

中銀保誠簡易強積金計劃

額外自願性供款成員須知

額外自願性供款成員可通過下列途徑支付/贖回額外自願性供款、更改賬戶資料及遞交文件：

支付額外自願性供款方式	
1.	<p>透過直接扣帳（自動轉帳）支付供款</p> <p>填妥「成員直接付款授權書」<EE-DDA FORM>及遞交正本予本公司。</p> <p>請注意！首次供款將於(i)受託人發出[辦妥自動轉帳申請及首次自動扣賬通知書]或(ii)按成員於申請表乙部填寫之[首次供月份]之第五個工作日(以較後者為準)從成員的銀行戶口中支付。</p> <p>請勿郵寄現金或於任何銀行櫃面繳交，額外自願性供款不接受直接付款方式供款。</p>

贖回額外自願性供款	
1.	<p>請填妥「額外自願性供款贖回基金授權書」<EC-SVC-REDEMPTION>遞交正本予本公司。</p> <p>每次部份贖回申請最低交易額為相當於港幣 5,000 元。</p>

更改賬戶資料	
1.	<p>可透過受託人網頁 http://www.bocpt.com 或填妥「計劃成員資料更改表」<FORM SM-CHG(PART)>更改成員個人資料。</p>
2.	<ul style="list-style-type: none">- 請填妥「更改成員定期額外自願性供款通知書」<FORM EC-EE-CHG(SVC)>更改定期額外自願性供款資料。- 每月定期額外自願性供款額不得超過成員的有關入息 30%，請提供相關證明文件交予本公司。- 請最少提早一個月通知本公司處理以上的申請，詳情請參考表格上的“注意”事項。
3.	<p>可透過受託人網頁 http://www.bocpt.com 或填妥「更改額外自願性供款及定期額外自願性供款投資基金組合授權書」<FORM EC-SVC-REBALANCE> 交予本公司，更改額外自願性供款/定期額外自願性供款投資指示（不適用於更改不定期額外自願性新供款投資組合）。</p>

文件遞交途徑	
1	遞交至受託人電郵地址 mpf@bocpt.com
2	傳真至傳真號碼 2151 0999 / 2530 4786
3	親身送往中國銀行(香港)、南洋商業銀行或集友銀行指定代收強積金文件分行(詳見附頁名單)
4	郵寄至：香港太古城英皇道 1111 號 15 樓 1507 室(請預留足夠的文件郵遞及處理時間)
5	親身送往受託人客戶服務中心：香港太古城英皇道 1111 號 15 樓 1507 室

如有查詢，請即致電 2929 3030 與我們的客戶服務代表聯絡。

Easy-Choice Mandatory Provident Fund Scheme

Smart Notes For Special Voluntary Contribution (SVC) Members

Methods for Special Voluntary Contribution (SVC) members making SVC contribution payment/ submit redemption, change of account particulars and document submission channels:

Payment Method for SVC Contributions	
1.	<p>Pay SVC via Direct debit (Auto-pay)</p> <p>Please complete and return the original form of “Member Direct Debit Authorization” <EE-DDA FORM> for our trustee further processing.</p> <p>Please note! The first regular Special Voluntary Contribution will be debited from member bank account (i) after we have sent out a “Confirmation of Autopay Instruction” or (ii) on the 5th business day of “Contribution Commencement Month” as indicated in Part B of the form (whichever is later).</p> <p>Do not send cash or make payment at any bank counter, SVC paid by direct transfer is also not acceptable.</p>

SVC Redemption	
1.	<p>Please submit “Special Voluntary Contribution Redemption Instruction” <EC-SVC-REDEMPTION>. The minimum partial redemption request should be equivalent to HK\$5,000.00 for each transaction, only the original form would be accepted.</p>

Change of Account Particulars	
1.	Member can update personal information via our website http://www.bocpt.com or submit “Notice of Change of Scheme Member’s Particulars” <FORM SM-CHG(PART)>.
2.	<ul style="list-style-type: none"> - Please submit “Notice of Change of Member’s Regular Special Voluntary Contributions” <FORM EC-EE-CHG(SVC)> to change the contribution information . - The changed contribution amount is not allowed to exceed 30% of your relevant income, please provide related documents. - Please submit at least one month before the effective month. Please refer to the relevant form for details.
3.	Member can change investment fund instruction of SVC and regular SVC (not applicable for changing investment mandate for Future Ad-hoc SVC) via our website http://www.bocpt.com or submit “Change of Investment Fund Instruction of Special Voluntary Contribution & Regular Special Voluntary Contribution” <FORM EC-SVC-REBALANCE>

Document Submission Channel(s)	
1	Send to Trustee’s E-mail Address mpf@bocpt.com
2	By Fax (2151 0999 / 2530 4786)
3	In person (visit designated MPF Document Receiving Branch of BOC(HK), Nanyang Commercial Bank and Chiyu Banking Corporation - please turn overleaf for details)
4	By post (Address: Suite 1507, 15/F, 1111 King’s Road, Taikoo Shing, Hong Kong) – please reserve sufficient documents delivery and processing time
5	In person (visit Trustee’s Customer Service Centre: Suite 1507, 15/F, 1111 King’s Road, Taikoo Shing, Hong Kong)

Should you have any queries, please do not hesitate to contact our Customer Services Representatives at 2929 3030.