

職業退休計劃條例

OCCUPATIONAL RETIREMENT SCHEMES ORDINANCE

更改註冊計劃管理人或指定人士的姓名或名稱及/或地址的通知
(有關更改並非因管理人或指定人士的法律實體更改所致)

NOTICE OF CHANGE OF NAME AND/OR ADDRESS OF THE
SCHEME ADMINISTRATOR OR DESIGNATED PERSON OF A
REGISTERED SCHEME NOT CAUSED BY CHANGE OF LEGAL ENTITY
OF THE SCHEME ADMINISTRATOR OR DESIGNATED PERSON

[此表格不適用於通知計劃管理人或指定人士的法律實體的更改。關於計劃管理人的法律實體的更改，請採用表格 ORS-9 通知。關於指定人士的法律實體的更改，該條例第 38 條(要求有關計劃的新受託人作出執行指定人士職能的承諾)、39 條(有關替換已死亡或喪失履行職務能力等的指定人士)或 40 條(有關解除執行指定人士職能的承諾的申請)亦須另外按照情況予以遵守。]

[This form should not be used for notification of the change of legal entity of the scheme administrator or designated person. Form ORS-9 should be used in case of change of legal entity of the scheme administrator. In case of change of legal entity of the designated person, section 38 (requiring a new trustee to a scheme to give an undertaking to perform duties of a designated person), 39 (regarding the replacement of the designated person upon his death or incapacity, etc.) or 40 (regarding the application for release from an undertaking to perform duties of a designated person) of the Occupational Retirement Schemes Ordinance should be separately complied with as appropriate.]

個人資料收集聲明

在本通知書內提供的個人資料是供職業退休計劃註冊處處長用作更新按《職業退休計劃條例》第 6 條所備存的法定註冊記錄冊內的資料，並供與資料當事人通訊及作資料核實用途。職業退休計劃註冊處處長亦可向上述條例第 78 條允許的人士或政府部門/機構披露該等資料。任何有關人士不提供規定資料或提供虛假資料，可按照該條例有關條文被檢控。提交本通知書後，如欲更改或查詢個人資料，請與職業退休計劃註冊處處長的個人資料私隱主任聯絡。

PERSONAL INFORMATION COLLECTION STATEMENT

The personal data to be supplied in this notice are required for the Registrar of Occupational Retirement Schemes to update the statutory register kept under section 6 of the Occupational Retirement Schemes Ordinance and for the purposes of communication with the data subjects and data verification. Such data may also be disclosed to persons or government departments/agencies as permitted under section 78 of the above Ordinance. Any relevant person who fails to supply the required information or provides false information shall be liable to prosecution under the relevant provisions of the Ordinance. For correction of or access to the personal data after submission of this notice, please contact the Personal data Privacy Officer of the Registrar of Occupational Retirement Schemes.

致:

香港新界葵芳興芳路二二三號

新都會廣場一座 36 樓

職業退休計劃註冊處處長(“處長”)

TO: The Registrar of Occupational Retirement Schemes (“the Registrar”)

Level 36, Tower 1, Metroplaza,

223 Hing Fong Road, Kwai Fong, New Territories, Hong Kong.

- (1) 對上一次向處長申報而與此項更改通知有關的*計劃管理人/指定人士的姓名或名稱(見說明 1):
Name of the **scheme administrator/designated person* last reported to the Registrar to which this change relates (see note 1):

- (2) 計劃名稱: _____
Name of scheme: _____ (“該計劃”) (“the Scheme”)

- (3) 該計劃的註冊編號: _____
Registration no. of the Scheme:

(注意: 如本通知涵蓋超過一個計劃, 請另紙提供有關註冊計劃的名稱及編號)

(N.B. If this notice covers more than one scheme, please use a separate sheet to provide the names and registration numbers of the schemes concerned)

*將不適用者刪去。

*Delete whichever is inappropriate.

(4) 本部僅用於填報更改姓名或名稱：

This section is to be completed only for change of name:

- (a) 我/我們現就該計劃，根據《職業退休計劃條例》（“該條例”）第 22(2)條，通知處長該計劃**管理人/指定人士*的姓名或名稱更改，詳情如下：

In relation to the Scheme, and pursuant to section 22(2) of the Occupational Retirement Schemes Ordinance ("the Ordinance"), I/We hereby notify the Registrar of the following change of name of the **scheme administrator/ designated person*:

該計劃管理人/指定人士的新姓名或名稱(填寫英文) (如屬個人，先填寫姓氏) The new name (in English) of the <i>*scheme administrator/designated person</i> whose name has been changed (Insert surname first for individual)	姓名或名稱更改的決議日期，如適用的話 Date of resolution for the change of name, if applicable	姓名或名稱更改的生效日期 Effective date of the change of name																																				
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- (b) 我/我們現夾附一份證明更改該計劃的**管理人/指定人士*的姓名或名稱的證明書或文件的副本(見說明 2)。

I/We attach herewith a copy of the certificate or document evidencing the change of name of the **administrator/designated person* of the Scheme (see note 2).

(5) 本部僅用於填報更改地址：

This section is to be completed only for change of address:

我/我們現就該計劃，根據《職業退休計劃條例》（“該條例”）第 22(2)條，通知處長該計劃**管理人/指定人士*的地址更改，詳情如下：

In relation to the Scheme, and pursuant to section 22(2) of the Occupational Retirement Schemes Ordinance ("the Ordinance"), I/We hereby notify the Registrar of the following change of address of the **scheme administrator/designated person*:

- (a) **該計劃**管理人/指定人士*的新地址：*在香港的註冊辦事處 / 在香港的主要營業地點 / 營業地址 / 住址 (填寫英文) (見說明 3)：**

The new **Registered office in Hong Kong / Principal place of business in Hong Kong / Business address / Residential address (in English)* (see note 3):

室 Flat/Room	樓 Floor	座 Block	大廈名稱 Name of building
門牌號碼 Street no.			街道名稱 Name of street
地區/城市/省份名稱 Name of district/city/province			地區編號/郵遞區號碼 Area code/Postal code
國家名稱 Name of country			

*將不適用者刪去。

*Delete whichever is inappropriate.

(b) 地址更改的生效日期：

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Effective date of the change to the address:

日 Day 月 Month 年 Year

(c) 電話號碼：_____

Telephone no.:

圖文傳真號碼：_____

Fax no.:

- (6) 我/我們現要求處長根據該條例在職業退休計劃註冊紀錄冊內記錄上文申報的更改。
I/We hereby request the Registrar to record the above reported change in the Register of Occupational Retirement Schemes under the Ordinance.

該計劃指定人士的簽署及公司印章 : _____
Signature and company chop of the designated persons(s) of the Scheme

該計劃指定人士的姓名/名稱 (填寫英文) : _____
Name of the designated person(s) of the Scheme (in English)

簽署人姓名 (填寫英文) : _____
Name of person signing (in English)

職銜或職位 : _____
Title or position

日期 : _____
Date

*將不適用者刪去。

*Delete whichever is inappropriate.

說明
Notes

1. 此表格只適用於通知一位計劃管理人或指定人士的姓名或名稱及/或地址的更改。計劃的其他管理人或指定人士的姓名或名稱及/或地址如有更改，請另用表格 ORS-10 通知。
This form should be used to cover one scheme administrator or designated person only. Separate Form ORS-10 should be used for notifying the change of name and/or address of each of the other administrators or designated persons.
2. 應連同本通知表格遞交證明更改該計劃管理人或指定人士的姓名或名稱的證明書或文件副本：—
The copy of certificate or document evidencing the change of name to be given in this notice should be :
—
 - (i) 如該計劃管理人或指定人士屬在香港註冊的公司，則為其公司更改名稱註冊證書的副本；
in case the scheme administrator or designated person is a company which is incorporated in Hong Kong, a copy of its Certificate of Incorporation on Change of Name;
 - (ii) 如該計劃管理人或指定人士屬《公司條例》（第 32 章）第 XI 部適用的海外公司，則為其海外公司更改名稱登記證明書的副本；
in case the scheme administrator or designated person is an overseas company to which Part XI of the Companies Ordinance (Cap. 32) applies, a copy of its Certificate of Registration of Change of Name of Overseas Company;
 - (iii) 如該計劃管理人或指定人士屬根據香港任何條例成立的非公司法團，則為根據該等條例發出證明其名稱更改的有關證明書或文件的副本；
in case the scheme administrator or designated person is a body corporate (other than a company) incorporated under any Ordinance in Hong Kong, a copy of the relevant certificates or documents issued under those Ordinances evidencing its change of name;
 - (iv) 如該計劃管理人或指定人士屬不是法團的團體，則為其商業登記證(如在香港有經營業務)或其他證明其名稱更改的有關證明書或文件的副本；或
in case the scheme administrator or designated person is an unincorporated body of persons, a copy of its Business Registration Certificate (if carrying on business in Hong Kong) or other relevant certificates or documents evidencing such change of name; or
 - (v) 其他情況，則為任何可證明其姓名或名稱更改的證明書或文件(例如在該計劃管理人或指定人士屬個人的情況下，其改名契)的副本。
in any other case, a copy of the relevant certificates or documents (e.g. a deed poll in case the scheme administrator or designated person is an individual) evidencing such change of name.
3. 本通知表格所列該計劃管理人或指定人士的地址，應為：—
The address of the scheme administrator or designated person to be given in this notice should be :—
 - (i) 如該計劃管理人或指定人士屬在香港註冊的公司，則為該公司在香港的註冊辦事處；
in case the scheme administrator or designated person is a company which is incorporated in Hong Kong, the company's registered office in Hong Kong;
 - (ii) 如該計劃管理人或指定人士屬《公司條例》（第 32 章）第 XI 部適用的海外公司，則為該公司在香港的主要營業地點；
in case the scheme administrator or designated person is an overseas company to which Part XI of the Companies Ordinance (Cap. 32) applies, the principal place of business of the company in Hong Kong;
 - (iii) 如該計劃管理人或指定人士屬不是公司的法團(不論在香港或其他地方成為法團或以其他形式設立)，或屬於不是法團的團體，則為該法團或團體進行業務的地址；
in case the scheme administrator or designated person is a body corporate other than a company (whether incorporated or otherwise established in Hong Kong or elsewhere), or an unincorporated body of persons, the address at which the body carries on business;
 - (iv) 如該計劃管理人或指定人士屬個人，則為其住址或辦公地址；或
in case the scheme administrator or designated person is an individual, his residential or business address; or
 - (v) 其他情況，則為辦公地址。
in any other case, the business address.