

**Instructions 指示**

Please read the following instructions before completing this form 請在填寫本表格前細閱以下指示：

Why are we asking you to complete this form? 為何我們要求你填寫本表格?

To help protect the integrity of tax systems, governments around the world are introducing a new information-gathering and reporting requirement for financial institutions. This is known as the Common Reporting Standard (the "CRS"). 為維護稅制完整，全球各地政府現正推出適用於金融 / 財務機構的資料收集及匯報新規則，名為共同匯報標準（簡稱「CRS」）。

Under the CRS, we are required to determine where you are a "tax resident" (this will usually be where you are liable to pay income taxes). If you are a tax resident outside Macao SAR, we may need to give the Financial Services Bureau or other governmental authorities for transfer to the tax authority of another country/jurisdiction this information, along with information relating to your accounts. That may then be shared between different countries'/jurisdictions' tax authorities. 根據CRS規定，我們必須確定你的「稅務居住地」（這通常是你有義務繳納薪俸稅的國家 / 地區）。若你的稅務居住地有別於澳門特別行政區，我們可能需要將此情況及你的有關帳戶資料告知財政局或其他政府機關，該等機關隨後或會將相關資料傳送給不同國家 / 地區的稅務機關。

Completing this form will ensure that we hold accurate and up to date information about your tax residency. 填妥本表格可確保我們持有你正確及最新的稅務居住地資料。

If your circumstances change and any of the information provided in this form becomes incorrect, please let us know within 30 days and provide an updated self-certification. 如你的情況有變，導致本表格內的任何資料不再正確，請在三十天內告知我們，並提交一份已更新的自我證明表格。

Who should complete the Individual Tax Residency Self-Certification Form? 誰需填寫個人稅務居民自我證明表格?

Individual customers should complete this form. Sole Proprietor should also complete this form with his/her information and the information of the business. 個人客戶須填寫本表格。獨資經營之客戶亦須以其資料及業務資料填寫本表格。

For joint account holders, each individual will need to complete a separate form. 每名聯名帳戶持有人須分別填寫一份表格。

Even if you have already provided information in relation to the United States Government's Foreign Account Tax Compliance Act (FATCA), you may still need to provide additional information for the CRS as this is a separate regulation. 即使你已就美國政府《外國帳戶稅務合規法案》（簡稱「FATCA」）提供所需的資料，你仍可能需就CRS提供額外資料，因為兩者為獨立的規例。

If you need to self-certify on behalf of an entity (which includes but not limited to businesses, trusts and partnerships etc), complete an 'Entity Tax Residency Self-Certification Form'. Similarly, if you are a controlling person of an entity, complete a 'Controlling Person Tax Residency Self-Certification Form'. 如你需代表實體（包括但不限於企業、信託和合夥等）作自我證明，請填寫「實體稅務居民自我證明表格」。同樣地，如你是實體的控權人，請填寫「控權人稅務居民自我證明表格」。

If you are completing this form on behalf of someone else, please ensure that you let them know that you have done so and tell us in what capacity you are signing in Part 4. For example, you might be completing this form as a custodian or nominee of an account, under a Power of Attorney or as a legal guardian on behalf of an account holder who is a minor. 如你代表他人填寫本表格，請確保他們知悉此事，並在表格的第4部說明你以何種身分簽署本表格。例如：你可能是以帳戶的託管人或代名人身分、根據授權書以獲授權人身分或以未成年帳戶持有人的法定監護人身分填寫本表格。

Where to go for further information? 如何獲取更多資訊?

If you have any questions about this form, please call our Pension Fund Enquiry hotline at 0800032. 如對本表格有任何疑問，請致電我們的退休金查詢熱線0800032。

The Organisation for Economic Co-operation and Development ("OECD") has developed the rules to be used by all governments participating in the CRS and these can be found on the OECD's Automatic Exchange of Information ("AEOI") website, [www.oecd.org/tax/automatic-exchange/](http://www.oecd.org/tax/automatic-exchange/). 經濟合作與發展組織（簡稱「經合組織」）已制訂規則，供參與CRS的所有政府使用，並載於經合組織的自動交換資料（簡稱「AEOI」）網站[www.oecd.org/tax/automatic-exchange/](http://www.oecd.org/tax/automatic-exchange/)。

If you have any questions on how to define your tax residency status, please visit the OECD website, or speak to your tax advisor as we are not allowed to give tax advice. 如你對判定你的稅務居民身分有任何疑問，請瀏覽經合組織網站或諮詢你的稅務顧問。請恕我們不能提供稅務意見。

<b>Important Notes 重要提示：</b>	
<ul style="list-style-type: none"> <li>This is a self-certification provided by an account holder to a reporting financial institution for the purpose of automatic exchange of financial account information. The data collected may be transmitted by the reporting financial institution to the Financial Services Bureau or other governmental authorities for transfer to the tax authority of another country/jurisdiction. 這是由帳戶持有人向申報金融/財務機構提供的自我證明，以作自動交換財務帳戶資料用途。申報金融/財務機構可把收集所得的資料交給財政局或其他政府機關，該等機關隨後或會將資料轉交到另一國家/稅務管轄區的稅務當局。</li> <li>A controlling person should report all changes in his/her tax residency status to the reporting financial institution. 如控權人的稅務居民身分有所改變，應盡快將所有變更通知申報金融/財務機構。</li> <li>All parts of the form must be completed (unless not applicable or otherwise specified). If space provided is insufficient, continue on additional sheet(s). The information contained in this form and information regarding the Account Holder and any Reportable Account(s) may be reported to the Macao SAR Financial Services Bureau and exchanged with tax authorities of such jurisdictions of residence of the Account Holder, pursuant to agreements for exchange financial account information. 除不適用或特別註明外，必須填寫這份表格所有部分。如這份表格上的空位不夠應用，可另紙填寫。本表格所載資料和關於帳戶持有人及任何須申報帳戶的資料將向澳門特別行政區政府財政局申報，而有關資料將按照金融帳戶信息交換協定，被轉交到帳戶持有人所屬的常居地的司法管轄區的稅務當局。</li> </ul>	
<b>Part 1 第1部 – Identification of Entity Account Holder 實體帳戶持有人的身分識別資料</b>	
(For joint or multiple account holders, complete a separate form for each entity account holder. 對於聯名帳戶或多人聯名帳戶，每名實體帳戶持有人須分別填寫一份表格)	
Legal Name of Entity or Branch 實體或分支機構的法定名稱	
Jurisdiction of Incorporation or Organisation 實體成立為法團或設立所在的稅務管轄區	
Business Registration Number 商業登記號碼	
Current Business Address 現時營業地址	(e.g. Suite, Floor, Building, Street, District 例如：室、樓層、大廈、街道、地區)：
	City 城市：
	(e.g. Province, State 例如：省、州)：
	Country/Jurisdiction 國家/稅務管轄區：
Mailing Address 通訊地址 (Complete if different to the above current business address) (如通訊地址與上述現時營業地址不同，填寫此欄)	(e.g. Suite, Floor, Building, Street, District 例如：室、樓層、大廈、街道、地區)：
	City 城市：
	(e.g. Province, State 例如：省、州)：
	Country/Jurisdiction 國家/稅務管轄區：
<b>Part 2 第2部 – Entity Type 實體類別</b>	
(Tick one of the appropriate boxes and provide the relevant information. 在其中一個適當的空格內加上✓號，並提供有關資料。)	
Financial Institution 財務機構	<input type="checkbox"/> Custodial Institution, Depository Institution or Specified Insurance Company 託管機構、存款機構或指明保險公司
	<input type="checkbox"/> Investment Entity, except an investment entity that is managed by another financial institution (e.g. with discretion to manage the entity's assets) and located in a non-participating jurisdiction 投資實體，但不包括由另一財務機構管理(例如：擁有酌情權管理投資實體的資產)並位於非參與稅務管轄區的投資實體
Active Non-Financial Entity ("NFE") 主動非財務實體	<input type="checkbox"/> NFE the stock of which is regularly traded on _____, which is an established securities market 該非財務實體的股票經常在_____ (一個具規模證券市場) 進行買賣
	<input type="checkbox"/> Related entity of _____, the stock of which is regularly traded on _____, which is an established securities market 為_____的有關連實體，該有關連實體的股票經常在_____ (一個具規模證券市場) 進行買賣
	<input type="checkbox"/> NFE is a governmental entity, an international organization, a central bank, or an entity wholly owned by one or more of the foregoing entities 政府實體、國際組織、中央銀行或由前述的實體全權擁有的其他實體
	<input type="checkbox"/> Active NFE other than the above (Please specify _____) 除上述以外的主動非財務實體(請說明_____)
Passive Non-Financial Entity ("NFE") 被動非財務實體	<input type="checkbox"/> Investment entity that is managed by another financial institution and located in a non-participating jurisdiction 位於非參與稅務管轄區並由另一財務機構管理的投資實體
	<input type="checkbox"/> NFE that is not an active NFE 不屬主動非財務實體的非財務實體
<b>For Passive NFE, Tax Residency Self-Certification for each Controlling Person is required. 每位被動非財務實體的控權人需提供其稅務居民身分自我證明。</b>	

<b>Part 3 第3部 – Controlling Person 控權人</b>			
Indicate the name of all controlling person(s) of the account holder in the table below. If no natural person exercises control over an entity which is a legal person, the controlling person will be the individual holding the position of senior managing official. Complete Self-Certification Form – Controlling Person for each controlling person. 就帳戶持有人，填寫所有控權人的姓名在列表內。就法人實體，如行使控制權的並非自然人，控權人會是該法人實體的高級管理人員。每名控權人須分別填寫一份自我證明表格(控權人)。			
(1)	(5)		
(2)	(6)		
(3)	(7)		
(4)	(8)		
<b>Part 4 – Jurisdiction of Residence and Taxpayer Identification Number or its Functional Equivalent Number (“TIN”)</b> <b>第4部 – 居留司法管轄區及稅務編號或具有等同功能的識別編號(以下簡稱「稅務編號」)</b>			
(1) My Tax Residence is Macao SAR ONLY, with no tax residence in any other jurisdictions or countries (and my Macau resident identity card number is my TIN). 本人之稅務居住地只有澳門特別行政區，及沒有處於任何其他司法管轄區或國家的稅務居住地(而我的澳門特別行政區居民身份證編號是我的稅務編號)。 Please tick one. 請選一項。 <input type="checkbox"/> Yes 是 (you may skip (2). 你可略過(2)。) <input type="checkbox"/> No 否 (please complete (2). 請填寫(2)。			
(2) Complete the following table indicating 提供以下資料，列明： (a) each country/jurisdiction (including Macao SAR) where the account holder is a resident for tax purposes; and 帳戶持有人作為稅務居民的國家/司法管轄區(包括澳門特別行政區)；及 (b) the account holder's TIN for each country/jurisdiction indicated. 該國家/稅務管轄區發給帳戶持有人的稅務編號。 Indicate all (not restricted to five) the jurisdictions of residence. 列出所有(不限於5個)居留司法管轄區。  If the account holder is a tax resident of Macao SAR, the TIN is the Macau resident identity card number. 如帳戶持有人是澳門特別行政區稅務居民，稅務編號是帳戶持有人的澳門特別行政區居民身份證編號。  If a TIN is unavailable, provide the appropriate reason A, B or C 如沒有提供稅務編號，必須填寫合適的理由：			
#	Reason 理由 A The country/jurisdiction where the account holder is a resident for tax purposes does not issue TINs to its residents. 帳戶持有人的國家/稅務管轄區並沒有向其居民發出稅務編號。		
	Reason 理由 B The account holder is unable to obtain a TIN. Explain why the account holder is unable to obtain a TIN if you have selected this reason. 帳戶持有人不能取得稅務編號。如選取這一理由，解釋帳戶持有人不能取得稅務編號的原因。		
	Reason 理由 C TIN is not required. Select this reason only if the authorities of the country/jurisdiction of tax residence do not require the TIN to be disclosed. 帳戶持有人毋須提供稅務編號。國家/稅務管轄區的主管機關不需要帳戶持有人披露稅務編號。		
Country/Jurisdiction of Tax Residence 國家/稅務管轄區	TIN 稅務編號	Enter Reason A, B or C# if no TIN is available 如沒有提供稅務編號， 填寫理由A、B或C#	Explain why the account holder is unable to obtain a TIN if you have selected Reason B 如選取理由B，解釋帳戶持有人 不能取得稅務編號的原因
1			
2			
3			
4			
5			
If you have any foreign indicia (e.g. nationality, place of birth, residential address/correspondence/office address, contact number, etc...), please provide your explanation for not being a tax resident of the country/jurisdiction. 如果您有任何外籍標記(例如：國籍、出生地點、住宅/通訊/辦公地址、聯繫電話等)，請在以下方框內解釋不屬於此國家/司法管轄區的稅務居民之原因。 <div style="border: 1px solid black; height: 40px; width: 100%;"></div>			

<p><b>Part 5 第5部 – Personal Information Collection Statement 收集個人資料聲明</b></p> <p>The personal information provided by the Employee or Employer of the Scheme (defined below), collected by or held by YF Life Insurance International Limited ("YF Life") ("your personal information") may be used for the purposes of administration and/or management of or in connection with the contributions or accrued benefits or account in respect of the participation of the Employee or Employer ("your participation") in the Macau non-Mandatory Provident Fund; providing computer and any other services in connection with the Macau non-Mandatory Provident Fund; dispatch of information in relation to Macau non-Mandatory Provident Fund; data matching; investigation or prevention of crime; or fulfilling legal or regulatory requirements. Please note that failure to provide any information requested by YF Life may result in YF Life not being able to process or maintain your participation in the Macau non-Mandatory Provident Fund. Transfer of Personal Information, your personal information may be transferred or disclosed by YF Life to any of the following persons (whether within or outside Macau) for the purposes as specified above or to governmental/regulatory bodies (whether within or outside Macau) for them to carry out their governmental/regulatory functions, relevant Employer; YF Life group companies and their associated/affiliated companies; financial institutions, Macau non-Mandatory Provident Fund service providers and intermediaries; industry associations/federations and their members; governmental/regulatory bodies and law enforcement agencies; crime prevention organisations and their members/participants; and service providers and selected persons which are under a duty of confidentiality to YF Life. Access to or Correction of Personal Information, you have the right to access to, and to correct, any of your personal information held by YF Life by writing to our Personal Data Protection Officer at 27/F, 33 Lockhart Road, Wanchai, Hong Kong. YF Life may charge a reasonable fee for the processing of such request.</p> <p>萬通保險國際有限公司(下稱「萬通保險」)所收集或持有的由僱主及/或僱員提供的個人資料("閣下之個人資料")可能會被用於下列目的,就僱主及/或成員參與澳門非強制性中央公積金,處理僱主及/或成員的供款或累算權益或澳門非強制性中央公積金戶口有關的行政事宜及/或管理;根據適用之法例就澳門非強制性中央公積金提供電腦或其他服務;提供有關澳門非強制性中央公積金產品及/或服務的資訊;資料核對;偵測或防止罪行;或符合法律或合規要求。請注意,閣下必須提供萬通保險所需的閣下之個人資料,否則,萬通保險將不能處理或管理閣下參與澳門非強制性中央公積金。轉移個人資料,萬通保險可能為達到上述目的或讓政府/監管機構(不論在澳門或海外)執行其職務而向以下任何一方(不論在澳門或海外)轉移或透露由萬通保險收集或持有屬於閣下之個人資料:有關之僱主;萬通保險集團成員公司及其關聯或相關公司;金融機構、澳門非強制性中央公積金服務提供者、中介人;行業組織/聯會及其成員;政府部門或監管機構和執法機構;防犯罪組織及其會員/參與者;及與萬通保險有保密協議的服務提供者及其他人士。查閱或更改個人資料,閣下有權查閱和更改任何由萬通保險持有屬於閣下的個人資料。如有需要,閣下可與萬通保險的資料保護主任提出有關要求,並以書面方式呈交至香港灣仔駱克道33號27樓。處理上述要求時,萬通保險國際可能會收取合理費用。</p>	
<p><b>Part 6 第6部 – Declarations and Signature 聲明及簽署</b></p> <p>I acknowledge and agree that (a) the information contained in this form is collected and may be kept by YF Life Insurance International Ltd. for the purpose of automatic exchange of financial account information, and (b) such information and information regarding the controlling person and any reportable account(s) may be reported by the YF Life Insurance International Ltd. to the Financial Services Bureau or other governmental authorities and exchanged with the tax authorities of another country/jurisdiction or countries/jurisdictions in which the controlling person may be resident for tax purposes, pursuant to the legal provisions for exchange of financial account information.</p> <p>本人知悉及同意,萬通保險國際有限公司可根據有關交換財務帳戶資料的法律條文,(a)收集本表格所載資料並可備存作自動交換財務帳戶資料用途及(b)把該等資料和關於控權人及任何須申報帳戶的資料向稅務局或其他政府機關申報,從而把資料轉交到帳戶控權人的國家/稅務管轄區的稅務當局。</p> <p>I certify that I am authorized to sign for the Account Holder of all the account(s) to which this form relates. 本人證明,就與本表格所有相關的帳戶,本人獲帳戶持有人授權簽署本表格。</p> <p>I undertake to advise YF Life Insurance International Ltd. of any change in circumstances which affects the tax residency status of the individual identified in Part 1 of this form or causes the information contained herein to become incorrect, and to provide the Bank with a suitably updated self-certification form within 30 days of such change in circumstances. 本人承諾,如情況有所改變,以致影響本表格第1部所述的個人的稅務居民身分,或引致本表格所載的資料不正確,本人會通知公司,並會在情況發生改變後30日內,向貴公司提交一份已適當更新的自我證明表格。</p> <p>I declare that the information given and statements made in this form are, to the best of my knowledge and belief, true, correct and complete. 本人聲明就本人所知所信,本表格內所填報的所有資料和聲明均屬真實、正確和完備。</p>	
Signature 簽署	Date (mm/dd/yyyy) 日期 (月/日/年)
Name 姓名	Capacity 身分  (Indicate the capacity if you are not the individual identified in Part 1. If signing under a power of attorney, attach a certified copy of the power of attorney.) (如你不是第1部所述的個人,說明你的身分。如果你是以獲授權人身分簽署這份表格,須夾附該項授權書的核證副本。) * The power of attorney must be in a form satisfactory to the Trustee. 授權書必須採用信託人滿意的形式。