

HSBC Business Internet Banking MPF services user guide



Business Internet Banking offers you an efficient and secured way to manage MPF contributions for your employees, that helps you save time on MPF administration work, minimise calculation mistakes and avoid potential surcharges from miscalculation.

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If you have any questions, please call the HSBC MPF Employer Hotline on (852) 2583 8033 or speak to your account manager.



Access the Business Internet Banking

1. Visit the HSBC Hong Kong website

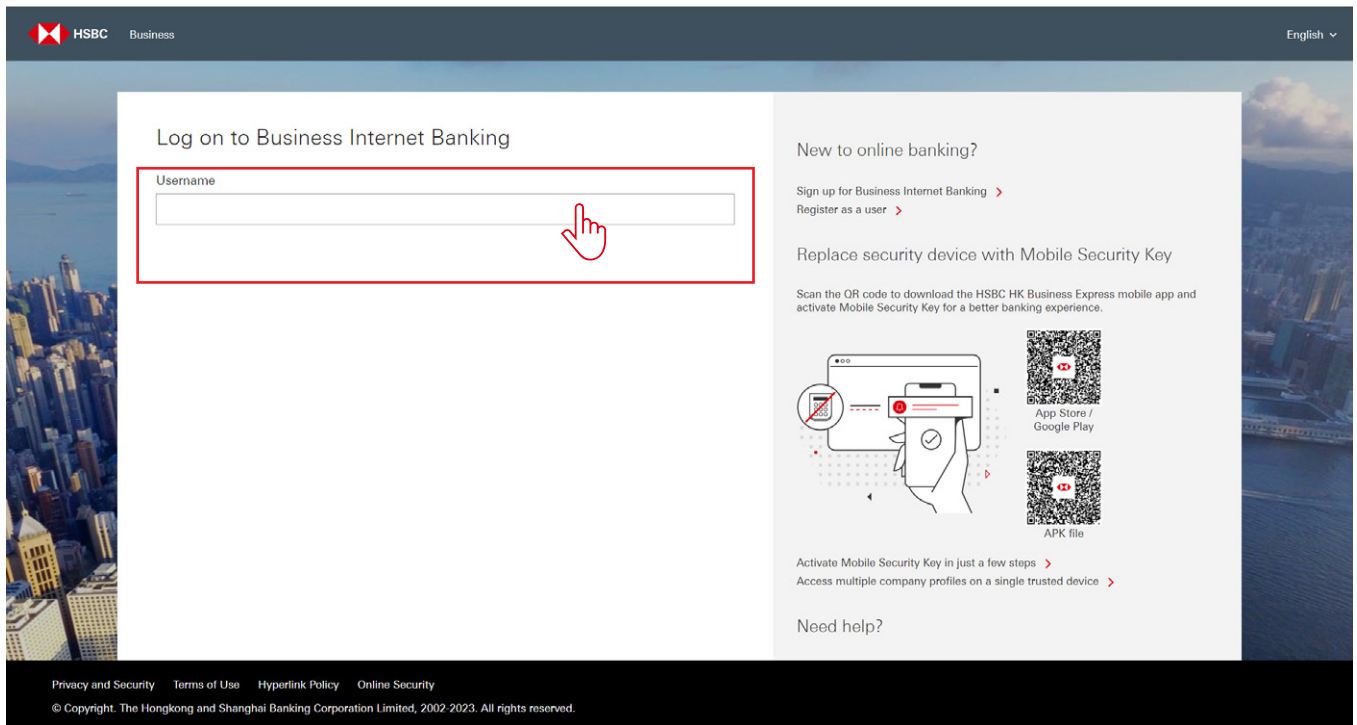
Click 'Business Internet Banking' under 'Log on' on the HSBC Hong Kong website homepage (business.hsbc.com.hk).

The screenshot shows the HSBC Hong Kong website homepage. At the top, there are navigation tabs for 'Personal', 'Business', and 'Corporate', with 'Business' selected. The location is set to 'Hong Kong'. The main navigation bar includes 'HSBC', 'Insights', 'Products and solutions', 'Help Centre', 'Contact us', and 'Open an account'. A search icon and a language dropdown set to 'English' are also present. A red box highlights the 'Log on' button, which has a dropdown menu open. The menu items are 'Business Internet Banking', 'HSBCnet', 'Personal Internet Banking', and 'Customer Information Review'. A red hand icon points to the 'Business Internet Banking' option. Below the navigation bar, the main heading reads 'Solutions for your company's evolving n'. There are filter buttons for 'Select All', 'Digital', 'Financing', 'International', and 'Latest promotions'. Three featured cards are displayed: 'Business Debit Mastercard® Welcome Offers', 'HSBC Sprint Account', and 'All-in-one banking solution for e-Commerce'.

2. Log on to the Business Internet Banking

Input username, password and security code to log on to the Business Internet Banking.

If you have not signed up for the Business Internet Banking, click 'Sign up for Business Internet Banking' on the right and follow the steps to sign up for **full Business Internet Banking services**. If you want to sign up for the **MPF service only**, please submit the 'Business Internet Banking Mandatory Provident Fund (MPF) Service Enrolment Form' before registration. The form can be downloaded from the 'Form Download Centre' section on the homepage of the HSBC Hong Kong website (business.hsbc.com.hk).





Prepare and submit remittance statement

If you have both the authority to prepare and submit remittance statement, you can follow the following steps to prepare and submit remittance statement in one go.

1. Select contribution bill

1. Click 'Prepare Remittance Statement' under 'MPF Services' on the left of the Business Internet Banking homepage.
2. All the outstanding contribution bills under your account are displayed. Select the contribution bill you want to submit and click '>' to proceed.

1.1 Prepare Remittance Statement

1.2

Pay Centre	Bill No.	Contribution Period		Total Contribution Amount	Prepared By	Last Updated On
		From	To			
20211903 - ABC Company						
1.	DAY	Casual Employee			Input payroll data (dd/mm/yyyy) and press	Go
2.	DAY	20487938	18 Mar 2023	18 Mar 2023	HKD 9.00	FUC001 18 Feb 2023 >
20228899 - 123 Co						
3.	MLY1	20473228	01 Mar 2023	31 Mar 2023	HKD5,000.00	SUC001 27 Feb 2023

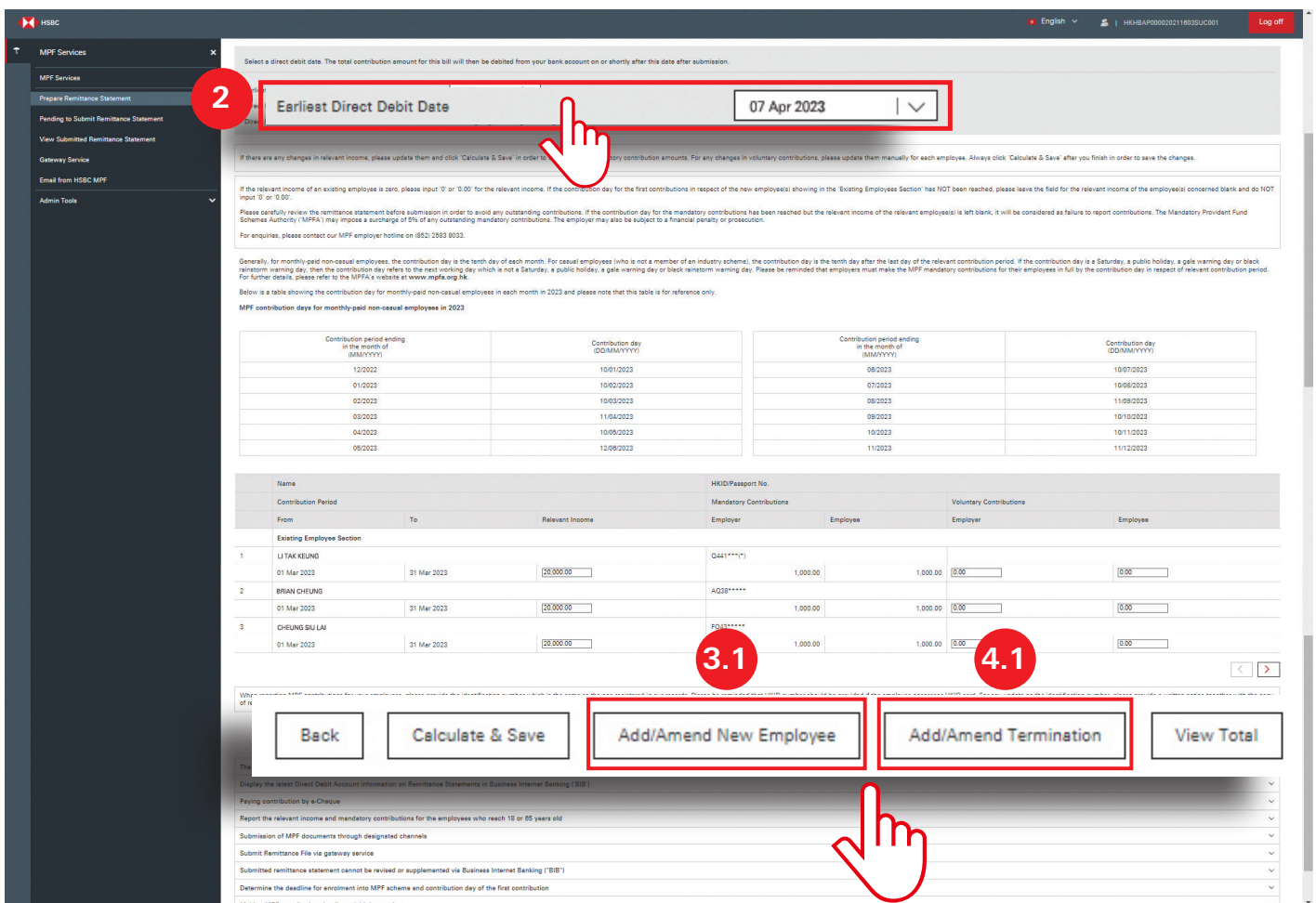
The contribution bill for corresponding contribution period processed by other submission channel(s)
 Display the latest Direct Debit Account Information on Remittance Statements in Business Internet Banking ('BIB')
 Paying contribution by e-Cheque
 Report the relevant income and mandatory contributions for the employees who reach 18 or 65 years old
 Submission of MPF documents through designated channels
 Submit Remittance File via gateway service
 Submitted remittance statement cannot be revised or supplemented via Business Internet Banking ('BIB')
 Determine the deadline for enrollment into MPF scheme and contribution day of the first contribution

2. Select 'Earliest Direct Debit Date'

Reminder

If you submit the remittance statement before 5pm (Monday to Friday except public holiday), you can submit the contribution payment on the current day by setting the current day as the 'Earliest Direct Debit Date'. If you submit the remittance statement between 5pm to 11.59pm (Monday to Friday except public holiday), you can only submit the contribution payment by setting the next working day or the working day thereafter as the 'Earliest Direct Debit Date'. Please note that if you submit the remittance statement between 5pm to 11.59pm on the contribution day and set the next working day as the 'Earliest Direct Debit Date', the contribution day will still be regarded as the day of the remittance statement submission.

To avoid late payment surcharges, you should submit the remittance statement on or before the contribution day.



Select a direct debit date. The total contribution amount for this bill will then be debited from your bank account on or shortly after this date after submission.

2 Earliest Direct Debit Date: 07 Apr 2023

If there are any changes in relevant income, please update them and click 'Calculate & Save' in order to recalculate any contribution amounts. For any changes in voluntary contributions, please update them manually for each employee. Always click 'Calculate & Save' after you finish in order to save the changes.

If the relevant income of an existing employee is zero, please input '0' or '0.00' for the relevant income. If the contribution day for the first contributions in respect of the new employee(s) showing in the 'Existing Employees Section' has NOT been reached, please leave the field for the relevant income of the employee(s) concerned blank and do NOT input '0' or '0.00'.

Please carefully review the remittance statement before submission in order to avoid any outstanding contributions. If the contribution day for the mandatory contributions has been reached but the relevant income of the relevant employee(s) is left blank, it will be considered as failure to report contributions. The Mandatory Provident Fund Schemes Authority (MPFA) may impose a surcharge of 5% of any outstanding mandatory contributions. The employer may also be subject to a financial penalty or prosecution.

For enquiries, please contact our MPF employer hotline on (852) 2583 9033.

Generally, for monthly-paid non-casual employees, the contribution day is the tenth day of each month. For casual employees (who is not a member of an industry scheme), the contribution day is the tenth day after the last day of the relevant contribution period. If the contribution day is a Saturday, a public holiday, a gate warning day or black reinstorm warning day, then the contribution day refers to the next working day which is not a Saturday, a public holiday, a gate warning day or black reinstorm warning day. Please be reminded that employers must make the MPF mandatory contributions for their employees in full by the contribution day in respect of relevant contribution period. For further details, please refer to the MPFA's website at www.mpfa.org.hk.

Below is a table showing the contribution day for monthly-paid non-casual employees in each month in 2023 and please note that this table is for reference only.

MPF contribution days for monthly-paid non-casual employees in 2023

Contribution period ending in the month of (MM/YYYY)	Contribution day (DDMM/YYYY)	Contribution period ending in the month of (MM/YYYY)	Contribution day (DDMM/YYYY)
12/2022	10/01/2023	08/2023	10/07/2023
01/2023	10/02/2023	07/2023	10/08/2023
02/2023	10/03/2023	08/2023	11/09/2023
03/2023	11/04/2023	09/2023	10/10/2023
04/2023	10/05/2023	10/2023	10/11/2023
05/2023	12/06/2023	11/2023	11/12/2023

Name	HKID/Passport No.	Mandatory Contributions		Voluntary Contributions	
		Employer	Employee	Employer	Employee
Existing Employee Section					
1	LITAK KEUNG	0441****1	1,000.00	1,000.00	0.00
2	BRIAN CHEUNG	AQ38****	1,000.00	1,000.00	0.00
3	CHEUNG SIU LAI	F032****	1,000.00	1,000.00	0.00

3.1 Add/Amend New Employee **4.1** Add/Amend Termination

Buttons: Back, Calculate & Save, Add/Amend New Employee, Add/Amend Termination, View Total

Footer: Display the latest Direct Debit Account information on Remittance Statements in Business Internet Banking (BIB)

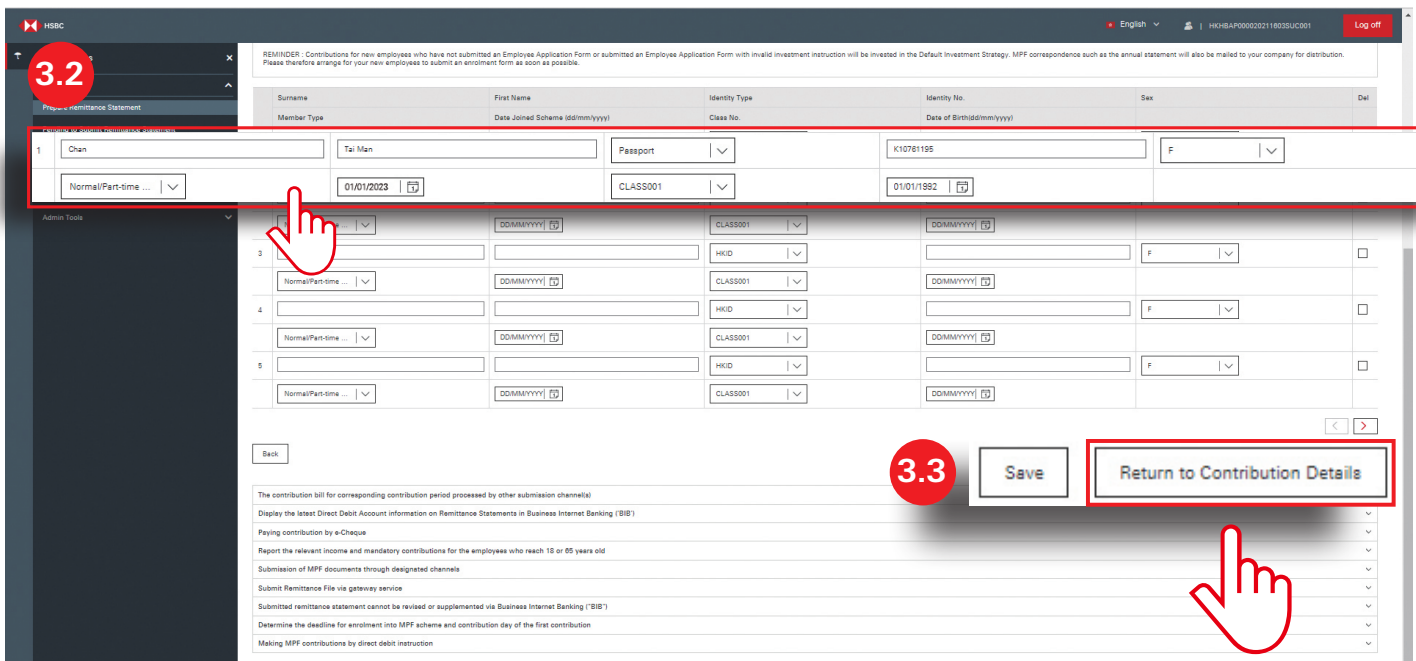
- Paying contribution by e-Cheque
- Report the relevant income and mandatory contributions for the employees who reach 18 or 65 years old
- Submission of MPF documents through designated channels
- Submit Remittance File via gateway service
- Submitted remittance statement cannot be revised or supplemented via Business Internet Banking (BIB)
- Determine the deadline for enrolment into MPF scheme and contribution day of the first contribution
- Make MPF contributions by direct debit instruction

3. (Optional) Add contribution record(s) for new employee(s)

1. Click 'Add/Amend New Employee' to add contribution record(s) for new employee(s).
2. Input/Select all the required information for the new employee(s), including 'Surname', 'First Name', 'Identity Type', 'Identity No.', 'Sex', 'Member Type', 'Date Joined Scheme', 'Class No.' and 'Date of Birth'.
3. Click 'Return to Contribution Details' upon completion.

Reminder

Before adding contribution record(s) for new employee(s) on Business Internet Banking, you have to enroll your eligible non-casual employees into an MPF scheme by submitting the 'Employee Application Form' (form code: IN61) within first 60 days of their employment with you. The form can be downloaded from the 'Useful information' section on the homepage of the HSBC MPF website.



3.2

REMEMBER: Contributions for new employees who have not submitted an Employee Application Form or submitted an Employee Application Form with invalid investment instruction will be invested in the Default Investment Strategy. MPF correspondence such as the annual statement will also be mailed to your company for distribution. Please therefore arrange for your new employees to submit an enrolment form as soon as possible.

Surname	First Name	Identity Type	Identity No.	Sex	Del
Chan	Tai Man	Passport	K10781195	F	<input type="checkbox"/>
Member Type	Date Joined Scheme (dd/mm/yyyy)	Class No.	Date of Birth(dd/mm/yyyy)		
Normal/Part-time ...	01/01/2023	CLASS001	01/01/1982		

3.3

Save Return to Contribution Details

The contribution bill for corresponding contribution period processed by other submission channel(s)
 Display the latest Direct Debit Account information on Remittance Statements in Business Internet Banking (BIB)
 Paying contribution by e-Cheque
 Report the relevant income and mandatory contributions for the employees who reach 18 or 65 years old
 Submission of MPF documents through designated channels
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 Determine the deadline for enrolment into MPF scheme and contribution day of the first contribution
 Making MPF contributions by direct debit instruction

4. (Optional) Report employee termination(s)

1. Click 'Add/Amend Termination' to report employee termination(s).
2. Check the box(es) of the employee(s) terminated.
3. Click 'Continue' upon completion.

The screenshot shows the HSBC Business Internet Banking MPF services user interface. The sidebar on the left contains 'MPF Services' and a list of actions: 'Prepare Remittance Statement', 'Pending to Submit Remittance Statement', 'View Submitted Remittance Statement', 'Gateway Service', 'Email from HSBC MPF', and 'Admin Tools'. The main content area displays a table of employees with columns for 'Name' and 'HKID / Passport No.'. A red box highlights the table, and a red circle with '4.2' points to the checkboxes in the first column. A red circle with '4.3' points to the 'Continue' button in the bottom right corner.

	Name	HKID / Passport No.
<input type="checkbox"/>	LI TAK KEUNG	Q441****(*)
<input type="checkbox"/>	BRIAN CHEUNG	AQ38****
<input type="checkbox"/>	CHEUNG SIU LAI	FQ43****
<input type="checkbox"/>	WONG MEI MEI	ET24****
<input type="checkbox"/>	XI YISAN	D232****
<input type="checkbox"/>	ZHU SAN SAN	BA24****

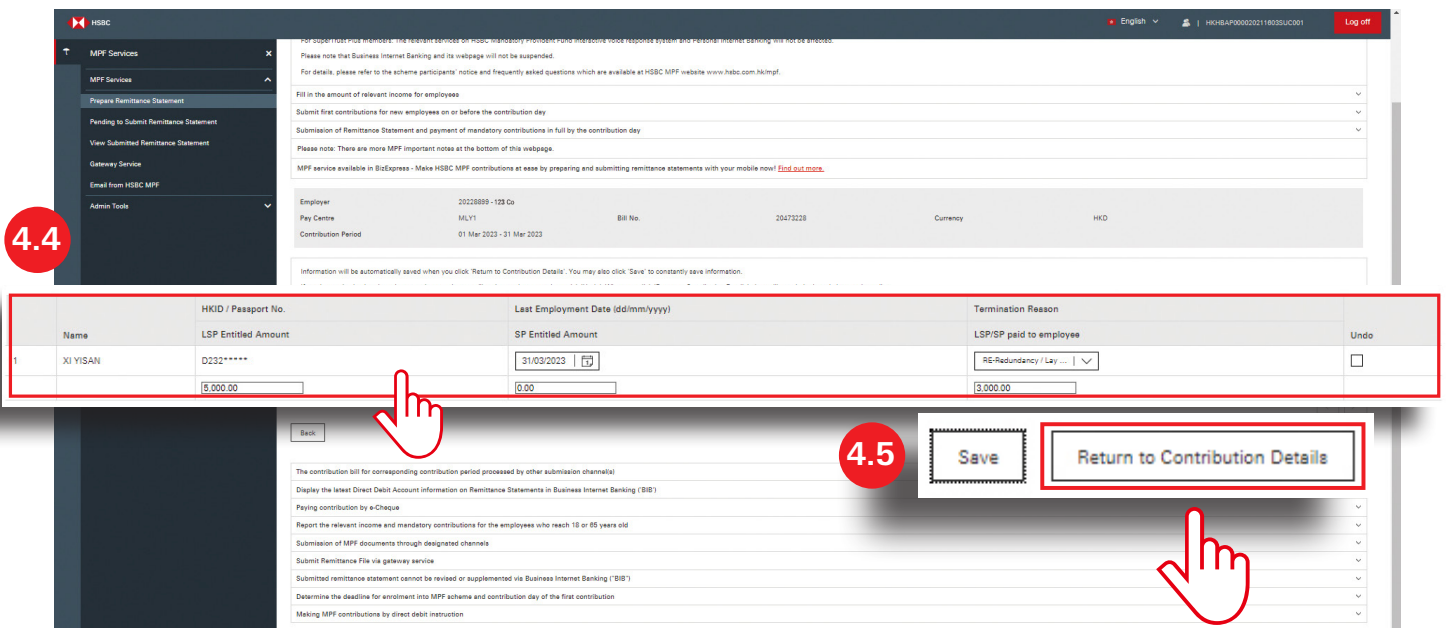
The 'Continue' button is located in the bottom right corner of the interface.

4. Input/Select all the required information for the terminated employee(s), including 'Last Employment Date', 'Termination Reason', 'LSP Entitled Amount', 'SP Entitled Amount' and 'LSP/SP paid to employee'.
5. Click 'Return to Contribution Details' upon completion.

 **Reminder**

You have to submit the remittance statement and 'Payment Proof for Long Service Payment/Severance Payment (LSP/SP)' (form code: INLS) at the same time for a timely refund of LSP/SP (if any). The form can be downloaded from the 'Useful information' section on the homepage of the HSBC MPF website.

After you have reported any employee information with LSP/SP, a pre-filled INLS form will be automatically generated by system and sent to your mail box. You can read the form by clicking 'Email from HSBC MPF' under 'MPF Services' on the left of the Business Internet Banking homepage. Please refer to p.18 for details.



4.4

Name	HKID / Passport No.	Last Employment Date (dd/mm/yyyy)	Termination Reason	LSP Entitled Amount	SP Entitled Amount	LSP/SP paid to employee	Undo
XI YISAN	D232*****	31/03/2023	RE-Redundancy / Lay ...	5,000.00	0.00	3,000.00	<input type="checkbox"/>

4.5

Save Return to Contribution Details

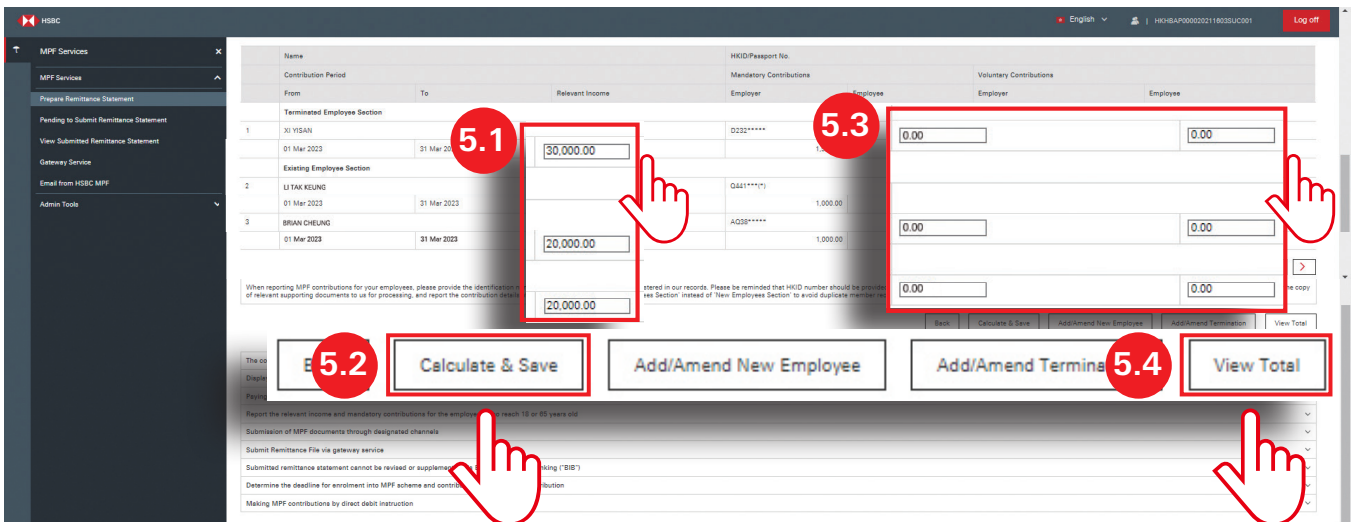
5. Input contribution details

1. Review the 'Relevant Income' for all employees and update if needed.
2. Click 'Calculate & Save' and the employer/employee mandatory contributions for each employee will be calculated automatically.
3. Input/update the employer and/or employee 'Voluntary Contributions' if needed.
4. Click 'View Total' upon completion.

Reminder

If the 'Relevant Income' field of an employee is left blank, it will be considered as a failure to report the relevant income and mandatory contribution. This is not applicable to new employee(s) who has/have been employed for less than 60 days in the same employment.

For an existing employee who has been employed for not less than 60 days in the same employment, you should input '0' or '0.00' in the 'Relevant Income' field if the employee has zero relevant income.



Name	Contribution Period	Relevant Income	Mandatory Contributions		Voluntary Contributions	
			Employer	Employee	Employer	Employee
Terminated Employee Section						
1	XI YISAN		0.00	0.00	0.00	0.00
Existing Employee Section						
2	LITAK KEUNG	20,000.00	1,000.00	0.00	0.00	0.00
3	BRIAN CHEUNG	20,000.00	1,000.00	0.00	0.00	0.00

Buttons: **Calculate & Save**, **Add/Amend New Employee**, **Add/Amend Termination**, **View Total**

6. Review and submit remittance statement

1. Review carefully the 'Total Contribution Amount', 'Total Mandatory Contributions' and 'Total Voluntary Contributions'.
2. Click 'View & Print Details' to view and print the remittance statement details.
3. Tick the checkbox and click 'Submit' once confirmed.

Reminder

Users who do not have the authority of submission can prepare and save a remittance statement into the 'Pending to Submit Remittance Statement' page by clicking 'Submit'. Users who have the authority of submission can retrieve the saved remittance statement(s) from 'Pending to Submit Remittance Statement' page for checking and submission.

6.1

Total Mandatory Contributions		Total Voluntary Contributions	
Total Contribution Amount	Employer	Employee	Employee
10,000.00	5,000.00	5,000.00	0.00

6.2 View & Print Details

6.3 (In respect to the Common Reporting Standard (CRS) effective from 1 January 2020, please ensure the new employee(s) being added has/have submitted with a valid Employee Application Form with tax residency self-certification before submitting the remittance statement. Otherwise, the contribution processing will be delayed. The contribution may subsequently be refunded, and contribution surcharge may also be imposed.)

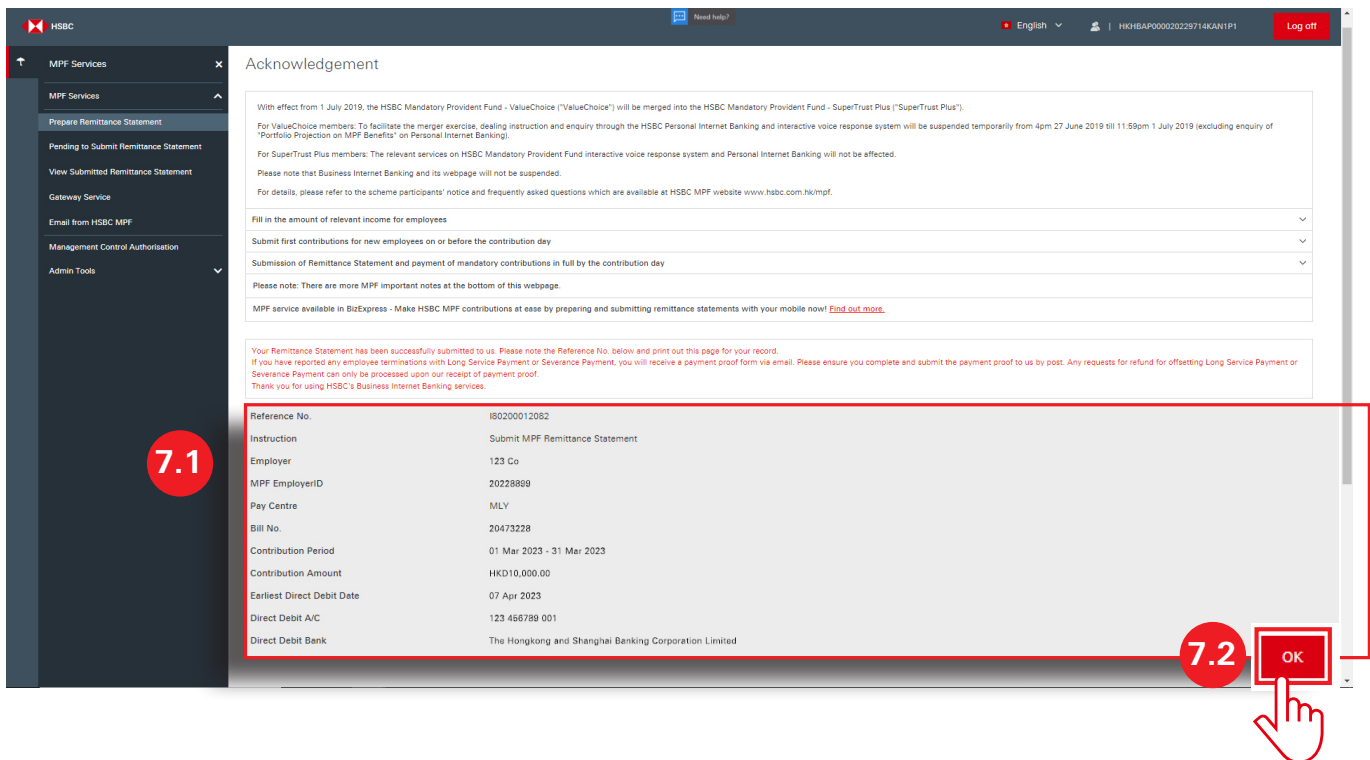
6.3 Submit

7. Acknowledge remittance statement submission

1. The 'Acknowledgement' page indicating the 'Reference No.' will be shown upon successful submission of the remittance statement. You may capture and save the page for future reference.
2. Click 'OK' to leave the page.

Reminder

Any submitted remittance statement cannot be amended via the Business Internet Banking. If you want to make amendments, please print the remittance statement details, counter-sign for any amendments made and send the document back to us.



The screenshot displays the 'Acknowledgement' page in the HSBC Business Internet Banking interface. The page contains a confirmation message and a table of remittance details. A red circle labeled '7.1' highlights the table, and another red circle labeled '7.2' highlights an 'OK' button in the bottom right corner.

Reference No.	180200012082
Instruction	Submit MPF Remittance Statement
Employer	123 Co
MPF EmployerID	20228809
Pay Centre	MLY
Bill No.	20473228
Contribution Period	01 Mar 2023 - 31 Mar 2023
Contribution Amount	HKD10,000.00
Earliest Direct Debit Date	07 Apr 2023
Direct Debit A/C	123 456789 001
Direct Debit Bank	The Hongkong and Shanghai Banking Corporation Limited



Submit pending remittance statement

If you have the authority to submit remittance statement, you can follow the following steps to submit remittance statement prepared by another user who only has the authority to prepare remittance statement.

1. Select contribution bill

1. Click 'Pending to Submit Remittance Statement' under 'MPF Services' on the left of the Business Internet Banking homepage.
2. All the pending contribution bills under your account are displayed. Select the contribution bill you want to submit and click '>' to proceed.

1.1 Pending to Submit Remittance Statement

1.2

Pay Centre	Bill No.	Contribution Period		Total Contribution Amount	Prepared By	Last Updated On
		From	To			
MLY1	20473228	01 Mar 2023	31 Mar 2023	HKD10,000.00	SUC001	27 Feb 2023

2. Review and submit remittance statement

1. Review carefully the 'Total Contribution Amount', 'Total Mandatory Contributions' and 'Total Voluntary Contributions'.
2. Click 'View & Print Details' to view and print the remittance statement details.
3. Click 'Move To Prepare' to update the remittance statement if needed.
4. Tick the checkbox and click 'Submit' once confirmed.

The screenshot displays the HSBC Business Internet Banking MPF services user interface. The sidebar on the left contains navigation options such as 'MPF Services', 'Prepare Remittance Statement', and 'View Submitted Remittance Statement'. The main content area shows the 'MPF contribution days for monthly-paid non-casual employees in 2023' table. Below this is a 'Contribution Summary' table with the following data:

Total Contribution Amount	Total Mandatory Contributions		Total Voluntary Contributions	
	Employer	Employee	Employer	Employee
10,000.00	5,000.00	5,000.00	0.00	0.00

At the bottom of the interface, there are three buttons: 'View & Print Details', 'Move To Prepare', and 'Submit'. A hand cursor is shown over the 'Submit' button. Red callouts 2.1 through 2.4 highlight these elements: 2.1 points to the 'Prepare Remittance Statement' menu item; 2.2 points to the 'View & Print Details' button; 2.3 points to the 'Move To Prepare' button; and 2.4 points to the 'Submit' button.

3. Acknowledge remittance statement submission

Refer to p.12.



View submitted remittance statement

1. Select contribution bill

1. Click 'View Submitted Remittance Statement' under 'MPF Services' on the left of the Business Internet Banking homepage.
2. All the submitted contribution bills for the past 12 months under your account are displayed. Select the contribution bill you want to view and click '>' to proceed.

The screenshot shows the HSBC Business Internet Banking interface. The top navigation bar includes the HSBC logo, language settings (English), user information (HKHBAP000020211603SUC001), and a Log off button. The main content area is titled 'View Submitted Remittance Statement'. On the left, there is a sidebar menu with 'MPF Services' expanded, showing 'View Submitted Remittance Statement' highlighted. A red callout box labeled '1.1' points to this menu item. The main table displays a list of contribution bills. A red callout box labeled '1.2' highlights the '>' button at the end of the first row in the table. The table data is as follows:

		Contribution Period					
MLY1	20473228	01 Mar 2023	31 Mar 2023	HKD 10,000.00	SUC001	07 Apr 2023	>

2. View contribution details

The selected remittance statement is displayed, listing all the contribution details.

The Remittance Statement has been submitted to HSBC via Business Internet Banking on 06 Apr 2023.

Employer: 20228899 - 123 Co
 Pay Centre: MLY
 Bill No: 20472228
 Currency: HKD
 Contribution Period: 01 Mar 2023 - 30 Mar 2023

Earliest Direct Debit Date: 07 Apr 2023
 Direct Debit A/C: 123 456789 001
 Direct Debit Bank: The Hongkong and Shanghai Banking Corporation Limited

Total Contribution Amount	Total Mandatory Contributions		Total Voluntary Contributions	
	Employer	Employee	Employer	Employee
10,000.00	9,000.00	1,000.00	0.00	0.00

New Employee Details

	Surname	First Name	Identity Type	No.	Member Type	Sex	Date of Birth	Date Joined Scheme	Class No.
1	Chan	Tai Man	Passport	K107****	Normal/Part-time Employee	F	01 Jan 1992	01 Jan 2023	CLASS001

Employee Termination Details

	Name	HKID/Passport No.	Last Employment Date	Termination Reason	LSP Entitled	SP Entitled	LSP/SP Paid to Employee
1	XI YISAN	0232****	31 Mar 2023	RE-Redundancy / Law ...	5,000.00	0.00	3,000.00

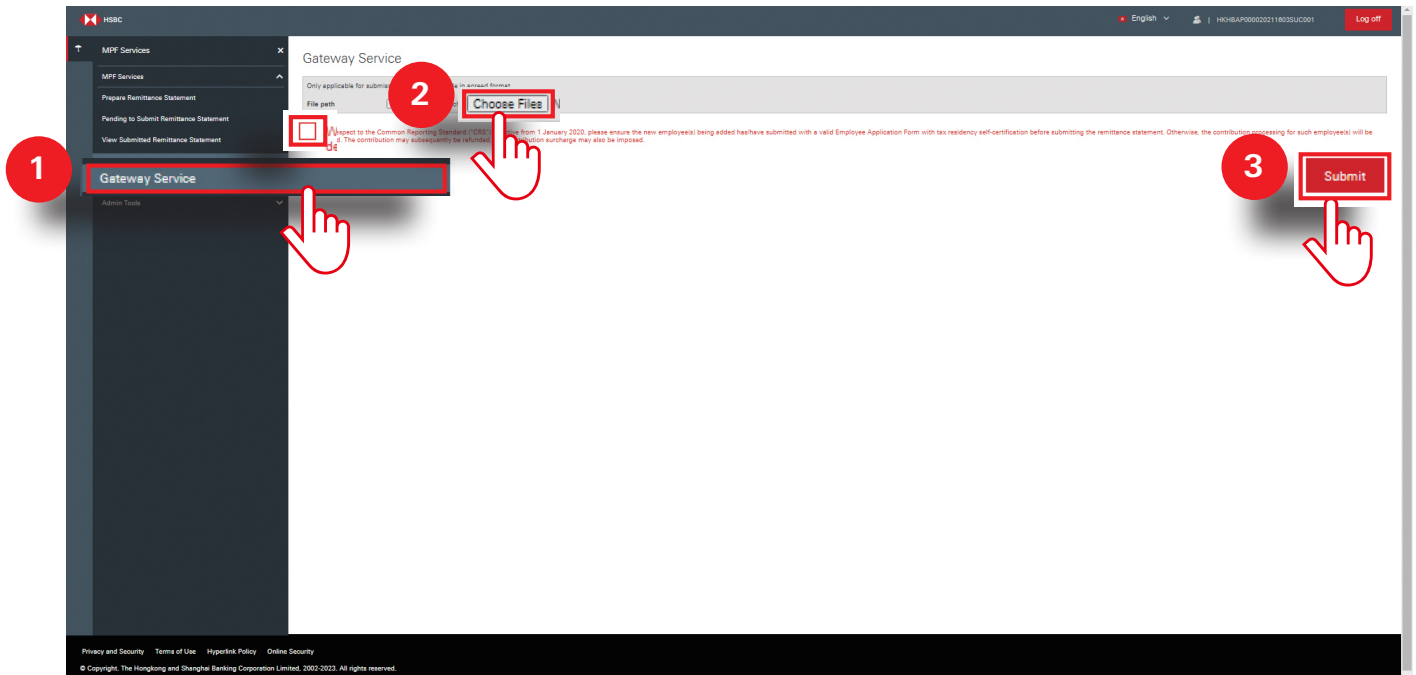
Contribution Details

Contribution Period	From	To	Relevant Income	Mandatory Contributions		Voluntary Contributions	
				Employer	Employee	Employer	Employee

Gateway service

You may submit the remittance statement in agreed format through the Gateway Service. Please contact us for the requirements on the format.

1. Click 'Gateway Service' under 'MPF Services' on the left of the Business Internet Banking homepage.
2. Click 'Choose Files' to select and upload the remittance file in agreed format.
3. Tick the checkbox and click 'Submit' to submit the remittance file.





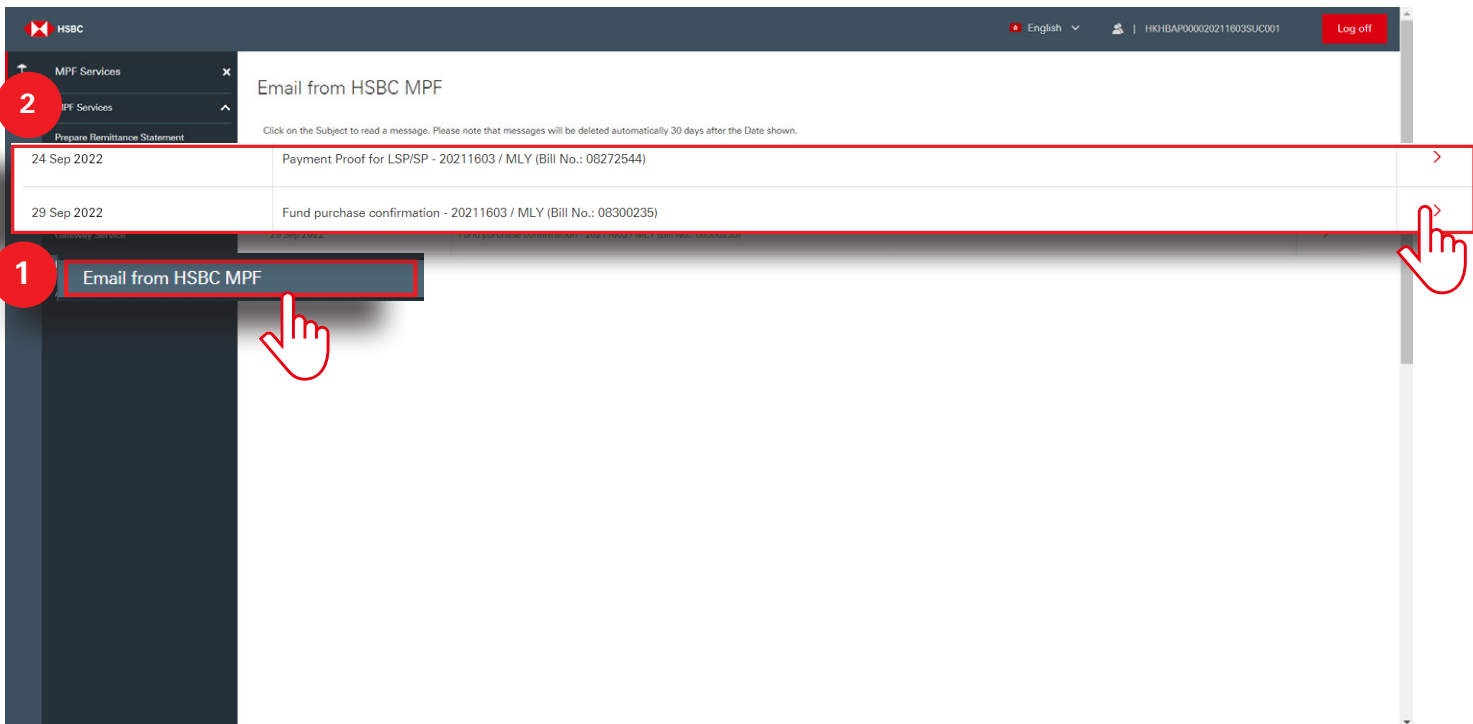
Check email from HSBC MPF

1. Click 'Email from HSBC MPF' under 'MPF Services' on the left of the Business Internet Banking homepage.
2. You can view the emails from HSBC MPF at a glance and click '>' to read the content of a specific email.

Reminder

Emails will be deleted automatically 30 days after the 'Date' shown.

The email service is not applicable to 'Gateway Service'.



The screenshot shows the HSBC Business Internet Banking interface. The left sidebar contains a menu with 'MPF Services' expanded, and 'Email from HSBC MPF' is highlighted with a red box and a hand icon pointing to it, labeled with a red circle containing the number '1'. The main content area displays a list of emails under the heading 'Email from HSBC MPF'. The list has two entries:

Date	Subject	Action
24 Sep 2022	Payment Proof for LSP/SP - 20211603 / MLY (Bill No.: 08272544)	>
29 Sep 2022	Fund purchase confirmation - 20211603 / MLY (Bill No.: 08300235)	>

A red box highlights the entire email list area, labeled with a red circle containing the number '2'. A hand icon points to the '>' button next to the first email.

You will receive a 'Payment Proof for Long Service Payment/Severance Payment (LSP/SP)' if you have reported any employee termination with LSP/SP. You and your employee should sign the form and return for refund arrangement.

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		
Payment Proof for Long Service Payment/Severance Payment 長期服務金／遣散費付款證明書		
Member's information 成員資料		
Employer name 僱主名稱 DEF Corporation		
Employer ID 僱主編號 23456789	Pay centre ID 付款中心編號 SMT	
Employee name 僱員姓名 TSE WEN	Last employment date 最後受僱日期 30/04/2022	
HKID/Passport no. 香港身分證／護照號碼 A123****	Date joined scheme 參加計劃日期 01/01/2016	
Long Service Payment/Severance Payment details 長期服務金／遣散費資料		
Long Service Payment entitlement 應獲得的長期服務金 HKD 港元	.00	
Severance Payment entitlement 應獲得的遣散費 HKD 港元	10,000.00	
Member's acknowledgement 成員確認書		
I acknowledge the receipt of an amount of HKD _____ in respect of the Long Service Payment/Severance Payment from my employer. 本人茲收到僱主支付的長期服務金／遣散費，金額為港幣 _____ 元。		
Signature of employee 僱員簽署 _____		Date 日期 _____
Employer's declaration - Please tick ✓ the appropriate box. If not specified, your declaration will automatically apply to (1) 僱主聲明 - 請於適當方格內加上「✓」號。如沒有註明，閣下的聲明將自動適用於第(1)項		
We hereby declare that 本公司謹此聲明 <input type="checkbox"/> (1) no similar claim for refund of the above payment has been/will be lodged with the trustee/administrator of any other MPF or ORSO scheme of which the employee is also a member. 沒有／不會就上述已支付的款額，向任何其他該僱員擁有成員身分的強積金或職業退休計劃之信託人／行政管理人提出相類似的申索。		
<input type="checkbox"/> (2) similar claim for refund of HKD _____ has been/will be lodged with scheme no. _____ of name of trustee _____ the trustee/administrator of another MPF or ORSO scheme of which the employee is also a member. 已經／將會向該僱員擁有成員身分的另一個強積金或職業退休計劃（計劃編號 _____）之信託人／行政管理人提出相類似的申索，申索金額為港幣 _____ 元。		
In consideration of the Trustee making payment to us, we agree to indemnify the Trustee against any loss arising from any claim whatsoever made by the Member, his/her executors, administrators or assigns (whether successfully contested or, alternatively, admitted at the discretion of the Trustee) arising out of or in any way connected to such payment to us in accordance with section 12A(2) of the Mandatory Provident Fund Schemes Ordinance. 鑒於信託人將此款項退還予本公司，信託人因該成員、其遺囑執行人、財產管理人或轉讓人就或有關此項按強制性公積金計劃條例第 12A(2)條之退款向信託人提出任何申索（不論該申索被成功駁回或由信託人自行承認）而引致之任何損失，本公司同意向信託人作出賠償。		
Authorised signature of employer 僱主授權簽署 _____	Authorised signature of employer 僱主授權簽署 _____	Company chop 公司蓋章 _____
Full name 全名 _____	Full name 全名 _____	
Job position 職銜 _____	Job position 職銜 _____	Date 日期 _____

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