



永明金融

**SUN LIFE MPF MASTER TRUST**  
**CHANGE IN PERSONAL DETAILS FORM**  
**永明強積金集成信託計劃**  
個人資料更改表格

**Notes 注意**

1. The information provided on this form will supersede any relevant information/form(s) which has/have been submitted to the Administrator previously. 本表格所列之更改將取代所有其他之前已遞交行政管理人的資料/表格。
2. You must notify HSBC Provident Fund Trustee (Hong Kong) Limited (the "Trustee") 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 a suitably updated self-certification form. 你必須在改變後的 30 天內通知 HSBC Provident Fund Trustee (Hong Kong) Limited (「受託人」) 有關的改變並提供適當地更新的自我證明。
3. All sections below should be completed in English and in BLOCK letters except the Chinese name. 除了中文名稱外，所有部份須以英文正楷填寫。

Surname 姓	Member No. 成員編號
Given Name 名	HKID / Passport No. 香港身份證/護照號碼
Chinese Name 中文姓名	Contact Telephone No. 聯絡電話號碼

**Change in Personal Details 更改個人資料**

Please (✓) the appropriate box(es) and complete accordingly  
請在適當方格加上 (✓) 號並填寫有關資料

<input type="checkbox"/> Residential Address (PO Box will not be accepted.) 住宅地址 (郵政信箱恕不受理)	Flat / Room 室	Floor 樓	Block 座
Building / Estate 大廈 / 屋邨			
Street / Road 街道			
District Area 地區	<input type="checkbox"/> Hong Kong 香港	<input type="checkbox"/> Kowloon 九龍	<input type="checkbox"/> NT 新界
City 城市		Country 國家	
Address in Chinese 中文地址			
City 城市		Country 國家	
<input type="checkbox"/> Correspondence Address 通訊地址	Flat / Room 室	Floor 樓	Block 座
Building / Estate 大廈 / 屋邨			
Street / Road 街道			
District Area 地區	<input type="checkbox"/> Hong Kong 香港	<input type="checkbox"/> Kowloon 九龍	<input type="checkbox"/> NT 新界
City 城市		Country 國家	
Address in Chinese 中文地址			
City 城市		Country 國家	
<input type="checkbox"/> Identify Document 身份證明文件 (Please enclose a copy of the new HKID Card / Passport) (請附上新的香港身份證 / 護照)	<input type="checkbox"/> HKID Card 香港身份證	Identify Document No. 身份證明文件號碼	
<input type="checkbox"/> Contact Tel. No. 聯絡電話號碼 ( )			



**Name 姓名**

(Please enclose a copy of the new HKID Card / Passport and Deed Poll)

(請附上新的香港身份證 / 護照及改名契副本)

Surname 姓

Given Name 名

Chinese Name 中文姓名



Others, please specify:

其他，請說明：

**Declaration 聲明**

I hereby declare and agree that all the information given above is complete, true and accurate, and is given to the best of my knowledge.

本人謹此聲明並同意上述所有資料均是完整、真實及準確，並且是盡本人所知而作答。

Signature of Member 成員簽署

Date 日期 (dd 日 / mm 月 / yyyy 年)

For office use only:

Processed by:

Date:

Checked by:

Date:

**Personal Information Collection Statement 收集個人資料聲明**

1. The personal data provided by Employers, Employees, Self-Employed Persons and/or Personal Account Holders and details of transactions or dealings by such Employers, Employees, Self-Employed Persons and/or Personal Account Holders from time to time may be used for one or more of the following purposes:- (i) the administration, communication and/or management of or in connection with the contributions or accrued benefits or MPF account in respect of the Employers, Employees, Self-Employed Persons and/or Personal Account Holders under the MPF scheme; (ii) improving and furthering the provision of MPF products and/or MPF services by Sun Life Hong Kong Limited, HSBC Provident Fund Trustee (Hong Kong) Limited (including any entity of HSBC Group providing services to the Trustee) and BestServe Financial Limited, subject to applicable MPF legislation; (iii) matching for MPF related purpose with other personal data concerning the relevant Employers, Employees, Self-Employed Persons and/or Personal Account Holders; (iv) compliance or in accordance with an order of a court or compliance or in accordance with applicable laws or a requirement made under a law.

不時由僱主、僱員、自僱人士及／或個人帳戶成員所提供的個人資料及該等僱主、僱員、自僱人士及／或個人帳戶成員的交易或事務往來的詳情將可被用於以下一項或多項用途：(i)強積金計劃下與僱主、僱員、自僱人士及／或個人帳戶成員的供款或累算權益或強積金戶口有關的行政事宜及／或管理；(ii)在適用的強積金法例規限下，改善及進一步提供由香港永明金融有限公司，HSBC Provident Fund Trustee (Hong Kong) Limited（包括滙豐集團內向託管人提供服務的服務供應商），卓譽金融服務有限公司，所提供的強積金產品及／或強積金服務；(iii)為任何強積金相關的用途而核對相關僱主、僱員、自僱人士及／或個人帳戶成員的其他個人資料；(iv)遵守或按照法庭命令或遵守或按照法律或根據法律訂立的規定。

2. Failure to provide your information may result in us being unable to process your application or perform the services you request.

如您未能提供資料將可能導致我們未能處理您的申請或提供您所要求的服務。

3. Personal data held by us relating to an Employers, Employees, Self-Employed Persons and/or Personal Account Holders will be kept confidential but such information may be provided by us or any of our service providers to the following parties for the purposes set out in paragraph 1:- (i) any regulators or government authorities in any jurisdiction; (ii) any service provider, agent or contractor who provides administrative, telecommunications, computer, payment, data processing, matching, storage or other services in connection with the operation of our MPF business; (iii) relevant Employers; (iv) Sun Life Hong Kong Limited, HSBC Provident Fund Trustee (Hong Kong) Limited (including any entity of HSBC Group providing services to the Trustee) and BestServe Financial Limited. Such information may be transferred to a place outside Hong Kong Special Administrative Region.

由我們持有僱主、僱員、自僱人士及／或個人帳戶成員的個人資料將予保密，但我們或任何我們的服務供應商可能會將該等資料提供給以下各方作第1段所述的用途：(i)任何司法管轄區的監管機構或政府機關；(ii)任何提供與營運我們的強積金業務有關的行政、電訊、電腦、付賬、數據處理、核對、儲存、或其他服務的任何服務供應商、代理人或承包商；(iii)相關的僱主；(iv)香港永明金融有限公司，HSBC Provident Fund Trustee (Hong Kong) Limited（包括滙豐集團內向託管人提供服務的服務供應商），卓譽金融服務有限公司。該等資料可能轉移至香港特別行政區以外的地方。

4. You have the right to request access to and correction or request for not using information for direct marketing purpose of your personal data held by us. Request should be addressed to: The Data Protection Officer, Sun Life MPF Master Trust, The Administrator, BestServe Financial Limited, 10/F, One Harbourfront, 18 Tak Fung Street, Hunghom, Kowloon, Hong Kong.

您有權要求查閱及更改由我們持有您的個人資料。如有需要，可致函永明強積金集成信託計劃行政管理人-卓譽金融服務有限公司，香港九龍紅磡德豐街18號海濱廣場一座十樓，向資料保障主任提出要求。

5. In accordance with the terms of the Personal Data (Privacy) Ordinance, the Trustee has the right to charge a reasonable fee for the processing of any data access request.

根據個人資料（私隱）條例的條款，受託人有權就處理任何翻查資料要求收取一項合理費用。

Please send the completed form to: Sun Life MPF Master Trust, The Administrator, BestServe Financial Limited

10/F, One Harbourfront, 18 Tak Fung Street, Hunghom, Kowloon, Hong Kong Tel 2971 0200 Fax 3183 1901

請將填妥表格交予：永明強積金集成信託計劃行政管理人-卓譽金融服務有限公司

香港九龍紅磡德豐街18號海濱廣場一座十樓 電話 2971 0200 傳真 3183 1901