



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

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MPF AIA.COM.HK (MPF)
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MPF

ADVICE FOR ELECTRONIC SUBMISSION
電子遞交通知書

To 收件人: **AIA Pension and Trustee Co. Ltd. 友邦退休基金管理及信託有限公司**

From : (Company Name)
發件人: (公司名稱)

Open System

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Plan No. A00R08
計劃編號 :

1

Automatically generated from AIA MPF Payroll Master

Part A 甲部分

Form of Media (Please mark "✓" in the appropriate box) 呈交方式 (請在適當空格內填上 "✓" 號) :

Please "✓" the media for submission

Diskette 磁碟 CD-ROM 光碟

Total number of Diskette/ CD-ROM 磁碟 / 光碟總數 : _____ 1 _____ pc(s) 隻

Details of Electronic Submission 電子呈交資料詳情:

This is defined by your company for reference and should be the same as that printed on the diskette, e.g. Plan No. and contribution period

Label Name 標籤名稱	File Name 檔案名稱	Number of Records 記錄數目
A00R08	A00R08_20001214-01 crfm.txt	4
	A00R08_20001214-01 part.txt	1
Total no. of file(s): 檔案總數: 2		Total no. of record(s): 記錄總數: 5
CHEQUE NUMBER(S) (if applicable) 支票號碼 (如適用)		7

Note 注意:

- 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填上「0」。
- 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。
- 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。
- You are highly recommended to submit your contribution data 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資料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。

Note for Payment Arrangement 繳款安排備註:
For cheque payment, please write down the **cheque number(s)** 若以支票付款, 請填上**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。

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

Chan Tai Man

Company Chop

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Authorized signature and company chop

授權人簽署及公司印鑑

03/01/2014

Date (dd/mm/ccyy)

日期 (日/月/年)

Please ensure that the Authorised Signature and the Company Chop are the same as per Authorised Signatory List filed with AIAPT

友邦退休基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

C19_v12 (07/2015)

Remarks:

- Please submit this Form with your electronic data file.
- You do not need to fill in this Form if the data file is submitted via the internet.