

# Business Internet Banking Mandatory Provident Fund (MPF) Service Amendment Request Form

## 商務「網上理財」強積金服務更改表格

- Note 注意：**
- Any amendment request should be submitted at least five working days prior to the date on which such amendment/cancellation is intended to take effect. 任何更改服務的要求須於生效日期前最少五個工作天遞交。
  - Please note that this form is only for customers using Business Internet Banking Mandatory Provident Fund (MPF) Service. For customers using the full Business Internet Banking service (including the MPF service), please submit a Business Internet Banking Service Amendment Request Form, which is available under "Form Download Centre" at <http://www.hsbc.com.hk/commercial>. 此表格只供更改商務「網上理財」強積金服務之用，如欲更改全套之商務「網上理財」服務（包括強積金服務），請遞交商務「網上理財」服務更改表格。該表格可於 <http://www.hsbc.com.hk/commercial> 的「表格下載中心」下載。
  - If you have any problems filling in this form, please contact us on (852) 2748 8288. Please send the completed form to HSBC Life (International) Limited, PO Box 73770 Kowloon Central Post Office. 如於填寫表格時有任何疑問，請致電 (852) 2748 8288 聯絡我們。請將填妥的表格以郵寄方式交回滙豐人壽保險（國際）有限公司，九龍中央郵政信箱 73770 號。
  - Please complete in English (BLOCK LETTERS) and tick where applicable. 請用英文大楷填寫，並在適當的地方加上剔號。

### 1. Applicant company information 申請公司資料

First Primary User's short name 第一位主要使用者簡稱	<input type="text"/>
* Second Primary User's short name 第二位主要使用者簡稱	<input type="text"/>
Company name 公司名稱	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Employer ID 僱主編號	<input type="text"/>
<b>Note 注意</b>	* You only need to input this field if you wish to change the transaction limits for Remittance Statement of the second Primary User in Section 4. 如您需要更改第 4 部分之第二位主要使用者的付款結算書交易限額，請填寫此欄。

### 2. Add/Delete associate company(ies) 增設／刪除聯繫公司

Associate company 1 information 聯繫公司 1 資料	
Add company 增設公司	Company name 公司名稱： <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	Employer ID 僱主編號 <input type="text"/>
	Company name 公司名稱： <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	Employer ID 僱主編號 <input type="text"/>

## 2. Add/Delete associate company(ies) (Continued) 增設/刪除聯繫公司 (續)

Associate company 2 information 聯繫公司 2 資料	
Add company 增設公司	Company name 公司名稱: _____ _____ _____ _____
	Employer ID 僱主編號 _____
Delete existing company 刪除現有公司	Company name 公司名稱: _____ _____ _____ _____
	Employer ID 僱主編號 _____

## 3. Change management control options 更改管理監控選項

Management control options 管理監控選項	<p>Management control is the administration of the access control and transaction limits of the users within Business Internet Banking. Please select the management control rights of your Primary User(s): 管理監控是用來管理商務「網上理財」服務使用者的使用權和交易限額。請選擇主要使用者的管理監控功能：</p> <p><input type="checkbox"/> One Primary User to set up, modify or delete Secondary Users and/or change transaction limits 一個主要使用者設定、更新或刪除普通使用者及/或更改交易限額</p> <p><input type="checkbox"/> Two Primary Users jointly to set up, modify or delete Secondary Users and/or change transaction limits 兩個主要使用者共同設定、更新或刪除普通使用者及/或更改交易限額</p>
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## 4. Change existing Primary User's transaction limit for Remittance Statement 更改現有主要使用者的付款結算書交易限額

Transaction limit 交易限額	You may change the transaction limits for Remittance Statement which apply to the existing Primary User(s). 您可以更改現有主要使用者的付款結算書交易限額。					
	Amendment type 更改類別		MPF Employer ID 強積金僱主編號	MPF Pay Centre ID 強積金付款中心編號	Per transaction limit for Remittance Statement (HKD) (If this is left blank, the limit will be set at zero) 付款結算書交易限額 (港元) (如不填寫, 限額為 0)	
	Add 新增	Change 更改			Delete 取消	First Primary User 第一位主要使用者
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4.		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5.		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6.		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7.		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8.		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9.			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10.			

## 5. Delete existing Primary User(s) 刪除現有的主要使用者

+ Primary User's short name 主要使用者簡稱	First 第一位: _____	Second 第二位: _____
Note 注意	<p>1. + User short name must be six characters without space. 使用者簡稱必須為六個字母組成及不得有任何空間。</p> <p>2. If dual management control is in place, please go to section 6 to assign a new Primary User. Alternatively, you may go to section 3 to change the management control to one Primary User. 如使用雙重管理監控, 請於第 6 部分設定新主要使用者, 或您可於第 3 部分更改管理監控為一個主要使用者。</p>	

## 6. Assign new Primary User(s) 設定新主要使用者

<b>Note 注意</b>	1. ✂ The Business Internet Banking MPF Service can have a maximum of 2 Primary Users. All Primary Users must be authorised signatories of your company's MPF accounts. 商務「網上理財」強積金服務最多可登記 2 個主要使用者。主要使用者必須為貴公司強積金戶口的現有授權簽署人。	
	2. # The short name is used to identify which user performed a particular transaction. It should be six characters without space, and can be any combination of A to Z and/or 0 to 9. Please note that the short name cannot be changed after it is set up. 簡稱是作為處理交易時確認之用，必須為六個字母組成及不得有任何空間。使用者簡稱可以由 A 至 Z 及/或 0 至 9 的任何組合組成。請注意，簡稱一經選定，不能更改。	
	<b>First Primary User 第一位主要使用者</b>	<b>Second Primary User 第二位主要使用者</b>
Salutation 稱謂	<input type="checkbox"/> Mr 先生 <input type="checkbox"/> Mrs 太太 <input type="checkbox"/> Miss 小姐 <input type="checkbox"/> Ms 女士	<input type="checkbox"/> Mr 先生 <input type="checkbox"/> Mrs 太太 <input type="checkbox"/> Miss 小姐 <input type="checkbox"/> Ms 女士
Surname 姓		
Given name 名		
Identification document type 身分證明文件種類	<input type="checkbox"/> Hong Kong Identity Card 香港身分證 <input type="checkbox"/> Passport 護照 <input type="checkbox"/> Others 其他 [_____]	<input type="checkbox"/> Hong Kong Identity Card 香港身分證 <input type="checkbox"/> Passport 護照 <input type="checkbox"/> Others 其他 [_____]
Identification document number 身分證明文件號碼	[_____]	[_____]
# Business Internet Banking MPF User short name 商務「網上理財」強積金使用者簡稱	[_____]	[_____]

## 7. Assign new Primary User's transaction limit for Remittance Statement 設定新主要使用者的付款結算書交易限額

Transaction limit 交易限額	Please specify below the MPF Employer ID(s), Pay Centre ID(s) and transaction limits for Remittance Statement for each new Primary User. 請在此註明強積金僱主編號、付款中心編號及每位新主要使用者的付款結算書交易限額。			
	MPF Employer ID 強積金僱主編號	MPF Pay Centre ID 強積金付款中心編號	Per transaction limit for Remittance Statement (HKD) (If this is left blank, the limit will be set at zero) 付款結算書交易限額 (港元) (如不填寫，限額為 0)	
			First Primary User 第一位主要使用者	Second Primary User 第二位主要使用者
	1.			
	2.			
	3.			
	4.			
	5.			
	6.			
	7.			
8.				
9.				
10.				

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## 11. Declaration by the applicant company 申請公司聲明

- I/We confirm that the information given in this form is correct and complete, and authorise you to confirm this from any source you may choose.  
本人(等)證實此更改表格資料乃屬真確及詳盡,並授權貴行可向任何方面查證。
- I/We have read and understand the Business Internet Banking Terms and Conditions (found at <https://www.commercial.hsbc.com.hk/1/2/bibterms>) and agree to be governed by them.  
本人(等)已經閱讀及明白商務「網上理財」服務的條款內容(列於:<https://www.commercial.hsbc.com.hk/1/2/bibterms>),並同意接受該等條款約束。

### Signed for and on behalf of the applicant company 授權簽署的申請公司代表人

(1)	Full name in BLOCK LETTERS 全名(請用正楷填寫)	◆MPF Authorised Signatory 強積金授權簽署人
	Title 職位	X
(2)	Full name in BLOCK LETTERS 全名(請用正楷填寫)	◆MPF Authorised Signatory 強積金授權簽署人
	Title 職位	X

### Note 注意

- By subscribing to this service, the Business Internet Banking Primary Users and any or all Secondary Users will be deemed by HSBC Provident Fund Trustee (Hong Kong) Limited and/or HSBC Life International Limited to have been authorised for the purposes of the HSBC MPF scheme as if they were authorised signatories thereof but for the purposes only of operating the Business Internet Banking MPF Service and you hereby authorise us to transfer details of the Primary User and any and all Secondary Users to HSBC Provident Fund Trustee (Hong Kong) Limited and/or HSBC Life International Limited.  
在簽訂此服務的時,商務「網上理財」主要使用者及任何或所有普通使用者均被 HSBC Provident Fund Trustee (Hong Kong) Limited 及/或滙豐人壽保險有限公司視為獲授權處理滙豐強積金計劃但只適用於處理商務「網上理財」強積金服務及您在此授權本行提供主要使用者及任何或所有普通使用者的資料給 HSBC Provident Fund Trustee (Hong Kong) Limited 及/或滙豐人壽保險有限公司。
- If two Primary Users have been assigned, two MPF authorised signatories must sign this form.  
如已設定兩位主要使用者,兩位強積金授權簽署人需簽署此表格。

### For Bank Use Only 銀行專用

Date of Application (yyyy/mm/dd)	BCC	Enroll staff code	Date checked by	Input checked by
_____	_____	_____	_____	_____

## 12. Letter of Authority from the associate companies 聯繫公司授權書

### Associate company 1 聯繫公司 1

Company name 客戶名稱(1)	_____
Address 地址(1)	_____

### Associate company 2 聯繫公司 2

Company name 客戶名稱(2)	_____
Address 地址(2)	_____

Each of the above associate companies (below referred as 'I/we', 'my/us' and 'my/our') hereby authorise, instruct, agree and confirm with The Hongkong and Shanghai Banking Corporation Limited ('you') as follows: 上述聯繫公司(下稱「本人(等)」)謹此授權、指示、同意並確認貴行執行下列有關事項:

- that you include all my/our account(s) (the 'Account(s)') above specified to the Business Internet Banking portfolio to the applicant company;  
貴行可將本人(等)之上述全部指明戶口(下稱「戶口」)與申請公司之商務「網上理財」服務戶口聯繫;
- that I/we authorise the applicant company and its Primary Users and Secondary Users to operate and maintain the Account(s) in accordance with such services now and as shall be offered under Business Internet Banking including those set out in the Business Internet Banking Customer Guide (the 'Guide') and the Business Internet Banking Terms and Conditions (the 'T&Cs') and for that matter, I/we hereby confirm that I/we have read the Guide and the T&Cs (found at <https://www.commercial.hsbc.com.hk/1/2/bibterms>) and fully understand and agree to the extent of the services currently or may in the future be offered under Business Internet Banking including the extent of the power and authority of the applicant company, the Primary Users and the Secondary Users in respect of the operation and maintenance of the Accounts; 本人(等)授權申請公司及其主要和普通使用者就商務「網上理財」服務現時所提供及日後將會提供之服務運用戶口。有關服務包括已在商務「網上理財」服務客戶手冊(下稱「手冊」)及商務「網上理財」服務條款與細則(下稱「條款與細則」)內詳細列明者。就此方面而言,本人(等)謹此確認本人(等)已細閱手冊及條款與細則之內容(列於:<https://www.commercial.hsbc.com.hk/1/2/bibterms>),並完全明白及同意商務「網上理財」服務現時所提供及日後可能提供之服務之覆蓋範圍,包括申請公司、主要使用者及普通使用者就運用戶口之權力和權限;
- that I/we agree that you are not obliged to give me/us any notice in respect of the operation and maintenance of the Business Internet Banking portfolio including the operation and maintenance of the Account(s) by the applicant company and its Primary Users and Secondary Users;  
本人(等)同意貴行並無責任就商務「網上理財」服務戶口之運用向本人(等)發出任何通知,包括申請公司、主要使用者及普通使用者運用戶口之情況;
- that I/we agree to be bound by the T&Cs and that the same shall apply to me/us as if I/we was/were named in that T&Cs as 'the Customer';  
本人(等)同意受條款與細則之約束,而該等條款與細則將適用於本人(等)如同本人(等)為條款與細則所指明之「客戶」;

## 12. Letter of Authority from the associate companies (Continued) 聯繫公司授權書 (續)

5. that I/we agree that in the case of my/our being a partnership, this Letter of Authority will continue in full force and effect in the absence of any notice of termination being given to you notwithstanding any change of name of the partnership, admission of new partner(s) or any partner ceasing to be member of the partnership by reason of death or otherwise; 本人(等)同意若本人(等)為某企業之合夥人,在本人(等)未有發出終止此授權書之前,本授權書將繼續維持全面有效,即使合夥人企業之名稱有任何更改,或有新合夥人加入,或任何合夥人因逝世或其他原因不再為合夥企業之成員;
6. that I/we confirm that the information relating to me/us given in this form is correct and complete, and authorise you to confirm this from any source you may choose. 本人(等)證明此表格所提供之有關本人(等)之資料乃屬正確及詳盡,並授權貴行向任何有關方面核證該等資料。

### Associate company 1 聯繫公司 1

Signed for and on behalf of the associate company 授權簽署的聯繫公司(1)代表人

(1)	Full name in BLOCK LETTERS 全名(請用正楷填寫)	◆MPF Authorised Signatory 強積金授權簽署人
	Title 職位	X
(2)	Full name in BLOCK LETTERS 全名(請用正楷填寫)	◆MPF Authorised Signatory 強積金授權簽署人
	Title 職位	X

### Associate company 2 聯繫公司 2

Signed for and on behalf of the associate company 授權簽署的聯繫公司(2)代表人

(1)	Full name in BLOCK LETTERS 全名(請用正楷填寫)	◆MPF Authorised Signatory 強積金授權簽署人
	Title 職位	X
(2)	Full name in BLOCK LETTERS 全名(請用正楷填寫)	◆MPF Authorised Signatory 強積金授權簽署人
	Title 職位	X

#### Note 注意

- ◆ If two Primary Users have been assigned, two MPF authorised signatories must sign this form.  
如已設定兩位主要使用者,兩位強積金授權簽署人需簽署此表格。

### For Bank Use Only 銀行專用

Branch Chop