



AIA Pension and Trustee Co. Ltd.
(Incorporated in the British Virgin Islands
with limited liability)

1/F, AIA Building
1 Stubbs Road
Hong Kong
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(852) 2200 6288 (Member)
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MPF.AIA.COM.HK (MPF)
RETIREMENT.AIA.COM.HK (ORSO)

MPF

For Internal Use Only	
Employer Plan No.:	
Signature verified / Processed by:	Checked by:
Date:	Date:

Request Form for Personalized Services (For Employers only)

尊貴服務申請表格 (僱主適用)

Important 重要事項:

Fees for these services are payable upfront. Please issue a crossed cheque made payable to "AIA Pension and Trustee Co. Ltd.". The words "Service Fee" and your plan number **must** be written on the back of the cheque to avoid unnecessary delays in processing of your request. Please send your payment cheque along with this request form.

此等服務費用須預先繳付。請用劃線支票抬頭填上「友邦退休金管理及信託有限公司」，並須於支票背面寫上「服務費用」字樣及閣下之計劃編號，以免延誤處理閣下之申請。請將繳費支票連同此申請表一併遞交。

Part I Particulars of Employer				
第一部分 僱主資料				
Employer Plan No.: 僱主計劃編號				
Employer Name: 僱主名稱				
Contact Person: 聯絡人		Telephone No.: 電話號碼		
Part II Items		Fees (HK\$)	Qty.	Sub-total
第二部分 項目		收費 (港元)	數量	合計 (港元)
Administrative / Legal Documents 行政 / 法律文件				
Copies of Master Trust Deed / other Constitutive Document(s) / Consolidated Report 「綜合信託契約」 / 其他組織文件 / 綜合報告副本 Please state the document required: _____ 請列明所需文件		\$1,000 per copy 每份文件		
Extra copies of Employer Welcome Pack 額外數量的「僱主錦囊」		\$200 per copy 每套		
Payment 支付款項				
Payment by Bank Draft / Telegraphic Transfer / Direct Credit 選用銀行匯票 / 電匯 / 直接入賬方式付款 Please provide a bankbook copy of the page that carries your Name and Account No. for verification purpose. 請提供銀行存摺內附有閣下姓名及賬戶編號之內頁副本以便核實。		\$200 per request plus bank charges 每次，另加銀行手續費		
Special arrangement for cheque issuance (including cheque re-issuance) 有關簽發支票的特別安排 (包括補發支票) Please note: No third party cheque will be issued. 請注意：並不簽發以第三者名字作抬頭的支票。		\$200 per cheque 每票		
Payroll / Contributions 發薪 / 供款安排				
Change of contribution frequency 更改供款的次數		\$200 per request 每次		
Change of voluntary contribution arrangement – rearranging contribution, withdrawal methods, etc. 更改自願性供款安排 – 重設自願性供款、提取方法等		\$200 per request 每次		
Refund of excess payment by Employer 退回超逾應付款額之款項		\$200 per request 每次		
Retrieval / Adjustment of previous data / record 索取或更改過往資料 / 記錄 For the contribution period from _____ to _____ (dd/mm/ccyy) (dd/mm/ccyy) 供款期由 (日/月/年) 至 (日/月/年)		\$200 per request 每次		
Re-processing of Direct Debit Instruction due to insufficient funds 因存款不足而再次執行「直接付款授權」指示		\$100 per transaction plus bank charges 每次，另加銀行手續費		
Tracing and correction of misplaced contributions made by client 追查及更改由客戶設置的供款 For the contribution period from _____ to _____ (dd/mm/ccyy) (dd/mm/ccyy) 供款期由 (日/月/年) 至 (日/月/年)		\$200 per adjustment 每項調整		

Tracing of unidentified cheque 追查無法識別之支票 Cheque No. _____ Amount _____ 支票號碼 金額 Bank Name _____ 銀行名稱	\$200 per cheque 每票		
Payroll Software 發薪軟件			
Additional Payroll Supplement modification - defining user requirement, programming, testing and implementation of the system, etc. 就 Payroll Supplement 作出額外修改 - 設定系統需求、編寫程式、系統測試及執行等。	\$600 per man hour (Minimum 4 man hours) 每工時(收費以最少四工時計)		
Extra copies of AIA MPF Payroll Master / AIA MPF Calculator 額外數量的「友邦強積金出糧寶」或「友邦強積金供款計」	\$50 per copy 每套軟件		
On-site technical support for AIA MPF Payroll Master and database investigation by email 就「友邦強積金出糧寶」作上門技術支援及以電郵調查相關的資料數據	\$1,200 for the first 2 hours (minimum) and thereafter \$300 per hour 首兩小時(最低收費), 其後每小時港幣 300 元		
Record Maintenance 更新記錄			
Copies of In-force Member List 現職成員名單副本	\$100 per copy 每份		
Extra copies of quarterly Statement of Account / Annual Benefit Statement 「季度賬戶結算書」 / 「權益年終結算書」副本 For the period from _____ to _____ (dd/mm/ccyy) (dd/mm/ccyy) 期間由 (日/月/年) 至 (日/月/年)	\$100 per copy 每份		
Retrieval of Remittance Statement 翻查「供款結算書」 For the contribution period from _____ to _____ (dd/mm/ccyy) (dd/mm/ccyy) 供款期由 (日/月/年) 至 (日/月/年)	\$100 per copy 每份		
Re-issuance of Monthly Statement of Payment Account 補發「供款賬戶月結單」 For the period from _____ to _____ (dd/mm/ccyy) (dd/mm/ccyy) 期間由 (日/月/年) 至 (日/月/年)	\$100 per copy 每份		
Re-issuance of Notice of Acceptance 補發「確認函」	\$100 per copy 每份		
Withdrawal of Member Termination and Reinstatement of Membership 取消成員離職安排及恢復成員資格	\$500 per member 每位成員		
		Total: 總計	

Notes 附註:-

- Authorized signature and company chop must be the same as per Authorized Signatory List filed with the Trustee.
授權人簽署及公司印鑑必須與已備存於受託人的授權人簽名式樣清單相符。
- Bank charges and investment gains/losses, if any, will be borne by your company and be reflected in the payable amount.
如有銀行手續費及投資上的收益/虧損, 將由閣下承擔及顯示於應付的款額上。

Declaration 聲明

I/We hereby authorize the Trustee to accept, process, execute and rely upon instructions issued in our name(s) and our signature(s) and sent to the Trustee. I/We agree to be bound by the said instructions sent to the Trustee under my/our names and my/our signatures and I/we further agree to indemnify and hold the Trustee harmless from and against any and all liabilities and expenses incurred by the Trustee arising from the Trustee's execution of the said instructions.

本人/吾等謹此授權受託人依據以本人/吾等名義簽署之指示以接納、處理及執行有關事宜。本人/吾等同意受本人/吾等名義簽署之指示約束, 並且同意賠償受託人因執行所述指示而致產生之任何後果及其責任與支出。本人/吾等亦同意確保受託人不因此而蒙受任何損失。

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

Date (dd/mm/ccyy)
日期(日/月/年)