



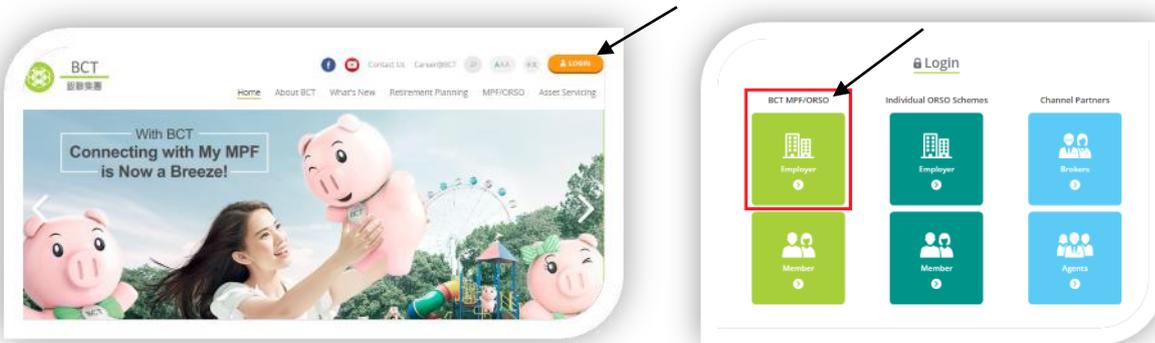
Please note that C-Online is only applicable for calendar month payroll cycle that starts from the first day of the month and ends on the last day of the month.

**Make payment via :**

- Direct Debit Authorisation
- Cash / Cheque
- PPS#

**>> How to start**

1. Go to website : www.bcthk.com
2. Click “Login”, then select “Employer” under “BCT MPF/ORSO”
3. Enter “User ID” and “PIN”, then click “Login”
4. Click “Contribution Tools” and select the service you want



**>> Submission of New / Saved Remittance Statement**

1. Click “Submission of New / Saved Remittance Statement”
2. Select “Contribution Period” and “Decimal Place for Calculating the Contribution Amount”
3. Click “OK” to generate a copy of remittance statement with the latest employee information

This date printed on the pay record for the contribution made by employer, which is for employees’ reference only. It may not necessarily be the same as the actual payment / settlement date.

**Remittance Statement (Pre-submitted Version)**

Name of Scheme	BCT (MPF) Pro Choice	Participating Plan No.	000 0000 0111
Scheme Registration No.	MT00016	Name of Employer	Brilliant UAT Modelling Co. Ltd.
Contribution Period	01/07/2015 - 31/07/2015	Contact Person	Mr. David Chan
Decimal Place for Calculating the Contribution Amount	2	Telephone No.	2668 0009
Contribution Pay Date (for printing on Pay Record)	10/08/2015		

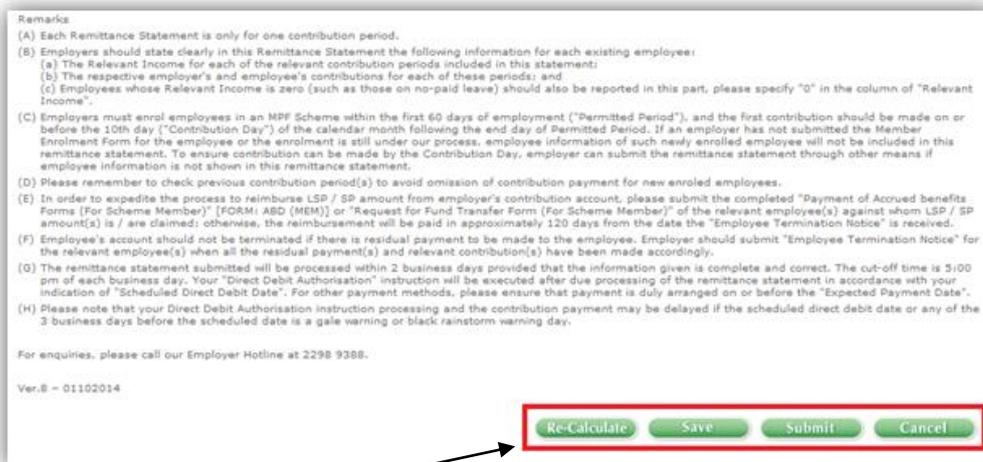
Employee information shown on this remittance statement is based on our system record as at 30/07/2015

Included (Note 1)	Name and HKID Card / Passport No.	Date of Employment	Basic Salary / Relevant Income (Note 2) (HK\$)	Relevant Contribution Period	Type (Note 3)	Employer Portion (HK\$)	Employee Portion (HK\$)	Surcharge (Note 4) (HK\$)	Termination		
									Last Date of Employment (dd/mm/yyyy)	Reason (Note 5)	Claim of LSP/SP paid (Note 6) (HK\$)
<input checked="" type="checkbox"/>	Ko Leng Sau A1110***	01/04/2012	20,000.00	01/07/2015 - 31/07/2015	M	1,000.00	1,000.00	0.00			0.00
<input checked="" type="checkbox"/>	But Mei Ha A1110***	16/09/2013	11,500.00	01/07/2015 - 31/07/2015	M	575.00	575.00	0.00			0.00

Check the box if you would like to include these employees in your remittance statement.

Update employees’ Relevant Income.

Update the information when necessary, otherwise leave it blank.



Select the relevant service:

[Re-Calculate] - Calculating the contribution amount.

[Save] - Saving your data for future uploading.

[Submit] - Uploading the remittance statement to BCT. (Please read the "Notes" and "Remarks" before submission.) Please verify the above information and select your "Scheduled Direct Debit Transaction Date" or input "Expected Payment Date" (where applicable). To complete submission of the remittance statement, please enter your PIN to confirm. An acknowledgement page with a reference number will be displayed. Your "Direct Debit Authorisation" instruction will be executed after due processing of the remittance statement in accordance with your indication of "Scheduled Direct Debit Date". For other payment methods, please ensure that payment is duly arranged on or before the "Expected Payment Date".

[Cancel] - Cancelling all changes.

## >> Retrieval of Submitted Remittance Statement

1. Click "Retrieval of Submitted Remittance Statement"
2. Select "Contribution Period" and then click "OK"

## >> Printing of Payment Record

1. Select "Contribution Period"
2. Select "All Employees" or "Individual Employee" and then click "OK"
3. The relevant payment record will be display

Remarks:

#Payment can be made via: Dial-tone telephone: **18011**; or PPS website: **www.ppskh.com**

Merchant Codes: BCT (MPF) Pro Choice **6289**; BCT (MPF) Industry Choice **6291**

\* You are advised to take note of the cut-off time for bank transfer (if applicable) and PPS payment transaction and the payment processing time, which may take 1 to 2 days (excluding Saturdays, Sundays and public holidays). Please also allow sufficient time to arrange payment before the statutory MPF contribution day.

For enquiry, please call our Employer Hotline at 2298 9388.