

HONG KONG BAPTIST UNIVERSITY 1998 SUPERANNUATION FUND

("the Superannuation Fund")

香港浸會大學 1998 公積金計劃 ("公積金計劃")

Change of Personal Particulars Form 更改個人資料表格

Note 注意：

1. Please use blue or black ball pen and complete this Form in BLOCK LETTERS. 請以藍色或黑色原子筆及正楷填寫此表格。
2. All amendments should be clearly marked and counter-signed. 如有任何刪改，必須清楚註明並在旁加簽。
3. The Chinese translation of this Form is for reference only. If there are any inconsistencies between the English version and the Chinese translation, the English version will be used for interpretation. 本申請表之中文譯本祇供參考之用，如有爭議，應以英文原義為準。
4. To safeguard the confidential or/and sensitive information contained in this form from being leaked to unintended recipients, please submit the duly completed and password-encrypted form and required supporting document(s) by email to foforms@hkbu.edu.hk, followed by the encryption password in a separate email. 為保障您表格上的個人或/及敏感資料不被洩露於非指定的收件人，請將填妥的表格及隨附的證明文件以密碼加密並將之電郵至 foforms@hkbu.edu.hk。請再以另一電郵提供加密密碼。
5. Should you have any question when completing this Form, please contact the Member Hotline at 2298-9088. 如閣下於填寫表格時有任何疑問，請致電成員熱線 2298-9088。
6. This form is only used by the Corporate Trustee – BCT to update your personal particulars for your member account under the Superannuation Fund only. You are reminded to update the University Human Resources Office separately for the change. 此表格只適用於公司信託人- 銀聯信託為閣下更新閣下的公積金計劃成員帳戶中的個人資料，閣下亦需將有關更改另行通知大學人力資源處。

Section A – Member Information 第一部份 – 成員資料

Name of Member 成員姓名 (Must be identical to HKID Card / Passport 必須與香港身份證/護照相同)	
<input type="checkbox"/> Mr. 先生 <input type="checkbox"/> Miss 小姐 <input type="checkbox"/> Ms. 女士 <input type="checkbox"/> Mrs. 太太 <input type="checkbox"/> Dr. 博士 <input type="checkbox"/> Prof. 教授	
English 英文 Surname 姓 _____	Chinese Name 中文姓名
Other Name 名 _____	
HKID Card* / Passport* No. 香港身份證* / 護照*號碼	Staff ID 員工編號
Contact Phone Number 聯絡電話號碼	

*Please delete as appropriate. 請刪去不適用者。

Section B – Change of Personal Particulars 第二部份 – 更改個人資料

(Please ✓ the appropriate box 請在適當空格填上✓號)

<input type="checkbox"/> Change of Name of Member 更改成員姓名 (Please provide a copy of the new HKID card or deed poll. 請附上新的香港身份證或改名契副本。)	
<input type="checkbox"/> Mr. 先生 <input type="checkbox"/> Miss 小姐 <input type="checkbox"/> Ms. 女士 <input type="checkbox"/> Mrs. 太太 <input type="checkbox"/> Dr. 博士 <input type="checkbox"/> Prof. 教授	
English 英文 Surname 姓 _____	Chinese Name 中文姓名
Other Name 名 _____	

<input type="checkbox"/> Change of Residential Address 更改住址		
Flat / Room 室 _____	Floor 樓 _____	Block 座 _____
Building / Estate Name 大廈 / 屋苑名稱 _____		
Street / Road 街道名稱 _____		
District 地區 _____	<input type="checkbox"/> Hong Kong 香港	<input type="checkbox"/> Kowloon 九龍 <input type="checkbox"/> NT 新界

Change of Contact Information 更改聯絡資料

Home Phone Number 住宅電話號碼

Office Phone Number 辦公室電話號碼

Mobile Phone Number 手提電話號碼

Section C – Personal Information Collection Statement 第三部份 - 收集個人資料聲明

The personal data collected from you will only be accessed and handled by properly authorised staff of the administrator, the trustee or participating employers of the Scheme and its properly authorised service providers and will only be used for processing the instructions of this form; administering and managing the contributions and accrued benefits under the Scheme; compliance with applicable laws and regulations; any other purpose relating to the above; and the carrying out of matching procedures with any other personal data for the purpose of running a pension and trust business. If required by law or relevant regulations, the above parties may provide such personal data to governmental bodies, regulators or other third parties. If there is any change in the information so provided, the Superannuation Fund Corporate Trustee - BCT should be notified as soon as practicable. Failure to provide the information requested may result in BCT being unable to process the instructions. To access or correct your personal data held by us, please write to the Data Protection Officer at Bank Consortium Trust Company Limited, 18/F Cosco Tower, 183 Queen's Road Central, Hong Kong.

從您收集之個人資料，僅供本計劃的管理人、信託人或參與本計劃的各僱主公司正式授權之職員及服務供應商使用及處理，並且只會被用作處理此表格之指示；處理和管理參與計劃下之供款及累算權益；遵守法律及規例；與上述有關之任何其他用途；及為經營退休計劃及信託業務而與任何其他個人資料進行核對程序。如因法律或相關規例規定，以上各方可向政府機關、監管機構或其他第三者提供有關個人資料。如所提供之資料有任何更改，請在可行的情況下儘快通知本公積金的公司信託人 - 銀聯信託。未能提供所需資料可能導致銀聯信託不能處理有關指示。要查閱或更改本公司所持有您的個人資料，請以書面聯絡銀聯信託之資料保護主任（香港皇后大道中 183 號中遠大廈 18 樓，銀聯信託有限公司）。

Section D – Declaration and Signature 第四部份 – 聲明及簽署

1. I understand that if there is any change in the information so provided, I shall notify BCT as soon as possible.
本人承諾若所提供之資料有任何更改，將儘快通知銀聯信託。
2. I declare that to the best of my knowledge and behalf, the information given in this form is correct and completed.
本人聲明，盡本人所知及所信，本表格所提供的資料均屬正確無訛且無缺漏。

Signature of Member 成員簽署

(Must be identical to BCT's record 必須與銀聯信託的記錄相符)

Date 日期: (dd 日 / mm 月 / yyyy 年)

BCT use only 銀聯信託專用：	Document Received Date:	Inputted by:	Checked by:	Remarks:
		Date Inputted:	Date Checked:	

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