Manulife 宏利

Remittance Statement for New Employee 新僱員付款結算書



Note: If you need to report voluntary contributions, please use the "Remittance Statement for New Employee (only For Sub-Schemes with Voluntary Contribution Arrangement)". Simply Scan the QR code at the upper right corner to download the form, if needed. 注意:如需申報自願性供款,請使用「新僱員付款結算書(只供附有自願性供款安排之附屬計劃使用)」。如有需要,請掃描位於右上方的二維碼以下載有關表格。

Please submit the duly completed and signed "Remittance Statement" ("RS") EITHER by fax to (852) 2104 3504 OR by mail to our administration office. If you have submitted this RS by fax, please DO NOT post it again to avoid duplication, and keep the transmission journal for record purpose. 請將已填妥並簽署之「付款結算書」 傳真至(852) 2104 3504,或郵客至宏利行政部辦事處。如您已傳真此「付款結算書」,則毋須再次郵客,以免重複,並請保留有關傳送報表作紀錄。 Please read the "IMPORTANT NOTES" on the last page carefully before completing this RS. 於填寫此「付款結算書」前,請細閱末頁之「重要事項」。

(1) Employer Name : 僱主名稱				(2) Sub-Scheme No.: 附屬計劃編號	_
(3) Member Name (as shown on I 成員姓名(必須與身份證相同					
成员好节(必须 欠 为 []] 应行问问	Surname in English 英文姓	氏 Given Name in	English 英文名字		Name in Chinese 中文姓名
(4) Member's HKID No. : 成員身份證號碼		()	or 或	Passport No. : 護照號碼	
(5) Employment Date(1) : 受僱日期(1)	_		(6) Has this member been emp 此成員是否曾經受僱於貴公		Yes 是 No 否
	dd 日 mm 月	уууу 年			
(7) Contribution details to cover a	all contributions due are as follows	到期申報的所有供款資料如下:			
Payroll Period ⁽²⁾ (dd-mm-yyyy) 支薪期 ⁽²⁾ (日-月-年) From 由	Payroll Period ⁽²⁾ (dd-mm-yyyy) 支薪期 ⁽²⁾ (日-月-年) To 至	Relevant Income 有關入息	Member's Mandatory Contributions 成員強制性供款	Employer's Mandatory Contributions 僱主強制性供款	Contribution Surcharge ^(a) (If Applicable) 供款附加費 ^(a) (如適用)
Total contributions for this RS		」 為 港元:			
Please provide the following i	information if you have by cheque	如以支票付款,請提供以下資料:			
Name of bank 銀行名稱:	mormation if you pay by cheque	知め文宗内派・開促例以下資料・ Cheque No. 支票號碼:	Cheque Amount 支票金額:HK\$港元		
instruction. 若此僱員在本結算 (2) Payroll period is the period for v of employment falls. Please star 款。請註明第一期供款起始日 (3) For payroll periods ending on c February 1, 2003. please call or	書上所載的受僱日期與「僱員參加表 which an employer pays relevant incon te the start date of the payroll period in],而非受僱日。	·格」上的受僱日期有異,宏利將以「僱員參加表格」 ne to the employee. Employers have to contribute for the stead of the date of employment for the first contribution tion surcharge is calculated at 5% of the default amoun 4 for details. 就2003年2月1日営日或之後完結的支薪期	上所載的資料為準。如需更改,請以書 ir employees from the date of employmer a. 支薪期指僱主向僱員支付有關入息的f	『面通知宏利。此表格須於非臨時僱員 nt while the non-casual employees have 期間。僱主須由僱員受僱日開始供款ī	employment for such an employee. Please notify Manulife in the Date of Employment, please submit a separate written 受僱第60日所在公曆月完結後的10日內遞交。 to start contribution after the payroll period that the 30th day 57 注 1 注 1 注 1 注 1 注 1 注 1 注 1 注 1 注 1 注
		Declar	ration 聲明		
I/We confirm that 本人/吾等確認 I/We have read and understood t 本人/吾等已細讀及明白本「付款經	he full details provided on this "Ren 結算書」之所有資料及內容(包括本	nittance Statement" ("RS") (including the "IMPORTA 「付款結算書」末頁附載之「重要事項」),並同意:	NT NOTES" on the last page of this R 遵守所述的規則。	S) and agree to abide by the rules sta	ated herein.
Authorized Signature with Compa 獲授權人士簽署及公司印章	any Chop	Name & Title (in Block Letters 姓名及職銜(正楷)	s)	 Date 日期	

IMPORTANT NOTES 重要事項

All information collected on the Remittance Statement may be treated by Manulife in the same manner as mentioned in the "Notice to Customers relating to the Personal Data (Privacy) Ordinance" ("Notice"). In case you have not read the Notice before, you can obtain such Notice from your Manulife's intermediary or through Manulife's website at www.manulife.com.hk. By writing to the Privacy Officer of Manulife Provident Funds Trust Company Limited, members can correct and have access to their personal data. The information of the authorized person(s) is collected in their official capacities.

Filling In the Remittance Statement ("RS")

- · Please ensure your new employees have been enrolled into the MPF scheme before making contributions.
- Report "0" for those with no relevant income for the concerned payroll period.
- Round up the contribution amount to 2 decimal places.
- If the "Total" contribution does not tally with the sum of amount reported for all members, the reported amount for individual members will be taken as the employer's final instruction.
- For payment by cheque, please clearly mark the cheque number on the RS.

II. Other Points to Note on the Processing of RS

- In case of inaccurate calculation of contributions, "Calculation Discrepancy Report" will be issued to employers for their rectification.
- · If employer's cheque payment is insufficient to settle all members' contributions as stated in the RS, Manulife will, in member's best interests, allocate the contributions to the member accounts on a pro rata basis according
- If there are any other funds available in the employer's cash account (including but not limited to overpayment, unvested voluntary contributions or the remaining balance after LSP/SP offset). Manulife may utilize such funds to settle any outstanding contributions starting from the earliest payroll period(s).
- RS serves the sole purpose for reporting MPF contributions. For other instructions, such as change of sub-scheme particulars, please update online or use specified administrative forms to notify Manulife.

Submission of RS

☐ Fax: (852) 2104 3504 or ☐ Mail: Hong Kong Retirement, Manulife (International) Limited, 21/F, Tower A. Manulife Financial Centre, 223-231 Wai Yip Street, Kwun Tong, Kowloon, Hong Kong

If you have submitted your RS by fax, please keep the transmission journal for record purpose and DO NOT post the same again to avoid duplication.

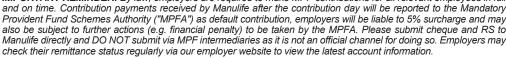
Making Payment

- 1. By Cheque * Crossed cheque should be made payable to "Manulife Provident Funds Trust Company Limited".
 - * Post-dated and electronic cheques are not accepted.
 - * Please write the sub-scheme number on the back of the payment cheque(s).
 - * Use HSBC Cheque Deposit Machine for better certainty of timely payment.
 - * For submission by mail, attach "Payment Slip" and RS (if applicable) with the cheque number(s) marked and allow sufficient mailing time and affix sufficient stamp.

* Please ensure sufficient funds in the bank account for contribution settlement.

Autopay

IMPORTANT REMINDER: By law, employers are required to make MPF contributions for all relevant employees in full and on time. Contribution payments received by Manulife after the contribution day will be reported to the Mandatory Provident Fund Schemes Authority ("MPFA") as default contribution, employers will be liable to 5% surcharge and may also be subject to further actions (e.g. financial penalty) to be taken by the MPFA. Please submit cheque and RS to Manulife directly and DO NOT submit via MPF intermediaries as it is not an official channel for doing so. Employers may







Save Papers! GO DIGITAL for MPF Administration!

Majority of MPF administration duties can be performed online via our Employer Online Service. Log in to your online account now to enjoy the convenience!







宏利可按於《有關〈個人資料(私隱)條例〉的客戶通知》(「通知」)所述·處理從「付款結算書」收集的有關資 料。假如您未有細閱該通知,您可從您的宏利中介人或透過宏利網址www.manulife.com.hk取得該通知。成員可以書 面向宏利公積金信託有限公司之個人資料主任更改及查閱其個人資料。獲授權人士的資料乃因應其職務身份而收集。

I. 填寫「付款結算書」

- 於作出供款前,請確保您的新僱員已登記加入強積金計劃。
- 如僱員於有關支薪期內並無「有關入息」,請於該欄填上「O」。
- 供款額應以小數點後兩位上調作匯報。
- 如填報之「總額」與各成員之供款數額總和不符,則就個別成員所填報的供款金額將被視作僱主之最後指示。
- 如以支票付款,請緊記於「付款結算書」上註明支票號碼。

II. 有關處理「付款結算書」的其他注意事項

- 如供款計算有誤,僱主會收到「計算差異報告」以作更正。
- 如宏利收到僱主繳交支票供款・而其不足以繳付「付款結算書」所載的全部成員供款・則宏利會以保障成員最 佳利益為依歸,根據內部指引按比例分配有關供款至各成員帳戶內。
- 如僱主現金帳戶內存有款項(包括但不止於超額付款、非歸屬之自願性供款或長期服務金/遣散費之抵銷餘額等 的結餘) · 宏利或會根據欠交供款期之先後次序 · 自最早之供款期起作出分配
- 「付款結算書」只作處理強積金供款之用。如有其他事宜‧例如更改附屬計劃資料等‧請於網上作出更新或以 指定表格誦知宏利。

遞交「付款結算書」

■ 傳真:(852)21043504 或 図 郵寄:香港九龍觀塘偉業街223-231號宏利金融中心A座21樓 宏利人壽保險(國際)有限公司香港退休業務部

#如您已傳真此「付款結算書」,請保留有關傳送報表作紀錄,切勿再另行郵寄「付款結算書」,以免重複。

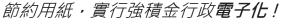
付款方法

- 1. 支票付款 * 請備劃線支票, 抬頭註明「宏利公積金信託有限公司」。
 - * 恕不接受期票及電子支票
 - * 請於支票背面填寫貴公司之附屬計劃編號。
 - * 使用滙豐銀行的「入票易」服務以準時存入供款。
 - * 如作郵遞‧請夾附「付款回條」及「付款結算書」(如適用) 並註明支票號碼、預留 充足的郵遞時間及貼上足額郵票。

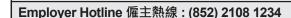


2. 自動轉帳 * 請確保銀行戶口備有足夠款額以繳付供款。

重要提示:按法例要求,僱主必須進時為所有有關僱員作出強積金供款。如宏利於供款日之後收到供款款項,則必須依法向 強制性公積金計劃管理局(「積金局」)匯報逾期供款個案,僱主將被徵收相等於拖久供款金額5%的附加費,並可能會遭 *積金局採取其他行動(例如罰款)。請注意宏利強積金中介人並非遞交強積金供款支票和「付款結算書」的正式途徑,懇* 請僱主直接遞交供款及有關文件予宏利。同時,僱主亦可登入僱主網頁定期檢視供款狀況及查看帳戶最新資料。



大部份強積金行政程序均可透過僱主網上服務處理,立即登入您的網上帳戶 享受箇中便捷!



Fax 傳真: (852) 2104 3504

(CQM Guide-ENG)

