

Circular of Beijing Housing Provident Fund Management Center on Strengthening the Training and Publicity of Housing Provident Fund Policy

Jing Fang Gong Ji Jin Fa [2018] No.15

Relevant authorities:

We would like to notify you the following items in order to complete the ‘full coverage’ training of staff and implement the work requirements of the Municipal Government on further improving business environment, providing better services to enterprises paying monthly deposit to the housing provident fund and solving the ‘last mile’ problem of policy implementation.

1. Proportion of Monthly Deposits to the Housing Provident Fund by Enterprises

Enterprises shall deposit 5% to 12% of employees’ income to the housing provident fund with the exact percentage suiting their conditions.

2. Procedures for Opening Accounts and Paying Deposits by Employers

Staff affiliated to Beijing Housing Provident Fund Management Center (hereinafter referred to as the Management Center) shall handle registration, account opening, remittance and payment in accordance with the Guideline for Employers Paying Monthly Deposit to Housing Provident Fund (see Appendix). Staff shall do their best to tell applicants

all necessary report materials and complete the application at one time. Management departments are required to either display Guideline content through scroll screen, or put up the Guideline at notable places (if not equipped with LED screen). Employers may inquire or download the Guideline at the official website of Management Center. (<http://www.bjgjj.gov.cn/>)

3. Improve Staff Training

All affiliated branches of the Management Center shall complete the training of their own staff, represented bank tellers as well as the 12329 hotline operators prior to April 25th. Those aforementioned people shall be conversant with the Guideline, and pass examination upon training.

4. Effectively Publicize and Interpret Relevant Policies

All affiliated branches of the Management Center shall redouble their efforts in providing policy interpretation and better services to employers and individuals paying housing provident fund. We will punish those who fail to organize training in time or master the Guideline as required. Any hiccup during the training shall be timely reported to the Management Center.

5. Three Sub-Centers, namely, sub-center for authorities under the CPC Central Committee, sub-center for Central Government Departments and sub-center for Beijing Railway could abide by this circular. If other regulations provide otherwise, such laws and regulations shall prevail.

Appendix: Guideline for Employers Paying Monthly Deposit to
Housing Provident Fund

Beijing Housing Provident Fund Management Center

April 23rd, 2018

Guideline for Employers Paying Monthly Deposit to Housing Provident Fund

(April 23rd, 2018 version)

For Employers Paying Monthly Deposit to Housing Provident Fund, they can either complete procedures online or handle them at one of our 18 Management Departments. You can look up the addresses of Management Departments at the Official Website of Beijing Housing Provident Fund Management Center (hereinafter referred to as the Official Website) (<http://www.bjgjj.gov.cn/>). For online handling, please complete the following steps:

1. User Login

1.1 Login to the website of Management Center (<http://www.bjgjj.gov.cn/>), click the top right corner and then “Employers’ Businesses”;

1.2 Click “Online Handling of Housing Provident Fund”, and then click “Login” to start user registration;

1.3 Enter a user name (6-30 digits of English letters or numbers), password (6-30 digits of English letters or numbers), e-mail address of the employer’s representative undertaking this business and a verification code. Complete registration as an ordinary user.

Note: “ordinary user” refers to the employer login for the first time to “Beijing Online Handling of Housing Provident Fund”; “certified user” refers to employer login with “Beijing Legal Person Pass”. To obtain “certified user” status, one has to go to one of the 18 Management Centers for affiliated certification.

2. Information Entry

2.1 Click “login as an ordinary user”, type in user name, password and verification code and enter the interface of “Beijing Online Handling of Housing Provident Fund”;

2.2 Click “open an account”, choose either “self-raised fund” or “financial appropriation” in reporting source of fund and click “next”;

2.3 Thoroughly read the *Business Notification of Online Housing Provident Fund*, click “I have read this notification” and “next”;

2.4 Read the Authorization Letter to Employer’s Representative, type in the name of your representative and his/her ID number and click “next”;

2.5 Into the interface of “Registration of Information”, type in a unified social credit code, the name of legal representative or the person in charge, his/her ID number and the nature of the employer (for enterprises registered at Beijing Administration for Industry and Commerce after December 28th, 2017, only your registered name and the unified social credit code are needed because the system would automatically show your registered information);

2.6 After information entry, click “next” into “opening an account”.

3. Fill in Account-Opening Information

3.1 Choose one of the 18 Management Centers for opening an account, type in the employer's bank account, the branch where the account was opened, payday and the contact number of the representative;

3.2 Click "next" into "entrusted collection of payment."

4. Payment Methods

Payment methods include: transfer cheque, remittance and entrust bank for collection, which is the most convenient and recommended method.

If employers choose the recommended method, click entrusted collection on the left, fill in your entrusted bank, account and collection date (10th, 15th, 20th or 25th every month) and click "confirm".

If you choose other methods, just click "confirm".

Note: if you adopt the recommended method, bank would automatically finish the payment every month without going to the Management Center.

5. Print Application Form of Opening Accounts

Click "print", and print out *Application Form for Employer to Open a Housing Provident Fund Account Online* in duplicate, seal both with official stamp and signature of the legal representative.

6. Apply for payment registration at selected Management Center

Representative of employer shall carry the following material for approval:

6.1 The original ID card of the representative and its copy;

6.2 *Application Form for Employer to Open a Housing Provident Fund Account Online* with official stamp and signature in duplicate;

6.3 A copy of the ID card of legal representative, the original employer's document with its unified social credit code (for enterprises registered at Beijing Administration for Industry and Commerce after December 28th, 2017, this is not required); after examination by our staff, the eligible employer shall successfully register and open account.

For your convenience, the employer's representative is recommended to carry the key of "Beijing Legal Person Pass" while applying, so as to become a certified user. After certification, the employer will be exempted from running errands and can make payments and remittances and adjust personnel changes at "Beijing Online Handling of Housing Provident Fund" platform.

Note: those ineligible employer can take *Application Form for Employer to Open a Housing Provident Fund Account at the Counter* at the Management Center or download it at our website (<http://www.bjgjj.gov.cn/>). The form can be found at "frequently downloaded documents"- "download forms". This form shall be printed and filled in duplicate with official stamp and the signature of legal representative. The employer can apply at our counter taking both forms, the original and a copy of the representative's ID card and the original employer's document with its unified social credit code (for enterprises registered at Beijing Administration for Industry and Commerce after

December 28th, 2017, this is not required).

7. First Payment to the Housing Provident Fund

7.1 For employer who need to make the first payment to the Housing Provident Fund for all its staff while applying for registration and opening account, they shall download a *Detailed List of Multi-Year Housing Provident Fund Payment* at our website (<http://www.bjgjj.gov.cn/>) before personally going to our Management Center. The form can be found at “frequently downloaded documents”- “download forms”. Then, the representative shall fill in the form including the name, ID card number, payment base, proportion and monthly deposit of employees and seal the form with official stamp. For first payment, please carry with you “transfer cheque” and pay at the counter because entrusted collection has not been made.

Note: the base payment to Housing Provident Fund refers to the averaged monthly income of employee over the past year and the monthly deposit shall be calculated using the averaged monthly income multiplies proportion.

For newly admitted employees, employer shall deposit the Housing Provident Fund the second month upon the admission. The monthly deposit shall be calculated using last month’s income multiplies proportion. After working for one year, employees’ base payment to Housing Provident Fund shall be calculated based on average monthly income. For transferred employees, employer shall pay for their Housing Provident Fund since the payday and the monthly deposit shall be

calculated using their income that month multiplies proportion. After working for one year, employees' base payment to Housing Provident Fund shall be calculated based on their averaged monthly income.

Enterprises shall deposit 5% to 12% of employees' income to the Housing Provident Fund with the exact percentage suiting their conditions while others shall deposit 12%.

The maximum amount of monthly deposit shall not exceed three times last year's average monthly income in Beijing. If employees' averaged income surpass the cap, their monthly deposit shall be calculated using the maximum amount multiplies the selected proportion. In 2018, the cap on Housing Provident Fund in Beijing, monthly deposit is 23,118 yuan and 5,548 yuan respectively. The employer and employee can pay no more than 2,774 yuan to the fund.

If employees' income, after deducting Housing Provident Fund, is lower than the minimum income that month issued by Beijing Municipal Human Resources and Social Security Bureau, employer can cut their monthly payment until meeting the standard. Monthly contribution to Housing Provident Fund shall not be affected by the minimum income. If lay-off and early retirement employees' income, after deducting Housing Provident Fund, is lower than the minimum basic allowance issued by Beijing Municipal Human Resources and Social Security Bureau, employer can cut their monthly payment until meeting the standard. Monthly contribution to Housing Provident Fund shall not be affected by the minimum basic allowance. In 2018, the monthly minimum wage

standard and monthly basic allowance in Beijing is 2,000 yuan and 1,400 yuan respectively.

7.2 Employers applying for payment registration and opening account, while not paying for all staff for the first time

The certified user who has personnel changes that month can login “Beijing Online Handling of Housing Provident Fund” with “Beijing Legal Person Pass”, then fill in the name, ID number, payment base, proportion and monthly deposit of the employee making the first payment. The ordinary user can login our website (<http://www.bjgjj.gov.cn/>). The *Detailed List of Multi-Year Housing Provident Fund Payment* can be found at “frequently downloaded documents”- “download forms” or at our counter. Then, the representative shall fill in the form including the name, ID card number, payment base, proportion and monthly deposit of employees and seal the form with official stamp.

For employers choose to entrust bank collection, they shall complete procedures 3 days before collection date. The entrusted bank would automatically pay to the Management Center. Other payment methods or failing to complete entrusting procedures in time, the employer shall carry “transfer cheque” or make remittance and pay at the counter.

8. Pay Housing Provident Fund Again

For employer who has already Paid for the housing Provident Fund, please follow the listed procedures:

8.1 Employer without personnel changes that month and who has

entrusted bank collection, the entrusted bank would automatically pay to the Management Center. For other payment methods, please carry with you “transfer cheque” or make remittance and pay at the counter.

8.2 The certified user who has personnel changes that month can login “Beijing Online Handling of Housing Provident Fund” with “Beijing Legal Person Pass”, then click payment administration to make adjustments. For employers already entrusted bank collection, they shall complete adjustments 3 days before collection date. The entrusted bank would automatically pay to the Management Center. For other payment methods, please carry with you “transfer cheque” or make remittance and pay at the counter.

The ordinary user who has personnel changes that month can login our website (<http://www.bjgjj.gov.cn/>). The *Detailed Payment Adjustment Form of Housing Provident Fund* can be found at “frequently downloaded documents”- “download forms” or at our counter. Representative can make adjustments on the form and seal it with official stamp. Then, the representative can take the form to our Management Center to apply for payment at the counter. For employers already entrusted bank collection, they shall complete adjustments before collection date. For other payment methods, please carry with you “transfer cheque” or make remittance and pay at the counter.