Friends Provident International

Dealing instruction 交易指示

Applicable to International Portfolio Bond, Managed Portfolio Account, Reserve and Reserve II. 適用於全能投資組合計劃、Managed Portfolio Account、豐裕計劃及豐裕計劃 II。
Please complete using block capitals or by typing into the field areas. 請用正楷字體填寫或在字段區鍵入文字填妥表格。

Contact name 聯絡人姓名:	Telephone number 電話號碼:
Company name 公司名稱:	Fax number 傳真號碼:
*Policyholder email address 保單持有人電郵地址:	Date of instruction 指示日期:
Policyholder name 保單持有人名稱:	Policy number 保單號碼:

* This is solely for the purpose of this instruction notice only. We would not take any action to update your record if it is newly provided or different from the existing email address we have in our record.
祇供本指示通知用。如此電郵地址為新提供或與本公司記錄不同，本公司將不會作任何處理。

	Order size 指令規模				Asset details 資產詳情		
	Buy, Sell or Switch 購買、出售或轉換	Currency 貨幣	Cash amount (see below for buy orders) 金額（買入指令參見下表）	Number of units 單位數量	SEDOL or ISIN code SEDOL或ISIN編號	Fund/Stock name (Where applicable please confirm which share class you wish to purchase and your choice of Income/Accumulation units – we will default to Income units unless informed otherwise.) 基金／股票名稱（如適用，請確認閣下希望購買的股份類別及閣下選擇的收益／累積單位—除非另行通知，否則我們將假設為收益單位。）	Fund/Stock currency 基金／股票貨幣
1							
2							
3							
4							
5							
6							
7							
8							

Please instruct currency conversions here 請在此處說明貨幣轉換	
Additional Instructions 其他指示:	

When investing specific cash amounts: Please ensure that the portfolio contains sufficient cash in the same currency as you have instructed to invest. Failure to do so may incur overdraft charges. If there is sufficient money but in a different currency, please instruct a currency conversion in the space provided. If uncertain, please contact the Dealing Department.
在投資特定現金金額時：請確保投資組合中備有足夠現金，而該現金需與您投資的貨幣相同。未有足夠投資貨幣的現金可能會產生透支收費。 如有足夠的款項，但貨幣不同，請在所提供的空間內指示貨幣兑換。 如不確定，請聯絡交易部門。

	First (or only) policyholder 第一（或唯一）保單持有人	Second policyholder 第二保單持有人		Investment Adviser signature 投資顧問簽署
Signature(s) 簽署			or 或	
Date 日期				

Guidance notes – Completing a dealing instruction form
指引 — 填妥交易指示

Section 1 – Policy and contact details
第1部分 — 保單及聯繫方式

- Please complete these details fully to avoid unnecessary delays in the event of our Dealing Department needing to contact you regarding the instructions.
  請詳細填妥交易指示以免我們就有關指示的查詢而導致您不必要的耽擱。

Section 2 – Investment instructions
第2部分 — 投資指示

Buy/Sell/Switch: **購買／出售／轉換：**	Enter Buy, Sell or Switch. 請選擇購買、出售或轉換。
Currency/Cash Amount: **貨幣／金額：**	Enter the currency and the amount of cash to be traded. If you intend to instruct a number of units/shares, leave this section blank. 請填寫將予交易的貨幣及金額。如您擬指示若干單位／數量，請留空該部分。
Number of Units: **單位數量：**	Please instruct the number of units/shares to transact. If you have instructed a cash amount, please leave this section blank. 請說明將予交易的單位／數量。如您已指示現金額，請將該部分留空。
SEDOL/ISIN (essential):	Many funds have different classes and currency denominations, which all have different ISIN and SEDOL codes, to avoid ambiguity it is essential that this code is included. The omission of an ISIN or SEDOL code may result in delay.
SEDOL/ISIN（必須填寫）：	因基金擁有不同的類別及貨幣面值，而 ISIN 及 SEDOL 編號各不相同，為避免歧義，請務必填妥ISIN 或 SEDOL 編號，如若遺漏編號可能會導致延誤。
Fund/Stock Name: **基金／股票名稱：**	This field should include the full name of the fund together with the desired fund class. 如欲購買基金，請填寫基金的全稱以及所需的基金類別。
Fund/Stock Currency: **基金／股票貨幣：**	This should be completed with the denomination of the asset involved. 此處應按所涉及資產的面值填妥。
Currency conversions: **貨幣轉換：**	Please note that any currency conversions to be actioned must be outlined here. We are unable to convert without an instruction to do so. (Please see general notes for clarification.) 請注意：必須在此處概述將進行的任何貨幣轉換。若無指示，我們將不會進行轉換。（請參見一般注意事項。）

General notes
一般注意事項

- The minimum investment into any one asset is GBP 5,000 / USD 7,500 / EUR 7,500 / HKD 60,000. There is no minimum for subsequent investments, unless stipulated by the asset manager.
  對任何一種資產的最低投資額為 5,000英鎊／7,500 美元／7,500 歐元／60,000 港元。其後投資並無最低限額,除非資產經理規定。
- We will accept instructions via fax. There is no requirement for you to post the original copy of this dealing instruction form to us.
  本公司可透過傳真接受指令。您無須將該交易指令表的原件寄發予本公司。
- Emailed instructions are not accepted; signed instructions sent as an attachment to an email are accepted.
  您可將已簽署的指示以電郵附件形式發送給本公司，本公司將不接受沒有簽署的電郵指示。
- All instructions must be signed by a party with the relevant authority.
  所有指令必須經保單持有人或已被委任的財務投資顧問簽署。
- If you do not receive an automated acknowledgment from us your instruction is deemed not to have been received and has not been processed. Please call +44 1624 821026 during IOM office hours if you do not receive the automated response.
  如果閣下沒有收到我們的自動確認函，閣下的指示將被視作未收到且未被處理。如果閣下沒有收到自動回覆，請於 IOM 辦公時間 致電 +44 1624 821026。
- Please note that we cannot be held responsible for any instructions that are not received. All instructions should be correctly addressed as set out above.
  請注意，我們對未收到的任何指示概不負責。所有指示皆應按上述方式正確處理。
- If you are unable to obtain a SEDOL or ISIN number, please state the full name of the fund together with the desired fund class and currency denomination, and where the fund is based.
  如您下未能取得 SEDOL 或 ISIN 編號，請説明基金的全稱和所需的基金類別以及貨幣面值及基金的所在地。

General notes (cont.)
一般注意事項（續）

- If the currency you instruct to invest differs from the currency of the fund being invested into, we will perform a currency conversion to facilitate the investment.
  如您指示用來投資的貨幣與所投資的資產貨幣不同，我們將進行貨幣轉換以促成投資。
- If, for example, you wish to invest US Dollars into a US Dollar fund, and the policy only contains available cash in Euros, we will not assume to convert sufficient Euros to US Dollars. We must be instructed to do so by you or your financial/investment adviser.
  如您欲以美元投資美元基金而保單僅包含可用的歐元現金，我們將不會自行轉換足夠的歐元為美元。我們必須按您或您的財務／投資顧問的指令行事。
- Sale proceeds will be received in the denomination of the asset traded unless specifically instructed otherwise in the additional instructions section.
  除非在其他指令部分另有指示，出售資產所得的收入將按所交易的資產的貨幣計算。
- If you instruct to sell a specific number of units from a fund, the proceeds will be credited to the policy in the same currency as the fund unless advised otherwise.
  如您指示出售特定數量的基金單位，除非另有通知，所得的收入將以同一種貨幣存入保單內的一般交易戶口。
- If a choice of Income or Accumulation is offered by the fund, we will opt for Income units unless advised otherwise.
  如基金提供收益或累積選擇，除非另有通知，本公司將選擇收益單位。
- For Income units we will only accept the cash option rather then re-invested dividends.
  至於入息單位，本公司只會選擇現金而不接受股息再投資。
- For any investment into a non retail asset*, Friends Provident International will require the underlying client to positively confirm that they meet the regulatory and jurisdictional entry requirements for investment into that asset. In the event that additional signed declarations are required, these will be provided by us.
  任何投資於非零售資產*，英國友誠國際將需要相關客戶明示確認他們已符合投資該資產的規例及管轄權的入場要求。如需簽署額外聲明，本公司將會提供有關文件。
  Where the underlying client is unable to confirm that they meet the regulatory and jurisdictional entry requirements, investment will not be permitted.
  如相關客戶未能確認已符合該規例及管轄權的入場要求，投資將不獲批准。

  * Non-Retail assets means an asset that is targeted at investors who possess the specialist knowledge and experience that allows them to understand how complex assets operate and who have the net worth to stand the risk to capital consistent with investing in such assets.
  非零售資產指該資產是為具備專業知識及經驗的投資者而設，他們能夠理解複雜資產的營運方式，且擁有淨資產來承擔與這些資產投資金額相當的資本風險。
- Your instruction will be processed on an execution only basis. This shall be effected on the understanding that you have satisfied yourself with the mature and suitability of the investment(s) selected and all of the associated risks.
  您的指示將僅以執行指令的方式進行處理。這代表您對所選投資的成熟度和適用性以及所有相關風險感到滿意。
- It is your responsibility to ensure that the investments you choose within your policy are suitable, bearing in mind your investment objectives and attitude to risk.
  您有責任確保您在保單內選擇合適的投資，同時牢記您的投資目標和對風險的取態。
- When investing into a "Derivative fund" which is classified as a derivative fund by the Securities and Futures Commission ("SFC"), please ensure you have the investment knowledge or experience in derivative trading.
  當投資於香港證券及期貨事務監察委員會分類為衍生工具基金時，請確保您具有衍生工具交易方面的投資知識或經驗。
- You are advised to read the offering documents of the selected funds/assets carefully before making your investment decision(s).
  在作出投資決定之前，我們建議您仔細閱讀所選基金／資產的銷售文件。
- Friends Provident International Limited ('FPI') does not provide investment advice and does not approve any asset as a suitable investment. If you are in any doubt as to the risk or suitability of an investment or product you should seek advice from your financial adviser.
  英國友誠國際有限公司（「英國友誠國際」）不提供投資建議，亦不批准任何資產作為合適的投資。如果您對某項投資或產品的風險或適用性有任何疑問，則應尋求理財顧問的建議。
- The value of investments can fall as well as rise and any income from them is not guaranteed and you may get back less than you invested. Past performance is not a guide to future performance.
  投資的價值可升可跌，並且不能保證任何收益，因此您獲得的收益可能少於投資時的價值。過往的表現並不代表將來的表現。
- All investments made by Hong Kong investors (through top-up or switching) under the Reserve, Managed Portfolio Account and International Portfolio Bond must be invested into SFC-authorised funds only.
  香港投資者於豐裕計劃、全能投資組合計劃及Managed Portfolio Account的所有未來投資（經增加保費或轉換），只能投資於證監會認可基金。

Policy number(s):
保單號碼：

Personal Data (Privacy) Ordinance (‘PDPO’) Personal information collection statement (‘PICS’)
個人資料（私隱）條例（「個人資料（私隱）條例」）收集個人資料聲明（「聲明書」）

1 We take the responsibility of handling your personal data very seriously and we will only ask you for details required to process your requests to us. Please be aware of our privacy policy - please visit www.fpinternational.com.hk/legal/privacy-and-cookies.jsp to view the full policy or this can be provided on request from our Data Protection Officer.
我們十分重視處理個人資料的責任，我們只會向您查詢所需的資料以處理有關指示。請瀏覽https://zh.fpinternational.com.hk/legal/privacy-and-cookies.jsp以查閱完整的私隱政策； 您亦可向本公司的資料保護主任索取此政策。

2 Friends Provident International Limited (‘FPI’, ‘we’, ‘our’ or ‘us’) is committed to protecting the privacy of its customers. We are bound by the Data Protection Principles set out in the PDPO. We only collect, use or disclose your personal data in accordance with the PDPO and this PICS.
英國友誠國際有限公司(「英國友誠國際」或「本公司」)致力保護本公司客戶的私隱。本公司須受個人資料(私隱)條例所載的保障個人資料原則約束。本公司只會根據個人資料(私隱)條例及本聲明書而收集、使用或披露您的個人資料。

3 It is mandatory for you to provide all of the personal data requested on this form. Failure to provide all the personal data requested on this form may mean that we are unable to process your application.
您必須提供本表格中要求提供的所有個人資料。如您未能提供本表格要求提供的所有個人資料，則可能導致本公司無法處理您的申請。

4 The personal data collected or held by FPI which includes all the personal data contained in the application form you have completed, or in any document to be provided to FPI which forms part of the application form, or is otherwise authorised by you to be provided to FPI, may be used by us for the following purposes (all purposes in this paragraph 4 shall collectively be referred to as the ‘purposes’):
英國友誠國際所收集或持有的個人資料(包括您填妥的申請表格或將向英國友誠國際提供並構成投保申請表格一部分的任何文件所載的所有個人資料，或其他已獲您授權提供予英國友誠國際的所有個人資料)均可由英國友誠國際用作以下用途(在第4段詳列的所有用途統稱為「有關用途」):

(i) processing the policy application form including underwriting;
處理投保申請表格(包括承保)；

(ii) administering your policy and providing services in relation to your policy;
管理您的保單及提供與您保單相關的服務；

(iii) investigating and processing claims made under your policy;
調查及處理您根據保單提出的索償；

(iv) conducting research, surveys, customer analysis and data matching for statistical purposes;
研究、調查、客戶分析、資料核對及統計用途；

(v) keeping you informed about other insurance and financial products and services provided by FPI, and other financial services providers with whom FPI maintains business referral or partnership arrangements;
讓您了解由英國友誠國際及與英國友誠國際保持業務轉介關係或業務夥伴安排的其他理財服務供應商所提供的其他保險及理財產品及服務；

(vi) facilitating direct debits, requests for payment of premiums, surrender values and death benefit claims;
接受直接付款，支付保費要求、退保價值及身故利益索償要求；

(vii) communicating with you, the insured, and your financial adviser for purposes relating to the policy;
就與保單相關的事項與您、受保人及您的理財顧問聯繫；

(viii) communicating with government authorities, any industry association or federation such as the Hong Kong Federation of Insurers or similar organisation (‘Federation’), any members of the Federation to allow these parties to carry out their regulatory functions or such other functions that may be assigned to them from time to time and are reasonably required in the interest of the insurance industry or any member(s) of the Federation;
與政府機構、任何行業協會或聯會(例如香港保險業聯會或類似機構)(「聯會」)、聯會的任何成員聯繫，以便有關方面可履行其監管職責或者可能不時委派予聯會而且對保險業界或聯會任何成員的利益而言是合理需要的其他職責；

(ix) meeting any disclosure requirements imposed by any local or foreign law or court order binding on FPI or pursuant to guidelines issued by regulatory or other relevant authorities with which FPI is expected to comply;
符合對英國友誠國際具約束力的任何本地或外地法例或法庭命令，或根據監管或其他相關機構所要求英國友誠國際遵守的指引而提出的任何披露要求；

(x) meeting any tax assessment and tax collection obligations;
履行任何評稅及徵稅責任；

Personal Data (Privacy) Ordinance ('PDPO') Personal information collection statement ('PICS') (cont.)
個人資料（私隱）條例（「個人資料（私隱）條例」）收集個人資料聲明（「聲明書」）（續）

(xi) allowing government authorities (such as the Insurance Authority) to carry out their regulatory functions;
允許政府機構(例如保險業監管局)履行其監管職責；

(xii) prevention of crime or detection of fraud, debt collection, enabling assets to be rightfully claimed; and
防止罪行或偵查欺詐及收集債務，使資產得以適當方式索償；及

(xiii) enabling actual or proposed assignee or transferee of FPI to evaluate FPI.
讓英國友誠國際的實際或建議承讓人或受讓人能夠評估英國友誠國際。

5 The passing of personal data to other third parties whether within or outside Hong Kong by FPI for the purposes:
英國友誠國際移交個人資料予香港境內或境外的其他第三方作有關用途：
For the purposes, FPI may provide your personal data to the following:
英國友誠國際可就有關用途而向以下人士提供您的個人資料：

(i) your financial adviser;
您的理財顧問；

(ii) companies carrying on reinsurance related business;
經營再保險相關業務的公司；

(iii) medical examiners and practitioners;
醫生；

(iv) claims investigation companies in the event of a claim;
索償調查公司(在出現索償情況下)；

(v) any professional adviser, data processor, IT service provider, mailing house or third party service providers providing administration services to FPI;
向英國友誠國際提供任何專業顧問、資料處理員、資訊科技服務供應商、郵遞公司或提供管理服務的第三方供應商；

(vi) researchers;
調查機構／人員；

(vii) any actual or proposed assignee of FPI or transferee of FPI's rights in respect of the customer;
英國友誠國際的任何實際或建議承讓人或承繼英國友誠國際對客戶的權利的任何實際或建議受讓人；

(viii) government agencies and authorities as required or permitted by law;
法律規定或允許的政府機構及部門；

(ix) any industry association or Federation; and
任何保險業協會或聯會；及

(x) any person pursuant to a court order.
根據法院命令所指的任何人士。

6 You have various rights in relation to your personal data including accessing your data, and in some limited circumstances objecting to processing or having your data erased. You can find out more information about how to exercise these rights and details of who to contact with queries on our privacy practices by viewing our full privacy policy available on our website www.fpinternational.com.hk/legal/privacy-and-cookies.jsp or it can be provided upon request from our Data Protection Officer, Friends Provident International Limited, Royal Court, Castletown, Isle of Man, British Isles IM9 1RA.

您就您的個人資料擁有各種權利，包括查閱您的資料，以及在某些有限的情況下反對處理或刪除您的資料。您可以瀏覽本公司的網站https://zh.fpinternational.com.hk/legal/privacy-and-cookies.jsp查閱完整的私隱政策，進一步了解有關如何行使這些權利以及查詢有關私隱慣例。您亦可向本公司的資料保護主任(地址：Friends Provident International Limited, Royal Court, Castletown, Isle of Man, British Isles IM9 1RA)索取完整的私隱政策。

7 Nothing in this PICS shall limit the rights of customers or insured persons under the PDPO.
本聲明書所載內容不會限制您根據個人資料(私隱)條例享有的權利。

Personal Data (Privacy) Ordinance ('PDPO') Personal information collection statement ('PICS') (cont.)
個人資料（私隱）條例（「個人資料（私隱）條例」）收集個人資料聲明（「聲明書」）（續）

8 **Declarations 聲明**

I/We have read and understood this PICS.

本人／我們已閱讀並明白本聲明書。

I, the policyholder, confirm that I have the opportunity to read the offering documents for the fund to which the dealing instruction in this Dealing Form relates, where I wish to do so, and as such have information about and accept the levels of risks associated with this type of investment. I further confirm that I meet the minimum criteria of a class of investor in a fund of this nature.

本人為保單持有人，確認本人已閱讀與本交易指示表格所列基金的銷售文件，及掌握相關資料並接受與此類投資的相關風險。本人進一步確認本人符合此類基金之相關最低投資者資格。

I, the duly appointed agent of the policyholder, confirm that the policyholder has the opportunity to read the offering documents for the fund to which the dealing instruction in this Dealing Form relates, where the policyholder wishes to do so, and as such the policyholder has information about and accepts the levels of risks associated with this type of investment. I further confirm that the policyholder meets the minimum criteria of a class of investor in a fund of this nature.

本人為被正式委任的投資顧問，確認保單持有人已閱讀與本交易指示表格所列基金的主要銷售刊物，及保單持有人持有相關資料並接受與此投資的有關風險。本人進一步確認保單持有人符合此類基金之相關最低投資者資格。

The policyholder(s) or the appointed Investment Adviser understand that they are instructing FPI to act on an execution only basis.

保單持有人或被委任的投資顧問明白他們指示英國友誠國際僅以執行方式進行。

When completed, please fax to the Dealing Department, or email them a signed copy. For assistance, please phone the Dealing Department. Contact details below:

填妥後，請傳真至交易部門，或透過電郵傳送簽名副本。如需協助，請致電交易部門。聯絡方式如下：

Asia 亞洲：		Rest of World 世界其他地區：	
Fax 傳真	+44 1624 721856	Fax 傳真	+44 1624 721899
Email 電郵	ppbinvestments@fpihk.com	Email 電郵	dealing@fpiom.com
Telephone 電話	+852 2918 7049	Telephone 電話	+44 1624 821026

Our Dealing Department will confirm receipt of each instruction by automated email. If you do not receive an automated acknowledgment from us, your instruction is deemed not to have been received and has not been processed.

我們的交易部門將透過自動傳送電郵確認收到每項指示。如果閣下沒有收到我們的自動確認函，閣下的指示將被視作未收到且未被處理。

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馬恩島的註冊公司號碼為11494C 獲Isle of Man Financial Services Authority認可及監管
人壽保險及投資產品的供應商 獲
香港分公司辦事處：香港九龍灣宏遠街1號一號九龍803室
獲香港保險業監管局授權在香港經營長期保險業務
英國友誠國際為英國友誠國際有限公司的註冊商標及商號