

Remittance Statement for New Employee

新僱員付款結算書

Please ensure you read the below notes before completing this form.

填寫本結算書前，請細閱下列事項。

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| <p>(1) This form is used to report contributions for a Non-Casual Employee who has completed 60 days of employment and is only applicable to employers who are using the Remittance Statement method to report contributions.</p> <p>(2) This Remittance Statement can be processed by Manulife only if you have submitted an "Employee Enrolment Form" for the new employee concerned. Employer has to submit an Employee Enrolment Form to enrol the new employee before the end of the permitted period (i.e. within the first 60 days of employment).</p> <p>(3) If the date of employment of this employee appearing in this "Remittance Statement" is different from that in the "Employee Enrolment Form", Manulife shall take the "Employee Enrolment Form" as the true record of date of employment for such an employee.</p> <p>(4) Please report the exact contribution amount for this employee and input "0" if there is nil relevant income for the specified payroll period.</p> <p>(5) This form should be submitted within 10 days after the last day of the calendar month in which the 60th day of employment falls.</p> <p>(6) Payroll period is the period for which an employer pays relevant income to the employee. Employers have to contribute for their employees from the date of employment. Employees have to start contribution after the payroll period that the 30th day of employment falls. Please state the start date of the payroll period instead of the date of employment for the first contribution.</p> | <p>(1) 本結算書僅適用於申報受僱滿60日的非臨時僱員之供款資料。並只適用於以付款結算書申報供款的僱主。</p> <p>(2) 僱主必須先遞交有關新僱員的「僱員參加表格」，宏利收到後才可處理此付款結算書。僱主須於登記限期(即受僱第60日)前遞交僱員參加表格，以便為新僱員登記。</p> <p>(3) 若此僱員在本結算書上所載的受僱日期與「僱員參加表格」上的受僱日期有異，宏利將以「僱員參加表格」上所載的資料為準。</p> <p>(4) 請為此僱員填報正確供款銀碼。如此僱員在所述支薪期並無「有關入息」，請於該欄填上「0」。</p> <p>(5) 此表格須於該僱員受僱第60日所在公曆月完結後的10日內遞交。</p> <p>(6) 支薪期指僱主向僱員支付有關入息的期間。僱主須由僱員受僱日開始供款。僱員須由其受僱的第30日所在的支薪期後開始供款。請註明第一期供款起始日，而非受僱日。</p> |
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(1) Employer (Company) Name : 僱主 (公司) 名稱 _____

(2) Sub-Scheme No. : 附屬計劃編號 _____ (3) Sub-Scheme Member's HKID No. : 附屬計劃成員身分證號碼 _____ (____)

(4) Name of Sub-Scheme Member (Employee) : (as shown on ID Card) 附屬計劃成員 (僱員) 姓名 (必須與身分證相同) _____

(5) Employment Date : 受僱日期 _____

Surname in English 英文姓氏 _____ Other Name in English 英文名字 _____ Name in Chinese 中文姓名 _____ dd 日 / mm 月 / yyyy 年

(6) Has this member been employed by your company before? 此成員是否曾經受僱於貴公司?

Yes 有 No 無

(7) Contribution details to cover all contributions due are as follows: 到期申報的所有供款資料如下:

| Payroll Period (dd/mm/yyyy) 支薪期 (日/月/年) | | Relevant Income 有關入息 | Member Mandatory Contribution 成員強制性供款 | Employer Mandatory Contribution 僱主強制性供款 | Member Voluntary Contribution* 成員自願性供款* | Employer Voluntary Contribution* 僱主自願性供款* |
|---|------|-------------------------|--|--|--|--|
| From 由 | To 至 | | | | | |
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| Total 合共 | | | | | | |
| Total contributions for this Remittance Statement 此付款結算書的供款總額: | | | HK\$ | | | |

* Complete only if your sub-scheme has voluntary contribution provisions. * 只適用於有自願性供款條款的附屬計劃。

Please provide the following information if you pay by cheque. 如以支票付款，請提供以下資料：

Name of bank 銀行名稱: _____ Cheque No. 支票號碼: _____ Cheque Amount 支票金額: _____

I/we confirm that I/we have read and understood the full details on this remittance statement and agree to abide by the rules stated herein.
 本人/吾等確認經已細讀及明白此付款結算書之詳情，並同意遵守所述的規則。

Authorised Signature and Company Stamp
 獲授權人士簽署及公司印章

Name & Title (in Block Letters)
 姓名及職銜 (正楷)

Date
 日期



僱主每月資料報表 / 付款結算書 - 重要事項

聯絡資料 - 如未能收訖僱主每月資料報表 / 付款結算書, 請致電下列之客戶服務熱線。

1. 客戶服務熱線: (852) 2108 1234
2. 傳真熱線: (852) 2104 3504
3. 宏利網站: <http://www.manulife.com.hk>, 請利用印在帳戶報表右上方的宏利客戶號碼, 立刻登入我們為您而設的僱主網上服務, 查詢有關強積金的最新資料及貴公司之帳戶狀況。

郵寄地址

1. 香港郵政總局郵箱12246號

付款方法

自動轉帳

1. 每當收到閣下的供款資料, 本公司會於閣下的指定銀行帳戶支取供款銀碼。如需登記, 請即致電客戶服務熱線 (852) 2108 1234。

支票

1. 請將註明支付「宏利公積金信託有限公司」之劃線支票及付款回條直接寄交宏利之中央收集處 - 香港郵政總局郵箱12246號。
2. 請於支票背面填寫閣下之附屬計劃編號。
3. 宏利之服務中介人並未獲授權代宏利收取強積金支票及付款結算書。如閣下選擇要求服務中介人代為向宏利遞交上述文件, 敬希留意此等安排乃閣下與該中介人之間之私下協議, 宏利並不牽涉其中。

付款結算書注意事項

1. 請為所有僱員填報正確供款銀碼。如該僱員於支薪期內並無「有關入息」, 請於該欄填上「0」。
2. 如任何填報之「合共」總數與所有成員之有關供款數額之總和不符, 則各自成員之個別供款數據將被視作僱主之最後指示。
3. 如在「付款結算書」上所註明之支薪期內有僱員離職, 請於該付款結算書內填報其最後供款。為符合僱傭條例(第57章)及強制性公積金計劃條例(第485章)之規定, 僱主必須為有關離職僱員於「付款結算書」(如不涉及長期服務金或遣散費之安排)或「僱員終止受僱通知書」(如涉及長期服務金或遣散費之安排)上提供有關終止受僱資料予宏利。在未收妥僱員終止受僱通知及最後供款前, 宏利並不會處理其終止受僱事宜。
4. 如離職僱員最後之支薪期未能配合在「付款結算書」上所註明之支薪期, 請使用「離職僱員付款結算書」為該僱員申報其最後供款資料。閣下可經宏利網頁www.manulife.com.hk下載或經21081234以傳真索取「離職僱員付款結算書」。
5. 當僱主提交「付款結算書」, 亦即表示同意宏利有權在任何僱員出現下列情況時, 不按照該結算書或其中任何部分而行事:
 - a) 如有欠交之前任何支薪期的供款;
 - b) 宏利曾就任何僱員發出計算差異報告; 或
 - c) 宏利尚未接獲及處理該僱員之參加表格;如因行使此項權利而出現延遲供款分配並引致任何損失及損害, 宏利概不負責。
6. 「付款結算書」只作處理供款之用, 請以受託人指定的表格申報或更改其他資料。
7. 在遞交「付款結算書」及「付款回條」前, 請謹記於該兩份文件上註明支票號碼。如指示不足, 有關付款將可能於宏利認為適當時, 被用作抵銷有關強積金附屬計劃之尚欠供款(由最早之支薪期開始)或將來供款; 宏利亦不會負責因指示不足而導致任何延誤供款分配所帶來之投資損失/獲益。

逾期供款

1. 按強積金法例要求, 僱主必須於供款日前就所有合資格員工向受託人提供供款資料及作出供款。為免被徵收附加費或被判罰款, 請貴公司儘早安排繳交所須供款。

Employer Monthly Package / Remittance Statement - Important Notes

Contact Information - For non-receipt of the Employer Monthly Package / Remittance Statement, please call our Customer Hotline as below.

1. Customer Hotline: (852) 2108 1234
2. Fax: (852) 2104 3504
3. Website: <http://www.manulife.com.hk>, with your MCN on the top right hand corner of your "Account Statement", visit our employer website to obtain the most updated information on MPF and check your latest account status NOW.

Mailing Address

1. P.O. Box 12246, General Post Office, Hong Kong

Payment Methods

Autopay:

1. Direct debit from your designated bank account upon receiving your contribution data. To enroll, call our Customer Hotline (852) 2108 1234 NOW.

By Cheque:

1. Please detach and return the "Payment Slip" and your crossed cheque made payable to "Manulife Provident Funds Trust Company Limited" to our central collection channel at P.O. Box 12246, General Post Office, Hong Kong.
2. Write your Sub-Scheme no. on the back of your cheque(s).
3. Intermediaries are not authorized to receive MPF cheques and remittances on behalf of Manulife. If you choose to request the intermediary to deliver the same to Manulife on your behalf, please be reminded that this will purely be a personal arrangement between you and the intermediary concerned, and Manulife will not be involved in relation to such arrangement.

Notes for Using Remittance Statement ("RS")

1. Please report the exact contribution amount for ALL employees and input "0" for those employees with nil relevant income for the payroll period.
2. If any amount of the "Total" does not match with the sum of the corresponding amount for all the members, the individual amount indicated for each respective member will be taken as the employer's final instruction.
3. Please also report the last contributions for the employees who have been terminated or will be terminated within the said payroll period on the RS. For the purposes of complying with both the Employment Ordinance (Cap.57) and the MPFS Ordinance (Cap 485), you are required to report the employee termination in the RS (if it does not involve any long service payment or severance payment) or by submitting a "Notice of Employee Termination" form (if it involves long service payment or severance payment) to Manulife. Failure to report the employee termination or provide the information on last contribution may constitute incomplete termination instructions which will not be processed until they are received in entirety by Manulife.
4. Please separately report the last contribution data on the "Remittance Statement for Terminated Employee" if the last payroll period of the terminated employee does not match with the specified payroll period on the RS.
You can download the "Remittance Statement for Terminated Employee" from our website www.manulife.com.hk or call 21081234 for a fax copy.
5. By submitting the RS, the Employer has agreed that Manulife shall have the right not to act in accordance with the RS or any part of it in respect of any employee under any of the following circumstances:
 - a) if there is outstanding contribution for any previous payroll period;
 - b) if a Calculation Discrepancy Report is being issued in respect of any employee; or
 - c) if the enrolment form of the corresponding employee has not yet been received and processed by Manulife;and provided that Manulife shall not be liable for any loss or damage due to late allocation in exercising such a right.
6. The Remittance Statement is used solely for processing contributions. If you wish to make any change to other information, please use other forms as specified by Manulife.
7. Please indicate your cheque number on the "Remittance Statement" and "Payment Slip" before submission. If incomplete instruction is provided, the relevant payment may be used by Manulife to offset any outstanding contributions starting from the earliest payroll period(s) or future contributions in respect of the relevant MPF sub-scheme at such time as Manulife deems appropriate; and Manulife will not be responsible for any possible investment loss/gain caused as a result.

Default Contribution

1. In accordance with the MPFS Ordinance, Employers are required to report and make contributions for all eligible employees to trustee on or before the contribution day. To avoid any possible surcharge or penalty, you are reminded to submit the required information and payment within the statutory timeframe.