

## 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 collected from you and in respect of you can be used by Manulife in activities relating to the processing of the contribution instructions as requested in this Form. The information may be transferred to other division(s) within Manulife or other parties including delegates, intermediaries or any service providers of Manulife, for such purpose(s) or for a purpose directly related to such purpose(s). All data processes may involve a transfer of information to places either within or outside the Hong Kong Special Administrative Region. You are required to supply the information in this Form and failure to do so may result in your request being delayed.
- (6) The Mandatory Provident Fund Schemes Authority and other regulatory bodies in any jurisdiction shall be authorized to inspect any information under the scheme.
- (7) By writing to the Privacy Officer of Manulife Provident Funds Trust Company Limited, you can correct and have access to your personal data.
- (8) All information may be treated by Manulife in the same manner as mentioned in the "Notice to Customers relating to the Personal Data (Privacy) Ordinance" ("Notice"). In case you have not read the Notice before, you can obtain such Notice from your Manulife's intermediary or through Manulife's website at www.manulife.com.hk.

**注意事項:**

- (1) 請在適當的地方加上 ✓ 號，並以正楷填寫。
- (2) 為免延誤處理您的指示，如須作任何刪改，請於刪改之位置旁簽署。
- (3) 宏利將於收訖已填妥表格及有關文件（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。如您沒有香港身份證，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。您亦可親身提交身份證護照以供核實。
- (5) 宏利可使用從您收集及關於您的資料以處理您在本表格內要求的供款有關事宜。為達致該等目的，或直接與該等目的有關的目的，所提供的資料可移轉予宏利內其他部門或其他人士團體，包括宏利的受委託者、強積金中介人或任何服務提供者。所有資料處理過程或會涉及資料移轉至香港特別行政區及以外地區。請提供本表格所需的資料，否則您的要求或會因此而被延誤。
- (6) 強制性公積金計劃管理局及任何司法管轄區的其他監管團體將獲授權查看計劃內的任何資料。
- (7) 您可以書面向宏利公積金信託有限公司之個人資料主任更改及查閱您的個人資料。
- (8) 宏利可按於《有關〈個人資料（私隱）條例〉的客戶通知》（「通知」）所述，處理有關資料。假如您未有細閱該通知，您可從您的宏利中介人或透過宏利網址www.manulife.com.hk取得該通知。

### 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

Please put a "✓" in the appropriate box:  
請在適當的方格內加上「✓」號。

(1) Lump Sum Contribution 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。
- ◆ Please make the contributions by your own crossed personal cheque made payable to "Manulife Provident Funds Trust Company Limited", write your Flexi Retirement Contribution Member Account Number on the back and send together with this form directly to the scheme administrator, Hong Kong Retirement, Manulife (International) Limited, 21/F., Tower A, Manulife Financial Centre, 223 - 231 Wai Yip Street, Kwun Tong, Kowloon, Hong Kong.  
請以您的個人劃線支票繳付供款，支票抬頭為「宏利公積金信託有限公司」，並請於支票背面註明您的自選退休供款成員帳戶號碼，連同此表格一併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）有限公司香港退休業務部。
- ◆ Post-dated and electronic cheques are not accepted.  
恕不接受期票及電子支票。
- ◆ Please note that MPF intermediaries are not authorized to receive cheque payment on behalf of Manulife. You are particularly reminded to arrange submission to Manulife directly.  
請注意，宏利強積金中介人並非指定為收取及遞交供款支票的正式途徑，懇請您直接遞交供款支票及供款指示予宏利。

**Contribution Details and Source of Funds (Must Fill) 供款及資金來源資料（必須填寫）：**

Name of Bank : 銀行名稱 \_\_\_\_\_

Contribution/Cheque Amount : 供款 / 支票金額 \_\_\_\_\_  
Cheque No. : 支票號碼 \_\_\_\_\_

Source of Funds :  Salary 薪金  Savings 儲蓄  Others (please specify) : 其他（請註明） \_\_\_\_\_

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



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

### (2) Monthly Contribution 按月供款

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

(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.  
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.  
每月供款的最低金額為500港元。
- ◆ Please ensure there is adequate bank account balance before the 10th of each month for settlement of monthly contribution. However, please note that the monthly direct debit date may vary due to the transactional arrangement of the relevant bank. If a direct debit date falls on a non bank business day, it will be postponed to the following bank business day.  
請確保您的銀行帳戶在每月10號前備有足夠結餘。但請注意每月直接付款日期或會因有關銀行的交易安排而有所不同。如直接付款日並非銀行營業日，則順延至隨後的銀行營業日。
- ◆ The autopay setup takes approximately 3 to 6 weeks from receipt of your completed DDA form. Manulife will send you a confirmation letter notifying you the commencement date of the facility.  
設立自動轉帳由收訖「直接付款授權書」起計，約需時三至六個星期，宏利將另函通知有關生效日期。
- ◆ For addition of monthly contribution, Manulife will collect the sum of the contributions payable since the above effective date altogether via autopay once it is established.  
就新增按月供款，宏利會於自動轉帳生效後經自動轉帳收取自上述生效日期起計之應繳供款總和。

- Addition of Monthly Contribution (Payment must be made by autopay, please attach the Direct Debit Authorization (“DDA”) form)  
新增按月供款（供款必須以自動轉帳繳付，請附上「直接付款授權書」）

Monthly Contribution Amount: HK\$ \_\_\_\_\_  
每月供款金額為 \_\_\_\_\_ 港元

- Change of Monthly Contribution Amount to HK\$ \_\_\_\_\_ (The minimum amount is HK\$500.)  
更改每月供款金額至 \_\_\_\_\_ 港元（最低金額為500港元。）

Remarks: Please ensure the autopay payment limit set in your bank account, if any, is sufficient to settle the revised monthly contribution amount. Contact your bank for adjustment, if necessary.  
註：請確保您的銀行帳戶之自動轉帳限額設定（如有）足以繳付更改後之每月供款金額。如有需要，請聯絡您的銀行作相應調整。

#### Source of Funds (Must Fill) 資金來源資料（必須填寫）：

- Salary 薪金       Savings 儲蓄       Others (please specify) : \_\_\_\_\_  
其他（請註明）

### (3) Cessation of existing monthly contribution 終止現時之每月供款轉帳安排

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

(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.  
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。)

## 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 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.  
宏利將另函通知您新戶口的自動轉帳生效日期。
3. We will continue to debit your existing autopay account until the DDA 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 of Member  
成員簽署

Name of Member (in BLOCK LETTERS)  
成員姓名（正楷）

Date  
日期

Completed form should be sent to the scheme administrator,

"Hong Kong Retirement, 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）有限公司香港退休業務部」。