

BEA (MPF) Master Trust Scheme

BEA (MPF) Value Scheme

BEA (MPF) Industry Scheme

Employer Guidebook

MPF

Mandatory Provident Fund

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(I) Enrolment of Employees

Under the MPF System, employers are required to arrange for all of your eligible employees to join an MPF scheme.

	Type of Membership	Deadline for Enrolment	Name of Form
Regular Employee	<ul style="list-style-type: none"> ✓ Employed for 60 days or more under employment contract ✓ Full-time or part-time ✓ Aged between 18 and 65 	The 60 th day after employment commences	Member – Membership Application Form
Casual Employee	<ul style="list-style-type: none"> ✓ Employed on a daily basis or for a fixed period of less than 60 days by an employer in the construction or catering industries ✓ Full-time or part-time ✓ Aged between 18 and 65 	(1) First contribution day if the employer choose to make contributions on the next working day following the pay-day* or (2) The 10 th day after employment commences if the employer choose to make contributions within 10 days after the payroll period	Member – Membership Application Form (Casual Employee)

* For non-daily paid casual employees whose payroll periods are not less than 10 days (e.g. they are paid twice a month), even if their employers choose to make contributions on the next working day following the pay-day, the employers are required to enrol their employees in an MPF scheme within 10 days after employment commences.

Procedure for enrolling regular employees:

1. We recommend that employer provide all new employees with a copy of the "Member - Membership Application Form", the MPF Scheme Brochure, and an Employee Guidebook.
2. Employees complete the "Member - Membership Application Form" and choose funds according to their risk tolerance level. If employees do not wish to choose an investment option, they do not have to complete the "Investment Choice", and their future contributions and accrued benefits transferred from another scheme will be invested in accordance with the Default Investment Strategy by default.
3. Employees complete the "Tax Residency Self-Certification"[#] which is embedded in the application form to declare the tax residency status to trustee.
4. The completed forms should be returned to the employer to be signed with an authorised signature and company chop.
5. The employer should send the completed forms together with a copy of each employee's Hong Kong ID card (on a voluntary basis) to the BEA MPF Administration Centre or any BEA branch within the first 60 days of employment.
6. After receiving and processing the relevant documents, we will issue the Notice of Participation to the employees and provide an enrolment list to the employer.

Note:

Employers have the responsibility to ensure that the following information are duly provided in the application form for account opening: name, HKID / passport number, date of birth, residential address, telephone number, and the declaration of tax residence (i.e. jurisdiction of tax residence and taxpayer identification number ("TIN") with respect to each jurisdiction) in order to avoid delay in contributions caused by failure in account opening.

If there is a change in circumstances relating to information that makes the self-certification incorrect or incomplete, employee must notify the trustee and provide an updated self-certification and / or documentary evidence within 30 days of such change in circumstances.

Casual employees should enrol by themselves following the procedure below:

1. Casual employees under construction or catering industries are advised to complete the "Member - Membership Application Form (Casual Employee)" and choose funds according to their risk tolerance level. If casual employees do not wish to choose an investment option, they do not have to complete the "Investment Choice", and their future contributions and accrued benefits transferred from another scheme will be invested in accordance with the Default Investment Strategy by default.
2. Casual employees complete the "Tax Residency Self-Certification"[#] which is embedded in the application form to declare the tax residency status to trustees.
3. The completed form should be submitted with a copy of the employee's Hong Kong ID Card (on a voluntary basis) to the BEA MPF Administration Centre or at any BEA branch before the enrolment deadline.
4. After receiving and processing the relevant documents, we will issue a Notice of Participation and a casual employee card to the casual employee directly.

Note:

Please be reminded that the casual employees are required to provide following information in the application form for account opening: name, HKID / passport number, date of birth, residential address, telephone number, and the declaration of tax residence (i.e. jurisdiction of tax residence and TIN with respect to each jurisdiction) in order to avoid delay in contributions caused by failure in account opening.

If there is a change in circumstances relating to information that makes the self-certification incorrect or incomplete, casual employee must notify the trustee and provide an updated self-certification and / or documentary evidence within 30 days of such change in circumstances.

Point to note for Employer under BEA (MPF) Industry Scheme:

From 1st January, 2020 onwards, contribution received from an employer for a "non-enrolled" employee will be handled as follows:

- (a) If the non-enrolled employee has a "temporary account" under BEA (MPF) Industry Scheme before 1st January, 2020, the contribution will be invested in the temporary account.

Note: The non-enrolled employee is still required to provide a valid membership application form with the self-certification to BEA for a proper enrollment.

- (b) If the non-enrolled employee does not have a "temporary account" under BEA (MPF) Industry Scheme before 1st January, 2020, the contribution will not be invested until that employee enrolls into BEA (MPF) Industry Scheme. To handle the relevant contribution, an employer is required to open employer pending account and provide BEA with a duly completed "Self-Certification – Entity Account Holder (TR218)", "Self-Certification – Individual Account Holder (TR220)" (For sole-proprietor only) and "Self-Certification – Controlling Person of the Entity Account Holder (TR219)" (where applicable) to declare the tax residence of the entity[#]. Kindly note that the failure of providing a valid Self-Certification from the employer will lead to refund of the related contribution paid.

Kindly note that any contribution made to the employer pending account is not refundable under any circumstances.

#Guideline for completing "Tax Residency Self-Certification"

Regular Employee & Casual Employee

- i) The self-certification provided by the employee (including regular employee and casual employee) to trustee is for the purpose of Automatic Exchange of Financial Account Information ("AEOI") in compliance with tax law and regulations (including but not limited to the Inland Revenue Ordinance (Cap.112) ("IRO") and regulations based on the Organisation for Economic Co-operation and Development ("OECD") Common Reporting Standard ("CRS") for automatic exchange of information). The data collected may be transmitted by trustee to the Hong Kong Inland Revenue Department ("IRD") for transfer to the tax Authority of another jurisdiction.
- ii) If employee is a tax resident in a reportable jurisdiction of Hong Kong, the employee will be classified as a reportable person for AEOI. The trustee will be legally obligated to pass on the information provided in the self-certification and other financial information with respect to his / her accounts to IRD and they will transmit this information to the tax authorities of which they are tax resident.
- iii) For more details on the implementation of AEOI related to MPF, please visit BEA MPF Webpage at <https://www.hkbea.com/html/en/bea-mpf-aeoi.html>

Employers & Controlling Person

- i) The self-certification provided by employer and / or its controlling person (where applicable) is for the purpose of AEOI in compliance with tax law and regulations (including but not limited to the IRO and regulations based on the OECD CRS for automatic exchange of information). The data collected may be transmitted by trustee to the IRD for transfer to the tax authority of another jurisdiction.
- ii) If the Employer and / or its controlling person of the entity is / are tax resident in a reportable jurisdiction of Hong Kong, the Employer and / or its controlling person will be classified as a reportable person for AEOI, the trustee will be legally obliged to pass the information provided in the self-certification and other financial information with respect to the employer's accounts and / or its controlling person of the entity to the IRD, and they will transmit this information to the tax authorities of which the Employer and / or its controlling person is / are tax resident.
- iii) If there is a change in circumstances relating to information that makes the self-certification incorrect or incomplete. The employer and / or its controlling person must notify the trustee and provide an updated self-certification and / or documentary evidence within 30 days of such change in circumstances.
- iv) For more details on the implementation of AEOI related to MPF, please visit our website at <https://www.hkbea.com/html/en/bea-mpf-aeoi.html>

(II) Determination of Relevant Income

The employer must determine each employee's relevant income before calculating the mandatory contribution. According to the MPF Ordinance, relevant income includes all wages, salary, leave pay, fee, commission, bonus, gratuity, perquisite or allowance (Including housing allowance or other housing benefit), but excludes payments in lieu of notice, severance payments, and long service payments paid and compensation for occupational injuries accordance to the Employment Ordinance.

Classification of Relevant Income

Income Type	Relevant Income	Rationale
1. Wages and Salaries <ul style="list-style-type: none"> • 13th month salary • Bonus • Gratuity 	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>The 13th month salary is based on the employment contract.</p> <p>Employers have the discretion to pay a bonus based on performance.</p> <p>Gratuity is the employee's remuneration for completion of employment.</p>
2. Allowances <ul style="list-style-type: none"> • Free meal ticket • Reimbursement allowances (e.g. stationary, education, furniture, laundry, meal, transportation, mobile phone, grant, travel & uniform) • Cash allowances • Training allowances • Holiday allowances (e.g. annual, examination, funeral, wedding & sick leaves) • Housing allowances or other housing benefits 	<p>No</p> <p>No</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Non-monetary reward.</p> <p>Reimbursement of expenditures.</p> <p>There is no requirement on how the employee uses the allowance.</p> <p>Cash allowances are paid on job-related training.</p> <p>The number of holidays is based on the employment contract.</p> <p>—</p>
3. Transportation and Vehicles Vehicles subsidies (e.g. free company car, fuel, maintenance, registration & license) Transportation subsidies (e.g. free ticket or riding passes for public transport & parking coupons)	<p>No</p>	<p>Non-monetary reward.</p>
4. Commissions Regardless of whether calculation is based on transaction amount, number of transactions or job items	<p>Yes</p>	<p>Monetary reward, based on the employment contract.</p>

Income Type	Relevant Income	Rationale
5. Tips <ul style="list-style-type: none"> • Tips collected through the employer (e.g. 10% charge & tips via credit card payment) • Tips not in the employer's control (e.g. tips paid directly to the employees via tips box or change) 	<p style="text-align: center;">Yes</p> <p style="text-align: center;">No</p>	<p>Employer pays part or all of the tips to the employees.</p> <p>The tips are not controlled or payable by the employer.</p>
6. Employee Welfare <ul style="list-style-type: none"> • Gifts (e.g. birthday, Lunar New Year, comfort & marriage) • Holiday travel packages • Dine-in meals • Marketable goods or services (e.g. farm produce or factory goods) 	<p style="text-align: center;">No</p> <p style="text-align: center;">No</p> <p style="text-align: center;">No</p> <p style="text-align: center;">i. No</p> <p style="text-align: center;">ii. Yes</p>	<p>The employer makes these payments under special occasions, not as a consideration for employment.</p> <p>The employer pays for journey expenses, including transportation, meals, etc.</p> <p>Non-monetary reward.</p> <p>Non-monetary reward, even if the employee sells the goods or services to others.</p> <p>If the employer repurchases goods from employees.</p>
7. Compensation <ul style="list-style-type: none"> • Labour compensations • Payment in lieu of notice • Severance payment • Long Service payment 	<p style="text-align: center;">No</p> <p style="text-align: center;">No</p> <p style="text-align: center;">No</p> <p style="text-align: center;">No</p>	<p>The employee is compensated by the employer for labour injuries.</p> <p>Compensation for layoff, but not for service provided.</p> <p>Compensation for employment termination.</p> <p>Compensation for employment termination.</p>
8. Others <ul style="list-style-type: none"> • Dividends • Share options • Profit from realisation of share options • Medical fees reimbursed by medical plan • Medical fees paid by the employer 	<p style="text-align: center;">No</p> <p style="text-align: center;">No</p> <p style="text-align: center;">No</p> <p style="text-align: center;">No</p> <p style="text-align: center;">No</p>	<p>Employee's investment returns.</p> <p>Non-monetary reward.</p> <p>Non-monetary reward.</p> <p>The medical plan reimburses the employees.</p> <p>—</p>

(III) Calculation of Contributions

(1) Mandatory Contributions

(i) Regular Employee

Both employer and employee must each contribute 5% of the employee's monthly relevant income. To facilitate calculation, the Mandatory Provident Fund Schemes Authority ("MPFA") defines levels of minimum and maximum relevant income according to various payroll period. If the employee's relevant income is lower than the minimum level, the employee is not required to make contributions. Nevertheless, the employer must still pay the 5% mandatory contribution for the employee.

Payroll Period	Minimum Level of Relevant Income (HK\$)	Maximum Level of Relevant Income (HK\$)	Maximum Contributions for both Employer and Employee (HK\$)
Weekly*	1,960 (280 x 7)	7,000 (1,000 x 7)	350 (7,000 x 5%)
Fortnightly*	3,920 (280 x 14)	14,000 (1,000 x 14)	700 (14,000 x 5%)
Monthly	7,100	30,000	1,500

* For any payroll frequency less than one month, the daily maximum and minimum relevant incomes are HK\$1,000 and HK\$280 respectively.

Contribution Arrangements:

The employer is required to submit a contribution and remittance statement with relevant income and detailed contribution amounts to any BEA branch or BEA MPF Administration Centre on or before the contribution day[^] (i.e. the 10th day after the end of the related contribution period).

[^] if the contribution day falls on a Saturday, Sunday, public holiday, gale warning day (i.e. a tropical cyclone warning signal no. 8 or higher) or black rainstorm warning day, the contribution day will be postponed to the next working day (which is not a Saturday, public holiday, gale warning day, or black rainstorm warning day).

(ii) Casual Employee

Casual Employees in the Construction and Catering Industries - Contribution Calculation Method and Contribution Scale:

The contribution scale as shown below applies to all casual employees, whether daily-paid or non-daily-paid (e.g. being paid weekly or every half month)

Daily Relevant Income (HK\$)	Amount of Mandatory Contribution (Per Working Day) (HK\$)	
	Employer's Contribution	Employee's Contribution
Less than 280	10	Not required
280 to less than 350	15	15
350 to less than 450	20	20
450 to less than 550	25	25
550 to less than 650	30	30
650 to less than 750	35	35
750 to less than 850	40	40
850 to less than 950	45	45
950 or more*	50	50

* This income band contains the daily maximum relevant income level (i.e. HK\$1,000) and the maximum amount of contribution (i.e. HK\$50). If the daily relevant income of a casual employee exceeds HK\$1,000, the amount of contribution payable by both the employee and his employer will remain at HK\$50 each per day.

For a casual employee who is not daily-rated but is employed, for example, on a fixed weekly or monthly rate, calculate his / her average daily relevant income, then check it against the corresponding income band under the contribution scale to determine the applicable daily contribution amount, and finally calculate the total contributions payable for the week or month. The methods for calculating average daily relevant income, daily contribution amount and total contribution amount are as below:

$$\text{Average daily relevant income} = \frac{\text{Relevant income earned in a payroll period}}{\text{No. of working days in the payroll period}}$$

$$\text{Daily contribution amount} = \text{Check average daily relevant income against contribution scale for contribution amount}$$

$$\text{Total contribution amount} = \frac{[\text{Daily contribution amount}] \times [\text{No. of working days in the payroll period}]}$$

Employers can refer to the following example when calculating contributions:-

Example (Daily-rated casual employees):

Chan Tai Man, a casual employee in the construction industry who has joined an Industry Scheme, is now being employed by a contractor of a construction site. His income is HK\$1,200 per day, and HK\$600 per half day. Overtime is paid at HK\$300 per hour. His payroll period is one week, meaning that he is paid on a weekly basis.

He has worked 5.5 days and one hour of overtime on 8th June, 2019, in the week from 3rd to 9th June, 2019. He and his employer are required to make MPF contribution as follows:

Date(s) Worked	Actual Income Received by the Employee (Chan Tai Man) (HK\$)	Applicable Income Band under Contribution Scale (HK\$)	Employer's Mandatory Contribution (HK\$)	Employee's Mandatory Contribution (HK\$)
03/06/2019	1,200	950 or more	50	50
04/06/2019	1,200	950 or more	50	50
05/06/2019	1,200	950 or more	50	50
06/06/2019	1,200	950 or more	50	50
07/06/2019	600 (Half working day)	550 to less than 650	30	30
08/06/2019	1,500 (1,200 + 300) (Whole working day + Overtime)	950 or more	50	50
09/06/2019	(No work)	-	Not required	Not required
Total contribution payable:			280	280

Under the contribution calculation method, the employer simply needs to check Mr. Chan's daily income for each working day in the week against the contribution scale, and then add up the contribution amount payable for each working day to come up with the total contribution amount payable for the payroll period.

Example (non-daily-rated causal employees):

Contribution period from 1st November to 15th November, 2019 (15 calendar days)

Total Relevant Income in a Contribution Period	No. of Days Worked in the Contribution Period	Daily Income in the Contribution Period	Employer's Mandatory Contributions	Casual Employee's Mandatory Contributions
\$250	1	\$250 / 1 day = \$250	\$10 x 1 day = \$10	No contribution is required
\$3,300	6	\$3,300 / 6 days = \$550	\$30 x 6 days = \$180	\$30 x 6 days = \$180
\$9,600	12	\$9,600 / 12 days = \$800	\$40 x 12 days = \$480	\$40 x 12 days = \$480

Contribution Arrangements:

Employers are required to make contributions for casual employees in the construction and catering industries who are employed on a daily basis, or for a fixed period of less than 60 days. Both the employer and the employee should make contributions on the next working day following payday or within 10 days after the end of the payroll period.

Note: Under current regulations, employers must make contributions for their employees and submit remittance statement on or before the contribution day. MPF trustees are required to report to MPFA on cases of outstanding contribution directly, in which case employers will have to pay a surcharge and may be liable to a financial penalty and prosecution.

(2) Voluntary Contributions

Both employer and employee may make voluntary contributions. The voluntary contributions made by the employee will be fully vested to the employee. The voluntary contributions made by the employer will be vested to the employee upon his / her employment termination according to a vesting scale. The vesting scale is determined by the employer. In general, the vesting scale will be calculated in accordance with the employee's years of service with the company.

(IV) First Contributions

Regular Employee

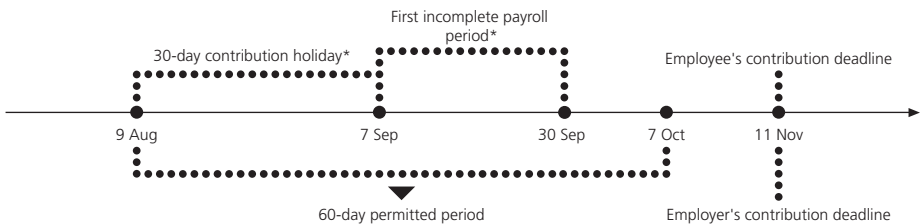
The employer is required to make contributions for employees who have been employed for 60 days or more, starting from the first day of employment. Employees are not required to make contributions for the first 30 days of employment and the first incomplete payroll period that immediately follows the 30-day period. The mandatory contribution is subject to maximum and minimum levels of relevant income. The minimum level of relevant income is HK\$7,100 and the maximum level of relevant income is HK\$30,000.

Example 1 (Not applicable to casual employees):

Employee is over 18 years old and is paid monthly (from the first to the last day of a month)

Relevant Income	: HK\$7,100
Date of Employment	: 9 th Aug, 2019
The 30 th day of employment	: 7 th Sep, 2019
The 60 th day of employment	: 7 th Oct, 2019 (public holiday)
Enrolment deadline [^]	: 8 th Oct, 2019
Commencement date of employer's mandatory contribution	: 9 th Aug, 2019
Commencement date of employee's mandatory contribution	: 1 st Oct, 2019

[^] If the enrolment deadline falls on a Saturday, Sunday, public holiday, gale warning day (i.e. a tropical cyclone warning signal no. 8 or higher) or black rainstorm warning day, the enrolment deadline will be postponed to the next working day (which is not a Saturday, public holiday, gale warning day, or black rainstorm warning day).



Relevant Contribution Period		Contribution Deadline [#]	Relevant Income (HK\$)	Employer's Mandatory Contribution (HK\$)	Employee's Mandatory Contribution (HK\$)
Employer's Contributions	Employee's Contributions				
9 th Aug, to 31 st Aug, 2019	—	11 th Nov, 2019	7,100	355 (7,100 x 5%)	Not required*
1 st Sep to 30 th Sep, 2019	—	11 th Nov, 2019	7,100	355 (7,100 x 5%)	Not required*
1 st Oct to 31 st Oct, 2019	1 st Oct to 31 st Oct 2019	11 th Nov, 2019	7,100	355 (7,100 x 5%)	355 (7,100 x 5%)

* Employee is not required to make contributions for the first 30 days of employment and the first incomplete payroll period that immediately follows the 30-day period.

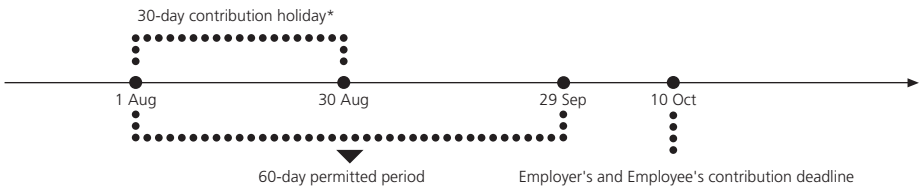
[#] If a contribution day falls on a Saturday, Sunday, public holiday, gale warning day (i.e. a tropical cyclone warning signal no. 8 or higher), or black rainstorm warning day, then the contribution day refers to the next working day (which is not a Saturday, public holiday, gale warning day, or black rainstorm warning day).

Example 2 (Not applicable to casual employees):

Employee is over 18 years old and is paid monthly (from the first to the last day of a month)

Relevant Income : HK\$7,100
Date of Employment : 1st Aug, 2019
The 30th day of employment : 30th Aug, 2019
The 60th day of employment : 29th Sep, 2019 (Sunday)
Enrolment deadline[^] : 30th Sep, 2019
Commencement date of employer's mandatory contribution : 1st Aug, 2019
Commencement date of employee's mandatory contribution: 1st Sep, 2019

[^] If the enrolment deadline falls on Saturday, Sunday, public holiday, gale warning day (i.e. a tropical cyclone warning signal no. 8 or higher) or black rainstorm warning day, the enrolment deadline will be postponed to the next working day (which is not a Saturday, public holiday, gale warning day, or black rainstorm warning day).



Relevant Contribution Period		Contribution Deadline	Relevant Income (HK\$)	Employer's Mandatory Contribution (HK\$)	Employee's Mandatory Contribution (HK\$)
Employer's Contributions	Employee's Contributions				
1 st Aug, to 31 st Aug, 2019	—	10 th Oct, 2019	7,100	355 (7,100 x 5%)	Not required*
1 st Sep to 30 th Sep, 2019	1 st Sep to 30 th Sep, 2019	10 th Oct, 2019	7,100	355 (7,100 x 5%)	355 (7,100 x 5%)

* Employee is not required to make contributions for the first 30 days of employment.

Causal Employee

Both you and your casual employee's contributions start from the 1st day of employment.

(V) Contribution Arrangement

We provide the following contribution reporting methods:

(1) MPF, Autopay and Payroll System (MAS) / Industry Scheme Software (ISS)

MAS is specially designed for employees (not applicable to casual employees) under the BEA (MPF) Master Trust Scheme, BEA (MPF) Value Scheme and BEA (MPF) Industry Scheme. The employer can use MAS to calculate the monthly relevant income of the employees, as well as generate MPF contribution files, and prepare the remittance statements, salary letters, pay slips, and generate tax reports.

ISS provides streamlined, automated software solutions that help the employer easily manage payroll and MPF contributions for casual employees.

Procedures:

1. Install the software
2. Input the relevant information of employee
3. Follow the guided steps to calculate the contribution amounts
4. Save the contribution details to the USB
5. Print the letter of authorisation and have it signed by the authorised person(s)
6. Submit the USB and letter of authorisation to any BEA branch or BEA MPF Administration Centre. The contribution details can also be submitted through a Corporate Cyberbanking account
7. Issue a pay record to each employee within 7 working days after making contributions

(2) Contribution Document

To let employers make contributions easily, we design the relevant form for employers.

Procedures are as follows:

1. Obtain the relevant form from a BEA branch or BEA MPF Administration Centre, or download it from the BEA MPF Webpage
2. Complete the relevant form and sign with a company chop
3. Submit the relevant form and contribution payment to the BEA MPF Administration Centre or any BEA branch on or before the contribution day
4. Issue a pay record to each employee within 7 working days after making contributions

Name of Form	Applicable Scheme
Employer - Remittance Statement	BEA (MPF) Master Trust Scheme
	BEA (MPF) Value Scheme
	BEA (MPF) Industry Scheme
Employer - Remittance Statement / Contribution Form (Non-Daily-Rated Casual Employee)	BEA (MPF) Industry Scheme
Employer - Remittance Statement / Contribution Form (Daily-Rated Casual Employee)	BEA (MPF) Industry Scheme

(3) Easy Pay

"Easy Pay" is a MPF contribution calculation service for companies with monthly contribution cycle.

Procedures:

1. Employer sends the information of employees' relevant income (or fax to BEA MPF Administration Centre) 5 working days before the end of the contribution period by completing "Report of Income of Employees for Preparation of Remittance Statement".
2. We will calculate the contributions and prepare the remittance statement based on the submitted form.
3. We will send a remittance statement by mail listing the contribution details.
4. Upon receiving the report, the employer reviews and approves the statement by signing it with company chop.
5. Deduct the contributions from the employees' salary for the employees' portion.
6. Make contributions according to the amount provided in the remittance statement on or before the contribution day.
7. Issue a pay record to each employee within 7 working days after making contributions.

(VI) Payment Methods

There are three types of payment method:

(1) Autopay

Suitable for employers using the MAS / ISS. The employer needs to prepare a letter of authorisation from MAS / ISS and send it to a BEA branch or the BEA MPF Administration Centre to authorise BEA to transfer the requested contribution amount from the designated BEA account to the Trustee account.

(2) Cheque / e-Cheque

Suitable for any type of contribution reporting method. The employer needs to complete the relevant form and submit it together with a cheque payable to "BEA (MPF) Master Trust Scheme / BEA (MPF) Value Scheme / BEA (MPF) Industry Scheme" to the BEA MPF Administration Centre or any BEA branch.

We also accept contributions made by e-Cheque. For contributions made by e-Cheque, please also submit relevant contribution documents (such as remittance statements, letters of authorisation, uploaded files, etc.) through the designated email address: BEAMPFePayment@hkbea.com. Please visit the BEA MPF Webpage for updates.

(3) Cash

Suitable for any type of contribution reporting method. The employer needs to complete the relevant form and deposit the contribution payment to any BEA branch on or before the contribution due day.

Employers can make contribution payment on or before the contribution day using suitable payment channel and method below:

Payment Channels	Deadline (on or before the contribution day)	Payment Methods
BEA Branch	Before 5:00 pm	Cheque / Cash / Autopay
MPF Administration Centre	Before 5:45 pm	Cheque / Autopay
Corporate Cyberbanking	Before midnight	Direct Autopay
By mail [^]	At least 5 working days before the contribution day	Cheque
By email	Before midnight	e-Cheque

[^] Please send to the BEA MPF Administration Centre, 32nd Floor, BEA Tower, Millennium City 5, 418 Kwun Tong Road, Kowloon, Hong Kong. Please make sure that you allow sufficient postal delivery time for the contribution and the remittance statement to be **received** by the BEA MPF Administration Centre on or before the contribution day.

(VII) Records Given to Employees and Kept by Employer

(1) Records Given to Employees

(i) Regular Employee

The employer should prepare a monthly pay record for each employee and ensure that the pay record is given to the employee within 7 working days after making contributions (or the last payment if there is more than 1 payment of mandatory contributions during the month concerned.).

(ii) Casual Employee

If you choose to make contribution payment within 10 days after the contribution period, you have to provide a pay record to your casual employees within 7 working days after making contribution payment to us. If you choose to make contributions on the next day following the pay-day, you are not required to issue a pay record to your casual employees who are participating in an Industry Scheme.

The monthly pay record should include the following information:

- The amount of relevant income paid to the employee during the month
- The amount of employer's and employee's mandatory contributions
- The amount of employer's and employee's voluntary contributions (if any)
- The date on which the contributions are made

(2) Records Kept by Employer

1. The employer should keep the following records of each employee at least 6 months after paying the relevant income to the employee:
 - The total amount of each relevant income payment
 - The amount of items included in the relevant income
 - The date on which the relevant income is paid to the employee
2. An employer of a regular employee must ensure that a record of the date on which the employee's employment with the employer began is kept in respect of the employee until at least 6 months after that employment ceases.
3. The information included in the remittance statement or in other contribution reporting tools should be kept for at least 7 years after the date of the remittance statement.
4. An employer of a regular employee who is a member of a registered scheme must ensure that records of the following particulars are kept in respect of the employee until at least 6 months after the employee's employment with the employer ceases:
 - The name and correspondence address of the employee, and the date on which the employee's employment with the employer began
 - The notice of election (if any) given by the employee under section 4 or 15 of the Mandatory Provident Fund Schemes (Exemption) Regulation

- The notice (if any) given by the employee authorising the employer to deduct voluntary contributions from the relevant income of the employee for payment to the registered scheme

Note: If an employer enrolled casual employees in an Industry Scheme, the above record-keeping requirement is waived.

(VIII) Arrangement for Employment Termination

(1) Regular Employee

When an employee terminates employment, the employer has to:

- Complete the "Employer - Notice of Termination" with last employment day and a reason for termination, and submit it to any BEA branch or BEA MPF Administration Centre
- Assist the employee to complete the "Member - Request for Fund Transfer Form (Form MPF(S) - P(M))"
- Make last contributions / surcharges (if any) for the employee

Example:

- The employee's last employment day is 15th May
- Salary is paid on the last day of employment, i.e. 15th May
- Contribution period is the first day to the last day of each month



The employer may make the last contribution within 10th day of the calendar month following the employee's last day of employment, i.e. any day before 10th June, and submit the "Employer - Notice of Termination" to any BEA branch or BEA MPF Administration Centre.

(2) Casual Employee

When a casual employee terminates employment under an Industry Scheme, the employer is not required to submit the "Employer - Notice of Termination".

(IX) Offset Long Service Payment or Severance Payment

Under the MPF Ordinance, employers can apply by writing to the MPF trustee for offsetting Long Service Payment ("LSP") or Severance Payment ("SP") paid to employees against the accrued benefits derived from the employer's contributions (mandatory and voluntary contributions).

Offsetting sequence of BEA (MPF) Master Trust Scheme, BEA (MPF) Value Scheme and BEA (MPF) Industry Scheme is as below:

1. Employee's vested benefits derived from employer's voluntary contributions, if any;
2. Accrued benefits derived from employer's mandatory contributions.

Example:

	Employee - Mrs. Chan	Employee - Mr. Chow
LSP/SP Entitlement paid by Employer	HK\$50,000	HK\$80,000
Balance of the Employer's Contribution Account	HK\$20,000	HK\$100,000

For Mrs. Chan, the balance of the employer's contribution is not enough to offset the employee's LSP or SP. The employer can send us an application to offset HK\$20,000.

For Mr. Chow, the balance of the employer's contribution is enough to offset the employee's LSP or SP. Thus, the employer can send us an application to offset HK\$80,000 and the remaining \$20,000 excess amount will be preserved in Mr. Chow's MPF account.

Procedures :

1. Submit the following documents when making the last contribution for the terminated employee:
 - The completed "Employer - Notice of Termination" with a receipt showing the terminated employee has received the LSP/SP. (Reminder: the signature of the terminated employee must be the same as that held on record under the BEA (MPF) Master Trust Scheme / BEA (MPF) Value Scheme / BEA (MPF) Industry Scheme.)
 - The "Member - Request for Fund Transfer Form (Form MPF(S) - P(M))" completed by the employee. (If the terminated employee has not filled in the form, the BEA MPF Administration Centre will process the application 3 months after receiving the "Employer - Notice of Termination".)
 - Make all outstanding contributions / surcharges (if any)
2. We will process the offsetting request after receipt and verification of the completed document(s).
3. We will issue a cheque for the offset amount to the employer.

(X) Assisting Employees to Withdraw Accrued Benefits Derived from Voluntary Contributions

When the employee terminates employment, the accrued benefits derived from voluntary contributions can be withdrawn. Voluntary contributions made by the employee will be fully vested to the employee and voluntary contributions made by the employer will be paid to the employee in accordance with the vesting scale.

The withdrawal procedure is as follows:

Employer

1. Complete the "Employer - Notice of Termination" and pay the last contribution / surcharges (if any)
2. Distribute the "Member - Request for Fund Transfer Form (Form MPF(S) - P(M))" to employees



Employee

3. Indicate in the "Member - Request for Fund Transfer Form (Form MPF(S) - P(M))" whether to:
 - Withdraw the accrued benefits derived from voluntary contributions; or
 - Handle in the same way as mandatory contributions (i.e. transfer to another MPF scheme or retain in the BEA (MPF) Mater Trust Scheme / BEA (MPF) Value Scheme / BEA (MPF) Industry Scheme)
4. Submit the form to the new trustee directly



Trustee

5. Verify the "Employer - Notice of Termination" form and process the last contributions / surcharges (if any)
6. Upon receipt of the "Member - Request for Fund Transfer Form (Form MPF(S) - P(M))" (if any) process accordingly
7. Issue a cheque for the benefits derived from voluntary contributions to the employee
8. Notify and refund the unvested benefits to the employer by cheque

(XI) Assisting Employees to Claim Their Accrued Benefits

In general, employees can claim for payment of their MPF accrued benefits at the retirement age of 65. The following table shows the different circumstances.

Phased withdrawal of MPF benefits is allowed for claims on the grounds of retirement or early retirement.

Claim Reason	Eligibility	Form
Retirement	Having reached the age of 65.	Member - Claim Form for Payment of Accrued Benefits on Ground of Attaining the Retirement Age of 65 or Early Retirement
Early Retirement	Having reached the age of 60 and have permanently ceased employment / self-employment	
Total Incapacity	Permanently unfit to perform the kind of work that he / she was last performing before becoming incapacitated.	Claim Form for Payment of Accrued Benefits on Ground of Permanent Departure from Hong Kong / Total Incapacity / Terminal Illness / Small Balance / Death
Death	The personal representative(s) can claim the payment of the MPF contributions and investment returns.	
Permanent Departure from Hong Kong	Departing from Hong Kong permanently (this can only be used as grounds for withdrawal once in a lifetime).	
Small Balance Account	Fulfilling all the criteria below: <ul style="list-style-type: none"> • The account balance in the account is not more than HK\$5,000; • As at the date of the claim, at least 12 months have elapsed since the contribution day in respect of the latest contribution period for which a mandatory contribution is required to be made to any registered scheme by or in respect of the employee under the Mandatory Provident Fund Schemes Ordinance; • No MPF assets are kept in any other scheme; and • No intention to become employed or self-employed in the foreseeable future. 	
Terminal illness	An employee who has an illness that is likely to reduce the life expectancy of the employee to 12 months or less as certified by a registered medical practitioner or a registered Chinese medical practitioner.	

Employees can complete the relevant form and submit it with all relevant documents to any BEA branch or BEA MPF Administration Centre.

(XII) Change of Employer's Information

(1) Change of Employer's Information

The employer should complete the form "Employer - Change of Details" and return it to any BEA branch or BEA MPF Administration Centre within 30 days of the following changes:

- Registered office or corresponding address (to change the registered office, please submit a copy of the Business Registration with the updated address)
- Contact person, telephone, fax number or email address
- Change of specimen signature of authorised persons (please provide HKID copies)

(2) Change of Employer's Voluntary Contributions

The employer should complete the form "Employer - Supplement of Employer Voluntary Contribution" and return it to any BEA branch or BEA MPF Administration Centre at least 30 days before the effective date.

(XIII) Regular Report

We will send each employer an Anniversary Report showing the annual contributions made by the employer and employees on or before 30th June each year, which is within 3 months from the end of the financial year (from 1st April to 31st March of next year).

(XIV) Copying Service

If you wish to request a copy of any document, please fill in the "Employer – Copying Services Request Form" and return it to us. (Please refer to the form for charges.)

(XV) Payment Notice from MPFA

According to the MPF legislation, the employer should pay any contribution by the contribution due date. Otherwise, the MPFA will send a "Payment Notice for Outstanding Mandatory Provident Fund Contribution and Contribution Surcharge" to those employers regarding the imposition of contribution surcharge. Those employers need to pay the outstanding contribution and / or surcharges to the designated person within a specified period. All contribution surcharges will be given to the employee. If the employer disagrees with the Payment Notice, he / she has to send a completed "Surcharge Objection Form" together with all supporting documents to MPFA for investigation within 14 days of the issue date of the Payment Notice.

(XVI) Customer Suggestions

In order to provide quality services that suit your needs, your feedback can help us to enhance and improve our service standards.

You are welcome to share your opinions or complaints with us via the following channels and we will endeavor to properly handle the matters as quickly and efficiently as we can:

- By letter or in person to MPF Administration Centre 32nd Floor, BEA Tower, Millennium City 5, 418 Kwun Tong Road, Kwun Tong, Kowloon, Hong Kong
- Through BEA (MPF) Hotline (Operated by Bank of East Asia (Trustees) Limited) 2211 1777
- By email BEAMPF@hkbea.com
- By facsimile 3608 6003

Upon receipt of your complaints, we will address your concerns by providing you with:

- A written acknowledgement within 2 working days upon the date of receipt of your written complaint (If a written response is provided directly to you within 7 days upon the date of receipt of the complaint, no written acknowledgement will be sent);
- A written response to your complaint within 30 days upon the date of receipt of your written complaint (If the complaint has been duly resolved by close of business on the next working day, no written acknowledgement or written response will be provided);
- A verbal response to your complaint within 30 days upon date of receipt of your verbal complaint.

Please give us your personal particulars so that we can follow up the case with you. However, you are welcome to give your feedback anonymously.

- Name
- Contact Telephone No.
- Correspondence Address
- Email Address (If applicable)
- MPF Scheme (If applicable): BEA (MPF) Master Trust Scheme / BEA (MPF) Industry Scheme / BEA (MPF) Value Scheme
- Scheme No. / Membership No.(If applicable)
- Date

(XVII) Account Management / Enquiry Channels

To help you manage your company's MPF wherever you are, whenever you want, BEA MPF provides you with the following service channels, free of charge.

- | | |
|--|---|
| 1. BEA (MPF) Hotline
(Operated by Bank of East Asia (Trustees) Limited) | 2211 1777 |
| 2. BEA Customer Service Hotline | 2211 1333 |
| 3. Corporate Cyberbanking - Internet ¹ | www.hkbea.com
(log in to Corporate Cyberbanking) |
| 4. BEA MPF Webpage | www.hkbea.com
(Insurance, MPF & Trust → MPF Services) |
| 5. BEA Mobile (iPhone and Android) | Go to the App Store or Google Play and search for "BEA Mobile", to download the application |
| 6. BEA MPF Administration Centre | 32/F, BEA Tower, Millennium City 5, 418 Kwun Tong Road, Kowloon, Hong Kong
Facsimile: 3608 6003
Email: BEAMPF@hkbea.com |
| 7. BEA Branch | An extensive network covering Hong Kong Island, Kowloon, the New Territories, and the Outlying Islands |

Note:

¹ Please open a Corporate Cyberbanking account at any BEA branch to use the service.

Services available per channel:

Service \ Channel	BEA (MPF) Hotline (Operated by Bank of East Asia (Trustees) Limited)	BEA Customer Service Hotline	Corporate Cyberbanking - Internet ¹	BEA MPF Webpage	BEA Mobile	BEA MPF Administration Centre	BEA Branch Network
Submit Document	-	-	-	-	-	✓	✓
Make Contribution Payment ²	-	-	✓	-	-	✓	✓
Handle Enquiries	✓	✓	-	✓	-	✓	✓
Check Contribution Record	✓	-	✓ Last 12 records	-	-	✓	✓
Check Employee Record	✓	-	✓	-	-	✓	✓
Fund Price Enquiry	✓	✓	✓	✓	✓	✓	✓
Obtain Forms	✓	-	✓	✓	-	✓	✓
Obtain Product / Fund Information	✓	✓	✓	✓	-	✓	✓

¹ Please open a Corporate Cyberbanking account at any BEA branch to use the service.

² We accept contributions made by e-Cheque. Please visit the BEA MPF Webpage for updates.

(XVIII) Useful References

1. Mandatory Provident Fund Schemes Authority (MPFA)

Hotline : 2918 0102
Email : mpfa@mpfa.org.hk
Website : www.mpfa.org.hk

2. Labour Department

Information on various topics of labour legislation and services of the Labour Department is available at the District Offices of Labour Relations Division.

Hotline : 2717 1771
Email : enquiry@labour.gov.hk
Website : www.labour.gov.hk

3. Inland Revenue Department

Hotline : 187 8088
Email : taxinfo@ird.gov.hk
Website : www.ird.gov.hk

4. Probate Registry

Hotline : 2840 1683
Email : probate@judiciary.hk
Website : www.judiciary.hk

BEA MPF Administration Centre

Address : 32/F, BEA Tower, Millennium City 5, 418 Kwun Tong Road, Kowloon, Hong Kong
Service Hours : Monday to Friday 9:00 am to 5:45 pm
(Except Public Holiday)

Contact Us

BEA (MPF) Hotline : 2211 1777 (Operated by Bank of East Asia (Trustees) Limited)

Facsimile : 3608 6003

Email : BEAMPF@hkbea.com

Service Hours : Monday to Friday 9:00 am to 6:00 pm
Saturday 9:00 am to 1:00 pm
(Except Public Holiday)

Sponsor : The Bank of East Asia, Limited 東亞銀行有限公司
Issuer : Bank of East Asia (Trustees) Limited 東亞銀行（信託）有限公司

