Manulife
EMPLOYEE BENEFITS
宏利僱員福利

Change of Self-employed Scheme Particulars
自僱人士計劃資料更改表格

Notes ：

1. Please ✔ where appropriate and complete in BLOCK LETTERS.
2. You are required to supply the necessary information required under this form which is collected to enable our company to update your member particulars for the purpose of administering the Scheme.
3. By writing to the customer service department of your scheme administrator, you can correct and have access to your personal data. You can also choose not to receive any marketing materials and request for destruction of any optional information supplied.

注意事項：

1. 請在適當的地方加上 ✔ 號，並以正楷填寫。
2. 閣下須提供本表格規定的所須資料，以便本公司更新閣下的成員資料供管理計劃之用。
3. 閣下可以書面向計劃管理人之顧客服務部更改及取閱閣下之個人資料，並有權拒絕接收任何宣傳推廣資料，及要求銷毀任何已提供之非必要資料。

Name of Self Employed: (as shown on ID Card)
英文姓名 (必須與身份證相同)

Surname in English 英文姓氏	Other Name in English 英文名字	Name in Chinese 中文姓名

HKID Card Number :
香港身份證號碼 _____ (___)

Member Account No.:
成員帳戶號碼 _____

Effective Date of Change* :
生效日期 **01** ____ ____
dd日 / mm月 / yyyy年

* If no date is specified, it will be effective from the date when this form has been processed by Manulife.
若沒有指示，則以宏利完成處理此表格之日為生效日期。

1. ☐ **Change of Payment Method 更改付款方法** （Please ✔one only 請只 ✔ 其中一項）

For office use only:

TX230

☐ **Autopay 自動轉帳**

Important Notes 重要說明：

1. Please complete and return a "Direct Debit Authorization" (DDA) form together with this form. Please call our Customer Service Hotline 2108 1388 for the DDA form.
   請填妥《直接付款授權書》並連同本表格一併交回。請致電本公司客戶服務熱線 2108 1388 索取《直接付款授權書》。
2. The autopay setup takes approximately 3 to 6 weeks from receipt of your completed DDA form.
   在收到閣下填妥的《直接付款授權書》後，約需時三至六個星期方可完成辦理自動轉帳手續。
3. Please continue to pay your contributions by your current payment method until Manulife notifies you in writing of the effective date of the autopay.
   在自動轉帳生效前，閣下請按目前的付款方法支付供款。宏利將另函通知閣下自動轉帳的生效日期。

☐ **Payment By Cheque 以支票付款**

Important Notes 重要說明：

Manulife will send you a Payment Advice 10 days before the end of each contribution period, please refer to the instruction on the "Payment Advice" to submit your contribution payment.
宏利將於每個供款期完結日十天前發出《付款通知書》，請參照通知書上之指示以繳付供款。

☐ **PPS 繳費靈**

Important Notes 重要說明：

Manulife will send you a Payment Advice 10 days before the end of each contribution period, please refer to the instruction on the Payment Advice to submit your contribution payment. With PPS, you can transfer funds from any designated bank account through a touch-tone phone or internet anytime, anywhere. Please make your payment one working day before the payment due date.
宏利將於每個供款期完結日十天前發出《付款通知書》，請參照通知書上之指示以繳付供款。利用繳費靈，閣下可於任何時間任何地點以音頻電話或互聯網從閣下所指定的銀行戶口轉賬付款。請於付款到期日之前一個工作天付款。

Member Account No.:
成員帳戶號碼 _____

2. ☐ **Change of Autopay Bank Account 更改自動轉帳戶口**

For office use only:
TX080

1. Please call our Customer Service Hotline 2108 1388 for a "Direct Debit Authorization" (DDA) form. Please complete and return the DDA form together with this form.
請致電本公司客戶服務熱線 2108 1388 索取《直接付款授權書》。請填妥該表格並連同本表格一併交回。
2. A separate notice will be sent to you notifying you the commencement date of autopay from your new bank account.
宏利將另函通知閣下新戶口的自動轉帳生效日期。
3. The existing autopay account (please ✔ one only)
現有的自動轉帳帳戶（請只 ✔ 其中一項）

☐ can be used for payment of MPF contribution until the "Direct Debit Authorization" is completed for the new account.
可繼續用作支付強積金供款，直至完成新帳戶之直接付款授權手續。

☐ will be cancelled immediately. Before the new "Direct Debit Authorization" is completed, payment should be made by cheque. Manulife will send you a Payment Advice 10 days before the end of each contribution period, please refer to the instruction on the Payment Advice to submit your contribution payment.
將即時取消。在完成新帳戶之直接付款授權手續前，將以支票繳付供款。
宏利將於每個供款期完結日十天前發出《付款通知書》，請參照通知書上之指示以繳付供款。

3. ☐ **Sub-Scheme Termination 終止附屬計劃** （Please ✔one only 請只 ✔ 其中一項）

TX406

Reason for Termination 終止計劃原因

☐ Ceased to be Self-employed on _____ (dd/mm/yyyy). Contribution should be made up to the day of cessation of self-employment.
於 _____ (日/月/年) 終止自僱人士身份。 供款應計算至終止自僱人士身份當日。

☐ Transfer to another MPF scheme. Contribution should be made up to the day when Manulife is being notified of the transfer election by your new trustee.
轉移至另一強積金計劃。供款應計算至宏利接獲新受託人的轉移計劃通知之當日。

☐ Others 其它 _____

Note : Upon receipt of this notice, Manulife will send you a "Payment Advice" for payment of the last contribution
注意 : 當接獲本通知後，宏利將向閣下發出最後供款之《付款通知書》。

Please complete an "Election Form For Transfer Of Accrued Benefits" to effect the transfer. According to the MPF Regulations, if we fail to receive the Election form within 3 months after receiving this notification, your accrued benefits will be transferred to a preserved account with Manulife. This form can be downloaded from our website: www.manulife.com.hk or MPFA's web site.
請填妥《累算權益轉移表格》，以便執行轉移。根據強積金條例，如於宏利收到本通知之三個月內，仍未接獲累算權益轉移表格，閣下的累算權益將轉移至宏利為閣下設立的保留帳戶內。該表格可於宏利網頁www.manulife.com.hk或積金局網頁下載。

Notes 注意：

You may elect to transfer your accrued benefits as follows 閣下可選擇以下列方式處理累算權益：

1. to a preserved account with Manulife; or 轉移至於宏利設立的保留帳戶; 或
2. to your new employer's MPF scheme if you have subsequently employed by a new employer; or
倘閣下已受僱於新僱主，則轉移至新僱主的強積金計劃; 或
3. to another MPF scheme of your choice. 轉移至另一強積金計劃。

I/We DECLARED, UNDERSTOOD AND AGREED that all information supplied hereunder together with any alterations hereof can be used or transferred by your company in the same manner as those being supplied under the Self-Employed Application Form.
本人聲明、明白及同意，貴公司可遵照自僱人士申請表格上所列明的處理方式，使用或轉移本表格提供的所有資料及任何經更改的資料。

_____ _____

Signature of Self-employed Person 自僱人士簽署 Date日期

Completed form should be sent to Provident Funds Services, Manulife (International) Limited, 29/F Manulife Tower, 169 Electric Road, North Point, Hong Kong.
填妥的表格請寄往香港北角電氣道169號宏利保險中心29樓宏利人壽保險（國際）有限公司公積金服務部。

The Chinese version of this form is for reference only. In the event of discrepancies between the Chinese and English versions, the English version shall prevail.
此表格之中文譯本只供參考用途，若與英文版本有異，一概以英文版本為準。