

Notice on MPF Contributions

Employers are required by law to remit every month MPF contributions to the trustee for the previous contribution period (generally means wage period), together with the duly completed Remittance Statement and Notice of Termination of Employment (if applicable). These should reach the trustee on or before the Contribution Day each month (i.e. the 10th day of each month). Please reserve sufficient document delivery and contribution processing time (at least 3 working days) to avoid any delay. A non-complying employer is liable to a surcharge and penalty.

Employers can make MPF contributions and submit contribution data through the following channels:

Contributions Payment Method	Cut-off time of receiving payment
1 Direct debit (Auto-pay) (For service application, please complete and return the “Direct Debit Authorization” 《MY ER DDA》 (name of the debit account holder must be the same as the participating employer) to Trustee.)	Within office hour
2 Via “BOC Corporate Banking Services Online”/ “Corporate Banking Services Online” (For service application, please visit Business Account Opening Branches of BOC(HK) or contact Corporate Customer Service Hotline of BOC(HK) at 3988 2288) Please select Payment Service → Insurance/Pension → My Choice Mandatory Provident Fund Scheme (BOCI-Prudential) (P047) → Pay Contributions, and then input your MPF scheme no. in the field “MPF Scheme Number 11 digit”	Cut-off time of bank’s bill payment
3 Use cheque deposit machine of BOC(HK) (please refer to its User Guide)	Cut-off time of cheque deposit machine
4 Submit cheque (Post-dated cheque will not be accepted) Payable to: BOCI-Prudential Trustee Limited Please submit cheque via one of the following methods: <input checked="" type="checkbox"/> Submit e-Cheque via MPF (Employer) Account on Trustee’s website, BOCHK e-Cheque Drop Box or other channel (Please refer to the e-Cheque User Guide https://www.bocpt.com/english/eCheque_Service_User_Guide_eng.pdf for details) <input checked="" type="checkbox"/> Please enter your MPF scheme no. in the Remarks column <hr/> <input checked="" type="checkbox"/> Crossed Cheque <input checked="" type="checkbox"/> Send by post to Suite 1507, 15/F, 1111 King’s Road, Taikoo Shing, Hong Kong <input checked="" type="checkbox"/> Deposit at any branches of BOC(HK) Our A/C No.: 012-875-00434623 (BOC(HK)) (You can deposit the crossed cheque at the designated MPF Document Receiving Branches of BOC(HK) and submit the relevant contribution receipt with remittance statement to Trustee. For details of the designated MPF Document Receiving Branches of BOC(HK), please refer to the attached list.) Please reserve sufficient documents delivery and processing time and write: <input checked="" type="checkbox"/> Employer name, your 11 digits MPF scheme no. and the relevant contribution period on the back of the cheque; & <input checked="" type="checkbox"/> your cheque no. clearly on the “Remittance Statement” Note: 1. Cash payments are not accepted by all means. 2. Any incorrect or incomplete information on the cheque will be treated as invalid and will NOT be accepted.	16:30 each business day (specific cut-off time of e-Cheque Deposit/ Drop Box service provided by each bank may vary)
	Within office hour

Submission Channel of Contribution Data* * Including “Remittance Statement”, cheque or other contribution payment receipt, “Member Enrolment Form” (applicable to newly hired employee - please submit the duly completed form within the first 60 days of employment), and “Notice of Termination of Employment” (applicable to leaving employee)	Cut-off time of receiving contribution data
1 Send to Trustee’s E-mail Address mpf@bocpt.com	23:59 (within the day)
2 Upload to MPF Employer Account on Trustee’s website www.bocpt.com	Within office hour
3 By Fax (2151 0999 / 2530 4786)	23:59 (within the day)
4 In person (visit designated MPF Document Receiving Branch of BOC(HK), Nanyang Commercial Bank and Chiyu Banking Corporation - please turn overleaf for details)	Within bank’s office hour
5 By post (Address: Suite 1507, 15/F, 1111 King’s Road, Taikoo Shing, Hong Kong) - please reserve sufficient documents delivery and processing time	Within office hour
6 In person (visit Trustee’s Customer Service Centre: Suite 1507, 15/F, 1111 King’s Road, Taikoo Shing, Hong Kong)	Within office hour

To ease your administration burden, you may consider setting up Auto-pay arrangement with your banks by completing a Direct Debit Authorization Form or use BOC CBS Online to pay your MPF contributions, which will bring you a punctual and convenient payment experience.

You may as well submit contribution data via electronic means. By preparing electronic contribution data files with our MPF contribution calculation software PayEasy & SmartCon, you will be free from the hassle of hand-writing and mailing the Remittance Statement.

Should you have any queries, please do not hesitate to contact our Customer Services Representatives at 2929 3366.

List of Bank Branches of Collecting MPF Documents
(BOCI-Prudential Trustee Limited)

(September 2024)

Each bank may make suitable adjustment to business hours of its branches, please check the latest branch service arrangement on Bank of China (Hong Kong) ('BOCHK') website www.bochk.com, Nanyang Commercial Bank ('NCB') website www.ncb.com.hk and Chiyu Banking Corporation Ltd. ('Chiyu Bank') www.chiyubank.com.

Arrangement on submission of MPF documents via designated MPF Document Receiving Bank Branch

To enhance our services on handling of MPF documents, if customer submit MPF documents via designated MPF Document Receiving Branch of BOC(HK), Nanyang Commercial Bank and Chiyu Banking Corporation), please seal the MPF documents in an envelope and put it into the Drop Box at the branch** or submit according to the arrangement of the branch, please specify "BOCI-Prudential Trustee Limited - MPF" or "BOCI - MPF" on the envelope.

****Drop in box is subject to the availability of designated MPF Document Receiving Branch**

Branch Name	Branch Address	Branch Name	Branch Address
Bank of China (Hong Kong)		Bank of China (Hong Kong)	
<u>Hong Kong Island</u>		<u>New Territories</u>	
Sheung Wan Branch	Shop 1-4, G/F, Tung Hip Commercial Bldg, 244-248 Des Voeux Rd Central, HK	Yuen Long Branch	102-108 Castle Peak Rd, Yuen Long, NT
Bank of China Tower Branch	1 Garden Rd, HK	Sheung Shui Branch	61 San Fung Avenue, Sheung Shui, NT
Quarry Bay Branch	Parkvale, 1060 King's Rd, Quarry Bay, HK	Luen Wo Market Branch	17-19 Wo Fung St, Luen Wo Market, Fanling, NT
Lee Chung St Branch	29-31 Lee Chung St, Chai Wan, HK	Tuen Mun Town Plaza Branch	Shop 2, Tuen Mun Town Plaza phase II, Tuen Mun, NT
Aberdeen Ctr Branch	Shop 2, 2/F, Site 2 Aberdeen Ctr, Aberdeen, HK	Tsuen Wan Branch	297-299 Sha Tsui Rd, Tsuen Wan, NT
Kam Wa St Branch	3 Kam Wa St, Shau Kei Wan, HK	Sheung Kwai Chung Branch	7-11 Shek Yi Rd, Sheung Kwai Chung, NT
North Point (King's Ctr) Branch	193-209 King's Rd, North Point, HK	Kwai Chung Plaza Branch	A18-20, G/F Kwai Chung Plaza, 7-11 Kwai Foo Rd, Kwai Chung, NT
<u>Kowloon</u>		Maritime Square Branch	Shop 115, Maritime Square, Tsing Yi Island, NT
Pak Tai St Branch	4-6 Pak Tai St, To Kwa Wan, Kln	Castle Peak Rd (Tsuen Wan) Branch	G/F-1/F, Sin Ching Bldg, 201-207 Castle Peak Rd (Tsuen Wan), Tsuen Wan, NT
Wong Tai Sin Branch	Shop LG2, LG/F, Temple Mall South, Wong Tai Sin, Kln	Tai Po Branch	68-70 Po Heung St, Tai Po Market, NT
Prince Edward Rd (Kln City) Branch	382-384 Prince Edward Rd, Kln City, Kln	Sai Kung Branch	Shop 56 & 58, Sai Kung Town Ctr, 22-40 Fuk Man Rd, Sai Kung, NT
Hung Hom (Eldex Ind'l Bldg) Branch	21 Ma Tau Wai Rd, Hung Hom, Kln	Tai Wai Branch	74-76 Tai Wai Rd, Sha Tin, NT
Diamond Hill Branch	G107 Plaza Hollywood, Diamond Hill, Kln	Fo Tan Branch	Shop B1-1A, B2A-C, 1/F Shatin Galleria, 18-24 Shan Mei St, Shatin, New Territories
Mei Foo Mount Sterling Mall Branch	Shop N47-49, G/F, Mount Sterling Mall, Mei Foo Sun Chuen, Kln	Metro City Branch	Shop 209, Level 2, Metro City Phase 1, Tseung Kwan O, NT
194 Cheung Sha Wan Rd Branch	194-196 Cheung Sha Wan Rd, Sham Shui Po, Kln	Ma On Shan Plaza Branch	Shop 2103, Level 2, Ma On Shan Plaza, Sai Sha Rd, Ma On Shan, NT
Kln Plaza Branch	Unit 1, Kln Plaza, 485 Castle Peak Rd, Kln	Nanyang Commercial Bank	
Telford Plaza Branch	Shop Unit P2-P7, Telford Plaza, No.33 Wai Yip St, Kln Bay, Kln	<u>Hong Kong Island</u>	
Hoi Yuen Rd Branch	55 Hoi Yuen Rd, Kwun Tong, Kln	Western Branch	1/F & 2/F, 359-361 Queen's Rd Central, HK
Prince Edward Branch	774 Nathan Rd, Kln	Wanchai Branch	123 Johnston Rd, HK
Jordan Branch	Shops 1-4 & 8, G/F, 238 Nathan Rd, Kln	<u>Kowloon</u>	
Mong Kok Branch	589 Nathan Rd, Mong Kok, Kln	Yaumati Branch	309 Nathan Rd, Kln
Tai Kok Tsui Branch	73-77 Tai Kok Tsui Rd, Tai Kok Tsui, Kln	Chiyu Banking Corporation	
China HK City Branch	Shop 19-20, 2/F, China HK City, 33 Canton Rd, TST, Kln	<u>Hong Kong Island</u>	
TST East Branch	Shop 3, LG/F, Hilton Towers, 96 Granville Rd, TST, Kln	Central Branch	78 Des Voeux Rd Central, HK
		Western Branch	G/F, Luen Wah Mansion, No.518 & 520 Queen's Rd West, HK
		<u>Kowloon</u>	
		San Po Kong Branch	61-63 Hong Keung St, San Po Kong, Kln
		<u>New Territories</u>	
		Kwai Hing Estate Branch	Shop 1, G/F, Hing Yat House, Kwai Hing Estate, Kwai Chung, NT
		Tsuen Wan Branch	G/F, 131-135 Sha Tsui Rd, Tsuen Wan, NT

重要通知：更新中國銀行（香港）存支票機的輸入程序

Important Notice: Updated Steps to Use Bank of China (HK) Cheque Deposit Machine

中國銀行（香港）存支票機操作介面已作出更新。為確保閣下更方便使用存支票機，請依照下列輸入程序，處理閣下的強積金供款：

The interface of the Bank of China (Hong Kong) Cheque Deposit Machine has been upgraded. To ensure you can adapt to the new interface and use it conveniently, please refer to the following updated instructions to handle your MPF contributions:



I. 使用中國銀行(香港)支票機處理供款
Access the Bank of China (Hong Kong) Cheque Deposit Machine



II. 選擇「繳付商戶賬單」
Select "Bill Payment Service"



III. 選擇商戶類別
(保險或公積金服務)
Select "Merchant Category (Insurance/Pension)"



IV. 選擇商戶
我的強積金計劃
Select "Merchant"
(My Choice MPF Scheme)



V. 輸入繳費單編號
(即 11 位數字的強積金計劃編號)
(注意：如沒有或不正確輸入計劃編號，將會延誤我們處理閣下的強積金供款)
Enter "Payment Reference"
(i.e. the 11-digit MPF Scheme Number)
(Note: if no/incorrect scheme number is entered, this may delay our handling of your MPF contributions)



VI. 核對繳費單編號是否為閣下**正確的計劃編號**並在港元金額欄輸入供款支票總金額
Check whether the **Payment Reference** is your **CORRECT Scheme No.** and enter the total amount of your MPF contribution

重要通知：更新中國銀行（香港）存支票機的輸入程序
Important Notice: Updated Steps to Use Bank of China (HK) Cheque Deposit Machine



VII. 輸入聯絡電話(可選擇是否需要)
Key in your contact phone number (optional)



VIII. 按指示存入支票
Insert your cheque(s)



IX. 確認交易資料及取回收據存底
Check and confirm deposit information and retrieve the Customer Advice for your records

如有查詢，請即與本公司客戶服務代表聯絡：

我的強積金計劃客戶服務熱線：2929-3366

Should you have any queries, please do not hesitate to contact our Customer Service Center at:

My Choice Customer Service Hotline : 2929-3366