

REMITTANCE STATEMENT 供款結算書

(Existing Members 現有成員)

MPF

Page of
頁 之

Employer Plan No. 僱主計劃編號 : _____

Employer Name 僱主名稱 : _____

Contributions for the contribution period from 供款期由 _____ (dd/mm/ccyy) to _____ (dd/mm/ccyy) Contact person 聯絡人 : _____ Tel No. 電話號碼 : _____

No. 項目編號	Name of Employees ⁽¹⁾ (Surname first) 僱員姓名(請先填上姓氏) ⁽¹⁾	HKID Card No. / Member Account No. 香港身份證號碼 / 成員賬戶編號	Relevant Income 有關入息	Employer's Contributions 僱主供款		Employee's Contributions 僱員供款		Total 總計		Last Day of Employment ⁽²⁾ (dd/mm/ccyy) 最後在職日期 ⁽²⁾ (日/月/年)	Termination Reason Code ⁽³⁾ 離職原因代號 ⁽³⁾	For termination reason code other than 0 or 1, please complete the section below. 除離職原因代號為 0 或 1 以外, 請填妥以下部分。	
				Mandatory Contributions (a) 強制性供款 (甲)	Voluntary Contributions (b) 自願性供款 (乙)	Mandatory Contributions (c) 強制性供款 (丙)	Voluntary Contributions (d) 自願性供款 (丁)	Mandatory Contributions (a) + (c) 強制性供款 (甲) + (丙)	Voluntary Contributions (b) + (d) 自願性供款 (乙) + (丁)			Is reimbursement for LSP / SP required? ⁽⁴⁾ (Please indicate Yes or No) 是否需要退還長期服務金/遣散費? ⁽⁴⁾ (請填上是或否)	Claim Form for Reimbursement of LSP / SP attached? (Please indicate Yes or No) 是否附上長期服務金/遣散費退款申索表格? (請填上是或否)
			HKD 港元	HKD 港元	HKD 港元	HKD 港元	HKD 港元	HKD 港元	HKD 港元				

We confirm that we have read and understood the declaration clauses stated overleaf. 謹此確認吾等已細閱及明白列於背面之聲明。

Sub-total 小計

Please ensure contribution is made for ALL eligible employees. For employees with no relevant income for the relevant contribution period, please input "0" in the relevant income and contribution amount columns.

請確保為所有合資格僱員作出供款, 如僱員於相關供款期內並無有關入息, 請於有關入息及供款金額位置填上「0」。

If this Remittance Statement has been sent by fax, please do not send the original form by post in order to avoid duplication. 若已經以傳真方式遞交此供款結算書, 請勿將正本寄回以免重複。

Contribution surcharge (if applicable) 供款附加費 (如適用)
Total for this page 本頁總計
Grand total for this contribution period (Please fill in grand total figure if this is the last page of Remittance Statement) 此供款期之總計 (如本頁為供款結算書之最後一頁, 請填上總計數額)

CHEQUE NUMBER(S) (if applicable) 支票號碼 (如適用)

Note for Payment Arrangement 繳款安排備註:

For cheque payment, please write down the cheque number(s) on last page of Remittance Statement. 若以支票付款, 請於 供款結算書之最後一頁 填上 支票號碼。

For other payment methods, please refer to the Payment Stub for details. 有關其他繳款方式, 詳情請參閱付款回條。

Signature is required only if this is the last page of Remittance Statement 只需在供款結算書的最後一頁上簽署

Authorized signature and company chop 授權人簽署及公司印鑑

Date (dd/mm/ccyy) 日期 (日/月/年)

友邦退休金管理及信託有限公司
(於英屬維爾京群島註冊成立之有限公司)
香港司徒拔道一號友邦大廈一樓



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MPF.AIA.COM.HK (MPF)
RETIREMENT.AIA.COM.HK (ORSO)

Notes 附註:

- (1) This information is for the Administrator's reference only. HKID Card No. / Member Account No. will be used for member identification purpose. 有關資料只供行政管理人作參考。香港身份證號碼/成員賬戶編號將作成員識別之用。
- (2) All members whose employment was terminated during the relevant contribution period should be included on this form. Contribution and termination will be processed separately once the relevant information has been verified by the Trustee. 閣下須於此表格上提供所有於有關供款期內離職成員之離職資料。當供款及離職資料經受託人核對正確後將分別處理。

- (3) Termination Reason Code 離職原因代號

0 - Resignation 辭職	1 - Summary Dismissal* 因嚴重過失而被解僱*	2 - Redundancy 裁員	4 - Retirement 退休
5 - Total Incapacity 完全喪失行為能力	6 - Death 死亡	M - Termination of Employment / Dismissal 終止受僱/解僱	

* Please note that if the member was dismissed by cause, the **Employer's Voluntary Contribution, if any**, could be forfeited. 請注意: 如成員因嚴重過失而被解僱, 成員將可能喪失**僱主之自願性供款(如有)**。

If the employee ceases employment due to intra-group transfer, employer should submit the "Notice of Member Transfer Under MPF Scheme due to Business Acquisition or Employment Transfer Between Associated Companies" form. 如僱員因集團內部的職位調動而離職, 僱主須呈交「成員轉換強積金計劃通知書(適用於因公司業務被收購或成員轉職至聯繫公司)」表格。

- (4) Reimbursement of Long Service Payment (LSP) / Severance Payment (SP) 發還長期服務金/遣散費

If no option is being indicated, it will be deemed that no reimbursement of Long Service Payment (LSP) / Severance Payment (SP) is required. 如沒有作出任何選擇, 將視為毋須發還長期服務金/遣散費。

If LSP/SP has been paid to the employee, please indicate "Yes". Please submit "Claim Form for Reimbursement of Long Service Payment / Severance Payment" if the employer requires reimbursement under S.12A of Mandatory Provident Fund Schemes Ordinance. 如僱主已支付長期服務金/遣散費予僱員, 請填上「是」。如僱主需受託人根據強制性公積金計劃條例第 12A 條以發還其預先支付之長期服務金/遣散費, 請遞交「長期服務金/遣散費退款申索表格」。

Once the employer has declared his option on the LSP/SP reimbursement, any subsequent amendment will not be accepted. 僱主一經對是否提出退還長期服務金/遣散費之申索作出聲明, 其後任何更改恕不受理。

- (5) Contribution will be settled for individual member with correct and complete contribution data as well as sufficient contribution payment. 如個別成員之供款資料正確及完整而有足夠之供款金額, 成員之供款將會先獲處理。
- (6) For member reaching the age of 65, both employer and employee should make the mandatory contribution for the relevant income earned up to the day before the member's 65th birthday or the last day of employment, whichever is earlier. Employers are required to make the contribution in respect of the employee on or before the tenth day after the last day of the calendar month in which the employee reached the age of 65. 若成員年滿 65 歲, 僱主及僱員雙方均須就該成員在年滿 65 歲之前一日或最後在職日期為止所賺取的有關入息作出強制性供款, 以較早者為準。僱主必須在僱員年滿 65 歲所在的公曆月最後一日之後的第 10 日或之前為僱員作出供款。
- (7) Employers are required to make the last contribution in respect of the employee on or before the tenth day after the last day of the calendar month in which the employee ceases employment and report the related termination details. Employers are also required to make contribution for the relevant income earned by a member after his/her cessation of employment on or before the tenth day following the calendar month-end date of the relevant contribution period. 僱主必須在僱員終止受僱所在的公曆月最後一日之後的第 10 日或之前為僱員支付最後一次供款及申報其離職詳情。僱主亦須為僱員離職後所賺取的有關入息於相關供款期所在的公曆月最後一日之後的第 10 日或之前為僱員作出供款。
- (8) You are highly recommended to submit your remittance statements and contribution payments directly to us rather than through intermediaries. Please be reminded not to make your cheque payable to intermediary, issue blank cheque or send cash to us / intermediary. 我們建議 閣下將供款結算書及供款直接交予我們, 而非經由中介人遞交。此外, 請勿於支票抬頭上填上中介人姓名, 簽發空白支票或支付現金予我們 / 中介人。

Declaration 聲明

We agree if our contribution calculation differs from that of the Trustee, Trustee's validation shall prevail. 假若供款計算方法與受託人有出入, 應以受託人所核對之計算方法為準。

We understand that any amount paid to the Trustee before the contribution period end day may or may not be invested at the discretion of the Trustee. Such prepaid amounts, if not invested, will be held by the Trustee in the non-interest bearing Reserve Account. If invested, we will bear the investment risk of such transaction upon redemption. In the event any employee ceases employment which contributions have already been paid in respect of the contribution period after the cessation of employment, or, for a new employee, within the first 60 days of employment, we agree to refund the incorrectly deducted amount from employee's payroll to the employee. The amount incorrectly paid to the Trustee or, where the contributions have been invested, the redemption amount can be used to offset future contribution if prior confirmation/consent has been obtained from us. 吾等清楚明白吾等於供款期最後一日前繳付予受託人之任何款額, 將交由受託人酌情決定其撥作投資與否。若有關預繳款額並未撥作投資, 受託人可將有關款額存放於無利息之儲備賬戶內。若有關款額已撥作投資, 吾等於贖回有關款額時須承擔有關投資風險。就僱員離職後之供款期已繳付之供款或新入職僱員於首六十天受聘期間內離職已繳付之供款, 吾等必須將已從有關僱員支薪戶口中錯誤地扣減之款額退回予有關僱員。而錯誤繳付予受託人之款額, 或已作投資而贖回之有關款額, 在獲得吾等同意後才可用作抵銷僱主未來的供款。

We confirm that we have read and understood the AIA Personal Information Collection Statement ("AIA PIC"). We declare and agree that any personal data and other information relating to us or our policies or investments contained in this application or collected, obtained, compiled or held by the Trustee by any means from time to time may be collected and utilized in accordance with the AIA PIC. We acknowledge and consent to the transfer of our personal data outside of Hong Kong for the purposes and to the types of transferee as set out in the AIA PIC. 吾等確認吾等已閱讀及明白友邦保險收集個人資料聲明(「收集個人資料聲明」)。吾等聲明及同意在本申請書所載或受託人不時以任何方式收集所得、編製或持有的任何個人資料及關於吾等或吾等的保單或投資的其他資料, 可根據收集個人資料聲明收集及使用。吾等確認及同意就收集個人資料聲明所述目的轉移吾等的個人資料至香港境外及轉移予收集個人資料聲明所載的資料承讓人。

We further declare and confirm that the information provided by us to the Trustee in this form is true and correct, and we have obtained all required written consent from our employees in respect of the transfer of their personal data to the Trustee for direct marketing purposes in accordance with the AIA Personal Information Collection Statement ("AIA PIC"). We acknowledge and consent to the transfer of the personal data of our employees outside of Hong Kong for direct marketing purposes and to the types of transferee as set out in the AIA PIC. 吾等聲明及確認吾等在此表格提供給受託人的資料為真實及正確, 並已獲得吾等所有員工對提供個人資料以用於友邦保險收集個人資料聲明(「收集個人資料聲明」)所述直接促銷目的的書面同意。吾等確認及同意就收集個人資料聲明所述直接促銷目的的轉移吾等所有員工的個人資料至香港境外及轉移予收集個人資料聲明所載的資料承讓人。

We confirm that the information provided on this Remittance Statement is accurate and complete. And we understand that in the absence of our authorized signature, this Remittance Statement would be regarded as incomplete. 吾等確認此供款結算書上所載資料均為準確及完整。吾等清楚明白在欠缺吾等授權人簽署的情況下, 此供款結算書將被視為不完整。

We authorize and acknowledge that the Trustee has the right to accept, process, execute and rely upon instructions issued in our names and our signatures which has been sent to the Trustee. We agree to be bound by the said instructions sent to the Trustee under our names and our signatures. 吾等授權受託人有權接納、處理及執行以吾等名義簽署送往受託人之指示。吾等同意受吾等名義簽署之指示約束。

We agree to indemnify and keep the Trustee indemnified against any and all losses, costs, expenses, actions, proceedings suffered by the Trustee as a result of any inaccurate information provided by us and/or upon the Trustee's execution of any of our instructions provided except where there is proven (to the satisfaction of the Trustee) willful default, gross negligence or fraud on the part of the Trustee. 除因受託人被證明故意失責、嚴重疏忽或欺詐外(此證明須得受託人信納), 倘若吾等所填報之資料錯誤及/或受託人因執行吾等之任何指示, 而導致受託人需要承擔任何損失、支出, 或需要進行任何行動或訴訟, 吾等同意作出有關賠償予受託人。