

Example

ABC Company is a new company and employs two new employees (who are not casual employees) during January 20XX. Employment information of the two employees is as follows:

	<u>Employee A</u>	<u>Employee B</u>
Date of Commencing Employment:	1 January 20XX	5 January 20XX
Name of Scheme joined:	MT Scheme	MT Scheme

Contribution Period:

For employer:	On calendar month basis	On calendar month basis
For employee:	On calendar month basis excluding the first 30 days and the first incomplete payroll period	On calendar month basis excluding the first 30 days and the first incomplete payroll period

Contribution Period in which
the Permitted Period ends:

	March 20XX	March 20XX
Voluntary Contribution:	Nil	Nil

Relevant Income for Mandatory Contribution Purposes:

January	HK\$20,000	HK\$10,000
February	HK\$20,000	HK\$12,000
March	HK\$20,000	HK\$12,000

Sample of the Remittance Statement to be submitted to the trustee of MT Scheme by ABC Company is as follows:

Name of Scheme : MT Scheme
 Scheme Registration No. : MT12345

MANDATORY PROVIDENT FUND SCHEMES ORDINANCE (CAP. 485)
REMITTANCE STATEMENT

Name of Employer : ABC Company
 Name of Contact Person : Mr XYZ
 Address : Room 1A, 1 Happy Street, Hong Kong
 Telephone No. : 21234567
 Employer Participation No. : BR123456780001

Contributions for the contribution period from 1 March 20XX to 31 March 20XX

Part I - For New Employees (Note 1)

No.	Name of Employee (Surname first)	HKID Card No. or Scheme Membership No.	Relevant Contribution Period		Relevant Income (\$)	Employer's Contributions		Employee's Contributions		Total (\$)		Date of Employment (DD / MM / YY)
			For Employer's Contributions	For Employee's Contributions		(a)	(b)	(c)	(d)	(a) + (c)	(b) + (d)	
						Mandatory Contributions (\$)	Voluntary Contributions (\$)	Mandatory Contributions (\$)	Voluntary Contributions (\$)	Mandatory Contributions (\$)	Voluntary Contributions (\$)	
1	Employee A	A123456(1)	01/01/XX To 31/01/ XX	-	20,000.00	1,000.00	-	-	-	1,000.00	-	1/1/ XX
			01/02/ XX To 28/02/ XX	01/02/ XX To 28/02/ XX	20,000.00	1,000.00	-	1,000.00	-	2,000.00	-	
			01/03/ XX To 31/03/ XX	01/03/ XX To 31/03/ XX	20,000.00	1,000.00	-	1,000.00	-	2,000.00	-	
2	Employee B	B123456(1)	05/01/ XX To 31/01/ XX	-	10,000.00	500.00	-	-	-	500.00	-	5/1/ XX
			01/02/ XX To 28/02/ XX	-	12,000.00	600.00	-	-	-	600.00	-	
			01/03/ XX To 31/03/ XX	01/03/ XX To 31/03/ XX	12,000.00	600.00	-	600.00	-	1,200.00	-	
Sub-total :						4,700.00	-	2,600.00	-	7,300.00	-	
						Contribution surcharge (\$), if applicable:				-	-	
						Sub-total :				7,300.00	-	(i)

Part II - For Existing Employees – (Note 2)

No.	Name of Employee (Surname first)	HKID Card No. or Scheme Membership No.	Relevant Income (\$)	Employer's Contributions		Employee's Contributions		Total (\$)		Date of Cessation of Employment, (if applicable) (Note 3) (DD / MM / YY)		
				(a)	(b)	(c)	(d)	(a) + (c)	(b) + (d)			
				Mandatory Contributions (\$)	Voluntary Contributions (\$)	Mandatory Contributions (\$)	Voluntary Contributions (\$)	Mandatory Contributions (\$)	Voluntary Contributions (\$)			
	N/A	N/A	-	-	-	-	-	-	-			
Sub-total :				-	-	-	-	-	-			
								Contribution surcharge (\$), if applicable:				
								-	-			
								Sub-total :		-	-	(ii)
								TOTAL:		7,300.00	-	(i) + (ii)

Date : 1 April 20XXMr. CHAN Tai Man

(Signature of the employer)

Note 1: If the employer is not an individual, this statement must be signed by a duly authorised signatory.

Note 2: In the absence of the employer's signature, this remittance statement would be regarded as incomplete.

Notes :

- (1) Employers should state clearly in this remittance statement for each new employee:
 - (a) the relevant income for each of the relevant contribution periods included in this statement; and
 - (b) the respective employer's and employee's contributions for each of these periods, so as to enable the scheme trustee to check the arithmetic accuracy of the contributions.
- (2) Employees who do not have any relevant income (such as those on no-paid leave) should also be reported in this part.
- (3) Employers should notify trustee if the cessation of employment of employees was due to intra-group transfer.