

## Change of Self-employed Person MPF Account Payment Particulars 自僱人士強積金帳戶付款資料更改表格

**Notes :**

- Please complete this form in Block Letters and tick the appropriate boxes.
- The information collected from you and in respect of you in support of this instruction can be used by Manulife, approved trustee(s), relevant service provider(s), and the government or regulatory bodies including the Mandatory Provident Fund Schemes Authority ("MPFA") in activities relating to the processing of your instruction as requested in this Form. The information may be transferred to other division(s) within Manulife, the relevant approved trustee(s), government or regulatory bodies including the MPFA or other parties including delegates, intermediaries or any service providers of Manulife or the relevant approved trustees, 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 instruction being delayed.
- The MPFA and other regulatory bodies in any jurisdiction shall be authorized to inspect any information under the scheme.
- By writing to the Privacy Officer of your scheme administrator, you can correct and have access to your personal data.
- 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 a copy through Manulife's website at [www.manulife.com.hk](http://www.manulife.com.hk).

**注意事項：**

- 請用正楷填寫，並在適當空格內加✓號。
- 宏利、核准受託人、相關服務提供者及政府或規管機構，包括強制性公積金計劃管理局（簡稱「積金局」）可使用從您收集及關於您的資料以處理您在本表格內之指示。為達致該等目的，或直接與該等目的有關的目的，所提供資料可移轉予宏利內其他部門、有關核准受託人、政府或規管機構，包括積金局，或其他人士/團體，包括宏利或有關核准受託人的受委託者、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或以外地區。請提供本表格所需的資料，否則您的指示或會因此而被延誤。
- 積金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。
- 您可以書面向計劃管理人之個人資料主任更改及查閱您的個人資料。
- 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，可透過宏利網址 [www.manulife.com.hk](http://www.manulife.com.hk) 取得該通知。

Member Account No.:  
成員帳戶號碼 \_\_\_\_\_

HKID Card Number :  
香港身份證號碼 \_\_\_\_\_ ( \_\_\_\_ )

Name of Self-employed Person: (as shown on ID Card)  
自僱人士姓名 (必須與身份證相同)

Surname in English 英文姓氏 \_\_\_\_\_

Given Name in English 英文名字 \_\_\_\_\_

Name in Chinese 中文姓名 \_\_\_\_\_

### New MPF Payment Method Instruction 新強積金付款方法指示

Please put a "✓" in the appropriate box(es) below. 請在以下適用選項加「✓」。	
1. <input type="checkbox"/>	<p><b>Autopay 自動轉賬</b></p> <p>Please Select <input type="checkbox"/> New Autopay Setup (Please read and follow the instructions listed in Section A) 新設立自動轉賬 (請細閱及依照A部分的指示)</p> <p style="text-align: right;"><input type="checkbox"/> Change of Autopay Bank Account (Please read and follow the instructions listed in Sections A &amp; B) 更改自動轉賬戶口 (請細閱及依照A及B部分的指示)</p> <p><b>Section A A部分</b></p> <p>1. Please download a copy of the Direct Debit Authorization (DDA) form from <a href="http://www.manulife.com.hk">www.manulife.com.hk</a>, or you may call our Members Hotline 2108 1388 to obtain one. Please return the completed original DDA form together with this form. 請於 <a href="http://www.manulife.com.hk">www.manulife.com.hk</a> 下載「直接付款授權書」，您亦可致電本公司成員熱線 2108 1388 索取此授權書。請於遞交此表格時，一併交回已填妥的直接付款授權書正本。</p> <p>2. Please pay your contributions according to your current payment method before this new instruction takes effect. New autopay setup/ change of autopay bank account takes approximately 3 to 6 weeks to complete as from date of receipt of your completed DDA form. A separate notice will be sent to you about the commencement date of the autopay setup in relation to this instruction. 在新自動轉賬指示生效前，請您按目前的付款方法支付供款。在收到您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賬或更改自動轉賬戶口手續。宏利將另函通知您有關自動轉賬的生效日期。</p> <p>3. Please ensure there is adequate bank account balance before the 26th 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的第26日前備有足夠結餘。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。</p> <p><b>Section B B部分</b></p> <p><b>Applicable for Change of Autopay Bank Account Only (只適用於更改自動轉賬戶口)</b></p> <p>Please select either option and put a "✓" in the appropriate box. If no choice is specified, Option 1 is deemed to be chosen. 請選擇其中一項並在適當方格加上「✓」。若沒有任何指示，將被視為選項1。</p> <p>1. <input type="checkbox"/> The existing autopay account can be used for payment of MPF contributions until the Direct Debit Authorization is completed for the new account. 現時的自動轉賬帳戶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。</p> <p>2. <input type="checkbox"/> The existing autopay account will be cancelled immediately. Before the new Direct Debit Authorization is completed, payment shall be made by cheque. 現時的自動轉賬帳戶將即時取消。在新直接付款授權手續完成前，供款將以支票繳付。 Manulife will send you Payment Advice before the new direct debit authorization is completed, please follow the instruction on the Payment Advice to submit your payment. 在新直接付款授權手續完成前，宏利將會發出「付款通知書」，請參照付款通知書上之指示繳付供款。</p>
2. <input type="checkbox"/>	<p><b>Payment By Cheque 以支票付款</b></p> <p>Effective Date 生效日期: <u>01</u> (DD日) / _____ (MM月) / _____ (YYYY年) (Payroll Period 支薪期)</p> <p>Manulife will send you a Payment Advice 14 days before the end of each contribution period. Please follow the instruction on the Payment Advice to submit your future payment. 宏利將於每個供款期完結日十四天前發出「付款通知書」，請參照付款通知書上之指示繳付日後的供款。</p>
3. <input type="checkbox"/>	<p><b>PPS 繳費靈</b></p> <p>Effective Date 生效日期: <u>01</u> (DD日) / _____ (MM月) / _____ (YYYY年) (Payroll Period 支薪期)</p> <p>Manulife will send you a Payment Advice 14 days before the end of each contribution period. Please follow the instruction on the Payment Advice to submit your future 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十四天前發出「付款通知書」，請參照付款通知書上之指示繳付日後的供款。利用繳費靈，您可隨時隨地以音頻電話或透過互聯網從您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。</p>

It is DECLARED, UNDERSTOOD AND AGREED that 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 I have not read the Notice before, I can obtain such Notice through Manulife's website at [www.manulife.com.hk](http://www.manulife.com.hk). 本人聲明、明白及同意，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。假如本人未有細閱該通知，本人可透過宏利網址 [www.manulife.com.hk](http://www.manulife.com.hk) 取得該通知。



Signature of Self-employed Person 自僱人士簽署 \_\_\_\_\_

Date 日期 \_\_\_\_\_

