

To 致: The Hongkong and Shanghai Banking Corporation Limited

香港上海滙豐銀行有限公司

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SWPE

INCI51

Occupational Retirement Schemes

職業退休計劃

Change of Investment Instruction by Employer – Defined Benefit Scheme
僱主更改投資指示 – 界定利益計劃

- Note 注意: 1. Please complete in BLOCK LETTERS and tick ✓ the appropriate box(es). 請用正楷填寫, 並於適當的方格內加上[✓]號。
2. To effect the change of investment instruction on your selected valuation date (except 7th January), this form should be received by The Hongkong and Shanghai Banking Corporation Limited 3 working days prior to the valuation date which exclude Saturday, Sunday and public holiday. 香港上海滙豐銀行有限公司須於本表格估值日期前之三個工作天(星期六、日及公眾假期並不計算)收到本表格, 方可於指定的估值日期(1月7日除外)更改投資指示。
3. To effect the change of investment instruction on the valuation date of 7th January, this form should be received by The Hongkong and Shanghai Banking Corporation Limited 3 working days prior to 1st January which exclude Saturday, Sunday and public holiday. 香港上海滙豐銀行有限公司須於1月1日前之三個工作天(星期六、日及公眾假期並不計算)收到本表格, 方可於1月7日之估值日期更改投資指示。
4. Please note that Capital Guaranteed Fund ("CGF") is only available for switch in and switch out on the valuation date of the 7th of each month. For change of investment instruction to take effect on the valuation date of 14th, 21st or 28th indicated in Section C2 of this form, any of the existing balances in the CGF will be excluded for redemption and re-investment, and that no new allocation into the CGF will be allowed. Please refer to Example 2 in Section G. 請注意保本萬利基金的轉入及轉出只能於每月7日之估值日期進行處理。倘若你的更改投資指示在14日、21日或28日之估值日期生效(此表格C2部), 計劃持有任何保本萬利基金的現有結餘將不會被贖回而重新投資, 及保本萬利基金亦不可被選擇為重新分配基金之一。請參考G部例子二。
5. Should you wish to submit investment instruction to take effect on the valuation date of 7th of the month, please complete Section B and leave Section C blank. Should you wish to submit investment instruction to take effect on the valuation date of 14th, 21st or 28th, please complete Section C and leave Section B blank. If both Sections B and C are completed, your instruction will not be processed. 如你欲遞交在7日之估值日期生效的投資指示, 請填寫B部而不用填寫C部。如你欲遞交在14日、21日或28日之估值日期生效的投資指示, 請填寫C部而不用填寫B部。倘若你同時填寫了B部及C部, 該指示將不會被處理。
6. If the valuation date falls on Saturday, Sunday or public holiday, the valuation date will be the following working day. 如估值日期是星期六、日或公眾假期, 估值日期會順延至下一個工作天。
7. The allocation percentages for existing account balances and new contributions must add up to 100% respectively. Otherwise, the instruction cannot be effected. 現有賬戶結餘及新供款之分布百分率總和必須分別為100%。否則, 此項指示不能生效。
8. Your new instruction will not apply to any amount waiting for clearance and fund purchases at the time we process the instruction. 你的新投資指示將不適用於任何正待結算及購買基金的款項。
9. Please read personal information collection statement in Section F. 請細閱F部的收集個人資料聲明。

A. Details of employer 僱主資料

| | |
|--------------------|----------------------|
| Scheme ID 計劃編號 | Pay centre ID 付款中心編號 |
| Employer name 僱主名稱 | |

B. Investment instruction for valuation date of 7th 7日之估值日期生效的投資指示

(This section is for providing investment instruction to take effect on the valuation date of 7th of your selected month and year. Should you wish to provide an investment instruction to take effect on the valuation date of 14th, 21st or 28th, please complete Section C and leave this section blank. 此部分用於填寫在你所指定年份和月份裡的7日之估值日期生效的投資指示。如你欲遞交在14日、21日或28日之估值日期生效的投資指示，請填寫C部而不用填寫此部分。)

B1.Valuation date of change 更改估值日期

| | | |
|-------------------|---------|--------|
| 7th日 | / | / |
| Valuation Day 估值日 | Month 月 | Year 年 |

B2.Change of investment allocation instruction of existing account balances 更改現有賬戶結餘的投資分配指示 (Example please refer to Section G – Portfolio Rebalance 例子請參考G部 – 重組投資組合)

Completing this section will re-allocate the investment allocation of existing account balances ONLY. If you would like to change the investment allocation instructions for new contributions, please complete Section B3 of this form. 此部分的指示只重新分配現有賬戶結餘的投資分布。如欲更改你新供款的投資分配指示，請填寫此表格B3部。

- The last available unit price before the valuation date of change specified above will be used to calculate the number of units required to be subscribed or redeemed for each investment fund involved. 上述所指定的更改估值日期前的最新單位價格將用於計算認購或贖回所涉及之各投資基金之單位數目。
- The actual subscription and redemption of units for each investment fund involved will be processed in accordance with the valuation date as specified in Section B1 above. As such, the actual result of investment re-allocation after performing the aforesaid actual subscription and redemption may slightly differ from the investment allocation percentages specified by you below due to price fluctuation in the market. 各投資基金所涉及的實際認購及贖回的單位將會根據B1部上述所指定之估值日期處理。因此，投資重新分配的實際結果於完成上述的實際認購及贖回之後會因市場價格波動而與你於下述所指定的投資分布百分率或會有輕微差異。

| APEF 亞太區 股票基金 | CGF* 保本萬利 基金 | CNEF 中國股票 基金 | EEF 歐洲股票 基金 | HKEF 香港股票 基金 | HSITF 恒指追蹤 指數基金 | IGF* 國際增長 基金 | ISF 國際平穩 基金 | ISGF 國際平穩 增長基金 | MMF* 貨幣市場 基金 | NABF 北美債券 基金 | NAEF 北美股票 基金 | WBF 世界債券 基金 | TOTAL 總和 (%) |
|---------------------|--------------------|--------------------|-------------------|--------------------|-----------------------|--------------------|-------------------|----------------------|--------------------|--------------------|--------------------|-------------------|--------------------|
| | | | | | | | | | | | | | 100% |

B3.Change of investment allocation instruction of new contributions 更改新供款的投資分配指示 (Example please refer to Section G – Contribution Redirection 例子請參考G部 – 重新分配新供款)

Completing this section will change your investment allocation of new contributions ONLY. If you would like to change your investment allocation instruction of existing account balances, please complete Section B2 of this form. 此部分的指示只更改你新供款的投資分布。如欲更改你現有賬戶結餘的投資分配指示，請填寫此表格B2部。

| APEF 亞太區 股票基金 | CGF* 保本萬利 基金 | CNEF 中國股票 基金 | EEF 歐洲股票 基金 | HKEF 香港股票 基金 | HSITF 恒指追蹤 指數基金 | IGF* 國際增長 基金 | ISF 國際平穩 基金 | ISGF 國際平穩 增長基金 | MMF* 貨幣市場 基金 | NABF 北美債券 基金 | NAEF 北美股票 基金 | WBF 世界債券 基金 | TOTAL 總和 (%) |
|---------------------|--------------------|--------------------|-------------------|--------------------|-----------------------|--------------------|-------------------|----------------------|--------------------|--------------------|--------------------|-------------------|--------------------|
| | | | | | | | | | | | | | 100% |

C. Investment instruction for valuation date of 14th, 21st or 28th 14日、21日或28日之估值日期生效的投資指示

(This section is for providing investment instruction to take effect on the valuation date of 14th, 21st or 28th of your selected month and year. Should you wish to provide an investment instruction to take effect on the valuation date of 7th, please complete Section B and leave this section blank. 此部分用於填寫在你所指定年份和月份裡的14日、21日或28日之估值日期生效的投資指示。如你欲遞交在7日之估值日期生效的投資指示，請填寫B部而不用填寫此部分。)

C1.Valuation date of change 更改估值日期

| | | | | | |
|--|---|---------|---|--------|-------|
| <input type="checkbox"/> 14th日 or或 <input type="checkbox"/> 21st日 or或 <input type="checkbox"/> 28th日 | / | _____ | / | _____ | _____ |
| Valuation Day 估值日 | | Month 月 | | Year 年 | |

C2.Change of investment allocation instruction of existing account balances 更改現有賬戶結餘的投資分配指示 (Example please refer to Section G – Portfolio Rebalance 例子請參考G部 – 重組投資組合)

Completing this section will re-allocate the investment allocation of existing account balances ONLY. If you would like to change the investment allocation instructions for new contributions, please complete Section C3 of this form. 此部分的指示只重新分配現有賬戶結餘的投資分布。如欲更改你新供款的投資分配指示，請填寫此表格C3部。

- The last available unit price before the valuation date of change specified above will be used to calculate the number of units required to be subscribed or redeemed for each investment fund involved. 上述所指定的更改估值日期前的最新單位價格將用於計算認購或贖回所涉及之各投資基金之單位數目。
- The actual subscription and redemption of units for each investment fund involved will be processed in accordance with the valuation date as specified in Section C1 above. As such, the actual result of investment re-allocation after performing the aforesaid actual subscription and redemption may slightly differ from the investment allocation percentages specified by you below due to price fluctuation in the market. 各投資基金所涉及的實際認購及贖回的單位將會根據C1部上述所指定之估值日期處理。因此，投資重新分配的實際結果於完成上述的實際認購及贖回之後會因市場價格波動而與你於下述所指定的投資分布百分率或會有輕微差異。
- Please note any of your existing balances in the CGF will be excluded for redemption and re-investment, and therefore the actual result will differ from the investment allocation percentages specified by you below if you have existing balances in CGF. Please refer to Example 2 in Section G. 請注意你持有任何保本萬利基金的現有結餘將不會被贖回而重新投資。倘若你持有任何保本萬利基金的現有結餘，你的投資重新分配的實際結果會與下述所指定的投資分布百分率有所差異。請參考G部例子二。

| APEF 亞太區 股票基金 | CGF* 保本萬利 基金 | CNEF 中國股票 基金 | EEF 歐洲股票 基金 | HKEF 香港股票 基金 | HSITF 恒指追蹤 指數基金 | IGF* 國際增長 基金 | ISF 國際平穩 基金 | ISGF 國際平穩 增長基金 | MMF* 貨幣市場 基金 | NABF 北美債券 基金 | NAEF 北美股票 基金 | WBF 世界債券 基金 | TOTAL 總和 (%) |
|---------------------|--------------------|--------------------|-------------------|--------------------|-----------------------|--------------------|-------------------|----------------------|--------------------|--------------------|--------------------|-------------------|--------------------|
| | | | | | | | | | | | | | 100% |

C3.Change of investment allocation instruction of new contributions 更改新供款的投資分配指示 (Example please refer to Section G – Contribution Redirection 例子請參考G部 – 重新分配新供款)

Completing this section will change your investment allocation of new contributions ONLY. If you would like to change your investment allocation instruction of existing account balances, please complete Section C2 of this form. 此部分的指示只更改你新供款的投資分布。如欲更改你現有賬戶結餘的投資分配指示，請填寫此表格C2部。

| APEF 亞太區 股票基金 | CGF* 保本萬利 基金 | CNEF 中國股票 基金 | EEF 歐洲股票 基金 | HKEF 香港股票 基金 | HSITF 恒指追蹤 指數基金 | IGF* 國際增長 基金 | ISF 國際平穩 基金 | ISGF 國際平穩 增長基金 | MMF* 貨幣市場 基金 | NABF 北美債券 基金 | NAEF 北美股票 基金 | WBF 世界債券 基金 | TOTAL 總和 (%) |
|---------------------|--------------------|--------------------|-------------------|--------------------|-----------------------|--------------------|-------------------|----------------------|--------------------|--------------------|--------------------|-------------------|--------------------|
| | | | | | | | | | | | | | 100% |

D. Declaration and authorisation 聲明及授權書

By signing this form, I 在簽署本表格後，本人

- hereby elect the above investment allocation. 選擇上述投資分布。
- understand and agree the change of investment instruction as specified in Sections B or C to be made on the above effective date. 明白及同意列於B或C部之更改投資指示於上述日期生效。
- understand that for my change of investment instruction specified in Section C2 to take effect on the date specified in Section C1 (if any), any of existing balances in the CGF will be excluded for redemption and re-investment, 明白C2部之更改投資指示於C1部所指定之日期生效(如有)，本人任何保本萬利基金的現有結餘將不會被贖回而重新投資。
- have read and understood the notes above and the personal information collection statement in Section F. 已細閱及明白上述注意事項及F部的收集個人資料聲明。
- have read and understood the Principal Brochure of the relevant investment fund. 已細閱及明白有關投資基金的主要推銷刊物。

Authorised signature(s) of employer 僱主授權簽署

X

Date 日期

E. Investment fund 投資基金

| Investment fund ID 投資基金編號 | Investment fund name 投資基金名稱 | Currency 貨幣 | Investment fund ID 投資基金編號 | Investment fund name 投資基金名稱 | Currency 貨幣 |
|------------------------------|--|----------------|------------------------------|--|----------------|
| APEF | Asia Pacific Equity Fund 亞太區股票基金 | HKD 港元 | ISF | International Stable Fund 國際平穩基金 | HKD 港元 |
| CGF* | Capital Guaranteed Fund 保本萬利基金 | HKD/USD 港元/美元 | ISGF | International Stable Growth Fund 國際平穩增長基金 | HKD 港元 |
| CNEF | Chinese Equity Fund 中國股票基金 | HKD 港元 | MMF* | Money Market Fund 貨幣市場基金 | HKD/USD 港元/美元 |
| EEF | European Equity Fund 歐洲股票基金 | HKD 港元 | NABF | North American Bond Fund 北美債券基金 | HKD 港元 |
| HKEF | Hong Kong Equity Fund 香港股票基金 | HKD 港元 | NAEF | North American Equity Fund 北美股票基金 | HKD 港元 |
| HSITF | Hang Seng Index Tracker Fund 恒指追蹤指數基金 | HKD 港元 | WBF | World Bond Fund 世界債券基金 | HKD 港元 |
| IGF* | International Growth Fund 國際增長基金 | HKD/USD 港元/美元 | | | |

* The fund is available in Hong Kong or US dollars. The currency used will depend on the policy which has been selected. 此基金提供港元或美元單位，而適用的貨幣將根據所選擇的保單而定。

F. Personal information collection statement 收集個人資料聲明

(Applicable to schemes regulated by an insurance arrangement 適用於由保險安排所規管的計劃)

- The personal data provided by Participating Employers (if applicable) and/or Members and details of transactions or dealings by such Participating Employers (if applicable) and/or Members from time to time may, to the extent not prohibited by applicable law, be used for one or more of the following purposes:-(i) the administration and/or management of or in connection with the contributions or benefits or accounts in respect of the Participating Employers (if applicable) and/or Members under the HSBC occupational retirement schemes and Hang Seng occupational retirement schemes administered by the HSBC Group; (ii) conducting direct marketing activities of occupational retirement scheme products and/or occupational retirement scheme services by entities of the HSBC Group as described in paragraph 5 below only if your consent is obtained (which includes an indication of no objection); (iii) improving and furthering the provision of occupational retirement scheme products and/or services (including through customer research or surveys) by entities of the HSBC Group; (iv) matching for occupational retirement scheme related purpose with other personal data concerning the relevant Participating Employers (if applicable) and/or Members; and (v) compliance or in accordance with an order of a court, or compliance or in accordance with a law or a requirement made under a law (e.g. the Inland Revenue Ordinance and its provisions including those concerning automatic exchange of financial account information), or compliance or in accordance with any agreement or treaty or any present or future contractual or other commitment with any regulators or government authorities in any jurisdictions, including but not limited to an agreement by one or more entities of the HSBC Group under the provisions of U.S. tax law known as the Foreign Account Tax Compliance Act ('FATCA'), and the guidelines, guidance or requests given or issued by the Inland Revenue Department including those concerning automatic exchange of financial account information (collectively, the 'Compliance Obligations'). 不時由參與僱主(如適用)及/或成員所提供的個人資料及該等參與僱主(如適用)及/或成員的交易或事務往來的詳情，限於不在適用法律禁止之列，將可被用於以下一項或多項用途：(i)由滙豐集團管理行政的滙豐職業退休計劃及恒生職業退休計劃下與參與僱主(如適用)及/或成員的供款或權益或戶口有關的行政事宜及/或管理；(ii)在獲得你的同意下(包括表示不反對)，進行以下第5段所述由滙豐集團成員所提供的職業退休計劃產品及/或職業退休計劃服務的直接或有關促銷活動；(iii)改善及進一步提供由滙豐集團成員所提供的職業退休計劃產品及/或服務(包括透過客戶研究或調查)；(iv)為任何職業退休計劃相關的用途而核對相關參與僱主(如適用)及/或成員的其他個人資料；及(v)遵守或按照法庭命令，或遵守或按照法律或根據法律訂立的規定(例如《稅務條例》及其條文，包括關於自動交換財務賬戶資料的條文)，或遵守或按照任何與任何司法管轄區的監管機構或政府機關之間達成的協議或條約或任何現在或將來的合同或其他承諾，包括但不限於與一個或多個滙豐集團成員根據美國名為《外國賬戶稅務合規法案》(「外國賬戶稅務合規法案」)的稅務法律的規定所達成的協議，及稅務局所提供或發出的指引、指導或要求，包括關於自動交換財務賬戶資料的指引、指導或要求(統稱為「合規義務」)。
- Failure to provide your information may result in us being unable to process your application or perform the services you request. 如你未能提供資料將可能導致我們未能處理你的申請或提供你所要求的服務。
- Personal data held by us relating to a Participating Employer (if applicable) and/or Member will be kept confidential but, to the extent not prohibited by applicable law, such information may be provided by us or any of our service providers to the following parties for the purposes set out in paragraph 1:-(i) any regulators or government authorities; (ii) any service provider, agent or contractor who provides administrative, telecommunications, computer, payment, data processing, matching, storage, customer research or survey or other services in connection with the operation of our occupational retirement scheme business; (iii) relevant Participating Employers (if applicable); (iv) entities of the HSBC Group. Such information may be transferred to a place outside Hong Kong Special Administrative Region. 由我們持有參與僱主(如適用)及/或成員的個人資料將予保密，但限於不在適用法律禁止之列，我們或任何我們的服務供應商可能會將該等資料提供給以下各方作第1段所述的用途：(i)任何監管機構或政府機關；(ii)任何提供與營運我們的職業退休計劃業務有關的行政、電訊、電腦、付賬、數據處理、核對、儲存、客戶研究或調查或其他服務的任何服務供應商、代理人或承包商；(iii)相關的參與僱主(如適用)；(iv)滙豐集團成員。該等資料可能轉移至香港特別行政區以外的地方。

F. Personal information collection statement (Cont'd) 收集個人資料聲明(續)

4. You have the right to request access to and correction of your personal data held by us. Request should be addressed to: The Data Protection Officer, HSBC Life (International) Limited, PO Box 74203, Kowloon Central Post Office. For enquiries, please contact our Hotline at (852) 2288 6655. 你有權要求查閱及更改由我們持有你的個人資料。如有需要，可致函九龍中央郵政信箱74203號向滙豐人壽保險(國際)有限公司資料保障主任提出要求。如有查詢，可致電(852) 2288 6655。
5. To the extent not prohibited by applicable law, we, entities of the HSBC Group, intend to use your personal data in direct marketing of occupational retirement scheme products and/or occupational retirement scheme services, and we require your consent (which includes an indication of no objection) for that purpose. In this connection, please note that: 限於不在適用法律禁止之列，我們，滙豐集團成員，擬把你的個人資料用於職業退休計劃產品及／或職業退休計劃服務的直接促銷，而我們為該用途須獲得你的同意(包括表示不反對)。就此，請注意：
- (i) your name, contact details, other products and services portfolio information, transaction pattern and behaviour, financial background and demographic data held by us from time to time may be used in direct marketing; and 我們可能把我們不時持有你的姓名、聯絡資料、其他產品及服務組合資料、交易模式及行為、財務背景及人口統計數據用於直接促銷；及
 - (ii) the occupational retirement scheme products and/or occupational retirement scheme services offered by entities of the HSBC Group may be marketed. 可用作促銷由滙豐集團成員所提供的職業退休計劃產品及／或職業退休計劃服務。

If you no longer want us to use your personal data in direct marketing activities as described in paragraph 5 above, you may exercise your opt-out right by notifying us. 如你不再希望你的個人資料被用於上述第5段所述的直接促銷活動，你可通知我們，行使你的選擇權拒絕促銷。

(Applicable to schemes governed by a trust 適用於受信託所管限的計劃)

1. The personal data provided by Participating Employers (if applicable) and/or Members and details of transactions or dealings by such Participating Employers (if applicable) and/or Members from time to time may, to the extent not prohibited by applicable law, be used for one or more of the following purposes:-(i) the administration and/or management of or in connection with the contributions or benefits or accounts in respect of the Participating Employers (if applicable) and/or Members under the HSBC occupational retirement schemes and Hang Seng occupational retirement schemes administered by the HSBC Group; (ii) conducting direct marketing activities of occupational retirement scheme products and/or occupational retirement scheme services by entities of the HSBC Group as described in paragraph 5 below only if your consent is obtained (which includes an indication of no objection); (iii) improving and furthering the provision of occupational retirement scheme products and/or services (including through customer research or surveys) by entities of the HSBC Group; (iv) matching for occupational retirement scheme related purpose with other personal data concerning the relevant Participating Employers (if applicable) and/or Members; (v) compliance or in accordance with an order of a court, or compliance or in accordance with a law or a requirement made under a law (e.g. the Inland Revenue Ordinance and its provisions including those concerning automatic exchange of financial account information), or compliance or in accordance with any agreement or treaty or any present or future contractual or other commitment with any regulators or government authorities in any jurisdictions, including but not limited to an agreement by one or more entities of the HSBC Group under the provisions of U.S. tax law known as the Foreign Account Tax Compliance Act ('FATCA'), and the guidelines, guidance or requests given or issued by the Inland Revenue Department including those concerning automatic exchange of financial account information (collectively, the 'Compliance Obligations'). 不時由參與僱主(如適用)及／或成員所提供的個人資料及該等參與僱主(如適用)及／或成員的交易或事務往來的詳情，限於不在適用法律禁止之列，將可被用於以下一項或多項用途：(i)由滙豐集團管理行政的滙豐職業退休計劃及恒生職業退休計劃下與參與僱主(如適用)及／或成員的供款或權益或戶口有關的行政事宜及／或管理；(ii)在獲得你的同意下(包括表示不反對)，進行以下第5段所述由滙豐集團成員所提供的職業退休計劃產品及／或職業退休計劃服務的直接有關促銷活動；(iii)改善及進一步提供由滙豐集團成員所提供的職業退休計劃產品及／或服務(包括透過客戶研究或調查)；(iv)為任何職業退休計劃相關的用途而核對相關參與僱主(如適用)及／或成員的其他個人資料；(v)遵守或按照法庭命令，或遵守或按照法律或根據法律訂立的規定(例如《稅務條例》及其條文，包括關於自動交換財務賬戶資料的條文)，或遵守或按照任何與任何司法管轄區的監管機構或政府機關之間達成的協議或條約或任何現在或將來的合同或其他承諾，包括但不限於與一個或多個滙豐集團成員根據美國名為《外國賬戶稅務合規法案》(「《外國賬戶稅務合規法案》」)的稅務法律的規定所達成的協議，及稅務局所提供或發出的指引、指導或要求，包括關於自動交換財務賬戶資料的指引、指導或要求(統稱為「合規義務」)。
2. Failure to provide your information may result in us being unable to process your application or perform the services you request. 如你未能提供資料將可能導致我們未能處理你的申請或提供你所要求的服務。
3. Personal data held by us relating to a Participating Employer (if applicable) and/or Member will be kept confidential but, to the extent not prohibited by applicable law, such information may be provided by us or any of our service providers to the following parties for the purposes set out in paragraph 1:-(i) any regulators or government authorities; (ii) any service provider, agent or contractor who provides administrative, telecommunications, computer, payment, data processing, matching, storage, customer research or survey or other services in connection with the operation of our occupational retirement scheme business; (iii) relevant Participating Employers (if applicable); (iv) entities of the HSBC Group. Such information may be transferred to a place outside Hong Kong Special Administrative Region. 由我們持有參與僱主(如適用)及／或成員的個人資料將予保密，但限於不在適用法律禁止之列，我們或任何我們的服務供應商可能會將該等資料提供給以下各方作第1段所述的用途：(i)任何監管機構或政府機關；(ii)任何提供與營運我們的職業退休計劃業務有關的行政、電訊、電腦、付賬、數據處理、核對、儲存、客戶研究或調查或其他服務的任何服務供應商、代理人或承包商；(iii)相關的參與僱主(如適用)；(iv)滙豐集團成員。該等資料可能轉移至香港特別行政區以外的地方。
4. You have the right to request access to and correction of your personal data held by us. Request should be addressed to: The Data Protection Officer, HSBC Institutional Trust Services (Asia) Limited, c/o The Hongkong and Shanghai Banking Corporation Limited, PO Box 74203, Kowloon Central Post Office. For enquiries, please contact our Hotline at (852) 2288 6655. 你有權要求查閱及更改由我們持有你的個人資料。如有需要，可致函九龍中央郵政信箱74203號(c/o The Hongkong and Shanghai Banking Corporation Limited香港上海滙豐銀行有限公司)，向滙豐機構信託服務(亞洲)有限公司資料保障主任提出要求。如有查詢，可致電(852) 2288 6655。
5. To the extent not prohibited by applicable law, we, entities of the HSBC Group, intend to use your personal data in direct marketing of occupational retirement scheme products and/or occupational retirement scheme services, and we require your consent (which includes an indication of no objection) for that purpose. In this connection, please note that: 限於不在適用法律禁止之列，我們，滙豐集團成員，擬把你的個人資料用於職業退休計劃產品及／或職業退休計劃服務的直接促銷，而我們為該用途須獲得你的同意(包括表示不反對)。就此，請注意：
- (i) your name, contact details, other products and services portfolio information, transaction pattern and behaviour, financial background and demographic data held by us from time to time may be used in direct marketing; and 我們可能把我們不時持有你的姓名、聯絡資料、其他產品及服務組合資料、交易模式及行為、財務背景及人口統計數據用於直接促銷；及
 - (ii) the occupational retirement scheme products and/or occupational retirement scheme services offered by entities of the HSBC Group may be marketed. 可用作促銷由滙豐集團成員所提供的職業退休計劃產品及／或職業退休計劃服務。

If you no longer want us to use your personal data in direct marketing activities as described in paragraph 5 above, you may exercise your opt-out right by notifying us. 如你不再希望你的個人資料被用於上述第5段所述的直接促銷活動，你可通知我們，行使你的選擇權拒絕促銷。

G. How it works 如何運作

Portfolio Rebalance 重組投資組合

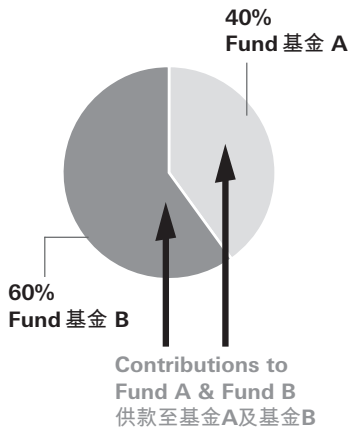
Example 1 例子一

This example applies to change of investment instruction to be processed on 此例子適用於：

- 7th valuation date with or without existing balances investing in CGF; or 7日之估值日期處理的更改投資指示及現時持有或沒持有保本萬利基金的結餘；或
- 14th, 21st, & 28th valuation dates without existing balances investing in CGF. 14日、21日及28日之估值日期處理的更改投資指示及現時沒持有任何保本萬利基金的結餘。

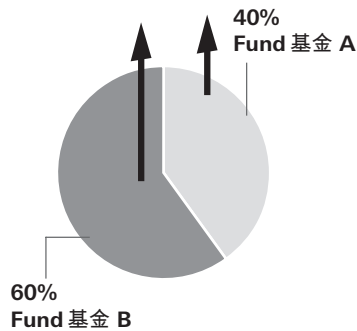
1 Existing 現時

Your existing asset allocation
你現有的資產分布



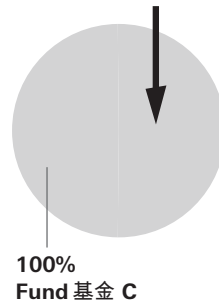
2 Sell 沽出

SELL existing funds
沽出現有的基金



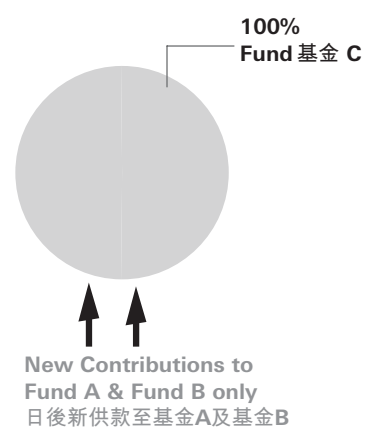
3 Buy 買入

BUY new funds with units sold from your other funds
利用由其他基金沽出的單位來買入新基金



4 Result 結果

New Contributions remain the same as before rebalancing
日後新供款保持不變



Example 2 例子二

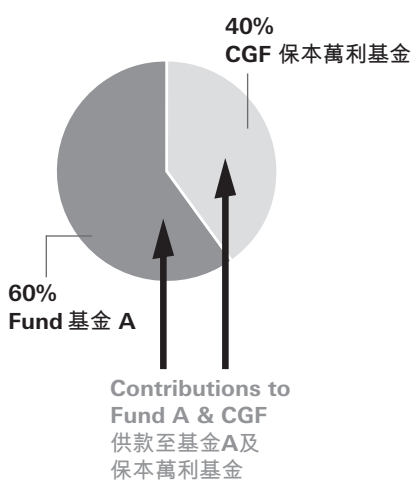
This example applies to change of investment instructions to be processed on 此例子適用於：

- 14th, 21st, & 28th valuation dates with existing balances investing in CGF. 14日、21日及28日之估值日期處理的更改投資指示及現時持有保本萬利基金的結餘。

For example, your scheme's existing asset allocation is 40% in CGF and 60% in Fund A and you have submitted a new investment allocation with 30% in Fund B and 70% in Fund C. 例如你計劃現有的資產有40%分布於保本萬利基金及60%分布於基金A，而你新的投資分配指示是30%分布於基金B及70%分布於基金C。

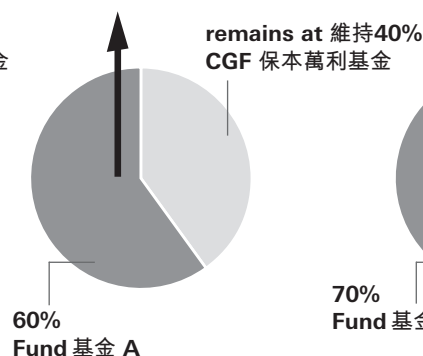
1 Existing 現時

Your existing asset allocation
你現有的資產分布



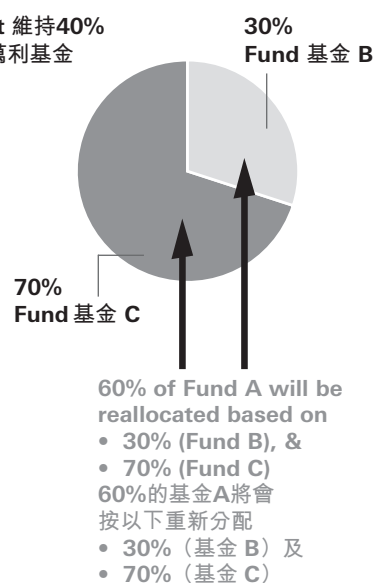
2 Sell 沽出

SELL Fund A and CGF remains unchanged
沽出基金A及保本萬利基金維持不變



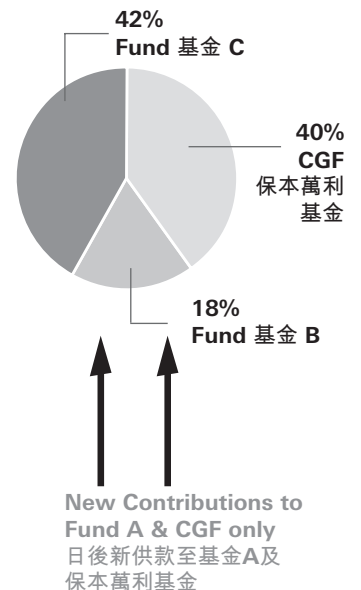
3 Buy 買入

BUY new funds with units sold from Fund A
利用由基金A沽出的單位來買入新基金



4 Result 結果

New Asset allocation
新的資產分布



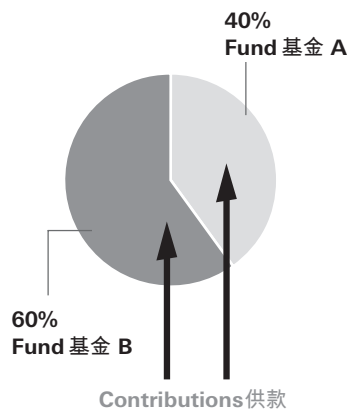
G. How it works (cont'd) 如何運作(續)

Contribution Redirection 重新分配新供款

Example 3 例子三

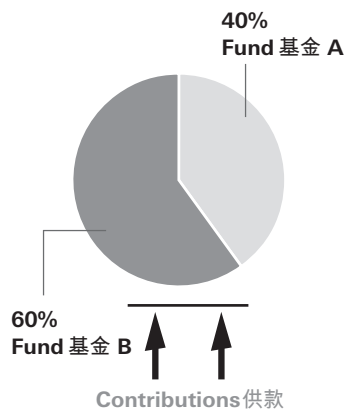
1 Existing 現時

Your existing asset allocation
你現有賬戶結餘的資產分布



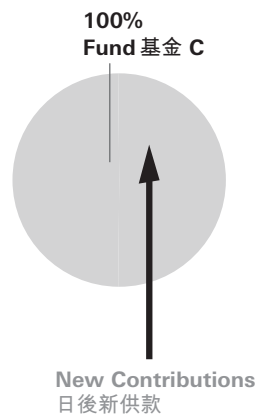
2 Stop 停止

STOP Contributions into existing funds
停止向現時的基金供款



3 Buy 買入

BUY new funds with New Contributions
利用日後新供款買入新基金



4 Result 結果

New Contributions is now redirected to the new funds
日後新供款會被分配到新基金

