。請郵寄香港皇后大道中183號中遠大廈18樓, 銀聯信託有限公司資料保護主任收。

The Sponsor, Manulife (International) Limited, would like to provide you with information on Manulife RetireChoice products. If you do not wish to receive such information, please tick the box.

保薦人宏利人壽保險(國際)有限公司擬將為閣下提供其產品資料。如閣下不希望收取有關資料, 請在方格內加上✓號。

### For And On Behalf Of The Employer 經由僱主代表

Authorised Signatory with Company Chop 授權簽署及公司蓋印

Name 姓名

Date 日期

**WARNING: It is an offence under section 80(2E) of the Inland Revenue Ordinance if any person, in making a Self-Certification, makes a statement that is misleading, false or incorrect in a material particular AND knows, or is reckless as to whether, the statement is misleading, false or incorrect in a material particular. A person who commits the offence is liable on conviction to a fine at level 3 (i.e. HK\$10,000).**

**警告: 根據《稅務條例》第80(2E)條, 如任何人在作出自我證明時, 在明知一項陳述在要項上屬具誤導性、虛假或不正確, 或罔顧一項陳述是否在要項上屬具誤導性、虛假或不正確下, 作出該項陳述, 即屬犯罪。一經定罪, 可處第3級(即HK\$10,000)罰款。**

BCT use only 銀聯信託專用:	Document Received Date:	Inputted By:	Checked By:	Remarks:
		Date Inputted:	Date Checked:	

## PARTIES

- (1) The person(s) named in the Schedule to this Agreement as employer (the “Employer”);
- (2) Bank Consortium Trust Company Limited of 18/F Cosco Tower, 183 Queen’s Road Central, Hong Kong (the “Trustee”);
- (3) Manulife (International) Limited of 22/F, Manulife Financial Centre, 223-231 Wai Yip Street, Kwun Tong, Kowloon, Hong Kong (the “Sponsor”).

## BACKGROUND

The Manulife RetireChoice (MPF) Scheme (the “Master Trust”) is a Registered Provident Fund Scheme established by a trust deed dated 14 July 2000, as may be amended from time to time, and replaced by a consolidated trust deed dated 20 March 2008 (as amended, the “Trust Deed”). The Employer is required to contribute to a Registered Provident Fund Scheme pursuant to the MPF Ordinance and has agreed to contribute to the Master Trust on the terms of this Agreement.

## AGREEMENT TO THE PARTIES

1. In consideration of the covenants, warranties, undertakings and indemnities given by the Employer in this Agreement, the Trustee and the Sponsor agree that the Employer shall become an Employer for the purposes of the Master Trust with effect from the date specified in the Schedule to this Agreement.
- 2.1 The Employer agrees to be bound by and covenants to comply with the provisions of the Trust Deed as from time to time in force and to perform any act or pay any sum required by law to be done or paid by it as an Employer for the purposes of the Master Trust insofar as attributable to the Employer to be lawfully carried on in Hong Kong.
- 2.2 The Employer gives the covenants as provided in Clause 8.4 of the Trust Deed and the covenants, warranties, undertaking and indemnities required by the provisions of the Trust Deed.
- 3.1 The Employer agrees in respect of Members which it employs:-
  - (a) to pay to the Master Trust Employer’s Mandatory Contributions and (if specified in the Schedule to this Agreement) Employer’s Voluntary Contributions; and
  - (b) to deduct from the salaries of Members and pay to the Master Trust, Member’s Mandatory Contributions and (if specified in the Membership Enrolment Form of each member) Member’s Voluntary Contributions. The Employer further agrees to pay all fees, expenses and other liabilities which are payable by the Employer in accordance with the Trust Deed or this Agreement.
- 3.2 Unless the Trustee otherwise agrees in writing, all payments of Contributions to the Master Trust shall be by way of payroll deduction (in the case of Contributions by Members) and shall be paid to the Trustee in Hong Kong dollars by cheque or by telegraphic transfer from an account with a bank in Hong Kong.
4. The Trustee shall invest amounts received in respect of Members employed by the Employer in the Constituent Funds in accordance with the relevant Investment Mandate as follows:-
  - (a) Transfer Payments shall be invested in the Class T Units referred to in the MPF Scheme Brochure of the Master Trust dated October 2008, as amended;
  - (b) Contributions and other amounts (excluding Transfer Payments) to be invested in a Constituent Fund shall be invested in the class of Units specified in the Schedule to this Agreement.
5. On the execution of this Agreement by the Employer, the Employer shall pay to the Sponsor a joining fee of the amount specified in the Schedule to this Agreement.
6. The Trustee gives the covenants as provided in Clause 13 of the Trust Deed to the Employer.



7. Unless the context otherwise requires, words and expressions defined in the Trust Deed have the same meanings in this Agreement.
8. This Agreement shall be governed by and construed in accordance with the laws of The Hong Kong Special Administrative Region.
- 9.1 Notwithstanding anything else provided in this Participation Agreement, the Employer agrees that for the purposes of determining Completed Years of Plan Employment (as referred to in the Schedule to this Agreement), in respect of any Member which it employs, such length of employment or service with the Employer shall be aggregated with the length of employment or service of that Member with any other company or companies as specified by the Employer ("Specified Service") and notified to the Trustee in writing in a form stipulated by the Trustee from time to time.
- 9.2 For the purpose of Clause 9.1:
- (a) the Employer may notify the Trustee in writing that Specified Service shall include:
1. all the employment or service of all Members with a specified company or companies; or
  2. all the employment or service of only specified Members with a specified company or companies; or
  3. such specified employment or service of all Members with a specified company or companies; or
  4. such specified employment or service of only specified Members with a specified company or companies.
- (b) once such employment or service is included as Specified Service in accordance with this Clause 9.1, it may only be thereafter excluded with the consent of the Trustee.

***Signed by the Employer by its duly authorised signatory with company chop.***

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

***Accepted and Agreed***

By The Trustee:

By The Sponsor:

\_\_\_\_\_  
Authorised Signatory

\_\_\_\_\_  
Authorised Signatory

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date