



- NOTES 注意事項
1. Please read the Personal Information Collection Statement (PICS) and the following terms before completing this form.
填寫此申請書前請先詳閱「收集個人資料聲明」及以下事項。
 2. Please complete the form in either English or Chinese (BLOCK LETTERS).
請以英文或中文填寫此表格(正楷)。
 3. Information provided in this form will be used by Shanghai Commercial Bank Limited and its subsidiaries (the Group) for recruitment purpose and the submitted form will not be returned to applicant for any reason.
此表格內提供的資料為上海商業銀行有限公司及其附屬公司(本集團)用作招聘用途, 已遞交之申請書不會發還予申請人。

CONFIDENTIAL 機密

ES No. _____

I. Personal Particulars 個人資料

Name in Chinese 中文姓名	_____	HKID/Passport No. 香港身份證/護照號碼	_____
Name in English 英文姓名	_____		
Residential Address 住址	(Chinese 中文) _____ (English 英文) _____		
Telephone No. 聯絡電話	(Mobile 手提) _____	(Home 住宅) _____	
Email Address 電郵	_____		

II. Job Details 職位資料

Post Applied For 申請職位	_____		
Availability 可到職日期	_____	Expected Salary 要求薪金	_____
From what source do you know about this job? 獲悉職位途徑 _____			
Referrer 介紹人 (If applicable 如適用)	Name 姓名 _____	Department 部門 _____	
Need any work visa in HK? 在港是否需要工作簽證? <input type="checkbox"/> No 不需要 <input type="checkbox"/> Yes 需要			

III. Academic Qualifications 學歷

Date 日期 (MM 月/YY 年)		Name of Institution 學院名稱	Qualification Obtained / To be Obtained 已獲取 / 將會獲取的學歷 (Please specify the major subjects for tertiary level 屬專上學歷者, 請註明主修科目)
From 由	To 至		

IV. Professional Examinations / Qualifications 專業考試 / 資格

Year 年份	Issuing Authority 頒發機構	Qualification Obtained 已獲取資格

V. Public Examination Results 公開考試成績

Public Examination 公開試	Year 年份	Subjects (Grade) 科目 (成績)
<input type="checkbox"/> DSE 中學文憑考試/HKCEE 香港中學會考		
<input type="checkbox"/> Others 其他: _____		
<input type="checkbox"/> HKAL 香港高級程度會考		
<input type="checkbox"/> Others 其他: _____		

VI. Working Experience 工作經驗

(Include full-time, part-time, temporary, internship, freelance, self-employed, sole proprietorship, partnership, etc. 包括全職、兼職、臨時工、實習、自由業、自僱、獨資/合夥經營 等)
(For Reason for Leaving, please specify: Voluntary Resignation, End of Contract, Termination, Involuntary Resignation, Summary Dismissal, etc 請列明離職原因: 自願辭職、合約完結、解僱、非自願辭職、即時解僱 等)

Date 日期 (MM 月/YY 年)		Name of Organization 任職機構	Position 職位	Last Salary 最後薪金 (in HKD 港幣)	Reason for Leaving 離職原因
From 由	To 至				
				\$ x mths	
				\$ x mths	
				\$ x mths	
				\$ x mths	
				\$ x mths	
				\$ x mths	

VII. License Registration 牌照登記

Currently / Previously registered as a Relevant Individual / Licensed Representative under Hong Kong Monetary Authority / Securities and Futures Commission
現時 / 過去於香港金融管理局 / 證券及期貨事務監察委員會登記成為有關人士 / 持牌代表
☐ No 沒有 ☐ Yes 有 Registration No. 登記號碼 _____ Registration Period 登記時期 _____
Regulated Activity 受規管活動 _____ (Grandfathered / Exempt Dealer 獲豁免人士: No 否 / Yes 是)

VIII. Additional Information 補充資料

- a. Have you ever held any directorship or appointment of any organization in any place, either paid or unpaid? 你曾否在任何地方的機構擔任董事 或 被委任職務，不論該等職務受薪與否?
☐ No 沒有 ☐ Yes 有 – Please specify 請說明:
- b. Have you ever been the subject of any disciplinary proceedings or disciplined by any regulatory authority or professional body in any place? 你曾否被任何地方的監管機構或專業團體進行紀律聆訊或施以紀律處分?
☐ No 沒有 ☐ Yes 有 – Please specify 請說明:
- c. Have you ever been, according to the Banking Ordinance, appointed as director/chief executive/alternate chief executive/manager (principally responsible for the affairs specified in the 14th Schedule) of any authorized institution? If yes, please specify whether it is being or has been wound up/dissolved, or whether its licence/registration has been revoked. 你曾否擔任任何“銀行業條例”下的認可機構之董事/行政總裁/候補行政總裁/經理(附表 14 指明事務的主要負責人)? 如有，請註明該機構是否正在或已經清盤/解散，或其牌照/註冊已經撤銷。
☐ No 沒有 ☐ Yes 有 – Please specify 請說明:
- d. Have you ever been convicted or accused in any place of an offence involving fraud/dishonesty, or any other criminal offence? 你曾否在香港或其他地方被裁定或被控干犯涉及欺詐或不誠實的罪行，或其他刑事罪行?
☐ No 沒有 ☐ Yes 有 – Please specify 請說明:
- e. Have you ever been adjudged bankrupt, involved in any bankruptcy proceedings, or entered into a composition with your creditors? 你曾否被裁定破產、涉及任何破產法律程序，或與你的債權人達成債務重整協議?
☐ No 沒有 ☐ Yes 有 – Please specify 請說明: (Date of Bankruptcy Order 破產令日期)
- f. Do you have any connection with employee/director/shareholder of the Group? 你是否與本集團任何僱員/董事/股東有聯繫?
☐ No 沒有 ☐ Yes 有 – Please specify 請說明: (Name 姓名) (Relationship 關係)
- g. Have you ever applied for any job position of the Group before? 你過去曾否應徵本集團的職位?
☐ No 沒有 ☐ Yes 有 – Please specify 請說明: (Date 日期) (Position 職位)
- h. Are you using any credit facilities of the Group? 你現時有否使用本集團的信貸產品?
☐ No 沒有 ☐ Yes 有 – ☐ Credit Card 信用卡 ☐ Personal Loans 私人貸款 ☐ Overdraft 透支服務 ☐ Mortgage 按揭 ☐ Others 其他

DECLARATION 聲明

1. I declare that I have read and understood the PICS attached to this form which will continue to apply if I become or continue to be the employee of your Group.
本人聲明已詳閱及明白附頁的「收集個人資料聲明」，而本人倘若成為或繼續作為 貴集團的員工，該聲明同樣適用。
2. I declare that the information given above is complete, true and correct. I also understand that if I willfully supply false information or withhold any material information, I shall render myself liable to rejection of this application or summary dismissal.
本人聲明以上所提供的資料均真實無訛及詳盡。本人亦明白倘若故意提供虛假資料或隱瞞事實，本人將不被取錄或會被即時解僱。
3. I authorize your Group to verify the data regarding my service in previous employment.
本人准許 貴集團向本人之前僱主查核該有關本人在職期間之所有資料。
4. I agree to supply my personal data as required if I am under your employment. I also authorize the individuals authorized by your Group to have access to my personal data if your Group deems necessary.
本人同意成為 貴集團僱員後，按其要求提供本人的個人資料。本人亦准許獲 貴集團授權之人士在有需要情況下查閱本人的個人資料。
5. I agree to open a staff account in Shanghai Commercial Bank for salary credit if I am under your Group's employment.
本人同意成為 貴集團僱員後，於上海商業銀行開立行員戶口以作支薪用途。

Signature of Applicant 申請人簽署 _____ Date 日期 _____



上海商業銀行

SHANGHAI COMMERCIAL BANK

Personal Information Collection Statement

(Notice to Job Applicants/Employees relating to the Personal Data (Privacy) Ordinance)

- It is necessary for job applicants and employees to supply Shanghai Commercial Bank Limited and/or its subsidiaries (the "Group") with data about themselves in connection with their applications and employment. Failure to supply such data will result in the Group being unable to process the applications or employment-related matters.
- Subject to any laws, regulations or orders binding on the Group, the purposes for which data relating to job applicants and employees may be used are as follows:
 - assessing the job applicant's/employee's suitability to assume the job duties of the position concerned;
 - determining and reviewing salaries, bonuses and other benefits;
 - consideration for promotion, training, secondment or transfer;
 - consideration of eligibility for and administration of staff loans and other benefits and entitlements;
 - providing employee references and for background screening /vetting;
 - monitoring compliance with any laws, regulations or orders binding on the Group or internal guidelines of the Group; and
 - purposes relating thereto.
- Data held by the Group relating to job applicants and employees will be kept confidential but the Group may provide such information to the following parties (whether in the Hong Kong Special Administrative Region or elsewhere) for the purposes specified in paragraph 2:
 - any entity within the Group;
 - any person or regulatory authority that the Group is obligated to make disclosure to under the requirements of any laws, regulations and orders binding on it;
 - any person, agent, contractor, or third party service provider under a duty of confidentiality to the Group (including the Group's holding companies, branches, subsidiaries, representative offices and affiliates, wherever situated);
 - any person seeking employee references with the prescribed consent of the employee concerned;
 - any actual or proposed purchaser of all or part of the business of the Group or, in the case of any merger, acquisition, public offering or due diligence exercise, any actual or proposed purchaser or subscriber for shares in the Group, any financial adviser or legal adviser of the Group (the Group shall only provide the data strictly related to the above purposes); and
 - any third party, in the form of directories of names and office telephone numbers of the Group for promotional or administrative purposes.
- Insofar as job applicants and employees are also customers of the Group, attention is drawn to the Group's Circular to Customers and Other Individuals relating to the Personal Data (Privacy) Ordinance.
- The Group will not retain any data of job applicants for a period longer than one year after completion of the selection process during which the job applicants may be considered for other positions, if appropriate. Thereafter, the data will be destroyed. The job applicants may also make written request to the Group to destroy the data before the expiry of the one-year period. If an employee ceases employment with the Group, the Group will not retain any of his/her data for a period longer than seven years from the date of termination, unless there is a subsisting reason that obliges the Group to retain the data for a longer period.
- In accordance with the terms of the Personal Data (Privacy) Ordinance, any job applicant or employee:
 - has the right to ascertain whether the Group holds data about him/her and access to such data;
 - has the right to require the Group to correct any data relating to him/her which is inaccurate;
 - has the right to ascertain the Group's policies and practices in relation to personal data and to be informed of the kind of personal data held by the Group.
- In accordance with the terms of the Personal Data (Privacy) Ordinance, the Group has the right to charge a reasonable fee for the processing of any data access request. Job applicants and employees may direct their request in writing to:

Personal Data Compliance Officer
Human Resources Division
Shanghai Commercial Bank Limited
GPO Box 139, Hong Kong
- Nothing in this statement shall limit the rights of job applicants and employees under the Personal Data (Privacy) Ordinance.
- This statement is subject to revision from time to time. In the event of any inconsistency between the English and Chinese versions of this statement, the English version shall prevail.

收集個人資料聲明

(致應徵者/員工有關個人資料(私隱)條例的通知)

- 應徵者及員工須就其申請或僱傭事宜向上海商業銀行有限公司及/或其附屬公司(以下簡稱「本集團」)提供其個人資料。若未能提供有關資料,本集團將無法處理其申請或僱傭相關之事務。
- 應徵者及員工之個人資料,在不抵觸可約束本集團之任何法律、條例或指令下,將用於下列用途:
 - 審核應徵者/員工是否適合擔任有關職位;
 - 檢討薪金、花紅及其他福利;
 - 升職、受訓、借調或調職時之參考;
 - 批核員工貸款及其他福利之參考;
 - 為員工出具諮詢證明及用於調查員工之背景;
 - 監察可約束本集團之任何法律、條例或指令,或本集團內部規則的執行情況;及
 - 與上述有關之用途。
- 本集團會將應徵者及員工的有關資料保密,但本集團可能按第2段列出的用途向下列人士(不論在香港特別行政區或其他地方)提供有關資料:
 - 任何隸屬於本集團內之單位;
 - 根據可約束本集團之任何法律、條例或指令,本集團需要向其提供資料之任何人士或監管機構;
 - 對本集團(包括其任何地方之控股公司、分行、附屬公司、代表處及聯營機構)負有保密責任之任何人士、代理、承包商或其他服務提供者;
 - 取得有關員工訂明同意為其出具諮詢證明之任何人士;
 - 任何購買本集團全部或部份業務的實際或建議買家,或當進行任何收購、合併、公開招股或盡職審查時,任何本集團股份的實際或建議買家或認購人、任何本集團之財務顧問或法律顧問等人士(本集團只會提供與上述目的有關的資料);及
 - 以員工姓名及辦事處電話名錄方式提供予其他人士作推廣或行政用途。
- 如應徵者及員工同時為本集團客戶,請參閱本集團關於個人資料(私隱)條例致客戶及其他個別人士的通知。
- 應徵者如未獲錄用,本集團將會由遴選完結後保留其資料不超過一年,期間應徵者會被考慮其他適合的職位空缺。如應徵者於一年內未獲錄用,有關資料將被銷毀。應徵者亦有權以書面形式要求本集團提早銷毀該等資料。如員工離職,本集團將會由離職日期起保留其資料不超過七年,除非本集團有具體理由延長保留有關資料的時期。
- 根據個人資料(私隱)條例,應徵者或員工:
 - 有權確定本集團是否持有其個人資料及查閱該個人資料;
 - 有權要求更正該等不準確之資料;
 - 有權查詢本集團處理個人資料的政策、常規及本集團保存之個人資料種類。
- 根據個人資料(私隱)條例,本集團有權就處理任何資料查閱的要求收取合理費用。應徵者及員工可將書面要求寄交:

香港郵政信箱 139 號
上海商業銀行有限公司
人力資源處
個人資料監察主任
- 本聲明不會限制應徵者及員工在個人資料(私隱)條例下所享有之權利。
- 本聲明可隨時修訂。本聲明的中英文版如有歧異,概以英文版為準。

上海商業銀行集團

18/05/2015