



## Important Notice 重要事項:

- (1) Name of Employee(s) provided in the electronic file(s) is/are for the Administrator's reference only. HKID Card / Passport No. will be used for member identification purpose. Please attach the "Member Enrolment Form(s)" in respect of the relevant employee(s) if such document has not been submitted. 於電子檔案內提供的僱員姓名只供行政管理人作參考。香港身份證 / 護照號碼將作成員識別之用。若有關僱員之「成員登記表格」尚未遞交至本公司，請附上有關文件。
- (2) All members whose employment was terminated during the relevant contribution period should be included in the electronic file(s). Contribution and termination will be processed separately once the relevant information has been verified by the Trustee. 閣下須於電子檔案內提供所有於有關供款期內離職成員之資料。供款及離職資料經受託人核對後，將分別處理。
- (3) "Termination Reason" in the electronic file(s) 電子檔案內的「離職原因」
  - Please indicate the termination reason if there are requests to offset Long Service Payment (LSP) / Severance Payment (SP) against the MPF accrued benefits derived from employer's contribution and/or there are accrued benefits attributable to employer's voluntary contributions. 如要求以僱主供款部分的強積金累算權益抵銷長期服務金/遣散費，及/或累算權益中包含有僱主之自願性供款，請提供離職原因。
  - If the member was dismissed by cause, the **Employer's Voluntary Contribution, if any**, could be forfeited. 如成員因嚴重過失而被解僱，成員將可能喪失**僱主之自願性供款(如有)**。
  - If the employee ceases employment due to intra-group transfer, employer should submit the "Notice of Member Transfer Under MPF Scheme due to Business Acquisition or Employment Transfer Between Associated Companies" form. 如僱員因集團內部的職位調動而離職，僱主須呈交「成員轉換強積金計劃通知書(適用於因公司業務被收購或成員轉職至聯繫公司)」表格。
- (4) Option on "Reimbursement of Long Service Payment (LSP) / Severance Payment (SP)" in the electronic file(s) 電子檔案內的「退還長期服務金/遣散費」選項
  - If no option is being indicated, it will be deemed that no reimbursement of LSP/SP is required. 如沒有作出任何選擇，將被視為毋須退還長期服務金/遣散費處理。
  - If the employer requests to offset LSP/SP against the MPF accrued benefits derived from employer's contribution, please indicate "Y", and submit "Claim Form for Reimbursement of Long Service Payment / Severance Payment". If the employee's accrued benefits has been transferred to another scheme, the reimbursement of LSP/SP cannot be arranged. 如僱主要求以僱主供款部分的強積金累算權益抵銷長期服務金/遣散費，請填上「Y」，及遞交「長期服務金/遣散費退還申索表格」。如僱員的累算權益已轉移至另一個計劃，我們便不能安排長期服務金/遣散費之退還。
  - Supporting documents for LSP/SP reimbursement should be submitted together with this form, otherwise no refund can be made. 請把長期服務金/遣散費退還之證明文件連同本表格一併遞交，否則不能安排退還。
  - Once the employer has declared his option on the LSP/SP reimbursement in the electronic file(s), any subsequent amendment will not be accepted. 僱主一經在電子檔案內對是否提出退還長期服務金/遣散費之申索作出聲明，其後任何更改恕不受理。
  - LSP/SP reimbursement request will only be processed upon receiving completed "Claim Form for Payment of Accrued Benefits" or "Member's Request for Fund Transfer Form" or when member's accrued benefits was automatically transferred to a personal account under the original scheme upon expiry of 3 months after receiving the notification of member termination. 只有收到完整的「累算權益申索表格」或「計劃成員資金轉移申請表」或當收到僱主發出的離職通知的三個月後僱員的累算權益自動轉移至原計劃的個人賬戶內，我們才會處理長期服務金/遣散費退還安排。
- (5) Settlement of Contribution Surcharge 繳交供款附加費
  - You are recommended to settle the outstanding contribution (if any) together with the contribution surcharge. 如需繳交逾期供款，我們建議僱主一併遞交供款附加費。
  - For details of contribution surcharge, employers could log into the employer account at aia.com.hk and download the "Remittance Statement for Contribution Surcharge with pre-filled information" under "e-Statement". The contribution surcharge amount is calculated based on the relevant income held in our records. 有關供款附加費詳情，僱主可於 aia.com.hk 登入僱主賬戶後，在「電子結算書」下載「附有相關資料的供款附加費結算書」。供款附加費之金額是根據我們記錄中的有關入息計算。
- (6) Contribution will be settled for individual members who have been enrolled in the AIA MPF Scheme with correct and complete contribution data as well as a sufficient contribution payment. Otherwise, the remaining payment will be held in the non-interest bearing Payment Account until the outstanding contribution data/ payment and/ or member enrolment form(s) are properly received. 個別成員之供款，只會在成員已登記參與友邦強積金計劃、供款資料正確及完整並有足夠供款金額的情況下，才會處理。否則，未處理的款項將存放於無利息之供款賬戶內，直至收受所欠之供款資料/款項及/或成員登記表格。
- (7) If payment is made by direct debit, the contribution amount will be deducted from your designated bank account upon receipt of accurate and complete contribution data for the enrolled member(s). Please ensure the direct debit instruction is valid, the transaction limit is enough for payment and there are sufficient funds in your designated bank account before you submit your contribution data. 如以自動轉賬繳款，所須繳付之供款金額將於收受已登記成員之正確及完整的供款資料後，才從指定之銀行戶口中扣除。在遞交供款資料前，請確保授權指示仍然生效、交易限額足夠繳款及銀行戶口存有足夠款項。
- (8) For member reaching the age of 65, both employer and employee should make the mandatory contribution for the relevant income earned up to the day before the member's 65<sup>th</sup> birthday or the last day of employment, whichever is earlier. Employers are required to make the contribution in respect of the employee on or before the tenth day after the last day of the calendar month in which the employee reached the age of 65. 若成員年滿 65 歲，僱主及僱員雙方均須就該成員在年滿 65 歲之前一日或最後在職日期為止所賺取的有關入息作出強制性供款，以較早者為準。僱主必須在僱員年滿 65 歲所在的公曆月最後一日之後的第 10 日或之前為僱員作出供款。
- (9) Employers are required to make the last contribution in respect of the employee on or before the tenth day after the last day of the calendar month in which the employee ceases employment and report the related termination details. Employers are also required to make contribution for the relevant income earned by a member after his/her cessation of employment on or before the tenth day following the calendar month-end date of the relevant contribution period. 僱主必須在僱員終止受僱所在的公曆月最後一日之後的第 10 日或之前為僱員支付最後一次供款及申報其離職詳情。僱主亦須為僱員離職後所賺取的有關入息於相關供款期所在的公曆月最後一日之後的第 10 日或之前為僱員作出供款。
- (10) You are highly recommended to submit your contribution data and contribution payments directly to us rather than through intermediaries. Please be reminded not to make your cheque payable to intermediary, issue blank cheque or send cash to us / intermediary. 我們建議閣下將供款資料及供款直接交予我們，而非經由中介人遞交。此外，請勿於支票抬頭上填上中介人姓名，簽發空白支票或支付現金予我們 / 中介人。

## Declaration 聲明

We agree if our contribution calculation differs from that of the Trustee, Trustee's validation shall prevail. 吾等同意倘若供款計算方法與受託人有出入，應以受託人所核對之計算方法為準。

We understand that any amount paid to the Trustee before the contribution period end day may or may not be invested at the discretion of the Trustee. Such prepaid amounts, if not invested, will be held by the Trustee in the non-interest bearing Payment Account. If invested, we will bear the investment risk of such transaction upon redemption. In the event any employee ceases employment and contributions have already been paid for such employee (i) for the contribution period after the cessation of employment; or (ii) while the employment period is less than 60 days, we agree to refund the incorrectly deducted amount from employee's payroll to the employee. The amount incorrectly paid to the Trustee or, where the contributions have been invested, such amount or the redemption amount could be used to offset future contribution if prior confirmation/consent has been obtained from us. 吾等清楚明白吾等於供款期最後一日前繳付予受託人之任何款項，將交由受託人酌量決定其撥作投資與否。若有關預繳款項並未撥作投資，受託人可將有關款項存放於無利息之供款賬戶內。若有關款項已撥作投資，吾等於贖回有關款項時須承擔有關投資風險。就僱員離職後(i)其已繳付離職後供款期之供款或(ii)其受聘期少於六十天但已繳付之供款，吾等同意將已從有關僱員支薪戶口中錯誤地扣減之款項退回予有關僱員。而錯誤繳付予受託人之款項，或已作投資而贖回之有關款項，在獲得吾等同意後才可用作抵銷僱主未來的供款。

We declare and confirm that the LSP / SP, if applicable, is calculated in accordance with the Employment Ordinance. 吾等聲明及確認長期服務金或遣散費(如適用)根據僱傭條例計算。

We declare and confirm that we are duly authorized by our employees to release the personal information of our employees provided by us in the electronic file(s) to the Trustee and/or its affiliates. We confirm that all such information provided herein is verified by us as correct and complete, including the Hong Kong Identity Card / Passport number(s). We understand that in the absence of our authorized signature, the information in the electronic file(s) would be regarded as incomplete. 吾等聲明及確認吾等獲本公司僱員正式授權以電子檔案向受託人及/或其關聯公司發放本公司僱員之個人資料。吾等確認在此提供的所有該等資料，包括香港身份證 / 護照號碼，經吾等核實均為正確及完整。吾等清楚明白在欠缺吾等授權人簽署的情況下，此電子檔案之資料將被視為不完整。

We have read and understood the AIA Personal Information Collection Statement ("AIA PIC"). We declare and agree, and our employees agree, that any personal data and other information relating to us, or our employees or our policy(ies) or investments contained in the electronic file(s) or collected, obtained, compiled or held by the Trustee by any means from time to time may be collected and utilized in accordance with the AIA PIC. We acknowledge and consent, and we confirmed that we have been duly authorized to make such consents on behalf of our employees, to the transfer of the personal data relating to us or our employees in or outside of Hong Kong for the purposes and to the types of transferee as set out in the AIA PIC. 吾等已閱讀及明白友邦保險收集個人資料聲明(「收集個人資料聲明」)。吾等聲明及同意以及本公司僱員同意在此電子檔案所載或受託人不時以任何方式收集所得、編製或持有的任何個人資料及關於吾等或本公司僱員的保單或投資的其他資料，可根據收集個人資料聲明收集及使用。吾等確認及同意以及吾等確認吾等已獲正式授權代表本公司僱員表示同意就收集個人資料聲明所述目的在香港境內轉移吾等或本公司僱員的個人資料或轉移有關資料至香港境外，及轉移予收集個人資料聲明所載的資料承讓人。

We further declare and confirm that we have obtained all required written consent from our employees and have been duly authorized to make such consents on behalf of our employees in respect of the provision, use and/or transfer of their personal data, in or outside of Hong Kong for direct marketing purposes in accordance with the AIA PIC. 吾等聲明及確認吾等已獲得本公司僱員對根據收集個人資料聲明提供、使用及/或在香港境內轉移本公司僱員的個人資料或轉移有關資料至香港境外作直接促銷目的之所有必要書面同意並已獲正式授權代表本公司僱員表示同意。

We hereby authorize and acknowledge that the Trustee has the right to accept, process, execute and rely upon instructions issued in our names and our signatures which have been sent to the Trustee. We agree to be bound by any such instructions sent to the Trustee under our names and our signatures. To the extent the instructions are in connection with our employees, we confirm that we have been duly authorized by such employees to complete and submit such instructions and to undertake all ancillary and follow-up actions. 吾等謹此授權受託人接納、處理及執行以吾等名義及簽署送往受託人之指示。吾等同意及接受以吾等名義及簽署致受託人之任何指示約束。倘若該指示與本公司僱員有關，吾等確認吾等已獲該等僱員正式授權填寫及遞交該指示，以及負責全部有關輔助及跟進的工作。

We agree to indemnify and keep the Trustee and its affiliates indemnified against any and all losses, costs, expenses, actions, proceedings and liabilities suffered by the Trustee and/or its affiliates as a result of any inaccurate information provided by us or our agent or intermediary, and/or upon the Trustee's or its affiliates' execution of any such instructions except where there is proven (to the satisfaction of the Trustee or its relevant affiliate) willful default, gross negligence or fraud on the part of the Trustee or its relevant affiliate. 除因受託人或其相關關聯公司被證明故意失責、嚴重疏忽或欺詐外(此證明須得受託人或其相關關聯公司信納)，倘若吾等或吾等之代理人或中介人所提供之資料錯誤及/或受託人或其關聯公司因執行相關指示，而導致受託人及/或其關聯公司需要承擔任何損失、支出、責任或需要進行任何行動或訴訟，吾等同意作出有關賠償予受託人及其關聯公司。