中國銀行(香港)
BANK OF CHINA (HONG KONG)

BOCHK Payroll and Autopay Software (PNA)
User guide

Dec 2020

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Introduction

What is PNA?

BOCHK Payroll and Autopay System (PNA) is an integrated system for you to manage autopay and payroll in a single platform. It helps you to prepare autopay and payroll transactions, payroll slips and MPF slips, employer's tax return forms and the data files in online tax return format.

1. Benefits of Using PNA

Simple -	provides a user-friendly interface for inputting staff records and autopay instructions.
Secure -	Usage of checksum function which protects the data files against unauthorized alterations.
Flexible -	accepts transactions imported from Excel / Text files for preparation of autopay instructions.
Convenient -	staff records are organized in a systematic way which helps you prepare tax return in electronic means.

This user guide is written on the basis of the operation system of Windows. Since the operation of different hardwares and softwares may vary from this user guide, should you have any query or problem during the installation, please feel free to contact the Bank.

This user guide is only for introducing the operation of PNA.

2. Service Scope

This system provides payroll and autopay transaction functions and accepts below account type and currencies:

2.1. Account Type

2.1.1 Payer

In-group HKD/ CNY current account or HKD/ CNY saving account of BOCHK

2.1.2 Payee

i) In-group HKD/CNY current account or HKD/CNY saving account BOCHK

ii) Out-group HKD/CNY account which is not mentioned in the above

2.2. Currency

i) HKD

ii) CNY

2.3. System functions:

i) System provides Tradition Chinese/ Simplified Chinese/ English interface for customer to choose from

ii) Staff information Management (Staff information, Generation of staff list)

iii) Payroll Management (Payroll information, Generation of payroll transaction file, Tax return Management)

iv) MPF Management (MPF calculation, Generation of contribution file)

v) Autopay Management (Create Autopay-in/ out template , Generation of Autopay-in/ out transaction file)

vi) Report Management (Payroll slip, Tax Return file (IR56B / IR56F)

vii) System Maintenance (Create company information, Change password, System setting, Database migration)

3. Hardware minimum requirement

1. CPU : Intel Core 2 Duo@2.0GHz
2. VGA Monitor with display resolution of 1024 x 768
3. (Hard Disk) with storage not less than 1GB RAM
4. CD / DVD writer or USB flash drive
5. Inkjet printer
6. Mouse

3.1 PC minimum requirement
Windows 7

3.2 Paper requirement
A4 paper (Plain)

3.3 CD / DVD/ USB flash drive handling
i. CD
Customer can use CD-R / CD-RW for submitting transaction details to the Bank. The Bank will not return the disc after use.
ii. DVD
Customer can use DVD-R / DVD+R / DVD-RW / DVD+RW for submitting transaction details to the Bank. The Bank will not return the disc after use.
iii. USB Flash Drive
Customer can use USB flash drive for submitting transaction details to the Bank. For the sake of security, it is recommended to replace the USB flash drive periodically.

4. General Functions

4.1 Installing and Uninstalling of PNA Software

4.1.1 Downloading Software

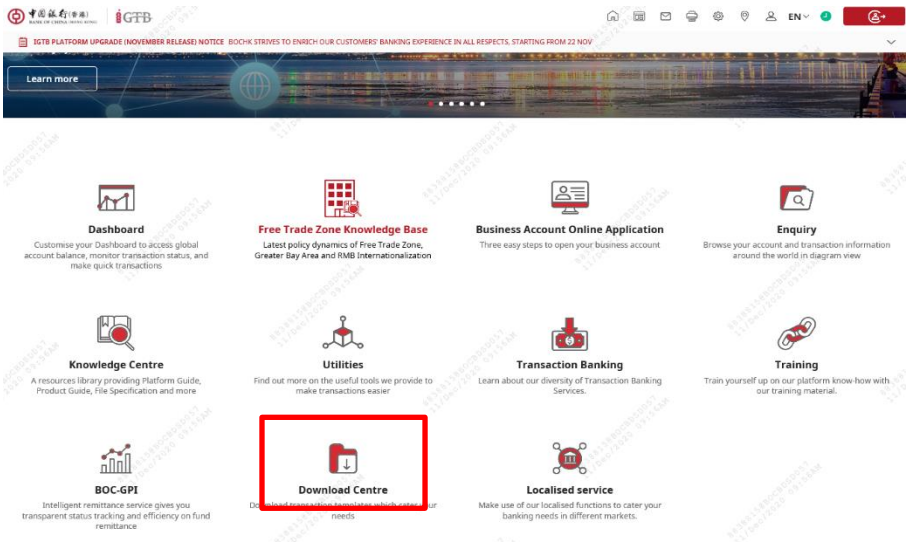
4.1.1.1 Downloading via BOCHK Website

The new Payroll and Autopay Software, and the installation guide download web address:
[Home > SME in One > e-Commerce Services > BOC Corporate Banking Services Online]
(https://www.bochk.com/en/smeinone/ecomm/cbsonline.html)

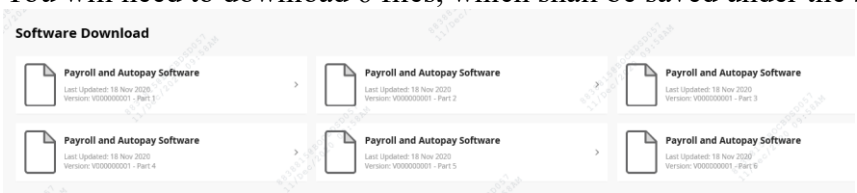
Or

[Home > Corporate Banking > e-Commerce Services > BOC Corporate Banking Services Online]
(https://www.bochk.com/en/corporate/ecomm/cbsonline.html)

4.1.1.2 Downloading PNA Software from "Download Centre" and installation guide from "Knowledge Centre" of iGTB NET

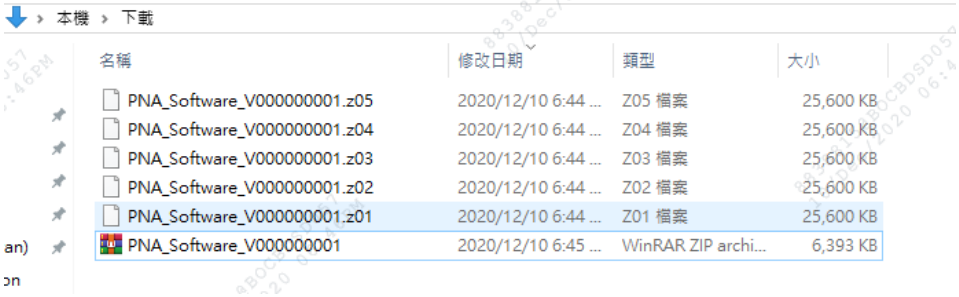


You will need to download 6 files, which shall be saved under the same directory.

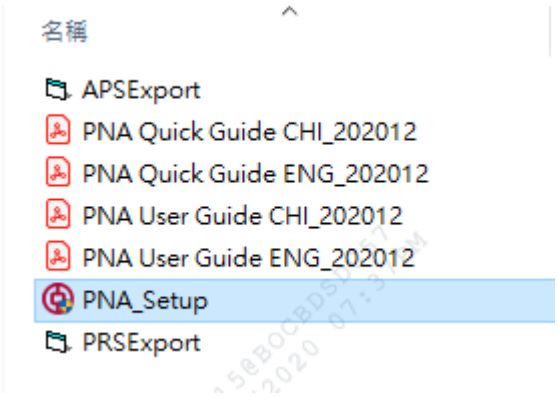


4.1.2 Installing Software

Go to the directory where the downloaded files are saved. Double click "PNA_Software.zip" to extract the files. (If you download the PNA Software from iGTB NET, you will get 6 files in total. Double click "PNA_Software.zip" to extract the files.)



You will get 7 files after extraction. Double click "PNA_Setup.exe" and choose the installation directory to install the software.



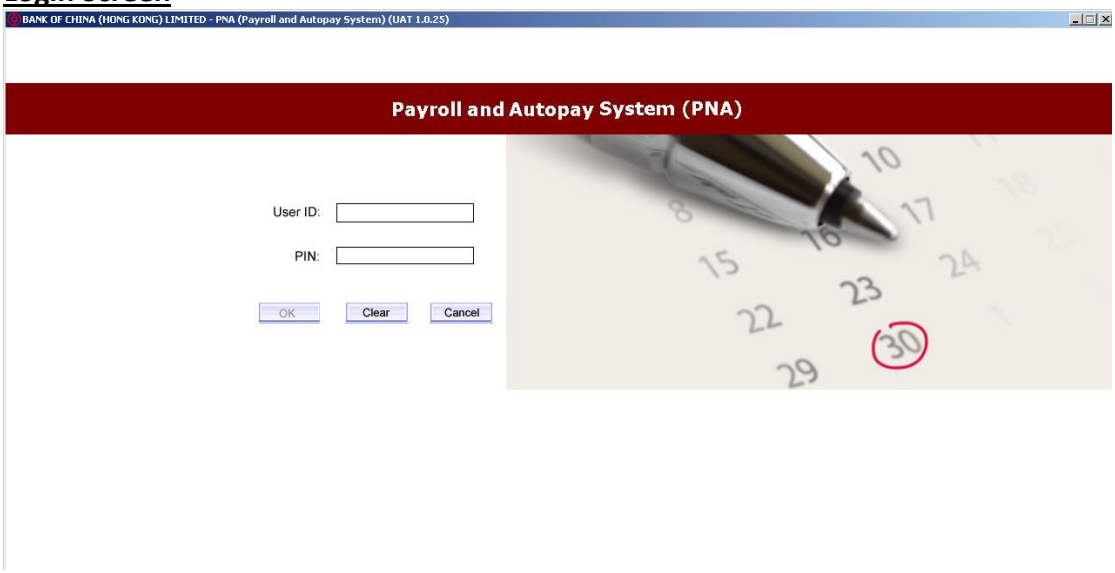
4.1.3 Uninstalling Software

Open "My Computer" and go to the installation directory of the PNA software (eg. C:\PNA\). Double click "Uninstall PNA.exe" to uninstall the PNA Software.

4.2 Login

Please input User ID and PIN to login PNA.

Login Screen



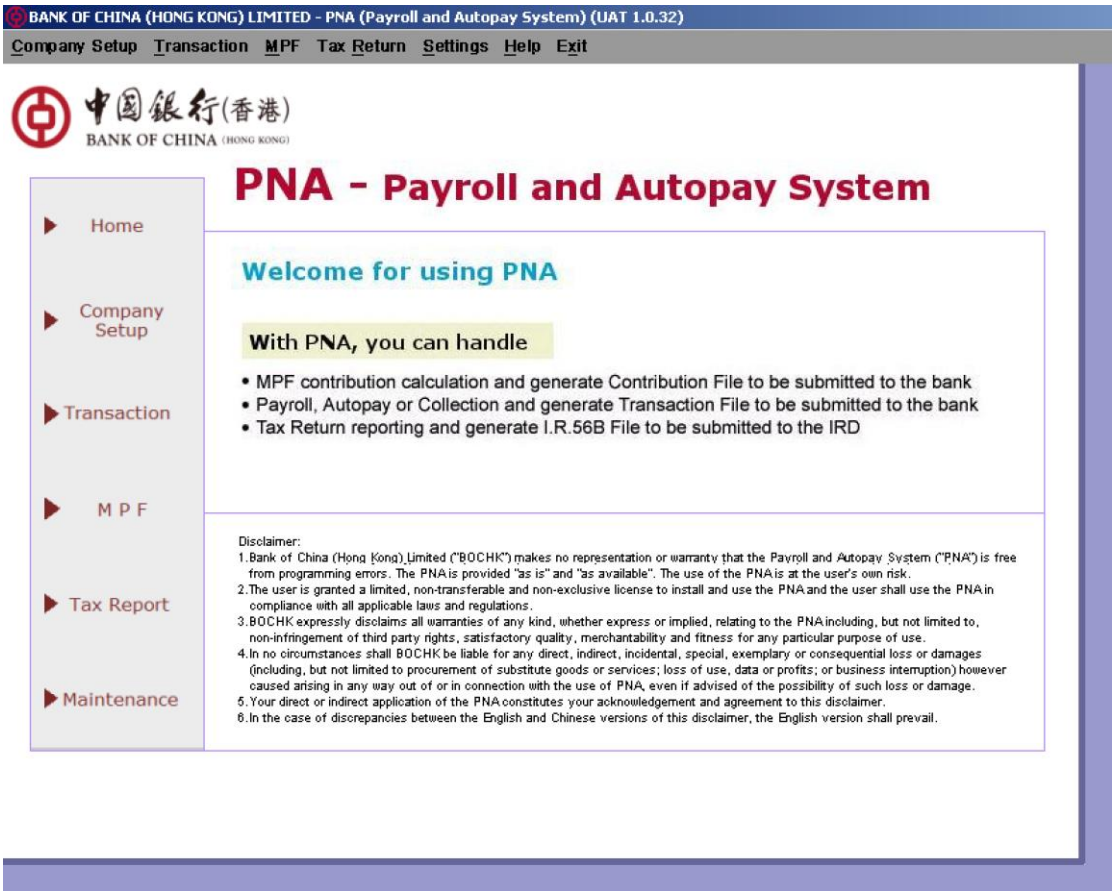
After you click the “OK” button, system will check your user password. If you has entered incorrect password for three times, then your account will be blocked. Please contact your Admin to reset password for you. You can click “Cancel” button to exit the System.

If it is your first time to login the system, you are required to change the password, otherwise, you cannot access all other functions.

4.3 Main Menu

After login to the system, a Main Menu Screen will be shown. Main Menu screen allows you to access different functions provided by the system such as Company Setup, Transaction, Tax return, MPF and Settings etc.

Main Menu Screen



4.4 User Types and Functions

There are 2 types of user: Manager and Administrator and their authorities are as follow.

User ID	Authorities
I. MANAGER	1. Company Maintenance 2. Staff / Non-Staff Record Maintenance 3. Transaction: Edit Transaction Record 4. Template Maintenance 5. MPF 6. Tax Return: Input I.R. forms 7. Transaction: Generate File 8. Transaction History Maintenance 9. Generate IR56B File 10. Tax Return: Print I.R forms 11. Restore Database 12. Migrate Database 13. Backup Database 14. Clear History 15. Change Active User 16. Change Own Password 17. Reset Own Approval Code
II. ADMIN	1. Reset Password 2. Change Password 3. Reset Approval Code 4. Change Approval Code

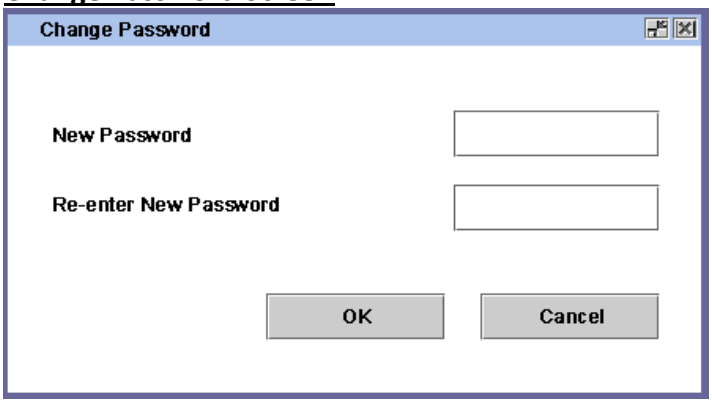
4.5 Change Password

This function allows you to change password. To access the function, you can click the button “Change Password” under the menu of Settings.

Please enter a new password in the textbox and then click “OK”. The password will be changed when a new password and the confirm password are matched. You can click “Cancel” to return to the main menu.

User should change this password after the first login. The new password should be minimum 6 and maximum 12 alphanumeric characters. The new password cannot be the same as the previous one. For the sake of security, please change your password regularly.

Change Password Screen

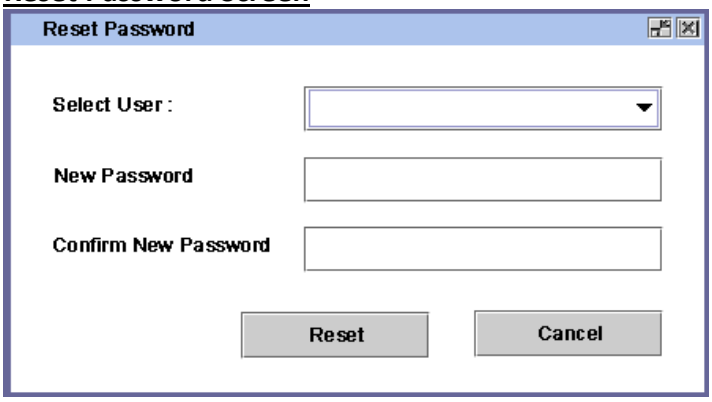


4.6 Reset Password

To access the function, you can click the button “Change Password” under the menu of Settings.

This function is only available for the “Admin”. Admin can reset password for the user account that was blocked.

Reset Password Screen



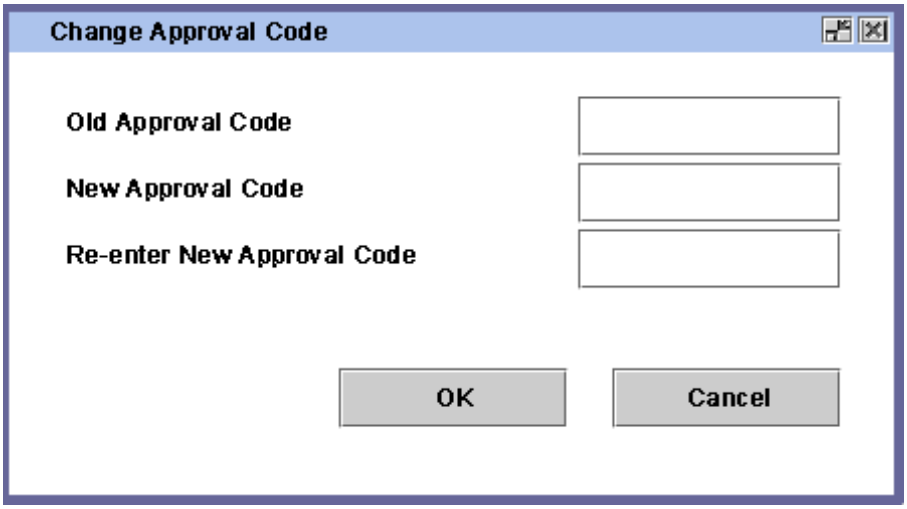
4.7 Change Approval Code

This function allows you to change approval code. To access the function, you can click the button “Change Approval Code” under the menu of Settings.

Please enter a new password in the textbox and then click “OK”. You can click “Cancel” to return to the main menu.

The new approval code should be minimum 6 and maximum 12 alphanumeric characters. It cannot be the same as the previous one. For the sake of security, please change your password regularly.

Change Approval Code Screen



4.8 Reset Approval Code

To access the function, you can click the button “Reset Approval Code” under the menu of Settings.

This function is only available for the “Admin”. Admin can reset approval code to initial value.

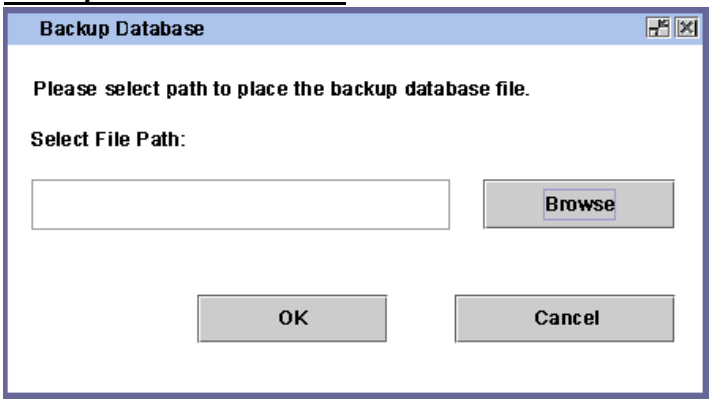
4.9 Backup Database

To access the function, you can click the button “Backup Database” under the menu of Settings.

This function is used for backup the exiting PNA Database. Click the “Browse” button to choose the destination that you want to backup the database file.

You can click “OK” to process or click “Cancel” to return to the main menu.

Backup Database Screen

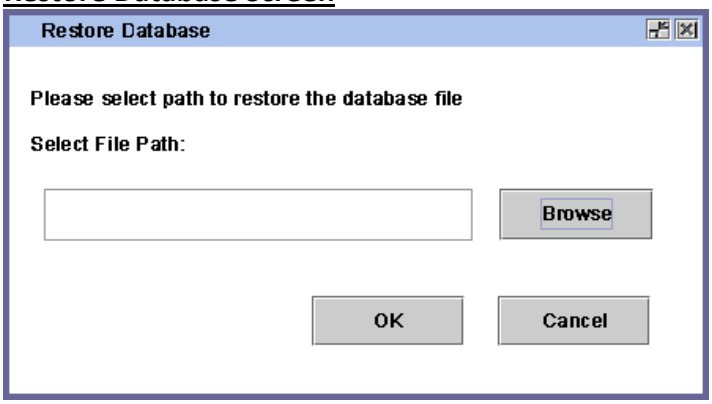


4.10 Restore Database

To access the function, you can click the button “Restore Database” under the menu of Settings.

This function is used to restore the PNA Database. Click the “Browse” button to choose the source that you want to restore the file. After click the “Browse” button, an open file dialog will be displayed.

Restore Database Screen

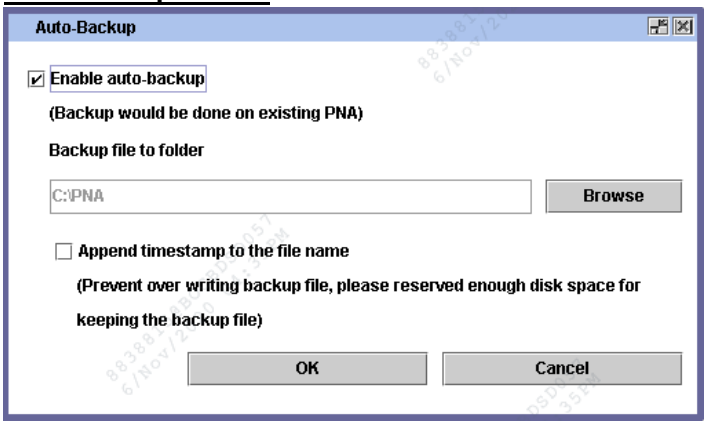


4.11 Auto Backup

To access the function, you can click the button “Auto Backup” under the menu of Settings.

This function is used to auto backup PNA Database. You only need to set once for this function. Click the “Browse” button to choose the source that you want to restore the file. After click the “Browse” button, an open file dialog will be displayed. You may choose to append timestamp to the file name.

Auto Backup Screen

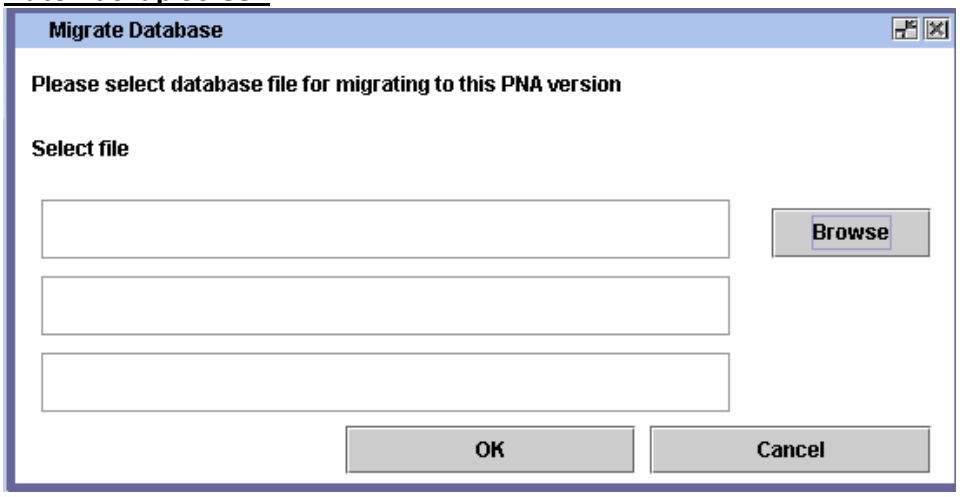


4.12 Migrate Database

To access the function, you can click the button “Migrate Database” under the menu of Settings.

This function is used to migrate database from an old PNA software version to a new PNA software version. For example, software version 1.0 is saved in computer A while software version 2.0 is saved in computer B. Customer needs to make use of this function to migrate the database from computer A to computer B. Click the “Browse” button to choose the source that you want to restore the file. After click the “Browse” button, an open file dialog will be displayed. You may choose to append timestamp to the file name.

Auto Backup Screen



4.13 Exit

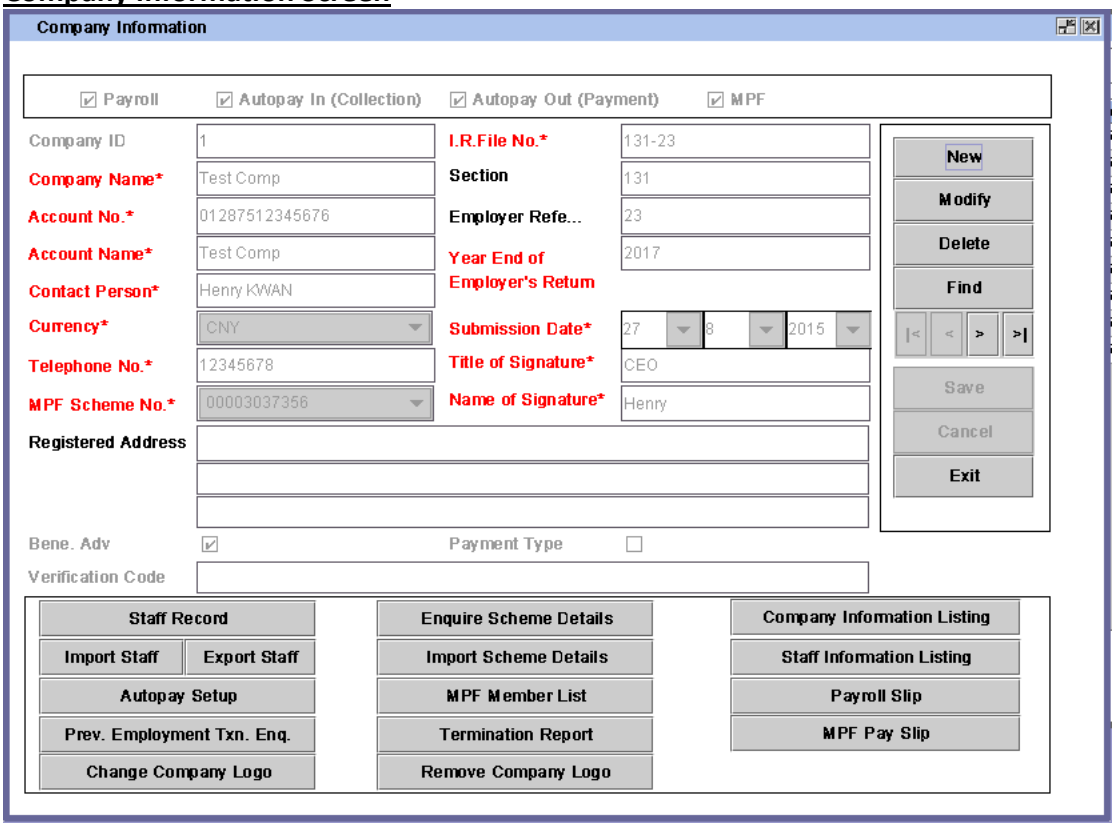
To access the function, you can click the button “Exit” under the menu of Exit. The PNA system will exit and all the current action will not be saved.

5. Company and Staff Maintenance

5.1 Input Company Information

This function is used for maintaining the Company information in the PNA System. You can click the button “Company Setup” under the menu of Company Setup.

Company Information Screen



You can click the “New” button to add a new company record. There are following functions: Payroll, Autopay-in, Autopay-out and MPF. Besides MPF, the rest of the functions are enabled based on your selection in the application form. You need to input the fields that are marked in RED. System will check the information after you click the “Save” button. Error message will be prompted if you have missed out the input of any one of the mandatory fields or if the inputted data is found un-matched with the System format. When all the inputted information is valid, the message, “Save record Successfully” will be prompted.

The above functions are controlled by the verification code provided by the Bank. Verification code is required to enter for the company set up for

the first time. It is a code embedded in the password letter provided by the Bank via email sent to the designated email address written in the application form after successful application. It is 16-digit alphanumeric characters. For the amendment of the company information, e.g. adding Autopay-In service, the Bank with issue another email with new verification code.

If you are the MPF customer of BOCI- Prudential Trustee Ltd (BOCI-Prudential), you can use “Import Scheme Details” under this page or under MPF menu to import BOCI-Prudential Scheme. For details, please refer to point 7.1. If you are not the MPF customer of BOCI- Prudential, you can select the “Dummy MPF” plan to calculate MPF. For details, you may refer to point 7.3. If you do not wish to use the MPF function, you may uncheck the MPF selection on staff level under “Staff Setup”. For details, you may refer to point 5.2.

You can click “Cancel” button to cancel the current action and return to the previous screen.

You can click the “Modify” button to modify the company record and then click the “save” button to save the record.

You can click the “Delete” button to delete the company record. A confirmation message will be prompted to ensure the delete of the company record. If you click “OK”, the company record AND all records related to the company will be deleted at the same time. If you click “Cancel”, the delete action will be cancelled.

You can click the “Find” button to find the company information. Simply input the company name and then click “Find Next” to proceed or click “Cancel” to cancel the action and return to the previous screen.

You can click the pervious button (“<“) to display the previous company record on the screen according to the company ID sequence and click the next button (“>“) to display the next company record. On the other hand, you can click the (“ |< “) to find the first company record and click the (“ >| “) to find the last company record.

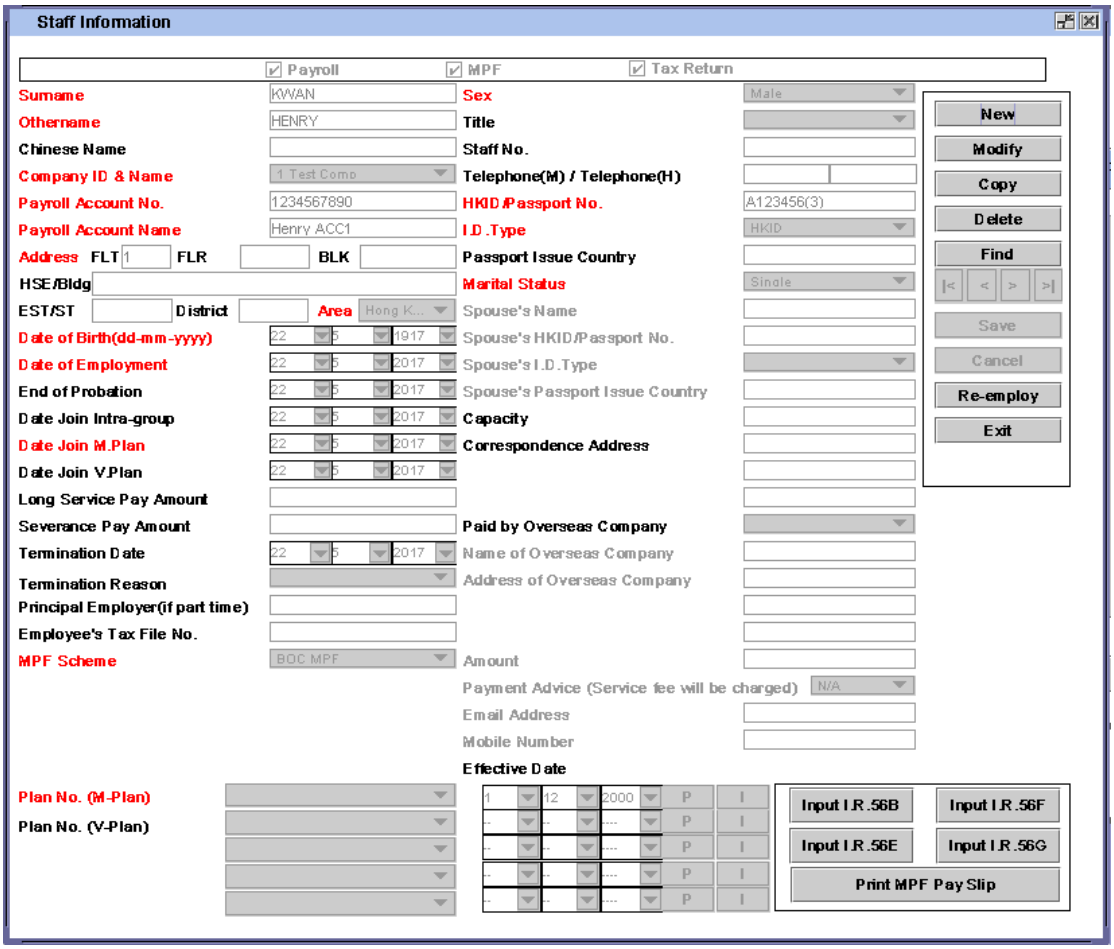
You can also add the company logo by press the “Change Company Logo” button, and the company logo will be displayed in the pay slip. The recommend resolution for the image file is 565 x 70 pixels.

You can click “exit” to return to the main menu.

5.2 Input Staff Information

This function is used for maintaining the staff records for a company. To access Staff Information, you can click the button “Staff Record” under the menu of “Company Setup”.

Staff Information screen



You can click the “New” button to add a new Staff record. There are three functions for you to select: Payroll, MPF and Tax return. Please check the appropriate checkbox for the staff. You need to input the fields that are marked in RED. System will check the information after you click the “Save” button. Error message will be prompted if either you have missed out the input of any one of the mandatory fields or if the inputted data is found un-matched with the System format. When all the inputted information is valid, the message, “Save record Successfully”, will be prompted. You can click “cancel” button to cancel the current action and return to the previous screen.

If your company only requires the Payroll function, you should only check the “Payroll” checkbox for the staff. Please note that you cannot check the checkboxes that were not selected in the company record. If you do not wish to use the MPF function, you may uncheck the MPF box.

You can click the “Modify” button to modify the staff record and then click the “Save” button to save the record.

You can click the “Delete” button to delete the staff record. A confirmation message will be prompted to ensure the delete of the staff record. If you click “OK”, the staff record will be deleted. If you click “Cancel”, the delete action will be cancelled.

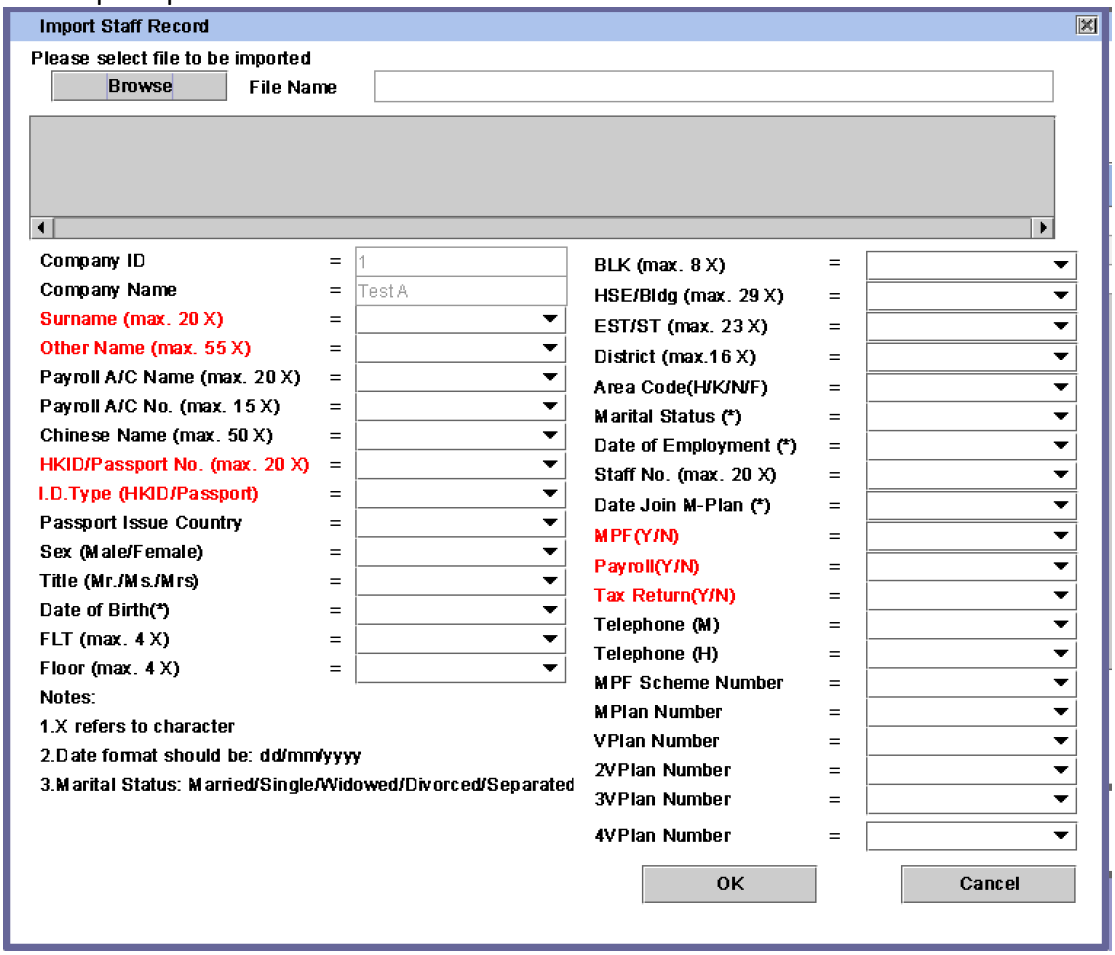
You can click the “Find” button to find the Staff information. You can select to search by Staff Name, HKID/Passport No or Staff No. After inputting the search content, you can click “Find Next” to proceed or click “Cancel” to cancel the action and return to the previous screen.

You can click the pervious button (“<“) to display the previous Staff record on the screen according to the HKID/Passport No. and click the next button (“>“) to display the next staff record. On the other hand, you can click the (“ |< “) to find the first staff record and click the (“ >| “) to find the last staff record.

You can click “exit” to return to the main menu.

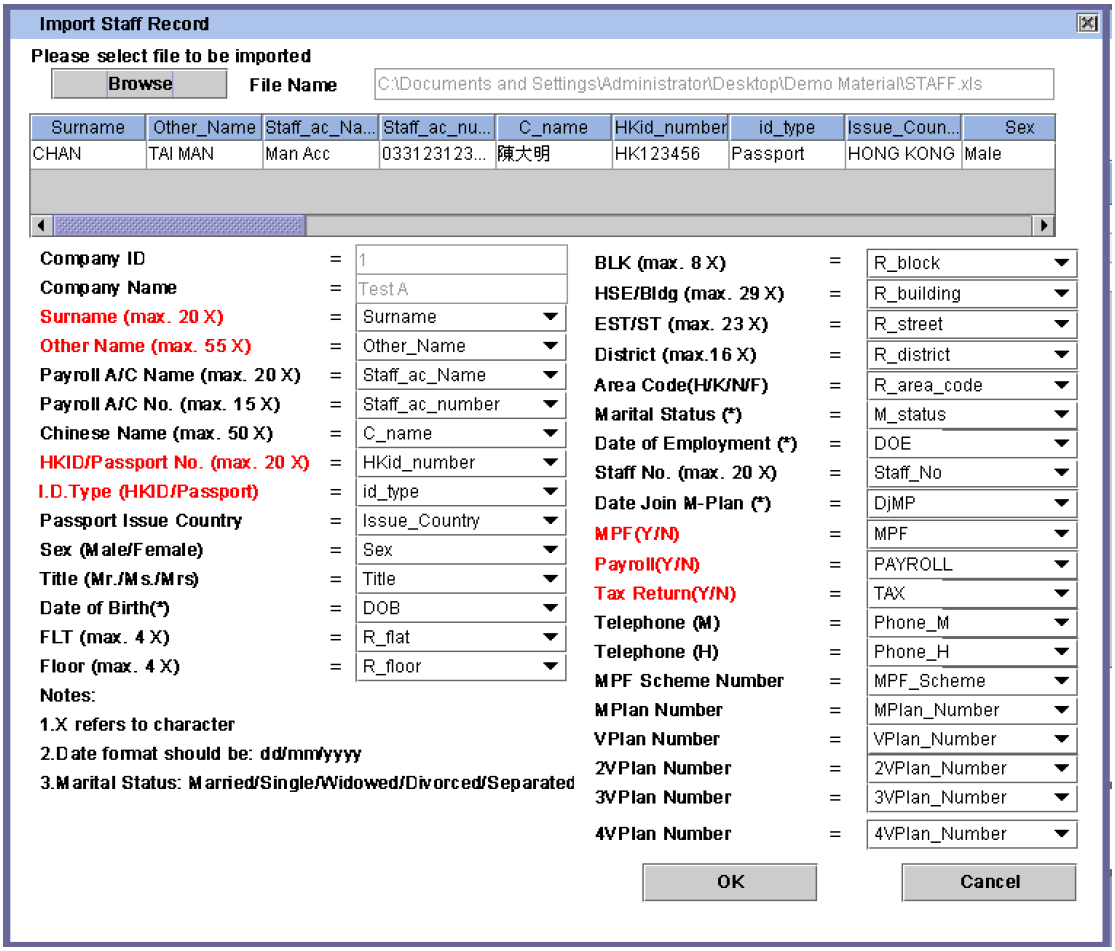
5.3 Input Staff Information (By import function)

To access the function, you can click the button “Import Staff” under Company Information. When you click “Import Staff” button, below dialog will be prompted.



User can press the “Browse” button, an open file dialog box will be prompted. Please select the source file and then click “Open”. If the file format is correct, the staff record will be displayed in the table on the top of the dialog for preview. User can review and adjust the data column mapping.

However, if the file format is incorrect, a warning message will be prompted after selecting file. Please correct it and then retry later.



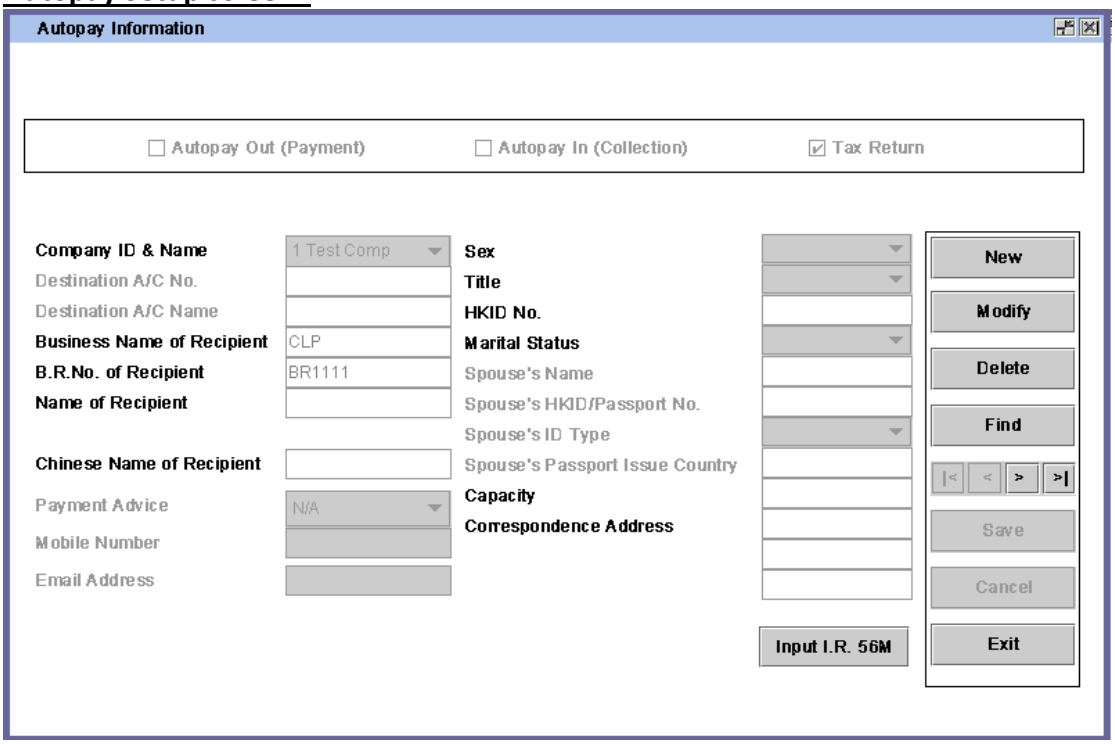
After matching all the required fields, please click “OK” button to proceed. You can view the transaction records by clicking “Staff Maintenance” button under Company Information.

Please refer to Appendix 2 for the Staff Information Import format. For importing Staff Information steps, please refer to point “9.5 Import Staff as a batch” in this document.

5.4 Input Autopay Setup

To access the function, you can click the button “Autopay Setup” under the menu of Company Setup.

Autopay Setup screen



You can click “New” button to add a new non-Staff record for the Company using Autopay or Collection function. Please select the Company ID & Name and then system will auto-select the appropriate checkbox for the non-staff. If either Autopay or Collection checkbox is checked, you are only required to select Company ID & Name, input Destination A/C No. and Destination A/C Name. If tax return checkbox is checked, you are required to input the information for either the individual recipient or business nature of recipient.

You can click the “Modify” button to modify the non-staff record and then click the “Save” button to save the record.

You can click the “Delete” button to delete the non-staff record. A confirmation message will be prompted to ensure the delete of the record. If you click “OK”, the staff record will be deleted. If you click “Cancel”, the delete action will be cancelled.

You can click the “Find” button to find the non-staff information. You can

select to search by Destination A/C Name, Business Name of Recipient or Name of Recipient. After inputting the search content, you can click “Find” to proceed or click “Cancel” to cancel the action and return to the previous screen.

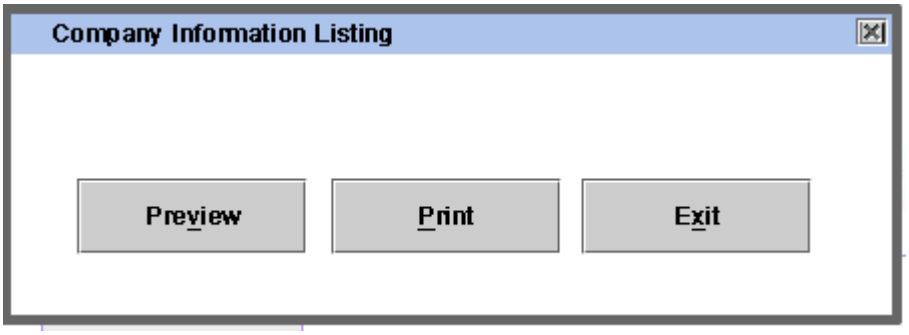
You can click the pervious button (“<“) to display the previous non-staff record on the screen according to the input sequence and click the next button (“>“) to display the next non-staff record. On the other hand, you can click the (“ |< “) to find the first non-staff record and click the (“ >| “) to find the last non-staff record.

You can click “exit” to return to the main menu.

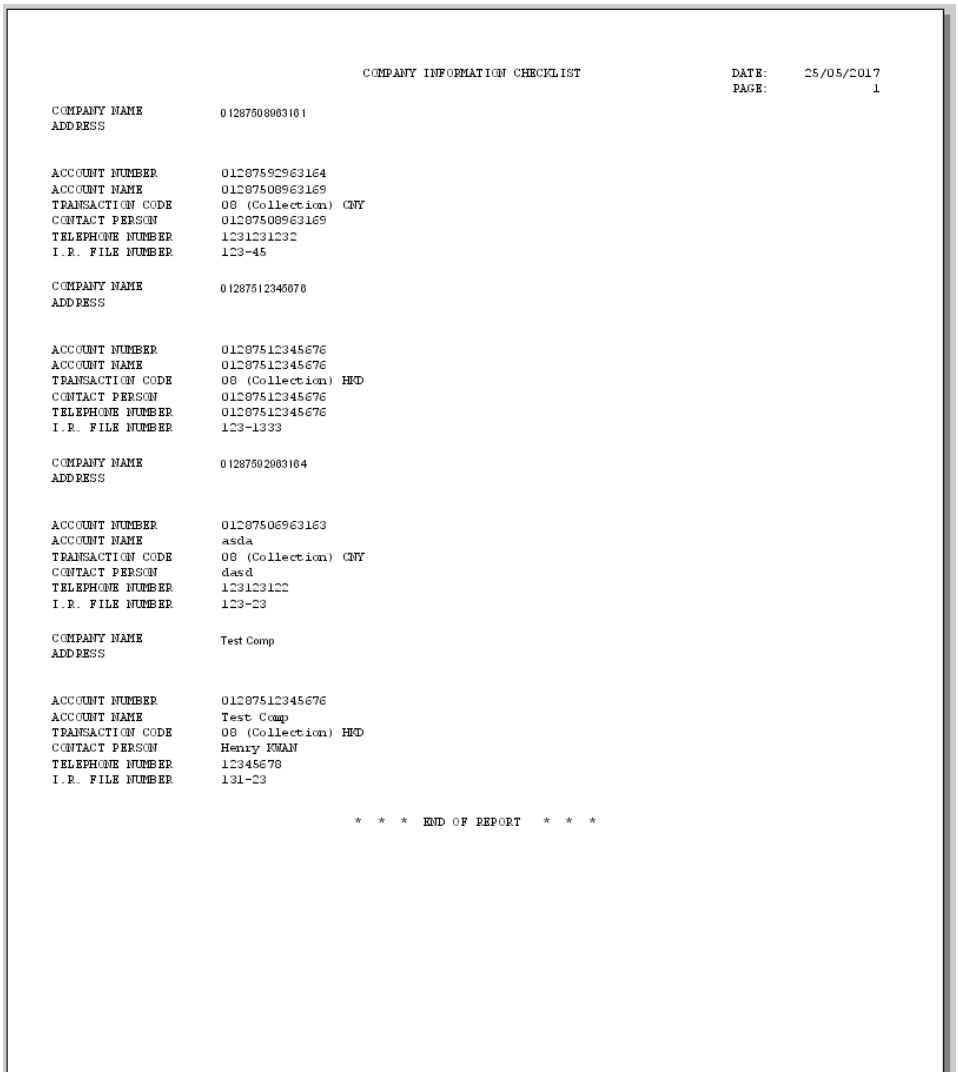
5.5 Generate Company List

This function allows you to preview and print the company inputted in PNA. To access the function, you can click the button “Company Information Listing” under the menu of Company Setup.

Company Information Listing Screen



Sample of Company Information Listing



COMPANY INFORMATION CHECKLIST DATE: 25/05/2017
PAGE: 1

COMPANY NAME 01287508963161
ADDRESS

ACCOUNT NUMBER 012875929631 64
ACCOUNT NAME 012875089631 69
TRANSACTION CODE 08 (Collection) CNY
CONTACT PERSON 012875089631 69
TELEPHONE NUMBER 1231231232
I.R. FILE NUMBER 123-45

COMPANY NAME 012875123456 76
ADDRESS

ACCOUNT NUMBER 012875123456 76
ACCOUNT NAME 012875123456 76
TRANSACTION CODE 08 (Collection) HKD
CONTACT PERSON 012875123456 76
TELEPHONE NUMBER 012875123456 76
I.R. FILE NUMBER 123-1333

COMPANY NAME 012875929631 64
ADDRESS

ACCOUNT NUMBER 012875089631 63
ACCOUNT NAME asda
TRANSACTION CODE 08 (Collection) CNY
CONTACT PERSON dasd
TELEPHONE NUMBER 123123122
I.R. FILE NUMBER 123-23

COMPANY NAME Test Comp
ADDRESS

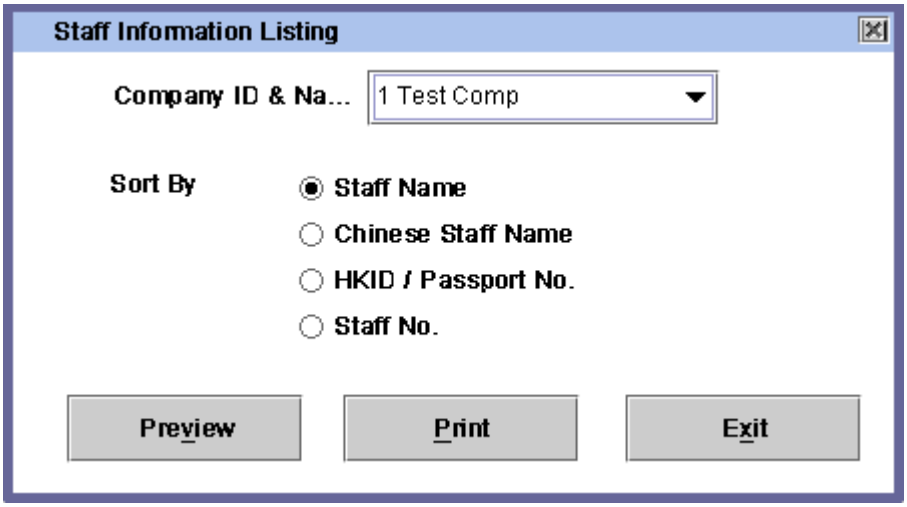
ACCOUNT NUMBER 012875123456 76
ACCOUNT NAME Test Comp
TRANSACTION CODE 08 (Collection) HKD
CONTACT PERSON Henry KWAN
TELEPHONE NUMBER 12345678
I.R. FILE NUMBER 131-23

* * * END OF REPORT * * *

5.6 Generate Staff List

This function allows you to preview and print the staff inputted for selected company. To access the function, you can click the button “Staff Information Listing” under the menu of Company Setup.

Staff Information Listing Screen



Sample of Staff Information Listing

Test Comp
STAFF RECORD LISTING

DATE: 25/05/2017
PAGE: 1

NAME / STAFF NO.	HKID/PASSPORT NO. / ISSUE COUNTRY / PAYROLL A/C NO. / PAYROLL A/C NAME	SEX	ADDRESS / CORRESPONDENCE ADDRESS	DATE OF BIRTH / TITLE / EMPLOYEE'S TAX FILE NO.	CAPACITY / PRINCIPAL EMPLOYER	JOIN DATE / LEFT DATE	MARITAL	SPOUSE NAME / SPOUSE HKID/PASSPORT NO. / SPOUSE PASSPORT ISSUE COUNTRY
CHAN PETER	P120314 Hong Kong 01322923551233 PETER ACC	M	FLT 1 HONG KONG	25/06/1981		25/06/2013	S	
KWAN HENRY	A123456(3) 1234567890 Henry ACC1	M	FLT 1 HONG KONG	25/06/1981		25/06/2013	S	
LEE JOEY	C123456 HONG KONG 05512345678453 JOEY ACC	F	FLT 1 HONG KONG	25/06/1981		25/06/2014	S	

TOTAL NUMBER OF STAFF 3

* * * END OF REPORT * * *

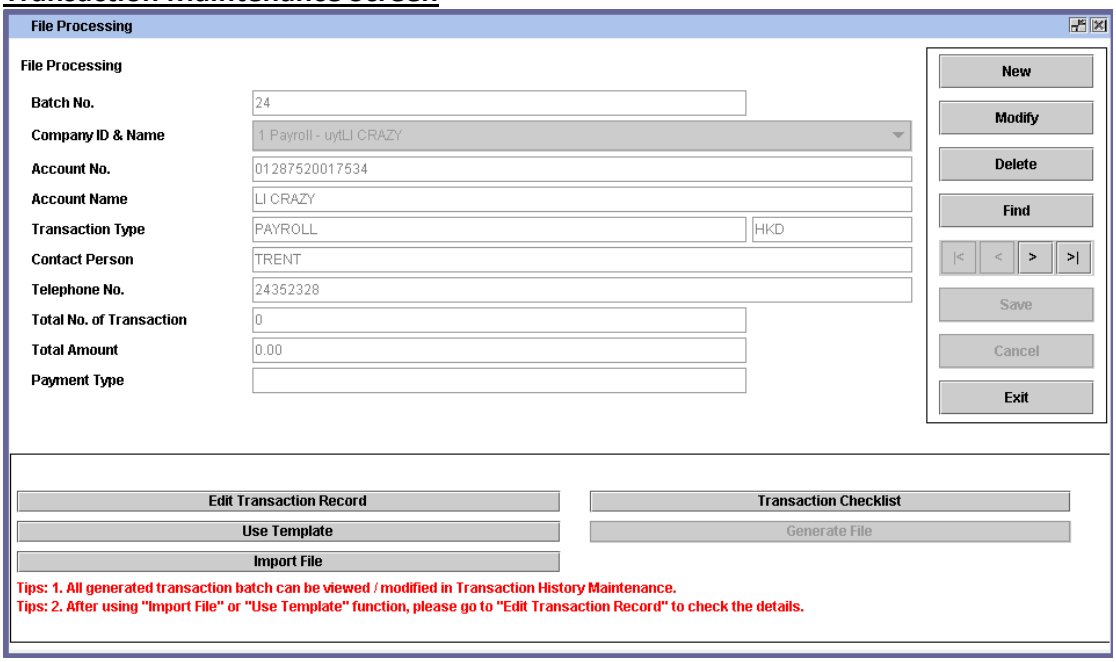
6. Prepare Payroll & Autopay Transactions

6.1 Create Transaction by Manual Input

6.1.1 Create Transaction Records by Manual Input

To access the function, you can click the button “File Processing” under the menu of Transaction.

Transaction Maintenance Screen



You can click “New” button to add a new transaction batch. The batch number is generated by the System. You need to choose the Company ID & Name for the transaction and then the company information will be shown on the screen automatically. When you click the “Save’ button, the message, “Save record successfully” will be prompted. If you want to cancel the add action, you can click “Cancel” button to cancel the current action and return to the previous screen.

If, the indicator “Payment Type” is checked in company setup, the field “Payment Type” will become mandatory and user should enter a value from 001 to 100 as the payment type value.

You can click the “Delete” button to delete the transaction batch. After clicking the “Delete” button, a confirmation message will be prompted to ensure to delete the record. If you click “OK”, the transaction batch will be deleted. If you click “Cancel”, the delete action will be cancelled.

You can find a transaction batch by using the “Find” function. After clicking the “Find” button, please input the transaction batch number, and then click “Find”.

You can click the pervious button (“<“) to display the previous transaction batch on the screen according to the batch number and click the next button (“>“) to display the next transaction batch. On the other hand, you can click the (“ |< “) to find the first transaction batch and click the (“ >| “) to find the last transaction batch.

6.1.2 Edit Transaction Record by Manual Input

To access the function, you can click the button “Edit Transaction Record” under File Processing.

For payroll, you can input the transaction detail record by clicking the “Add” button. After choosing the Staff Name in the drop down list, the Staff HKID/Passport No, Destination A/C Name and Destination A/C Number will be automatically displayed for the staff. You only need to select the Transaction Reference and input the Amount. By default, all the transaction records have checked the “S” and “F” checkboxes (When “S” is checked, the transaction record will be shown on Salary Letter and IR forms. When “F” is checked, the transaction record will be shown on Transaction File). The total amount is the sum of the transaction amount with the “F” checkbox being checked. You can click “Save” button after inputting all information or click “cancel” to return to previous page.

You can click “Modify” button to modify the transaction record that is highlighted in purple. After modifying a record, please click “Save” button to proceed or click “Cancel” to return to previous page.

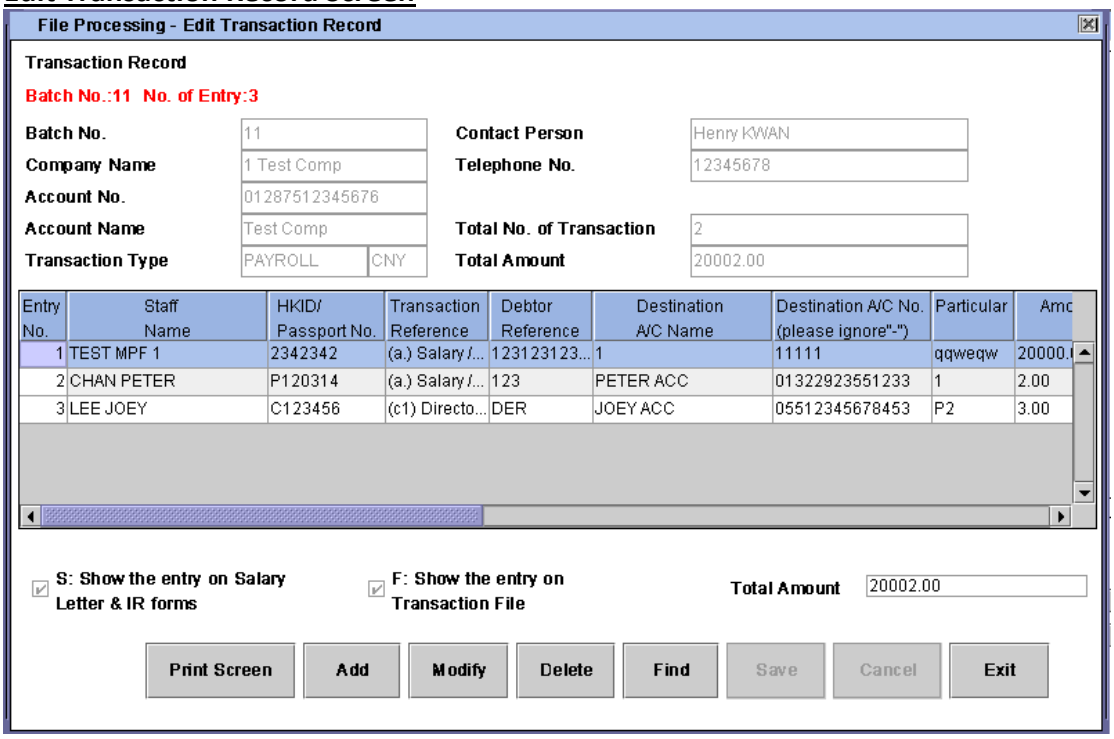
You can click “Delete” button to delete a selected entry that is highlighted in purple. Confirmation message will be prompted to confirm the action, please click “OK” to the delete the entry or click “Cancel” to cancel the action.

You can click the “Find” button to find a transaction entry by Destination A/C Name, Destination A/C No or Transaction Reference.

You can click the “Print Screen” button to print the current screen.

You can click the “Exit” button to return to the File Processing screen.

Edit Transaction Record Screen



6.2 Use of Template

To access the function, you can click the button “Use Template” under File Processing.

This function enables you to select template for generating files. Before you can use this function, please go to Template Maintenance to create template in advance. You need to select Template and then system will automatically show the template summary for you. Click “Add” to add the template records to Edit Transaction Record or “Replace” to replace the records in Edit Transaction Record.

Please refer to Appendix 1 for the Transaction Reference available in PNA.

6.2.1 Create Transaction Records

To access the function, you can click the button “Template Maintenance” under the menu of Transaction.

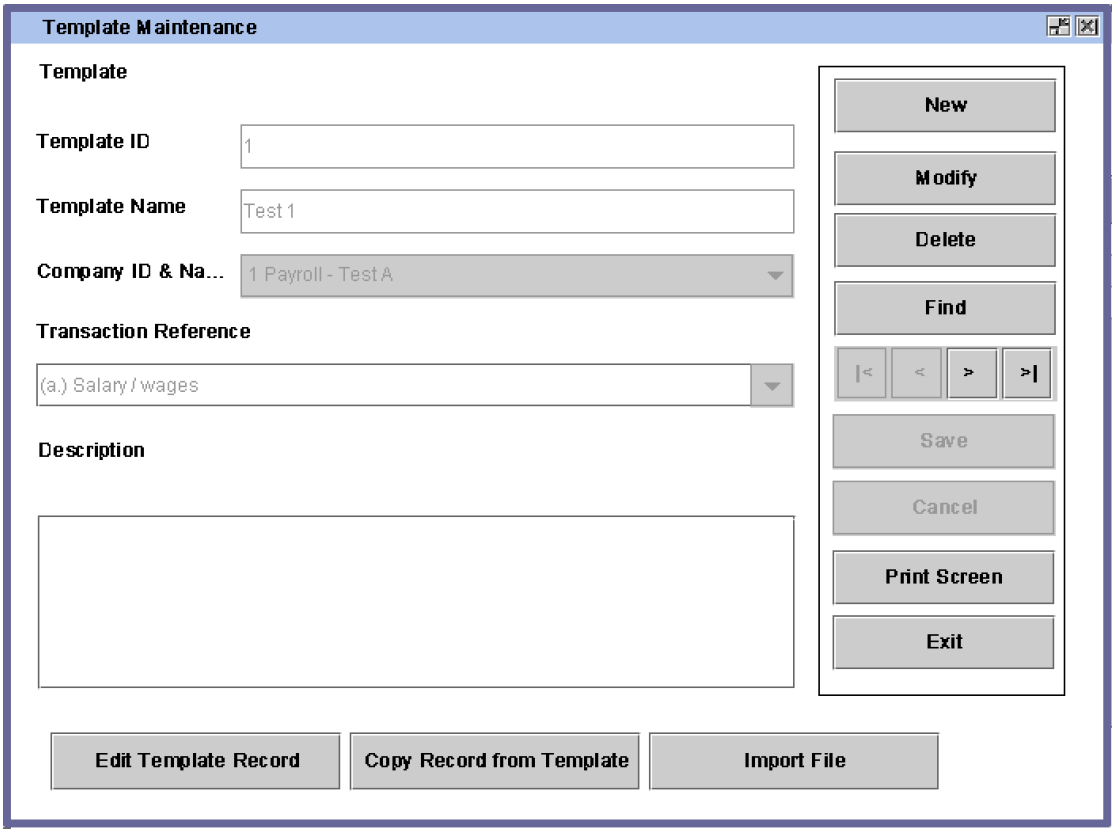
You can click “New” button to add a new template. The template number is automatically generated by the System. You need to input the template name, select Company ID & Name and input the Transaction Reference for the template (optional). You can click “Save” button to save the template or click “Cancel” button to cancel the action. After adding a template, you can click “Edit Template Record” button to add transaction entries. Please input the template records and then click “Save” to save the record.

You can click the “modify” button to modify the existing template information.

You can click the “delete” button to delete template. After clicking the “delete” button, a confirmation message will be prompted to ensure the delete action. You can click “OK” to delete the template or click “Cancel” to cancel the action.

To find a template, you can click the “Find” button and then input the template number, then system will find the template for you.

You can click the pervious button (“<“) to display the previous template record on the screen according to the template Number and click the next button (“>“) to display the next template record. On the other hand, you can click the (“ |< “) to find the first template record and click the (“ >| “) to find the last template record.



6.2.2 Edit Template Record

To access the function, you can click the button “Edit Template Record” under Template Maintenance.

You can input the template record by clicking the “add” button.

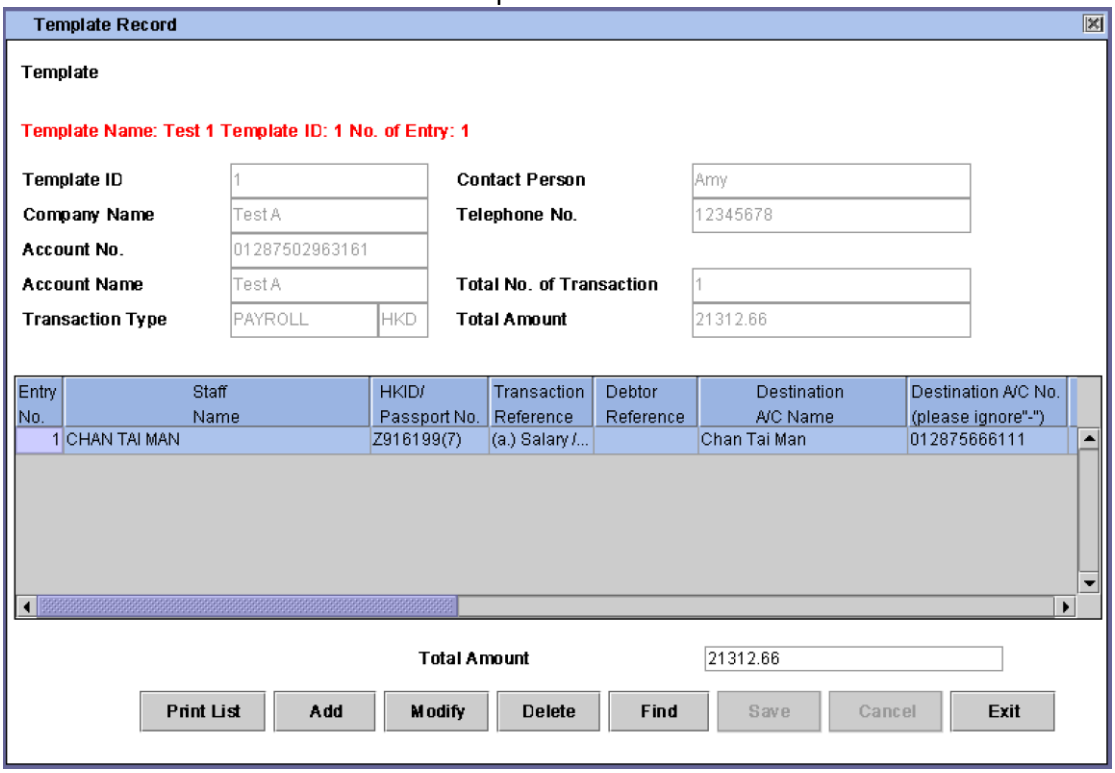
For Payroll template input, by choosing the Staff Name in the drop down list, the Staff HKID, Destination Account Name and Destination Account Number will automatically display according to the Staff Name. Then, you only need to choose the transaction reference and inputs the Debtor Reference (optional) and Amount. By default, all the transaction record will be shown on Salary Letter, IR forms and Transaction File. User can click "save" button to save the inputted entries or clicks "cancel" to return to previous page.

For Autopay In /Autopay Out template input, by choosing the Destination A/C Name in the drop down list, the Destination Account Number will automatically display according to the Destination A/C Name. Then, you only need to input the Debtor Reference and Amount. User can click "save" button to save the inputted entries or clicks "cancel" to return to previous page.

You can click "modify" button to modify the existing record shown on the screen.
You can click "delete" button to delete a selected entry that is highlighted in purple. Confirmation message will be prompted to confirm the action, please click "OK" to the delete the entry or click "Cancel" to cancel the action.

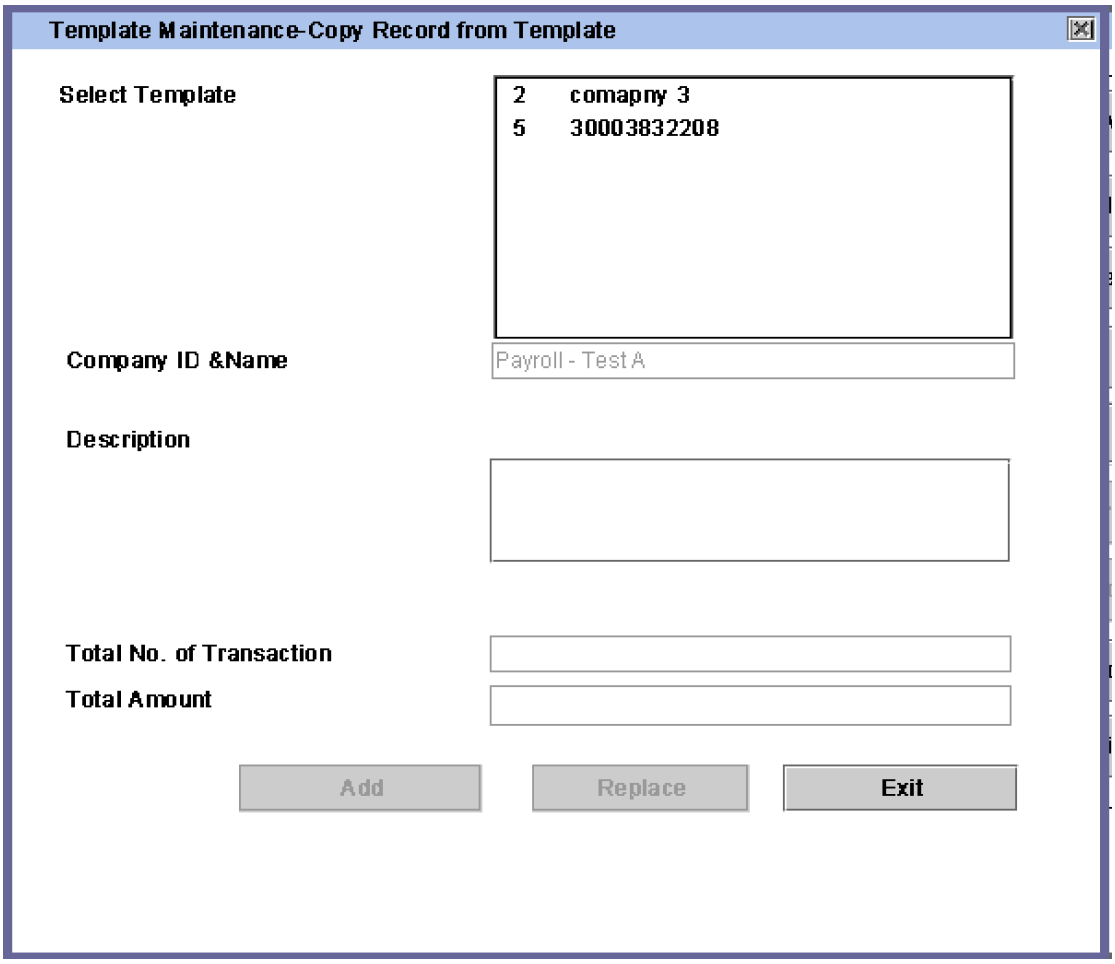
You can click "Find" button to find the record by Staff Name, Destination A/C No. or Transaction Reference.

You can click "Print Screen" button to print the current screen.



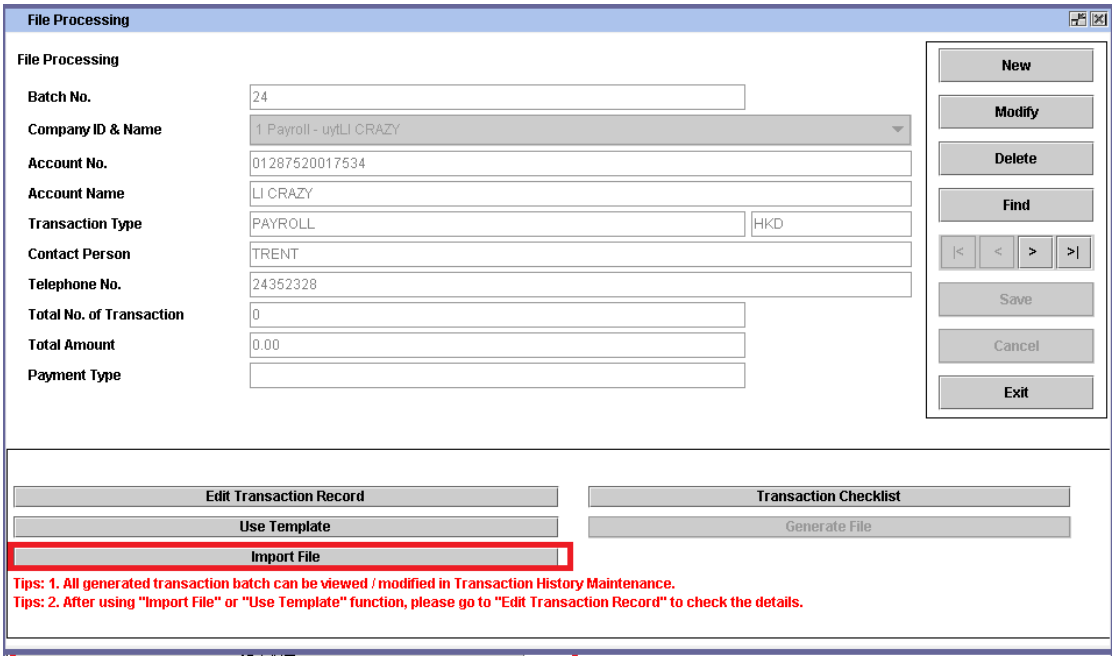
6.2.3 Copy Template

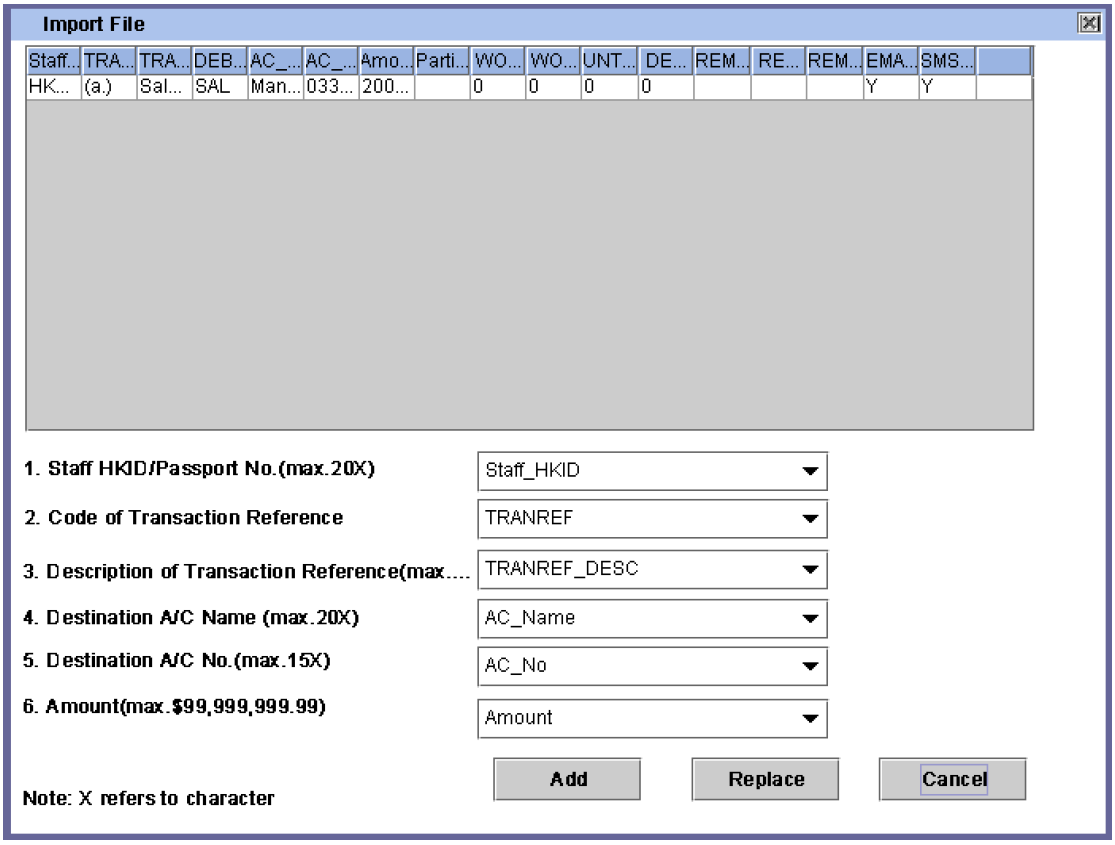
Instead of creating a template manually, the template can also be created by copying from an already defined template. To access the function, you can click the button “Copy Template” under Template Maintenance. Select a template, and then click “Add” to add the transaction records to the new template or click “Replace” to replace the existing transaction records. Please note that the “Transaction Reference” of new template has to be the same as the existing template.



6.3 Import File

To access the Import function, you can click the button “Import File” under File Processing. You can create the transaction record by importing Data File. When you click “Import File” button, an open file dialog box will be prompted. Please select the source file and then click “Open”. If the file format is correct, an Import File screen will pop up which enables you to match the corresponding fields in the file to the system. If the field is un-matched with the System, an error message will be prompted. User can adjust the column value by choosing the different column in the drop down list. Please refer to Appendix 6 for Transaction File Format (Import in File Processing). For the steps of batch importing transaction, please refer to point 9.4 “Import Transaction as a batch” for details.

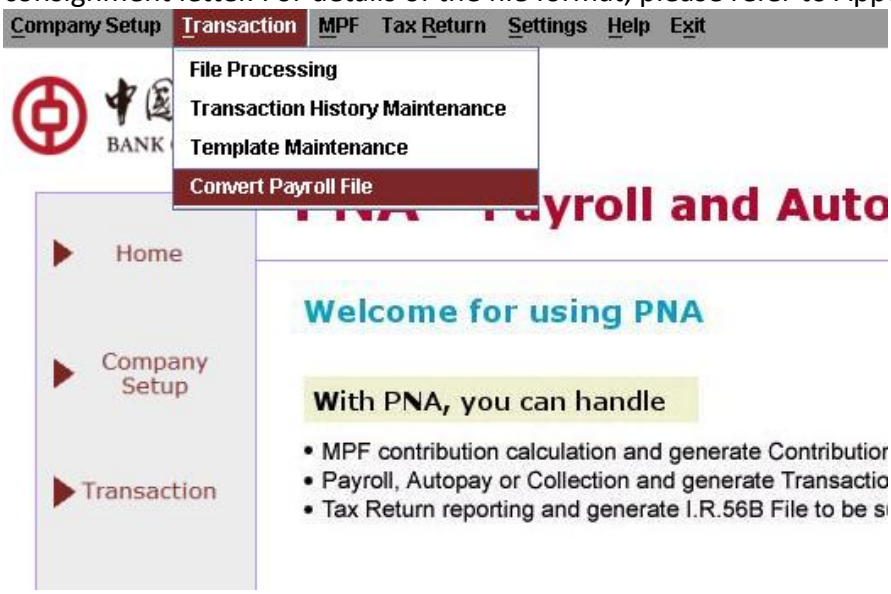




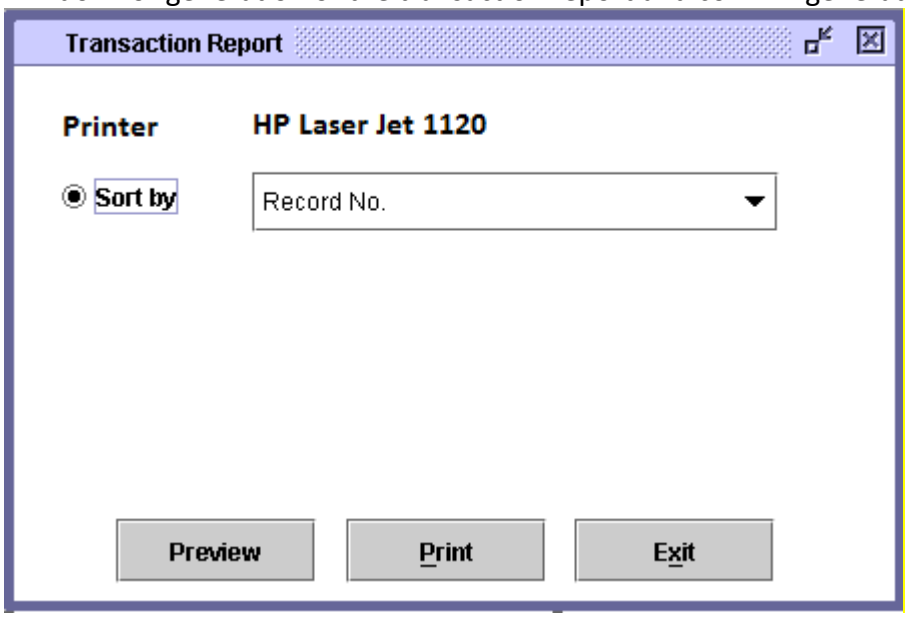
After matching all the required fields, please click “Add” or “Replace “button to proceed. You can view the transaction records by clicking “Edit Transaction Record” button under File Processing.

6.4 Convert Payroll File

This function helps convert payroll file into PKI encrypted (.pna) format and print consignment letter. For details of the file format, please refer to Appendix 7.



Window for generation of the transaction report and confirm generation of file.



6.5 Generate Transaction File

To access the function, you can click the button “Generate File” under File Processing. This function is used for generating the Transaction File and / or Contribution file.

If only payroll checkbox is checked, generate payroll checkbox should be selected and dimmed. Please input value date and select the path for the file by clicking “Choose Path” button, otherwise, the file will be saved on the current directory.

File Name:

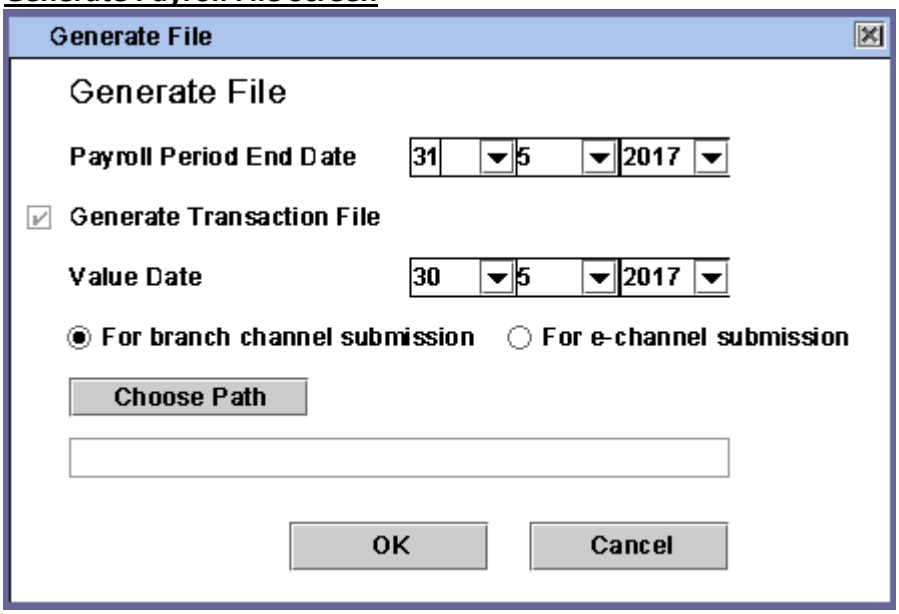
	Payroll	**Autopay**
For branch channel submission	Salary.pna	Autopay.pna
For e-channel submission	Salary.dat	Autopay.dat

For the output format of transaction file, please refer to Appendix 5.

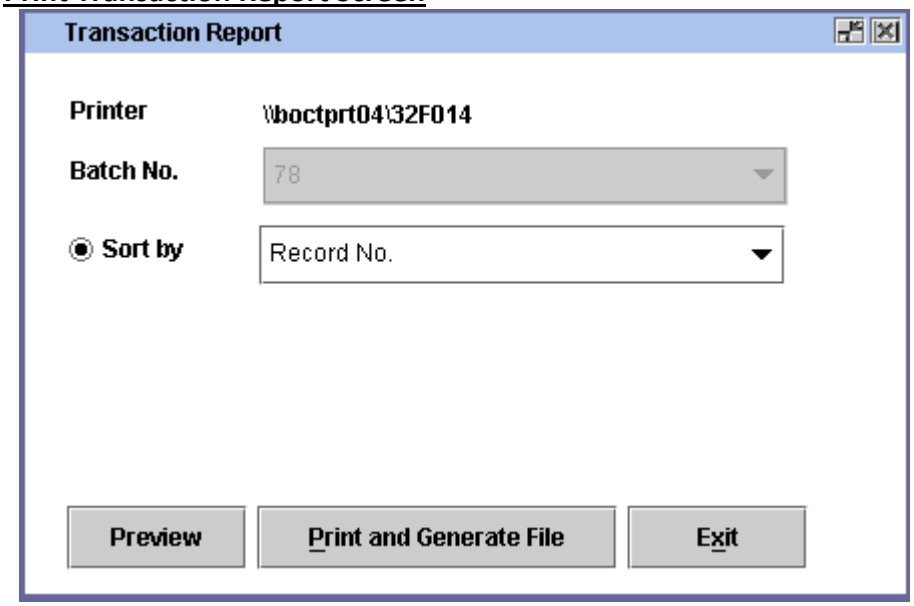
You can click “OK” button to generate file and click “Cancel” to return to previous screen.

Please preview and print the Transaction Report for verification while the Consignment will be automatically printed out.

Generate Payroll File Screen



Print Transaction Report Screen



After user clicks the "Print" button, the system will require to input the approval code. If you exit below screen without entering approval code, error message will be prompted to remind you that the transaction record will be saved in transaction history. Please delete the file record if it is not the final version, otherwise it will be used for tax/ MPF purpose, if applicable.



Sample of Consignment Letter (Payroll)

To : BANK OF CHINA (HONG KONG) LIMITED

PAYROLL CONSIGNMENT

PLEASE PROCESS PAYMENTS IN ACCORDANCE WITH OUR FILE ENCLOSED. IN SETTLEMENT OF THE SAID AMOUNT, YOU ARE HEREBY AUTHORIZED TO DEBIT OUR BELOW ACCOUNT WITH YOU INCLUDING ANY BANK CHARGES.

VALUE DATE	: 23/08/2017	
ACCOUNT NUMBER	: 012875069631 63	
ACCOUNT NAME	: 012875069631 63	
PAYMENT TYPE	:	
NO. OF TRANSACTIONS	: 0	(BOCHK ACCOUNT)
	2	(OTHER BANKS ACCOUNT)
AMOUNT	: $0.00	(BOCHK ACCOUNT)
	$500.24	(OTHER BANKS ACCOUNT)
Total Amount (CNY)	: $500.24	
VERIFY CODE	: 6084ec3172c3df61	
FILE NAME	: Autopay.pna	
CONTACT PERSON	: Tester	
CONTACT NUMBER	: 12345678	

FOR AND ON BEHALF OF
Test Company

AUTHORIZED SIGNATURE(S)
NANE:
DATE:

(FOR BANK USE ONLY)
BRANCH :

CHECKED BY : MARKER :

S.V : SUPERVISOR :

Sample of Consignment Letter (Payment)

To : BANK OF CHINA (HONG KONG) LIMITED

AUTOPAY-OUT (PAYMENT) CONSIGNMENT

PLEASE PROCESS PAYMENTS IN ACCORDANCE WITH OUR FILE ENCLOSED.YOU ARE HEREBY AUTHORIZED TO DEBIT OUR BELOW ACCOUNT WITH YOU INCLUDING ANY BANK CHARGES.

VALUE DATE	: 01/09/2017	
ACCOUNT NUMBER	: 01287512345676	
ACCOUNT NAME	: 01287512345676	
PAYMENT TYPE	: 001	
NO. OF TRANSACTIONS	: 0	(BOCHK ACCOUNT)
	1	(OTHER BANKS ACCOUNT)
AMOUNT	: $0.00	(BOCHK ACCOUNT)
	$5,000.00	(OTHER BANKS ACCOUNT)
Total Amount (HKD)	: $5,000.00	
VERIFY CODE	: bfc2ca3e80b31cdd	
FILE NAME	: Autopay.pna	
	(Please input only alphanumeric and /or underscore)	
CONTACT PERSON	: Henry	
CONTACT NUMBER	: 12345678	

FOR AND ON BEHALF OF
01287512345676

AUTHORIZED SIGNATURE(S)
NANE:
DATE:

(FOR BANK USE ONLY)
BRANCH :

CHECKED BY : MARKER :

S.V : SUPERVISOR :

Sample of Consignment Letter (Collection)

To : BANK OF CHINA (HONG KONG) LIMITED

AUTOPAY-IN (COLLECTION) CONSIGNMENT

PLEASE PROCESS PAYMENTS IN ACCORDANCE WITH OUR FILE ENCLOSED. IN SETTLEMENT OF THE SAID AMOUNT, YOU ARE HEREBY AUTHORIZED TO DEBIT OUR BELOW ACCOUNT WITH YOU INCLUDING ANY BANK CHARGES.

VALUE DATE	: 14/08/2017	
ACCOUNT NUMBER	: 012875069631 63	
ACCOUNT NAME	: 012875029631 61	
PAYMENT TYPE	: 002	
NO. OF TRANSACTIONS	: 1	(BOCHK ACCOUNT)
	1	(OTHER BANKS ACCOUNT)
AMOUNT	: $20,000.00	(BOCHK ACCOUNT)
	$123.22	(OTHER BANKS ACCOUNT)
Total Amount (CNY)	: $20,123.22	
VERIFY CODE	: cce4b83a4fe36ef3	
FILE NAME	: Autopay.pna	
CONTACT PERSON	: 012875029631 61	
CONTACT NUMBER	: 12312312	

FOR AND ON BEHALF OF
012875029631 61

AUTHORIZED SIGNATURE(S)
NANE:
DATE:

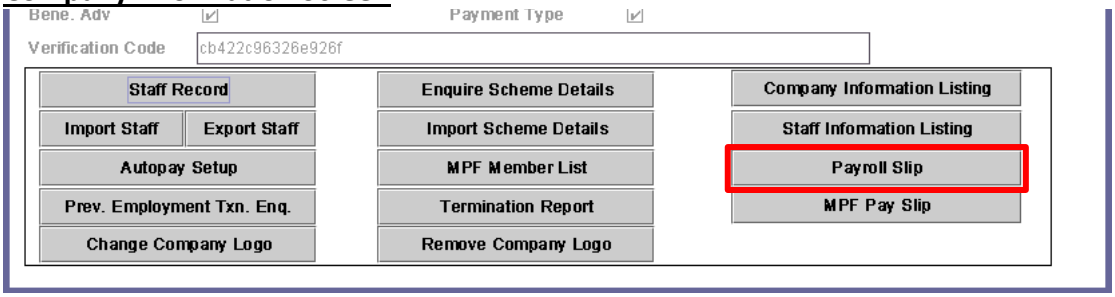
(FOR BANK USE ONLY)
BRANCH :

CHECKED BY : MARKER :

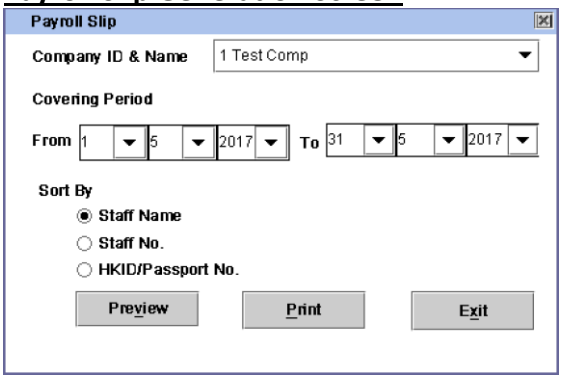
6.6 Generate Payroll Slip

To access the function, you can click the menu “Company Setup” and then click the button “Payroll Slip” on the screen of “Company Information”.

Company Information Screen



Payroll Slip Generation Screen



Please select Company ID & Name and the covering period for the salary Letter.

Before printing the Salary Letter, you can select the sorting order that is either by Staff Name, Staff No. or HKID/Passport No.

Sample of Payroll Slip

[CONFIENTIAL]

SALARY LETTER

COMPANY NAME	:	Test Comp
STAFF NAME	:	LEE TAI MAN
STAFF No.	:	
ACCOUNT NO.	:	012345678123
HKID/Passport No.	:	B123456(6)
PAYMENT PERIOD FROM	:	01/05/2017 - 31/05/2017
NO. OF WORKING DAY(S)	:	0.0
NO. OF WORKING HOUR(S)	:	0.0
UNTAKEN LEAVE	:	0.0
DEDUCTION FROM WAGES	:	0.0

DETAIL :

	DATE OF PAYMENT	AMOUNT (HKD)
(a.) Salary / wages	31/05/2017	20,000.00
Total :		20,000.00

REMARK :

7. Prepare MPF Contribution File

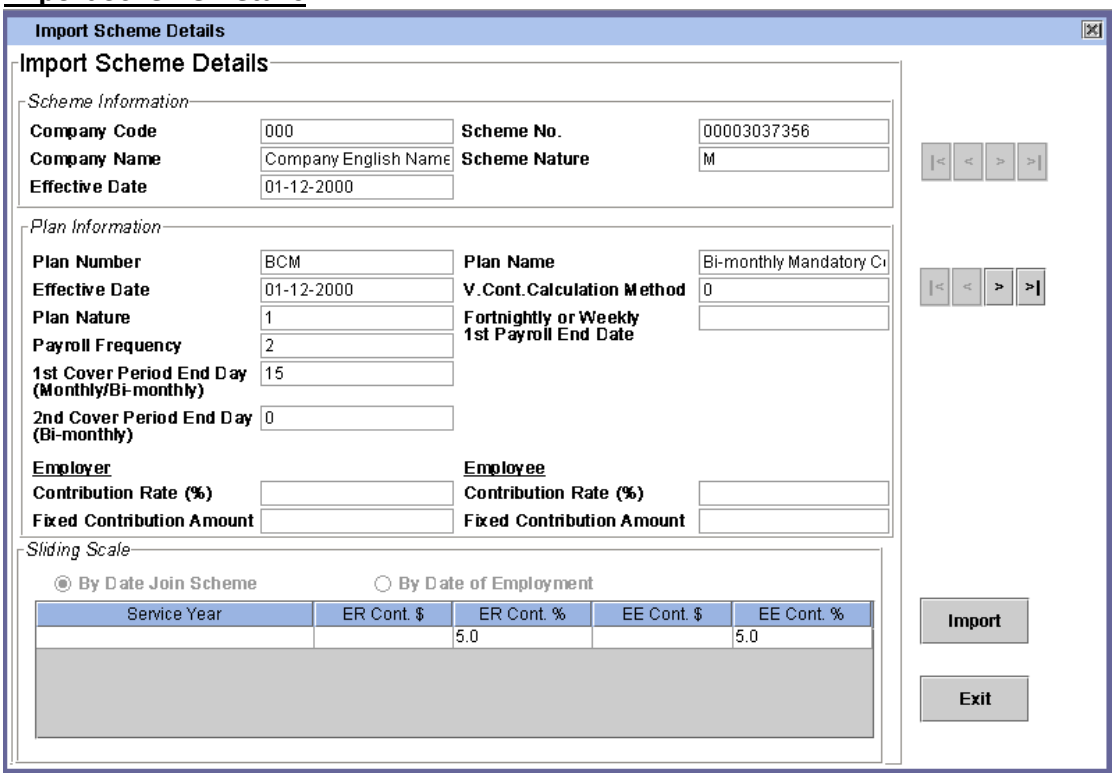
7.1 Import Scheme File (For MPF customer of BOCI-Prudential Trustee Ltd only)

To access the function, you can click the button “Import Scheme Details” under Company Information or under the menu of MPF.

You can input the MPF Scheme Detail by importing Data File. For the details of Scheme file format, please refer to Appendix 3. If the file format is wrong, a warning message will prompt up. The data file data will show on the screen.

An open file dialog box is prompted up. After user finishes selecting the source file, the source file data will be shown in the screen User can click “ |< ”, “ < ”, “ > ” and “ >| ” buttons on the screen to navigate between different plans of the scheme. After verifying the data, user may click ‘Import’ button to importing the Scheme Disk or press ‘Exit’ button to cancel the action and return to the previous screen.

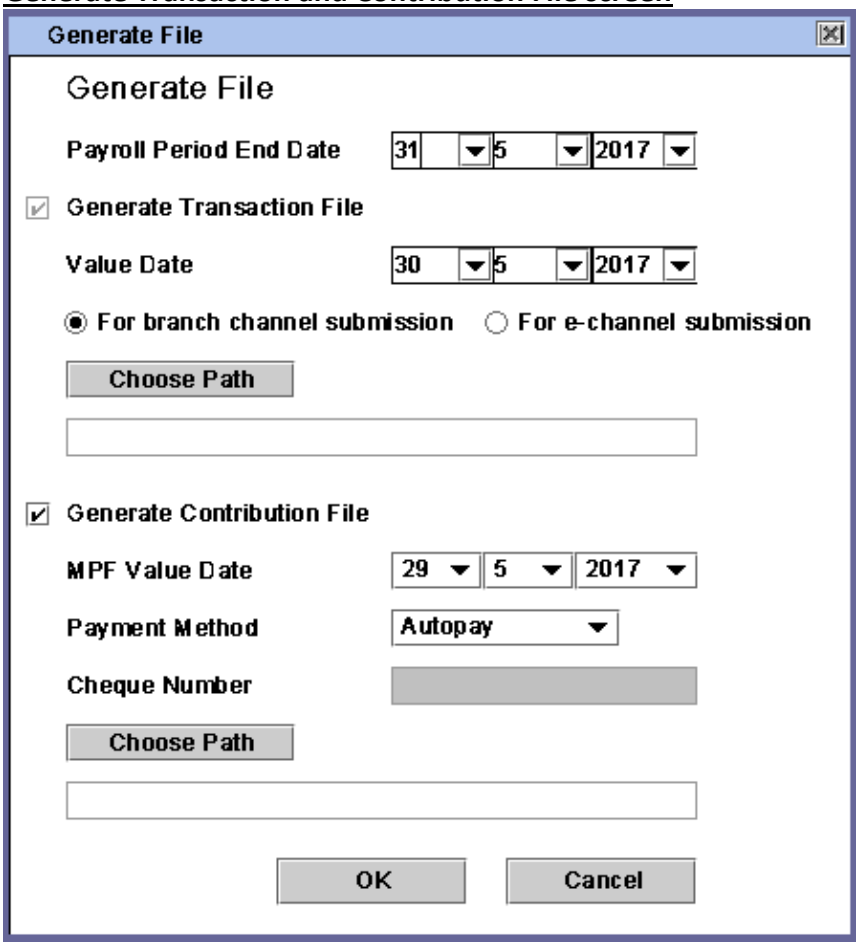
Import Scheme Details



7.2 Generate Contribution File (For MPF customer of BOCI-Prudential Trustee Ltd only)

This function is used for generating the Transaction File and Contribution File. To access the function, you can click the button "Generate File" under File Processing. The type of file to be generated depends on the checkbox selection on the "Company Information".

Generate Transaction and Contribution File screen

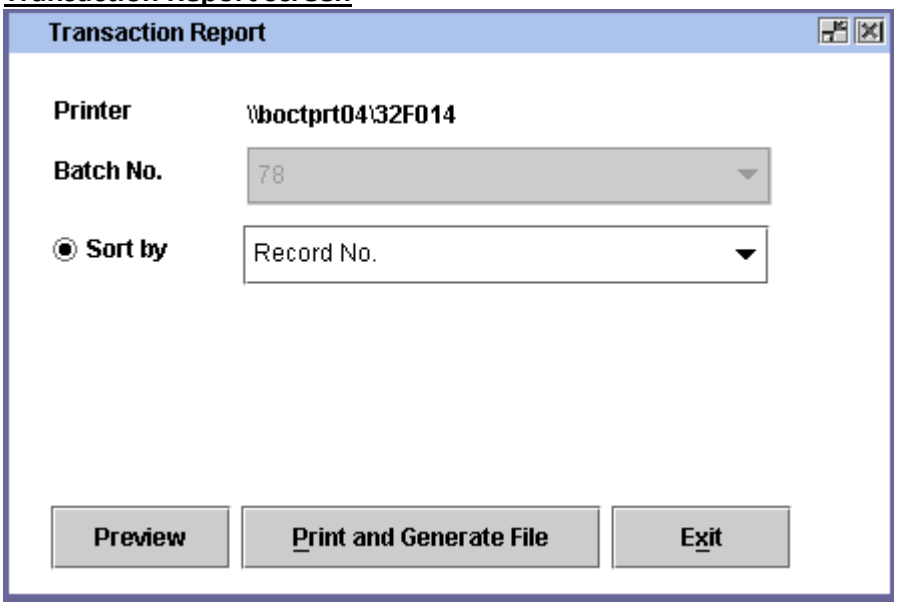


You can click "OK" button to generate file or click "Cancel" to return to previous screen.

If generate file is successful, the screens for printing the following reports will be prompted:

1. "Autopay Transaction Report"
2. "Consignment Letter for PNA Transaction File" will be auto-printed once you preview the "Autopay Transaction Report"
3. "Consignment Letter for MPF Contributions"
4. "Remittance Statement' for contribution file

Transaction Report screen

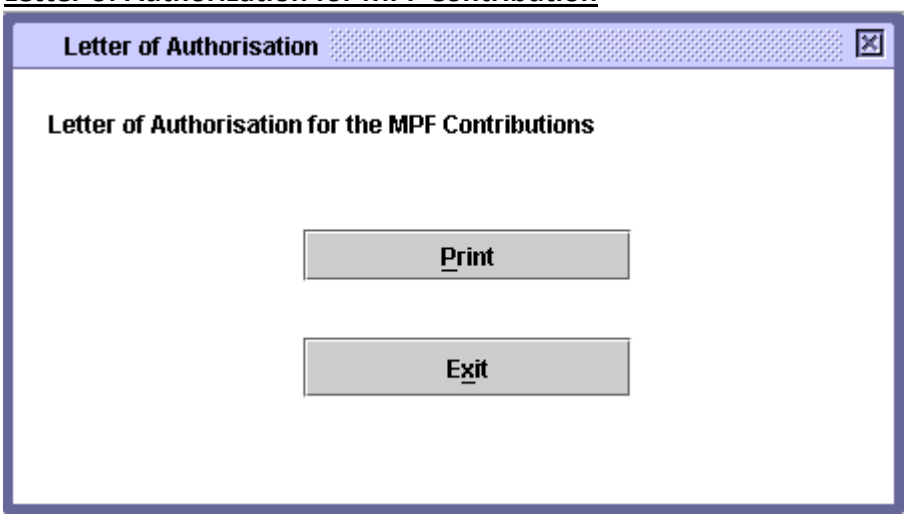


After press the "Print" button, the system will prompt a message dialog to request input of approval code. If the approval code is correct, below action will be performed.

1. Consignment Letter for payroll will be printed;
2. Transaction Report will be printed;
3. The payroll file will be generated to the file path selected.

If you exit below screen without entering approval code, error message will be prompted to remind you that the transaction record will be saved in transaction history. Please delete the file record if it is not the final version, otherwise it will be used for tax/ MPF purpose, if applicable.

Letter of Authorization for MPF Contribution



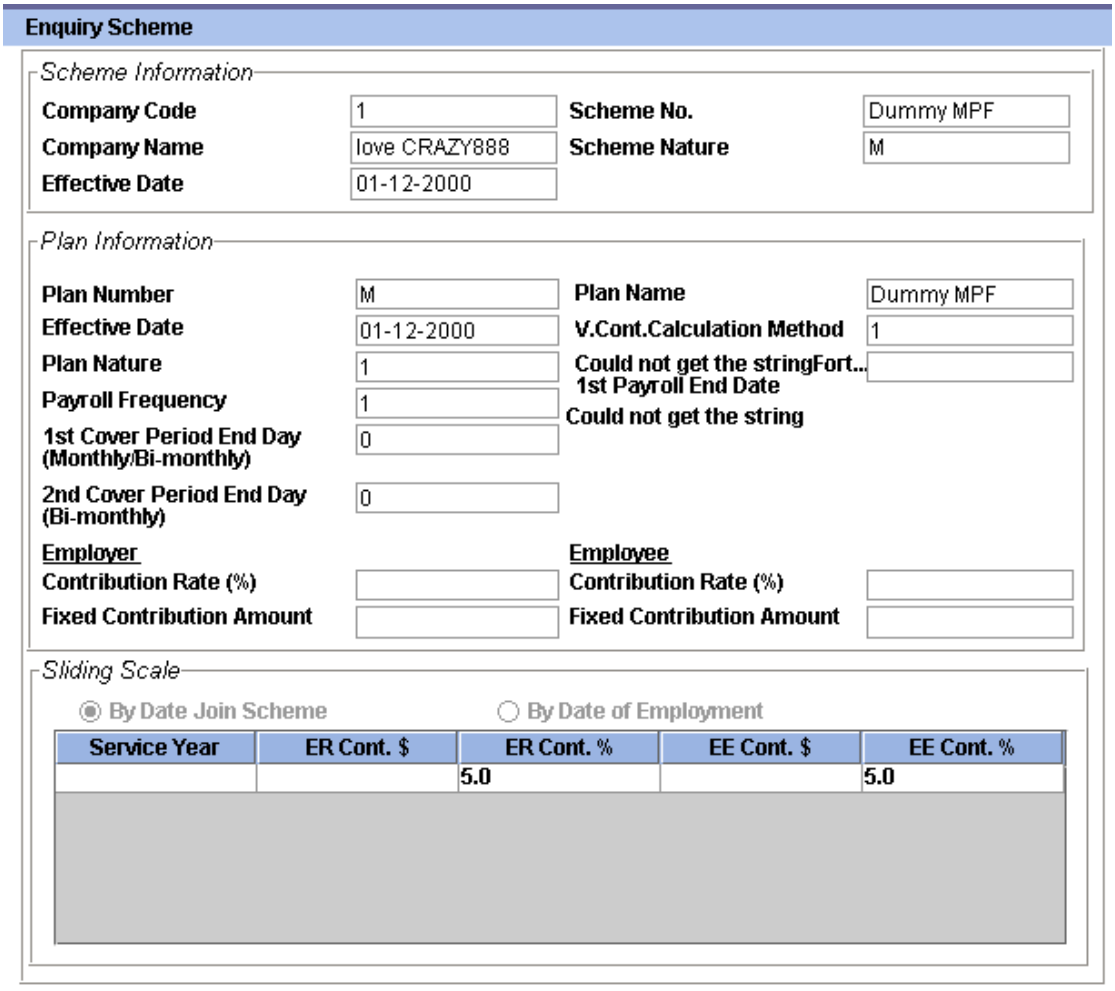
After press the "Print" button, the system will prompt a message dialog to request input of approval code, if the approval code is correct, below action will be performed.

1. Letter of Authorization for MPF contribution will be printed;
2. The contribution file will be generated to the file path selected.

For the detailed Transaction File output format, please refer to Appendix 5. For the detailed MPF Contribution File output format, please refer to Appendix 4.

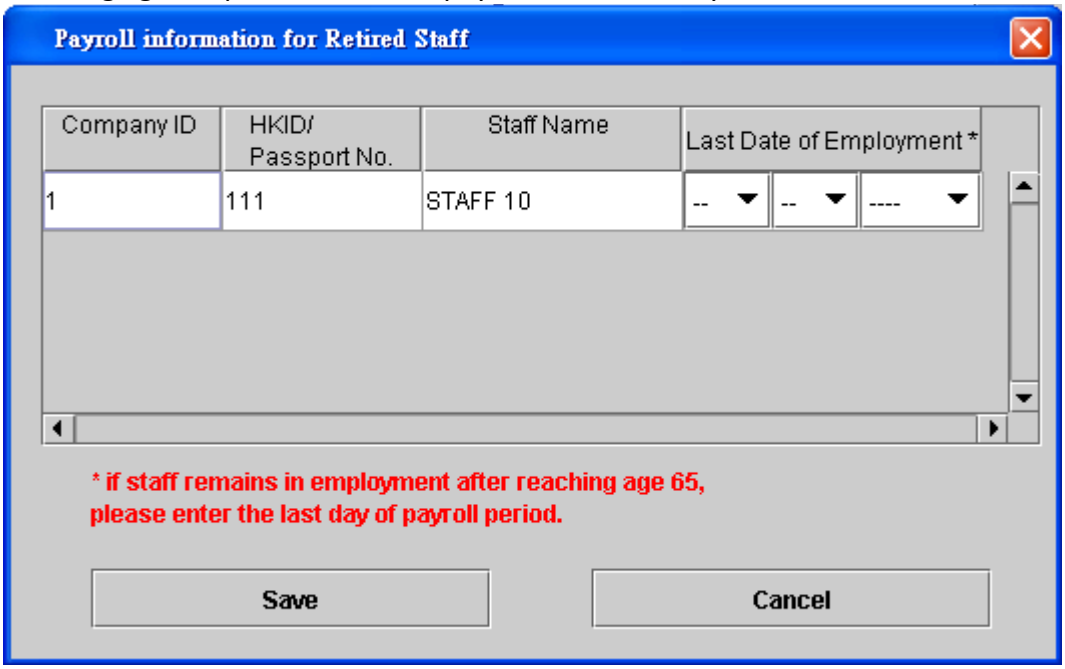
7.3 Default "Dummy MPF" Plan

This default plan assume both employee and employer contribution 5% of the salary monthly with maximum of HKD 1500. This plan cannot be amended. If you do not wish to use the MPF function, you may choose to uncheck the MPF function on staff level under the menu of MPF.



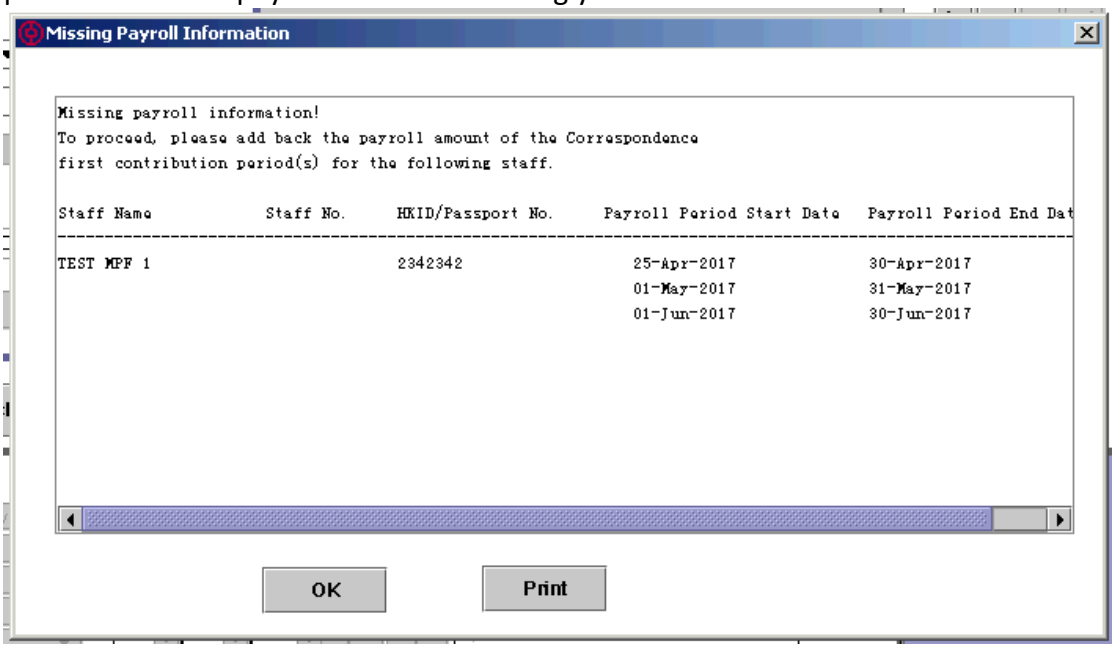
7.4 Member attaining age 65

When preparing contribution file for member who attains age 65 at that payroll period, system will prompt up a sub-screen to ask client input the last date of employment for the retired member during file generation. If that member retains in employment after reaching age 65, please enter the payroll cover end day.



7.5 Missing payroll information for first contribution

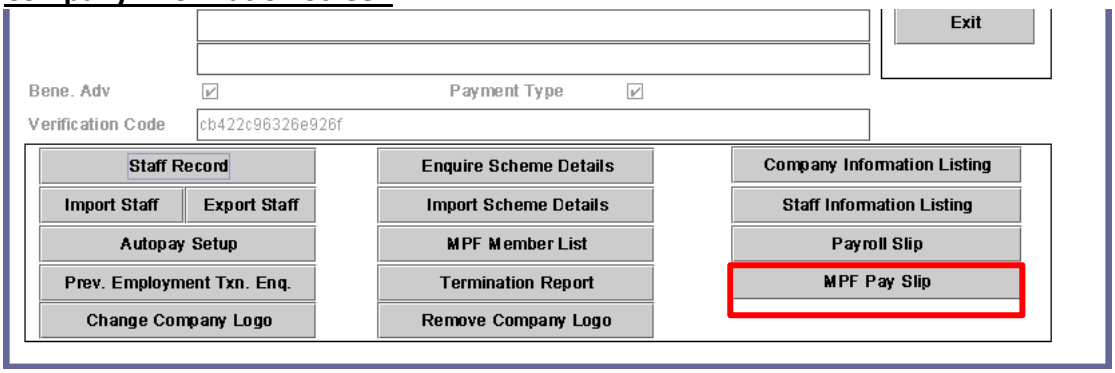
During file generation, system will prompt out the member who missed payroll information related to first contribution of previous months and the corresponding file generation cannot be proceed. You need to create new files for these missing payroll information first, if there is no payroll for that member in the previous months, please enter zero payroll amount accordingly.



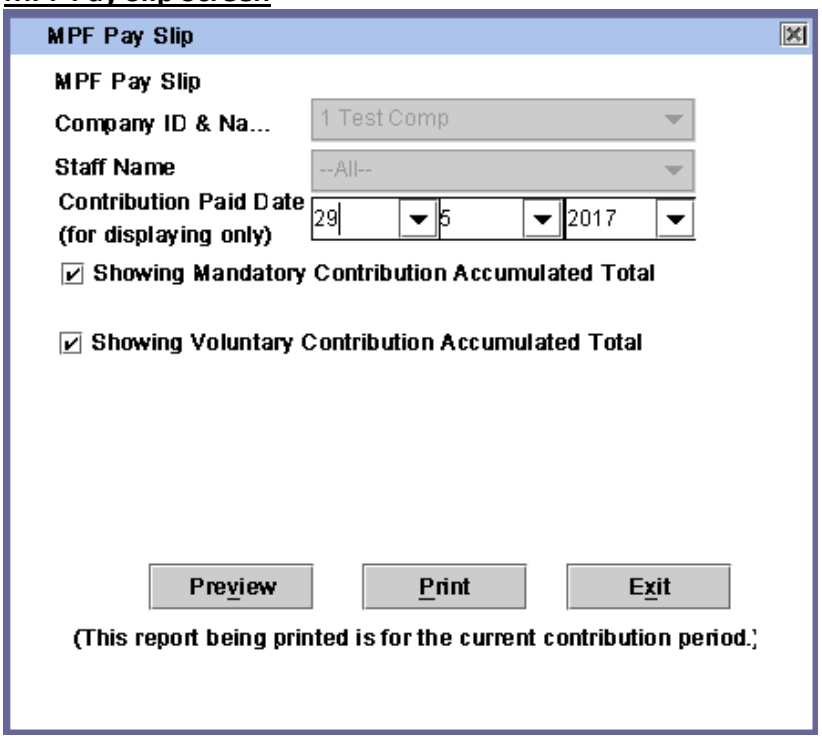
7.6 Generate MPF Pay Slip

You can print the MPF Pay Slip under Company Information or under individual Staff Information.

Company Information Screen



MPF Pay Slip Screen



When you click the "MPF Pay Slip" button, please select the Contribution Paid Date. Also, you can select to show the accumulated of Mandatory Contribution and Voluntary Contribution on the report.

MPF Pay Slip can be sorted by Staff Name, HKID/Passport No. or Staff No.

You can click "Preview" to preview the report or click "Print" to print out the report.

MPF Pay Slip Sample

Pay Slip of MPF Contribution

Employee:	LEE TAI MAN	HKID/Passport # :	B123456(6)
Staff no:		Date printed:	29/05/2017
Scheme no.:	BOC00003037356	Contribution paid date:	29/05/2017
Employer:	Test Comp		

Contribution period		01/05/2017 - 31/05/2017
Gross Salary	20,000.00	
Less: Employee's Contribution	1,000.00	
Net Pay	19,000.00	

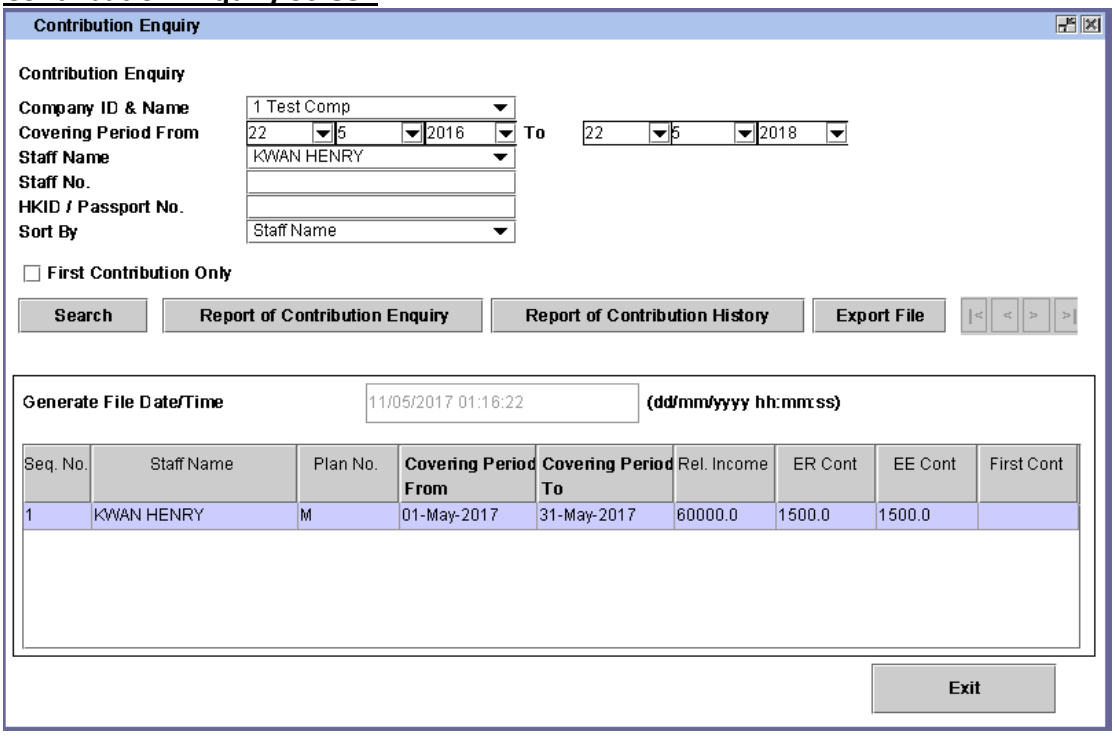
Plan		Scheme Salary Relevant Income	Mandatory Contribution Employer	Mandatory Contribution Employee	Voluntary Contribution Employer	Voluntary Contribution Employee
(MCM) HKD		20,000.00	1,000.00	1,000.00	0.00	0.00
Total HKD			1,000.00	1,000.00	0.00	0.00
Accumulated Total:	(v plan)	0.00	0.00	0.00	0.00	0.00
From 01/04/2017	(m plan)	20,000.00	1,000.00	1,000.00	0.00	0.00

7.7 Contribution Enquiry

To access the function, you can click the button “Contribution Enquiry” under the menu of MPF. The function allows user to enquiry the detail contribution record by
1) Contribution covering period,
2)Contribution covering period + (Staff Name or Staff HKID or Staff ID) for the selected company

Please select the Company Name in the drop down list and input the covering period that you want to enquire and then click the “Search” button. The result will be shown on the screen. You can click the First Contribution Only checkbox to show the first contribution records only and select the display order by Staff Name, Staff HKID or Staff ID.

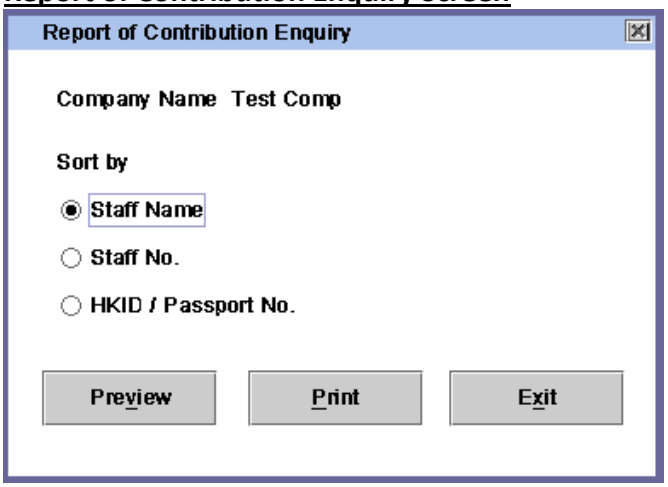
Contribution Enquiry Screen



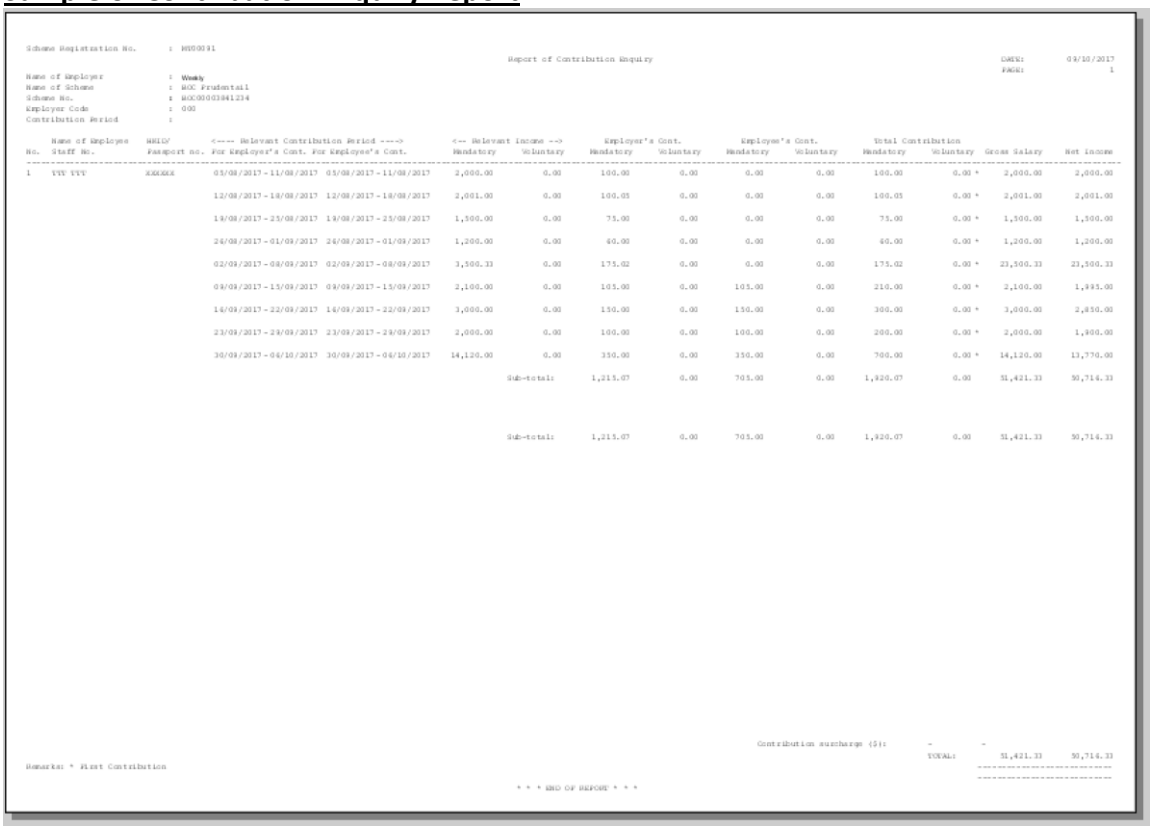
Export function is provided to export the search result to EXCEL format, please click the “Export File” button. A dialog box will prompt up to ask for the file destination. Click “OK” to process the export function.

You can click the “Report of Contribution Enquiry” button to print out the search results that are shown on the screen.

Report of Contribution Enquiry Screen



Sample of Contribution Enquiry Report



Scheme Registration No. : MPF0091

Report of Contribution Enquiry

DATE: 03/10/2017
PAGE: 1

Name of Employer : Weekly
Name of Scheme : BOC Prudential
Scheme No. : BOC00003841234
Employer Code : 000
Contribution Period :

No.	Name of Employee / Staff No.	HKID/ Passport no.	<---- Relevant Contribution Period ----> For Employer's Cont.	For Employee's Cont.	<-- Relevant Income --> Mandatory	Voluntary	Employer's Cont. Mandatory	Voluntary	Employee's Cont. Mandatory	Voluntary	Total Contribution Mandatory	Voluntary	Gross Salary	Net Income
1	YYY YYY	XXXXXX	05/08/2017-11/08/2017	05/08/2017-11/08/2017	2,000.00	0.00	100.00	0.00	0.00	0.00	100.00	0.00 *	2,000.00	2,000.00
			12/08/2017-18/08/2017	12/08/2017-18/08/2017	2,001.00	0.00	100.05	0.00	0.00	0.00	100.05	0.00 *	2,001.00	2,001.00
			19/08/2017-25/08/2017	19/08/2017-25/08/2017	1,500.00	0.00	75.00	0.00	0.00	0.00	75.00	0.00 *	1,500.00	1,500.00
			26/08/2017-01/09/2017	26/08/2017-01/09/2017	1,200.00	0.00	60.00	0.00	0.00	0.00	60.00	0.00 *	1,200.00	1,200.00
			02/09/2017-08/09/2017	02/09/2017-08/09/2017	3,500.33	0.00	175.02	0.00	0.00	0.00	175.02	0.00 *	23,500.33	23,500.33
			09/09/2017-15/09/2017	09/09/2017-15/09/2017	2,100.00	0.00	105.00	0.00	105.00	0.00	210.00	0.00 *	2,100.00	1,995.00
			16/09/2017-22/09/2017	16/09/2017-22/09/2017	3,000.00	0.00	150.00	0.00	150.00	0.00	300.00	0.00 *	3,000.00	2,850.00
			23/09/2017-29/09/2017	23/09/2017-29/09/2017	2,000.00	0.00	100.00	0.00	100.00	0.00	200.00	0.00 *	2,000.00	1,900.00
			30/09/2017-06/10/2017	30/09/2017-06/10/2017	14,120.00	0.00	350.00	0.00	350.00	0.00	700.00	0.00 *	14,120.00	13,770.00
						Sub-total:	1,215.07	0.00	705.00	0.00	1,920.07	0.00	51,421.33	50,714.33
						Sub-total:	1,215.07	0.00	705.00	0.00	1,920.07	0.00	51,421.33	50,714.33

Contribution surcharge ($): - -

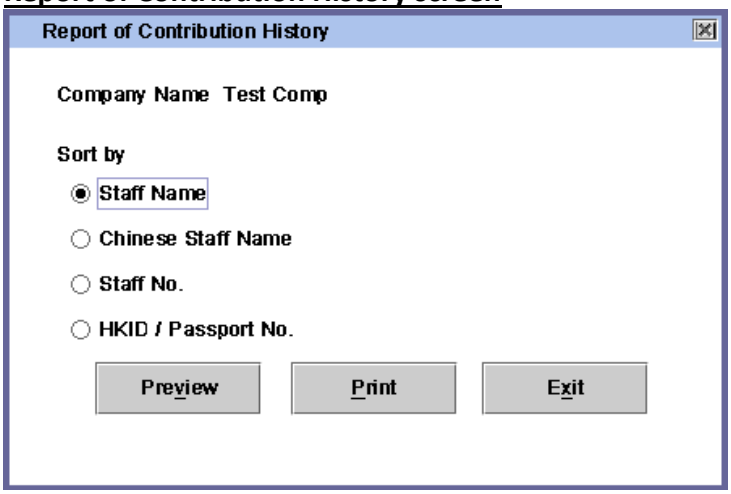
TOTAL: 51,421.33 50,714.33

Remarks: * First Contribution

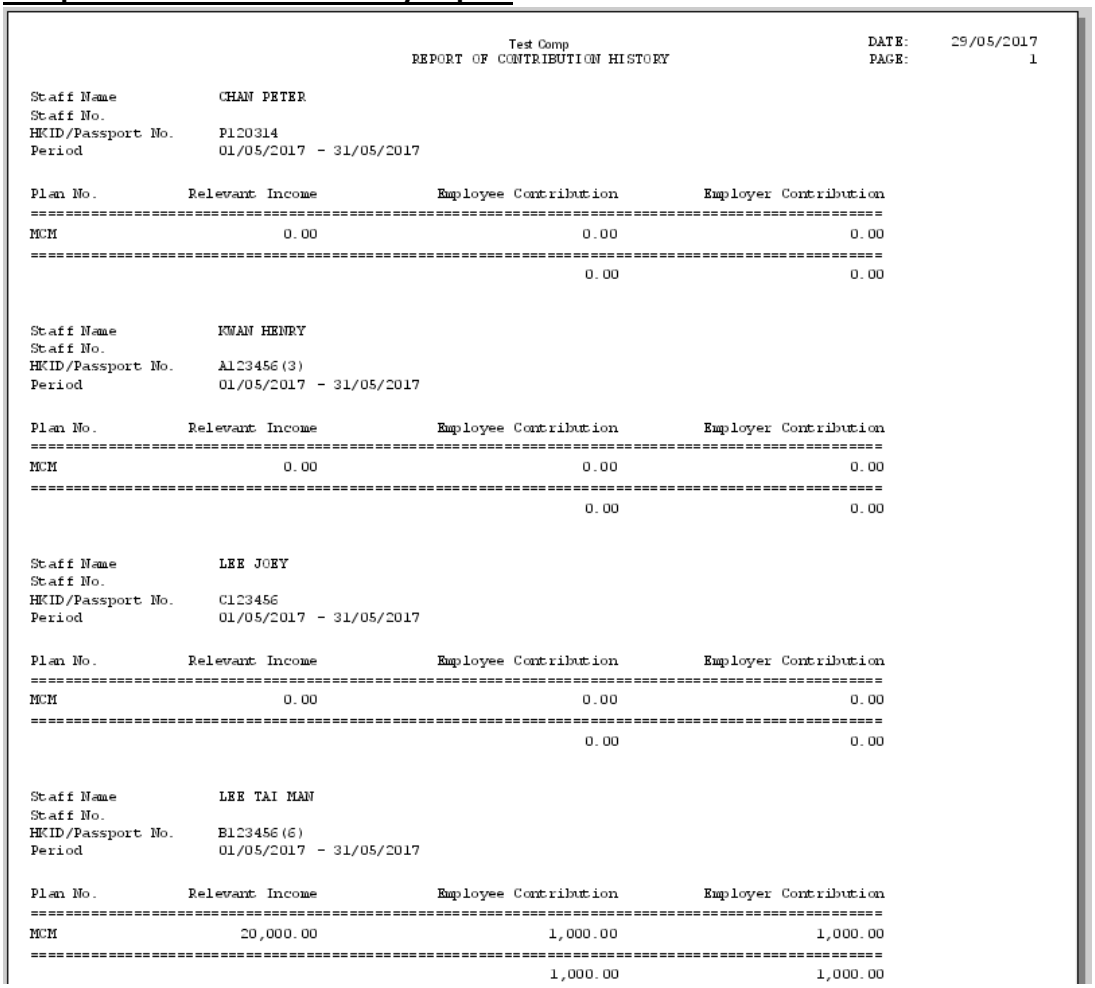
* * * END OF REPORT * * *

Also, you can click the "Report of Contribution History" button to print out the contribution history of all staff.

Report of Contribution History screen



Sample of Contribution History Report



Test Comp
REPORT OF CONTRIBUTION HISTORY

DATE: 29/05/2017
PAGE: 1

Staff Name CHAN PETER
Staff No.
HKID/Passport No. P120314
Period 01/05/2017 - 31/05/2017

Plan No.	Relevant Income	Employee Contribution	Employer Contribution
MCM	0.00	0.00	0.00
		0.00	0.00

Staff Name KWAN HENRY
Staff No.
HKID/Passport No. A123456(3)
Period 01/05/2017 - 31/05/2017

Plan No.	Relevant Income	Employee Contribution	Employer Contribution
MCM	0.00	0.00	0.00
		0.00	0.00

Staff Name LEE JOEY
Staff No.
HKID/Passport No. C123456
Period 01/05/2017 - 31/05/2017

Plan No.	Relevant Income	Employee Contribution	Employer Contribution
MCM	0.00	0.00	0.00
		0.00	0.00

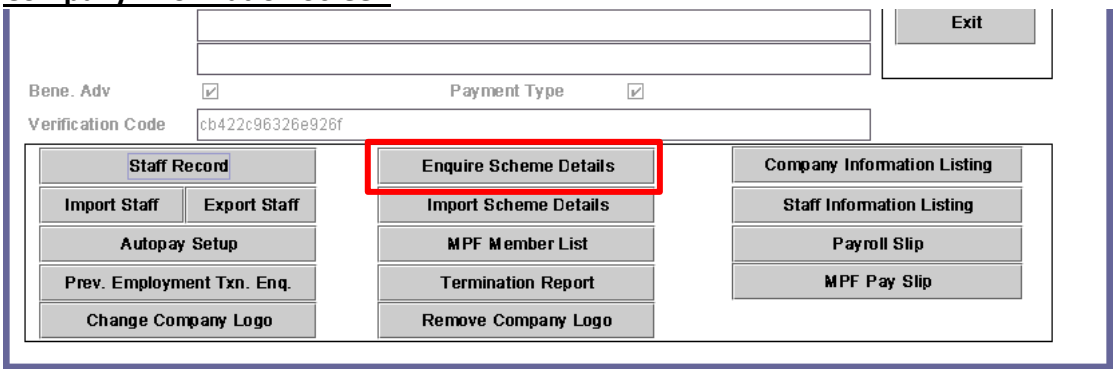
Staff Name LEE TAI MAN
Staff No.
HKID/Passport No. B123456(6)
Period 01/05/2017 - 31/05/2017

Plan No.	Relevant Income	Employee Contribution	Employer Contribution
MCM	20,000.00	1,000.00	1,000.00
		1,000.00	1,000.00

7.8 Scheme Detail Enquiry

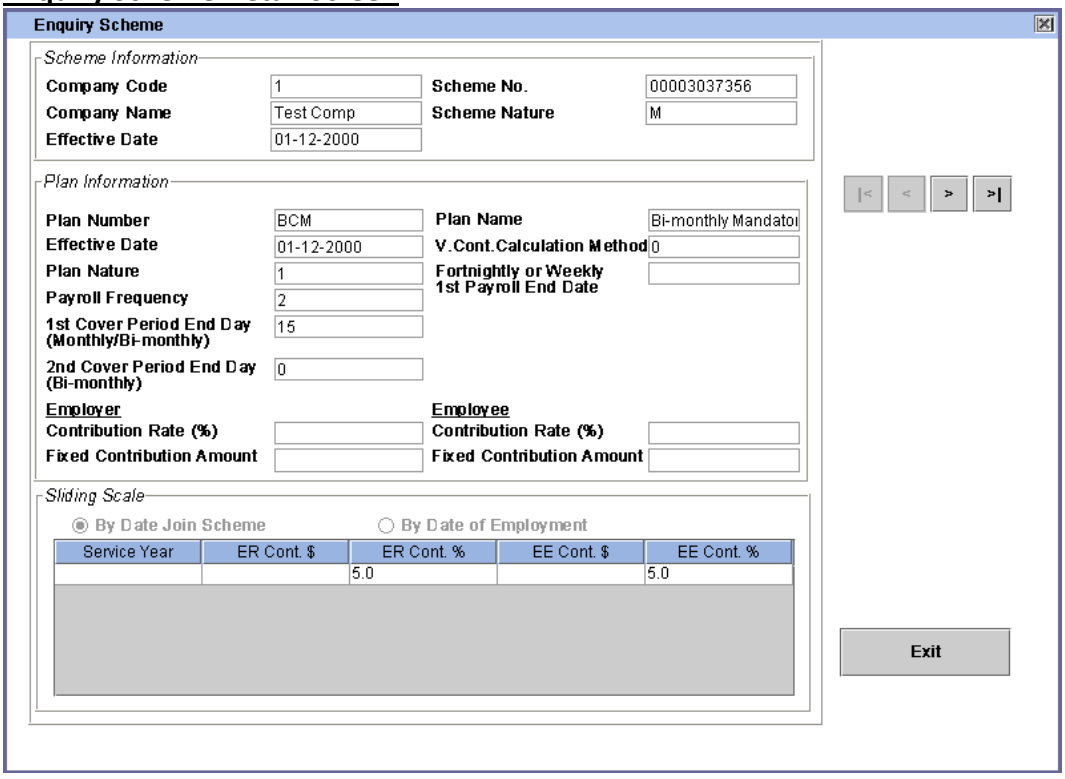
You can enquire the Scheme Details of a company by clicking the “Enquire Scheme Details” button in the screen of “Company Information”.

Company Information Screen



The (“ |< ”), (“ < ”), (“ > ”) and (“ >| ”) buttons on the right upper side is used for navigating between different plans of the scheme. User can view the plan details such as contribution rate, contribution amount and sliding scale on this screen.

Enquiry Scheme Detail Screen



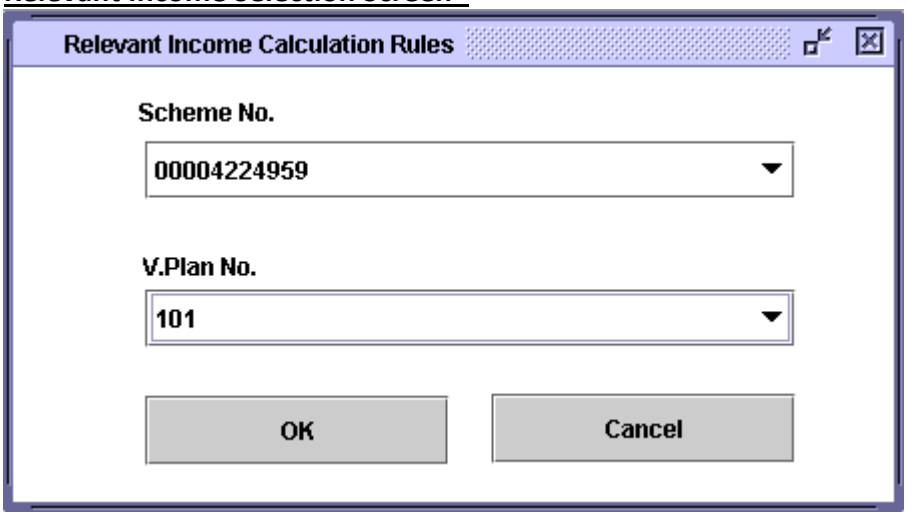
7.9 Relevant Income Calculations Rules

To access the function, you can click the button “Relevant Income Calculation Rules” under the menu of MPF.

You are required to define which payment type (e.g. Salary, Leave Pay) that should be included in the relevant income for each voluntary plan. This setting is automatically applied to all staff whose have selected this voluntary plan.

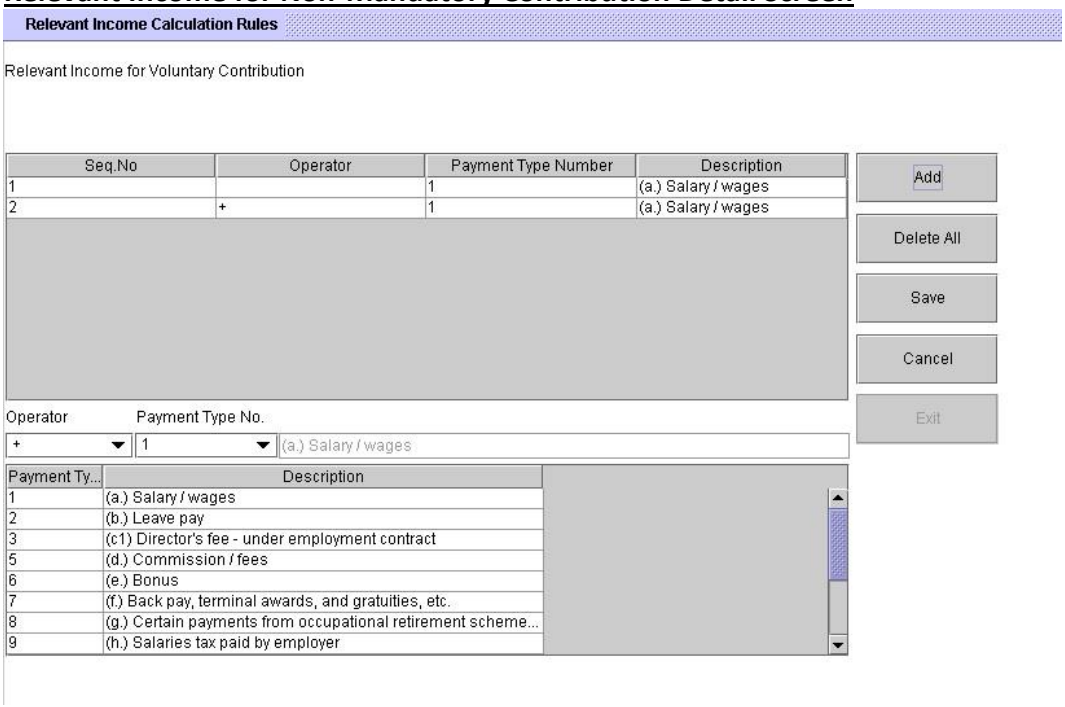
Select the Scheme No and V.Plan No in the drop down list, and click “OK” button to edit or view the plan detail.

Relevant Income Selection Screen



Please select the Operator and Payment type number in the drop down list. Click “Add” and “Save” to add description or click “Cancel” button to cancel all the added rules that are not yet been saved. “Delete All” button is used for deleting all the rules of the Plan. You can click “exit” to return to the main menu.

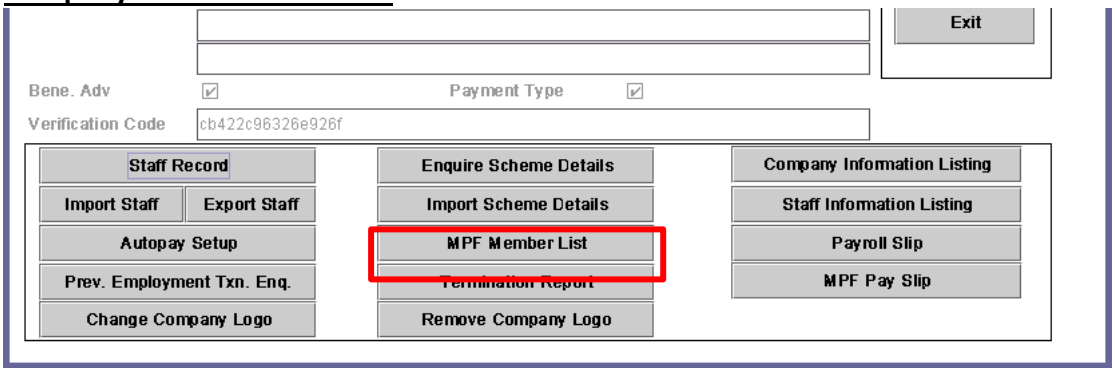
Relevant Income for Non-Mandatory Contribution Detail Screen



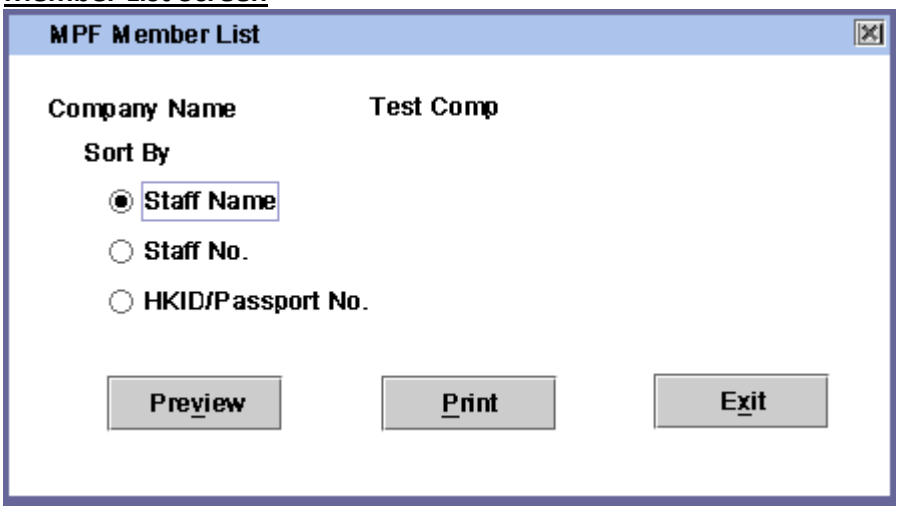
7.10 Generate MPF Member List

This function allows you to preview and print the entire members joined MPF scheme in the selected company in current batch. To access the function, you can click the button “MPF Member List” on the screen of Company Information.

Company Information Screen



Member List Screen



Sample of MPF Member List

Test Comp

Member Listing (MPF Scheme)

Date: 29/05/2017
Page: 1

Scheme no.: B0C00003037356
Employer code: 000
Employer name: Test Comp

HKID/ Passport No.	Member Name Staff No.	Sex	D.O.B D.O.E D.J.S D.J.V	Latest Relevant Income/ Scheme Salary (HKD)	Plan no.	Last Paid ER Cont EE Cont	Date From Date To
P120314	CHAN PETER	M	25/06/1981 25/06/2013 25/06/2013	(No last paid relevant income)	MCM	0.00 0.00	01/05/2017 31/05/2017
A123456(3)	KWAN HENRY	M	25/06/1981 25/06/2013 25/06/2013	(No last paid relevant income)	MCM	0.00 0.00	01/05/2017 31/05/2017
C123456	LEE JOEY	F	25/06/1981 25/06/2014 25/06/2014	(No last paid relevant income)	MCM	0.00 0.00	01/05/2017 31/05/2017
B123456(6)	LEE TAI MAN	M	25/06/1980 25/06/2012 25/06/2012	20,000.00	MCM	1,000.00 1,000.00	01/05/2017 31/05/2017
2342342	TEST MPF 1	M	25/03/1981 25/04/2017 25/04/2017	40,000.00	MCM	0.00 0.00	01/05/2017 31/05/2017

Total number of employees 5

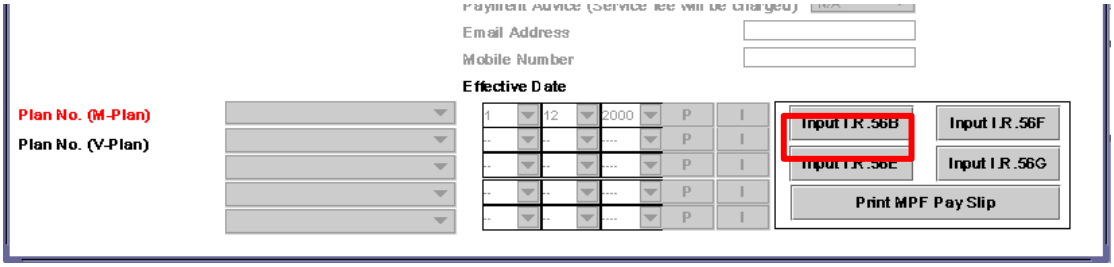
*** END OF REPORT ***

8. Prepare Tax Return

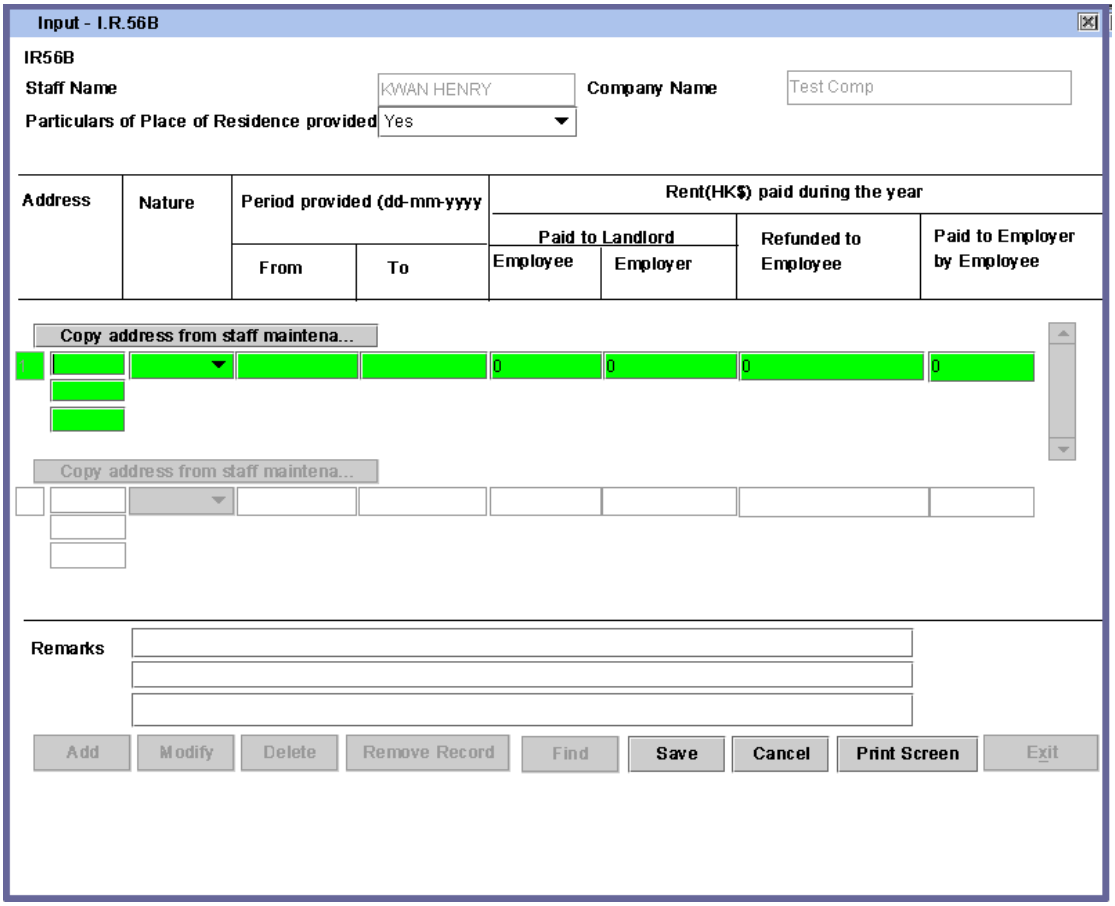
8.1 Input IR56B

This function is used for editing the IR56B record which is under the individual Staff Information screen.

Staff Information Screen



Input IR56B Screen



You can input the IR56B record by clicking the “Add” button. By default, the Particular of Place of Residence is “Yes”. If place of residence is provided, please input the detail information for the place of residence. If place of residence is not provided, please change it to “No”. Click “save” button to save the record or click “cancel” to return to previous page.

You can click “Modify” button to modify the existing record that is highlighted in green.

You can click “delete” button to delete the record that is highlighted in green. Confirmation message will be asked to confirm the action. Please click “OK” to proceed or “Cancel” to cancel the delete.

You can click “Remove Record” button to remove the staff record from IR56B. Confirmation message will be asked to confirm the action. Please click “OK” to proceed or “Cancel” to cancel the delete.

Find function is provided for you to find the record of Place of Residence. Please input the entry number and system will find it for you.

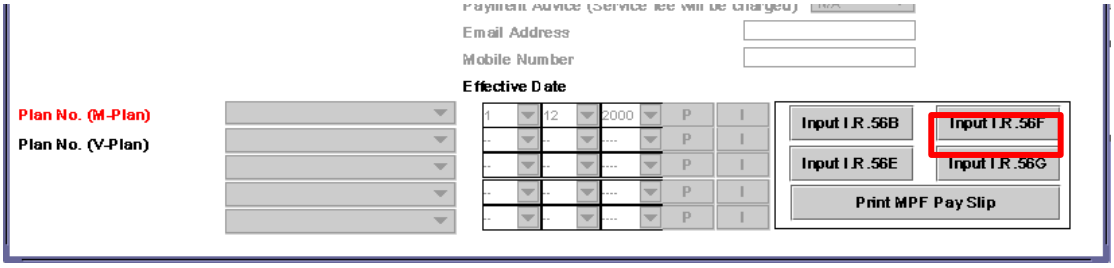
You can click “Print Screen” button to print the current screen.

You can click the “Exit” button to return to the Staff Information screen.

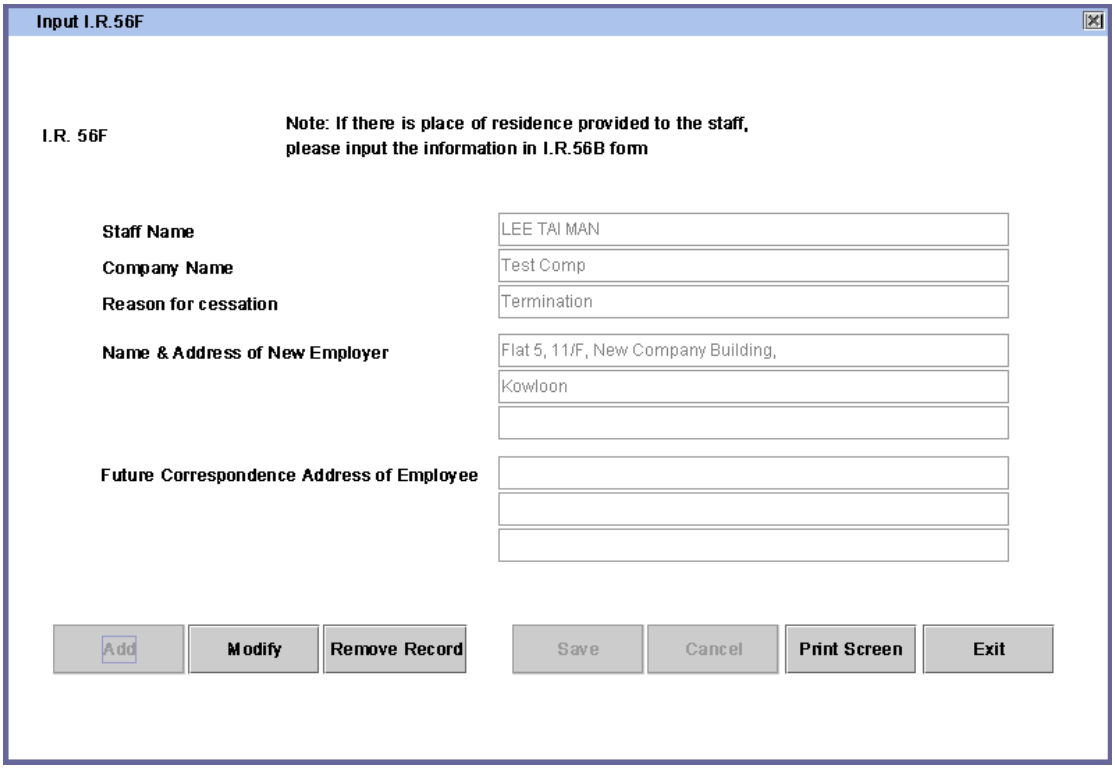
8.2 Input IR56F

To access the function, you can click the button “Input I.R.56F” in the screen of “Staff Information”.

Staff Information screen



Input IR56F Screen



You can click “Add” button to add the staff record in IR56F.

After filling up the information, you can click “Save” button to save the record or click “cancel” to return to previous page.

You can click “Modify” button to modify the existing record shown on the screen.

You can click “Remove Record” button to remove the staff record from IR56F. Confirmation message will be asked to confirm the action.

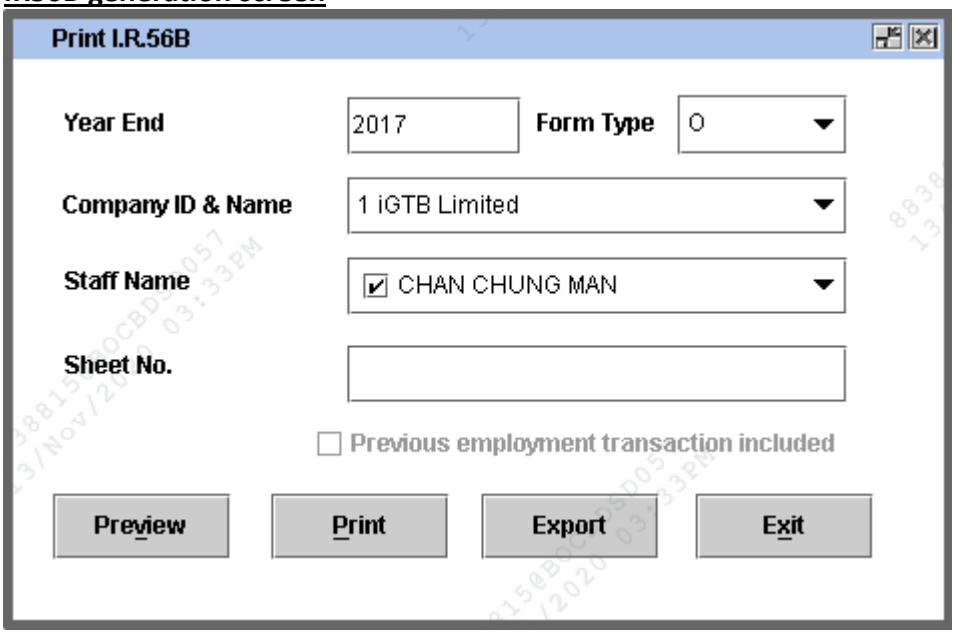
You can click “Print Screen” button to print the current screen.

You can click the “Exit” button to return to the Staff Information screen.

8.3 Generate IR56B

To access the screen, you can click the button “I.R.56B” under the menu of Tax Return. To preview and print the IR56B report, please select the company and staff name and then click the “Preview” and “Print” button. To generate an IP56B report in XML format, click the “Export” button.

IR56B generation screen



Sample of IR56B

INLAND REVENUE DEPARTMENT
EMPLOYER'S RETURN OF REMUNERATION AND PENSIONS
FOR THE YEAR FROM 1 APRIL 2017 To 31 MARCH 2018

Sheet No.: **000001** ****

1. Employer's file no.: 131-23
   Name of employer: Test Comp
2. Surname of Employee or Pensioner: **LEE** ****
   Given name in full: TAI MAN
   Full name in Chinese: 李大文
3. (a) H.K. Identity Card number: **B123456(6)** ****
   (b) Passport Number and country of issue:
4. Sex (M=Male, F=Female): **M** ****
5. Marital status (1=Single/Widowed/Divorced/Living Apart, 2=Married): **1** ****
6. (a) If married, full name of spouse:
   (b) Spouse's H.K. Identity Card number:
   Spouse's passport number and country of issue (if known):
7. Residential address: FLT 1, TESTING BUILDING, NEW TERRITORIES
8. Postal address (if different from 7 above): Same as above
9. (a) Capacity in which employed:
   (b) If part time, the name of his/her principal employer (if known):
10. Period of employment for the year from 1 April 2017 to 31 March 2018: **01/04/2017** to **31/03/2018** ****
11. Particulars of income accruing for the year from 1 April 2017 to 31 March 2018

Particulars	Period	Amount (HK$) EXCLUDE CENTS
(a) Salary/Wages	01042017 - 31032018	20,000
(b) Leave Pay		
(c) Director's Fee		
(d) Commission/Fees		
(e) Bonus		
(f) Back Pay, Payment in Lieu of Notice, Terminal Awards or Gratuities		
(g) Certain Payments from Retirement Schemes		
(h) Salaries Tax Paid by Employer		
(i) Education Benefits		
(j) Gain realized under share option scheme		
(k) Any Other Rewards, Allowances or Perquisites		
Nature:		
Nature:		
Nature:		
(l) Pensions		
	Total:	**20,000** ****

12. Particulars of Place of Residence provided: (0=Not provided, 1=Provided) **1** ****
    (a) Address 1: Room 1102 Tai Ming House Tai Ming Est.
    Nature: Room — Period provided: 29052017 - 29032018
    Rent paid to Landlord by Employer: HK$ 20,000
    Rent paid to Landlord by Employee: HK$ 10,000
    Rent refunded to Employee by Employer: HK$ 5,000
    Rent paid to Employer by Employee: HK$ 4,000
    (b) Address 2:
    Nature: — Period provided:
    Rent paid to Landlord by Employer: HK$
    Rent paid to Landlord by Employee: HK$
    Rent refunded to Employee by Employer: HK$
    Rent paid to Employer by Employee: HK$
13. Whether the employee was wholly or partly paid either in Hong Kong or overseas by an overseas company (0=No, 1=Yes) **0** ****
    If yes, please state:
    Name of overseas company:
    Address:
    Amount (if known) (This amount must also be included in item 11):
14. Remarks:

Signature :
Designation: CEO
Date: 27/08/2015

Employer's official chop

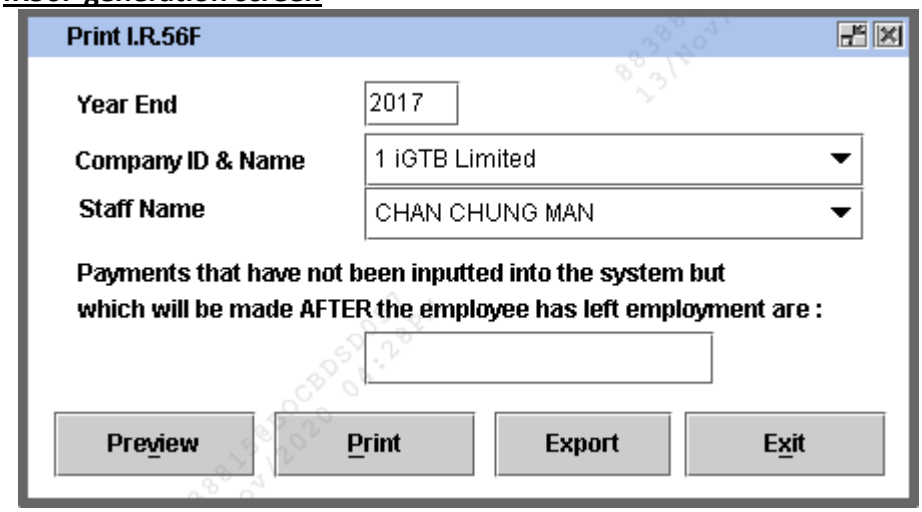
FOR OFFICIAL USE

IR56B

8.4 Generate IR56F

To access the screen, you can click the button “I.R.56F” under the menu of Tax Return. To preview and print the IR56F report, please select the company and Staff Name and then click the “Preview” and “Print” button. To generate an IP56F report in XML format, click the “Export” button.

IR56F generation screen



Sample of IR56F

Select & Zoom

NOTIFICATION
(Under Section 52(5) of the Inland Revenue Ordinance, Chapter 112)
BY AN EMPLOYER OF AN EMPLOYEE WHO IS ABOUT TO CEASE TO BE EMPLOYED

56F

Employer's File No. : 131-23 **23****
Name of employer: Test Comp
Address of employer:

Particulars of the Employee :

1. Name of Employee : LEE TAI MAN **LEE****
2. Employee's Tax File No. with this Department :
3. (a) H.K. Identity Card Number : **B123456(6)****
   (b) Passport number and country of issue (if Employee has no H.K. Identity Card):
4. Sex (M=Male, F=Female) : **M****
5. Marital status (1=Single/Widowed/Divorced/Living Apart, 2=Married) : **1****
6. (a) If married, full name of spouse :
   (b) Spouse's H.K. Identity Card Number / Passport Number and country of issue (if known) :
7. (a) Residential address : FLT 1, TESTING BUILDING, NEW TERRITORIES
   (b) Tel. No. :
8. Postal address [if different from (7) above]: Same as above
9. (a) Capacity in which employed :
   (b) If part time, the name of the principal employer (if known):
10. Expected date of cessation of employment : 31/12/2017
11. Period of employment from the 1 April last to the last date of employment : **01/04/2017** to **31/12/2017****
12. Reason of cessation (e.g. resignation, retirement, dismissal etc.): Termination
13. Details of income from the 1 April last to the last date of employment:

Particulars	Period	Amount (HK$) EXCLUDE CENTS
(a) Salary / Wages / Director's Fee / Pensions	01/04/2017 - 31/12/2017	20,000
(b) Leave Pay		
(c) Commission / Fees		
(d) Payment in Lieu of Notice, Back Pay, Terminal Awards or Gratuities		
(e) Certain Payments from Retirement Schemes		
(f) Salaries Tax Paid by Employer		
(g) Gain realized under share option scheme		
(h) Other Rewards, Allowances or Perquisites e.g. Bonus, Education Benefits, Shares (Nature.....)		
(i) Payments that have not been declared above but which will be made AFTER the employee has left employment are :		
Total:		**20,000****

14. Particulars of Place of Residence provided:

    (0=Not provided, 1=Provided) **1****
    Address : Room 1102 Tai Ming House Tai Ming Est.
    Nature: Room
    Period provided: 29/05/2017 - 29/03/2018
    Rent paid to landlord by employer: 20,000
    Rent paid to landlord by employee: 10,000
    Rent refunded to employee: 5,000
    Rent paid to employer by employee: 4,000
15. Whether the employee was wholly or partly paid by an overseas company either in Hong Kong or overseas:
    (0=No, 1=Yes) **0****
    If yes, please state:
    Name of overseas company:
    Address:
    Amount (if known) (This amount must also be included in item 13) : 0
16. Name and Address of New Employer (if known): Flat 5, 11/F, New Company Building, Kowloon
17. Future Postal Address of Employee :

18. To the best of my knowledge, this employee will NOT be leaving Hong Kong after cessation of employment.

Signature : Designation : CEO

Name : Henry Date : 29/05/2017

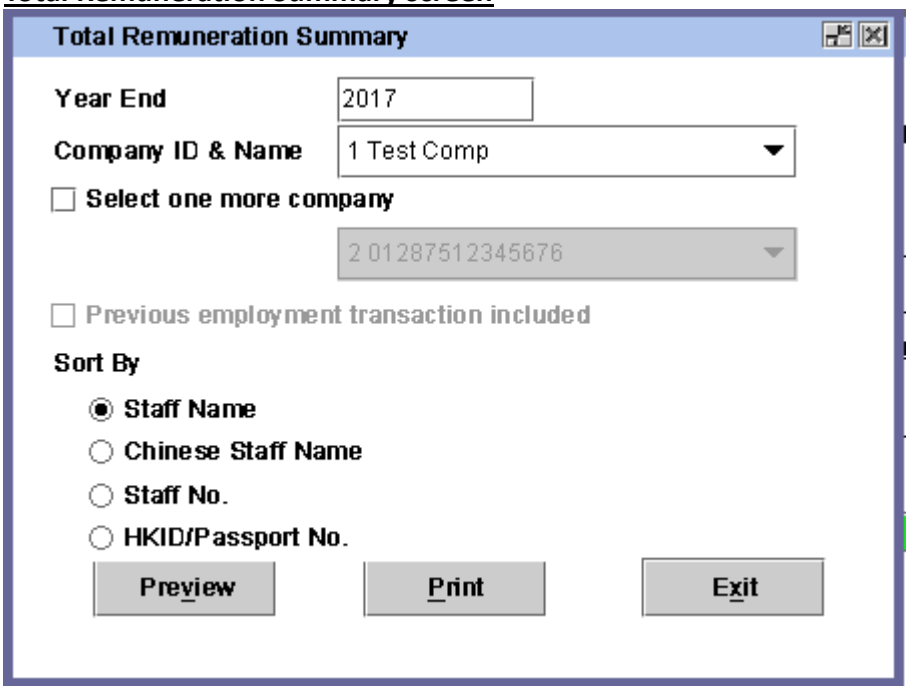
IR56F

FOR OFFICIAL USE

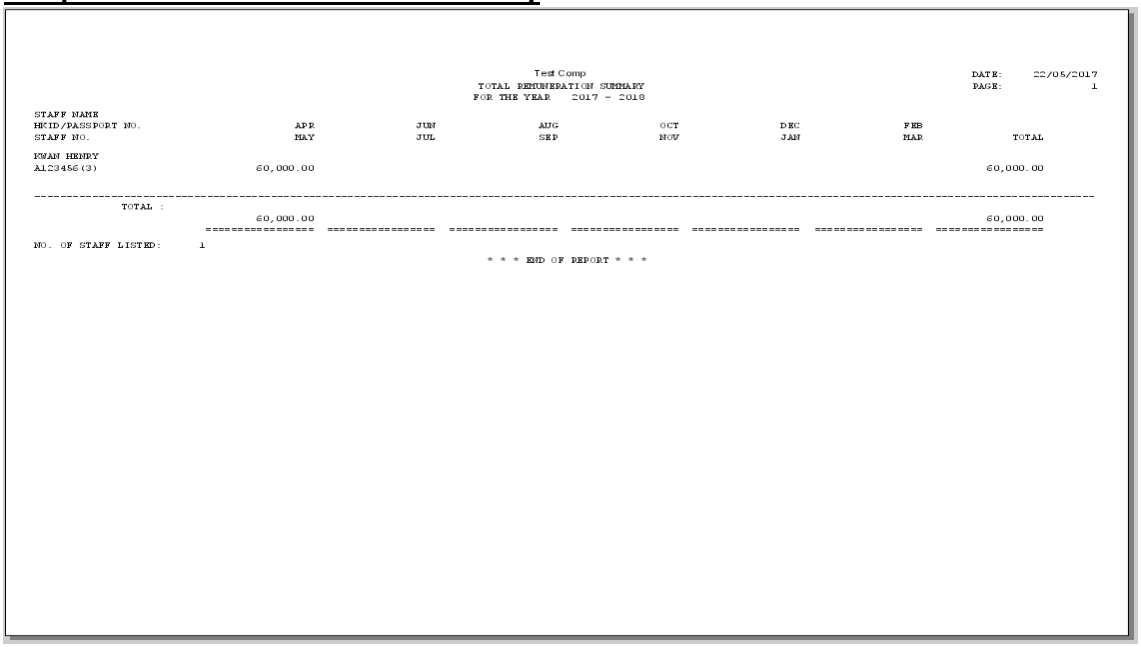
8.5 Total Remuneration Summary

To access the function, you can click the button “Total Remuneration Summary” under the menu of Tax Return. This report shows the summary of total remuneration of the staff of the selected company within a specified financial year. Please input the “Year End”, select the Company ID & Name and sorting order.
You can preview and print the Total Remuneration Summary report.

Total Remuneration Summary screen



Sample of Total Remuneration Summary



Test Comp
TOTAL REMUNERATION SUMMARY
FOR THE YEAR 2017 - 2018

DATE: 22/05/2017
PAGE: 1

STAFF NAME HKID/PASSPORT NO. STAFF NO.	APR MAY	JUN JUL	AUG SEP	OCT NOV	DEC JAN	FEB MAR	TOTAL
KWAN HENRY A123456(3)	60,000.00						60,000.00
TOTAL :	60,000.00						60,000.00

NO. OF STAFF LISTED: 1

* * * END OF REPORT * * *

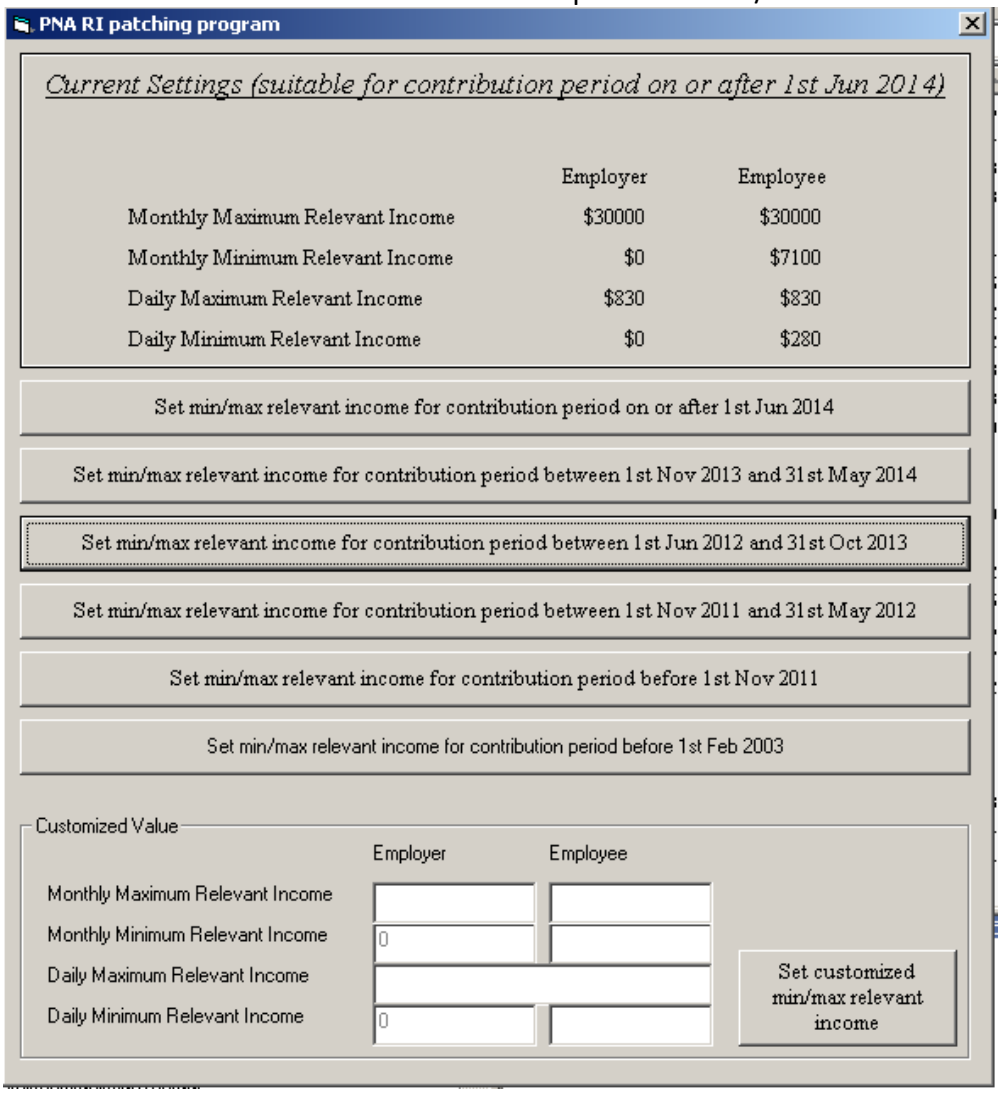
9. Miscellaneous

9.1 Update Min/Max Relevant Income patch for MPF contribution

If user want to generate previous payroll transaction where the min/max relevant income for MPF contribution is different from existing value (e.g. the max. relevant income is 25,000 between 1st Nov 2013 and 31st May 2014). User must apply min/max relevant Income patch before generation.

1. Under the installation folder (i.e. C:\Program Files(x86)\PNA), execute the patch "PNA_RI_PATCH.exe".

2. Below screen will be shown after login. User can choose the period by pressing different button or enter the new value to update the min/max relevant income.



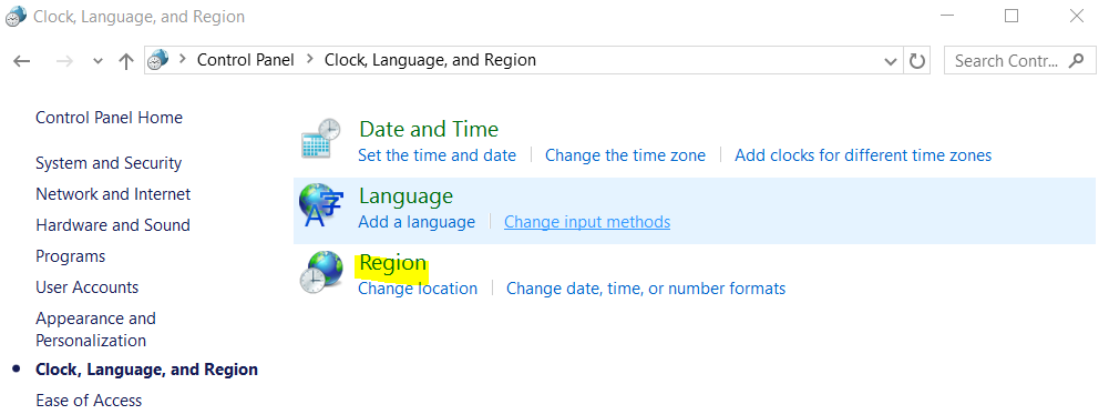
* Please resort the latest min/max relevant income value after generation.

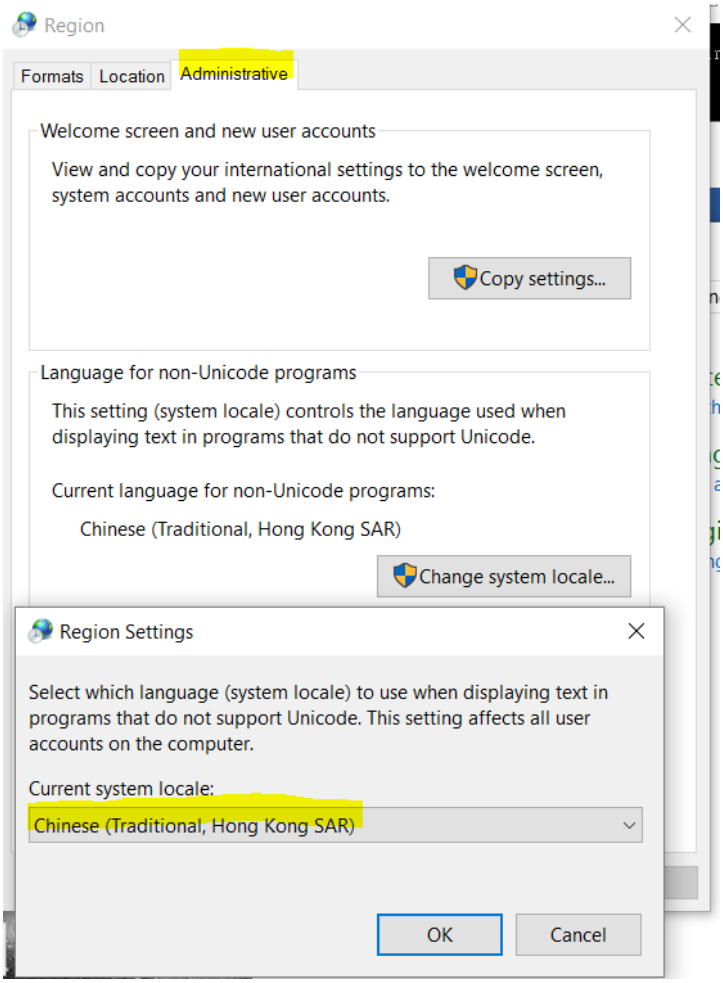
9.2 Bank code checking

There will be some validation on the account no. applied in PNA, if the account no. inputted is not belonged BOCHK, the prefix of the account no. should be one of the valid bank code in Hong Kong. If a new code is added, you can also update the bankcode.txt to add the new bank code.

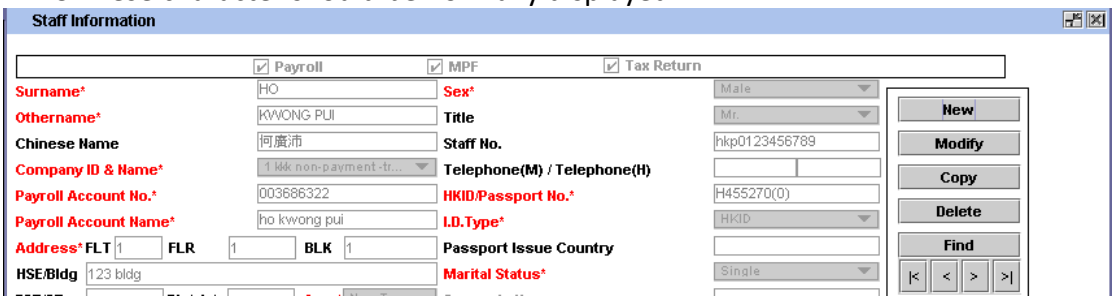
9.3 Chinese Character Display

1. If the Chinese Character cannot be displayed properly, please go to Control Panel ->Setting -> Clock, Language, and Region ->Region ->Administrative ->Change System locale



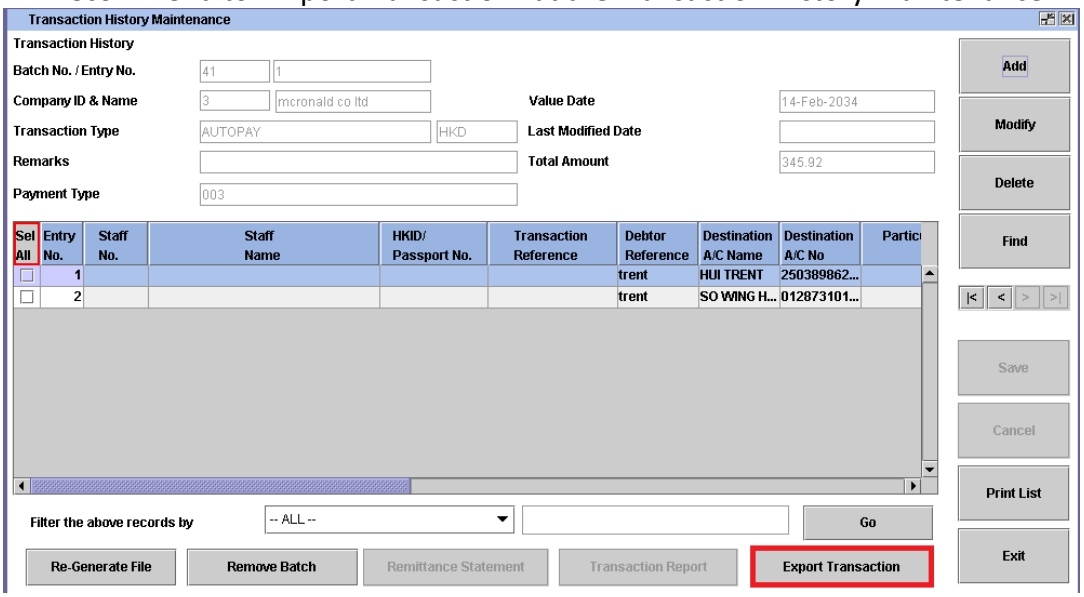


2. Chinese character should be normally displayed

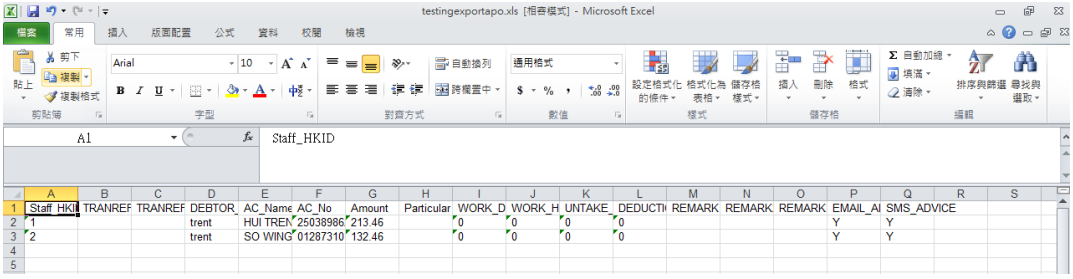


9.4 Import Transaction as a batch

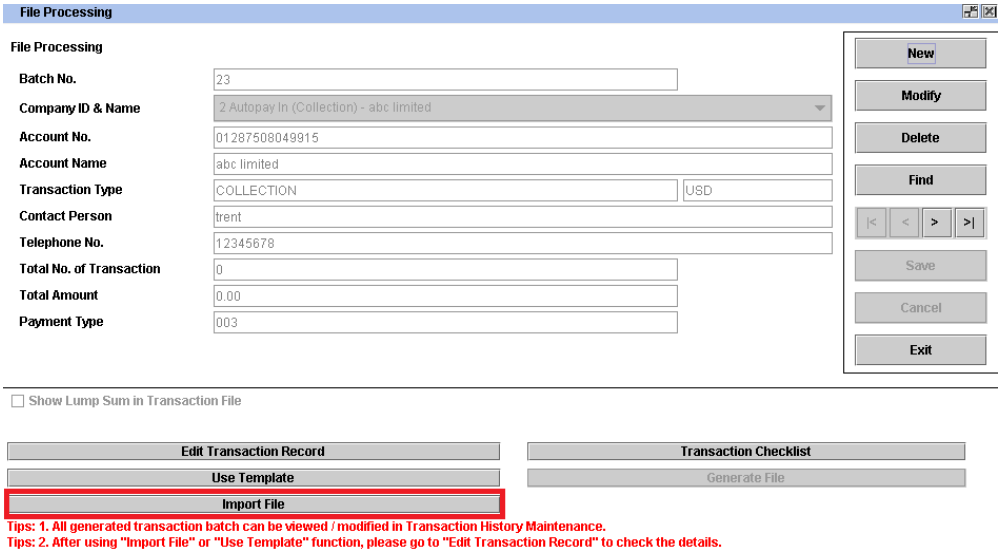
1. Recommend to “Export Transaction” at the Transaction History Maintenance



2. Use the exported excel file as a template to input relevant staff /Autopay details

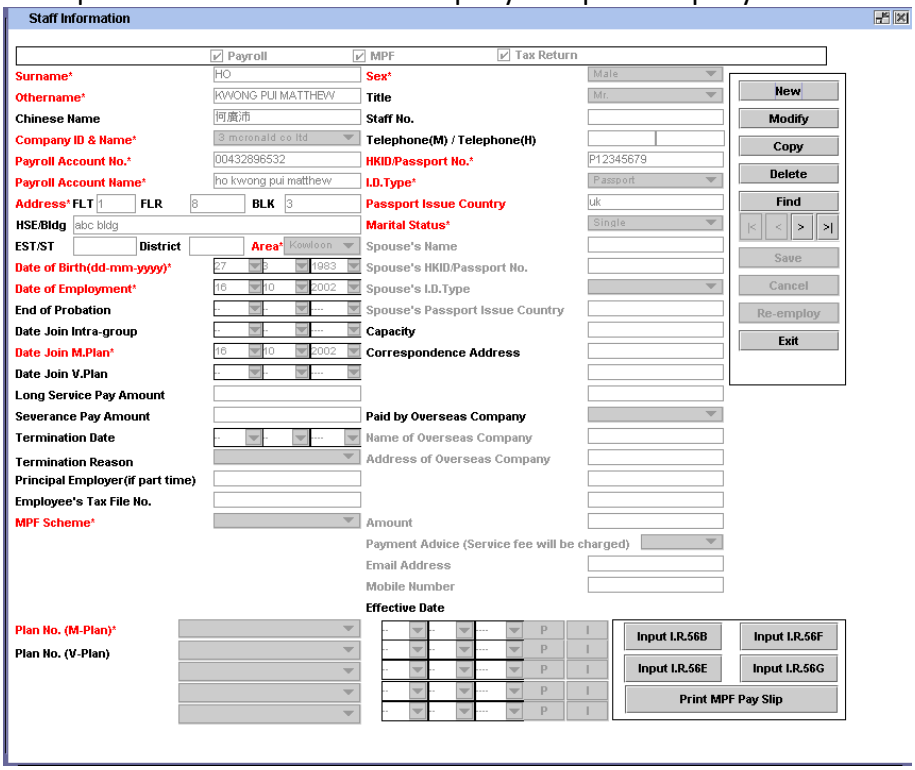


3. Import the filled excel file back to PNA software at Transaction ->File Processing ->Import File

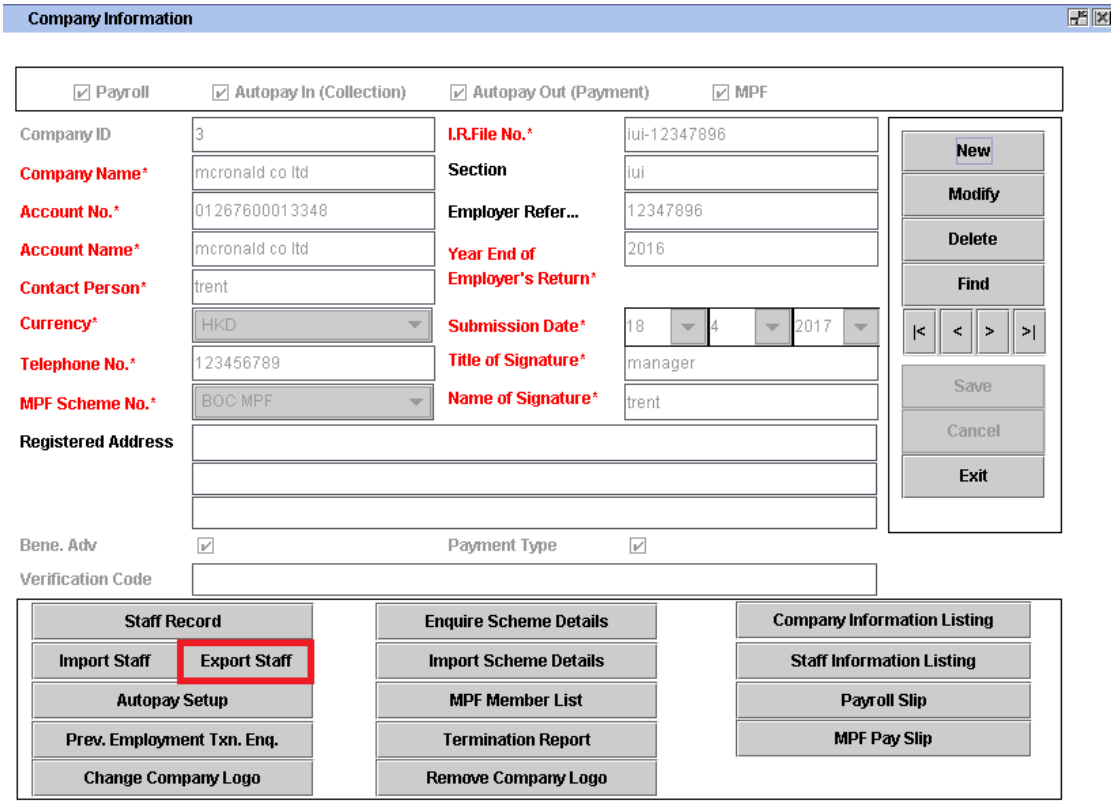


9.5 Import Staff as a batch

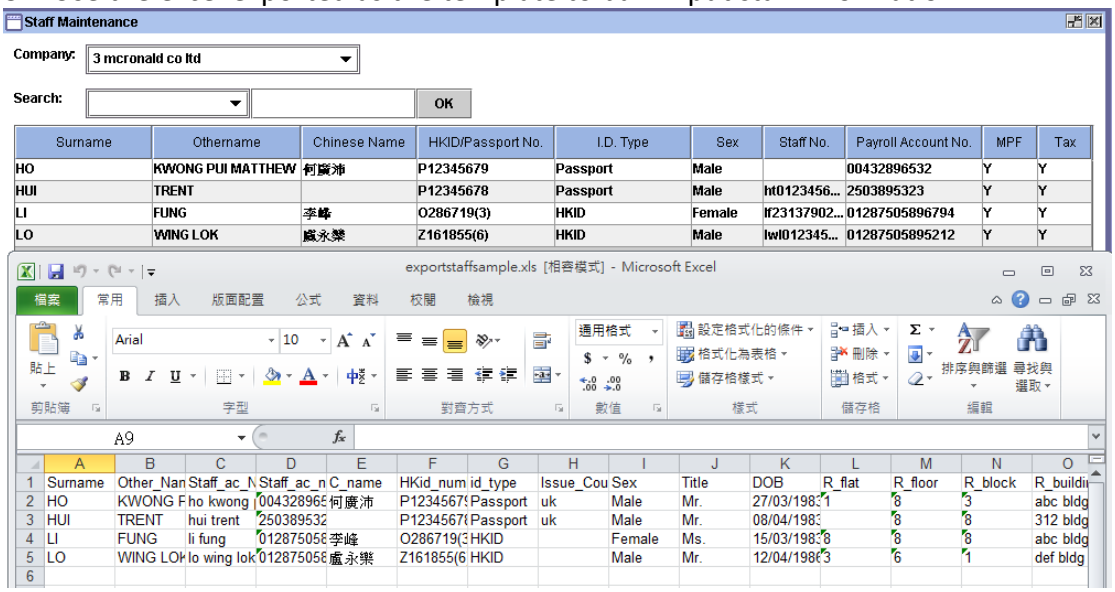
1. Input a few staff record at Company Setup ->Company Information ->Staff Record



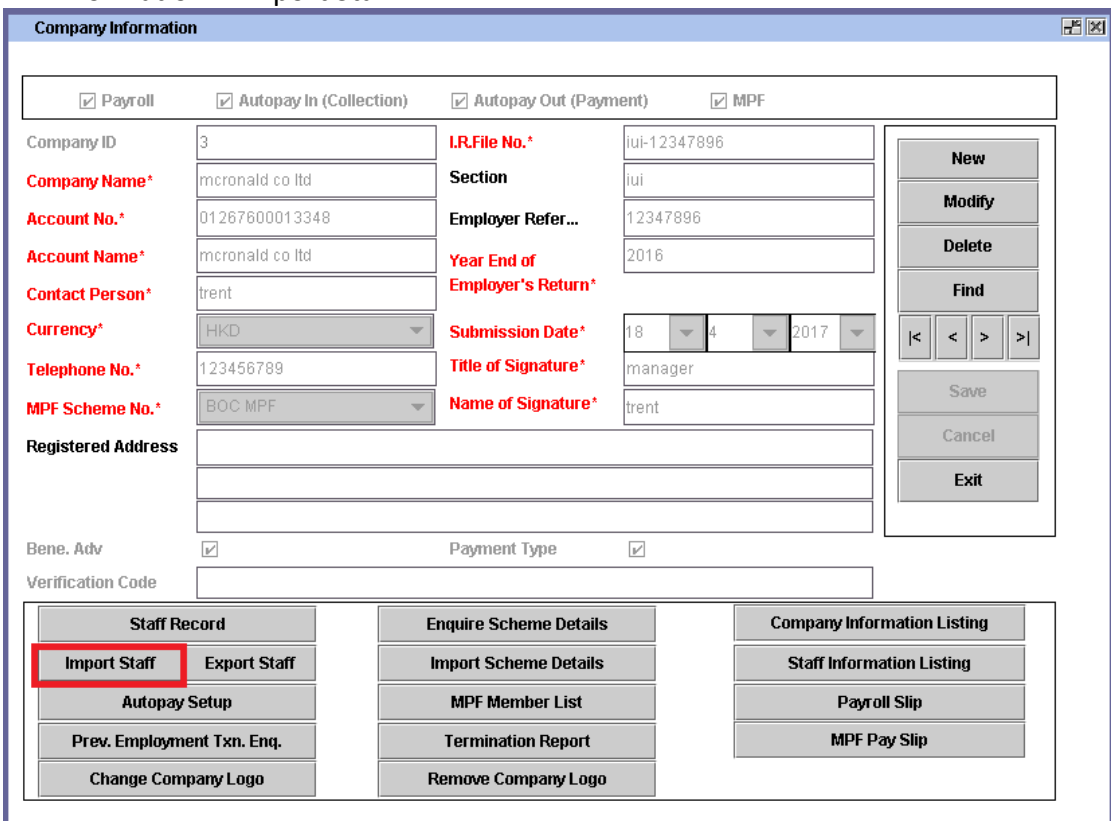
2. “Export Staff” at the Company Setup -> Company Information



3. Use the excel exported as the template to bulk input staff information

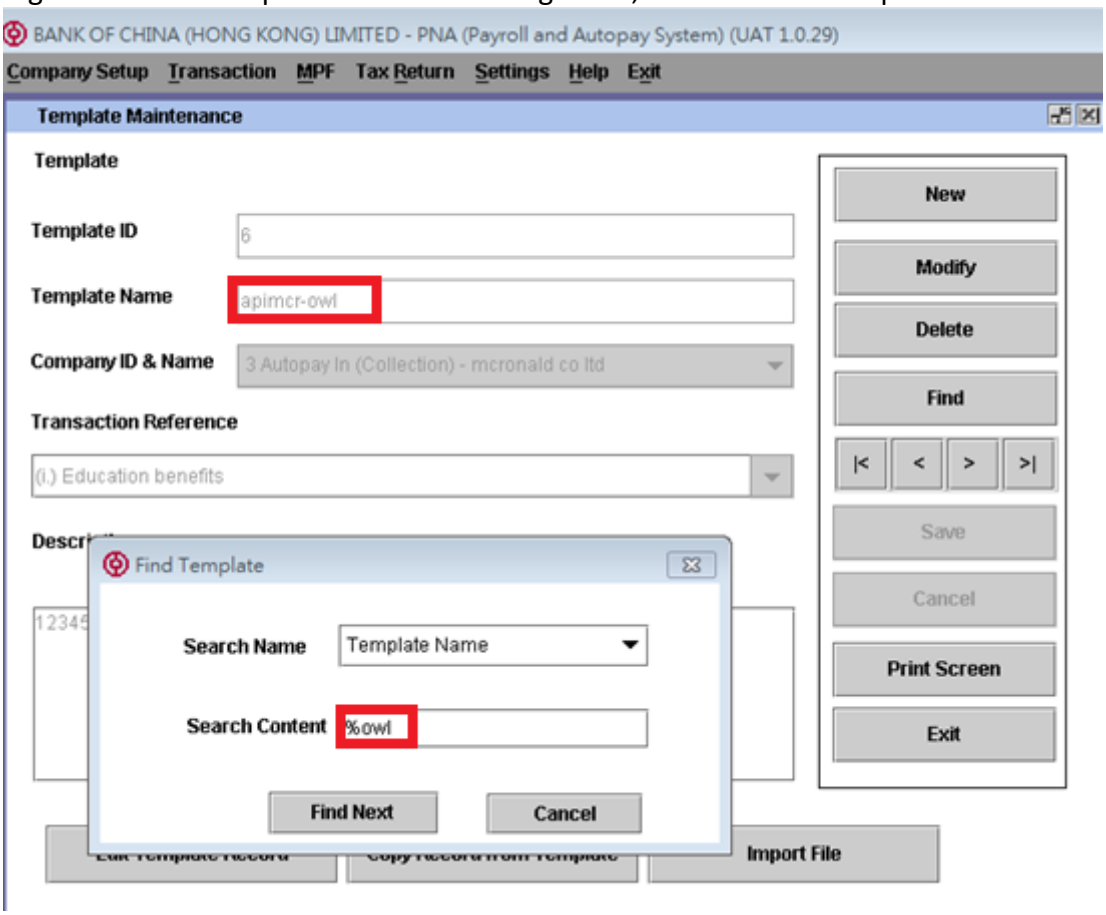


4. Import the filled excel file back to PNA software at Company Setup ->Company Information ->Import Staff



9.6 "Find" Function

If you need to search a particular name that is not at the starting position, % needed to be added as the prefix.
e.g. To search a template name with string "owl", click "Find" and input "%owl"

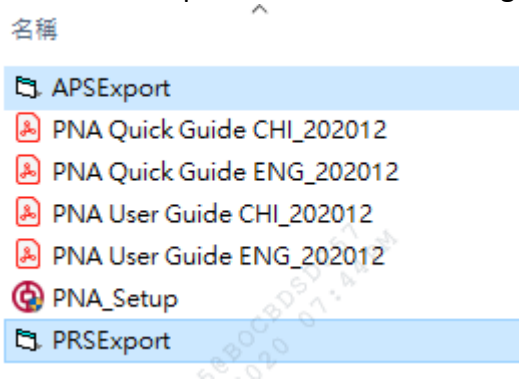


10. Migration from old system

You can migrate the staff data and transaction data from old payroll/autopay software to PNA Software. Firstly, you will need to follow steps 1 to 7 below to export database from old payroll/autopay software. Secondly, you will need to follow steps 8 to 13 to import the database to PNA database.

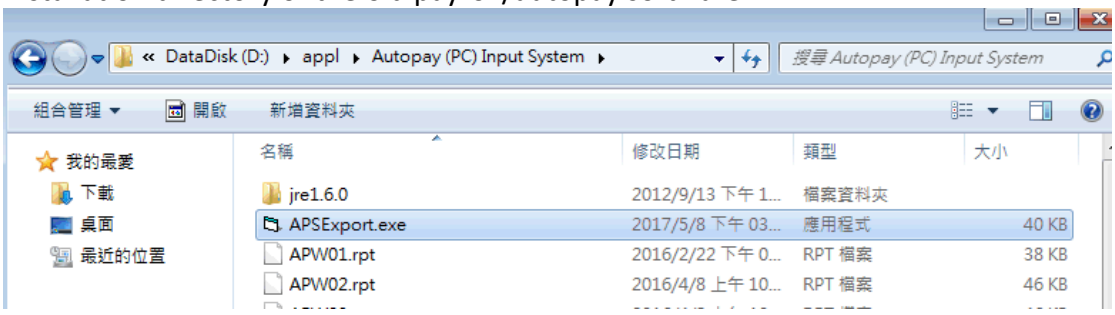
1. Among the extracted files from the PNA_Software.zip, which you have downloaded from iGTB NET, copy the ”PRSExport.exe / APSExport.exe”.

   ”PRSExport.exe” is for exporting database from old payroll software, while ”APSExport.exe” is for extracting database from old autopay software.

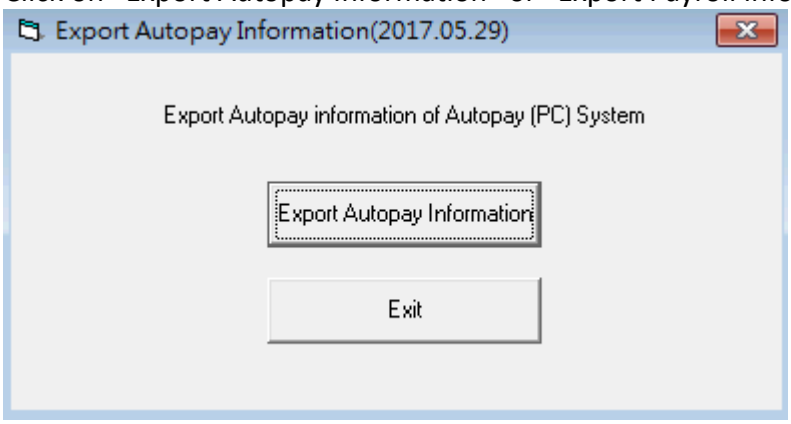


2. Place the copy of ”APSExport.exe / PRSExport.exe” under the installation directory of the old payroll/autopay software.

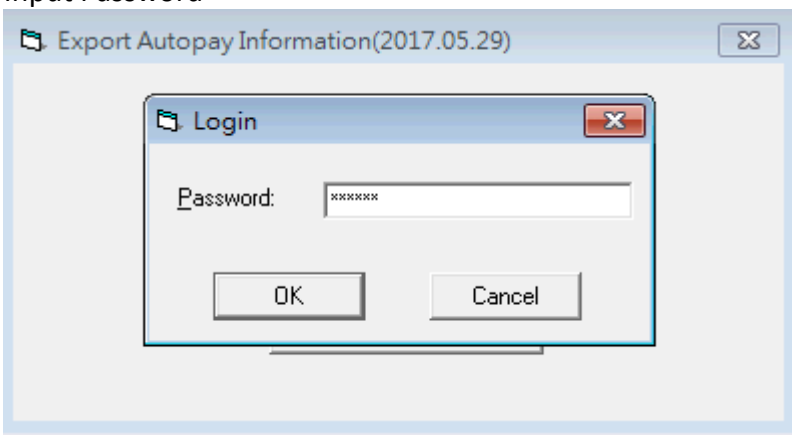
3. Double click to open the ”APSExport.exe/ PRSExport.exe” placed under the installation directory of the old payroll/autopay software.



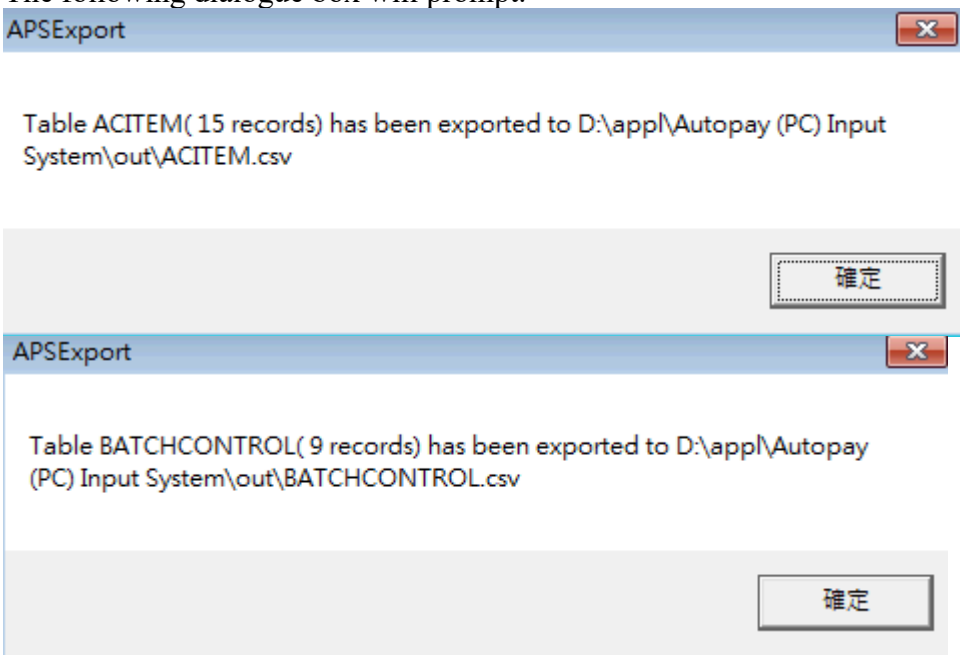
4. Click on “Export Autopay Information” or “Export Payroll information”

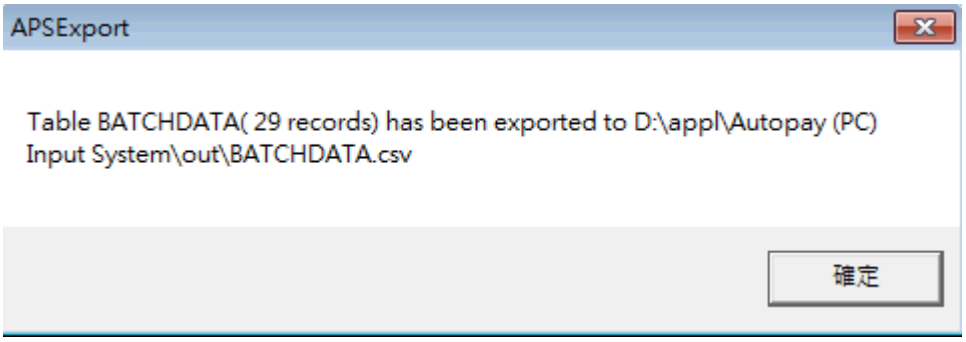


5. Input Password

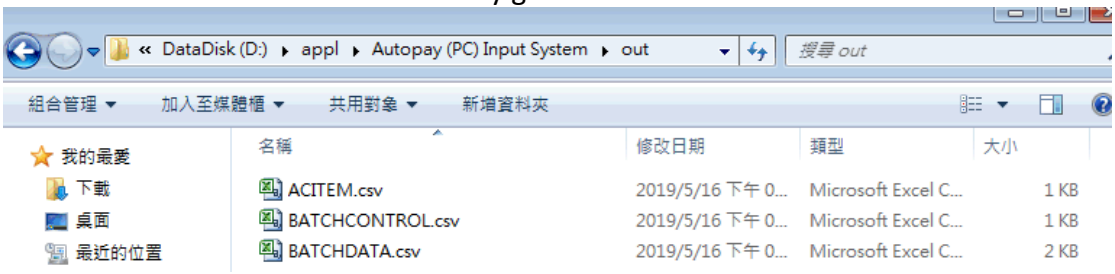


6. The following dialogue box will prompt.

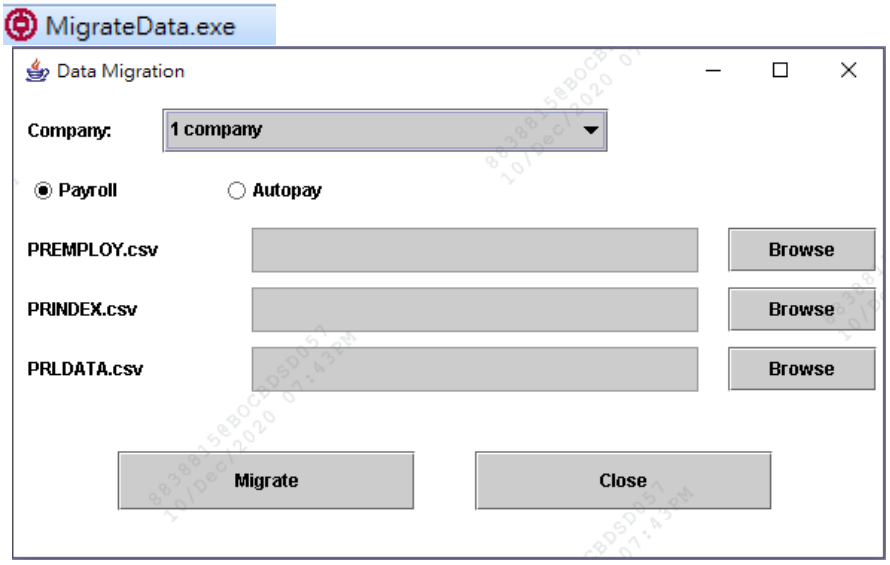


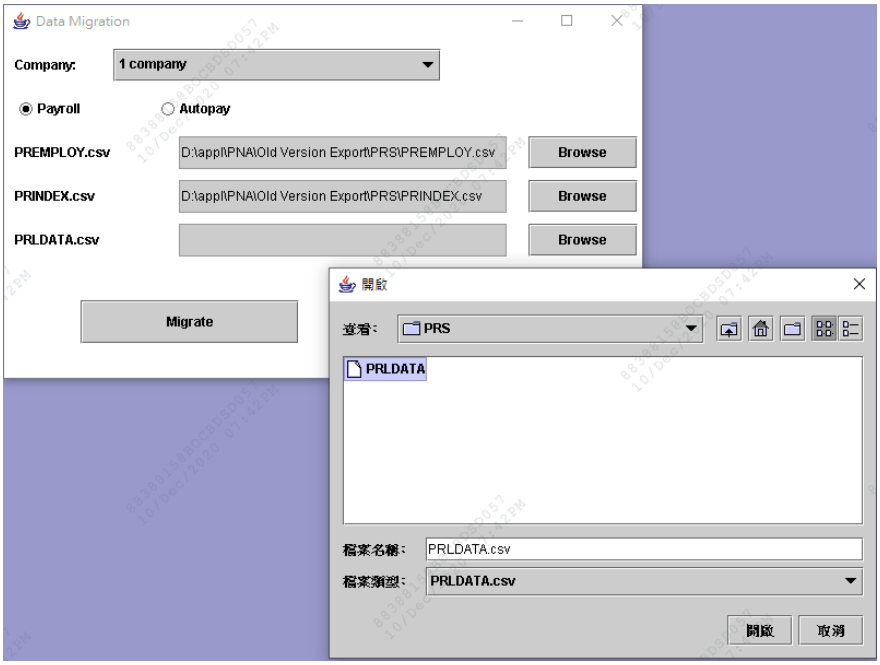


7. Database records will be automatically generated and saved in 'out' folder.



8. Go to PNA Software file folder and double click MigrateData.exe





9. In Data Migration screen, select relevant company
10. Select the types of records (Payroll or Autopay) to migrate.
11. Browse the exported files stored under the directory in step 7.
12. Click 'Migrate' to move the database records (.csv) under the company being selected.
13. After finished, the following dialogue box will prompt.



Appendix 1 – Transaction Reference available in PNA

English	Traditional Chinese	Simplified Chinese
(a.) Salary / wages	(a.) 薪金 / 工資	(a.) 薪金 / 工资
(b.) Leave pay	(b.) 假期工資	(b.) 假期工资
(c1) Director's fee - under employment contract	(c1) 董事袍金 - 根據僱傭合約	(c1) 董事袍金 - 根据雇佣合约
(c2) Director's fee - no employment contract	(c2) 董事袍金 - 無僱傭合約	(c2) 董事袍金 - 无雇佣合约
(d.) Commission / fees	(d.) 佣金 / 費用	(d.) 佣金 / 费用
(e.) Bonus	(e.) 花紅	(e.) 花红
(f.) Back pay, terminal awards, and gratuities, etc.	(f.) 補發薪金，退休或終止服務時的獎賞和酬金等	(f.) 补发薪金，退休或终止服务时的奖赏和酬金等
(g.) Certain payments from occupational retirement scheme / MPF scheme	(g.) 職業退休計劃 / 強積金計劃的款項	(g.) 职业退休计划 / 强积金计划的款项
(h.) Salaries tax paid by employer	(h.) 僱主代付的薪俸税	(h.) 雇主代付的薪俸税
(i.) Education benefits	(i.) 教育費福利	(i.) 教育费福利
(j.) Gain realized under share option scheme	(j.) 在股份認購計劃中所賺取的收益	(j.) 在股份认购计划中所赚取的收益
(k1) 1st other rewards, allowances or perquisites	(k1) 第一其他報酬，津貼或額外賞賜	(k1) 第一其他报酬，津贴或额外赏赐
(k2) Housing allowance, housing benefits	(k2) 住房津貼，住房福利	(k2) 住房津贴，住房福利
(k3) 3rd other rewards, allowances or perquisites	(k3) 第三其他報酬，津貼或額外賞賜	(k3) 第三其他报酬，津贴或额外赏赐
(l.) Pensions	(l.) 退休金	(l.) 退休金
(1.) Severance payments, long service payments	(1.) 遣散費，長期服務金	(1.) 遣散费，长期服务金
(21) Loan or advance of money from the employer	(21) 僱主的貸款或墊款	(21) 雇主的贷款或垫款

(22) Loan or advance of money releases in consideration of the employee's employment	(22) 免除作為僱用該僱員的代價的貸款或墊款	(22) 免除作为雇用该雇员的代价的贷款或垫款
(3.) Non-monetary benefits (meals, uniforms, travelling, medical service, life insurance, furniture or education)	(3.) 非金錢利益(膳食，制服，旅遊，醫療服務，人壽保險，傢俬或教育)	(3.) 非金钱利益(膳食，制服，旅游，医疗服务，人寿保险，傢俬或教育)
(4.) Payments after the cessation of employment	(4.) 於受僱終止後獲發的款項	(4.) 于受雇终止后获发的款项
(5.) Income in a contribution period	(5.) 供款期的入息	(5.) 供款期的入息
(6.) An outsider is an agent of the employer and pays at the direction and on behalf of the employer	(6.) 第三者是僱主的代理人，並應僱主的指示及代表僱主支付款項	(6.) 第三者是雇主的代理人，并应雇主的指示及代表雇主支付款项
(7.) Reward not for services (marriage, personal reasons (reward for passing examination))	(7.) 不屬於服務的獎勵(結婚，個人原因(考試獎勵))	(7.) 不属于服务的奖励(结婚，个人原因(考试奖励))
(8.) Payment to employee (termination of an employment, medical claims reimbursements)	(8.) 支付給僱員(終止僱用，醫療索償)	(8.) 支付给雇员(终止雇用，医疗索偿)
(9.) Reimbursement allowance (professional organisation membership, education, travel, medical treatment, meal allowance, subsistence allowence)	(9.) 發還津貼(專業機構會籍，教育，旅遊，醫療計劃，膳食津貼，生活津貼)	(9.) 发还津贴(专业机构会籍，教育，旅游，医疗计划，膳食津贴，生活津贴)
(t1) Cash realized from selling the marketable goods	(t1) 出售適銷貨品所得的現金	(t1) 出售适销货品所得的现金

(t2) Cash realized from selling the marketable goods to employer	(t2) 出售適銷貨品給僱主所得的現金	(t2) 出售适销货品给雇主所得的现金
(11) Share Option	(11) 股份認購權	(11) 股份认购权
(w1) Direct paid by customer or distributed from the tips box without any intervention by the employer	(w1) 顧客直接給予或小費錢箱中不受僱主干預的分配	(w1) 顾客直接给予或小费钱箱中不受雇主干预的分配
(w2) Tips or service charge collected by employer and distributing to employee in prorate	(w2) 由僱主收集然後按比例分配的小費或服務費	(w2) 由雇主收集然后按比例分配的小费或服务费
(14) Payment for the expenses included in the performance of employment duty (entertainment allowance, uniform laundry allowance, mobile phone services charges allowance and mileage duty allowance)	(14) 支付包含在履行職務中的開支(酬酢津貼,制服洗熨津貼，流動電話服務收費津貼和出差交通津貼)	(14) 支付包含在履行职务中的开支(酬酢津贴，制服洗熨津贴，流动电话服务收费津贴和出差交通津贴)
(15) Payment in lieu of notice made by a relevant employee to employer or a deduction may be made from the income payable to a relevant employee	(15) 向僱主支付代通知金或僱主須從應支付給有關僱員的入息中扣減款項	(15) 向雇主支付代通知金或雇主须从应支付给有关雇员的入息中扣减款项
(16) Expenses which have been borne by the employer on a relevant employee's behalf (e.g. personal long distance calls telephone charges)	(16) 僱主為有關僱員承擔的支出(例如私人長途電話費)	(16) 雇主为有关雇员承担的支出(例如私人长途电话费)

(10a) Employee compensations/damages (payment of compensation under Employees Compensation Ordinance, damages or compensations received as determined by courts or other tribunals)	(10a) 僱員補償 / 賠償 (根據僱員補償條例支付的補償，由法院或其他法庭裁定的補償或賠償)	(10a) 雇员补偿 / 赔偿 (根据雇员补偿条例支付的补偿，由法院或其他法庭裁定的补偿或赔偿)
(10b) Payment in lieu of notice (made by employers to employees)	(10b) 代通知金(支付給僱員)	(10b) 代通知金(支付给雇员)

Appendix 2 – Staff Information File Import Format

File Name : User defined + ('.xls', '.dbf','.txt') e.g. import.xls
File Type : .xls (Excel 97-2003), .dbf (DBaseIV), txt (csv)
Character Set : ASCII
Date field format : MM-DD-YYYY

The interface file can be one of the three formats: xls, dbf and txt. The first line of the file contains field names.

For Excel files:
It should be Excel 97-2003 format, with the first row containing field names.

For txt file:
It should be a comma-delimited text file, with the first row containing field names. For numeric fields, please make sure every row's value has the same number of decimal places. For character fields, please make sure every row's value has a prefix (').e.g. '01501234567890

Format 1:

#	Field Name	Format	Max Size (Byte)	Remark
1	Surname	Character	20	
2	Other_Name	Character	55	
3	Staff_ac_Name	Character	20	
4	Staff_ac_number	Character	18	
5	C_name	Character	50	
6	HKid_number	Character	20	
7	Id_type	Character	8	
8	Sex	Character	6	
9	Title	Character	30	
10	DOB	Date	10	Date of birth
11	R_flat	Character	10	The combined text : R_flat & R_floor & R_block will also be inserted into addr1
12	R_floor	Character	10	The combined text : R_flat & R_floor & R_block will also be inserted into addr1
13	R_block	Character	30	The combined text : R_flat & R_floor & R_block will

				also be inserted into addr1
14	R_building	Character	30	R_building will also be inserted into addr2
15	R_street	Character	30	The combined text : R_street & R_district will also be inserted into addr3
16	R_district	Character	50	The combined text : R_street & R_district will also be inserted into addr3
17	M_status	Character	12	Marital Status
18	DOE	Date	10	Date of Employment
19	Staff_id	Character	20	
20	DJMP	Date	10	Date join M-Plan

Format 2 (This is mainly for customer used BOCHK Payroll (PC) System previously. BOCHK Payroll (PC) System exports the data in below format and it can be uploaded to PNA directly.)

#	Field Name	Format	Max Size (Byte)	Mandatory	Corresponding PRS (client) information
1	EMPL_ID	Character	8	Y	僱員編號
2	EM_STATUS	Character	1	Y	現有員工/離職員工
3	SURNAME	Character	20	Y	姓氏
4	O_NAME	Character	55	Y	名字
5	BANK_ACC	Character	15	Y	銀行賬號
6	IN_GP_FLAG	Character	1	Y	集團內賬戶/集團內賬戶
7	ID_NO	Character	9		香港身份證號碼
8	PASSPORT	Character	40		護照號碼及發證國家
9	SEX	Character	1		性別
10	MARITAL	Character	1		婚姻狀況
11	ADDRESS	Character	90		住址
12	CO_ADDRESS	Character	60		通訊地址
13	POSIT	Character	40		受僱職位
14	PRIN_EMPL	Character	30		主要僱主名稱
15	START_DATE	Date	8		受僱日期
16	END_DATE	Date	8		離職日期
17	Q_FLAG	Character	1		有關居住所的資料
18	OVER_FLAG	Character	1		有關由海外公司支付人

#	Field Name	Format	Max Size (Byte)	Mandatory	Corresponding PRS (client) information
					員
19	REMARK	Character	60		備註
20	CHINAME	Character	50		中文名稱
21	TAXFILE	Character	13		僱員於稅務局的稅務檔案號碼
22	AREA	Character	1		地區
23	SPOUSE	Character	50		更多配偶資料 > 配偶姓名
24	S_ID	Character	9		更多配偶資料 > 配偶香港身份證號碼
25	S_PASSPORT	Character	40		更多配偶資料 > 配偶護照號碼及發證國家
26	Q1_ADDRESS	Character	110		更多居所資料 > 有關提供居所的資料(1) 地址
27	Q1_NATURE	Character	19		更多居所資料 > 有關提供居所的資料(1) 類型
28	Q1_PERIOD	Character	26		更多居所資料 > 有關提供居所的資料(1) 居所計算期間
29	Q1_RENT1	Character	7		更多居所資料 > 有關提供居所的資料(1) 租金(由僱主給業主的租金)
30	Q1_RENT2	Character	7		更多居所資料 > 有關提供居所的資料(1) 租金(由僱員給業主的租金)
31	Q1_RENT3	Character	7		更多居所資料 > 有關提供居所的資料(1) 租金(由僱主發還給僱員

#	Field Name	Format	Max Size (Byte)	Mandatory	Corresponding PRS (client) information
					的租金)
32	Q1_RENT4	Character	7		更多居所資料 > 有關提供居所的資料(1) 租金(由僱員付給僱主的租金)
33	Q2_ADDRESS	Character	110		更多居所資料 > 有關提供居所的資料(2) 地址
34	Q2_NATURE	Character	19		更多居所資料 > 有關提供居所的資料(2) 類型
35	Q2_PERIOD	Character	26		更多居所資料 > 有關提供居所的資料(2) 居所計算期間
36	Q2_RENT1	Character	7		更多居所資料 > 有關提供居所的資料(2) 租金(由僱主給業主的租金)
37	Q2_RENT2	Character	7		更多居所資料 > 有關提供居所的資料(2) 租金(由僱員給業主的租金)
38	Q2_RENT3	Character	7		更多居所資料 > 有關提供居所的資料(2) 租金(由僱主發還給僱員的租金)
39	Q2_RENT4	Character	7		更多居所資料 > 有關提供居所的資料(2) 租金(由僱員付給僱主的租金)
40	O_CONCERN	Character	60		更多的海外公司資料 > 海外公司名稱

#	Field Name	Format	Max Size (Byte)	Mandatory	Corresponding PRS (client) information
41	O_ADDRESS	Character	60		更多的海外公司資料 > 海外公司地址
42	O_AMOUNT	Character	20		更多的海外公司資料 > 款額(如知道)

Appendix 3 – Scheme Information File Import Format

The file created is a plain text file, with a header record, surcharge percentage records, public holiday records, and scheme detail records. Each file contains one scheme information for the company.

Filename: SSSSSSSSSSSEEE.dat
where SSSSSSSSSSS is the scheme number
EEE is the employer code
Character Set: ASCII
Field delimiter : Tab (Hex 09)
Record format : Variable
Record terminator: Carriage return + Line feed (Hex 0D + 0A)

Header Record:

Field Name	Format	Remarks
Magic Word (Identifier)	Character (Fixed)	Default value = 'New Scheme'
Version No.	Character	
Download Date	MM-DD-YYYY	
No of Scheme Headers	Integer	Always 1
No of Public Holiday Records	Integer	Always 0
No of Surcharge % Records	Integer	Always 0

Scheme Details consists of Scheme Header and Plan Details.

Scheme Header: [only one scheme header record in a file]

Field Name	Format	Max Size (Byte)	Remarks
Scheme No	Character	11	
Service Provider Code	Character	10	
BR No.	Character	30	Always ''
Scheme Effective Date	MM-DD-YYYY	10	
Company Name	Character	100	
Employer Code	Character	3	
Scheme Type	Character	1	'M' - MPF, 'O' - ORSO
Trustee Name	Character	100	Always ''
Trustee Bank Code	Character	3	Always ''
Trustee Branch Code	Character	3	Always ''
Trustee Bank A/C No	Character	30	Always ''
Broker Code	Character	30	Always ''

No of Plans	Integer	4	Without decimal point

Plan Details: [can be more than one plan record]

Field Name	Format	Max Size (Byte)	Remarks
Plan No	Character	5	
Mandatory	Integer	1	(1-yes, 0-no)
Effective Date	MM-DD-YYYY	10	
Irregular Voluntary Contribution	Integer	1	(1-yes, 0-no)
Voluntary Contribution Calculate Method	Integer	1	1- Income x Cont%, 2- Income x Cont% - Mandatory Cont, 3- Fixed Cont Amount 4- (Income – Max) x Cont% 5- Irregular Amount specified at EE level in PNA (Irregular Voluntary contribution = '1') 6- Fixed Cont Amount x Cont% - MC 7- Lower (Income x Cont%, Fixed Cont Amount) - MC
Max Income	Decimal	12	Always '0'
Min Income	Decimal	12	Always '0'
Cont Terms	Integer	1	1 – Date Join Scheme 2 – Date Employed
Months of Service(1)	Integer	3	Default value = 0, e.g., 119 means 0-119 months use this sliding entry
EE Cont % (1)	Decimal	6	Default value = 0.00
ER Cont % (1)	Decimal	6	Default value = 0.00
EE Cont Amt (1)	Decimal	12	Default value = 0.00
ER Cont Amt (1)	Decimal	12	Default value = 0.00
Months of Service(2)	Integer	3	Default value = 0 e.g., 179 means 120-179 months use this sliding entry
EE Cont % (2)	Decimal	6	Default value = 0.00
ER Cont % (2)	Decimal	6	Default value = 0.00
EE Cont Amt (2)	Decimal	12	Default value = 0.00

ER Cont Amt (2)	Decimal	12	Default value = 0.00
Months of Service(3)	Integer	3	Default value = 0 e.g., 999 means 180-999 months use this sliding entry
EE Cont % (3)	Decimal	6	Default value = 0.00
ER Cont % (3)	Decimal	6	Default value = 0.00
EE Cont Amt (3)	Decimal	12	Default value = 0.00
ER Cont Amt (3)	Decimal	12	Default value = 0.00
Months of Service(4)	Integer	3	Default value = 0
EE Cont % (4)	Decimal	6	Default value = 0.00
ER Cont % (4)	Decimal	6	Default value = 0.00
EE Cont Amt (4)	Decimal	12	Default value = 0.00
ER Cont Amt (4)	Decimal	12	Default value = 0.00
Months of Service(5)	Integer	3	Default value = 0
EE Cont % (5)	Decimal	6	Default value = 0.00
ER Cont % (5)	Decimal	6	Default value = 0.00
EE Cont Amt (5)	Decimal	12	Default value = 0.00
ER Cont Amt (5)	Decimal	12	Default value = 0.00
Months of Service(6)	Integer	3	Default value = 0
EE Cont % (6)	Decimal	6	Default value = 0.00
ER Cont % (6)	Decimal	6	Default value = 0.00
EE Cont Amt (6)	Decimal	12	Default value = 0.00
ER Cont Amt (6)	Decimal	12	Default value = 0.00
Months of Service(7)	Integer	3	Default value = 0
EE Cont % (7)	Decimal	6	Default value = 0.00
ER Cont % (7)	Decimal	6	Default value = 0.00
EE Cont Amt (7)	Decimal	12	Default value = 0.00
ER Cont Amt (7)	Decimal	12	Default value = 0.00
Months of Service(8)	Integer	3	Default value = 0
EE Cont % (8)	Decimal	6	Default value = 0.00
ER Cont % (8)	Decimal	6	Default value = 0.00
EE Cont Amt (8)	Decimal	12	Default value = 0.00
ER Cont Amt (8)	Decimal	12	Default value = 0.00
Months of Service(9)	Integer	3	Default value = 0
EE Cont % (9)	Decimal	6	Default value = 0.00
ER Cont % (9)	Decimal	6	Default value = 0.00
EE Cont Amt (9)	Decimal	12	Default value = 0.00
ER Cont Amt (9)	Decimal	12	Default value = 0.00
Months of Service(10)	Integer	3	Default value = 0
EE Cont % (10)	Decimal	6	Default value = 0.00
ER Cont % (10)	Decimal	6	Default value = 0.00

EE Cont Amt (10)	Decimal	12	Default value = 0.00
ER Cont Amt (10)	Decimal	12	Default value = 0.00
Reserved Number Field 1	Integer	3	Always '0'
Reserved Number Field 2	Integer	3	Always '0'
Reserved Number Field 3	Integer	3	Always '0'
Reserved Number Field 4	Integer	3	Always '0'
Salary Calculation	Integer	1	For M-Plan, always '0' For V-Plan, always '1'
Start Working Age (For mandatory only)	Integer	3	Always '18'
Retirement Age	Integer	3	Always '65'
Reserved Number Field 5	Decimal	6	Always '0'
Reserved Number Field 6	Decimal	12	Always '0'
Reserved String Field 1	Character	4	Always 4 spaces
Plan Name	Character	100	
Pay Cycle	Integer	1	1- Monthly 2 - Bi-monthly 3 – Fortnightly 4 – Weekly
Fortnightly or Weekly First Payroll End Date	MM-DD-YYYY	10	Default value = 10 spaces
Monthly or Bi-monthly First Cover End Day	Integer	2	0 : Month end 1-30 : Specific Day
Bi-monthly 2nd Cover End Day	Integer	2	1-30

Appendix 4 – MPF Contribution File Output Format

File Name : <<Scheme no.>> + "BOCIP" + <<9999>>.uue

- Scheme no. is a unique identification assigned by the Trustee to each customer.

- 9999 = unique sequence no. that starts with 1 for the first upload and increased by one for each upload

Character Set : ASCII
Record format : Variable length
Record terminator: Carriage return + Line feed (Hex 0D + 0A)
Field format : Variable length
Field terminator : Tab (Hex 09)
Date field format : YYYYMMDD

The interface file consists of a header record, followed by employee information record(s), and then contribution batch(es). All fields are terminated by tab, except the last field of a record which is terminated by carriage return + line feed. The last record of the file should also be terminated by carriage return + line feed. All fields are compulsory.

Contribution Header Record

#	Field Name	Format	Length	Remark
1	Record Type	Character	1	Always 'X' – Control record
2	ASL Client ID	Character	10	
3	Version	Character	15	Always 'ASLV01.0'
4	Transaction Reference	Character	16	This reference will be used by trustee to refer to the original MPF file when answering customer enquiries.
5	Create Date	Character	8	Format YYYYMMDD
6	Create Time	Character	6	Format HHMMSS
7	Employer ID	Character	11	
8	MPF Scheme Code	Character	7	
9	Payroll Start Date	Character	8	Format YYYYMMDD
10	Payroll End Date	Character	8	Format YYYYMMDD
11	Payment Method	Character	4	AP – Autopay / CAQ – Cheque / CASH – Cash
12	Unused field	Character	13	Space
13	Carriage return + Line feed	Character	2	

Contribution Detail Record

#	Field Name	Format	Length	Remark
1	Record Type	Character	1	Always 'D' – MPF Contribution Detail
2	HKID / Passport Number	Character	40	
3	Plan Number	Character	4	
4	Contribution Period Start Date	Character	8	Format YYYYMMDD
5	Contribution Period End Date	Character	8	Format YYYYMMDD
6	Relevant Income	Character	12	Format 9(9).99
7	Employer Mandatory Contribution	Character	8	Format 9(5).99
8	Employee Mandatory Contribution	Character	8	Format 9(5).99
9	Employer Voluntary Contribution	Character	9	Format 9(6).99
10	Employee Voluntary Contribution	Character	9	Format 9(6).99
11	Carriage return + Line feed	Character	2	

Contribution Control Record

#	Field Name	Format	Length	Remark
1	Record Type	Character	1	Always 'X' – Control record
2	Total Member Count	Character	5	Format 9(5)
3	Record Count	Character	7	Format 9(7)
4	Control MC Total	Character	15	Format 9(12).99
5	Control VC Total	Character	15	Format 9(12).99
6	Unused field	Character	64	Space
7	Carriage return + Line feed	Character	2	

Appendix 5 – Transaction File Output Format

File Name:

	Payroll	**Autopay**
For branch channel submission	Salary.pna	Autopay.pna
For e-channel submission	Salary.dat	Autopay.dat

Record Format: ASCII

For branch channel submission Format:

Field No.	**Rel Pos.**	**Field Len.**	**Type**	**Description**
Header Record				
1	1	14	Number	Company A/C No. 公司戶帳號
2	3	50	String	Company A/C Name 公司戶帳號
3	53	8	Number	Effective Date 檔案生效日期
4	61	5	Number	Total Quantity 總交易筆數
5	66	11	Number	Total Amount 總交易金額
6	75	3	String	Currency 交易貨幣
7	78	3	Number	Payment Type 付款類別
8	81	4	String	Transaction Type 交易種類 'PRPT' – 發薪交易 'AIPT' – 自動轉賬收款交易 'AOPT' – 自動轉賬付款交易
Data Record				
1	1	14	String	ORIG-ACNO 發動戶帳號
2	15	20	String	ORIG-NAME 發動戶帳號
3	35	2	String	TX-TYPE交易類別 (Option: CR - CREDIT DR – DEBIT)
4	37	15	String	DEST-ACNO 被動戶帳號
5	52	20	String	DEST-NAME 被動戶戶名
6	72	11	Number	PAY-AMT 付款金額 FORMAT: 99999999999
7	83	18	String	DEBTOR REFERENCE 備查號

8	101	6	String	PARTICULARS 備註
9	107	50	String	Email Address 電郵地址
10	157	50	String	Mobile Number 手提電話號碼

For E-channel Submission Format:

Field No.	Rel Pos.	Field Len.	Type	Description
Data Record				
交易資訊**(Detail Record)**				
1	1	1	Character	Control value - Default value "1".
2	2	15	Character	Destination Account No. has to be digit - Length 7-15 digit
3	17	20	Character	Destination Account Name - Mandatory - Only accept 0-9 A-Z &'()*+,-./$=Space
4	37	12	Character	Amount - Mandatory - right justify if less than 12 digits - Less than 999999999.99
5	49	18	Character	DEBTOR REFERENCE - Optional - Only accept 0-9 A-Z &'()*+,-./$=Space
6	67	6	Character	PARTICULARS - Optional - Only accept 0-9 A-Z &'()*+,-./$=Space
附加通知資料 **– Max 2 records allowed** Only for Payroll and Autopay				
1	1	1	Character	Control value - Default value "2" - If PAYMENT TYPE =000, no need to input If PAYMENT TYPE = non-000, optional to input
2	2	1	Character	Notification - Mandatory - Only accept "M", "S" (M- Email address, S-SMS) - If PAYMENT TYPE =000, no need to input - If PAYMENT TYPE = non-000, optional to input
3	3	50	Character	Notification address/ number - Only accept 0-9 A-Z &'()*+,-./$=Space - If PAYMENT TYPE =000, no need to input - If PAYMENT TYPE = non-000, optional to input

控制紀錄(Control Record)				
1	1	4	Character	Control value - Payroll - 'PRPT' - Autopay-In - 'PTAD' - Autopay-Out - 'PTAC'
2	5	14	Character	Originating Account No. - Account has to be one of the following types: 1. HKD Saving 2. HKD Current 3. MTC Saving 4. MTC Current 5. USD Current - Must be one of the account number retrieved during login
3	19	50	Character	Originating Account Name. - Mandatory - Only accept 0-9 A-Z &'()*+,-./$=Space
4	69	3	Character	Currency - Mandatory - Must be same as the payment type currency
5	72	8	Character	Effective Date - Mandatory - Format: YYYYMMDD
6	80	6	Character	Total Transaction No. - Must be digit - Right justify with 0 - Max 20,000 Txn
7	86	15	Character	Total Transaction Amount - Must be digit - Format: 12(9).99 and right justify - Right justify with space. Less than 999999999999.99
8	101	3	Character	Payment Type - Must be digit - right justify if with 0 in front (Only accept 000-100. If blank, default as 000).
9	104	30	Character	CFI C/S Particular - Mandatory - Enter Space
10	134	10	Character	Software version - Mandatory

				- Enter Space
11	144	7	Character	Reserve - Enter Space no matter Payment Type =000 non-000

Appendix 6 – Transaction File Format (Import in File Processing)

For the steps of batch importing transaction, please refer to point 9.4 "Import Transaction as a batch" for details.

File Name : User defined + ('.xls') e.g. import.xls
File Type : .xls (Excel 97-2003)
Character Set : ASCII
Record format : Variable length

For Excel files:
It should be Excel 97-2003 format, with the first row containing field names.

#	Field Name	Format	Max Size (Byte)	Remark
1	Staff HKID	Character	20	
2	Transaction Ref. (e.g. (a.), (b.))	Character	20	
3	Transaction Reference Description	Character	200	
4	Account Name	Character	20	
5	Account Number	Character	15	
6	Amount	Number		
7	Particular	Character	6	
8	Send email advice	Character	1	Y/N
9	Send SMS advice	Character	1	Y/N

Appendix 7 – Transaction File Format (Import in Convert Payroll File)

"Convert Payroll File" function helps converting payroll file into PKI encrypted (.pna) file and with consignment letter printed.

File Name : User defined + ('.txt') or ('.dat') e.g. import.xls or import.dat
File Type : .txt or . dat
Character Set : ASCII
Record format : Variable length

For txt/dat files:
It should be text format.

	Field Name	Format	Mandatory (M)/ Optional (O)	Max Size (Byte)	Remark
1	Account No.	Number	M	15	- Numeric only, if BOCHK account, account no. should be 14 characters, otherwise allow account no. from 7 to 15 characters. - Left alignment, if not enough 15 characters, remain character leave space.
2	Account Name	String	In-group account - O; Out-group account - M	20	- Left alignment, if not enough 20 characters, remain character leave space.
3	Amount	Number	M	12	- Value from 0.01to 999999999.99 - Right alignment, with 2 decimal places (e.g. 1000 should input 1000.00). If not enough 12 characters, remain character leave space

4	Reference	String	O	18	- Left alignment, if not enough 18 characters, remain character leave space.
5	Part.	String	O	6	- Left alignment, if not enough 6 characters, remain character leave space.
6	Status	String	NA	1	- Leave space
7	Carriage Return /Line Feed	String	M	2	- ASII codes 13 and 10 (HEX 0D , 0A)

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