

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 **2024年2月29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 2023-2024)相同。

FORM SEP-CHG

**甲部 計劃成員資料**

計劃成員姓名	英文	中文	*香港身分證/護照號碼 <small>*請刪去不適用者</small>	
計劃編號	聯絡電話號碼	流動電話號碼	傳真號碼	電郵地址

<b>乙部 供款詳情</b>	<input type="checkbox"/> 月供：供款期由 1 號至月底，供款將於 <b>每月最後一天或之前</b> 繳付。
	<input type="checkbox"/> 年供：供款期由每年之 4 月 1 日至翌年 3 月 31 日，供款將於 <b>每年 3 月 31 日或之前</b> 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 2024 年 4 月 1 日至 2025 年 3 月 31 日之計劃年度，本人就繳付強制性供款的全年有關入息為港幣 \_\_\_\_\_ 元，並確認將根據此數額作出強制性供款。

<b>提示一</b>	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上的應評稅利潤，申報閣下的有關入息。(閣下必須同時提交該評稅通知書。)
<b>提示二</b>	如閣下由於下列其中一項原因沒有上述評稅通知書，可根據強制性公積金計劃(一般)規例第 127 條所述，聲明按上一個課稅年度應評稅利潤的相等款項，作為閣下有關財政期賺取的有關入息。(閣下不須提交任何入息證明。) ◇ 閣下最近期評稅通知書的發出日期，與閣下出示該通知書作為閣下的有關入息的證據的日期之間相隔超過 24 個月； ◇ 閣下反對在最近期通知書內述明的評稅或已針對最近期評稅提出上訴。
<b>提示三</b>	如閣下沒有任何有關入息證明(例如閣下的業務於最近才成立)，可根據強制性公積金計劃(一般)規例第 128 條所述，聲明按《稅務條例》第 28 條所指的 <b>基本免稅額</b> 作為閣下的有關入息。(閣下不須提交任何入息證明。)
<b>提示四</b>	就下列其中一項原因，閣下可聲明根據強積金規例的最高有關入息水平(即每年港幣 360,000 元或每月港幣 30,000 元)支付強制性供款，供款額現分別為每年港幣 18,000 元或每月港幣 1,500 元。閣下亦須明白最高有關入息水平上限可隨法例更改而不時變動。(閣下不須提交任何入息證明。) ◇ 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
<b>提示五</b>	如按照《稅務條例》(第 112 章)第 IV 部份計算，閣下的業務蒙受虧損，閣下可聲明有關入息為“0”。(閣下必須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。)

成員簽署  
日期：

公司專用			
輸入：		日期：	
核對：		日期：	

BOC-PRUDENTIAL EASY- CHOICE MANDATORY  
PROVIDENT FUND SCHEME  
DECLARATION OF RELEVANT INCOME  
SCHEME YEAR  
1 APRIL 2024 TO 31 MARCH 2025  
(FOR SELF-EMPLOYED PERSON ONLY)

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)

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 29 February 2024**. 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 (2023-2024).**

Part A Member's Details

Member Name	English	Chinese	*HKID Card / Passport No. <small>*Please delete whichever is not appropriate</small>	
Scheme No.	Telephone No.	Mobile Phone No.	Fax No.	E-mail address

Part B Contribution Details

- Monthly: First day to last day of the month. The contributions will be paid **by the end of each month**.  
 Yearly: Contribution Period from 1<sup>st</sup> Apr each year to 31<sup>st</sup> 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 2024 - 31 March 2025) to the above scheme is HK\$ \_\_\_\_\_ and confirm that I will make mandatory contributions based on this amount.

Note 1	You may report relevant income for the purposes of calculating mandatory contributions on the basis of your assessable profits shown on your most recent notice of assessment issued by the Commissioner of Inland Revenue Department <b>within the past 24 months. (Please also furnish such notice of assessment.)</b>
Note 2	If, due to one of the following reasons, you do not have the notice of assessment as stated above, you may declare that your relevant income earned during the above scheme year is equal to your assessable profits for the preceding year of assessment according to Section 127 of the MPFS (General) Regulation. <b>(There is no need to submit any income proof.)</b> ◇ the period between the date on which your most recent notice of assessment was issued and the date on which you produce the notice as evidence of your relevant income exceeds 24 months; ◇ You objected to your most recent notice of assessment, or you have appealed against your most recent assessment.
Note 3	If you cannot produce any evidence of relevant income (e.g. your business is newly established), you may declare your relevant income earned during the above scheme year is considered equivalent to the <b>basic allowance</b> (within the meaning of Section 28 of the Inland Revenue Ordinance) according to Section 128 of the MPFS (General) Regulation. <b>(There is no need to submit any income proof.)</b>
Note 4	If, due to one of the following reasons, you may declare that you will make mandatory contributions at the maximum level of relevant income under the MPF Regulation (i.e. HKD360,000 per year or HKD30,000 per month). Currently, the mandatory contribution amount is HKD18,000 per year or HKD1,500 per month. You should understand that this maximum relevant income level is subject to change of legislation from time to time. <b>(There is no need to submit any income proof.)</b> ◇ Neither Note 1, 2, 3 above is applicable to you; ◇ Your relevant income is above the maximum level of relevant income.
Note 5	If your business(es) sustain(s) a loss which is calculated in accordance with Part IV of the Inland Revenue Ordinance (Cap. 112), you may declare that your relevant income is considered equivalent to "0". <b>(Please furnish a Statement of Loss that covers the latest complete financial period of your business(es) as evidence.)</b>

(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.)

Member's Signature

Date :

For Official Use Only

Input by :		Date :	
Verified by :		Date :	