

Sun Life Rainbow MPF Scheme

Experience now! Whenever and wherever, always be there for you



**Online Pension
Services Centre**
**Guide for Online
Contribution Service**



Start Using Our Online
Contribution Service

Contribution Submission
(Outstanding Contributions)

More Contribution-related
Services



The side tabs take you to the different sections in this guide.

The home icon takes you back to the table of contents.

These arrows take you to the next page or the previous page.

How to navigate?

Online Pension Services Centre - Online Contribution Service

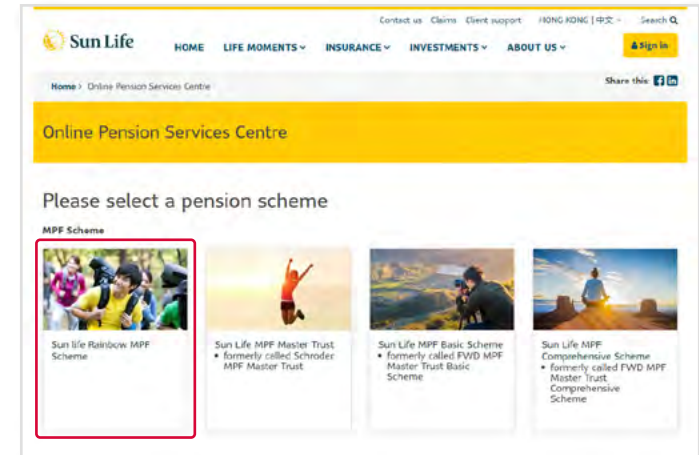
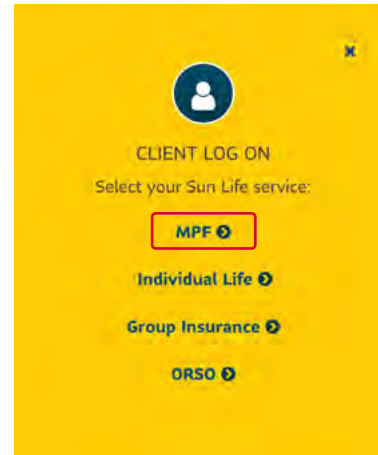
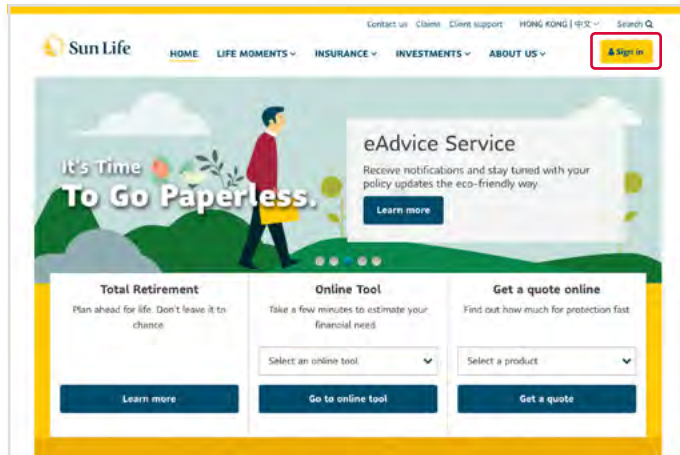


Welcome to the Online Pension Services Centre! Our e-service platform can help you to make contributions efficiently and securely. New to the Online Pension Services Centre? This guide provides you a guidance to use online contribution submission and contribution-related services. In addition, it can help you navigate the platform more easily and get to know different features to enhance your overall experience.

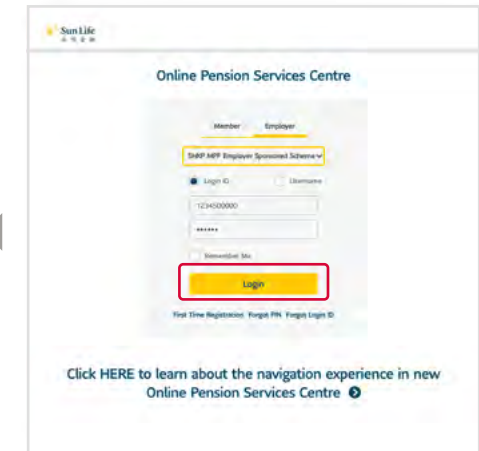
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Start Using Our Online Contribution Service



1. Visit Sun Life Hong Kong's website at www.sunlife.com.hk
2. Click the **Sign in** button at the upper-right corner of the homepage
3. Select **"MPF"** on the pop-up menu
4. Choose **"Sun Life Rainbow MPF Scheme"** and click the **"Login Now"** button
5. Select the **"Employer"** tab and choose **"Sun Life Rainbow MPF Scheme"**
6. Input your Login ID/Username and PIN, then click the **Login** button to enter the homepage of the Online Pension Services Centre



Contribution Submission (outstanding contributions)



Making Online Contributions

With our Online Pension Services Centre, calculating and making contributions have never been easier. Here you can find all outstanding contributions including upcoming contribution to be made and any contribution is due for payment settlement or data update.

1. Select **"CONTRIBUTION"** on the top navigation menu and choose **"Online Submission/Outstanding Contributions"**

2. Click the > button to choose a contribution period

Tips:

- You can view by Reporting Centre (if applicable).
- You can find the contribution due date for each contribution period.

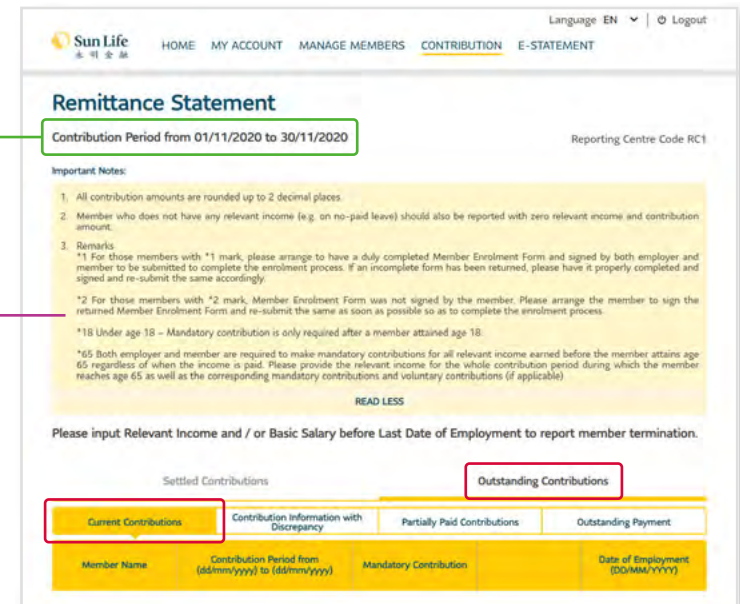
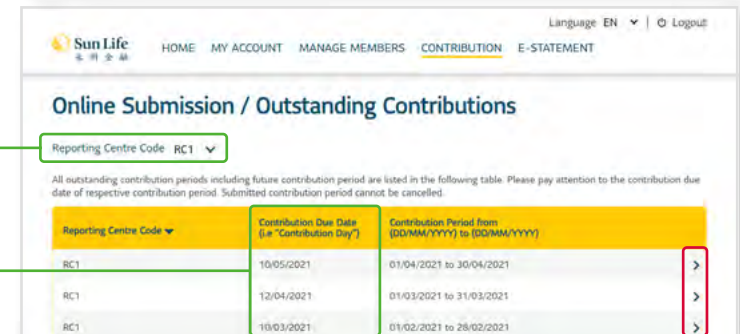
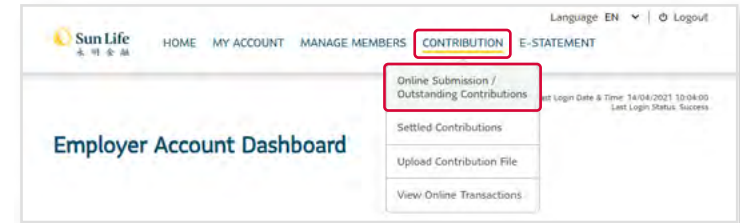
3. Then, you will enter the page of Remittance Statement and will be directed to tab of **"Current Contributions"** under **"Outstanding Contributions"** of the chosen contribution period

Tips:

You can confirm which reporting centre and contribution period you are managing at the top of the page.

Important:

You should read the **"Important Notes"** carefully before managing contribution data.





Start Input Contribution Data (current contributions)

- You can start checking and/or inputting the Relevant Income and/or Basic Salary for each member
 - The Relevant Income and/or Basic Salary will be pre-filled according to the instruction from the employer and the latest posted contribution amount (if any)
 - You can always edit/input the Relevant Income and/or Basic Salary for each member based on the actual amount

Tips:

- For member contributing for the first time, you need to fill in the Relevant Income and/or Basic Salary in the fields accordingly.
- For existing member, if the Relevant Income and/or Basic Salary have not been pre-filled, please call **Sun Life Pension Services Hotline at 3183 1888** or contact your Relationship Manager for the instruction.
- The column of "Voluntary Contribution" will be shown only if voluntary contributions is available.

Remarks:

For those members who are covered in the chosen contribution period, all their records should be available. If you find any missing member record, it is possible that the member account has not been set up or the relevant member is not yet eligible to make contributions in the chosen contribution period.

- Click the **Save** button when you completed all required information, then click the **Confirm and View Summary** button and you will be redirected to the page of Remittance Statement Summary

Important:

The contribution data will be saved once you have clicked the **Save** button. You can still access the saved contribution data when you login again. To complete the Remittance Statement Submission, you are required to click the **Confirm and View Summary** button. This button will be dimmed until you saved the contribution data. Please note that Remittance Statement which has been saved but not submitted will be treated as not-submitted contribution.

Settled Contributions				Outstanding Contributions				
Current Contributions		Contribution Information with Discrepancy		Partially Paid Contributions		Outstanding Payment		
Member Name	Contribution Period From (dd/mm/yyyy) to (dd/mm/yyyy)	Mandatory Contribution		Voluntary Contribution		Outstanding Balance HK\$	Date of Employment (DD/MM/YYYY)	
Member No	HKD No./Passport No	Relevant Income HK\$	Basic Salary HK\$	Employer HK\$	Member HK\$	Employer HK\$	Member HK\$	Last Date of Employment (DD/MM/YYYY)
Chen Tai Man	01/02/2021 to 28/02/2021	10,000.00	20,000.00	500.00	500.00	0.00	500.00	15/05/2019
Settled Amount								
Outstanding Amount				500.00	500.00	0.00	500.00	0.00
Chung Kai Yan	01/02/2021 to 28/02/2021	10,000.00	10,000.00	500.00	500.00	0.00	1,000.00	22/06/2011
Settled Amount								
Outstanding Amount				500.00	500.00	0.00	1,000.00	0.00
Wong Siu Ming	01/02/2021 to 28/02/2021	20,000.00	40,000.00	1,000.00	1,000.00	0.00	1,000.00	03/06/2019
Settled Amount								
Outstanding Amount				1,000.00	1,000.00	0.00	1,000.00	0.00

Go To Contribution Period **Save** Confirm And View Summary

1

Settled Contributions				Outstanding Contributions				
Current Contributions		Contribution Information with Discrepancy		Partially Paid Contributions		Outstanding Payment		
Member Name	Contribution Period From (dd/mm/yyyy) to (dd/mm/yyyy)	Mandatory Contribution		Voluntary Contribution		Outstanding Balance HK\$	Date of Employment (DD/MM/YYYY)	
Member No	HKD No./Passport No	Relevant Income HK\$	Basic Salary HK\$	Employer HK\$	Member HK\$	Employer HK\$	Member HK\$	Last Date of Employment (DD/MM/YYYY)
Chen Tai Man	01/02/2021 to 28/02/2021	10,000.00	20,000.00	500.00	500.00	0.00	500.00	15/05/2019
Settled Amount								
Outstanding Amount				500.00	500.00	0.00	500.00	0.00
Chung Kai Yan	01/02/2021 to 28/02/2021	10,000.00	10,000.00	500.00	500.00	0.00	1,000.00	22/06/2011
Settled Amount								
Outstanding Amount				500.00	500.00	0.00	1,000.00	0.00
Wong Siu Ming	01/02/2021 to 28/02/2021	20,000.00	40,000.00	1,000.00	1,000.00	0.00	1,000.00	03/06/2019
Settled Amount								
Outstanding Amount				1,000.00	1,000.00	0.00	1,000.00	0.00

Your data has been successfully saved.

Go To Contribution Period **Save** Confirm And View Summary

2


Go To Contribution Period **Save** **Confirm And View Summary**

3



Report last date of employment (if applicable)

Our e-service platform allows you to report the termination of employment by taking a few simple steps.

- To report a termination of employment, click the  button from the column of "Last Date of Employment"
- Complete the following information, then click the **Save** button
 - Last date of employment
 - Reason for termination
 - Whether the member is entitled to Long Service Payment/Severance Payment

 **Important:**

The last date of employment must be **on or before the end date of this contribution period**. Otherwise, please report this termination of employment in the relevant contribution period or complete and submit the physical Leaving Member Notification Form.

- The reported termination will be updated once you saved the data. You can still click the **Edit** or **Clear** button to edit the details

 **Tips:**

The member termination will be reported when you submit the contribution data.

The screenshot illustrates the workflow for reporting a termination of employment. It starts with a table of contributions for a member named Chan Tai Man. A red box highlights the 'Last Date of Employment' field, which is currently empty. An arrow points from this field to a 'Terminated Member' form. The form includes an 'Important Note' section, a 'Reason For Termination' dropdown menu, and a 'LSP / SP Entitlement' section with 'Yes' and 'No' radio buttons. A red box highlights the 'Save' button. An arrow points from the 'Save' button to a calendar showing the month of August 2020. A red box highlights the date '06/08/2020' on the calendar. An arrow points from the calendar back to the 'Last Date of Employment' field in the table, which now displays '06/08/2020'. A red box highlights the 'Edit' and 'Clear' buttons next to this date. A second screenshot below shows the table with the date updated to '06/08/2020' and the 'Reason For Termination' set to 'Early Retirement'.

Settled Contributions										Outstanding Contributions				
Current Contributions			Contribution Information with Discrepancy				Partially Paid Contributions			Outstanding Payment				
Member Name	Contribution Period From (dd/mm/yyyy) to (dd/mm/yyyy)		Mandatory Contribution		Voluntary Contribution		Outstanding Balance HK\$		Date of Employment (DD/MM/YYYY)					
Member No	HKD No./ Passport No	Relevant Income HK\$	Basic Salary HK\$	Employer HK\$	Member HK\$	Employer HK\$	Member HK\$		Last Date of Employment (DD/MM/YYYY)					
Chan Tai Man	12345678	A854*****	10000.00	20000.00	500.00	500.00	0.00	500.00	0.00	15/05/2019				
Settled Amount														
Outstanding Amount			500.00	500.00	0.00	500.00	0.00							

Terminated Member
Important Note:
1. Provide the reason for termination and Long Service Payment (LSP) / Severance Payment (SP) entitlement for terminated member(s).
2. Press "Save" after you complete all the fields.
3. If you would like to apply for other LSP/SP, please complete the Chart of Long Service Payment/Severance Payment Form by following the instruction and submit to us.

Reason For Termination:
Early Retirement

LSP / SP Entitlement:
Yes
No

Cancel Save

AUG 2020

AUG 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

Settled Contributions										Outstanding Contributions				
Current Contributions			Contribution Information with Discrepancy				Partially Paid Contributions			Outstanding Payment				
Member Name	Contribution Period From (dd/mm/yyyy) to (dd/mm/yyyy)		Mandatory Contribution		Voluntary Contribution		Outstanding Balance HK\$		Date of Employment (DD/MM/YYYY)					
Member No	HKD No./ Passport No	Relevant Income HK\$	Basic Salary HK\$	Employer HK\$	Member HK\$	Employer HK\$	Member HK\$		Last Date of Employment (DD/MM/YYYY)					
Chan Tai Man	12345678	A854*****	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22/08/2017 06/08/2020 Edit Clear				
Settled Amount														
Outstanding Amount			0.00	0.00	0.00	0.00	0.00	0.00						
Reason For Termination			Early Retirement											
LSP / SP Entitlement			Yes											
Cheung Ka Yui	12345678	A854*****	0.00	0.00	0.00	0.00	0.00	0.00	0.00	03/06/2019				
Settled Amount														
Outstanding Amount			0.00	0.00	0.00	0.00	0.00	0.00						



Contribution period with outstanding items

In the page of the **“Online Submission/Outstanding Contribution”**, you can access a particular contribution period to check the contribution progress by clicking different tabs.

Settled contributions

If part of the members’ contribution have been successfully settled, the settled records will be shown in the tab of **“Settled Contributions”**.

Remarks:

If all members' contributions have been successfully settled, you cannot view this page and submit further contribution update instruction. Please click the "Contribution" tab on the top navigation menu, then access the page of the "Settled Contributions" to view the relevant contribution record.

Contribution information with discrepancy

This tab shows you the members whose reported relevant income mismatching the reported contribution amount.

Remarks:

Under the tab of “Contribution Information with Discrepancy”, you can update the relevant income of members, confirm the relevant income matching the expected contribution amount and re-submit the contribution instruction.

Settled Contributions						Outstanding Contributions	
Member Name		Contribution Period from (dd/mm/yyyy) to (dd/mm/yyyy)	Mandatory Contribution		Outstanding Surcharges (HK\$)	Date of Employment (DD/MM/YYYY)	
Member No.	HKID No./Passport No.	Relevant Income (HK\$)	Employer (HK\$)	Member (HK\$)		Last Date of Employment (DD/MM/YYYY)	
Chan Tai Man 12345678 A664*****		01/03/2021 to 31/03/2021	15,300.00	775.00	775.00	0.00	09/03/2017
Settled Amount			775.00	775.00	0.00		
Outstanding Amount			0.00	0.00	0.00		
Cheung Ka Yan 12345678 A664*****		01/03/2021 to 31/03/2021	1,800.00	90.00	0.00	0.00	14/06/2020
Settled Amount			90.00	0.00	0.00		
Outstanding Amount			0.00	0.00	0.00		
Wong Siu Ming 12345678 A664*****		01/03/2021 to 31/03/2021	64,000.00	1,500.00	1,500.00	0.00	01/02/2017
Settled Amount			1,500.00	1,500.00	0.00		
Outstanding Amount			0.00	0.00	0.00		

Settled Contributions						Outstanding Contributions	
Current Contributions		Contribution Information with Discrepancy	Partially Paid Contributions		Outstanding Payment		
Member Name		Contribution Period from (dd/mm/yyyy) to (dd/mm/yyyy)	Mandatory Contribution		Outstanding Surcharges (HK\$)	Date of Employment (DD/MM/YYYY)	
Member No.	HKID No./Passport No.	Relevant Income (HK\$)	Employer (HK\$)	Member (HK\$)		Last Date of Employment (DD/MM/YYYY)	
Wong Siu Ming 12345678 A664*****		01/07/2020 to 31/07/2020	10,000.00	500.00	500.00	0.00	04/12/2016
Reported Amount			0.00	0.00	0.00		
Settled Amount			0.00	0.00	0.00		
Outstanding Amount			500.00	500.00	0.00		



Partially paid contributions

Under the tab of **“Partially Paid Contributions”**, you can find member record with not fully settled contribution (e.g. partially paid contributions, outstanding surcharge, etc.).

Remarks:

Under the tab of **“Partially Paid Contributions”**, you can update the relevant income of members and re-submit the contribution instruction if necessary.

Outstanding payment

After submitting contribution data, the submitted data will be shown under the tab of **“Outstanding Payment”** until your contribution payment is received.

Remarks:

Please settle the contribution payment on time. If you have settled the contribution payment, the contribution data under the tab of **“Outstanding Payment”** will be automatically updated after your payment is received. If you need to make any change, please call [Sun Life Pension Services Hotline at 3183 1888](tel:31831888).

Settled Contributions				Outstanding Contributions				
Current Contributions		Contribution Information with Discrepancy		Partially Paid Contributions		Outstanding Payment		
Member Name		Contribution Period from (dd/mm/yyyy) to (dd/mm/yyyy)		Mandatory Contribution		Date of Employment (DD/MM/YYYY)		
Member No.	HKD No./Passport No.	Relevant Income HK\$	Employer HK\$	Member HK\$	Outstanding Surcharge HK\$	Last Date of Employment (DD/MM/YYYY)		
Chen Tai Min	12345678	A654*****	01/02/2021 to 28/02/2021	10,000.00	500.00	500.00	0.00	01/04/2020
Settled Amount:			400.00	400.00	0.00			
Outstanding Amount:			100.00	100.00	0.00			

Settled Contributions				Outstanding Contributions							
Current Contributions		Contribution Information with Discrepancy		Partially Paid Contributions		Outstanding Payment					
Member Name		Contribution Period from (dd/mm/yyyy) to (dd/mm/yyyy)		Mandatory Contribution		Voluntary Contribution		Date of Employment (DD/MM/YYYY)			
Member No.	HKD No./Passport No.	Relevant Income HK\$	Basic Salary HK\$	Employer HK\$	Member HK\$	Employer HK\$	Member HK\$	Outstanding Surcharge HK\$	Last Date of Employment (DD/MM/YYYY)		
Chen Tai Min	12345678	A654*****	01/02/2021 to 28/02/2021	10,000.00	20,000.00	500.00	500.00	0.00	500.00	0.00	15/05/2019
Settled Amount:			0.00	0.00	0.00	0.00	0.00	0.00			
Outstanding Amount:			500.00	500.00	0.00	500.00	0.00				
Chung Kai Yan	12345678	A654*****	01/02/2021 to 28/02/2021	10,000.00	30,000.00	500.00	500.00	0.00	1,000.00	0.00	23/08/2011
Settled Amount:			0.00	0.00	0.00	0.00	0.00				
Outstanding Amount:			500.00	500.00	0.00	1,000.00	0.00				
Wong Sau Ming	12345678	A654*****	01/04/2021 to 28/02/2021	20,000.00	40,000.00	1,000.00	1,000.00	0.00	1,000.00	0.00	03/04/2019

Contribution review and submission

After clicking the **Save** and the **Confirm and View Summary** buttons, you will be redirected to the page of **“Remittance Statement Summary”**.

Review before submission

Please review the contribution amounts and payment summary carefully.

1. Please review the following details (if any) before submission:

- a** Settled contributions
 - Member records successfully settled
 - If there is further adjustments of settled contributions, the change will be also reflected here
- b** Outstanding contributions
 - Upcoming contribution to be made, or any contribution data is due for payment settlement or data update
- c** Total payable amount
 - Sum of Part a (Adjustment of Settled Contributions) + Part b (Sum of Outstanding Contributions)
- d** Pending payments
 - Previous submission received with pending payment or payment in progress

2. Click the **Submit** button

Tips:

You can click the **Back To Edit** button for editing the data or the **View Contribution Details** button for review before submitting the data.

Remittance Statement Summary
 Contribution Period from 01/02/2021 to 28/02/2021 Reporting Centre Code RC1

Summary

Total Contributions HK\$	Total No. of Members	Total Employer Mandatory Contributions HK\$	Total Member Mandatory Contributions HK\$	Total Employer Voluntary Contributions HK\$	Total Member Voluntary Contributions HK\$	Total Outstanding Surcharge HK\$
Settled Contributions						
No record found.						
Outstanding Contributions						
Current Contributions						
6,500.00	3	2,000.00	2,000.00	0.00	2,500.00	0.00
Contribution information with Discrepancy						
No record found.						
Partially Paid Contributions						
No record found.						
(1) Total Payable Amount = Sum of a) Adjustment of Settled Contributions + b) Outstanding Contributions (excluding Pending Payment in item 2 below, if any)						
6,500.00	3	2,000.00	2,000.00	0.00	2,500.00	0.00
(2) Pending Payments (We have received your contribution data but pending for the payment / in process of your payment). Please make the payment asap or ignore it if you have already made the payment.						
No record found.						

Back To Edit **Submit** **View Contribution Details**

Submission

Just that easy! You have done the contribution submission.

- You will receive a transaction number for reference and your chosen payment method will be provided

Tips:

You can consider to set up the Direct Debit Authorization in order to simplify the payment settlement.

- You can click the icon to choose a Contribution Payment Date, then click the **Print MPF Contribution Advice** button to generate the MPF Contribution Advice

Remarks:

The contribution payment date should be on or after the MPF Contribution Advice generation date.

- You can click the **Submission Report** button to view the Online Remittance Statement Summary Report

Tips:

Don't worry if you forget to save or print the MPF Contribution Advice and the Online Remittance Statement Submission Report. You can always generate the documents from the feature of the "View Online Transactions" and retrieve them from "e-Statement".

The screenshots illustrate the submission process:

- 3:** **Contribution Confirmation** screen. It shows a successful submission message with Transaction Number 123456. Transaction details include Remittance Statement Number RS000001234567890 and Total Contribution Amount HK\$ 6,500.00. Below this, the **Payment Methods** section shows "By Direct Debit Authorization" with a note: "We will execute the direct debit request shortly. Please ensure your designated bank account with sufficient fund and transaction limit for contribution settlement."
- 4:** **MPF Contribution Advice** screen. It prompts the user to input a contribution payment date for the preparation of the MPF Contribution Advice. The date field is set to 28/04/2021. A **Print MPF Contribution Advice** button is visible. An important note states: "The contribution payment date inputted is for the purpose of generating the MPF Contribution Advice ONLY, it does not affect the date of direct debit or cheque clearance."
- 5:** A summary bar at the bottom of the interface with a **Submission Report** button and a **Close** button.

More contribution-related services



Fully settled contributions

The fully settled contribution periods in past 24 months can be retrieved from the Online Pension Services Centre and viewed either by period or by member.

You can click **"CONTRIBUTION"** on the top navigation menu, then access the page of the **"Settled Contributions"**

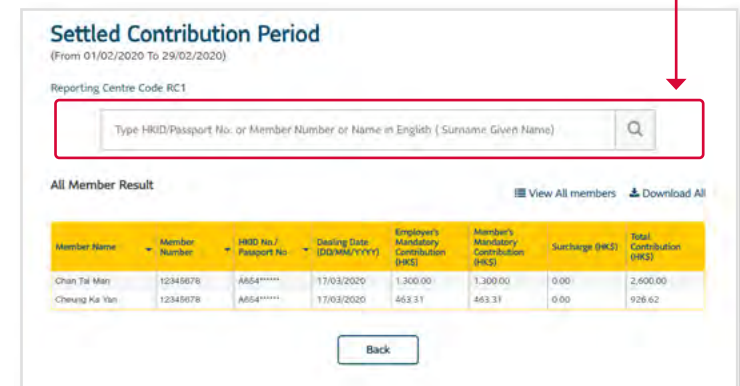
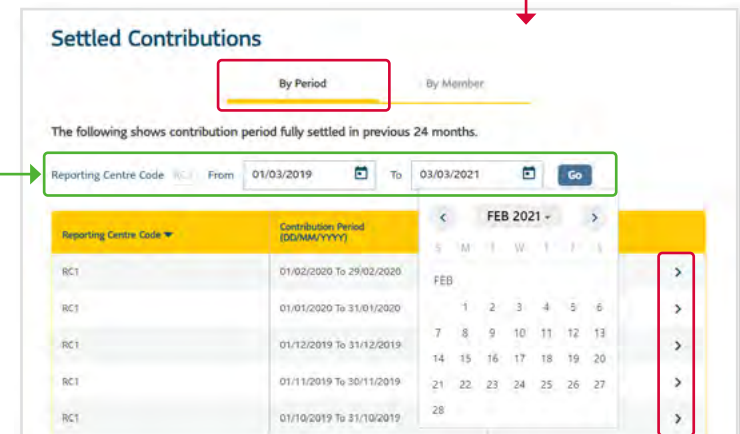
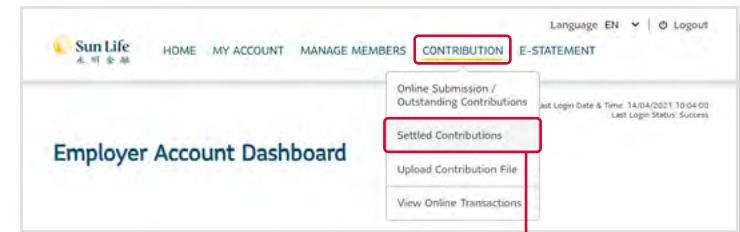
View by period

By default, the settled contributions of all reporting centres are shown by period.

1. Click the > button for details

Tips: You can search any particular settled contribution record(s) by filtering of the reporting centre and the contribution period.

2. The search function enables you to search a particular member record from the contribution period you selected
3. To return for checking all members' record of the selected settled contribution period, click the **"View All Members"** button



By Member

1. Click the tab of "By Member"
2. Search a particular member by typing HKID/Passport No., Member Number or Name in English
3. Click the > button to access the settled contribution records of the chosen member

Important:

When accessing settled contributions by period or by member, you can click the "Download All" button to download the records in CSV format. In addition, you can also retrieve Employer Contribution Statement for settled contributions from "e-Statement".

Settled Contributions

By Period | **By Member**

Type HKID/Passport No. or Member Number or Name in English (Surname Given Name)

Member Name	Reporting Centre Code	Member Number	HKID No./Passport No.
Chan Tai Man	RC1	12345678	A654*****

Settled Contribution Period

(From 01/02/2020 To 29/02/2020)

Reporting Centre Code RC1

Type HKID/Passport No. or Member Number or Name in English (Surname Given Name)

All Member Result View All members Download All

Member Name	Member Number	HKID No./Passport No.	Dealing Date (DD/MM/YYYY)	Employer's Mandatory Contribution (HK\$)	Member's Mandatory Contribution (HK\$)	Surcharge (HK\$)	Total Contribution (HK\$)
Chan Tai Man	12345678	A654*****	17/03/2020	1,300.00	1,300.00	0.00	2,600.00
Chiang Ka Yan	12345678	A654*****	17/03/2020	463.31	463.31	0.00	926.62

CHAN TAI MAN

Member Number: 12345678 HKID No./Passport No: A654***** Reporting Centre Code: RC1

The following shows a member's settled contributions received From 01/02/2019 To 28/02/2021

Download All

Contribution Period (DD/MM/YYYY To)	Dealing Date (DD/MM/YYYY)	Employer's Mandatory Contribution (HK\$)	Member's Mandatory Contribution (HK\$)	Employer's Voluntary Contribution (HK\$)	Member's Voluntary Contribution (HK\$)	Employer Voluntary Contribution 2 (HK\$)	Member Voluntary Contribution 2 (HK\$)	Surcharge (HK\$)	Total Contribution (HK\$)
01/02/2021 To 28/02/2021	01/03/2021	500.00	500.00	0.00	0.00	0.00	0.00	0.00	1,000.00
01/03/2020 To 31/03/2020	20/04/2020	500.00	500.00	0.00	0.00	0.00	0.00	0.00	1,000.00
01/02/2020 To 29/02/2020	17/03/2020	1,300.00	1,300.00	0.00	0.00	0.00	0.00	0.00	2,600.00

View online transactions

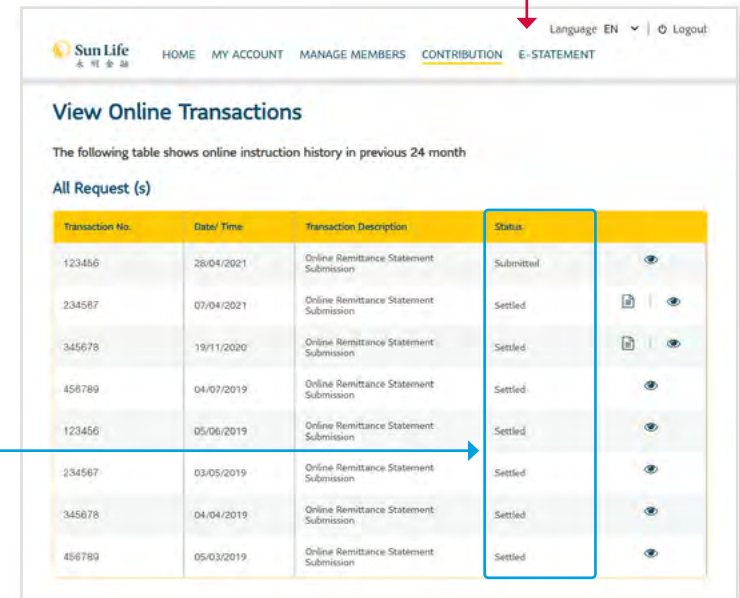
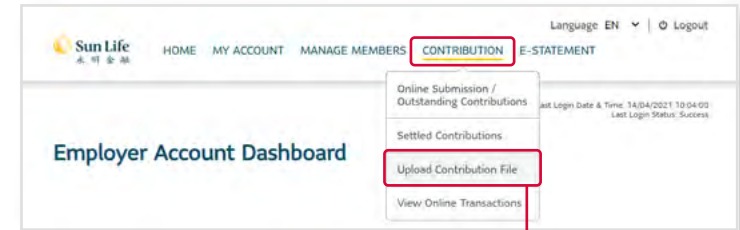
This feature enables you to review the online transaction history in past 24 months in order to keep track of what transactions you have done via the Online Pension Services Centre.

To access this feature, select **“View Online Transaction”** under **“CONTRIBUTION”**.

Remarks:

The online transaction history provides you the status of each online transaction in order to help you monitoring the progress.

For Online Remittance Statement Submission, **“Submitted”** means that the contribution data has been submitted and **“Settled”** means that the contribution has been allocated.





View Details

This function is applicable to contribution submitted by "Online Remittance Statement Submission" only.

1. Click the button
2. You will be redirected to the page of "Contribution Details" in which the contribution data you have provided

Tips:

The transactions of submitted Online Remittance Statement are available for view only. If you need to make any change, please call **Sun Life Pension Services Hotline at 3183 1888**.


3. Click the **Submission Report** button to view the statement


Contribution Details

Total Contributions HK\$	Total No. of Members	Total Employer Mandatory Contributions HK\$	Total Member Mandatory Contributions HK\$	Total Employer Voluntary Contributions HK\$	Total Member Voluntary Contributions HK\$	Total Outstanding Surcharge HK\$
Settled Contributions						
No record found.						
Outstanding Contributions						
Current Contributions						
6,500.00	3	2,000.00	2,000.00	0.00	2,500.00	0.00
Contribution Information with Discrepancy						
No record found.						
Partially Paid Contributions						
No record found.						
(1) Total Payable Amount = Sum of a) Adjustment of Settled Contributions + b) Outstanding Contributions (excluding Pending Payment in item 2 below, if any)						
6,500.00	3	2,000.00	2,000.00	0.00	2,500.00	0.00
(2) Pending Payments (We have received your contribution data but pending for the payment / in process of your payment. Please make the payment asap or ignore it if you have already made the payment.)						
No record found.						


Settled Contributions										Outstanding Contributions					
Current Contributions				Contribution Information with Discrepancy				Partially Paid Contributions				Outstanding Payment			
Member Name		Contribution Period From (dd/mm/yyyy) to (dd/mm/yyyy)				Mandatory Contribution		Voluntary Contribution		Outstanding Surcharge HK\$	Date of Employment (DDMM/YYYY)				
Member No.	HKID No./Passport No.	Relevant Income HK\$	Basic Salary HK\$	Employer HK\$	Member HK\$	Employer HK\$	Member HK\$	Last Date of Employment (DDMM/YYYY)							
Chen Tai Mai										01/02/2021 to 28/02/2021		0.00		15/05/2019	
12849678	A664*****	10,000.00	20,000.00	500.00	500.00	0.00	500.00								
Settled Amount:															
Outstanding Amount:				500.00	500.00	0.00	500.00	0.00							
Cheung Ka Yan										01/02/2021 to 28/02/2021		0.00		22/08/2011	
12849678	A664*****	10,000.00	30,000.00	500.00	500.00	0.00	1,000.00								
Settled Amount:															
Outstanding amount:				500.00	500.00	0.00	1,000.00	0.00							
Wong Shu Ming										01/02/2021 to 28/02/2021		0.00		01/06/2019	
12849678	A664*****	20,000.00	40,000.00	1,000.00	1,000.00	0.00	1,000.00								
Settled Amount:															
Outstanding amount:				1,000.00	1,000.00	0.00	1,000.00	0.00							

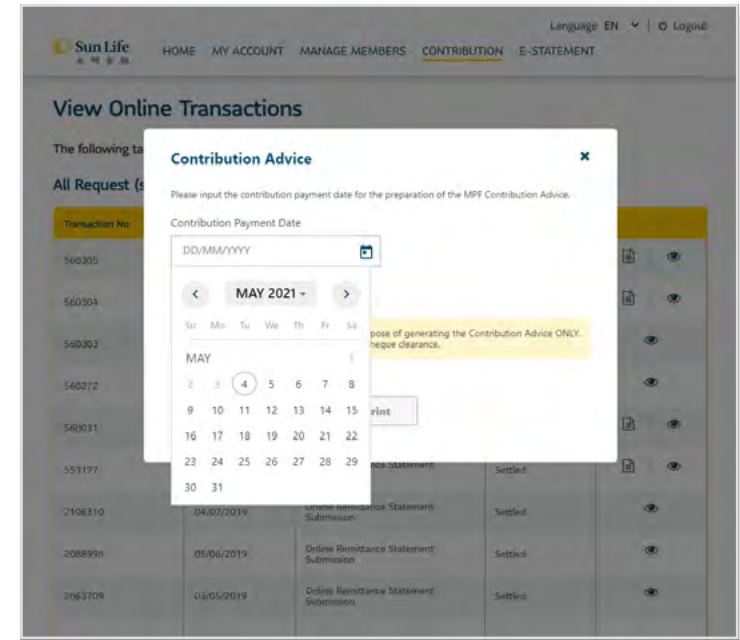
MPF Contribution Advice

The document icon  will be shown only if the MPF Contribution Advice of the online transaction has **NOT** been generated.

1. Click the  button
2. Select a Contribution Payment Date
3. Click the **"Print"** button to obtain the MPF Contribution Advice

 **Tips:**

No document icon  will be shown for the transaction of the Online Remittance Statement Submission if the MPF Contribution Advice was generated and stored in the Online Pension Services Centre. You can retrieve the stored MPF Contribution Advice in the page of **"e-Statement"**.





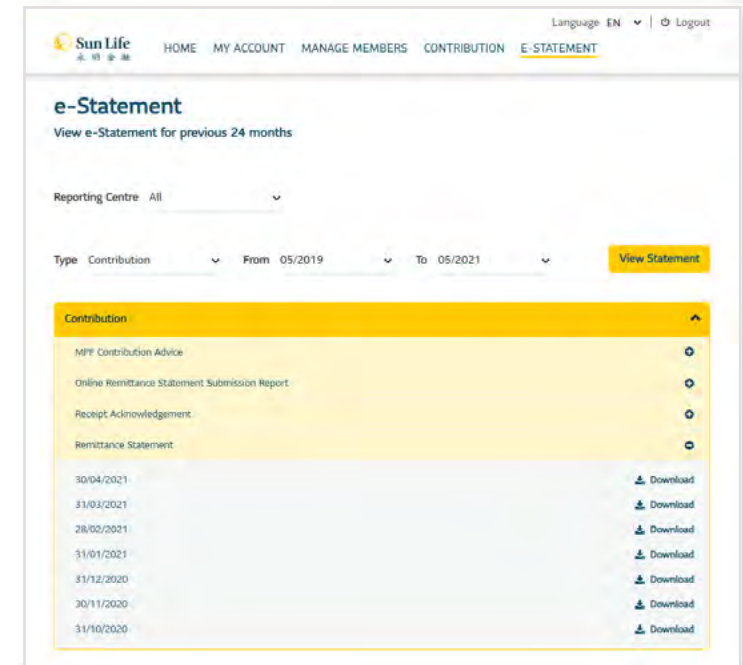
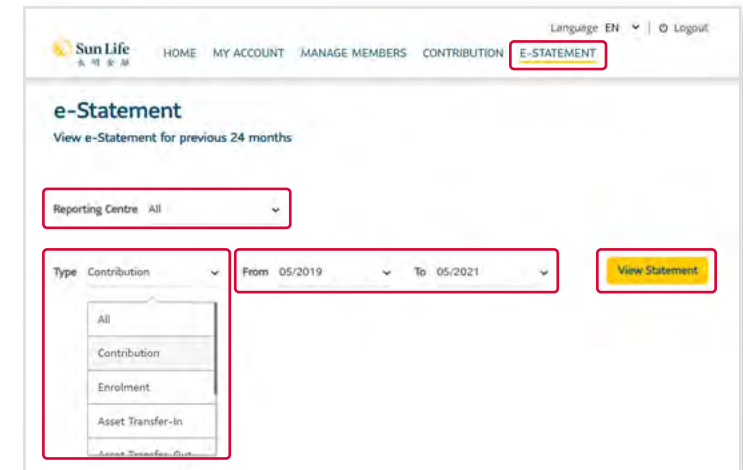
e-Statement

In the page of the **“e-Statement”**, you can find different types of statement, such as MPF Contribution Advice.

1. Click **“E-STATEMENT”** on the top navigation menu
2. Search the e-Statement you are looking for by the reporting centre, type of e-statement and the generation period
3. Click the **“View Statement”** button
4. Based on your searching criteria, the available e-statements will be shown by document type
5. Click the **“Download”** button to download the e-Statement you needed

Important:

Physical copies of statement sending by mail could be delayed or damaged. e-Statement provides you a convenient and secured way to access your statements, including the Remittance Statement.





Experience our Online Pension Services Centre now!

For enquiry, please call Sun Life Pension Services Hotline at 3183 1888.



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