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MANDATORY PROVIDENT FUND SCHEME

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僱員終止服務通知書 Notice of Termination of Employment

僱主名稱 Name of Employer		參與計劃編號 Participating Scheme No.
聯絡人姓名 Name of Contact Person	職銜/職位 Title/Position	電話號碼 Telephone No.

僱員姓名 Name of Employee	香港身份證/ 護照號碼 HKID/Passport No.	最後受僱日期 Last Date of Employment 日 dd/月 mm 年/yyyy	是否需要長期服務金/遣散費退款？ (請於適當的方格內填上✓號) Refund of Long Service/ Severance Payment Required? (Please ✓ as appropriate)	[2] 終止服務原因 Reason for Termination of Employment	已支付予有關成員之長期服務金/遣散費金額(如有) [必須附上有關成員簽署確認已收妥長期服務金/遣散費金額之收據正本] Long Service/Severance Payment Amount paid to the relevant member (if any) [Must submit original LSP/SP receipt with member's valid signature] 港幣 HKD
			☐是 Yes ☐否 No		
			☐是 Yes ☐否 No		
			☐是 Yes ☐否 No		
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			☐是 Yes ☐否 No		
			☐是 Yes ☐否 No		
			☐是 Yes ☐否 No		

備註 Notes:-

1. 如僱主要求把長期服務金 / 遣散費與僱主供款部份的累算權益對沖或僱員戶口內的累算權益包含僱主自願性供款，請提供離職原因。
   Please provide the termination reason if the employer requests to offset Long Service Payment / Severance Payment ("LSP / SP") against the accrued benefits derived from employer's contributions or there are accrued benefits attributable to employer's voluntary contributions in the employee's account.

2. **終止服務原因 Reason for Termination of Employment:**

   01 – 辭職 Resignation　02 – 解僱 Dismissal　03 – 轉職 (轉職至聯繫公司)Transfer Employment (for intra-group transfer)　04 – 終止僱用 Termination　05 – 即時解僱 Summary Dismissal　06 – 裁員 Redundancy
   07 – 健康問題 Ill-Health　08 – 退休 Retirement　09 – 提早退休 Early Retirement　10 – 完全喪失行為能力 Total Incapacity　11 – 死亡 Death

本人/我們以簽署此通知書作為聲明此通知書內所提供之資料為真實及正確。本人/我們明白受託人將不會對此通知書上之疏忽、忽略或不準確資料負上責任。
I/We declare that all information provided in this Notice is true and correct by signing of this Notice.　I/We understand that the Trustee will not be held responsible or liable for any incompleteness, omission or inaccuracy of the information contained in this Notice.

溫馨提示！根據強積金法例，僱主必須在每月的**第 10 日或之前**全數支付強制性供款，並須同時提交付款結算書及僱員終止服務通知書(如適用)。請預留足夠的文件郵遞及處理時間，以避免因延誤支付供款而被積金局徵收附加費及罰款。

GENTLE REMINDER! According to the MPF legislation, mandatory contributions (accompanied by the required Remittance Statement and Notice of Termination of Employment (if applicable)) should be made on or before the **10th day of each month**. Please reserve sufficient documents delivery and processing time to avoid surcharge and penalty imposed by the MPFA arising from late payment.

授權簽署及公司蓋章 Authorized Signature(s) with Company Chop

日期 Date

Version as at Nov 2022

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中銀國際 BOC INTERNATIONAL　PRUDENTIAL 保誠集團