



《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
(有關更改並非因計劃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**

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

[本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，應使用表格 ORS-9 作出通知。關於指定人士的法律實體的更改，《職業退休計劃條例》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）、第 39 條（有關替換已死亡或喪失履行職務能力等的指定人士）或第 40 條（有關解除執行指定人士職能的承諾的申請）亦須另行按照情況予以遵守。]

[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：強制性公積金計劃管理局（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根據回郵地址退回寄件人或按其程序予以銷毀。為免郵件未能成功派遞，請確保寄往積金局的郵件已支付足夠郵資。

Notice 2

Mail items with insufficient postage: The Mandatory Provident Fund Schemes Authority (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 (the 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（英文）：_____

Name of scheme (in English): (該計劃) (the Scheme)

（中文，如有）：_____

(in Chinese, if any):

- (3) 該計劃的註冊編號：_____

Registration no. of the Scheme:

（注意：如本通知涵蓋多於一個計劃，請另紙提供有關計劃的名稱及註冊編號）
(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) 本部分僅適用於填報姓名或名稱的更改：

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

- (a) 本人／我們現就該計劃，根據《職業退休計劃條例》（《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的更改，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（英文）（如屬個人，請先填寫姓氏） The new name (in English) of the <i>scheme administrator/designated person</i> whose name has been changed (Insert surname first for individual)	更改姓名或名稱的生效日期 Effective date of the change of name																		
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- (b) 本人／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) 本部分僅適用於填報地址的更改：

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

本人／我們現就該計劃，根據《條例》第 22(2)條，通知處長該計劃管理人／指定人士地址的更改，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.

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

地址（英文）：

Address (in English):

室 Flat/Room	樓層 Floor	座 Block	大廈 Name of building
街／道號碼 Street no.		街／道 Name of street	
區／市／省 Name of district/city/province		區域字頭／郵遞區號 Area code/Postal code	
國家／地區 Name of region/country			

(b) 更改地址的生效日期：

Effective date of the change to the address:		日 Day	月 Month	年 Year	

(c) 電話號碼：_____ 傳真號碼：_____
Telephone no.: _____ Fax no.:

(d) 電郵地址：_____
Email address:



- (6) 本人／我們聲明已閱畢「收集個人資料聲明」，並明白本人／我們在向處長提供個人資料方面的權利及義務，以及處長可使用或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.

本人／我們現要求處長根據《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蓋章 : _____
Signature and company chop of the designated persons(s) of the Scheme

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

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

稱銜或職級 : _____
Title or position

日期 : _____
Date

*請刪去不適用者。

*Delete whichever is inappropriate.



說明

Notes

1. 本表格只適用於就一名計劃管理人或指定人士的姓名或名稱及／或地址的更改作出通知。其他管理人或指定人士的姓名或名稱及／或地址如亦有更改，請就每名管理人或指定人士分別使用一份表格 ORS-10 作出通知。
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. 視乎下述情況而定，須連同本通知表格一併提交以證明該項姓名或名稱更改的證明書或文件副本應為：
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成立的公司，則為其公司更改名稱證明書的副本；
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人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不是公司的法團，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（如有在香港經營業務）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) 如屬其他情況，則為任何可證明其姓名或名稱更改的有關證明書或文件（例如在該計劃管理人或指定人士屬個人的情況下，則為其改名契）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. 視乎下述情況而定，在本通知表格所提供的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成立的公司，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於不是公司的法團（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，則為其住址或營業地址；或
in case the scheme administrator or designated person is an individual, his residential or business address; or
- (v) 如屬其他情況，則為營業地址。
in any other case, the business address.

4. 提交本表格時，須附上訂明費用（《職業退休計劃（更改通知）規則》（第 426J 章）第 7(2)(b)條）（現時未有收費）。
- This form should be accompanied by the prescribed fee (section 7(2)(b) of Occupational Retirement Schemes (Notices of Changes) Rules (Cap 426J) (currently is nil).



強制性公積金計劃管理局
MANDATORY PROVIDENT FUND SCHEMES AUTHORITY

收集個人資料聲明
PERSONAL INFORMATION COLLECTION STATEMENT (PICS)

強制性公積金計劃管理局（積金局）根據《個人資料（私隱）條例》（第 486 章）（《私隱條例》）編訂本收集個人資料聲明。請細閱本聲明，當中載述在你的個人資料（定義見《私隱條例》）方面，你的權利及義務，以及積金局可就下列指明目的而收集、使用或處理你的個人資料的方式。

This PICS is made by the Mandatory Provident Fund Schemes Authority (the 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 your personal data for the purposes specified below.

收集個人資料的目的和個人資料的使用
Purpose of Collection and Use

1. 積金局將會就以下一個或多個目的，使用並持有在根據《職業退休計劃條例》（第 426 章）（《條例》）第 22(2)條作出的本項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（有關更改並非因計劃管理人或指定人士的法律實體更改所致）中提供（或用以支持本項通知）的個人資料：
The personal data provided in (or in support of) this 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 required under section 22(2) of the Occupational Retirement Schemes Ordinance (Cap 426) (the Ordinance) will be used and held by the MPFA for one or more of the following purposes:
 - (i) 根據《條例》行使及執行積金局的職能，包括但不限於行使及執行與《條例》第 22(2)條有關的職能，處理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（有關更改並非因計劃管理人或指定人士的法律實體更改所致）；
exercising and performing the MPFA's functions pursuant to the Ordinance, including, but not limited to, exercising and performing functions related to section 22(2) of the Ordinance of processing the 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;
 - (ii) 考慮任何其他根據《強制性公積金計劃條例》（第 485 章）（《強積金條例》）及《條例》提出而與你有關的申請／通知； considering any other application(s) / notice(s) made under the Mandatory Provident Fund Schemes Ordinance (Cap 485) (the MPFSO) and the Ordinance which is related to you;
 - (iii) 設立和保存公開紀錄冊，當中載有僱主、投資經理、指定人士及計劃管理人的名稱或姓名等資料；
establishing and maintaining public registers which will contain particulars including the name of employer, investment manager, designated person and scheme administrator;
 - (iv) 確保《強積金條例》及《條例》得以遵行；
ensuring compliance with the MPFSO and the Ordinance;



- (v) 使積金局及其他規管機構／執法機構／政府部門能夠執行在《強積金條例》及《條例》或其各自規管體系下的職能，或協助上述各方執行該等職能，包括但不限於監察、監視、巡查、調查、採取監管及／或執法行動，以及／或進行任何法律、紀律處分或上訴程序，惟積金局如藉此使上述各方能夠或協助上述各方執行以上職能，須符合《強積金條例》或《條例》的規定；
enabling or assisting the MPFA and other regulatory bodies/law enforcement agencies/government departments to perform functions under the MPFSO and the Ordinance or their respective regimes including without limitation monitoring, surveillance, inspection, investigation, taking supervisory and/or enforcement actions, and/or conducting any legal, disciplinary or appeal proceedings, provided that such enablement or assistance by the MPFA is subjected to the MPFSO or the Ordinance;
- (vi) 研究及統計的目的；及
research and statistical purposes; and
- (vii) 法律所容許或規定的其他目的。
other purposes as permitted or required by law.

2. 你必須按本項通知及積金局處理你的通知時的要求提供你的個人資料。如你未能按要求提供所需的個人資料，積金局可能會拒絕受理你的通知，而在某些情況下，或會妨礙積金局執行其職能。

It is obligatory for you to supply your personal data as requested in this notice and in processing your notice. Failure to supply the requested personal data may result in refusal of your notice by the MPFA, and, in some circumstances, hindering the MPFA from performing its function.

轉移個人資料

Transfer of Personal Data

3. 積金局或會為上文第 1 段所述的其中一個或多個目的或任何直接有關的目的，或按照法庭命令或按照法律或根據法律作出的要求，向包括下列機構在內的第三者披露或轉移積金局所持有關於你的個人資料：
- (i) 行政長官；
 - (ii) 財政司司長；
 - (iii) 律政司司長；
 - (iv) 保險業監管局；
 - (v) 香港金融管理局；
 - (vi) 證券及期貨事務監察委員會；
 - (vii) 稅務局局長；
 - (viii) 根據《破產條例》（第 6 章）委任的破產管理署署長；
 - (ix) 根據（《公司（清盤及雜項條文）條例》（第 32 章）所界定的）《修訂前的本條例》或《公司（清盤及雜項條文）條例》（第 32 章）委任的清盤人；
 - (x) 個人資料私隱專員；
 - (xi) 申訴專員；
 - (xii) 公司註冊處處長；
 - (xiii) 積金易平台有限公司；
 - (xiv) 電子強積金系統¹的系統營運者；



- (xv) 根據《會計及財務匯報局條例》（第 588 章）設立的會計及財務匯報局；
- (xvi) 香港警務處；
- (xvii) 任何相關的法庭、小組、審裁處及委員會；及
- (xviii) 為施行《強積金條例》或《條例》，在香港或香港以外地方的其他執法機構、政府部門、規管機構、法團、組織或個人。

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.

- (i) the Chief Executive;
- (ii) the Financial Secretary;
- (iii) the Secretary for Justice;
- (iv) the Insurance Authority;
- (v) the Hong Kong Monetary Authority;
- (vi) the Securities and Futures Commission;
- (vii) the Commissioner of Inland Revenue;
- (viii) the Official Receiver appointed under the Bankruptcy Ordinance (Cap 6);
- (ix) 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);
- (x) the Privacy Commissioner for Personal Data;
- (xi) the Ombudsman;
- (xii) the Registrar of Companies;
- (xiii) the eMPF Platform Company Limited;
- (xiv) the system operator of an electronic MPF system¹;
- (xv) the Accounting and Financial Reporting Council established under the Accounting and Financial Reporting Council Ordinance (Cap 588);
- (xvi) the Hong Kong Police Force;
- (xvii) any relevant courts, panels, tribunals and committees; and
- (xviii) other law enforcement agencies, government departments, regulatory bodies, corporations, organizations or individuals in Hong Kong or in a place outside Hong Kong for the purposes of the MPFSO or the Ordinance.

公開紀錄冊

Public Registers

4. 根據《強積金條例》及《條例》的相關條文，積金局必須設立和保存一份獲強積金豁免的職業退休計劃紀錄冊，以及一份根據《條例》註冊或獲豁免註冊的職業退休計劃註冊紀錄冊，該等紀錄冊須載有指明資料（包括個人資料）。法律規定，積金局必須讓公眾查閱該等紀錄冊。設立紀錄冊旨在使公眾人士能確

¹ 電子強積金系統指根據《強積金條例》第 19I(1)條指定的電子系統。
Electronic MPF system means an electronic system designated under section 19I(1) of the MPFSO.



定某個職業退休計劃是否獲豁免遵守強積金規定，以及某個職業退休計劃是否已根據《條例》註冊或獲豁免註冊，並讓他們獲取有關該職業退休計劃的基本資料。公眾人士可免費查閱獲強積金豁免的職業退休計劃紀錄冊，亦可向積金局繳交相關訂明費用，查閱根據《條例》註冊或獲豁免註冊的職業退休計劃註冊紀錄冊，或申請發給註冊紀錄冊內所記載事項的核證副本。

The MPFA is required to establish and maintain a register of MPF exempted ORSO schemes and a register of ORSO schemes registered or exempted under the Ordinance, containing specified data (including personal data), pursuant to the relevant provisions of the MPFSO and the Ordinance. The MPFA is required by law to make the registers available to the public for inspection. The purpose of the registers is to enable members of the public to ascertain whether or not an ORSO Scheme has been exempted from MPF requirements and whether an ORSO scheme has been registered or exempted under the Ordinance and to obtain the basic information of the ORSO scheme. A member of the public may inspect the register of MPF exempted ORSO schemes free of charge. A member of the public may inspect the register of ORSO schemes registered or exempted under the Ordinance, or apply for a certified copy of an entry in the register, on payment to the MPFA of the respective prescribed fees.

查閱個人資料

Access to Personal Data

5. 根據《私隱條例》，你有權確定積金局是否持有任何你的個人資料，並以該條例訂明的方式及在該條例訂明的規限下，要求查閱及／或改正你的個人資料。積金局有權為處理查閱資料要求而收取《私隱條例》所准許收取及並非超乎適度的費用。如有查詢，可聯絡：

香港觀塘巧明街 98 號
The Millennity 1 座 12 樓
強制性公積金計劃管理局
個人資料私隱主任

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 Millennity
98 How Ming Street, Kwun Tong
Hong Kong

6. 積金局的私隱政策聲明可於積金局網站 <https://www.mpfa.org.hk/privacy-policy> 查閱。The MPFA's Privacy Policy Statement is available on the MPFA's website at <https://www.mpfa.org.hk/en/privacy-policy>.