

MANDATORY PROVIDENT FUND SCHEMES AUTHORITY
Notification of Change of Information by a Subsidiary Intermediary

Form INT-7 SI-Change Particulars

Name of Subsidiary Intermediary: _____

MPF Registration No.: _____

(Please complete items with changes only.)

Section I – CHANGE OF PERSONAL INFORMATION		
(FOR INDIVIDUAL)		
	New Particulars	Effective Date
Name in English <i>(same as HKID Card)</i>	_____ <i>(Surname)</i> _____ <i>(other names)</i>	
Name in Chinese <i>(if any)</i> <i>(same as HKID Card)</i>	_____ <i>(Surname)</i> _____ <i>(other name)</i>	
Salutation	<input type="checkbox"/> Mr / <input type="checkbox"/> Miss / <input type="checkbox"/> Mrs / <input type="checkbox"/> Ms <i>*(Please tick as appropriate)</i>	
Residential Address	_____ <i>(Flat/Room)</i> _____ <i>(Floor)</i> _____ <i>(Block)</i> _____ <i>(Name of Building)</i> _____ <i>(Number & Name of Street)</i> _____ <i>(District)</i> <i>HK / KLN / NT *(Please delete as appropriate)</i> _____ <i>(City)</i> _____ <i>(State)</i> _____ <i>(Region / Country)</i> _____ <i>(Postal Code (if any))</i>	
Mobile Telephone No.		
Office Telephone No.		
Business Email Address		
Personal Email Address		

Section II – CHANGE OF INFORMATION			
(FOR LICENSED LONG TERM INSURANCE AGENCY)			
	New Particulars		Effective Date
Name in English			
Name in Chinese <i>(if any)</i>			
Address of Principal Place of Business in Hong Kong	<p>_____</p> <p><i>(Flat/Room) (Floor) (Block) (Name of Building)</i></p> <p>_____</p> <p><i>(Number & Name of Street) (District)</i></p> <p>HK / KLN / NT <i>*(Please delete as appropriate)</i></p>		
Address of Registered Office	<p>_____</p> <p><i>(Flat/Room) (Floor) (Block) (Name of Building)</i></p> <p>_____</p> <p><i>(Number & Name of Street) (District)</i></p> <p>HK / KLN / NT <i>*(Please delete as appropriate)</i></p>		
Correspondence Address	<p>_____</p> <p><i>(Flat/Room) (Floor) (Block) (Name of Building)</i></p> <p>_____</p> <p><i>(Number & Name of Street) (District)</i></p> <p>HK / KLN / NT <i>*(Please delete as appropriate)</i></p>		
Telephone No.			
Fax No.			
Email Address			
Contact Person Information			
Name <i>(Same as HKID card)</i>	(English)	(Chinese) <i>(if any)</i>	
	_____	_____	
	<i>(Surname) (Other Names)</i>	<i>(Surname) (Other Name)</i>	
Position held			
Telephone No.			

Fax No.		
	New Particulars	Effective Date
Email Address		

Section III – CHANGE OF QUALIFICATION AS A TYPE B REGULATEE¹	
New Particulars	Effective Date
<input type="checkbox"/> New qualification(s) acquired Please specify the qualification code(s):	<i>Date of Acquisition</i>
<input type="checkbox"/> Qualification(s) ceased Please specify the qualification code(s):	<i>Date of Cessation</i>
<input type="checkbox"/> Qualification(s) suspended Please specify the qualification code(s):	<i>Period of Suspension</i>

Section IV – CHANGE OF OFFICE ADDRESS OF A RESPONSIBLE OFFICER OF A PRINCIPAL INTERMEDIARY (if the Subsidiary Intermediary is a Responsible Officer)	
Name of Principal Intermediary	
MPF Registration No. of Principal Intermediary	
	New Particulars
	Effective Date
Office Address of Responsible Officer (English)	<p>_____</p> <p style="text-align: center;"><i>(Flat/Room) (Floor) (Block) (Name of Building)</i></p> <p>_____</p> <p style="text-align: center;"><i>(Number & Name of Street) (District)</i></p> <p>HK / KLN / NT *(Please delete as appropriate)</p>
Office Address of Responsible Officer (Chinese)	<p>_____</p> <p style="text-align: center;"><i>(Flat/Room) (Floor) (Block) (Name of Building)</i></p> <p>_____</p> <p style="text-align: center;"><i>(Number & Name of Street) (District)</i></p>

¹ Please see *Explanatory Notes 1, 2 & 3.*

	HK / KLN / NT *(Please delete as appropriate)	
Section V(a) – CEASING TO BE A RESPONSIBLE OFFICER OF A PRINCIPAL INTERMEDIARY		
Name of Principal Intermediary		
MPF Registration No. of Principal Intermediary		
Effective Date		
Section V(b) – REQUEST THE MANDATORY PROVIDENT FUND SCHEMES AUTHORITY (MPFA) TO REVOKE MY APPROVAL AS A RESPONSIBLE OFFICER OF THE PRINCIPAL INTERMEDIARY LISTED IN SECTION V(a) ABOVE		
<input type="checkbox"/> Yes		

Section VI – DECLARATION	
<p>1. I/We certify that I/we have read the attached Personal Information Collection Statement (PICS) and understand my/our rights and obligations in relation to the personal data provided by me/us to the MPFA and consent to the manner in which the personal data may be used or dealt with as specified in the PICS;</p> <p>2. I/We declare that to the best of my/our knowledge and belief the information given in this Form (including attachments) is correct and complete; and✦</p> <p>3. I/We undertake to immediately notify the MPFA of any matter which has come to my/our attention and which may affect the validity of any information given in this Form.</p>	
For Subsidiary Intermediary (Individual)	
Name of Subsidiary Intermediary (same as HKID Card)	
Signature	
Date of Signature ²	
For Subsidiary Intermediary (Licensed Long Term Insurance Agency)	
Name of Subsidiary Intermediary	

² Please see *Explanatory Note 4*.

Name of Authorized Signatory <i>(same as HKID Card)</i> <i>(The signatory must be a sole proprietor, partner or director authorized by the Subsidiary Intermediary, depending on the type of entity of the Subsidiary Intermediary.)</i>	
Capacity	Sole Proprietor / Partner / Director* Authorized by the Subsidiary Intermediary <i>*(Please delete as appropriate)</i>
Authorized Signature	
Date of Signature ³	

✦ **Warning:** Section 43E of the Mandatory Provident Fund Schemes Ordinance (MPFSO) makes it an offence punishable with a maximum of one year’s imprisonment and a fine of \$100,000 on the first occasion and two years’ imprisonment and a fine of \$200,000 on each subsequent occasion for a person who, in a document given to a prescribed person which means, the MPFA, a system operator of an electronic MPF system, an approved trustee, a trustee of a relevant scheme, or an auditor of an approved trustee or of a registered scheme, in connection with the MPFSO, makes a statement that the person knows to be false or misleading in a material respect, or recklessly makes a statement which is false or misleading in a material respect.

For Official Use Only					
Notification No.					
Receipt Date			Date of Updating		
Input Officer		Checking Officer		Approving Officer	

³ Please see *Explanatory Note 4*.

MANDATORY PROVIDENT FUND SCHEMES AUTHORITY
Notification of Change of Information by a Subsidiary Intermediary

Notes on Completion of this Form

1. This Form is to be used by a subsidiary intermediary for notifying the Mandatory Provident Fund Schemes Authority (MPFA) any change, acquisition, cessation or suspension as specified in section 34ZI(1) of the Mandatory Provident Fund Schemes Ordinance (MPFSO) within seven working days after it occurs as required under section 34ZI(2). A person, who, without reasonable excuse, contravenes the aforesaid section 34ZI(2) of the MPFSO commits an offence. This form is also to be used by a subsidiary intermediary for notifying the MPFA of any change in other particulars or information previously supplied to the MPFA in connection with an application for registration as a subsidiary intermediary.
2. Please read the *Handbook on MPF Intermediary Registration* (available at the MPFA website - www.mpfa.org.hk) and the *Personal Information Collection Statement* below before completing this Form.
3. It is obligatory for you to supply your name and MPF Registration No. In the case of reporting change of information in any of the items in sections I to V of this Form, it is also obligatory for you to supply the updated information in the relevant section of this Form. Failure to provide (a) your name and MPF Registration No; or (b) the updated information in the case of reporting change of information may result in delay in the processing of your notification or request of the use of an electronic system.
4. If there is an intended cessation of attachment of a subsidiary intermediary to a principal intermediary without any change, acquisition, cessation or suspension specified in section 34ZI(1) of the MPFSO, the subsidiary intermediary need not submit this form but instead the principal intermediary is required to submit the Form INT-5 for notification of withdrawal of consent for attachment in relation to the subsidiary intermediary.
5. Please initial any amendments made in this Form.
6. Please note that the MPFA may require further documentary evidence in support of the notification of change(s) when necessary.
7. Please also note that some of the information provided in the notification may appear in a public register of intermediaries for regulated activities.

For individual subsidiary intermediary

8. In the case of reporting a change of name, please attach copies of your Hong Kong identity card and the relevant Deed Poll to this Form for verification purpose. Alternatively, you may choose to present your Hong Kong Identity Card and the relevant Deed Poll in person at our office. Failure to provide a document for verification purpose (either by (i) attaching copies of your Hong Kong Identity Card and the relevant Deed Poll to the notification; or (ii) presenting your Hong Kong Identity Card and the relevant Deed Poll in person at our office) may result in delay in the processing of your notification or request of the use of an electronic system.
9. It is obligatory for you to supply information under the subheading of 'For Subsidiary Intermediary (Individual)' in Section VI. Failure to do so may result in delay in the processing of your notification or request of the use of an electronic system.

For subsidiary intermediary which is a licensed long term insurance agency

10. In the case of reporting a change of name, please provide copies of relevant legal documents in support (e.g. a Certificate of Change of Name for a Hong Kong company).
11. For reporting a change of principal place of business, please provide a copy of Business Registration Certificate or other supporting documents.
12. It is obligatory for you to supply information under the subheading of 'For Subsidiary Intermediary (Licensed Long Term Insurance Agency)' in Section VI. Failure to do so may result in delay in the processing of your notification or request of the use of an electronic system.

Explanatory Notes

1. Section III must be completed by writing down the following code(s) when there is a change in the following “**qualifications as a Type B regulatee**” with the relevant regulators.
2. When you have already had the qualification to conduct both Type 1 **and** Type 4 regulated activities under the regime of the Securities and Futures Commission or the Hong Kong Monetary Authority, you are required to notify the MPFA if the licence/registration in relation to Type 1 **and/or** Type 4 regulated activities under the same regime is suspended.

Regime	Code
Securities and Futures Commission Regime	
Licensed Representative (Type 1 and/or Type 4)	RA
Monetary Authority Regime	
Relevant Individual (Including Executive Officer) (Type 1 and/or Type 4)	REI
Insurance Authority Regime	
Licensed Long Term Individual Insurance Agent	LAP
Licensed Long Term Insurance Agency	LAC
Licensed Long Term Technical Representative (Agent)	TRA
Licensed Long Term Technical Representative (Broker)	TRB

3. The date of signature is **not** the date of notification of change(s). The date of notification of change(s) is, in general, the postmark date if the Form is sent by post to the MPFA or the date of transmission if the Form is sent by electronic mail, or the date this Form is made available to the MPFA by means of an electronic system.

MANDATORY PROVIDENT FUND SCHEMES AUTHORITY
Personal Information Collection Statement (PICS)

This PICS is made by the Mandatory Provident Fund Schemes Authority (MPFA) in accordance with the Personal Data (Privacy) Ordinance (Cap 486) (PDPO). You are advised to read this PICS carefully as it sets out your rights and obligations in relation to your personal data (as defined in the PDPO) and the manner in which the MPFA may collect, use or deal with the personal data for the purposes specified below.

Purpose of Collection and Use

1. The personal data provided in (or in support of) this Notification of Change of Information by a Subsidiary Intermediary will be used and held by the MPFA for one or more of the following purposes:
 - (a) exercising and performing the MPFA's functions under the Mandatory Provident Fund Schemes Ordinance (Cap 485) (MPFSO) including but not limited to ensuring compliance with the MPFSO, regulating sales and marketing activities and the giving of advice in relation to registered schemes, registration of MPF intermediaries, granting approval of responsible officers and related matters, inspection, investigation, and taking disciplinary or enforcement action;
 - (b) processing any notification made by you under the MPFSO;
 - (c) establishing or operating an electronic system(s) for use for the purposes of the MPFSO and providing related services to its users;
 - (d) considering any notification made under the MPFSO where you are named as the principal intermediary or subsidiary intermediary or responsible officer (as the case may be);
 - (e) enabling or assisting other regulators to perform their functions under the MPFSO or their respective regimes including, without limitation, monitoring, surveillance, inspection or investigation, provided that such enablement or assistance by the MPFA is subject to the MPFSO;
 - (f) establishing and keeping a public register of MPF intermediaries for regulated activities;
 - (g) research and statistical purposes; and
 - (h) other purposes as permitted or required by law.
2. It is obligatory for you to supply your personal data as requested in this notification and in processing your notification. Failure to supply the requested personal data may result in delay in the processing of your notification or request of the use of the electronic system(s), and, in some circumstances, hindering the MPFA and/or other regulators from performing their functions.

Transfer/ Matching of Personal Data

3. The MPFA may disclose or transfer your personal data held by the MPFA to third parties including the bodies listed below for one or more of the purposes mentioned in paragraph 1 above or any directly related purposes, or in accordance with an order of a court or in accordance with a law or a requirement made under a law, or pursuant to any regulatory or investigatory assistance arrangements between the MPFA and other regulators or law enforcement agents:
 - (a) the Hong Kong Monetary Authority;
 - (b) the Insurance Authority;
 - (c) the Securities and Futures Commission;
 - (d) the eMPF Platform Company Limited;
 - (e) the system operator of an electronic MPF system¹;

¹ Electronic MPF system means an electronic system designated under section 19I(1) of the MPFSO.

- (f) examination bodies for conducting qualifying examinations;
 - (g) principal intermediary/intermediaries to which you as a subsidiary intermediary were/are/will be attached;
 - (h) the Chief Executive;
 - (i) the Financial Secretary;
 - (j) the Secretary for Justice;
 - (k) the Commissioner of Inland Revenue;
 - (l) the Privacy Commissioner for Personal Data;
 - (m) the Ombudsman;
 - (n) the Registrar of Companies;
 - (o) the Official Receiver appointed under the Bankruptcy Ordinance (Cap 6);
 - (p) a liquidator appointed under the pre-amended Ordinance (as defined in the Companies (Winding Up and Miscellaneous Provisions) Ordinance (Cap 32)) or the Companies (Winding Up and Miscellaneous Provisions) Ordinance (Cap 32);
 - (q) the Registrar of Occupational Retirement Schemes;
 - (r) the Accounting and Financial Reporting Council established under the Accounting and Financial Reporting Council Ordinance (Cap 588);
 - (s) the Hong Kong Police Force;
 - (t) any relevant courts, panels, tribunals and committees; and
 - (u) other law enforcement agencies, government departments or regulatory bodies.
4. Personal data may be used by the MPFA or disclosed or transferred by the MPFA to the regulators listed in paragraph 3(a), (b) and (c) for the purposes of comparing or verifying those data with other data or carrying out matching procedure (as defined in the PDPO) on those data.

Public Register

5. The MPFA is required to establish and keep a register of MPF intermediaries for regulated activities containing specified data (including personal data) pursuant to the relevant provisions of the MPFSO or any rules or regulations made thereunder. The MPFA is required by law to make the register available to the public through the Internet. For the purpose of enabling a member of the public to ascertain (a) whether he/she is dealing with a regulated person (including an MPF intermediary) in matters of or connected with any regulated activity or (b) the particulars of the registration of a person as a principal or subsidiary intermediary or of the approval of an individual as a responsible officer of a principal intermediary, a member of the public may inspect the register or may inspect a reproduction of any information recorded in the register in a legible form (as the case may be), free of charge. A member of the public may also on payment of a prescribed fee obtain a copy or a certified true copy of an entry in or extract of the register.

Access to Personal Data

6. You are entitled under the PDPO to ascertain whether the MPFA holds any of your personal data, and to request access to and/or correction of them, in the manner and subject to the limitations as set out in the PDPO. The MPFA has the right to charge a fee as permitted under the PDPO for processing any data access request, which fee shall not be excessive. All enquiries should be directed to:

Personal Data Privacy Officer
Mandatory Provident Fund Schemes Authority
Level 12, Tower 1, The Millennium
98 How Ming Street, Kwun Tong
Hong Kong

7. The MPFA's Privacy Policy Statement is available on the MPFA's website at <https://www.mpfa.org.hk/en/privacy-policy>.