



僱主名稱 Name of Employer	僱主編號 Employer Code	隸屬中心編號 Reporting Center Code.								
供款期 Contribution Period	由 From	至 To								
	<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 25%;"> </td> <td style="width: 25%;"> </td> <td style="width: 25%;"> </td> <td style="width: 25%;"> </td> </tr> </table> (日/月/年 DD/MM/YYYY)					<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 25%;"> </td> <td style="width: 25%;"> </td> <td style="width: 25%;"> </td> <td style="width: 25%;"> </td> </tr> </table> (日/月/年 DD/MM/YYYY)				

重要提示：

1. 請以正楷填寫本表格。
2. 此付款結算書共五部份，填妥後請於第三及第五部份簽署核實，並須在供款日五個工作天前連同劃線支票(如適用)，寄回永明彩虹強積金計劃行政管理人—卓譽金融服務有限公司(郵寄地址：尖沙咀郵箱 95868 號；或親身交回：香港九龍紅磡德豐街 18 號海濱廣場一座 10 樓)。支票抬頭人為「永明信託有限公司—強積金」。如有任何查詢，請致電永明退休金服務熱線：3183 1888 傳真：3183 1889。
3. 所有供款額均以小數點後二位調進。
4. 僱主必須填報所有成員(包括現有及新增)之有關入息及供款欄。如成員在職期間未獲支付任何有關入息(例如無薪例假)仍須填寫'0'於有關入息及供款欄。
5. 成員足 18 歲後，才需作出強積金供款。
6. 根據強積金指引 IV.11，凡於二零零四年十月一日或之後滿 65 歲之成員，僱主及成員亦須就其於 65 歲前所賺取的有關入息(不論該段期間的有關入息何時支付)作出強制性供款。請提供該成員達 65 歲時整個供款期的有關入息，有關之強制性供款及自願性供款(如適用)。
7. 「供款日」指該供款期結束所在月份的最後一日之後的第十日。若供款日為星期六、公眾假期、烈風警告日或黑色暴雨警告日，該日將順延至下一工作天。
8. 請注意超額供款可用作抵銷尚欠供款(如有)，未來之供款或退還予僱主，請於第四部分提供有關指示。倘若超額供款相等於或超出\$100 及僱主在供款差額報告發出日期的 21 天後沒有回覆，本公司將以支票形式退還超額供款予僱主而不會再作另行通知。倘若任何超額供款扣除自僱員之有關入息，僱主明白及同意安排退款予有關之僱員。

Important Notes:

1. Please complete this form in Block Letter.
2. This Remittance Statement includes FIVE sections, please sign on SECTION III and V and return together with a cheque (if any) 5 working days before the contribution due date to Sun Life Rainbow MPF Scheme, The Administrator, BestServe Financial Limited (postal address: P.O. Box 95868, Tsim Sha Tsui Post Office; **OR** submit in person to: 10/F, One Harbourfront, 18 Tak Fung Street, Hunghom, Kowloon, Hong Kong). The cheque should be made payable to **Sun Life Trustee Company Limited - MPF**. For enquiry, please contact Sun Life Pension Services Hotline: 3183 1888 Fax: 3183 1889
3. All contribution amounts are rounded up to 2 decimal places.
4. Employer must report relevant income and contribution amount for all members (including existing and new members). Member who does not have any relevant income (e.g. on no-paid leave) should also be reported with zero relevant income and contribution amount.
5. Under age 18 – Mandatory contribution is only required after a member attained age 18.
6. According to Guidelines IV.11, for member reaches age 65 on or after 1st October 2004, both employer and member are required to make mandatory contributions for all relevant income earned before the member attains age 65 regardless of when the income is paid. Please provide the relevant income for the whole contribution period during which the member reaches age 65, the mandatory contributions and voluntary contributions (if applicable) accordingly.
7. "Contribution Day" refers to the tenth day after the last day of the month in which the contribution period ends. If a contribution day falls on a Saturday, public holiday, or a gale warning day or black rainstorm warning day, this shall be deferred to the next business day.
8. Please note that overpaid contribution can be used to offset underpaid contribution (if any), future contribution or refund to the employer, please indicate in Section IV. If there is any overpaid contribution of \$100 or above and there is no reply from the employer 21 days after the issuance date of Contribution Discrepancy Report, a refund cheque for the overpaid contribution will be issued to the employer without further notice. Should there be any overpaid contribution deducted from any member's relevant income, the employer understood and agreed to arrange for refund to respective member accordingly.



第四部份 Section IV 繳交供款總結 CONTRIBUTION PAYMENT SUMMARY

第一部份供款總數 Total Contribution in SECTION I	港幣 HKD	(A)	+	第二部份供款總數 Total Contribution in SECTION II	港幣 HKD	(B)	+	第三部份供款總數 Total Contribution in SECTION III	港幣 HKD	(C)		
			-	從「僱主沒收權益帳戶」中 抵銷之金額 Amount to be offset from Employer Forfeiture Account			港幣 HKD	-	*從在「僱主現金帳戶」扣 減款額（如適用） *Amount to be offset from Employer Cash Account (if applicable)			港幣 HKD
										=	繳交供款總計 Total Contribution Payment	港幣 HKD

* 請在 www.sunlife.com.hk 的網上退休金服務中心查詢「僱主現金帳戶」可用結餘(如有)並填上扣減金額。

Please check the available amount in the Employer Cash Account via Online Pension Services Centre at www.sunlife.com.hk and fill in the amount to offset in the payment (if any).

支票資料 Cheque Details

支票號碼
Cheque No. _____

銀行名稱
Name of the Bank _____

支票金額
Cheque Amount _____

港幣
HKD

付款方法：自動轉帳／支票付款

自動轉帳：
請郵寄此填妥並由獲授權人簽署及公司蓋章的付款結算書至本公司，當收到閣下的供款資料，本公司會於閣下的指定銀行帳戶支取供款，請確保閣下的指定銀行戶口有足夠款項及轉帳限額以支付有關供款。

支票付款：
閣下須在供款到期日五個工作天前將此填妥之付款結算書連同劃線支票(如適用)，寄回永明彩虹強積金計劃行政管理人—卓譽金融服務有限公司（郵寄地址：尖沙咀郵箱 95868 號；或親身交回：香港九龍紅磡德豐街 18 號海濱廣場一座 10 樓）。支票抬頭人為「永明信託有限公司—強積金」，請於支票背面寫上僱主名稱，僱主編號、隸屬中心編號及有關供款期。期票或現金恕不接受。

當繳付供款時，請勿：

- 發出期票
- 於支票抬頭上填上中人或簽發空白支票予中個人
- 支付現金予永明彩虹強積金計劃中個人

如所收支票或因自動轉帳上限而所收款項未足以支付 貴公司所有成員之強制性及自願性供款(如有)，我們將先行分配款項至所有成員之強制性供款，及後至自願性供款。如款項並不足以全數支付成員之強制性及／或自願性供款，將依據各成員所需繳付供款之比例分配供款。

Payment Methods: By Autopay or By Cheque

By Autopay:
Please mail or fax this completed Remittance Statement with authorised signature(s) and company chop to our Company, we will direct debit from your designated bank account upon receiving your contribution data, please ensure your bank account with sufficient fund and transaction limit for contribution settlement.

By Cheque:
It is required to mail this completed Remittance Statement together with a cheque 5 working days before the contribution day to Sun Life Rainbow MPF Scheme, The Administrator, BestServe Financial Limited (postal address: P.O. Box 95868, Tsim Sha Tsui Post Office; **OR** submit in person to: 10/F, One Harbourfront, 18 Tak Fung Street, Hunghom, Kowloon, Hong Kong). The cheque should be made payable to **Sun Life Trustee Company Limited – MPF**. Please mark the employer name, employer code, reporting centre number and contribution period at the back of the cheque. Post-dated cheque or cash payment will not be accepted.

When making contribution payment, please **DON'T**:

- Send post-dated cheque.
- Making your cheque payable to the intermediary or issue blank cheque to the intermediary.
- Send in cash to Sun Life Rainbow MPF Scheme or the intermediary.

If cheque(s) received or because of limit of your direct debit authorization, payment collected is not sufficient to settle the total required mandatory and voluntary contributions (if any) of all your members, we will first settle the mandatory contributions for all members follow with the voluntary contributions. If the payment is not sufficient to settle their mandatory and/or voluntary contributions in full, we shall allocate the payment to all members on a pro-rata basis according to the required contribution.

聲明和授權 DECLARATION AND AUTHORISATION

我們確認已識別第三部份內新增成員的身分，以及根據由政府機構、有關當局或有關當局認可的任何其他可靠及獨立來源所提供的文件、數據或資料（包括由政府機構發出的香港身份證）核實成員的身分。此外，我們保存文件副本以作記錄之用。

We confirm that we have identified the new members in Section III and verified the member's identity on the basis of documents, data or information provided by a governmental body (including the Hong Kong Identity Card), a relevant authority or any other reliable and independent source that is recognized by the relevant authority. We also retain a copy of the documents for record purpose.

獲授權人簽署及公司蓋章：

謹代表僱主
Authorized Signature(s)
with Company Chop :

For and on behalf of the Employer

請簽署及蓋章 Please sign & chop here **X**

日期 Date :

第五部份 Section V 離職成員資料 LEAVING MEMBER INFORMATION

重要事項 IMPORTANT NOTES:

- 貴公司可根據《僱傭條例》從有關成員的帳戶內之僱主供款部分之累積權益中按次序以 i) 僱主自願性供款部分之歸屬權益; 及 ii) 僱主強制性供款部分之累積權益抵銷 貴公司支付有關成員的長期服務金/遣散費。Your company could offset the Long Service Payment (LSP) or Severance Payment (SP) paid to the relevant member under the Employment Ordinance with the accrued benefits derived from the employer's contribution in sequence of i) vested benefits derived from the employer's voluntary contribution and ii) accrued benefits derived from the employer's mandatory contribution in the relevant member's account.
- 如 貴公司需要就有關成員抵銷長期服務金/遣散費，貴公司必須遞交已填妥及簽署的抵銷長期服務金/遣散費表格(僱主及僱員簽署必須與我們之紀錄相符)。如沒有在以下表格提供有關資料，將會視作沒有需要抵銷長期服務金/遣散費。If your company requires to offset LSP/SP to relevant member, you must submit a duly completed and signed Offset of Long Service Payment / Severance Payment Form (both Employer and Member signature have to be same as our record). If no information is provided in the following table, it will be treated as not requiring to offset LSP/SP.
- 如有關申請未有附上有關成員之有效簽署(長期服務金/遣散費收據上之簽署必須與我們之紀錄相符)以確認已收妥該等金額之收據、或未能於該成員之累積權益轉移前提出申索、或資料不全以及逾期者，有關申請恕不接受。Please note that all applications for refund without LSP/SP receipt or without member's valid signature (the signature should be same as our record) or submitted after the transfer/withdrawal of the member's accrued benefit will not be accepted.
- 請以英文正楷填寫本表格。填寫本部分時，如空位不足，請另紙書寫。每張附頁須加上頁碼並註明附頁的總頁數。Please complete this form in English and Block Letter. If there is not enough space for this section, please provide an additional sheet and number each additional sheet and state the total number of additional sheet(s).
- 如作出任何更改，請在更改位置旁簽署。Sign next to any corrections made on this form.

成員編號 Member No.	成員英文姓名 (須與香港身份證/護照上的姓名相同) Member English Name (Must be same as HKID Card/Passport)	香港身份證號碼/護照號碼/僱員編號 HKID Card No./Passport No./Staff No.	最後受僱日期 Last Date of Employment (日/月/年 DD/MM/YYYY)	離職原因※ Reason for Termination※	長期服務金/遣散費抵銷安排?(是/否) Offset Long Service Payment / Severance Payment Amount? (Yes/No)
			/ /		
			/ /		
			/ /		
			/ /		

※離職原因 Reason for Termination

- 如要求以僱主供款部分的強積金累積權益抵銷長期服務金/遣散費，及/或累積權益中包含有僱主之自願性供款，及/或聯營機構間轉調，僱主必須提供離職原因。The reason for termination is required if there are requests to offset LSP /SP against the MPF accrued benefits derived from employer's contribution, and/or there are accrued benefits attributable to employer's voluntary contributions and/or related to Intragroup Member Transfer.
- 若抵銷長期服務金/遣散費表格中的離職原因與成員離職通知書中的不一樣，將以抵銷長期服務金/遣散費表格中的離職原因為準。If there is any discrepancy between the reason of termination on the "Offset of Long Service Payment/ Severance Payment Form" and this form, the termination reason on the Offset of Long Service Payment/ Severance Payment Form shall prevail.
- 如未有提供離職原因或所提供之離職原因不適用及累積權益中不包含有僱主之自願性供款，離職原因將被視為作選項 5。If no reason for termination is provided or the reason of Termination is not applicable and there are no accrued benefits attributable to employer's voluntary contributions, the reason of termination will be default to Option 5.

- | | | | |
|----------------------------------------------------------------------------------------------|-------------------------|--------------------------|--------------------------------------|
| 1 正常退休 Normal Retirement | 2 提早退休 Early Retirement | 3 身故 Death | 4 完全失去行為能力 Total Incapacity |
| 5 離職 (辭職/終止受僱/合約完結/解僱)
Leaving Service(Resignation/ Termination/ Contract End/ Dismissal) | 6 遣散 Lay off | 7 即時解僱 Summary Dismissal | 8 聯營機構間轉調 Intragroup Member Transfer |

備註 Note: 如屬永明彩虹強積金計劃(「本計劃」)計劃內的聯繫公司轉移，請填寫本計劃之「聯繫公司或更改業務擁有權之成員累積權益轉移」表格。如轉移自其他強積金計劃，請向原受託人查詢其成員轉移/終止手續。For intragroup transfer within Sun Life Rainbow MPF Scheme (the "Scheme"), please complete "Transfer of Accrued Benefits Upon Intra-group Transfer/Change of Business Ownership" under the Scheme. For transfer from other MPF scheme(s), please check with your original trustee(s) for the procedures of member transfer / termination.

第六部份 Section VI 聲明和授權 DECLARATION AND AUTHORISATION

我們謹此確定以上資料皆真實正確及同意我們要負責所有因更改或取消以上資料所衍生之投資損失。我們亦明白需要支付成員的供款直至最後受僱日期。

We hereby confirm that the above details are true and correct and agree that we shall be liable to any investment loss resulting from any subsequent change or withdrawal made to the above instruction. We also understand that it is our responsibility to make contributions up to the members' last day of employment.

公司蓋章及僱主簽署(或由授權人代行):
謹代表僱主

Company Chop and Signature of the Employer
(or signed by a duly authorised signatory):
For and on behalf of the Employer

請簽署及蓋章 Please sign & chop here **X**

日期 Date :

永明彩虹強積金計劃行政管理人 — 卓譽金融服務有限公司
地址：香港九龍紅磡德輔道中18號海濱廣場一座10樓
電話：(852) 3183 1888 (或) 傳真：(852) 3183 1889

BestServe Financial Limited, Administrator of Sun Life Rainbow MPF Scheme
Address : 10/F, One Harbourfront, 18 Tak Fung Street, Hungghom, Kowloon, Hong Kong
Tel : (852) 3183 1888 (OR) Fax : (852) 3183 1889

如需遞交此結算書 When submitting this statement :

- 請按表要求提供授權人簽署或公司印章。Please ensure that you have already provided the authorised signature or company chop as requested.
- 請勿重複遞交相同結算書；如透過傳真遞交，請保留正本以作記錄。Please do NOT send duplicate copies and keep the original copy for your own record if you are submitting via fax.

