

## Remittance Statement (Only For Sub-Schemes with Voluntary Contribution Arrangement)

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

Before completing this Remittance Statement ("RS"), please read the "IMPORTANT NOTES" on the last page carefully, which contains the details of various RS submission channels and contribution payment methods.

(1) Employer Name : \_\_\_\_\_

(2) Sub-Scheme No. : \_\_\_\_\_ (3) Payroll Period : From \_\_\_\_\_ To \_\_\_\_\_  
dd mm yyyy dd mm yyyy

(4) Contribution Details as follows :

Member Account Number <sup>(1)</sup> or HKID No.	Member Surname <sup>(2)</sup> (In English)	Member Given Name <sup>(2)</sup> (In English)	Relevant Income	Basic Salary (Only for calculation of voluntary contributions, if applicable)	Member's Mandatory Contributions	Employer's Mandatory Contributions	Member's Voluntary Contributions	Employer's Voluntary Contributions	Contribution Surcharge (If Applicable)	Last Date of Employment (dd - mm - yyyy)	Reimbursement for LSP/SP Offsetting Required <sup>(3)</sup>	
											Yes	No
										- -	<input type="checkbox"/>	<input type="checkbox"/>
										- -	<input type="checkbox"/>	<input type="checkbox"/>
										- -	<input type="checkbox"/>	<input type="checkbox"/>
										- -	<input type="checkbox"/>	<input type="checkbox"/>
										- -	<input type="checkbox"/>	<input type="checkbox"/>
										- -	<input type="checkbox"/>	<input type="checkbox"/>
										- -	<input type="checkbox"/>	<input type="checkbox"/>

Total contributions for this RS HK\$ :

Please provide the following information if you pay by cheque :

Name of bank : \_\_\_\_\_ Cheque No. : \_\_\_\_\_ Cheque Amount : HK\$ \_\_\_\_\_

### Remarks :

- (1) Please refer to the Notice of Participation for the Member Account Number.
- (2) To avoid any possible delay in processing the contribution, please ensure the member's name provided is the same as that on the Employee Enrolment Form/ Manulife's record.
- (3) LSP/SP refer to the Long Service Payment / Severance Payment as stipulated under the Employment Ordinance. Employer shall be deemed to select "No" if the employer does not check any of the boxes.

## Declaration

I/We confirm that

- 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.
- If the last date of employment for the employee is reported on this RS, I/we understand and agree the followings:
  - If employee termination with LSP/SP arrangement has been reported in this RS, such instruction for employee termination will be on hold. An original "Notice of Employee Termination" has to be completed and duly signed by both the terminated employee and the authorized person of the employer (with company chop), and to be submitted to Manulife for processing the termination instruction and LSP/SP offsetting;
  - If employee termination with no LSP/SP offset required or no such choice specified in this RS, the termination instruction will be processed as if there is no LSP/SP offset required for the concerned employee upon termination of employment. Manulife will not accept any subsequent LSP/SP offsetting instruction(s) in relation to the concerned employee given in a "Notice of Employee Termination" or any other written formats; and
  - Manulife shall not be held liable for any claims or loss suffered by me/us as a result of any omission or error in this RS or delay in submission of the "Notice of Employee Termination".

Authorized Signature with Company Chop

Name & Title (in Block Letters)

Date



## IMPORTANT NOTES

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](http://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")

- Use separate RS for reporting data for each payroll period.
- State the contribution amount for **ALL** employees. 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.
- Use "Remittance Statement (Only For Sub-Schemes with Voluntary Contribution Arrangement)" as needed.
- For payment by cheque, please clearly mark the cheque number on the RS.

### II. Reporting Employee Termination and Last Contributions

- Employee termination and the last contributions for the concerned member(s) can be reported on RS.
- 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 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!

Employer Hotline : (852) 2108 1234

Fax : (852) 2104 3504

Website : [www.manulife.com.hk](http://www.manulife.com.hk)