

## 我的強積金計劃

### 可扣稅自願性供款成員須知

可扣稅自願性供款成員可通過下列途徑支付可扣稅自願性供款、更改賬戶資料及遞交文件：

標準的支付可扣稅自願性供款方式#	
1.	<p><b>透過直接扣帳（自動轉帳）支付供款</b></p> <p>填妥「成員直接付款授權書」&lt;MY EE DDA&gt;及遞交正本予本公司。</p> <p>請注意！<b>首次</b>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（<b>以較後者為準</b>）從成員的銀行戶口中支付。</p>
2.	<p><b>透過成員個人銀行支票支付供款</b></p> <p>請將填妥「作出整筆可扣稅自願性供款申請表（只適用於現有成員）」&lt;MY TVC LSUM&gt; 及連同劃線支票*一同交回受託人（恕不接納逾期支票），支票抬頭：「中銀國際英國保誠信託有限公司」或 BOCI-Prudential Trustee Limited</p> <p>請預留足夠的文件郵遞及處理時間，並須於支票背面註明強積金計劃編號。</p> <p><b>*支票支付者賬戶名稱必須與有關可扣稅自願性供款成員賬戶申請人全名相同。</b></p>
<p><b>請勿郵寄現金或於任何銀行櫃面繳交！</b></p> <p>#本公司一般不會接受以直接付款方式支付可扣稅自願性供款。如成員未能採用上述兩種標準的支付供款方式，可聯絡本公司並尋求特別供款安排，惟本公司可能要求客戶提供額外的補充文件及/或資料，以完成有關的特別安排。</p>	

更改賬戶資料	
1.	可透過受託人網頁 <a href="http://www.bocpt.com">http://www.bocpt.com</a> 或填妥「計劃成員資料更改表」<MY EE CHG>更改成員個人資料。
2.	- 請填妥「更改成員定期可扣稅自願性供款通知書」<MY EE CHG RTVC>更改定期可扣稅自願性供款資料。 - 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.	可透過受託人網頁 <a href="http://www.bocpt.com">http://www.bocpt.com</a> 或填妥「基金轉換指示（只適用於現有戶口結餘）」<MY SWITCHING>轉換現存可扣稅自願性供款之投資分佈。詳情請參考表格上的“注意”事項。
4.	可透過受託人網頁 <a href="http://www.bocpt.com">http://www.bocpt.com</a> 或填妥「更改可扣稅自願性供款投資基金組合授權書」<MY TVC RB>更改定期可扣稅自願性新供款投資組合/重新調配可扣稅自願性供款的投資基金組合（不適用於未來整筆可扣稅自願性供款投資組合）。

文件遞交途徑	
1	遞交至受託人電郵地址 <a href="mailto:mpf@hocpt.com">mpf@hocpt.com</a>
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 3366 與我們的客戶服務代表聯絡。

## My Choice Mandatory Provident Fund Scheme

### Smart Notes For Tax Deductible Voluntary Contribution (TVC) Members

**Methods for Tax Deductible Voluntary Contribution (TVC) members making TVC contribution payment, change of account particulars and document submission channels:**

<b>Standard Payment Method for TVC Contributions #</b>	
1.	<p><b>Pay TVC by Direct debit (Auto-pay)</b></p> <p>Please complete and return the <b>original</b> form “Member Direct Debit Authorization” &lt; MY EE DDA &gt;</p> <p>Please note! The <b>first</b> regular Tax Deductible 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 (<b>whichever is later</b>).</p>
2.	<p><b>Pay TVC by TVC member’s Personal Bank Cheque</b></p> <p>Please complete and return “Application For Making Lump Sum Tax Deductible Voluntary Contributions (For Existing Member Only)”&lt;MY TVC LSUM&gt; to the Trustee together with a crossed cheque* made payable to “BOCI-Prudential Trustee Limited”</p> <p><b>*The bank account name bear on the cheque <u>must</u> be the same full name of the Applicant.</b></p>
<p><b>Do not send cash or make payment at any bank Counter.</b></p> <p><b># TVC payment via direct transfer is generally not accepted.</b> If member has difficulties making TVC contributions with the above TWO standard payment methods, member can approach BOCI-Prudential Trustee Limited for alternative solutions, however, addition documents and/or supporting materials may be required.</p>	

<b>Change of Account Particulars</b>	
1.	Member can update personal information via our Internet <a href="http://www.bocpt.com">http://www.bocpt.com</a> or submit “Notice of Change of Scheme Member’s Particulars” < MY EE CHG >.
2.	<ul style="list-style-type: none"> <li>- Please submit “Notice of Change of Scheme Member’s Regular Tax Deductible Voluntary Contributions” &lt; MY EE CHG RTVC &gt; to change of regular tax deductible voluntary contributions.</li> <li>- Please submit at least one month before the effective month. Please refer to the relevant form for details.</li> </ul>
3.	Member can indicate fund switching instruction for the existing fund account balances for regular TVC via our website <a href="http://www.bocpt.com">http://www.bocpt.com</a> or submit “Fund Switching Instruction (for Existing Account Balance only)” <MY SWITCHING >.
4.	Member can change investment choice for the future regular TVC/ rebalance the TVC account balances via our website <a href="http://www.bocpt.com">http://www.bocpt.com</a> or submit “Change of Investment Fund Instruction of Tax Deductible Voluntary Contributions” <MY TVC RB> (not applicable for changing investment mandate for Future Lump Sum TVC).

<b>Document Submission Channel(s)</b>	
1	Send to Trustee’s E-mail Address <a href="mailto:mpf@bocpt.com">mpf@bocpt.com</a>
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 3366.