

To 致: HSBC Provident Fund Trustee (Hong Kong) Limited

c/o The Hongkong and Shanghai Banking Corporation Limited 香港上海滙豐銀行有限公司

PO Box 73770 Kowloon Central Post Office 九龍中央郵政信箱73770號

or 或

Place into the MPF drop-in box at designated HSBC branches

投放於指定滙豐分行的強積金寄存辦理箱

HSBC MPF Employer Hotline 滙豐強積金僱主熱線: 2583 8033

HSBC MPF Member Hotline 滙豐強積金成員熱線: 3128 0128



INKV

CUSTOMER INFORMATION FORM – CORPORATE CUSTOMER**客戶資料表格 – 公司客戶****(Applicable to HSBC Mandatory Provident Fund Scheme 適用於滙豐強制性公積金計劃)**

Please kindly provide us the below information and return the signed original of this form to the Administrator – The Hongkong and Shanghai Banking Corporation Limited, within 21 days after you received this letter. If any of the below sections leave blank, it means there is no change. 請提供以下資料，並於收到此通知21日內，將此填妥及已簽署之表格正本交回行政管理人 – 香港上海滙豐銀行有限公司。如沒有填寫下列任何部分，即代表沒有任何更改。

Note 注意:

- Please complete in CAPITAL and BLOCK LETTERS and tick the appropriate box(es). 請用大楷及正楷填寫，並於適當的方格內加上「」號。
- The information provided will be used in accordance with the relevant MPF Ordinance and/or its Regulations and the same manner as mentioned in the “Personal Information Collection Statement for HSBC Mandatory Provident Fund” (“PICS”). The PICS can be obtained through HSBC MPF website www.hsbc.com.hk/mpf or MPF hotline 2583 8033 (Employer) or 3128 0128 (Member). By signing this form, your present choice of receiving direct marketing information will remain unchanged. If you wish to update the use of your personal data for direct marketing purpose as stated in the PICS from the HSBC MPF scheme, you may exercise your right by notifying us. 所有已提供的資料將按照有關強積金條例及/或其規例及《滙豐強積金的收集個人資料聲明》(「聲明」)處理。該聲明可透過以下滙豐強積金網站www.hsbc.com.hk/mpf或強積金熱線2583 8033(僱主)或3128 0128(成員)索取。在簽署本表格後，你現時關於接收直接促銷資訊的選擇將維持不變。如你希望更新在滙豐強積金計劃聲明中使用你的個人資料作直接促銷的用途，你可通知我們行使你的選擇權。

A. Employer's Information 僱主資料

1. Company name of participating employer 參與僱主公司名稱 English name 英文名稱: _____ Chinese name 中文名稱: _____ Previous name in English (if legal name has been changed within the past 5 years) 過往英文全名(如法定名稱在過去5年內曾經改變): _____ Previous name in Chinese (if legal name has been changed within the past 5 years) 過往中文全名(如法定名稱在過去5年內曾經改變): _____							
2. Trading as name(s) 營業名稱 (if different from Item 1 如與第1項不同) English name 英文名稱: _____ Chinese name 中文名稱: _____ Previous name in English (if legal name has been changed within the past 5 years) 過往英文全名(如法定名稱在過去5年內曾經改變): _____ Previous name in Chinese (if legal name has been changed within the past 5 years) 過往中文全名(如法定名稱在過去5年內曾經改變): _____							
3. Employer ID 僱主編號	4. Country/Region of Incorporation 註冊國家/地區						
5. Country/Region of Registration 登記國家/地區	6. Certificate of Incorporation No. 公司註冊證書號碼 (For limited only 只適用於有限公司)						
7. Business/Other registration no. 商業/其他註冊證號碼 (please provide a certified true copy of the registration document 請附上註冊證明文件之認證副本) Registration types ¹ 註冊證明類別 ¹ Registration no. 註冊證號碼 <table border="0" style="width: 100%;"><tr><td>BR – Business Registration 商業登記</td><td>SO – Society Office of HK Police (Societies) 香港警務處社團事務處(社團)</td></tr><tr><td>ED – Education Department 教育署</td><td>TU – Registry of Trade Unions 職工會登記局</td></tr><tr><td>IR – Inland Revenue Department (Charitable Organisations) 稅務局(慈善機構)</td><td>OT – Others 其他</td></tr></table>		BR – Business Registration 商業登記	SO – Society Office of HK Police (Societies) 香港警務處社團事務處(社團)	ED – Education Department 教育署	TU – Registry of Trade Unions 職工會登記局	IR – Inland Revenue Department (Charitable Organisations) 稅務局(慈善機構)	OT – Others 其他
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8. Organisation type 機構類別 <input type="checkbox"/> Sole proprietorship 獨資經營 <input type="checkbox"/> Partnership 合夥 <input type="checkbox"/> Limited company 有限公司 <input type="checkbox"/> Others 其他 (please specify 請註明: _____)							
9. Listing on stock exchange 上市公司 <input type="checkbox"/> Yes 是 (Name of stock exchange 交易所名稱: _____) <input type="checkbox"/> No 否							

10. Registered/regulated financial institution 註冊／受監管的金融機構
 Yes 是 (please specify 請註明)
 SFC 證監會 HKMA 金管局 OCI 保監處 Others 其他 _____
 No 否

11. Type of issued shares 已發行股票類別
(Only for Limited Company and applicable for all intermediate layers of the company 僅適用於有限公司並適用於所有公司的中介層)
 Registered Shares 記名
 Bearer Shares Deposited with Custodian 不記名(存放於認可／註冊保管人)
 Bearer Shares not Deposited with Custodian 不記名(沒有存放於認可／註冊保管人)
 Not applicable 不適用

For bearer shares: Please warrants that neither it nor any of its shareholders has issued any bearer shares and will notify the Bank promptly if it or any of its shareholders issues any bearer shares or converts any shares to bearer form. 適用於不記名股份: 請保證其或任何其股東均未有發行任何不記名股份及如其或其股東發行不記名股份或將其或其股東的任何股份守轉換成不記名股份, 你將立即通知本行。

B. Details of Participating Employer 參與僱主資料

1. Registered Office Address 公司登記地址

Room/Flat 室	Floor 樓	Block 座	Name of building/estate 大廈／屋邨名稱	Number and name of street/road 門牌號碼及街道名稱	District/Postal code 地區／郵政編號	City 城市	Country/Region 國家／地區

2. Principal business address 主要營業地址

Same as Registered Office address 與公司登記地址相同 Others, please complete 其他, 請填寫此欄
(Note: If not specify, same as registered office address 註: 如未列明, 與公司登記地址相同。)

Room/Flat 室	Floor 樓	Block 座	Name of building/estate 大廈／屋邨名稱	Number and name of street/road 門牌號碼及街道名稱	District/Postal code 地區／郵政編號	City 城市	Country/Region 國家／地區

3. Correspondence Address 英文通訊地址

Same as Business address 與營業地址相同 Same as registered office address 與公司登記地址相同
 Others, please complete 其他, 請填寫此欄 (Note: If not specify, same as business address 註: 如未列明, 與營業地址相同。)

Room/Flat 室	Floor 樓	Block 座	Name of building/estate 大廈／屋邨名稱	Number and name of street/road 門牌號碼及街道名稱	District/Postal code 地區／郵政編號	City 城市	Country/Region 國家／地區

4. Business website URL 公司網址

5. Nature of business 業務性質

<input type="checkbox"/> Agriculture/Livestock specialties 農業／家畜業	<input type="checkbox"/> Construction 建築
<input type="checkbox"/> Business services 商用服務	<input type="checkbox"/> Finance/Insurance 金融／保險
<input type="checkbox"/> Catering 餐飲業	<input type="checkbox"/> Freight transport/Cargo/Couriers 貨運／航運／速遞
<input type="checkbox"/> Communication 通訊	<input type="checkbox"/> Import/Export traders 出入口貿易
<input type="checkbox"/> Education 教育	<input type="checkbox"/> Jewellery/Precious metals/Art dealers 珠寶／貴金屬／藝術品經銷商
<input type="checkbox"/> Hotel/Boarding houses 酒店／旅館	<input type="checkbox"/> Pharmaceutical industry 藥業
<input type="checkbox"/> Personal/Household services 個人／家庭服務	<input type="checkbox"/> Real estate 地產
<input type="checkbox"/> Others 其他 (please specify 請註明: _____)	<input type="checkbox"/> Sales/Rental of vehicles & equipment 車輛及相關設備銷售／租借
	<input type="checkbox"/> Textile business 紡織業

6. Nature of products/services offered (e.g. toys/garments) 所提供的商品或服務(如:玩具／衣服)

7. Have there been material changes to your Business in the last five years? (e.g. Changes to ownership, company name, parent company, countries/regions of operation, nature of business, products/services) 在過去5年業務模式上有否作出重大轉變?(如:更改股東、企業名稱、母公司、業務所在國家／地區、行業性質、產品／服務)

Yes, please provide details (maximum 200 characters) 有, 請註明(不多於200個英文字母):

No 沒有

<p>8. Country/Region where major/primary business is carried out 主要業務所在國家／地區</p>	<p>9. Country/Region with physical presence 實體業務所在國家／地區 (countries/regions where your business has physical presence including all subsidiaries, branches and offices 所在國家／地區包括所有子公司、分行及辦事處)</p>																
<p>10. Countries/Regions which generates revenue or make purchases greater than 20% (include group business) 收入及採購成本多於20%以上所在國家／地區(包括集團經營)</p>																	
<p>11. Do you or your group company do business in any sanctioned country/region 你的公司是否在受制裁國家／地區經營</p> <p><input type="checkbox"/> Yes 是 (Please specify the name of sanctioned country/region 請註明受制裁國家／地區名稱): _____</p> <p><input type="checkbox"/> No 否</p> <p>Business activity includes operations, suppliers, customers, agents, origin or shipping of goods and interactions/exposure to state owned or controlled entities. Sanctioned countries/regions include Iran, North Korea, Syria, Cuba or Crimea Regions. 經營業務包括營運、供應商、客戶、代理人、貨物的來源或航運及跟國家／地區擁有或控制的公司有交流／業務覆蓋。受制裁國家／地區包括伊朗、北韓、敘利亞、古巴或克里米亞地區。</p>																	
<p>12. Approximate number of branches, subsidiaries and local offices, in each Country/Region that the Participating Employer is present/with operation/holding assets there 參與僱主於不同國家／地區所經營／存在／持有資產的分行、子公司或當地辦事處的數量：</p> <table border="1" style="width:100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width:25%;">Country/Region 國家／地區</th> <th style="width:25%;">No. of branches 分行數量</th> <th style="width:25%;">No. of subsidiaries 子公司數量</th> <th style="width:25%;">No. of offices 辦事處數量</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>		Country/Region 國家／地區	No. of branches 分行數量	No. of subsidiaries 子公司數量	No. of offices 辦事處數量												
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<p>13. Initial source of wealth 最初的財富來源 (select all that apply 請選擇所有適用的項目) (Please provide supporting document(s) if it has not been provided before. 如以往未曾提供，請提供有關文件。)</p> <table style="width:100%;"> <tr> <td style="width:50%; vertical-align: top;"> <input type="checkbox"/> Business income and profit 營業收入及利潤 <input type="checkbox"/> Investment by beneficial owner/partner 實益擁有人／合夥人的投資 <input type="checkbox"/> Sale of property/asset 出售物業／資產 <input type="checkbox"/> Others 其他 (please specify 請註明): _____ </td> <td style="width:50%; vertical-align: top;"> <input type="checkbox"/> Personal savings/Investments 個人儲蓄／投資 <input type="checkbox"/> Inheritance 繼承財產 <input type="checkbox"/> Intra-group financing 集團內部融資 </td> </tr> </table>		<input type="checkbox"/> Business income and profit 營業收入及利潤 <input type="checkbox"/> Investment by beneficial owner/partner 實益擁有人／合夥人的投資 <input type="checkbox"/> Sale of property/asset 出售物業／資產 <input type="checkbox"/> Others 其他 (please specify 請註明): _____	<input type="checkbox"/> Personal savings/Investments 個人儲蓄／投資 <input type="checkbox"/> Inheritance 繼承財產 <input type="checkbox"/> Intra-group financing 集團內部融資														
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<p>14. Source of Ongoing Wealth/Income 持續財富／收入來源 (select all that apply 請選擇所有適用的項目) (Please provide a copy of source of ongoing wealth/income proof 請提供持續財富／收入來源的證明副本)</p> <table style="width:100%;"> <tr> <td style="width:50%; vertical-align: top;"> <input type="checkbox"/> Business income and profit 營業收入及利潤 <input type="checkbox"/> Investment by beneficial owner/partner 實益擁有人／合夥人的投資 <input type="checkbox"/> Sale of property/asset 出售物業／資產 <input type="checkbox"/> Others 其他 (please specify 請註明): _____ </td> <td style="width:50%; vertical-align: top;"> <input type="checkbox"/> Personal savings/Investments 個人儲蓄／投資 <input type="checkbox"/> Inheritance 繼承財產 <input type="checkbox"/> Intra-group financing 集團內部融資 </td> </tr> </table>		<input type="checkbox"/> Business income and profit 營業收入及利潤 <input type="checkbox"/> Investment by beneficial owner/partner 實益擁有人／合夥人的投資 <input type="checkbox"/> Sale of property/asset 出售物業／資產 <input type="checkbox"/> Others 其他 (please specify 請註明): _____	<input type="checkbox"/> Personal savings/Investments 個人儲蓄／投資 <input type="checkbox"/> Inheritance 繼承財產 <input type="checkbox"/> Intra-group financing 集團內部融資														
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<p>15. Source of fund 資金來源 (select all that apply 請選擇所有適用的項目) (Please provide a copy of source of fund proof 請提供資金來源的證明副本)</p> <table style="width:100%;"> <tr> <td style="width:50%; vertical-align: top;"> <input type="checkbox"/> Business income and profit 營業收入及利潤 <input type="checkbox"/> Investment by beneficial owner/partner 實益擁有人／合夥人的投資 <input type="checkbox"/> Sale of property/asset 出售物業／資產 <input type="checkbox"/> Others 其他 (please specify 請註明): _____ </td> <td style="width:50%; vertical-align: top;"> <input type="checkbox"/> Personal savings/Investments 個人儲蓄／投資 <input type="checkbox"/> Inheritance 繼承財產 <input type="checkbox"/> Intra-group financing 集團內部融資 </td> </tr> </table>		<input type="checkbox"/> Business income and profit 營業收入及利潤 <input type="checkbox"/> Investment by beneficial owner/partner 實益擁有人／合夥人的投資 <input type="checkbox"/> Sale of property/asset 出售物業／資產 <input type="checkbox"/> Others 其他 (please specify 請註明): _____	<input type="checkbox"/> Personal savings/Investments 個人儲蓄／投資 <input type="checkbox"/> Inheritance 繼承財產 <input type="checkbox"/> Intra-group financing 集團內部融資														
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<p>16. Do you intend to apply additional voluntary contribution for employee(s) in the next 12 months? 貴公司是否打算在未來12個月為僱員增加額外自願性供款? <input type="checkbox"/> Yes 是 (please specify below 請於下方註明) <input type="checkbox"/> No 否</p> <p><input type="checkbox"/> the average monthly voluntary contribution amount per employee (HKD) 平均每名僱員每月自願性供款金額(港幣): _____</p> <p><input type="checkbox"/> percentage of voluntary contribution of employee relevant income 按僱員有關入息計算的自願性供款百分比: _____</p>																	
<p>17. Details of parent company 母公司資料</p> <p>a. Registered name of parent company 母公司註冊名稱</p> <p>_____</p> <p>b. Nature of business/industry of parent company 母公司商業／行業性質</p> <p>_____</p> <p>c. Existing HSBC MPF customer 現有滙豐強積金客戶</p> <p><input type="checkbox"/> Yes 是 (Please specify the Employer ID 請註明僱主編號: _____)</p> <p><input type="checkbox"/> No 否</p>																	

C. Details of Beneficial Owner(s) and Key Controller(s) 實益擁有人及主要管理人資料

1) Current Beneficial Owner 現時實益擁有人

(Note: If the relevant information (e.g. ownership structure chart) has been provided, you are NOT required to complete this section. 註：如已提供有關資料(例如：擁有權架構表)，則毋須填寫此欄。)

Beneficial Owner in relation to a **corporation** is 就法團而言，實益擁有人的定義為：

- (i) an individual who (a) owns or controls, directly or indirectly, including through a trust or bearer share holding, 25% or more of the issued share capital of the corporation; or, (b) is, directly or indirectly, entitled to exercise or control the exercise of 25% or more of the voting rights at general meetings of the corporation, or, (c) exercises ultimate control over the management of the corporation; or 符合以下說明的個人(a)直接或間接地擁有或控制(包括透過信託或持票人股份持有)該法團已發行股本的25%或以上；(b)直接或間接地有權行使在該法團的成員大會上的投票權的25%或以上，或支配該比重的投票權的行使；或(c)行使對該法團的管理最終的控制權；或
- (ii) if the corporation is acting on behalf of another person, means the other person. 如該法團是代表另一人行事，是指該另一人。

Beneficial Owner in relation to a **partnership** is 就合夥而言，實益擁有人的定義為：

- (i) an individual who (a) is entitled to or controls, directly or indirectly, 25% or more share of the capital or profits of the partnership; or, (b) is, directly or indirectly, entitled to exercise or control the exercise of 25% or more of the voting rights in the partnership, or, (c) exercises ultimate control over the management of the partnership; or 符合以下說明的個人(a)直接或間接地有權攤分或控制該合夥的資本或利潤的25%或以上；(b)直接或間接地有權行使在該合夥的投票權的25%或以上，或支配該比重的投票權的行使；或(c)行使對該合夥的管理最終的控制權；或
- (ii) if the partnership is acting on behalf of another person, means the other person. 如該合夥是代表另一人行事，則是指該另一人。

Beneficial Owner in relation to a **trust** 就信託而言，實益擁有人的定義為：

- (i) an individual who is entitled to a vested interest in 25% or more of the capital of the trust property, whether the interest is in possession or in remainder or reversion and whether it is defeasible or not; (ii) the settlor of the trust; (iii) a protector or enforcer of the trust, or, (iv) an individual who has ultimate control over the trust. (i)有權享有信託財產的資本的既得權益的25%或以上的任何人，而不論該人是享有該權益的管有權、剩餘權或復歸權，亦不論該權益是否可予廢除；(ii)該信託的財產授予人；(iii)該信託的保護人或執行人；或(iv)對該信託擁有最終控制權的個人。

- Please list the information of all beneficial owner(s) and provide evidence of their identification. A certified true copy of their HKID card(s) should be provided. If they do not possess a valid HKID card, a certified true copy of their passport should be provided. For a sole proprietorship, please provide a certified true copy of your HKID card. If you do not possess a valid HKID card, please provide a certified true copy of your passport in addition to your residential address proof. 請列出所有實益擁有人之資料及提供其身分證明文件。請提供香港身分證之認證副本，在沒有有效的香港身分證情況下才提供護照之認證副本。獨資經營者應提供香港身分證之認證副本以及住宅地址證明文件。如你沒有有效的香港身分證，請提供你的護照之認證副本。
- Please note that further information of the Beneficial Owner(s) with less shareholding/ownership/voting right than that as described above may require. 請注意實益擁有人如持有少於以上所列的股份/擁有權/投票權，亦有可能會被要求提供相關資料。

<p>1. a. Full name in English 英文全名 _____ (same as that shown on your HKID card/Passport 與香港身分證/護照上的姓名相同)</p> <p>b. Full name in Chinese 中文全名 (if applicable 如適用) _____</p> <p>c. Previous name in English 過往英文全名 _____</p> <p>d. Previous name in Chinese 過往中文全名 _____</p> <p>e. Date of birth 出生日期 _____</p> <p>f. Nationality (Country/Region) 國籍(國家/地區) _____</p> <p>g. Job position 職銜 _____</p> <p>h. Ownership 擁有權 _____ %</p> <p>i. Residential address (The main address the majority of the time is spent or resided) (in English) 住宅地址(大部分時間居住在這個主要地址)(英文) _____ _____ _____</p> <p>City 城市 _____ Country/Region 國家/地區 _____</p>	<p>2. a. Full name in English 英文全名 _____ (same as that shown on your HKID card/Passport 與香港身分證/護照上的姓名相同)</p> <p>b. Full name in Chinese 中文全名 (if applicable 如適用) _____</p> <p>c. Previous name in English 過往英文全名 _____</p> <p>d. Previous name in Chinese 過往中文全名 _____</p> <p>e. Date of birth 出生日期 _____</p> <p>f. Nationality (Country/Region) 國籍(國家/地區) _____</p> <p>g. Job position 職銜 _____</p> <p>h. Ownership 擁有權 _____ %</p> <p>i. Residential address (The main address the majority of the time is spent or resided) (in English) 住宅地址(大部分時間居住在這個主要地址)(英文) _____ _____ _____</p> <p>City 城市 _____ Country/Region 國家/地區 _____</p>
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<p>3. a. Full name in English 英文全名 _____ (same as that shown on your HKID card/Passport 與香港身分證／護照上的姓名相同)</p> <p>b. Full name in Chinese 中文全名 (if applicable 如適用) _____</p> <p>c. Previous name in English 過往英文全名 _____</p> <p>d. Previous name in Chinese 過往中文全名 _____</p> <p>e. Date of birth 出生日期 _____</p> <p>f. Nationality (Country/Region) 國籍(國家／地區) _____</p> <p>g. Job position 職銜 _____</p> <p>h. Ownership 擁有權 _____ %</p> <p>i. Residential address (The main address the majority of the time is spent or resided) (in English) 住宅地址(大部分時間居住在這個主要地址)(英文) _____ _____ _____</p> <p>City 城市 _____ Country/Region 國家／地區 _____</p>	<p>4. a. Full name in English 英文全名 _____ (same as that shown on your HKID card/Passport 與香港身分證／護照上的姓名相同)</p> <p>b. Full name in Chinese 中文全名 (if applicable 如適用) _____</p> <p>c. Previous name in English 過往英文全名 _____</p> <p>d. Previous name in Chinese 過往中文全名 _____</p> <p>e. Date of birth 出生日期 _____</p> <p>f. Nationality (Country/Region) 國籍(國家／地區) _____</p> <p>g. Job position 職銜 _____</p> <p>h. Ownership 擁有權 _____ %</p> <p>i. Residential address (The main address the majority of the time is spent or resided) (in English) 住宅地址(大部分時間居住在這個主要地址)(英文) _____ _____ _____</p> <p>City 城市 _____ Country/Region 國家／地區 _____</p>
<p>5. a. Full name in English 英文全名 _____ (same as that shown on your HKID card/Passport 與香港身分證／護照上的姓名相同)</p> <p>b. Full name in Chinese 中文全名 (if applicable 如適用) _____</p> <p>c. Previous name in English 過往英文全名 _____</p> <p>d. Previous name in Chinese 過往中文全名 _____</p> <p>e. Date of birth 出生日期 _____</p> <p>f. Nationality (Country/Region) 國籍(國家／地區) _____</p> <p>g. Job position 職銜 _____</p> <p>h. Ownership 擁有權 _____ %</p> <p>i. Residential address (The main address the majority of the time is spent or resided) (in English) 住宅地址(大部分時間居住在這個主要地址)(英文) _____ _____ _____</p> <p>City 城市 _____ Country/Region 國家／地區 _____</p>	<p>6. a. Full name in English 英文全名 _____ (same as that shown on your HKID card/Passport 與香港身分證／護照上的姓名相同)</p> <p>b. Full name in Chinese 中文全名 (if applicable 如適用) _____</p> <p>c. Previous name in English 過往英文全名 _____</p> <p>d. Previous name in Chinese 過往中文全名 _____</p> <p>e. Date of birth 出生日期 _____</p> <p>f. Nationality (Country/Region) 國籍(國家／地區) _____</p> <p>g. Job position 職銜 _____</p> <p>h. Ownership 擁有權 _____ %</p> <p>i. Residential address (The main address the majority of the time is spent or resided) (in English) 住宅地址(大部分時間居住在這個主要地址)(英文) _____ _____ _____</p> <p>City 城市 _____ Country/Region 國家／地區 _____</p>

2) Current Key Controller 現任主要管理人

A Key Controller is an individual or legal entity which has the right to exercise or actually exercises significant influence over the policy or business strategy, or holds the right, directly or indirectly, to appoint or remove a majority of the board of directors. Key Controllers include: 主要管理人是指有權對政策或業務戰略行使或實施重大影響，直接或間接擁有任命或罷免董事會多數成員的權利的人士或法人團體。主要管理人包括：

- A Director who exercises direct control over the company (responsible for senior executive activities) 對公司行使直接決策權的董事(負責高級行政事務)
- Chairman of the Board 董事會主席
- Managing Director 董事總經理
- Sole Director 唯一董事
- Chief Executive Officer (CEO) 行政總裁
- Chief Financial Officer (CFO) 財務總監
- Local Branch Manager (for Branches) 本地分行經理(適用於分行)
- Sole Authorised Signatory per account 戶口唯一授權簽署人
- Managing Partner 執行合夥人
- A Partner exercising substantial influence over the day-to-day management of the company's business 對公司日常管理施加重大影響的合夥人
- Powers of Attorney 受權人
- Nominees 代名人
- The person on whose behalf the Nominee entity is working for 由代名人實體代為行事的人士
- A person who holds, directly or indirectly, the right to appoint or remove a majority of the board of directors of the company or the CEO 直接或間接持有公司董事會多數成員或行政總裁任免權的人士

Please list the information of at least 2 key controllers and provide relevant supporting evidence to show they are key controllers. A certified true copy of their HKID card should be provided. If they do not possess a valid HKID card, a certified true copy of passport should be provided. In addition, please provide a certified copy of the full list of all key controllers. 請列出最少2名主要管理人之資料及提供其主要管理人身分的相關證明。請提供香港身分證之認證副本。在沒有有效的香港身分證情況下才提供護照之認證副本。此外，請一併提供認可的所有主要管理人列表。

all the key controller(s) is/are listed out in this section 在此部分已列出所有主要管理人

a certified full list of all key controller(s) is/will be provided separately 已經/將會個別提供認可的所有主要管理人列表

Individuals 個人

<p>1. a. Full name in English 英文全名 _____ (same as that shown on your HKID card/Passport 與香港身分證/護照上的姓名相同)</p> <p>b. Full name in Chinese 中文全名 (if applicable 如適用) _____</p> <p>c. Previous name in English 過往英文全名 _____</p> <p>d. Previous name in Chinese 過往中文全名 _____</p> <p>e. Date of birth 出生日期 _____</p> <p>f. Nationality (Country/Region) 國籍(國家/地區) _____</p> <p>g. Job position 職銜 _____</p> <p>h. Residential address (The main address the majority of the time is spent or resided) (in English) 住宅地址(大部分時間居住在這個主要地址)(英文) _____ _____ _____</p> <p>City 城市 _____ Country/Region 國家/地區 _____</p>	<p>2. a. Full name in English 英文全名 _____ (same as that shown on your HKID card/Passport 與香港身分證/護照上的姓名相同)</p> <p>b. Full name in Chinese 中文全名 (if applicable 如適用) _____</p> <p>c. Previous name in English 過往英文全名 _____</p> <p>d. Previous name in Chinese 過往中文全名 _____</p> <p>e. Date of birth 出生日期 _____</p> <p>f. Nationality (Country/Region) 國籍(國家/地區) _____</p> <p>g. Job position 職銜 _____</p> <p>h. Residential address (The main address the majority of the time is spent or resided) (in English) 住宅地址(大部分時間居住在這個主要地址)(英文) _____ _____ _____</p> <p>City 城市 _____ Country/Region 國家/地區 _____</p>
<p>3. a. Full name in English 英文全名 _____ (same as that shown on your HKID card/Passport 與香港身分證/護照上的姓名相同)</p> <p>b. Full name in Chinese 中文全名 (if applicable 如適用) _____</p> <p>c. Previous name in English 過往英文全名 _____</p> <p>d. Previous name in Chinese 過往中文全名 _____</p> <p>e. Date of birth 出生日期 _____</p> <p>f. Nationality (Country/Region) 國籍(國家/地區) _____</p> <p>g. Job position 職銜 _____</p> <p>h. Residential address (The main address the majority of the time is spent or resided) (in English) 住宅地址(大部分時間居住在這個主要地址)(英文) _____ _____ _____</p> <p>City 城市 _____ Country/Region 國家/地區 _____</p>	<p>4. a. Full name in English 英文全名 _____ (same as that shown on your HKID card/Passport 與香港身分證/護照上的姓名相同)</p> <p>b. Full name in Chinese 中文全名 (if applicable 如適用) _____</p> <p>c. Previous name in English 過往英文全名 _____</p> <p>d. Previous name in Chinese 過往中文全名 _____</p> <p>e. Date of birth 出生日期 _____</p> <p>f. Nationality (Country/Region) 國籍(國家/地區) _____</p> <p>g. Job position 職銜 _____</p> <p>h. Residential address (The main address the majority of the time is spent or resided) (in English) 住宅地址(大部分時間居住在這個主要地址)(英文) _____ _____ _____</p> <p>City 城市 _____ Country/Region 國家/地區 _____</p>

Corporate entities 法人團體 (for the key controller is a corporate entity only 只適用於主要管理人為法人團體) (Please provide the following information/document if it has not been provided previously 若以往未曾提供，請提供以下資料／文件)

- Please provide a certified true copy of business registration certificate/certificate of incorporation and identification documents of all beneficial owners and the individuals within the key controller entity who act on behalf of the key controller entity in relation to the participating employer. 請提供商業登記證／公司註冊證書之認證副本、所有實益擁有人及相關參與僱主的代表法人團體主要管理人的身分證明文件。
- To understand the control and ownership structure, please provide an up-to-date Official Company Search Report from company registries OR a valid certified true copy of Certificate of Incumbency (COI) and ownership structure chart of the key controller entity. 為了解控制權和擁有權結構，請提供由公司註冊機構所提供的最新認可的公司查冊或有效的董事、股東證明書之認證副本，及法人團體主要管理人的擁有權架構表。

- a. Full name of company 公司全名: _____
- b. Country/Region of incorporation/registration 註冊／登記國家／地區: _____
- c. Listing on stock exchange 上市公司:
- Yes 是 (please specify the name of stock exchange 請註明交易所名稱 _____)
- No 否

Key controllers who act on behalf of the entity in relation to the participating employer 相關參與僱主的代表團體主要管理人

<p>1</p> <p>a. Full name in English 英文全名 _____ (same as that shown on your HKID card/Passport 與香港身分證／護照上的姓名相同)</p> <p>b. Full name in Chinese 中文全名 (if applicable 如適用) _____</p> <p>c. Previous name in English 過往英文全名 _____</p> <p>d. Previous name in Chinese 過往中文全名 _____</p> <p>e. Date of birth 出生日期 _____</p> <p>f. Nationality (Country/Region) 國籍(國家／地區) _____</p> <p>g. Job position 職銜 _____</p> <p>h. Residential address (The main address the majority of the time is spent or resided) (in English) 住宅地址(大部分時間居住在這個主要地址)(英文) _____ _____ _____</p> <p>City 城市 _____ Country/Region 國家／地區 _____</p>	<p>2</p> <p>a. Full name in English 英文全名 _____ (same as that shown on your HKID card/Passport 與香港身分證／護照上的姓名相同)</p> <p>b. Full name in Chinese 中文全名 (if applicable 如適用) _____</p> <p>c. Previous name in English 過往英文全名 _____</p> <p>d. Previous name in Chinese 過往中文全名 _____</p> <p>e. Date of birth 出生日期 _____</p> <p>f. Nationality (Country/Region) 國籍(國家／地區) _____</p> <p>g. Job position 職銜 _____</p> <p>h. Residential address (The main address the majority of the time is spent or resided) (in English) 住宅地址(大部分時間居住在這個主要地址)(英文) _____ _____ _____</p> <p>City 城市 _____ Country/Region 國家／地區 _____</p>
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If insufficient space for completing the required information, please provide the details in an additional sheet. 如以上列表不乎應用，請附加紙張提供資料。

D. Declaration and authorisation 聲明及授權書

1. I/We confirm that the information given in the form is correct and complete. 本人／吾等確認本表格所提供的資料為正確及完整。
2. I/We have read and understood the full details of this form (including the Notes on this form) and agree to abide by the rules stated herein. 本人／吾等已細閱及明白此表格內的所有內容(包括此表格上的注意部分)，並同意遵守此述的規則。

X

Authorised signature of employer 僱主授權簽署

Date 日期

The Hongkong and Shanghai Banking Corporation Limited

香港上海滙豐銀行有限公司

List of Supplementary Document required 所需補充文件列表

If there has been any changes on the following information/document or such information/document has not been provided to us previously or the document has expired, please attached the new/update document with the Customer Information Form and return to us. 如以下資料/文件有任何更改, 或此類資料/文件從沒提供給我們或文件已過期, 請附上新的/更新文件與客戶資料表格, 並寄回給我們。

- ✓ Certified true copies should be certified by any of the following personnel 提交認證副本可經由下列人士核證:
 - A certified public accountant/lawyer/banker/notary public in a Financial Action Task Force (FATF) member/comparable jurisdiction acceptable to HSBC; or 本行認可的打擊清洗黑錢財務行動特別組織成員或相應國家/地區的執業會計師/律師/往來銀行/公證人; 或
 - Hong Kong Institute of Chartered Secretaries (HKICS) member; or 香港特許秘書公會會員; 或
 - A MPF specialist at HSBC designated branches – You may bring along your HKID card/Passport and proof of your residential address and permanent address to any one of HSBC designated branches for verification purpose. For the information about the HSBC designated branches, please visit www.hsbc.com.hk/mpf. 指定滙豐分行強積金職員 – 你可攜同你的香港身分證/護照及住宅地址及永久地址證明文件親臨任何一間指定滙豐分行, 以便我們核實你的身分。查詢指定滙豐分行詳情, 請瀏覽 www.hsbc.com.hk/mpf。
- ✓ Recommended Format: Certifier must sign and date the copy document (printing his/her name clearly in capitals underneath) and clearly indicate his/her position on it. Certifier must state that it is a true copy of the original (or words to similar effect) and the number of pages to be recorded. 建議格式: 簽證人必須在文件副本上簽署及註明日期(在簽名下面清楚地以正楷註明全名), 並清楚地表明他/她的職位。簽證人必須證明這是真確的副本(或相近意思的句子)及註明頁數。

A. Company Registration Documents 公司登記文件

(1) APPLY TO LIMITED COMPANY/GENERAL PARTNERSHIP ESTABLISHED IN HONG KONG 適用於在香港成立的有限公司/合夥經營商號

For Limited Company 有限公司

- a. Valid Business Registration Certificate 有效的商業登記證

For Partnership 合夥經營商號

- a. Valid Business Registration Certificate 有效的商業登記證
- b. Business Registration Form obtainable at Inland Revenue Department - For **General Partnership** Form 1(c) 香港稅務局商業登記署根據商業登記規例發出的合夥經營表格 - **合夥經營商號** - 表格1(c)
- c. For Partnership: document of the company's membership of a relevant professional or trade association (if not available, please provide the partnership deed) 合夥經營商號 - 相關專業或行業協會會員身分的證明(如未能提供, 請提供合夥契約)

(2) APPLY TO LIMITED COMPANY/PARTNERSHIP ESTABLISHED OVERSEAS 適用於在海外成立的有限公司/合夥經營商號

Incorporated overseas and registered in Hong Kong where it is carrying on business 若該海外成立的有限公司在香港註冊並在香港經營業務

- a. Certificate of Registration of Oversea Company (Registered under Part 16 of the Hong Kong Companies Ordinance) and subsequent certificate of change of name, if applicable 海外公司的登記證書(根據香港公司條例第16部登記)及其後的公司更改名稱證書, 如適用
- b. Valid Business Registration Certificate 有效的商業登記證
- c. Memorandum and Articles of Association (M & A) and any amending resolutions or comparable documents 公司組織章程及任何在修訂中的決議, 或相應文件

Incorporated in an overseas country/region where Certificate of Incumbency (COI)/Official Company Search Report/Company Particulars Search is available 若該海外有限公司的成立國家/地區有提供認可的董事、股東證明書/認可的公司查冊/查閱公司資料

- d. A Certificate of Incumbency (COI) issued within 6 months, by Registered Agent/Official Company Search Report/Company Particulars Search issued within 6 months in country/region of incorporation 由公司註冊代理人於最近六個月發出的董事、股東證明書/由公司註冊處於最近六個月發出認可的公司查冊/查閱公司資料

Incorporated in an overseas country/region where Certificate of Incumbency (COI)/Official Company Search Report/Company Particulars Search is not available 若該海外有限公司的成立國家/地區未有提供認可的董事、股東證明書/認可的公司查冊/查閱公司資料

- e(i). Director/Shareholder/Beneficial Owner Declaration (DD) issued within 6 months or Comparable document to a Company Search Report/Company Particulars Search, a Certificate of Incumbency (COI) issued within 6 months and; 由公司董事於最近六個月申報的董事/股東/最終實益擁有人證明書, 或最近六個月發出與董事、股東證明書/公司查冊/查閱公司資料相應的文件
- e(ii). A Certification Letter (from a certified public accountant/lawyer of a FATF member/comparable jurisdiction acceptable to HSBC) certifying that information contained in the DD or comparable documents is correct and accurate. 由本行認可的打擊清洗黑錢財務行動特別組織成員或相應國家/地區的執業會計師/律師發出的證明信, 確認以上的相應文件或董事證明書內容屬實。

For Partnership 合夥經營商號

- a. For Partnership: document of the company's membership of a relevant professional or trade association (if not available, please provide the partnership deed) 合夥經營商號 - 相關專業或行業協會會員身分的證明(如未能提供, 請提供合夥契約)
- b. Business Registration Form obtainable at Inland Revenue Department - For General Partnership Form 1(c) 香港稅務局商業登記署根據商業登記規例發出的合夥經營表格 - **合夥經營商號** - 表格1(c)
- c. Valid Business Registration Certificate 有效的商業登記證

B. Additional Documents Required 相關公司提供的文件

1. Corporate Shareholders 如股東為一間公司

Ownership structure chart showing the company name, ownership/voting right %, the country/region of incorporation/registration/formation, the country/region of business address/operating address, listing/regulation status (where applicable) of each Intermediate Owner up to the Ultimate Beneficial Owners of the company and specifying the issuance of bearer shares in the chain of ownership (including all Intermediate Owners and Ultimate Beneficial Owners), certified by director. Indicate if there are family members among the Beneficial Owners and the family's total collective % shareholding, if applicable 股權架構圖顯示每家中介控股公司的公司名稱、其擁有公司股份的擁有權/投票權比率、成立/註冊/組建國家/地區、營業/營運地址的國家/地區、上市/監管狀態(如適用)及最終實益擁有人,並註明各層股權架構中已發行的不記名股票類別(包括所有中介控股公司及最終實益擁有人),並由董事認證。另表明實益擁有人是否家庭成員及其家族的集體股權份數,如適用

2. If Beneficial Owners of your Company is a Trust 如實益擁有人為信託基金

a. Trust Deed or by reference to an appropriate register in the relevant country/region of establishment or, a written confirmation from a trustee acting in a professional capacity or, a written confirmation from a lawyer who has reviewed the relevant instrument with the following details 信託契約或參照在有關成立國家/地區的合適登記冊或從以專業身分行事的受託人的書面確認或由已審閱相關文件的律師確認以下細節:

- i) name of the trust 信託名稱
- ii) date of establishment/settlement 成立/結算日期
- iii) country/region of establishment/jurisdiction whose laws govern the arrangement, as set out in the trust instrument 成立國家/地區/信託文書所載的司法管轄區,有關安排受該司法管轄區的法律監管
- iv) identification number (if any) granted by any applicable official bodies (e.g. tax identification number or registered charity or non-profit organisation number) 任何官方機構授予的識別號碼(如有)(例如報稅識別號碼或慈善或非牟利團體登記號碼)
- v) information required from trustee(s), settlor(s), protector(s), enforcer(s), known beneficiaries and beneficial owners in relation to a trust 受託人、財產授予人、保護人、執行人、已知受益人及信託基金的實益擁有人提供的資料:
 - individual: Full name, %Contribution/Entitlement, Date of birth, Nationality (Country/Region), Government issued ID type, number and Residential address and permanent address (if different from residential address) 個人: 全名、貢獻或權利之百分比、出生日期、國籍(國家/地區)、政府發出的身分證文件種類、號碼及住宅地址及永久住址(如與住宅地址不同)
 - corporate: Full name, %Contribution/Entitlement, Date and Country/Region of incorporation/registration/formation, Registration or incorporation number, Registered office address in the Country/Region of incorporation/registration/formation and Business address if different from the registered office address and Details of Listing and/or Regulation (where applicable) 公司: 公司名稱、貢獻或權利之百分比、成立/註冊/組建日期及國家/地區、登記/註冊號碼、註冊公司地址(於成立/註冊/組建國家/地區)、營業地址(如與註冊公司地址不同)及上市及/或監管詳情(如適用)

b. Information Required from Trust as Beneficial Owner 作為實益擁有人之信託提供的資料:

- i) registered address 註冊地址
- ii) nature, purpose and objectives of the trust 信託的性質、目的和宗旨
- iii) details of regulation (where applicable) 監管詳情(如適用)
- iv) approximate number of beneficiaries 大約受益人人數
- v) class of beneficiaries 受益人類別

c. Documents Required from trustee(s), settlor(s), protector(s), enforcer(s), known beneficiaries and beneficial owners in relation to a trust 由受託人、財產授予人、保護人、執行人、已知受益人及信託基金的實益擁有人提供的文件:

- (i) individual: Government issued Identification document, Nationality (Country/Region) proof and Residential address proof and permanent address proof (if different from residential address) 個人: 政府發出的身分證文件、國籍(國家/地區)證明、住宅地址證明及永久住址證明(如與住宅地址不同)
- (ii) corporate established in Hong Kong: Company Search Report issued within 6 months and Company registration document showing the Full name, Date and Country/Region of incorporation/registration/formation, Registered address, registration or incorporation number and Details of Listing and/or Regulation (where applicable) 香港成立的公司: 由公司註冊處於最近六個月發出認可的公司查冊及公司登記文件顯示公司名稱、成立/註冊/組建日期及國家/地區、註冊地址、登記/註冊號碼及上市及/或監管詳情(如適用)
- (iii) corporate established overseas: Company Search Report/Certificate of Incumbency/comparable documents issued within 6 months and Company registration document showing the Full name, Date and Country/Region of incorporation/registration/formation, Registered address, registration or incorporation number and Details of Listing and/or Regulation (where applicable) 海外成立的公司: 由公司註冊處於最近六個月發出認可的公司查冊/由公司註冊代理人於最近六個月發出的董事、股東證明書/相應文件及公司登記文件顯示公司名稱、成立/註冊/組建日期及國家/地區、註冊地址、登記/註冊號碼及上市及/或監管詳情(如適用)

3. Directors/Authorised Signatories are Corporate Entities 如貴公司的董事/授權簽署人為一間公司

- a. Board resolution (specifying the authorised signatories with power to act for the corporate entities) 該公司董事會決議列出有權代該公司執行事務的授權簽署人
- b. Specimen signatures 簽名式樣
- c. Company registration documents of the entities or comparable documents 公司登記文件或相應文件
- d. Official document(s) listing current directors such as Company Search Report/Company Particulars Search/Certificate of Incumbency (COI) issued within 6 months or comparable documents 法定文件(例如最近六個月發出的公司查冊/查閱公司資料/董事、股東證明書或相應文件或董事證明書)詳列現任董事的資料
- e. Certification Letter (from a certified public accountant/lawyer of a FATF member/comparable jurisdiction acceptable to HSBC) certifying that information contained in the comparable documents/Director Declaration (DD) is correct and accurate 由本行認可的打擊洗黑錢財務行動特別組織成員或相應國家/地區的執業會計師/律師發出的證明信,確認以上的相應文件或董事證明書的內容屬實
- f. Government issued Identification document and Nationality (Country/Region) proof required from two directors and ALL authorised signatories of the entities 兩名董事及所有授權簽署人提供政府發出的身分證文件及國籍(國家/地區)證明

4. Key Controllers are Corporate Entities 如貴公司的主要管理人為一間公司

- a. Company registration document showing the company name and Country/Region of incorporation/registration/formation 公司登記文件顯示公司名稱及註冊成立/註冊/組建國家/地區
- b. Information of Regulation/Listing status (where applicable) 上市/監管狀態(如適用)

C. Business Proof 商業證明

1. Latest financial information of the Participating Employer, such as 參與僱主最新財政狀況資料，例如：
 - Latest audited report 最新審計財務報表
 - Latest 6 - 12 months bank statements 最近六至十二個月內由銀行發出結單
2. Documents to show source of fund (the origins of the Participating Employer's initial contributions) 用以證明資金來源的文件(最初的資金來源)
3. Documents to show source of wealth (the origins of the Participating Employer's initial contributions ongoing and accumulated business funding) 用以證明財富來源的文件(營商資金的持續來源)

For newly established company, the below documents are also acceptable 新成立的公司，以下文件亦可被接受：

1. Latest financial information/source of wealth of the Beneficial Owners, such as tax demand note, bank statement of personal account 實益擁有人的最新財政狀況/財富來源證明，例如：繳稅通知書，個人銀行戶口結單
2. Agreement or communication with potential buyer or supplier 與潛在買家或供應商的協議或聯絡記錄

Important Note 重要通知：

- If certified documents are not in English or Chinese, an English translation of the same should be provided. 如文件正本乃非英文或中文語言，須另外提交翻譯文本。
- We may request you to provide further details and documents when necessary. 如有需要，我們會要求客戶提供其他資料及文件。
- **Documents submitted will not be returned. 貴公司所提交的文件將不予退還。**

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