

Name of Plan 計劃名稱 : Bank Consortium MPF Plan 銀聯信託強積金計劃 **Name of Employer 僱主名稱** : _____

Scheme Registration No. 計劃註冊編號 : MT00016 **Name of Contact Person 聯絡人姓名** : _____

Telephone No. 電話號碼 : _____

Participating Plan No. 參與計劃編號 : _____

Part I - For New Employees (Note 1) 第 I 部分 - 適用於新僱員 (註 1)

No. 編號	Name of Employee (Surname first) 僱員姓名 (姓氏先行)	HKID Card No. or Membership No. 香港身份證號碼 或成員編號	Date of Employment (Note 2) 受僱日期 (註2) (D日 / M月 / Y年)	Basic Salary (Note 3) 基本入息 (註3) (HK\$港元)	Relevant Income (Note 4) 有關入息 (註4) (HK\$港元)	Relevant Contribution Period 有關供款期 (D日 / M月 / Y年)				Employer's Contributions 僱主供款		Employee's Contributions 僱員供款		Total 合計			
						For Employer's Contributions 適用於僱主供款		For Employee's Contributions (Note 5) 適用於僱員供款 (註5)		(a) Mandatory Contributions 強制性供款 (HK\$港元)	(b) Voluntary Contributions 自願性供款 (HK\$港元)	(c) Mandatory Contributions 強制性供款 (HK\$港元)	(d) Voluntary Contributions 自願性供款 (HK\$港元)	(e) = (a) + (c) Mandatory Contributions 強制性供款 (HK\$港元)	(f) = (b) + (d) Voluntary Contributions 自願性供款 (HK\$港元)	(g) Mandatory Contributions (Note 6) 供款附加費 (註6) (HK\$港元)	
						From 由	To 至	From 由	To 至								
1																	
2																	
3																	
Sub-total 小計:																	
										Sub-total 小計:							
										Total 合計:							

Personal Information Collection Statement 收集個人資料聲明

The personal data provided by or in respect of Members and Participating Employers of the Bank Consortium MPF Plan and / or the Bank Consortium Industry Plan and / or their dealing / transaction details will only be accessed and handled by properly authorised staff of Bank Consortium Trust Company Limited ("BCT") and its properly authorised service providers and may be used, disclosed and / or transferred (whether in or outside Hong Kong) to such persons as BCT or any of its service providers may consider necessary, including governmental authorities and regulators, and any of BCT's direct and indirect shareholders, subsidiaries and affiliated companies (and the subsidiaries and affiliated companies of the said shareholders including BCT Financial Limited) (collectively referred to as "BCT Related Companies") for any purpose of and / or in connection with (i) any service as may be provided to them such as provident fund services and financial advice / planning services including, but not limited to the processing, administering, managing, and analysing of their, as the case may be, contributions, accrued benefits and portfolios; (ii) furthering and / or improving the provision of services by BCT or BCT Related Companies to customers generally (including the facilitation of the provision of services to the customers of BCT or BCT Related Companies generally to enable the customers of BCT or BCT Related Companies generally to access (provident fund or other) account details through the internet and / or automated teller machine networks such as JETCO); (iii) compliance with applicable laws and regulations, and/or (iv) any other purposes relating to the above. If there is any change in the information provided, BCT should be notified as soon as practicable. Failure to provide the information requested may result in BCT being unable to process the instructions.

Members and Participating Employers have a right to request access to and correction of any personal data or to request that personal data about them not be used for direct marketing purposes. Requests can be made in writing to the Data Protection Officer at BCT, 18/F Cosco Tower, 183 Queen's Road Central, Hong Kong.

由銀聯信託強積金計劃及 / 或銀聯信託行業計劃成員及參與僱主所提供或相關之個人資料及 / 或他們的買賣 / 交易細節僅供銀聯信託及其正式授權之服務供應商正式授權之職員使用及處理，及在銀聯信託或其任何服務供應商認為有需要時，或被使用、披露及 / 或轉移（在香港境內或境外）予個別人士，包括政府機關、監管機構及任何銀聯信託直接及間接的股東、附屬公司及聯屬公司（及前述股東的附屬公司及聯屬公司包括銀聯金融有限公司）（全部被視為「銀聯信託相關公司」）為任何用途及 / 或有關於（一）任何可能向他們提供的服務，例如退休金服務及財務建議 / 財務計劃服務包括但不限於處理、掌管、管理及分析供款、累算權益及投資組合，視乎情況而定；（二）進一步及 / 或提升銀聯信託或銀聯信託相關公司提供予客戶之一般服務（包括協助提供服務以令銀聯信託或銀聯信託相關公司之客戶可於互聯網及 / 或自動櫃員機網絡例如銀通處理（退休金或其他）戶口資料）；（三）遵守適用之法律及規例及 / 或（四）任何與上述有關之其他用途。如所提供資料有所變更，請在可行的情況下儘快通知銀聯信託。未能提供所需資料可能導致銀聯信託不能處理有關指示。

成員及參與僱主有權要求查閱或更改任何個人資料或要求個人資料不被用作直銷之用。請以書面聯絡銀聯信託之資料保護主任，香港皇后大道中183號中遠大廈18樓。

I / We declare that to the best of my / our knowledge and belief, the information given in this statement and its attachments is correct and complete. I / We confirm that I / we have obtained the consent of the above employee(s) with regard to the information provided herein above to BCT and I / we have verified all the information provided herein is true and accurate in all respects.

本人 / 吾等聲明，盡本人 / 吾等所知及所信，本結算書及隨附文件所提供的資料均屬正確無訛且並無缺漏。本人 / 吾等確認本人 / 吾等已獲上述僱員之同意向銀聯信託提供有關上述申報僱員的資料，並已查核就此通知書內所提供之資料於各方面均為真實及正確。

 Authorised Signature(s) with Company Stamp 有效簽署及公司印章

 Date 日期 (D日 / M月 / Y年)

Warning: Section 43E of the Mandatory Provident Fund Schemes Ordinance makes it an offence to make a false or misleading statement in a material respect in any document given to an approved trustee in connection with such Ordinance.

注意：《強制性公積金計劃條例》第43E條訂明，如在該條例有關連的方面而給予核准受託人的任何文件中在要項上作出虛假或誤導性的陳述，即屬違法。

Remarks 備註

(1) Employers should state clearly in this Remittance Statement the following information for each new employee:

僱主必須為每名新僱員在此付款結算書上清楚註明：

(a) The Relevant Income for each of the relevant contribution periods included in this statement;

此結算書所包括的每段有關供款期內的有關入息；

(b) The respective employer's and employee's contributions for each of these periods;

僱主及僱員在每段供款期的各自供款；

(c) Employees whose Relevant Income is zero (such as those on no-paid leave) should also be reported in this part, please specify "0" in the column of "Relevant Income"; and

沒有任何有關入息的僱員 (如正支取無薪假期的僱員) 仍須在此部分填報，請在「有關入息」項目下註明「0」；以及

(d) If there is employee termination, please complete and submit the "Employee Termination Notice".

如有僱員離職，請填寫及遞交「僱員離職通知書」。

(2) The Date of Employment in this statement should be the same as the Date of Employment in the "Member Enrolment Form".

本結算書上所列明之受僱日期必須與「成員參加表格」之受僱日期相同。

(3) Basic salary is used in the calculation of voluntary contributions only.

基本入息只適用於計算自願性供款。

(4) "Relevant Income" has the meaning ascribed to the term by the Mandatory Provident Fund Schemes Ordinance as amended from time to time.

「有關入息」之定義已載於強制性公積金條例內並不時作出修訂。

(5) After taking into account the contribution holiday.

不包括僱員受僱的免供期。(因毋須供款)

(6) The surcharge shall be calculated according to the "Payment Notice" issued by the Mandatory Provident Fund Schemes Authority.

供款附加費之計算將根據強制性公積金計劃管理局所發出之「拖欠供款附加費通知書」為準。

(7) The cheque should be made payable to "Bank Consortium Trust Company Limited - Client A/C - Master Clearing".

支票抬頭請註明為「銀聯信託有限公司 - 集成計劃」。

(8) In the absence of the employer's signature, this remittance statement would be regarded as incomplete.

若付款結算書上欠缺僱主簽署，該付款結算書將被視為尚未填妥。

Name of Plan 計劃名稱 : Bank Consortium MPF Plan 銀聯信託強積金計劃

Name of Employer 僱主名稱 : _____

Scheme Registration No. 計劃註冊編號 : MT00016

Name of Contact Person 聯絡人姓名: _____

Contributions for the contribution period from (Note A) 供款期由 (註A)

Telephone No. 電話號碼 : _____

Participating Plan No. 參與計劃編號 : _____

(D日 / M月 / Y年) 至 (D日 / M月 / Y年)

Part II - For Existing Employees (Note B) 第 II 部分 - 適用於現有僱員 (註B)

No. 編號	Name of Employee (Surname first) 僱員姓名 (姓氏先行)	HKID Card No. or Membership No. 香港身份證號碼 或成員編號	Basic Salary (Note C) 基本入息 (註C) (HK\$港元)	Relevant Income (Note D) 有關入息 (註D) (HK\$港元)	Employer's Contributions 僱主供款		Employee's Contributions 僱員供款		Total 合計			Termination Details 離職詳情				
					(a) Mandatory Contributions 強制性供款 (HK\$港元)	(b) Voluntary Contributions 自願性供款 (HK\$港元)	(c) Mandatory Contributions 強制性供款 (HK\$港元)	(d) Voluntary Contributions 自願性供款 (HK\$港元)	(e) = (a) + (c) Mandatory Contributions 強制性供款 (HK\$港元)	(f) = (b) + (d) Voluntary Contributions 自願性供款 (HK\$港元)	(g) Surcharge For Mandatory Contributions (Note E) 供款附加費 (註E) (HK\$港元)	Last Date of Employment (D-M-Y) 最後受僱日期 (日-月-年)	Termination Reason (Note 1) 離職原因 (註1)	Claim of LSP / SP Paid by Employer (Note 2) 申索僱主已付之 長期服務金 / 遣散費金額 (註2) (HK\$港元)	BCT Use Only 銀聯信託專用	
1												-	-			
2												-	-			
3												-	-			
4												-	-			
5												-	-			
6												-	-			
Sub-total 小計:																
Sub-total 小計:																
Total 合計:																

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由銀聯信託強積金計劃及 / 或銀聯信託行業計劃成員及參與僱主所提供或相關之個人資料及 / 或他們的買賣 / 交易細節僅供銀聯信託及其正式授權之服務供應商正式授權之職員使用及處理，及在銀聯信託或其任何服務供應商認為有需要時，或會被使用、披露及 / 或轉移 (在香港境內或境外) 予個別人士，包括政府機關、監管機構及任何銀聯信託直接及間接的股東、附屬公司及聯屬公司 (及前述股東的附屬公司及聯屬公司包括銀聯金融有限公司) (全部被視為「銀聯信託相關公司」) 為任何用途及 / 或有關於 (一) 任何可能向他們提供的服務，例如退休金服務及財務建議 / 財務計劃服務包括但不限於處理、掌管、管理及分析供款、累積權益及投資組合，視乎情況而定；(二) 進一步及 / 或提升銀聯信託或銀聯信託相關公司提供予客戶之一般服務 (包括協助提供服務以令銀聯信託或銀聯信託相關公司之客戶可於互聯網及 / 或自動櫃員機網絡例如銀通處理 (退休金或其他) 戶口資料)；(三) 遵守適用之法律及規例及 / 或 (四) 任何與上述有關之其他用途。如所提供資料有所變更，請在可行的情況下儘快通知銀聯信託。未能提供所需資料可能導致銀聯信託不能處理有關指示。

成員及參與僱主有權要求查閱或更改任何個人資料或要求個人資料不獲用作直銷之用。請以書面聯絡銀聯信託之資料保護主任，香港皇后大道中183號中環大廈18樓。

I / We declare that to the best of my / our knowledge and belief, the information given in this statement and its attachments is correct and complete. I / We confirm that I / we have obtained the consent of the above employee(s) with regard to the information provided herein above to BCT and I / we have verified all the information provided herein is true and accurate in all respects. I / We further confirm that for any claims of LSP / SP reimbursement (if any) from employer's contribution account, the LSP / SP paid by my / our company is calculated and paid to the relevant employee in accordance with the Employment Ordinance. I / We agree and confirm that this form serves as the written agreement to terminate the membership of the member(s) listed under my / our participating plan.

本人 / 吾等聲明，盡本人 / 吾等所知及所信，本結算書及隨附文件所提供的資料均屬正確無訛且並無缺漏。本人 / 吾等確認本人 / 吾等已獲上述僱員之同意向銀聯信託提供有關上述申報僱員的資料，並已查核就此通知書內所提供之資料於各方面均為真實及正確。本人 / 吾等並確認就已付之長期服務金或遣散費而提出從僱主供款戶口發還有關金額 (如有)，均根據僱傭條例而計算及支付予有關僱員。本人 / 吾等同意及確認此表格作為書面同意終止所列僱員於本人 / 吾等計劃的成員資格。

S.V.

Authorised Signature(s) with Company Stamp 有效簽署及公司印章

Date 日期 (D日 / M月 / Y年)

Warning: Section 43E of the Mandatory Provident Fund Schemes Ordinance makes it an offence to make a false or misleading statement in a material respect in any document given to an approved trustee in connection with such Ordinance.

注意: 《強制性公積金計劃條例》第43E條訂明，如在該條例有關連的方面而給予核准受託人的任何文件中在要項上作出虛假或誤導性的陳述，即屬違法。

Page _____ of _____

Plan Sponsor 計劃保薦人: BCT Financial Limited 銀聯金融有限公司

Trustee & Administrator 受託人及行政管理人: Bank Consortium Trust Company Limited 銀聯信託有限公司

Remarks 備註

(A) Each Remittance Statement is only for one contribution period.

每張付款結算書只適用於同一段供款期。

(B) Employers should state clearly in this Remittance Statement the following information for each existing employee:

僱主必須為每名現有僱員在此付款結算書上清楚註明：

(a) The Relevant Income for each of the relevant contribution periods included in this statement;

此結算書所包括的每段有關供款期內的有關入息；

(b) The respective employer's and employee's contributions for each of these periods; and

僱主及僱員在每段供款期的各自供款；以及

(c) Employees whose Relevant Income is zero (such as those on no-paid leave) should also be reported in this part, please specify "0" in the column of "Relevant Income".

沒有任何有關入息的僱員（如正支取無薪假期的僱員）仍須在此部分填報，請在「有關入息」項目下註明「0」。

(C) Basic salary is used in the calculation of voluntary contributions only.

基本入息只適用於計算自願性供款。

(D) "Relevant Income" has the meaning ascribed to the term by the Mandatory Provident Fund Schemes Ordinance as amended from time to time.

「有關入息」之定義已載於強制性公積金條例內並不時作出修訂。

(E) The surcharge shall be calculated according to the "Payment Notice" issued by the Mandatory Provident Fund Schemes Authority.

供款附加費之計算將根據強制性公積金計劃管理局所發出之「拖欠供款附加費通知書」為準。

(1) Termination Reason

離職原因

'01' – Retirement 退休

'02' – Total Incapacity 完全喪失行為能力

'03' – Death 死亡

'07' – Early Retirement 提早退休

'14' – Redundancy 裁員 / 遣散

'20' – Wrongly Apply 錯誤申請

'04' – Resignation / Contract Completion 辭職 / 合約完結

'05a'– Dismissal (Forfeiture of ERVC's vested benefit) (Note 3) 解僱（喪失已歸屬之僱主自願性供款權益）（註3）

'05b'– Dismissal (Non-forfeiture of ERVC's vested benefit) 解僱（保留已歸屬之僱主自願性供款權益）

'06' – Transfer to Associated Company / Transfer due to Change of Business Ownership (Note 4)

聯繫公司之轉職 / 因業務擁有權變動之轉職（註4）

'08'– Permanent Departure from Hong Kong 永久性離職

(2) Employer **MUST** complete this part for claiming reimbursement of Long Service Payment / Severance Payment (LSP / SP) amount from employer's contribution account. In addition, please provide supporting documents,

e.g. original LSP / SP Receipt duly signed by employee and employer.

僱主若申請從僱主之供款戶口中發還已付之長期服務金 / 遣散費，必須填寫此欄。此外，請提供有關文件，如：僱員及僱主簽妥之長期服務金 / 遣散費收款證明書之正本。

(3) This termination reason is only applicable to member who has been dismissed by the employer because of fraud, dishonesty or gross misconduct against the employer.

此離職原因只適用於如因欺詐、不誠實或行為粗鄙失當而遭僱主解僱之僱員。

(4) For transfer between associated companies or due to change of business ownership, please complete the "Transfer of Accrued Benefits Upon Intra-group Transfer / Change of Business Ownership" form and submit the required documents to us.

如屬於聯繫公司或因業務擁有權變動之轉職，請填妥「**聯繫公司 / 更改業務擁有權之成員累算權益轉移**」及遞交所需之文件。

(5) In order to expedite the process to reimburse LSP / SP amount from employer's contribution account, please submit the completed "Payment of Accrued Benefits Form (For Scheme Member)" or "Request for Fund Transfer

Form (For Scheme Member)" of the relevant employee(s) against whom LSP / SP amount(s) is / are claimed; otherwise, the reimbursement will be paid in approximately 120 days from the date the "Employee Termination Notice" is received.

為加快處理發還長期服務金 / 遣散費中僱主供款之歸屬部份，請遞交有關僱員已填妥之「累算權益申索表格（計劃成員適用）」或「資金轉移表格（計劃成員適用）」，否則，退款將於收到「僱員離職通知書」當日計起約120日內付清。

(6) Employee should not be terminated if there is residual payment to be made to the employee. Employer should submit "Employee Termination Notice" for the relevant employee(s) when all the residual payment(s) and relevant contribution(s) have been made accordingly.

若尚欠剩餘付款未繳付予僱員，僱員之記錄不應包括在此表格內。僱主應在清繳所有剩餘款項及有關供款後才遞交有關僱員之「僱員離職通知書」。

(7) The cheque should be made payable to "Bank Consortium Trust Company Limited - Client A/C - Master Clearing".

支票抬頭請註明為「銀聯信託有限公司 - 集成計劃」。

(8) In the absence of the employer's signature, this remittance statement would be regarded as incomplete.

若付款結算書上欠缺僱主簽署，該付款結算書將被視為尚未填妥。

BCT USE ONLY 銀聯信託專用								
< 60 days			With VC / ORSO		MP	MT	LSP / SP	
No Cont.	With MC	With MT	Withdraw	Transfer	MA	Other Trustee	O/S Cont.	
Date Received:			Doc. Completion Date:					()
Processed By:		()	Approved By:			()	()	