

SUN LIFE MPF BASIC / COMPREHENSIVE SCHEME
(Formerly named FWD MPF MASTER TRUST BASIC / COMPREHENSIVE SCHEME)
OFFSET OF LONG SERVICE PAYMENT / SEVERANCE PAYMENT FORM
 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)
 抵銷長期服務金/遣散費表格

All parts below should be completed in English and in Block letters. 所有部分須以英文正楷填寫。

Part I 第一部分 DETAILS OF MEMBER 成員資料

Employer Name 僱主名稱	_____		
Account No. 帳戶編號	_____		
Member Name 成員姓名	Member No. 成員編號	_____	
HKID/Passport No.* 香港身份證/護照號碼*	Last Date of Employment 最後受僱日期	_____	
* Please delete whichever is inappropriate. 請刪除不適用者。			
(dd 日 / mm 月 / yyyy 年)			

Part II 第二部分 LONG SERVICE PAYMENT / SEVERANCE PAYMENT ("LSP/SP") INFORMATION
長期服務金/遣散費資料

(1) Please check (✓) the appropriate box(es). 請在適當方格加上剔號 (✓)。
 Payment Type 付款類別:

Long Service Payment (LSP) 長期服務金 Severance Payment (SP) 遣散費

(2) Reason for LSP/SP 支付長期服務金/遣散費的原因:

Retirement 退休 Total Incapacity 完全喪失行為能力
 Death 身故 Dismissal 解僱/ Redundancy 裁員

(3) Payment Details 付款詳情:

(A) Total amount of LSP/SP Entitled by Member 成員可享有的長期服務金/遣散費總金額	HKD 港幣	(A)	
(B) Amount of LSP/SP paid to Member by Employer 僱主已支付予成員的長期服務金/遣散費金額	HKD 港幣	(B)	Note: Default as "0" if no figure is provided. 註: 如沒有提供金額, 則會當作為「0」
(C) Outstanding amount of LSP/SP to Member 尚欠成員的長期服務金/遣散費金額	HKD 港幣	(C) = (A) - (B)	Note: If no figures is provided, the amount will be determined by (A) minus (B) 註: 如沒有提供, 金額則為(A)減(B)
(D) Amount of LSP/SP paid by other MPF / ORSO scheme (if applicable) # 其他強積金或職業退休計劃支付的長期服務金/遣 散費金額 (如適用)#	HKD 港幣	(D)	Note: Default as "0" if no figure is provided. 註: 如沒有提供金額, 則會當作為「0」

If LSP/SP should be paid by other MPF / ORSO scheme first, please wait for the completion of such request and fill in paid amount before submitting this form.
 如先從其他強積金或職業退休計劃支付長期服務金/遣散費金額, 請待該指示完成後並填上已支付之金額才遞交此表格申請退還長期服務金/遣散費。

(E) Requested reimbursement amount of LSP/SP paid by Employer 申請退還予僱主已支付的長期服務金/遣散費	HKD 港幣	(E) = (B) - (D)	Note: If no figures is provided, the amount will be determined by (B) minus (D) 註: 如沒有提供, 金額則為(B)減(D)
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Part III 第三部分

DECLARATION OF MEMBER AND AUTHORISATION

成員聲明及授權

By signing this form, I acknowledge and agree that:

1. the amount of the Long Service Payment / Severance Payment (the 'LSP / SP') stated in Part II and the calculation of "LSP/SP" is in accordance with Employment Ordinance (Chapter 57).
2. receipt of the amount stated in Part II as my LSP/SP.
3. I understand that the LSP/SP paid to me by the Employer (if any), except any amount of LSP/SP reimbursed by another MPF / ORSO scheme, can be reimbursed to the Employer from the accrued benefits of my attributable to the employer's contribution under the Plan pursuant to s.12A of the Mandatory Provident Fund Scheme Ordinance.
4. In circumstances where an outstanding amount of LSP/SP amount is stated in Part II, I declare that I have not received that outstanding amount of the LSP/SP from the Employer and hereby apply for payment of the outstanding amount of the LSP/SP stated in Part II out of the accrued benefits attributable to the Employer's contributions, and held in the Plan, whichever is the lesser pursuant to s.12A of the Mandatory Provident Fund Scheme Ordinance.
5. I understand that the offset of LSP/SP from 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 my account.
6. I understand that the Employer is required to pay the shortfall to me if the accrued benefits attributable to the Employer's contributions and held in the Plan are insufficient to meet the outstanding amount of the LSP/SP stated in Part II.
7. I understand that failure to provide any information requested herein may result in the Trustee's inability to process my request.

本人簽署此表格即表示確認並同意:

1. 在第二部分所列明長期服務金/遣散費的款項，而此款項是根據僱傭條例（第57章）所計算。
2. 收受由僱主支付於第二部分項所列明之款項，作為本人的長期服務金/遣散費。
3. 本人明白上述僱主支付予本人的長期服務金/遣散費(如有)，除已由另一個強積金或職業退休計劃退還的長期服務金/遣散費(如適用)之部分，會根據《強制性公積金計劃條例》(第12A條)由僱主於本計劃作出供款所產生的累算權益(僱主部分)中扣除，並發還予僱主以作抵銷。
4. 在第二部分列明僱主仍有未支付長期服務金/遣散費款項的情況下，本人聲明並無由僱主收取有關的長期服務金/遣散費欠款，並謹此根據《強制性公積金計劃條例》(第12A條)申請將第二部分列明尚欠的長期服務金/遣散費款項由僱主於本計劃作出供款所產生的累算權益(僱主部分)中扣除(以款項較低者為準)，並發還款項予本人以作抵銷。
5. 本人明白長期服務金/遣散費從本人的帳戶內之僱主供款部份之累算權益中按次序以 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算權益抵銷。
6. 本人明白如僱主於本計劃作出供款所產生的累算權益(僱主部分)不足以支付第二部分所列明尚欠長期服務金/遣散費款項，僱主須向本人支付有關差額。
7. 本人明白若未能提供此處所要求的任何資料，可導致受託人不能處理有關的申請。

Signature of Member :

成員簽署 :

Please sign here 請簽署 **X**

Member Name :

成員姓名 :

Date 日期 :

Part IV 第四部分

**DECLARATION OF EMPLOYER AND AUTHORISATION
僱主聲明及授權**

By signing this form, I/We agree that:

1. I/We have paid the amount of the Long Service Payment / Severance Payment (the 'LSP / SP') stated in Part II in accordance with Employment Ordinance (Chapter 57) to the Member and pursuant to s.12A of the Mandatory Provident Fund Scheme Ordinance, I/We hereby apply for that payment out of the accrued benefits attributable to employer's contributions and held in the Plan, whichever is the lesser.
2. understand that the application in (1) of this part above is subject to the settlement of the Member's claim of the outstanding amount of the LSP/SP in circumstances where an outstanding amount of the LSP/SP is stated in Part II.
3. understand that I am/we are required to pay the shortfall to the Member if the accrued benefits attributable to the employer's contributions and held in the Plan are insufficient to meet the outstanding amount of the LSP/SP stated in Part II.
4. understand that the offset of LSP/SP from 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 Member's account.
5. understand that in case of any dispute between the Member and me/us relating to the terms of the termination of employment and/or MPF scheme membership of the employee concerned, I/We will assume full responsibility in resolving such dispute.
6. hereby authorize the Trustee to accept, process, execute and rely upon instructions issued in the signatures of the authorised person of the Employer and the Member and sent to the Trustee. I/We agree to be bound by the said instructions sent to the Trustee under the signatures of the authorised person of the Employer and the Member and agree to indemnify and hold the Trustee harmless from and against any and all liability and expense incurred by the Trustee arising from the Trustee's execution of the said instructions.
7. confirm all information provided in this document together with any subsequent updated information to be provided is true, accurate and complete. I/We agree to indemnify and keep the Trustee indemnified against any and all losses, cost, expenses, actions, proceedings suffered by the Trustee as a result of any inaccuracy of the information provided for the purpose of processing this request.
8. understand that failure to provide any information requested herein may result in the Trustee's inability to process my request.
9. The Trustee is entitled to rely on and act upon any instructions from the authorised officers as indicated by the Employer in this document and I/We hereby authorize and direct the Trustee, its service providers or delegates to honour and comply with all requests, instructions or directions (the "Instructions"), oral, written or other electronic means which the Trustee reasonably believes in good faith to be genuine and the Trustee shall be fully protected in acting upon such Instructions. Any revocation or amendment or modification hereto shall only be effective upon the Trustee's actual receipt thereof in writing duly signed by me/us.

本人/吾等簽署此表格即表示同意:

1. 本人/吾等已按照《僱傭條例》(第 57 章)支付第二部分所列明的長期服務金/遣散費予上述成員。並謹此根據《強制性公積金計劃條例》(第 12A 條)申請由本人/吾等於本計劃作出的僱主供款所產生的累算權益(僱主部分)中扣除(以款項較低者為準),並發還款項予本人/吾等以作抵銷;
2. 明白如在第二部分列明僱主仍有未支付長期服務金/遣散費款項的情況下,有關在本部第1項的申請,須於完成處理退還有關尚欠長期服務金/遣散費予上述成員的申索後才會獲得辦理
3. 明白如於本計劃作出供款所產生的累算權益(僱主部分)不足以支付第二部分所列明尚欠長期服務金/遣散費款項,本人/吾等須向上述成員支付有關差額。
4. 明白長期服務金/遣散費從上述成員的帳戶內之僱主供款部份之累算權益中按次序以 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算權益抵銷。
5. 如本人/吾等和成員之間因上述成員之離職及/或終止上述成員於強積金計劃內的成員資格之條款產生爭議,本人/吾等自當負責解決有關之爭議。
6. 謹此授權受託人依據以僱主授權人和上述成員簽署及送往受託人之指示以接納、處理執行有關事宜。本人/吾等同意受僱主授權人和上述成員簽署之指示約束並且同意賠償受託人因執行所述指示而致產生之任何後果及其責任與支出。本人/吾等同意確保受託人不因此而蒙受任何損失。
7. 確認在本文件提供的所有資料連同任何隨後提供的更新資料均為真確、確實及完全。倘若因本人/吾等及/或上述成員所填報之資料錯誤,而導致受託人在處理有關此申索個案中蒙受任何損失、支出、或須要進行任何行動或訴訟,本人/吾等同意作出有關賠償予受託人。
8. 明白若未能提供此處所要求的任何資料,可導致受託人不能處理有關的申請。
9. 受託人有權依賴本文件上本人/吾等指明的授權代表所作之指示而作出行動,本人/吾等亦謹此授權及指示受託人、其服務供應商或委託公司實踐並遵守所有以口頭、書面或其他電子方式作出並令受託人合理及真誠地相信為真實的要求、指令或指示("指令"),而受託人在作出該等指令時必須受到絕對的保護。任何關於本文件的撤回或修正或修改只會受託人確實收到由本人/吾等簽署的正式書面通知才可生效。

Name of Authorised Person
of Employer :
僱主授權人士姓名 : _____

Employer Authorised Signature(s) and Company Chop :
僱主授權簽署及公司蓋章 :

Please sign & chop here 請簽署及蓋章 **X**

Date 日期 : _____

Notes 備註:

In case the Chinese version conflicts with the English version, the English version shall prevail. 如中文版與英文版本有抵觸,將以英文版本為準。

Notice relating to the Personal Data (Privacy) Ordinance (the "Ordinance")
有關個人資料（私隱）條例之通告

1. Reasons for the collection of your personal data 收集閣下的個人資料的原因：

In order to enrol as a member of Sun Life MPF Comprehensive Scheme (the "Scheme"), it is necessary for you to provide us with your personal information for your membership application. If your personal data is incomplete or incorrect, we may not be able to process your application. All the information in the Membership Enrolment Form is collected for the purpose of, among other things, processing your application for membership of the Scheme.

It is important for you to inform BestServe Financial Limited (the "Administrator") (contact details in point 4 below) immediately of any inaccuracies in any personal data supplied.

要成為永明強積金綜合計劃（“計劃”）成員，閣下需要提供一些個人資料讓我們處理閣下的成員登記。若閣下的個人資料不完整或不正確，我們可能無法處理閣下的申請。成員登記表格所收集的資料，除其他有關用途外，會用作處理閣下成為計劃成員的申請。

如閣下提供的個人資料有任何不正確之處，請即通知卓譽金融服務有限公司（“行政管理人”）（聯絡方法見下列第4點）。

2. Purposes 用途：

The personal information and particulars provided by you may be used by Sun Life Pension Trust Limited (the "Trustee") and/or Sun Life Hong Kong Limited (the "Sponsor") for one or more of the following purposes:

閣下提供的個人資料及詳情可能被永明退休金信託有限公司（“受託人”）及/或香港永明金融有限公司（“贊助人”）用於下列其中一項或多項用途：

- (i) processing, administrating, implementing and effecting your application and the provision of MPF services (including but not limited to customer survey and account consolidation services);
處理、管理、實施和生效閣下的申請及提供與強積金有關的服務（包括但不限於客戶調查和帳戶整合服務）；
- (ii) meeting disclosure requirements imposed by law or regulatory authorities (including the Mandatory Provident Fund Schemes Authority and the Securities and Futures Commission);
滿足法例或規管制機構的披露要求（包括強制性公積金計劃管理局或證券及期貨事務監察委員會）；
- (iii) meeting disclosure requirements as pursuant to any order of a court of competent jurisdiction; and/or
滿足根據任何具有有效管轄權的法院指令的披露要求；及/或
- (iv) fulfilling any other purposes incidental to or associated with (i) to (iii) above.
履行任何因應或有關於以上(i)至(iii)項之用途。

To facilitate the purposes as set out above, the Trustee may transfer, disclose, grant access to or share your Personal Data with the following parties (whether within or outside Hong Kong):

為達成上文列出的用途，受託人可能將閣下的個人資料轉移、披露、讓其查閱或以下各方（不論在香港境內或境外者）共同使用：

- (i) any person or company which is acting for or on behalf of the Trustee or the Sponsor, or jointly with the Trustee and/or the Sponsor, in respect of a purpose or a directly related purpose for which your Personal Data was provided, such person or company include but not limited to administrative service providers and professional advisors; and
任何人士或公司受受託人或贊助人指示或代表受託人或贊助人，或與受託人或贊助人共同處理閣下提供的個人資料，以達到提供有關資料之目的或直接相關之目的，此人士或公司包括但不限於行政服務提供者及專業顧問；及
- (ii) any person or company to whom the Trustee and/or the Sponsor is under an obligation or otherwise required or expected to make disclosure under the requirements of any law, rules, regulations, codes of practice or guidelines (whether applicable in or outside Hong Kong) including, without limitation, any legal, regulatory, governmental, tax, law enforcement or other authorities, self-regulatory or industry bodies.
任何受託人或贊助人負有責任或須要或預期要根據任何法律、規則、規例、實務守則或指引（不論在香港境內或境外適用）作出披露的人士或公司，包括但不限於任何法律機構、監管機構、政府機構、稅務機構、執法機構或其他機構、獨立機構或行業團體。

3. Direct Marketing 直接促銷：

The Trustee and/or the Sponsor are allowed to use your Personal Data in direct marketing only if you consent or do not object.

受託人及/或贊助人在閣下同意或不反對的情況下，可使用閣下的個人資料作直接促銷用途。

In connection with direct marketing, the Trustee and/or the Sponsor intend:

就直接促銷而言，受託人及/或贊助人擬：

- (i) to use your name, contact details, services and products portfolio information, financial background and demographic data held by the Trustee and/or the Sponsor from time to time in direct marketing activities of MPF products and/or MPF services; and/or
使用受託人及/或贊助人不時持有的閣下姓名、聯絡資料、服務及產品組合資料、財務背景及人口統計資料作強積金產品及/或服務直接促銷用途；及/或
- (ii) to market the MPF product/service information offered by the Trustee or the Sponsor from time to time.
推銷受託人或贊助人不時提供的強積金產品/服務資料。

If you do NOT wish the Trustee or the Sponsor to use your Personal Data in direct marketing, please tick (✓) the appropriate box in point 6 of the Declaration to exercise your opt-out right. You may also write to the Administrator at the address below to opt-out from direct marketing at any time.

若閣下不希望受託人或贊助人使用閣下的個人資料作直接促銷用途，請在聲明內第6點的有關方格內加上剔(✓)號，藉以行使閣下不同意此項安排的權利。閣下亦可於任何時間致函行政管理人，藉以拒絕直接促銷。

4. Access and correction of personal data 查閱及更正個人資料：

You may be entitled under the Ordinance to request access to your personal data or to request the correction of any personal data. All requests for such access or correction should be made in writing to:

閣下可根據個人資料（私隱）條例賦予之權利去查閱或要求更正自己的個人資料，惟該等要求須以書面通知：

The Administrator,
BestServe Financial Limited
10/F, One Harbourfront
18 Tak Fung Street
Hung Hom, Kowloon
Hong Kong

卓譽金融服務有限公司 - 行政管理人
香港九龍紅磡德輔道中18號海濱廣場一座10樓

Subject to the Ordinance, the Company reserves the right to charge a reasonable fee for the processing of any data access request.

在不違反個人資料（私隱）條例之情況下，本公司保留就處理任何查閱資料的要求而收取合理費用的權利。

If you want to access to information regarding Personal Data Policy and Practices of the Trustee or if you do not want to receive any further direct marketing information, requests can be made in writing to:

如閣下欲索取有關受託人之個人資料政策及執行的資料，或不再收到任何直接促銷資料，可致函：

The Corporate Data Protection Officer
Sun Life Pension Trust Limited
10th Floor, Sun Life Tower, The Gateway, 15 Canton Road, Kowloon, Hong Kong

資料保護主任
永明退休金信託有限公司
香港九龍廣東道十五號港威大廈永明金融大樓十樓

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

Please send the completed form to: Sun Life MPF Basic / Comprehensive Scheme, The Administrator, BestServe Financial Limited
10/F, One Harbourfront, 18 Tak Fung Street, Hung Hom, Kowloon, Hong Kong Tel 3183 1900 Fax 3183 1901

請將填妥表格交予：永明強積金基本 / 綜合計劃之行政管理人-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 10 樓 電話 3183 1900 傳真 3183 1901