

**Employer Contribution Form**
**(ONLY Applicable to employer who makes contributions for casual employee on the next working day following the pay-day<sup>^</sup>)**

 僱主供款表格 (只適用於在臨時僱員發薪日的下一個工作日供款之僱主<sup>^</sup>)

**Note 注意：**

1. Please countersign any alterations made in this form. 如須作出任何刪改，請於刪改之位置旁簽署。
2. Please send the completed form to "Pension Services, Bank Consortium Trust Company Limited, 18/F Cosco Tower, 183 Queen's Road Central, Hong Kong" or fax it to 2992 0507. 請將填妥表格寄往「香港皇后大道中183號中遠大廈18樓，銀聯信託有限公司，退休金服務」收或傳真至2992 0507。

Part I. Employer Details 僱主資料			
Name of Plan 計劃名稱	BCT (MPF) Industry Choice BCT (強積金) 行業計劃		Participating Plan No. 參與計劃編號
Name of Company 公司名稱	English		
	中文		
Contact Details 聯絡資料	Contact Person 聯絡人		Contact Phone No. 聯絡電話號碼
Contribution Period <sup>▲</sup> 供款期 <sup>▲</sup>	_____ to _____ (D日/M月/Y年) 至 (D日/M月/Y年)	Contribution Day 供款日 (D日/M月/Y年)	Total Contribution Amount 供款總額

**Part II. Contribution Details 供款詳情**
**Note 註：**

1. Please fill in the HKID Card No. and Casual Employee No. (if any) in the columns provided below which will be used for contribution settlement to the respective Casual Employee MPF account. 請在下列欄位填寫香港身份證號碼及臨時僱員編號 (如有)。此等號碼將被用作處理供款到有關臨時僱員的強積金戶口。
2. Pursuant to the Mandatory Provident Fund Schemes (General) Regulations, an employer must enroll casual employees into an MPF scheme within their 1st 10 days of employment. If your casual employees do not maintain an MPF account in the BCT (MPF) Industry Choice, please arrange to complete the "Application Form – Casual Employee" and return together with this form. 依據強制性公積金計劃 (一般) 規例規定，僱主必須在臨時僱員受僱首10日內，安排他們參加強積金計劃。如果貴公司的臨時僱員並沒有在BCT (強積金) 行業計劃持有強積金戶口，請安排他們填寫「臨時僱員申請書」並與本表格一併交回。
3. Please refer to the contribution scale table overleaf. 請參照下頁供款標準計算表。

No. 編號	Casual Employee No. (Notes 1 & 2) 臨時僱員編號 (註1及2)	HKID Card No. (Notes 1) 香港 身份證號碼 (註1)	Name of Casual Employee 臨時僱員姓名	Mandatory Contribution (Note 3) 強制性供款 (註3)		Voluntary Contribution (if any) 自願性供款 (如有)	
				Employer Amount 僱主數額	Employee Amount 僱員數額	Employer Amount 僱主數額	Employee Amount 僱員數額
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
Sub-total 小計：							

**Remarks 備註：**

- <sup>▲</sup> Required information for contribution processing. 此欄必須填寫，否則將無法處理有關供款。
- <sup>^</sup> (a) A Saturday is excluded from the meaning of "working day"; and 「工作日」不包括星期六；及  
 (b) When using this contribution form to make contributions, employers are not required to provide remittance statements. 當僱主以此供款表格支付供款時，則毋須提交付款結算書。

**Part II. Contribution Details 供款詳情 (Continued 續)**

For contribution periods starting from 1 June 2014, contributions are calculated according to the contribution scale below.  
由2014年6月1日起開始的供款期，供款將根據下列供款標準計算。

Daily Income 日薪		Employer's Mandatory Contribution 僱主強制性供款	Employee's Mandatory Contribution 僱員強制性供款	Daily Income 日薪		Employer's Mandatory Contribution 僱主強制性供款	Employee's Mandatory Contribution 僱員強制性供款
(1)	Less than \$280 低於280元	\$10	Not required 無須供款	(6)	\$650 to less than \$750 650元至低於750元	\$35	\$35
(2)	\$280 to less than \$350 280元至低於350元	\$15	\$15	(7)	\$750 to less than \$850 750元至低於850元	\$40	\$40
(3)	\$350 to less than \$450 350元至低於450元	\$20	\$20	(8)	\$850 to less than \$950 850元至低於950元	\$45	\$45
(4)	\$450 to less than \$550 450元至低於550元	\$25	\$25	(9)	\$950 or more 950元或以上	\$50	\$50
(5)	\$550 to less than \$650 550元至低於650元	\$30	\$30				

**Part III. Definition of Contribution Day 「供款日」定義**

☒ I / We understand that, subject to the agreement of Bank Consortium Trust Company Limited ("BCTC"), the trustee of the Plan), the use of this Employer Contribution Form represents that, for the purposes of s.122 of the Mandatory Provident Fund Schemes (General) Regulation, the contribution day in relation to mandatory contributions payable by me / us in respect of the casual employees listed out above is elected as the next working day immediately subsequent to the payment of the relevant income for the relevant contribution period; and that such election shall override all previous agreement(s), if any, between me / us and BCTC as regards to the contribution day and shall apply to contributions onwards for any casual employees participating in this participating plan unless otherwise agreed by the parties.

☒ 本人 / 吾等明白在銀聯信託有限公司（「銀聯信託」，強積金計劃之受託人）的同意下，使用此僱主供款表格，即代表因應<<強制性公積金計劃（一般）規例>>第122條，本公司就上述臨時僱員強制性供款之「供款日」定義為發薪日之後的下一個工作日。同時，此選擇將取替原先本人 / 吾等與銀聯信託就供款日所訂立之所有協議（如有），並適用於本參與計劃下所有臨時僱員日後之供款（除非有關人士協議另作安排）。

**Part IV. 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 BCT (MPF) Pro Choice and / or the BCT (MPF) Industry Choice (collectively referred as the "Schemes") (concerning application records and operational records and/or their dealing / transaction details records) will only be accessed and handled by properly authorised staff of BCTC (the trustee of the Schemes), BCT Financial Limited ("BCTF", the sponsor of the Schemes) and their properly authorised service providers and agents, and may be used, disclosed and / or transferred (whether in or outside Hong Kong) to such persons as BCTC or any of its service providers may consider necessary, including governmental authorities and regulators, for any of the following purposes: (i) exercising or performing the functions conferred or imposed by or under or for the purposes of the Mandatory Provident Fund Schemes Ordinance ("Ordinance"); (ii) providing Mandatory Provident Fund services including the processing, administering, managing, and analysing of their, as the case may be, contributions, accrued benefits and portfolios and direct marketing of Mandatory Provident Fund services (and ancillary MPF products); (iii) improving the provision of Mandatory Provident Fund services by BCTC to customers generally (including the facilitation of the provision of Mandatory Provident Fund services to enable the customers of BCTC generally to access Mandatory Provident Fund (or other) account details through the internet and / or automated teller machine networks such as JETCO); (iv) compliance with applicable laws and regulations, and court order and / or (v) any other purposes for the exercise or performance of the above mentioned functions. If there is any change in the information provided, BCTC should be notified as soon as practicable. Failure to provide the information requested may result in BCTC being unable to process the instructions.

Members and Participating Employers have a right, without any charge, 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 BCTC, 18/F Cosco Tower, 183 Queen's Road Central, Hong Kong.

由BCT積金之選及 / 或BCT（強積金）行業計劃（統稱為「強積金計劃」）成員及參與僱主所提供或相關之個人資料（有關申請及運作記錄）及 / 或他們的買賣 / 交易細節記錄僅供銀聯信託（強積金計劃之受託人）、銀聯金融有限公司（「銀聯金融」，強積金計劃之保薦人）及它們正式授權之服務供應商及代理之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，包括政府機關及監管機構作以下任何之目的：（一）行使或執行強制性公積金計劃條例（「條例」）下所授予或施加之職能或根據該條例的目的而行使或執行職能；（二）提供強制性公積金的服務包括處理、掌管、管理及分析供款、累積權益及投資組合，視乎情況而定，及直銷強制性公積金服務（及有關強積金的產品）；（三）改善銀聯信託提供予客戶一般之強制性公積金服務（包括協助提供強制性公積金服務以令銀聯信託之客戶可於互聯網及 / 或自動櫃員機網絡如銀通處理強制性公積金（或其他）戶口資料）；（四）遵守適用之法律及規例及法院命令及 / 或（五）任何以行使或執行上述職能作目的之用途。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，在不設任何收費下，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。

**Part V. Authorisation and Declaration 授權及聲明**

- (1) I / We understand and agree to the terms of the Personal Information Collection Statement as set out in this form.

本人 / 吾等明白及同意於此表格之收集個人資料聲明條款。

- (2) 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 BCTC 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，並已查核就此結算書內所提供之資料於各方面均為真實及正確。

- (3) I / We hereby agree to indemnify BCTC against any actions, proceedings, claims, losses, damages, costs or expenses which may be brought against BCTC or suffered or incurred by BCTC arising either directly out of or in connection with BCTC accepting facsimile instructions or e-mail instructions and acting thereon, whether or not the same are confirmed by me / us in writing. Notwithstanding the above, BCTC has the right to determine which forms or other documents of instructions may or may not be accepted by facsimile or e-mail.

本人 / 吾等同意銀聯信託不論在有否得到本人 / 吾等的書面確認下均可接受及處理傳真指示或電郵指示及根據該等指示處理有關事宜，本人亦同意賠償銀聯信託因接受或處理該等傳真指示或電郵指示而直接或間接導致銀聯信託遭受或承受的任何行動、訴訟、理賠、損失、損害、成本或費用。儘管以上所述，銀聯信託有權決定何種表格或其他指示文件能否以傳真方式或電郵方式傳遞。



Authorised Signature(s) with Company Stamp (if applicable)

有效簽署及公司印章（如適用）

Date (D / M / Y) 日期 (日 / 月 / 年)

In the absence of the employer's signature, this Employer Contribution Form would be regarded as incomplete.

若僱主供款表格上欠缺僱主簽署，該僱主供款表格將被視為尚未填妥。

**Internal Use Only 內部專用**

Date Received:

Input By:

Verified By:

Remarks: