

永明強積金集成信託計劃(「本計劃」) – 稅務居民身份自我證明(個人)  
SUN LIFE MPF MASTER TRUST (“The SCHEME”) –  
TAX RESIDENCY SELF-CERTIFICATION (INDIVIDUAL)



重要提示 Important Notes :

- 這是你向受託人提供的自我證明,以作自動交換財務帳戶資料用途以遵守稅務法律及規例(包括但不限於已包含經濟合作與發展組織(OECD)《共同匯報標準》(CRS)為自動交換資料列明之規定的(稅務條例)(第112章))。受託人可把收集所得的資料呈交稅務局以將資料交到帳戶持有人作為稅務居民所屬的另一稅務管轄區的稅務當局。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) which incorporate the requirements set out in the Organisation for Economic Co-operation and Development (OECD) Common Reporting Standard (CRS) for AEOI). The data collected may be submitted by the Trustee to the Inland Revenue Department for transfer to the tax authority of another jurisdiction in which the account holder may be resident for tax purposes.
- 於本表格提供的個人資料,包括姓名、身份證明文件號碼、出生日期及住址,將成為此自我證明的一部分。你的香港身份證明號碼即你作為香港稅務居民的稅務編號。本表格的資料不會用作更新你在本計劃的強積金帳戶資料。如需更新資料,請填寫「個人資料更改表格」或「自僱人士資料更改表格」並交回。The personal information, including name, identity document number, date of birth and residential address, provided in this form will form part of this self-certification. Your HKID card number is your Taxpayer Identification Number (TIN) as Hong Kong tax resident. Information in this form will not be updated to your MPF account record under the Scheme. If you need to update personal information, please complete “Change In Personal Details Form” or “Self-employed Person Information Change Form” and submit to us.
- 除非你的稅務居住地有任何改變,否則此自我證明將被視為仍然有效。你必須在改變後的30天內通知受託人有關的改變並提供適當地更新的自我證明。This self-certification will remain valid unless there is any change in circumstances relating to your status of tax residency. You must notify the Trustee within 30 days if there is any change in circumstances that makes any of the information provided in this self-certification incorrect or incomplete and provide a suitably updated self-certification form.
- 受託人在開立成員帳戶前,必須取得完整及有效的稅務居民身份自我證明。為避免成員帳戶開立及供款處理(如有)有任何延誤,請細閱並完成以下所有適用部分。The Trustee **MUST** obtain the complete and valid tax residency self-certification for the setting up of member account. To avoid any delay in the setting up of member account and contribution settlement (if any), please read and complete all the appropriate parts below.
- 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。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.
- 作為財務機構,受託人不得提供稅務或法律意見。若你對你的稅務居民身份有任何疑問,請詢問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](http://www.ird.gov.hk/eng/tax/dta_aeoi.htm))有關自動交換財務帳戶資料的網頁,以獲取更多 CRS 及相關資料。As a financial institution, 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](http://www.ird.gov.hk/eng/tax/dta_aeoi.htm) respectively, for more CRS and related information.

所有部分須以英文正楷填寫。All sections below should be completed in English and in BLOCK letters

第一部分 Section I 成員資料 MEMBER INFORMATION

姓(英文 English) Surname	名 Given Name	稱謂 先生/女士/小姐/其他* Title Mr/Ms/Miss/Other*
(須與香港身份證 / 護照上相同 same as HKID/Passport)		
姓(中文 Chinese) Surname	名 Given Name	香港身份證 / 護照^號碼* HKID/Passport^ No. *
(須與香港身份證 / 護照上相同 same as HKID/Passport)		(^不適用於香港永久性居民 NOT applicable to Hong Kong permanent resident)
出生日期 <sup>備註1</sup> Date of Birth <sup>Note 1</sup>	(日/月/年) (DD/MM/YYYY)	
住址 Residential Address	請參閱本人在本計劃的強積金帳戶住址。(如需更新住址,請填寫「個人資料更改表格」或「自僱人士資料更改表格」並交回。) Please refer to the residential address of my MPF account record under the Scheme. (If you need to update residential address, please complete “Change In Personal Details Form” or “Self-employed Person Information Change Form” and submit to us.)	
通訊地址 Correspondence Address	請參閱本人在本計劃的強積金帳戶通訊住址。(如需更新通訊住址,請填寫「個人資料更改表格」或「自僱人士資料更改表格」並交回。) Please refer to the correspondence address of my MPF account record under the Scheme. (If you need to update correspondence address, please complete “Change In Personal Details Form” or “Self-employed Person Information Change Form” and submit to us.)	

\* 請刪除不適用者。Please delete whichever is inappropriate.

備註Notes:

- 如成員的香港身份證上只有出生年份,而沒有其他證件證明成員的實際出生日期(例如出生證明書或護照),我們將以該年之12月31日作為成員的出生日期。同樣,如成員的香港身份證上只有出生年份和月份而沒有註明有關日子,我們將以有關月份的最後一天作為成員的出生日期。請注意,若成員沒有填寫日子及/或月份,成員的出生日期亦同樣依據以上規定,即定為該月的最後一天或12月31日。  
If the member’s HKID Card only contains the year of birth and the member has no other form of identification to prove the exact date of birth (e.g. Birth Certificate or Passport), we shall adopt 31 December as the day and month of the member’s birthday. Likewise, if the member’s HKID Card contains only year and month but not the date of birth, we shall adopt the last day of the month as the member’s birthday. If the member leaves the day and/or month blank, we shall follow the above rules to adopt the member’s date of birth as the last day of that month or 31 December.

- (1) 以本人所知及所信,在此聲明 I hereby declare that, to the best of my knowledge and belief :

(如適用,請在下面的方格上填上「✓」 Please put a “✓” in the following box as appropriate.)

本人之稅務居住地為 My Tax Residence is

- 只有香港,及沒有處於任何其他司法管轄區或國家的稅務居住地(而我的香港身份證號碼是我的稅務編號) Hong Kong ONLY, with no tax residence in any other jurisdictions or countries (and my HKID number is my TIN) (你可略過第(2)項。You may skip item (2).)
- 是香港(及稅務編號為本人之香港身份證號碼)及其他司法管轄區或國家 Hong Kong (and the TIN is my HKID number) and also some other jurisdictions or countries (請為你於香港以外作為稅務居民的所有司法管轄區或國家填寫第(2)項之列表。Please fill out the table of item (2) for all jurisdictions or countries in which you are a resident for tax purpose, other than Hong Kong)
- 不是香港而是其他司法管轄區或國家的稅務居民 NOT Hong Kong, but instead some other jurisdictions or countries (請填寫第(2)項之列表。Please fill out the table of item (2).)

- (2) 請在以下列明你作為稅務居民的所有國家/司法管轄區(香港以外)及相關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。Please list all countries/jurisdictions (other than Hong Kong) where you are a resident for tax purposes and Taxpayer Identification Number or its Functional Equivalent (TIN) for each country/jurisdiction. If the space provided is insufficient, please provide it in the below format on additional sheet(s).

稅務居民所在國家/司法管轄區 Country / Jurisdiction of Tax Residence	稅務編號 <sup>註1</sup> TIN <sup>Remarks 1</sup>	若未能提供稅務編號,請於下方填上理由 A、B或C <sup>註2</sup> If no TIN is available, please indicate Reason A, B or C below <sup>Remarks 2</sup>	若你選擇理由B,請在下方解釋無法取得稅務編號的原因 Please explain why you are unable to obtain a TIN if you selected Reason B
1			
2			
3			

註Remarks :

- 若你是中華人民共和國居民身份證持有人,稅務編號為閣下中華人民共和國居民身份證號碼。  
If you are a PRC Resident Identity Card holder, the TIN is the PRC Resident Identity Card number.
- 理由A - 帳戶持有人所屬的稅務居民的國家/司法管轄區沒有向其居民發出稅務編號。  
Reason A: The country/jurisdiction where the account holder is a resident for tax purposes does not issue TINs to its residents.  
理由B - 帳戶持有人無法獲得稅務編號。(若你選擇這理由,請在上表相應的欄內解釋你無法獲得稅務編號的原因。)  
Reason B: The account holder is unable to obtain a TIN. (Please explain why you are unable to obtain TIN in the corresponding column in the above table if you have selected this reason.)  
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國家/司法管轄區發出的稅務編號方可選擇這理由。)  
Reason C: No TIN is required. (Note: Only select this reason if the authorities of the relevant country/jurisdiction of residence does not require the TIN to be disclosed.)



## 第二部分 Section II 聲明和授權 DECLARATION AND AUTHORISATION

本人聲明就本人所知所信，本表格內所填報的所有資料和聲明均屬真實、正確和完備。本人進一步承諾，如果所提供的資料有任何改變，本人會在合理而切實可行範圍內盡快通知受託人。

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

本人承諾，如情況有所改變，以致影響本表格第一部分所述的個人的稅務居民身分，或引致本表格所載的資料不正確，本人會通知受託人，並會在情況發生改變後 30 日內，向受託人提交一份已適當更新的自我證明表格。

本人證明，就與本表格相關的帳戶，本人是帳戶持有人。

I declare that the information given and statements made in this form are, to the best of my knowledge and belief, true, correct and complete. I further undertake that if there is any change in the information so provided, I shall notify the Trustee of such change as soon as reasonably practicable.

I 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 undertake to advise the Trustee of any change in circumstances which affects the tax residency status of the individual identified in Section I of this form or causes the information contained herein to become incorrect, and to provide the Trustee with a suitably updated self-certification form within 30 days of such change in circumstances.

I certify that I am the account holder of the account(s) to which this form relates.

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（即\$10,000）罰款。  
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. \$10,000).

成員簽署：

Signature of the Member:

請簽署 Please sign here 

日期 Date: \_\_\_\_\_

請將填妥表格交予：永明強積金集成信託計劃行政管理人-卓譽金融服務有限公司  
香港九龍紅磡德豐街 18 號海濱廣場一座 10 樓 電話 2971 0200 傳真 3183 1901

Please send the completed form to: Sun Life MPF Master Trust, The Administrator, BestServe Financial Limited  
10/F, One Harbourfront, 18 Tak Fung Street, Hungghom, Kowloon, Hong Kong Tel 2971 0200 Fax 3183 1901

## Personal Information Collection Statement 收集個人資料聲明

- The personal data provided by Employers, Employees, Self-Employed Persons and/or Personal Account Holders and details of transactions or dealings by such Employers, Employees, Self-Employed Persons and/or Personal Account Holders from time to time may be used for one or more of the following purposes:- (i) the administration, communication and/or management of or in connection with the contributions or accrued benefits or MPF account in respect of the Employers, Employees, Self-Employed Persons and/or Personal Account Holders under the MPF scheme; (ii) improving and furthering the provision of MPF products and/or MPF services by Sun Life Hong Kong Limited, HSBC Provident Fund Trustee (Hong Kong) Limited (including any entity of HSBC Group providing services to the Trustee) and BestServe Financial Limited, subject to applicable MPF legislation; (iii) matching for MPF related purpose with other personal data concerning the relevant Employers, Employees, Self-Employed Persons and/or Personal Account Holders; (iv) compliance or in accordance with an order of a court or compliance or in accordance with applicable laws or a requirement made under a law.

不時由僱主、僱員、自僱人士及／或個人帳戶成員所提供的個人資料及該等僱主、僱員、自僱人士及／或個人帳戶成員的交易或事務往來的詳情將可被用於以下一項或多項用途：(i)強積金計劃下與僱主、僱員、自僱人士及／或個人帳戶成員的供款或累算權益或強積金戶口有關的行政事宜及／或管理；(ii)在適用的強積金法例規限下，改善及進一步提供由香港永明金融有限公司，HSBC Provident Fund Trustee (Hong Kong) Limited (包括滙豐集團內向託管人提供服務的服務供應商)，卓譽金融服務有限公司，所提供的強積金產品及／或強積金服務；(iii)為任何強積金相關的用途而核對相關僱主、僱員、自僱人士及／或個人帳戶成員的其他個人資料；(iv)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。
- Failure to provide your information may result in us being unable to process your application or perform the services you request.

如您未能提供資料將可能導致我們未能處理您的申請或提供您所要求的服務。
- Personal data held by us relating to an Employers, Employees, Self-Employed Persons and/or Personal Account Holders will be kept confidential but 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 in any jurisdiction; (ii) any service provider, agent or contractor who provides administrative, telecommunications, computer, payment, data processing, matching, storage or other services in connection with the operation of our MPF business; (iii) relevant Employers; (iv) Sun Life Hong Kong Limited, HSBC Provident Fund Trustee (Hong Kong) Limited (including any entity of HSBC Group providing services to the Trustee) and BestServe Financial Limited. Such information may be transferred to a place outside Hong Kong Special Administrative Region.

由我們持有僱主、僱員、自僱人士及／或個人帳戶成員的個人資料將予保密，但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)任何司法管轄區的監管機構或政府機關；(ii)任何提供與營運我們的強積金業務有關的行政、電訊、電腦、付賬、數據處理、核對、儲存、或其他服務的任何服務供應商、代理人或承包商；(iii)相關的僱主；(iv)香港永明金融有限公司，HSBC Provident Fund Trustee (Hong Kong) Limited (包括滙豐集團內向託管人提供服務的服務供應商)，卓譽金融服務有限公司。該等資料可能轉移至香港特別行政區以外的地方。
- You have the right to request access to and correction or request for not using information for direct marketing purpose of your personal data held by us. Request should be addressed to: The Data Protection Officer, Sun Life MPF Master Trust, The Administrator, BestServe Financial Limited, 10/F, One Harbourfront, 18 Tak Fung Street, Hunghom, Kowloon, Hong Kong.

您有權要求查閱及更改由我們持有您的個人資料。如有需要，可致函永明強積金集成信託計劃行政管理人-卓譽金融服務有限公司，香港九龍紅磡德豐街18號海濱廣場一座十樓，向資料保障主任提出要求。
- In accordance with the terms of the Personal Data (Privacy) Ordinance, the Trustee has the right to charge a reasonable fee for the processing of any data access request.

根據個人資料(私隱)條例的條款，受託人有權就處理任何翻查資料要求收取一項合理費用。

Please send the completed form to: Sun Life MPF Master Trust, The Administrator, BestServe Financial Limited  
10/F, One Harbourfront, 18 Tak Fung Street, Hunghom, Kowloon, Hong Kong Tel 2971 0200 Fax 3183 1901

請將填妥表格交予：永明強積金集成信託計劃行政管理人-卓譽金融服務有限公司  
香港九龍紅磡德豐街18號海濱廣場一座10樓 電話 2971 0200 傳真 3183 1901

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