

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

(傳真：2151 0999 熱線：2929 3030 電郵：mpf@bocpt.com)

此聲明書及最近期的評稅通知書及/或其他所需文件 (如適用) 必須於 **2023 年 2 月 28 日前** 送交受託人。如閣下：

(1) 沒有於上述日期前交回此聲明書及提供最近期的評稅通知書及/或其他所需文件 (如適用)，或

(2) 選擇不作任何聲明，

則閣下的供款詳情及有關入息將被視作與上個計劃年度 (即 2022-2023) 相同。

SAMPLE 樣本

FORM SEP-CHG

甲部 計劃成員資料

計劃成員姓名	英文 CHAN TAI MAN	中文 陳大文	*香港身分證/護照號碼 A333333(3)
計劃編號 00012345678	聯絡電話號碼 2345-6789	流動電話號碼 9000-0000	傳真號碼 2345-6789
			電郵地址 chantaiman@abc.com.hk

乙部 供款詳情

(可月供或年供)

☒ 月供：供款期由 1 號至月底，供款將於 **每月最後一天或之前** 繳付。

☐ 年供：供款期由每年之 4 月 1 日至翌年 3 月 31 日，供款將於 **每年 3 月 31 日或之前** 繳付。

*請選擇年供或月供，計劃年度開始後將不能更改。

*如計劃年度沒有有關入息或有關入息低於法例下限 (即最低有關入息水平)，供款將以年供處理。

丙部 有關入息聲明

本人已閱讀及明白下述「提示」，在此聲明於 2023 年 4 月 1 日至 2024 年 3 月 31 日

全年有關入息為港幣 _____ **元**，並確認將根據此數

請必須填寫全年有關入息之總數

(i) 若總數等於或多於 **\$85,200**;
每月供款為: **\$355** ($=\$85,200/12 \times 5\%$); 或
每年供款為: **\$4,260** ($=\$85,200 \times 5\%$)

(ii) 若總數等於或多於 **\$360,000**;
每月供款最高上限為: **\$1,500**
($=\$360,000/12 \times 5\%$);
每年供款最高上限為: **\$18,000**
($=\$360,000 \times 5\%$)

提示一 閣下應根據由稅務局於過去 24 個月內發出之最近期評稅通知書，須同時提交該評稅通知書。)

提示二 如閣下由於下列其中一項原因沒有上述評稅通知書，可將上一個課稅年度應評稅利潤的相等款項，作為閣下有關入息。
◆ 閣下最近期評稅通知書的發出日期，與閣下出示該通知書相隔超過 24 個月;
◆ 閣下反對在最近期通知書內述明的評稅或已針對該評稅提出上訴。

提示三 如閣下沒有任何有關入息證明 (例如閣下的業務於最近期評稅通知書內，聲明按《稅務條例》第 28 條所指的基本免稅額作

提示四 就下列其中一項原因，閣下可聲明根據強積金規例的最高入息水平 (即每年港幣 18,000 元) 支付強制性供款，供款額現分別為每年港幣 18,000 元。 (閣下不須提交任何證明文件。)
◆ 提示一、二、三均不適用於閣下的情況
◆ 閣下的有關入息高於最高有關入息水平

提示五 如按照《稅務條例》(第 112 章) 第 IV 部份計算，閣下可提交業務最近財政期的虧損額計算表作為證據。)

(注意：任何更改並無追溯效力，而所有已繳付的供款，將不獲退還。已繳付的強制性供款只可在符合強積金計劃規例之法定要求下提取。)

Chan Tai Man

成員簽署

日期：03 Jan 2023

公司專用

輸入：		日期：	
核對：		日期：	

TO : BOCI-PRUDENTIAL TRUSTEE LIMITED

Suite 1507, 15/F, 1111 King's Road, Taikoo Shing, Hong Kong
(Fax : 2151 0999 Hotline : 2929 3030 email : mpf@bocpt.com)

SAMPLE

FORM SEP-CHG

This Declaration and the most recent notice of assessment and/ or other required documentation (if applicable) must be delivered to the Trustee on or **before 28 February 2023**. If you:-
(1) do not return this declaration, the most recent notice of assessment and/ or other required documentation (if applicable) on or before the date mentioned above, or
(2) elect not to make any declaration,
your contribution details and relevant income will be deemed to remain the same as those of last scheme year (2022-2023).

Part A Member's Details

Member Name	English CHAN TAI MAN	Chinese 陳大文	*HKID Card / Passport No. *Please delete whichever is not appropriate A333333(3)	
Scheme No. 00012345678	Telephone No. 2345-6789	Mobile Phone No. 9000-0000	Fax No. 2345-6789	E-mail address chantaiman@abc.com.hk

Part B Contribution Details

(Can make MPF contributions by: monthly or yearly)

- ☒ Monthly: First day to last day of the month. The contributions will be paid **by the end of each month**.
- ☐ Yearly: Contribution Period from 1st Apr each year to 31st Mar of the following year. The contributions will be paid **by 31 March each year**.
- * Please select monthly or yearly contribution. Your contribution details cannot be amended after the commencement of the above scheme year.
- * If there is no relevant income or the relevant income is below the statutory minimum amount (i.e. the minimum level of relevant income) for the scheme year, yearly contribution applies.

Part C Declaration of The Relevant Income

I have read and understood the Notes below, and hereby declare that my **annual relevant income** for the payment of mandatory contributions for the **financial year (1 April 2023 - 31 March 2024)** to the above scheme is HK\$ _____ and confirm that I will make mandatory contributions.

Note 1	You may report relevant income and profits shown on your most recent tax return for the past 24 months. (Please refer to the relevant income level in the table below.)
Note 2	If, due to one of the following reasons, you cannot produce the notice as required, you must produce the notice as required: ✧ the period between the assessment according to Section 28 of the Inland Revenue Ordinance (IRO) and the date of assessment; ✧ You objected to your most recent assessment.
Note 3	If you cannot produce any relevant income earned during the period of Section 28 of the Inland Revenue Ordinance (IRO), you need to submit any income tax return for the relevant period.
Note 4	If, due to one of the following reasons, you cannot produce the notice as required, you must produce the notice as required: ✧ Neither Note 1, 2, 3 above; ✧ Your relevant income is below the minimum level of relevant income.
Note 5	If your business(es) sustained a loss (under Section 112), you may declare that your relevant income covers the latest complete financial year.

Please MUST fill-in the total amount of Annual Relevant Income.

(i) If the total amount of Annual Relevant Income is equal and/or more than \$85,200; then the monthly MPF contribution: \$355 (=\$85,200/12 x 5%); or

Yearly MPF Contribution: \$4,260 (=\$85,200 x 5%)

(ii) If the total amount of Annual Relevant Income is more than \$360,000 (Maximum relevant income level); then the monthly MPF contribution: \$1,500 (=\$360,000/12 x 5%); or
Yearly MPF Contribution: \$18,000 (=\$360,000 x 5%)

(Note: All changes shall not have retrospective effect and no contributions made will be refunded. Mandatory contributions made can only be withdrawn according to the statutory requirements under the Mandatory Provident Fund Schemes (General) ("MPFS") Regulation.)

Chan Tai Man

Member's Signature
Date : **03 Jan 2023**

For Official Use Only			
Input by :		Date :	
Verified by :		Date :	