



《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

(《職業退休計劃條例》下第 22(2)條)
(Under Section of 22(2) of
The Occupational Retirement Schemes Ordinance)

[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，本條例第 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.]

注意 1

本通知須按照上列相關法例條文的規定作出，當中所載的任何個人資料將用於此目的，以及在本表格最後部分的收集個人資料聲明所述的其他目的。任何有關人士如沒有提供所需資料，或提供虛假資料，可根據《職業退休計劃條例》的相關條文被檢控。

Notice 1

This notice is required under the relevant statutory provisions stated above, and any personal data contained herein will be used for such purpose and other purposes stated in the Personal Information Collection Statement at the end of the form. 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 Occupational Retirement Schemes Ordinance.

注意 2

郵資不足的郵件處理：積金局不會接收經香港郵政投寄但郵資不足的郵件，有關郵件會由香港郵政按其程序根據回郵地址退回寄件人或予以銷毀。為免派遞延誤或失誤，請確保投寄予積金局的郵件已支付足夠郵資。

Notice 2

Mail items with insufficient postage: The MPFA will not accept any underpaid mail delivered via the Hongkong Post which will return the mail item to the sender if there is a return address or dispose of the item in accordance with its procedures. To avoid unsuccessful delivery of your mail, please ensure your mail items addressed to the MPFA carry sufficient postage before posting to us.

致： 香港觀塘巧明街 98 號
The Millennity 1 座 12 樓
職業退休計劃註冊處處長（「處長」）

TO : The Registrar of Occupational Retirement Schemes (“Registrar”)
Level 12, Tower 1, The Millennity
98 How Ming Street, Kwun Tong, Hong Kong.



- (1) 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(填寫英文)：_____

Name of scheme(in English): _____ (「該計劃」) ("Scheme")

(填寫中文名稱，如有)：_____

(in Chinese, if any) :

- (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)

- (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》(「本條例」)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 ("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，根據本條例第 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 Ordinance, I/We hereby notify the Registrar of the following change of address of the *scheme administrator/designated person*:

(a) 請在以下適當的方格內填上「√」號（見說明 3）：

Please tick the appropriate box below (see note 3) :

如屬個人，請提供營業地址。

For Individual, business address preferred.

- 在香港的註冊辦事處
Registered office in Hong Kong
- 在香港的主要營業地點
Principal place of business in Hong Kong
- 營業地址
Business address
- 住址
Residential address

地址（填寫英文）：

Address (in English):

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			

(b) 地址更改的生效日期：

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Effective date of the change to the address:

日

月

年

Day

Month

Year

(c) 電話號碼：_____

Telephone no.:

圖文傳真號碼：_____

Fax no.:

(d) 電郵地址：_____

Email address:



- (6) 我／我們聲明，我／我們已閱畢「收集個人資料聲明」，並明白我／我們向處長提供個人資料時的權利及義務，亦明悉處長可運用及處理這些資料的方式。

I/We declare that I/we have read the Personal Information Collection Statement and understand my/our rights and obligations in relation to the supply of personal data to the Registrar and the manner in which the Registrar may use or deal with the data.

我／我們現要求處長根據本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)

獲授權簽署人姓名 (填寫英文) : _____
Name of authorized signatory (in English)

職銜或職位 : _____
Title or position

日期 : _____
Date

*請刪去不適用者。

*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 Change of Name;
 - (ii) 如該計劃管理人或指定人士屬根據（《公司條例》（第 622 章）所界定的）《前身條例》第 XI 部或《公司條例》（第 622 章）第 16 部適用的非香港公司，則為其非香港公司更改法團名稱註冊證明書的副本；
in case the scheme administrator or designated person is a non-Hong Kong company to which Part XI of the predecessor Ordinance (as defined in the Companies Ordinance (Cap. 622)) or Part 16 of the Companies Ordinance (Cap. 622) applies, a copy of its Certificate of Registration of Change of Corporate Name of Non-Hong Kong 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根據（《公司條例》（第 622 章）所界定的）《前身條例》第 XI 部或《公司條例》（第 622 章）第 16 部適用的非香港公司，則為該公司在香港的主要營業地點；



in case the scheme administrator or designated person is a non-Hong Kong company to which Part XI of the predecessor Ordinance (as defined in the Companies Ordinance (Cap. 622)) or Part 16 of the Companies Ordinance (Cap. 622) 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非公司法團（不論在香港或其他地方成立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，則為其住址或營業地址；或
in case the scheme administrator or designated person is an individual, his residential or business address; or
 - (v) 其他情況，則為營業地址。
in any other case, the business address.
4. 本表格須一同附上訂明費用（第 426J 章第 7(2)(b)條）（現行未有收費）。
This form should be accompanied by the prescribed fee (section 7(2)(b) of Cap. 426J) (currently is nil).



收集個人資料聲明 Personal Information Collection Statement

請細閱本收集個人資料聲明，瞭解你向強制性公積金計劃管理局（「積金局」）提供個人資料（包括關乎你本人或其他人士的資料）的權利和義務。You are advised to read this Personal Information Collection Statement (“PICS”) carefully about your rights and obligations in relation to the supply of personal data by you (which data may relate to yourself or other persons) to the Mandatory Provident Fund Schemes Authority (“MPFA”).

收集和使用個人資料的目的 Purpose of Collection and Use

1. 就本通知書收集的個人資料，將用於以下一個或多個目的：
Personal data to be collected in support of this notice will be used for one or more of the following purposes:
 - (i) 處理本通知書，而是項通知是根據本通知書開首列明的相關法例條文的規定而作出；
processing this notice which is required under the relevant statutory provisions stated at the beginning of this notice;
 - (ii) 考慮其他根據《強制性公積金計劃條例》（《強積金條例》）及《職業退休計劃條例》提出而與你有關的申請；
considering any other application(s) made under the Mandatory Provident Fund Schemes Ordinance (“MPFSO”) and the Occupational Retirement Schemes Ordinance (“ORSO”) which is related to you;
 - (iii) 設立和備存供公眾查閱的紀錄冊，當中載有僱主、投資經理、指定人士及計劃管理人的姓名等資料；
establishing and keeping registers open to the public which will contain particulars including the name of employer, investment manager, designated person and scheme administrator;
 - (iv) 執行《強積金條例》及《職業退休計劃條例》，並持續監察合規情況；
administering and monitoring on-going compliance with the MPFSO and the ORSO;
 - (v) 採取監管、紀律處分或執法行動；
taking supervisory, disciplinary or enforcement actions;
 - (vi) 行使或執行積金局在《強積金條例》或《職業退休計劃條例》下的其他職能；
exercising or performing the MPFA’s other functions under the MPFSO or the ORSO;
 - (vii) 使其他規管機構能夠執行或協助其他規管機構執行其在《強積金條例》或本身的規管體系下的職能；
enabling or assisting other regulators to perform their functions under the MPFSO or their respective regimes;



- (viii) 進行研究及統計；及
research and statistical purposes; and
 - (ix) 任何其他直接相關的目的。
any other directly related purposes.
2. 你須因應本通知書開首列明的相關法例條文所指的通知，在本通知書提供個人資料。如沒有提供充分的資料，或會導致是項通知被延遲處理，或不獲受理，並可能導致你違反相關的法定通知規定。如你提供與其他人士有關的個人資料，請確保當事人同意你就本收集個人資料聲明所述目的，向積金局提供其個人資料。
- The supply of personal data by you in this notice is required for the purpose of the notice under the relevant statutory provisions stated at the beginning of this notice, and failure to supply sufficient information may result in delay or refusal in processing this notice, and may constitute a breach of the relevant statutory notice requirements. If you supply personal data relating to another person, please ensure that he / she consents to the supply of his / her personal data by you to the MPFA for the purposes stated in this PICS.

轉移個人資料

Transfer of Personal Data

3. 積金局將會就上述目的（如適用）或按照某項法院命令、某法例或某法例下的某項規定，使用或向第三者（包括香港或海外的政府部門、其他規管機構、法團、組織或個人）披露或轉移你提供的個人資料。Personal data provided by you will be used, disclosed or transferred to third parties including government bodies, other regulatory authorities, corporations, organizations or individuals in Hong Kong or overseas for the aforesaid purposes (where applicable) or in accordance with an order of a court or a law or a requirement made under a law.

取覽個人資料

Access to Personal Data

4. 根據《個人資料（私隱）條例》，你有權以該條例訂明的方式，以及在該條例訂明的規限下作出查詢，以確定積金局是否持有你任何個人資料，以及要求索取或更正該等個人資料。就因應本通知書提供的個人資料而言，如欲查詢、索取或更正你的個人資料，請以書面聯絡積金局個人資料私隱主任，地址為香港觀塘巧明街 98 號 The Millennium 1 座 12 樓。

You are entitled under the Personal Data (Privacy) Ordinance (“PDPO”) to ascertain whether the MPFA holds any of your personal data, and to request access to or correction of any such personal data, in the manner and subject to the limitations set out in the PDPO. All enquiries concerning your personal data supplied in support of this notice and requests for access or correction should be directed in writing to the Personal Data Privacy Officer of the Mandatory Provident Fund Schemes Authority at Level 12, Tower 1, The Millennium, 98 How Ming Street, Kwun Tong, Hong Kong.

強制性公積金計劃管理局
Mandatory Provident Fund Schemes Authority