To 致: **AIA International Limited 友邦保險(國際)有限公司**
(Incorporated in Bermuda with limited liability 於百慕達註冊成立之有限公司)
8/F, AIA Financial Centre, 712 Prince Edward Road East, Kowloon, Hong Kong
香港九龍太子道東 712 號友邦九龍金融中心 8 樓
Employer Hotline 僱主熱線: 2100 1888
Member Hotline 成員熱線: 2200 6288
Fax No. 傳真號碼: 2565 0001

REMITTANCE STATEMENT 供款結算書
(Existing Members 現有成員)

MPF

View Online Contribution Demo Video
觀看網上遞交供款資料示範短片

Plan No. 計劃編號 : E4JA01

Employer Name 僱主名稱 : Property Finder Limited

Contributions for the contribution period from 供款期由 1/4/2024 (dd/mm/yyyy) (日/月/年) to 至 30/4/2024 (dd/mm/yyyy) (日/月/年)

Contact person 聯絡人 : Matthew Tung

Tel No. 電話號碼 : 93133343

No. 項目編號	Name of Employees[1] (Surname first) 僱員姓名(請先填上姓氏)[1]	HKID Card No. / Member Account No. 香港身份證號碼 / 成員賬戶編號	Relevant Income 有關入息 HKD 港元	Employer's Contributions 僱主供款		Employee's Contributions 僱員供款		Total 總計		Last Day of Employment[2] (dd/mm/yyyy) 最後在職日期[2] (日/月/年)	Termination Reason Code[3] 離職原因代號[3]	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。	
				Mandatory Contributions (a) 強制性供款（甲） HKD 港元	Voluntary Contributions (b) 自願性供款（乙） HKD 港元	Mandatory Contributions (c) 強制性供款（丙） HKD 港元	Voluntary Contributions (d) 自願性供款（丁） HKD 港元	Mandatory Contributions (a) + (c) 強制性供款（甲）+（丙） HKD 港元	Voluntary Contributions (b) + (d) 自願性供款（乙）+（丁） HKD 港元			Is reimbursement of LSP / SP required?[4] (Please indicate Yes or No) 是否需要退還長期服務金/遣散費?[4] (請填上是或否)	Claim Form for Reimbursement of LSP /SP attached? (Please indicate Yes or No) 是否附上長期服務金/遣散費退款申索表格? (請填上是或否)
	Tung Tak Chi	K133500(6)											
Sub-total 小計													

We confirm that we have read, understood and agreed to the Important Notice and Declaration clauses stated overleaf.
吾等確認已參閱、瞭解及同意於背面之重要事項及聲明。

Please ensure contribution is made for ALL eligible employees. For employees with no relevant income for the relevant contribution period, please input "0" in the relevant income and contribution amount columns.
請確保為所有合資格僱員作出供款，如僱員於相關供款期內並無有關入息，請於有關入息及供款金額位置填上「0」。

If this Remittance Statement has been sent by fax, please do not send the original form by post in order to avoid duplication.
若已經以傳真方式遞交此供款結算書，請勿將正本寄回以免重複。

Contribution surcharge (if applicable)[5] 供款附加費(如適用)[5]		
Total for this page 本頁總計		
Grand total for this contribution period (Please fill in grand total figure if this is the last page of Remittance Statement) 此供款期之總計(如本頁為供款結算書之最後一頁，請填上總計數額)		

CHEQUE NUMBER(S) (if applicable) 支票號碼 (如適用)

Note for Payment Arrangement 繳款安排備註：
For cheque payment, please write down the **cheque number(s)** on **last page of Remittance Statement.**
若以支票付款，請於**供款結算書之最後一頁**填上**支票號碼**。

For other payment methods, please refer to the Payment Stub for details. 有關其他繳款方式，詳情請參閱付款回條。

Signature is required only if this is the last page of Remittance Statement
只需在供款結算書的最後一頁上簽署

Authorized signature and company chop
授權人簽署及公司印鑑

Date (dd/mm/yyyy)
日期（日/月/年）

Important Notice 重要事項:

(1) This information is for the Administrator's reference only. HKID Card No. / Member Account No. will be used for member identification purpose. 有關資料只供行政管理人作參考。香港身份證號碼/成員賬戶編號將作成員識別之用。

(2) All members whose employment was terminated during the relevant contribution period should be included on this form. Contribution and termination will be processed separately once the relevant information has been verified by the Trustee. 閣下須於此表格上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 Code 離職原因代號

0 - Resignation 辭職
1 - Summary Dismissal* 因嚴重過失而被解僱*
2 - Redundancy/Lay Off 裁員/停工
4 - Retirement 退休
5 - Total Incapacity 完全喪失行為能力
6 - Death 死亡
M - Termination of Employment / Dismissal 終止受僱/解僱

The termination reason is required 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，僱主需要提供離職原因。

* Please note that if the member was dismissed by cause, the ***Employer's Voluntary Contribution, if any,*** could be forfeited. 請注意：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) Reimbursement of Long Service Payment (LSP) / Severance Payment (SP) 退還長期服務金/遣散費

- 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 "Yes", 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「是」，及遞交「長期服務金/遣散費退款申索表格」。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/遣散費之退款。
- 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/遣散費退款之證明文件連同本表格一併遞交，否則不能安排退款。
- Once the employer has declared his option on the LSP/SP reimbursement, any subsequent amendment will not be accepted. 僱主一經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/遣散費退款安排。

(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，直至收妥所欠之供款資料/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妥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 65th 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 remittance statements 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結算書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. 吾等同意假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額，將交由受託人酌情決定其撥作投資與否。若有關預繳款額並未撥作投資，受託人可將有關款額存放於無利息之供款賬戶內。若有關款額已撥作投資，吾等於贖回有關款額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額退回予有關僱員。而錯誤繳付予受託人之款額，或已作投資而贖回之有關款額，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 this Remittance Statement 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, this Remittance Statement would be regarded as incomplete. 吾等聲明及確認吾等獲本公司僱員授權以本供款結算書向受託人及/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，此供款結算書將被視為不完整。

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 this Remittance Statement 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 have been duly authorized to make such consent 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供款結算書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 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。