

SUN LIFE MPF BASIC / COMPREHENSIVE SCHEME PERSONAL DETAILS CHANGE FORM

永明強積金基本 / 綜合計劃
個人資料更改表格

Notes 注意

- The changes filled in this form will supersede any previous information/form(s) which has/have been submitted to Sun Life Pension Trust Limited (the "Trustee"). Information will remain unchanged if no update in this form. 本表格所列之更改將取代所有之前已遞交永明退休金信託有限公司（「受託人」）的資料/表格。如本表格沒有更新，現有資料維持不變。
- You must notify 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 天內通知受託人有關的改變並提供適當地更新的自我證明。
- All sections below should be completed in BLOCK letters. 所有部份須以正楷填寫。

Surname (English) 姓氏 (英文)	Member No. ¹ 成員編號 ¹
Given Name (English) 名字 (英文)	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

備註 Notes:

1 If member number is missing or invalid, information update in this form will be applied to all MPF accounts (except Self-employed Person account) under Sun Life MPF Basic / Comprehensive Scheme according to the HKID / Passport Number provided. 如沒有提供有效的成員編號，本表格上的資料將根據提供香港身份證 / 護照號碼更新至永明強積金基本 / 綜合計劃下的所有強積金計劃（自僱人士帳戶除外）。

Change in Personal Details 更改個人資料

Please tick (✓) the appropriate box 請在適當方格加上 (✓) 號

<input type="checkbox"/> Residential Address ² 住宅地址 ²	Flat / Room 室	Floor 樓	Block 座
Building / Estate 大廈 / 屋邨			
Number and Name of Street / Road 門牌號碼及街道名稱			
District Area 地區	<input type="checkbox"/> Hong Kong 香港	<input type="checkbox"/> Kowloon 九龍	<input type="checkbox"/> New Territories 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			
Number and Name of Street / Road 門牌號碼及街道名稱			
District Area 地區	<input type="checkbox"/> Hong Kong 香港	<input type="checkbox"/> Kowloon 九龍	<input type="checkbox"/> New Territories 新界
City 城市	Country 國家		
Address in Chinese 中文地址			
City 城市		Country 國家	
<input type="checkbox"/> Contact Tel. No. 聯絡電話號碼	<input type="checkbox"/> Email address 電郵地址		



<input type="checkbox"/> 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 (English) 姓氏 (英文) _____	Given Name (English) 名字 (英文) _____
Chinese Name 中文姓名 _____		
<input type="checkbox"/> Nationality 國籍	<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"/> Others, please specify: 其他，請說明：	<input type="checkbox"/> HKID Card 香港身份證 <input type="checkbox"/> Passport 護照	Identify Document No. 身份證明文件號碼 _____

備註 Notes:

2 PO Box is not accepted as residential address. If the new residential address is applicable to Additional Voluntary Contribution Account, please attach a copy of address proof and submit with this form. Valid address proof is document, bill or correspondence issued within the last three month from the submission date by utility companies, banks, government department etc. 郵政信箱不可作為住址。如新住址適用於額外自願性供款帳戶，請附上住址證明副本連同此表格一併遞交。可接納為住址證明的文件是由水 / 電 / 煤 / 中央石油氣供應商、銀行、政府部門等在申請日前三個月內發出的文件、收費單或通知書。

MPF Account Information SMS Service 強積金帳戶資訊短訊提示服務

Members who registered for this service can receive SMS providing information of account balance amount as of the previous month end on monthly basis. Service details are as follows:
 每個月以短訊形式向已登記此服務的成員提供強積金帳戶截至上個月尾的帳戶結餘。服務詳情如下：

1. This service will be only available to members with HKID card. 本服務只提供予持有香港身份證成員。
2. This service covers all existing accounts under the SAME HKID number. 本服務包括同一香港身份證號碼下的所有現存帳戶。
3. SMS will be sent out to the valid mobile number provided in this form or the latest updated valid mobile number. 短訊將會發予此表格提供之有效手提電話號碼或及後更新的有效手提電話號碼。
4. Valid mobile number in the latest created member account is used to receive SMS if members hold more than 1 account. 如成員持有多過一個帳戶，短訊會發予最後成立帳戶紀錄的有效手提電話號碼。

☐ I understand the terms and **agree** to enrol for this service. 本人明白以上內容並**同意**參加此項服務。

If you do not check (✓) the above box, you will not be enrolled to this service. 如閣下沒有在以上方格內加上剔號(✓)，閣下將被視為不參加此項服務。

SMS Language (Chinese is the default language if the box is not ticked): ☐ Chinese ☐ English
 短訊服務語言（如沒有選擇，短訊語言將設定為中文） ☐ 中文 ☐ 英文

☐ I **request to cancel** this service. 本人**要求取消**此項服務。(This request is only applicable if you are currently using the MPF Account Information SMS Service. 只適用於現已使用強積金帳戶資訊短訊提示服務。)

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:	Date: _____	Checked by: _____	Date: _____
Processed by: _____			

Sun Life Pension Trust Limited 永明退休金信託有限公司

Please send the completed form to:

Sun Life MPF Basic / Comprehensive Scheme, The Administrator, BestServe Financial Limited

10/F, One Harbourfront, 18 Tak Fung Street, Hungghom, Kowloon, Hong Kong Tel 3183 1900 Fax 3183 1901

請將填妥表格交予:

永明強積金基本 / 綜合計劃之行政管理人-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 3183 1900 傳真 3183 1901

Notice relating to the Personal Data (Privacy) Ordinance (the “Ordinance”)

有關個人資料（私隱）條例之通告

1. Reasons for the collection of your personal data 收集閣下的個人資料的原因：

In order to enrol as a member of Sun Life MPF Comprehensive Scheme (the "Scheme"), it is necessary for you to provide us with your personal information for your membership application. If your personal data is incomplete or incorrect, we may not be able to process your application. All the information in the Membership Enrolment Form is collected for the purpose of, among other things, processing your application for membership of the Scheme. It is important for you to inform BestServe Financial Limited (the "Administrator") (contact details in point 4 below) immediately of any inaccuracies in any personal data supplied.

要成為永明強積金綜合計劃（“計劃”）成員，閣下需要提供一些個人資料讓我們處理閣下的成員登記。若閣下的個人資料不完整或不正確，我們可能無法處理閣下的申請。成員登記表格所收集的資料，除其他有關用途外，會用作處理閣下成為計劃成員的申請。

如閣下提供的個人資料有任何不正確之處，請即通知卓譽金融服務有限公司（“行政管理人”）（聯絡方法見下列第4點）。

2. Purposes 用途：

The personal information and particulars provided by you may be used by Sun Life Pension Trust Limited (the "Trustee") and/or Sun Life Hong Kong Limited (the "Sponsor") for one or more of the following purposes:

閣下提供的個人資料及詳情可能被永明退休金信託有限公司（“受託人”）及/或香港永明金融有限公司（“贊助人”）用於下列其中一項或多項用途：

- processing, administrating, implementing and effecting your application and the provision of MPF services (including but not limited to customer survey and account consolidation services);
處理、管理、實施和生效閣下的申請及提供與強積金有關的服務（包括但不限於客戶調查和帳戶整合服務）；
- meeting disclosure requirements imposed by law or regulatory authorities (including the Mandatory Provident Fund Schemes Authority and the Securities and Futures Commission);
滿足法例或規管制機構的披露要求（包括強制性公積金計劃管理局或證券及期貨事務監察委員會）；
- meeting disclosure requirements as pursuant to any order of a court of competent jurisdiction; and/or
滿足根據任何具有有效管轄權的法院指令的披露要求；及/或
- fulfilling any other purposes incidental to or associated with (i) to (iii) above.
履行任何因應或有關於以上(i)至(iii)項之用途。

To facilitate the purposes as set out above, the Trustee may transfer, disclose, grant access to or share your Personal Data with the following parties (whether within or outside) Hong Kong:

為達成上文列出的用途，受託人可能將閣下的個人資料轉移、披露、讓其查閱或以下各方（不論在香港境內或境外者）共同使用：

- any person or company which is acting for or on behalf of the Trustee or the Sponsor, or jointly with the Trustee and/or the Sponsor, in respect of a purpose or a directly related purpose for which your Personal Data was provided, such person or company include but not limited to administrative service providers and professional advisors; and
任何人士或公司受受託人或贊助人指示或代表受託人或贊助人，或與受託人或贊助人共同處理閣下提供的個人資料，以達到提供有關資料之目的或直接相關之目的，此人士或公司包括但不限於行政服務提供者及專業顧問；及
- any person or company to whom the Trustee and/or the Sponsor is under an obligation or otherwise required or expected to make disclosure under the requirements of any law, rules, regulations, codes of practice or guidelines (whether applicable in or outside Hong Kong) including, without limitation, any legal, regulatory, governmental, tax, law enforcement or other authorities, self-regulatory or industry bodies.
任何受託人或贊助人負有責任或須要或預期要根據任何法律、規則、規例、實務守則或指引（不論在香港境內或境外適用）作出披露的人士或公司，包括但不限於任何法律機構、監管機構、政府機構、稅務機構、執法機構或其他機構、獨立機構或行業團體。

3. Direct Marketing 直接促銷：

The Trustee and/or the Sponsor are allowed to use your Personal Data in direct marketing only if you consent or do not object.

受託人及/或贊助人在閣下同意或不反對的情況下，可使用閣下的個人資料作直接促銷用途。

In connection with direct marketing, the Trustee and/or the Sponsor intend:

就直接促銷而言，受託人及/或贊助人擬：

- to use your name, contact details, services and products portfolio information, financial background and demographic data held by the Trustee and/or the Sponsor from time to time in direct marketing activities of MPF products and/or MPF services; and/or
使用受託人及/或贊助人不時持有的閣下姓名、聯絡資料、服務及產品組合資料、財務背景及人口統計資料作強積金產品及/或服務直接促銷用途；及/或
- to market the MPF product/service information offered by the Trustee or the Sponsor from time to time.
推銷受託人或贊助人不時提供的強積金產品/服務資料。

If you do NOT wish the Trustee or the Sponsor to use your Personal Data in direct marketing, please tick (✓) the appropriate box in the Declaration to exercise your opt-out right. You may also write to the Administrator at the address below to opt-out from direct marketing at any time.

若閣下不希望受託人或贊助人使用閣下的個人資料作直接促銷用途，請在聲明內的有關方格內加上剔(✓)號，藉以行使閣下不同意此項安排的權利。閣下亦可於任何時間致函行政管理人，藉以拒絕直接促銷。

4. Access and correction of personal data 查閱及更正個人資料：

You may be entitled under the Ordinance to request access to your personal data or to request the correction of any personal data. All requests for such access or correction should be made in writing to:

閣下可根據個人資料（私隱）條例賦予之權利去查閱或要求更正自己的個人資料，惟該等要求須以書面通知：

The Administrator,
BestServe Financial Limited
10/F, One Harbourfront
18 Tak Fung Street
Hung Hom, Kowloon
Hong Kong

卓譽金融服務有限公司 – 行政管理人
香港九龍紅磡德輔道18號海濱廣場一座10樓

Subject to the Ordinance, the Company reserves the right to charge a reasonable fee for the processing of any data access request.

在不違反個人資料（私隱）條例之情況下，本公司保留就處理任何查閱資料的要求而收取合理費用的權利。

If you want to access to information regarding Personal Data Policy and Practices of the Trustee or if you do not want to receive any further direct marketing information, requests can be made in writing to:

如閣下欲索取有關受託人之個人資料政策及執行的資料，或不欲再收到任何直接促銷資料，可致函：

The Corporate Data Protection Officer
Sun Life Pension Trust Limited
16/F, Cheung Kei Center, Tower A, No. 18 Hung Luen Road, Hung Hom, Kowloon, Hong Kong
資料保護主任
永明退休金信託有限公司
香港九龍紅磡紅鸞道18號祥祺中心A座16樓