



- Notes: 註:
- I. Employers should state clearly in this remittance statement for each existing employee:  
(a) the relevant income for the stated contribution period; and (b) the respective employer's and employee's contributions for the stated contribution period, so as to enable the checking of the arithmetic accuracy of the contributions.
  - II. Employees who do not have any relevant income (such as those on no-paid leave) and/or newly employed employees should also be reported.
  - III. For cheque or direct deposit payment, an Official Receipt will be sent to you within 2 weeks after we received your contribution payment. If you do not receive any Official Receipt within 2 weeks after you have submitted your contribution payment, please contact us immediately.
  - IV. For autopay payment, we will debit your contributions from your designated bank account on the 3<sup>rd</sup> or 10<sup>th</sup> of the following month. If the 3<sup>rd</sup> or 10<sup>th</sup> is a public holiday, the autopay will be processed on the following business day. Please send your "Remittance Statement" to us on or before the 25<sup>th</sup> of each contribution month. In the future, please check your designated bank account to see if the contribution payment has been debited from it. If your contributions have not been debited from your designated bank account, please contact us immediately.
  - V. If the remittance statement is sent by fax, please print and keep a journal recording the document sent date to support the submission.
  - VI. If an employee reaches the age of 65, both the employer and employee are required to make mandatory contributions for the employee's relevant income earned before the employee's attainment of the age of 65. Please provide the relevant income of the employee before he/she reaches the age of 65.

- I. 僱主必須為每現有僱員在此付款結算書上清楚註明：  
(a)此結算書所列明的有關供款期內的有關入息；以及 (b)此結算書所列明的有關供款期內僱主及僱員的各自供款，以便查核供款是否計算準確。
- II. 僱主必須在此付款結算書上填報沒有任何有關入息的僱員(如正支取無薪假期的僱員)及/或新受僱的僱員資料。
- III. 如以支票或直接付款繳付供款，本公司將於收到供款後兩週內把正式收據寄給貴公司。如貴公司於遞交供款後兩週內仍未收到正式收據，請盡快聯絡我們。
- IV. 如以自動轉帳繳付供款，本公司會於每月 3 號或 10 號（如 3 號或 10 號為公眾假期，自動轉帳將於下一個工作天進行），於貴公司的自動轉帳戶口內扣除供款。請於每個供款月的 25 號或之前，提交有關付款結算書。及後請查核貴公司的自動轉帳戶口內有否被扣除供款，如發現自動轉帳戶口內仍未被扣除供款，請盡快聯絡我們。
- V. 如將付款結算書傳真予本公司，請編印及保存傳真紀錄，用以證明傳真的日期。
- VI. 如某僱員年滿65歲，僱主及僱員均須就該僱員在65歲之前所賺取的有關入息作出強制性供款。請提供該僱員截至65歲前的有關入息。