



多種匯報供款資料的電子方式 Various electronic methods for reporting contribution details

電子方式助你輕鬆匯報供款

Reporting contributions at ease by using electronic methods

每月為僱員處理強積金供款，對僱主來說，是一個不可或缺的工作。為協助僱主更有效地匯報供款資料，恒生強積金提供多種電子方式，助你處理僱員的強積金供款。

Handling MPF contributions for employees is an indispensable task for employers every month. In order to assist employers with reporting MPF contribution details more effectively, Hang Seng MPF offers a number of electronic methods for you to handle the MPF contributions for your employees.

- 1** 恒生商業e-Banking強積金及支薪服務
Hang Seng Business e-Banking MPF and Payroll Services
- 2** 指定的加密電郵「SecureMail」賬戶及渠道
Designated encrypted email through 'SecureMail' account and channel
- 3** 設有強積金供款功能的人力資源軟件
HR software with MPF contribution facilities
- 4** 特定檔案銜接
Customised file interface

以電子方式匯報供款的5大好處

5 advantages of using electronic methods to report contributions

- 1** 準確
Accurate 減少輸入及計算錯誤
Eliminate input and calculation errors
- 2** 環保
Environmentally friendly 節省紙張用量及儲存空間
Reduce paper consumption and minimise storage space
- 3** 快捷
Time saving 省卻郵遞時間以避免延誤
Save mailing time and avoid late delivery in the course of postage
- 4** 安全
Safe 降低文件遺失及保密資料外洩的風險
Reduce the risk of losing documents and leakage of confidential information
- 5** 有系統
Systematic 翻查過去的供款紀錄
Retrieve the reporting of contribution details, such as the records in the past months

1 恒生商業e-Banking強積金及支薪服務

Hang Seng Business e-Banking MPF and Payroll Services

恒生商業e-Banking強積金及支薪服務平台，讓僱主以既安全又便捷的方法遞交付款結算書及支付強積金供款。在準備付款結算書時，此平台會預先載入每位僱員的最近一次供款紀錄以供僱主參考。有關平台亦可按僱主輸入的有關入息為每一位僱員自動計算僱主及僱員的強制性供款，進一步減少人為錯誤。此外，僱主可因應需要新增僱員及匯報離職僱員，更可設定支付供款的直接付款日期。僱主亦可隨時登入有關平台查閱過去12個月經恒生商業e-Banking強積金及支薪服務遞交的付款結算書。

另外，如已申請恒生商業e-Banking支薪服務，更可快捷地於同一個平台同時處理員工支薪及強積金供款。

Hang Seng Business e-Banking (Business e-Banking) MPF and Payroll Services platform offers employers a secure and convenient way to submit remittance statements and make MPF contributions. While preparing a remittance statement, the relevant platform will preload each employee's latest contribution record for employer's easy reference. It also helps calculating both employee's and employer's mandatory MPF contributions in respect of each employee automatically according to the relevant income input by employers. This helps further minimise manual errors when calculating the contribution amount. Moreover, employers can also add new staff and report terminated employees if necessary, and set up the direct debit date for settlement of contributions. Furthermore, employers can login to the relevant platform at any time to view the remittance statements submitted via Business e-Banking MPF and Payroll Services in the past 12 months.

In addition, if you have applied for payroll services via Business e-Banking, you can also manage employees' payrolls and MPF contributions on one platform efficiently.

2 指定的加密電郵「SecureMail」賬戶及渠道

Designated encrypted email through 'SecureMail' account and channel

除了恒生商業e-Banking強積金及支薪服務，僱主亦可透過指定的加密電郵「SecureMail」賬戶及渠道遞交電子付款結算書。每月，僱主會收到一封由恒生強積金行政管理人發出的加密電郵，內附有電子付款結算書。一般來說，每位僱員的最近一次供款紀錄已預先載入，如有需要，僱主可更新及修改有關供款紀錄，並透過指定的加密電郵「SecureMail」賬戶及渠道向我們遞交電子付款結算書。透過指定的加密電郵「SecureMail」賬戶及渠道遞交電子付款結算書可進一步保障資料安全及節省時間。

In addition to the Hang Seng Business e-Banking MPF and Payroll Services, employers can also submit their electronic remittance statements via the designated encrypted email through 'SecureMail' account and channel. Each month, employers will receive an encrypted email from the Administrator of Hang Seng MPF with the electronic remittance statement attached. In general, the latest contribution records for your employees are preloaded and employers can update and modify the relevant contribution records if necessary, and submit the electronic remittance statement to us through our designated encrypted 'SecureMail' account and channel. Submitting electronic remittance statements through the designated encrypted 'SecureMail' account and channel can further ensure data security and save time.

3 設有強積金供款功能的人力資源軟件

HR software with MPF contribution facilities

恒生強積金亦支援部分由第三方提供並備有強積金供款計算功能的人力資源軟件。這些人力資源軟件一般設有資料驗證及輸入檢查等功能，可減少輸入錯誤。軟件同時具備強積金供款計算功能，以避免計算錯誤。

Hang Seng MPF also supports some HR software with MPF functions to calculate MPF contributions provided by third parties. These HR software applications are usually equipped with data validation and input checking functions, helping users to minimise input mistakes. They also include MPF contribution calculation functions, which can prevent potential calculation errors.

4 特定檔案銜接

Customised file interface

如公司或企業已設有內部系統處理及計算強積金供款，恒生強積金可提供特定檔案銜接以支援僱主的電子供款需要。請聯絡我們以作安排。

For companies or enterprises that have already set up their internal system to handle and calculate MPF contributions, Hang Seng MPF can support a customised file interface for employers to suit their needs on electronic submission. Please feel free to contact us for special arrangement.

直接支賬提升財務靈活性

Direct debit enhances financial flexibility

除使用以上四種電子方式遞交強積金供款資料，僱主亦可利用直接支賬方式支付強積金供款，以享有以下優勢。Besides using the abovementioned four different electronic methods to submit MPF contribution details, employers can pay for MPF contributions by direct debit to enjoy the benefits below.

- 無憂繳款
Hassle-free contribution payments
- 簡易設定交易限額
Easy to set transaction limits

要了解更多由恒生強積金提供的電子服務資料，可參閱恒生強積金網頁hangseng.com/empf。同時，亦可致電你的客戶服務主任或恒生強積金僱主專線2288 6822查詢詳情。

For more information about the electronic services offered by Hang Seng MPF, please visit the Hang Seng MPF website at hangseng.com/empf. Alternatively, you may contact either your account service manager or Hang Seng MPF Employer Direct on 2288 6822 for details.