

**Illustrations: Enrolment and Contribution Arrangements
for a Non-casual Employee**

I. Monthly Payroll which runs from the first day to the last day of the month

Commencement date of employment	:	2 September 2015
30 th day of employment	:	1 October 2015
60 th day of employment	:	31 October 2015 (Saturday)
Commencement date of employer's mandatory contribution ("ERMC")	:	2 September 2015
Commencement date of employee's mandatory contribution ("EEMC")	:	1 November 2015
Deadline for performing enrolment by employer	:	2 November 2015
Deadline for remittance of first payment of ERMC	:	10 November 2015
Contribution periods covered by the first payment of ERMC	:	2 September 2015 – 30 September 2015 AND 1 October 2015 – 31 October 2015
Deadline for remittance of second payment of ERMC and first payment of EEMC	:	10 December 2015
Contribution period covered by the second payment of ERMC and first payment of EEMC	:	1 November 2015 – 30 November 2015

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II. Monthly Payroll which runs from the 15th day of the month to the 14th day of the following month

Commencement date of employment	:	2 September 2015
30 th day of employment	:	1 October 2015
60 th day of employment	:	31 October 2015 (Saturday)
Commencement date of ERMC	:	2 September 2015
Commencement date of EEMC	:	15 October 2015
Deadline for performing enrolment by employer	:	2 November 2015
Deadline for remittance of first payment of ERMC	:	10 November 2015
Contribution periods covered by the first payment of ERMC	:	2 September 2015 – 14 September 2015 AND 15 September 2015 – 14 October 2015
Deadline for remittance of second payment of ERMC and first payment of EEMC	:	10 December 2015
Contribution period covered by the second payment of ERMC and first payment of EEMC	:	15 October 2015 – 14 November 2015

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III. Twice a month payroll which runs from the 1st day to the 15th day of the month and then 16th day to the last day of the same month

Commencement date of employment	:	2 September 2015
30 th day of employment	:	1 October 2015
60 th day of employment	:	31 October 2015 (Saturday)
Commencement date of ERMC	:	2 September 2015
Commencement date of EEMC	:	16 October 2015
Deadline for performing enrolment by employer	:	2 November 2015
Deadline for remittance of first payment of ERMC & EEMC	:	10 November 2015
Contribution periods covered by the first payment of ERMC	:	2 September 2015 – 15 September 2015 AND 16 September 2015 – 30 September 2015 AND 1 October 2015 – 15 October 2015 AND 16 October 2015 – 31 October 2015
Contribution period covered by the first payment of EEMC	:	16 October 2015 – 31 October 2015