



**Part III Details of Contributions (applicable to existing employee)**  
**第三部分 供款資料 (適用於現有僱員)**

No. 編號	Name of Employee <sup>Note 3</sup> 僱員姓名 <sup>3</sup>	HKID Card / Passport No. 香港身份證/ 護照號碼	Relevant Income 有關入息 (HK\$)	Employer's Contributions 僱主供款		Employee's Contributions 僱員供款		Total (HK\$) 總計		Date of Termination <sup>Note 4</sup> (dd/mm/yyyy) 終止受僱日期 <sup>4</sup> (日/月/年)
				(a)	(b)	(c)	(d)	(a) + (c)	(b) + (d)	
				Mandatory Contributions 強制性供款 (HK\$)	Voluntary Contributions 自願性供款 (HK\$)	Mandatory Contributions 強制性供款 (HK\$)	Voluntary Contributions 自願性供款 (HK\$)	Mandatory Contributions 強制性供款 (HK\$)	Voluntary Contributions 自願性供款 (HK\$)	
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
Sub-total: 小計										

Payment Method :  By Cash  
 付款方式 現金

(Cash payment is only accepted for direct deposit into a collection account held in the name of "BEA (MPF) Master Trust Scheme" at any BEA branch. 只限於在東亞銀行分行以現金付款存入「東亞(強積金)集成信託計劃」賬戶。)

Attached Cheque No. : \_\_\_\_\_  
 夾附支票編號 \_\_\_\_\_  
 (cheque payable to "BEA (MPF) Master Trust Scheme" 支票書付「東亞(強積金)集成信託計劃」)

e-Cheque No. : \_\_\_\_\_  
 電子支票編號 \_\_\_\_\_  
 (e-Cheque payable to "BEA (MPF) Master Trust Scheme" and send to BEAMPFePayment@hkbea.com on \_\_\_\_\_ (dd/mm/yyyy))  
 (電子支票書付「東亞(強積金)集成信託計劃」, 並於 \_\_\_\_\_ (日/月/年) 電郵至 BEAMPFePayment@hkbea.com)

Contribution Surcharge (HK\$) (if applicable):  
 供款附加費 (HK\$) (如適用)

Sub-total:  
小計

Total:  
總計

(ii)

(i) + (ii)

Notes  
 註釋

- Please attach the "Member – Membership Application Form" in respect of those employee(s) not yet enrolled in the scheme.  
 若有僱員未登記為強積金成員, 請附上「成員—申請表格」。
- Employers' contributions shall count from the first day of employment while the employee is not required to make contributions for the first 30 days of employment and the first incomplete payroll cycle immediately following the 30-day contribution holiday (not applicable to casual employees).  
 僱主必須從僱用期首日開始為僱員作出供款, 但僱員則無須為僱用期首30日及在緊接該30日免供款期後開始的首個不完整工資期作出供款(不適用於臨時僱員)。
- Please fill in "0" in the relevant income field if the employee does not have any relevant income. (such as those on no-paid leave)  
 沒有任何有關入息的僱員, 請在有關入息一欄填上「0」。(如正支取無薪假期的僱員)
- The employer should submit the "Employer – Notice of Termination" and arrange the last payment of the contribution/surcharge within the first 10<sup>th</sup> day of the following month after the employee terminated his employment.  
 僱主應遞交離職僱員的「僱主 – 終止受僱通知書」, 及於下一個月首10天內替該離職僱員作出最後一期供款/附加費。

\_\_\_\_\_  
 Authorised Signature with Company Chop  
 授權簽署及公司印章

\_\_\_\_\_  
 Date (dd/mm/yyyy)  
 日期(日/月/年)