

**AIA Pension and Trustee Co. Ltd.**

(Incorporated in the British Virgin Islands with limited liability)

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RETIREMENT.AIA.COM.HK (ORSO)**MPF****ADVICE FOR ELECTRONIC SUBMISSION**  
**電子遞交通知書**To 收件人: **AIA Pension and Trustee Co. Ltd. 友邦退休金管理及信託有限公司**From : (Company Name)  
發件人: (公司名稱)Plan No.  
計劃編號: \_\_\_\_\_**Part A 甲部分**

Form of Media (Please mark "✓" in the appropriate box) 呈交方式 (請在適當空格內填上 "✓" 號) :

<input type="checkbox"/> Diskette 磁碟	<input type="checkbox"/> CD-ROM 光碟
Total number of Diskette/ CD-ROM 磁碟 / 光碟總數: _____ pc(s) 隻	

Details of Electronic Submission 電子呈交資料詳情:

Label Name 標籤名稱	File Name 檔案名稱	Number of Records 記錄數目
Total no. of file(s): 檔案總數:		Total no. of record(s): 記錄總數:
<b>CHEQUE NUMBER(S) (if applicable)</b> <b>支票號碼 (如適用)</b>		

**Note 注意:**

- Please ensure contribution is made for ALL eligible employees. For employees with no relevant income for the relevant contribution period, please input "0" in the relevant income and contribution amount columns.  
請確保為所有合資格僱員作出供款，如僱員於相關供款期內並無有關入息，請於有關入息及供款金額位置填上「0」。
- For member reaching the age of 65, both employer and employee should make the mandatory contribution for the relevant income earned up to the day before the member's 65<sup>th</sup> birthday or the last day of employment, whichever is earlier. Employers are required to make the contribution in respect of the employee on or before the tenth day after the last day of the calendar month in which the employee reached the age of 65.  
若成員年滿 65 歲，僱主及僱員雙方均須就該成員在年滿 65 歲之前一日或最後在職日期為止所賺取的有關入息作出強制性供款，以較早者為準。僱主必須在僱員年滿 65 歲所在的公曆月最後一日之後的第 10 日或之前為僱員作出供款。
- Employers are required to make the last contribution in respect of the employee on or before the tenth day after the last day of the calendar month in which the employee ceases employment and report the related termination details. Employers are also required to make contribution for the relevant income earned by a member after his/her cessation of employment on or before the tenth day following the calendar month-end date of the relevant contribution period.  
僱主必須在僱員終止受僱所在的公曆月最後一日之後的第 10 日或之前為僱員支付最後一次供款及申報其離職詳情。僱主亦須為僱員離職後所賺取的有關入息於相關供款期所在的公曆月最後一日之後的第 10 日或之前為僱員作出供款。
- You are highly recommended to submit your contribution data and contribution payments directly to us rather than through intermediaries. Please be reminded not to make your cheque payable to intermediary, issue blank cheque or send cash to us / intermediary.  
我們建議閣下將供款資料及供款直接交予我們，而非經由中介人遞交。此外，請勿於支票抬頭上填上中介人姓名，簽發空白支票或支付現金予我們 / 中介人。

**Note for Payment Arrangement 繳款安排備註:**For cheque payment, please write down the **cheque number(s)**  
若以支票付款，請填上**支票號碼**For other payment methods, please refer to the Payment Stub  
for details.

有關其他繳款方式，詳情請參閱付款回條。

We confirm that we have read and understood the declaration  
clauses stated overleaf.  
謹此確認我等已細閱及明白列於背面之聲明。\_\_\_\_\_  
Authorized signature and company chop  
授權人簽署及公司印鑑\_\_\_\_\_  
Date (dd/mm/ccyy)  
日期 (日/月/年)

## DECLARATION 聲明

We confirm that we have read and understood the AIA Personal Information Collection Statement ("AIA PIC"). We declare and agree that any personal data and other information relating to us or our policies or investments contained in this application or collected, obtained, compiled or held by the Trustee by any means from time to time may be collected and utilized in accordance with the AIA PIC. We acknowledge and consent to the transfer of our personal data outside of Hong Kong for the purposes and to the types of transferee as set out in the AIA PIC.

吾等確認吾等已閱讀及明白友邦保險收集個人資料聲明（「收集個人資料聲明」）。吾等聲明及同意在本申請書所載或受託人不時以任何方式收集所得、編製或持有的任何個人資料及關於吾等或吾等的保單或投資的其他資料，可根據收集個人資料聲明收集及使用。吾等確認及同意就收集個人資料聲明所述目的轉移吾等的個人資料至香港境外及轉移予收集個人資料聲明所載的資料承讓人。

We further declare and confirm that the information provided by us to the Trustee in this form is true and correct, and we have obtained all required written consent from our employees in respect of the transfer of their personal data to the Trustee for direct marketing purposes in accordance with the AIA Personal Information Collection Statement ("AIA PIC"). We acknowledge and consent to the transfer of the personal data of our employees outside of Hong Kong for direct marketing purposes and to the types of transferee as set out in the AIA PIC.

吾等聲明及確認吾等在此表格提供給受託人的資料為真實及正確，並已獲得吾等所有員工對提供個人資料以用於友邦保險收集個人資料聲明（「收集個人資料聲明」）所述直接促銷目的的書面同意。吾等確認及同意就收集個人資料聲明所述直接促銷目的轉移吾等所有員工的個人資料至香港境外及轉移予收集個人資料聲明所載的資料承讓人。

We agree if our contribution calculation differs from that of the Trustee, Trustee's validation shall prevail.

假若供款計算方法與受託人有出入，應以受託人所核對之計算方法為準。

We understand that any amount paid to the Trustee before the contribution period end day may or may not be invested at the discretion of the Trustee. Such prepaid amounts, if not invested, will be held by the Trustee in the non-interest bearing Reserve Account. If invested, we will bear the investment risk of such transaction upon redemption. In the event any employee ceases employment which contributions have already been paid in respect of the contribution period after the cessation of employment, or, for a new employee, within the first 60 days of employment, we agree to refund the incorrectly deducted amount from employee's payroll to the employee. The amount incorrectly paid to the Trustee or, where the contributions have been invested, the redemption amount can be used to offset future contribution if prior confirmation/consent has been obtained from us.

吾等清楚明白吾等於供款期最後一日前繳付予受託人之任何款額，將交由受託人酌情決定其撥作投資與否。若有關預繳款額並未撥作投資，受託人可將有關款額存放於無利息之儲備賬戶內。若有關款額已撥作投資，吾等於贖回有關款額時須承擔有關投資風險。就僱員離職後之供款期已繳付之供款或新入職僱員於首六十天受聘期間內離職已繳付之供款，吾等必須將已從有關僱員支薪戶口中錯誤地扣減之款額退回予有關僱員。而錯誤繳付予受託人之款額，或已作投資而贖回之有關款額，在獲得吾等同意後才可用作抵銷僱主未來的供款。

We confirm that the information provided on the Diskette/CD-ROM enclosed with this advice is accurate and complete. And we understand that in the absence of our authorized signature, this contribution data would be regarded as incomplete.

吾等確認隨附於此通知書之磁碟/光碟上所載資料均為準確及完整。吾等清楚明白在欠缺吾等授權人簽署的情況下，此供款資料將被視為不完整。

We authorize and acknowledge that the Trustee has the right to accept, process, execute and rely upon instructions issued in our names and our signatures which has been sent to the Trustee. We agree to be bound by the said instructions sent to the Trustee under our names and our signatures.

吾等授權受託人有權接納、處理及執行以吾等名義簽署送往受託人之指示。吾等同意受吾等名義簽署之指示約束。

We agree to indemnify and keep the Trustee indemnified against any and all losses, costs, expenses, actions, proceedings suffered by the Trustee as a result of any inaccurate information provided by us and/or upon the Trustee's execution of any of our instructions provided except where there is proven (to the satisfaction of the Trustee) willful default, gross negligence or fraud on the part of the Trustee.

除因受託人被證明故意失責、嚴重疏忽或欺詐外（此證明須得受託人信納），倘若吾等所填報之資料錯誤及/或受託人因執行吾等之任何指示，而導致受託人需要承擔任何損失、支出，或需要進行任何行動或訴訟，吾等同意作出有關賠償予受託人。