



## Smart Tips

### For Making Contribution Payment under Manulife Global Select (MPF) Scheme

For Payment by Cheque



Friendly reminder: Remember **year 2025** is here!

Crossed cheque made payable to **“Manulife Provident Funds Trust Company Limited”**

FRONT

	BANK	06 / 01 / 2025
Pay 1	Manulife Provident Funds Trust Company Limited	Day 月 Year 年
HK dollars 港幣	Ten Thousand Only	HK\$ 10,000.00
For and on behalf of ABC COMPANY LIMITED	For and on behalf of ABC Company Limited	2
	Chan Tai Man	3
⑈ 23456 ⑈ 23456789 ⑈ 67 ⑈ 23456 ⑈		

**DO NOT** issue post-dated cheque

Sign your cheque and affix with **company chop** as appropriate

Avoid writing on the “For Clearing Use” section

**DO NOT** use correction pen! If slight amendments are required, cross out the part with a horizontal line, amend and endorse beside it.

BACK

For Clearing Use 結算專用	For Bank/ Customer use 銀行/客戶專用
5	SSN: 01234567-01 4
	Account Number 賬戶號碼

Write down the **Sub-Scheme No. and Billing Class No.** on the back of the cheque in the designated box only if no Payment Slip attached



Crossed cheque should be submitted to us by depositing via **HSBC cheque deposit machine** across Hong Kong. Selected locations provide 24-hour service for your convenience.

- |                      |  |
|----------------------|--|
| Category for payment | : Select <b>“Other companies”</b>  |
| Merchant for payment | : Select <b>“Manulife MPF”</b>   |
| Bill type            | : Select <b>“01 MPF-Employer/SEP Contribution”</b>   |
| Bill account number  | : Enter your <b>7-digit Sub-scheme number</b> plus <b>2-digit Billing Class number</b> (if your Sub-scheme number begins with a zero, no need to enter the initial “0”).<br>For example:<br>Sub-scheme number (SSN) : 01234567<br>Billing Class number (BC) : 01<br>Please enter “123456701” |

Remember to state the cheque number clearly on the Remittance Statement concerned in order to facilitate fund allocation properly. There is **NO NEED** to return the “Payment Slip” or the “Cheque Deposit Advice” to Manulife, as the Bank will automatically transmit the evidence of payment to our system.

Manulife offers different digital means to facilitate MPF contribution data reporting by employers. For maximum efficiency, please submit your contribution data online via **Contribution Express**. You may specify your payment cheque number during the submission.

For speedy payment settlement and simplicity sake, start using **Autopay** to avoid the hassle! You may obtain the Direct Debit Authorization form from our website at [www.manulife.com.hk](http://www.manulife.com.hk) or simply scan the QR code here.

