



EMPLOYEE PERSONAL RECORD FORM

PART 1 : SALARY / STAFF STATUS ACCOUNT

Full Name^(1.1): _____ HKID Card/Passport No^(1.2): _____

Company: _____ Staff No. : _____

Employee Category

- ☐ Permanent
 ☐ Contract
 ☐ Permanent Part-time
☐ Temporary
 ☐ Casual Part-time
 ☐ Intern

AUTHORISATION OF SALARY ACCOUNT/STAFF STATUS ACCOUNTS

Type of Accounts ^(1.3)	Account Number	Overdraft Limit (✓)	Joint Account (Employee must be a primary a/c holder)		
			No	Yes	Relationship with Joint A/C Holder
<input type="checkbox"/> Current <input type="checkbox"/> Savings <input type="checkbox"/> Integrated Current ^(1.4)		HKD <input type="checkbox"/> Secured <input type="checkbox"/> Clean	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Spouse <input type="checkbox"/> Partner (please complete the declaration form)

STAFF STATUS ACCOUNTS^(1.5) (Applicable to Permanent/Contract/Permanent Part-time employees only)

Integrated Account to be Updated with Staff Status

(To be completed only if an employee is the primary account holder of more than one Integrated Account and has not selected it as a Salary Account)

Type of Accounts	Integrated Account Number ^(1.6)	Overdraft Limit (✓)
<input type="checkbox"/> SmartVantage <input type="checkbox"/> HSBC Advance <input type="checkbox"/> HSBC Premier		HKD <input type="checkbox"/> secured <input type="checkbox"/> clean

HSBC Credit Card Accounts^(1.7)

- ☐ I am currently a holder of HSBC credit card(s).
 ☐ I do not have any HSBC credit card yet.

DECLARATION (Applicable to Permanent / Contract / Permanent Part-time employees only)

I agree and understand that

- all my HSBC accounts [including salary account, the above Integrated Account – SmartVantage / HSBC Advance / HSBC Premier account (if applicable), credit card accounts and loan accounts] will be updated as “staff status” accounts and **any clean overdraft limit associated with these accounts will be deleted** automatically.

I may not hold any Securities Margin Trading Service Account and I am required to close the account within one week from the first date of employment with HSBC.

- **my securities margin trading facility will be deleted** automatically.
 - the repayment of the staff status credit cards will be fixed on the working day following the salary payment date.

For Human Resources Department Use Only

Category	Company/Department Chop and Signature
<input type="checkbox"/> HBAP <input type="checkbox"/> Subsidiary Category 1 <input type="checkbox"/> Subsidiary Category 2	Contact Name: _____ Contact Telephone No.: _____

PART 2 : ETHNICITY^(2.1)

<input type="checkbox"/> Arab	<input type="checkbox"/> Black - Other	<input type="checkbox"/> Other
<input type="checkbox"/> Asian - Chinese	<input type="checkbox"/> Hispanic	<input type="checkbox"/> White - Australasian
<input type="checkbox"/> Asian - Indian Subcontinent	<input type="checkbox"/> Latin American	<input type="checkbox"/> White - European
<input type="checkbox"/> Asian - Other	<input type="checkbox"/> Local Indigenous Group	<input type="checkbox"/> White - North American
<input type="checkbox"/> Black - African	<input type="checkbox"/> Mixed / Multi-racial	<input type="checkbox"/> White - Other
<input type="checkbox"/> Black - Caribbean	<input type="checkbox"/> Non-disclosed / Declined	<input type="checkbox"/> Unknown

PART 3 : PERSONAL PARTICULARS^(3.1)

Sex (M/F):	Date of Birth (DD/MM/YY):	Marital Status:
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PART 4 : EMERGENCY CONTACT PERSON^(4.1)

Name in English (Surname, Given Name)	Relationship	Contact Telephone No.
Address		

PART 5 : DETAILS OF ANY IMMEDIATE FAMILY MEMBER/RELATIVE WORKING IN HSBC^(5.1)

Full Name	Employee ID	Relationship

PART 6 : EXPRESSION OF WISH^(6.1)

Name of Beneficiary	Relationship	HKID / Passport No.	Proportion	Address

PART 7 : RETIREMENT SCHEMES - EMPLOYEE OPTION**RETIREMENT SCHEMES^(7.1)****(Applicable to Permanent / Permanent Part-time employees only)**

I elect to and understand this is a ONE-OFF irrevocable choice (*please tick one box*)

☐ Join the HSBC Group Hong Kong Local Staff Retirement Benefit Scheme (Defined Contribution Scheme).

I hereby authorise my employer to deduct the basic contribution of 3% of base salary and the following Additional Voluntary Contribution percentage of base salary from my monthly salary payment.

(*Please tick as appropriate*)

☐ 0%

☐ 1%

☐ 2%

☐ Join the MPF scheme.

☐ Remain under my existing retirement benefit scheme (scheme name : _____), and transfer my benefits to HSBC Insurance.

MPF EXEMPTION

(The MPF exemption conditions only apply if the employee does NOT have a permanent Hong Kong Identity Card)

Please select one of the following options:

☐ I am not exempt from joining the MPF.

☐ I am currently exempt from joining the MPF because I needed an employment visa in order to work in Hong Kong and am

☐ given permission to remain in Hong Kong for a period of less than 13 months.^(7.2)

☐ a member of provident, pension, retirement or superannuation scheme established outside Hong Kong.

PART 8 : HSBC HEALTHPLUS – ENROLMENT FORM FOR NEW HIRES
(Applicable to Permanent/Contract/Permanent Part-time/Eligible employees only)

Notes of Enrolment^(8.1)

Section A - Employee's Particulars

Name	Employee ID No.	Contact Tel. No.
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Section B - Spouse's / Domestic Partner's Particulars

Type	*Legal Name	Sex	*Identification Document No.	Employee ID No.
<input type="checkbox"/> Legal spouse <input type="checkbox"/> Domestic partner			<input type="checkbox"/> HKD ID no. <input type="checkbox"/> Passport no. (if non-HKID cardholder)	(if HSBC employee, please also complete Section D)

Section C - Child(ren)'s Particulars

Type	*Legal Name	Sex	*Date of Birth (dd/mm/yy)	*Identification Document No.
<input type="checkbox"/> Biological child <input type="checkbox"/> Step child <input type="checkbox"/> Legally adopted child <input type="checkbox"/> Domestic partner's biological child <input type="checkbox"/> Domestic partner's legally adopted child				<input type="checkbox"/> HKD ID no. <input type="checkbox"/> Birth certificate no. <input type="checkbox"/> Passport no. (if non-HKID cardholder)
<input type="checkbox"/> Biological child <input type="checkbox"/> Step child <input type="checkbox"/> Legally adopted child <input type="checkbox"/> Domestic partner's biological child <input type="checkbox"/> Domestic partner's legally adopted child				<input type="checkbox"/> HKD ID no. <input type="checkbox"/> Birth certificate no. <input type="checkbox"/> Passport no. (if non-HKID cardholder)

Section D - Options for employees whose spouse / domestic partner also works in HSBC

<input type="checkbox"/> I opt to take up an "employee" status and enjoy the health benefits for employees, and my spouse / domestic partner / children (if any) to take up the "dependant" status to follow my benefits entitlement. <input type="checkbox"/> I opt to take up a "dependant" status and my benefits entitlement will follow that of my spouse / domestic partner. <input type="checkbox"/> Both my spouse / domestic partner and I opt to take up an "employee" status. <input type="checkbox"/> Both my spouse / domestic partner and I opt to take up an "employee" status and our children (if any) to follow my benefits entitlement. <input type="checkbox"/> Both my spouse / domestic partner and I opt to take up an "employee" status and our children (if any) to follow my spouse's / domestic partner's benefits entitlement.
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PART 9 : DECLARATION^(9.1)

I hereby confirm that :		
<ul style="list-style-type: none"> all the data that I provided in this form is correct and all the documents or certificates (if any) that I attached to this form are true, I also understand that data held by HSBC relating to me will be kept confidential but HSBC may provide such information to any other person under a duty of confidentiality to a group company of HSBC which has undertaken to keep such information, I understand that if the information is found at anytime to be false to any degree, disciplinary consequences may ensue, I understand and agree to the terms governing the health benefits applicable to me as amended from time to time, and the dependants to be enrolled in the health benefits, as requested in this form, fulfil the eligibility requirements for the benefits. 		
Signature of employee	Full name of employee	Employee ID No. of employee
(If you have provided data of your spouse / domestic partner who is also an employee of HSBC in this form, please complete the following.)		
Signature of spouse/domestic partner	Full name of spouse / domestic partner	Employee ID No. of spouse/domestic partner

For HRA Use Only			
For all document collected and checked by	Signature:	Name:	Date:

INSTRUCTION NOTE

HOW TO COMPLETE EMPLOYEE PERSONAL RECORD FORM

PART 1		SALARY / STAFF STATUS ACCOUNT
1.1	Full Name	The name as recorded on your HK ID Card/Passport
1.2	HK ID Card / Passport No	If you have previously opened your bank account with your passport, please go to any branch to update your account information once you have your HK ID Card. Otherwise, you may not be able to enjoy the preferential terms and benefits for employees.
1.3	Type of Account	The following accounts cannot be used as salary account: Superease account (suffix“-288”), University student account (suffix“-296”) and Investment account (suffix“-380”).
1.4	Integrated Current	For Integrated Accounts with suffix “-888” or “-833”, only Integrated Current Account (i.e. with suffix “001”) is nominated as salary account.
1.5	Staff Status Accounts	Applicable to Permanent / Contract / Permanent Part-time employees only All employees may: - maintain one staff status Integrated Account on preferential terms. - enjoy fee waiver on annual fee and Mileage Reward on their HSBC credit cards and additional cards with the employee being the primary card holder.
1.6	Integrated Account Number	You may maintain one Integrated Account – HSBC Premier / HSBC Advance / SmartVantage (with you being the primary account holder) on preferential terms. Charges will not be waived for subsequent accounts held.
1.7	HSBC Credit Card Accounts	You are recommended to set up autopay instructions for repayment of credit card bills.
PART 2		ETHNICITY
2.1	Note	The provision of this data is on a voluntary basis. If you do not wish to disclose your ethnicity data, please tick “non-disclosed/declined”.
PART 3		PERSONAL PARTICULARS
3.1	Note	The information must be provided
PART 4		EMERGENCY CONTACT PERSON
4.1	Note	The information must be provided
PART 5		DETAILS OF ANY IMMEDIATE FAMILY MEMBERS/RELATIVE WORKING IN HSBC
5.1	Note	Complete as appropriate
PART 6		EXPRESSION OF WISH
6.1	Note	In the event of my death while in the service of HSBC, I understand that the Trustee of the relevant retirement benefits scheme or otherwise and/or Employer as appropriate, subject to any applicable rules, may make payment of death benefits (including, but not limited to, death benefits under the relevant retirement benefit scheme), where applicable, to one or more of my beneficiaries/dependants as the Trustee and/or Employer, in its absolute discretion, thinks fit. I would like the Trustee and/or Employer as appropriate at that time to give consideration to making any payment to the following person(s) and in the proportions stated. (Please write full names and addresses.)
PART 7		RETIREMENT SCHEMES - EMPLOYEE OPTION
7.1	Retirement Schemes (Applicable to Permanent/Permanent Part-time employees only)	If you wish to join the HSBC Group Hong Kong Local Staff Retirement Benefit Scheme (Defined Contribution Scheme), you should complete and return this form to <u>HR Service Delivery within 7 calendar days from your employment commencement date</u> . If you wish to invest your contributions in your preferred investment funds, you should complete the <i>Investment Funds Selection Form for New Member</i> and return to HSBC Life (International) Limited (INAH) within 7 Calendar days from your employment commencement date, otherwise you will have to wait for the next fund-switching exercise. If you <u>return this after 7 calendar days but within 30 calendar days from your employment commencement date</u> , you will be enrolled in the Defined Contribution Scheme with the contributions placed in the HSBC Global Asset Management (Hong Kong) Limited – Managed Stable Fund. If you wish to switch to other investment funds, you have to wait for the next fund-switching exercise. If you wish to join the MPF scheme, you should complete and return this form to HR Service Delivery <u>within 30 calendar days from your employment commencement date</u> . This is a ONE-OFF irrevocable choice and employees are not allowed to change during their employment with the Company. If you <u>do not return the form</u> to HR Service Delivery within 30 calendar days from your employment commencement date, you will be deemed to have chosen to <u>join the Mandatory Provident Fund (MPF) scheme</u> .
7.2	Note	This exemption will cease if the employment visa is extended and the original period and the extended period together exceed 13 months. The exemption will cease immediately after the 13 month period.
PART 8		HSBC HEALTHPLUS – ENROLMENT FORM FOR NEW HIRES
8.1	Notes	1. “Legal Name” refers to the name shown on the Hong Kong Identity Card (HKID) or the passport if not an HK ID card holder. 2. *Copies of documents / certificates (e.g. HKID Card, passport, marriage certificate, birth certificate, etc.), if not provided to HR earlier, should be attached to this form. Otherwise, this form cannot be processed. 3. Please tick <input type="checkbox"/> where applicable. 4. Please return this form to HR within 5 working days from your employment commencement date. 5. HR may require you to provide copies of the supporting documents to confirm the eligibility of your dependants for this benefit (e.g. full-time student proof of your child) and the original copy may be required for verification for internal control purpose. 6. For eligibility requirements and definition of domestic partner, please refer to HSBC HealthPlus Member Booklet.
PART 9		DECLARATION
9.1	Note	The information must be completed