

萬全強制性公積金計劃 – 付款結算書 (新僱員)
MASS MPF SCHEME - REMITTANCE STATEMENT (NEW EMPLOYEE)

Name of Employer 僱主名稱 : _____

Scheme No. 計劃號碼 : **MAS**

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Contact Person 聯絡人 : _____ Contact No. 聯絡電話號碼 : _____

Participation Number 參與號碼¹ :

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Payment Mode 付款方法: Cheque 支票⁴ Cheque No. 支票號碼 Direct Deposit 直接存款 Autopay 自動轉帳

Contributions for the contribution period from 此結算書所列之供款額的供款期由 _____ / _____ / _____ (mm/dd/yyyy) (月/日/年) To 至 _____ / _____ / _____ (mm/dd/yyyy) (月/日/年)

編號 No.	僱員姓名 Name of Employee	香港身份證 /護照號碼 HKID No. /Passport No.	有關供款期 Relevant Contribution Period (月/日/年) (mm/dd/yyyy)		有關入息 Relevant Income (HK\$)	僱主供款 Employer's Contributions (HK\$)		僱員供款 Employee's Contributions (HK\$)		總供款額 Total Contributions (HK\$)		受僱日期 Date of Employment (月/日/年) (mm/dd/yyyy)
			僱主部份 Employer	僱員部份 ² Employee ²		強制性部份 Mandatory (a)	自願性部份 Voluntary (b)	強制性部份 Mandatory (c)	自願性部份 Voluntary (d)	強制性部份 Mandatory (a) + (c)	自願性部份 Voluntary (b) + (d)	
			Fr 由 / /	Fr 由 / /	\$	\$	\$	\$	\$	\$		
			To 至 / /	To 至 / /	\$	\$	\$	\$	\$	\$	/ /	/ /
			Fr 由 / /	Fr 由 / /	\$	\$	\$	\$	\$	\$		
			To 至 / /	To 至 / /	\$	\$	\$	\$	\$	\$	/ /	/ /
			Fr 由 / /	Fr 由 / /	\$	\$	\$	\$	\$	\$		
			To 至 / /	To 至 / /	\$	\$	\$	\$	\$	\$	/ /	/ /
			Fr 由 / /	Fr 由 / /	\$	\$	\$	\$	\$	\$		
			To 至 / /	To 至 / /	\$	\$	\$	\$	\$	\$		
			小計 : Sub-Total :		\$	\$	\$	\$	\$	\$		

¹ 請參閱強制性公積金計劃管理局發出的參與證明書。
Please refer to the Participation Certificate issue by Mandatory Provident Fund Schemes Authority.

² 僱員受僱的首 30 日為免供款期，而且：(a) 就按月支薪或糧期短於一個月的僱員而言，無須就首個不完整的糧期供款；或 (b) 就糧期長於一個月的僱員而言，無須就緊接免供款期後的不完整公曆月供款。
After taking into account the first 30-day-contribution holiday and: (a) waiver of contributions for the first incomplete payroll period for employees with monthly or more frequent than monthly payroll; or (b) waiver of contributions for the incomplete calendar month immediately following the contribution holiday for employees with less frequent than monthly payroll.

³ 只須在付款結算書的最後一頁填寫/簽署。
Applicable if this is the last page of this remittance statement.

⁴ 所有支票抬頭必須只註明「萬通信託有限公司」，並按付款結算書內所列的供款金額填上支票金額。為避免供款可能因中介人傳遞而導致延誤處理，請將支票及付款結算書直接寄交本公司。

All cheques must be payable to "YF Life Trustees Ltd." only, with the payment amount based on the amount shown on the remittance statement. To avoid any possible delay in contribution settlement by reason of your cheque and the remittance statement being sent via your intermediary, please send your cheque and the remittance statement to us directly.

供款附加費 (如適用) Contribution surcharge, (if applicable) :	\$	\$
本頁總額 Total for this page :	\$	\$
本付款結算書總額 ³ Grand total ³ :	\$	\$

授權人簽署及公司印章³ _____

日期
Date : _____

- Notes: 註:
- I. Employers should state clearly in this remittance statement for each existing employee:
 - (a) the relevant income for the stated contribution period; and (b) the respective employer's and employee's contributions for the stated contribution period, so as to enable the checking of the arithmetic accuracy of the contributions.
 - II. Employees who do not have any relevant income (such as those on no-paid leave) and/or newly employed employees should also be reported.
 - III. For cheque or direct deposit payment, an Official Receipt will be sent to you within 2 weeks after we received your contribution payment. If you do not receive any Official Receipt within 2 weeks after you have submitted your contribution payment, please contact us immediately.
 - IV. For autopay payment, we will debit your contributions from your designated bank account on the 3rd or 10th of the following month. If the 3rd or 10th is a public holiday, the autopay will be processed on the following business day. Please send your "Remittance Statement" to us on or before the 25th of each contribution month. In the future, please check your designated bank account to see if the contribution payment has been debited from it. If your contributions have not been debited from your designated bank account, please contact us immediately.
 - V. If the remittance statement is sent by fax, please print and keep a journal recording the document sent date to support the submission.
 - VI. If an employee reaches the age of 65, both the employer and employee are required to make mandatory contributions for the employee's relevant income earned before the employee's attainment of the age of 65. Please provide the relevant income of the employee before he/she reaches the age of 65.

- I. 僱主必須為每現有僱員在此付款結算書上清楚註明：
 - (a)此結算書所列明的有關供款期內的有關入息；以及 (b)此結算書所列明的有關供款期內僱主及僱員的各自供款，以便查核供款是否計算準確。
- II. 僱主必須在此付款結算書上填報沒有任何有關入息的僱員(如正支取無薪假期的僱員)及/或新受僱的僱員資料。
- III. 如以支票或直接付款繳付供款，本公司將於收到供款後兩週內把正式收據寄給貴公司。如貴公司於遞交供款後兩週內仍未收到正式收據，請盡快聯絡我們。
- IV. 如以自動轉帳繳付供款，本公司會於每月 3 號或 10 號（如 3 號或 10 號為公眾假期，自動轉帳將於下一個工作天進行），於貴公司的自動轉帳戶口內扣除供款。請於每個供款月的 25 號或之前，提交有關付款結算書。及後請查核貴公司的自動轉帳戶口內有否被扣除供款，如發現自動轉帳戶口內仍未被扣除供款，請盡快聯絡我們。
- V. 如將付款結算書傳真予本公司，請編印及保存傳真紀錄，用以證明傳真的日期。
- VI. 如某僱員年滿65歲，僱主及僱員均須就該僱員在65歲之前所賺取的有關入息作出強制性供款。請提供該僱員截至65歲前的有關入息。