

PeopleSoft®

PeopleSoft 8.8
Global Payroll for Hong Kong Reports

December 2002

PeopleSoft 8.8
Global Payroll for Hong Kong Reports
SKU HRMS88GPH-R 1202

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About This PeopleBook

PeopleBooks provide you with the information that you need to implement and use PeopleSoft applications.

This preface discusses:

- Related documentation.
- Comments and suggestions.

Related Documentation

This section discusses how to:

- Obtain documentation updates.
- Order printed documentation.

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You can find updates and additional documentation for this release, as well as previous releases, on the PeopleSoft Customer Connection Website. Through the Documentation section of PeopleSoft Customer Connection, you can download files to add to your PeopleBook Library. You'll find a variety of useful and timely materials, including updates to the full PeopleSoft documentation that is delivered on your PeopleBooks CD-ROM.

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See Also

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- Web
- Telephone
- Email

Web

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Send email to CPI at psoftpress@cc.larwood.com.

See Also

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Comments and Suggestions

Your comments are important to us. We encourage you to tell us what you like, or what you would like to see changed about PeopleBooks and other PeopleSoft reference and training materials. Please send your suggestions to:

PeopleSoft Product Documentation Manager PeopleSoft, Inc. 4460 Hacienda Drive Pleasanton, CA 94588

Or send email comments to doc@peoplesoft.com.

While we cannot guarantee to answer every email message, we will pay careful attention to your comments and suggestions.

CHAPTER 1

PeopleSoft Global Payroll for Hong Kong Reports

The tables in this appendix list the PeopleSoft Global Payroll for Hong Kong reports sorted alphanumerically by report ID. There is additional information about some report run control pages within the chapter for particular features.

Note. For samples of these reports, see the PDF files published on CD-ROM with your documentation. You can print all of the reports in the Hong Kong official language: Traditional Chinese.

PeopleSoft Global Payroll for Hong Kong Reports: A to Z

This section provides detailed information on individual reports.

Payroll and Absence Reports

| Report ID and Report Name | Description | Navigation | Run Control Page |
|------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|------------------|
| GPHKPY11 Payroll Register | Lists a summary of all earnings, deductions, and net pay for the period for each payee. Lists the payroll results by pay entity and reports across multiple pay periods. | Global Payroll, Absence and Payroll Processing, Payroll Reports, Results Register HKG | GPHK_RC_PY11 |
| GPHKPY12 Reconciliation | Assists you in the reconciliation process. Contains a summary of all earnings and deductions paid in the pay period and year to date (YTD) values. | Global Payroll, Absence and Payroll Processing, Payroll Reports, Reconciliation HKG | GPHK_RC_PY12 |
| GPHKPY13 Pay Component Register | Lists all of the amounts taken from the employee's pay by element code. Provides the option to report by pay component separately (such as earnings only) or on specific elements in a component (such as overtime). | Global Payroll, Absence and Payroll Processing, Payroll Reports, Pay Components HKG | GPHK_RC_PY13 |

| Report ID and Report Name | Description | Navigation | Run Control Page |
|---------------------------|------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|------------------|
| GPHKPY14 Payee Message | Details the contents of the message table. Lists errors or warning messages that occurred during the pay run, grouped by employee. | Global Payroll, Absence and Payroll Processing, Payroll Reports, Messages HKG | GPHK_RC_PY14 |

Mandatory Provident Fund Reports

| Report ID and Report Name | Description | Navigation | Run Control Page |
|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|------------------|
| GPHKEE01 New/Terminated | Enables you to report on new and terminated employees. The report is not specific to MPF and has the general purpose of reporting new and terminated employees. Depending on the report type you select, the program will generate either a new or terminated employee report. | Global Payroll, Authority Correspondence, New – Terminated Rpt HKG | GPHK_EE01_RC |
| GPHKMPF1 MPF Remittance Statement | Enables you to report on mandatory and voluntary MPF contributions that were deducted for the contribution period for the MPF provider. Used to inform the trustee of the amount of MPF contributions paid for relevant employees. | Global Payroll, Authority Correspondence, MPF Remittance Statement HKG | GPHK_MPF1_RC |

Recipient Payment Reports

| Report ID and Report Name | Description | Navigation | Run Control Page |
|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|------------------|
| GPHKEFT1 Net Payment | Contains information on amounts transferred to employee accounts. Lists the same details that are written to the electronic file (generated for net payments). | Global Payroll, Payment Processing, Net Payment Report HKG | GPHK_NPY_RUNCTL |
| GPHKEFT2 Recipient Payment | Contains details of amounts collected from employees on behalf of a recipient. Lists the same details that are written to the electronic file (generated for recipients). | Global Payroll, Payment Processing, Recipient Payment Report HKG | GPHK_RCP_RUNCTL |

Inland Revenue - Legislative Reports

| Report ID and Report Name | Description | Navigation | Run Control Page |
|-----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|--------------------|
| GPHKIRR1 - IR56B Employer's Return of Remuneration and Pensions | Provides an annual report generated for tax declaration purposes. It includes a summary of the earnings and deductions for each employee, reported in a predetermined format. The information is also generated in a predetermined electronic file format and submitted electronically. | Global Payroll, Year-End Processing, IR56B Report HKG | GPHK_IR56B_RUNCTL |
| GPHKIRR2 - IR56M Notification of Remuneration Paid to Persons Other Than an Employee | Reports on candidates other than employees who received remuneration during a period for a given tax year and are about to cease employment. You must run the data creation process before running this report. | Global Payroll, Year-End Processing, IR56M Report HKG | GPHK_IR5M_RUNCTL |
| GPHKIRR5 - IR56E Notification by Employer of an Employee Commencing Work | Lists employees who joined the organisation during a period. It must be sent within three months of the date on which employment commenced. | Global Payroll, Authority Correspondence, IR56E Report HKG | GPHK_IR56E_RUNCTL |
| GPHKIRR4 - IR56F Notification by Employer of an Employee About to Cease Employment | Reports on employees who are about to cease employment during a period. You must run the data creation process before running this report. You are not required to submit the report if a terminated employee is about to depart Hong Kong. Instead, you should submit an IR56G report. | Global Payroll, Authority Correspondence, IR56F Report HKG | GPHK_IR56FG_RUNCTL |
| GPHKIRR3 - IR56G Notification by Employer of an Employee About to Depart Hong Kong | Reports on employees who are about to depart from Hong Kong. All tax liabilities are to be settled before the employee's departure. | Global Payroll, Authority Correspondence, IR56G Report HKG | GPHK_IR56FG_RUNCTL |

Additional Report

| Report ID and Report Name | Description | Navigation | Run Control Page |
|-------------------------------|----------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|------------------|
| GPHKPSO1 Hong Kong Payslip | Lists payee details of period earnings, taxes and other deductions, leave balances, and payment distributions. | Global Payroll, Payslips, Create/Print Payslips HKG | GPHK_RUNCTL_PSLP |

CHAPTER 2

Report Samples

This chapter provides report samples.

For the online samples of these reports, see the PDF files that are published on CD-ROM with your online documentation.

Report ID: GPHKEE01

PeopleSoft
TERMINATED EMPLOYEES REPORT

Page No. 1
Run Date 11/10/2001
Run Time 15:41:29

Pay Entity : Hong Kong Business Institute
From : 01/01/2001
To : 01/07/2001

| Emplid | Rcd | Name | Hkid/ Address | Term Date | Department | Job Cd | Plan | Grade | Step | Reg/Temp | Full/Prt | Compensation |
|--------|-----|----------|-----------------------------------|------------|-----------------------------------------------------|--------|------|-------|------|----------|----------|--------------|
| KH0016 | 0 | Chow,Kin | BB3234111 RM242 TAI TUNG HOUSE | 31/05/2001 | Sales 60 HENNESSY ROAD WAN CHAI Hong Kong Island | KH0202 | KH02 | 002 | 0 | R | F | 17500.00 |

End of Report

PeopleSoft
NET PAYMENTS REPORT - DETAILED

Page No. 1
Run Date 10/10/2001
Run Time 14:03:44

Report ID: GPHKEFT1

Calendar Group ID : KHMJAN01
Payment Date : 01/15/2001
Pay Entity : KHHKBI

| HKID | EmplID | Empl Rcd | Name | Amount | Mode of Transfer |
|-------------|--------|----------|----------------|-----------|------------------|
| B325094(1) | KH0001 | 0 | Lee,William | 269250.00 | Bank Transfer |
| CC764882(2) | KH0002 | 0 | Schaefer,Peter | 23416.67 | Bank Transfer |
| BB876999(3) | KH0003 | 0 | Chow,Jessica | 16862.50 | Bank Transfer |
| DD654387(2) | KH0004 | 0 | Tay,Suzy | 16912.74 | Bank Transfer |
| FF111232(7) | KH0005 | 0 | Khoo,Lin | 23916.67 | Bank Transfer |
| GG345879(2) | KH0006 | 0 | Lim,An | 15833.34 | Bank Transfer |
| GG897443(0) | KH0007 | 0 | Tan,Chin | 24000.00 | Bank Transfer |
| KK936567(6) | KH0008 | 0 | Scott,Maryanne | 12686.92 | Bank Transfer |
| KK124312(3) | KH0009 | 0 | Wang,Chin | 6333.34 | Bank Transfer |
| CC763574(2) | KH0011 | 0 | Wu,Sonia | 14250.00 | Bank Transfer |
| BB521113(6) | KH0012 | 0 | Yeung,Khim | 36500.00 | Bank Transfer |
| DD722346(0) | KH0013 | 0 | Lim,Jimmy | 14250.00 | Bank Transfer |
| CC561322(7) | KH0014 | 0 | Tan,Kheng | 15437.50 | Bank Transfer |
| CC776121(2) | KH0015 | 0 | Hung,Lawrence | 6333.34 | Bank Transfer |
| BB323411(1) | KH0016 | 0 | Chow,Kin | 16625.00 | Bank Transfer |
| BB654211(2) | KH0017 | 0 | Chua,Brandon | 17812.50 | Bank Transfer |

Total Records : 16
Total Amount : 530420.52

End of Report

Detail Report for Debit Date : 10/10/2001

Recipient ID : K0BKIR1 Banking - Individual Rec. 1
Pay Entity : KHHKBI Hong Kong Business Institute Registration Number :

| HKID | Membership# | EmplID | Empl Rcd | Name | Amount | Mode of Transfer |
|-------------|-------------|--------|----------|----------------|----------|------------------|
| KK936567(6) | | KH0008 | 0 | Scott,Maryanne | 11313.08 | Bank Transfer |

Total Records : 1
Total Amount : 11313.08

PeopleSoft
RECIPIENT PAYMENTS REPORT

Report ID: GPHKEFT2

Page No. 2
Run Date 10/10/2001
Run Time 14:13:02

Detail Report for Debit Date : 10/10/2001

Recipient ID : KHHSBC HSBC (MPF)
Pay Entity : KHHKBI Hong Kong Business Institute Registration Number : 44234452332

| HKID | Membership# | EmplID | Empl Rcd | Name | Amount | Mode of Transfer |
|-------------|-------------|--------|----------|----------------|---------|------------------|
| B325094(1) | | KH0001 | 0 | Lee,William | 2000.00 | Bank Transfer |
| CC764882(2) | | KH0002 | 0 | Schaefer,Peter | 2000.00 | Bank Transfer |
| BB876999(3) | | KH0003 | 0 | Chow,Jessica | 1775.00 | Bank Transfer |
| DD654387(2) | | KH0004 | 0 | Tay,Suzy | 1780.28 | Bank Transfer |
| FF111232(7) | | KH0005 | 0 | Khoo,Lin | 2000.00 | Bank Transfer |
| GG345879(2) | | KH0006 | 0 | Lim,An | 1666.66 | Bank Transfer |
| GG897443(0) | | KH0007 | 0 | Tan,Chin | 2000.00 | Bank Transfer |
| KK936567(6) | | KH0008 | 0 | Scott,Maryanne | 2000.00 | Bank Transfer |
| KK124312(3) | | KH0009 | 0 | Wang,Chin | 666.66 | Bank Transfer |
| CC763574(2) | | KH0011 | 0 | Wu,Sonia | 1500.00 | Bank Transfer |
| BB521113(6) | | KH0012 | 0 | Yeung,Khim | 2000.00 | Bank Transfer |
| DD722346(0) | | KH0013 | 0 | Lim,Jimmy | 1500.00 | Bank Transfer |
| CC561322(7) | | KH0014 | 0 | Tan,Kheng | 1625.00 | Bank Transfer |
| CC776121(2) | | KH0015 | 0 | Hung,Lawrence | 666.66 | Bank Transfer |
| BB323411(1) | | KH0016 | 0 | Chow,Kin | 1750.00 | Bank Transfer |
| BB654211(2) | | KH0017 | 0 | Chua,Brandon | 1875.00 | Bank Transfer |

Total Records : 16
Total Amount : 26805.26

End of Report

INLAND REVENUE DEPARTMENT
EMPLOYER'S RETURN OF REMUNERATION AND PENSIONS
FOR THE YEAR ENDED 31 March 2001

Employee's tax file no. in Inland Revenue Department Sheet No: 6 ****

1. Employer's file no: 6A1-12345676
Name of employer: Hong Kong Business Institute

2. Surname of employee or pensioner: LEE ****
Other names in full: William
Full name in Chinese:

3. (a) H.K. Identity Card number: B325094(1) ****
(b) Passport Number and country of issue:

4. Sex (M=Male, F=Female) M ****

5. Marital Status (1=Single/Widowed/Divorced/Seperated, 2=Married): 1 ****

6. (a) If married, full name of spouse:
(b) Spouse's H.K. Identity Card Number:
Spouse's passport number and country of issue:

7. Residential address: RM 4 7/F BLK, SUI LAM ESTATE SHATIN New Territories

8. Correspondence address:

9. (a) Capacity in which employed: Marketing Manager
(b) If part time, the name of his/her principal employer:

10. Period of employment during the year ended 01/04/2000 to 31/03/2001 ****

11. Particulars of income accruing during the year ended 31 March 2001

| | Periods | Amount (HK\$) | |
|----------------------------------------------------------|-------------------------|---------------|------|
| (a) Salary/Wages | 01/04/2000 - 31/03/2001 | 829,346 | |
| (b) Leave pay | | | |
| (c) Director's fee | | | |
| (d) Commission/fees | | | |
| (e) Bonus | | | |
| (f) Back pay, terminal awards and gratuities, etc. | | | |
| (g) Certain payments from Occupational Retirement Scheme | | | |
| (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: | | 829,346 | **** |

12. Particulars of quarters provided: (0=No quarters provided, 1=Quarters provided by employer) 0 ****

(a) Quarters 1 Address:

| | | |
|------------------------------------|------------------|------|
| Nature: | Period provided: | |
| Rent paid to landlord by employer: | | HK\$ |
| Rent paid to landlord by employee: | | HK\$ |
| Rent refunded to employee: | | HK\$ |
| Rent paid to employer by employee: | | HK\$ |

(b) Quarters 2 Address:

| | | |
|------------------------------------|------------------|------|
| Nature: | Period provided: | |
| Rent paid to landlord by employer: | | HK\$ |
| Rent paid to landlord by employee: | | HK\$ |
| Rent refunded to employee: | | HK\$ |
| Rent paid to employer by employee: | | HK\$ |

13. Whether the employee was wholly or partly paid by an overseas concern either in Hong Kong or overseas (0=No, 1=Yes) 0 ****

Name of overseas concern:
Address:
Amount:

14. Remarks:

Signature: MR KD YUNG Designation: ACCOUNT MANAGER
Employer's official chop Date: 09/04/2001

NOTIFICATION
OF REMUNERATION PAID TO PERSONS OTHER THAN EMPLOYEES
FOR THE YEAR ENDED 31 March 2002

PAYER'S EMPLOYER' RETURN FILE REFERENCE: 6A1-12345676

Sheet No: 900002 ****

NAME OF PAYER: Hong Kong Business Institute

THE FOLLOWING ARE THE PARTICULARS OF THE RECIPIENT

1. FOR A PERSON OTHER THAN AN INDIVIDUAL
NAME OF COMPANY

BUSINESS REGISTRATION NO.:

2. FOR AN INDIVIDUAL

(a) NAME OF RECIPIENT: Miss Tay, khoo

TAY, KHOO ****

(b) H.K.IDENTITY CARD NUMBER :

FF222343(7)****

(c) SEX (M=MALE, F=FEMALE)

F ****

(d) MARITAL STATUS, IF KNOWN:

1 ****

(1=SINGLE/WIDOWED/DIVORCED/SEPERATED, 2=MARRIED):

(e) (i) IF MARRIED, FULL NAME OF SPOUSE:

(ii) SPOUSE'S H.K. IDENTITY CARD NUMBER/PASSPORT NO.
AND COUNTRY OF ISSUE (IF KNOWN)

3. RECIPIENT' TAX FILE NO. WITH THIS DEPARTMENT/BUSINESS
REGISTRATION NO., IF KNOWN

4. CORRESPONDENCE ADDRESS:

(a) TEL NO.

5. CAPACITY ENGAGED Marketing Executive

6. PERIOD FOR WHICH SERVICE IS RENDERED:

01/05/2001 to 31/03/2002 ****

7. PARTICULARS OF INCOME ACCRUING DURING THE PERIOD OF SERVICE:

| <u>PARTICULARS</u> | <u>Periods</u> | <u>Amount (HK\$)</u> |
|-------------------------------------|-------------------------|----------------------|
| TYPE 1: SUBCONTRACTING FEES | 01/05/2001 - 31/03/2002 | 250,000 |
| TYPE 2: COMMISSION | | |
| TYPE 3: WRITER'S CONTRIBUTOR'S FEES | | |
| OTHERS: (a) ARTISTE'S FEES | | |
| (b) COPYRIGHT / ROYALTIES | | |
| (c) CONSULTANCY / MANAGEMENT FEES | | |
| (d) | | |

Total: 250,000 ****
=====

8. WHETHER A SUM HAS BEEN WITHHELD FROM THE ABOVE PAYMENT
TO SETTLE THE AMOUNT OF TAX DUE BY THE RECIPIENT: (0=NO, 1 = YES)
IF YES, PLEASE STATE THE AMOUNT WITHHELD

0 ****

9. REMARKS:

0 ****

COMPANY'S OFFICIAL CHOP

Signature
Designation
Date

MR KD YUNG
ACCOUNT MANAGER
11/10/2001

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

Employer's Return File No 6A1-12345676 12345676 ****
 Name of employer: Hong Kong Business Institute
 Address of employer: 3 Canton Road Harbour City Tsim Sha Tsui Hong Kong Island

PARTICULARS OF EMPLOYEE WHO WILL BE LEAVING HONG KONG

ON OR ABOUT THE 20 DAY OF 4 (Month) 2001 (Year)

1. Name of Employee Miss Khoo, Lin KH00 ****
 2. Employee's Tax File No. with this Department
 3. (a) H.K. Identity Card number: FF111232(7)****
 (b) Passport Number and country of Issue:
 4. Sex (M=Male, F=Female) F ****
 5. Marital Status (1=Single/Widowed/Divorced/Seperated, 2=Married): 1 ****
 6. (a) If married, full name of spouse:
 (b) Spouse's H.K. Identity Card Number/ Passport number and country of issue:
 7. Residential address: RM 8 17F SUMMER MANSION HUNG TAO ROAD KWUN TONG Kowloon
 8. Correspondence address:
 9. (a) Capacity in which employed: Accountant
 (b) If part time, the name of his/her principal employer:
 10. Period of employment from the 1 April last to the date of cessation of employment: 01/04/2001 to 31/03/2002 ****
 11. If not returning, details of income paid or payable from the 1 April last to the date of cessation of employment

| Particulars | Periods | Amount (HK\$) |
|-------------------------------------------------------------------------------------------------------------|-------------------------|--------------------|
| (a) Salary / Wages /Director/Fees / Pensions | 01/04/2001 - 31/03/2002 | 24,916 |
| (b) Leave pay | | |
| (c) Commission/fees | | |
| (d) Back pay, terminal awards and gratuities, etc. | | |
| (e) Certain payments from Occupational Retirement Scheme / Mandatory Provident Fund Scheme | | |
| (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 | | |
| (i) Payments that have not been declared above but will be made AFTER the employee has left employment are: | | |
| | | Total: 24,916 **** |

12. Particulars of Place of Residence provided:
 (0 = No quarters provided, 1=Quarters provided by employer) 0 ****
 Address of place of residence:
 Nature of place of residence:
 Period provided:
 Rent paid to landlord by employer / employee : HK\$
 Rent refunded to employee: HK\$
 Rent paid to employer by employee: HK\$
13. Whether the employee was wholly or partly paid by an overseas company either in Hong Kong or overseas
 (0=No, 1=Yes) if yes, please state: Name of overseas Company: 0 ****
 Address:
 Amount:
14. The employee's Salaries Tax borne by employer. (0 - No, 1 = Yes) : 0
 15. Any money held under Section 52(7) of the Inland Revenue Ordinance : - (State "Yes" or "No") No
 If Yes, the estimated amount held \$ 0 ; if No, the reason is _____
16. Reason for departure : - (Please select the reason and mark a " X " in the box)
 Emigrate to / retire and leave Hong Kong to reside in Australia
 Expatriate staff on termination of Hong Kong employment and return to home country _____
 / seconded to _____
 Other, please specify _____
17. Whether the employee would return to Hong Kong (Please select the reason and mark a " X " in the box)
 Yes, probable date of return is _____
 No / Very unlikely

Signature: Name: MR KD YUNG Designation: ACCOUNT MANAGER Date: 11/10/2001
 I.R. 56G

Name of Scheme : KHHSBC
 Scheme Registration No. : 453535354

**MANDATORY PROVIDEDNT FUND SCHEMES ORDINANCE (CAP.485)
 REMITTANCE STATEMENT**

Name of Employer : Hong Kong Business Institute
 Name of Contact Person :
 Address : 3 Canton Road Harbour City Tsim Sha Tsui Hong Kong Island
 Telephone No. :
 Employer Participation No. : 12313132432

Contribution for the Period from 01/01/2001 To 10/11/2001

Part II - For Existing Employees (Note 2)

| No. | Name of Employee | HKID Card No or Scheme Membership No. | Relevant Income (\$) | Employer's Contributions | | Employee's Contributions | | Total (\$) | | Date of Employment (DD/MM/YY) |
|-----|------------------|---------------------------------------------|----------------------------|------------------------------------|------------------------------------|------------------------------------|------------------------------------|------------------------------------|------------------------------------|-------------------------------------|
| | | | | (a) | (b) | (c) | (d) | (a) + (c) | (b) + (d) | |
| | | | | Mandatory Contributions (\$) | Voluntary Contributions (\$) | Mandatory Contributions (\$) | Voluntary Contributions (\$) | Mandatory Contributions (\$) | Voluntary Contributions (\$) | |
| 1 | Lee,William | B3250941() | 270,250.00 | 1,000.00 | 0.00 | 1,000.00 | 0.00 | 2,000.00 | 0.00 | 03/04/1984 |
| | | | 279,596.00 | 1,000.00 | 0.00 | 1,000.00 | 0.00 | 2,000.00 | 0.00 | |
| | | | Sub-Total: | 2,000.00 | 0.00 | 2,000.00 | 0.00 | 4,000.00 | 0.00 | |
| 2 | Schaefer,Peter | CC764882(2) | 24,417.00 | 1,000.00 | 0.00 | 1,000.00 | 0.00 | 2,000.00 | 0.00 | 06/23/1985 |
| | | | 25,376.00 | 1,000.00 | 0.00 | 1,000.00 | 0.00 | 2,000.00 | 0.00 | |
| | | | Sub-Total: | 2,000.00 | 0.00 | 2,000.00 | 0.00 | 4,000.00 | 0.00 | |
| 3 | Chow,Jessica | BB876999(3) | 17,750.00 | 887.50 | 0.00 | 887.50 | 0.00 | 1,775.00 | 0.00 | 02/10/1987 |
| | | | 17,750.00 | 887.50 | 0.00 | 887.50 | 0.00 | 1,775.00 | 0.00 | |
| | | | Sub-Total: | 1,775.00 | 0.00 | 1,775.00 | 0.00 | 3,550.00 | 0.00 | |
| 4 | Tay,Suzy | DD654387(2) | 17,803.00 | 890.14 | 0.00 | 890.14 | 0.00 | 1,780.29 | 0.00 | 09/09/1999 |
| | | | 17,500.00 | 875.00 | 0.00 | 875.00 | 0.00 | 1,750.00 | 0.00 | |
| | | | Sub-Total: | 1,765.14 | 0.00 | 1,765.14 | 0.00 | 3,530.29 | 0.00 | |
| 5 | Khoo,Lin | FF111232(7) | 24,917.00 | 1,000.00 | 0.00 | 1,000.00 | 0.00 | 2,000.00 | 0.00 | 05/01/1997 |
| | | | 24,917.00 | 1,000.00 | 0.00 | 1,000.00 | 0.00 | 2,000.00 | 0.00 | |
| | | | Sub-Total: | 2,000.00 | 0.00 | 2,000.00 | 0.00 | 4,000.00 | 0.00 | |
| 6 | Lim,An | GG345879(2) | 16,667.00 | 833.33 | 0.00 | 833.33 | 0.00 | 1,666.67 | 0.00 | 10/02/1987 |
| | | | 16,667.00 | 833.33 | 0.00 | 833.33 | 0.00 | 1,666.67 | 0.00 | |
| | | | Sub-Total: | 1,666.67 | 0.00 | 1,666.67 | 0.00 | 3,333.34 | 0.00 | |
| 7 | Tan,Chin | GG897443(0) | 25,000.00 | 1,000.00 | 0.00 | 1,000.00 | 0.00 | 2,000.00 | 0.00 | 12/01/1997 |
| | | | | | | | | | | |
| | | | Sub-Total: | | | | | | | |

Name of Scheme : KHHSBC
 Scheme Registration No. : 453535354

MANDATORY PROVIDEDNT FUND SCHEMES ORDINANCE (CAP.485)

REMITTANCE STATEMENT

Name of Employer : Hong Kong Business Institute
 Name of Contact Person :
 Address : 3 Canton Road Harbour City Tsim Sha Tsui Hong Kong Island
 Telephone No. :
 Employer Participation No. : 12313132432

Contribution for the Period from 01/01/2001 To 10/11/2001

Part II - For Existing Employees (Note 2)

| No. | Name of Employee | HKID Card No or Scheme Membership No. | Relevant Income (\$) | Employer's Contributions | | Employee's Contributions | | Total (\$) | | Date of Employment (DD/MM/YY) |
|-----|------------------|---------------------------------------------|----------------------------|------------------------------------|------------------------------------|------------------------------------|------------------------------------|------------------------------------|------------------------------------|-------------------------------------|
| | | | | (a) | (b) | (c) | (d) | (a) + (c) | (b) + (d) | |
| | | | | Mandatory Contributions (\$) | Voluntary Contributions (\$) | Mandatory Contributions (\$) | Voluntary Contributions (\$) | Mandatory Contributions (\$) | Voluntary Contributions (\$) | |
| | | | 25,000.00 | 1,000.00 | 0.00 | 1,000.00 | 0.00 | 2,000.00 | 0.00 | |
| | | | Sub-Total: | 2,000.00 | 0.00 | 2,000.00 | 0.00 | 4,000.00 | 0.00 | |
| 8 | Scott,Maryanne | KK936567(6) | 25,000.00 | 1,000.00 | 0.00 | 1,000.00 | 0.00 | 2,000.00 | 0.00 | 06/11/1982 |
| | | | 37,500.00 | 1,000.00 | 0.00 | 1,000.00 | 0.00 | 2,000.00 | 0.00 | |
| | | | Sub-Total: | 2,000.00 | 0.00 | 2,000.00 | 0.00 | 4,000.00 | 0.00 | |
| 9 | Wang,Chin | KK124312(3) | 6,667.00 | 333.33 | 0.00 | 333.33 | 0.00 | 666.67 | 0.00 | 10/23/1999 |
| | | | 17,500.00 | 875.00 | 0.00 | 875.00 | 0.00 | 1,750.00 | 0.00 | |
| | | | Sub-Total: | 1,208.33 | 0.00 | 1,208.33 | 0.00 | 2,416.67 | 0.00 | |
| 10 | Wu,Sonia | CC763574(2) | 15,000.00 | 750.00 | 0.00 | 750.00 | 0.00 | 1,500.00 | 0.00 | 02/06/1991 |
| | | | 15,000.00 | 750.00 | 0.00 | 750.00 | 0.00 | 1,500.00 | 0.00 | |
| | | | Sub-Total: | 1,500.00 | 0.00 | 1,500.00 | 0.00 | 3,000.00 | 0.00 | |
| 11 | Yeung,Khim | BB521113(6) | 37,500.00 | 1,000.00 | 0.00 | 1,000.00 | 0.00 | 2,000.00 | 0.00 | 09/16/1986 |
| | | | 37,500.00 | 1,000.00 | 0.00 | 1,000.00 | 0.00 | 2,000.00 | 0.00 | |
| | | | Sub-Total: | 2,000.00 | 0.00 | 2,000.00 | 0.00 | 4,000.00 | 0.00 | |
| 12 | Lim,Jimmy | DD722346(0) | 15,000.00 | 750.00 | 0.00 | 750.00 | 0.00 | 1,500.00 | 0.00 | 08/23/1992 |
| | | | 15,000.00 | 750.00 | 0.00 | 750.00 | 0.00 | 1,500.00 | 0.00 | |
| | | | Sub-Total: | 1,500.00 | 0.00 | 1,500.00 | 0.00 | 3,000.00 | 0.00 | |
| 13 | Tan,Kheng | CC561322(7) | 16,250.00 | 812.50 | 0.00 | 812.50 | 0.00 | 1,625.00 | 0.00 | 07/01/1998 |

Name of Scheme : KHHSBC
 Scheme Registration No. : 453535354

**MANDATORY PROVIDEDNT FUND SCHEMES ORDINANCE (CAP.485)
 REMITTANCE STATEMENT**

Name of Employer : Hong Kong Business Institute
 Name of Contact Person :
 Address : 3 Canton Road Harbour City Tsim Sha Tsui Hong Kong Island
 Telephone No. :
 Employer Participation No. : 12313132432

Contribution for the Period from 01/01/2001 To 10/11/2001

Part II - For Existing Employees (Note 2)

| No. | Name of Employee | HKID Card No or Scheme Membership No. | Relevant Income (\$) | Employer's Contributions | | Employee's Contributions | | Total (\$) | | Date of Employment (DD/MM/YY) |
|-----|------------------|---------------------------------------------|----------------------------|------------------------------------|------------------------------------|------------------------------------|------------------------------------|------------------------------------|------------------------------------|-------------------------------------|
| | | | | (a) | (b) | (c) | (d) | (a) + (c) | (b) + (d) | |
| | | | | Mandatory Contributions (\$) | Voluntary Contributions (\$) | Mandatory Contributions (\$) | Voluntary Contributions (\$) | Mandatory Contributions (\$) | Voluntary Contributions (\$) | |
| | | | 16,250.00 | 812.50 | 0.00 | 812.50 | 0.00 | 1,625.00 | 0.00 | |
| | | | Sub-Total: | 1,625.00 | 0.00 | 1,625.00 | 0.00 | 3,250.00 | 0.00 | |
| 14 | Hung, Lawrence | CC776121(2) | 6,667.00 | 333.33 | 0.00 | 333.33 | 0.00 | 666.67 | 0.00 | 07/01/1998 |
| | | | 6,667.00 | 333.33 | 0.00 | 333.33 | 0.00 | 666.67 | 0.00 | |
| | | | Sub-Total: | 666.67 | 0.00 | 666.67 | 0.00 | 1,333.34 | 0.00 | |
| 15 | Chow, Kin | BB323411(1) | 17,500.00 | 875.00 | 0.00 | 875.00 | 0.00 | 1,750.00 | 0.00 | 07/01/1998 |
| | | | 17,500.00 | 875.00 | 0.00 | 875.00 | 0.00 | 1,750.00 | 0.00 | |
| | | | Sub-Total: | 1,750.00 | 0.00 | 1,750.00 | 0.00 | 3,500.00 | 0.00 | |
| 16 | Chua, Brandon | BB654211(2) | 18,750.00 | 937.50 | 0.00 | 937.50 | 0.00 | 1,875.00 | 0.00 | 07/01/1998 |
| | | | 18,750.00 | 937.50 | 0.00 | 937.50 | 0.00 | 1,875.00 | 0.00 | |
| | | | Sub-Total: | 1,875.00 | 0.00 | 1,875.00 | 0.00 | 3,750.00 | 0.00 | |

Date :

 (Signature of the employer)

Note: If the employer is not an individual, this statement
 must be signed by a duly authorised signatory.

Notes:

- (1) Employers should state clearly in this remittance statement for each new employee:
 - (a) the relevant income for each of the relevant contribution periods included in this statement; and
 - (b) the respective employer's and employee's contributions for each of these periods,
 so as to enable the scheme trustee to check the arithmetic accuracy of the contributions.
- (1) Employees who do not have any relevant income (such as those on no-paid leave) should also be reported in this part.

Name of Scheme : KHHSBC
Scheme Registration No. : 453535354

MANDATORY PROVIDEDNT FUND SCHEMES ORDINANCE (CAP.485)
REMITTANCE STATEMENT

Name of Employer : HK Manufacturing Industries

Name of Contact Person :

Address : 3 Canton Rd Harbour City Tsim Sha Tsui Hong Kong Island

Telephone No. :

Employer Participation No. : 65756756757

Contribution for the Period from 01/01/2001 **To** 10/11/2001

*** End of Report ***

Pay Period : 01/01/2001 To 01/31/2001
 Payment Date : 01/15/2001

Employee : KH0001
 Pay Entity : Hong Kong Business Institute
 Department : Sales
 Location : Hong Kong Head Office
 Pay Rate : 280000 (Monthly)
 Job Description : Marketing Manager

Lee,William
 RM 4 7/F
 BLK, SUI LAM ESTATE
 New Territories
 SHATIN

Hong Kong

Pay Summary

| | GROSS | NET |
|--------------|-----------|-----------|
| Pay Period | 270250.00 | 269250.00 |
| Year To Date | 270250.00 | 269250.00 |

Payment Details

| _____ Current Values _____ | Payback | _____ Adjustments _____ | _____ YTD Values _____ |

EARNINGS

| Description | Base | Percent | Rate | Units | Amount | Amount | Base | Unit | Units | Amount |
|----------------------|------|---------|------|-------|-----------|--------|------|------|-------|-----------|
| Basic Salary | | | | | 270000.00 | | | | | 270000.00 |
| Mobile/Page allowanc | | | | | 250.00 | | | | | |
| Mobile/Page allowanc | | | | | 250.00 | | | | | |
| Total | | | | | 270500.00 | | | | | |

Mandatory Provident Fund

| Description | Base | Percent | Rate | Units | Amount | Amount | Base | Unit | Units | Amount |
|-------------------|----------|---------|------|-------|---------|--------|------|------|-------|--------|
| Employer MPF Mand | 20000.00 | 5.00 | | | 1000.00 | | | | | |
| Employee MPF Mand | 20000.00 | 5.00 | | | 1000.00 | | | | | |
| Total | | | | | 2000.00 | | | | | |

MPF Details

| | Begin Date | End Date | Base Amount |
|-----------------------------------------|------------|------------|-------------|
| Mandatory Contribution made by Employer | 01/01/2001 | 01/31/2001 | \$270250.00 |
| Mandatory Contribution made by Employee | 01/01/2001 | 01/31/2001 | \$270250.00 |
| Date When Amount Paid to Trustee | | | |

Leave Balances

| Description | Entitlement | Adjustment | Taken | End Balance |
|-------------------------------|-------------|------------|-------|-------------|
| Genl Annual Leave Entitlement | 1.17 | | | 1.17 |
| Sick Leave Entitlement | 4.00 | | | 4.00 |

Disbursement Details

| Bank | B.S.B | Account # | Amount |
|-----------------------|-------|-----------|-----------|
| Hong Kong Bank (HSBC) | 156 | 9990087 | 269250.00 |

Messages

1 JANUARY MONTHLY PAYROLL 2001

***** End of Payslip *****

| | | | | |
|-----------------------------|------------------------------|---------------------|-------------------|---------------|
| Calendar Group ID: KHMJAN01 | January Monthly Payroll 2001 | Pay Group: KHMONTLY | Monthly Pay Group | Currency: HKD |
| Pay Entity: KHHKBI | Hong Kong Business Institute | | | |
| Department: 10000 | Personnel Department | | | |

| | | |
|------------------------------|------------------------------|-----------------------------------|
| Employee ID: KH0006 | Record Number: 0.00 | Name: Lim,An |
| Calendar ID: KHMJAN01PAY | Run Type: KHPAYROLL | |
| Calendar Period ID: KHMJAN01 | January Monthly Payroll 2001 | Pay Period Begin Date: 01/01/2001 |
| | | End Date: 01/31/2001 |
| | | Payment Date: 01/15/2001 |

| | | |
|-----------------------------------|----------------------|-----------------------------------|
| Segment Number: 1 | Payment Key 1: KHB | Gross Pay: 16,666.67 |
| Version Number: 1 | Payment Key 2: | Net Pay: 15,833.34 |
| Revision Number: 1 | Payment Key 3: | |
| Segment Status: Active in Segment | Payment Key 4: | |
| Segment Begin Date: 01/01/2001 | End Date: 01/31/2001 | Exchange Rate Type: Official Rate |

Earnings and Deductions

| Element Name | Instance | Slice Dates | Amount/Adjustment | Base/Adjustment | Rate | Unit/Adjustment | Percent |
|--------------|----------|--------------------------|-------------------|-----------------|------|-----------------|---------|
| BASSAL | 0 | 01/01/2001 01/31/2001 | 16,666.67 | | | | |
| EEMPFMN1 | 0 | 01/01/2001 01/31/2001 | 833.33 | 16,666.67 | | | 5.00 |
| ERMPPMN1 | 0 | 01/01/2001 01/31/2001 | 833.33 | 16,666.67 | | | 5.00 |

Accumulators

| Element Name | From - To | Value | Key 1/Key 3 | Key 2/Key 4 | Slice Dates | Adjustment | Period |
|------------------|--------------------------|-----------|-------------|-------------|--------------------------|------------|---------------|
| BASSAL_FMTDA | 01/01/2001 01/31/2001 | 16,666.67 | KHHKBI | | 01/01/2001 01/31/2001 | 0.00 | Month to Date |
| BASSAL_FYTDA | 04/01/2000 03/31/2001 | 16,666.67 | KHHKBI | 000 | 01/01/2001 01/31/2001 | 0.00 | Year to Date |
| EEMPFMN1_FMTDA | 01/01/2001 01/31/2001 | 833.33 | KHHKBI | 000 | 01/01/2001 01/31/2001 | 0.00 | Month to Date |
| EEMPFMN1_FYTDA | 04/01/2000 03/31/2001 | 833.33 | KHHKBI | 000 | 01/01/2001 01/31/2001 | 0.00 | Year to Date |
| ERMPPMN1_FMTDA | 01/01/2001 01/31/2001 | 833.33 | KHHKBI | 000 | 01/01/2001 01/31/2001 | 0.00 | Month to Date |
| ERMPPMN1_FYTDA | 04/01/2000 03/31/2001 | 833.33 | KHHKBI | 000 | 01/01/2001 01/31/2001 | 0.00 | Year to Date |
| ALV GENL ENT_BAL | 01/01/2001 12/31/2001 | 1.17 | | | 01/01/2001 01/31/2001 | 0.00 | Year to Date |
| ALV GENL ENT_ENT | 01/01/2001 12/31/2001 | 1.17 | | | 01/01/2001 01/31/2001 | 0.00 | Year to Date |

| | | | | |
|-----------------------------|------------------------------|---------------------|-------------------|---------------|
| Calendar Group ID: KHMJAN01 | January Monthly Payroll 2001 | Pay Group: KHMONTLY | Monthly Pay Group | Currency: HKD |
| Pay Entity: KHKKBI | Hong Kong Business Institute | | | |

Department: 10000 Personnel Department

| | | | | | |
|------------------------------|------------------------------|-----------------------------------|----------------------|--------------------------|--|
| Calendar ID: KHMJAN01PAY | Run Type: KHPAYROLL | | | | |
| Calendar Period ID: KHMJAN01 | January Monthly Payroll 2001 | Pay Period Begin Date: 01/01/2001 | End Date: 01/31/2001 | Payment Date: 01/15/2001 | |

Earnings and Deductions

| Element Name | Amount | Amt Adjustment | Units | Unit Adjustment | YTD |
|--------------|------------|----------------|-------|-----------------|-----|
| ERMPPMN1 | 4,145.83 | | | | |
| EEMPPMN1 | 4,145.83 | | | | |
| BASSAL | 100,416.67 | | | | |

Department: 13000 Operations- Paris

| | | | | | |
|------------------------------|------------------------------|-----------------------------------|----------------------|--------------------------|--|
| Calendar ID: KHMJAN01PAY | Run Type: KHPAYROLL | | | | |
| Calendar Period ID: KHMJAN01 | January Monthly Payroll 2001 | Pay Period Begin Date: 01/01/2001 | End Date: 01/31/2001 | Payment Date: 01/15/2001 | |

Earnings and Deductions

| Element Name | Amount | Amt Adjustment | Units | Unit Adjustment | YTD |
|--------------|-----------|----------------|-------|-----------------|-----|
| COMCHST | 11,313.08 | | | | |
| ERMPPMN1 | 3,000.00 | | | | |
| EEMPPMN1 | 3,000.00 | | | | |
| BASSAL | 74,916.67 | | | | |

Department: 21500 Sales and Marketing - Osaka

| | | | | | |
|------------------------------|------------------------------|-----------------------------------|----------------------|--------------------------|--|
| Calendar ID: KHMJAN01PAY | Run Type: KHPAYROLL | | | | |
| Calendar Period ID: KHMJAN01 | January Monthly Payroll 2001 | Pay Period Begin Date: 01/01/2001 | End Date: 01/31/2001 | Payment Date: 01/15/2001 | |

Earnings and Deductions

| Element Name | Amount | Amt Adjustment | Units | Unit Adjustment | YTD |
|--------------|------------|----------------|-------|-----------------|-----|
| ERMPPMN1 | 5,319.30 | | | | |
| EEMPPMN1 | 5,319.30 | | | | |
| BASSAL | 358,000.01 | | | | |
| OT1.5 | 302.88 | | 2.00 | | |
| MEAL | 2,000.00 | | | | |
| MOBILE | 750.00 | | | | |

| | | | | |
|-----------------------------|------------------------------|---------------------|-------------------|---------------|
| Calendar Group ID: KHMJAN01 | January Monthly Payroll 2001 | Pay Group: KHMONTLY | Monthly Pay Group | Currency: HKD |
| Pay Entity: KHHKBI | Hong Kong Business Institute | | | |
| Department: 10000 | Personnel Department | | | |

| | | |
|------------------------------|------------------------------|-----------------------------------|
| Employee ID: KH0006 | Record Number: 0.00 | Name: Lim,An |
| Calendar ID: KHMJAN01PAY | Run Type: KHPAYROLL | |
| Calendar Period ID: KHMJAN01 | January Monthly Payroll 2001 | Pay Period Begin Date: 01/01/2001 |
| | | End Date: 01/31/2001 |
| | | Payment Date: 01/15/2001 |

Earnings

| Element Name | Units | Amount | Unit Adjustment | Amt Adjustment |
|--------------|-------|-----------|-----------------|----------------|
| BASSAL | | 16,666.67 | | |

| | | |
|------------------------------|------------------------------|-----------------------------------|
| Employee ID: KH0011 | Record Number: 0.00 | Name: Wu,Sonia |
| Calendar ID: KHMJAN01PAY | Run Type: KHPAYROLL | Hong Kong Payroll |
| Calendar Period ID: KHMJAN01 | January Monthly Payroll 2001 | Pay Period Begin Date: 01/01/2001 |
| | | End Date: 01/31/2001 |
| | | Payment Date: 01/15/2001 |

Earnings

| Element Name | Units | Amount | Unit Adjustment | Amt Adjustment |
|--------------|-------|-----------|-----------------|----------------|
| BASSAL | | 15,000.00 | | |

| | | |
|------------------------------|------------------------------|-----------------------------------|
| Employee ID: KH0012 | Record Number: 0.00 | Name: Yeung,Khim |
| Calendar ID: KHMJAN01PAY | Run Type: KHPAYROLL | Hong Kong Payroll |
| Calendar Period ID: KHMJAN01 | January Monthly Payroll 2001 | Pay Period Begin Date: 01/01/2001 |
| | | End Date: 01/31/2001 |
| | | Payment Date: 01/15/2001 |

Earnings

| Element Name | Units | Amount | Unit Adjustment | Amt Adjustment |
|--------------|-------|-----------|-----------------|----------------|
| BASSAL | | 37,500.00 | | |

| | | |
|------------------------------|------------------------------|-----------------------------------|
| Employee ID: KH0013 | Record Number: 0.00 | Name: Lim,Jimmy |
| Calendar ID: KHMJAN01PAY | Run Type: KHPAYROLL | Hong Kong Payroll |
| Calendar Period ID: KHMJAN01 | January Monthly Payroll 2001 | Pay Period Begin Date: 01/01/2001 |
| | | End Date: 01/31/2001 |
| | | Payment Date: 01/15/2001 |

Earnings

| Element Name | Units | Amount | Unit Adjustment | Amt Adjustment |
|--------------|-------|-----------|-----------------|----------------|
| BASSAL | | 15,000.00 | | |

| | | |
|------------------------------|------------------------------|-----------------------------------|
| Employee ID: KH0014 | Record Number: 0.00 | Name: Tan,Kheng |
| Calendar ID: KHMJAN01PAY | Run Type: KHPAYROLL | Hong Kong Payroll |
| Calendar Period ID: KHMJAN01 | January Monthly Payroll 2001 | Pay Period Begin Date: 01/01/2001 |
| | | End Date: 01/31/2001 |
| | | Payment Date: 01/15/2001 |

Earnings

| Element Name | Units | Amount | Unit Adjustment | Amt Adjustment |
|--------------|-------|-----------|-----------------|----------------|
| BASSAL | | 16,250.00 | | |

>>> No Data Found, Calendar Group ID: KHMJAN01

End of Report