

## 新增 / 更改僱主標準自願性供款通知書 Notice of Addition / Change of Employer's Standard Voluntary Contributions

注意 Note:

- 請注意，任何與強制性供款或自願性供款有關之修改，若會損害成員在註冊計劃下的既有利益或累積權益，則該項修改須在獲得強制性公積金計劃管理局的批准後方可生效。Please note that any changes relating to Mandatory Contribution or Voluntary Contribution that would have detrimental effect on a member's vested benefits or accrued rights under a registered scheme would require approval from the Mandatory Provident Fund Schemes Authority before the change can take effect.
- 請以英文正楷填寫。 Please complete in BLOCK LETTERS
- 此表格須於生效日期前 3 個月送交受託人。 This form should be delivered to the Trustee at least 3-month prior to the effective date.
- 自願性供款率於每一計劃財政年度只可更改一次。 Voluntary Contribution rates can only be changed once in each Scheme Financial Year.
- 請提醒您的僱員，成員需作出第一次自願性供款前（包括僱主為其作出的自願性供款），透過遞交「新增 / 更改成員自願性供款通知書」向受託人提供就自願性供款的投資授權書，否則，該成員將被視為選擇將該等供款按照預設投資策略投資。預設投資策略是一個現成及設有收費上限的強積金投資方案，並設有按年齡自動降低投資風險的特點。成分基金及預設投資策略詳情請參閱有關銷售文件，該等文件可向強積金中介人或客戶服務中心索取，亦可於本公司網站 <http://www.bocpt.com> 下載。 Please remind your employees that, prior to making the first voluntary contribution (including the voluntary contribution made by you in respect of such member), employee members are required to submit the investment mandate in respect of the voluntary contribution by submitting the "Notice of Addition / Change of Member's Voluntary Contributions" to the Trustee. Otherwise, the member will be considered to have elected to invest such contribution according to default investment strategy ("DIS"). DIS is a ready-made MPF investment strategy with fee caps, and also contains an automatic de-risking feature. Details of the constituent funds and DIS, please refer to the offering documents which are available upon request from MPF intermediaries or at the Customer Service Centre, it can also be downloaded from website at <http://www.bocpt.com>.

### (I) 僱主資料及生效日期 EMPLOYER DETAILS & EFFECTIVE DATE OF CHANGE

計劃編號 Scheme No. (公司專用 Official use only)	有關僱主名稱 Name of relevant employer	生效日期 Effective Date of Changes ____ 日 DD / 月 MM / 年 YYYY
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### (II) 新增 / 更改自願性供款資料 DETAILS OF ADDITION / CHANGE OF VOLUNTARY CONTRIBUTION

本公司之自願性供款作以下修正 We change our instruction of making Voluntary Contribution as follows: (請於適用者加上 "✓" 號 Please tick whichever is appropriate)

新增 ADDITION     更改 CHANGE     ^ 停止 STOP    ^ 我們將由上述 (I) 部生效日期起 **停止作出** 自願性供款  
We will **STOP MAKING** voluntary contribution on and after the effective date as specified in Part (I) above.

i) 自願性供款基準 Basis of Voluntary Contribution

有關入息 x 供款比率 Relevant Income x Contribution Rate

(有關入息 x 供款比率) - 強制性供款金額 (Relevant Income x Contribution Rate) - Mandatory Contribution Amount

(有關入息 - 法定有關入息上限) x 供款比率 (Relevant Income - Statutory Maximum Level of Relevant Income for Mandatory Contribution) x Contribution Rate

基本薪金 x 供款比率 Basic Salary x Contribution Rate

(基本薪金 x 供款比率) - 強制性供款金額 (Basic Salary x Contribution Rate) - Mandatory Contribution Amount

(基本薪金 - 法定有關入息上限) x 供款比率 (Basic Salary - Statutory Maximum Level of Relevant Income for Mandatory Contribution) x Contribution Rate

每一供款期之固定金額 A fixed amount in each contribution period 僱主供款 Employer's contribution \$ \_\_\_\_\_

ii) 成員類別 Member Category

<input type="checkbox"/> 全部僱員成員 All Employee Members	僱主供款百分比 Employer's Contribution Rate %	歸屬比例選擇 (請參考以下第(iii)b 部份) Vesting Scale Option (Please refer to Part(iii)b below)
		<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C
<input type="checkbox"/> 自訂比率 Customized scales (以僱員類別或服務年資基礎計算 based on categories of employee or Year(s) of Service)		
僱員成員類別 Categories of Employee Members	服務年資 Year(s) of Service	僱主供款百分比 Employer's Contribution Rate %
		歸屬比例選擇 (請參考以下第(iii)b 部份) Vesting Scale Option (Please refer to Part(iii)b below)
		<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C
		<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C
		<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C

iii) 僱主自願性供款之歸屬比例 Benefit Vesting Scale in respect of Employer's Voluntary Contribution

a) 利益歸屬是按下列基礎計算服務年資 Length of service for vesting of benefits should be based on:

完成參與計劃會籍年期     完成為僱主服務年期     其他，請註明  
Completed Year(s) of Membership in the Participating Scheme    Completed Year(s) of Service with Employer    Others, please specify: \_\_\_\_\_

b) 歸屬比例選擇 Vesting Scale Option:

選擇 Option	完成年期 Completed Years	僱主自願性供款百分比 Employer's Voluntary Contribution Rate %										
	<1	1	2	3	4	5	6	7	8	9	10	>10
選擇 Option A	0	10%	20%	30%	40%	50%	60%	70%	80%	90%	100%	100%
選擇 Option B	0	0	0	30%	40%	50%	60%	70%	80%	90%	100%	100%
選擇 Option C (自訂比率 Customized Scale)												

iv) 僱員退休年齡 Retirement Age for all Employees

非法定正常退休年齡     非法定提早退休年齡 \_\_\_\_\_ 及 \_\_\_\_\_ 服務年資。  
Non-Statutory Normal Retirement Age \_\_\_\_\_    Non-Statutory Early Retirement Age \_\_\_\_\_ with \_\_\_\_\_ Years of Service.

非法定正常 / 提早退休年齡利益歸屬比例 Benefits Vesting on non-statutory normal/early retirement age:

100%     比例與終止服務相同並列明於(II)部 (ii)及(iii) 部份。 Same percentage as termination of employment as indicated in Part (II) (ii) and (iii) as above.

註：就僱主自願性供款所訂的僱員退休年齡可與強制性供款所訂的有所不同。  
Remarks: The retirement age for Employer's Voluntary Contributions can be different from that which applies to Mandatory Contributions.

### (III) 聲明及簽署 DECLARATION AND SIGNATURE

- 我們確認如僱員成員之累積權益因歸屬比例更改而有所減少時，我們須得到受影響之僱員成員之書面同意，否則不能作出有關更改。 We confirm that if a change in the vesting scale will result in a reduction of the Employee Member's accrued benefits, we shall not be allowed to effect such a change unless the prior written consent of the Employee Member concerned has been obtained.
- 我們確認以上更改已於三個月前書面通知計劃下的有關僱員成員。 We confirm that we have notified the relevant Employee Member(s) with 3 months' prior written notices of the above changes.  
授權簽署及公司印章 Authorized Signature(s) with Company Chop



日期 Date: \_\_\_\_\_

公司專用 For Official Use Only

Input by: _____	Date: _____	Verified by: _____	Date: _____
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