

**EMPLOYEE RECORD**

Staff Code \_\_\_\_\_

Personal Information			
Employee Name		HK Identity Card No. *	
Date of Birth	(DD/MM/YYYY)	Passport No. / Issued by *	
Place of Birth		Nationality	
Marital Status		Date Joined	(DD/MM/YYYY)
Mobile No.		Telephone No. (Home)	
Residential Address*			
Email			

*\*Copy of the Hong Kong Identity Card/Passport and Address Proof must be attached*

Family Information (for Medical & Tax purpose)			
Name of Spouse		HK Identity Card No.	
Date of Birth	(DD/MM/YYYY)	Passport No. / Issued by	
Name of Child		HK Identity Card No.	
Date of Birth	(DD/MM/YYYY)	Place of Birth	

Emergency Contact			
Name		Relationship	
Telephone No. (Day Time)		Telephone No. (Night Time)	
Residential Address			

Bank Information (for Payroll purpose)	
Bank of Name	
Account Number	

*\*Copy of the Bank Book (page with your name) or Bank Card must be attached*

(DD/MM/YYYY)

Signature

Date

### 收集個人資料聲明

閣下所提供的個人資料純屬自願性質。如你未能提供足夠個人資料，本公司可能無法處理相關之入職程序。閣下提供的個人資料僅供資遇數字金融服務有限公司（「本公司」）及各成員公司、其附屬公司、聯營公司及關聯公司使用及處理。本公司尊重閣下之個人私隱，並明白保護閣下提供的資料的重要性。除非閣下同意，否則本公司不會將閣下的個人資料向上述以外之第三方披露。

收集個人資料的用途：

本公司收集及處理員工的個人資料作以下用途(包括但不限於)：

- 行政管理
- 各種工資、報酬、補助及津貼的計算及支付；
- 各種僱員福利(如醫療保障、勞工保險等)；
- 強積金 (強制性或自願性)的申請或供款；或
- 跟據香港特別行政區之法規，向有關政府機構申報個人資料 (如稅務局、入境處等)

根據個人資料(私隱)條例，閣下有權要求查閱及更正本公司所持有閣下的個人資料。如有任何更改，請通知人力資源部。

請確保你所提供的資料均為準確。

閣下如有任何疑問或欲進一步了解本公司的私隱政策，請與人力資源部聯絡。

### Personal Information Collection Statement

The provision of the personal information by you is on a voluntary basis. However, if you do not provide sufficient personal information as requested may result in failure of the entry procedure. The information collected will only be accessed and handled by ZUU Digital Financial Services Limited (the "Company") and all members of the Company, its subsidiaries, affiliates and related companies. The Company respects your personal privacy and understands the importance of protecting the information you provided. Unless you consent to disclose, the Company would not disclose your personal information to any other third parties other than the above mentioned.

#### Use of Personal Information Collection

The Company collect and process personal information for the following use (including but not limited to):

- Administrative management;
- Calculation and payment of wages, compensation, benefits and various allowances;
- Enrolment of employee's benefit (e.g. group medical insurance, employee compensation)
- Application or contribution of MPF (mandatory or voluntary); or
- According to the regulations of HKSAR, the declaration of personal information to relevant government organizations (such as the Inland Revenue Department , the Immigration Department )

Under the Personal Data (Privacy) Ordinance, you have a right to request access to and correction of any of your personal information held by the Company. Please notify the Human Resource Department if there is any change(s).

Please be sure the information you provided is accurate.

If you have any enquires regarding our privacy policy, please contact Human Resources Department.