

How to make payment for MPF contributions by e-Cheque? (Employer)

## Notes on e-Cheque Issuance Service

Employers can access the e-Cheque issuance service via their internet banking accounts with e-Cheque issuing banks.

Please enter the following information for e-Cheque issuance:

- 1. Date on cheque ( Post-dated cheque will not be accepted)
- 2. Payable to "BOCI-Prudential Trustee Limited"

ABC	BANK e-Cheque 電子支票 1 Date 31	3	2016
2 Pay	<b>BOCI-Prudential Trustee Limite</b>	ed	
<b>3</b> HK Dollars	One Hundred Only DEF LIMITED	3	HK\$ 100.00
Remarks	00012345678 4		"/ <u>"</u> e-Cheque 電子支票

- 3. Cheque amount
- 4. 11-digit MPF Scheme number

The bank will then generate the e-Cheque with the digital signature based on the payer's given instruction.

For more information, please click <u>HERE</u> if you have a Bank of China (Hong Kong) ("BOCHK") account; otherwise, please enquire your own bank for details.

# e-Cheque Submission Channels

Employers can submit an e-Cheque through one of the following channels:

### A. Via e-Cheque upload service of MPF (Employer) account on our website

Employers can upload the e-Cheque to MPF Employer account on our website after downloading the e-Cheque in PDF format from their respective internet banking accounts. Please refer to the following steps:

Step 1: Visit our website www.bocpt.com and log in to MPF Employer account.



Step 2: Click on "Upload Corner" and select "e-Cheque" in "File Type" after log in.

			中載床	<b>誠</b> 強積金.	戶口	-	5
Last login: 11/03/2016 10	26:01 Status: suc	cess Currency	: HKD			Logou	t
Home	upload C	orner					
e-Statement(0)	The out off time is		h working day. Any files unloaded af	ter the out off time will	he processed on th	a following working day	
Account Summary	The cut off time is	and an eac	n working day. Any nes oploaded al	ter the cut-off time will	be processed on th	e following working day.	
Fund Information	Note: Each time or	ily allow uploadi	ng 1 file (Maximum File Size: 3 MB). P	lease select a file type.			
Calculator >	File Type:	6	PavEacy contribution file / use /	( 036)	1		
Submit e-RS	The type.		PayEasy contribution file (.uue / .pae) SmartCon contribution file (.uue / .xis / .xisx / .cal)				
Change e-Alert	Select File:	- 425					
Setting	Remarks (if applic	able):	Remittance Statement (.jpg / .p	and the second	to the Taraka		
Upload Corner			e-cneque (.pat) Others (.ing / .png / .tif / .pdf)	aded to Trustee.			
0.00							
Download Corner	Submit	Reset			0		
Download Corner	Submit	Reset			<b>C</b>		
Download Corner	Submit Submission history	Reset within 1 year.			61		
Download Corner Company Information Directory of Services	Submit Submission history Reference No. +	Reset within 1 year. Upload date	File Name	File Type	File Size (MB)	Remarks	
Download Corner () Company () Information Directory of Services Login Account Setting	Submit Submission history Reference No. + 76487	Reset within 1 year: Upload date 22/03/2016 17:36:10	File Name ProPrint atns00092430.pdf	File Type e-cheque	File Size (MB) 0.01 MB	Remarks BXS	
Download Corner ( Company 3 Information Directory of Services Login Account Setting	Submit Submission history Reference No. + 76487 76353	Reset within 1 year: Upload date 22/03/2016 17:36:10 22/03/2016 17:30:14	File Name ProPrint atns00092430.pdf ProPrint atns00092430.pdf	File Type e-cheque e-cheque	File Size (MB) 0.01 MB 0.01 MB	Remarks. axs acs	

**Step 3:** Upload an e-Cheque file in " Select File" and provide all the necessary information. Click "Submit" after all fields are duly completed.

			_		
Last login: 11/03/2016 10	26:01 Status: suc	ccess Currency: HKD			Logout
lome	Upload C	orner			
-Statement(0)	The cut off time is	s 6.00pm on each workin	o day. Any files uploa	ded after the cut-off time	e will be processed on the following working day.
ccount Summary >					
und Information 🔹 🕨	Post-dated cheque	ie will not be accepted for	payment of MPF cont	ributions and valid chequ	ue should be issued within 6 months from the date on
Calculator >	Note: Each time o	nly allow uploading 1 file (	Maximum File Size: 3	MB). Please select a file	type.
Submit e-RS					
Change e-Alert	File Type:	e-cheque (.pdf)			Gentie reminder: Apart from e-cheque services, you may also try our <u>e-RS</u>
Setting	Select File:	C:\Users\		瀏覽、	services to submit Remittance Statement online/
Jpload Corner		Francisco			
ownload Corner >	Date on cheque	15/03/2016	1		
Company >	Cheque No	111111			
Directory of	Cheque Amount	10,000.00			
Services	Cover Period	01/03/2016	▼ to	31/03/2016	-
ogin Account	Contact Person	Ms Chan			
setting	Contact Person	20001224		~	
	Tel	20001234		~	
	Remarks (if applicable):				
	Disclaimer				
	You acknowledg contents and oth warranty or repr warranty or repr Services, inform misrepresentation accept any liabilit destruction or da misuse of or relia warrant or repre transmission due be liable for any u the direct or indin	e that your use of our se er materials contained in resentation of any kind. In resentation as to the act ation, contents and mate is (whether express or i by, obligation or responsition ince on, inability to use or sent that the Services is to Internet traffic or incorn loss, destruction or dama, ect use of the Services by Reset	rvices for uploading e the "Uploading" webp particular, BOCI-Prud ouracy, completeness erials. BOCI-Prudential implied) concerning a sility whatsoever for a es, howsoever cause the unavailability of si free of computer virus rect data transmission ge, costs or expenses y you over the internet	-cheques ("Services") is age are provided to you ential Trustee Limited ("E , fitness for a particula will not be liable for a by such Services, information you so services, information toh Services, information toh Services, information toh Services, information to the public nature a, how seever caused, a or otherwise.	is at your sole risk. The Services and the information, a on an "AS IS" basis without any express or implied BOCI-Prudential") do not make any express or implied ar purpose, reliability, security or timeliness of such any errors in, omissions from, or misstatements or mation, contents and materials, and will not have or strategy (including without limitation consequential loss, rectly or indirectly, from or in respect of any use or n, contents and materials. BOCI-Prudential also do not er the Internet may be subject to interruption, delayed of the Internet or otherwise. BOCI-Prudential shall not rising out of or in relation to any transmission through

- $\Rightarrow$  Only 1 file can be uploaded each time (Maximum File Size: 3 MB), and duplicate presentation of the same e-Cheque is not allowed.
- Post-dated cheque will not be accepted and valid e-Cheque should be issued within 6 months from the date on cheque. (Payment for MPF contributions will only be deemed valid when the e-Cheque is honoured.)



Cheque number includes 6 digits.

### **B.** Via e-Cheque Bill Payment Service of BOCHK e-Cheque Drop Box

Employers can also make contribution payment with e-cheque through e-Cheque Bill Payment Service of BOCHK e-Cheque Drop Box. Please refer to the following steps:

**Step 1:** Click <u>HERE</u> to visit BOCHK e-Cheque Drop Box, select "e-Cheque Bill Payment", and click "Confirm" after input all necessary information

● 中国銀行(香港) BANK OF CHINA (HONG KONG)	
e-Cheque Bill Payment	
Deposit e-Cheque e-Cheque Bill Through e-Cheque Bill Payment Service post the paper cheques and allowing yo record of bill payment through email for Torms and Coordinant	Payment , you can make bill payment to designated merchants with e-Cheque(s), saving your efforts to a to manage your bills with convenience and ease. You can also choose to receive the transaction easy reconciliation.
<ul> <li>Please read the above Customer Te</li> </ul>	rms and Conditions for e-Cheques Services.
Verification Code	Refresh Image Cancel

Step 2: Select "Insurance Or Pension Services" in "Merchant Category", select "BOC-Prudential Easy-Choice MPF Scheme" or "My Choice MPF Scheme (BOCI-Prudential)" in "Merchant Name"

e-Cheque Bill Payment		
		Renarda BE
	Deposit e-Cheque • e-Cheque Bill	Step 1>2>3>4
Merchant Category *	Insurance Or Pension Services	
Merchant Name *	BOC-Prudential Easy-Choice MPF Scheme	ĸ
11-digit MPF Scheme no. (Leading "0" required to give 11-digit scheme no. in full)	Please Select BOC Group Life Assurance Co Ltd BOC-Prudential Easy-Choice MPF Scheme My Choice MPF Scheme (BOCI-Prudential)	

Step 3: Input 11-digit MPF Scheme number and then upload an e-Cheque file in PDF format in "File Location" ,select to receive e-Receipt via email, click "Submit" after all fields are duly completed

11-digit MPF Scheme no. (Leading "0" required to give 11-digit scheme no. in full)	00012345678
Upload e-Cheque	
File Location *	Browse
Remarks:You can deposit up to 8 e-Cher	que(s)/e-Cashier's Order(s)
Contact Information	
Receive e-Receipt	💽 Yes, via e-mail 🍥 No
E-mail Address	abc@gmail.com

## Step 4: Click "Confirm" to complete the submission process

e-Cheque Bill Payment		
		Step (1)*(2)*(0)*(4)
Please verify before confirming this transaction.		
Merchant Category	Insurance Or Pension Services	
Merchant Name	BOC-Prudential Essy-Choice MPF Scheme	
11-digit MPF Scheme no. (Leading "0" required to give 11-digit scheme no. in full)	00384384876	
Upload Summary		
Number Of Accepted Cheque	0	
Total Payment Amount		
Number Of In Process Cheque	1	
In Process Payment Amount	HKD 1.00120	
File Name	2000009749 easy choice pdf Modify Remove	
Cheque Date	2029/12/31	
Amount	HKD 1.001.20	
Upload Status	Upload Successful (Account name does not match).	
	● 1 年 6 4 (main the line)         ● 1 日 1 日本         ● 1 日 1 日本	
Contact Information		
E-mail Address	angualeung@bochk.com	
	Bask Canod	

# C. Via e-mail service (only applicable to employers who have BOCNET HK / CBS Online accounts)

Employers can send the e-Cheque directly to us through the email service provided by BOCNET HK / CBS Online, in addition to issuing the e-Cheque in PDF format.

Please provide the following information when submitting the e-Cheque for easy identification:

ssue Date	Now Later on V T
Cheque Template	General Cheque Template
To be sent to the e-mail address(es) of the recipient(s) on the ssue Date*	1 <sup>st</sup> impl@bocpt.com 2 <sup>nd</sup> i 3 <sup>rd</sup> i Issuer i Please note: In order not to affect the transaction of your e-Cheque/e-Cashier's Order, it is recommended that you sho contact the recipient(s) whether he/she has received your e-Cheque/e-Cashier's Order on the issue date. Also, please ensure the recipient(s) has agreed to provide the above data and receive e-Cheque/e-Cashier's Order. The e-mail address provided above will be used for handling the related usage of the e-Cheques Services only and it will not be transferred to a third party.
E-mail Message*	11-digit MPF Scheme Number: 00012345678 Contact person and telephone: Ms. Chan - 20001234 Cover period: 01/03/2016 - 31/03/2016
	(The number of Chinese and English characters cannot individually exceed 80 and 400 characters, including spaces. The maximum number of rows is 5.)

- 2. Compulsory contribution data including:
  - 11-digit MPF scheme number
  - Contact person and telephone
  - Cover period

Should you have any queries, please do not hesitate to call our Customer Services Representatives at:

Easy-Choice MPF Administration Hotline : 2929-3030 My Choice Customer Service Hotline : 2929-3366



How to make payment for MPF contributions by e-Cheque? (Self-employed Person)

## Notes on e-Cheque Issuance Service

Self-employed persons (SEPs) can access the e-Cheque issuance service via their internet banking accounts with e-Cheque issuing banks.

Please enter the following information for e-Cheque issuance:

1. Date on cheque ( Post-dated cheque will not be accepted)	2. Payable to "BOCI-Prudential Trustee Limited"
ABC BANK	e-Cheque 電子支票 1 Date 31 3 2016
<ul> <li>2 Pay</li> <li>3 HK Dollars</li> <li>Def LIMITED</li> </ul>	ential Trustee Limited ed Only 3 HK\$ 100.00
Remarks 000123456	78 <b>4 一</b> - Cheque 電子支票

- 3. Cheque amount
- 4. 11 digit MPF Scheme number

The bank will then generate the e-Cheque with the digital signature based on the payer's given instruction.

For more information, please click <u>HERE</u> if you have a Bank of China (Hong Kong) ("BOCHK") account; otherwise, please enquire your own bank for details.

## e-Cheque Submission Channels

SEPs can submit an e-Cheque through one of the following channels:

## A. Via e-Cheque upload service of MPF (SEP) account on our website

SEPs can upload the e-Cheque to MPF SEP account on our website after downloading the e-Cheque in PDF format from their respective internet banking accounts. Please refer to the following steps:

Step 1: Visit our website www.bocpt.com and log in to MPF SEP account.



Step 2: Click on "Statement & Upload/Download" and select "e-Cheque" after log in.



**Step 3:** Upload an e-Cheque file in " Select File" and provide all the necessary information. Click "Submit" after all fields are duly completed.

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Account Enquiry	Account Managem	ent Personal Info	rmation Sta	atement	& Upload/Download	Analytic Too	s
e-Statement   e-	Cheque   Downk	ad Corner   Directory	of Services			▶ Re Usernar	gister / Change ne & Password
🕅 Home	e-Cheque						-
Last login: 22/3/2016 17:14:48 Status: Success	The cut off time is <b>COOP</b> Post-dated cheque will n cheque	m on each working day. A not be accepted for paymen	ny files uploade	d after th utions ar	ie cut-off time will be p nd valid cheque should	processed on the folk	wing working day. winths from the date on
Member: Employee English	Note: Each time only allo	w uploading 1 file (Maximu	m File Size: 3MB	). Please	select a file type.		
Name-	File Type:	e-cheque (.pdf)			-		
Certificate no.:	Select File:	C:\Users\			瀏覽		
-Mambers	Date on cheque	15/03/2016	+		R		
En glacament	Cheque No	121212					
	Cheque Amount	100,000.00					
Setup	Cover Period	01/03/2016	-	to	31/03/2016	-	
Alert	Contact Person	Mr Chan					
	Contact Person Tel	20001234					
My toolbox	Remarks (if applicable):						
y my conson	Disclaimer						
You have not set up your toolbox yet, please press the 'Setting' to set up <u>Setting</u>	You acknowledge that y contents and other mate warranty or represental warranty or representa	your use of our services f rials contained in the "Upl tion of any kind. In particul tion as to the accuracy,	or uploading e-c oading" webpag ar, BOCI-Pruden completeness, f	heques e are pr tial Trust fitness f	("Services") is at your ovided to you on an "/ tee Limited ("BOCL-Pruc or a particular purpos	sole risk. The Servi AS IS" basis without dential") do not make e, reliability, security	es and the information, any express or implied any express or implied y or timeliness of such
	misrepresentations (wh	ether express or implied)	concerning any	such S	ervices, information, c	ontents and materia	s, and will not have or
Popular Words	accept any liability, oblig destruction or damage),	ation or responsibility whith the costs or expenses, how	atsoever for any soever caused,	howev	estruction, damage (in er arising, directly or i	cluding without limita indirectly, from or in	tion consequential loss, respect of any use or
Retrospective Fund Choice Simulation Fund Performance Rate of Return	misuse of or reliance on warrant or represent the transmission due to Inter be liable for any loss, de the direct or indirect use	, inability to use or the una at the Services is free of o net traffic or incorrect data estruction or damage, cost of the Services by you ov	vailability of such computer viruses a transmission du s or expenses, h er the internet or	h Service s. Commi ue to the nowsoev otherwi	es, information, conten unications over the Inte public nature of the Int ver caused, arising out se.	ts and materials. BO ernet may be subject ternet or otherwise. I t of or in relation to a	2-Prudential also do not to interruption, delayed 3OCI-Prudential shall not ty transmission through
Fund Expense Ratio	Submit Res	et					
Climeteratury	<i>C</i>						

- Post-dated cheque will not be accepted and valid e-Cheque should be issued within 6 months from the date on cheque. (Payment for MPF contributions will only be deemed valid when the e-Cheque is honoured.)



### B. Via e-Cheque Bill Payment Service of BOCHK e-Cheque Drop Box

SEPs can also make contribution payment with e-cheque through e-Cheque Bill Payment Service of BOCHK e-Cheque Drop Box. Please refer to the following steps:

Step 1: Click <u>HERE</u> to visit BOCHK e-Cheque Drop Box, select "e-Cheque Bill Payment", and click "Confirm" after input all necessary information

● ¥圆銀行(香港) BANK OF CHINA (HONG KONG)	
e-Cheque Bill Payment	
<ul> <li>Deposit e-Cheque e-Cheque Bill Pay Through e-Cheque Bill Payment Service, you post the paper cheques and allowing you to r record of bill payment through email for easy</li> <li>Terms and Conditions</li> <li>Please read the above Customer Terms and Verification Code</li> </ul>	<pre>step ① &gt; ② &gt; ③ &gt; ④</pre> ment can make bill payment to designated merchants with e-Cheque(s), saving your efforts to nanage your bills with convenience and ease. You can also choose to receive the transaction reconciliation. and Conditions for e-Cheques Services.  Refresh Image

Step 2: Select "Insurance Or Pension Services" in "Merchant Category", select "BOC-Prudential Easy-Choice MPF Scheme" or "My Choice MPF Scheme (BOCI-Prudential)" in "Merchant Name"

		() + () () () () () () () () () () () () ()	e-Cheque €7≭.₽	Day E Marth R Year III
e-Cheque Bill Payment		Pag Sift		e-Cheque
		Remarks (E)): In the second	****	47.2.
			Step	1>2>3>4
	Deposit e-Cheque  e-Cheque Bill	Payment		
Merchant Category *	Insurance Or Pension Services			
Merchant Name *	BOC-Prudential Easy-Choice MPF Scheme			
11-digit MPF Scheme no. (Leading	Please Select BOC Group Life Assurance Co Ltd			
	DOO Drudestist Frank Obside MDE Ochanne			

Step 3: Input 11-digit MPF Scheme number and then upload an e-Cheque file in PDF format in "File Location" ,select to receive e-Receipt via email, click "Submit" after all fields are duly completed

11-digit MPF Scheme no. (Leading "0" required to give 11-digit scheme no. in full)	00012345678
Upload e-Cheque	
File Location *	Browse
Remarks:You can deposit up to 8 e-Cheq	ue(s)/e-Cashier's Order(s)
Contact Information	
Receive e-Receipt	🗨 Yes, via e-mail 🍥 No
E-mail Address	abc@gmail.com
Your personal information stated above w become our customer and wish to update Information Amendment Form (Personal for handling the related usage of the e-Cl	ill be used for this application only and not for other direct marketing purposes. If you have your personal information maintained at the Bank, please kindly submit a duly signed <u>Contact</u> <u>Customer</u> ) and return to any of our branches. The E-mail Address provided above will be used neques Services only and it will not be transferred to a third party.
Submit	Reset

## Step 4: Click "Confirm" to complete the submission process

● 中國最行(香港) ANNE OF CHINA market		
e-Cheque Bill Payment		
Please verify before confirming this transaction.		
Merchant Catenory	Incursing Dr Pansion Services	
Marchant Name	DOC-Drukestis Carso Datas NDC Scheme	
11-digit MPF Scheme no. [Leading "0" required to give 11-digit scheme no. in full)	00036084876	
Unload Summary		
Number Of Accepted Cheque	8	
Total Payment Amount		
Number Of In Process Cheque	1	
In Process Payment Amount	HKD 1.001.20	
File Name	2000000749 easy choice.pdf Modity Remove	
Cheque Date	2029/12/31	
Amount	HKD 1.001.20	
Upload Status	Upload Successful (Account name does not match).	
Contact Information		
E-mail Address	angusleung@bochk.com	
	Color	548

# C. Via e-mail service (only applicable to SEPs who have BOCHK internet banking accounts)

SEPs can send the e-Cheque directly to us through the email service provided by the internet banking of BOCHK, in addition to issuing the e-Cheque in PDF format.

Please provide the following information when submitting the e-Cheque for easy identification:

Issue Date	Now Later on V III
Cheque Template	General Cheque Template
To be sent to the e-mail address(es) of the recipient(s) on the	Ist : mpf@bocpt.com     2nd :     3rd :
Issue Date*	Please note: In order not to affect the transaction of your e-Cheque/e-Cashier's Order, it is recommended that yo contact the recipient(s) whether he/she has received your e-Cheque/e-Cashier's Order on the issue date. Also, p ensure the recipient(s) has agreed to provide the above data and receive e-Cheque/e-Cashier's Order. The e-m address provided above will be used for handling the related usage of the e-Cheques Services only and it will n transferred to a third party.

- 1. Our e-mail address: mpf@bocpt.com
- 2. Compulsory contribution data including:
  - 11-digit MPF scheme number
  - Contact person and telephone
  - Cover period

Should you have any queries, please do not hesitate to call our Customer Services Representatives at:

Easy-Choice MPF Administration Hotline : 2929-3030 My Choice Customer Service Hotline : 2929-3366