

MAS - MPF, Autopay & Payroll System User Manual

Version: 9003 (including patch9003)
Date: 18 Sep 2025

MAS User Manual

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1 System Requirements

Recommended hardware requirements:

Personal computer (PC)

Pentium IV 1GHz or above IBM-compatible PC with mouse

1GB or more main memory (RAM)

CD Rom drive

16GB free hard disk space

Printer that supports A4 sized paper[#]

SVGA monitor (800 x 600)

Recommended software requirements:

Windows 7/8/10 (Traditional Chinese or English version)

Note

Please note that for some printer modules, part of the Remittance Statement on the right cannot be printed. This is because the printable areas for some printers are not wide enough to print the Remittance Statement.

2 Installing MAS

Installation is carried out with the setup programme, MAS.exe, provided on the distributed CD. Simply run the setup programme and follow the instructions in the pop-up prompts onscreen to complete the installation. Sun Microsystems Java Runtime Environment (JRE) version 1.4.2_04 will also be installed by this installation programme. The JRE installed is private, and will not conflict with any existing JRE on your PC.

Install MAS

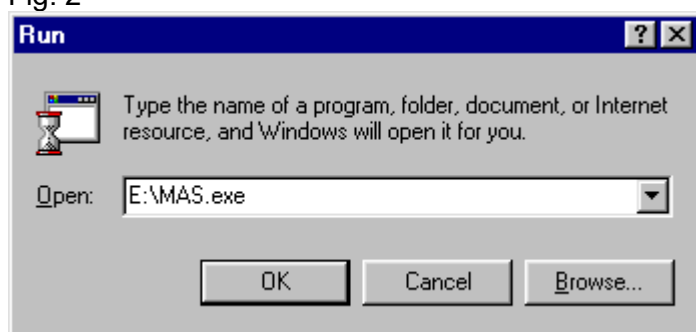
Before installing MAS, please close all other applications as they may affect the installation. WIN7, WIN8 and WIN10 users should log in to Windows with a user account that has **administrator** or **power user** rights to carry out the installation.

Step 1. Insert the MAS Installation CD into the CD-ROM drive and then double click the installation programme in file explorer (Fig. 1), or click Start > Run in the lower left corner of Windows and type in "[Drive letter]:\MAS.exe" (e.g. if your CD-Rom is E:, then type E:\MAS.exe) (Fig. 2).

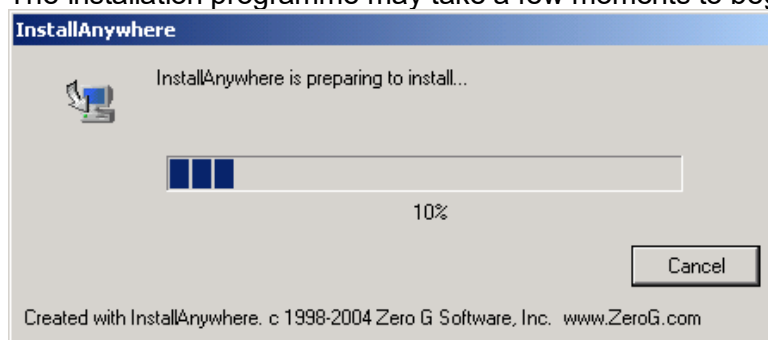
Fig.1

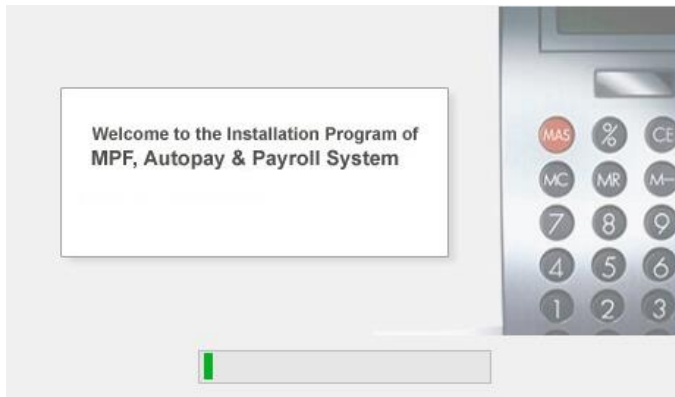


Fig. 2

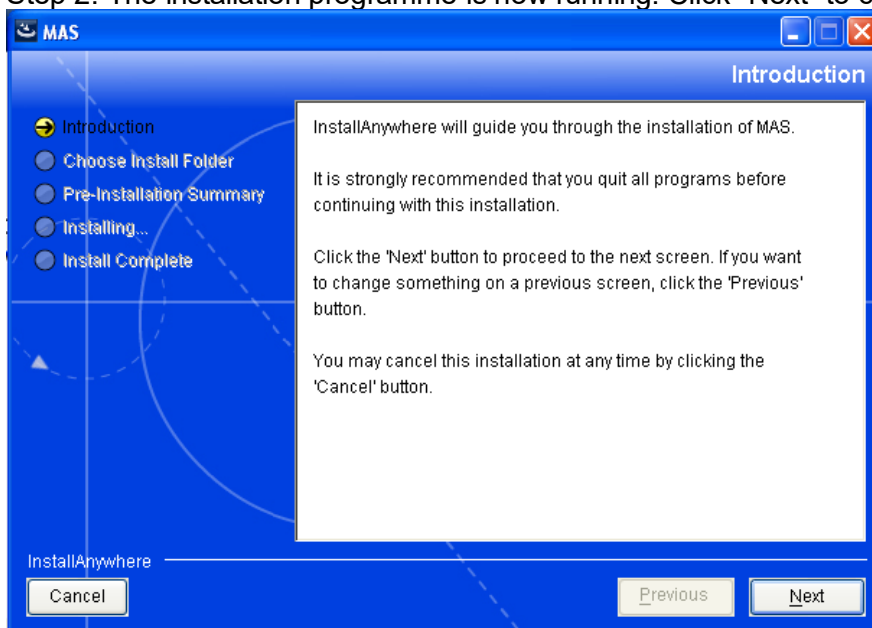


The installation programme may take a few moments to begin.

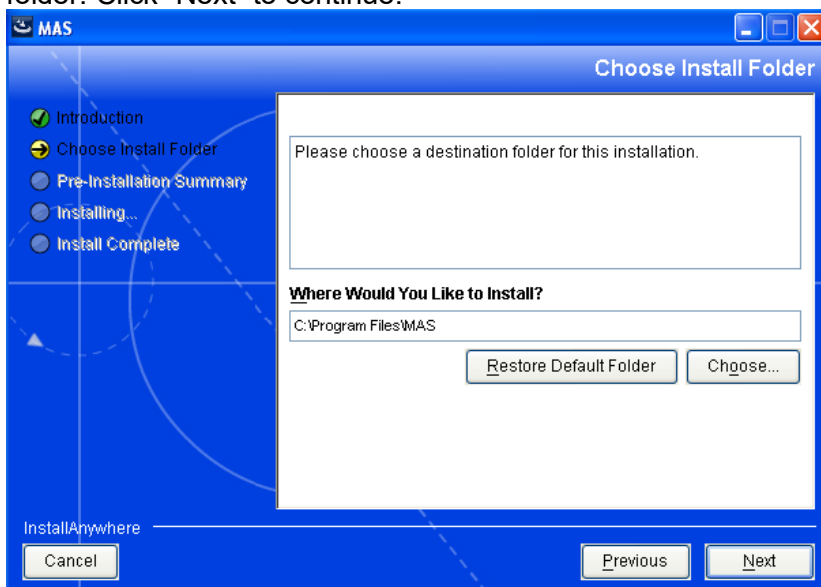




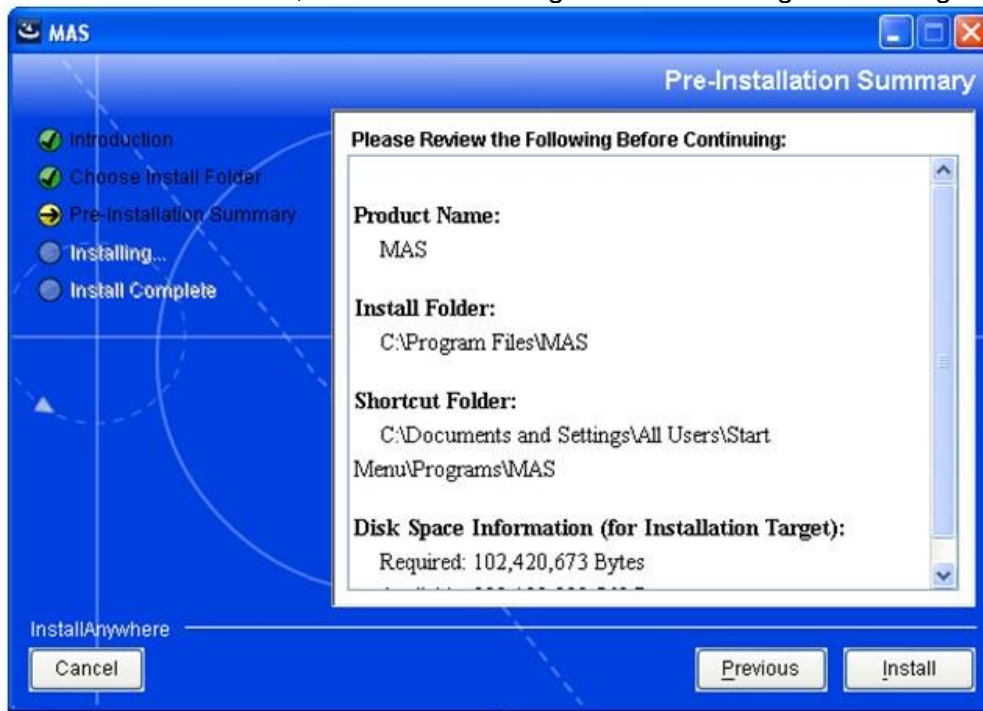
Step 2. The installation programme is now running. Click “Next” to continue.



Step 3. You can use the default folder to install MAS or click “Choose...” to select another folder. Click “Next” to continue.

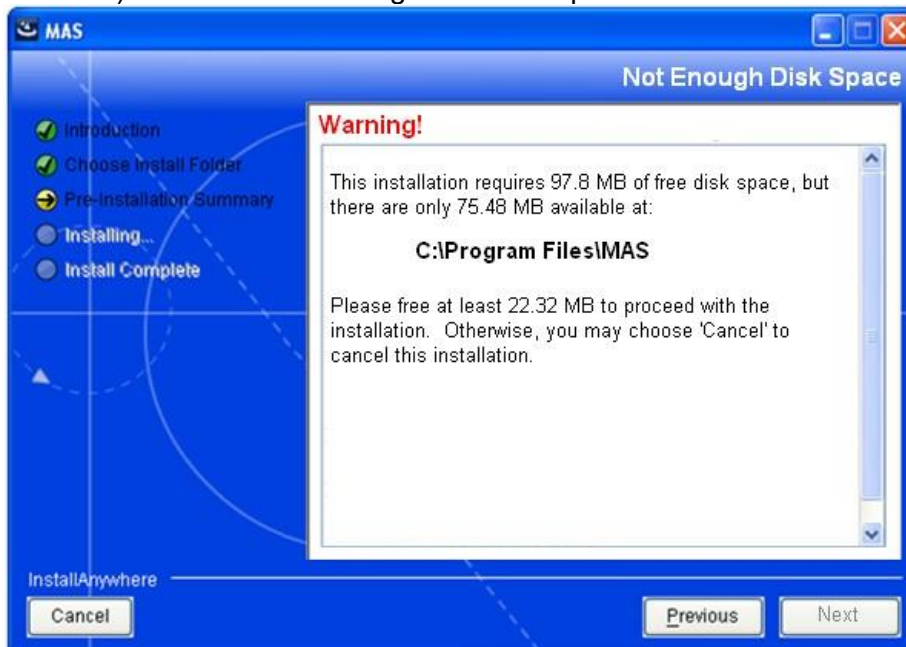


Step 4. Please check the current settings and then click “Install” to confirm installation. If the information is incorrect, click “Previous” to go back and change the settings.

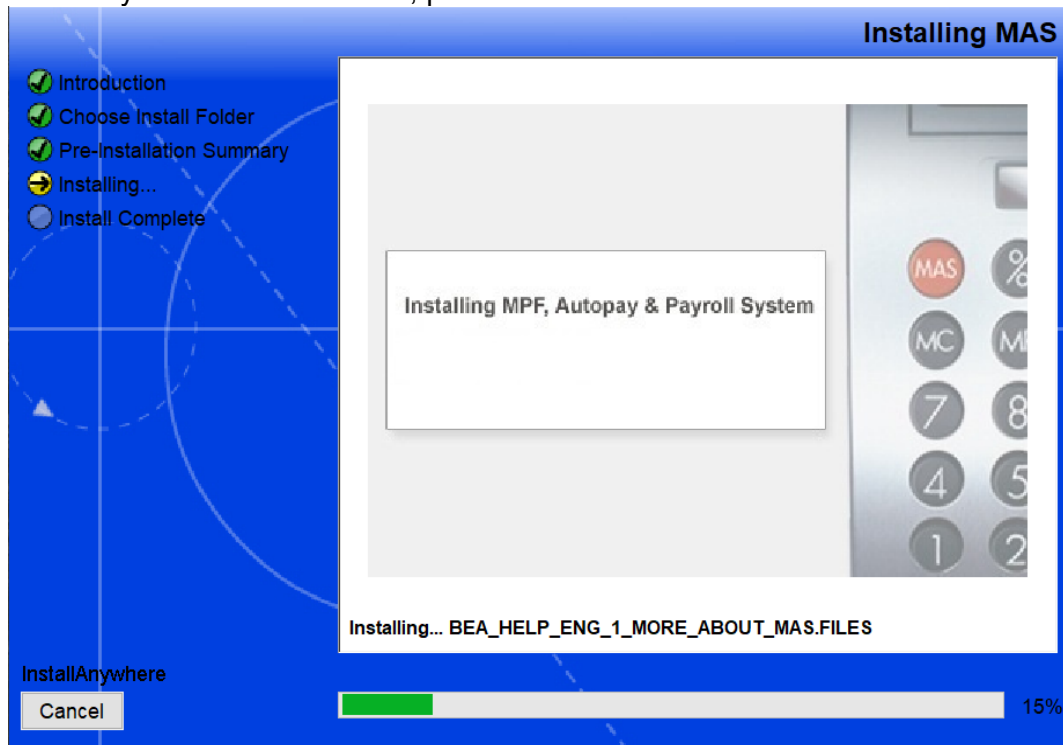


Step 5. If there is not enough free disk space to install MAS, you can either:

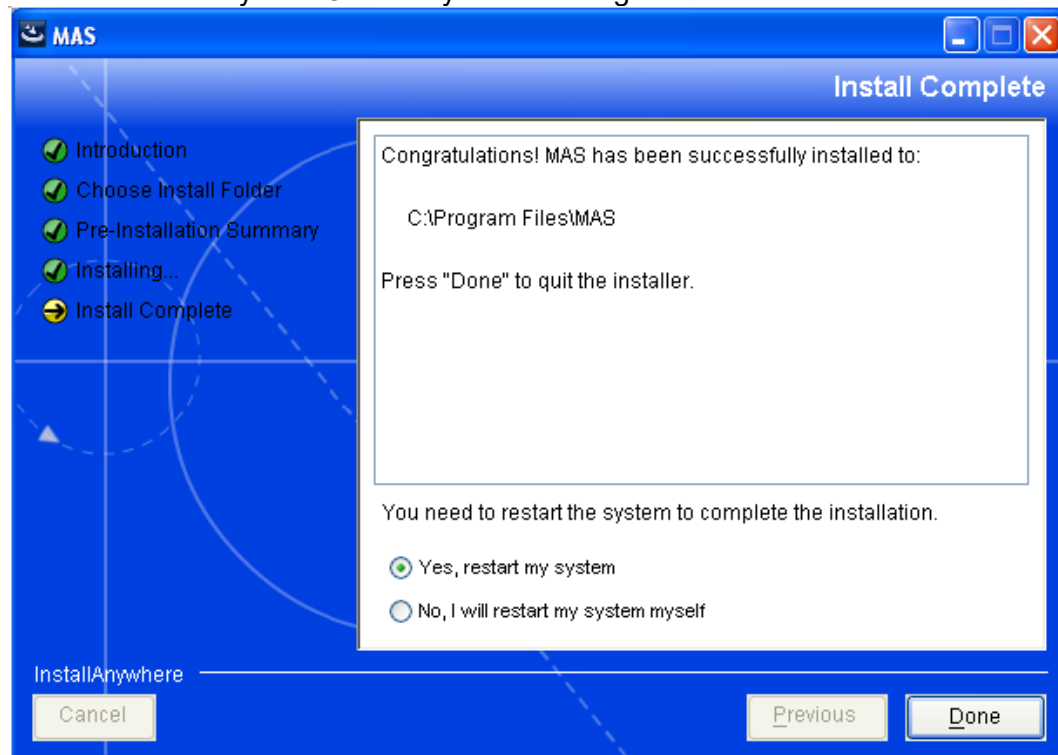
- 1) Click “Cancel” to quit the installation programme, clean up the hard disk to make more free disk space, and re-run the installation programme; **OR**
- 2) Click “Previous” to go back to step 3 and install MAS to another hard drive.



MAS may take a while to install; please wait.



Step 6. Once the installation process is complete, click “Done” to close the screen. You are advised to reboot your PC before you start using MAS.

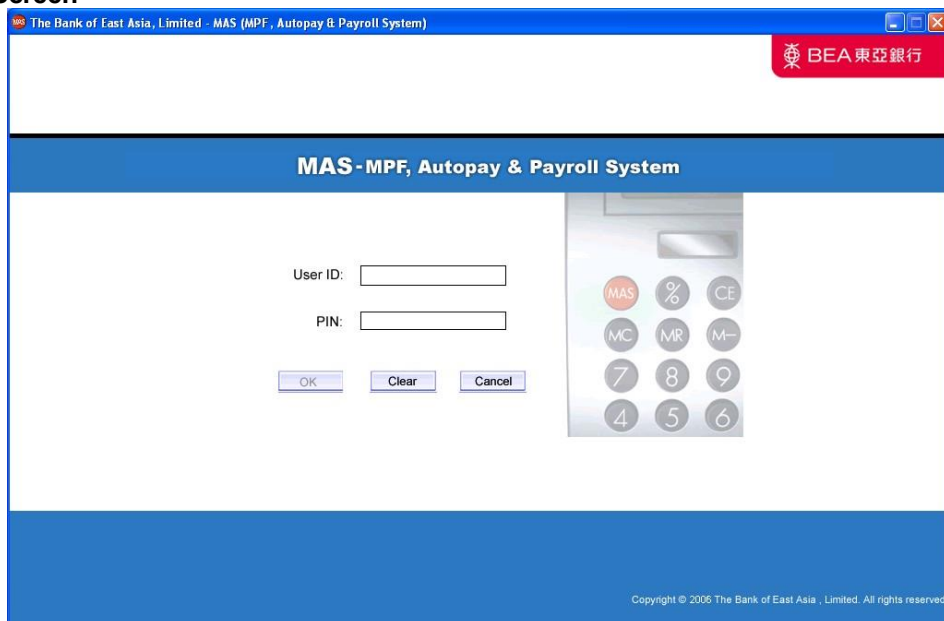


3 General Functions

3.1 Log in

To log in to MAS, simply enter your User ID and PIN.

Login Screen



The screenshot shows the login interface for the MAS - MPF, Autopay & Payroll System. The window title is "The Bank of East Asia, Limited - MAS (MPF, Autopay & Payroll System)". The top right corner features the BEA 東亞銀行 logo. The main title "MAS - MPF, Autopay & Payroll System" is displayed in a blue header. Below the header, there are two input fields: "User ID:" and "PIN:". To the right of these fields is a numeric keypad with buttons for "MAS", "%", "CE", "MC", "MR", "M-", and digits 7, 8, 9, 4, 5, 6. Below the input fields are three buttons: "OK", "Clear", and "Cancel". At the bottom right, there is a copyright notice: "Copyright © 2006 The Bank of East Asia, Limited. All rights reserved."


After you click "OK", the system will check your user password. If you enter an incorrect password three times, your account will be blocked. Please contact your Administrator to reset your password for you. Click "Cancel" to exit the system.

3.2 Main Menu

After logging in to the MAS system, the main menu will appear. The main menu allows you to access different functions, including Company Maintenance, MAS transaction, Tax return, MPF, Settings, and so on.

When logging in to the system for the first time, you are required to change your password or migrate the previous database. Otherwise, you cannot access the other functions.

Main Menu Screen

 The Bank of East Asia, Limited - MAS (MPF, Autopay & Payroll System)

[Company Maintenance](#) [MAS Transaction](#) [MPF](#) [Tax Return](#) [Settings](#) [Help](#) [Exit](#)



MAS - MPF, Autopay & Payroll System

中文顯示

-  Home
-  Company Maintenance
-  MAS Transaction
-  MPF
-  Tax Return
-  Settings

Welcome for using MAS9.0

With MAS, you can handle

- MPF contribution calculation and generate Contribution File to be submitted to the bank
- Payroll, Autopay or Collection and generate Transaction File to be submitted to the bank
- Tax Return reporting and generate I.R.56B File to be submitted to the IRD

Note:

The Bank of East Asia, Limited ("BEA") makes no representation or warranty that the MPF, Autopay & Payroll System ("MAS") is free from programming errors. In no circumstances shall BEA be liable for any loss or damages which may arise out of or in connection with the utilisation of the MAS. There are no express or implied warranties relating to the MAS including but not limited to warranties of merchantability or fitness for a particular purpose. Your direct or indirect application of the MAS constitutes your acknowledgement and agreement to this important notice.

 The Bank of East Asia, Limited - MAS (MPF, Autopay & Payroll System)

[Company Maintenance](#) [MAS Transaction](#) [MPF](#) [Tax Return](#) [Settings](#) [Help](#) [Exit](#)

Menu Bar



MAS - MPF, Autopay & Payroll System

中文顯示

-  Home
-  Company Maintenance
-  MAS Transaction
-  MPF
-  Tax Return
-  Settings

Company Maintenance



Sub-menu

- In Company Maintenance, you can handle Company, Staff and Non-Staff information. In addition, you can print various reports and import MPF scheme (if your company has joined the bank MPF scheme).

Tool Bar

3.3 User types and Functions

MAS allows multiple users to access the service with different administrative roles and levels of authority. There are four types of users: Operator, Supervisor, Manager, and Admin, and their authorities are as follows:

User ID	Authorities
I. OPERATOR	<ol style="list-style-type: none">1. Company Maintenance2. Staff/Non-Staff Maintenance3. MAS Transaction: Edit Transaction Record4. Template Maintenance5. MPF6. Tax Return: Input I.R. forms7. Backup Database8. Change Password9. Change Active User
II. SUPERVISOR	<ol style="list-style-type: none">1. Include all of the above except I (3)2. MAS Transaction: Generate File3. Transaction History Maintenance4. Generate IR56B File5. Tax Return: Print I.R forms6. Restore Database7. Migrate Database8. Clear History
III. MANAGER	<ol style="list-style-type: none">1. All authorities of Operator and Supervisor
IV. ADMIN	<ol style="list-style-type: none">1. Reset Password2. Change Password

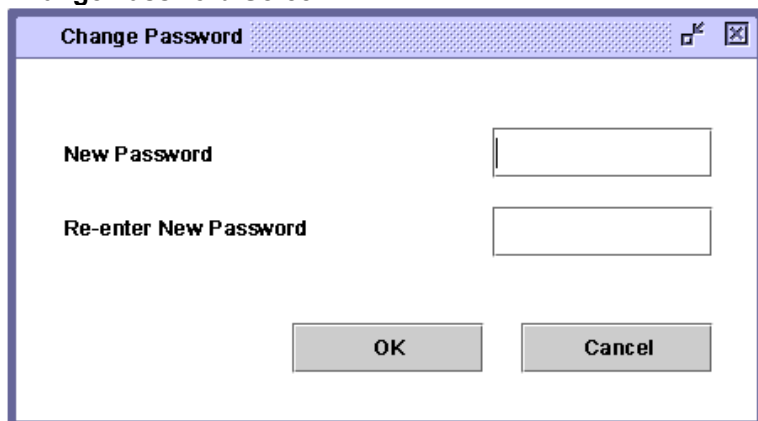
3.4 Change Password

This function allows you to change your password. To access the function, select “Settings” and then “Change Password”.

Please enter a new password in the textbox and then click “OK”. The password will be changed when the new password and the confirmed password match. Click “Cancel” to return to the main menu.

All User IDs start with an initial password of 123456. Once your User ID is assigned, you should change this password immediately. The new password cannot be the same as the previous one. For security reasons, please change your password regularly.

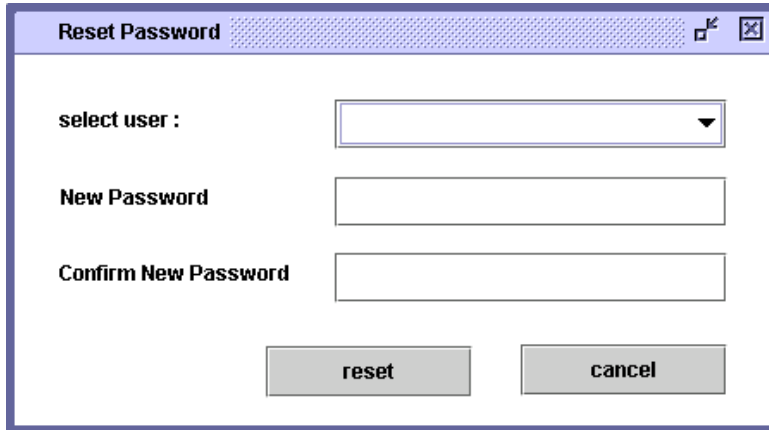
Change Password Screen

A screenshot of a 'Change Password' dialog box. The window has a title bar with the text 'Change Password' and standard window control icons. Inside the window, there are two text input fields. The first field is labeled 'New Password' and the second is labeled 'Re-enter New Password'. Below these fields are two buttons: 'OK' and 'Cancel'.

3.5 *Reset Password*

To access the function, select “Settings” and then “Reset Password”. This function is only available to administrators (“Admin”). The Admin can reset passwords for blocked user accounts.

Reset Password Screen

A dialog box titled "Reset Password" with a close button in the top right corner. It contains three input fields: a dropdown menu labeled "select user :", a text box labeled "New Password", and another text box labeled "Confirm New Password". At the bottom, there are two buttons: "reset" and "cancel".

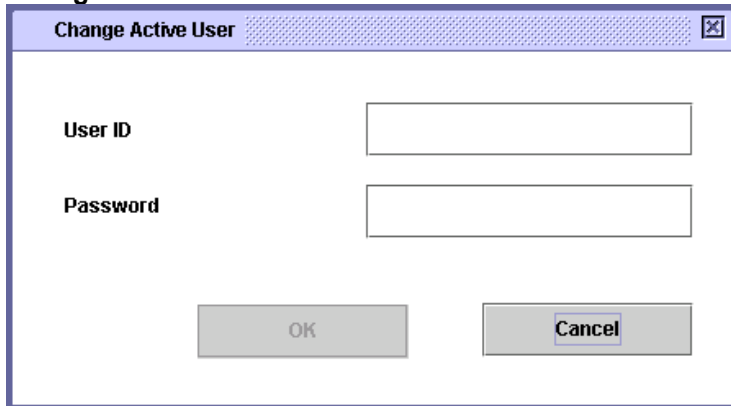
Reset Password	
select user :	<input type="text"/>
New Password	<input type="text"/>
Confirm New Password	<input type="text"/>
<input type="button" value="reset"/> <input type="button" value="cancel"/>	

3.6 *Change Active User*

To access this function, select “Settings” and then “Change Active User”.

This function allows another user to log in with his/her ID without exiting the application. You are required to enter your User ID and password. Click “OK” to proceed or “Cancel” to exit the page.

Change Active User Screen

A dialog box titled "Change Active User" with a close button in the top right corner. It contains two input fields: a text box labeled "User ID" and another text box labeled "Password". At the bottom, there are two buttons: "OK" and "Cancel".

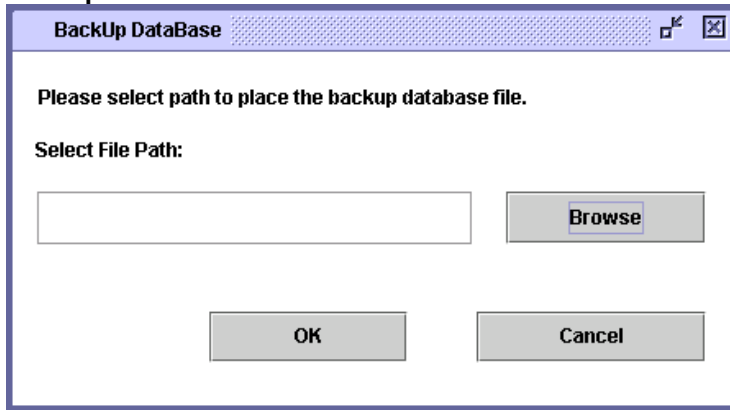
Change Active User	
User ID	<input type="text"/>
Password	<input type="text"/>
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

3.7 *Backup Database*

To access this function, select “Settings”, “Database”, and then “Backup Database”.

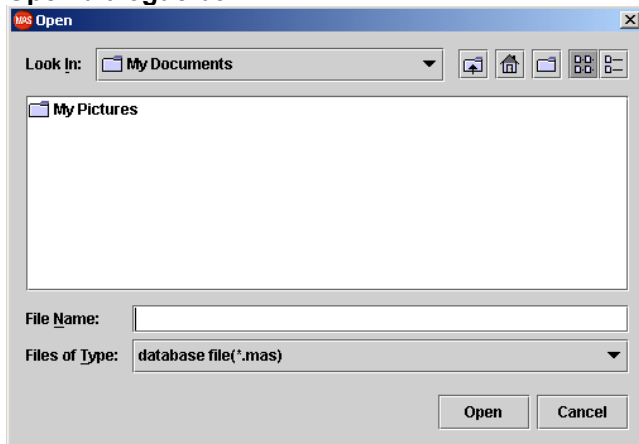
This function is used to backup the existing MAS Database. Click “Browse” to choose the destination of the backup data file.

Backup Database Screen



The open dialogue box lets you select a disk drive to place the backed up database file. Click “OK” to process or “Cancel” to return to the main menu.

Open dialogue box

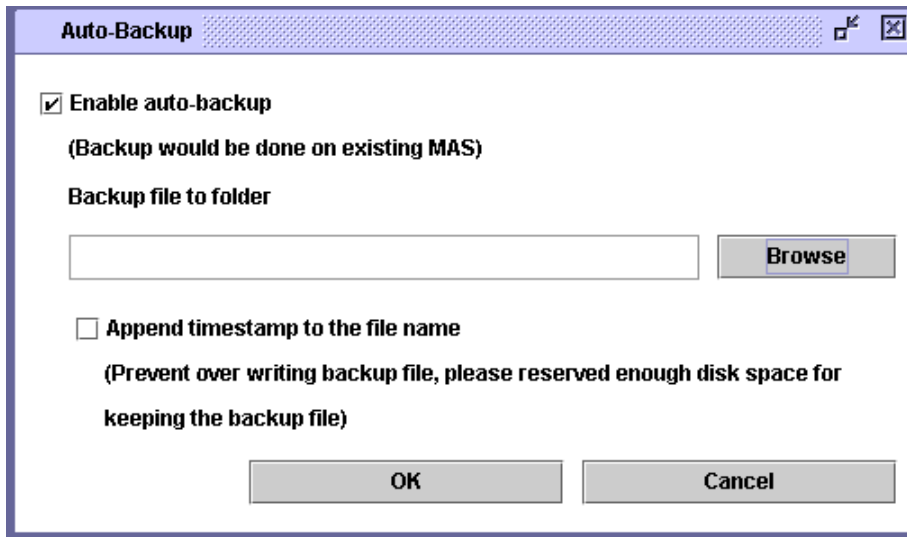


3.8 Auto-backup

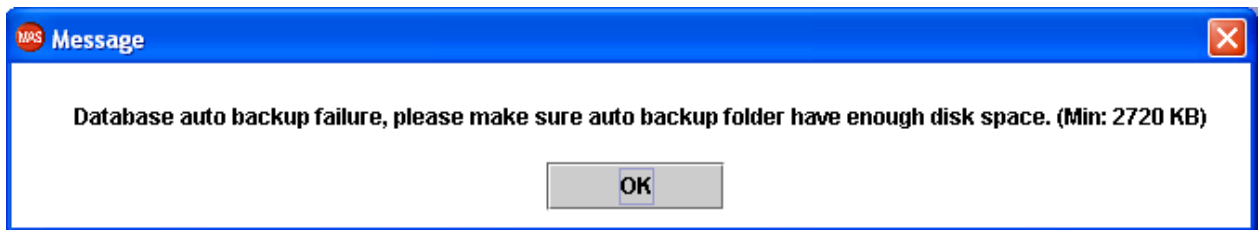
This function saves a backup version when users close the MAS program. Select “Settings” from the tool bar and then click “Auto-Backup” from the sub-menu, or select “Settings”, “Database”, and then “Auto-Backup” from the menu bar.

On the “Auto-Backup” setting page, use the check-box to enable or disable the auto-backup feature. If you choose to enable this feature, check “Enable auto-backup” and click “Browse” to choose the destination folder for the auto-backup file. The MAS database will be copied to the auto-backup folder.

The auto-backup file will have a unique name so that auto-backup will overwrite the last backup file every time. If “Append timestamp to the file name” is checked, the current timestamp will be appended to the backup file name in order to prevent overwriting the last backup file. For example, the default auto-backup file name is mas_autobackup.mas. If you choose to append a timestamp for the backup file name, the auto-backup file name would be mas_autobackupYYYYMMDDHHmmss.



If the auto-backup folder does not exist, a folder will be generated automatically. The following error message will be shown in the event of an error during the backup process:

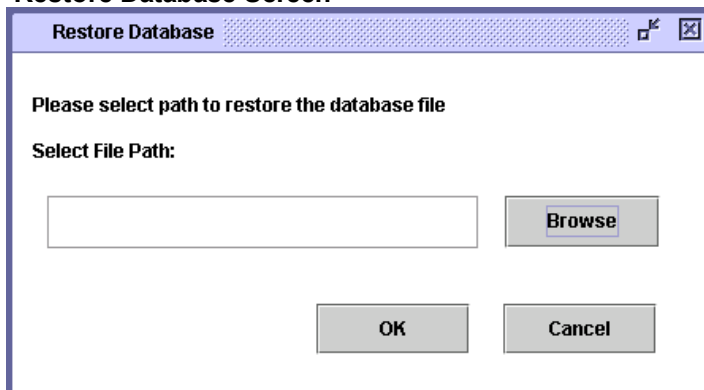


3.9 Restore Database

To access this function, click “Database” and then “Restore Database” under the Settings menu.

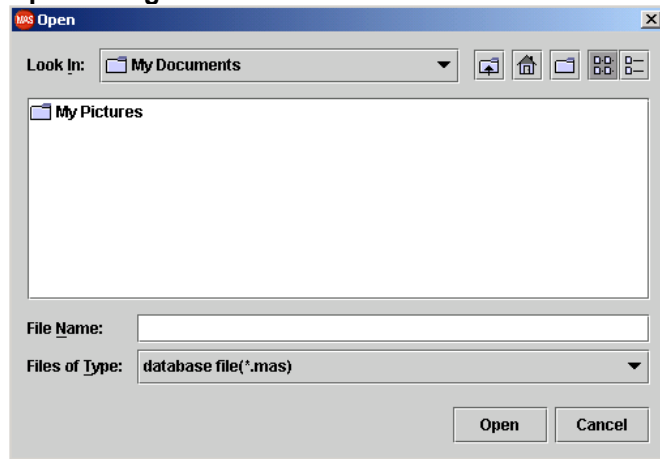
This function is used to restore the MAS Database. Click “Browse” to locate the source of the file to be restored. After clicking the “Browse” button, an open dialogue box will be displayed.

Restore Database Screen



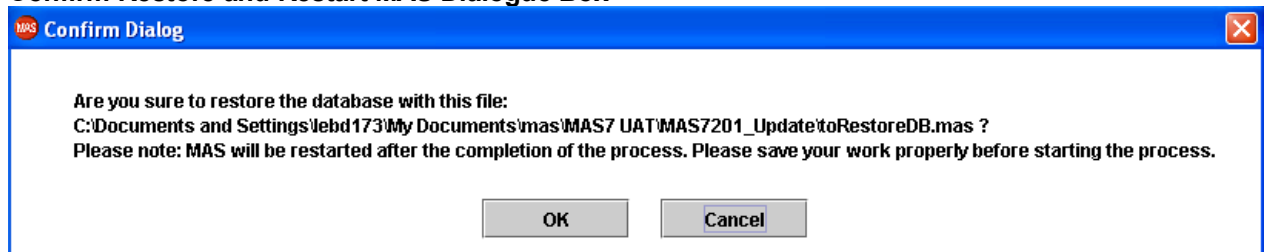
The open dialogue box helps you select the disk drive to open the backed up database file. Click “OK” to process or “Cancel” to return to the main menu.

Open dialogue box



After selecting the database to be restored, a confirm dialogue will appear to confirm the restoration, as well as inform you that MAS will be restarted. Click “OK” to process or click “Cancel” to return to the Restore Database screen.

Confirm Restore and Restart MAS Dialogue Box



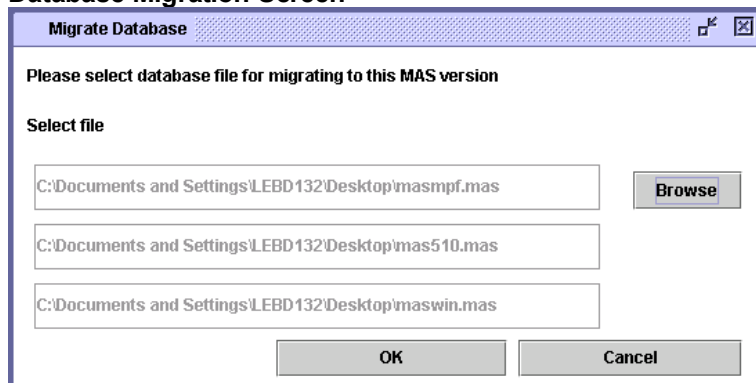
After the database has been restored, the “Restore database successfully, MAS will be restarted now” message will appear. After clicking “OK”, MAS will close and be restarted.

3.10 Migrate Database

To access this function, click “Database” and then “Restore Database” under the Settings menu.

This function enables you to migrate the database from a previous MAS version (before MAS6). Click “Browse” to choose the location where the old database file is located. You only need to choose one of the previous database files, and MAS will help you map all three old version database files in the same directory. After choosing the file, click “OK” to migrate the database or “Cancel” to return to the main menu.

Database Migration Screen



3.11 Template Maintenance

To access this function, click “Template Maintenance” from “MAS Transaction” on the menu bar.

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

Click “Modify” to modify the existing template information and “Delete” to delete the template. After clicking “Delete”, a confirmation message will appear to confirm the action. Click “OK” to delete the template or “Cancel” to cancel the action.

To find a template, click “Find”, enter the template ID or template name, and click “Find Next” to view the template(s) that meet the search criteria. If no record meets the search criteria, the message “No record is found” will be displayed.

Click the previous button (“<”) to display the previous template record onscreen according to the template number and click the next button (“>”) to display the next template record. Click (“|<”) to find the first template record and (“>|”) to find the last template record.

Template Maintenance Screen

The screenshot shows the 'Template Maintenance' window. On the left, there are input fields: 'Template ID' with the value '1', 'Template Name' with 'Template 1', 'Company ID & Name' with a dropdown showing '1 testing All Company', 'Transaction Reference' with a dropdown showing '(a.) Salary / wages', and a large 'Description' text area. On the right, there is a vertical column of buttons: 'New', 'Modify', 'Delete', 'Find', a set of navigation buttons ('|<', '<', '>', '>|'), 'Save', 'Cancel', 'Print Screen', and 'Exit'. At the bottom of the window, there are two buttons: 'Edit Template Record' and 'Copy Template'.

3.11.1 Edit Template Record

To access this function, select a template and click “Edit Template Record” under Template Maintenance.

Enter the template record by clicking “Add”. After choosing the Staff Name in the dropdown list, the Staff HKID, Destination Account Name, and Destination Account Number will automatically be displayed according to the Staff Name. Then, simply select the transaction reference and enter the amount. By default, all transaction records will be shown on the Salary Letter, IR forms, and Transaction File. Click “Save” to save the entered entries or “Cancel” to return to the previous page.

Select and highlight an existing record and click “Modify” to modify the existing record shown onscreen.

Click “Delete” to delete a selected entry that is highlighted in purple. A confirmation message will appear. Click “OK” to delete the entry or “Cancel” to cancel the action.

Click “Find” to find the record by Staff Name, Destination A/C No., or Transaction Reference.

Click “Print Screen” to print the current screen.

Edit Template Record Screen

The screenshot shows a window titled "Template Record". Inside, there's a section for "Template" with the following details:

- Template Name: template demo1 Template ID: 1 No. of Entry: 1
- Template ID: 1
- Company Name: MAS8001 DEMO
- Account No.: 015-195-40-00547-6
- Account Name: DEMO ACCT NAME
- Transaction Type: PAYROLL HKD
- Contact Person: DEMO CONTACT PERSON
- Telephone No.: 12345678
- Total No. of Transaction: 1
- Total Amount: 1.00

Below this is a table with the following columns: Entry No., Staff Name, HKID/ Passport No., Transaction Reference, Destination A/C Name, Destination A/C No. (please ignore "-"), and Amount.

Entry No.	Staff Name	HKID/ Passport No.	Transaction Reference	Destination A/C Name	Destination A/C No. (please ignore "-")	Amount
1	DEMO SURNAME OTHERNAME	A111111(9)	(a.) Salary f...	demo account	015111111111111	1.00

At the bottom, there's a "Total Amount" field showing 1.00 and a row of buttons: Print List, Add, Modify, Delete, Find, Save, Cancel, and Exit.

3.11.2 Copy Template

Instead of creating a template manually, a template can also be created by copying it from an already defined template.

To access this function, click “Copy Template” under Template Maintenance.

Select a template, and then click “Add” to add the transaction records to the new template or “Replace” to replace the existing transaction records.

Copy Template screen

Template Maintenance-Copy Record from Template

Select Template: 1 template demo1

Company ID &Name: MAS8001 DEMO

Description:

Total No. of Transaction: 1

Total Amount: 1.00

Buttons: Add, Replace, Exit

3.12 Clear History

To access this function, click “Clear History” from “Settings” on the menu bar.

This function is used for purging transaction records and contribution records by selecting the company name and/or a date range by selecting the year. Click the “Clear History” button to proceed or “Cancel” to return to the main menu.

Note: This function only allows the user to clear a history that is older than two years.

Clear history Screen

Clear History

Year(JAN-DEC): 2010

Company Name: 3 demo

Buttons: Clear History, Cancel

3.13 Print Testing Page

To access this function, select “Print Testing Page” from “Settings” on the menu bar. This function is used to test the printer connection. A test paper will be printed out.

3.14 Change Language

Select “中文顯示” from “Settings” of the menu bar or click “中文顯示” on the MAS Homepage to change to Chinese version.

MAS provides both English and Chinese interfaces. You can switch from Chinese to English or vice versa. Before changing language, you need to close all operation screens.

If you are not able to view the Chinese words successfully, please check that the system language location for non-unicode programs is set to “Chinese (Taiwan)”.

Note: Changing the language location for non-unicode programs may also affect the display/function of other programs on your PC.

3.15 Exit

To exit the program, click “Exit” from “Exit” on the menu bar. The MAS system will close and all current actions will not be saved.

4 Prepare Payroll Transactions

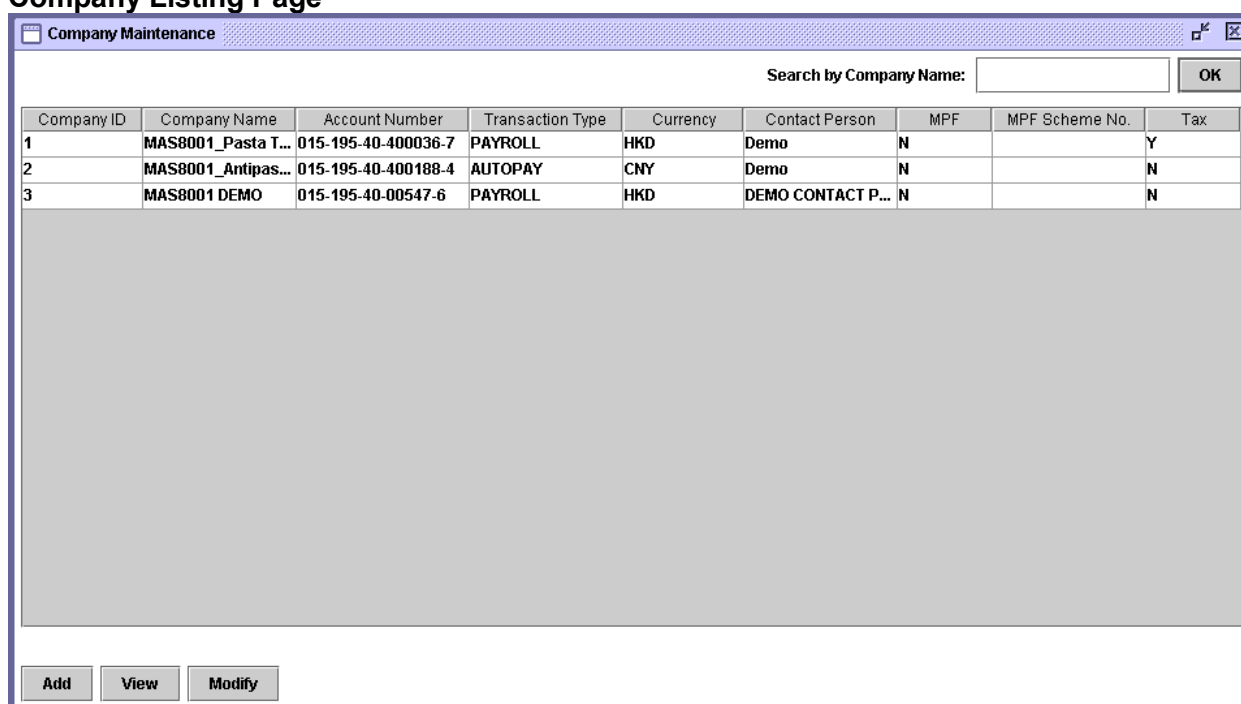
4.1 Company List View

4.2 Enter Company and Staff Information

4.2.1 Enter Company Information

This function is used to maintain company information in MAS. To access company information, select “Company Maintenance” from “Company Maintenance” on the menu bar or click “Company Maintenance” in the flow chart on the tool bar. A company listing page will be displayed and the list can be searched by company name. Click “Add” to add a new company record. Highlight a specific record and click “View” to view the existing company in full detail. You can only select a single row at a time. Click “Modify” to edit the record. After editing the record, click “Save” to update the record.

Company Listing Page



The screenshot shows a window titled "Company Maintenance". At the top right, there is a search bar labeled "Search by Company Name:" with an "OK" button. Below the search bar is a table with the following columns: Company ID, Company Name, Account Number, Transaction Type, Currency, Contact Person, MPF, MPF Scheme No., and Tax. The table contains three rows of data. Below the table is a large grey rectangular area. At the bottom of the window, there are three buttons: "Add", "View", and "Modify".

Company ID	Company Name	Account Number	Transaction Type	Currency	Contact Person	MPF	MPF Scheme No.	Tax
1	MAS8001_Pasta T...	015-195-40-400036-7	PAYROLL	HKD	Demo	N		Y
2	MAS8001_Antipas...	015-195-40-400188-4	AUTOPAY	CNY	Demo	N		N
3	MAS8001 DEMO	015-195-40-00547-6	PAYROLL	HKD	DEMO CONTACT P...	N		N

There are three functions that your company may select: “Payroll/Autopay/Collection”, “MPF”, and “Tax Return”. If your company only requires the payroll function, you should only check the “Payroll/Autopay/Collection” checkbox and select “Payroll” as the transaction type.

Company Information Screen

Two types of currency can be selected from the pull-down menu: HKD and CNY. This currency field is mandatory, and cannot be changed after successfully creating the company record. Each company can only select one type of currency. If your company requires more than one account or currency, you have to create another company record for the different account/currency. If “Collection” is chosen as the transaction type, only HKD is available.

You need to enter the fields that are marked in RED. The system will check the information after you click “Save”. An error message will appear if you have overlooked any of the mandatory fields or if the entered data does not match the system format. Once all entered information is validated, the message, “Save record successfully” will appear. Click “Cancel” to cancel the current action and return to the previous screen.

Click “Modify” to modify the company record and then “Save” to save the record.

Click the “Delete” button to delete company records. A confirmation message will appear. Click “OK” to delete the company record AND all records related to the company at the same time, or “Cancel” to cancel the action. Click “Find” to find company information. Simply enter the company name and then click “Find Next” to proceed or “Cancel” to cancel the action and return to the previous screen.

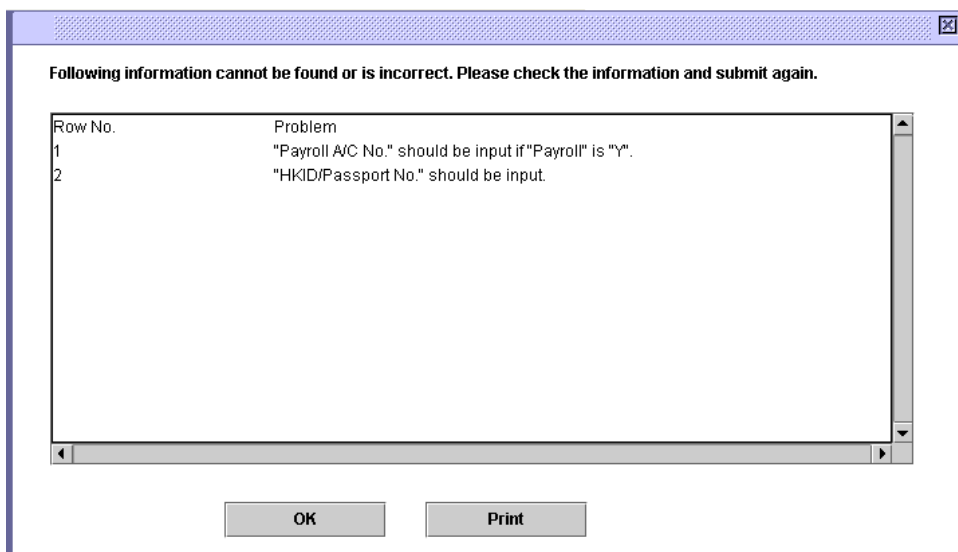
Click the previous button (“<”) to display the previous company record on the screen according to the company ID sequence and click the next button (“>”) to display the next company record. Click (“|<”) to find the first company record and (“>|”) to find the last company record.

4.2.2 Enter Staff Info

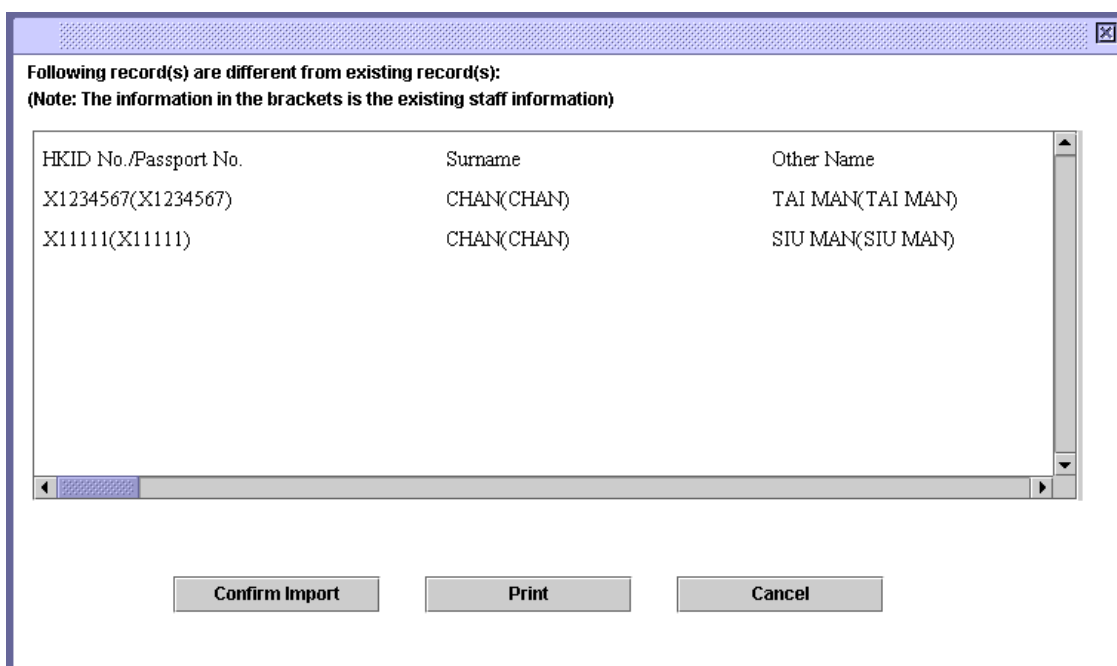
This function is used to maintain staff records for a company. When you click “Staff Maintenance” from “Company Maintenance” on the menu bar or “Staff Maintenance” in the flow chart on the tool bar, a staff listing page will be displayed. The list can be searched by staff name, staff ID, or HKID number.

After successfully creating a company record, you can quickly import staff records from a file with .csv, .txt, or .xls format by clicking the “Import Staff” button. A dialogue box will be displayed

to select the file path that the file is to be imported from. Select the file for import and select the column mapping, then click “OK”. The following message will be prompted if any error is found:



The system also checks whether an import record has the same ID or passport number as an existing record. If the staff information is different, a message will be prompted. The information inside the brackets shows the original data held in the staff information record.



Click “Confirm Import” to replace the existing record with the imported file information. The following warning message will be prompted for each existing record.

Message

Staff record already exists in Staff Information.

Do you want to overwrite?

Row No. 2

Staff name: CHAN TAI MAN

Staff HKID: X1234567

Yes No Yes To All(2) No To All(2)

After the records have been imported, an import staff summary will be displayed. The first column indicates if the record is newly inserted or updated while the information inside the brackets is the original data.

Following is the summary for staff import.

Status	Surname	Other Name	Account
Updated	CHAN	TAI MAN	Chan Tai
Not Updated	CHAN	SIU MAN	Chan Siu

OK Print

Click "Export Staff" to export staff records to .xls format. A dialogue box will be displayed, and you can select the file path to save the exported file containing all staff records for the selected company.

Click "Exit" to return to the main menu.

Staff records can also be created manually. Click "Add" to create a new staff record or highlight an existing record and click "View" to view the full staff record details. You can only select a single row at a time. Click "Modify" to edit the record and then "Save" to update the record. You can also click "Staff Record" under the selected Company Information and click "New" to add a new staff record.

On the staff information page, there are three functions from which you may select: payroll, MPF, and tax return. Please check the appropriate check-box(es) for the staff member. You need to enter the fields that are marked in RED. The system will check the information after you click "Save". An error message will appear if you have overlooked any of the mandatory fields or if the entered data does not match the system format. When all entered information is valid, the "Save record successfully" message will appear. Click "Cancel" to cancel the current action and return to the previous screen.

If a termination date is entered for a staff member with the “Tax Return” function enabled, a new message will be prompted to suggest that you input IR56F information after the message “Save record successfully” is displayed. If you click “Yes”, the IR56F input page will be displayed. If you choose “No”, no action will be followed. If the termination date already exists for the staff member, the message will not be shown again.

If your company only requires the payroll function, you should only check the “Payroll” check-box for the staff member. Please note that the staff member cannot check the check-boxes that are not selected in the company record.

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

Click “Delete” to delete the staff record. A confirmation message will appear. Click “OK” to delete the staff record or “Cancel” to cancel the action.

Click “Find” to find staff information. You can search by staff name, HKID/Passport no., or staff no. After entering data into the search field, click “Find Next” to proceed or click “Cancel” to cancel the action and return to the previous screen.

Click the previous button (“<”) to display the previous staff record on the screen according to HKID/Passport no. and click the next button (“>”) to display the next staff record. Click (“<|<”) to find the first staff record and (“>|>”) to find the last staff record.

Click “Exit” to return to the main menu.

Staff Information Screen

The Bank of East Asia, Limited - MAS (MPF, Autopay & Payroll System)

Company Maintenance MAS Transaction MPF Tax Return Settings Help Exit

Staff Information

☒ Payroll ☐ MPF ☐ Tax Return

Surname	APPLE	Sex	Male
Othername	AA	Title	Mr.
Chinese Name		Staff No.	2
Company ID & Name	5 ABC	Telephone (M)/ Telephone (H)	
Payroll Account No.	01519568001135	HKID/Passport No.	123321
Payroll Account Name	AA	I.D.Type	Passport
Address FLT <input type="checkbox"/> FLR <input type="checkbox"/> BLK <input type="checkbox"/>		Passport Issue Country	hk
HSE/Bldg		Marital Status	Single
EST/ST	District Area	Spouse's Name	
Date of Birth(dd-mm-yyyy)	26 05 1987	Spouse's HKID/Passport No.	
Date of Employment	26 05 2008	Spouse's I.D.Type	
End of Probation		Spouse's Passport Issue Country	
Date Join Intra-group		Capacity	
Date Join M.Plan		Corresponding Address	
Date Join V.Plan			
Long Service Pay Amount			
Severance Pay Amount		Paid by Overseas Company	
Termination Date		Name of Overseas Company	
Termination Reason		Address of Overseas Company	
Principal Employer(if part time)			
Employee's Tax File No.			
MPF Scheme		Amount	
		Effective Date	
Plan No. (M-Plan)			
Plan No. (V-Plan)			

New

Modify

Copy

Delete

Find

< < > >

Save

Cancel

Re-employ

Exit

Input LR.56B Input LR.56F

Input LR.56E Input LR.56G

Print Pay Slip

4.2.3 Enter Non-Staff Info

To access the function, select “Input Non-Staff Record” under “Company Information” or click “Non-Staff Maintenance” under “Company Maintenance” on the menu bar.

Click “New” to add a new non-staff record for the company using the autopay or collection functions. Select the company ID & name, and then the system will auto-select the appropriate checkbox for the non-staff member. Enter the destination A/C no. and destination A/C name, and click “Save” to save the record or “Cancel” to cancel the action.

Payroll companies with tax returns enabled can also create non-staff records to input I.R.56M information only. Enter the information for either the individual recipient or the business nature of the recipient and click “Save” to save the record or “Cancel” to cancel the action.

Click “Modify” to modify the non-staff record, and “Save” to save the record.

Click “Delete” to delete the non-staff record. A confirmation message will appear. Click “OK” to delete the record, or “Cancel” to cancel the action.

Click “Find” to find non-staff information. You can search by destination A/C name, business name of recipient, or name of recipient. After entering the search content, click “Find” to proceed or “Cancel” to cancel the action and return to the previous screen.

Click the previous button (“<”) to display the previous non-staff record on the screen according to the entry sequence and click the next button (“>”) to display the next non-staff record. Click (“<|”) to find the first non-staff record and (“>|”) to find the last non-staff record.

Click “Exit” to return to the main menu.

Non-Staff Information screen

4.3 Create Transaction Records

To access this function, click “File Processing” under “MAS Transaction” on the menu bar.

Click “New” to add a new transaction batch. The batch number is generated by the system and cannot be modified. You need to select the company ID & name for the transaction and then the company information will be shown on screen automatically. After clicking “Save”, the “Record successfully saved” message will appear. Click “Cancel” to cancel the current action and return to the previous screen.

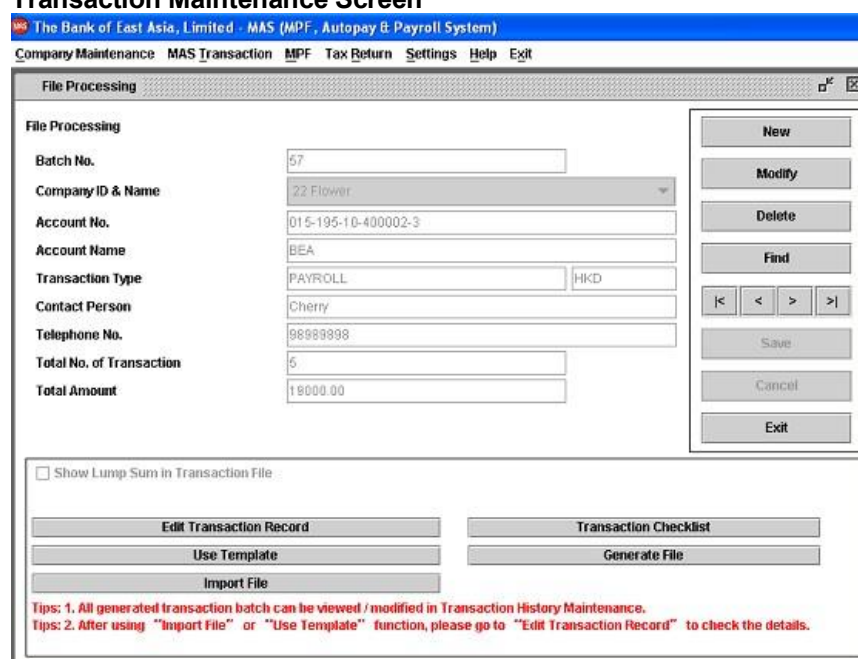
Click “Modify” to modify the “Show lump-sum in report” field. If this check-box is checked, the Autopay Transaction Report and transaction file will group transactions relating to the same staff member under one record. After entering the “Transaction Reference to be shown in the Transaction file” information, click “Save” to save the record or “Cancel” to cancel the action.

Click “Delete” to delete the transaction batch. A confirmation message will appear. Click “OK” to delete the transaction batch or “Cancel” to cancel the delete action.

Find a transaction batch using the “Find” function. After clicking “Find”, enter the transaction batch number, and then click “Find”.

Click the previous 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. Click (“<|”) to find the first transaction batch and (“>|”) to find the last transaction batch.

Transaction Maintenance Screen



The Bank of East Asia, Limited - MAS (MPF, Autopay & Payroll System)

Company Maintenance MAS Transaction MPF Tax Return Settings Help Exit

File Processing

File Processing

Batch No. 57

Company ID & Name 22 Flower

Account No. 015-195-10-400002-3

Account Name BEA

Transaction Type PAYROLL HKD

Contact Person Cherry

Telephone No. 98989998

Total No. of Transaction 5

Total Amount 18000.00

New

Modify

Delete

Find

< < > >

Save

Cancel

Exit

☐ Show Lump Sum in Transaction File

Edit Transaction Record

Transaction Checklist

Use Template

Generate File

Import File

Tips: 1. All generated transaction batch can be viewed / modified in Transaction History Maintenance.
 Tips: 2. After using "Import File" or "Use Template" function, please go to "Edit Transaction Record" to check the details.

4.3.1 Edit Transaction Record

To access this function, click “Edit Transaction Record” under “File Processing”.

Enter transaction details by clicking “Add”. After selecting the Staff Name in the dropdown list, the Staff HKID/Passport No., Destination Account Name, and Destination A/C No. will automatically be displayed for the staff member. You only need to select the Transaction Reference and enter the amount. By default, all transaction records have the “S” and “F” checkboxes checked. (When “S” is checked, the transaction record will be shown on the Salary Letter and IR forms. When “F” is checked, the transaction record will be shown on the Transaction File). The total amount is the sum of the transaction amount with the “F” checkbox checked. Click “Save” after entering all information or “Cancel” to return to the previous page.

Click “Modify” to modify the selected transaction record. After modifying a record, click “Save” to proceed or “Cancel” to return to the previous page.

Click “Delete” to delete the selected entry. A confirmation message will appear. Click “OK” to delete the entry or “Cancel” to cancel the action.

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

Click “Print Screen” to print the current screen or “Exit” to return to the File Processing screen.

Edit Transaction Record Screen

The Bank of East Asia, Limited - MAS (MPF, Autopay & Payroll System)

Company Maintenance MAS Transaction MPF Tax Return Settings Help Exit

File Processing - Edit Transaction Record

Transaction Record
 Batch No.:57 No. of Entry:5

Batch No. 57 Contact Person Cherry
 Company Name 22 Flower Telephone No. 98999998
 Account No. 015-195-10-400002-3
 Account Name BEA Total No. of Transaction 5
 Transaction Type PAYROLL HKD Total Amount 19000.00

Entry No.	Staff Name	HkID/ Passport No.	Transaction Reference	Destination A/C Name	Destination A/C No. (please ignore*)	Amount	S	F
1	Chan Chi Ming	U11111	(a) Salary J...	Chan Chi Ming	01513533000070	1000.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	Chu Ping	W1234567	(c1) Directo...	Chu Ping	0040021111	2000.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	Lam Ming Amy	A111111(8)	(e) Bonus	Lam Ming Amy	0040036666	3000.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4	Chan Chi Ming	U11111	(b) Leave ...	Chan Chi Ming	01513533000070	5000.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5	Chan Chi Ming	U11111	(c1) Directo...	Chan Chi Ming	01513533000070	8000.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

☒ S: Show the entry on Salary Letter & IR forms ☒ F: Show the entry on Transaction File Total Amount 19000.00

Print Screen Add Modify Delete Find Save Cancel Exit

4.3.2 Alternative ways to prepare Transaction Records

There are two alternative ways to prepare transaction records: Use Template and Import File.

4.3.2.1 Use Template

To access this function, click “Use Template” under “File Processing”.

This function enables you to select existing templates to generate files. Before using this function, go to “Template Maintenance” under “MAS Transaction” to create a template. After clicking “Use Template”, the template summary will be displayed. Click “Add” to add the selected template’s records to the transaction record in “Edit Transaction Record” or “Replace” to replace the existing records in “Edit Transaction Record”.

Use Template Screen

Transaction Detail - Use Template

Select Template

- 19 Salary / Wages
- 20 Bonus

Company ID & Name

1 1 Company Name

Description

Bonus records

Total No. of Transaction

1

Total Amount

1000.00

Add Replace Cancel

4.3.2.2 Import File

To access the function, click “Import File” under “File Processing”.

When you click “Import File”, an open file dialogue box will appear. Please select the source file and then click “Open”. If the file format is correct and the source file headers match with the default headers, the header columns will be matched automatically. If not, you have to select the fields manually. After matching all the required fields, click “Add” or “Replace” to proceed. If the data from the source file is verified, then data will be imported, and you can view the transaction records by clicking “Edit Transaction Record” under “File Processing”.

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

Open file dialogue box

Open

Look In: My Documents

My Pictures

List

File Name:

Files of Type: Transaction Detail database file(*.csv, *.txt, *.xls)

Open Cancel

Import File Screen

HKID/Passport No	Txn Ref Code	Txn Ref Descripti...	A/C Name	A/C No.	Amount
A111111(9)	(a.)	income	Lee Siu Yee	0040031252	6000.98
A222222(4)	(b.)		Testing account ...	00400325144	2509.99
a1225	(c1)	test	Testing account ...	00400325145	9999

1. Staff HKID/Passport No.(max.20X)

HKID/Passport No

2. Code of Transaction Reference

Txn Ref Code

3. Description of Transaction Reference(max.18X)

Txn Ref Description

4. Destination A/C Name (max.20X)

A/C Name

5. Destination A/C No.(max.15X)

A/C No.

6. Amount(max.\$99,999,999.99)

Amount

Add

Replace

Cancel

Note: X refers to character

After entering a transaction record, the transaction details can be reviewed before generating the file. Click "Transaction Checklist" on the File Processing screen to view the transaction batch details.

4.4 Generate Transaction File

To access this function, select "Generate File" on the File Processing screen.

This function is used to generate transaction/contribution files. The type of file to be generated depends on the check-box selection on the "Company Information" screen.

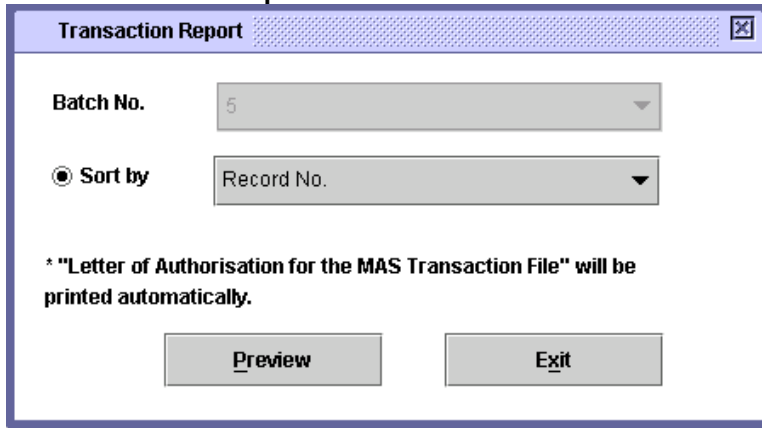
If only the payroll checkbox is checked, the "Generate Transaction File" check-box should be selected and dimmed. Please select the path for the file by clicking "Choose Path". Click "OK" to generate the file or "Cancel" to return to the previous screen.

When the file is generated, the "Generate file(s) successfully, please verify data in relevant reports" message will appear. Please preview and print the Autopay Transaction Report for verification. **The "Letter of Authorisation for MAS Transaction File" will be printed out automatically.**

Generate File screen

Generate File	
Payroll Period End Date	31 ▼ 5 ▼ 2012 ▼
<input checked="" type="checkbox"/> Generate Transaction File	
Execution Date	25 ▼ 5 ▼ 2012 ▼
Choose Path	
C:\	
<div>OK</div> <div>Cancel</div>	

Print Transaction Report Screen



The screenshot shows a window titled "Transaction Report" with a close button in the top right corner. Inside the window, there is a "Batch No." dropdown menu with the value "5" selected. Below it, there is a "Sort by" section with a radio button selected next to the label "Sort by" and a dropdown menu showing "Record No.". A note below the dropdowns states: "* "Letter of Authorisation for the MAS Transaction File" will be printed automatically." At the bottom of the window, there are two buttons: "Preview" and "Exit".

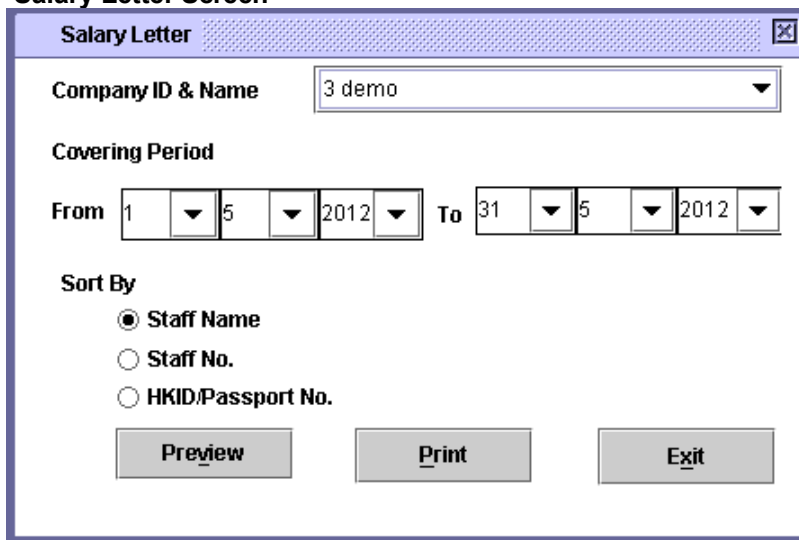
4.5 Salary Letter

To access this function, select "Salary Letter" from "Company Maintenance" on the menu bar.

Select the company ID & name and the covering period for the salary letter.

Before printing the salary letter, you can preview it and sort by staff name, staff no., or HKID/Passport no.

Salary Letter Screen



The screenshot shows a window titled "Salary Letter" with a close button in the top right corner. Inside the window, there is a "Company ID & Name" dropdown menu with the value "3 demo" selected. Below it, there is a "Covering Period" section with "From" and "To" date pickers. The "From" date is set to 1/5/2012 and the "To" date is set to 31/5/2012. Below the date pickers, there is a "Sort By" section with three radio buttons: "Staff Name" (selected), "Staff No.", and "HKID/Passport No.". At the bottom of the window, there are three buttons: "Preview", "Print", and "Exit".

4.6 Deliver the Transaction File to BEA

Please follow these steps to prepare and submit an Autopay Instruction File:

STEP 1 Go to MAS Transaction > File Processing to prepare the transaction file, and save it to a removable hard drive (USB)

Note: You can prepare the transaction file by:

- Using a template
- Importing a file (in Excel/Text format)
- Directly enter using the Edit Transaction Record function

STEP 2 After generating the transaction file, the following documents will be printed:

- (i) An Autopay Transaction Report
- (ii) A Letter of Authorisation for MAS Transaction File with checksum printed thereon

STEP 3 Ensure that the information on the Letter of Authorisation and the Autopay Transaction Report is correct. Both documents must be signed by the authorised signatories and stamped with the company chop on the space provided.

STEP 4 Put the Autopay Instruction File(s) and the Letter of Authorisation into an envelope. The envelope must be sealed, and then signed by the authorised signatories over the seal.

To prevent accidental damage to the file(s) during transit to BEA, you are recommended to put the file(s) in a suitable container.

STEP 5 Submit the Autopay Instruction File(s), together with the Letter of Authorisation, to your designated BEA branch.

Notes:

1. You can also submit MAS transaction files to BEA via Corporate Cyberbanking and BEA Corporate Online.
Service hours:
 - Contribution File Upload: 24 hours
 - Transaction File Upload: 9:00am – 6:00pm (Mon-Sat, except public holidays)
2. Please note that all autopay instructions are submitted to the Bank at least one business day prior to the execution date. The execution date should not fall on a holiday.
3. You can submit I.R.56B files and any other I.R. forms to Inland Revenue Department in person before the due date.

5 Prepare MPF Contributions File

5.1 Enter Company and Staff Information

5.1.1 Enter Company Information

This function is used to maintain company information in MAS. To access company information, click "Company Maintenance" on the menu bar or click "Company Maintenance" in the flow chart on the tool bar.

Click "Add" to add a new company record. On the "Company Information" page, the payroll checkbox will be auto-checked. Create a company record as shown in section 5.2.1 with "Payroll" as the transaction type. To use the MPF function, please also check the MPF checkbox.

If your company has joined an MPF scheme, please ensure that you have imported the scheme details (see section 6.1.1.1). Otherwise, a warning message will appear when you click "Save".

If your company only subscribes to the MPF function without staff payroll, please uncheck the payroll checkbox. Then the system will automatically enter the account name as "MPF Contribution Only" and account number as "015-514-40-00000-0" when the company record is saved.

If your company has a BEA bank account and wants to use it for MPF contributions, please replace the dummy account name and account no. with your company account name and account no.

Company Information Screen (All functions)

Company Information

☒ Payroll / Autopay / Collection ☐ MPF ☒ Tax Return

Company ID	42	I.R. File No.	001-01100
Company Name	Test record	Section	001
Account No.	015-195-68-00003-2	ERN	01100
Account Name	Testing account	Year End of Employer's Return	2012
Contact Person	Tester	Submission Date	31 / 12 / 2012
Transaction Type / Currency	PAYROLL / HKD	Title of Signature	Signature
Telephone No.	111111111	Name of Signature	Signature
MPF Scheme No.			
Registered Address			

Buttons: New, Modify, Delete, Find, Save, Cancel, Exit

Bottom Section:

Staff Record	Enquire Scheme Details	Company Information Checklist
Import Staff Export Staff	Import Scheme Details	Staff Information Checklist
Non-Staff Record	MPF Member List	Salary Letter
Prev. Employment Txn. Enq.	Termination Report	Pay Slip

Company Information Screen (MPF function only)

The screenshot shows a software window titled "Company Information". At the top, there are three radio buttons: "Payroll / Autopay / Collection" (unchecked), "MPF" (checked), and "Tax Return" (unchecked). Below this, the form is divided into several sections. On the left, there are labels for "Company ID", "Company Name", "Account No.", "Account Name", "Contact Person", "Transaction Typ...", "Currency", "Telephone No.", "MPF Scheme No.", and "Registered Address". The corresponding values are entered in text boxes. On the right, there are labels for "I.R.File No.", "Section", "ERN", "Year End of Employer's Return", "Submission Date", "Title of Signature", and "Name of Signature", with empty text boxes for each. To the right of the form is a vertical column of buttons: "New", "Modify", "Delete", "Find", navigation buttons "<|", "<", ">", ">|", "Save", "Cancel", and "Exit". At the bottom of the window, there is a grid of buttons organized into three columns. The first column contains "Staff Record", "Import Staff", "Export Staff", "Non-Staff Record", and "Prev. Employment Txn. Enq.". The second column contains "Enquire Scheme Details", "Import Scheme Details", "MPF Member List", and "Termination Report". The third column contains "Company Information Checklist", "Staff Information Checklist", "Salary Letter", and "Pay Slip".

5.1.1.1 Import Scheme disk

To access this function, click "Import Scheme Details" under "Company Information" or under the "MPF" menu bar.

Enter MPF scheme details by importing the data file provided by the MPF Administration Centre. If the file format is wrong, a warning message will appear. The data file data will be shown onscreen.

An open file dialogue box will appear. After you select the source file, the source file data will be shown onscreen. Click the "<|", "<", ">" and ">|" buttons on the screen to navigate between different plans under the scheme.

Open file dialogue box

The screenshot shows a standard Windows "Open" file dialog box. The title bar says "Open". The "Look In:" dropdown menu is set to "My Documents". Below this, there is a list of folders, with "My Pictures" currently selected. At the bottom, there is a "File Name:" text box and a "Files of Type:" dropdown menu set to "MPF Scheme data file (*.dat, *.txt)". At the very bottom are "Open" and "Cancel" buttons.

Import Scheme Details

Import Scheme Details

Scheme Information

Company Code: 000 Scheme No.: 00000563647
 Company Name: Testing Limited Scheme Nature: M
 Effective Date: 01-12-2000

Plan Information

Plan Number: 1 Plan Name: Mandatory Contribution
 Effective Date: 01-12-2000 V.Cont.Calculation Method: 0
 Plan Nature: 1 Fortnightly or Weekly:
 Payroll Frequency: 1 1st Payroll End Date:
 1st Cover Period End Day (Monthly/Bi-monthly): 0
 2nd Cover Period End Day (Bi-monthly): 0

Employer **Employee**
 Contribution Rate (%): Contribution Rate (%):
 Fixed Contribution Amount: Fixed Contribution Amount:

Sliding Scale

☒ By Date Join Scheme ☐ By Date of Employment

Service Year	ER Cont. \$	ER Cont. %	EE Cont. \$	EE Cont. %
		5.0		5.0

Import **Exit**

After verifying the data, click “Import” to import the scheme disk or “Exit” to cancel the action and return to the previous screen.

5.1.1.2 Select Scheme

Select an MPF scheme from the dropdown list “MPF Scheme No.” under “Company Information”.

As you can import more than one scheme disk, it is possible to select one of multiple MPF schemes when creating a new company.

Company information

Company Information

☐ Payroll / Autopay / Collection ☒ MPF ☐ Tax Return

Company ID: 15 I.R.File No.:
 Company Name: Testing Company Section:
 Account No.: 015-514-40-00000-0 ERN:
 Account Name: MPFCONTRIBUTION ONLY Year End of Employer's Return:
 Contact Person: Testing CP Submission Date:
 Transaction Typ...: PAYROLL Currency: HKD Title of Signature:
 Telephone No.: 12345678 Name of Signature:
 MPF Scheme No.:
 Registered Address: 00003579221
 00003579914
 00003579924
 00003580127
 00003580137
 00003580226
 00003580236
 00003580424

New **Modify** **Delete** **Find** **Save** **Cancel** **Exit**

Staff Re **Import Staff** **Non-Staff** **Prev. Employment Txn. Enq.** **Enquire Scheme Details** **Import Scheme Details** **MPF Member List** **Termination Report** **Company Information Checklist** **Staff Information Checklist** **Salary Letter** **Pay Slip**

5.1.2 Enter Staff Info

Create new staff record(s) as shown in section 5.2.2.

Check the appropriate checkboxes for all of your staff members. Below are few examples:

- i. Staff A: Both Payroll and MPF function (refer to screen i)
Please check that both the payroll and MPF checkboxes are checked in the staff record. Also, please select the MPF scheme no. and plan no. for the staff member.
- ii. Staff B: Payroll function only (refer screen ii)
Please check that only the payroll checkbox is checked in the staff record.
- iii. Staff C: MPF function only (refer screen iii)
Please check that only the MPF checkbox is checked in the staff record.

Notes:

1. If you want to add a staff member to the “MPF” group, for example when preparing an MPF contribution, please make sure that the scheme details already exist and one mandatory plan has been selected; otherwise, the staff record cannot be saved and a warning message will appear.
2. You can select up to two voluntary plans for each staff member. If a voluntary plan is selected, you may need to enter the field “Date Join V. Plan” if the sliding scale is based on “Date Join Scheme”. The system will start counting the service year from “Date Join V. Plan” to determine the corresponding contribution rate and/or contribution amount that should be used to calculate the voluntary contribution.

Staff Information Screen I (Both Payroll and MPF functions)

Staff Information

☒ Payroll ☒ MPF ☐ Tax Return

Personal Information:
Surname: Testing, Sex: [Dropdown], Title: [Dropdown]
Other name: Staff, Staff No.: [Dropdown]
Chinese Name: [Text]
Company ID & Name: TAT Co., Telephone (M/Y Telephone (H)): [Text]
Payroll Account No.: 01511111111111, HKID/Passport No.: ABCD1234
Payroll Account Name: Testing Account, I.D. Type: Passport
Address: FLT [Dropdown] FLR [Dropdown] BLK [Dropdown], Passport Issue Country: [Dropdown]
HSE/Bldg: [Text], Marital Status: [Dropdown]
EST/ST: [Dropdown] District: [Dropdown] Area: [Dropdown], Spouse's Name: [Text]
Date of Birth (dd-mm-yyyy): 1-1-1980, Spouse's HKID/Passport No.: [Text]
Date of Employment: 1-1-2011, Spouse's I.D. Type: [Dropdown]
End of Probation: [Dropdown], Spouse's Passport Issue Country: [Dropdown]
Date Join Intra-group: [Dropdown], Capacity: [Text]
Date Join M. Plan: 1-1-2011, Corresponding Address: [Text]
Date Join V. Plan: [Dropdown]
Long Service Pay Amount: [Text]
Severance Pay Amount: [Text]
Termination Date: [Dropdown]
Termination Reason: [Dropdown]
Principal Employer (if part time): [Text]
Employee's Tax File No.: [Text]
MPF Scheme: 00003579221, Amount: [Text]

MPF Scheme Details:
Plan No. (M-Plan): 2M Mandatory BM 01/12/2000, Effective Date: 1-12-2000, P: 1, I: 1
Plan No. (V-Plan): [Dropdown], Effective Date: [Dropdown], P: 1, I: 1
Plan No. (P-Plan): [Dropdown], Effective Date: [Dropdown], P: 1, I: 1

Buttons: New, Modify, Copy, Delete, Find, Save, Cancel, Re-employ, Exit

Input Fields: Input LR.56B, Input LR.56F, Input LR.56E, Input LR.56G, Print Pay Slip

Staff Information		
<input checked="" type="checkbox"/> Payroll	<input type="checkbox"/> MPF	<input type="checkbox"/> Tax Return
Surname Testing	Sex <div style="text-align: right;">▼</div>	
Othername Account	Title <div style="text-align: right;">▼</div>	
Chinese Name 	Staff No. 	
Company ID & Name 2 Intra-Group Co.	Telephone M/Y Telephone H)	
Payroll Account No. 0151111111111111	HKD/Passport No. ABCD1234	
Payroll Account Name Testing Account	I.D.Type Passport ▼	
Address FLT FLR BLK	Passport Issue Country	
HSE/Bldg	Martial Status <div style="text-align: right;">▼</div>	
EST/ST District Anna	Spouse's Name	
Date of Birth(dd-mm-yyyy) . . . / . . . / . . .	Spouse's HKID/Passport No. <div style="text-align: right;">▼</div>	
Date of Employment . . . / . . . / . . .	Spouse's I.D.Type <div style="text-align: right;">▼</div>	
End of Probation . . . / . . . / . . .	Spouse's Passport Issue Country 	
Date Join Intra-group . . . / . . . / . . .	Capacity 	
Date Join M.Plan . . . / . . . / . . .	Corresponding Address 	
Date Join V.Plan . . . / . . . / . . .		
Long Service Pay Amount 	Paid by Overseas Company <div style="text-align: right;">▼</div>	
Severance Pay Amount 	Name of Overseas Company 	
Termination Date . . . / . . . / . . .	Address of Overseas Company 	
Termination Reason 		
Principal Employer (if part time) 		
Employee's Tax File No. 		
MPF Scheme 	Amount 	
Efective Date		
Plan No. (M-Plan)	. . . / . . . / . . . P I	Input I.R. 56B Input I.R. 56F
Plan No. (V-Plan)	. . . / . . . / . . . P I	Input I.R. 56E Input I.R. 56G
	. . . / . . . / . . . P I	Print Pay Slip

Staff Information

☐ Payroll
☒ MPF
☐ Tax Return

Surname

Testing

Sex

Othername

Staff 1

Title

Chinese Name

Staff No.

Company ID & Name

15 Testing Comboave

Telephone (M)/ Telephone (H)

Payroll Account No.

HKID/Passport No.

ABC1234

Payroll Account Name

I.D.Type

Passport

Address FLT

FLR

BLK

Passport Issue Country

HSE/Blodg

Marital Status

EST/ST

District

Area

Spouse's Name

Date of Birth(dd-mm-yyyy)

25

12

1950

Spouse's HKID/Passport No.

Date of Employment

1

1

2011

Spouse's I.D.Type

End of Probation

-

-

-

Spouse's Passport Issue Country

Date Join Intra-group

-

-

-

Capacity

Date Join M-Plan

1

1

2011

Corresponding Address

Date Join V-Plan

-

-

-

Long Service Pay Amount

Severance Pay Amount

Paid by Overseas Company

Termination Date

-

-

-

Name of Overseas Company

Termination Reason

Address of Overseas Company

Principal Employer(if part time)

Employee's Tax File No.

MPF Scheme

00003579221

Amount

Effective Date

1	12	2000	P	I
-	1	-	P	I
-	-	-	P	I
-	-	-	P	I
-	-	-	P	I

Input I.R. 56B

Input I.R. 56F

Input I.R. 56E

Input I.R. 56G

Print Pay Slip

Plan No. (M-Plan)

2M Mandatory BM 01/12/2000

Plan No. (V-Plan)

35

Relevant Income Calculation Rules Screen

Relevant Income Calculation Rules

Scheme No.
00004224959

V. Plan No.
101

OK Cancel

Select the operator and payment type number from the dropdown list. Click “Add” and “Save” to add the payment or “Cancel” to cancel all the added rules that have not yet been saved. Click “Delete All” to delete all the rules of the plan.

Click “Exit” to return to the main menu.

Relevant Income for Non-Mandatory Contribution Screen

Relevant Income Calculation Rules

Relevant Income for Voluntary Contribution

Seq.No	Operator	Payment Type Number	Description
1		1	(a.) Salary / wages
2	-	2	(b.) Leave pay

Add
Delete All
Save
Cancel
Exit

Operator: - Payment Type No.: 2 (b.) Leave pay

Payment Ty...	Description
1	(a.) Salary / wages
2	(b.) Leave pay
3	(c1) Director's fee - under employment contract
5	(d.) Commission / fees
6	(e.) Bonus
7	(f.) Back pay, terminal awards, and gratuities, etc.
8	(g.) Certain payments from occupational retirement scheme...
9	(h.) Salaries tax paid by employer

5.3 Relevant Income Calculations Rules for Mandatory Contribution

This is an enquiry function for the relevant income of mandatory contributions for staff members. Effective from 1st November, 2008, housing allowances (K2) are included in R.I. calculation.

Relevant Income for Mandatory Contribution Screen (before 1 Nov 08)

Relevant Income for Mandatory Contribution

According to the Mandatory Provident Fund Schemes (Amendment) Ordinance 2008, housing allowances and other housing benefits expressed in monetary terms will form part of the relevant income of an employee and are included under the definition of "relevant income" after 1st November 2008.

Seq. No.	Operator	Payment Type No.	Description
1	+	1	(a.) Salary / wages
2	+	2	(b.) Leave pay
3	+	3	(c1) Director's fee - under empl...
5	+	5	(d.) Commission / fees
6	+	6	(e.) Bonus
7	+	7	(f.) Back pay, terminal awards, ...
9	+	9	(h.) Salaries tax paid by employer
10	+	10	(i.) Education benefits
12	+	12	(k1) 1st other rewards, allowan...
14	+	14	(k3) 3rd other rewards, allowan...
18	+	18	(22) Loan or advance of money ...
20	+	20	(4.) Payments after the cessati...
21	+	21	(5.) Income in a contribution pe...
22	+	22	(6.) An outsider is an agent of t...
28	+	28	(t2) Cash realized from selling t...
31	+	31	(w2) Tips or service charge coll...
34	+	34	(16) Expenses which have bee...

Exit

Relevant Income for Mandatory Contribution Screen (After 1 Nov 08)

Relevant Income for Mandatory Contribution

Relevant Income for Mandatory Contribution

Seq. No.	Operator	Payment Type No.	Description
1	+	1	(a.) Salary / wages
2	+	2	(b.) Leave pay
3	+	3	(c1) Director's fee - under empl...
5	+	5	(d.) Commission / fees
6	+	6	(e.) Bonus
7	+	7	(f.) Back pay, terminal awards, ...
9	+	9	(h.) Salaries tax paid by employer
10	+	10	(i.) Education benefits
12	+	12	(k1) 1st other rewards, allowan...
13	+	13	(k2) Housing allowance, housi...
14	+	14	(k3) 3rd other rewards, allowan...
18	+	18	(22) Loan or advance of money ...
20	+	20	(4.) Payments after the cessati...
21	+	21	(5.) Income in a contribution pe...
22	+	22	(6.) An outsider is an agent of t...
28	+	28	(t2) Cash realized from selling t...
31	+	31	(w2) Tips or service charge coll...

Exit

5.4 Enquire about Scheme Details

Check the scheme details of a company by clicking "Enquire Scheme Details" on the "Company Information" screen.

Use the (" < "), (" < "), (" > ") and (" > | ") buttons on the right upper side to navigate between different plans.

Click the previous button (“<”) to display the previous plan and click the next button (“>”) to display the next plan of the scheme. Click (“|<”) to find the first plan of the scheme and (“>|”) to find the last plan of the scheme. You can view plan details such as contribution rate, contribution amount, and sliding scale.

Enquiry Scheme Details

Scheme Information

Company Code: 1 Scheme No.: 00000462158
 Company Name: testing All Company Scheme Nature: M
 Effective Date: 01-12-2000

Plan Information

Plan Number: 1 Plan Name: Mandatory Contribu
 Effective Date: 01-12-2000 V.Cont.Calculation Method: 0
 Plan Nature: 1 Fortnightly or Weekly
 Payroll Frequency: 1 1st Payroll End Date
 1st Cover Period End Day (Monthly/Bi-monthly): 0
 2nd Cover Period End Day (Bi-monthly): 0
 Employer: Employee:
 Contribution Rate (%): Contribution Rate (%):
 Fixed Contribution Amount: Fixed Contribution Amount:

Sliding Scale

☒ By Date Join Scheme ☐ By Date of Employment

Service Year	ER Cont. \$	ER Cont. %	EE Cont. \$	EE Cont. %
		5.0		5.0

Navigation buttons: < << >> >

Exit button

5.5 Create Transaction Records

Create and edit a transaction batch as shown in section 5.3.

5.6 Generate Files

Generate payroll files as shown in section 5.4. For companies with MPF enabled, there are two cases:

- If both the payroll and MPF checkboxes are checked under “Company Information”, “Generate Transaction File” will be automatically selected. Please also select “Generate Contribution File” to generate a contribution file together with the payroll file.

- If only the MPF checkbox is checked under “Company Information”, only the “Generate Contribution File” is automatically selected.

After selecting the file type to be generated, select the path of the file by clicking “Choose Path”. Otherwise, the file will be saved to the current directory.

Click “OK” to generate file or “Cancel” to return to the previous screen.

If the file generation is successful, screens for printing the following reports will appear:

1. “Autopay Transaction Report”
2. “Letter of Authorisation for MAS Transaction File” will be auto-printed once you preview the “Autopay Transaction Report”
3. “Letter of Authorisation for MPF Contributions”
4. “Remittance Statement” for contribution file

Generate Transaction and Contribution File screens (case 2)

Generate File

Generate File

Payroll Period End Date

2

▼

7

▼

2014

▼

☒ Generate Transaction File

Execution Date

1

▼

8

▼

2014

▼

Choose Path

☒ Generate Contribution File

MPF Execution Date

18

▼

2

▼

2015

▼

Payment Method

Autopay

▼

Cheque Number

Choose Path

OK

Cancel

Transaction Report

Batch No.

6

▼

☒ Sort by

Record No.

▼

* "Letter of Authorisation for the MAS Transaction File" will be printed automatically.

Preview

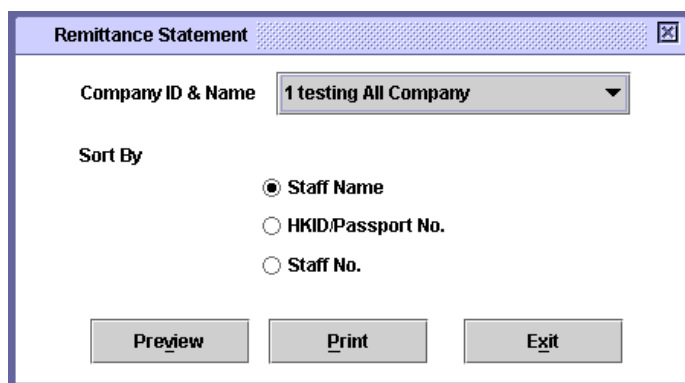
Exit

Letter of Authorisation

Letter of Authorisation for the MPF Contributions

Print

Exit



Remittance Statement

Company ID & Name: 1 testing All Company

Sort By:

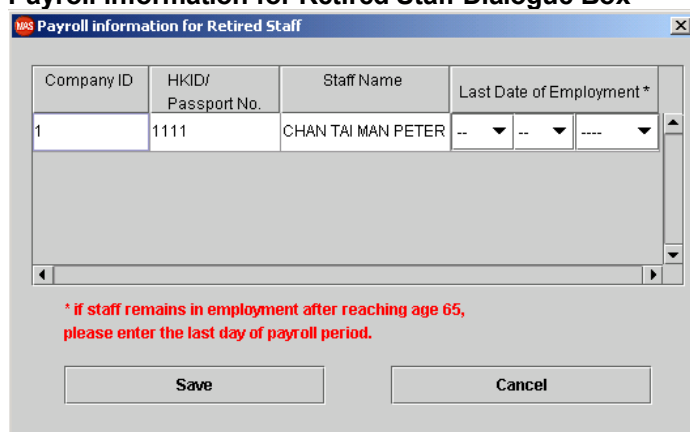
- ☒ Staff Name
- ☐ HKID/Passport No.
- ☐ Staff No.

Buttons: Preview, Print, Exit

5.6.1 Member attaining age 65

When preparing a contribution file for a member who attains the age of 65 during that payroll period, a dialogue box will appear, asking you to enter the last date of employment should the member retire. If that member will remain in employment after reaching age of 65, please enter the payroll cover end day.

Payroll information for Retired Staff Dialogue Box



Payroll information for Retired Staff

Company ID	HKID/ Passport No.	Staff Name	Last Date of Employment *
1	1111	CHAN TAI MAN PETER	-- -- ----

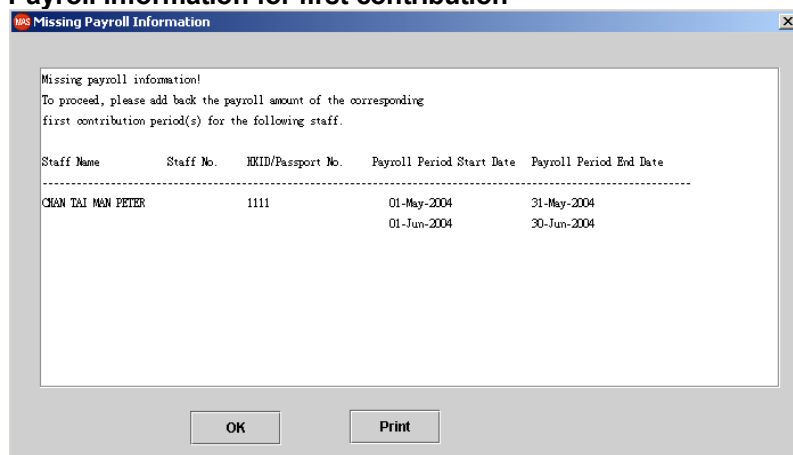
* if staff remains in employment after reaching age 65, please enter the last day of payroll period.

Buttons: Save, Cancel

5.6.2 Missing payroll information for first contribution

During file generation, the system will display any members who missed payroll information related to first contribution in previous months. In this event, the corresponding file generation cannot be completed. You need to create new files for the missing payroll information first. If there is no payroll for that member in previous months, please enter a zero payroll amount accordingly.

Payroll information for first contribution



Missing Payroll Information

Missing payroll information!
To proceed, please add back the payroll amount of the corresponding first contribution period(s) for the following staff.

Staff Name	Staff No.	HKID/Passport No.	Payroll Period Start Date	Payroll Period End Date
CHAN TAI MAN PETER		1111	01-May-2004 01-Jun-2004	31-May-2004 30-Jun-2004

Buttons: OK, Print

5.6.3 Negative Net Transaction Amounts

If the company's transaction type is "Payroll", the user can enter a negative amount in the "Edit Transaction Record" field. But the following rules must be fulfilled:

- The net amount for each staff member in a batch must be greater than or equal to zero in the same batch
- The net RI (M plan) for each staff member in a batch must be greater than or equal to zero in the same batch
- The net RI (V plan) for each staff member in a batch must be greater than or equal to zero in the same batch

When you click "Generate" under "File Processing", the system will list out the staff members who violate these rules and the corresponding file generation process will not proceed. You must go back to "Edit Transaction Record" to modify the negative amount transactions accordingly and try the "Generate" function again.

Net Amount Error Message

Staff Name	Staff No.	HKID/Passport No.	Destination A/C No.	Net Amount
STAFF 1	1111	015195104001223	-23.00	

5.7 Print MPF Member List

This function allows you to preview and print all members in the current batch that have joined an MPF scheme in the selected company. To access the function, click "MPF Member List" under "Company Information".

Member List Screen

Company Name: testing All Company

Sort By:

- ☒ Staff Name
- ☐ Staff No.
- ☐ HKID/Passport No.

Buttons: Preview, Print, Exit

5.8 Print Pay Slip

You can print a pay slip under “Company Information” or “Staff Information”. Click “Pay Slip” and select the contribution paid date. You can also select to show the accumulated mandatory contributions and voluntary contributions on the report.

Pay slips can be sorted by staff name, HKID/Passport no., or staff no.

Click “Preview” to preview the report or “Print” to print out the report.

Pay Slip Screen

The screenshot shows a window titled "Pay Slip". Inside, there are several input fields and checkboxes. The "Company ID & Name" field contains "3 demo". The "Staff Name" field is empty. The "Contribution Paid Date (for displaying only)" field is set to "24/5/2012". There are two checkboxes: "Showing Mandatory Contribution Accumulated Total" and "Showing Voluntary Contribution Accumulated Total", both of which are checked. At the bottom, there are three buttons: "Preview", "Print", and "Exit". Below the buttons, a note states: "(This report being printed is for the current contribution period.)".

5.9 Contribution Enquiry

To access this function, select “Contribution Enquiry” from “MPF” on the menu bar. Search details of contribution records for the selected company by 1) contribution covering period, 2) contribution covering period plus staff name/staff HKID/staff ID.

Select the company name from the dropdown list and enter the covering period that you want to check, then click “Search”. The result will be shown on the screen. Click the “First Contribution Only” checkbox to show records of first contributions only. Select the display order by staff name, staff HKID, or staff ID.

Click “Export File” to export the search result to a file in .xls format. A dialogue box will appear asking you to select the file destination. Click “OK” to process the export function.

Click “Report of Contribution Enquiry” to print out the search results that are shown onscreen. You can also click “Report of Contribution History” to print out the contribution history of all staff members.

Contribution Enquiry Screen

Contribution Enquiry

Contribution Enquiry

Company ID & Name: 1 Bi-Monthly

Covering Period From: 14/6/1998 To: 14/6/2005

Staff Name: --ALL--

Staff No.:

HKID / Passport No.:

Sort By: Staff Name

☐ First Contribution Only

Search Report of Contribution Enquiry Report of Contribution History Export File

Generate File Date/Time: 14/06/2004 11:57:00 (dd/mm/yyyy hh:mm:ss)

Contribution Period: 02-02-2004 To: 16-02-2004

Seq. No.	Staff Name	Plan No.	Rel. Income	ER Cont	EE Cont	First Cont
2787	STAFF 612	1	0.0	0.0	0.0	Yes
2788	STAFF 502	1	0.0	0.0	0.0	Yes
2789	STAFF 85	1	0.0	0.0	0.0	Yes
2790	STAFF 644	1	0.0	0.0	0.0	Yes
2791	STAFF 92	1	0.0	0.0	0.0	Yes

Exit

Report of Contribution Enquiry Screen

Report of Contribution Enquiry

Company Name: testing All Company

Sort by:

☒ Staff Name

☐ Staff No.

☐ HKID / Passport No.

Preview Print Exit

Report of Contribution History screen

Report of Contribution History

Company Name: testing All Company

Sort by:

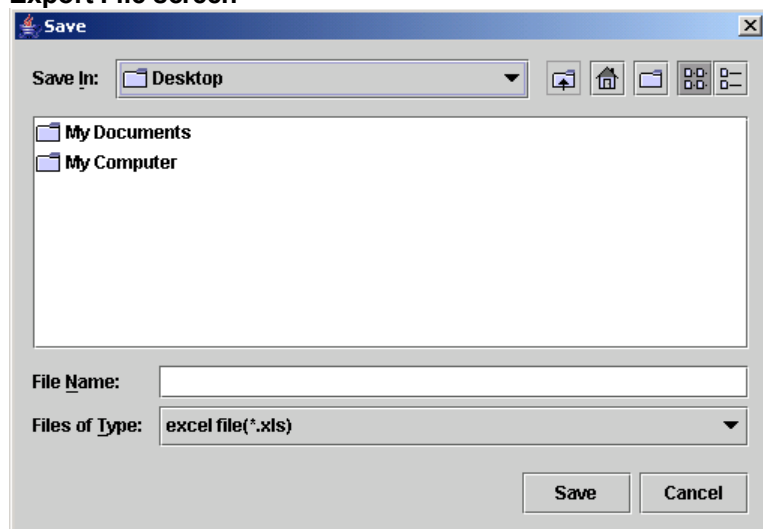
☒ Staff Name

☐ Staff No.

☐ HKID / Passport No.

Preview Print Exit

Export File screen



5.10 Deliver files to BEA

Prepare and submit a transaction/contribution file as follows:

STEP 1 Go to MAS Transaction > File Processing to prepare the transaction file on a removable hard drive (USB)

Note: You can prepare the transaction file by

- Using a template
- Importing a file (Excel/Text files)
- Direct entry in “Edit Transaction Record”

STEP 2 Click “Generate File” to generate the transaction/contribution file. The following documents will be printed after generating files:

- (i) Autopay Transaction Report
- (ii) Letter of Authorisation for MAS Transaction File with checksum printed thereon
- (iii) Letter of Authorisation for the MPF Contributions with file name and checksum printed thereon
- (iv) Remittance Statement

STEP 3 Ensure that the information on the Letter of Authorisation and the Instruction file(s) is correct. Then, have the authorised signatories sign and stamp the company chop on the space provided.

STEP 4 Write the name and account number of your company on an adhesive label and attach it to the USB.

STEP 5 Put the USB, the two Letters of Authorisation, and the Remittance Statement into an envelope. Have the authorised signatories seal the envelope and sign it.

STEP 6 Submit the USB together with the Letter of Authorisation and the Remittance Statement to your designated BEA branch.

Notes:

1. You can also submit the transaction/contribution files to BEA via Corporate Cyberbanking and BEA Corporate Online.
Service hours:
 - Contribution File Upload: 24 hours
 - Transaction File Upload: 9:00am – 6:00pm (Mon-Sat, except public holidays)
2. The execution date refers to the date when your instructions are processed by us, rather than the payment or collection date. **Please note that the execution date should not fall on a holiday.**
3. **Transaction files are not applicable for companies who only subscribe to the MPF function.**
4. **You can submit I.R.56B files and any other I.R. forms to Inland Revenue Department in person before the due date.**

6 Regenerate File

To access this function, select “Transaction History Maintenance” from “MAS Transaction” on the menu bar. Transaction/contribution files can be regenerated from the transactions created under “Transaction History Maintenance”.

Transaction history maintenance screen

The Bank of East Asia, Limited - MAS (MPF, Autopay & Payroll System)

Company Maintenance MAS Transaction MPF Tax Return Settings Help Exit

Transaction History Maintenance

Transaction History

Batch No. / Entry No. 98 1 Payroll Period End Date 31-Mar-2012

Company ID & Name 43 Check report Execution Date 15-Mar-2012

Transaction Type PAYROLL HKD Last Modified Date

Remarks Total Amount 10000.00

Entry No.	Staff No.	Staff Name	HKID/ Passport No.	Transaction Reference	Destination A/C Name	Destination A/C No.	Amount	S	F
1 23	AAA AA		K116934(3)	(a.) Salary / wages	bea	0123456789	1000.00	✓	✓
2 10	BBB BB		A098671(0)	(e.) Bonus	bea	0126126126	2000.00	✓	✓
3 10	CCC CC		G347914(4)	(b.) Leave pay	ee	0147147	3000.00	✓	✓
4 23	AAA AA		K116934(3)	(a.) Salary / wages	bea	0123456789	4000.00	✓	✓

Filter the above records by -- ALL -- Go

Re-Generate File Remove Batch Remittance Statement Transaction Report Export Transaction

Add Modify Delete Find Save Cancel Print List Exit

After clicking “Re-Generate File”, the regenerate file screen will appear. The process to regenerate files is same as that used to generate files (Section 6.6).

Re-Generate Transaction File screen

Generate File

Generate File

Payroll Period End Date 2 7 2014

☒ Generate Transaction File

Execution Date 1 8 2014

Choose Path

☒ Generate Contribution File

MPF Execution Date 18 2 2015

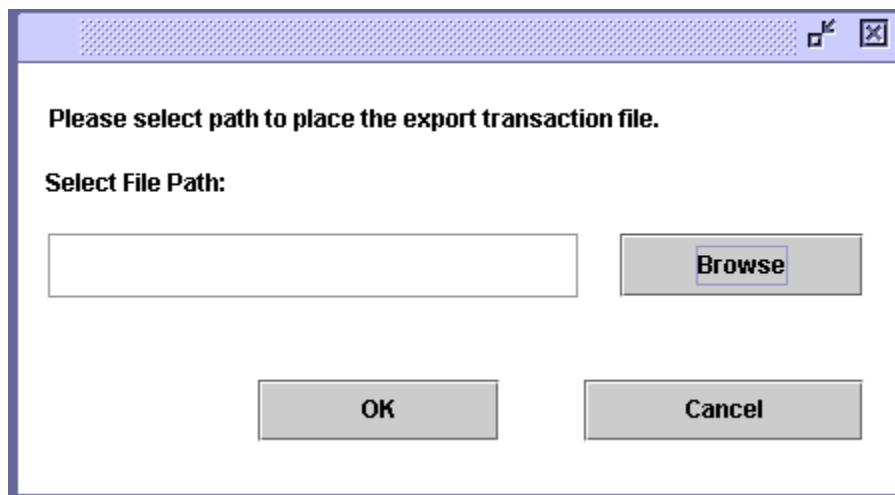
Payment Method Autopay

Cheque Number

Choose Path

OK Cancel

If you click “Export Transaction”, a dialog box will be displayed. Select the file path to save the exported transaction records. The file will be exported in .xls format.



A dialog box with a blue header bar containing a maximize icon and a close icon. The text inside reads: "Please select path to place the export transaction file." Below this is the label "Select File Path:" followed by a text input field and a "Browse" button. At the bottom are "OK" and "Cancel" buttons.

The exported file contains all transaction records for a selected batch number or the filtered results as displayed onscreen.

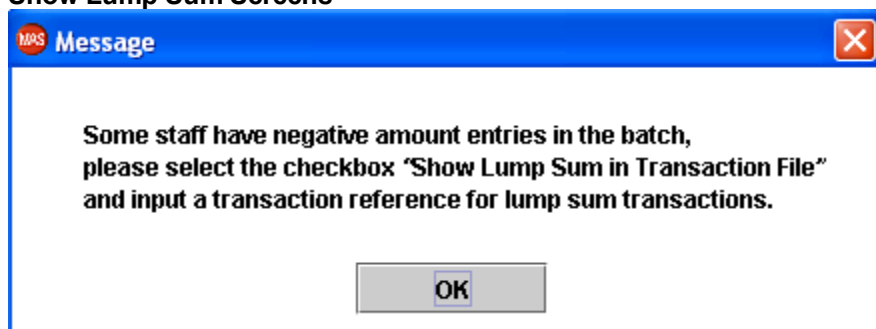
6.1 Lump sum Transaction Reference

After you click “OK” to regenerate a file, an “Input Transaction Reference” will be displayed in two the following two cases:

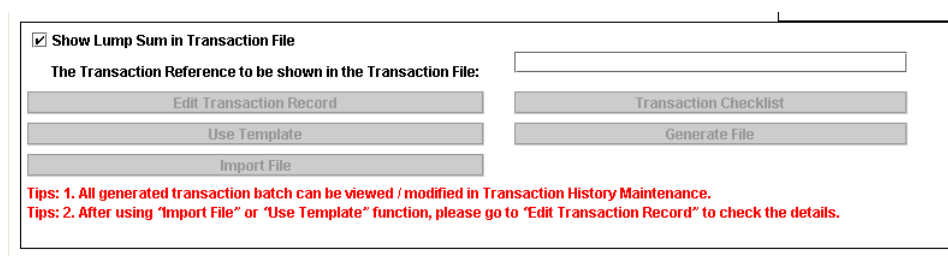
- If the “Show Lump Sum in Transaction File” check-box is un-checked for the batch and there are transaction(s) with negative amount(s) in “Transaction History Maintenance”, a message box will be prompted asking you to select the checkbox “Show Lump Sum in Transaction File” and enter a transaction reference for lump sum transactions.

In this case, you must enter a transaction reference before re-generating the batch. This can be done by clicking “Modify”, then selecting “Show Lump Sum in Transaction File” check-box and adding a transaction reference.

Show Lump Sum Screens

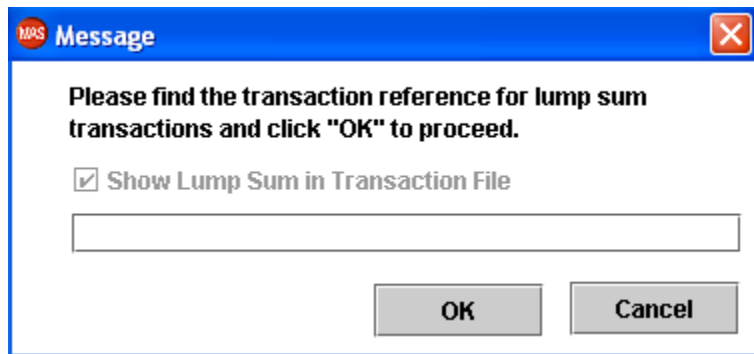


A message box with a blue header bar containing the "MMS" logo and the word "Message", and a close icon. The text inside reads: "Some staff have negative amount entries in the batch, please select the checkbox 'Show Lump Sum in Transaction File' and input a transaction reference for lump sum transactions." Below the text is an "OK" button.



A screen with a checkbox labeled "Show Lump Sum in Transaction File" which is checked. Below it is a label "The Transaction Reference to be shown in the Transaction File:" followed by a text input field. There are four buttons: "Edit Transaction Record", "Transaction Checklist", "Use Template", and "Generate File". At the bottom, there is an "Import File" button. Below the buttons are two lines of red text: "Tips: 1. All generated transaction batch can be viewed / modified in Transaction History Maintenance." and "Tips: 2. After using 'Import File' or 'Use Template' function, please go to 'Edit Transaction Record' to check the details."

- If the “Show Lump Sum in Transaction File” checkbox is checked for the batch. You may modify the transaction reference or keep it intact by clicking “OK” to re-generate the batch.



6.2 Notes on the use of Re-generate File function

- I. If the instruction file(s) are corrupted, regenerate the file(s).
- II. If you want to review the “Remittance Statement” and “Autopay Transaction Report” from a previous transaction batch, you need to regenerate the file for said batch.
- III. If there is an error in the amount/destination A/C name/destination A/C no./ transaction description, or payroll is missing for a staff member, simply amend the data and then regenerate the file. You should submit the updated files to BEA if and only if you have not already submitted incorrect files for the same period to the Bank.
- IV. If the wrong staff member has been selected, delete items and then regenerate the file.
- V. Incorrect payroll period end date: You are **NOT** recommended to change the payroll period end date and then regenerate the transaction batch. Click “Remove Batch” to remove the whole transaction batch and then go to “File Processing” to generate new files.
- VI. If you have amended data for the first cont member, you are RECOMMENDED to regenerate all the first cont batches (payroll period covering the DOE to the 60th day) for the related member.
- VII. If there is an error in the data for a period, such as the amount/destination A/C name/destination A/C no./ transaction description, or if payroll is missing for a staff member, you are **RECOMMENDED** to regenerate all batches in the same payroll period starting from the first batch in that period. (Please notice that the batch sequence for file regeneration should be same as that in the first time you generated files. The batch sequence for multiple payments is based on the file generation time, not the batch number.)
- VIII. If data is incorrect in the same period, simply submit the transaction file & MPF contribution file from the last batch. [its not clear what the difference is between these two points]

6.3 Frequently Asked Questions on “Re-generate File”

1. *How do I use the regenerate file function if there are multiple payments in several transaction batches with the same payroll period end date (in the current month), and data in one of the batches must be amended?*

It depends on which batch needs to have data amended. For example, when there are 3 batches in the current month (batch numbers 61, 62, 63), then you need to re-generate files for all batches if you amend data on the first batch (i.e. batch no. 61). The file regeneration sequence should be batch no. 61 first, and then 62 and 63. If you amend data in batch 62, then you only need to regenerate files for batch no. 62, then 63.

2. *Do I need to regenerate both transaction files and contribution files for all batches? Which batch of files should be submitted to the bank?*

Yes, you need to regenerate both transaction files and contribution files for all batches once you have amended transaction data.

Submit the **last batch** of updated files (transaction file and contribution file) to BEA if and only if you have not submitted the incorrect files yet.

3. *How do I use the regenerate file function if a transaction batch from a previous bill cycle is incorrect and I need to amend data? Do I also need to regenerate files of the transaction batches in the current bill cycle?*

Simply regenerate files for all batches from the previous bill cycle. The sequence should be the same as the first time the batches were generated.

You don't need to regenerate files for batches in the current bill cycle.

4. *After amending data in transaction batches from a previous bill cycle, do I need to submit both transaction and contribution files to BEA?*

If you have already submitted the incorrect files to BEA for payment instructions, you should not submit the updated files, otherwise there will be duplicate payment instructions. Please settle the differences by other means or contact your account opening branch, the MAS hotline on 2211 1822, or the MPF hotline on 2211 1777.

5. *What are the appropriate steps to regenerate files for a case that involves multiple payments in several transaction batches with a first cont member, where the first cont member was not included in the first batch of multiple payments?*

Add a transaction entry in the first batch for the first cont member, and then regenerate files for all batches. (Please notice that the batch sequence for file regeneration should be same as that in the first time you generated files. The batch sequence for multiple payments is based on the file generation time, not the batch number.)

7 Prepare Tax Return

7.1 Input IR56B - employer's return of remuneration and pensions

To access the function, click "Input I.R.56B" on the "Staff Information" screen of the relevant individual.

Enter the IR56B record by clicking "Add". By default, "Particulars of Place of Residence provided" is set to "Yes". If a place of residence is provided, click the "Copy address from staff maintenance" button to copy the staff profile address from the staff maintenance record. If a place of residence is not provided, select "No". Click "Save" to save the record or "Cancel" to return to the previous page.

Click "Modify" to modify the selected record.

Click "Delete" to delete the selected record. A confirmation message will appear. Click "OK" to proceed or "Cancel" to cancel the action.

Click "Remove Record" to remove the staff record from IR56B. A confirmation message will appear. Click "OK" to proceed or "Cancel" to cancel the action.

The "Find" function can be used to find the record of a place of residence. Search by entering the entry number.

Click "Print Screen" to print the current screen and "Exit" to return to "Staff Information".

Input IR56B Screen

The Bank of East Asia, Limited - MAS (MPF, Autopay & Payroll System)

Company Maintenance MAS Transaction MPF Tax Return Settings Help Exit

Input - IR.56B

IR56B

Staff Name: STAFF 1 SURNAME STAF Company Name: Tryimport

Particulars of Place of Residence provided: Yes

Address	Nature	Period provided (dd-mm-yyyy)		Rent(HK\$) paid during the year			
		From	To	Paid to Landlord		Refunded to Employee	Paid to Employer by Employee
				Employee	Employer		
Copy address from staff maintenance							
				0	0	0	0
Copy address from staff maintenance							
Remarks							

Add Modify Delete Remove Record Find Save Cancel Print Screen Exit

7.2 Input IR56E - Notification (under section 52(4) of the Inland Revenue Ordinance, Chapter 112) by an employer of an employee who commences to be employed

To access this function, click “Input I.R.56E” on the “Staff Information” screen of the relevant individual. Click “Add” to enter the IR56E record. You need to fill in the terms of employment. By default, “Particulars of Place of Residence provided” is set to “Yes”. If a place of residence is provided, click the “Copy address from staff maintenance” button to copy the staff profile address from the staff maintenance record. If a place of residence is not provided, please select “No”. Click “Save” to save the record or “Cancel” to return to the previous page.

Click “Modify” to modify the selected record.

Click “Delete” to delete the selected record. A confirmation message will appear. Click “OK” to proceed or “Cancel” to cancel the action.

Click “Remove Record” to remove the staff record from IR56E. A confirmation message will appear. Click “OK” to proceed or “Cancel” to cancel the action.

The “Find” function can be used to find the record of a place of residence. Search by entering the entry number.

Click “Print Screen” to print the current screen and “Exit” to return to “Staff Information”.

IR56E screen

The Bank of East Asia, Limited - MAS (MPF, Autopay & Payroll System)

Company Maintenance MAS Transaction MPF Tax Return Settings Help Exit

Input IR56E

IR56E Staff Name: STAFF 1 SURNAME STAFF 1 OT Company Name: Try Import

Terms of Employment (a) Monthly Rate of Fixed Income HK\$ 0
(b) Monthly Rate of Allowances (e.g. Cost of Living) HK\$ 0
(c) Fluctuating Income (e.g. Commission, Bonus, Gratuity) HK\$ 0

Particulars of Place of Residence provided: Yes

Address of Place of Residence	Nature of Place of Residence	Period Provided		Monthly Rent(HK\$)		Refunded to Employee	Paid to Employer by Employee
		From	To	Paid To Landlord by Employee	Paid to Landlord by Employer		
Copy address from staff maintenance							
				0	0	0	0
Copy address from staff maintenance							

Business Name and Address of Previous Hong Kong Employer

Date of Commencement of Employment: 01-01-2011

Add Modify Delete Remove Record Find Save Cancel Print Screen Exit

7.3 Input IR56F - 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

To access this function, click “Input I.R.56F” on the “Staff Information” screen of the relevant individual.

Click “Add” to add the staff record to IR56F. After entering the information, click “Save” to save the record or “Cancel” to return to the previous page.

Click “Modify” to modify the selected record.

Click “Remove Record” to remove the staff record from IR56F. A confirmation message will appear. Click “OK” to proceed or “Cancel” to cancel the action.

Click “Print Screen” to print the current screen and “Exit” to return to “Staff Information”.

IR56F screen

The screenshot shows a window titled "Input I.R.56F". Inside, there is a section labeled "I.R. 56F" with a note: "Note: If there is place of residence provided to the staff, please input the information in I.R.56B form". Below this, there are several input fields: "Staff Name" (000001 CHAN TAI MING), "Company Name" (1 Company Name), "Reason for cessation" (1 Resignation), "Name & Address of New Employer" (Demo Addr 1), and "Future Correspondence Address of Employee" (Demo Addr 2). At the bottom, there is a section for "Payments will be made AFTER the employee has left employment" with fields for "Nature" (others) and "Amount" (123). At the very bottom, there are buttons for "Add", "Modify", "Remove Record", "Save", "Cancel", "Print Screen", and "Exit".

Staff Name	000001 CHAN TAI MING
Company Name	1 Company Name
Reason for cessation	1 Resignation
Name & Address of New Employer	Demo Addr 1
Future Correspondence Address of Employee	Demo Addr 2
Payments will be made AFTER the employee has left employment	
Nature	others
Amount	123

Buttons: Add, Modify, Remove Record, Save, Cancel, Print Screen, Exit

7.4 Input IR56G - Notification (under section 52(6) of the Inland Revenue Ordinance, Chapter 112) by an employer of an employee who is about to depart from Hong Kong

To access this function, click “Input I.R.56G” on the “Staff Information” screen of the relevant individual.

Click “Add” to add the staff record to IR56G. After entering the information, click “Save” to save the record or “Cancel” to return to the previous page.

Click “Modify” to modify the selected record.

Click “Remove Record” to remove the staff record from IR56F. A confirmation message will appear. Click “OK” to proceed or “Cancel” to cancel the action.

Click “Print Screen” to print the current screen and “Exit” to return to “Staff Information”.

IR56G screen

Input I.R.56G

IR.56G **Note: If there is place of residence provided to the staff, please input the information in I.R.56B form**

Staff Name

Company Name

Reason for departure Leave Date

Emigrate to

Whether the employee would return to Hong Kong

The employee's Salary Tax borne by employer

Any money held under section 52(7) of the Inland Revenue Ordinance

Reason

7.5 Input IR56M – Notification of remuneration paid to persons other than employees for the year ended 31 March 2004

To access this function, click “Input I.R.56M” under the “Non-Staff Information” screen of the relevant individual.

Click “Add” to add the non-staff record to IR56M. After entering the information, click “Save” to save the record or “Cancel” to return to the previous page.

Click “Modify” to modify the selected record.

Click “Remove Record” to remove the non-staff record from IR56F. A confirmation message will appear. Click “OK” to proceed or “Cancel” to cancel the action.

Click “Print Screen” to print the current screen and “Exit” to return to “Staff Information”.

IR56M Screen

The screenshot displays the 'Input IR. 56M' window. It contains the following fields and controls:

- IR. 56M** (Section Header)
- Name of Recipient**: Text field containing '111111'.
- Company Name**: Text field containing '1 Bi-Monthly'.
- Period of which the service is rendered**: Two date pickers labeled 'From' and 'To'.
- Whether a sum has been withheld from the following payment to settle the tax due by the recipient**: Dropdown menu with 'yes' selected.
- Withheld Amount**: Text field.
- Particulars of income accruing during the period of service:**
 - Particulars** and **Amounts** columns with corresponding input fields:
 - TYPE1: Subcontracting Fees
 - TYPE2: Commission
 - Type 3: Writer's / Contributor's Fees
 - Others: (a) Artiste's Fees
 - (b) Copyright/Royalties
 - (c) Consultancy / Management Fees
 - (d)
 - (e)
- Remarks**: Three stacked text fields.

At the bottom, there is a row of buttons: Add, Modify, Remove Record, Save, Cancel, Print Screen, and Exit.

7.6 Generate Tax Return file and Reports

7.6.1 Generate IR56B / IR56F / IR56M File

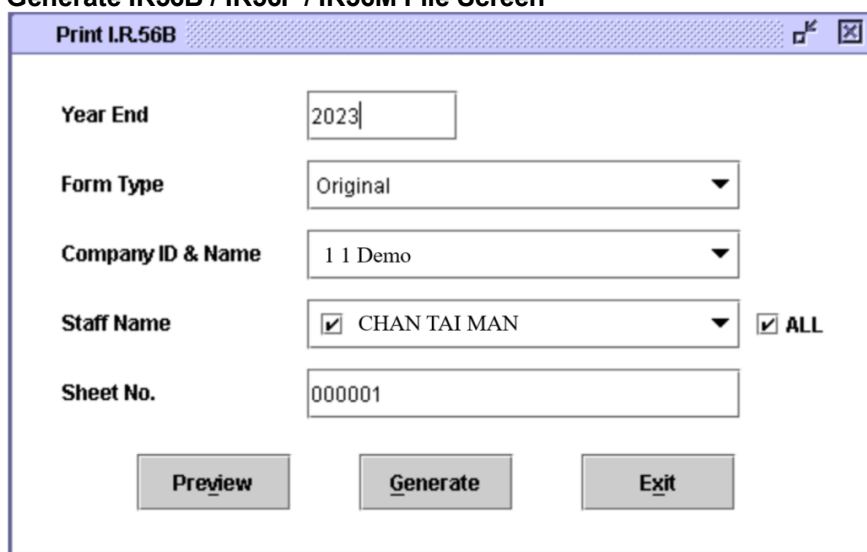
To access this function, select “I.R.56B”/ “I.R.56F”/ “I.R.56M” or under “Tax Return” on the menu bar.

Enter the year end, company ID & name and sheet no. and then click “Generate” to generate the IR56B/IR56F/IR56M file.

You should generate the IR56B/IR56F/IR56M file to be submitted to the Inland Revenue Department. Control list will only be generated for submission of more than 800 annual IR56B records in one single file.

In addition, you should print IR56B/IR56F/IR56M hard copies for individual staff members.

Generate IR56B / IR56F / IR56M File Screen



Print I.R.56B

Year End: 2023

Form Type: Original

Company ID & Name: 1 1 Demo

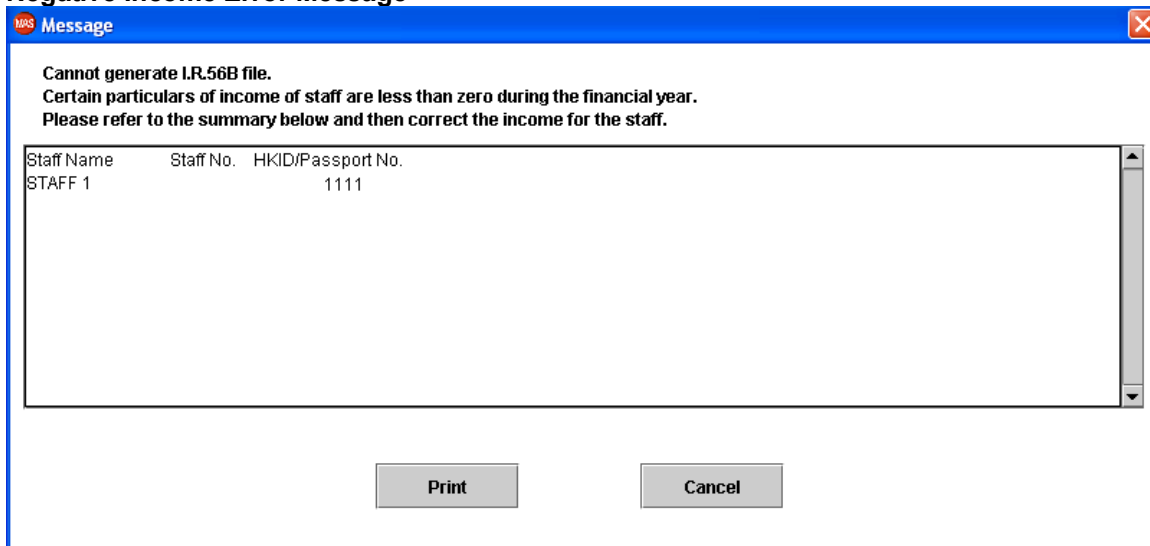
Staff Name: ☒ CHAN TAI MAN ☒ ALL

Sheet No.: 000001

Buttons: Preview, Generate, Exit

After clicking “Generate”, the system will check if there are staff members with negative incomes in the financial year. If so, a screen showing the list of such staff members will be displayed. Click “Print” to print out the list to assist you in making the necessary transaction adjustments.

Negative Income Error Message



Message

Cannot generate I.R.56B file.
Certain particulars of income of staff are less than zero during the financial year.
Please refer to the summary below and then correct the income for the staff.

Staff Name	Staff No.	HKID/Passport No.
STAFF 1		1111

Buttons: Print, Cancel

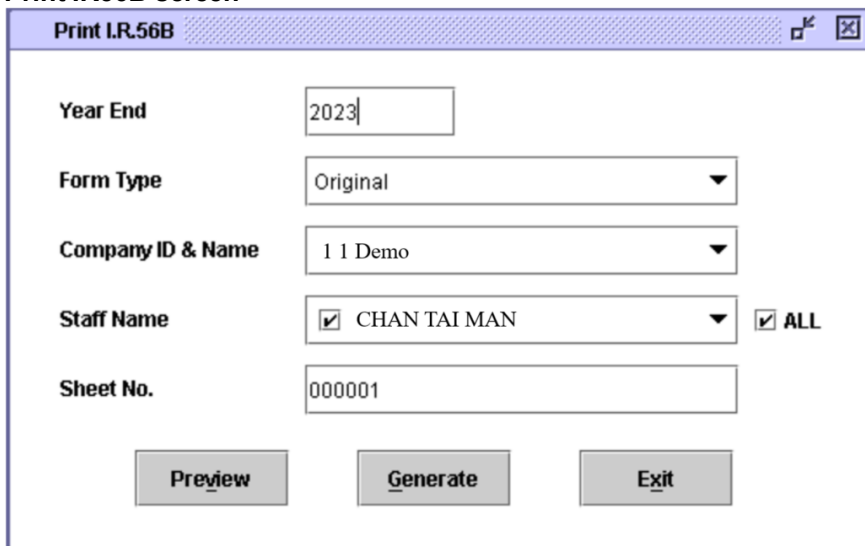
7.6.2 Tax Return – Print IR56B

To access this function, select “I.R.56B” under “Tax Return” on the menu bar.

To preview and print the IR56B report, select the company and staff name and then click “Preview” and “Print”.

Note: You should NOT print out IR56B hard copies and then submit them to the Inland Revenue Department. NO hard copies generated from the computerised format will be accepted.

Print IR56B screen



Print I.R.56B

Year End: 2023

Form Type: Original

Company ID & Name: 1 1 Demo

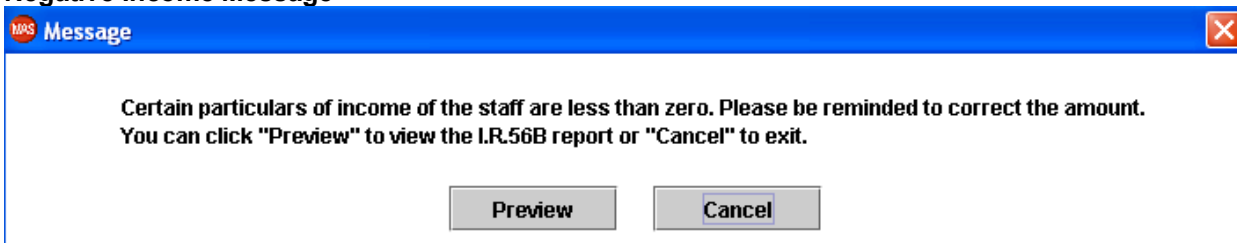
Staff Name: ☒ CHAN TAI MAN ☒ ALL

Sheet No.: 000001

Buttons: Preview, Generate, Exit

If the staff member has negative income in the financial year, the following screen will be displayed. Click “OK” to print the IR56B for the staff member or “Cancel” to cancel the action.

Negative Income Message



MAS Message

Certain particulars of income of the staff are less than zero. Please be reminded to correct the amount.
You can click "Preview" to view the I.R.56B report or "Cancel" to exit.

Buttons: Preview, Cancel

7.6.3 Tax Return – Print IR56E

To access this function, select “I.R.56E” under “Tax Return” on the menu bar. After selecting the company and staff member, enter the name of the staff member to be printed on the IR56E form following the required IRD format as shown on the screen.

If the staff member has been conditionally granted a share option prior to commencing to be employed in Hong Kong which can be exercised after rendering services in Hong Kong, select “Yes”.

To preview and print the IR56E report, click “Preview” and “Print”.

IR56E screen

Print I.R.56E

Company ID & Name: 5 DEMO

Staff Name: CHAN BARRY

Name printed in IR56E: CHAN, TAI MAN*BARRY

(Please follow the required format. Example: Chan Tai Man, John should be input as CHAN, TAI MAN*JOHN)

Whether the employee has been conditionally granted a share option prior to commencing to be employed in Hong Kong, which can be exercised after rendering services in Hong Kong

☐ Yes ☒ No

Preview Print Exit

7.6.4 Tax Return – Print IR56F

To access this function, select “I.R.56F” under “Tax Return” on the menu bar.

Select the company and staff name. If the staff member has been given payments that have not been inputted into the system which will be made after leaving employment, enter the amount in the field provided.

To preview and print the IR56F report, click “Preview” and “Print”.

IR56F screen

Print I.R.56F

Year End: 2023

Form Type: Original

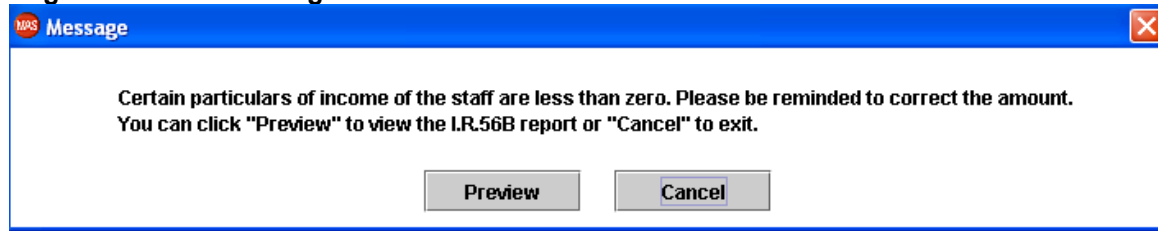
Company ID & Name: 1 1 Demo

Staff Name: ☒ CHAN TAI MAN ☒ ALL

Preview Generate Exit

If the staff member has negative income in the financial year, the following screen will be displayed. Click “OK” to print IR56F for the staff member or click “Cancel” to cancel the operation.

Negative Income Message



A dialog box titled "Message" with a blue header bar. The text inside reads: "Certain particulars of income of the staff are less than zero. Please be reminded to correct the amount. You can click "Preview" to view the I.R.56B report or "Cancel" to exit." At the bottom, there are two buttons: "Preview" and "Cancel".

7.6.5 Tax Return – Print IR56G

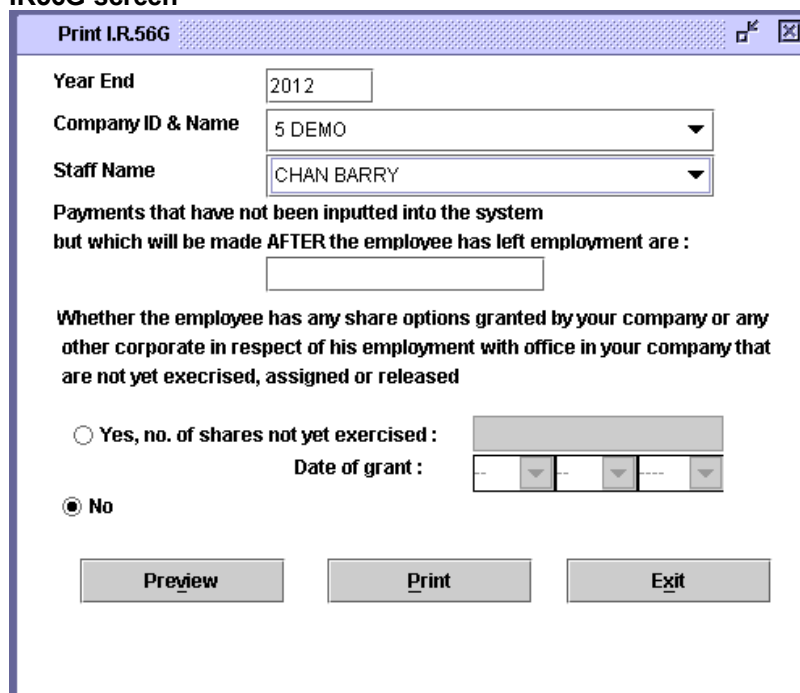
To access this function, select "I.R.56G" under "Tax Return" on the menu bar.

Select the company and staff name. If the staff member has been given payments that have not been inputted into the system which will be made after leaving employment, enter the amount in the field provided.

If the staff member has any share options that are not yet exercised, assigned or released, select "Yes" and enter the related information.

To preview and print the IR56G report, click "Preview" and "Print".

IR56G screen

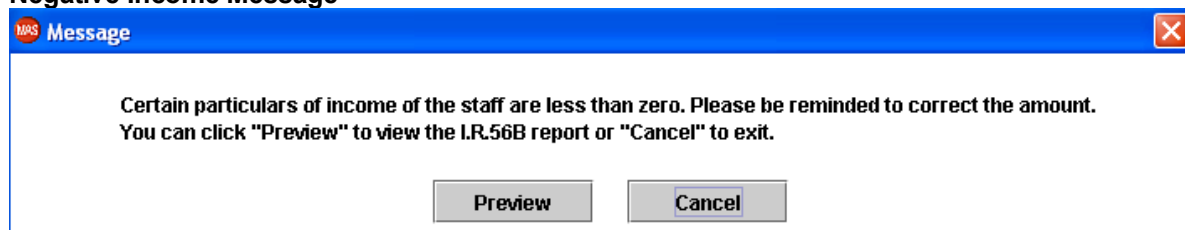


A screen titled "Print I.R.56G" with a purple header bar. It contains the following fields and options:

- Year End: 2012
- Company ID & Name: 5 DEMO
- Staff Name: CHAN BARRY
- Payments that have not been inputted into the system but which will be made AFTER the employee has left employment are : [text box]
- Whether the employee has any share options granted by your company or any other corporate in respect of his employment with office in your company that are not yet exercised, assigned or released:
 - ☐ Yes, no. of shares not yet exercised : [text box] Date of grant : [dropdown]
 - ☒ No
- Buttons: Preview, Print, Exit

If the staff member has negative income in the financial year, the following screen will be displayed. Click "OK" to print IR56G for the staff member or click "Cancel" to cancel the operation.

Negative Income Message



A dialog box titled "Message" with a blue header bar. The text inside reads: "Certain particulars of income of the staff are less than zero. Please be reminded to correct the amount. You can click "Preview" to view the I.R.56B report or "Cancel" to exit." At the bottom, there are two buttons: "Preview" and "Cancel".

7.6.6 Tax Return – Print IR56M

To access this function, select “I.R.56M” under “Tax Return” on the menu bar. After selecting the company and non-staff record, enter the name of the individual to be printed on the IR56M form following the required IRD format as shown on the screen.

To preview and print the IR56M report, click “Preview” or “Print”.

IR56M screen

Print I.R. 56M

Year Ended: 2023

Company ID & Name: 1 1 DEMO

Name/ Business Name of Recipient: ☐ ALL

Sheet No.: 900001

Buttons: Preview, Print, Generate, Exit

7.7 Prior registration regarding Generate IR56B File

MAS can generate employer's returns on diskette. To submit annual employer's returns (IR56B), you must use the autopay service for a whole financial year and then apply to the Inland Revenue Department via BEA.

7.8 Total Remuneration Summary

To access the function, select “Total Remuneration Summary” under “Tax Return” on the menu bar.

This report shows the summary of total remuneration of all staff members under the selected company within the specified financial year. Please enter the “Year End”, and select the company ID & name and sorting order.

To view the Total Remuneration Report for two companies, check the “Select more than one company” check-box.

To preview and print the Total Remuneration Summary report, click “Preview” or “Print”.

Total Remuneration Summary screen

Total Remuneration Summary

Year End: 2012

Company ID & Name: 5 DEMO

☐ Select one more company

1 demo payroll hkd

☐ Previous employment transaction included

Sort By

☒ Staff Name

☐ Staff No.

☐ HKID/Passport No.

Preview Print Exit

8 Upload files via BEA Corporate Online

You can upload MAS transaction/contribution files to BEA via BEA Corporate Online. Please go to your nearest BEA branch to open an account.

8.1 Upload Transaction File via BEA Corporate Online

1. Log in to your BEA Corporate Online account
2. Select Autopay, Payroll and Collection > File Upload > select File Identifier, select Withdrawal A/C no., select Transfer Date, select Upload File Name and enter checksum > click "Upload"
3. Check the data and sign the transaction with signer pin and one-time password (OTP)
4. Click "Send" to submit the transaction

Merchant Login | A A A | 繁體 ENG |

Menu BEA 東亞銀行 CORPORATE ONLINE 企業網上銀行

Login to BEA Corporate Online

Account Number: 015

Username:

Next Edit

PIN Activation Forgot Login PIN Request Reset PIN

- 1. Never provide your username or password to anyone on the phone or in response to an email. The Bank shall not be held responsible for any incorrect online transactions or disclosures of account-related details. Please exercise due diligence on these matters.
- 2. Forgot Login PIN - You can change your login PIN online by answering the security questions.
- 3. Request Reset PIN - If you are an Authorised Person, you may request for PIN reset with the form. Our customer service officer will contact you for verification and you will receive the PIN and PIN Acknowledgement Letter by mail.
- 4. Forgot your username? Please contact your Authorised Person or System Administrator for assistance.
- 5. For your security, please be aware of your surroundings before entering personal information.

<

Autopay, ...

×

Autopay

Payroll

Collection


Favourites

Autopay, Payroll and Collection Inquiry

File Upload

Uploaded Files Inquiry

Menu

 **BEA東亞銀行**

CORPORATE ONLINE
企業網上銀行

Search here

Approver

▼

File Upload

File Identifier

Payroll-MASV3-Payroll-MASV3

▼

Transaction Type

Payroll

File Format type

MAS

Transfer Currency

HKD


▼

Withdrawal Account No.

Please select an account number

▼

Transfer Date



File Name

Choose file...

Checksum

9 Troubleshooting

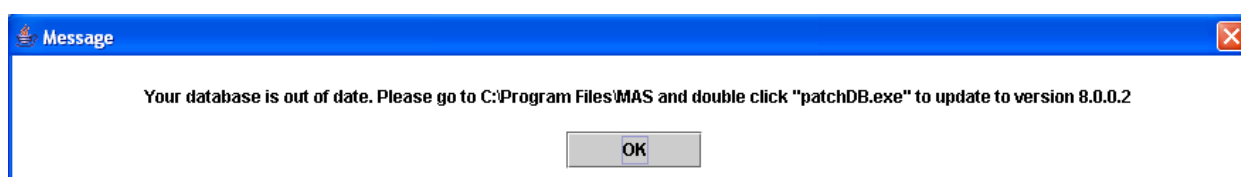
9.1 Cannot generate Transaction File or MPF Contribution File

You may encounter error message when generating or regenerating transaction and MPF contribution files.

Check that there is enough disk space for generating the files. Also, check that the Windows login account has authority to write files on the drive.

9.2 Incorrect database version

You may encounter the following error messages after restoring a database file that belongs to an earlier version of MAS. Execute the patch program to rectify the problem.



After executing the patch program, you will be able to log in to the application successfully. If you have further queries, please call the MAS hotline on 2211 1822.

9.3 Other Frequently Asked Questions

1. Why do I need to select checkboxes in "Company Information"?

The checkboxes determine the fields to be inputted as well as the files and reports to be generated. Ensure that you have checked the appropriate checkboxes before you start inputting data.

2. What does "Transaction Type" in "Company Information" determine?

The "Transaction Type" determines which functions a company requires. There are three transaction types: payroll, autopay, and collection.

Payroll - refers to salary payments to staff members

Autopay - refers to batch payments to non-staff individuals or companies

Collection - refers to fund collection from any local bank account of a non-staff individual or company

* Please make arrangements with your Business Manager before you start using the collection function.

3. What should I do if I forget my password?

If you forget your password, please contact the Admin to reset the password. If you have lost the Admin password, please inform BEA by calling our hotline on 2211 1822 to make further arrangements.

4. What should I do if I cannot see the Chinese words in the MAS interface?

If you cannot see the Chinese words in the MAS interface, you may need to change your region setting for non-unicode programs to "Chinese (Taiwan)" in Windows. In addition, if

your version of Windows supports a multi-language interface, please make sure you have selected "Traditional Chinese" as your default language.

5. *Does MAS support entering Chinese characters?*

Apart from inputting Chinese names and addresses, you are not recommended to enter Chinese characters in either the English or Chinese interfaces.

6. *If I delete a company record, is there any impact on the subordinated staff/non-staff records and transactions records?*

After a company record is deleted, its subordinated staff/non-staff records and transaction records will also be deleted automatically.

7. *Can the execution date fall on a holiday?*

No, the execution date should not fall on a holiday no matter whether it is submitted to a branch or uploaded via Corporate Cyberbanking and BEA Corporate Online.

8. *When will the company's staff or non-staff accounts receive payroll or payment if their accounts are maintained with other local banks?*

Funds will be credited to the beneficiary accounts maintained with BEA and other banks on the execution date. However, the transaction file must be submitted to the Bank at least one business day prior to the execution date.

Furthermore, payroll or payment transactions will be deferred and executed on the next working day if the execution date is on a Sunday/public holiday or if the Black Rainstorm Signal/Tropical Cyclone Signal No. 8 or above is hoisted.

9. *Can I install MAS on a network drive?*

No, MAS is stand-alone software, and should be installed on a local drive.

10. *How can I reprint the Letter of Authorisation for a transaction/contribution file?*

For security reasons, you are required to regenerate the transaction/contribution file in order to reprint Letter of Authorisation.

11. *Can I select the printer for report printing?*

MAS will print reports using the PC's default printer. Please adjust your printer in your PC's control panel before using MAS.

12. *If I am using Windows XP, how can I see the text more clearly when I preview reports in MAS?*

Please follow the instructions below to improve the clarity of MAS reports in Windows XP:

- a. Right-click "My Computer" and select "Properties"
- b. Go to the "Advanced" tab
- c. Under "Performance", click "Settings"
- d. Under "Visual Effects", select "Custom"
- e. Deselect "Smooth edges of screen fonts"
- f. Click "OK" to go back to "System Properties"
- g. Click "OK"

13. How do I handle staff termination?

Steps:

- Enter the "Date of Termination" in the staff record
- Check that you have made salary payments and MPF contributions for the staff member before termination.
 - For companies using the MPF function, please submit the TR104 form to MPF
 - For companies using the tax return function, please submit the IR56F form to the Inland Revenue Department
- Later, you can consider deleting the staff record from "Staff Maintenance". Please note that this action will delete transaction/contribution history for the staff member simultaneously. (For companies using the tax return function, please delete the staff record after reporting I.R.56F. If you want to keep the staff information record after reporting I.R.56F, you should uncheck "Tax Return" for the staff member.)

14. How do I handle staff re-employment?

After terminating a staff record, click "Re-employ" to perform staff re-employment. Transaction details from previous employment can be viewed by selecting "Prev. Employment Txn. Enq.". For staff members re-employed more than once, MAS will keep transaction history data for 5 years (based on the latest termination date).

15. Among the 34 transaction references in MAS, which are defined as relevant income (M-Plan) and relevant income (V-Plan) and will be used for contribution deduction?

Please refer to the table below or call our MPF hotline on 2211 1777 for assistance.

If you are using MAS for reporting tax returns, please note that only (a.) to (l.) and (10b) will be included in the I.R forms. Therefore, you are recommended to use these transaction references only.

Transaction Reference	MRI	VRI
(a.) Salary/wages	Y	Y
(b.) Leave pay	Y	Y
(c1) Director's fee - under employment contract	Y	Y
(c2) Director's fee - no employment contract	N	N
(d.) Commission/fees	Y	Y
(e.) Bonus	Y	Y
(f.) Back pay, terminal awards, and gratuities, etc.	Y	Y
(g.) Certain payments from occupational retirement scheme / MPF scheme	N	Y
(h.) Salaries tax paid by employer	Y	Y
(i.) Education benefits	Y	Y
(j.) Gain realised under share option scheme	N	Y
(k1) 1st other rewards, allowances, or perquisites	Y	Y
(k2) Housing allowance, housing benefits	N (on or before 31 Oct 08); Y (on or after 1 Nov 08)	Y
(k3) 3 rd other rewards, allowances, or perquisites	Y	Y
(l.) Pensions	N	Y
Transaction Reference	MRI	VRI

(1.) Severance payments, long service payments	N	-
(21) Loan or advance of money from the employer	N	-
(22) Loan or advance of money releases in consideration of the employee's employment	Y	-
(3.) Non-monetary benefits (meals, uniforms, travelling, medical service, life insurance, furniture, or education)	N	-
(4.) Payments after the cessation of employment	Y	-
(5.) Income in a contribution period	Y	-
(6.) An outsider is an agent of the employer and pays on the instruction of and on behalf of the employer	Y	-
(7.) Reward not for services (marriage, personal reasons (reward for passing examination))	N	-
(8.) Payment to employee (termination of an employment, medical claim reimbursements)	N	-
(9.) Reimbursement allowance (professional organisation membership, education, travel, medical treatment, meal allowance, subsistence allowance)	N	-
(10a) Employee compensations/damages (payment of compensation under Employees Compensation Ordinance, damages or compensations received as determined by courts or other tribunals)	N	-
(10b) Payment in lieu of notice (made by employers to employees)	N	-
(t1) Cash realised from selling the marketable goods	N	-
(t2) Cash realised from selling the marketable goods to the employer	Y	-
(11) Share Options	N	-
(w1) Directly paid by customer or distributed from the tips box without any intervention by the employer	N	-
(w2) Tips or service charges collected by the employer and distributed to employees on a pro-rata basis	Y	-
(14) Payment for the expenses included in the performance of employment duty (entertainment allowance, uniform laundry allowance, mobile phone service charge allowance, and mileage duty allowance)	N	-
(15) Payment in lieu of notice made by a relevant employee to his/her employer or a deduction may be made from the income payable to a relevant employee	N	-
(16) Expenses that have been borne by the employer on a relevant employee's behalf (e.g. personal long distance calls telephone charges)	Y	-

16. What determines the “Date Join M-plan” (DJMP)?

MAS will auto-capture the DJMP based on the following criteria:

1. If the date of employment is earlier than 01 Dec 00, then the DJMP will be set as “01-12-2000”.
2. If the date of employment is later than 01 Dec 00, then the DJMP will be equal to the date of employment.

FAQ on Tax Return

17. What should I do if I want to file a tax return for the last financial year using MAS?

To file a tax return with MAS, call the MAS hotline on 2211 1822 to make the necessary arrangement with the Inland Revenue Department.

18. Apart from the IR56B file, should I submit the IR56B hard copy to the Inland Revenue Department?

No. The IR56B and control list prepared in the computerised formats specified and approved by the Inland Revenue Department must be submitted in soft copy. No hard copies are required.

FAQ on File Formats

19. What are the valid file formats for “Import Staff”?

- (a) Excel file: The file should contain all of the following 24 fields with the field titles separated in 24 columns.
- (b) Text file: Should be in CSV format, please use a comma “,” to separate fields.
- (c) Specifications

Field Name	Type	Max. Length	Required	Description
Surname	Text	20	Yes	
Other Name	Text	55	Yes	
Chinese Name	Text	50		
Payroll A/C No.	Text	15	Yes if Payroll is "Y"	
Payroll A/C Name	Text	20	Yes if Payroll is "Y"	
HKID/Passport No.	Text	20	Yes	
ID Type	Text		Yes	HKID or Passport
Passport Issue Country	Text		Yes if Tax Return is "Y"	If ID type is “Passport”, field cannot be blank
Sex	Text			Male or Female
Title	Text			Mr. Ms. or Mrs.
Date of Birth	Text		Yes if MPF is "Y"	dd/mm/yyyy
Floor	Text	4	Yes if Tax Return is "Y"	
BLK	Text	8	Yes if Tax Return is "Y"	

Field Name	Type	Max. Length	Required	Description
HSE/BLDG	Text	29	Yes if Tax Return is "Y"	
Estate/ST	Text	23	Yes if Tax Return is "Y"	
District	Text	16	Yes if Tax Return is "Y"	
Area Code	Text		Yes if Tax Return is "Y"	Either one: H, K, N, F H-Hong Kong K-Kowloon N-New Territories F-Foreign Country
Marital Status	Text		Yes if Tax Return is "Y"	Either one: Married, Single, Widowed, Divorced, Separated
Staff No.	Text	20		
Date of Employment	Text		Yes if MPF is "Y"	dd/mm/yyyy
Date Join M-Plan	Text		Yes if MPF is "Y"	dd/mm/yyyy
MPF	Text		Yes	Either Y or N
Payroll	Text		Yes	Either Y or N
Tax Return	Text		Yes	Either Y or N
Telephone Number (Mobile)	Text	20		
Telephone Number (Home)	Text	20		
MPF Scheme Number	Text	11		
MPF Mandatory Plan Number	Text	3	Yes if MPF is "Y"	Enter a plan number which must exist in the details of the corresponding scheme.
1st MPF Voluntary Plan Number	Text	3		Enter a plan number which must exist in the details of the corresponding scheme.
2nd MPF Voluntary Plan Number	Text	3		Enter a plan number which must exist in the details of the corresponding scheme.
3rd MPF Voluntary Plan Number	Text	3		Enter a plan number which must exist in the details of the corresponding scheme.
4th MPF Voluntary Plan Number	Text	3		Enter a plan number which must exist in the details of the corresponding scheme.

(d) Sample files:
- Excel file

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Surname	Other_Nan	Staff_ac_N	Staff_ac_n	C_name	HKid_num	id_type	Issue_Cou	Sex	Title	DOB	R_flat	R_floor	R_block	R_building
2	Chu	Ping	Chu Ping	00400211	中文1	W123456	Passport	Country	Female	Ms.	01/01/1970	03	2503	E	ABC Bldg 23
3	Chan	Chi Ming	Chan Chi	01513533	中文2	U11111	Passport	Country	Male	Mr.	14/12/1970	16	1816	F	DEF Bldg/Te
4	Lam	Ming Amy	Lam Ming	00400366	中文3	A111111	HKID		Female	Ms.	01/04/1960	05	1205	G	Testing Apart

- Text file

```

Surname,Other_Name,Staff_ac_Name,Staff_ac_number,C_name,Hkid_number,id_type,Issue_Country,Sex,Title,DOB,R_flat,R_floor,R_block,R_building,R_str
Chan,Tai Man,Chan Tai Man AC,0155151515,中文4,X1234567,Passport,Country,Male,Mr.,01/01/1970,03,2503,E,ABC Bldg,23 Mong Kok St,TST,K,Married,01/
Chan,Siu Man,Chan Siu Man AC,0123456,中文5,X11111,Passport,Country,Male,Mr.,14/12/1970,16,1816,F,DEF Bldg,Testing Street,Shatin,N,Single,01/01/

```

20. What are the valid file formats for "Import File"?

Both Excel and Text files are accepted. Please refer to the attached sample files to create valid files.

- Excel file: Should contain all of the following 6 fields with the field titles separated in 6 columns.
- Text file: Should be in CSV format, please use a comma "," to separate fields.

(c) Specifications:

Field Name	Type	Max. Length	Required	Description
HKID/Passport NO.	Text	20	Yes if transaction type is "Payroll"	
Code of Transaction Reference Code	Text	4	Yes	
Description of Transaction Reference	Text	18	Yes	
Destination A/C Name	Text	20	Yes	
Destination A/C No.	Text	15	Yes	
Amount	Currency / Number	11	Yes	THE MAXIMUM AMOUNT IS 99999999.99

(d) Sample files:

- Excel file

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Staff_HKID	TRANREF	TRANREF_DESC	AC_Name	AC_No	Amount							
2	11111111	1	(a.) Salary / wages	staff 1 account name	1111111111111111	10000.0							
3	22222222	1	(a.) Salary / wages	staff 2 account name	2222222222222222	20000.0							
4	33333333	1	(a.) Salary / wages	staff 3 account name	3333333333333333	30000.0							
5													
6													

- Text file

```

Staff_HKID,TRANREF,TRANREF_DESC,AC_Name,AC_No,Amount
11111111,1,(a.) Salary / wages,staff 1 account name,1111111111111111,10000.0
22222222,1,(a.) Salary / wages,staff 2 account name,2222222222222222,20000.0
33333333,1,(a.) Salary / wages,staff 3 account name,3333333333333333,30000.0

```

10 Appendices

10.1 Reports

Below is the list of the reports which can be generated through MAS:

1. Company Information Checklist
2. Staff Information Checklist
3. Salary Letter
4. Pay Slip
5. MPF Member List
6. Template Detail Record Listing
7. Report of Transaction History
8. Autopay Transaction Report
9. Transaction Checklist
10. Remittance Statement
11. Letter of Authorisation for the MAS Transaction File
12. Letter of Authorisation for the MPF Contributions
13. Report of Contribution History
14. Report of Contribution Enquiry
15. Total Remuneration Summary
16. IR56B
17. IR56E
18. IR56F
19. IR56G
20. IR56M

The following reports will be updated to display the currency according to the company information:

1. Autopay transaction report
2. Salary letter
3. Autopay transaction checklist
4. Letter of Authorisation
5. Template Detail Record Listing
6. Report of Transaction History

10.2 IR Form Samples

IR56B Form

INLAND REVENUE DEPARTMENT
EMPLOYER'S RETURN OF REMUNERATION AND PENSIONS
FOR THE YEAR FROM 1 APRIL 2014 To 31 MARCH 2015

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

1. Employer's file no.: 6A1-12345677
 Name of employer: DEMO
2. Surname of Employee or Pensioner: **AUYEUNG ******
 Given name in full: TAI MAN
 Full name in Chinese: 歐陽大文
3. (a) H.K. Identity Card number: **A114455(6) ******
 (b) Passport Number and country of issue:
4. Sex (M=Male, F=Female): **M ******
2 ****
5. Marital status (1=Single/Widowed/Divorced/Living Apart, 2=Married):
6. (a) If married, full name of spouse: WONG, MEI MEI
 (b) Spouse's H.K. Identity Card number: A456789(A)
 Spouse's passport number and country of issue (if known):
7. Residential address: FLT A, FLR 26, Tai Tai Building, 99 King's Road, North Point, HONG KONG
8. Postal address (if different from 7 above): Same as above
9. (a) Capacity in which employed: Technician
 (b) If part time, the name of his/her principal employer (if known):
10. Period of employment for the year from 1 April 2014 to 31 March 2015: **01/04/2014 to 31/03/2015 ******
11. Particulars of income accruing for the year from 1 April 2014 to 31 March 2015

Particulars	Period	Amount (HK\$) EXCLUDE CENTS
(a) Salary/Wages	01042014 - 31032015	250,000
(b) Leave Pay		
(c) Director's Fee		
(d) Commission/Fees		
(e) Bonus	01042014 - 31032015	30,000
(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: **280,000 ******
0 ****

12. Particulars of Place of Residence provided: (0=Not provided, 1=Provided)

- (a) Address 1:
 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\$
- (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: Director _____
 Date: 26/05/2015 _____

Employer's official chop

IR56B

FOR OFFICIAL USE

IR56E Form

NOTIFICATION
(Under Section 52(4) of the Inland Revenue Ordinance, Chapter 112)
BY AN EMPLOYER OF AN EMPLOYEE WHO COMMENCES TO BE EMPLOYED

E

Employer's File No. : 6A1-12345677

12345677 ****

Name of employer: DEMO

Address of employer : Room 99, 20/F, Tai Tai Building, 999 King's Road, Hong Kong

Particulars of the Employee :-

1. Name of Employee : Mr. AUYEUNG TAI MAN

AUYEUNG, TAI MAN ****

2. H.K. Identity Card Number :

A114455(6) ****

3. 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) :

2 ****

6. (a) If married, full name of spouse : WONG, MEI MEI

(b) Spouse's H.K. Identity Card Number : A456789(A)

/Passport Number and country of issue (if known):

7. Residential address : FLT A, FLR 26, Tai Tai Building,, 99 King's Road,, North Point, HONG KONG

8. Postal address [if different from (7) above]: Same as above

9. (a) Capacity in which employed : Technician

(b) If part time, the business name of his/her principal employer (if known):

10. Date of commencement of employment :

25/06/2010 ****

11. Terms of employment

(a) Monthly rate of fixed -income :

HK\$

25,000 ****

(b) Monthly rate of allowances (e.g. cost of living) :

HK\$ 0

(c) Fluctuating- income (e.g. commission, bonus, gratuity) :

HK\$ 0

(d) Particulars of place of residence provided:

(0=No Place of Residence provided, 1=Place of Residence provided by employer)

0 ****

Address :

Nature:

Rent paid to landlord by employer:

Rent paid to landlord by employee:

Rent refunded to employee:

Rent paid to employer by employee:

sample

12. Business name and address of previous Hong Kong employer :

13. 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:

14. Whether the employee has been **conditionally** granted a share option prior to commencing to be
employed in Hong Kong, which can be exercised after rendering services in Hong Kong

(0=No, 1=Yes) (THIS BOX MUST BE COMPLETED)

0

If yes, supply information, as an attachment, on details of the number and type of shares covered by the
option, the consideration (if any) paid for the grant of the option, the consideration required to exercise
the option and the period within which the option must be exercised.

Signature :

Designation : Director

Name : Wong Tai Man

Date : 26/03/2015

IR56E

FOR OFFICIAL USE

IR56F Form**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. : 6A1-12345677
 Name of employer: DEMO
 Address of employer: Room 99, 20/F, Tai Tai Building, 999 King's Road, Hong Kong

12345677****

Particulars of the Employee :

1. Name of Employee : Mr. AU YEUNG TAI MAN **AU YEUNG******
 2. Employee's Tax File No. with this Department :
 3. (a) H.K. Identity Card Number : **A114455(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) : **2******
 6. (a) If married, full name of spouse : WONG, MEI MEI
 (b) Spouse's H.K. Identity Card Number / Passport Number and country of issue (if known) : A456789(A)
 7. (a) Residential address : FLT A, FLR 26, Tai Tai Building, 99 King's Road, North Point, HONG KONG
 (b) Tel. No. :
 8. Postal address [if different from (7) above]: Same as above
 9. (a) Capacity in which employed : Technician
 (b) If part time, the name of the principal employer (if known):
 10. Expected date of cessation of employment :
 11. Period of employment from the 1 April last to the last date of employment : **01/04/2014 to 31/03/2015******
 12. Reason of cessation (e.g. resignation, retirement, dismissal etc.): Resignation
 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	01/04/2014 - 31/03/2015	250,000
(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.....)	01/04/2014 - 31/03/2015	30,000
(i) Payments that have not been declared above but which will be made AFTER the employee has left employment are :		36,000
Total:		316,000****

14. Particulars of Place of Residence provided:

(0=Not provided, 1=Provided) **0******

Address :

Nature:

Period provided:

Rent paid to landlord by employer:

Rent paid to landlord by employee:

Rent refunded to employee:

Rent paid to employer by employee:

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):

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 : Director

Name : Wong Tai Man Date : 12/03/2015

IR56F

FOR OFFICIAL USE

LEAVING HONG KONG CASE

NOTIFICATION

(Under Section 52(6) of the Inland Revenue Ordinance, Chapter 112)

BY AN EMPLOYER OF AN EMPLOYEE WHO IS ABOUT TO DEPART FROM HONG KONG

g

Employer's File No. : 6A1-12345677

Name of employer: DEMO

Address of Employer: Room 99, 20/F, Tai Tai Building, 999 King's Road, Hong Kong

12345677****

PARTICULARS OF EMPLOYEE WHO WILL BE LEAVING HONG KONG

ON OR ABOUT THE _____ DAY OF _____ (Month) _____ (Year)

1. Name of Employee : Mr. AU YEUNG TAI MAN

AU YEUNG****

2. Employee's Tax File No. with this Department :

3. (a) H.K. Identity Card Number :

A114455(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)

2****

6. (a) If married, full name of spouse :

WONG, MEI MEI

(b) Spouse's H.K. Identity Card Number / Passport Number and country of issue (if known) : A456789(A)

7. (a) Residential address : FLT A, FLR 26, Tai Tai Building,, 99 King's Road,, North Point, HONG KONG

(b) Tel No.: 111111111

8. Postal address [if different from 7a above]: Same as above

9. (a) Capacity in which employed : Technician

(b) If part time, name of the principal employer (if known):

10. Period of employment from the 1 April last to the date of cessation of employment :

01/04/2014 - 31/03/2015****

11. If not returning, details of income paid or payable from 1 April last to the date of cessation of employment :

Particulars	Period	Amount (HK\$)
(a) Salary / Wages / Director's Fee / Pensions	01/04/2014 - 31/03/2015	250,000
(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	01/04/2014 - 31/03/2015	30,000
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 (Nature.....)		30,000
Total:		310,000****

12. Particulars of Place of Residence provided :

(0 = No Place of Residence provided, 1 = Place of Residence provided by employer)

0****

Address :

Nature:

Period provided:

Rent paid to landlord by employer:

Rent paid to landlord by employee:

Rent refunded to employee:

Rent paid to employer by employee:

13. 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 the overseas company:

Address:

Amount (if known) (This amount must also be included in item 11) :

14. Whether the employee's Salaries Tax will be borne by employer : (Please mark a " X " in the box)

☐ Yes☒ No

15.*Any money, including any money payable, held under Section 52(7) of the Inland Revenue Ordinance :- (Please mark a " X " in the box)

☐ Yes, estimated amount \$☒ No, the reason is

16.*Reason for departure : (Please mark a " X " in the box and provide the relevant information)

☐ Expatriate staff return to home country☐ Secondment☐ Emigration☐ Other, please specify

17.*Postal address after departure (if different from (8) above)

18.*Whether the employee would return to Hong Kong : (Please mark a " X " in the box)

☐ Yes, probable date of return is☒ No / Very unlikely

19. Whether the employee has any share options granted by your company or any other corporation in respect of his employment with / office in your company that are not yet exercised, assigned or released:- (Please mark a " X " in the box and provide the relevant information)

☒ Yes, no. of shares not yet exercised: 123,456,789

; date of grant: 26/08/2014

☐ No

* Must be completed

Signature :

Name : Wong Tai Man

Designation : Director

Date : 26/03/2015

IR56G

IR56M Form

**NOTIFICATION
OF REMUNERATION PAID TO PERSONS OTHER THAN EMPLOYEES
FOR THE YEAR ENDED 31 MARCH 2015**

Payer's Employer's File No. : 6A1-12345677

Sheet No. : **900001 ******

Name of Payer : DEMO

The following are the particulars of the recipient : -

1. For a person other than an individual or a corporation
Name of company:

Business Registration No. :

2. For an individual

(a) Name of recipient :

(b) H.K. Identity Card Number :

(c) Sex (M = Male, F = Female)

(d) Marital status, if known :

(1 = Single / Widowed / Divorced / Living Apart, 2 = Married)

(e) (i) If married, full name of spouse: WONG, MEI MEI

(ii) Spouse's H.K. Identity Card Number / Passport Number A456789(1)
and country of issue (if known)

3. (a) Postal address:

(b) Tel No.:

4. Capacity engaged :

5. Period for which service was rendered:

01/04/2014 to 31/12/2014 ****

6. Particulars of income accruing during the period of service:

Particulars	Period	Amount (HK\$) EXCLUDE CENTS
Type 1 : Subcontracting Fees	01/04/2014 - 31/12/2014	1,000,000
Type 2 : Commission		
Type 3 : Writer's / Contributor's Fees		
Others : (a) Artiste's Fees		
(b) Copyright / Royalties		
(c) Consultancy / Management Fees		
(d)		
(e)		
Total :		1,000,000 ****

7. Whether a sum has been withheld from the above payment to settle
the tax due by the recipient : (0 = No , 1 = Yes)

0 ****

If yes, please state the amount withheld \$

8. Remarks:

0 ****

Signature:

Designation:

Director

Date:

26/05/2015

Company's official chop

IR56M

10.3 Important Note

The Bank of East Asia, Limited ("BEA") makes no representation or guarantee that the MPF, Autopay & Payroll System ("MAS") is free from programming errors. Under no circumstances shall BEA be liable for any loss or damage which may arise out of or in connection with the utilisation of MAS. There are no express or implied warranties relating to MAS including but not limited to warranties of merchantability or fitness for a particular purpose. Your direct or indirect application of MAS constitutes your acknowledgement of and agreement to this important notice.

-- END --