

致：中銀國際英國保誠信託有限公司  
香港太古城英皇道 1111 號 15 樓 1507 室  
To: BOCI-Prudential Trustee Limited  
Suite 1507, 15/F, 1111 King's Road, Taikoo Shing, Hong Kong

電郵 Email: [mpf@bocpt.com](mailto:mpf@bocpt.com) 傳真 Fax: 2151-0999 / 2530-4786 簡易強積金行政熱線 : 2929-3030  
我的強積金計劃客戶服務熱線 : 2929-3366

FORM ER-REMITTANCE

僱主名稱 Name of Employer 請用英文正楷填寫 Please complete in block letters		計劃名稱 Name of Scheme (請於空格加上"✓" Please put "✓" in the box)		<input type="checkbox"/> 中銀保誠簡易強積金計劃 BOC-Prudential Easy-Choice MPF Scheme <input type="checkbox"/> 我的強積金計劃 My Choice MPF Scheme	
計劃編號 Scheme No.	聯絡人及電話號碼 Contact Person & Tel No.	供款期: 日/月/年 Contribution period: dd/mm/yyyy	由 From	至 To	

**溫馨提示!** 根據強積金法例, 僱主必須在每月的 **第 10 日或之前** 全數支付強制性供款, 並須同時提交付款結算書及僱員終止服務通知書(如適用)。請預留足夠的文件郵遞及處理時間, 以避免因延誤支付供款而被積金局徵收附加費及罰款。  
**GENTLE REMINDER!** According to the MPF legislation, mandatory contributions (accompanied by the required Remittance Statement and Notice of Termination of Employment (if applicable)) should be made on or before the **10<sup>th</sup> day of each month**. Please reserve sufficient documents delivery and processing time to avoid surcharge and penalty imposed by the MPFA arising from late payment.

第一部分 - 適用於新僱員 Part I - For New Employees

(請將本付款結算書連同下列新僱員的成員申請表一併遞交) Please submit this remittance statement together with the member enrolment form(s) of following new employee(s)

編號 No.	僱員名稱 Name of Employee	香港身份證/ 護照號碼 HKID/ Passport No.	有關供款期 日/月/年 Relevant Contribution Period dd/mm/yyyy		計算強制性供款 之有關入息 Relevant Income for Mandatory Contribution Calculation HK\$	計算自願性供款 之入息 Income for Voluntary Contribution Calculation HK\$	僱員供款 Employee's Contributions		僱主供款 Employer's Contributions		受僱日期 日/月/年 Date of Employment dd/mm/yyyy	供款附加費 (如適用) Contribution Surcharge (if applicable) HK\$
			由 From	至 To			強制性供款 Mandatory Contributions HK\$	#自願性供款 #Voluntary Contributions HK\$	強制性供款 Mandatory Contributions HK\$	#自願性供款 #Voluntary Contributions HK\$		
第一部分 供款總計 Sub- total amount for Part I												

付款結算書  
Remittance Statement



<b>僱主名稱 Name of Employer</b> <small>請用英文正楷填寫 Please complete in block letters</small>		<b>計劃名稱 Name of Scheme</b> <small>(請於空格加上"✓" Please put "✓" in the box)</small>		<input type="checkbox"/> <b>中銀保誠簡易強積金計劃 BOC-Prudential Easy-Choice MPF Scheme</b> <input type="checkbox"/> <b>我的強積金計劃 My Choice MPF Scheme</b>	
<b>計劃編號 Scheme No.</b>	<b>聯絡人及電話號碼 Contact Person &amp; Tel No.</b>	<b>供款期: 日/月/年 Contribution period: dd/mm/yyyy</b>		<b>由 From</b>	<b>至 To</b>

**溫馨提示!** 根據強積金法例, 僱主必須在每月的**第 10 日或之前**全數支付強制性供款, 並須同時提交付款結算書及僱員終止服務通知書(如適用)。請預留足夠的文件郵遞及處理時間, 以避免因延誤支付供款而被積金局徵收附加費及罰款。  
**GENTLE REMINDER!** According to the MPF legislation, mandatory contributions (accompanied by the required Remittance Statement and Notice of Termination of Employment (if applicable)) should be made on or before the **10<sup>th</sup> day of each month**. Please reserve sufficient documents delivery and processing time to avoid surcharge and penalty imposed by the MPFA arising from late payment.

**第二部分 - 適用於現有僱員 Part II - For Existing Employees**

編號 No.	僱員名稱 Name of Employee	香港身份證/ 護照號碼 HKID/ Passport No.	計算強制性供款之有關入息 Relevant Income for Mandatory Contribution Calculation  HK\$	計算自願性供款之入息 Income for Voluntary Contribution Calculation  HK\$	僱員供款 Employee's Contributions		僱主供款 Employer's Contributions		供款附加費 (如適用) Contribution Surcharge (if applicable) HK\$
					強制性供款 Mandatory Contributions HK\$	#自願性供款 #Voluntary Contributions HK\$	強制性供款 Mandatory Contributions HK\$	#自願性供款 #Voluntary Contributions HK\$	
<b>第二部分供款總計</b>					<b>Sub-total amount for Part II</b>				

# 請在不適用處填上「不適用」。# Please insert "N.A." if not applicable.  
 請提供不同供款期之僱員資料於獨立付款結算書上。Please use separate remittance statement for those employees with different contribution period.  
 沒有任何有關入息的僱員(如正支取無薪假期的僱員)仍須在此部分填報。  
 Employees who do not have any relevant income (such as those on no-paid leave) should also be reported in Part II.

Version as at Nov 2022

付款結算書  
Remittance Statement



僱主名稱 Name of Employer 請用英文正楷填寫 Please complete in block letters		計劃名稱 Name of Scheme (請於空格加上"✓" Please put "✓" in the box)		<input type="checkbox"/> 中銀保誠簡易強積金計劃 BOC-Prudential Easy-Choice MPF Scheme <input type="checkbox"/> 我的強積金計劃 My Choice MPF Scheme	
計劃編號 Scheme No.	聯絡人及電話號碼 Contact Person & Tel No.	供款期: 日/月/年 Contribution period: dd/mm/yyyy	由 From	至 To	

第三部分 - 適用於離職僱員 Part III - For Leaving Employees

請在此部分填寫離職僱員之最後供款及離職資料。 Please complete the last contribution and termination information for those leaving employee(s) in this Part.

編號 No.	僱員名稱 Name of Employee	香港身份證/ 護照號碼 HKID/ Passport No.	最後受僱日期 日/月/年 Last Date of Employment dd/mm/yyyy	(2) 終止服務 原因 (2) Reason for Termination of Employment	強制性供款 之有關入息 Relevant Income for Mandatory Contribution HK\$	自願性供款 之入息 Income for Voluntary Contribution HK\$	僱員供款 Employee's Contributions		僱主供款 Employer's Contributions		(1) 是否需要長期服務金/ 遣散費退款? (請於適當的方格內填上✓號) (1) Refund of Long Service/ Severance Payment Required? (Please ✓ as appropriate)	已支付予有關成員之長期服務金/遣散 費金額(如有) [必須附上有關成員簽署確認已收受長 期服務金/遣散費金額之收據正本] Long Service/Severance Payment Amount paid to the relevant member (if any) [Must submit original LSP/SP receipt with member's valid signature] HK\$
							強制性供款 Mandatory Contributions HK\$	自願性供款 Voluntary Contributions HK\$	強制性供款 Mandatory Contributions HK\$	自願性供款 Voluntary Contributions HK\$		
											<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No	
											<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No	
											<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No	
											<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No	
											<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No	

**溫馨提示!** 如有僱員離職, 僱主須在僱員最後受僱日期所在月份的下一月份的供款日或之前, 在付款結算書或「僱員終止服務通知書」上申報僱員離職及作出最後一期供款。  
**GENTLE REMINDER!** When an employee ceases employment, employer should notify the Trustee of the employee's last date of employment via the Remittance Statement or Notice of Termination of Employment and make the last contribution on or before the contribution day in the month following the one in which the last day of employment falls.

第三部分供款總計 Sub-total amount for Part III	
第一至第三部分供款總計 Total Contribution Amount for Part I to Part III	所有部分供款總和 Grand total
第一至第三部分供款附加費, 如適用 Total Contribution Surcharge for Part I to Part III, if applicable	港幣 HKD :

付款方法 Payment Method

支票 Cheque       自動轉賬 Direct Debit       直接存款 Direct Credit  
 其他 Other (請註明 Please specify: \_\_\_\_\_)

支票號碼 Cheque Number : \_\_\_\_\_

支票金額 Cheque Amount : \_\_\_\_\_ (恕不接納逾期支票 Post-dated cheque will not be accepted)

收款人名稱 Payee Name : 中銀國際英國保誠信託有限公司 BOCI-Prudential Trustee Limited

本人/我們以簽署此結算書作為聲明此結算書內所提供之資料為真實及正確。本人/我們明白受託人將不會對此結算書上之疏忽、忽略或不準確資料負責任。  
I/We declare that all information provided in this Statement is true and correct by signing of this Statement. I/We understand that the Trustee will not be held responsible or liable for any incompleteness, omission or inaccuracy of, the information contained in this Statement.

授權簽署及公司蓋章 Authorized Signature(s) with Company Chop \_\_\_\_\_ 日期 Date \_\_\_\_\_

附註:

(1) 如僱主要求把長期服務金/遣散費與僱主供款部分的累算權益對沖或僱員戶口內的累算權益包含僱主自願性供款, 請提供離職原因。

(2) 終止服務原因:

01 辭職	02 解僱	03 轉職(轉職至聯繫公司)	04 終止僱用
05 即時解僱	06 裁員	07 健康問題	08 退休
09 提早退休	10 完全喪失行為能力	11 死亡	

Notes:-

(1) Please provide the termination reason if the employer requests to offset Long Service Payment / Severance Payment ("LSP / SP") against the accrued benefits derived from employer's contributions or there are accrued benefits attributable to employer's voluntary contributions in the employee's account.

(2) Reason for Termination of Employment:

01 Resignation	02 Dismissal	03 Transfer Employment (for intra-group transfer)	04 Termination
05 Summary dismissal	06 Redundancy	07 Ill-Health	08 Retirement
09 Early Retirement	10 Total Incapacity	11 Death	

付款結算書  
Remittance Statement



注意事項 Points to Note

1. 請在付款結算書為所有僱員清楚填報供款金額。如僱員於有關供款期內並無有關入息，請於供款欄填上「0」。  
Please fill in the contribution amount clearly for ALL employees on the remittance statement. If an employee's relevant income is zero for the relevant contribution period, please mark "0" in the contribution column.
2. 若以郵遞方式遞交，請預留充足的郵遞時間及貼上足額郵票，以確保郵遞無誤。  
For submission by mail, please reserve sufficient time and affix sufficient stamp to ensure delivery in order.
3. 請注意，強積金中介人並非指定為收取及遞交強積金供款支票和「付款結算書」的正式途徑，懇請僱主直接遞交供款及有關文件予中銀國際英國保誠信託有限公司。同時，僱主可透過受託人網頁 [www.bocpt.com](http://www.bocpt.com) 登入僱主賬戶，定期檢視其供款狀況及查看最新資料。  
Please note that MPF intermediaries are not designated as the formal channel to receive the MPF cheques and remittance statement, employers should submit the contributions and relevant documents to BOCI-Prudential Trustee Limited directly. Employers may also check their contribution status and view the latest information regularly via Employer Login Account at Trustee's website [www.bocpt.com](http://www.bocpt.com).
4. 僱主可透過受託人網頁 [www.bocpt.com](http://www.bocpt.com) 登入僱主賬戶，輸入及遞交供款資料或上傳付款結算書。  
Employer may input and submit the contribution information or upload the remittance statement via Employer Login Account at Trustee's website [www.bocpt.com](http://www.bocpt.com).
5. 僱主亦可使用受託人提供的強積金供款計算軟件「易出糧」或「供款靈」以製作電子供款檔案，免除手寫或郵寄「付款結算書」帶來的繁瑣與不便。  
Employers may also use MPF contribution calculation software "PayEasy" or "SmartCon" provided by Trustee to prepare the electronic contribution data file, you will be free from the hassle of hand-writing and mailing the remittance statement.
6. 此付款結算書上所列明之受僱日期必須與相關「成員參加表格」之受僱日期相同。  
The date of employment stated on this remittance statement should be the same as the date of employment of relevant "Member Enrolment Form".
7. 僱員年齡介乎滿 18 歲至未滿 65 歲之間，並連續受僱滿 60 日，均須參加強積金及作出強積金供款。  
Employees who are at least 18 but under 65 years of age and employed for a continuous period of 60 days or more, they are required to join an MPF scheme and make MPF contributions.
8. 如僱員的有關入息少於最低有關入息水平，該僱員則無須作出強積金供款，但僱主仍然要按該僱員的有關入息的 5% 作出僱主部分的強積金供款。  
If employee's relevant income is less than the minimum relevant income level, such employee is not required to make MPF contributions, but employer still required to make 5% of the employee's relevant income as the employer's part of MPF contributions.
9. 新僱員享有 30 天免供期外亦無須就 30 天免供期後首個不完整糧期作出供款，而僱主就僱員作出的供款則應從僱員受僱首日開始計算。  
New employees are not required to make contributions for the first 30 days of employment and any incomplete payroll period that immediately follows the 30-day period. However, employer should make contributions for their employees from the first day of their employment.
10. 請注意，按法例要求，僱主必須準時為所有僱員作出強積金供款。如受託人於供款日之後收到供款款項，則必須依法向強制性公積金計劃管理局（積金局）匯報逾期供款個案，而積金局將可能向僱主徵收附加費或採取其他執法行動。  
Please note that employers are required to make MPF contributions for all relevant employees in full and on time in accordance with the MPF legislation. Contribution payments received by Trustee after the contribution day will be reported to the Mandatory Provident Fund Schemes Authority ("MPFA") as default contribution. The MPFA may impose surcharge or take other enforcement actions on the concerned employers.