



To 致: **HR21 Limited**
 5/F, 663 King's Road, North Point, Hong Kong
 香港北角英皇道 663 號 5 字樓
 Tel: (852) 2186 8222 Email: inquiry@hr21.com.hk

Date 日期

EZ-PAY APPLICATION FORM “易薪財” 申請表格

Please complete in block letters and tick box where applicable All fields in this form must be completed. Please allow seven (7) working days for process the application.

請用正楷填寫及在適當的方格內加上易號。此表格所有欄位必須填寫。申請程序需時 7 個工作天完成。

Please mail this original form with EZ-Pay subscription fee (DDA form OR a crossed cheque payable to "HR21 Limited") to HR21 Limited.

請將此申請表格連同易薪財年費(直接付款授權書或以抬頭 HR21 Limited 之劃線支票)郵寄給 HR21 Limited。Fax or Email application form are not acceptable. 傳真或電子郵件表格不會接受申請。

Note 註: *Please complete the Tax File Number field if your company will use the Taxation function in EZ-Pay. 如貴公司會使用易薪財中的稅務功能, 請填寫稅務檔案號碼。

I. Company Details 公司資料

Company Name (In English) 公司名稱 (以英文填寫)	Business / Other Government Registration Number 商業 / 其它政府登記號碼	Tax File Number 稅務檔案號碼 *
Address (In English) 地址 (以英文填寫)		
Room / Flat 號數 _____	Floor 層數 _____	Block 座數 _____
Building Name 大廈名稱 _____		District 地區 _____
Number and Name of Street / Road 門牌號數及街道名稱 _____		<input type="checkbox"/> Hong Kong 香港 <input type="checkbox"/> New Territories 新界 <input type="checkbox"/> Kowloon 九龍 <input type="checkbox"/> Others 其他 _____
Company Information 公司資料		
Business Nature 行業性質 _____	Number of Employees 公司員工人數 _____	
Computer OS 電腦作業系統	<input type="checkbox"/> Win Vista (Pro & Ent) <input type="checkbox"/> Win 7 (Pro & Ent) <input type="checkbox"/> Others _____	
Computer OS Language 電腦作業系統語言	<input type="checkbox"/> English <input type="checkbox"/> 中文 Any Internet Connection 有否聯線上網 <input type="checkbox"/> Yes 有 <input type="checkbox"/> No 沒有	
Contact Person (In English) 聯絡人 (以英文填寫)		
Name 姓名 _____	Mr. 先生 / Ms. 女士	Position 職位 _____
Phone Number 電話號碼 _____	Fax Number 傳真號碼 _____	Email Address 電郵地址 _____
Technical Contact Person (In English) 聯絡人 (以英文填寫)		
Name 姓名 _____	Mr. 先生 / Ms. 女士	Position 職位 _____
Phone Number 電話號碼 _____	Fax Number 傳真號碼 _____	Email Address 電郵地址 _____

II. EZ-Pay File Submission Method “易薪財” 檔案傳送途徑 (Please select one 請選擇其中一項)

<input type="checkbox"/> I / We want to use the EZ-Pay e-Gateway for submission of autoPay and MPF instructions in electronic file (your company will need to use HSBC/Hang Seng MPF and/or autoPay services) 本人/本公司擬採用 "易薪財" 電子輸送渠道提交強積金及/或自動轉帳的電子檔案指示 (貴公司需要使用匯豐/恒生的強積金服務及/或自動轉帳服務)
Supervisor User Name 主管用戶姓名 ** _____ Mr. 先生 / Ms. 女士 Position 職位 _____
Phone Number 電話號碼 _____ Fax Number 傳真號碼 _____ Email Address 電郵地址 _____
** "Supervisor" is the person who will receive the initial e-Gateway password of EZ-Pay. Please note that the person in possession of the password, on the behalf of the company can (i) assign other delegates to use EZ-Pay e-Gateway and/or (ii) assign/change each delegate's signing authority on all service/accounts. ** "主管"是指將收到首次登入易薪財電子輸送渠道密碼之人士。請注意, 任何持有該密碼的人士, 可以代表該公司(i) 委任其他授權者去使用易薪財電子輸送渠道及 (ii) 委任/更改每個授權者於所有服務/賬項之簽署權。
<input type="checkbox"/> I / We want to use CD for submission of MPF instructions to Bank 本人/本公司擬採用光碟提交強積金的電子檔案指示
<input type="checkbox"/> I / We want to use HSBC.Net / e-Banking for submission of autopay instructions to Bank 本人/本公司擬採用 "HSBC.Net" / "e-Banking" 提交自動轉帳的電子檔案指示

III. MPF/AutoPay Service Information (You must select one of the following options) 「強積金」/「自動轉帳」服務資料 (必須填寫以下其中一項)

Will you use the MPF function in EZ-Pay? 貴公司會否使用易薪財的「強積金」功能?
<input type="checkbox"/> No 不會 <input type="checkbox"/> Yes, my/our MPF Employer ID is 會, 本人/本公司的強積金僱主編號是 _____
Note: You need to use direct debit service for paying the MPF contribution, please arrange Direct Debit Authorisation with HSBC Life (International) Limited 註: 貴公司需要以直接付款的方式繳交強積金供款, 請與匯豐人壽保險 (國際) 有限公司安排有關的「直接付款授權」事宜
Will you use the HSBC/Hang Seng Bank Payroll or AutoPay function in EZ-Pay? 貴公司會否使用易薪財用作「支薪/自動轉帳」? ***
<input type="checkbox"/> No 不會 <input type="checkbox"/> Yes, my / our current Autopay account number is 會, 本人/本公司現用的自動轉帳戶口號碼為 _____
<input type="checkbox"/> HSBC 匯豐銀行 <input type="checkbox"/> Hang Seng Bank 恒生銀行
_____ (S.V.) _____ (S.V.) Account Authorised Signature(s) and Chop 戶口授權簽署及蓋章
***You need to arrange autopay service application with your bank separately. 貴公司需要與有關銀行另行申請自動轉帳服務

IV. Declaration 聲明

I / We have read and agree to be bound by the EZ-pay terms and conditions attached 本人/本公司已閱讀附頁的服務條款及條件並同意受其約束	<table border="1"> <tr> <th colspan="2">For HR21 use only</th> </tr> <tr> <td colspan="2">EZ-Pay ID (Debtor's Reference)</td> </tr> <tr> <td>M</td> <td>E</td> </tr> <tr> <td>Copy to Bank</td> <td></td> </tr> </table>	For HR21 use only		EZ-Pay ID (Debtor's Reference)		M	E	Copy to Bank	
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EZ-Pay 及 e-Gateway 使用條款及條件

1. 「軟件」

HR21 Limited (「HR21」) 將按照本條款及條件, 及 EZ-Pay 申請表或 e-Gateway 申請表內客戶之指示, 提供:

e-Gateway:

一個透過由 HR21 開發、運作及或維持的互聯網站提供之網上薪酬及強積金行政管理軟件,

- i. 以便客戶儲存僱員資料及計算僱員薪金;
- ii. 以便客戶通過一個電子輸送渠道「電子渠道」向香港上海滙豐銀行或恒生銀行(「銀行」)提交:
 - (a) 自動轉賬服務指示(「自動轉賬指示」), 及/或
 - (b) 滙豐人壽保險(國際)有限公司(「滙豐人壽」)的強制性公積金之供款資料(「強積金資料」); 及
- iii. 以便客戶編製提交稅務局的僱主填報的薪酬及退休金報稅表(「報稅表」), 或

EZ-Pay:

一個用於個人電腦上之薪酬及強積金行政管理軟件,

- i. 以便客戶儲存僱員資料及計算僱員薪金;
- ii. 以便客戶通過電子渠道或銀行/滙豐人壽認可之電子媒體向銀行/滙豐人壽提交自動轉賬指示, 及/或強積金資料; 及
- iii. 以便客戶編製「報稅表」。

HR21 有權:

- i. 不時釐定及更改所述軟件之功能;
- ii. 對使用所述軟件加以限制及更改限制;
- iii. 因應銀行自動轉賬系統或滙豐人壽強積金系統之截止時間更改而作出之更改;
- iv. 因客戶違反本條款而取消, 停止, 暫停或終止所述軟件之使用權; 及
- v. 作出適當期限之通知後停止供應所述軟件及其相關之服務。

2. 使用所述軟件

- 2.1 客戶使用所述軟件, 即視作為已接受本條款及條件。
- 2.2 客戶使用所述軟件, 即表示客戶保證向 HR21 提供有關使用所述軟件的全部資料均為真確、完整及最新的資料。
- 2.3 所述軟件只供客戶使用。
- 2.4 客戶不得利用或明知而容許其他人士利用所述軟件作非法用途或活動, 客戶如發現有關情況, 須立即通知 HR21。
- 2.5 客戶承認通過互聯網傳輸指示、資料或通訊, 可能存在時間上的差異。

3. 用戶編號及密碼

- 3.1 客戶將根據 HR21 提供的指引, 獲指定用戶識別代號(「用戶編號」)和密碼(「密碼」), 以識別使用所述軟件的客戶。
- 3.2 客戶可隨時更改密碼, 但不能更改用戶編號。
- 3.3 客戶須真誠地、盡合理的謹慎和努力, 將用戶編號和密碼保密。在任何時間和情況下, 客戶均不得向其他人士披露用戶編號及/或密碼。
- 3.4 客戶須對任何意外披露或未經授權而向他人披露用戶編號及/或密碼負上全部責任, 並須承擔因用戶編號及/或密碼被未經授權人士使用或用於未經授權用途的風險。
- 3.5 若客戶知悉或懷疑用戶編號及/或密碼曾被透露予未經授權人士或所述軟件遭未經授權而使用, 客戶須盡快在可行情況下通知 HR21, 而 HR21 可能要求客戶以書面確認提供的資料, 而在 HR21 實際收到有關通知之前, 客戶仍須對未經授權人士使用所述軟件或所述軟件用於未經授權之用途而承擔責任。

4. 客戶的指示

- 4.1 客戶必須引用用戶編號和密碼, 才可登入所述軟件, 並利用電子渠道向銀行或滙豐人壽提交自動轉賬或強積金指示。
- 4.2 除核證客戶用的用戶編號和密碼外, HR21 並無責任核證發出有關指示的人士之身分或授權, 或有關指示的真確性。
- 4.3 客戶對任何透過電子渠道或認可之電子媒體向銀行/滙豐人壽給予之指示和資料是否準確均須負全部責任, HR21 並無責任核對或核證所述指示是否準確。
- 4.4 除非客戶收到回覆確認 HR21 或銀行/滙豐人壽已收到指示, 向 HR21 或銀行/滙豐人壽提交之有關指示不應視為已被 HR21 或銀行/滙豐人壽收妥。
- 4.5 HR21 並無責任為透過所述軟件之電子渠道或其他認可電子媒體提交銀行/滙豐人壽之指示作出任何之核對, 行動及回應。
- 4.6 銀行/滙豐人壽將提供已收到指示及/或已執行交易的通知或確認書。有關通知或確認書在傳輸後, 即視作為客戶已收到通知或確認書, 而客戶有責任檢查是否已收到有關通知或確認書, 此外, 如客戶在收取類似通知或確認書的一般所需時間過後, 仍未收到通知或確認書, 客戶有責任向銀行/滙豐人壽/HR21 查詢有關通知或確認書。

5. 費用

- 5.1 客戶授權 HR21 從客戶的賬戶扣取有關使用所述軟件的費用, 而客戶必須在其賬戶維持足夠存款以作此用途。
- 5.2 HR21 將不時釐定及通知任何對客戶的收費, 若客戶在費用或修訂費用實施生效日後仍繼續持有或使用所述軟件, 修訂的費用對客戶即具約束力。
- 5.3 HR21 可以其指明的方式及在其指明的相關期間, 向客戶收取費用。除非 HR21 另有訂明, 否則, 已付費用概不退還。

6. 客戶的承諾和責任

- 6.1 客戶將會提供 HR21 因提供所述軟件而不時、合理地要求的資料。
- 6.2 客戶不得及不得試圖分解、倒序建造、翻譯、轉換、配合、改寫、修改、改良、加添、刪除或以任何方式篡改或存取所述軟件的任何部分或其更新之版本、說明、修改及其他有關物件。
- 6.3 客戶承認客戶並無及不會取得, 除本條款及條件的權利外, 所述軟件的系統或任何有關軟件或物料的權利、所有權或權益。客戶不得作出任何可顯示客戶擁有該等權利, 所有權或權益的陳述或行為。
- 6.4 客戶應安全保管所述軟件, 只讓需要使用所述軟件的客戶之高級人員或僱員接觸軟件並且遵守本文第 6 段的條文。
- 6.5 客戶在任何時間均有責任遵行有關之稅務法例及強積金條例, 而 HR21 對所述軟件提供之強積金計算及填寫報稅表功能不負上任何責任。
- 6.6 客戶對因客戶或任何其他人士(不論是否已經授權)使用所述軟件而引致的一切後果負全部責任。
- 6.7 除非因 HR21 或其有關高級人員或僱員的嚴重疏忽或故意失責, 客戶將賠償 HR21 及其有關高級人員和僱員, 因根據本條款及條件提供所述軟件, 行使或保存 HR21 的權力和權利而招致的一切責任、索償、要求、損失、損害、費用、收費及任何性質的開支(包括但不限於以完全賠償基準計算的法律費用), 以及與提供所述軟件或行使或保存 HR21 的權力和權利有關, 由 HR21 或其有關高級人員或僱員提出或針對該等人員的一切法律行動或訴訟。

7. HR21 的承諾和責任

- 7.1 HR21 承諾盡快解決所述軟件之錯誤及損壞。
- 7.2 若強制性公積金管理局修訂強積金法例, HR21 將盡力及早修改所述軟件, 並向稅務局取得報稅表之認可, 令其強積金及稅務計算功能符合修訂後之法例。
- 7.3 HR21 不時在考慮任何適用於 HR21 的法律、規則、規例、指引、通函、行為守則及現行市場慣例後, 將採取合理可行的步驟, 確保有關所述軟件的系統已具備足夠的保安設計, 並控制和管理操作系統的風險。
- 7.4 HR21 不保證或聲明所述軟件並無電腦病毒或可對客戶造成不利影響的其他破壞性特點。
- 7.5 HR21 對客戶或其他人士因下列情況而引致的後果概不承擔責任或法律責任:
 - i. 客戶或不論是否已經授權的其他人士使用所述軟件及/或因使用所述軟件而接觸任何資料;
 - ii. 所述軟件的供應、有關所述軟件或互聯網的指示或資料傳輸因不在 HR21 合理控制範圍內的行為、遺漏或情況而受干擾、截斷、暫停、延遲、損失、不可用、破壞或其他故障, 包括但不限於任何通訊網絡故障、任何第三方服務供應商的行為或遺漏、機械故障、電力故障、機能失常、停頓, 或設備、裝置或設施不足, 或任何法律、規則、規例、守則、指令、監管指引或政府命令(不論是否具有法律效力);
 - iii. 儲存及/或傳輸任何有關客戶的資料、指示和數據;
 - iv. 因向銀行/滙豐人壽提交之指示或資料不清晰或不完整或客戶未能在 HR21 不時指定的截止時間之前遞交有關之指示或資料以致延遲或不能執行;
 - v. 若銀行/滙豐人壽, 強積金行政管理人或稅務局因任何理由拒絕接受透過電子渠道或由所述軟件編制之其他電子媒體所提交之指示或資料; 及
 - vi. 因應有關法例修訂而需要對所述軟件作出修改之延誤。

8. 更改與終止

- 8.1 客戶可隨時以 1 個月通知期之書面通知 HR21, 終止使用所述軟件。
- 8.2 終止使用所述軟件時, 客戶須歸還 HR21 或銷毀所述軟件之所有副本, 及其說明文件和有關物件。
- 8.3 要本條款及條件的條文涵義具效力, 則該等條文須在暫停或終止所述軟件後仍然存在, 以及/或在暫停或終止所述軟件後客戶使用所述軟件仍具十足效力和作用, 包括但不限於第 4、6 及 9 條。即使已暫停或終止所述軟件, 客戶繼續受與客戶仍未履行或解除的義務或責任有關的條款及條件所約束。

9. 修訂

HR21 可隨時和不時修訂本條款及條件及/或引入額外的條款及條件, 任何對本條款及條件的修訂將具效力, 但 HR21 須通知客戶, 有關通知可在互聯網網站內張貼, 或以展示, 廣告或 HR21 認為合適的其他形式發出, 若客戶在有關修訂生效當日或之後繼續維護或使用所述軟件, 則有關修訂對客戶具約束力。

10. 通訊

- 10.1 HR21 有權就依據本條款及條件發出的各類通知, 不時訂明通知的形式(不論是書面或其他形式的通知)及通訊模式。
- 10.2 若以面交方式發出通訊, 在面交之時或把通訊留交客戶最近以書面通知 HR21 的地址, 即視作為客戶已收到通訊; 若以郵寄方式發出通訊, 而上述客戶地址在香港特別行政區內, 在郵寄 48 小時後, 即視作為客戶已收到通訊, 若該地址在香港特別行政區以外的地方, 則在郵寄七日後視作為客戶已收到通訊; 若以傳真、電傳或電子郵件方式發出通訊, 則在傳輸至客戶最近以書面通知 HR21 的傳真或電傳號碼或電郵地址後, 立即視作為客戶已收到通訊。客戶向 HR21 發出的通訊, 以 HR21 實際收到通訊之日作為通訊已交付 HR21。

11. 可分割性 本條款及條件的各條款均為獨立及可與其他條文分割。若在任何時間根據任何管轄區的法律, 某一條或以上條文的任何一方面違法、無效或不能強制執行, 其餘條文的合法性、有效性或可強制執行性均不受影響。

12. 寬免

HR21 的行為、延遲或遺漏, 不影響其根據本條款及條件而享有的權利、權力及補償或任何進一步權利、權力或補償, 或對該等權利、權力及補償的其他行使。根據本條款及條件而享有的權利和補償屬可累積及不限於法律規定的權利和補償。

13. 規管法律和司法管轄權 所述軟件和本條款及條件受香港特別行政區法律規管, 並按其詮釋。

14. 規管版本 如本條款及條件的中、英文本如有歧義, 概以英文為準。



Terms and conditions for EZ-Pay and e-Gateway

1. The Software
HR21 Limited ("HR21") shall provide subject to these terms and conditions and in accordance with the specific instruction given by the Customer in the EZ-Pay Application Form or the e-Gateway Application Form (as the case may be):
The e-Gateway which is
an online payroll and Mandatory Provident Fund ("MPF") management software available from an internet site developed, maintained and operated by HR21:
 - i. to enable the Customer to keep track of employee information and to calculate payroll; and
 - ii. to provide an online submission facility (the "Gateway") for the Customer to communicate with **The Hongkong and Shanghai Banking Corporation Limited** or **Hang Seng Bank**, as the case may be (the "Bank") and to submit
 - (a) payment instructions to the Bank's Autopay System (the "Autopay Instructions"); and/or
 - (b) MPF contribution information (the "MPF Information") to MPF Administration System of HSBC Life (International) Limited (HSBC Life); and
 - iii. to facilitate the Customer's preparation of the Employer's return of remuneration and pensions to be filed with the Inland Revenue Department (the "IRD Return").

OR

EZ-Pay which is a PC based payroll and MPF management software:

 - i. to enable the Customer to keep track of employee information and to calculate payroll;
 - ii. to facilitate the submission of Autopay Instructions and/or MPF Information to the Bank/HSBC Life via the e-Gateway or other media supported by the Bank/HSBC Life; and
 - iii. to facilitate the Customer's preparation of the IRD Return.

HR21 has the right to

 - i. determine and vary from time to time the functions and features of the Software;
 - ii. impose and vary any restrictions on the use of the Software;
 - iii. change the cut-off time with respect to the cut-off time imposed by Bank's Autopay System and HSBC Life's MPF Administration System;
 - iv. cancel, revoke, suspend or terminate the license of use of the Software if the Customer has breached any terms and conditions herein; and
 - v. withdraw this Software and/or any of the related service provided by HR21 with a notice period of reasonable duration.
2. Use of the Software
 - 2.1 By using the Software, the Customer is deemed to have accepted these terms and conditions.
 - 2.2 By using the Software, the Customer warrants that all information provided by the Customer to HR21 in relation to the use of the Software is true, complete and up-to-date.
 - 2.3 The Software is for the sole and exclusive use by the Customer.
 - 2.4 The Customer shall not use or knowingly allow any other person to use the Software, for or in connection with any illegal purpose or activity. The Customer shall notify HR21 immediately if he/she becomes aware of such use.
 - 2.5 The Customer acknowledges that there may be time lag in transmission of instructions, data or information via the Internet if the e-Gateway is used.
3. User ID and password
 - 3.1 The Customer shall follow the guidance provided by HR21 in designating the user identification code (the "User ID") and the password (the "Password") for identifying the Customer for the purposes of using the Software.
 - 3.2 The Customer may change the Password at any time, but the User ID cannot be changed.
 - 3.3 The Customer shall act in good faith, exercise reasonable care and diligence in keeping the User ID and the Password in secrecy. At no time and under no circumstances shall the Customer disclose the User ID and/or the Password to any other person.
 - 3.4 The Customer shall be fully responsible for any accidental or unauthorised disclosure of the User ID and/or the Password to any other person and shall bear the risks of the User ID and/or the Password being used by unauthorised persons or for unauthorised purposes.
 - 3.5 Upon notice or suspicion of the User ID and/or the Password being disclosed to any unauthorised person or any unauthorised use of the Software being made, the Customer shall notify HR21 as soon as practicable and HR21 may ask the Customer to confirm in writing any details given and, until HR21's actual receipt of such notification, the Customer shall remain responsible for any and all use of the Software by unauthorised persons or for unauthorised purposes.
4. Customer's Instructions
 - 4.1 The Customer is required to quote the User ID and the Password in order to log-on to the Software and give payment or MPF instructions to the Bank or HSBC Life via the e-Gateway.
 - 4.2 HR21 shall be under no duty to verify the identity or authority of the person giving any such instruction or the authenticity of such instruction apart from verifying the User ID and the Password input by the Customer.
 - 4.3 The Customer accepts that it is solely responsible for the accuracy of any instruction or information supplied to the Bank/HSBC Life via the e-Gateway or any other means with media prepared by the Software and that HR21 shall be under no obligation to check or verify the same.
 - 4.4 Instructions sent to HR21 or the Bank/HSBC Life shall not be considered to be received by HR21 or the Bank/HSBC Life unless the Customer receives a response acknowledging the receipt of the instructions from HR21 or the Bank/HSBC Life.
 - 4.5 HR21 has no responsibility whatsoever to validate, act or respond to any instruction from the Customer to the Bank/HSBC Life sent through the e-Gateway or any other means with media prepared by the Software.
 - 4.6 Any advice or confirmation that an instruction has been received and/or a transaction has been effected by the Bank/HSBC Life via either the e-Gateway or any other means with media prepared by the Software shall be deemed to have been received by the Customer immediately after transmission and it is the duty of the Customer to check such advice or confirmation. It is also the duty of the Customer to enquire with the Bank/HSBC Life/HR21 if the Customer does not receive an advice or confirmation within the time usually required for a similar advice or confirmation to be received.
5. Fees
 - 5.1 The Customer hereby authorises HR21 to debit the Customer's account and credit the HR21's account with any fees in relation to the use of the Software and the customer shall maintain sufficient funds in the customer's account to meet such fees.
 - 5.2 HR21 shall determine and notify the Customer of the rate of any fee from time to time, which shall be binding on the Customer if the Customer continues to maintain or use the Software after the effective date for imposing the fee or the revised fee.
 - 5.3 Fees may be collected from the Customer in such manner and at such intervals as HR21 may specify. Paid fees are not refundable except as otherwise specified by the HR21.
6. Customer's responsibilities and liabilities
 - 6.1 The Customer shall provide such information as HR21 may from time to time reasonably request for the purposes of providing support to the Software.
 - 6.2 The Customer shall not, and shall not attempt to or allow any party to attempt to reproduce, copy, amend, modify, decompile, reverse-engineer, translate, convert, adapt, alter, modify, enhance, add to, delete or in any way temper with, or gain access to, any part of the Software, including any new versions, documentation, patches or other relating materials thereto.
- 6.3 The Customer acknowledges that the Customer shall have and acquire no right, title or interest in any of the Software or in any related software or materials other than the right to access and use the Software subject to these terms and conditions. The Customer shall not make any representation or do any act, which may be taken to indicate that the Customer has any such right, title or interest.
- 6.4 The Customer shall keep the Software, if applicable, safe in his/her custody and restrict access to those of the Customer's officers or employees who need to use it and shall comply with this Clause 6.
- 6.5 The Customer remains at all times responsible for compliance with the relevant tax and MPF legislation and by its provision of the MPF calculation and tax reporting functions in the Software, HR21 assumes no responsibility thereof.
- 6.6 The Customer shall be fully liable and responsible for all consequences arising from or in connection with use of the Software by the Customer or any other person whether or not authorised.
- 6.7 The Customer shall indemnify HR21 against all liabilities, claims, demand, losses, damages, costs, charges and expenses of any kind (including, without limitation, legal fees on a full indemnity basis) and all actions or proceedings which may be brought by or against HR21 in connection with the provision of and use of the Software, unless due to the gross negligence or wilful default of HR21.
7. HR21's responsibilities and liabilities
 - 7.1 HR21 agrees to rectify any software errors or defects in the Software in a timely manner.
 - 7.2 Following any relevant and applicable changes in the relevant and applicable legislation, HR21 will use its best endeavours to revise the Software, and to secure the approval from the IRD on the formats of the IRD Return if necessary, to ensure its MPF and tax calculation will conform to the changed legislation.
 - 7.3 HR21 will take reasonably practicable steps to ensure that the EZ-Pay and the e-Gateway are installed and maintained with adequate security mechanism and to control and manage the risks in operating the systems, taking into account any law, rules, regulations, guidelines, codes of conduct and prevailing market practices which may be applicable to HR21 from time to time.
 - 7.4 HR21 does not warrant or represent that the Software are free from virus or other destructive features.
 - 7.5 HR21 will not assume any liability or responsibility to the Customer or any other person for the consequences arising from or in connection with:
 - i. use of the Software and/or access to any information as a result of such use by the Customer or any other person whether or not authorised;
 - ii. any interruption, interception, suspension, delay, loss, unavailability, mutilation or other failure in providing the Software, in transmitting instructions or information through the e-Gateway caused by any acts, omissions or circumstances beyond the reasonable control of HR21 including, without limitation, failure of any communication network, act or omission of any third party service providers, mechanical failure, power failure, malfunction, breakdown, or inadequacy of equipment, installation or facilities, or any law, rules, regulations, codes, directions, regulatory guidelines or government order (whether or not having the force of law);
 - iii. the storing and/or transmission of any information, instructions and data relating to the Customer;
 - iv. any delay in acting on any instruction or for any inability to act as a result of any instruction or information sent to the Bank/HSBC Life being unclear or incomplete or the Customer having failed to submit the instruction or information by the cut-off time specified by HR21 from time to time;
 - v. refusal by the Bank, MPF administrator or IRD for whatever reason to accept any instruction or information submitted by the Customer via the e-Gateway or any other means with media prepared by the Software; and
 - vi. delay in delivering a revised Software which has incorporated changes in accordance with changes in relevant and applicable legislation.
 - 7.6 In no event shall HR21 be liable to the Customer or any other person for any incidental, indirect, special, consequential or exemplary damages including, without limitation, any loss of use, revenue, profits or savings.
8. Termination
 - 8.1 The Customer may terminate the use of the Software at any time by giving to HR21 one month's prior written notice.
 - 8.2 Upon termination of the use of the Software, the Customer shall return to HR21 or destroy all copies of the Software including all documentations and materials related hereto, if applicable.
 - 8.3 All provisions of these terms and conditions which in order to give effect to their meaning need to survive the termination of the use of the Software by the Customer shall remain in full force and effect after suspension or termination including, without limitation, Clauses 4, 6 and 9. Notwithstanding such suspension or termination, the Customer shall continue to be bound by these terms and conditions to the extent that they relate to any obligations or liabilities of the Customer, which remain to be performed or discharged.
9. Amendments
HR21 may revise these terms and conditions and/or introduce additional terms and conditions at any time and from time to time. Any revision and/or addition to these terms and conditions shall become effective subject to a 30 days prior notice from HR21, which will be sent to the Customer by post, and shall be binding on the Customer if the Customer continues to use the Software on or after the effective date of the revision and/or addition.
10. Communication
 - 10.1 HR21 shall be entitled to prescribe, from time to time, the form of notice (whether written or any other form) and the mode of communication with respect to each type of notice to be given pursuant to these terms and conditions.
 - 10.2 Communications delivered personally, sent by post, facsimile transmission, telex or e-mail shall be deemed to have been received by the Customer (where delivered personally) at the time of personal delivery or on leaving it at the address last notified in writing by the Customer to HR21 (where sent by post) 48 hours after posting if such address is in Hong Kong and seven days after posting if such address is outside Hong Kong or (where sent by facsimile transmission, telex or e-mail) immediately after transmitting to the facsimile or telex number or e-mail address last notified in writing by the Customer to HR21. Communications sent by the Customer to HR21 shall be treated as delivered to HR21 on the day of actual receipt.
11. Severability
Each of the provisions of these terms and conditions is severable and distinct from the others and, if at any time one or more of such provisions is or becomes illegal, invalid or unenforceable in any respect under the laws of any jurisdiction, the legality, validity or enforceability of the remaining provisions shall not be affected in any way.
12. Waiver
No act, delay or omission by HR21 shall affect its rights, powers and remedies under these terms and conditions or any further or other exercise of such rights, powers or remedies. The rights and remedies under these terms and conditions are cumulative and not exclusive of the rights and remedies provided by law.
13. Governing law and jurisdiction
The Software and these terms and conditions shall be governed by and construed in accordance with the laws of Hong Kong.
14. Version
The English version of these terms and conditions shall prevail wherever there is a discrepancy between the English version and the Chinese version.



Enquiry

Email: inquiry@hr21.com.hk
Hotline: (852) 2186 8222

Payment Methods

By Cheque

1. Mail a crossed cheque payable to "HR21 Limited" with the payment slip to 5/F, 663 King's Road, North Point, Hong Kong.
2. Write company EZ-Pay ID on the back of the cheque and send it not later than 3 working days before the payment due date.

Set up Autopay*

Please complete the **Direct Debit Authorization Form (DDA)** find in www.hr21.com.hk and return the original to us.

- ❖ For HSBC User, please use the one with HR21 account of 004-474-3772XX-001
- ❖ For Hang Seng Bank User, please use the one with HR21 account of 024-388-8086XX-001

* At least two weeks of processing time is required for setting Direct Debit Authorization.

資料查詢

電郵: inquiry@hr21.com.hk
熱線: (852) 2186 8222

付款方法

郵寄支票

1. 請將繳費存根撕下，連同劃線支票寄往 **香港北角英皇道 663 號 5 樓**，支票請註明受款人為『**HR21 Limited**』。
2. 請於最後繳費日期前最少三個工作天寄出支票，並在支票背後寫上貴公司的易薪財編號。

設立自動轉賬*

請到我們的網址 www.hr21.com.hk 下載閣下所屬銀行之「**直接付款授權書**」，然後寄回本公司。

- ❖ 滙豐客戶 – 請選擇以註明 HR21 Limited 之戶口號碼為 004-474-3772XX-001 表格
- ❖ 恆生客戶 – 請選擇以註明 HR21 Limited 之戶口號碼為 024-388-8086XX-001 表格

*設立自動轉帳需時最少兩星期。