

# HSBC MPF 滙豐強積金



## Various electronic methods for reporting contribution details 多種匯報供款資料的電子方式

### Reporting contributions at ease by using electronic methods 電子方式助你輕鬆匯報供款

Employers can report contribution details electronically or on paper. To assist employers with reporting MPF contribution details, HSBC MPF offers a number of electronic methods for you to handle the MPF contributions for your employees: 僱主可以透過電子或表格形式匯報供款資料。為協助僱主匯報供款資料，滙豐強積金提供多種電子方式，助你處理僱員的強積金供款：

- 1 HSBC Business Internet Banking (BIB) MPF Service**  
滙豐商務「網上理財」強積金服務
- 2 HSBC HK Business Express mobile app**  
香港滙豐Business Express流動應用程式
- 3 Designated encrypted email through 'SecureMail' account and channel**  
指定的加密電郵「SecureMail」賬戶及渠道
- 4 HR software with MPF contribution facilities**  
設有強積金供款功能的人力資源軟件
- 5 Customised file interface**  
特定檔案銜接

## 5 advantages of using electronic methods to report contributions 以電子方式匯報供款的5大好處

- 1 Accurate**  
準確  
Eliminate input and calculation errors  
減少輸入及計算錯誤
- 2 Environmentally friendly**  
環保  
Reduce paper consumption and minimise storage space  
節省紙張用量及儲存空間
- 3 Time saving**  
快捷  
Save mailing time and avoid late delivery in the course of postage  
省卻郵遞時間以避免延誤
- 4 Safe**  
安全  
Reduce the risk of losing documents and leakage of confidential information  
降低文件遺失及保密資料外洩的風險
- 5 Systematic**  
有系統  
Retrieve the reporting of contribution details, such as the records in the past months  
翻查過去的供款紀錄

# 1 HSBC Business Internet Banking (BIB) MPF Service 滙豐商務「網上理財」強積金服務

HSBC's user-friendly Business Internet Banking (BIB) MPF Service platform offers employers a secure and convenient way to submit remittance statements and make MPF contributions. While preparing a remittance statement, the relevant platform will preload each employee's latest contribution record for employer's easy reference. It also helps calculating both employee's and employer's mandatory MPF contributions in respect of each employee automatically according to the relevant income input by employers. This helps further minimise manual errors when calculating the contribution amount. Moreover, employers can also report contribution details for new employees and report terminated employees via the platform if necessary, and set up the direct debit date for settlement of contributions. Furthermore, employers can login to the relevant platform at any time to view the remittance statements submitted in the past 12 months. For details, please refer to the 'HSBC Business Internet Banking MPF services user guide' by scanning the QR code on the right.

滙豐的滙豐商務「網上理財」強積金服務平台，讓僱主以既安全又便捷的方法遞交付款結算書及支付強積金供款。在準備付款結算書時，此平台會預先載入每位僱員的最近一次供款紀錄以供僱主參考。有關平台亦可按僱主輸入的有關入息為每一位僱員自動計算僱主及僱員的強制性供款，進一步減少人為錯誤。此外，僱主亦可因應需要以透過此平台為新僱員匯報供款資料及匯報離職僱員，更可設定支付供款的直接付款日期。僱主亦可隨時登入有關平台查閱過去12個月遞交的付款結算書。你可以掃描右方的二維碼以查閱『滙豐商務「網上理財」強積金服務使用指引』了解詳情。



HSBC Business Internet Banking  
MPF services user guide



滙豐商務「網上理財」  
強積金服務使用指引

# 2 HSBC HK Business Express mobile app 香港滙豐Business Express流動應用程式

Apart from BIB, employers can prepare and submit remittance statements via the HSBC HK Business Express mobile app anytime, anywhere. The platform will preload each employee's latest contribution record for employer to make changes and submit contribution details. Employers can also report contribution details for new employees and report terminated employees via the platform, allowing you to easily manage MPF contributions for your employees on the go. Furthermore, employers can view the remittance statements submitted in the past 12 months anytime. For details, please refer to the 'HSBC HK Business Express mobile app MPF services user guide' by scanning the QR code on the right.

除BIB外，僱主亦可以透過香港滙豐Business Express流動應用程式隨時隨地準備及遞交付款結算書。此平台會預先載入每位僱員的最近一次供款紀錄供僱主作出更改並提交供款資料。僱主亦可以透過此平台為新僱員匯報供款資料及匯報離職僱員，讓你輕鬆為僱員處理強積金供款。僱主亦可隨時查閱過去12個月遞交的付款結算書。你可以掃描右方的二維碼以查閱「香港滙豐Business Express流動應用程式強積金服務使用指引」了解詳情。



HSBC HK Business Express mobile  
app MPF services user guide  
香港滙豐Business Express  
流動應用程式強積金服務使用指引

# 3 Designated encrypted email through 'SecureMail' account and channel 指定的加密電郵「SecureMail」賬戶及渠道

Employers can also submit their electronic remittance statements via the designated encrypted email through 'SecureMail' account and channel. Each month, employers will receive an encrypted email from HSBC MPF with the electronic remittance statement attached. In general, the latest contribution records for your employees are preloaded and employers can update and modify the relevant contribution records if necessary, and submit the electronic remittance statement to us through our designated encrypted 'SecureMail' account and channel. Submitting electronic remittance statements through the designated encrypted 'SecureMail' account and channel can further ensure data security and save time. For details, please refer to the 'SecureMail quick guide' by scanning the QR code on the right.

僱主亦可透過指定的加密電郵「SecureMail」賬戶及渠道遞交電子付款結算書。每月，僱主會收到一封由滙豐強積金發出的加密電郵，內附有電子付款結算書。一般來說，每位僱員的最近一次供款紀錄已預先載入，如有需要，僱主可更新及修改有關供款紀錄，並透過指定的加密電郵「SecureMail」賬戶及渠道向我們遞交電子付款結算書。透過指定的加密電郵「SecureMail」賬戶及渠道遞交電子付款結算書可進一步保障資料安全及節省時間。你可以掃描右方的二維碼以查閱「SecureMail 簡易指引」了解詳情。



'SecureMail quick guide'  
「SecureMail 簡易指引」

## 4 HR software with MPF contribution facilities 設有強積金供款功能的人力資源軟件

HSBC MPF also supports some HR software with MPF functions to calculate MPF contributions provided by third parties. These HR software applications are usually equipped with data validation and input checking functions, helping users to minimise input mistakes. They also include MPF contribution calculation functions, which can prevent potential calculation errors.

滙豐強積金亦支援部分由第三方提供並備有強積金供款計算功能的人力資源軟件。這些人力資源軟件一般設有資料驗證及輸入檢查等功能，可減少輸入錯誤。軟件同時具備強積金供款計算功能，以避免計算錯誤。

## 5 Customised file interface 特定檔案銜接

For companies or enterprises that have already set up their internal system to handle and calculate MPF contributions, HSBC MPF can support a customised file interface for employers to suit their needs on electronic submission. Please feel free to contact us for special arrangement.

如公司或企業已設有內部系統處理及計算強積金供款，滙豐強積金可提供特定檔案銜接以支援僱主的電子供款需要。請聯絡我們以作安排。

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### Direct debit enhances financial flexibility

#### 直接支賬提升財務靈活性

If you use the above five different electronic methods to submit MPF contribution details, you may choose to pay MPF contributions by direct debit for a quick and easy way to make sure the payments are always on time.

如你使用以上五種電子方式遞交強積金供款資料，你可選擇利用快捷方便直接支賬方式支付強積金供款以確保供款準時繳交。

For more information about the electronic services offered by HSBC MPF, please visit the HSBC MPF website at [www.hsbc.com/hk/mpf](http://www.hsbc.com/hk/mpf). Alternatively, you may contact either your account service manager or HSBC MPF Employer Hotline on (852) 2583 8033 for details.

要了解更多由滙豐強積金提供的電子服務資料，可參閱滙豐強積金網頁 [www.hsbc.com.hk/mpf](http://www.hsbc.com.hk/mpf)。同時，亦可致電你的客戶服務主任或滙豐強積金僱主熱線(852) 2583 8033查詢詳情。