



**Change of Payment Method / Autopay Bank Account**  
**更改付款方法 / 自動轉帳戶口表格**

Sub-Scheme No. :  
附屬計劃編號

—

Name of Company :  
公司名稱

**A. Change of Payment Method 更改付款方法**

Please select and ✓ appropriate one : 請選擇及 ✓ 合適的項目 :

**Autopay 自動轉帳**

1. Please download a copy of the Direct Debit Authorization (DDA) form from [www.manulife.com.hk](http://www.manulife.com.hk), or you may call our Customer Service Hotline 2108 1234 for one. Please return the completed DDA form together with this form.  
請於 [www.manulife.com.hk](http://www.manulife.com.hk) 下載「直接付款授權書」, 閣下亦可致電本公司客戶服務熱線 2108 1234 索取此授權書。請於遞交此表格時, 一併交回填妥的直接付款授權書。
2. The autopay setup takes approximately 3 to 6 weeks to complete as from date of receipt of your completed Direct Debit Authorization 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才可完成辦理自動轉帳手續。
3. Please pay your contributions according to your current payment method. Manulife will notify you the date for the autopay to take effect.  
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**

Manulife will send you a Payment Advice 15 days before the end of each contribution period, you should follow the instruction on the Payment Advice to submit your future payments.  
宏利將於每個供款期完結日十五天前發出「付款通知書」, 請參照通知書上之指示繳付日前供款。

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

1. Please download a copy of the Direct Debit Authorization (DDA) form from [www.manulife.com.hk](http://www.manulife.com.hk), or you may call our Customer Service Hotline 2108 1234 for one. Please return the completed DDA form together with this form.  
請於 [www.manulife.com.hk](http://www.manulife.com.hk) 下載「直接付款授權書」, 閣下亦可致電本公司客戶服務熱線 2108 1234 索取此授權書。請於遞交此表格時, 一併交回填妥的直接付款授權書。
2. A separate notice will be sent to you notifying you the commencement date of the autopay in relation to 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 ✓ appropriate one)  
現時的自動轉帳帳戶 (請 ✓ 適用之項目)
  - 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, 直至新帳戶完成直接付款授權手續。
  - will be cancelled immediately. Before the new Direct Debit Authorization is completed, payment should be made by cheque.  
將即時取消。在新直接付款授權手續完成前, 將以支票繳付供款。  
Manulife will send you a Payment Advice 15 days before the end of each contribution period, you should follow the instruction on the Payment Advice to submit your future payments.  
宏利將於每個供款期完結日十五天前發出「付款通知書」, 請參照付款通知書上之指示繳付日後供款。

Authorized Signature and Company Chop  
獲授權人士簽署及公司印章

Name & Title (in Block Letters)  
姓名及職銜 (正楷)

Date  
日期

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」。

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。

