

HSBC Onboarding Notes

Lam, Chui Yung

HR Induction Session

Date : 10 August 2015
Time : 9:30 a.m.
Department : Human Resources
Address : 3/F, Tower 1, HSBC Centre, 1 Sham Mong Road, Kowloon
[Exit C4 – MTR Olympic Station (Tung Chung Line)]
Remarks : Please report to the reception 5 minutes before scheduled time

Report Duty

Date : 11 August 2015
Time : 9:00 a.m.
Line Manager : Murphy K T TAI
Contact Person : Phoebe C M LEE
Department : REG UTILITIES SWD ASP
Address : 11/F, Tower 3, HSBC Centre, 1 Sham Mong Road,
Tai Kok Tsui, Kowloon, Hong Kong
Phone Number : 6822 7339
Email : phoebecmlee@hsbc.com.hk
Remarks : Please contact Phoebe C M LEE upon your arrival

HSBC Discovery Programme – Hong Kong

Instructions : (1) Please obtain your workstation login password from your Hiring Manager. If you have any questions on accessing your workstation, please contact IT Helpdesk on +852 2822 2266.
(2) Visit LearningOnline (<http://learningonline.hk.hsbc>)
(3) Click the “**Instruction Guide for New Joiner**” icon in the right hand column to start your HSBC Discovery Journey which is a global induction programme for new employees.

FOR NON-HONG KONG PERMANENT RESIDENT STAFF

If you have any queries or require assistance with establishing your accounts, please contact the International Banking Centre on +852 2233 3888.

Please turn over for more information

Thank you for choosing HSBC. We will see you at the HR Induction Session.

Documents for HR Induction Session

Please kindly bring the **ORIGINAL** and **COPIES** of below listed documents for our review as part of pre-employment checks requirement during the Session. **Otherwise, your employment start date may be deferred.**

- HKID Card
- Academic Certificate(s) – Latest University E-Transcript with second class honour or above
- Recent address proof (within last 3 months) linking to a home-address that can be geographically located, eg. Utility Bills, Bank Statement.
- HSBC Account documents, eg. Bank Passbook, Bank Card, Account Slip, Banking Statement [Only **HSBC** account (exclude Hang Seng Bank) will be accepted as your Salary Account]
- COPY of Marriage Certificate & HKID copy of your spouse [for medical benefit enrollment for dependent if applicable]
- COPY of Children's Birth Certificate & HKID copy [for medical benefit enrollment for dependent if applicable]

Please also download below forms via HSBC new joiner website - Onboarding checklist page - "Documents for Onboarding session on Day One section", at <<http://www.hsbc.com.hk/newjoiner/onboarding-checklist>>, and bring the **COMPLETED** documents for submission during the HR Induction Session.

- F1.03 Acknowledgement Form
- F1.01 Employee Personal Record Form

After the HR Induction Session

Please complete the following documents if applicable after the HR Induction Session and submit according to the instructions in the forms:

- F1.07 DC Scheme Investment Funds Selection Form for New Member (if you choose to join DC scheme), or
- SuperTrust Plus Form: IN61 at <<https://www.hsbc.com.hk/mpf/employee/download>> (if you choose to join MPF scheme), and
- F1.06 HSBC HealthPlus Application Form for Medical Card - **should only applicable to those who have medical benefits**

Should you need further assistance, please do not hesitate to contact us.