

如需遞交填妥表格 When submitting this form:

請緊記簽署作實 Please ensure that you have signed where necessary.

請勿遞交相同表格 Please do NOT send duplicate copies.

永明彩虹強積金計劃 — 成員離職通知書 SUN LIFE RAINBOW MPF SCHEME – LEAVING MEMBER NOTIFICATION

僱主名稱 Name of Employer _____

僱主編號 Employer Code _____

隸屬中心編號 Reporting Center No. _____

第一部份 Section I 離職成員資料 LEAVING MEMBER INFORMATION

重要事項 IMPORTANT NOTES:

貴公司可根據《僱傭條例》從有關成員的帳戶內之僱主供款部份之累積權益中按次序以 i) 僱主自願性供款部份之歸屬權益; 及 ii) 僱主強制性供款部份之累積權益抵銷 貴公司支付有關成員的長期服務金/遣散費。

如 貴公司需要就有關成員抵銷長期服務金/遣散費, 閣下必須遞交已填妥及簽署(必須與計劃行政管理人之紀錄相符)的抵銷長期服務金/遣散費表格。如沒有在以下表格提供有關資料, 將會視作沒有需要抵銷長期服務金/遣散費。

如有關申請未有附上有關成員之有效簽署(長期服務金/遣散費收據上之簽署應與計劃行政管理人之記錄相符)以確認已收妥該等金額之收據、或未能於該成員之累積權益轉移前提出申索、或資料不全以及逾期者, 有關申請恕不接受。

Your company could offset the Long Service Payment (LSP) or Severance Payment (SP) paid to the relevant member under the Employment Ordinance with the accrued benefits derived from the employer's contribution in sequence of i) vested benefits derived from the employer's voluntary contribution and ii) accrued benefits derived from the employer's mandatory contribution in the relevant member's account.

If your company requires to offset LSP/SP to relevant member, you must submit a duly completed and signed (signature has to be same as The Administrator's record) Offset of Long Service Payment / Severance Payment Form. If no information is provided in following table, it will be treated as not require to offset LSP/SP.

Please note that all applications for refund without LSP/SP receipt or without member's valid signature (the signature should be same as the record being kept by The Administrator) or submitted after the transfer/ withdrawal of the member's accrued benefit will not be accepted.

請以英文正楷填寫本表格。填寫本部分時, 如空位不足, 請另紙書寫。每張附頁須加上頁碼, 以及註明附頁的頁數。

Please complete this form in English and Block Letter. If there is not enough space for this section, please continue on an additional sheet. Number each additional sheet and state the number of additional sheet(s).

成員號碼 Member No.	成員英文姓名 (以香港身份證上的姓名為準) Member English Name (As printed on HKID Card)	香港身份證號碼/護照號碼 HKID Card No./Passport No.	最後受僱日期 Last Date of Employment (日/月/年 DD/MM/YYYY)	離職原因※ Reason for Termination ※	# 長期服務金/遣散費抵銷安排?(是/否) # Offset Long Service Payment / Severance Payment Amount? (Yes/No)

※離職原因 Reason for Termination

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)。
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.

1 正常退休 Normal Retirement

2 提早退休 Early Retirement

3 身故 Death

4 完全失去行為能力 Total Incapacity

5 離職 Leaving Service (辭職/終止受僱/解僱
Resignation/ Termination/ Dismissal)

6 遣散 Lay off

7 即時解僱 Summary Dismissal

8 聯營機構間轉調 Intragroup Member Transfer

第二部份 Section II 聲明和授權 DECLARATION AND AUTHORISATION

我們謹此確定以上資料皆真實正確及同意我們要負責所有因更改或取消以上資料所衍生之投資損失。我們亦明白需要支付成員的供款直至最後受僱日期。

We hereby confirm that the above details are true and correct and agree that we shall be liable to any investment loss resulting from any subsequent change or withdrawal made to the above instruction. We also understand that it is our responsibility to make contributions up to the members' last day of employment.

公司蓋章及僱主簽署(或由授權人代行):

謹代表僱主

Company Chop and Signature of the Employer

(or signed by a duly authorised signatory):

For and on behalf of the Employer

請簽署及蓋章 Please sign & chop here

X

日期 Date: _____

請將填妥表格交予:

永明彩虹強積金計劃行政管理人 — 卓豐金融服務有限公司

地址: 香港九龍紅磡德輔道中18號海濱廣場一座十樓 電話: 3183 1888 (或) 傳真: 3183 1889

請勿遞交相同表格; 如透過傳真遞交表格, 請保留正本以作記錄。

Please send the completed form to:

Sun Life Rainbow MPF Scheme, The Administrator, BestServe Financial Limited

Address: 10/F, One Harbourfront, 18 Tak Fung Street, Hungghom, Kowloon, Hong Kong Tel: 3183 1888 (OR) Fax: 3183 1889

Please do NOT submit duplicate forms and keep the original copy for your own record if you are submitting via fax.

