



To 致: AIA International Limited 友邦保險(國際)有限公司
(Incorporated in Bermuda with limited liability 於百慕達註冊成立之有限公司)
8/F, AIA Financial Centre, 712 Prince Edward Road East, Kowloon, Hong Kong
香港九龍太子道東 712 號友邦九龍金融中心 8 樓
Employer Hotline 僱主熱線: 2100 1888
Member Hotline 成員熱線: 2200 6288

ORSO

AIA Retirement Fund Scheme
友邦退休金計劃
Change of Authorised Signatory List
授權人簽名式樣清單之修訂

Plan No. 計劃編號 : _____

Employer Name 僱主名稱 : _____

Part A 甲部分: Addition of Authorised Persons and Signature Specimens 新增獲授權人士及簽署式樣 (fields marked with * are mandatory 附有*之欄目必須填寫) If there is no nominated Authorised Person, please complete Part A by the Authorised Person signed in Part C. 如無人士被獲授權, 請由簽署丙部分之授權人填寫甲部分

I/We hereby confirm to add the authorised signature(s) of the following person(s) to the existing Authorised Signatory List.
本人/吾等現確定於現有之授權人簽名式樣清單中加入下列獲授權人士之簽署。

Either one of the following authorised signatories is authorised to issue any correspondences (including e-mail) and give instructions on behalf of the Employer.

下列任何一位人士獲授權代表僱主簽署任何文件(包括電郵)及發出指示。

	*Name 姓名 (as shown in HK Permanent ID Card / Passport 與香港永久性居民身份證 / 護照相同) please attach copy(ies) of identity document [†] 請附上身份證明文件副本	*Nationality 國籍	*Job Title 職銜	HK Permanent ID Card / Passport copy attached? (please ✓ the box) 已附上香港永久性居民身份證/護照副本? (請在方格內填上 ✓ 號)	*Signature Specimen 簽署式樣	*Residential Address 居住地址
*1.	Last Name or Surname 姓氏 : _____ First or Given Name 名字: _____			Appendix No.附件編號: <input type="checkbox"/>		_____ _____ _____ _____
2. (if any 如有)	Last Name or Surname 姓氏 : _____ First or Given Name 名字: _____			Appendix No.附件編號: <input type="checkbox"/>		_____ _____ _____ _____
3. (if any 如有)	Last Name or Surname 姓氏 : _____ First or Given Name 名字: _____			Appendix No.附件編號: <input type="checkbox"/>		_____ _____ _____ _____

	*Name 姓名 (as shown in HK Permanent ID Card / Passport 與香港永久性居民身份證 / 護照相同) <i>please attach copy(ies) of identity document[#] 請附上身份證明文件副本[#]</i>	*Nationality 國籍	*Job Title 職銜	HK Permanent ID Card / Passport copy attached? (please ✓ the box) 已附上香港永久性居民身份證/護照副本? (請在方格內填上 ✓ 號)	*Signature Specimen 簽署式樣	*Residential Address 居住地址
4. (if any 如有)	Last Name or Surname 姓氏 : _____ First or Given Name 名字: _____			Appendix No.附件編號: <input type="checkbox"/>		_____ _____ _____ _____
5. (if any 如有)	Last Name or Surname 姓氏 : _____ First or Given Name 名字: _____			Appendix No.附件編號: <input type="checkbox"/>		_____ _____ _____ _____
6. (if any 如有)	Last Name or Surname 姓氏 : _____ First or Given Name 名字: _____			Appendix No.附件編號: <input type="checkbox"/>		_____ _____ _____ _____
7. (if any 如有)	Last Name or Surname 姓氏 : _____ First or Given Name 名字: _____			Appendix No.附件編號: <input type="checkbox"/>		_____ _____ _____ _____

[#]For non-permanent resident of Hong Kong and non-resident of Hong Kong, please provide a copy of passport.
 非香港永久性居民及非香港居民，請提供護照副本。

Effective Date 生效日期 : _____

Part B 乙部分: Deletion of Authorised Persons 刪除授權人士

I/We hereby confirm to void the authorisation of the signature(s) by the following person(s).

我/我們現確定取消下列授權人士之簽署。

(1) Name 姓名 : _____ Job Title 職銜 : _____

(2) Name 姓名 : _____ Job Title 職銜 : _____

(3) Name 姓名 : _____ Job Title 職銜 : _____

(4) Name 姓名 : _____ Job Title 職銜 : _____

Effective Date 生效日期 : _____

Part C 丙部分: Declaration 聲明

I/We hereby confirm that any one of the person(s) under Part A above is authorised to sign on behalf of the Employer for all occupational retirement scheme related matters including any correspondences and forms etc., and any documents signed by any of the (these) authorised person(s) has binding effect on the Employer.

我/我們謹此確定授權於甲部分列明的任何一位人士代表僱主簽署所有有關職業退休計劃事宜，包括信件及表格等，並同意對上述獲授權人士所簽署之有關文件負責。

I/We undertake to the AIA Company (Trustee) Limited (the "Trustee") to comply with all relevant provisions of the documentation governing the occupational retirement scheme to the extent applicable to the Employer and, in particular to:

我/我們向友邦(信託)有限公司(「受託人」)承諾遵守所有有關適用於職業退休計劃的條款，包括：

- notify the Trustee in writing of any changes to the information given by me/us in this 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有關任何我/我們於本表格作出的資料改動;
- 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 Occupational Retirement Schemes Ordinance and / or the Mandatory Provident Fund Schemes (Exemption) Regulation.
在合理情況下向受託人提供一切所需/額外資料及協助，使受託人能遵守《打擊洗錢及恐怖分子資金籌集條例》及《職業退休計劃條例》及/或《強制性公積金計劃(豁免)規例》下的有關規定。

I/We declare and confirm that the information provided by me/us to the Trustee in this form is true and correct.

我/我們謹此聲明及確認，我/我們在此表格上提供予受託人之所有資料均為正確無誤。

I/We agree to indemnify and keep the Trustee and its affiliates indemnified against any and all losses, costs, expenses, actions, proceedings and liabilities suffered by the Trustee and/or its affiliates as a result of any inaccurate information provided by me/us or my/our agent or intermediary, and/or upon the Trustee's or its affiliates' execution of any such instructions except where there is proven (to the satisfaction of the Trustee or its relevant affiliate) willful default, gross negligence or fraud on the part of the Trustee or its relevant affiliate.

除因受託人或其相關關聯公司被證明故意失責、嚴重疏忽或欺詐外(此證明須得受託人或其相關關聯公司信納)，倘若我/我們或我/我們之代理人或中介人所提供之資料錯誤及/或受託人或其關聯公司因執行相關指示，而導致受託人及/或其關聯公司需要承擔任何損失、支出、責任或需要進行任何行動或訴訟，我/我們同意作出有關賠償予受託人及其關聯公司。

PERSONAL DATA COLLECTION AND USE 個人資料收集及使用

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").

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」)。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。

I/We confirm that I/we have read, understood and agreed to the declaration clauses stated under Part C of this form.
本人/我們確認已參閱，瞭解及同意本表格丙部分所述的聲明條款。

Authorised Signature(s)[^]
授權人簽名

Company chop
公司印鑑

Name 姓名 : _____

(as shown in HK Permanent ID Card / Passport 與香港永久性居民身份證 / 護照相同)

Please ✓ the appropriate box 請在適當的方格內填上 ✓ 號

*Job Title 職銜 :	Supporting document attached? 已附上有關證明文件?
<input type="checkbox"/> Company Director 公司董事	<input type="checkbox"/> a copy of Annual Return which should be issued within 1 year at submission or equivalent document(s) 最近一年之周年報表副本或相關文件
<input type="checkbox"/> Partner 合夥人	<input type="checkbox"/> a copy of Certified Extract of Information on the Business Register issued by the Business Registration Office which should be issued within 1 year at submission 最近一年之由商業登記署發出之商業登記冊內資料摘錄的核證本副本
<input type="checkbox"/> Sole Proprietor 獨資經營者	<input type="checkbox"/> a copy of Certified Extract of Information on the Business Register issued by the Business Registration Office which should be issued within 1 year at submission 最近一年之由商業登記署發出之商業登記冊內資料摘錄的核證本副本
<input type="checkbox"/> Ultimate owner/Controller 最終擁有人/管理人	<input type="checkbox"/> Constitution or relevant supporting documents showing the identity of the ultimate owner / controller 組織章程或相關證明文件顯示最終有人/管理人

Date 日期 : _____

[^] This form must be signed by the following person(s) and submit along with the following required documents:

本表格必須由下列人士簽署及連同以下相關文件一併遞交:

- the **Company Director(s) for Limited Company** (Please provide a copy of Annual Return which should be issued within 1 year at submission or equivalent document(s));
就有限公司而言，由公司董事簽署 (請提供最近一年之周年報表副本或相關文件)；
- the **Partner(s) for Partnership** (Please provide a copy of Certified Extract of Information on the Business Register issued by the Business Registration Office which should be issued within 1 year at submission);
合夥經營，須由合夥人簽署 (請提供最近一年之由商業登記署發出之商業登記冊內資料摘錄的核證本副本)；
- the **Sole Proprietor for Sole Proprietorship** (Please provide a copy of Certified Extract of Information on the Business Register issued by the Business Registration Office which should be issued within 1 year at submission);
獨資經營，須由獨資經營者簽署 (請提供最近一年之由商業登記署發出之商業登記冊內資料摘錄的核證本副本)；
- the **ultimate owner/controller for other types of organisation** (Please provide a copy of Constitution or relevant supporting documents showing the identity of the ultimate owner / controller).
其他類別的機構，則須由最終擁有人/管理人簽署 (請提供組織章程或相關證明文件顯示最終有人/管理人副本)。

Appendix No.附件編號: _____

**Please paste your HK Permanent ID Card / Passport
copy here**

請在此貼上香港永久性居民身份證/護照副本