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**BEA (MPF) Master Trust Scheme /
Value Scheme / Industry Scheme**
東亞（強積金）集成信託計劃 / 享惠計劃 / 行業計劃
Employer – Supplement of Employer Voluntary Contribution
僱主 – 自願性供款補充資料

- (i) This form must be completed by employer. Please use BLOCK LETTERS for completion and “✓” where applicable.
本表格必須由僱主填寫。請以正楷填寫並在適當之方格內加上「✓」號。
- (ii) The voluntary contribution mentioned in this form is also referred as “Contractual Voluntary Contribution” stipulated in the Explanatory Memorandum of the BEA (MPF) Value Scheme. This form can be used for the following purposes:
此表格中所指的自願性供款亦指東亞（強積金）享惠計劃說明書中所訂的「訂約自願性供款」。本表格可以用作以下用途：
- (1) Addition of voluntary contribution made by employer or employee;
新增僱主或僱員之自願性供款；
 - (2) Increase / decrease of voluntary contribution rate;
增加 / 減少自願性供款比率；
 - (3) Change of basis of voluntary contribution and / or change of voluntary contribution formula;
更改自願性供款基準及 / 或更改自願性供款計算公式；
 - (4) Change of eligibility of (new) employee for participating in the voluntary contribution plan;
更改（新）僱員參加自願性供款計劃的資格；
 - (5) Addition / reclassification of employee benefit class; and
新增 / 重新分類僱員權益類別；及
 - (6) Cessation of voluntary contribution plan.
終止自願性供款計劃。
- (iii) Any changes relating to voluntary contribution should not have retrospective effect on an employee.
任何有關自願性供款的更改不應對僱員造成追溯影響。
- (iv) Please note that any changes relating to mandatory contribution or voluntary contribution that will alter to a member's detriment his / her vested benefits or accrued rights under a registered scheme would require approval from the Mandatory Provident Fund Schemes Authority before the change can take effect.
請注意，任何與強制性供款或自願性供款有關之修改，若會損害成員在註冊計劃下的既有利益或累算權益，則該項修改須在獲得強制性公積金計劃管理局的批准後方可生效。
- (v) Upon completion of this form, please return to BEA branch or mail to MPF Administration Centre, 32nd Floor, BEA Tower, Millennium City 5, 418 Kwun Tong Road, Kowloon, Hong Kong.
填妥本表格後，請交回東亞銀行分行，或寄回：香港九龍觀塘道418號創紀之城五期東亞銀行中心32樓，強制性公積金行政中心。

Part I		Details of Employer	
第一部分		僱主資料	
Name of Employer 僱主名稱			
<input type="checkbox"/>	BEA (MPF) Master Trust Scheme No. 東亞（強積金）集成信託計劃編號	B E A	_____ - _____
<input type="checkbox"/>	BEA (MPF) Value Scheme No. 東亞（強積金）享惠計劃編號	B V S	_____ - _____
<input type="checkbox"/>	BEA (MPF) Industry Scheme No. 東亞（強積金）行業計劃編號	E A I	_____ - _____

Part II		Details of Voluntary Contribution	
第二部分		自願性供款詳情	
i)	Effective Date (dd/mm/yyyy) : 生效日期 (日/月/年)	_____	
ii)	Retirement Age : 退休年齡	Normal Retirement Age : <input type="checkbox"/> 65 <input type="checkbox"/> 60 <input type="checkbox"/> Others 其他 (please specify 請註明) :	_____

Sponsor: The Bank of East Asia, Limited
保薦人：東亞銀行有限公司

Trustee, Custodian and Administrator: Bank of East Asia (Trustees) Limited
受託人、保管人及管理人：東亞銀行（信託）有限公司

Website : www.hkbea.com
網址

Email : BEAMPF@hkbea.com
電郵

BEA (MPF) Hotline : 2211 1777
東亞（強積金）熱線
(Operated by Bank of East Asia (Trustees) Limited)
(由東亞銀行（信託）有限公司運作)

Fax no. : 3608 6003
傳真號碼

- iii) Basis of Voluntary Contribution : Employer Contribution Only Both Employer Contribution and Employee Contribution
 自願性供款基準 僱主供款 僱主及僱員供款 (自願性供款應以相同的基準計算)

Category Description 類別說明	Minimum Period of Employment 最少的受聘期	Basis of Voluntary Contribution 自願性供款基準	Employer Contribution 僱主供款	Employee Contribution 僱員供款
		<input type="checkbox"/> Relevant income x Contribution rate 有關入息 x 供款比率	_____ %	_____ %
		<input type="checkbox"/> Relevant income x Contribution rate – Mandatory contribution 有關入息 x 供款比率 – 強制性供款	_____ %	_____ %
		<input type="checkbox"/> (Relevant income – Statutory maximum level of relevant income for mandatory contribution) x Contribution rate (有關入息 – 法定強制性供款有關入息上限) x 供款比率	_____ %	_____ %
		<input type="checkbox"/> Basic salary x Contribution rate 基本薪金 x 供款比率	_____ %	_____ %
		<input type="checkbox"/> Basic salary x Contribution rate – Mandatory contribution 基本薪金 x 供款比率 – 強制性供款	_____ %	_____ %
		<input type="checkbox"/> (Basic salary – Statutory maximum level of relevant income for mandatory contribution) x Contribution rate (基本薪金 – 法定強制性供款有關入息上限) x 供款比率	_____ %	_____ %
		<input type="checkbox"/> Fixed amount per payroll period 每一支薪期之固定金額	\$ _____	\$ _____
		<input type="checkbox"/> Fixed amount x Contribution rate – Mandatory contribution 固定金額 x 供款比率 – 強制性供款	\$ _____ ; _____ %	\$ _____ ; _____ %
		<input type="checkbox"/> Irregular lump sum amount (in whole number) 不定期整筆供款額 (必須為整數)	\$ _____	\$ _____
	Month(s) 曆月	<input type="checkbox"/> Others (please specify): 其他 (請註明) _____		

- iv) Vesting Scale Option 歸屬比例選擇: Option 選擇 A Option 選擇 B (please indicate the vested percentage as below 請於下方列明歸屬百分比)

Completed Years of Service 完成服務的年期 Calculated from 計算開始 <input type="checkbox"/> Date of Employment 受僱日期 <input type="checkbox"/> Date Join Scheme 參與計劃日期	Employer's Voluntary Contribution Vested Percentage 僱主自願性供款歸屬百分比	
	Option 選擇 A (Standard vesting scale as specified in the Trust Deed and the Explanatory Memorandum of the relevant scheme 按信託契據及有關計劃說明書所註明的標準歸屬比率)	Option 選擇 B (Customised scale%, must be in a multiple of 10% 自訂比率%, 必須為 10% 或其倍數)
< 1	0%	
1	0%	
2	0%	
3	30%	
4	40%	
5	50%	
6	60%	
7	70%	
8	80%	
9	90%	
≥ 10	100%	
Normal Retirement, Death, Total Incapacity 正常退休, 死亡, 完全喪失行為能力	100%	
Summary Dismissal* 即時解僱*	0%	

* In accordance with the Trust Deed of the relevant scheme, if this termination has arisen due to the relevant member having been dismissed from employment upon any of the following grounds:

- (i) wilfully disobeying a lawful and reasonable order; (ii) misconduct, such conduct being inconsistent with the due and faithful discharge of the member's duties; (iii) being guilty of fraud or dishonesty; (iv) being habitually neglectful in the member's duties; or (v) upon any other ground on which the employer would be entitled to terminate the member's contract of employment without notice at common law, and the trustee is satisfied that dismissal was made upon any of the foregoing grounds then employer's voluntary contributions shall be forfeited and shall not vest in the relevant member.

Note: The above grounds only apply to (i) persons who became members after 13th November, 2001 and (ii) persons who were members at 13th November, 2001 whose employer voluntary contribution balance at that date was nil.

根據有關計劃的信託契據, 如離職理由是因有關成員基於任何下列理由被解僱:

- (i) 故意不服從合法而又合理的命令; (ii) 行為不當, 與正當及忠誠履行該成員職責的原則不相符; (iii) 犯有欺詐或不忠實行為; (iv) 慣常疏忽成員的職責; 或 (v) 僱主因任何其他理由而有權根據普通法無須給予通知而終止有關成員的僱傭合約, 而受託人信納解僱是基於任何上述理由而作出, 則由僱主就有關成員所支付的所有自願性供款均予沒收及不會歸屬於有關僱員。

註: 以上理由只適用於 (i) 於 2001 年 11 月 13 日之後成為成員的人士; 及 (ii) 於 2001 年 11 月 13 日已為成員的人士, 而僱主自願性供款的結餘於當日為零。

Part III Cessation of Voluntary Contribution Plan 第三部分 終止自願性供款詳情

Effective Date (dd/mm/yyyy)
生效日期 (日/月/年)

Voluntary Contribution Plan No.
自願性供款計劃號碼