



Points-to-note for Employment Support Scheme application 申請「保就業」計劃注意事項

With the second tranche of the Employment Support Scheme (“ESS”) is open for application during 31 August – 13 September 2020, we understand you might have queries during the application and expect support from us as your MPF partner. As your reliable MPF partner, we will definitely provide you full support you during the process.

「保就業」計劃第二期於2020年8月31日至9月13日接受申請。我們深明僱主在申請期間或會遇到一些難題並希望得到強積金受託人的支援。作為您的可靠強積金夥伴，我們在整個過程會全力配合及支援您。



Provide accurate and complete information 提供準確及完整的資料

When you enroll an employee into an MPF scheme or fill in a remittance for the contribution, please ensure the information provided is complete and accurate, and that you have signed the forms. Inaccurate or incomplete information might delay the processing of your account opening and contribution. Here are some common mistakes that you should be aware of:

當您為僱員登記參加強積金計劃，或填寫付款結算表格時，請確保提交的資料完整及準確，並在表格上簽名作實。錯誤及欠完整的資料將會延誤處理您的賬戶申請或供款進度。以下是一些常見的錯誤以供參考：

- ◆ Spelling mistakes in the name of the company/employee
錯誤的公司/僱員名稱
- ◆ Incorrect contribution period/relevant income on the remittance statement
付款結算書錯誤申報供款期/有關薪金
- ◆ Missing signature on the remittance statement and employee application form (including employer and employee)
僱主在付款結算書及僱員申請表(包括僱主及僱員)欠缺簽名
- ◆ Inconsistency in the figure between the cheque and the remittance statement
支票及付款結書上的金額不符



Confirm your tax residency 確認您的稅務居民身分

Effective from 1 January 2020, HSBC MPF members are required to provide and confirm with us their tax residency in order to comply with the automatic exchange of financial account information (AEOI) agreement under the refined legislative framework of “the Inland Revenue (Amendment) (No 2) Ordinance 2019”.

於2020年1月1日起，為履行《2019年稅務條例(修訂)(第2號)條例》當中，要求強制性公積金計劃、職業退休計劃等就稅務事宜自動交換財務帳戶資料(簡稱自動交換資料)，滙豐強積金的成員必須提供及確認個人的稅務居住地。

In general, for members enrolling in HSBC MPF scheme after 1 January 2020, the latest “Employee Application Form (IN61)” (version 0620) should be used. Please note that section C in the latest version of IN61 is designed for new members to report their tax residency. However, some employers are still using the out of date IN61 form for member enrollment. If an old version of IN61 was used and if we do not have your employees’ tax residency, we will be unable to open an MPF account for your employees.

一般而言，在2020年1月1日後登記參加滙豐強積金的成員，均會使用最新版本的「滙豐強積金：僱員申請表(IN61)」，請透過C部份稅務居民自我證明部分申報稅務居民身分。然而，有部分僱主仍然使用已過時的IN61表格為僱員登記強積金計劃。如果使用已過時的IN61表格，我們無法獲得您或您的僱員的稅務居民身分，便無法為您的僱員開立強積金戶口。

The latest employee application form (“IN61”) can be obtained at <https://www.hsbc.com.hk/mpf/documents/employees/>
最新版本的僱員申請表(“IN61”)可在此獲得 <https://www.hsbc.com.hk/mpf/documents/employees/>



Monitoring by the ESS Processing Agent 「保就業」計劃代理人的監察

For employers who have received a wage subsidy during the first tranche of ESS, the ESS Processing Agent will monitor if employers have paid wages to their employees during the subsidy period and the actual number of paid employees. Please remember to pay the contributions before the respective contribution due day. In addition, the ESS Processing Agent will accept the settlement of employers’ contributions for June and July 2020 if they were settled and recorded in our administration system by 31 August 2020.

於「保就業」計劃第一期獲得薪金補助的僱主，保就業計劃代理人將會監察僱主在補貼期內，向僱員以支付工資以及實質受薪人數。請緊記於供款日或以前繳付供款。此外，保就業計劃代理人將接受2020年8月31日前處理好並紀錄於我們行政系統的6月及7月供款。



Be aware of our call and correspondence 留意我們的電話及信函

Finally, our staff will contact the employer’s contact person when we need to clarify some information (such as contribution period or incomplete information) provided in the new employee application form or the remittance statement. If we are unable to reach the contact person, a follow-up letter will be sent to the employer’s correspondence address. Therefore, we hope you will be contactable by phone or letter to enable us to follow up any matter promptly. Furthermore, if you have changed your contact details, please contact us to update your information.

最後，滙豐強積金行政部在處理新僱員登記或供款時，若需要釐清任何問題，例如供款期、不完整的資料等，我們會先致電僱主在計劃下登記的聯絡人，若未能聯絡該聯絡人，我們將會發出信函至僱主的通訊地址作出跟進。因此，我們懇請您留意我們的電話或信函，以便我們快速跟進您的事宜。此外，如果您已更改您的聯絡資料，請即通知我們更新資料。

For details of the ESS, please contact the ESS hotline on 1836-122 or through email at enquiry@employmentsupport.hk for further enquiries. For questions relating to MPF administrations, please contact our HSBC MPF employer Hotline on 2583 8033.

作進一步查詢。就有關強積金行政上的問題，請您致電滙豐強積金僱主熱線2583 8033與我們聯絡。