

Employer Services Form for MPF Contribution Calculation and Remittance Method Selection 僱主服務表格—供選擇計算強積金供款及匯報方法

Notes :

- (1) Please ensure you read the "Terms and Conditions" at the back page before completing this form.
- (2) Return completed form to us either by fax to 2104-3504 or by mail to our address as appeared at the bottom of this form.
- (3) Please initial next to any corrections you make on this form.
- (4) All information may be treated by Manulife in the same manner as mentioned in the "Notice to Customers relating to the Personal Data (Privacy) Ordinance" ("Notice"). In case you have not read the Notice before, you can obtain such Notice from your Manulife's intermediary or through Manulife's website at www.manulife.com.hk.
- (5) By writing to the Privacy Officer of Manulife Provident Funds Trust Company Limited, you can correct and have access to your personal data.
- (6) The information of the contact person(s)/authorized person(s) is collected in their official capacities.

注意事項：

- (1) 填寫本表格前，請細閱背頁之「條款及條件」。
- (2) 請將填妥的表格傳真至 2104-3504 或交回本表格底部之宏利通訊地址。
- (3) 如須作出任何刪改，請於刪改之位置旁簽署。
- (4) 宏利可按於《有關〈個人資料（私隱）條例〉的客戶通知》（「通知」）所述，處理有關資料。假如閣下未有細閱該通知，閣下可從閣下的宏利中介人或透過宏利網頁 www.manulife.com.hk 取得該通知。
- (5) 閣下可以書面向宏利公積金信託有限公司之個人資料主任更改及查閱閣下之個人資料。
- (6) 聯絡人 / 獲授權人士的資料乃因應其職務身份而收集。

Name of Employer (Company) :

僱主 (公司) 名稱

Sub-Scheme Number :

附屬計劃編號

Billing Class Number :

分組編號

Name of Contact Person :

聯絡人姓名

Telephone Number :

電話號碼

Please indicate your MPF Contribution Calculation and Remittance Method by putting a "✓" into the box provided (Select **ONE** option only)* :
請選擇您的計算強積金供款及匯報方法，並在該項格內加上「✓」號 (只可選擇一項)* :

* Employer may choose any one of the stated methods for MPF contribution and remittance. The Contribution Express and Direct File Interface are preferable options due to their simplicity.

僱主可選擇其中一項計算強積金供款及匯報方法，而供款捷算系統及供款檔案介面銜接乃較簡易之首選方案。

Submit By Internet 透過網上遞交

- Contribution Express (on Manulife website www.manulife.com.hk)**
供款捷算系統 (於宏利網頁 www.manulife.com.hk)

If you select Contribution Express, please refer to and abide by No. 13-18 of the terms and conditions listed on next page.
如選擇使用供款捷算系統，請閱讀及遵守下頁的協議第13條至第18條條款。

- AlphaEC**
創嶺雲

(To set up this service, please submit this Form to Manulife, and complete the online application via AlphaHRMS website at www.alphahrms.com.hk or simply scan the QR code for online application.
請遞交此表格予宏利，並透過創嶺人力資源管理系統網頁 www.alphahrms.com.hk 或掃描二維碼完成網上申請，以設立此服務。)

If you select AlphaEC, please refer to and abide by No. 1-17 of the terms and conditions listed on next page.
如選擇使用創嶺雲，請閱讀及遵守下頁的協議第1條至第17條條款。



- Direct File Interface**
供款檔案介面銜接

Please select
請選擇

Text file format
文字檔案格式

Excel file format
Excel 檔案格式

If you select Direct File Interface, please refer to and abide by No. 12-17 of the terms and conditions listed on next page.
如選擇使用供款檔案介面銜接，請閱讀及遵守下頁的第12條至第17條條款。

Submit by fax or mail 透過傳真或郵寄遞交

- Hard Copy of Remittance Statement ("R.S.")**
「付款結算書」列印本

Please select
請選擇

Pre-printed R.S. with contribution data[^]
付款結算書列印本 (包括供款資料)[^]

Pre-printed R.S. without contribution data
付款結算書列印本 (不包括供款資料)

[^] Employer shall be deemed to have selected Pre-printed R.S. with contribution data for submission of MPF contribution data if employer does not select any of boxes above.
若僱主未有選擇以上選項，僱主將被視為選擇以付款結算書列印本 (包括供款資料) 為匯報強積金供款資料之方法。

[^] Contribution data included Relevant Income, Employer / Employee's Mandatory Contribution and Voluntary Contribution. These information is provided based on Manulife's last recorded data.
供款資料將根據上一個支薪期所提供的資料而定。而供款資料包括有關入息、僱主及僱員的強制性和自願性供款。

Effective date (Payroll Period's start date) 生效日期 (支薪期首日) : _____ (DD 日) / _____ (MM月) / _____ (YYYY年)

Please note: One month prior notice is required. If no date is specified, or the specified date is less than one month prior notice, the change will only be effect from next remittance statement after the update of this form.

請注意：有關更改需於一個月前通知。如沒有列明生效日期，或所指示之日期少於一個月通知，有關之更改只適用於本表格處理日後未編印之付款結算書。

The Employer DECLARED, UNDERSTOOD AND AGREED with the terms and conditions listed below 僱主謹此聲明，明白並同意以下條款及條件：

- "AlphaEC" is the software application developed and owned by Asia Pacific Soft Limited which is a third party provider that the Employer may engage to provide the software functions of "AlphaEC". Any third party software applications attached to the use of "AlphaEC" are developed or owned by third party providers ("Third Party Providers"). Asia Pacific Soft Limited or any of these Third Party Providers are neither a member nor an agent of Manulife or the Manulife Financial group of companies.
 - Manulife shall not be liable for any act, omission or negligence performed by Asia Pacific Soft Limited or any of these Third Party Providers and it is always the duty of the Employer to verify the software functions of "AlphaEC" and to assess the suitability of Asia Pacific Soft Limited in providing the software.
 - Nothing in this form or any other Manulife materials will constitute a recommendation to the Employer that "AlphaEC" is the suitable option.
 - There is no guarantee that Asia Pacific Soft Limited or the Third Party Providers will provide "AlphaEC" and the required third party software applications or grant their licences to the Employer.
 - Manulife shall have the right to reject the Employer's use of "AlphaEC" as one of the contribution methods from time to time.
 - To enable Manulife to have the ability to accept the Employer's use of "AlphaEC", the Employer should keep its version of "AlphaEC" upgraded from time to time and follow the instructions of Asia Pacific Soft Limited to maintain the software but there is no guarantee that any upgrade or maintenance work involving third party software licences/upgrades would be provided free of charge by Asia Pacific Soft Limited or the respective Third Party Providers.
 - Manulife shall have the right to disclose and confirm to Asia Pacific Soft Limited whether the Employer is still participating in Manulife's MPF scheme(s).
 - In no event shall Manulife be liable for any damages or losses caused by any technical problems or the use of "AlphaEC", including without limitation any direct, indirect or consequential damages suffered by the Employer, its employees, or any other party who claims against the Employer. Such damages shall include but not limited to any loss of profits, loss of anticipated income, investment losses or loss of investment opportunity.
 - Support services of "AlphaEC" are not offered by Manulife.
 - Subject to six months' prior written notice to the Employer, Manulife may charge the Employer a service fee for allowing the Employer's use of "AlphaEC" as the contribution method.
 - The use of "AlphaEC" or the use of contribution data/files produced by using "AlphaEC" shall not absolve the Employer from its duty to verify all relevant information in respect of its required contributions under its MPF scheme(s).
 - The Employer shall either remit the contribution data via the Manulife website (accompanied by the Employer's Manulife Customer Number (MCN) and Personal Identification Number (PIN)) or in compact disc (or any other storage media as specified by Manulife from time to time), and hereby authorizes Manulife to accept it without any further verification. Manulife shall have the right to reject the remittance of the said contribution data which are submitted other than these two media.
 - The Employer should follow all guidelines/procedures of Manulife in contribution data remittance and contribution payment.
 - The Employer should ensure any such contribution data will be properly submitted to Manulife and is free from virus or malware and shall indemnify Manulife for any system failure or miscalculation caused by the Employer's contribution data/ files.
 - Manulife shall be entitled to revise and/or add to these terms and conditions at any time and from time to time. Any revised and/or additional terms and conditions shall become effective subject to Manulife posting these terms and conditions in the Manulife website, and shall be binding on the Employer if the Employer continues to use "AlphaEC" or remit contribution data via Manulife website.
 - The Employer authorizes Manulife to accept without any further verification, and agrees to be responsible for, all information and instructions received via Manulife website, when accompanied by the Employer's MCN and PIN.
 - Manulife shall have the right to terminate the above services at any time.
 - The Employer is required to enter unique Manulife Customer Number (MCN) and Personal Identification Number (PIN) when remitting the contribution data via Manulife website. Manulife shall have the right to reject the remittance of the said contribution data which are submitted other than this method.
- 「創嶺雲」是由亞太軟件有限公司開發及擁有的應用軟件。亞太軟件有限公司乃僱主可聘用之第三方供應商以提供「創嶺雲」的軟件功能。任何其他於使用「創嶺雲」時須聯繫之第三方應用軟件是由第三方供應商（「第三方供應商」）開發及擁有。亞太軟件有限公司或任何該等第三方供應商既非宏利代理人亦非宏利金融集團之成員。
 - 宏利不會為亞太軟件有限公司或任何該等第三方供應商的行為、遺漏或疏忽而承擔任何責任，而核實「創嶺雲」的軟件功能和評估亞太軟件有限公司作為服務供應商的合適度均屬僱主的責任。
 - 此表格或其他任何宏利的推廣資料並不構成宏利向僱主建議「創嶺雲」為合適的選擇。
 - 宏利並不保證亞太軟件有限公司或第三方供應商會向僱主提供「創嶺雲」及所需之第三方應用軟件或批出使用此等軟件之許可證。
 - 宏利有權拒絕僱主使用「創嶺雲」作為其中一項供款匯報方法。
 - 為確保宏利可以接受僱主所使用的，僱主須不時為「創嶺雲」作出軟件升級並按照亞太軟件有限公司的指示進行軟件之保養；然而亞太軟件有限公司或相關之第三方供應商並不保證不會就任何軟件升級或涉及第三方軟件許可證/升級之保養工作而收取費用。
 - 宏利有權向亞太軟件有限公司披露及確認有關僱主是否仍然參與宏利之強積金計劃。
 - 在任何情況之下，宏利均無須就「創嶺雲」之任何技術問題或因使用該系統而引致的損失或損毀負上任何責任，包括但不限於任何直接、間接或相應而生的損失而導致僱主或其僱員蒙受損失，或任何其他人士蒙受損失而要求僱主賠償。有關損失包括但不限於利潤損失、預期收入損失、投資損失或錯失投資機會之損失。
 - 有關「創嶺雲」的支援服務並不是由宏利提供。
 - 在給予僱主六個月預先書面通知下，宏利有權就僱主使用「創嶺雲」作為供款匯報方法而向僱主收取服務費用。
 - 使用「創嶺雲」或由此軟件所生產的供款資料/檔案，將不會免除僱主須為其強積金計劃供款的所有有關資料作出核實的責任。
 - 僱主將會經由宏利網頁（須與宏利客戶號碼和企業密碼並用）或以光碟方式（或以宏利不時指定的任何其他儲存媒體）遞交供款資料，並在此授權宏利接受此等供款資料而毋需再作核實。宏利有權不接受上述兩種方式以外的其它遞交供款資料方式。
 - 僱主必須遵守宏利訂定有關遞交供款資料和付款方法的全部指引及程序。
 - 僱主必須確保任何供款資料均會妥善遞交予宏利而當中並沒有附帶任何電腦病毒或惡意軟件，並就僱主所遞交之供款資料/檔案而引致的任何系統失靈或誤算而向宏利作出賠償。
 - 宏利保留權利隨時修訂及/或增加本協議之條件及條款，任何經修訂及/或新增之協議條件及條款將於宏利經由宏利網頁張貼後正式生效。僱主如繼續使用「創嶺雲」或經由宏利網頁遞交供款資料，須受有關條件及條款約束。
 - 僱主授權宏利接受以宏利客戶號碼和企業密碼經由宏利網頁遞交的所有資料及指示，而毋需另行核實該等資料。僱主同意對所有上述資料及指示負上責任。
 - 宏利將有權於任何時候終止提供上述服務。
 - 僱主在經由宏利網頁遞交供款資料時，必須輸入獨有的宏利客戶號碼和企業密碼。宏利有權不接受以宏利網頁以外的其它方式遞交之供款資料。

Authorized Signature and Company Chop
獲授權人士簽署及公司印章

Name & Title (in Block Letters)
姓名及職銜（正楷）

Date
日期

Completed form should be sent to the scheme administrator,
"Hong Kong Retirement, Manulife (International) Limited, 21/F., Tower A, Manulife Financial Centre, 223 - 231 Wai Yip Street, Kwun Tong, Kowloon, Hong Kong".
請將填妥的表格寄交計劃管理人「香港九龍觀塘偉業街223 - 231號宏利金融中心A座21樓宏利人壽保險（國際）有限公司香港退休業務部」。

The Chinese version of this form is for reference only. In the event of discrepancies between the Chinese and English versions, the English version shall prevail.
本表格之中文譯本只供參考用途，若與英文版本有異，一概以英文版本為準。