



《職業退休計劃條例》  
OCCUPATIONAL RETIREMENT SCHEMES ORDINANCE

更改註冊計劃或獲豁免計劃有關僱主的通知  
(有關更改是在不涉及替換的情況下因有關僱主參加或退出該計劃所致)  
NOTICE OF CHANGE OF RELEVANT EMPLOYER OF A  
REGISTERED OR EXEMPTED SCHEME UPON A  
RELEVANT EMPLOYER JOINING OR WITHDRAWING FROM THE  
SCHEME WHEN NO REPLACEMENT IS INVOLVED

(《職業退休計劃條例》下第 10(1)(e)或 21A(1)條)  
(Under Section of 10(1)(e) or 21A(1) of  
The Occupational Retirement Schemes Ordinance)

[如有關更改是因有關僱主被替換所致，此表格將不適用。若有關僱主被替換，包括被計劃的現任有關僱主替換，請採用表格 ORS-6 通知有關更改。]

[This form should not be used for notification of the change of relevant employer involving replacement by succeeding relevant employer(s), which includes the situation where the succeeding relevant employer(s) is/are existing relevant employer(s) of the scheme. Form ORS-6 should be used in such case instead.]

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： 香港葵涌葵昌路 51 號  
九龍貿易中心 1 座 8 樓  
職業退休計劃註冊處處長（「處長」）

TO : The Registrar of Occupational Retirement Schemes (“Registrar”)  
Level 8, Tower 1, Kowloon Commerce Centre  
51 Kwai Cheong Road, Kwai Chung, Hong Kong.

(1) 《職業退休計劃條例》（「本條例」）第 67 條（有關集團計劃）適用的計劃的名稱，或在  
本表格申報的有關僱主參加後成為集團計劃的計劃的名稱：

Name of the scheme to which section 67 (regarding a group scheme) of the Occupational Retirement Schemes Ordinance (“the Ordinance”) applies OR the scheme which became a group scheme consequent upon the joining of the relevant employer reported under this form:



(填寫英文) : \_\_\_\_\_  
(in English) (「該計劃」) (“Scheme”)

(填寫中文名稱，如有) : \_\_\_\_\_  
(in Chinese, if any) :

(2) 該計劃的註冊／豁免編號 : \_\_\_\_\_  
*Registration/Exemption no. of the Scheme:*

(3) 該計劃有關僱主的更改是由於(請在以下適當的方格內填上「√」號) :  
Indicate whether the change of the relevant employer of the Scheme arises from (please tick the relevant box below):

有關僱主及其僱員參加該計劃  
a relevant employer joining the Scheme together with his employees

有關僱主及其僱員退出該計劃  
a relevant employer withdrawing from the Scheme together with his employees

(4) 我們現就該計劃，根據本條例第 10(1)(e)條(有關獲豁免計劃) / 21A(1)條(有關註冊計劃)\*通知處長該計劃的有關僱主更改，詳情如下：

In relation to the Scheme, and pursuant to section 10(1)(e) (regarding an exempted scheme) / section 21A(1) (regarding a registered scheme)\* of the Ordinance, we hereby notify the Registrar of the change of the relevant employer of the Scheme with details as follows:

(a) 參加／退出該計劃的有關僱主的詳情：  
The particulars of the relevant employer joining / withdrawing from the Scheme:

(i) 名稱(填寫英文) : \_\_\_\_\_  
Name (in English):

(填寫中文) : \_\_\_\_\_  
Name (in Chinese):

(ii) 請在以下適當的方格內填上「√」號(見說明 1) :  
Please tick the appropriate box below (see note 1):

在香港的註冊辦事處(只適用於參加該計劃的僱主，請提供註冊證明書及商業登記證副本)

Registered office in Hong Kong (for employer joining the Scheme only, please provide copy of Certificate of Incorporation and Business Registration Certificate)

在香港的主要營業地點(只適用於參加該計劃的僱主，請提供註冊證明書及商業登記證副本)

Principal place of business in Hong Kong (for employer joining the Scheme only, please provide copy of Certificate of Registration and Business Registration Certificate)

營業地址(只適用於參加該計劃的僱主，請提供商業登記證副本)

Business address (for employer joining the Scheme only, please provide copy of Business Registration Certificate)



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			

(iii) 電話號碼 : \_\_\_\_\_ 圖文傳真號碼 : \_\_\_\_\_  
Telephone no.: \_\_\_\_\_ Fax no.: \_\_\_\_\_

(iv) 電郵地址 : \_\_\_\_\_  
Email address: \_\_\_\_\_

(v) 香港商業登記號碼(如有的話) : \_\_\_\_\_  
Business registration no. in Hong Kong, if any: \_\_\_\_\_

(b) 上述有關僱主參加 / 退出該計劃的生效日期 : \_\_\_\_\_  
The effective date of the above relevant employer  
*joining / withdrawing* from the Scheme: \_\_\_\_\_  
日 Day 月 Month 年 Year

(5) 參加 / 退出該計劃的情況及理由(請在以下適當的方格內填上「√」號) :  
The circumstances of and reasons for *joining / withdrawal* from the Scheme are (please tick the appropriate box(es) below):

參加 Joining

符合本條例第 67 條(有關集團計劃)所指明的關係要求的新公司在該公司集團內成立，並加入該計劃內成為有關僱主  
new company satisfying the relationship requirement specified in section 67 (regarding a group scheme) of the Ordinance was set up within the grouping of companies and joined the Scheme as a relevant employer.

以往沒有參加該計劃而符合本條例第 67 條(有關集團計劃)所指明的關係要求的現有公司，加入該計劃內成為有關僱主  
existing company satisfying the relationship requirement specified in section 67 (regarding a group scheme) of the Ordinance, previously not participating in the Scheme, joined the Scheme as a relevant employer.

其他，請指明 \_\_\_\_\_  
Others, please specify \_\_\_\_\_



退出 Withdrawal

- 退出該計劃的有關僱主不再有任何僱員參加該計劃  
the relevant employer withdrawing from the Scheme no longer has any employee participating in the Scheme.
- 退出該計劃的有關僱主的業務已經結束  
the business of the relevant employer withdrawing from the Scheme was closed.
- 退出該計劃的有關僱主不再符合本條例第 67 條(有關集團計劃)所指明的關係要求  
the relevant employer withdrawing from the Scheme no longer satisfies the relationship requirement specified in section 67 (regarding a group scheme) of the Ordinance.
- 其他，請指明 \_\_\_\_\_  
others, please specify

(6) 適用於受信託所管限的註冊計劃：  
For a scheme governed by trust:

- (a) 該計劃有多少名受託人？  
How many trustees are there in relation to the scheme? 

--	--
- (b) 更改有關僱主後，有多少名受託人是本條例第 25 條意指的非僱主受託人？  
How many of the trustees are non-employer trustees (within the meaning of section 25 of the Ordinance) after the change of the relevant employer?  

(如沒有，請填寫 0)  
(insert 0 if there is none)

--	--

(7) 僅適用於參加該計劃的有關僱主：  
For a relevant employer joining the Scheme only:

我們現夾附一份按照本條例第 67 條(有關集團計劃)提名僱主代表的授權書的副本。  
We attach herewith a copy of the power of attorney nominating the representative employer of the Scheme in accordance with section 67 (regarding a group scheme) of the Ordinance.

[注意：授權書應視乎情況按照《職業退休計劃(文件認證及證明)規則》第 2(4)條及／或第 3 條所提述的方式認證或證明。]  
[N.B. Authentication or certification of the power of attorney should be in the manner as provided in section 2(4) and/or 3 (as appropriate) of the Occupational Retirement Schemes (Authentication and Certification of Documents) Rules.]

(8) 僅供退出該計劃的有關僱主填寫：  
**For completion by a relevant employer withdrawing from the Scheme only:**

提供為以下事宜所作安排的細節：  
Give details of the arrangements for:

- (a) 將退出的有關僱主所僱用的成員的權益及該計劃的對應的資產，轉移至另一註冊計劃或獲豁免計劃，如受影響的成員是在香港以外受僱，則轉移至另一在香港以外地方的計劃；  
the transfer of the rights of the members who are employed by the withdrawing relevant employer and corresponding assets of the Scheme to another registered or exempted scheme or, where the affected members are employed outside Hong Kong, to a scheme outside Hong Kong;
- 將會／經已\*轉移至強積金計劃  
Will be / Have been\* transferred to an MPF Scheme



- 將會／經已\*轉移至另一註冊／獲豁免計劃，編號為 R／E\_\_\_\_\_ ( )  
Will be / Have been\* transferred to another registered / exempted scheme with registration/exemption number R / E\_\_\_\_\_ ( )
- 轉移至在同一計劃內的其他僱主  
Remain in same scheme but under different employer
- 由於僱主退出時已沒有僱員，所有利益經已支付  
The benefits have been paid out as there are no employee under the employer at the time of withdrawal
- 轉移至另一在香港以外地方的計劃  
Transferred to a scheme outside Hong Kong
- 其他，請指明\_\_\_\_\_   
Other, please specify

[注意：如資產尚未轉移或支付，請指明。]

[N.B. If the asset has not yet been transferred or paid out, please specify.]

- (b) 將該計劃適用於退出的有關僱主的部分有條不紊地清盤。  
the orderly winding up of that part of the Scheme that applies to the withdrawing relevant employer.
- \_\_\_\_\_
- \_\_\_\_\_

- (9) 我們聲明，我們已閱畢「收集個人資料聲明」，並明白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。  
We declare that we have read the Personal Information Collection Statement and understand 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。

We hereby request the Registrar to record the above reported change in the Register of Occupational Retirement Schemes under the Ordinance.

參加／退出\*該計劃的有關僱主的簽署及公司印章 : \_\_\_\_\_  
Signature and company chop of the relevant employer  
joining / withdrawing\* from the Scheme

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. 本通知表格所列有關僱主的地址，應為：  
The address of the relevant employer to be given in this notice should be:
  - (i) 如該僱主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 employer is a company which is incorporated in Hong Kong, the company's registered office in Hong Kong;
  - (ii) 如該僱主屬根據（《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 employer is a non-Hong Kong 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) 如該僱主屬不是公司的法團（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；或  
in case the employer 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; or
  - (iv) 其他情況，則為營業地址。  
in any other case, the business address.
2. 本表格須一同附上：  
This form should be accompanied by:
  - (i) 訂明費用（第 426J 章第 4(2)(b)條）（現行未有收費）；  
prescribed fee (section 4(2)(b) of Cap. 426J) (currently is nil);
  - (ii) 經認證及／或證明的授權書副本（如適用）（第 426J 章第 4(2)(e)條、第 426A 章第 3 條和附表 2）。  
authenticated and/or certified copy of power of attorney (if applicable)(section 4(2)(e)of Cap. 426J, section 3 and schedule 2 of Cap. 426A).



## 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，地址為香港葵涌葵昌路 51 號九龍貿易中心 1 座 8 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 8, Tower 1, Kowloon Commerce Centre, 51 Kwai Cheong Road, Kwai Chung, Hong Kong.

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