

Contract No. 合約編號: \_\_\_\_\_ Employer Name 僱主名稱: \_\_\_\_\_ Contact Person 聯絡人: \_\_\_\_\_

Dept Code (if any) 部門編號(如有) \_\_\_\_\_ Contribution period 供款期: \_\_\_\_\_ to \_\_\_\_\_ Telephone No. 電話號碼: \_\_\_\_\_  
DD 日/MM 月/YYYY 年 DD 日/MM 月/YYYY 年

**1. Existing Members 現行成員**

	Members Information 成員資料		Relevant Contribution Period 有關供款期		Relevant Income 有關入息 (HKD 港元)	Monthly Income 每月入息 (HKD 港元) (for VC only 只供自願性供款)	Mandatory Contribution 強制性供款 (HKD 港元)		Voluntary Contribution 自願性供款 (HKD 港元)		Contribution Surcharge 供款附加費 (if any 如有)	Last Day of Employment 最後受僱日期 (DD 日/MM 月/YYYY 年)	Termination Reason Code# 離職原因編碼#	SP/LSP Offset^ 抵銷遣散費/長期服務金^ (If no tick, this means no refund to employer is required. 如沒有選擇, 即表示無需退還予僱主)
	HKID/Passport /Member No. 香港身份證/護照/成員號碼	Member Name 成員姓名 (Last name, First name 姓、名)	From 由 (DD 日/MM 月/YYYY 年)	To 至 (DD 日/MM 月/YYYY 年)			Employer 僱主	Employee 僱員	Employer 僱主	Employee 僱員				
1														<input type="checkbox"/> Y 是
2														<input type="checkbox"/> Y 是
3														<input type="checkbox"/> Y 是
4														<input type="checkbox"/> Y 是
5														<input type="checkbox"/> Y 是
6														<input type="checkbox"/> Y 是
7														<input type="checkbox"/> Y 是
8														<input type="checkbox"/> Y 是
9														<input type="checkbox"/> Y 是
10														<input type="checkbox"/> Y 是
(1) Sub-total 小計														
(1) Total 合計														

Please make sure contribution is made for ALL eligible employees. Employees with no relevant income in the relevant contribution period, please put "0" in the relevant income and contribution columns. 請確保為所有合資格僱員作出供款。若僱員於相關供款期內並無有關入息, 請於有關入息及供款欄填上 "0"。

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



**Membership enrolment form(s) with self-certification information under Common Reporting Standard (CRS) is/are required to submit on or before the relevant Contribution Due Day. Otherwise, we cannot complete the enrolment and contribution process and it may also be regarded as late contribution submission.**  
**會員/成員登記表格·包括共同匯報標準(CRS)之自我證明資料必須於供款到期日前提供·否則本公司將無法完成會員/成員登記及供款程序·貴司亦可能被視為逾期供款。**

Members Information 成員資料		Relevant Contribution Period 有關供款期		Relevant Income 有關入息 (HKD 港元)	Monthly Income 每月入息 (HKD 港元) (for VC only 只供自願性供款)	Mandatory Contribution 強制性供款 (HKD 港元)		Voluntary Contribution 自願性供款 (HKD 港元)		Contribution Surcharge 供款附加費 (if any 如有)
		From 由 (DD 日/MM 月/YYYY 年)	To 至 (DD 日/MM 月/YYYY 年)			Employer 僱主	Employee 僱員	Employer 僱主	Employee 僱員	
1	Member Name (Last name, First name) <input type="checkbox"/> MR 先生 <input type="checkbox"/> MS 女士 成員姓名(姓、名)									
	HKID/Passport No. 香港身份證/護照號碼									
2	Member Name (Last name, First name) <input type="checkbox"/> MR 先生 <input type="checkbox"/> MS 女士 成員姓名(姓、名)									
	HKID/Passport No. 香港身份證/護照號碼									
3	Member Name (Last name, First name) <input type="checkbox"/> MR 先生 <input type="checkbox"/> MS 女士 成員姓名(姓、名)									
	HKID/Passport No. 香港身份證/護照號碼									
						(2) Sub-total 小計				
						(2) Total 合計				
						(1) + (2) Grand Total 總計				

We, the Employer, hereby declare and confirm that all the information given in this statement is complete, true and accurate and is given to the best of our knowledge. 本公司(僱主)謹此聲明並確定此報表所有資料均是完整、真實及準確，並且盡本公司(僱主)所知而填報。

X

Authorized Signature with Company Chop 授權簽署及公司印鑑

Date 日期

**Payment Method 付款方式:**

- Autopay 自動轉帳  Cheque 支票 (Cheque No. 支票號碼 \_\_\_\_\_)  
 Bank-in/Bill payment 存入銀行/繳費

**Scheme Name 計劃名稱**

Principal MPF Scheme Series 600 信安強積金計劃 600 系列 PTC – MPF S600  
Principal MPF Scheme Series 800 信安強積金計劃 800 系列 PTC – MPF S800

### **Important Notes 重要事項:**

1. According to the MPF legislation, employers are required to pay mandatory contributions ("MC") for their employees in full by the contribution day. If we do not receive your completed Remittance Statement and payment in full by the contribution day, the funds allocation will be delayed and we are required to report to the Mandatory Provident Fund Schemes Authority ("MPFA"). Contribution surcharge may be imposed and you may also be liable to a financial penalty or prosecution. Please note that if there are any subsequent payment of MC after the contribution day, it will be considered as a default contribution and we have to report to the MPFA. 根據強積金法例，僱主須在供款日或之前為僱員支付足額的強制性供款。如我們在供款日仍未收到您填妥的完整付款結算書及全數供款，基金分配將會延誤及我們須向強制性公積金計劃管理局（「積金局」）匯報，您可能被徵收附加費，亦可能被罰款或遭檢控。請注意，如僱主於相關供款日之後所作出的額外強制性供款均會被視為拖欠供款，我們亦須向積金局匯報。
2. Employees who do not have any relevant income (such as those on no-paid leave) should also be reported in this part, please input "0" in the relevant income and mandatory contribution columns. 僱主仍需申報沒有入息（例如無薪休假）的僱員資料，請於有關入息及強制性供款欄填上"0"。
3. If employee's relevant income is less than the minimum relevant income level, such employee is not required to make any mandatory contributions, but employer is still required to make 5% of relevant income as the employer's mandatory contributions. 如僱員的有關入息少於最低有關入息水平，該僱員無須作出任何強制性供款，但僱主仍須按有關入息的5%作為僱主的強制性供款。
4. MPF Relevant Income shall be the actual income for the contribution period. For example, if an employee starts employment from 10 Jan 2014 and reaches the age of 18 on 25 Jan 2014, the MPF Relevant Income field should reflect the income for 25 Jan 2014 - 31 Jan 2014. 強積金有關入息須為僱員有關供款期之實際入息。假如僱員受僱於2014年1月10日並於2014年1月25日年滿18歲，強積金有關入息一欄應反映2014年1月25日至2014年1月31日的有關入息。
5. Please make sure your new employee is enrolled under your MPF scheme within the first 60 days of her employment. The duly completed member enrollment form with self-certification information under Common Reporting Standard (CRS) must be provided on or before the relevant Contribution Due Day. Otherwise, we cannot complete the enrolment and contribution process and it may also be regarded as late contribution submission. 你必須確保新僱員於受僱的首60日內加入你的強積金計劃。新僱員所填妥的成員登記表格，包括共同匯報標準(CRS)之自我證明資料必須於供款到期日前提供，否則本公司將無法完成成員登記及供款程序，貴司亦可能被視為逾期供款。
6. New employees are not required to make contributions for the first 30 days of employment and any incomplete payroll period that immediately follows the 30 days period. However, employer should make contributions for their employees from the first day of their employment. 新僱員享有30天免供款期外亦無須就30天免供款期後首個不完整糧期作出供款，但僱主就僱員作出的供款則應從僱員受僱首日開始計算。
7. "Please complete "Termination Reason Code" column if the member's termination is "請填寫"離職原因編碼"欄若成員離職原因為：
  - (i) related to Inter Group Transfer; or 與內部調任有關; 或
  - (ii) involved any employer voluntary contributions under the MPF account; or 涉及強積金戶口內僱主作出的自願性供款; 或
  - (iii) required any offset of the severance payment / long service payment offset; or 需要抵銷遣散費或長期服務金; 或
  - (iv) death 身故

### Termination Reason Code 離職原因編碼:

- |   |  |  |
|---|--|--|
| 1. Normal Retirement, attain 65 正常退休, 年屆 65 | 7. Total Incapacity 完全喪失工作能力   | 11. Redundancy /Laid Off 遣散/裁員             |
| 3. Early Retirement 提早退休                    | 8. Summary Dismissal and withholding of the Employer's Benefit 解僱及不給予僱主部份的利益   | 12. Dismissal 解僱                           |
| 4. Inter Group Transfer 調任聯繫 / 附屬公司         | 9. Summary Dismissal and no withholding of the Employer's Benefit 解僱及給予僱主部份的利益 | 13. Expiration of Employment Contract 合約到期 |
| 6. Death 身故                                 | 10. Resignation 辭職   | 14. Others (Please specify) 其他原因(請註明)      |

### Remarks 備註:

An employer may summarily dismiss an employee without notice or payment of wages in lieu of notice if the employee, in relation to his employment 僱主可無須給予通知或代通知金而即時解僱該僱員如果僱員在與其僱傭有關的事宜上:

- (i) wilfully disobeys a lawful and reasonable order 故意不服從僱主合法而又合理的命令;
- (ii) misconducts himself 行為不當;
- (iii) is guilty of fraud or dishonesty; or 犯有欺詐或不忠實行為; 或
- (iv) is habitually neglectful in his duties 慣常疏忽職責。

^If the employer does not tick the box, this means that no refund of Severance Payment / Long Service Payment to the Employer is required. 如沒有作出任何選擇，遣散費/長期服務金無需退還僱主。

8. If any, employer should note that 如有，僱主須注意:-

- (i) the severance payment or long service payment (“SP/LSP”) paid to the terminated employees are calculated in accordance with the relevant provisions of the Employment Ordinance (Cap.57) (“Ordinance”); 僱主必須按照《僱傭條例》(第 57 章) (“條例”) 計算及支付遣散費或長期服務金予離職成員；
- (ii) the amount of SP/LSP paid is to be offset against the accrued benefits arising from the employer contributions paid by the Company in respect of these terminated employees under the MPF Scheme set up by the Employer; and 有關之遣散費或長期服務金，須從離職成員於本公司成立之強積金計劃的僱主供款的累算權益中作出抵銷；
- (iii) such offset is made in accordance with the relevant provisions of the Ordinance. (Member's written acknowledgement of SP/LSP paid by the Employer with affirmation to the aforesaid conditions must be attached, otherwise processing cannot be effected.) 此項抵銷是根據條例內的有關係款作出處理。(請附上成員遣散費或長期服務金之收訖證明，並確認上述條款，否則有關程序將無法完成。)
- (iv) SP/LSP offset request will only be processed upon receiving completed “Claim Form for Payment of Accrued Benefits” or “Scheme Member's Request for Fund Transfer Form” or when member's accrued benefits was automatically transferred to a personal account under the original scheme upon expiry of 3 months after receiving the notification of member termination. 只有收到完整的「累算權益申索表格」或「計劃成員資金轉移申請表」或當收到僱主發出的離職通知的三個月後僱員的累算權益自動轉移至原計劃的個人賬戶內，我們才會處理長期服務金/遣散費退款安排。

**Reminder for Employer with Payroll Frequency of Non-calendar Month 僱主為非曆月糧期週期之提示:**

1. Whenever an employee ceases employment, you should make the last mandatory contribution for the terminated employee by the 10th day of the calendar month following the month in which employment is terminated. 當僱員終止受僱，閣下必須在僱員離職的月份隨後一個曆月的第 10 日或之前為離職僱員支付最後一次強制性供款。
2. You are required to make the first mandatory contributions for your new employees on or before the 10th day after the last day of the month during which the 60-day permitted period ends. 閣下必須於新僱員受僱滿 60 日的特准限期之終結日所在的月份最後一日之後的第 10 日或之前作出首次強制性供款。

**Submission of contribution and relevant documents 遞交供款及相關文件:**

1. Please submit this Form via any of the following: 請將本表格經由任何以下方式遞交:
  - (i) Postal Address: 30/F, Millennium City 6, 392 Kwun Tong Road, Kwun Tong, Kowloon, Hong Kong 郵寄地址：香港九龍觀塘觀塘道 392 號創紀之城 6 期 30 樓
  - (ii) Fax 傳真: (852) 2827 -1707
  - (iii) Email 電郵: principalmpf@principal.com
  - (iv) Upload Contribution File(s) function through employer login to our website 透過網頁登入僱主帳戶使用「上傳供款檔案」功能
2. The whole set of completed documents, with a cheque (if any) must reach our company on or before the contribution due day. If submission by post, please ensure sufficient postage and sufficient time for mailing and do not repeatedly submit remittance statement. 整份已填妥的文件連同支票（如有）須於供款到期日前送抵本公司。請注意，如以郵遞方式遞交，請確保充足郵費及郵遞時間及避免重覆遞交。
3. To eliminate your complicated administrative procedures with excellent accuracy, you can alternatively submit contribution data by using “E-Contribution” after login to our website. 為妥善處理強積金供款及減少行政工作，您亦可登入信安網頁使用網上工具「易供款」遞交供款資料。
4. Membership enrolment form(s) with self-certification information under Common Reporting Standard (CRS) is/ are required for new enrolled employee(s). Otherwise, we cannot complete the enrolment and contribution process. 凡新登記會員/成員，須遞交會員/成員登記表格包括共同匯報標準(CRS)之自我證明資料予本公司，否則本公司無法完成會員/成員登記及供款程序。
5. MPF intermediaries are not the designated channels for the submission of your contributions and remittance statement, please directly send your contributions and remittance statement to Principal to avoid missing the contribution deadline. 強積金中介人並非為指定途徑遞交供款及供款結算書，請直接遞交供款及供款結算書予信安處理以免錯過供款期限。
6. If payment is made by direct debit, the contribution amount will be deducted from your designated bank account after completed remittance statement has been received and updated. Please ensure your designated bank account has sufficient fund and transaction limit at the time you send your remittance statement to our company to avoid late contribution payment. 如以自動轉賬繳款，所須繳付之供款金額將於收妥完整的供款結算書及完成更新供款結算書後安排扣賬手續。為免供款延誤，於閣下寄發供款結算書予本公司時，請確保閣下的指定銀行戶口有足夠款項和轉賬限額以支付有關強積金供款。
7. All required documents for termination include fund transfer form, member claim form with supporting documents, member's written acknowledgement of SP/LSP payment. 全部所需文件包括計劃成員資金轉移申請表，成員申索表格及證明文件，成員遣散費或長期服務金之收訖證明。

**Redemption of units of all investment funds 贖回所有投資基金單位**

1. Redemption of units of all Investment Funds will take place upon the complete receipt of (i) all required documents for termination; (ii) due date of last contributions; or (iii) the last date of employment, whichever is later. 贖回所有投資基金單位將於 (i) 所需文件收訖後；(ii) 最後供款之供款到期日；及 (iii) 最後受僱日後處理，以較後之日期為準。

Please contact our Employer Hotline at (852) 2251-9322 for enquiry. 如有任何垂詢，歡迎致電本公司僱主熱線(852) 2251-9322。