

## 長期服務金 / 遣散費收款證明書 Receipt of Long Service Payment (LSP) / Severance Payment (SP)

注意 Note:

1. 請以英文正楷填寫。Please complete in BLOCK LETTERS.
2. \*請刪除不適用者。\* Please delete whichever is inappropriate.
3. 僱主需就僱傭條例支付長期服務金或遣散費。根據現時法例，強積金計劃下累算權益中可歸因於僱主供款部分之歸屬餘額可用作抵銷長期服務金或遣散費。我們以下列次序從有關分賬戶作出退款：
  - i. 轉入的僱主自願性供款（如適用）
  - ii. 僱主自願性供款（如適用）
  - iii. 轉入的僱主強制性供款（如適用）
  - iv. 僱主強制性供款（如適用）Employers are required to pay long service payment or severance payment pursuant to Employment Ordinance. Under current legislation, the long service payment or severance payment can be offset from the vested balance of the accrued benefits attributed to the employer's contributions under MPF scheme. We shall make the payment in the sequence of the following sub-accounts:
  - i. Employer's voluntary contributions transferred in (if applicable)
  - ii. Employer's voluntary contributions (if applicable)
  - iii. Employer's mandatory contributions transferred in (if applicable)
  - iv. Employer's mandatory contributions (if applicable)
4. 僱員成員/離世成員之申索人須全數收妥由前任僱主發放之長期服務金/遣散費款項後始填寫此表格。This Form is to be completed by Employee Member / claimant of a deceased member who has received the full Long Service Payment (LSP)/Severance Payment (SP) from his/her former Employer as specified below.
5. 僱員成員可選擇將其累算權益(由強制性供款及自願性供款(如適用)所衍生)，轉移至現有計劃下的個人賬戶、新僱主的新賬戶或另一個新受託人的新賬戶。為了上述的轉移可以順利辦理，僱員成員必須填寫「計劃成員資金轉移申請表」<<FORM MPF(S)-P(M)>>交回中銀國際英國保誠信託有限公司(「中銀保誠」)，或交予新受託人(如適用)。Employee Member can elect to transfer his/her accrued benefits (which derived from the mandatory contributions and voluntary contributions, if any) to a Personal Account under the existing Scheme or to a new account with new employer or a new account with a new trustee. To facilitate this transfer arrangement, Employee Member should complete and return the "Scheme Member's Request for Fund Transfer Form" <<FORM MPF(S)-P(M)>> to BOCI-Prudential Trustee Limited ("BOCIP") or if applicable, to his/her new trustee.
6. 若僱員成員未能於中銀保誠接獲其有關離職通知後的3個月內提交「計劃成員資金轉移申請表」<<FORM MPF(S)-P(M)>>，成員將被視為將其累算權益轉移至現有計劃下的個人賬戶內。For those Employee Members who fail to submit the "Scheme Member's Request for Fund Transfer Form" <<FORM MPF(S)-P(M)>> within 3 months after BOCIP has been notified of cessation of their employment, they should be considered to have notified to transfer all their accrued benefits to a new Personal Account under the existing Scheme.
7. 根據《強制性公積金計劃條例》，僱員成員在受僱期間可以指定的理由申索提取部分或全部由僱主部分產生的強積金累算權益。若該僱員成員在終止僱用時涉及抵銷長期服務金或遣散費，則僱主應先與僱員成員及/或受託人查核(i)已由僱主部分提取的權益金額；及(ii)可用於抵銷的權益餘額。In accordance with the Mandatory Provident Fund Schemes Ordinance, employee members may claim for partial or all of the MPF accrued benefits derived from employer portion during employment on certain grounds. When such employee members terminated employment where LSP/SP offsetting with the MPF benefits is involved, employers are reminded to check with the employee members and/or trustee (i) the benefit amount already withdrawn from employer portion; and (ii) the remaining balance available for the offsetting.
8. 若抵銷長期服務金或遣散費的要求未能在(I)部供款賬戶內的累算權益轉移至僱員成員於中銀保誠之其他強積金計劃賬戶前處理，在簽署本表格後，則僱員成員同意授權中銀保誠從該中銀保誠強積金計劃下的強積金賬戶，贖回由其前僱主供款所產生的累算權益的相關基金單位，以用作抵銷長期服務金或遣散費。If the LSP/SP offsetting request cannot be processed before the transfer of accrued benefits held in the contribution account mentioned in Part (I) to the employee member's other MPF accounts under a BOCIP MPF scheme, by signing this form, the employee member agrees to authorise BOCIP to redeem the relevant fund units from such MPF account under a BOCIP MPF scheme to which his/her accrued benefits derived from the previous employer's contributions for the purpose of the LSP/SP offsetting.
9. 請呈交填妥並附有親筆簽署之表格正本，傳真本將不獲處理。Please submit the completed form with original signature; fax copy will not be processed.

( I ) 僱主及僱員成員資料

DETAILS OF EMPLOYER AND EMPLOYEE MEMBER

計劃編號 Scheme No.	僱員成員名稱 Name of Employee Member
前任僱主名稱 Former Employer Name	最後受僱日期^ Last Date of Employment^ _____ 日 DD / 月 MM / 年 YYYY
^終止服務原因 ^Reason for Termination of Employment	
<input type="checkbox"/> 終止僱用 Termination	<input type="checkbox"/> 退休 Retirement
<input type="checkbox"/> 解僱 Dismissal	<input type="checkbox"/> 完全喪失行為能力 Total Incapacity
<input type="checkbox"/> 裁員 Redundancy	<input type="checkbox"/> 健康問題 Ill-Health
	<input type="checkbox"/> 死亡 Death

^ 若此欄留空，將採用僱員終止服務通知書內所提供的資料作為最後受僱日期及/或終止服務原因。如本表格與僱員終止服務通知書之間的資料存在任何差異或分歧，則以本表格中的資料為準。If the field is left blank, the information provided on the Notice of Termination of Employment will be taken. If there is any inconsistency or discrepancy between this form and the Notice of Termination of Employment, the information on this form shall prevail.

( II ) 確認長期服務金/遣散費收款證明 ACKNOWLEDGE RECEIPT OF LONG SERVICE PAYMENT/SEVERANCE PAYMENT

本人<sup>1</sup> \_\_\_\_\_，香港身份證/護照號碼\* \_\_\_\_\_ 已收到上述前任僱主所支付長期服務金/遣散費\* 港幣 \_\_\_\_\_ 元<sup>2</sup>，特此證明。

本人簽署此收款證明書以允許中銀保誠由本人/離世成員\*之累算權益中提取僱主供款部份，用以支付前任僱主已計算及全數支付之有關長期服務金/遣散費款項\*。

本人明白當中銀保誠支付款項後，將不再為本人/離世成員之申索人\*承擔任何責任及約束。

本人聲明，本人深知和確信本證明書所提供的資料屬正確無訛且並無缺漏。


I<sup>1</sup>, \_\_\_\_\_, HKID/Passport No.\* \_\_\_\_\_ hereby acknowledge receipt of payment from the subject Employer in the amount of HK\$<sup>2</sup> \_\_\_\_\_ for Long Service Payment/Severance Payment\*.

By signing this Receipt, I give my consent to the BOCIP to make the repayment to the subject Employer from the value of that portion of my / the deceased member's accrued benefits\* deriving from the subject Employer's contributions, in relation to the period for which the Long Service Payment/Severance Payment\* has been calculated and fully paid.

I understand that the BOCIP, in so acting, shall be released from any further liabilities and obligations to me / the claimant of the deceased member\* in respect of the above payment.

I declare that to the best of my knowledge and belief, the information given in this Receipt is true and accurate in all aspects.

收款人簽署 Signature of Payee



\_\_\_\_\_  
日期 Date

<sup>1</sup> 如申索人為離世成員之親屬或遺產代理人，請一併遞交下列文件副本：離世成員之死亡證、申索人之身份證、已故僱員的家屬申請長期服務金通知書、已故僱員與家屬關係的證明文件(如結婚證書、出世紙)及遺產承辦處發出的遺囑認證書或遺產管理書(如有)。 If the claimant is a relative or a personal representative of the deceased member, please attach a copy of following documents: death certificate, claimant's HKID card, Application for Long Service Payment by Family Members of the Deceased Employee, documentary proof of family relationship between the claimant and the deceased member (e.g. marriage certificate, birth certificate) and the Letter of Probate or Letters of Administration granted by the Probate Registry (if any).

<sup>2</sup> 有關長期服務金/遣散費的抵銷金額將不會超過有關僱傭條例所訂明的最高限額。The offsetting LSP/SP amount would not be exceeded the prescribed maximum amount in accordance with the relevant Employment Ordinance.

For Official Use Only 公司專用							
Input by:		Date:		Verified by :		Date :	