

IMPORTANT NOTES 重要事項

- All information 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 the scheme administrator, 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")

- Each RS is for a single payroll period. Please use a separate RS for each payroll period if you need to report data for more than one payroll period.
- Please clearly report the contribution amount for ALL employees on the RS. Report "0" for employee(s) with no relevant income for the concerned payroll period.
- Please round up the contribution amount up 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. Reporting Employee Termination and Last Contributions

- Employers may report employee termination and make the last contributions for the terminated employees for the concerned payroll period(s).
- However, if the employee termination involves offsetting of Long Service Payment (LSP) or Severance Payment (SP), please submit the original "Notice of Employee Termination" which should be signed by both the terminated employee and the authorized person of the employer (with company chop), to Manulife by mail.
- Details including terminated non-casual employees' last date of employment and LSP/SP related information (if applicable) should be reported to Manulife on or before the 10th day after the last day of the calendar month within which the employee ceases employment.

III. 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 cheque payment is received from employers, where the 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 use appropriate administration forms as specified by Manulife. You may download the forms from our website or call (852) 2108 1234 to obtain the forms by fax-on-demand service.

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. For details about enrolment, contribution and reporting requirements for non-casual, casual, as well as new and terminating employees, please refer to the MPFA website at www.mpfa.org.hk. To avoid delay of contribution making, employers who choose to mail cheque payment are reminded to allow sufficient mailing time and affix sufficient stamp. Moreover, please note that MPF intermediaries are not authorized to receive MPF cheques and RS on behalf of Manulife. Employers are particularly reminded to arrange submission to Manulife directly. Employers may also check their remittance status regularly by logging into Manulife's employer website to view the latest account information.

Payment Methods

- Autopay * Please ensure sufficient funds in the bank account for contribution settlement.
- 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).
* Attach "Payment Slip" and/or Remittance Statement (with the cheque number(s) marked).

Submission of RS / Cheque

- P.O. Box 12246, General Post Office, Hong Kong or
- Facsimile: (852) 2104 3504 (for RS only#)

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

- 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。
- 成員可以書面向計劃管理人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」

- 每份「付款結算書」只適用於單一薪金期。如您需要匯報多於一個薪金期的資料,請就每個薪金期遞交一份「付款結算書」。
- 請在「付款結算書」為所有僱員清楚填報供款金額。如該僱員於薪金期內並無「有關入息」,請於該欄填上「0」。
- 請將供款額上捨入至小數點後兩位。
- 如填報之「總額」與各成員之供款數額總和不符,則個別成員之供款數據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. 申報僱員終止受僱及最後供款

- 可採用「付款結算書」,為離職僱員申報離職資料及安排有關供款期的最後供款。
- 然而,如離職僱員涉及長期服務金或遣散費之抵銷安排,請填妥「僱員終止受僱通知書」,由離職僱員及僱主授權人士簽署,並蓋上公司印章,將通知書正本寄回宏利處理。
- 僱主必須在非臨時僱員離職日期所屬的公曆月完結後10日內,向宏利提供有關離職僱員之最後受僱日期及長期服務金或遣散費(如適用)的資料。

III. 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,請以指定的表格通知宏利。僱主可經宏利網頁下載;或致電(852) 2108 1234 透過傳真索取有關表格。

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)。就非臨時及臨時僱員、新僱員及離職僱員之登記、供款及申報要求,詳情可瀏覽積金局網頁www.mpfa.org.hk。為免延誤供款日期,特別提醒選擇以郵遞方式付款的僱主,應預留充足的郵遞時間及貼上足額郵票。另外,請注意宏利強積金中介人並非指定為收取及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。

付款方法

- 自動轉賬 * 請確保銀行戶口備有足夠款額以繳付供款。
- 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。
* 請夾附「付款回條」及/或「付款結算書」(註明支票號碼)。

遞交「付款結算書」/ 支票

- 郵寄: 香港郵政總局郵箱12246號 或
- 傳真: (852) 2104 3504 (只適用於「付款結算書」#)

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

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