永明強積金綜合計劃 (「本計劃」) – 稅務居民身份自我證明 (個人)
SUN LIFE MPF COMPREHENSIVE SCHEME ("The SCHEME") – TAX RESIDENCY SELF-CERTIFICATION (INDIVIDUAL)

Sun Life 永明金融

重要提示 Important Notes：

1. 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.

2. 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「成員個人資料更改表格」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 "Member Information Change Form" or "Self-employed Person Information Change Form" and submit to us.

3. 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.

4. 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.

5. 受託人有權要求你提供有關的身份證明/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.

6. 作為財務機構，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)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 respectively, for more CRS and related information.

第一部分 Section I   成員資料 MEMBER INFORMATION

姓 (英文 English) Surname
(須與香港身份證 / 護照上相同 same as HKID/Passport)

名 Given Name

稱謂 先生/女士/小姐/其他* Title Mr/Ms/Miss/Other*

姓 (中文 Chinese) Surname
(須與香港身份證 / 護照上相同 same^ as HKID/Passport)

名 Given Name

香港身份證 / 護照^號碼* HKID/Passport^ No. *
(^不適用於香港永久性居民 NOT applicable to Hong Kong permanent resident 不適用於香港永久性居民)

出生日期^(備註 1) Date of Birth ^(Note 1)

(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 "Personal Details Change 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地址。(如需更新通訊地址，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 "Personal Details Change 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:

1 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辨編號(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^(註1) TIN ^(Remarks 1)	若未能提供稅務編號，請於下方填上理由 A、B或C^(註2) If no TIN is available, please indicate Reason A, B or C below ^(Remarks 2)	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：

1. 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.

2. 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，請在上表相應的欄列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。

本人明白及同意附件《有關個人資料（私隱）條例之通告》中的條款。

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.

I understand and agree to the terms in the enclosed "Notice relating to the Personal Data (Privacy) Ordinance".

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 **X**

日期 Date: _____

請將填妥表格交予： 永明強積金綜合計劃行政管理人 — 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 3183 1900　傳真 3183 1901

Please send the completed form to：Sun Life MPF Comprehensive Scheme, The Administrator, BestServe Financial Limited
10/F, One Harbourfront, 18 Tak Fung Street, Hunghom, Kowloon, Hong Kong　Tel 3183 1900　Fax 3183 1901

Notice relating to the Personal Data (Privacy) Ordinance (the "Ordinance")
有關個人資料（私隱）條例之通告

1. **Reasons for the collection of your personal data 收集閣下的個人資料的原因：**
   In order to enrol as a member of Sun Life MPF Basic Scheme (the "Scheme"), it is necessary for you to provide us with your personal information for your membership application. If your personal data is incomplete or incorrect, we may not be able to process your application. All the information in the Membership Enrolment Form is collected for the purpose of, among other things, processing your application for membership of the Scheme.
   It is important for you to inform BestServe Financial Limited (the "Administrator") (contact details in point 4 below) immediately of any inaccuracies in any personal data supplied.
   要成為永明強積金基本計劃（"計劃"）成員，閣下需要提供一些個人資料讓我們處理 閣下的成員登記。若 閣下的個人資料不完整或不正確，我們可能無法處理 閣下的申請。成員登記表格所收集的資料，除其他有關用途外，會用作處理 閣下成為計劃成員的申請。
   如閣下提供的個人資料有任何不正確之處，請即通知卓譽金融服務有限公司（"行政管理人"）（聯絡方法見下列第4點）。

2. **Purposes 用途：**
   The personal information and particulars provided by you may be used by Sun Life Pension Trust Limited (the "Trustee") and/or Sun Life Hong Kong Limited (the "Sponsor") for one or more of the following purposes:
   閣下提供的個人資料及詳情可能被永明退休金信託有限公司（"受託人"）及/或香港永明金融有限公司（"贊助人"）用於下列其中一項或多項用途：

   (i) processing, administrating, implementing and effecting your application and the provision of MPF services (including but not limited to customer survey and account consolidation services);
   處理、管理、實施和生效閣下的申請及提供與強積金有關的服務（包括但不限於客戶調查和帳戶整合服務）；
   (ii) meeting disclosure requirements imposed by law or regulatory authorities (including the Mandatory Provident Fund Schemes Authority and the Securities and Futures Commission);
   滿足法例或規管機構的披露要求（包括強制性公積金計劃管理局及證券及期貨事務監察委員會）；
   (iii) meeting disclosure requirements as pursuant to any order of a court of competent jurisdiction; and/or
   滿足根據任何具有有效管轄權的法院指令的披露要求；及/或
   (iv) fulfilling any other purposes incidental to or associated with (i) to (iii) above.
   履行任何因應或有關於以上(i)至(iii)項之用途。

   To facilitate the purposes as set out above, the Trustee may transfer, disclose, grant access to or share your Personal Data with the following parties (whether within or outside) Hong Kong:
   為達成上文列出的用途，受託人可能將閣下的個人資料轉移、披露、讓其查閱或以下各方（不論在香港境內或境外者）共同使用：

   (i) any person or company which is acting for or on behalf of the Trustee or the Sponsor, or jointly with the Trustee and/or the Sponsor, in respect of a purpose or a directly related purpose for which your Personal Data was provided, such person or company include but not limited to administrative service providers and professional advisors; and
   任何人士或公司受受託人或贊助人指示或代表受託人或贊助人，或與受託人或贊助人共同處理閣下提供的個人資料，以達到提供有關資料之目的或直接相關之目的，此人士或公司包括但不限於行政服務提供者及專業顧問；及
   (ii) any person or company to whom the Trustee and/or the Sponsor is under an obligation or otherwise required or expected to make disclosure under the requirements of any law, rules, regulations, codes of practice or guidelines (whether applicable in or outside Hong Kong) including, without limitation, any legal, regulatory, governmental, tax, law enforcement or other authorities, self-regulatory or industry bodies.
   任何受託人或贊助人負有責任或須要或預期要根據任何法律、規則、規例、實務守則或指引（不論在香港境內或境外適用）作出披露的人士或公司，包括但不限於任何法律機構、監管機構、政府機構、稅務機構、執法機構或其他機構、獨立機構或行業團體。

3. **Direct Marketing 直接促銷：**
   The Trustee and/or the Sponsor are allowed to use your Personal Data in direct marketing only if you consent or do not object.
   受託人及/或贊助人在閣下同意或不反對的情況下，可使用閣下的個人資料作直接促銷用途。

   In connection with direct marketing, the Trustee and/or the Sponsor intend:
   就直接促銷而言，受託人及/或贊助人擬：

   (i) to use your name, contact details, services and products portfolio information, financial background and demographic data held by the Trustee and/or the Sponsor from time to time in direct marketing activities of MPF products and/or MPF services; and/or
   使用受託人及/或贊助人不時持有的閣下姓名、聯絡資料、服務及產品組合資料、財務背景及人口統計資料作強積金產品及/或服務直接促銷用途；及/或
   (ii) to market the MPF product/service information offered by the Trustee or the Sponsor from time to time.
   推銷受託人或贊助人不時提供的強積金產品/服務資料。

   If you do NOT wish the Trustee or the Sponsor to use your Personal Data in direct marketing, please tick (√) the appropriate box in the Declaration to exercise your opt-out right. You may also write to the Administrator at the address below to opt-out from direct marketing at any time.
   若閣下不希望受託人或贊助人使用閣下的個人資料作直接促銷用途，請在聲明的有關方格內加上剔(√)號，藉以行使閣下不同意此項安排的權利。閣下亦可於任何時間致函行政管理人，藉以拒絕直接促銷。

4. **Access and correction of personal data 查閱及更正個人資料：**
   You may be entitled under the Ordinance to request access to your personal data or to request the correction of any personal data. All requests for such access or correction should be made in writing to:
   閣下可根據個人資料（私隱）條例賦予之權利去查閱或要求更正自己的個人資料，惟該等要求須以書面通知：

   The Administrator,
   BestServe Financial Limited
   10/F, One Harbourfront
   18 Tak Fung Street
   Hunghom, Kowloon
   Hong Kong

   卓譽金融服務有限公司 - 行政管理人
   香港九龍紅磡德豐街18號海濱廣場一座10樓

   Subject to the Ordinance, the Company reserves the right to charge a reasonable fee for the processing of any data access request.
   在不違反個人資料（私隱）條例之情況下，本公司保留就處理任何查閱資料的要求而收取合理費用的權利。

   If you want to access to information regarding Personal Data Policy and Practices of the Trustee or if you do not want to receive any further direct marketing information, requests can be made in writing to:
   如閣下欲索取有關受託人之個人資料政策及執行的資料，或不欲再收到任何直接促銷資料，可致函：

   The Corporate Data Protection Officer
   Sun Life Pension Trust Limited
   16/F, Cheung Kei Center, Tower A, No. 18 Hung Luen Road, Hunghom, Kowloon, Hong Kong

   資料保護主任
   永明退休金信託有限公司
   香港九龍紅磡紅鸞道18號祥祺中心A座16樓

   Sun Life Pension Trust Limited　永明退休金信託有限公司