

交通銀行愉盈退休強積金計劃  
BCOM Joyful Retirement MPF Scheme

計劃編號  
Scheme No. \_\_\_\_\_

注意：新僱員須提交強積金參與表格，否則無法開立強積金帳戶及處理供款。  
Note: New employees need to submit Application of Participation Form to open MPF accounts. Otherwise, contributions cannot be processed.

僱主名稱  
Employer \_\_\_\_\_

聯絡人  
Contact Person \_\_\_\_\_

聯絡電話  
Tel No. \_\_\_\_\_

| (1) 僱員姓名 (英文)<br>Name of Employee (In English) | 有關供款期<br>Relevant Contribution Period | 有關入息<br>Relevant Income (\$) | 僱主供款<br>Employer's Contributions (\$) | 僱員供款<br>Employee's Contributions (\$) | 受僱日期<br>Date of Employment |
|--|---------------------------------------|------------------------------|---------------------------------------|---------------------------------------|----------------------------|
| (2)香港身份證/護照號碼<br>HKID card /Passport No.       |                                       |                              |                                       |                                       |                            |
| (1)  | 至 to                                  |                              | 強制性 MC                                | 強制性 MC                                |                            |
| (2)  |                                       |                              | 自願性 VC                                | 自願性 VC                                |                            |
| (1)  | 至 to                                  |                              | 強制性 MC                                | 強制性 MC                                |                            |
| (2)  |                                       |                              | 自願性 VC                                | 自願性 VC                                |                            |
| (1)  | 至 to                                  |                              | 強制性 MC                                | 強制性 MC                                |                            |
| (2)  |                                       |                              | 自願性 VC                                | 自願性 VC                                |                            |
| (1)  | 至 to                                  |                              | 強制性 MC                                | 強制性 MC                                |                            |
| (2)  |                                       |                              | 自願性 VC                                | 自願性 VC                                |                            |
| (1)  | 至 to                                  |                              | 強制性 MC                                | 強制性 MC                                |                            |
| (2)  |                                       |                              | 自願性 VC                                | 自願性 VC                                |                            |
| (1)  | 至 to                                  |                              | 強制性 MC                                | 強制性 MC                                |                            |
| (2)  |                                       |                              | 自願性 VC                                | 自願性 VC                                |                            |
| (1)  | 至 to                                  |                              | 強制性 MC                                | 強制性 MC                                |                            |
| (2)  |                                       |                              | 自願性 VC                                | 自願性 VC                                |                            |
| (1)  | 至 to                                  |                              | 強制性 MC                                | 強制性 MC                                |                            |
| (2)  |                                       |                              | 自願性 VC                                | 自願性 VC                                |                            |
| (1)  | 至 to                                  |                              | 強制性 MC                                | 強制性 MC                                |                            |
| (2)  |                                       |                              | 自願性 VC                                | 自願性 VC                                |                            |
| (1)  | 至 to                                  |                              | 強制性 MC                                | 強制性 MC                                |                            |
| (2)  |                                       |                              | 自願性 VC                                | 自願性 VC                                |                            |
| (1)  | 至 to                                  |                              | 強制性 MC                                | 強制性 MC                                |                            |
| (2)  |                                       |                              | 自願性 VC                                | 自願性 VC                                |                            |
| (1)  | 至 to                                  |                              | 強制性 MC                                | 強制性 MC                                |                            |
| (2)  |                                       |                              | 自願性 VC                                | 自願性 VC                                |                            |

Declarations and Signature 聲明及簽署

本人/吾等謹此同意及確認本人/吾等已閱畢並完全明白所有重要事項。本人/吾等聲明，盡本人/吾等所知及所信，本結算書及隨附文件所提供的資料均屬正確無訛且並無缺漏。  
I/We hereby agreed and acknowledged that I/we have read and fully understand all important notes. I/We declare that to the best of my/our knowledge and belief, the information given in this statement and its attachments is correct and complete.

X

S.V.

有效簽署及公司印章 (如適用)  
Authorized Signature(s) with Company Chop (if applicable)

日期 (日/月/年) Date (dd/mm/yyyy)

Fax: 2854-0203

支付供款 / 附加費 Payment of Contributions / Surcharges

供款總額 HK\$  
Total Contributions

(如適用 If any)  
附加費 Surcharges

☐ 本公司選擇以直接付款授權扣賬繳交供款。  
We would pay by Authorized Direct Debit.

☐ 以支票支付供款，支票號碼 \_\_\_\_\_，金額 \_\_\_\_\_。  
Pay by Crossed Cheque \_\_\_\_\_, amount \_\_\_\_\_.

注意 Note：請勿以現金方式支付供款 Please do not pay by cash.

MC = Mandatory Contribution; VC = Voluntary Contribution

For Trustee Use Only  
受託人專用

Date

Checker

Inputer

Ver. 20180129

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**重要事項(Important Notes):**

- (1) 僱主必須為每名僱員在此付款結算書上清楚註明：  
Employers should state clearly in this Remittance Statement for each employee:
  - (a) 此結算書所包括的有關供款期內的有關入息；  
the relevant income for the relevant contribution period included in this statement;
  - (b) 僱主及僱員在每段供款期的各自供款，以便計劃受託人查核供款是否計算準確。  
the respective employer's and employee's contributions for each contribution period, so as to enable the Trustee to check the arithmetic accuracy of the contributions.
  - (c) 沒有任何有關入息的僱員(正如支取無薪假期的僱員)仍須在此付款結算書填報。  
Employees who do not have relevant income (such as those on no-pay leave) should also be reported in this Remittance Statement.
- (2) 請將填妥結算書寄香港中環德輔道中 121 號遠東發展大廈 1 樓交通銀行信託有限公司營運部收，或交回交通銀行(香港)有限公司或交通銀行股份有限公司香港分行各網點，或傳真至 2854-0203。如於每個工作天下午 11 時 59 分或之前經傳真或網上遞交付款結算書，則收件日期將視為當天收取。如以其他方式遞交，則收件截止時間為每個工作天下午 5 時正。  
Please send the completed statement to Operations Department, Bank of Communications Trustee Limited, 1/F, Far East Consortium Building, 121 Des Voeux Road Central, Hong Kong, or return to any outlets of Bank of Communications (Hong Kong) Limited or Bank of Communications Co. Ltd., Hong Kong Branch, or fax it to 2854-0203. If the Remittance Statement is submitted through FAX or iMPF to us on or before 11:59pm on every working day, the date of your submission will be treated as our document receipt date. For other mean of submission, the cut-off time will be 5p.m. on every working day.
- (3) 劃線支票抬頭為「交通銀行信託有限公司 - 交通銀行愉盈退休強積金計劃」，寄香港中環德輔道中 121 號遠東發展大廈 1 樓交通銀行信託有限公司營運部收，或交回交通銀行(香港)有限公司或交通銀行股份有限公司香港分行各網點。  
Please issue crossed cheque payable to "Bank of Communications Trustee Limited - BCOM Joyful Retirement MPF Scheme" and mail to Operations Department, Bank of Communications Trustee Limited, 1/F, Far East Consortium Building, 121 Des Voeux Road Central, Hong Kong, or return to any outlets of Bank of Communications (Hong Kong) Limited or Bank of Communications Co. Ltd., Hong Kong Branch.
- (4) 僱主應準時供款，否則有可能根據強制性公積金計劃條例被徵收罰款及/或供款附加費。  
Employers should pay the contribution in time. Otherwise, penalty and/or contribution surcharges may be levied under the Mandatory Provident Fund Schemes Ordinance.
- (5) 本人/吾等同意就「交通銀行信託有限公司」因接受傳真指示及根據指示處理有關事宜，並因執行此指示而可能面對、招致、蒙受或遭受之一切損失、賠款、利息、費用、開支及索償而向「交通銀行信託有限公司」作出免責保證，惟若因「交通銀行信託有限公司」故意失責或嚴重疏忽別論。  
I/we hereby agreed to indemnify Bank of Communications Trustee Limited against all losses, damages, interest, costs, expenses and claims which might be brought against Bank of Communications Trustee Ltd. or suffered or incurred by Bank of Communications Trustee Limited as a result or arising from Bank of Communications Trustee Ltd. accepting facsimile instructions and acting thereon, unless due to the willful default or gross negligence of Bank of Communications Trustee Ltd.

「交通銀行信託有限公司」可酌情拒絕執行任何以傳真方式發出的指示，並可要求以另一指定的正本書面指示。

Bank of Communications Trustee Limited may, in its absolute discretion, refuse to act upon any facsimile instructions received and may require original written instructions

**請注意 NB.:**

- 強積金法例要求僱主須備存此「付款結算書」內之資料最少 7 年。Employers are required by the MPF legislation to keep the information included in this Remittance Statement for at least 7 years.
- 如僱主將「付款結算書」傳真予受託人，則應編印及保存傳真紀錄，用以證明傳真的日期。If the remittance statement is sent by fax, employers are recommended to print and keep a journal recording the document sent date to support the submission by the employers to the trustees.