



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

更改集團計劃僱主代表的通知  
NOTICE OF CHANGE OF  
REPRESENTATIVE EMPLOYER OF A GROUP SCHEME

(《職業退休計劃條例》下第 67(2)(gb)條)  
(Under Section of 67(2)(gb) of  
The Occupational Retirement Schemes Ordinance)

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) 集團計劃名稱（填寫英文）： \_\_\_\_\_  
Name of group scheme (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) 上一次向處長申報的僱主代表名稱（填寫英文）： \_\_\_\_\_  
Name of the representative employer last reported to the Registrar (in English):

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



- (4) 我們現就該計劃，根據《職業退休計劃條例》（「本條例」）第 67(2)(gb)條，通知處長該計劃的僱主代表更改，詳情如下：

In relation to the Scheme, and pursuant to section 67(2)(gb) of the Occupational Retirement Schemes Ordinance (“Ordinance”), we hereby notify the Registrar of the change of the representative employer of the Scheme with details as follows :

- (a) 加入的僱主代表的詳情：

The particulars of the incoming representative employer are:

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

(填寫中文)： \_\_\_\_\_  
(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 (請提供註冊證明書及商業登記證副本)  
Registered office in Hong Kong (please provide copy of Certificate of Incorporation and Business Registration Certificate)
- 在香港的主要營業地點 (請提供註冊證明書及商業登記證副本)  
Principal place of business in Hong Kong (please provide copy of Certificate of Registration and Business Registration Certificate)
- 營業地址 (請提供商業登記證副本)  
Business address (please provide copy of Business Registration Certificate)

地址 (填寫英文)：

Address (in English):

室	樓	座	大廈名稱
Flat/Room	Floor	Block	Name of building
門牌號碼		街道名稱	
Street no.		Name of street	
地區／城市／省份名稱		地區編號／郵遞區號碼	
Name of district/city/province		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) 僱主代表更改的生效日期：  
The effective date of change of the representative employer: 

日	月	年			
Day	Month	Year			

(c) 是項更改的情況及理由 (請在以下適當的方格內填上「√」號) (見說明 2)：  
The circumstances and reasons for the change are (please tick the appropriate box(es) below) (see note 2):

退出的僱主代表不再是符合本條例第 67 條 (有關集團計劃) 所指明的關係要求  
the outgoing representative employer no longer satisfies the relationship requirement specified in section 67 (regarding a group scheme) of the Ordinance.

僱主代表的更改是由於經營需要或集團重組  
the change of representative employer is due to operational needs or group restructuring.

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

(5) 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.

**退出的僱主代表**  
**Outgoing Representative Employer**

退出的僱主代表的簽署及公司印章 : \_\_\_\_\_  
Signature and company chop of the outgoing representative employer

退出的僱主代表的名稱 (填寫英文) : \_\_\_\_\_  
Name of the outgoing representative employer (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



## 加入的僱主代表

### Incoming Representative Employer

我們現夾附一份由該計劃的每名有關僱主所作，為本條例第 67 條(有關集團計劃)的目的，提名我們作為該計劃的新僱主代表的授權書的副本。

We attach herewith a copy of the power of attorney by each of the relevant employers of the Scheme nominating us to be the new representative employer of the Scheme for the purposes of the Scheme under 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.]

加入的僱主代表的簽署及公司印章 : \_\_\_\_\_  
Signature and company chop of the incoming representative employer

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



說明  
Notes

1. 本通知表格所列僱主代表的地址，應為：  
The address of the representative 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；或  
in case the employer 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; or
  - (iii) 其他情況，則為營業地址。  
in any other case, the business address.
2. 如有關僱主亦有所更改，有關更改通知(按情況採用表格 ORS-6 或表格 ORS-7)亦應一併呈交。  
Where there has also been a change of the relevant employer, a notice of change using *Form ORS-6* or *Form ORS-7* as appropriate should also be submitted.
3. 本表格須一同附上：  
This form should be accompanied by:
  - (i) 訂明費用（第 426J 章第 8(2)(b)條）（現行未有收費）；  
prescribed fee (section 8(2)(b) of Cap. 426J) (currently is nil);
  - (ii) 授權書副本（第 426J 章第 8(2)(e)條）。  
copy of power of attorney (section 8(2)(e)of Cap. 426J).



## 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**