

PCFB Public Web Online Submission Guide

肺塵埃沉着病補償基金委員會網上提交表格指引

Part I: System Login 第一部分：系統登入

1. Visit Pneumoconiosis Compensation Fund Board website (<http://www.pcfb.org.hk>) and click the “Forms for online submission” item



進入肺塵埃沉着病補償基金委員會網站 (<http://www.pcfb.org.hk>)，選擇【網上遞交徵款表格】圖標



2. Enter your login identity number and password, then press the [Login] button to access the online system

輸入登入名稱與密碼，然後按下【登入】按鈕，進入網上系統



肺塵埃沉着病補償基金委員會
PNEUMOCONIOSIS COMPENSATION FUND BOARD

Login / 登入

Login ID
登入名稱

Password
密碼

[Login / 登入](#)

If you have forgotten your password, we would generate a new one for you. Please write to us or contact our Levy Section at 2541 0032
倘若台端忘記密碼，本委員會將提供一個新密碼予台端。請致函本委員會或致電徵款組。電話：2541 0032。

PCFB - Online Submission Guide
肺塵埃沉着病補償基金委員會 - 網上提交表格指引。

[Download Online Submission Guide / 下載網上提交表格指引](#)

All Contractors and Authorized Persons who have previous record of levy forms submission can apply to become a registered user now by clicking the button to download the application form.
本委員會持有記錄之所有承建商及獲授權人請按下載申請表格之按鈕。

[Download Application Form / 下載申請表格](#)

For other parties, please contact our Levy Section at 2541 0032.
其他人士，請聯絡徵款組。電話：2541 0032。

Please note that submission of information over the internet may be subject to interruption, transmission blackout, delayed transmission due to internet traffic, or incorrect data transmission due to the public nature of the internet. The Board cannot assume responsibility for malfunctions in communications facilities not under our control that may affect the accuracy or timeliness of messages you send.

Part II: Online Submission 第二部分：上載電子表格

1. Login the system first and press the [Submit e-Form] button

先登入系統，再按下【遞交電子表格】按鈕



2. Choose the e-Form type which is prepared for uploading

選擇一種上載的電子表格類型



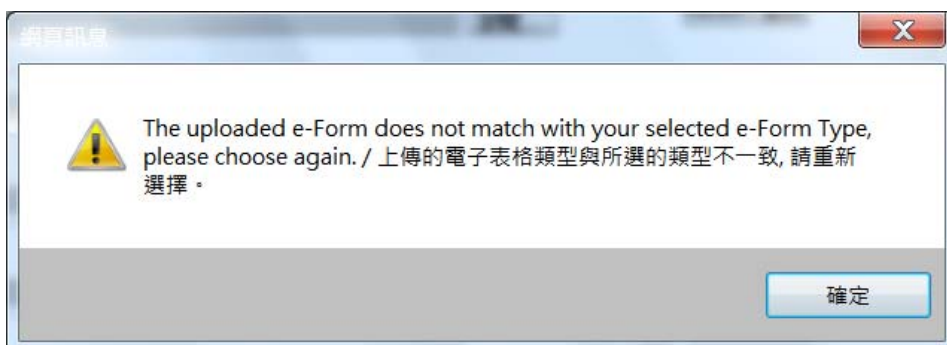
3. Press the [Browse] button next to the “Upload Document” to select the e-Form PDF document

按下上載文件右方的【瀏覽】按鈕，然後選擇一個 PDF 格式的電子表格檔案



If the uploaded e-Form does not match with your selected e-Form type, alert message appears

如上載文件的 PDF 格式之電子表格檔案與選擇的檔案不一致，便出現以下警告訊息



4. If there is any attachment which you want to upload 如有其他附件需要上載
- Please click the [Browse] button next to the Attachment(1, 2, 3, 4 or 5) to select the attachment
請按下相關附件（一、二、三、四及五）右邊的【瀏覽】按鈕，然後選擇附件
 - Fill in the Remarks for each attachment if any
如需在附件加上備註，請在相關的備註欄裡（一、二、三、四及五）填上

Note: If choose e-form (A) and (B) (For Payment Certificate Submission) type, attachment must have at least one together with relevant document to submit.

注意：如選擇供提交付款證明書之電子表格(A)及(B)的類型，必須最少連同一個相關附件一同上載才能遞交。

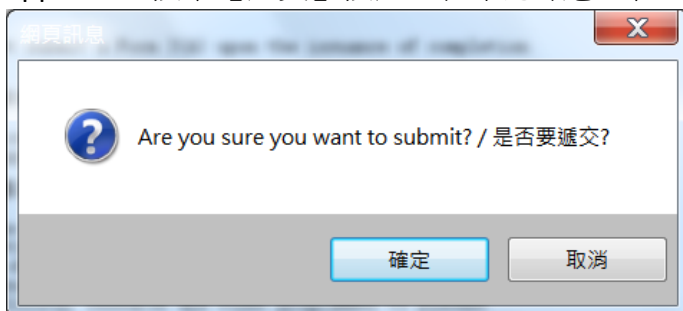
5. If you want to submit the e-form to both organizations, please check the “Submit to as the same e-Form to CIC” check box 如需要同時向建造業議會呈報電子表格，請別選適當位置

<input type="checkbox"/> Submit to as the same e-Form to CIC 同時向 建造業議會 呈報	Submit / 遞交	Back To Main / 回主頁
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Note: Only Form 1(A), Form 1(B), Form 2(A), Form 2(B), Form 3(A) and Form 3(B) can be submit to as the same e-Form to CIC.

注意：只有表格一(A)、表格一(B)、表格二(A)、表格二(B)、表格三(A)及表格三(B)才能同時向建造業議會呈報。

6. Press the [Submit] button and choose [OK] to confirm the process when a confirm dialogue appears 按下【遞交】按鈕，在確認訊息盒裡，選擇【確定】進行遞交



7. Once the submission is successful, please print and keep the reference number for future use 遞交成功後，請列印及保留參考編號以作日後使用

<p>Your e-Form had been successfully submitted to PCFB 您透過互聯網提交之電子表格已成功送達 肺塵埃沉着病補償基金委員會</p> <p>The reference number is P000043. 參考編號為 P000043。</p> <p>Thank you very much. 謹此致謝。</p> <p>Print / 列印</p> <p>Back to Main / 回主頁</p>

Part III: Download e-Forms 第三部分：下載電子表格

1. Login the system and input relevant case number type if any, click the e-Form button which you want to download and save it

登入系統後，如有檔案編號，請輸入相關編號格式，按下所需下載電子表格的按鈕，並儲存有關表格

- i. If the case number is entered, the corresponding case information would be automatically filled into the downloaded e-Form

如已輸入檔案編號，下載的電子表格便會自動填上相關檔案資料

- ii. Otherwise, the downloaded e-Form is a new form

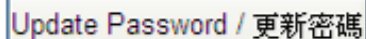
否則，下載的是全新的電子表格

The screenshot displays a user interface for downloading e-Forms. It features several buttons for different form types, each with English and Chinese labels. A central section includes an input field for 'Input your case number' with a 'Clear/清除' button and a prompt: '請輸入檔案編號 E.g. 例如 2009/12345'. Below the input field are buttons for 'Download e-Form 2A / 下載電子表格二(A)' and 'Download e-Form 2B / 下載電子表格二(B)'. Further down are buttons for 'Download e-Form 3A / 下載電子表格三(A)' and 'Download e-Form 3B / 下載電子表格三(B)'. A section for 'Payment Certificate Submission' includes buttons for 'Download e-Form (A) (For Payment Certificate Submission) / 下載電子表格(A)(供提交付款證明書之用)' and 'Download e-Form (B) (For Payment Certificate Submission) / 下載電子表格(B)(供提交付款證明書之用)'. A 'Download e-Reply Slip / 下載電子回條' button is accompanied by a dropdown menu. At the bottom are buttons for 'Download e-Form 4 / 下載電子表格四' and 'Download e-Form 5 / 下載電子表格五'.

Part IV: Update Password 第四部分：更新密碼

1. Press the [Update Password] button after login the system

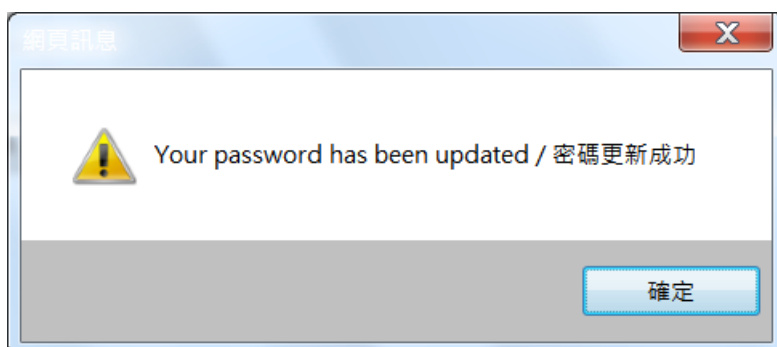
登入系統後，按下【更新密碼】按鈕

A rectangular button with a blue border and a light blue background. The text "Update Password / 更新密碼" is written in a dark blue font.

2. Enter your old password, new password and retype new password, then the [Confirm] button
輸入你的舊密碼、新密碼以及確認新密碼，然後按【確認】按鈕

A screenshot of a web form titled "Update Password" (更新密碼). At the top left is a red logo of the Pneumoconiosis Compensation Fund Board. The title is in both Chinese and English. Below the title are three input fields: "Old Password" (舊密碼), "New Password" (新密碼), and "Retype New Password" (確認新密碼). At the bottom, there are two buttons: "Confirm / 確認" (highlighted with a blue border) and "Cancel / 取消".

3. Once the password is changed successfully, a popup message box will be shown as below
倘若密碼更新成功，以下的成功訊息將會出現



Part V: Logout 第五部分：登出

1. Press the [Logout] button 按下【登出】按鈕



2. Choose [OK] to confirm the process when a confirm dialogue box appears

在確認訊息盒裡，選擇【確定】進行登出

