

To 致: HSBC Provident Fund Trustee (Hong Kong) Limited

c/o The Hongkong and Shanghai Banking Corporation Limited 香港上海滙豐銀行有限公司

PO Box 73770 Kowloon Central Post Office 九龍中央郵政信箱73770號

or 或

Place into the MPF drop-in box at designated Hang Seng Bank branches

投放於指定恒生銀行分行的強積金寄存辦理箱

Hang Seng MPF Employer Direct 恒生強積金僱主專線: 2288 6822

Hang Seng MPF Service Hotline 恒生強積金服務熱線: 2213 2213

**HAYC****HANG SENG MANDATORY PROVIDENT FUND****AUTHORISED E-MAIL ADDRESS FOR ELECTRONIC COMMUNICATION (EMPLOYER)****恒生強積金: 用作電子通訊的授權電郵地址(僱主)****Note 注意:**

1. Please complete in CAPITAL and BLOCK LETTERS and tick ✓ the appropriate box(es). 請用大楷及正楷填寫，並於適當的方格內加上「✓」號。
2. This form is for use by employers for providing the authorised e-mail address(es) to the administrator of Hang Seng MPF scheme for communication purpose including but not limited to submitting/receiving the electronic contribution files and electronic acknowledgement and/or all MPF related services. 本表格適用於僱主向恒生強積金計劃行政管理人提供其授權電郵地址以作聯絡通訊之用，包括但不限於遞交/接收電子供款檔案及電子確認書及/或所有強積金相關的服務。
3. The contribution file submitted should be limited to the specific format of electronic template only. 遞交的供款檔案只限指明格式的電子範本。
4. If employers have more than one pay centre, please fill in separate authorisation form by making copies of this form. 如僱主已設立多於一個付款中心，請影印此表格並遞交額外的授權書。
5. To ensure the contribution will be processed timely, please be reminded to notify the administrator of Hang Seng MPF scheme 10 working days before the contribution day for any changes of e-mail address. 為確保供款能被及時處理，若電郵地址有任何更改，請於供款日前10個工作天通知恒生強積金計劃行政管理人。
6. To increase the safety of file transmissions, employers are recommended to send the contribution file via an encrypted e-mail by using the 'SecureMail' for securing e-mail exchange with the administrator of Hang Seng MPF scheme. Nevertheless, internet communications cannot be guaranteed to be timely, completely secure, error or virus-free. The administrator of Hang Seng MPF scheme does not accept liability for any errors or omissions or leakage of information during data transmission. 為增加檔案傳遞的安全性，請使用加密電郵[SecureMail]以遞交供款檔案。然而，網上通訊並不保證準時、完全安全、不含錯誤或病毒。恒生強積金計劃行政管理人不會承擔於傳遞數據期間所引致之任何資料錯誤或遺漏或洩露的責任。
7. **Please note that once employers have successfully applied to use the Agreed Format/Electronic Remittance Statement/EZ-Pay to submit the contribution file, the welcome letter will be sent to employers by e-mail. Thereafter, the preprinted paper remittance statement will no longer be sent to employers by mail from the administrator of Hang Seng MPF scheme. If employers would like to receive the preprinted paper remittance statement in future, please fill in 'Change of Employer Details Form (HA05)'. 請注意，當僱主成功申請以議定格式/電子付款結算書/易薪財用作遞交供款檔案後，迎新信將經電郵發送給僱主，其後恒生強積金計劃行政管理人將不會再郵寄預印付款結算書。如欲繼續收取郵寄預印付款結算書，請填寫「更改僱主資料表格(HA05)」。**
8. The information provided will be used in accordance with the relevant MPF Ordinance and/or its Regulations and the same manner as mentioned in the "Personal Information Collection Statement for Hang Seng Mandatory Provident Fund" ("PICS"). The PICS can be obtained through Hang Seng MPF website hangseng.com/empf or MPF hotline 2288 6822 (Employer) or 2213 2213 (Member). By signing this form, your present choice of receiving direct marketing information will remain unchanged. If you wish to update the use of your personal data for direct marketing purpose as stated in the PICS from the Hang Seng MPF scheme, you may exercise your right by notifying us. 所有已提供的資料將按照有關強積金條例及/或其規例及《恒生強積金的收集個人資料聲明》(「聲明」)處理。該聲明可透過以下恒生強積金網站hangseng.com/empf或強積金熱線2288 6822(僱主)或2213 2213(成員)索取。在簽署本表格後，你現時關於接收直接促銷資訊的選擇將維持不變。如你希望更新在恒生強積金計劃聲明中使用你的個人資料作直接促銷的用途，你可通知我們行使你的選擇權。

A. Details of employer 僱主資料

1. Employer ID 僱主編號	2. Effective date 生效日期 (Please leave it blank if there is no specific effective date. 如沒有特定生效日期，請留空。)
3. Company name of participating employer 參與僱主公司名稱	4. Pay centre ID 付款中心編號

B. Contribution submission type 遞交供款類別

<input type="checkbox"/> Agreed Format 議定格式 <input type="checkbox"/> Electronic Remittance Statement 電子付款結算書 <input type="checkbox"/> EZ-Pay 易薪財
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C. Authorised instruction 授權指示

The e-mail address(es) below is/are for administration purpose and/or for facilitating communication between the administrator of Hang Seng MPF scheme and employer 以下電郵地址用作行政用途及／或協助恒生強積金計劃行政管理人與僱主聯絡通訊

Employer authorises to use the following e-mail address(es) for submitting/receiving the electronic contribution files and electronic acknowledgement and/or all MPF related services (if applicable)

僱主授權用下列電郵地址遞交／接收電子供款檔案及電子確認書及／或所有強積金相關的服務(如適用)

1. New 新增

Purpose 用途 (For submitting electronic contribution file and receiving pre-filled electronic remittance statement (for employer who choose electronic remittance statement) and/or electronic acknowledgement and/or all MPF related services (if applicable) 遞交電子供款檔案及接收預填電子付款結算書 (只適用於選擇電子付款結算書的僱主)及／或電子確認書 及／或所有強積金相關的服務(如適用)	E-mail address 電郵地址
For submit and receive 用作遞交及接收	1
	2
For submit only 只用作遞交	3
	4

- Please note that a maximum of two email addresses are accepted in each pay centre for the purpose of submitting/receiving the electronic contribution files and electronic acknowledgement and/or all MPF related services (if applicable). 請注意每個付款中心只可接受最多兩個電郵地址作為遞交／接收電子供款檔案及電子確認書及／或所有強積金相關的服務(如有)。
- The members data shown in the pre-filled electronic remittance statement is based on the latest record in the system of the administrator of Hang Seng MPF scheme. There may be processing time gap that the pre-filled electronic remittance statement is not a complete and updated one. 在預填電子付款結算書的成員資料是根據恒生強積金計劃行政管理人系統內最後紀錄。預填電子付款結算書會因處理時間的差距而未完整或更新。
- Employer should verify the information provided in the pre-filled electronic remittance statement. 僱主應核對在預填電子付款結算書上所提供的資料。
- The administrator of Hang Seng MPF scheme will not be held responsible for any loss and/or damage caused by any inaccuracy of such information. In the event of any dispute from the employee(s) regarding the information provided on the pre-filled electronic remittance statement. The employer holds the responsibility of resolving such dispute. 如因有關資料不準確而引致任何損失及／或損害，恒生強積金計劃行政管理人不會承擔任何責任。倘若有僱員就預填電子付款結算書上所提供的資料而提出異議，僱主應自行處理相關爭議。
- Employer has the responsibility to ensure the completeness of submitting the contribution data for all the relevant employees/members. 僱主有責任確保為所有有關僱員／成員遞交完整的供款資料。
- Pre-filled electronic remittance statement will not be provided if this section is not completed. 如本欄不完整，預填電子付款結算書將不會提供。
- The administrator of Hang Seng MPF scheme should have no liability for any missing/incorrect data provided in the pre-filled electronic remittance statement. 如預填電子付款結算書有任何遺漏／資料不正確，恒生強積金計劃行政管理人恕不負責。

2. Delete 取消

- Remove ALL e-mail address(es) in the authorised list 所有曾獲授權的電郵地址已經無效
- The following e-mail address(es) to be removed from the authorised list 下列曾獲授權的電郵地址已經無效

E-mail address 電郵地址	
1	
2	
3	
4	

D. Declaration and authorisation 聲明及授權書

I/We have read and understood the full details of this form (including the Notes on this form) and agree to abide by the rules stated herein. 本人／吾等已細閱及明白此表格內的所有內容(包括此表格上的注意部分)，並同意遵守此述的規則。

Authorised signature of employer 僱主授權簽署 X	Authorised signature of employer 僱主授權簽署 X
Full name 全名	Full name 全名
Date 日期	Date 日期