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BEA (MPF) Industry Scheme 東亞（強積金）行業計劃 Employer – Participation Agreement 僱主 – 參與協議

Parties 訂約方

- (1) The person(s) named in the Schedule to this Agreement as employer (the **“Employer”**);
本協議附表所列人士為僱主（「僱主」）；
- (2) **Bank of East Asia (Trustees) Limited** of 32nd Floor, BEA Tower, Millennium City 5, 418 Kwun Tong Road, Kowloon, Hong Kong (the **“Trustee”**);
東亞銀行（信託）有限公司，地址為香港九龍觀塘道418號創紀之城五期東亞銀行中心32樓（「受託人」）；
- (3) **The Bank of East Asia, Limited** of 10 Des Voeux Road Central, Hong Kong (the **“Sponsor”**);
東亞銀行有限公司，地址為香港德輔道中10號（「保薦人」）。

Background 背景資料

BEA (MPF) Industry Scheme (the **“Industry Scheme”**) is a Registered Provident Fund Scheme established by a trust deed dated as of 12th April, 2000 (as amended, the **“Trust Deed”**). The Employer is required to contribute to a Registered Provident Fund Scheme pursuant to the MPF Ordinance and has agreed to contribute to the Industry Scheme on the terms of this Agreement.

東亞（強積金）行業計劃（「本行業計劃」）是一項於2000年4月12日訂立的信託契據（經修訂「信託契據」）所成立的註冊公積金計劃。僱主須根據強積金條例向註冊公積金計劃供款，並已同意根據本協議的條款向本行業計劃供款。

Agreement of the parties 訂約方的協議

1. The Trustee and Sponsor agree that the Employer shall become an Employer for the purpose of the Industry Scheme with effect from the date specified in the Schedule to this Agreement.
受託人和保薦人同意，僱主須由本協議附表所指定日期起成為本行業計劃所指的僱主。
- 2.1 The Employer agrees to be bound by and covenants to comply with the provisions of the Trust Deed as from time to time in force and to perform any act or pay any sum required by law to be done or paid by it as an Employer for the purposes of the Industry Scheme insofar as attributable to the Employer.
僱主同意契據遵守及受制於不時生效的信託契據條文，以及履行或支付法律規定其作為本行業計劃所指的僱主所需作出的任何行為或所需支付的任何款項（以僱主所佔部分為限）。
- 2.2 The Employer gives the covenants as provided in Clause 8.3 of the Trust Deed and the covenants, warranties, undertakings and indemnities required by the provisions of the Trust Deed.
僱主提供信託契據第8.3條所規定的契約及信託契據條文所需的契約、保證、承諾及賠償保證。
- 3.1 The Employer agrees in respect of Members which it employs (a) to pay to the Industry Scheme Employer's Mandatory Contributions and Employer's Voluntary Contributions (if applicable) and (b) to deduct from the relevant income of Members and pay to the Industry Scheme Member's Mandatory Contributions and Member's Voluntary Contributions (if applicable). The Employer further agrees to pay all fees, expenses and other liabilities which are payable by the Employer in accordance with the Trust Deed or this Agreement.
僱主就其聘用的成員同意 (a) 向本行業計劃支付僱主強制性供款及僱主自願性供款（如適用）及 (b) 從成員的有關收入中扣除款項，並將之支付予本行業計劃成員強制性供款及成員自願性供款（如適用）。僱主亦同意支付其根據信託契據或本協議應付的所有費用、開支及其他負債。
- 3.2 The Trustee and the Employer acknowledge that, in accordance with and subject to paragraph 3.2 of Schedule 1 of the Trust Deed, a Member may elect to make Additional Voluntary Contributions. The Trustee and the Employer agree that a Member who has made such election shall at any time be entitled on request to the Trustee in the specified form to payment of a lump sum not exceeding that part of the Member's Voluntary Contribution Balance as is derived from Member's Additional Voluntary Contributions made pursuant to such election.
受託人及僱主承認根據信託契據附件1第3.2條及受其所規定，成員可選擇作出附加自願性供款。受託人及僱主同意，已選擇此自願性供款的成員，有權在任何時候要求受託人（以指定方式）作一次性的付款，而該筆款項不超過在成員的自願性供款之結存內，份屬該成員選擇此附加自願性供款的部分。
- 3.3 At the time of paying Contributions in respect of a Member who is a Casual Employee, the Employer shall provide the Trustee with all such information as is required by the MPF Ordinance and such other information concerning such Member as the Trustee may reasonably require.
當支付某臨時僱員的成員供款時，僱主應向受託人提供在強積金條例下要求的所有資料，以及在受託人合理地要求之下，有關該成員的其他資料。
- 3.4 Unless the Trustee otherwise agrees in writing, all payments of Contributions to the Industry Scheme shall be by way of payroll deduction (in the case of Contributions by Members) and shall be paid to the Trustee in Hong Kong dollars by telegraphic transfer or cheque from an account with a bank in Hong Kong. Contributions in cash must be paid to the bank account designated by the Trustee.
除非受託人另行書面同意，否則本行業計劃的一切供款須以薪酬扣減方式（如由成員供款）透過電匯或香港的銀行戶口開出的支票向受託人支付港元款項。現金供款須支付予受託人指定的銀行戶口。
4. The Trustee gives the covenants as provided in Clause 13 of the Trust Deed to the Employer.
受託人向僱主提供信託契據第13條規定的契約。
5. Unless and until instructed otherwise, the person(s) signing Part V of this Agreement shall be treated as authorised to give instructions to the Trustee and the Sponsor on behalf of the Employer and the signature(s) of such person(s) on this Agreement shall be treated as specimen signature(s) for the purpose of future verification of written instructions to the Trustee and / or the Sponsor on behalf of the Employer.
除非及直至另行指示，否則於本協議第5部分簽署之人士，將被視為已獲授權代表僱主向受託人及保薦人發出指示，而其簽名將被用作日後核實其代表僱主給予受託人及/或保薦人之書面指示的簽名式樣。
6. The Employer confirms that it has received, read and understood the Explanatory Memorandum of the Industry Scheme before entering into this Agreement.
僱主確認在訂定協議前已詳閱、明白並接受行業計劃說明書所述之內容。
7. The Employer declares that it is engaged in business activities in the Industry (Catering Industry / Construction Industry) as described in the Appendix to the Explanatory Memorandum for the BEA (MPF) Industry Scheme.
僱主聲明現正從事行業（飲食業/建造業）即如東亞（強積金）行業計劃說明書附錄中所描述的業務活動。
8. Unless the context otherwise requires, words and expressions defined in the Trust Deed have the same meanings in this Agreement.
除非文義另有規定，信託契據所界定的用字及詞語與本協議所用者具有相同涵義。
9. This Agreement shall be governed by and construed in accordance with the laws of Hong Kong.
本協議須受香港法例管轄及按此以詮釋。
10. No person other than the Employer or the Trustee or the Sponsor will have any right under the Contracts (Rights of Third Parties) Ordinance (Cap. 623 of the Laws of Hong Kong) to enforce or enjoy the benefit of any of the provisions of the terms of the Agreement.
除僱主及受託人及保薦人以外，並無其他人士有權按《合約（第三者權利）條例》（香港法例第623章）強制執行本協議的條款的任何條文，或享有本協議的條款的任何條文下的利益。

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
網址

Email : BEAMPF@hkbea.com
電郵

BEA (MPF) Hotline : 2211 1777
東亞（強積金）熱線 : 2211 1777
(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

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。

Part I 第一部分 Details of Employer 僱主資料		
Name in English 英文名稱	Date of Participation in the Industry Scheme (dd/mm/yyyy) 參與本行業計劃的日期(日/月/年)	
Name in Chinese 中文名稱	Business Registration No. 商業登記號碼	
Place of Incorporation (if applicable) 成立地點(如適用)	Date of Incorporation (dd/mm/yyyy) (if applicable) 成立日期(日/月/年)(如適用)	
Registered Office Address (P.O. Box address will not be accepted) 註冊辦事處地址(郵政信箱恕不接受)	Business Nature 業務性質	
Business Address (if different from the Registered Office Address) (P.O. Box address will not be accepted) 營業地址(如與註冊辦事處地址不同)(郵政信箱恕不接受)		
Correspondence Address (if different from the Registered Office) 通訊地址(如與註冊辦事處不同)		
Contact Details 聯絡資料	Name of Contact Person 聯絡人姓名	Email Address (if any) 電郵地址(如有)
	Mobile Phone / Day Time Contact No. 手提電話 / 日間聯絡電話號碼	Facsimile No. 傳真號碼
Assets transferred from other registered scheme to the Industry Scheme (Please submit the form MPF(S) – P(E) if applicable). To obtain a copy of the MPF(S) – P(E) form, please call our BEA (MPF) Hotline on 2211 1777 (Operated by Bank of East Asia (Trustees) Limited). 由其他註冊計劃轉移至本行業計劃之資產(如有,請提交MPF(S) – P(E)表格)。如需索取MPF(S) – P(E)表格,請致電東亞(強積金)熱線2211 1777(由東亞銀行(信託)有限公司運作)。		<input type="checkbox"/> Catering 飲食業 <input type="checkbox"/> Construction 建造業
<input type="checkbox"/> Yes. Name of registered scheme 有。該註冊計劃之名稱為: _____ <input type="checkbox"/> No. 沒有。		

Part II 第二部分 Contribution Period (Only applicable to non-casual employees) 供款期 (只適用於非臨時僱員)	
<input type="checkbox"/> Monthly 每月	from _____ to _____ (e.g. from 1 st day to month end) 由 _____ 至 _____ (例如: 1號至該月的最後1天)
<input type="checkbox"/> Bimonthly 每半月	from _____ to _____ (e.g. 1 st to 15 th) 由 _____ 至 _____ (例如: 1號至15號)
<input type="checkbox"/> Fortnightly (The first contribution period) 每兩周(第1次供款期)	from _____ to _____ (e.g. 16 th to month end) 由 _____ 至 _____ (例如: 16號至該月的最後1天)
<input type="checkbox"/> Weekly 每周	from _____ to _____ (e.g. 2 nd Jun to 15 th Jun) 由 _____ 至 _____ (例如: 6月2號至6月15號)
<input type="checkbox"/> Weekly 每周	from _____ to _____ (e.g. from Monday to Sunday) 由 _____ 至 _____ (例如: 星期一至星期日)

Part III 第三部分 Mandatory Contribution 強制性供款	
For the purposes of Section 122 of the Regulation, the "contribution day" in relation to each member who is a casual employee shall be the following:- 因應第122條規例,每個臨時僱員的成員,其有關的「供款日」如下:-	
<input type="checkbox"/> The day on which the relevant income for the relevant contribution period is paid to the casual employee or the next working day subsequent to the pay day. 有關供款期的有關入息支付予該僱員之日或緊隨支薪日的第1個工作日。	
<input type="checkbox"/> The tenth day after the last day of the relevant contribution period. 有關供款期的最後1日之後的第10日。	

Part IV 第四部分 Voluntary Contribution 自願性供款 (if applicable 如適用)	
i) Plan Commencement Date (dd/mm/yyyy): 供款開始日期(日/月/年) _____	
ii) Retirement Age: 退休年齡 Normal Retirement Age: <input type="checkbox"/> 65 <input type="checkbox"/> 60 <input type="checkbox"/> Others 其他 (please specify 請註明): _____ 正常退休年齡	
iii) Basis of Voluntary Contribution: <input type="checkbox"/> Employer contribution only 僱主供款 <input type="checkbox"/> Both employer contribution and employee contribution (should use the same basis of calculating voluntary contribution) 僱主及僱員供款(自願性供款應以相同的基準計算)	
Category Description: 類別說明 _____	
Minimum Period of Employment: 最少的受聘期 _____ Month(s) 曆月	

Basis of Voluntary Contribution 自願性供款基準	Employer Contribution 僱主供款	Employee Contribution 僱員供款
<input type="checkbox"/> Relevant income x Contribution rate 有關入息 x 供款比率	_____ %	_____ %
<input type="checkbox"/> Relevant income x Contribution rate – Mandatory contribution 有關入息 x 供款比率 – 強制性供款	_____ %	_____ %
<input type="checkbox"/> (Relevant income – Statutory maximum level of relevant income for mandatory contribution) x Contribution rate (有關入息 – 法定強制性供款有關入息上限) x 供款比率	_____ %	_____ %
<input type="checkbox"/> Basic salary x Contribution rate 基本薪金 x 供款比率	_____ %	_____ %
<input type="checkbox"/> Basic salary x Contribution rate – Mandatory contribution 基本薪金 x 供款比率 – 強制性供款	_____ %	_____ %
<input type="checkbox"/> (Basic salary – Statutory maximum level of relevant income for mandatory contribution) x Contribution rate (基本薪金 – 法定強制性供款有關入息上限) x 供款比率	_____ %	_____ %
<input type="checkbox"/> Fixed amount per payroll period 每一支薪期之固定金額	\$ _____	\$ _____
<input type="checkbox"/> Fixed amount x Contribution rate – Mandatory contribution 固定金額 x 供款比率 – 強制性供款	\$ _____ ; _____ %	\$ _____ ; _____ %
<input type="checkbox"/> Irregular lump sum amount (in whole number) 不定期整筆供款額 (必須為整數)	\$ _____	\$ _____
<input type="checkbox"/> Others (please specify): 其他 (請註明) _____		

iv) Vesting Scale Option: Option 選擇 A Option 選擇 B (please indicate the vested percentage as below 請於下方列明歸屬百分比)
歸屬比例選擇

Completed Years of Service 完成服務的年期	Employer's Voluntary Contribution Vested Percentage 僱主自願性供款歸屬百分比	
	Option 選擇 A (Standard vesting scale as specified in the Trust Deed and the Explanatory Memorandum of the relevant scheme 按信託契據及有關計劃說明書所註明的標準歸屬比率)	Option 選擇 B (Customised scale%, must be in a multiple of 10% 自訂比率%, 必須為 10% 或其倍數)
Calculated from 計算開始 <input type="checkbox"/> Date of Employment 受僱日期 <input type="checkbox"/> Date Join Scheme 參與計劃日期		
< 1	0%	
1	0%	
2	0%	
3	30%	
4	40%	
5	50%	
6	60%	
7	70%	
8	80%	
9	90%	
≥ 10	100%	
Normal Retirement, Death, Total Incapacity 正常退休, 死亡, 完全喪失行為能力	100%	
Summary Dismissal* 即時解僱*	0%	

* In accordance with the Trust Deed of the relevant scheme, if this termination has arisen due to the relevant member having been dismissed from employment upon any of the following grounds:

(i) wilfully disobeying a lawful and reasonable order; (ii) misconduct, such conduct being inconsistent with the due and faithful discharge of the member's duties; (iii) being guilty of fraud or dishonesty; (iv) being habitually neglectful in the member's duties; or (v) upon any other ground on which the Employer would be entitled to terminate the member's contract of employment without notice at common law, and the Trustee is satisfied that dismissal was made upon any of the foregoing grounds then Employer's voluntary contributions shall be forfeited and shall not vest in the relevant member.

Note: The above grounds only apply to (i) persons who became members after 13th November, 2001 and (ii) persons who were members at 13th November, 2001 whose Employer voluntary contribution balance at that date was nil.

根據有關計劃的信託契據, 如離職理由是因有關成員基於任何下列理由被解僱:

(i) 故意不服從合法而又合理的命令; (ii) 行為不當, 與正當及忠誠履行該成員職責的原則不相符; (iii) 犯有欺詐或不忠實行為; (iv) 慣常疏忽成員的職責; 或 (v) 僱主因任何其他理由而有權根據普通法無須給予通知而終止有關成員的僱傭合約, 而受託人信納解僱是基於任何上述理由而作出, 則由僱主就有關成員所支付的所有自願性供款均予沒收及不會歸屬於有關僱員。

註: 以上理由只適用於 (i) 於 2001 年 11 月 13 日之後成為成員的人士; 及 (ii) 於 2001 年 11 月 13 日已為成員的人士, 而僱主自願性供款的結餘於當日為零。

Part V 第五部分 Details of Authorised Signatories 授權簽署人個人資料

Any _____ of the following signatories is / are authorised to enter into correspondence, give instructions, provide information and authorise benefit payments on behalf of the Employer.

下列任何 _____ 名簽署人獲授權代表僱主處理信函、發出指示、提供資料及授權支付權益。

Please provide the certified copy of HKID card / passport of Authorised Signatories for identity verification purpose. Failure to provide the required details will result in the Trustee and the Sponsor being unable to perform subsequent MPF related services.

請提供授權簽署人的香港身份證 / 護照核證副本，以用於核對身份用途。如未能提供有關資料，受託人及保薦人將無法提供隨後的強積金相關服務。

1.	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		
	Sex 性別	Date of Birth (dd/mm/yyyy) 出生日期 (日/月/年)		Nationality 國籍	
	HKID Card No. 香港身份證號碼		Passport No. (NOT applicable to Hong Kong permanent resident) ^Δ 護照號碼 (不適用於香港永久性居民) ^Δ		
	Residential Address (P.O. Box address will not be accepted) 住址 (郵政信箱恕不接受)			Specimen Signature 簽名式樣	
2.	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		
	Sex 性別	Date of Birth (dd/mm/yyyy) 出生日期 (日/月/年)		Nationality 國籍	
	HKID Card No. 香港身份證號碼		Passport No. (NOT applicable to Hong Kong permanent resident) ^Δ 護照號碼 (不適用於香港永久性居民) ^Δ		
	Residential Address (P.O. Box address will not be accepted) 住址 (郵政信箱恕不接受)			Specimen Signature 簽名式樣	
3.	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		
	Sex 性別	Date of Birth (dd/mm/yyyy) 出生日期 (日/月/年)		Nationality 國籍	
	HKID Card No. 香港身份證號碼		Passport No. (NOT applicable to Hong Kong permanent resident) ^Δ 護照號碼 (不適用於香港永久性居民) ^Δ		
	Residential Address (P.O. Box address will not be accepted) 住址 (郵政信箱恕不接受)			Specimen Signature 簽名式樣	
4.	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		
	Sex 性別	Date of Birth (dd/mm/yyyy) 出生日期 (日/月/年)		Nationality 國籍	
	HKID Card No. 香港身份證號碼		Passport No. (NOT applicable to Hong Kong permanent resident) ^Δ 護照號碼 (不適用於香港永久性居民) ^Δ		
	Residential Address (P.O. Box address will not be accepted) 住址 (郵政信箱恕不接受)			Specimen Signature 簽名式樣	

^Δ For non-permanent resident of Hong Kong and non-resident of Hong Kong, please provide the certified copy of passport or documentary proof of nationality for identity verification purpose.

^Δ 如非香港永久性居民及非香港居民，請提供護照核證副本或其他與國籍相關的證明文件，以用於核對身份用途。

Note: If additional page(s) is / are needed for providing details of Authorised Signatories, please obtain copies of "Employer – Supplement of Details of Authorised Signatories" (TR207) from the Trustee or the Sponsor.

註：如需額外頁數以提供僱主的授權簽署人之資料，請向受託人或保薦人索取「僱主 – 授權簽署人個人資料補充資料」(TR207) 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 (“Trustee”) as the trustee of the BEA (MPF) Industry Scheme (“Scheme”) and The Bank of East Asia, Limited (“Sponsor”) as the sponsor of the Scheme is to enable the Trustee and the Sponsor to carry on their respective retirement and MPF related business and may be used for the purposes of (i) communication with the Employer and/or its employees including the provision of information in relation to the Scheme; (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 service providers / agents / contractors (which provide services including but not limited to administrative, telecommunications, data processing and storage in connection with the operation of the Trustee's and Sponsor's retirement business) 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 under or for the purposes of the Mandatory Provident Fund Schemes Ordinance; (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; (iv) complying with any obligations, requirements, policies, procedures, measures or arrangements for sharing data and information within the group of the Trustee and the Sponsor and/or any other use of data and information in accordance with any group-wide programmes for compliance with sanctions or prevention or detection of money laundering, terrorist financing or other unlawful activities and (v) conducting direct marketing activities on MPF related products, benefits or services of the Trustee or the Sponsor.

僱主向東亞(強積金)行業計劃(「本計劃」)的受託人東亞銀行(信託)有限公司(「受託人」)及本計劃的保薦人東亞銀行有限公司(「保薦人」)提供的資料是讓受託人及保薦人得以經營各自的退休及強積金相關業務，並可用於下列用途：(i) 與僱主及/或其僱員通訊，包括提供有關本計劃的資料；(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服務供應商/代理/承辦商(其提供的服務包括但不限於就受託人及保薦人的退休業務運作提供行政、電訊、數據處理及儲蓄服務)(不論本地或海外)，但只限於轉移該等資料乃使該等其他人士根據或就《強制性公積金計劃條例》行使或履行職責所必要的情況；(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；(iv) 遵守受託人及保薦人集團為符合制裁或預防或偵測清洗黑錢、恐怖分子融資活動或其他非法活動的任何方案就於受託人及保薦人集團內共用資料及資訊及/或資料及資訊的任何其他使用而指定的任何義務、要求、政策、程序、措施或安排；及(v) 進行受託人或保薦人的強積金相關產品、利益或服務的直接促銷活動。

The Employer's information provided in this application including the Employer's and its contact person's name, address, telephone numbers, email address and other contact details and information will be used for the purposes of (v) above.

在此項申請中提供的僱主資料，包括僱主及其聯絡人的名稱、地址、電話號碼、電郵地址及其他聯絡詳情及資料，將用於上文(v)的用途。

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

僱主向受託人及保薦人提供資料乃屬自願性質。然而，如未能提供資料，則可能令受託人及保薦人無法接納及辦理此項申請或提供強積金相關服務。

The Employer (a) may, at any time and without charge, request the Trustee and/or the Sponsor for the personal data of the Employer and/or its contact person not be used for direct marketing purpose; (b) shall be entitled to access to data concerning itself and/or its contact person or correction of data, or request for information regarding privacy policies and practices and kinds of data held by the Trustee and/or Sponsor, by writing to:-

僱主可以書面方式(a)隨時要求受託人及/或保薦人不把僱主及/或其聯絡人的個人資料用於直接促銷用途，而無須支付任何費用；(b)有權查閱有關其本身及/或其聯絡人的資料或更正資料；或查閱有關受託人及/或保薦人的私隱政策及守則及所持有的資料種類：-

Bank of East Asia (Trustees) Limited
The Individual Data Protection Officer
Bank of East Asia (Trustees) Limited
32nd Floor, BEA Tower, Millennium City 5,
418 Kwun Tong Road, Kowloon, Hong Kong
東亞銀行(信託)有限公司
個人資料保障主任
東亞銀行(信託)有限公司
香港九龍觀塘道418號創紀之城五期東亞銀行中心32樓

The Bank of East Asia, Limited
The Group Data Protection Officer
The Bank of East Asia, Limited
10 Des Voeux Road Central
Hong Kong
東亞銀行有限公司
集團資料保障主任
東亞銀行有限公司
香港德輔道中10號

In accordance with the terms of the Personal Data (Privacy) Ordinance, each of the Trustee and the Sponsor has the right to charge a reasonable fee for the processing of any data access request.

根據《個人資料(私隱)條例》的條款，受託人及保薦人各自有權就處理任何查閱資料的要求收取合理費用。

You should check (“✓”) in the box on the left side of this item if you do not wish the Trustee itself to use your personal data in direct marketing.

如你們不希望受託人本身使用你們的個人資料於直接促銷中，請在此項左邊的方格內加上剔號(「✓」)。

The above represents your present choice whether or not to receive direct marketing contact or information on MPF related products, benefits or services. This replaces any choice communicated by you to the Trustee prior to this application.

以上代表你們目前是否希望收到強積金相關產品、利益或服務的直接促銷聯繫或資訊的選擇，並取代你們於本申請前向受託人傳達的任何選擇。

You should check (“✓”) in the box on the left side of this item if you do not wish the Sponsor itself to use your personal data in direct marketing.

如你們不希望保薦人本身使用你們的個人資料於直接促銷中，請在此項左邊的方格內加上剔號(「✓」)。

The above represents your present choice whether or not to receive direct marketing contact or information on MPF related products, benefits or services. This replaces any choice communicated by you to the Sponsor prior to this application.

以上代表你們目前是否希望收到強積金相關產品、利益或服務的直接促銷聯繫或資訊的選擇，並取代你們於本申請前向保薦人傳達的任何選擇。

After an Employer ceases to participate in the Scheme, the Trustee and the Sponsor shall continue to hold data relating to such Employer and/or its contact person for a period of 7 years or such other period as prescribed by applicable laws and regulations.

當僱主不再參加本計劃後，受託人及保薦人會繼續持有有關該名僱主及/或其聯絡人的資料7年或按照有關法律和法規所規定的期限。

We hereby apply to join the BEA (MPF) Industry Scheme and confirm that we have received, read and understood the above personal information collection statement and the Explanatory Memorandum of the BEA (MPF) Industry Scheme and undertake to be bound by them.

我們茲申請加入東亞(強積金)行業計劃，並確認我們已接獲、細閱及了解上述東亞(強積金)行業計劃的個人資料收集聲明及說明書，並承諾受其約束。

Accepted and agreed by the Employer

僱主接納及同意

Authorised Signature[^] 授權簽署[^]

Authorised Signature[^] 授權簽署[^]

Name (Same as HKID Card / passport) 姓名(與香港身份證/護照相同)

Name (Same as HKID Card / passport) 姓名(與香港身份證/護照相同)

Date 日期

Date 日期

[^] This Agreement should be signed by sole proprietor, partner, director, company secretary, committee member or authorised person. If this Agreement is signed by authorised person, a certified copy of the authorisation document (e.g. Board Resolution) must be provided.

[^] 此協議應由獨資股東、合夥人、董事、公司秘書、委員會成員或授權簽署人簽署。如此協議由授權簽署人簽署，須提供有關授權文件(例如董事會決議)之核證副本。

Company Chop 公司印章

Accepted and agreed by the Trustee
For and on behalf of
Bank of East Asia (Trustees) Limited
受託人接納及同意
代表東亞銀行(信託)有限公司

Accepted and agreed by the Sponsor
For and on behalf of
The Bank of East Asia, Limited
保薦人接納及同意
代表東亞銀行有限公司

Authorised Signature(s) 授權簽署

Authorised Signature(s) 授權簽署

Date 日期：

Date 日期：

Checklist for documents to be enclosed 所需文件備忘

- Copy of the latest Business Registration Certificate
最近的商業登記證副本
- Copy of the latest Certificate of Incorporation (if applicable)
最近的公司註冊證書副本 (如適用)
- Certified copy of HKID for each authorised person (applicable to person with HKID Card)
每一授權人之香港身份證核證副本 (適用於持有香港身份證人士)
- Certified copy of Passport or documentary proof of nationality for each authorised person (applicable to non-permanent resident of Hong Kong and non-resident of Hong Kong)
每一授權人之護照核證副本或其他與國籍相關的證明文件 (適用於非香港永久性居民及非香港居民)
- Copy of the company's article of association (applicable to corporation)
公司章程副本 (適用於法人團體)
- Copy of confirmation from relevant professional or trade associations or other evidence of membership (applicable to unincorporated body)
相關專業或行業協會證明或其他會員身份的證明副本 (適用於非法人團體)
- Copy of Constitution (applicable to associations, clubs, societies, charities, religious bodies, institutes, mutual and friendly societies, co-operative and provident societies)
憲章副本 (適用於會社、會所、社團、慈善組織、宗教團體、院校、友好互助社團或公積金社團)
- Form MPF(S) – P (E) – Participating employer's request for fund transfer form (if applicable)
MPF(S) – P (E) 號表格 – 參與僱主資金轉移申請表格 (如適用)

Note: The Trustee reserves the right to request for such documents and information as it deems appropriate for the purpose of complying with regulatory requirements and conducting client identification and due diligence before completing the application. The Trustee may refuse to complete the application if such documents or information are not provided to the satisfaction of the Trustee.

註：受託人保留權利在完成申請前索取其認為合適的任何文件及資料，以作遵守監管規定和進行客戶身份辨認及適當查證之目的。如未能以令受託人滿意的方式提供該些文件或資料給受託人，受託人可拒絕其申請。

For Internal Use Only 內部專用

Name and Authorised Signature(s) of Principal Intermediary Engaged by Sponsor
with Company Chop
由保薦人聘用的主事中介人名稱、授權簽署及公司印章：

Name of Branch / Department
分行或部門名稱：

Branch / Department / Broker Code
分行或部門或經紀人編號：

Industry Code
行業編號：

Classification Code 類別 Principal License / Skill Type 主要牌照 / 技術種類
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