

Method	Authorized Channels	Points to Note
By post	<ol style="list-style-type: none"> <li>Issue a crossed cheque made payable to "MassMutual Trustees Limited" with the amount based on the duly completed Remittance Statement. Please write down your Scheme Number on the back of the cheque.</li> <li>Send the cheque and the duly completed Remittance Statement to us directly at the following address: MassMutual Trustees Limited 27/F MassMutual Tower, 33 Lockhart Road, Wanchai, Hong Kong.</li> </ol>	<ol style="list-style-type: none"> <li>Contribution is considered paid on the date on which the payment cheque would normally be delivered by post (not the date when the cheque is mailed out or the postmark date). Therefore, sufficient mailing time should be allowed.</li> <li>Ensure sufficient funds in the bank account for cheque clearance (if the cheque is bounced, the contribution will be considered as not having been paid).</li> <li>Post-dated cheques are not accepted.</li> </ol>
Direct Credit	<ol style="list-style-type: none"> <li>Deposit the amount stated in the duly completed Remittance Statement into our following bank account:           <ol style="list-style-type: none"> <li>HSBC: 004-500-674296-001; or</li> <li>Bank of China: 012-875-0-042745-6.</li> </ol> </li> <li>After deposit, the bank will issue a deposit slip to you. Please write down your Scheme Number on the deposit slip.</li> <li>Please forward the deposit slip together with the duly completed Remittance Statement to the following address or by fax or by email: MassMutual Trustees Limited 27/F MassMutual Tower, 33 Lockhart Road, Wanchai, Hong Kong.</li> </ol> <p>Fax Number: 2919-9233 Email Address: <a href="mailto:mpf@massmutualasia.com">mpf@massmutualasia.com</a></p>	<ol style="list-style-type: none"> <li>Contribution is considered paid on the date on which the MPF scheme's bank account is credited.</li> <li>Ensure the funds are credited to the MPF scheme's bank account on or before the 10<sup>th</sup> day of each month.</li> </ol>
Cheque Deposit Machine	<ol style="list-style-type: none"> <li>Deposit the amount stated in the duly completed Remittance Statement through any cheque deposit machine of Bank of China as follow:           <ol style="list-style-type: none"> <li>Select "Bill Payment Service" on screen</li> <li>Select "Insurance/Pension"</li> <li>Select "MassMutual-MPF"</li> <li>Enter "01" in the "Bill Type" field</li> <li>Enter the scheme number in the "Payment Reference" field (e.g. MAS00000123456)</li> <li>Enter total cheque amount</li> <li>Leave your contact number to ease our follow up with you if required.</li> </ol> </li> <li>Please forward the deposit slip together with the duly completed Remittance Statement to the following address or by fax or by email: MassMutual Trustees Limited 27/F MassMutual Tower, 33 Lockhart Road, Wanchai, Hong Kong.</li> </ol> <p>Fax Number: 2919-9233 Email Address: <a href="mailto:mpf@massmutualasia.com">mpf@massmutualasia.com</a></p>	<ol style="list-style-type: none"> <li>Contribution is considered paid on the date on which the MPF scheme's bank account is credited.</li> <li>Ensure the funds are credited to the MPF scheme's bank account on or before the 10<sup>th</sup> day of each month.</li> <li>Ensure sufficient funds in the bank account for cheque clearance (if the cheque is bounced, the contribution will be considered as not having been paid).</li> </ol>
Direct Debit	<ol style="list-style-type: none"> <li>A "Direct Debit Authorization Form" should be completed in order to effect your authorization.</li> <li>Once the Direct Debit Authorization is successfully set up, we will debit the contributions from your designated bank account following the end of the contribution period (i.e., the 3<sup>rd</sup> or 10<sup>th</sup> or 12<sup>th</sup> of the following month. If the 3<sup>rd</sup> or 10<sup>th</sup> or 12<sup>th</sup> is a public holiday, the autopay will be processed on the following business day.) in accordance with your submitted "Remittance Statement".</li> </ol>	<ol style="list-style-type: none"> <li>Contribution is considered paid on the date on which the employer's remittance statement is received by the trustee.</li> <li>Ensure sufficient funds in the bank account for debiting (if the debit is unsuccessful, the contribution will be considered as not having been paid).</li> </ol>
In Person	<p>Deliver the contribution payment (cheque, bank-in slip) and the duly completed Remittance Statement in the drop-in box, which was located in the following address of our Customer Services Center:</p> <p>MassMutual Trustees Limited 27/F MassMutual Tower, 33 Lockhart Road, Wanchai, Hong Kong.</p>	<ol style="list-style-type: none"> <li>Contribution is considered paid on the date on which the payment cheque would normally be delivered in the Customer Services Center.</li> <li>Ensure sufficient funds in the bank account for cheque clearance (if the cheque is bounced, the contribution will be considered as not having been paid).</li> </ol>

**Remarks:**

- Employers must pay contributions for their employees on or before the 10<sup>th</sup> day of each month (i.e. on or before the contribution day).
- Only payments made by physical cheque, direct credit, cash deposit machine, direct debit and in person as specified above will be accepted.
- In order to avoid any delay of contribution payment, please make the contribution payment by using the above authorized channels.

方法	獲授權途徑	注意事項
郵遞	<ol style="list-style-type: none"> <li>劃線支票抬頭請註明「美國萬通信託有限公司」，並按已填妥的供款結算書寫上支票金額。請於支票背頁寫上閣下的計劃編號。</li> <li>將支票及已填妥的供款結算書寄往下列地址： 香港灣仔駱克道 33 號美國萬通大廈 27 樓 美國萬通信託有限公司收</li> </ol>	<ol style="list-style-type: none"> <li>預期供款支票經一般郵遞方式寄達受託人當日將會被視為支付供款的日期（不是投寄支票當日或郵戳日期），因此，應預留足夠的郵遞時間。</li> <li>須確保銀行帳戶有足夠款項兌現支票（如被「彈票」，即視為未供款）。</li> <li>不接受期票。</li> </ol>
直接入帳	<ol style="list-style-type: none"> <li>把已填妥的供款結算書的供款金額存入本公司的以下銀行帳戶：           <ol style="list-style-type: none"> <li>匯豐銀行：004-500-674296-001；或</li> <li>中國銀行：012-875-0-042745-6。</li> </ol> </li> <li>存款後，銀行會發出存款收據。請於存款收據上寫上閣下的計劃編號。</li> <li>請將存款收據及已填妥的供款結算書以郵遞、傳真或電郵方式交往下列地址： 香港灣仔駱克道 33 號美國萬通大廈 27 樓 美國萬通信託有限公司收  傳真號碼： 2919-9233 電郵地址：<a href="mailto:mpf@massmutualasia.com">mpf@massmutualasia.com</a></li> </ol>	<ol style="list-style-type: none"> <li>強積金計劃銀行帳戶入帳當日會被視為支付供款的日期。</li> <li>須確保款項在每月的第 10 日或之前存入強積金計劃的銀行帳戶。</li> </ol>
支票存入機	<ol style="list-style-type: none"> <li>透過中國銀行的支票存入機，按已填妥的供款結算書的供款金額，存入供款如下：           <ol style="list-style-type: none"> <li>於螢幕上選擇「繳付商戶賬單」</li> <li>選擇「保險或公積金服務」</li> <li>選擇「美國萬通-強積金」</li> <li>於「繳費單類別」一欄中輸入「01」</li> <li>於「繳費單編號」一欄中輸入計劃編號（例如：MAS00000123456）</li> <li>輸入支票的總金額</li> <li>輸入聯絡電話以便日後跟進（如需要）</li> </ol> </li> <li>請將存款收據及已填妥的供款結算書以郵遞、傳真或電郵方式交往下列地址： 香港灣仔駱克道 33 號美國萬通大廈 27 樓 美國萬通信託有限公司收  傳真號碼： 2919-9233 電郵地址：<a href="mailto:mpf@massmutualasia.com">mpf@massmutualasia.com</a></li> </ol>	<ol style="list-style-type: none"> <li>強積金計劃銀行帳戶入帳當日會被視為支付供款的日期。</li> <li>須確保款項在每月的第 10 日或之前存入強積金計劃的銀行帳戶。</li> <li>須確保銀行帳戶有足夠款項兌現支票（如被「彈票」，即視為未供款）。</li> </ol>
直接扣帳	<ol style="list-style-type: none"> <li>填妥其指定銀行的「自動付款授權書」，以申請自動轉帳。</li> <li>自動付款授權一經設立，受託人會於有關供款期完結後〔即每月的 3 號或 10 號或 12 號，如 3 號或 10 號或 12 號為公眾假期，自動轉帳將於下一個工作天進行〕根據僱主提交的「供款結算書」內列出的金額從閣下指定的戶口內扣除供款。</li> </ol>	<ol style="list-style-type: none"> <li>受託人收到僱主的供款結算書當日會被視為支付供款的日期。</li> <li>須確保銀行帳戶有足夠款項扣帳（如未能扣帳，即視為未供款）。</li> </ol>
親身支付	<p>將供款（支票、存款收據）及已填妥的供款結算書放入設於以下本公司客戶服務中心的投遞箱： 香港灣仔駱克道 33 號美國萬通大廈 27 樓</p>	<ol style="list-style-type: none"> <li>預期供款支票投入投遞箱當日將會被視為支付供款的日期。</li> <li>須確保銀行帳戶有足夠款項兌現支票（如被「彈票」，即視為未供款）。</li> </ol>

**注意：**

- 僱主必須於每月的第 10 日（即供款日）或之前為僱員作出強積金供款。
- 只接受供款以實體支票、直接入帳、支票存入機、直接扣帳或親身支付方式遞交。
- 為避免延誤供款，請以上述的獲授權途徑遞交供款。