

To 致: HSBC Provident Fund Trustee (Hong Kong) Limited

c/o The Hongkong and Shanghai Banking Corporation Limited 香港上海滙豐銀行有限公司

PO Box 73770 Kowloon Central Post Office 九龍中央郵政信箱73770號

or place to the MPF drop-in box at designated Hang Seng Bank branches 或投放於指定恒生銀行分行的強積金寄存辦理箱

Hang Seng MPF Employer Direct 恒生強積金僱主專線: 2288 6822

Hang Seng MPF Service Hotline 恒生強積金服務熱線: 2213 2213

**HAZ3****HANG SENG MANDATORY PROVIDENT FUND – SUPERTRUST PLUS
REMITTANCE STATEMENT – EMPLOYEE TERMINATION INFORMATION (EMPLOYER)****恒生強積金智選計劃: 付款結算書 – 離職僱員資料(僱主)****Note 注意:**

- Please complete in CAPITAL and BLOCK LETTERS and tick ✓ the appropriate box(es). 請用大楷及正楷填寫，並於適當的方格內加上[✓]號。
- If employer has reported the termination information of the relevant employee in Remittance Statement, employer is not required to submit this form. 如僱主已在付款結算書匯報有關僱員的離職資料，僱主毋須遞交本表格。
- Employer should report the termination of employee and make the last contributions on or before the 10th day after the last day of the calendar month in which the employee ceases employment, regardless of the contribution frequency. Otherwise, the Trustee/Administrator may report the case as default contributions to the Mandatory Provident Fund Schemes Authority. 不論供款周期，僱主必須在僱員離職的最後受僱日期的該曆月最後一日之後的第10日或之前匯報僱員離職，並為有關僱員支付最後一期供款。否則，信託人/行政管理人可能向強制性公積金計劃管理局報告有關拖欠供款情況。
- If employer had paid the last contributions of the relevant employee in previous contribution period, employer is only required to report the 'last employment date' of the relevant employee in this form. 如僱主已在之前的供款期為有關僱員支付最後一期供款，僱主只需在本表格填寫有關僱員的「最後受僱日期」。
- You can choose to pay by direct debit only if a direct debit authorisation has been set up. 你只能在設立直接付款授權後，才可以選擇以直接支賬繳付供款。
- If the employer requests to offset Long Service Payment (LSP) or Severance Payment (SP) against the MPF accrued benefits derived from employer's contributions, please be reminded to submit a completed 'Payment Proof for Long Service Payment/Severance Payment (HALS)'. If the employee's accrued benefits has been transferred to another scheme, the refund of LSP or SP cannot be arranged. 如僱主要求以僱主供款部分的強積金累算權益抵銷長期服務金或遣散費，請緊記遞交填妥的「長期服務金/遣散費付款證明書 (HALS)」。
- Supporting documents for LSP/SP refund should be submitted together with this form, otherwise no refund can be made. 請把長期服務金/遣散費退款之證明文件連同本表格一併遞交，否則不能安排退款。
- If you pay by cheque, please issue a crossed cheque payable to 'Hang Seng MPF – SuperTrust Plus' or 'HSBC Provident Fund Trustee (Hong Kong) Limited A/C Hang Seng Mandatory Provident Fund – SuperTrust Plus' and mark your Employer ID on the back of the cheque. 如你以支票付款，請以劃線支票，抬頭祈付「恒生強積金智選計劃」或「HSBC Provident Fund Trustee (Hong Kong) Limited A/C Hang Seng Mandatory Provident Fund – SuperTrust Plus」，並於支票背面寫上僱主編號。
- Please return the completed form, supporting documents and cheque payments (if any) to the Administrator – The Hongkong and Shanghai Banking Corporation Limited. 請把填妥的表格、證明文件及支票(如有)寄交行政管理人 – 香港上海滙豐銀行有限公司。
- The information provided will be used in accordance with the relevant MPF Ordinance and/or its Regulations and the same manner as mentioned in the "Personal Information Collection Statement for Hang Seng Mandatory Provident Fund" ("PICS"). The PICS can be obtained through Hang Seng MPF website hangseng.com/empf or MPF hotline 2288 6822 (Employer) or 2213 2213 (Member). By signing this form, your present choice of receiving direct marketing information will remain unchanged. If you wish to update the use of your personal data for direct marketing purpose as stated in the PICS from the Hang Seng MPF scheme, you may exercise your right by notifying us. 所有已提供的資料將按照有關強積金條例及/或其規例及《恒生強積金的收集個人資料聲明》(「聲明」)處理。該聲明可透過以下恒生強積金網站 hangseng.com/empf 或強積金熱線2288 6822(僱主)或2213 2213(成員)索取。在簽署本表格後，你現時關於接收直接促銷資訊的選擇將維持不變。如你希望更新在恒生強積金計劃聲明中使用你的個人資料作直接促銷的用途，你可通知我們行使你的選擇權。

Employer ID 僱主編號	Pay centre ID 付款中心編號	Company name of participating employer 參與僱主公司名稱	Method of payment 付款方法 <input type="checkbox"/> By Cheque 支票 <input type="checkbox"/> By DDA 直接支賬
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Please report relevant income and contributions for **EACH** contribution period of the relevant employee. 請提供有關僱員**每一個**供款期的有關入息及供款。

Name of employee 僱員姓名 (same as that shown on HKID card/ Passport 與香港身分證/ 護照上的姓名相同)		HKID/ Passport no. 香港身分證/ 護照號碼	Last contribution period 最後供款期 (YYYY/MM/DD)		Last payroll details 最後受薪詳情 (Complete this part only when last contribution is to be submitted together with this form, otherwise leave it blank. 當最後一期供款連同本表格一併提交時才需要填寫此部分，否則請留空。)				#Term. code 離職代號	Please put a '✓' in the LSP or SP box for terminated employee who is entitled to LSP or SP (if applicable). 請 於可獲得長期服務金或遣 散費(如適用)之離職僱員 的「長期服務金」或「遣散 費」的方格內加上[✓]號。
			From 由	To 至 (Last employment date 最後受僱日期)	Relevant income (HKD) 有關入息(港元)	Mandatory contribution (HKD) 強制性供款(港元)		Voluntary contribution (HKD) 自願性供款(港元)		
Surname 姓	First name 名				Employer 僱主	Employee 僱員	Employer 僱主	Employee 僱員		
1.										<input type="checkbox"/> LSP <input type="checkbox"/> SP
2.										<input type="checkbox"/> LSP <input type="checkbox"/> SP
3.										<input type="checkbox"/> LSP <input type="checkbox"/> SP
4.										<input type="checkbox"/> LSP <input type="checkbox"/> SP
5.										<input type="checkbox"/> LSP <input type="checkbox"/> SP
Total 合計:										

Declaration and authorisation 聲明及授權書

- I/We confirm that the information provided in this Employee Termination Information has been verified. I/We understand that the Trustee/Administrator of the scheme will not be held responsible for any loss and/or damage caused by any inaccuracy of such information. In the event of any dispute from my/our employee(s) regarding the information provided in this Employee Termination Information, I/we agree to assume full responsibility in resolving such dispute. I/We also understand that any overpayment/overstated amount as calculated according to the reported relevant income will not be invested into the scheme. 本人／吾等謹此確認本離職僱員資料上所提供的資料已核對無誤，並明白如因有關資料不正確而引致任何損失及／或損害，本計劃的信託人／行政管理人毋須負上任何責任。本人／吾等同意倘若僱員因本離職僱員資料上提供的資料而提出爭議，本人／吾等將自行解決有關的爭議。本人／吾等同時明白任何根據有關入息所計算出的多繳供款／超額匯報的供款將不會投資於計劃內。
- I/We have read and understood the full details of this Remittance Statement (including the Notes on this Remittance Statement) and agree to abide by the rules stated herein. 本人／吾等已細閱及明白本付款結算書內的所有內容(包括本付款結算書上的注意部分)，並同意遵守此述的規則。

X

Authorised signature of employer 僱主授權簽署

Date 日期

Termination codes 離職代號：

WB - Resignation/Contract termination/Termination of employment 辭職／合約終止／終止受僱	ER - Early retirement 提早退休	DN - Death 死亡
RE - Redundancy/Lay-off 裁員／停工	NR - Normal retirement 正式退休	TI - Total incapacity 完全喪失行為能力
DS - Summary dismissal 即時革職 (not entitled to LSP/SP, Employer Voluntary Contributions and Employer ORSO Transfers 沒有資格獲得長期服務金／遣散費、僱主自願性供款及僱主的職業退休計劃轉移款項)	LR - Late retirement 延遲退休	
	GO - Member transfer between companies 成員於公司之間調職 (please provide a completed 'Employer's Request for Fund Transfer Form (HAPE)' and 'Member Transfer Form (HAET)' 請提供已填妥的「僱主資金轉移申請表(HAPE)」及「成員轉移通知書(HAET)」)	

Note 注意：

- Employers are required to provide the termination code when reporting termination for the employee, if (1) such employee's account contains projected vested balance of employer's voluntary/employer's ORSO balance (based on the existing vesting scale of the scheme, if any), or (2) employer has indicated an intention to offset Long Service Payment/Severance Payment ("LSP/SP") from such employee's account. Otherwise, the termination code is optional under other situation. If the termination code in respect of the employee under the above two situations is missing or incorrect, the notification of termination of the employee will be treated as invalid and the details of the termination notification will not be recorded. As a result of the invalid termination notification, any request for LSP/SP offset or transfer/claim of accrued benefits from the employee's account will be unable to be processed. Default contribution in respect of any future contribution period(s) may also be reported to the MPFA, if any. 若(1)該僱員的賬戶中包含僱主自願性供款／職業退休計劃供款(根據該計劃現有的歸屬比例，如有)的預期歸屬結餘；或(2)僱主表示有意從僱員賬戶中抵銷長期服務金／遣散費；當申報僱員終止受僱時，僱主必須提供離職代號。除此以外，離職代號在其他的情況下是非必須的。如在上述兩種情況下，就有關僱員之離職代號有所遺漏或不正確，該僱員的終止通知將視為無效，有關資料亦不予記錄。由於該終止通知被視為無效，任何有關僱員之長期服務金／遣散費的抵銷指示或累算權益轉移或申索指示將無法處理。而往後供款期之尚欠供款亦會向積金局匯報(如有)。
- Termination code "DS" is regarded as "summary dismissal", i.e. dismissal without notice or payment in lieu of notice if an employee, in relation to his/her employment, was dismissed for one of the following reasons: (1) wilfully disobeying a lawful and reasonable order; (2) misconducting himself/herself, such conduct being inconsistent with the due and faithful discharge of his/her duties; (3) being guilty of fraud or dishonesty; (4) being habitually neglectful of his/her duties; or (5) upon any other grounds on which the Employer is entitled to terminate his/her employment without notice at common law, or that the Member has left his/her employment to avoid such dismissal. We will further contact you to confirm the exact reason on which the summary dismissal was based. 離職代號「DS」被視為「即時革職」，即如果僱員因以下原因之一被解僱，僱主毋須預先通知或給予代通知金即可解僱：(1)故意不服從僱主合法而又合理的命令；(2)行為不當，而有關行為並非正當及忠誠地履行職責；(3)犯有欺詐或不忠實行為；(4)慣常疏忽職責；或(5)僱主有權根據普通法未經通知終止其僱用的任何其他理由，或該成員已離職以避免有關解僱。我們將進一步與你聯繫，以確認即時革職的確切原因。