

Remittance Statement for New Employee (Only For Sub-Schemes with Voluntary Contribution Arrangement)

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）

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，或郵寄至宏利行政部辦事處。如您已傳真此「付款結算書」，則毋須再次郵寄，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 ID Card) : 成員姓名（必須與身份證相同） _____		
(4) Member's HKID No. : 成員身份證號碼 _____	Surname in English 英文姓氏 _____	Given Name in English 英文名字 _____
	or 或	Passport No. : 護照號碼 _____
(5) Employment Date ⁽¹⁾ : 受僱日期 ⁽¹⁾ _____		(6) Has this member been employed by your company before? 此成員是否曾經受僱於貴公司？ <input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否
dd 日 mm 月 yyyy 年		

(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 ⁽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	Basic Salary (Only for calculation of voluntary contributions, if applicable) 基本薪金 (只用作計算自願性供款，如適用)	Member's Mandatory Contributions 成員強制性供款	Employer's Mandatory Contributions 僱主強制性供款	Member's Voluntary Contributions 成員自願性供款	Employer's Voluntary Contributions 僱主自願性供款	Contribution Surcharge ⁽³⁾ (If Applicable) 供款附加費 ⁽³⁾ (如適用)
- -	- -							
- -	- -							
- -	- -							

Total contributions for this RS 此「付款結算書」的供款總額 HK\$ 港元：

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： _____ HK\$ 港元
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Remarks 註釋：

- If the date of employment of this employee appearing in this RS 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. Please notify Manulife in writing if rectification needed. This form should be submitted, for the non-casual employees, within 10 days after the last day of the calendar month in which the 60th day of employment falls. 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。如需更改，請以書面通知宏利。此表格須於非臨時僱員受僱第60日所在公曆月完結後的10日內遞交。
- 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 while the non-casual 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. 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而非臨時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。
- For payroll periods ending on or after February 1, 2003, the contribution surcharge is calculated at 5% of the default amount (i.e. the late payment and/ or underpayment of employer's and/or employee's mandatory contributions). For payroll periods ending before February 1, 2003, please call our Employer Hotline on (852) 2108 1234 for details. 就2003年2月1日當日或之後完結的支薪期而言，附加費相等於拖欠供款金額（即僱主及 / 或僱員之逾期強制性供款及 / 或強制性供款不足金額）的5%。就2003年2月1日之前完結的支薪期之附加費詳情，請致電僱主熱線 (852) 2108 1234 查詢。

Declaration 聲明

I/We confirm that 本人 / 吾等確認

I/We have read and understood the full details provided on this "Remittance Statement" ("RS") (including the "IMPORTANT NOTES" on the last page of this RS) and agree to abide by the rules stated herein.

本人 / 吾等已細讀及明白本「付款結算書」之所有資料及內容（包括本「付款結算書」末頁附載之「重要事項」），並同意遵守所述的規則。

Authorized Signature with Company Chop
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



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.

I. 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 to internal guidelines.
- 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.
2. Autopay * Please ensure sufficient funds in the bank account for contribution settlement.



(CQM Guide-ENG)

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 check their remittance status regularly via our employer website to view the latest account information.



ER Online Service Demo



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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!



(僱主網上服務示範)



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節約用紙，實行強積金行政電子化！

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！



(CQM Guide-CHI)

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「0」。
- 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，請繫記於「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通知宏利。

遞交「付款結算書」

 傳真：(852) 2104 3504 或  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，僱主必須準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欠供款金額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。