

Regular employee members and preserved members of Bank Consortium Trust Company Limited (“BCT”) can simply follow the steps below to make your Special Voluntary Contributions.

REGULAR CONTRIBUTION *made through direct debit service*

- Complete and submit the Application Form – Special Voluntary Contribution Savings Plan [FORM: AP (SVC) – MT or AP (SVC) - IS] to BCT.
- The minimum amount of monthly regular contribution is HK\$300 and it may take 4 – 6 weeks for processing the direct debit set up.
- Upon the completion of your enrolment and direct debit set up, you will receive a confirmation package* from BCT.
- The confirmation package will state the effective date of direct debit and the contribution will be debited from your designated bank account automatically on a monthly basis.
- You may also make lump sum contribution by cheque payment. Please refer to the procedures stated below for details.

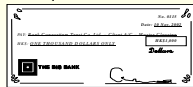
LUMP SUM CONTRIBUTION *made by cheque payment*

FIRST CONTRIBUTION

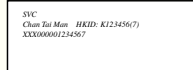
- Complete and submit the Application Form – Special Voluntary Contribution Savings Plan [FORM: AP (SVC) - MT or AP (SVC) - IS] together with the cheque payment to BCT.



Cheque



Back of the Cheque



Payee Name

For MPF Plan, please write:
 “Bank Consortium Trust Co., Ltd. – Client A/C – Master Clearing”
 For Industry Plan, please write:
 “Bank Consortium Trust Co., Ltd. – Client A/C – Industry Clearing”

Please write “SVC”, your name, your HKID card / passport number and the Participating Plan Number of your employer (you may find this number on your membership certificate) on the overleaf of the cheque

Application Form – Special Voluntary Contribution Savings Plan [FORM: AP (SVC) - MT or AP (SVC) - IS]

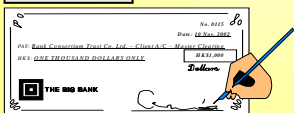
- Upon the completion of your enrolment process & clearing of your first cheque payment for your special voluntary contribution, you will receive a confirmation package* from BCT.

* The confirmation package contains:

1. a confirmation letter
2. this Administrative Guide for Special Voluntary Contribution Savings Plan
3. a stack of “Special Voluntary Contribution” Payment Notes
4. a Fund Redemption Form (Special Voluntary Contribution Savings Plan) [FORM: FR (SVC)]

SUBSEQUENT CONTRIBUTION

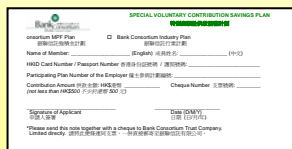
Step 1



Issue a cheque (subject to a minimum amount of \$500 per contribution)



Step 2



Complete the “Special Voluntary Contribution” Payment Note

Step 3



Mail the cheque together with the completed “Special Voluntary Contribution” Payment Note to BCT directly



You may check your contribution via our Member Hotline, Interactive Voice Response System (“IVRS”) & Website

WITHDRAWAL OF SPECIAL VOLUNTARY CONTRIBUTION BALANCE

OPTION 1

Through IVRS or Website

You may submit fund redemption request via our IVRS & website



OR

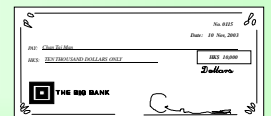
OPTION 2

Through Submission of the Fund Redemption Form (Special Voluntary Contribution Savings Plan [FORM: FR (SVC)])

You may complete the form and mail it to BCT directly



A cheque covering the fund proceed (after deducting withdrawal fee, if any) will be mailed to you



銀聯信託有限公司(「銀聯信託」)之一般僱員成員及保留成員可按照以下步驟作出特別自願性供款。

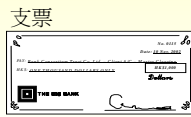
定期供款 經直接付款授權供款

- 填妥特別自願性供款儲蓄計劃申請表格[表格: AP (SVC) – MT or AP (SVC) - IS]並郵寄至銀聯信託。
- 每月定期最低供款額為港幣 300 元，而開設直接付款授權需時約四至六星期。
- 當登記程序及直接付款授權辦妥後，您將收到一份由銀聯信託寄出之確認文件*。
- 確認通知書上會註明直接付款授權之生效日期，供款將自動按月從閣下指定之銀行帳戶扣除。
- 您亦可以支票作出整筆供款，詳情請參考下述之步驟。

整筆供款 以支票供款

首次供款

- 填妥特別自願性供款儲蓄計劃申請表格[表格: AP (SVC) - MT or AP (SVC) - IS]，連同支票一併郵寄至銀聯信託。



支票抬頭
如強積金計劃，請填寫：「銀聯信託有限公司 – 集成計劃」
如行業計劃，請填寫：「銀聯信託有限公司 – 行業計劃」

請於支票背面寫上「SVC」、您的姓名、香港身份證號碼/護照號碼及僱主參與計劃編號(您可於閣下的成員證明書上找到此編號)

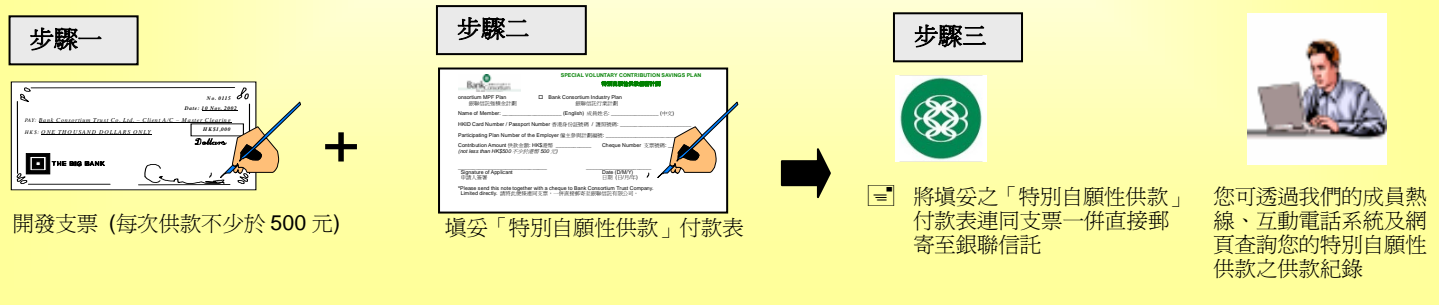
特別自願性供款儲蓄計劃申請表格[表格: AP (SVC) - MT or AP (SVC) - IS]

- 當登記程序辦妥及首次自願性供款之支票成功兌現後，您將收到一份確認文件*。

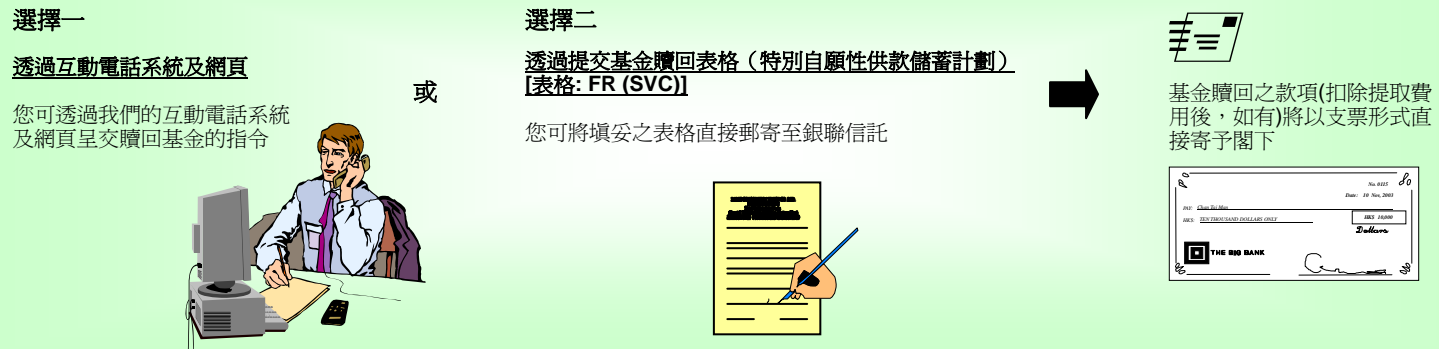
* 確認文件內容包括:

1. 確認函件乙份
2. 此特別自願性供款儲蓄計劃行政指南
3. 「特別自願性供款」付款簿乙份
4. 基金贖回表格 (特別自願性供款儲蓄計劃) [表格: FR (SVC)]乙張

以後之供款



特別自願性供款結餘提取



如有查詢，請致電我們的成員熱線 2298-9333 與我們聯絡。