

# BCT (MPF) Pro Choice / BCT (MPF) Industry Choice

## BCT 積金之選 / BCT (強積金)行業計劃

### New Business Checklist - Employer 新客戶資料核對表 - 僱主

<b>(I) MPF Intermediary Details 強積金中介人資料</b>			
Name of Broker/Insurer 代理/保險公司名稱		Broker/Insurer Code 代理保險公司代號	
Name of MPF Intermediary 強積金中介人姓名		MPF Intermediary Reg. No. 強積金中介人註冊編號	
Telephone No. 電話號碼		Region Code / Agent Code 區域代號 / 營業員代號	/
email Address 電郵地址		Date of Meeting with Client 與客戶會面日期	
<b>(II) Checklist 核對表</b>			
<b>MPF Employer Plan Set-up Forms and Documents Required 強積金僱主計劃申請表格及其他所需文件</b>			
<b>Name of Employer (Company) 僱主(公司)名稱</b>			
<b>(1) Employer 僱主部分</b>			
<input type="checkbox"/> <b>BCT (MPF) Pro Choice - BCT 積金之選</b>		<input type="checkbox"/> <b>BCT (MPF) Industry Choice - BCT (強積金)行業計劃</b>	
<input type="checkbox"/> <b>Limited Company 有限公司 (BR shows status as Body Corporate)</b>	<input type="checkbox"/> <b>Partnership 合夥經營公司 (BR shows status as Partnership)</b>	<input type="checkbox"/> <b>Sole Proprietorship 獨資經營公司 (BR shows status as Individual)</b>	<input type="checkbox"/> <b>Others 其他 _____ (e.g. charitable bodies)</b>
<input type="checkbox"/> <b>Application Form – Employer 僱主申請書 AP(ER)</b>	<b>Required Documents 必須遞交文件：</b> <input type="checkbox"/> Business Registration Certificate (BR) Copy 商業登記證副本 <input type="checkbox"/> Certificate of Incorporation (CI) Copy (for limited company only) 公司註冊證書副本 (只適用於有限公司) <input type="checkbox"/> HKID/Passport – Certified True Copy of Director(s) / Partners / Sole Proprietor / Authorized Signatories 董事/合夥人/ 獨資經營者/授權人士之香港身份證/護照核實副本 <input type="checkbox"/> Authorization Letter (Employer) (if applicable) 僱主授權書(如適用) <input type="checkbox"/> Supplement for Causal Employee Contribution Day Arrangement (for INDUSTRY Choice only) 臨時僱員供款日安排指示 (只適用於行業計劃)		
<b>Asset Transfer Documents (if applicable) 資金轉移文件 (如適用)</b>			
<input type="checkbox"/> <b>Request for Fund Transfer Form (For Participating Employer) ABD(ER) 資金轉移申請表格 (參與僱主適用)</b>		<input type="checkbox"/> 1. Member List 成員名單 <input type="checkbox"/> 2. Scheme Termination Letter to Original Trustee 終止參與計劃通知書 <input type="checkbox"/> 3. Copy of Participation Certificate issued by the MPFA (if available) 積金局發給僱主的參與證明書副本(如有)	
<b>Direct Debit Authorization Document (if applicable) 僱主直接付款授權文件 (如適用)</b>			
<input type="checkbox"/> <b>Direct Debit Authorization Form – Employer / Self-employed Person DDA-NEW (ER/SEP) 僱主 / 自僱人士直接付款授權書</b>			
<b>Cheque – Company Cheque for the First Contribution ONLY (if applicable) 支票 - 只限公司支票作首次供款 (如適用)</b>			
Cheque No. 支票號碼 _____	Bank 銀行 _____	Amount 金額 \$ _____	<input type="checkbox"/> <b>Remittance Statement (must be submitted with the cheque) 付款結算書 (須連同支票提交)</b>
<b>(2) Employee 僱員部分</b>			
<input type="checkbox"/> <b>Member Enrolment Form 成員參加表格 AP(REE) × _____ sets 份</b> <input type="checkbox"/> <b>Request for Fund Transfer Form (For Scheme Member) (if any) 資金轉移表格(計劃成員) (如適用) RFT(MEM) × _____ sets 份</b>		<b>Other Document (if applicable) 其他文件 (如適用)：</b> <input type="checkbox"/> Authorization Letter (Member) 成員授權書 × _____ sets 份 <input type="checkbox"/> HKID/Passport Certified True Copy 香港身份證/護照核實副本 × _____ sets 份	
<input type="checkbox"/> <b>Application Form — Casual Employee (Industry Plan Only) 臨時僱員申請書 (只適用於行業計劃) AP (CEE) × _____ sets 份</b>		<b>Required Document 必須遞交文件：</b> <input type="checkbox"/> HKID/Passport Certified True Copy 香港身份證/護照核實副本 × _____ sets 份	
<b>(3) Declaration 聲明</b>			
I confirm that I have complied with the Code of Conduct for MPF Intermediaries issued by the Mandatory Provident Fund Schemes Authority and my MPF license is valid. I have no knowledge of any event that will have negative impact on my MPF license as at the date of referring the business to BCT. It is hereby certified that the attached copy(ies) of HK identity card and/or passport(s) has(have) been verified as true copy(ies) of the original (originals).			
Signature by Agent: _____		Date: _____	
Plan Sponsor 計劃保薦人： Trustee & Administrator 受託人及行政管理人：		BCT Financial Limited 銀聯金融有限公司 Bank Consortium Trust Company Limited 銀聯信託有限公司 BD Code:	

## For employer scheme set up:

### Forms to be provided to BCT for scheme set up

1. **NB-ER(BK)** – New Business Checklist – Employer (for channel partner use only)
2. **AP(ER)** - Application Form – Employer
3. **DDA-NEW(ER\_SEP)** - Direct Debit Authorization Form – Employer / Self-employed Person – if applicable
4. Remittance Statement (for making contributions – if applicable)
5. **Authorization letter by “Employers”** – “**the Principal Intermediary**” instead of individual intermediary shall be **appointed as the servicing agent** to allow flexibility. Please be reminded to **mark agent code at the lower right hand corner**.

### Employer documents required

1. copy of Business Registration Certificate (BR)
2. copy of Certificate of Incorporation (CI) for limited companies
3. copy of HKID / passport (if not HK permanent residents) of Directors and / or Authorized Signatories (if any)

### Forms / documents required for employees:

1. **AP(REE)-MT** – Member Enrolment Form
2. Authorization letter by Members – “**the Principal Intermediary**” instead of individual intermediary shall be **appointed as the servicing agent** to allow flexibility. Please be reminded to **mark agent code at the lower right hand corner**.
3. **RFT(MEM)** – Request for Fund Transfer Form (for transfer the personal account balance of previous employer) – if applicable
4. Copy of HKID/Passport of each member (for those to transfer the personal account balance of previous employer)

## Additional documents required for scheme transfer

1. **ABD(ER)** – Request for Fund Transfer Form (For Participating Employer)
2. **Termination letter** – to be sent together with Member List to original MPF trustee and cc BCT
3. **Member List** – **must be signed by employer with company chop** setting out list of member names with HKID no. to be transferred out to BCT

### Marketing Materials

1. **Product Summary**
2. **Key Scheme Information Document (KSID)**