

致萬全強制性公積金計劃各參與僱主及自僱人士：

為提供更多及更快捷方便的繳款服務予客戶，由即日起，除現有的匯豐銀行分行網絡外，客戶可透過任何一間中國銀行的分行櫃位或支票存入機直接存款或存入支票至本公司於中國銀行開立的帳戶以繳付強積金供款。詳情如下：

	強積金供款
直接存款	<ol style="list-style-type: none"> 1. 前往任何一間中國銀行分行，按「供款結算書」內列明的供款金額，把供款存入本公司於中國銀行的帳戶〔帳號為012-875-0-042745-6〕 2. 存款後，銀行會發出存款收據。請於存款收據背面寫上計劃編號及有關供款期 3. 請以郵寄方式，將存款收據正本及「供款結算書」一同交回本部
支票存入機	<p>客戶可透過中國銀行的支票存入機，按「供款結算書」內列明的供款金額，存入支票如下：</p> <ol style="list-style-type: none"> 1. 請於螢幕上選擇「繳付商戶賬單」 2. 選擇「保險或公積金服務」 3. 選擇「美國萬通 – 強積金」 4. 於「繳費單類別」一欄中輸入「01」- 供款 5. 於「繳費單編號」一欄中輸入強積金計劃編號〔例如：MAS00000123456〕 6. 輸入支票的總金額 7. 輸入聯絡電話以便日後跟進〔如需要〕

此外，本部亦已更新「僱主行政手冊」及「自僱人士行政手冊」，列明上述新增服務。如欲索取最新版本之「僱主行政手冊」及「自僱人士行政手冊」，請於2010年5月31日後於本公司總辦事處或致電萬全強積金熱線29199115索取。

如有任何查詢，歡迎致電萬全強積金熱線 2919 9115。

美國萬通信託有限公司 謹啓

2010年5月24日

To all participating employers and self-employed persons of MASS Mandatory Provident Fund Scheme :

To provide our customers with additional and more efficient and convenient payment services, with immediate effect, apart from the current branch network of the Hongkong and Shanghai Banking Corporation, you can pay the MPF contributions by way of direct deposit or cheque deposit through any branch office or cheque deposit machine of Bank of China. Details are as follows:

	MPF Contributions
Direct Deposit	<ol style="list-style-type: none"> 1. Go to any Bank of China branch and deposit the contributions amount stated in the “Remittance Statement” into our Bank of China account no. 012-875-0-042745-6. 2. After deposit, the bank will issue a bank-in slip to you. Please write down your scheme number and the covered contribution period on the back of the bank-in slip. 3. Send the original bank-in slip together with the “Remittance Statement” to us by mail.
Cheque Deposit Machine	<p>Deposit cheque in the amount stated in the “Remittance Statement” through any cheque deposit machine of Bank of China as follows:</p> <ol style="list-style-type: none"> 1. Select “Bill Payment Service” on the screen 2. Select “Insurance/Pension” 3. Select “MassMutual Financial Group – MPF” 4. Enter “01” in the “Bill Type” field 5. Enter MPF scheme number in the “Payment Reference” field (e.g. MAS00000123456) 6. Enter the total cheque amount 7. Enter contact number for follow-up (if required)

Further, we have updated the “Administration Manual for Employers” and “Administration Manual for Self-Employed Persons” regarding the abovementioned new service. The latest version of the “Administration Manual for Employers” and “Administration Manual for Self-Employed Persons” can be obtained at our head office from May 31, 2010 onwards or by contacting our MASS MPF Hotline at 2919 9115.

Should you have any queries on the above, please contact our MASS MPF Hotline at 2919 9115.

MassMutual Trustees Ltd.

May 24, 2010