

Online Service Guide - Employer

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2. [Check Employee Detail](#)
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Online Service Guide - Employer

1.1 Login

China Life (Overseas) - HK

English 繁體中文 簡體中文

中國人壽 CHINA LIFE | 海外

About Us [Login](#)

Login

We dedicate to provide quality services to you

Individual

- ▶ Customer Portal
- ▶ Quote & e-Enroll
- ▶ Hong Kong MPF

Group

- ▶ Group Medical
- ▶ **Hong Kong MPF**

Business

- ▶ Financial Planners
- ▶ Group Medical
- ▶ Broker
- ▶ Bank

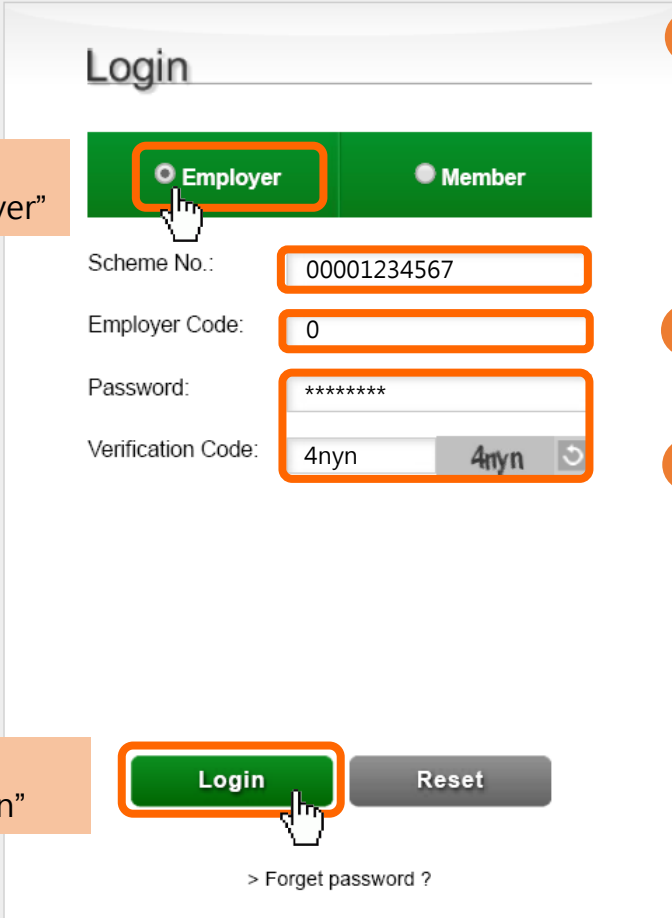
Detail

Products | Recommendation

- Savings
- Medical Protection
- Retirement Protection
- Juvenile Protection
- Accident
- Life Protection
- Critical Illness Protection
- MPF
- ORSO
- Employee Benefits Protection

Online Service Guide - Employer

1.1 Login



2 Select "Employer"

3 Please enter your company's Scheme No. (11 digits including leading zeros)

Scheme No. is printed on the Notice of Participation you have received when joining the scheme

4 Employer Code is printed on the password notice issued by us

5 Enter your password and the verification code shown on the right

6 Click "Login"

> Forget password ?

The screenshot shows a login form with the following fields and buttons:

- Radio buttons for "Employer" (selected) and "Member".
- Text input for "Scheme No.:" containing "00001234567".
- Text input for "Employer Code:" containing "0".
- Text input for "Password:" containing "*****".
- Text input for "Verification Code:" containing "4nyn" and a refresh button.
- "Login" and "Reset" buttons.
- A link for "> Forget password ?".

Online Service Guide - Employer

1.2 Account Overview



中國人壽信託有限公司
CHINA LIFE TRUSTEES LIMITED

Hi! ABC LIMITED [Log Out](#)

中文繁體

Last Login : 22/06/2018 15:26:00

Account Overview

Edit Login Password

Statement Download

Online Instruction Status

Scheme No.
00001234567

Employer Code
0

▶ Account Overview

▶ Employee Detail

▶ Employee Enrollment
Status

▶ Contribution Enquiry

▶ Contribution Handling

Account Overview

As of 06/07/2018

Total of Employer
Mandatory Contribution
(HK\$)

Total of Employer
Voluntary Contribution
(HK\$)

Total of Employer
Contribution
(HK\$)

The employer balance can be provided only for the purpose of offsetting of Severance Payments and Long Service Payments in accordance with relevant requirement of "Mandatory Provident Fund Schemes Ordinance" .

Please contact your account officer to make further enquiries.

Online Service Guide - Employer

2.1 Employee Detail



Hi! ABC LIMITED [Log Out](#)

中文繁體

Last Login : 22/06/2018 15:26:00

1
Click
"Account
Overview"

- Account Overview
- Edit Login Password
- Statement Download
- Online Instruction Status

2
Click
"Employee
Detail"

Scheme No.
00001234567

Employer Code
0

- Account Overview
- Employee Detail
- Employee Enrollment Status
- Contribution Enquiry
- Contribution Handling

Account Overview

As of 06/07/2018

Total of Employer Mandatory Contribution (HK\$)	Total of Employer Voluntary Contribution (HK\$)	Total of Employer Contribution (HK\$)
---	---	---

The employer balance can be provided only for the purpose of offsetting of Severance Payments and Long Service Payments in accordance with relevant requirement of "Mandatory Provident Fund Schemes Ordinance" .

Please contact your account officer to make further enquiries.

Online Service Guide - Employer

2.1 Employee Detail

Employee Detail

Surname

Given Name

Member No

Employment Status

All ▼

Search

Reset

3

The following information is shown:

As of: 09/07/2018

All member details are based on computer record of China Life Trustees Limited as of 09/07/2018

Member No.	Surname	Given Name	Chinese Name
00001234567-000001	CHAN	TAI MAN	陳大文
00001234567-000002	CHUNG	YAN SAU	鍾仁秀
00001234567-000003	LEE	SIU LING	李小玲
00001234567-000004	CHAN	SIU MAN	陳小文

Online Service Guide - Employer

2.1 Employee Detail

Employee Detail

Surname

Given Name

Member No

Employment Status

All ▼

Search

Reset

As of: 09/07/2018

All member details are based on computer record of China Life Trustees Limited as of 09/07/2018

Name	HKID Card/Passport No. (First 4 alphabets and numbers)	Date of Employment	Employment Status *	Last Date of Employment
	A123****	01/09/2010	Active	
	B456****	01/11/2010	Active	
	C789****	01/11/2010	Terminated	30/06/2018
	Z987****	02/04/2018	Active	

Online Service Guide - Employer

2.1 Employee Detail

Employee Detail

Surname

Given Name

Member No

Employment Status

All ▼

Search

Reset

As of: 09/07/2018

All member details are based on computer record of China Life Trustees Limited as of 09/07/2018

Member No.	Surname	Given Name	Chinese Name
00001234567-000001	CHAN	TAI MAN	陳大文

4

Click "Member No." to show further details of a particular employee

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2.2 Individual Employee Detail

Individual Employee Detail

Member No.:	00001234567-000001	Sex:	Male
Surname:	CHAN	Date Join Scheme:	01/09/2010
Given Name:	TAI MAN	Date of Employment:	01/09/2010
Chinese Name:	陳大文	Employment Status:	Active
HKID Card/Passport:	A123****	Last Employment Date:	06/05/2017
Date of Birth:	01/01/1987	Termination Reason:	

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Online Service Guide - Employer

3.1 Contribution Enquiry



Hi! ABC LIMITED [Log Out](#)

中文繁體

Last Login : 22/06/2018 15:26:00

1
Click
"Account
Overview"

- Account Overview
- Edit Login Password
- Statement Download
- Online Instruction Status

Scheme No.
00001234567

Employer Code
0

- Account Overview
- Employee Detail
- Employee Enrollment Status
- Contribution Enquiry
- Contribution Handling

2
Click
"Contribution
Enquiry"

Account Overview

As of 09/07/2018

Total of Employer Mandatory Contribution (HK\$)	Total of Employer Voluntary Contribution (HK\$)	Total of Employer Contribution (HK\$)
---	---	---------------------------------------

The employer balance can be provided only for the purpose of offsetting of Severance Payments and Long Service Payments in accordance with relevant requirement of "Mandatory Provident Fund Schemes Ordinance" .

Please contact your account officer to make further enquiries.

Online Service Guide - Employer

3.1 Contribution Enquiry

Contribution Enquiry

Please Select Contribution Period: From To

Note: Only the contribution period in the past 24 months will be displayed.

Go

Reset

3 Select Contribution Period

4 Records of contribution periods in the past 24 months will be shown

As of: 09/07/2018

Contribution Period	Total Contribution	Contribution Date	Contribution Type
01/03/2018-31/03/2018	HK\$5,990.00	17/04/2018	Regular
01/03/2018-31/03/2018	HK\$300.00	17/04/2018	Irregular
01/03/2018-31/03/2018	HK\$5.00	17/05/2018	Surcharge
01/03/2018-31/03/2018	HK\$10.00	17/05/2018	Regular
12/03/2018-12/03/2018	HK\$96.25	12/04/2018	Transfer

5 You may click an individual contribution period to view further details e.g. employer's and employee's contributions of each employee

Online Service Guide - Employer

3.2 Contribution Details

Contribution Details

As of: 09/07/2018

Employment Status *	Constituent Fund Subscription Date	Relevant Income (HK\$)	Basic Salary
Active	17/04/2018	30,000.00	0.00
Active	17/04/2018	20,000.00	0.00
Terminated	17/04/2018	10,000.00	0.00

1 / 1 [1 - 3 / 3]

* The contribution details and employment status for all member(s) is based the last recorded data as of 09/07/2018.

Online Service Guide - Employer

3.2 Contribution Details

Contribution Details

As of: 09/07/2018

Basic Salary (HK\$)	Employer Mandatory Contribution (HK\$)	Employee Mandatory Contribution (HK\$)	Employer Voluntary Contribution
0.00	1,500.00	1,500.00	0.00
0.00	1,000.00	1,000.00	0.00
0.00	500.00	500.00	0.00

1 / 1 [1 - 3 / 3]

* The contribution details and employment status for all member(s) is based the last recorded data as of 09/07/2018.

Online Service Guide - Employer

3.2 Contribution Details

Contribution Details

As of: 09/07/2018

Employer Voluntary Contribution (HK\$)	Employee Voluntary Contribution (HK\$)	Surcharge (HK\$)	Total Contrib
0.00	0.00	0.00	3,000.00
0.00	0.00	0.00	2,000.00
0.00	0.00	0.00	1,000.00

1 / 1 [1 - 3 / 3]

* The contribution details and employment status for all member(s) is based the last recorded data as of 09/07/2018.

Online Service Guide - Employer

3.2 Contribution Details

Contribution Details

As of: 09/07/2018

Member Voluntary Contribution (HK\$)	Employee Voluntary Contribution (HK\$)	Surcharge (HK\$)	Total Contribution (HK\$)
	0.00	0.00	3,000.00
	0.00	0.00	2,000.00
	0.00	0.00	1,000.00

1 / 1 [1 - 3 / 3]

* The contribution details and employment status for all member(s) is based the last recorded data as of 09/07/2018.

Online Service Guide - Employer

4. Contribution Handling



Hi! ABC LIMITED [Log Out](#)

中文繁體

Last Login : 22/06/2018 15:26:00

1
Click
"Account
Overview"

- Account Overview
- Edit Login Password
- Statement Download
- Online Instruction Status

Scheme No.
00001234567

Employer Code
0

Contribution Handling

- Account Overview
- Employee Detail
- Employee Enrollment Status
- Contribution Enquiry
- Contribution Handling

2
Click
"Contribution
Handling"

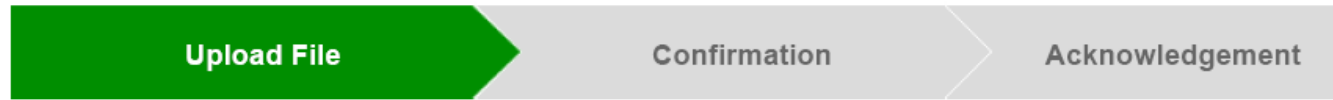
- Upload contribution information
- Online input contribution information

3
Click "Upload contribution
information"

Online Service Guide - Employer

4.1 Upload Contribution Information

Upload contribution information



The cut off time is 4:00 p.m. on each dealing day. If the instruction is submitted after the cut off time, we will process on the following dealing day. Contribution settlement will be completed within 3-5 business days from the day following the day of receipt of contribution details and the contributions.

Upload contribution information:
 +Add File

4

Click here to select file from your computer

Please note the cut-off time is **4:00 p.m.** on each dealing day. If the instruction is submitted after the cut-off time, we will process your instruction on the following dealing day

Note:

You are required to arrange for all of your eligible employees to join an MPF scheme within the first 60 days of employment. The first contribution should be made, where the contribution period is wholly or partly within the permitted period, on or before the 10th day after the last day of the calendar month in which the 60-day permitted period ends; or the last day of the month in which the contribution period ends, whichever is the later; or where the contribution period is not wholly or partly within the permitted period, the 10th day after the last day of the month in which the contribution period ends.

If the employee is terminated before completing the 60-day permitted period, then both employer and employee will be exempted from making mandatory contribution. A contribution period is the period for which the employer pays relevant income to the employee. You are required to make mandatory contributions on or before the 10th day of each month together with the remittance statement for each contribution period.

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Please confirm your instruction in the next "Confirmation" step to obtain an acknowledgement and complete the instruction.

5

Click "Submit"

Submit

Reset

Cancel

Online Service Guide - Employer

4.1 Upload Contribution Information

Upload contribution information



Instruction received

Reference No.:UP2018062200001

Date of receiving file:10/07/2018

Time of receiving file:17:05:02

Scheme No.:00001234567

Employer Name:ABC LIMITED

Employer Code:0

Print

Save

6

An acknowledgement will be shown

Details are as follows

Uploaded file: contribution.xlsx

Online Service Guide - Employer

5.1 Download Pre-printed Remittance Statement



You can download the pre-printed remittance statement prepared by us, if you have subscribed to such service

中文繁體

Last Login : 22/06/2018 15:26:00

Account Overview

Edit Login Password

Statement Download

Online Instruction Status

1 Click "Statement Download"

Statement Download

As of 09/07/2018

Remittance Statement

Document Type	Covering Period As At	Issue Date	
Pre-printed Remittance Statement	01/03/2018-31/03/2018	24/03/2018	Retrieve

All contribution details are based on computer record of China Life Trustees Limited as of issue date of Pre-Print Remittance Statement.

2 Click "Retrieve"

Online Service Guide - Employer

5.1 Download Pre-printed Remittance Statement



Issue Date 發出日期: 24/03/2018

MS CHUNG YAN SAU
ABC LIMITED
WANCHAI BUILDING
888 LOCKHART ROAD
WANCHAI, HONG KONG

Name of Scheme 計劃名稱: China Life MPF Master Trust Scheme
Invoice No. 結算單號碼: 160001234567-903
Scheme No. 計劃編號: 00001234567
Employer Code 僱主編號: 0
Employer Name 僱主名稱: ABC LIMITED
甲乙丙有限公司

We enclose an updated remittance statement (RS) for the Contribution Period from 01/02/2016 to 29/02/2016 for your company's information.
We draw your attention to the below important points:

- Pursuant to section 123 of the Mandatory Provident Fund Schemes (General) Regulation (the "Regulation"), it is the duty and responsibility of your Company as an employer when paying contributions to the trustee of the Scheme to ensure that it is accompanied by a duly signed and accurate remittance statement. Please ensure that the information stated in this RS is accurate and complete, and if needed, amendments can be made by signing beside the amendments for confirmation. We, the trustee, are not responsible for any loss, damage or expense resulting in or caused by any circumstances or incidents for preparing this RS.
- Pursuant to section 122 of the Regulation, employer must, for each contribution period, calculate relevant income and pay mandatory contribution to the approved trustee in respect of each employee on or before the contribution day.
- To comply with the above mentioned statutory requirements, please ensure that the duly signed RS together with the amount of contributions reached our office within 10 days after the end of the above Contribution Period. Non-compliance with the above statutory requirements without reasonable excuse is an offence and may render your company liable to financial penalty.

The contribution payment can either be made by sending us a crossed cheque made payable to "China Life MPF Master Trust Scheme" or depositing into our account with the Bank of China (Hong Kong) with our pay-in slip. Please thereafter send the copy of the pay-in slip together with the RS to us as soon as possible. If you do not have enough pay-in slip, please feel free to contact our Account Officer. To avoid any delay in contribution settlement, please be reminded to send your payment and RS to us directly instead of through any intermediary.

In order for you to submit contribution data in an efficient and timely manner, kindly make use of our online contribution system for the contribution data submission. If you can also use Direct Credit Authorization service (through a bank of your choice) at the same time for making contribution payment, it may further avoid being considered as defaulting on contributions due to postal delay and leading to surcharge.

For member's termination information, you can simply refer the details under Part II of the RS. However, if it involves any refund of Long Service Payment or Severance Payment (LSP/SP), you have to provide the supporting document for member's receipt of LSP/SP or duly signed "Notice of Request for Refund of LSP/SP" form which can be obtained from our Account Officer.

本公司附上更新後由 01/02/2016 至 31/03/2018 之付款結算單予 貴公司參考。

- 敬請 貴公司注意下列重要事項:
- 根據「強制性公積金計劃(一般)規例」第123條,僱主有責任向僱員申報的付款結算單及交予受託人,確保此付款結算單內所填資料準確無誤及完整。同時,僱主亦須確保此結算單,與結算單內所填資料一致,準確及完整。請確保此結算單內所填資料,與結算單內所填資料一致,準確及完整。
 - 根據「強制性公積金計劃(一般)規例」第122條,僱主必須按規例計算僱員應繳入款項,並在供款日或前向僱員負責的受託人支付該款項。
 - 為符合上述規例要求,僱主必須確保已填妥的付款結算單內所填資料,與結算單內所填資料一致,準確及完整。請確保此結算單內所填資料,與結算單內所填資料一致,準確及完整。

倘僱員可選擇將予本公司匯款交收,則應為「中國人壽信託有限公司」,或僱員收款結算單外,本公司可在由銀行(僱員)之戶口內,入帳僱員收款結算單本單內付收結算單內所填資料(即「付款結算單」),或僱員亦可選擇將予本公司匯款交收。請確保此結算單內所填資料,與結算單內所填資料一致,準確及完整。

為確保下開資料能及時交收結算單資料,請將所填的網上付款結算單交收資料,如屬逾期以前所填的付款結算單資料(即逾期付款),或可進一步提供有關結算單資料之任何資料,以便交收。

倘僱員有查詢資料,可在本行付款結算單二項表格內,或於表格內提供有關結算單的申請,或下開表格交收結算單已收取服務費或匯款單及文件齊全後,已填妥的「付款結算單」表格內提供有關資料。此表格可向本公司客戶主任索取。



Contribution Period 供款期: 01/03/2018 - 31/03/2018

HKID/Passport# 香港身份證/ 護照號碼	Member name 成員姓名	Plan Type 計劃	Relevant Income 有關入息 (HKD)	Contribution Rate% 供款率%	Employer 僱主	Employee 僱員	Contribution Amount 供款金額 (HKD)	Employee 僱員 (HKD)
A123XXXX	CHAN YAI MAN 陳大文	MC	30,000.00	5.00	5.00	1,500.00	1,500.00	
B456XXXX	CHUNG YAN SAU 鍾仁秀	MC	20,000.00	5.00	5.00	1,000.00	1,000.00	
C789XXXX	LEE SHU LING 李少玲	MC	10,000.00	5.00	5.00	500.00	500.00	

Payment subtotal 供款小計 3,000.00 3,000.00

Total Amount 總供款 6,000.00 6,000.00

Less suspense amount 預留結存款項 0.00

Net Total amount due 應付金額 6,000.00

Remarks 備註:

Plan Type 計劃類別	Description 描述
MC	Mandatory Contribution 強制性供款
VC	Voluntary Contribution 自願性供款



Part II - Notice of Employee Termination 第二部份 - 僱員離職通知表

HKID/Passport# 香港身份證/ 護照號碼	Member name 成員姓名	Last Date of Employment 最後受僱日期 (DDMMYYYY/日/月/年)	Reasons of Termination (Remark 1) 離職原因(備註1)	Request for Refund of LSP/SP (Remarks 2 & 3) 要求退還長期服務金 備註2及3
				Yes / No 是 / 否
				Yes / No 是 / 否
				Yes / No 是 / 否
				Yes / No 是 / 否
				Yes / No 是 / 否

*A separate termination report can be used if there is inadequate row above. 如上列的行動不足,可向僱員通知書。

Signature of the Employer 僱主簽章及蓋章
Note: If the employer is not an individual, this statement must be signed by a duly authorised signatory.
註: 僱主如非個人身份,此結算單須由獲正式授權人士簽署。

Remarks 備註:

- Termination Reasons 離職原因
 - (1) Normal Retirement (age 65) 正常退休(年齡65歲人士)
 - (2) Total incapacity 完全喪失工作能力
 - (3) Death 死亡
 - (4) Leaving Service 離職 (Resignation/辭職; Termination 禁止受僱; Dismissal/解僱; Layoff/遣散)
- Please assist the employee(s) to complete and submit the MPF(S)/P/M form to the new trustee for the above reason (4) if necessary. 請協助僱員(4) 完成並提交MPF(S)/P/M表格至僱員負責的受託人。
- Please arrange the employee(s) to complete and submit the MPF(S)/P/M form together with then relevant supporting documents to us for the above reason (1), (2), (3), (4), (5). 請協助僱員(1)-(5) 完成並提交MPF(S)/P/M表格,並連同有關表格提交予本公司。
- Please arrange to complete and submit the form to the new employer for the above reason (6). 請協助僱員(6) 完成並提交表格予僱員負責的受託人。

2. If Employer has paid the LSP/SP (if any), please provide the following documents to us for processing the reimbursement. 如僱主已付長期服務金/遣散費,請提供以下文件:

- Receipt of LSP/SP or Notice of Request for Refund of LSP/SP and Member's Contribution Statement (if applicable) 長期服務金/遣散費之付款收據或要求退還長期服務金/遣散費通知單。
- MPF(S)/P/M or MPF(S)/W (please refer to the reason of termination) MPF(S)/P/M表格或MPF(S)/W表格(請參閱離職原因)。

3. For the offset request of Long Service Payment and Severance Payment made to an MPF Scheme, the handling of the request and the calculation of relevant amount are as below sequence of 對長期服務金及遣散費之退還申請的處理及有關金額的計算如下列列:

- Vested balances derived from Employer's contributions under ORSO Scheme (if applicable) 僱員供款下屬長服務金/遣散費之退還申請(如適用)
- Vested balances derived from Employer's voluntary contributions (including Employer's ORSO transfers) under MPF Scheme (if applicable) 僱員自願供款下屬長服務金/遣散費之退還申請(如適用)
- Accrued benefits derived from employer's mandatory contributions under MPF Scheme 僱員供款下屬長服務金/遣散費之退還申請

Employer Name 僱主名稱: ABC LIMITED
Scheme No. 計劃編號: 00001234567
Address: 17th Floor, CUJ Building, 313 Hennessy Road, Wanchai, Hong Kong
地址: 新華銀行中心17樓中國人壽大廈17字樓

Invoice No. 結算單號碼: 160001234567-403
Tel: 3999 5555 Fax: 2893 2103
電傳: 3999 5555 傳真: 2893 2103

Employee Name 僱主名稱: ABC LIMITED
Scheme No. 計劃編號: 00001234567
Address: 17th Floor, CUJ Building, 313 Hennessy Road, Wanchai, Hong Kong
地址: 新華銀行中心17樓中國人壽大廈17字樓

3 Please check and ensure that the information stated in this Remittance Statement is accurate and complete. If needed, amendments can be made by signing beside the amendments for confirmation

4 Sign by employer / duly authorized signatory with company chop

5 Please ensure that the duly signed Remittance Statement together with the amount of contributions reached our office by Contribution Due Day (i.e. within 10 days after the end of the contribution period)

Contact Us 聯絡我們

Our Account Officer 本公司客戶主任: XXXX CHEUNG 張小姐 Contact No. 電話號碼: 2999 9999

Employer Name 僱主名稱: ABC LIMITED
Scheme No. 計劃編號: 00001234567
Address: 17th Floor, CUJ Building, 313 Hennessy Road, Wanchai, Hong Kong
地址: 新華銀行中心17樓中國人壽大廈17字樓

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Tel: 3999 5555 Fax: 2893 2103
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Employee Name 僱主名稱: ABC LIMITED
Scheme No. 計劃編號: 00001234567
Address: 17th Floor, CUJ Building, 313 Hennessy Road, Wanchai, Hong Kong
地址: 新華銀行中心17樓中國人壽大廈17字樓

Invoice No. 結算單號碼: 160001234567-403
Tel: 3999 5555 Fax: 2893 2103
電傳: 3999 5555 傳真: 2893 2103

Employee Name 僱主名稱: ABC LIMITED
Scheme No. 計劃編號: 00001234567
Address: 17th Floor, CUJ Building, 313 Hennessy Road, Wanchai, Hong Kong
地址: 新華銀行中心17樓中國人壽大廈17字樓

Invoice No. 結算單號碼: 160001234567-403
Tel: 3999 5555 Fax: 2893 2103
電傳: 3999 5555 傳真: 2893 2103

Online Service Guide - Employer

6.1 Reset Login Password

1 Click "Employer"


Login

Employer Member

Scheme No.:

Employer Code:

Password:

Verification Code: 4myn 

[> Forget password ?](#)

2 Click "Forget Password?"

Online Service Guide - Employer

6.1 Reset Login Password

Forget Password

Employer

Member

Scheme No.:

Employer Code:

Contact Person:

Contact No.:
Country Area Phone No.
Code Code

Verification Code:

7 Click "Submit"

8 After submission of information, the new password will be sent to you **by post**

3 Please enter your company's Scheme No. (11 digits including leading zeros)

Scheme No. is printed on the Notice of Participation you have received when joining the scheme

4 Employer Code is printed on the password notice issued by us

5 Enter your contact person and contact no.

6 Enter the verification code shown on the right

Online Service Guide - Employer

6.2 Edit Login Password

For security purpose, we highly recommend you to change a new password after reset, and change it periodically



Hi! ABC LIMITED [Log Out](#)

中文繁體

Last Login : 22/06/2018 15:26:00

1 Click "Edit Login Password"

Edit Login Password

Statement Download

Online Instruction Status

Edit Login Password

Please enter below information

Existing Password:

.....

New Password:

.....

(Minimum 8 character; must include at least 1 upper case, 1 lower case letter and 1 number)

Confirm New Password:

.....

2 Enter your **existing** password

3 Enter and re-enter your **new** password

It must be:

- At least 8 characters
- At least 1 UPPER CASE letter
- At least 1 lower case letter
- At least 1 number

4 Click "Submit"

Submit

Reset