

**Flexi Retirement Contribution Instructions**  
**自選退休供款指示**



Notes :

- (1) Please ✓ where appropriate and complete in BLOCK LETTERS.
- (2) Please initial next to any corrections you make on this form to avoid delays in processing of your instruction.
- (3) Manulife will process this request upon receipt of this completed form and all pertinent document(s), if any.
- (4) You are required to attach a copy of your HKID card along with this form. If you do not possess a HKID card, a copy of your passport (only the page(s) with personal particulars and passport number is required) should be provided for verification. Or you may present the ID card / passport in person for verification.
- (5) The information given in this Form can be used by Manulife and the Mandatory Provident Fund Schemes Authority in activities relating to the processing of the contribution instructions and may be disclosed to other parties including Manulife's delegates, service providers or designated MPF Intermediaries (whether they are located within or outside the Hong Kong Special Administrative Region) for such purposes. You have the right of access and correction in respect of your information in the possession of Manulife.

注意事項：

- (1) 請在適當的地方加上 ✓ 號，並以正楷填寫。
- (2) 為免延誤處理閣下之指示，如須作任何刪改，請於刪改之位置旁簽署。
- (3) 宏利將於收訖本表格或有關文件(如有)後處理是項申請。
- (4) 本表格必須與香港身份證副本一併遞交。如閣下沒有香港身份證，則必須提供護照副本(只需附有個人資料及護照號碼等頁)以作核實。閣下亦可親身提交身份證/護照以供核實。
- (5) 宏利及強制性公積金計劃管理局可使用本表格提供的資料處理與供款有關事宜，並可為該等目的而把所提供的資料向位於香港特別行政區及以外地區的其他人士包括宏利的受委託者、服務提供者或受委任之強積金中介人披露。閣下有權取得並更改於宏利持有與閣下的有關資料。

**A. Personal Information**  
**個人資料**

Member Account No. 成員帳戶號碼:       -

Daytime contact no. 日間聯絡電話: \_\_\_\_\_

Name of Member (as shown on HKID Card / Passport) 成員姓名 (必須與香港身份證/護照相同)  HKID Number 香港身份證號碼 ( ) \_\_\_\_\_

Passport No. 護照號碼 \_\_\_\_\_

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

(ONLY for person without HKID Card 只供沒有香港身份證的人士填寫)

**B. Contribution Instruction Details**  
**供款指示詳情**

I would like to make Flexi Retirement Contribution on the following basis (Please ✓ the appropriate box):  
本人要求按以下供款模式作出自選退休供款(請在適當之方格內加上 ✓ 號)：

**Lump sum Basis 整筆供款**

The minimum amount of lump sum contribution is HK\$5,000.  
整筆供款的最低供款金額為5,000港元。

- ◆ Contribution payment must be made by cheque  
只接受以支票繳付供款
- ◆ Please attach your cheque when you submit this form. Please refer to the Payment Methods on the back page.  
請於遞交此表格時一併寄回支票。請參閱背頁之付款方法。

Name of Bank 銀行名稱	Cheque No. 支票號碼	Cheque Amount 支票款額	
Sources of Fund 資金來源	Average monthly relevant income for the past 3 months 過往3個月之每月平均有關入息 : HK\$港元 :		

**Monthly Basis 按月供款**

Effective Date \*: 01 / /  
生效日期 日 dd / 月 mm / 年 yyyy

\* Your monthly contribution will commence from this calendar month. If no date is specified, or if it is backdated, the effective date will be taken as the first calendar day of the month following the processing date of this form.  
閣下之每月供款將由此曆月開始。若沒有列明生效日期，或所指示之日期早於本表格之處理日期，則生效日期將以宏利處理此表格之翌月首個公曆日為準。

The minimum amount of monthly contribution is HK\$500. Payment must be made by autopay.  
按月供款的最低供款金額為500港元，供款必須以自動轉帳繳付。

<input type="checkbox"/> <b>Change of current monthly contribution arrangement</b> 更改現時之按月供款指示	
<input type="checkbox"/> <b>Cessation of the existing monthly debit for contribution.</b> Any future contributions will be made on a lump sum basis. 終止現時之每月供款轉帳安排。而日後之供款改為以整筆供款處理。	
<input type="checkbox"/> <b>Change of monthly contribution amount to HK\$ _____ per month.</b> 更改已設定之按月供款額至 _____ 港元	
Please Specify the sources of fund 請註明資金來源 : _____	Average monthly relevant income for the past 3 months 過往3個月之每月平均有關入息 : HK\$港元 : _____
<input type="checkbox"/> <b>Addition of a new monthly contribution instruction.</b> The fixed amount of contribution is HK\$ _____ per month. 新增按月供款指示，每月供款為 _____ 港元	
◆ Please attach the "Direct Debit Authorization" (DDA) form. 請附填妥的《直接付款授權書》。	
Please Specify the sources of fund 請註明資金來源 : _____	Average monthly relevant income for the past 3 months 過往3個月之每月平均有關入息 : HK\$港元 : _____

For office use only 職員專用: CQ rec'd  Y/N CQ Amount: \_\_\_\_\_  tx110



## C. Change of Bank Account for Direct Debit 更改直接付款銀行帳戶

### Change of Autopay Bank Account 更改自動轉帳戶口

1. You can call our Member Hotline 2108 1388 for a "Direct Debit Authorization" (DDA) form. Please complete and return the DDA form together with this form.  
請致電本公司成員服務熱線2108 1388索取《直接付款授權書》，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. We will continue to debit your existing autopay account until the "Direct Debit Authorization" for the new account is completed.  
宏利將繼續安排於現有的自動轉帳帳戶內支付自選退休供款，直至完成新帳戶之直接付款授權手續。

### Signature 簽署

X

Signature of Member  
成員簽署

Date  
日期

## Payment Methods 付款方法

### For monthly contribution 以按月供款模式

#### **By Autopay 以自動轉帳付款**

Save time and effort — use Autopay to pay your contributions! Contact your MPF Intermediary or our Service Hotline now for a "Direct Debit Authorization" form.

- ◆ The debit date will be the 26<sup>th</sup> of each month or the following bank business day if the debit day is not a bank business day.
- ◆ The autopay setup takes approximately 3 to 6 weeks from receipt of your completed "Direct Debit Authorization" form. Manulife will notify you of the date to effect the autopay.
- ◆ Members who are making autopay arrangement for the first time may make lump-sum payment by cheque before your autopay facility is established.

使用自動轉帳繳交供款，既方便又快捷。申請手續簡單，請即聯絡閣下的強積金中介人或致電我們的客戶服務熱線，索取《直接付款授權書》。

- ◆ 按月繳付供款的扣帳日為每月的第廿六日，如扣帳日並非銀行營業日，則順延至隨後的銀行營業日。
- ◆ 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完成辦理自動轉帳手續。宏利將另函通知閣下自動轉帳的生效日期。
- ◆ 首次設立自動轉帳之成員可於扣帳安排正式生效前採用支票以整筆供款模式作出供款。

### For Lump sum contribution 以整筆供款模式

#### **By Cheque 以支票付款**

- ◆ Write your Flexi Retirement Contribution Member Account Number on the back of your cheque.
- ◆ Post-dated cheques are not accepted.
- ◆ Return this form together with your crossed cheque made payable to "Manulife Provident Funds Trust Company Limited" directly to the scheme administrator, "Provident Funds Services, Manulife (International) Limited, 21/F., Tower A, Manulife Financial Centre, 223 - 231 Wai Yip Street, Kwun Tong, Kowloon, Hong Kong". Intermediaries are not authorised to receive MPF cheques on behalf of Manulife. If you choose to request the intermediary to deliver the same to Manulife on your behalf, please be reminded that this will purely be a personal arrangement between you and the intermediary concerned, and Manulife will not be responsible for such arrangement.
- ◆ 請於支票背面寫上閣下之自選退休供款成員帳戶號碼。
- ◆ 恕不接受期票。
- ◆ 請將此表格連同註明支付「宏利公積金信託有限公司」之劃線支票直接寄交計劃管理人「香港九龍觀塘偉業街223 - 231號宏利金融中心A座21樓宏利人壽保險（國際）有限公司公積金服務部」。宏利之服務中介人並未獲授權代宏利收取強積金支票。如閣下選擇要求服務中介人代為向宏利遞交支票，敬希留意此等安排乃閣下與該中介人之間之私下協議，宏利並不牽涉其中。

Completed form should be sent to the scheme administrator,

"Provident Funds Services, Manulife (International) Limited, 21/F., Tower A, Manulife Financial Centre, 223 - 231 Wai Yip Street, Kwun Tong, Kowloon, Hong Kong".  
請將填妥的表格寄交計劃管理人「香港九龍觀塘偉業街223 - 231號宏利金融中心A座21樓宏利人壽保險（國際）有限公司公積金服務部」。