

Received by (Branch):  
on (dd/mm/yy)

Received by (MPF Adm Ctr):  
on (dd/mm/yy)



## BEA (MPF) Master Trust Scheme / Value Scheme / Industry Scheme

### 東亞（強積金）集成信託計劃 / 享惠計劃 / 行業計劃 Employer – Request for Fund Transfer Form <sup>Note 1</sup> (Form MPF(S)-P(E))

#### 僱主 – 資金轉移申請表 <sup>註1</sup> (第 MPF(S) - P(E) 號表格)

Sections 150 and 150A of the Mandatory Provident Schemes (General) Regulation (Cap 485A)  
《強制性公積金計劃（一般）規例》（第485A章）第150及150A條

- (i) Please read the Notes to Transfer of Benefits by Employer and Explanatory Notes carefully before completing this Form.  
填報本表格前，請先細閱僱主轉移權益須知及註釋。
- (ii) Definition of terms is provided at Notes to Transfer of Benefits by Employer and Explanatory Notes 2.  
用詞釋義見僱主轉移權益須知及註釋2。
- (iii) This Form must be completed by Employer. Please use BLOCK LETTERS for completion and “✓” where applicable.  
本表格必須由僱主填寫。請以正楷填寫並在適當之方格內加上「✓」號。
- (iv) The personal data to be supplied in support of this election of transfer are to be used for processing your election of transfer. The personal data you supply may, for such purpose, be transferred to the trustee(s) concerned, the relevant service provider(s), and the government or regulatory bodies including the Mandatory Provident Fund Schemes Authority (“MPFA”).  
你就此項轉移申請提供的個人資料，將用作處理你的轉移申請。你提供的個人資料可能會為該目的而轉交相關受託人、相關服務提供者，以及政府或規管機構，包括強制性公積金計劃管理局（「積金局」）。
- (v) If you choose BANK OF EAST ASIA (TRUSTEES) LIMITED as your Trustee, please complete this Form and return to BEA branch or mail to MPF Administration Centre, 32<sup>nd</sup> Floor, BEA Tower, Millennium City 5, 418 Kwun Tong Road, Kowloon, Hong Kong.  
如欲選擇東亞銀行（信託）有限公司為受託人，請將填妥的表格交回東亞銀行分行，或寄回：香港九龍觀塘道418號創紀之城五期東亞銀行中心32樓，強制性公積金行政中心。

#### Part I Type of Transfer 第一部分 轉移類別

Please indicate your reason of transfer.  
請說明轉移的原因。

- Type 1 : Transfer to another MPF registered scheme (“scheme”) under the same employer.  
第1類：轉移至同一僱主的另一個強積金註冊計劃（「計劃」）。
- Type 2 : Transfer to another / same scheme participated by the new employer (Please complete the form provided by the trustee on transfer of MPF accrued benefits (“benefits”) upon change of business ownership / intra-group transfer for each employee involved). You can download the relevant Form TR117 at [www.hkbea.com](http://www.hkbea.com) or call the BEA (MPF) Hotline on 2211 1777 (Operated by Bank of East Asia (Trustees) Limited) to obtain a copy.  
第2類：轉移至新僱主參與的另一 / 同一個計劃（請就轉移申請所涉及的每名僱員填寫由受託人提供有關在業務擁有權變更 / 集團內轉調的情況下轉移強積金累算權益（「權益」）的表格）。有關表格 TR117 可於 [www.hkbea.com](http://www.hkbea.com) 下載或致電東亞（強積金）熱線 2211 1777（由東亞銀行（信託）有限公司運作）索取。

#### Part II Details of Existing Employer (For Type 1 Transfer) Or New Employer (For Type 2 Transfer) 第二部分 現任僱主資料（適用於第1類轉移）或新僱主資料（適用於第2類轉移）

Name of Employer <sup>Note 9</sup> 僱主名稱 <sup>註9</sup>	Contact Person 聯絡人	Mobile Phone / Daytime Contact No. 手提電話 / 日間聯絡電話號碼
Correspondence Address 通訊地址	Facsimile Number 傳真號碼	
	Email Address (if any) 電郵地址（如有）	

#### Part III Details of scheme from which benefits <sup>Note 10</sup> are to be transferred OUT 第三部分 轉出權益 <sup>註10</sup> 之計劃資料

Name of the employer in the original scheme <sup>Note 11</sup> 原計劃的僱主名稱 <sup>註11</sup>
Name of original trustee 原受託人名稱
Name of original scheme 原計劃名稱
Employer's identification number <sup>Note 12</sup> 僱主識別號碼 <sup>註12</sup>
Contributions to original scheme should be paid up to (dd/mm/yyyy) 向原計劃供款的最後日期（日 / 月 / 年）

Sponsor: The Bank of East Asia, Limited  
保薦人：東亞銀行有限公司

Trustee, Custodian and Administrator: Bank of East Asia (Trustees) Limited  
受託人、保管人及管理人：東亞銀行（信託）有限公司

Website : [www.hkbea.com](http://www.hkbea.com)  
網址

Email : [BEAMPF@hkbea.com](mailto:BEAMPF@hkbea.com)  
電郵

BEA (MPF) Hotline : 2211 1777  
東亞（強積金）熱線  
(Operated by Bank of East Asia (Trustees) Limited)  
(由東亞銀行（信託）有限公司運作)

Fax no. : 3608 6003  
傳真號碼

<b>Part IV Details of scheme to which benefits are to be transferred IN</b>	
<b>第四部分 轉入權益之計劃資料</b>	
Name of new trustee 新受託人名稱	
<input type="checkbox"/> <b>Bank of East Asia (Trustees) Limited</b> 東亞銀行(信託)有限公司 <input type="checkbox"/> Others 其他 _____	
Name and employer's identification number <sup>Note12</sup> of the New Scheme 新計劃名稱及僱主識別號碼 <sup>註12</sup>	
<input type="checkbox"/> <b>BEA (MPF) Master Trust Scheme No.</b> 東亞(強積金)集成信託計劃編號	<b>B E A</b> _____
<input type="checkbox"/> <b>BEA (MPF) Value Scheme No.</b> 東亞(強積金)享惠計劃編號	<b>B V S</b> _____
<input type="checkbox"/> <b>BEA (MPF) Industry Scheme No.</b> 東亞(強積金)行業計劃編號	<b>E A I</b> _____
<input type="checkbox"/> Others 其他 _____	
Effective date of transfer (dd/mm/yyyy) 轉移開始生效日期(日/月/年)	

<b>Part V Fund Transfer Details</b>																																													
<b>第五部分 資金轉移資料</b>																																													
Do you wish to transfer the benefits <sup>Note10</sup> of all employees participating in the original scheme? 你是否轉移所有參與原計劃的僱員的權益 <sup>註10</sup> ?																																													
<input type="checkbox"/> Yes (If you choose BANK OF EAST ASIA (TRUSTEES) LIMITED as your Trustee, please provide the Scheme Termination Notice) 是 (如欲選擇東亞銀行(信託)有限公司為受託人，請提供終止計劃通知書) <input type="checkbox"/> No 否																																													
Details of the employee(s) whose benefits <sup>Note 10</sup> are to be transferred#: 將獲安排轉移權益 <sup>註10</sup> 的僱員的詳細資料#：																																													
	<table border="1"> <thead> <tr> <th></th> <th>Name in English (same as HKID Card / Passport) 英文姓名(與香港身份證/護照相同)</th> <th>Name in Chinese 中文姓名</th> <th>HKID Card / Passport No.<sup>Note 13</sup> 香港身份證/護照號碼<sup>註13</sup></th> </tr> </thead> <tbody> <tr><td>1</td><td></td><td></td><td></td></tr> <tr><td>2</td><td></td><td></td><td></td></tr> <tr><td>3</td><td></td><td></td><td></td></tr> <tr><td>4</td><td></td><td></td><td></td></tr> <tr><td>5</td><td></td><td></td><td></td></tr> <tr><td>6</td><td></td><td></td><td></td></tr> <tr><td>7</td><td></td><td></td><td></td></tr> <tr><td>8</td><td></td><td></td><td></td></tr> <tr><td>9</td><td></td><td></td><td></td></tr> <tr><td>10</td><td></td><td></td><td></td></tr> </tbody> </table>		Name in English (same as HKID Card / Passport) 英文姓名(與香港身份證/護照相同)	Name in Chinese 中文姓名	HKID Card / Passport No. <sup>Note 13</sup> 香港身份證/護照號碼 <sup>註13</sup>	1				2				3				4				5				6				7				8				9				10			
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# Please provide self-prepared form if no. of employees whose benefits are to be transferred is more than 10. 如擬轉移權益僱員人數多於10名，請另提供表格。																																													

## Personal Information Collection Statement 個人資料收集聲明

The information the Employer provides to the Bank of East Asia (Trustees) Limited (the "Trustee") is to enable the Trustee to carry on retirement business and may be used for the purposes of (i) communication with the Employer and / or its employees transferred to the Scheme ("transferred employees"); (ii) transferring to any other trustee carrying on retirement business or any association or government authority that exists or is formed from time to time or any individual / organisation associated with the Trustee or any selected party as the Trustee may consider necessary whether local or overseas but, only in so far as the transfer of such information is necessary for such other person to exercise or perform functions in relation to the transfer of benefits into the Scheme or under or for the purposes of the Mandatory Provident Fund Schemes Ordinance; and (iii) disclosing to such other persons to whom disclosure may be required by an order of a court, applicable laws or requirements made under a law.

僱主向東亞銀行(信託)有限公司(「受託人」)提供資料是讓受託人得以經營退休業務，並可用於下列用途：(i) 與僱主及/或其已轉移至計劃的僱員(「已轉移僱員」)通訊；(ii) 將資料轉移予任何經營退休業務的其他受託人或不時存在或成立的任何協會或政府機關或任何與受託人有關的個別人士/組織或受託人可能認為有需要而選定的任何人士(不論本地或海外)，但只限於轉移該等資料乃使該等人士就轉移權益至計劃或根據或就《強制性公積金計劃條例》行使或履行職責所必要的情況；及(iii) 根據法院命令、適用法律或根據某項法律作出的規定而需要向其披露相關資料的其他人士。

The information the Employer provides to the Trustee is provided on a voluntary basis. However, failure to supply information may result in the Trustee being unable to accept and process this application.

僱主向受託人提供資料乃屬自願性質。然而，如未能提供資料，則可能令受託人無法接納及辦理此項申請。

The Employer has the right to obtain access to and request correction of any information concerning itself and / or its employees held by the Trustee. Request for such access can be made in writing and addressed to Bank of East Asia (Trustees) Limited, 32<sup>nd</sup> Floor, BEA Tower, Millennium City 5, 418 Kwun Tong Road, Kowloon, Hong Kong.

僱主有權查閱及要求修改受託人持有關於其及/或其僱員的任何個人資料。如欲查閱有關資料，請以書面方式提出，並寄往以下地址：香港九龍觀塘道418號創紀之城五期東亞銀行中心32樓，東亞銀行(信託)有限公司。

We confirm that we have received, read and understood the above personal information collection statement and the Explanatory Memorandum of the relevant scheme and undertake to be bound by them.

我們確認我們已接獲，細閱及了解上述個人資料收集聲明及有關說明書所述之內容，並承諾受其約束。

We declare that:

我們聲明：

- (a) all personal data of the employee(s) and of the participating employer of the original scheme provided in this Form were collected for the purpose(s) mentioned in this Form; or  
本表格所提供的原計劃僱員及參與僱主的全部個人資料，乃為達致本表格內所述的目的而收集；或
- (b) the purpose(s) mentioned in this Form is / are purpose(s) directly related to the purpose(s) for which the personal data were to be used at the time of collection of the data; or  
本表格內所述的目的直接與在收集該等個人資料時擬將其使用於的目的有關；或
- (c) we have obtained consent(s) from the employee(s) and from the participating employer of the original scheme for using his / her / their personal data disclosed in this Form for the purpose(s) mentioned in this Form.  
我們已獲得原計劃的僱員及參與僱主的同意，同意為達致本表格內的目的而使用他/她/他們於本表格內披露的個人資料。

We further declare that:

此外，我們聲明：

- (a) we have read and understood the Notes to Transfer of Benefits by Employer and the Explanatory Notes;  
我們已閱讀及明白僱主轉移權益須知及註釋的內容；
- (b) we, as the participating employer in the original scheme (applicable to Type 1 transfer ONLY), hereby provide notice of our intention to cease participating in the original scheme in respect the employee(s) identified in Part V; and  
我們，作為原計劃的參與僱主(只適用於第1類轉移)，特此作出通知我們有意就第五部分的僱員終止參與原計劃；及
- (c) to the best of our knowledge and belief, the information given in this Form is correct and complete.  
盡我們所知所信，本表格所提供的資料均屬正確無訛且無缺漏。

Authorised Signature with Company Chop <sup>Note 14</sup>

授權簽署及公司印章 <sup>註14</sup>

Date (dd/mm/yyyy)

日期(日/月/年)

## Notes to Transfer of Benefits by Employer and Explanatory Notes 僱主轉移權益須知及註釋

- (1) This Form should be used when an employer wishes to transfer the benefits of its employees to another scheme or when a new employer wishes to transfer the benefits of the employees of another employer to the new employer's scheme. The latter case may occur when there is a change of ownership of the business or when the employees are transferred among associated companies. In such case, this Form should be completed by the new employer.  
本表格供擬把僱員的權益轉移至另一個計劃的僱主使用，或供擬把另一名僱主的僱員的權益轉移至新僱主所參與的計劃的新僱主使用。後者的情況或會在業務擁有權有所變更或僱員在有聯繫公司之間轉調時出現。在該情況下，新僱主應填寫本表格。
- (2) Definition of terms:  
用詞定義：
- (a) "Contribution account" - an account in a scheme which is mainly used to receive MPF contributions (both employer and employee portions) made by an employer for an employee and on behalf of the employee.  
「供款賬戶」- 指計劃下主要用以接收僱主為僱員所作出以及代表僱員所作出的強積金供款（包括僱主及僱員部分）的賬戶。
- (b) "Original trustee" (also known as "transferor trustee" in the Mandatory Provident Fund Schemes (General) Regulation ("the Regulation")) - the trustee of scheme from which the benefits of the employees are to be transferred.  
「原受託人」（在《強制性公積金計劃（一般）規例》（《規例》）中亦稱「轉移受託人」）- 指轉出僱員的權益的計劃的受託人。
- (c) "New trustee" (also known as "transferee trustee" in the Regulation) - the trustee of scheme to which the benefits of the employees are to be transferred. If you elect to transfer the benefits to another account within the same scheme or to another scheme under the same trustee, the new trustee on this Form will be the same as the original trustee.  
「新受託人」（在《規例》中亦稱「承轉受託人」）- 指轉入僱員的權益的計劃的受託人。如你選擇把權益轉移至同一計劃的另一個賬戶或轉移至同一受託人的另一個計劃，在本表格所指的新受託人將與原受託人相同。
- (d) "Original scheme" - the scheme from which the benefits of the employees are to be transferred.  
「原計劃」- 指轉出僱員的權益的計劃。
- (e) "New scheme" - the scheme to which the benefits of the employees are to be transferred. If you elect to transfer the benefits to another account within the same scheme, the new scheme on this Form will be the same as the original scheme.  
「新計劃」- 指轉入僱員的權益的計劃。如你選擇把權益轉移至同一計劃的另一個賬戶，在本表格所指的新計劃將與原計劃相同。
- (3) If the employee members are currently investing in an MPF guaranteed fund, a transfer of the benefits out of that guaranteed fund as requested in this Form may result in some or all of the guarantee conditions not being satisfied; thus affecting their entitlements to the guarantee. Please check the offering document of the original scheme or consult the original trustee for details.  
對於現時投資於強積金保證基金的僱員而言，如根據本表格的要求從該保證基金轉出權益，可能會導致他們不符合部分或所有保證條件，以致影響他們享有保證的資格。詳情請查閱原計劃的要約文件，或向原受託人查詢。
- (4) Please ensure that you have participated and enrolled your employees in the new scheme. Otherwise, you have to participate in and enrol your employees in that scheme before you submit this Form to the new trustee.  
請確保你已參加並已安排你的僱員登記參加新計劃。否則，你須先自行參加並安排你的僱員登記參加該計劃，然後才向新受託人提交本表格。
- (5) In order to prevent a third party from filling in incorrect information, please **DO NOT sign on a blank form**. After the completed form has been received by the new trustee, the administration procedures taken by the trustees may not be reversible.  
為免被第三者填上不正確的資料，**請勿在空白的表格上簽署**。在新受託人收到已填妥的本表格後，之前由受託人採取的行政步驟未必能夠撤銷。
- (6) If any information provided on this Form (including the signature) is incorrect or incomplete, the trustees may not be able to process the benefit transfer request.  
若你在本表格上所提供的任何資料（包括簽署）不正確或不完整，受託人可能無法處理此項權益轉移要求。
- (7) Information about the new scheme is set out in the offering document of that scheme. This information will assist you in making a decision about whether to make a transfer of benefits to that scheme. Copies of that offering document can be obtained from the new trustee upon request.  
新計劃的要約文件載有該計劃的資料，這些資料將有助你決定是否把權益轉移至該計劃。你可向新受託人索閱要約文件。
- (8) If you wish to make enquiries or seek assistance in relation to your election to transfer benefits, please contact your original trustee or new trustee. For general enquiries regarding benefit transfer, you may contact the MPFA via e-mail: mpfa@mpfa.org.hk or hotline: 2918 0102.  
如欲就你的權益轉移申請作出查詢或尋求協助，請聯絡你的原受託人或新受託人。有關權益轉移的一般查詢，可聯絡積金局（電郵地址：mpfa@mpfa.org.hk 或熱線電話：2918 0102）。
- (9) In case of transfer of benefits of employees to the new scheme under a new employer, this refers to the new employer.  
如把僱員的權益轉移至新僱主參加的新計劃，則指新僱主。
- (10) The benefits are confined to the benefits held in the contribution account(s) in the original scheme in respect of the employees of the existing employer.  
所指的權益僅限於現任僱主的僱員在原計劃的供款賬戶內的權益。
- (11) Leave it blank if it is the same as the name of the employer in Part II.  
如這個名稱與第二部分的僱主名稱相同，則無須填寫此項。
- (12) The employer's identification number is the number assigned by the trustee to the employer concerned. Trustees may use different names for this number (e.g. account number, company code, contract number, employer account number, employer code, employer ID, employer number, MPF client number, participating plan number, plan number, scheme number, scheme ID, sub-scheme number). If you are in doubt of the number, please contact the relevant trustee.  
僱主識別號碼即受託人為有關僱主編配的號碼。受託人或會使用不同名稱來設定識別號碼（例如賬戶編號、僱主編號、合約編號、強積金客戶編號、參與計劃編號、計劃編號、附屬計劃編號）。如不清楚識別號碼，請聯絡有關受託人。
- (13) If any of the employees do NOT possess a HKID Card, please fill in their passport number and also indicate that it is a passport number.  
如僱員沒有香港身份證，請填上他們的護照號碼，並註明其為護照號碼。
- (14) (a) For transfer of benefits of employee(s) to the scheme of a new employer, this Form must be signed by the new employer.  
如把僱員的權益轉移至新僱主的計劃，則本表格須由新僱主簽署。  
(b) If the employer is not a natural person, this Form may be signed by the Managing Director, Chief Executive Officer or any person authorised to sign on behalf of the employer.  
假如僱主並不是自然人，本表格可由行政總監、行政總裁或任何獲授權人士代表僱主簽署。