

MASS MPF Scheme – Quick Reference for Relevant Employer

New Employee Enrollment

- Please ask the new employee to complete and return the following forms to us within 60 days of the date of the employee's employment.
 1. "Member Enrollment Form" and
 2. "Scheme Member's Request For Fund Transfer Form <FORM MPF(S)-P(M)>"

Contribution

- Please complete "Remittance Statement" covering the relevant contribution period and send it to us together with your payment on or before the contribution-due date (which is the 10th calendar day after the last day of the relevant contribution period).
- The example below, of Mr. Chan who commenced his employment on Feb 15, 2005, explains when to start the first contribution for new employee.

	Employee contribution	Employer contribution
First Contribution Period	Apr 1 - 30 (Mr Chan enjoys a 30-day contribution holiday, i.e. Feb 15 to Mar 16 and is not required to contribute for the first incomplete payroll cycle, i.e. Mar 17 - 31 immediately following the 30-day contribution holiday.)	Feb 15 – 28 (The employer shall contribute for Mr Chan as from the date of the employment, and the contribution amount for this first contribution period shall be calculated based on the relevant income for Feb 2005.)
Subsequent Contribution Period	May 1 - 31	Mar 1 - 31 (the contribution amount for Mar 2005 shall be calculated based on Mr Chan's relevant income for the full month of Mar 2005.)

Surcharge

- Formula for calculating the surcharge:
Surcharge = Total Outstanding Contribution (Employer + Employee) x 5%

Member Termination

- When an employee ceases employment with your Company, please complete the "Notice of Member Termination" and also enter the "Last Day of Employment" in the Remittance Statement upon remitting the last contribution for that employee. Please then return it to us no later than the 10th day after the month the employee concerned ceased employment.
- If long service payment or severance payment is involved, please complete the page on the reverse of the "Notice of Member Termination".
- Please also ask your employee to complete the "Scheme Member's Request For Fund Transfer Form <FORM MPF(S)-P(M)>" and send it to us no later than the 10th day after the month the employee concerned ceased employment.

Change of Information

- Please complete the "MASS MPF Scheme – Information Change(s) Form" and send it to us as soon as possible.

Fund Fact Sheet

- Our fund fact sheet is updated at the beginning of each month. If you would like to obtain our monthly fund fact sheet, please contact our MASS MPF Hotline at 2533 5522 or you can download it from our website at www.yflife.com

萬全強積金計劃 - 有關僱主簡易行政參考指南

新僱員參加計劃

- 請安排新入職僱員填寫以下表格，並於該僱員受僱滿 60 日前交回本公司。
 1. 「成員申請表格」及
 2. 「計劃成員資金轉移申請表<表格 MPF(S)-P(M)>」

供款

- 請於供款到期日（即由有關供款期最後一日起計第 10 個曆日）或之前提交已填妥的「付款結算書」，並連同繳付款項一併交回本公司。
- 以下例子說明新僱員陳先生於 2005 年 2 月 15 日受僱後的首次供款日期的計算方法：

	僱員供款部份	僱主供款部份
首個供款期	4 月 1 - 30 日 (陳先生可享首 30 天免供款期，即 2 月 15 日至 3 月 16 日，亦毋需就首個不完整的糧期，即 3 月 17 - 31 日供款。)	2 月 15 - 28 日 (首個供款日以陳先生的受僱日期開始計算，而供款額則根據陳先生於當月的有關入息計算。)
接著的供款期	5 月 1 - 31 日	3 月 1 - 31 日 (供款額乃根據陳先生於當月的整個月的有關入息計算。)

附加費

- 供款附加費的計算方法：
附加費 = 總欠付供款額（僱主供款+僱員供款）x 5%

現有僱員終止受僱

- 當僱員終止受僱，請於該僱員的離職月完結之後的 10 日內，填妥「成員離職通知書」，及於繳付最後一期供款的付款結算書上填寫「最後受僱日期」，並交回本公司。
- 如有涉及長期服務金或遣散費，請填寫「成員離職通知書」的背頁。
- 請安排該僱員填妥「計劃成員資金轉移申請表<FORM MPF(S)-P(M)>」，並於該僱員的離職月完結之後的 10 日內交回本公司。

更改資料

- 請填妥「萬全強制性公積金計劃 — 資料更改表格」並盡快交回本公司。

基金表現概覽

- 基金表現概覽於每月上旬更新。如欲索取基金表現概覽月刊，請致電萬全強積金熱線 2533 5522 或可於萬全強積金網址 www.yflife.com 下載。