

SUN LIFE MPF BASIC / COMPREHENSIVE SCHEME
(Formerly named FWD MPF MASTER TRUST BASIC SCHEME / COMPREHENSIVE SCHEME)
EMPLOYEE TERMINATION NOTIFICATION
永明強積金基本 / 綜合計劃
(前計劃名稱為富衛強積金集成信託基本計劃 / 富衛強積金集成信託綜合計劃)
僱員離職通知書

To be completed by Employer 請由僱主填寫

Employer Name (English) 僱主名稱 (英文)	
Employer Name (Chinese) 僱主名稱 (中文)	Account No. 帳戶編號

Employee Termination Details 僱員離職詳情

Please tick (✓) the appropriate box
請在適當方格加上 (✓) 號

Surname (English) 姓氏 (英文)	Member No. 成員編號
Given Name (English) 名字 (英文)	HKID / Passport * No. 香港身份證 / 護照 * 號碼
Chinese Name 中文姓名	Contact Telephone No. 聯絡電話號碼
Last Date of Employment (dd/mm/yyyy) 最後受僱日期 (日/月/年)	Code of Termination Reason # 終止戶口原因代號 #

Details of Long Service Payment / Severance Payment 長期服務金 / 遣散費資料

- No Long Service Payment / Severance Payment* is involved with this member.
此成員沒有長期服務金 / 遣散費* 可供抵銷。
- Long Service Payment / Severance Payment* has been paid to the member and we, the employer, wish to apply for offsetting the Long Service Payment / Severance Payment* from Employee's Accrued Benefit that are attributable to the Employer's Contributions. The amount paid was: HK\$ _____[△].
- 此成員之長期服務金 / 遣散費* 已由本公司 (僱主) 支付, 本公司 (僱主) 現提出申請提取屬於僱主供款部分之僱員累算權益來抵銷長期服務金 / 遣散費*。已支付之金額為港幣 _____ 元[△]。

* Please delete whichever is inappropriate 請刪除不適用者

Important Notes 重要事項 :

- # Code of Termination Reason 終止戶口原因代號
The Reason for Termination is obtained for the purpose of ascertaining LSP/SP payment and/or determination of employer's voluntary contribution entitlement, if applicable.
請填寫有關成員之離職原因以作核實其長期服務金/遣散費扣減及/或計算其既得僱主自願性供款 (如適用)。

1. Resignation 離職	2. Redundancy 裁員	3. Dismissal 解僱	4. Retirement 退休
5. Early Retirement 提早退休	6. Total Incapacity 完全喪失行為能力	7. Death 死亡	8. Intra-group Transfer 集團內部調職
- Please provide Member Termination / Fund Transfer Form to the above specified member for his election with respect to transfer of accrued benefits.
請提供成員終止戶口 / 累算權益轉移申請表格予上述成員以供其選擇累算權益之轉移。
- [△]Please submit the original signed acknowledgment receipt from the member as evidence of payment. If the application for refund is submitted without the original acknowledgment receipt with member's valid signature (member's signature must correspond with the signature in administrator's record) or without complete information or submitted after the transfer / withdrawal of member's accrued benefits, such application **WILL NOT** be accepted.
According to the Rules governing the Scheme, the LSP/SP offsetting sequence under the Scheme is:
 - Vested accrued benefits derived from employer's voluntary contribution (if any)
 - Accrued benefits derived from employer's mandatory contribution (if the above vested accrued benefits derived from employer's voluntary contribution cannot fully offset the LSP/SP)[△]請遞交由成員簽署之正本收據以作核實用途。如有關退款申請未有附上成員有效簽署之正本收據 (成員簽署必須與計劃行政管理人之紀錄相符) 或資料不全或於該成員之累算權益轉移 / 或提取後提出申索, 有關申請**恕不接受**。
根據本計劃的規則, 本計劃下抵銷長期服務金 / 遣散費的次序如下:
 - 由僱主自願性供款所產生的已歸屬累算權益 (如有)
 - 由僱主強制性供款所產生的累算權益 (如以上由僱主自願性供款所產生的已歸屬累算權益不能完全抵銷長期服務金 / 遣散費)

Please send the completed form to: Sun Life MPF Basic Scheme / Sun Life MPF Comprehensive Scheme, The Administrator, BestServe Financial Limited

10/F, One Harbourfront, 18 Tak Fung Street, Hunghom, Kowloon, Hong Kong Tel 3183 1900 Fax 3183 1901

請將填妥表格交予: 永明強積金基本計劃 / 永明強積金綜合計劃行政管理人 - 卓譽金融服務有限公司
香港九龍紅磡德輔道中 18 號海濱廣場一座十樓 電話 3183 1900 傳真 3183 1901

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4. Please state the last contribution details of the above member on the relevant remittance statement and send it to us together with the last contribution. If there is any contribution / surcharge for such member that has not been submitted, please submit it together with the payment for the last contribution.
請於有關的供款結算書上列明上述成員之最後供款資料及連同最後供款一併交回。如有任何有關該成員之未繳供款 / 附加費，請連同最後供款一併提交。
5. If you have reported the member termination in the Remittance Statement or Online Remittance Statement, please do not submit this Employee Termination Notification in order to avoid any duplicate processing.
如閣下已就該成員的離職，經由供款結算書或網上供款結算書形式通知信託人，請不須再填寫此僱員離職通知書，以避免重複處理。

Declaration 聲明

<p>We, the employer, hereby declare and agree that all the information given above is complete, true and accurate, and is given to the best of our knowledge. 本公司（僱主）謹此聲明並同意上述所有資料均是完整、真實及準確，並且是盡本公司所知而作答。</p>	<p>For and on behalf of the employer 代表僱主 Authorized Signature(s) with Company Chop 授權人簽署及公司蓋章</p> <div style="border: 1px dashed black; height: 40px; margin: 5px 0;"></div> <p>Date 日期 (dd 日/ mm 月/ yyyy 年) _____</p>
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<p>For office use only: Processed by: _____ Date: _____ Checked by: _____ Date: _____</p>

Sun Life Pension Trust Limited 永明退休金信託有限公司