#### **HSBC** Provident Fund Trustee (Hong Kong) Limited

c/o The Hongkong and Shanghai Banking Corporation Limited 香港上海滙豐銀行有限公司 PO Box 73770 Kowloon Central Post Office 九龍中央郵政信箱73770號

Place into the MPF drop-in box at designated HSBC branches 投放於指定滙豐分行的強積金寄存辦理箱

HSBC MPF Employer Hotline 滙豐強積金僱主熱線: 2583 8033 HSBC MPF Member Hotline 滙豐強積金成員熱線: 3128 0128

### **HSBC MANDATORY PROVIDENT FUND** ACCOUNT STATEMENT REQUISITION FORM 滙豐強積金: 賬戶報表要求表格

Name of participating employer 參與僱主名稱

# INF

#### Note 注意:

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- 1. Please complete in CAPITAL and BLOCK LETTERS. 請用大階及正楷填寫。
- The information provided will be used in accordance with the relevant MPF Ordinance and/or its Regulations and the same manner as mentioned in the "Personal Information Collection Statement for HSBC Mandatory Provident Fund" ("PICS"). The PICS can be obtained through HSBC MPF website www.hsbc.com.hk/mpf or MPF hotline 2583 8033 (Employer) or 3128 0128 (Member). By signing this form, your present choice of receiving direct marketing information will remain unchanged. If you wish to update the use of your personal data for direct marketing purpose as stated in the PICS from the HSBC MPF scheme, you may exercise your right by notifying us. 所有已提供的資料將按照有關強積金條例及/或 其規例及《滙豐強積金的收集個人資料聲明》(「聲明」) 處理。 該聲明可透過以下滙豐強積金網站www.hsbc.com.hk/mpf或強積金熱線 2583 8033 (僱主) 或3128 0128 (成員) 索取。 在簽署本表格後, 你現時關於接收直接促銷資訊的選擇將維持不變。 如你希望更新在滙 豐強積金計劃聲明中使用你的個人資料作直接促銷的用途,你可通知我們行使你的選擇權。

#### A. Request for Duplicate MPF Statement 索取強積金報表副本

Duplicate MPF statements can be requested for up to 7 years of the previous scheme financial years (i.e. from 1 July to 30 June). The handling charge is HKD50 for each copy per scheme financial year. Please return the completed form and cheque to the Administrator - The Hongkong and Shanghai Banking Corporation Limited. 你可以申請索取過往每個計劃財政年度(即7月1日至6月 30日)的強積金報表,最多為7年。索取每個計劃財政年度的報表副本之手續費為每份港幣50元。請把填妥的表格連同支票寄交行政管 理人-香港上海滙豐銀行有限公司。

To be completed by **employer** only 只供**僱主**填寫 (Request for MPF statement 索取強積金報表)

2. Employer ID 僱主編號	3.	Pay Centre ID 付款中心編號				
To be completed by <b>scheme member</b> only 只供 <b>計劃成員</b> 填寫 (Request for MPF member benefit statement 索取強積金成員權益報表)						
1. Full name 全名 (same as that shown on your HKID c	ard/Passport 與香港身分證/護照上的	姓名相同)				
2. HKID / Passport no. 香港身分證/護照號碼	3. Scheme ID 計劃編號	4. Pay Centre ID 付款中心編號 (for employee only 只適用於僱員)				
Please send me a duplicate statement for the following period(s) 請郵寄以下年度的報表副本給本人:						

	Scheme financial year 計劃財政年度															
	From 由 (YYYY 年/MM 月/DD 日)							To 至 (YYYY 年/MM 月/DD 日)								
1					0	7	0	1					0	6	3	0
2					0	7	0	1					0	6	3	0
3					0	7	0	1					0	6	3	0
4		l	1		0	7	0	1					0	6	3	0
5		1	 I	1	0	7	0	1					0	6	3	0

1	l		0	7	0	1				0	6	3	0
2	I	1	0	7	0	1				0	6	3	0
3	I		0	7	0	1				0	6	3	0
4	I		0	7	0	1				0	6	3	0
5	I		0	7	0	1				0	6	3	0
			HKD 港	元		N	o. of fina	ncial yea	rs		НКС	) 港元	

	HKD 港元		No. of financial years 財政年度數目		HKD 港元
al handling charge 手續費合共:	50	X		=	

Request for MPF Member Contribution History Report 索取強積金成員供款記錄 (To be completed employer only 只供編主填寫)  Name of participating employer 參與與主名預  Employer ID 催生规键  3. Pay Centre ID 付款中心網號  asses send me MPF Member Contribution History Report for the following period(s) 詩藝音以下強減全成員供款記錄論本人:  IPF Member Contribution History Record 強稱金成員供款記錄 ontribution period 供款期:  Year年  Month 月  To 至 (YYYY年 / MM 月)  To 至 (YYYY年 / MM 月)  Leadific member record for above MPF Member Contribution History Record 上地設計全級目代記記錄的和形成員是說(If not specified, we wow dot all members / contribution bistory record for the above requested contribution period, 到以各种证则是是说「Mot specified, we wow dot all members / contribution bistory record for the above requested contribution period, 到以各种证则是是说「Mot specified, we wow dot all members / contribution bistory record to the above requested contribution period, 到以各种证则是是这样的要求的代表的概念		6. Branch number 分行;	編號	7. Cheque number 支票編號
Request for MPF Member Contribution History Report 索取強積金成員供款記錄 (To be completed employer only 只供僱主填寫)  . Name of participating employer 參與經主名稱  2. Employer ID 經主規號  3. Pay Centre ID 付款中心编號  2. Employer ID 經主規號  3. Pay Centre ID 付款中心编號  WPF Member Contribution History Report for the following period(s) 諮師容以下被積全成員供款記錄論本人:  WPF Member Contribution History Record 強積金成員供款記錄  Contribution period 供款期:  Year年  Month 月  1 2 3 4 5 5 Dri或  From 由 (YYYY年 / MM月)  Year 在 Month 月  To 至 (YYYY年 / MM月)  Year 在 Month 月  To 至 (YYYY年 / MM月)  Year 在 Month 月  Member record for above MPF Member Contribution History Record 上級電報金成員供款記錄的哲堂成品記錄 的可以及可以及可以以及目的表記。我們將會提出,如所表示的代表如此所有,但記錄。  Member Name或員名稱  Member HKID/Passport No. 成員身分量/推照號頭	3. Cheque amount 支票金額			
2. Employer ID 催主編號  3. Pay Centre ID 付款中心掃號  2. Employer ID 催主編號  3. Pay Centre ID 付款中心掃號  2. Employer ID 催主編號  3. Pay Centre ID 付款中心掃號  3. Pay Centre ID 付款中心掃號  4. Sease send me MPF Member Contribution History Report for the following period(s) 請慕容以下強務企成員供款記録給本人:  WPF Member Contribution History Record 強稱金成員供款記録  Contribution period 供款期:  Year 年 Month 月  1 2 3 4 4 5 5 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9	HKD 港元			
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To至 (YYYY年 / MM月)  From由 (YYYY年 / MM月)  From由 (YYYY年 / MM月)  Year 年 Month月  Specific member record for above MPF Member Contribution History Record 上述強積金成員供款記錄的指定成員記錄 (if not specified, we won provide all members' contribution history record for the above requested contribution period. 如沒有指定,我們將會提供上述所要求的供款期內有成員記錄。)  Member Name成員名稱  Member HKID/Passport No. 成員身分證/護照號碼				
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	Or 或  From由 (YYYY年/  Year年 M  Specific member record for above MPF M provide all members' contribution history	onth月 1ember Contribution History Reco	ord 上述強積金成 contribution peri	Year 年 Month月 X員供款記錄的指定成員記錄 (if not specified, we would
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## C. Request for the Provision of Information of Employees' Accrued Benefits 索取僱員累算權益的資料 (To be completed by employer only 只供僱主填寫)

1.	Name of participating employer 參與僱主名稱	
2.	Employer ID 僱主編號	3. Pay Centre ID 付款中心編號

Please send me the information related to our employees' accrued benefits under the Scheme as set out below to enable our processing of the refund or calculation of long service payment/severance payment paid or payable to the below employee for the purpose of Section 12A of Mandatory Provident Fund Schemes Ordinance 請郵寄以下有關僱員累算權益的資料給本人,使本公司能夠根據強制性公積金計劃條例第12A條處理有關僱員支付或應付的長期服務金/遣散費的退款或計算:

	Member Name 成員名稱	Member HKID/Passport No. 成員身分證/護照號碼	Last Employment Date (YYYY/MM/DD) 最後受僱日期(年/月/日)
1			
2			
3			
4			
5			

I/We hereby request the administrator of HSBC MPF scheme to provide me/us with the latest balances attributable to Employer's contribution (including the mandatory contributions and voluntary contributions, if applicable) paid in respect of the above employee(s) to facilitate my/our submitting application under Section 12A of the Mandatory Provident Fund Schemes Ordinance. 本人/吾等在此要求滙豐強積金計劃行政管理人向本人/吾等提供可歸屬於有關上述僱員的僱主供款(包括強制性供款和自願性供款,如適用)的最新結餘,以協助本人/吾等在強制性公積金計劃第12A條所規定下遞交申請。

### D. Declaration and Authorisation 聲明及授權書

#### To be completed by employer only 只供僱主填寫

I/We have read and understood the full details of this form (including the Notes on this form) and agree to abide by the rules stated herein. 本人/吾等已細閱及明白此表格內的所有內容(包括此表格上的注意部分),並同意遵守此述的規則。				
Authorised signature of employer 僱主授權簽署 <sup>1</sup>	Authorised signature of employer 僱主授權簽署 <sup>1</sup>			
x	x			
Full name 全名	Full name 全名			
Date 日期	Date 日期			

#### To be completed by scheme member only 只供計劃成員填寫

<u> </u>				
I have read and understood the full details of this form (including the Notes on this form) and agree to abide by the rules stated herein. 本人已細閱及明白此表格內的所有內容(包括此表格上的注意部分),並同意遵守此述的規則。				
Signature 簽署 <sup>2</sup>	Date 日期			
x				

<sup>&</sup>lt;sup>1</sup> This authorised signature should be the same as your previous specimen submitted to us. Otherwise, the form may not be processed. 此授權簽署 應與你之前遞交的式樣相同,否則本表格可能不獲處理。

<sup>&</sup>lt;sup>2</sup> This signature must be the same as your previous specimen submitted to us. Otherwise, this form may not be processed. 此簽名須與你之前遞交予 我們的式樣相同,否則本表格可能不獲處理。