



**中國人壽信託有限公司**  
**CHINA LIFE TRUSTEES LIMITED**

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**CHINA LIFE MPF MASTER TRUST SCHEME (“the Scheme”)**  
**中國人壽強積金集成信託計劃 (“本計劃”)**  
**Amendment to the “Participation Form of the Employer”**  
**更改“僱主參加表”**

**CL 03**

The amended information on this form will become part of the Application of Participation Form of the Employer.  
本表格上所更改之資料，將成為參加申請表(供僱主填寫)之其中一部份。

<b>Part I Details of Employer 第一部份 僱主資料</b>		
Scheme No. 計劃編號		
Employer Name 僱主名稱		
Change Effective Date 更改生效日期		
<b>Part II Amendment to Employer Details 第二部份 更改僱主資料</b>		
(Please complete the applicable portion and put “N/A” where it is not applicable 只需填寫適用部份並於不適用部份填上“不適用”)		
Employer Name 僱主名稱	English (英文)	
	Chinese (中文)	
Business Registration No. 商業登記編號		
Please provide a copy of the Certificate of Incorporation on Change of Name/other relevant registration document(s) for change of company name. If the legal entity has been changed as a result of company restructuring, please contact us. 若更改公司名稱，請提供公司更改名稱證明書/其他有關登記證副本。若因公司業務重組而改變法人地位，請聯絡本公司。		
Business Address 註冊地址	English (英文)	
	Chinese (中文)	
Mailing Address 通訊地址	English (英文)	
	Chinese (中文)	
Telephone No. 電話號碼	Fax No. 傳真號碼	
Contact Person 聯絡人姓名	Title 聯絡人職銜	
E-mail Address 電郵地址		
Contribution Period 供款期	<input type="checkbox"/> Monthly 每月	
	<input type="checkbox"/> Semi-Monthly 半月(The first day to the Fifteenth Day of the month and the Sixteenth day to the month end) (每月第一日至第十五日及第十六日至當月最後一日)	
	<input type="checkbox"/> Others 其他 (Please specify) (請註明)	
Others, Please specify 其他 (請註明)		

Please tick the appropriate box 請於適當位置加以✓號

**Part III Amendment to Employer's Voluntary Contribution 第三部份 更改僱主自願性供款**

(Please complete the applicable portion only 只需填寫適用部份)

- Change of Voluntary Contribution Details (Please complete part A and B) 更改自願性供款資料(請填寫 A 及 B 部份)  
 Cessation of Voluntary Contribution 取消自願性供款 (Please completed part A only)

**(A) Membership Type  
成員類別**

- All Employee 所有僱員  
 Others, please specify 其他，請註明

**(B) Amount of Employer's  
Voluntary Contribution  
僱主自願性供款金額**

- Percentage of Relevant Income 有關入息之百分比

"Relevant income" refers to any wages, salary, leave pay, fee, commission, bonus, gratuity, perquisite or allowance (including housing allowance or other housing benefit), expressed in monetary terms, paid by an employer to an employee. It does not include any severance or long service payments under the Employment Ordinance.

「有關入息」是指僱主以金錢形式支付予僱員的任何工資、薪金、假期津貼、費用、佣金、花紅、獎金、合約酬金、賞錢或津貼(包括房屋津貼或其他房屋利益)。《僱傭條例》下的遣散費或長期服務金則除外。

Completed Years of Services/ Position of Employee* 完整服務年資/僱員職級*	Percentage of Relevant Income 有關入息之百分比	Less the amount of Mandatory Contribution * 減除 強制性供款*	Maximum amount of Voluntary Contribution* 自願性供款上限*
_____	_____	Yes 是 / No 否	No 沒有/Yes 有, HK\$ _____
_____	_____	Yes 是 / No 否	No 沒有/Yes 有, HK\$ _____
_____	_____	Yes 是 / No 否	No 沒有/Yes 有, HK\$ _____
_____	_____	Yes 是 / No 否	No 沒有/Yes 有, HK\$ _____
_____	_____	Yes 是 / No 否	No 沒有/Yes 有, HK\$ _____

For the purposes of this part, service shall mean 就本節而言，「服務年資」指：

- Employment with the Employer in completed years 服務僱主的完整年資  
 Employment with the Employer in completed years from the effective date of Voluntary Contribution 於自願性供款生效日起，服務僱主的完整年資

- Regular Monthly Fixed Voluntary Contribution – its contribution period will follow the contribution period of the Mandatory Contribution

每月定期性之定額自願性供款 – 其供款期將跟隨強制性供款之供款期

Fixed Contribution Amount 固定供款額 HK\$ \_\_\_\_\_

- Voluntary Contribution in a lump sum payment 一次過之整筆自願性供款

Contribution Amount (lump sum payment) 供款額(一筆) HK\$ \_\_\_\_\_

- Others, please specify 其他，請註明: \_\_\_\_\_

Please tick "✓" where appropriate 請於適當方格內填上“✓”號

\* Delete whichever is inappropriate 請將不適用者刪去

**(C) Benefit Payment  
利益支付****A. Retirement Age 退休年齡**

- 65  Others, please specify (其他，請註明) \_\_\_\_\_

**B. Normal Retirement/Disablement/Death 正常退休/傷殘/身故**

The benefit payable is 100% of the Vested Portion and the accrued benefits of Member's Voluntary Contributions as at the date of retirement age/ permanent disability/death.

倘成員正常退休、永久傷殘或身故，利益相等於「歸屬部份」的 100% 連同成員自願性供款的累算利益一併支付。

**C. Early Retirement 提前退休**

- Not applicable 不適用  
 With the consent of Employer, member may retire earlier after attaining age \_\_\_\_\_ and has completed \_\_\_\_\_ or more years of service. The benefit payable is 100% of the Vested Portion and accrued benefits of Member's Voluntary Contributions as at the date of early retirement.  
 獲僱主同意後，成員可於年滿 \_\_\_\_\_ 歲及服務僱主不少於 \_\_\_\_\_ 年後提前退休。提前退休福利將相等於「歸屬部份」的 100% 連同成員自願性供款的累算利益全數。

**D. Late Retirement 延遲退休**

Member (with the consent of the Employer) may retire later than the normal retirement age, in which case Voluntary Contributions will be 成員(經僱主同意)可延遲於正常退休年齡後才退休。倘該情況發生，自願性供款將會

- discontinued after the normal retirement date. The benefit payable is 100% of the Vested Portion and accrued benefits of Member’s Voluntary Contributions as at the date of normal retirement.  
於正常退休日期後終止。僱員可獲福利相等於在退休日期當日的「歸屬部份」的 100% 連同僱員自願性供款之累算利益全數。
- continued until actual retirement. The benefit payable is 100% of the Vested Portion and accrued benefits of Member’s Voluntary Contribution as at the date of actual retirement.  
繼續供款直至真正退休當日止。僱員於真正退休當日可獲福利相等於「歸屬部份」的 100% 連同僱員自願性供款之累算利益全數。

**E. Termination of Employment 終止僱用**

If a Member resigns other than for normal retirement, death or permanent disability, the Member is entitled to the accrued benefits of his Voluntary Contributions together with a Vested Portion in accordance with the following vesting scale:

倘僱員非因退休、死亡或永久傷殘而辭職，成員可獲其本身自願性供款的累算利益全數連同按下列歸屬表計算所得的部份或全數「歸屬部份」：

**Vesting Scale 歸屬表**

<u>Completed Years of Services 完整「服務年資」</u>	<u>Vested Percentage 歸屬百分比</u>
_____ Years(年)	_____ %
_____ Years(年)	_____ %
_____ Years(年)	_____ %
_____ Years(年)	_____ %
_____ Years(年)	_____ %
_____ Years(年)	_____ %
_____ Years(年)	_____ %
_____ Years(年)	_____ %
_____ Years(年)	_____ %
_____ Years(年)	_____ %

For the purposes of this part, Service shall mean 就本節而言，「服務年資」指：

- Employment with the Employer in completed years (服務僱主的完整年資)
- Employment with the Employer in completed year from the effective date of Voluntary Contributions (於自願性供款生效日後，服務僱主的完整年資)

“Vested Portion” herein means the Vested Portion of the Employer’s Voluntary Contributions as defined in the Governing Rules of the Master Trust Deed. 本表所指的「歸屬部份」與信託契約內的規章裡所定義之僱主自願性供款的「歸屬部份」相同。

(C) Benefit Payment  
利益支付

**Part IV Declaration and Signature 第四部份 聲明及簽署**

I/We hereby declare that all the information herein together with other documents in connection with this form are full, completed and true. In case of the amendment of employer’s voluntary contribution, all our employees have been notified of the above change in rules of Employer Voluntary Contribution and I/We understand that any changes relating to Mandatory Contribution or Voluntary Contribution that will alter to a member’s detriment his/her vested benefits or accrued rights under a register scheme would require approval from the Mandatory Provident Fund Schemes Authority before the change can take effect. I/We fully understand that upon this form is signed by authorized signatory of my/our company, it will become part of the Application of Participation Form which I/We signed when I/We participated in the Scheme.

本人/吾等在此聲明本表內之資料及其他之附件皆為完整及真確。就對僱主自願性供款之更改，本公司已對所有員工發出有關僱主自願性供款更改之通知，而本人/吾等亦明白任何與強制性供款或自願性供款有關之修改，若會損害成員在註冊計劃下的既有利益或累算權益，則該項修改須在獲得強制性公積金計劃管理局的批准後方可生效。本人/吾等亦明白當本公司之授權人簽署在此表格後，此表格上有關僱主自願性供款之更改將成為本公司當初參與本計劃時所簽署的參加申請表之其中一部份。

Authorized Signature & Company Chop  
授權人簽署及公司蓋章

Date  
日期