



AIA MPF – PRIME VALUE CHOICE EMPLOYER APPLICATION FORM 友邦強積金優選計劃僱主申請表格

Note : Please read the latest Key Scheme Information Document and MPF Scheme Brochure of AIA MPF – Prime Value Choice (the "Scheme") carefully before completing this form.
Please mark "✓" in appropriate box.
Please initial any alterations on this form.
Please return the completed form together with all required documents to AIA International Limited at 8/F, AIA Financial Centre, 712 Prince Edward Road East, Kowloon, Hong Kong directly, or through your MPF intermediary.

注意： 填寫本表格前，請先閱讀友邦強積金優選計劃（「計劃」）之最新主要計劃資料文件及強積金計劃說明書。
請在適當的方格內加上「✓」號。
如有修改，請於修改位置旁加簽。
請把填妥的表格連同所需文件直接或透過你的強積金中介人交回香港九龍太子道東 712 號友邦九龍金融中心 8 樓友邦保險（國際）有限公司。

Plan No. **(Internal use only)**
計劃編號： **只供內部使用)**

A. EMPLOYER DETAILS 僱主資料 (fields marked with * are mandatory 附有 * 之欄目必須填寫)

1. *Company Name 公司名稱：(as shown in the registration document 與登記文件相同)

(Eng)

(中文)

2. A representative company of a group of companies? 是否集團公司代表？

- ☐ Yes 是 (please submit "Group Companies Form" together with this form, or you will be deemed not a representative company of a group of companies 請另填「集團公司表格」連同本表格一併交回，否則僱主視為不是集團公司代表)
- ☐ No 否

3. Tel. No. 電話：(852) 4. Fax No. 傳真：(852)

5. *Principal Place of Business 主要營業地址：

Flat/Room 單位 / 室	Floor 樓	Block 座
Building 大廈		
Street/District 街道 / 地區		
Country 國家 (applicable to non-Hong Kong address 適用於非香港地址)		

☐ HK 香港 ☐ KLN 九龍 ☐ NT 新界

6. Correspondence Address 通訊地址：(if different from Principal Place of Business 如與主要營業地址不同)

Flat/Room 單位 / 室	Floor 樓	Block 座
Building 大廈		
Street/District 街道 / 地區		
Country 國家 (applicable to non-Hong Kong address 適用於非香港地址)		

☐ HK 香港 ☐ KLN 九龍 ☐ NT 新界

7. *Registration Type 登記類別：(please attach a copy of valid registration document 請附上有效登記文件副本)

☐ Business Registration 商業登記 [BR]

Registration No. 登記證號碼：

- ☐ Education Bureau
教育局 [ED]
- ☐ Inland Revenue Department (charitable organizations)
稅務局（慈善機構）[IR]
- ☐ Registry of Trade Unions
職工會登記局 [TU]
- ☐ Societies Office of Hong Kong Police (societies)
香港警務處社團事務處（社團）[SO]
- ☐ Others, please specify 其他，請註明 [OT]：

Registration No. 登記證號碼：

Date of Incorporation dd 日 mm 月 yyyy 年

註冊日期：

dd 日 mm 月 yyyy 年

Place of Incorporation

註冊地點：

(Applicable to Limited Company only 只適用於有限公司)



PR2406B

List of Required Documents 要求文件清單



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Group Companies Form 集團公司表格



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8. * Organization Type 機構類別：

- ☐ Limited Company 有限公司 (please attach a copy of valid Certificate of Incorporation 請附上有效公司註冊證副本)
- ☐ Partnership 合夥經營
- ☐ Sole Proprietorship 獨資經營
- ☐ Others, please specify 其他，請註明：

9. *Nature of Business 業務性質：

- ☐ Community, Social and Personal Services 社區、社會及個人服務
- ☐ Construction 建築業
- ☐ Education 教育
- ☐ Electricity and Gas 電力及煤氣
- ☐ Finance, Banking, Insurance and Business Services 金融 / 銀行 / 保險及商用服務
- ☐ Governmental Department, Public Utility 政府部門 / 公共事業
- ☐ Healthcare, Medical Services 保健 / 醫療服務
- ☐ Import/Export Trades 出 / 入口貿易
- ☐ Manufacturing 製造業
- ☐ Professional Services (Accountant/Lawyer/Consultant etc.) 專業服務 (會計 / 律師 / 顧問等)
- ☐ Restaurants and Hotels 餐廳及酒店業
- ☐ Small and Medium-sized Entity (SME) 中小企
- ☐ Technology 科技行業
- ☐ Transport, Storage and Communications 運輸、倉務及通訊業
- ☐ Wholesale and Retail 批發及零售業
- ☐ Others, please specify 其他，請註明：

10. *Contact Details for Daily Administration 日常行政聯絡資料：

Name 姓名：

(中文)

☐ Mr. 先生 ☐ Ms. 女士

Contact No. 聯絡電話：

(852)

Fax 傳真：

(852)

E-mail 電郵：

Name 姓名：

(中文)

☐ Mr. 先生 ☐ Ms. 女士

Contact No. 聯絡電話：

(852)

Fax 傳真：

(852)

E-mail 電郵：

11. Language Preference 語言選擇：(if no preference is indicated, your preference will default to "Chinese")

如沒有指明，語言選擇將自動設定為「中文」)

- ☐ Chinese 中文 ☐ English 英文

12. No. of Employees Eligible for MPF 合資格強積金僱員人數：

B. CONTRIBUTION DETAILS 供款資料

1. Date of Participation 參與日期 #:

dd 日 mm 月 yyyy 年

Scheme transfer effective date OR the date of employment of your first employee 計劃轉移生效日期或首名僱員受僱日期

2. Contribution Period 供款期

☐ Monthly 每月:

dd 日 dd 日
from 由 01 to 至 30/31

☐ Semi-monthly 每半月:

dd 日 dd 日 from 由 01 to 至 15 and 及 dd 日 dd 日 from 由 16 to 至 30/31

☐ Weekly 每星期:

dd 日 mm 月 yyyy 年
from 由

☐ Bi-weekly 每兩星期:

dd 日 mm 月 yyyy 年
from 由

☐ Others, please specify 其他, 請註明:

3. Contribution Payment Method 供款繳交方法: (please DO NOT send cash to an intermediary 請勿向中介人繳付現金)

- ☐ Autopay 自動轉賬 (please submit "Direct Debit Authorization Form" together with this form, or contribution payment method will be deemed as "Cheque" 請另填「直接付款授權書」連同本表格一併交回, 否則視為支票繳交)
- ☐ Cheque 支票 (please make it payable to "AIA Co (Trustee) Ltd - Prime" 抬頭請寫「友邦(信託)有限公司—優選」)

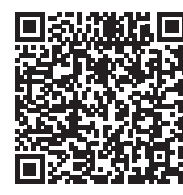
4. Will you make voluntary contribution for your employees? 會否為僱員作自願性供款?

- ☐ Yes 會 (please submit "Employer Voluntary Contribution Set-up Form" together with this form, or you will be deemed not to make voluntary contribution for your employees 請另填「設立僱主自願性供款表格」連同本表格一併交回, 否則視為不會為僱員作自願性供款)
- ☐ No 否

5. Will there be any assets transferred from other scheme(s)? 是否有資產由其他計劃轉入?

- ☐ Yes 會 (please submit "Transfer of Asset Form" together with this form 請另填「資產轉戶表格」連同本表格一併交回)
- ☐ No 否

Direct Debit
Authorization Form
直接付款授權書



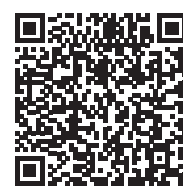
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Employer Voluntary
Contribution Set-up Form
設立僱主自願性供款表格



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Transfer of Asset Form
資產轉戶表格



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C. SELF-CERTIFICATION OF TAX RESIDENCY (MUST FILL) 稅務居民身份自我證明 (必須填寫)

- This is a self-certification provided by you to the Trustee for the purpose of Automatic Exchange of Financial Account Information ("AEOI") in compliance with tax law and regulations (including but not limited to the Inland Revenue Ordinance (Cap.112) and regulations based on the Organisation for Economic Co-operation and Development ("OECD") Common Reporting Standard ("CRS") for automatic exchange of information). The data collected may be transmitted by the Trustee to the Inland Revenue Department for which may further exchange such information to the competent authority of another reportable jurisdiction.
這是你向受託人提供的自我證明, 作為自動交換財務賬戶資料用途以遵守稅務法律及規例 (包括但不限於《稅務條例》(第 112 章) 和根據自動交換資料有關的經濟合作與發展組織 ("OECD") 《通用報告準則》 ("CRS") 的規則)。受託人可把收集所得的資料交給稅務局, 稅務局會將資料交到另一申報稅務司法管轄區的主管部門。
- This self-certification will remain valid unless there is any change in circumstances relating to the status of tax residency(ies) of the Entity / Sole Proprietor. You must notify the Trustee within 30 days if there is any change in circumstances that makes any of the information provided in any parts of this self-certification form incorrect or incomplete and provide an updated self-certification form.
此自我證明是有效文件除非實體 / 獨資經營者的稅務居民身份相關的情況有所改變。如情況有所改變, 以致影響本聲明所述的實體 / 獨資經營者的稅務居民身份, 或引致本表格任何部分所載的資料不正確, 你必須在情況有所改變後的 30 天內通知受託人有關的改變並提供最新的自我證明。
- All relevant identification/verification documentation will be provided to the Trustee upon request. Failure to provide us with the information and other personal data as requested may result in your application/instruction not being able to be processed.
受託人有權要求你提供所有相關的身份證明 / 驗證文件。如未能提供所需資料及其他個人資料, 可能導致你的申請 / 指示不獲處理。
- The Trustee is not allowed to give tax or legal advice. If you have any questions regarding your tax residency, please consult your tax adviser or visit the OECD and Inland Revenue Department's AEOI website at <http://www.oecd.org/tax/automatic-exchange/crs-implementation-and-assistance/> and http://www.ird.gov.hk/eng/tax/dta_aeoi.htm respectively, or simply scan the QR code below, for more CRS and related information.
受託人不獲允許提供稅務或法律意見。若你對你的稅務居民身份存有任何疑問, 請諮詢專業稅務顧問或瀏覽 OECD (<http://www.oecd.org/tax/automatic-exchange/crs-implementation-and-assistance/>) 及稅務局 (http://www.ird.gov.hk/eng/tax/dta_aeoi.htm) 有關自動交換財務賬戶資料的網頁, 或掃描以下二維碼, 以獲取更多 CRS 及相關資料。



(OECD-CRS)



(IRD 稅務局)

The Employer's information, including name, business registration no., place of incorporation, registered address and business address, etc., provided in this form and other related documents form part of this self-certification.

於本表格及其他相關文件所提供的僱主資料，包括姓名、商業登記號碼、公司註冊地、登記地址及營業地址等，會成為此自我證明的一部分。

The Entity mentioned in this section refers to corporations and partnerships (excluding sole proprietors). If you are a sole proprietor, please complete Parts C(1), (2) and (5) only.

此部分所指之「實體」為法團或合夥（獨資經營者除外）。如你是獨資經營者，只需填寫 C(1)、(2) 及 (5) 部分。

(1) Entity/Sole Proprietor Tax Residence is (please tick one) 實體 / 獨資經營者之稅務居住地（請選一項）

- ☐ (i) Hong Kong ONLY 只有香港 (please skip C(2) 請略過 C(2) 部分)
- ☐ (ii) Hong Kong and also some other jurisdictions 是香港及其他司法管轄區 (please fill out C(2) 請填寫 C(2) 部分)
- ☐ (iii) NOT Hong Kong, but instead some other jurisdictions 不是香港而是其他司法管轄區 (please fill out C(2) 請填寫 C(2) 部分)

(2) If a "✓" is input in the box (ii) or (iii) above, please list ALL jurisdictions (other than Hong Kong) where the Entity/Sole Proprietor is a resident for tax purposes and Taxpayer Identification Number or its functional equivalent ("TIN") for each jurisdiction. If the space provided is insufficient, please provide it in the below format on additional sheet(s). 如果在上面的第 (ii) 或 (iii) 項中加入「✓」，請列明實體 / 獨資經營者在當地為符合稅務目的之居民的所有國家 / 司法管轄區（香港除外）以及該國家 / 司法管轄區發出的稅務編號或具有等同功能的識別編號（「稅務編號」）。如下列位置不敷應用，請按以下格式另加新頁。

	Country/Jurisdiction of Tax Residency (other than Hong Kong) 稅務居民所在國家 / 司法管轄區 (香港除外)	TIN 稅務編號	If no TIN available, please indicate Reason A, B or C below 若未能提供稅務編號，請於下方填上 理由 A、B 或 C ^{註 1}	Please explain why you are unable to obtain a TIN if you selected Reason B 若你選擇理由 B，請在下方解釋無法取 得稅務編號的原因
1				
2				
3				

Remarks 註：

1. Reason A: The country/jurisdiction where the Entity/Sole Proprietor is a resident for tax purposes does not issue TINs to its residents.
理由 A – 實體 / 獨資經營者在當地為稅務居民的國家 / 司法管轄區不向其居民發出稅務編號。
- Reason B: The Entity/Sole Proprietor is unable to obtain a TIN. (please explain why the Entity/Sole Proprietor is unable to obtain a TIN in the above table if you have selected this reason)
理由 B – 實體 / 獨資經營者無法獲得稅務編號。（若你選擇這理由，請在上表解釋實體 / 獨資經營者無法獲得稅務編號的原因）
- Reason C: No TIN is required. (Note: Only select this reason if the domestic law of the relevant jurisdiction of residence does not require the TIN to be disclosed)
理由 C – 無需稅務編號。（註：只有在相關司法管轄區的國內法律不需要披露該司法管轄區發出的稅務編號方可選擇這理由）

If Employer is a sole-proprietorship, please skip C(3)-C(4) and complete C(5). 如僱主屬獨資經營者，請略過 C(3)-C(4) 部分並填寫 C(5) 部分。

(3) Entity Type (Not applicable to sole-proprietorship) 實體類別（不適用於獨資經營者）

Please ✓ one of the appropriate boxes and provide the relevant information. 在其中一個適當的空格內加上 ✓ 號，並提供有關資料。

Financial Institution 財務機構	<div><input type="checkbox"/> Custodial Institution, Depository Institution or Specified Insurance Company 託管機構、存款機構或指明保險公司</div> <div><input type="checkbox"/> Investment Entity, except an investment entity that is managed by another financial institution (e.g. with discretion to manage the entity's assets) and located in a non-participating jurisdiction 投資實體，但不包括由另一財務機構管理（例如：擁有酌情權管理投資實體的資產）並位於非參與稅務管轄區的投資實體</div>
Active Non-Financial Entity ("NFE") 主動非財務實體	<div><input type="checkbox"/> NFE the stock of which is regularly traded on _____, which is an established securities market 該非財務實體的股票經常在 _____（一個具規模證券市場）進行買賣</div> <div><input type="checkbox"/> Related entity of _____, the stock of which is regularly traded on _____, which is an established securities market 為 _____ 的有關連實體，該有關連實體的股票經常在 _____（一個具規模證券市場）進行買賣</div> <div><input type="checkbox"/> NFE is a governmental entity, an international organization, a central bank, or an entity wholly owned by one or more of the foregoing entities 政府實體、國際組織、中央銀行或由前述的實體全權擁有的其他實體</div> <div><input type="checkbox"/> Active NFE other than the above (Please specify _____) 除上述以外的主動非財務實體（請說明 _____）</div>
Passive Non-Financial Entity ("NFE") 被動非財務實體	<div><input type="checkbox"/> Investment entity that is managed by another financial institution and located in a non-participating jurisdiction 位於非參與稅務管轄區並由另一財務機構管理的投資實體</div> <div><input type="checkbox"/> NFE that is not an active NFE 不屬主動非財務實體的非財務實體</div> <div>For Passive NFE, Self-Certification Form – Controlling Person for each controlling person is required. 每位被動非財務實體的控權人需提供其自我證明表格 - 控權人。</div>

(4) Controlling Person (Complete this part if the entity account holder is a Passive NFE) 控權人（如實體賬戶持有人是被動非財務實體，填寫此部分）

Indicate the name of all controlling person(s) of the entity in the table below. If no natural person exercises control over an entity which is a legal person, the controlling person will be the individual holding the position of senior managing official.

請填寫實體之所有控權人的姓名在列表內。就法人實體，如沒有自然人行使控制權，控權人將會是該法人實體的高級管理人員。

Complete Self-Certification Form – Controlling Person for each controlling person. 每名控權人須分別填寫一份自我證明表格 - 控權人。

Name of Controlling Person 控權人姓名		
(1)	(3)	(5)
(2)	(4)	(6)

(5) Sole-proprietor Information (if applicable) 獨資經營者之資料 (如適用)

Name 姓名：	Surname in English 英文姓氏	Given Name in English 英文名字	Surname in Chinese 中文姓氏	Given Name in Chinese 中文名字
HKID Card No. 香港身份證號碼：			Date of Birth 出生日期：	dd 日 / mm 月 / yyyy 年
Passport No. (NOT applicable to Hong Kong permanent resident) 護照號碼 (不適用於香港永久性居民)：				
Current Residence Address 現時住址：	Room / Flat 室	Floor 樓	Block 座	Name of Building / Estate 大廈 / 屋邨名稱
	Street No. & Name 街道名稱及號碼		District 地區	<input type="checkbox"/> HK 香港 <input type="checkbox"/> KLN 九龍 <input type="checkbox"/> NT 新界
	City 城市 *	Postal Code 郵寄代碼 *	Country 國家 *	
* Mandatory for overseas address 如有海外地址，必須填寫				

I/We acknowledge and agree that (a) the information contained in this form is collected and may be kept by the Trustee for the purpose of automatic exchange of financial account information, and (b) such information and information regarding the account holder and any reportable account(s) may be reported by the Trustee to the Inland Revenue Department of the Government of the Hong Kong Special Administrative Region and exchanged with the tax authorities of another jurisdiction or jurisdictions in which the account holder may be resident for tax purposes pursuant to the legal provisions for exchange of financial account information provided under the Inland Revenue Ordinance (Cap.112).

I/We certify that I am/we are authorized to sign for the account holder of all the account(s)[#] to which this form relates.

I/We declare that the information given and statements made in this form are, to the best of my/our knowledge and belief, true, correct and complete.

本人 / 我們知悉及同意，受託人可根據《稅務條例》(第 112 章) 有關交換財務賬戶資料的法律條文，(a) 收集本表格所載資料並可備存作自動交換財務賬戶資料用途及 (b) 把該等資料和關於賬戶持有人及任何須申報賬戶的資料向香港特別行政區政府稅務局申報，從而把資料轉交到賬戶持有人的居留司法管轄區的稅務當局。

本人 / 我們證明，就與本表格所有相關的賬戶，本人 / 我們獲賬戶持有人授權簽署本表格[#]。

本人 / 我們聲明就本人 / 我們所知所信，本表格內所填報的所有資料和聲明均屬真實、正確和完備。

[#] Delete as appropriate 刪去不適用者

WARNING: It is an offence under section 80(2E) of the Inland Revenue Ordinance if any person, in making a self-certification, makes a statement that is misleading, false or incorrect in a material particular AND knows, or is reckless as to whether, the statement is misleading, false or incorrect in a material particular. A person who commits the offence is liable on conviction to a fine at level 3 (i.e. HK\$10,000).

警告：根據《稅務條例》第 80(2E) 條，如任何人在作出自我證明時，在明知一項陳述在要項上屬具誤導性、虛假或不正確，或罔顧一項陳述是否在要項上屬具誤導性、虛假或不正確下，作出該項陳述，即屬犯罪。一經定罪，可處第 3 級罰款（即 10,000 港元）。

D. DECLARATION 聲明

I/We confirm that I/We have read, understood and agreed to the Personal Information Collection Statement of AIA Company (Trustee) Limited ("AIA Trustee") (the "PICS").

我 / 我們確認我 / 我們已閱讀、明白及同意友邦（信託）有限公司（「友邦信託」）的個人資料收集聲明（「該聲明」）。

I/We declare and agree that any personal data and other information relating to me/us and/or our employees or my/our/our employees' account(s) or investment(s) contained in this application or collected, obtained, compiled or held by AIA Trustee by any means from time to time may be collected and utilized in accordance with the PICS. I/We acknowledge and consent to, and confirm that we have obtained our employees' consent to (if applicable), the transfer of my/our/our employees' personal data to parties within or outside Hong Kong for the purposes and to the transferees as set out in the PICS. The updated version of the PICS which complies with the relevant rules and regulations is available for download:

<https://www.aia.com.hk/content/dam/hk-wise/pdf/privacy-statement/AIAT-PICS-English.pdf>, and is also available upon request.

我 / 我們聲明及同意在本申請所載或友邦信託不時以任何方法收集、獲得、編製或持有的任何關於我 / 我們 / 我們的僱員的個人資料及關於我 / 我們 / 我們的僱員的帳戶或投資的其他資料，可根據該聲明收集及使用。我 / 我們知悉及同意，及確認我們已獲我們的僱員同意（如適用），就該聲明所述目的及向有關各方轉移我 / 我們 / 我們的僱員的個人資料至香港境內或境外各方。該聲明符合相關守則及法規的最新版本可於此下載：<https://www.aia.com.hk/content/dam/hk-wise/pdf/privacy-statement/AIAT-PICS-Traditional-Chinese.pdf>，及可向友邦信託索取。

In order to provide you with the latest news, offers and promotions, and to conduct direct marketing activities, AIA Trustee may use your personal data according to the PICS but AIA Trustee cannot use your personal data for such purpose without your consent. Please tick "✓" in the box below if you do not agree your personal data is to be used for direct marketing purpose.

為向你提供最新的資訊、優惠和推廣及進行直接促銷活動，友邦信託擬根據該聲明使用你的個人資料。然而，未經你同意，友邦信託不可為此目的使用你的個人資料。如你不同意你的個人資料用作直接促銷用途，請在以下方格內劃上“✓”。

☐ I do not agree to AIA Trustee's use of my personal data for direct marketing purpose as set out in paragraph 3 of the PICS.
我不同意友邦信託根據該聲明第 3 段將我的個人資料用於直接促銷用途。

I/We, understand and acknowledge that I/we have received and read the Key Scheme Information Document and MPF Scheme Brochure applicable to the Scheme and that by signing this application form:

我 / 我們明白並確認已收受及閱讀本計劃之主要計劃資料文件及強積金計劃說明書，在簽署本申請表格後：

(a) I am/We are entering into a legally binding agreement with the Trustee to participate in and contribute to the Scheme.

我 / 我們即與受託人達成法定合約，承諾參與本計劃及向計劃作出供款；

(b) I/We undertake to the Trustee to comply with all relevant provisions of the documentation governing the Scheme to the extent applicable to the Employer and, in particular to:

我 / 我們向受託人承諾遵守本計劃內適用於僱主的所有有關條文，包括：

- notify the Trustee in writing of any changes to the information given by me/us in this application form as soon as reasonably practicable;
在合理切實可行範圍內儘快以書面通知受託人關於任何本申請表格內的資料改動；
- provide the Trustee with such/additional information and assistance as the Trustee may reasonably require in order to enable the Trustee to comply with the Anti-Money Laundering and Counter-Terrorist Financing Ordinance and relevant requirements under the MPF Legislation; and
在合理情況下為受託人提供一切所需 / 額外資料及協助，使受託人能符合《打擊洗錢及恐怖分子資金籌集條例》及強積金法例下的有關規定；及
- notify the Trustee of any election by any of my/our employees to become a Member of the Scheme.
通知受託人關於任何新僱員加入計劃事宜。

(c) I/We agree and consent to my/our participation in the Scheme being terminated by the Trustee, upon 3 months' prior written notice having been given by the Trustee, if I/we fail to carry out any undertaking made by me/us.

若我 / 我們違反履行本計劃之承諾，而受託人給予三個月之預先書面通知，我 / 我們同意及允許本計劃之受託人終止我 / 我們參與此計劃。

(d) I/We understand that to effect any subsequent changes on the governing rules of the MPF scheme that will alter to the detriment of a member's vested benefits or accrued rights:

我 / 我們明白日後如因任何有關強積金計劃條文之修改，而損害到成員於計劃內之既有利益或累算權益：

- written consent should be obtained from all affected employees, and
須取得所有受影響的僱員之書面同意；及
- MPFA's approval is required before the changes take effect.
須取得積金局核准後有關修改方可生效。

Acceptance of this application by the Trustee is subject to:

受託人將根據下列各項以確認接受本申請：

(a) satisfactory completion of all relevant sections in this application form;

僱主適當地填妥本申請表格內所有有關部分；

(b) receipt of all relevant information and documents required by the Trustee; and

受託人收受所有所需資料及文件；及

(c) issuance of Notice of Participation from the Trustee.

由受託人發出之參與通知。

I/We declare that: (please select (a) OR (b) and ✓ as appropriate; if no selection is made, we will assume that you HAVE NOT been invited, induced or advised by any registered MPF intermediaries)
我 / 我們聲明：(請選擇 (a) 或 (b)，並於適當方格內填上 ✓ 號；如果沒有選擇，我們將假設閣下未獲任何註冊強積金中介人邀請、誘使或建議。)

☐ (a) I/We HAVE NOT been invited, induced or advised by any registered MPF intermediaries to transfer to or enrol in the AIA MPF scheme. 我 / 我們未獲任何註冊強積金中介人邀請、誘使或建議轉移至或參加友邦強積金計劃。

or
或

☐ (b) I/We have been invited, induced or advised by one or more registered MPF intermediaries to transfer to or enrol in the AIA MPF Scheme. I/We hereby provide my/our written and express consent that my/our registered MPF intermediary for receiving monetary and/or non-monetary benefits as stated in the Information About Principal Intermediary and Subsidiary Intermediary. 我 / 我們獲註冊強積金中介人邀請、誘使或建議轉移至或參加友邦強積金計劃。我 / 我們謹此就我 / 我們的註冊強積金中介人收取主事及附屬中介人資料所列之金錢利益及 / 或非金錢利益給予書面及明示同意。

I/We acknowledge that I/We have received and read the Key Scheme Information Document, MPF Scheme Brochure (including fees and charges), Information About Principal Intermediary and Subsidiary Intermediary, Employer's and Member's Guide applicable to the Scheme. I/We have been advised by my/our registered MPF intermediary to refer to the MPF Scheme Brochure for details of the AIA MPF Scheme before making material decisions. 我 / 我們確認已收受及閱讀本計劃之主要計劃資料文件、強積金計劃說明書 (包括費用及收費)、主事及附屬中介人資料、僱主及成員資料冊。我 / 我們的註冊強積金中介人已建議我 / 我們作出關鍵決定前，先參閱強積金計劃說明書以瞭解友邦強積金計劃的詳情。

I/We have been informed by my/our registered MPF intermediary that, if I/we elect to transfer out of any guaranteed fund(s) from the original MPF registered scheme(s) to the Scheme, my/our employee(s) may not satisfy some or all of the guarantee conditions of the said guaranteed fund(s) and the relevant guarantee may be disqualified. My/Our registered MPF intermediary has also advised me/us to check the offering document or consult the trustee of the original MPF registered scheme(s) for details before transferring out of the said guaranteed fund(s). 我 / 我們的註冊強積金中介人已告知我 / 我們若選擇從原註冊強積金計劃的任何保證基金轉移至本計劃，我 / 我們的僱員可能未能符合部分或所有前述保證基金的保證條款，並因而失去有關保證。我 / 我們的註冊強積金中介人亦已建議我 / 我們在轉移前述保證基金前，查閱原註冊強積金計劃的銷售文件或諮詢其受託人以了解有關詳情。

I/We hereby confirm that my/our registered MPF intermediary has explained to me/us the timeframe involved in the transfer. I/We understand that during the transfer process from original approved trustee to new approved trustee, there will be a time lag during which the accrued benefits will not be invested. 我 / 我們謹此確認我 / 我們的註冊強積金中介人已向我 / 我們說明轉移權益所涉及的時間。我 / 我們明白從原核准受託人轉移至新核准受託人過程需時，過程中累積權益將不會作任何投資。

I/We declare that I/We fully understand the information provided and discussed, including the rationale underlying the advice relating to transfer to or enrol in the AIA MPF scheme. The advice given to me/us is based on the following rationale(s): please ✓ the appropriate box(es)

我 / 我們聲明已完全明白所提供及討論之資料，包括有關轉移至或參加友邦強積金計劃的意見之理據。向我 / 我們提供的意見乃基於以下理據：(請於適當方格內填上 ✓ 號)

☐ Scheme and fund choices 計劃及基金選擇

☐ Others, please specify

其他，請註明：

☐ Fund management fees 基金管理費

☐ Employer and Member services 僱主及成員服務

I/We hereby confirm that the sales process does not involve any claims that the Scheme is preferred over the scheme I/we participated in. 我 / 我們謹此確認在銷售過程中，並無涉及任何就本計劃優於我 / 我們正參與的計劃之聲言。

I/We have been informed by my/our registered MPF intermediary that if no constituent fund is selected, all contributions (including transfer-in monies) will be automatically invested according to the MPF Default Investment Strategy ("DIS"). My/our registered MPF intermediary has explained to me/us the key features of the DIS, such as its automatic de-risking features and fee controls. 我 / 我們的註冊強積金中介人已告知我 / 我們若不選擇任何成分基金，供款 (包括轉入的款項) 便會自動按強積金預設投資策略進行投資。我 / 我們的註冊強積金中介人已向我 / 我們解釋強積金預設投資策略的特點，如自動降低風險及設有收費管控。

Pursuant to section 34ZL of the Mandatory Provident Fund Schemes Ordinance, I/We declare that: (please select (a) OR (b) and ✓ as appropriate)
根據《強制性公積金計劃條例》第 34ZL 條，我 / 我們聲明：(請選擇 (a) 或 (b)，並於適當方格內填上 ✓ 號)

☐ (a) I AM/WE ARE NOT visually or otherwise impaired and/or my/our education level(s) IS/ARE NOT primary or below such that I/We can make a key decision[^] independently. 我 / 我們並非視障或有其他障礙及 / 或我 / 我們的教育程度並非為小學或以下，我 / 我們能夠自行作出重要決定[^]。

or
或

☐ (b) I AM/WE ARE visually or otherwise impaired and/or my/our education level(s) is/are primary or below such that I/We cannot make a key decision[^] independently, and (please ✓ the appropriate box) 我 / 我們因視障或其他障礙及 / 或我 / 我們的教育程度為小學或以下，我 / 我們無法自行作出重要決定[^] (請於適當方格內填上 ✓ 號)

☐ I/We would not like to be accompanied by a witness during the sales process. 我 / 我們不願意銷售過程由見證人陪同。

or
或

☐ I/We would like to be accompanied by the following witness during the sales process: (please ✓ the appropriate box) 我 / 我們願意銷售過程由以下見證人陪同：(請於適當方格內填上 ✓ 號)

☐ my/our companion. 我 / 我們的同伴。

☐ another intermediary or member of staff (i.e. a third party). 另一名中介人或員工 (即第三者)。

Name of witness 見證人姓名

Signature of witness 見證人簽署

dd 日 mm 月 yyyy 年

[^] As defined in the MPF legislation, it refers to: (i) choosing a particular constituent fund; (ii) making a transfer that would involve a transfer out of a guaranteed fund; (iii) making an early withdrawal of accrued benefits from the MPF system; or (iv) making voluntary contributions into a particular registered scheme/constituent fund.
根據強積金法例的定義，指 (i) 選擇一項特定成分基金；(ii) 進行涉及轉移一項保證基金的權益轉移；(iii) 提早從強積金制度中提取累積權益；或 (iv) 向一個 / 項特定註冊計劃 / 成分基金作自願性供款。

Authorized Signature(s)[▽] with Company Chop 授權人簽署及公司印鑑

X

dd 日 mm 月 yyyy 年

[▽] This form must be signed by the Company Director(s) for Limited Company; by the Partner(s) for Partnership; by the Sole Proprietor for Sole Proprietorship; and by the ultimate owner/controller for other types of organization.

就有限公司而言，本表格必須由公司董事簽署；合夥經營，須由合夥人簽署；獨資經營，須由獨資經營者簽署；其他類型的機構，則須由最終擁有人 / 管理人簽署。

Name
姓名：

Job Title
職銜：

(as shown in HKID Card/Passport 與香港身份證 / 護照相同)

For Intermediary Use Only

Source of Business: ☐ 1 – Direct ☐ 3 – Broker ☐ 4 – Agent ☐ A – JF ☐ K – Bank () ☐ Z – Others

Agent/Broker Details:

Agent/Broker 1:		Agent/Broker 2:	
Name:		Name:	
MPF Card No.:	Tel. No.:	MPF Card No.:	Tel. No.:
Agency Code:	Agent Code:	Agency Code:	Agent Code:
Consultant Code:		Consultant Code:	

For Internal Use Only

Staff Name:	Staff Code:	Campaign Code:
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PERSONAL INFORMATION COLLECTION STATEMENT

個人資料收集聲明 (this “Statement”) (「本聲明」)

AIA Company (Trustee) Limited (the “Company”, “we”, “us” or “our”) is a wholly owned subsidiary of AIA Group Limited. AIA Group Limited, together with its subsidiaries and affiliates are collectively referred to in this Statement as the “AIA Group” and individually referred to as an “AIA Entity”.

友邦（信託）有限公司（「本公司」、「我們」）乃友邦保險控股有限公司的全資附屬公司。在本聲明內，友邦保險控股有限公司連同其附屬公司及聯營公司將統稱為「友邦集團」並單獨稱為「友邦機構」。

From time to time, it is necessary for you, as (prospective) participating employers (“Participating Employers”) and/or members (“Members”) (collectively referred to as “you” or “your”), to provide the Company with certain personal data relating to you in connection with the application for and provision of pension schemes as well as the carrying out by the Company of other services relating to the pension schemes. Failure to supply such data may result in the Company being unable to process your application for pension schemes or to provide or continue to provide the pension schemes and/or relevant services to you. During the course of your relationship with the Company, further personal data relating to you, may also be collected in the ordinary course of our business. If you provide personal data to the Company about another individual, you confirm that you are either (i) the parent or legal guardian of the individual, or (ii) you have obtained the individual’s consent to provide his or her personal data to the Company, and for such personal data to be used, processed, disclosed and transferred in accordance with this Statement.

在閣下申請及由本公司提供退休金計劃，及當本公司提供與該等退休金計劃及服務相關之其他服務時，作為（準）參與僱主（「參與僱主」）及／或成員（「成員」）（統稱「閣下」），閣下必須不時向我們提供若干關於閣下的個人資料。若閣下未能提供該等資料，可能會令本公司無法處理閣下的退休金計劃申請或向閣下提供或繼續提供退休金計劃及／或相關服務。在閣下與本公司的日常業務過程中，本公司亦可能會在日常業務運作的過程中收集關於閣下的其他個人資料。若閣下向本公司提供關於其他人士的個人資料，閣下確認閣下是 (i) 該名人士的父母或法定監護人，或 (ii) 閣下已獲得該名人士的同意，向本公司提供該人士的個人資料，並同意該等個人資料可根據本聲明被使用、處理、披露及轉移。

(1) PURPOSES FOR COLLECTING PERSONAL DATA

個人資料收集目的

Personal data relating to you held or collected by the Company (including but not limited to credit information and claims history) may be used by the Company for the following purposes (“Purposes”):

本公司所持有或收集的有關閣下的個人資料（包括但不限於信用資料及以往申索紀錄）可能會被本公司用作下列用途（「訂明用途」）：

- (i) processing, accepting and/or rejecting applications for Pension Schemes (as defined below);
處理、接受及／或拒絕該等退休金計劃（如下文定義）的申請；
- (ii) the administration and/or management of or in connection with the contributions or benefits or accounts in respect of the Participating Employers and/or Members under the pension schemes (the “Pension Schemes”) administered by AIA Entities;
由友邦機構執行的退休金計劃（「該等退休金計劃」）下參與僱主及／或成員的供款、權益或帳戶的執行及／或管理，或與其供款、權益或帳戶相關的執行及／或管理；
- (iii) providing Pension Schemes and related services to you, and processing requests made by you, from time to time in relation to the Pension Schemes and related services, including but not limited to making contributions, transfer of benefits, switching of pension funds and withdrawal of benefits;
為閣下提供該等退休金計劃及相關服務，並處理閣下不時就該等退休金計劃及相關服務提出的要求，包括但不限於作出供款、轉移權益、退休基金轉換及提取權益；
- (iv) subject to your consent, conducting direct marketing activities of pension products and related services offered by AIA Entities as described in paragraph (3) below;
如已取得閣下同意，進行下文第 (3) 段所述友邦機構提供的退休金產品及相關服務的直接促銷活動；
- (v) performing functions and activities incidental to the provision of Pension Schemes and related services, including, without limitation, reporting, maintenance of online and other services, identity verification, data analysis, research and statistical analysis;
執行與所提供的該等退休金計劃及相關服務相關的功能及活動，包括但不限於報告、維持網上及其他服務、核實身份、資料分析、研究及統計分析；
- (vi) improving and furthering the provision of Pension Schemes and related services (including through customer research or surveys) offered by AIA Entities, subject to applicable legislation;
在適用法例規限下，提升及進一步提供由友邦機構提供的該等退休金計劃及相關服務（包括透過客戶研究或調查）；
- (vii) complying with the obligations, requirements and/or arrangements for disclosing and using data that bind on or apply to the Company and/or the AIA Group or that the Company and/or the AIA Group is expected to comply with according to:
履行根據下列各項對本公司及／或友邦集團具有約束力或適用或期望本公司及／或友邦集團遵守的就披露及使用資料的義務、要求及／或安排：
 - (a) any law binding on or applying to it within or outside the Hong Kong Special Administrative Region (“Hong Kong”) existing currently and in the future (e.g. the Inland Revenue Ordinance and its provisions including those concerning automatic exchange of financial account information);
不論於香港特別行政區（「香港」）境內或境外及不論目前或將來存在的對其具法律約束力或適用的任何法律（例如稅務條例及當中的條款，包括與自動交換財務帳戶資料相關的條款）；
 - (b) any guidelines or guidance given or issued by any legal, regulatory, governmental, tax, law enforcement or other authorities, or self-regulatory or industry bodies or associations of insurance or financial services providers within or outside Hong Kong existing currently and in the future (e.g. guidelines or guidance given or issued by the Inland Revenue Department including those concerning automatic exchange of financial account information); or
不論於香港境內或境外及不論目前或將來存在的任何法律、監管、政府、稅務、執法或其他機關，或保險或金融服務供應商的自律監管機構或行業組織或協會所作出或發出的任何指引（例如稅務局作出或發出的指引，包括與自動交換財務帳戶資料相關的指引）；或
 - (c) any present or future contractual or other commitment with local, national or foreign legal, regulatory, governmental, tax, law enforcement or other authorities, or self-regulatory or industry bodies or associations;
本公司或友邦集團因其位於或跟相關本地、國家或外地的法律、監管、政府、稅務、執法或其他機關，或保險或金融服務供應商的自律監管機構或行業組織或協會的司法管轄區有關的金融、商業、業務或其他利益或活動，而向該等本地、國家或外地的法律、監管、政府、稅務、執法或其他機關，或有關的自律監管機構或行業組織或協會承擔或被彼等施加的任何目前或將來的合約或其他承諾；
- (viii) complying with any obligations, requirements, policies, procedures, measures or arrangements for sharing data and information within the AIA Group and/or any other use of data and information in accordance with any group-wide programs for compliance with sanctions or prevention or detection of money laundering, terrorist financing or other unlawful activities;
遵守友邦集團為符合制裁或預防或偵測洗黑錢、恐怖分子融資活動或其他非法活動的任何方案就於友邦集團內共用資料及數據及／或資料及數據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；
- (ix) enabling an actual or proposed assignee, transferee, participant or sub-participant of the Company’s rights or business (or portions thereof) to evaluate or carry out the transaction intended to be the subject of the assignment, transfer, participation or sub-participation; and
允許本公司的權利或業務的實際或建議承讓人、受讓人、參與人或附屬參與人，就擬涉及的轉讓、出讓、參與或附屬參與的交易（或其部分）進行評估或執行有關交易；及
- (x) any other purposes relating to the purposes listed above.
與上述用途有關的其他用途。

(2) TRANSFER OF PERSONAL DATA

個人資料的轉移

Personal data held by the Company relating to you will be kept confidential but the Company may provide such data to the following parties, whether inside or outside of Hong Kong, to fulfil the Purposes set out above in paragraph (1) of this Statement:

本公司所持有關於閣下的個人資料將會保密，但本公司可能會向以下各方，不論於香港境內或境外，提供該等資料以符合本聲明以上第 (1) 段所列出的訂明用途：

- (i) any agent, contractor or third party service provider who provides services to the Company in connection with the operation of its pension business including administrative, telecommunications, computer, payment, data processing, storage, customer research or survey or other services in connection with the operation of the Pension Schemes;
就退休金業務運作向本公司提供服務的任何代理人、承包商或第三方服務供應商，包括行政、電訊、電腦、付款、資料處理、儲存、客戶研究或調查或其他與該等退休金計劃運作相關的服務；
- (ii) relevant Participating Employers (if applicable);
相關參與僱主（如適用）；
- (iii) any person or entity to whom the Company or the AIA Group is under an obligation or otherwise required to make disclosure under the requirements of any law or rules, regulations, codes of practice, guidelines or guidance given or issued by any legal, regulatory, governmental, tax, law enforcement or other authorities, or self-regulatory or industry bodies or associations binding on or applying to the Company or the AIA Group or with which the Company or the AIA Group is expected to comply, or to establish, exercise or defend or to protect legal claims, to protect the rights, property or safety of the Company or the AIA Group, or any disclosure pursuant to any contractual or other commitment of the Company or the AIA Group with local, national or foreign legal, regulatory, governmental, tax, law enforcement or other authorities, or self-regulatory or industry bodies or associations, all of which may be within or outside Hong Kong and may be existing currently and in the future;
本公司或友邦集團根據法律、監管、政府、稅務、執法或其他機關，或自律監管機構或行業組織或協會所作出或發出對本公司或友邦集團具有約束力或適用或期望其遵守的法律或規則、規例、實務守則、指引或為建立、行使或捍衛或保護法律索償、保護本公司或友邦集團的權利、財產或安全，或根據本公司或友邦集團向本地、國家或外地的法律、監管、政府、稅務、執法或其他機關，或自律監管機構或行業組織或協會的任何合約或其他承諾（以上不論於香港境內或境外及不論目前或將來存在的），而有義務或以其他方式被要求向其作出披露的任何人士或機構；
- (iv) AIA Entities;
友邦機構；
- (v) any actual or proposed assignee, transferee, participant or sub-participant of the Company's rights or business; and
本公司的權益或業務的任何實際或建議承讓人、受讓人、參與人或附屬參與人；及
- (vi) any persons who/which you have given instructions, authorization and consent to the Company in order to communicate with and provide information to them.
任何閣下已發出指示、授權及同意本公司向其溝通及提供資料的人士。

From time to time, AIA Group or the Company may purchase a business or sell one or more of the Company's business(es) (or portions thereof). In the event that AIA Group or the Company purchase(s) a business, the personal data received with that business would be treated in accordance with this Statement, if it is practicable and permissible to do so. In the event that AIA Group or the Company sell(s) a business, provisions will be included in the selling contract requiring the purchaser to treat your personal data in the same manner required by this Statement.

友邦集團或本公司可能不時收購業務或出售一項或多項本公司業務（或其部分）。如友邦集團或本公司收購業務，若情況可行及允許，該業務下接收的個人資料將會根據本聲明處理。如友邦集團或本公司出售業務，銷售合約中將包含要求買方按本聲明所要求的方式處理閣下的個人資料之條款。

(3) USE AND PROVISION OF PERSONAL DATA IN DIRECT MARKETING

在直接促銷中使用及提供個人資料

Subject to your consent, the Company may use your personal data we collected for direct marketing of Pension Schemes and related services as described below:

如本公司已取得閣下同意，本公司可以把我們收集的閣下之個人資料用於該等退休金計劃及相關服務的直接促銷如下所述：

- (i) your name, your contact details, products and services portfolio information, transaction pattern and behaviour, financial background and demographic data of you collected by the Company from time to time may be used by the Company in direct marketing; and
本公司可以把本公司不時收集的閣下之姓名、閣下之聯絡資料、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 pension products and related services offered by AIA Entities may be marketed.
可以就友邦機構提供的退休金產品及相關服務進行促銷。

If you do not wish the Company to use your personal data we collected for direct marketing of pension products and related services, you may exercise your opt-out right by notifying the Company. To exercise your opt-out right, you may write to the Data Protection Officer of the Company at the address and email address provided in paragraph (4) of this Statement, or provide the Company with your opt-out choice in the relevant application form (if applicable).

如閣下不希望本公司使用本公司收集的閣下之個人資料作退休金產品及相關服務的直接促銷，閣下可通知本公司以行使閣下的拒絕促銷選擇權。如欲行使拒絕促銷選擇權，閣下可根據本聲明第 (4) 段所提供的地址及電郵以書面向本公司的資料保障主任提出有關要求，或於有關的申請表格內向本公司表達閣下拒絕促銷的意願（如適用）。

(4) DATA ACCESS AND CORRECTION RIGHT

查閱及改正資料權利

In accordance with the Personal Data (Privacy) Ordinance (the "Ordinance"), you have the right to request access to and the correction of any of your personal data held by the Company, by writing to the Data Protection Officer of the Company at the following address and email:

根據個人資料（私隱）條例（「條例」）規定，閣下有權要求查閱及更正任何本公司持有閣下的個人資料，請以書面經以下地址及電郵向本公司的資料保障主任提出：

The Data Protection Officer	資料保障主任
AIA Company (Trustee) Limited	友邦（信託）有限公司
c/o AIA International Limited (as administrator)	轉交友邦保險（國際）有限公司（作為管理人）
12/F, AIA Tower, 183 Electric Road,	香港北角電氣道 183 號友邦廣場 12 樓
North Point, Hong Kong	
Email: AIAHK.Compliance@aia.com	電郵：AIAHK.Compliance@aia.com

According to the Ordinance, the Company has the right to charge a reasonable fee for the processing of any data access request.

根據條例，本公司有權就處理任何查閱資料要求收取合理費用。

- (5) You also have the right to request for the Company's policies and practices in relation to personal data and to be informed of your personal data that is held by the Company by writing to the Company's Data Protection Officer at the address and email provided in paragraph (4) of this Statement.

閣下亦有權根據本聲明第 (4) 段所提供的地址及電郵向本公司的資料保障主任索取本公司有關個人資料私隱的政策及實務運作資料，並獲告知本公司持有的閣下之個人資料。

- (6) Nothing in this Statement shall limit your rights under the Ordinance.

本聲明不會限制閣下在條例下所享有的權利。

- (7) The Company retains the right to change this Statement.

本公司保留修改本聲明的權利。

- (8) A Privacy Addendum under the Personal Information Protection Law of the People's Republic of China supplements this Statement and is available at <https://www.aia.com.hk/en/privacy-statement-main>. The Privacy Addendum applies to you if you are within mainland China.

根據中華人民共和國《個人信息保護法》而訂立的私隱附錄就本聲明進行補充，並可在以下網址下載：<https://www.aia.com.hk/zh-hk/privacy-statement-main>。若閣下正身處中國大陸，該私隱附錄將適用於閣下。

Issued by AIA Company (Trustee) Limited

由友邦（信託）有限公司發出

- End -
- 完 -

要求文件清單

2020年7月1日起生效

類別 A：無限公司	A1	A2
要求文件	獨資公司	合夥人公司
授權人簽名式樣清單	✓	✓
商業登記證副本 ^{##}	✓	✓
所有合夥人之姓名	不適用	✓
獨資公司持有人之香港永久性居民身份證 / 護照副本	✓	不適用
授權人簽名式樣清單內列載的 所有 獲授權與友邦香港處理所有有關退休金事宜人士之香港永久性居民身份證 / 護照副本	✓	✓

類別 B：有限公司	B1	B2	B3	B4	B5
要求文件	香港註冊公司 (非上市)	海外註冊公司 (非上市)	香港上市公司	海外上市公司	金融機構 ^(註1)
授權人簽名式樣清單	✓	✓	✓	✓	✓
商業登記證副本 ^{##}	✓	✓ (如適用)	不適用	不適用	不適用
公司註冊證書副本	✓	✓ ^(註2)	不適用	不適用	不適用
授權人簽名式樣清單內列載的 所有 獲授權與友邦香港處理所有有關退休金事宜人士之香港永久性居民身份證 / 護照副本	✓	✓	✓	✓	✓
周年申報表 / 海外成立公司職權證明書副本 ^{##}	✓	✓	✓	✓	✓
公司組織章程大綱及細則副本	✓	✓ ^(註2)	不適用	不適用	不適用
所有董事之姓名	✓	✓	不適用	不適用	不適用

類別 C：其他 ^(註3)	C1	C2	C3	C4	C5	C6	C7
要求文件	政府及 公共機構	社團	慈善機構	工會	學校	宗教團體	合夥聯營 商號
授權人簽名式樣清單	✓	✓	✓	✓	✓	✓	✓
公司註冊證書 / 註冊證明書副本	不適用	不適用	✓	不適用	✓	不適用	✓
商業登記證 ^{##} / 其他有效登記文件副本	不適用	✓	✓	✓	✓	✓	✓
組織章程大綱及細則副本 / 組織章程	不適用	✓	✓	✓	✓	✓	✓
授權人簽名式樣清單內列載的 所有 獲授權與友邦香港處理所有有關退休金事宜人士之香港永久性居民身份證 / 護照副本	✓	✓	✓	✓	✓	✓	✓

註：

¹ 金融機構是指受香港金融管理局規管的認可機構、受證監會規管的持牌法團、受保險業監管局規管的認可保險公司、獲委任的保險經紀、認可保險中介人、持牌金錢服務經營者或郵政總長。

² 該文件應由專業第三者認證，包括金融機構、律師、公證人、核數師、專業會計師、稅務顧問、信託或公司服務提供者。

³ 如果您屬於類別C之一，並且您是有限公司，請參閱類別B之所需文件。

^{##} 所遞交之文件需於最近一年內發出。

本要求文件清單僅概述了客戶盡職審查的標準要求，並不是詳盡無遺。友邦香港會因應不同情況要求客戶提供額外資料及 / 或文件以符合《打擊洗錢及恐怖分子資金籌集條例》。

本文件內所提及的「友邦香港」是指友邦保險(國際)有限公司(於百慕達註冊成立之有限公司)及/或友邦(信託)有限公司(按情況而定)。