

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 place to the MPF drop-in box at designated HSBC branches  
或投放於指定滙豐分行的強積金寄存辦理箱  
HSBC MPF Employer Hotline 滙豐強積金僱主熱線: 2583 8033  
HSBC MPF Member Hotline 滙豐強積金成員熱線: 3128 0128



INB4

**HSBC MANDATORY PROVIDENT FUND  
REMITTANCE STATEMENT (SELF-EMPLOYED)  
滙豐強積金: 付款結算書 (自僱人士)**

**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. Self-employed person can choose to pay by direct debit only if the direct debit authorisation has been successfully set up. 自僱人士只能在成功設立直接付款授權後，才可以選擇以直接支賬繳付供款。
3. Please make your mandatory contribution on or before the contribution day. 請於供款日或之前支付強制性供款。
4. The first mandatory contribution should be made on or before the end of the contribution period once you become a self-employed member. 首次強制性供款必須在成為自僱成員的有關供款期終結日或之前繳交。
5. If the relevant income of an employee is zero, please input '0' or '0.00' in the relevant income and contribution amount columns on the remittance statement. Please note that any symbols such as dash (i.e. '-' ) or where left blank will be considered as failure to report contributions. The outstanding contributions record will be reported to the MPFA after contribution day and you may be subject to surcharge imposed by the MPFA. 如僱員的有關入息為零，請於本付款結算書的有關入息及供款金額位置填上「0」或「0.00」。請注意，任何代號如「破折號」(即「-」)或留空白，均被視作沒有匯報供款。我們需於供款日後向積金局匯報尚欠供款紀錄，而積金局可能就此向您徵收附加費。
6. The total contribution amount has to be correctly stated. 正確匯報供款總額。
7. The handling method for the uninvested overpayment (if any) would be confirmed by sending a written notification to the Administrator of the scheme - The Hongkong and Shanghai Banking Corporation Limited. The accumulated uninvested overpayment (if any) would either remain in your scheme account, refunded or offset the future contributions according to your instruction indicated in the relevant completed form. 已確定處理但未被投資的多繳金額(如有)的方法並已遞交書面通知予本計劃的行政管理人 - 香港上海滙豐銀行有限公司。行政管理人將根據所遞交的有關表格，將累積未被投資的多繳金額(如有)保存在您計劃的賬戶內/退回/用以抵銷將來的供款。
8. If you pay by cheque, 如您以支票付款，
  - a. please issue a crossed cheque payable to 請以劃線支票，抬頭祈付
    - (For HSBC MPF - SuperTrust Plus only 只適用於滙豐強積金智選計劃) 'HSBC MPF - SuperTrust Plus' or 'HSBC Provident Fund Trustee (Hong Kong) Limited A/C HSBC Mandatory Provident Fund - SuperTrust Plus' 「滙豐強積金智選計劃」或「HSBC Provident Fund Trustee (Hong Kong) Limited A/C HSBC Mandatory Provident Fund - SuperTrust Plus」
    - (For HSBC MPF - ValueChoice only 只適用於滙豐強積金自選計劃) 'HSBC MPF - ValueChoice' or 'HSBC Provident Fund Trustee (Hong Kong) Limited A/C HSBC Mandatory Provident Fund - ValueChoice' 「滙豐強積金自選計劃」或「HSBC Provident Fund Trustee (Hong Kong) Limited A/C HSBC Mandatory Provident Fund - ValueChoice」
  - b. please state the payee name and amount on the cheque correctly and mark your 'Scheme ID' and 'Contribution period' on the back of the cheque. 請正確填寫支票抬頭人及金額並於支票背面寫上「計劃編號」及「供款期」。
9. Any incorrect or incomplete information on the cheque will be treated as invalid cheque and it will NOT be accepted. You are required to re-submit a crossed cheque with correct information to us on or before the contribution day. Examples of invalid cheques would include but not limited to: incorrect/missing payee name; outdated/post-dated/missing/incomplete/illegible cheque date; the amount in words and figures is not match/missing/incorrect; missing authorised signature/drawer's chop; missing signature and drawer's chop on amendment on cheque. 任何支票載有不正確或不完整資料均被視作無效及不會被接受。您須於供款日或之前重新遞交一張載有正確資料的劃線支票給我們。無效支票的例子包括有但不限於：不正確/欠缺收款人名稱；支票已過期/非即期/尚欠日期/日期不完整/日期未能辨認；支票金額的文字與數字不符/欠缺/不正確；欠缺授權簽署/發票人的蓋章；塗改處欠缺簽署及蓋章。
10. The administrator of the scheme does not accept bearer cheque, cash, cashier's order or demand draft as the method of payment for the contributions. 本計劃的行政管理人並不接納以持票人支票、現金、銀行本票或即期匯票作為支付供款的方法。
11. The whole set of completed documents, with a cheque (if any) must reach the Administrator of the scheme - The Hongkong and Shanghai Banking Corporation Limited by the contribution day. Please be reminded that submission via other channels (other than submission by post or placed into the MPF drop-in box in our designated branches) may be subject to delay such that we may receive your documents after the contribution day. If submission by post, please ensure sufficient postage and sufficient time for mailing. 整份已填妥的文件連同支票(如有)須於供款日前送抵本計劃的行政管理人 - 香港上海滙豐銀行有限公司。請注意，如通過其他渠道(除郵寄遞交或投入指定分行的強積金寄存辦理箱外)提交將可能被延誤，導致我們於供款日後才收到您的文件。如以郵遞方式遞交，請確保充足郵費及郵遞時間。
12. The personal data provided will be treated in the same manner as set out in the "Personal Information Collection Statement for HSBC Mandatory Provident Fund" ("Statement"). A copy of the Statement can be obtained through HSBC MPF website www.hsbc.com.hk/mpf or MPF hotline 2583 8033 (Employer) or 3128 0128 (Member). 所有個人資料均按照《滙豐強積金的收集個人資料聲明》(「聲明」)處理。該聲明可透過滙豐強積金網站 www.hsbc.com.hk/mpf 或強積金熱線 2583 8033 (僱主) 或 3128 0128 (成員) 索取。

Contribution period 供款期: \_\_\_\_\_ to 至 \_\_\_\_\_  
Year 年 Month 月 Day 日 Year 年 Month 月 Day 日

Scheme registration no./name 計劃註冊編號/名稱 :  MT00245 / HSBC Mandatory Provident Fund - SuperTrust Plus 滙豐強積金智選計劃  
 MT00555 / HSBC Mandatory Provident Fund - ValueChoice 滙豐強積金自選計劃

Method of payment 付款方式 :  By cheque 支票  By direct debit 直接支賬

Name of self-employed person 自僱人士姓名: \_\_\_\_\_

Scheme ID 計劃編號: \_\_\_\_\_ Pay centre ID 付款中心編號: \_\_\_\_\_

Seq. no. 序號	Contribution period 供款期 (YYYY/MM/DD)		Relevant income (HKD) 有關入息(港元)	Mandatory contributions (HKD) 強制性供款(港元)	Voluntary contributions (HKD) 自願性供款(港元)
	From 由	To 至			
1					
2					
3					
Sub-total 小計:					
Total contributions 總供款:					

**Declaration and authorisation 聲明及授權書**

1. I confirm that the information provided in this Remittance Statement has been verified. I understand that the Trustee/Administrator of the scheme will not be held responsible for any loss and/or damage caused by any inaccuracy of such information. I also understand that any overpayment/overstated amount as calculated according to the reported relevant income will not be invested into the scheme. 本人謹此確認本付款結算書上所提供的資料已核對無誤，並明白如因有關資料不正確而引致任何損失及／或損害，本計劃的信託人／行政管理人毋須負上任何責任。本人同時明白任何根據有關入息所計算出的多繳供款／超額匯報的供款將不會投資於計劃內。
2. I have read and understood and agree with the "Personal Information Collection Statement for HSBC Mandatory Provident Fund"<sup>Note 12</sup>. 本人已細閱及明白並同意《滙豐強積金的收集個人資料聲明》<sup>注意12</sup>。

**X**

Signature 簽署

Date 日期

(This signature must be the same as your previous specimen submitted to us. Otherwise, this form may not be processed. 此簽名須與您之前遞交予我們的式樣相同，否則本表格可能不獲處理。)

According to the MPF legislation, you are required to pay mandatory contributions in full by the contribution day. If we do not receive your completed Remittance Statement and payment in full by the contribution day, we are required to report to the Mandatory Provident Fund Schemes Authority ('MPFA'). Contribution surcharge may be imposed and you may also be liable to a financial penalty or prosecution. For contributions made on a monthly basis, contribution day is a day specified by you in writing to the trustee for making contribution. For example, if you set your contribution day as the last day of each month, your contribution period will be from the first day to the last day of the calendar month. For contributions made on a yearly basis, contribution day is the last day of each financial year of the scheme (i.e. 30 June). For further details, please refer to the MPFA's website at [www.mpfa.org.hk](http://www.mpfa.org.hk). 根據強積金法例，您須在供款日或之前支付足額的強制性供款。如我們在供款日仍未收到您填妥的完整付款結算書及全數供款，我們須向強制性公積金計劃管理局（「積金局」）匯報，您可能會被徵收附加費，亦可能被罰款或遭檢控。以按月供款來說，供款日指您以書面通知受託人每月的供款日期。例如，若您把供款日定為每個月的最後一日，您的供款期將會是從每個公曆月的首日至最後一日。以按年供款來說，供款日是每個計劃財政年度的最後一日（即6月30日）。有關詳情，請參閱積金局網頁 [www.mpfa.org.hk](http://www.mpfa.org.hk)。

Should you have any enquiries, please contact our HSBC MPF Member Hotline on 3128 0128. 如有任何查詢，請致電滙豐強積金成員熱線 3128 0128。