

**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 HSBC branches  
或投放於指定滙豐分行的強積金寄存辦理箱  
HSBC MPF Employer Hotline 滙豐強積金僱主熱線: 2583 8033  
HSBC MPF Member Hotline 滙豐強積金成員熱線: 3128 0128

**INLS****PAYMENT PROOF FOR LONG SERVICE PAYMENT/SEVERANCE PAYMENT****長期服務金／遣散費付款證明書**

Note 注意:

1. 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。
2. Please retain a photocopy for you and your employee's own records. 請你與僱員各保留一份影印本作存檔之用。
3. The personal data provided will be treated in the same manner as set out in the "Personal Information Collection Statement for HSBC Mandatory Provident Fund" ("Statement"). A copy of the Statement can be obtained through HSBC MPF website [www.hsbc.com.hk/mpf](http://www.hsbc.com.hk/mpf) or MPF hotline 2583 8033 (Employer) or 3128 0128 (Member). 所有個人資料均按照《滙豐強積金的收集個人資料聲明》(「聲明」)處理。該聲明可透過滙豐強積金網站 [www.hsbc.com.hk/mpf](http://www.hsbc.com.hk/mpf) 或強積金熱線 2583 8033 (僱主) 或 3128 0128 (成員) 索取。

**A. Employee's information 僱員資料**

1. Company name of participating employer 參與僱主公司名稱	
2. Full name of employee 僱員全名 (same as that shown on your HKID card/Passport 與香港身分證／護照上的姓名相同)	3. HKID/Passport no. 香港身分證／護照號碼
<b>For MPF scheme only 只適用於強積金計劃</b>	
4. Employer ID 僱主編號	5. Pay centre ID 付款中心編號
<b>For ORSO scheme only 只適用於職業退休計劃</b>	
6. Scheme ID 計劃編號	7. Pay centre ID 付款中心編號

**B. Long Service Payment/Severance Payment details 長期服務金／遣散費資料**

1. Payment Type <sup>1</sup> 付款類別 <sup>1</sup> <input type="checkbox"/> Long Service Payment (LSP) 長期服務金 <input type="checkbox"/> Severance Payment (SP) 遣散費	
2. Total amount of LSP/SP entitled by employee <sup>1</sup> 僱員應獲得的長期服務金／遣散費總額 <sup>1</sup>	HKD 港元 _____ (a)
3. Amount of LSP/SP paid by employer 僱主已支付的長期服務金／遣散費	HKD 港元 _____ (b)
4. Outstanding amount of LSP/SP due to employee 尚欠僱員的長期服務金／遣散費	HKD 港元 _____ (c) (c) = (a) - (b)

<sup>1</sup> The payment type and LSP/SP entitled amount should be in accordance with the relevant Employment Ordinance. 付款類別及應獲得的長期服務金／遣散費乃根據有關僱傭條例。

**C. Employer's reimbursement arrangement 僱主退款安排 (please ✓ the appropriate box 請在適當的方格內填上✓號)**  
(applicable for reimbursement in relation to the amount stated in Section B3 by employer 適用於退還僱主第B3項所列的相關款項)

(The direct deposit service is only offered to a bank account where you are the sole account holder. Please provide supporting document which is able to show the bank account number and name of account holder, such as copy of bank statement, copy of bank ATM card or copy of bank reference letter etc, showing that you are the sole account holder of the bank account for verification purpose. If the related supporting is not provided, the administrator of HSBC MPF schemes is unable to provide the service of direct deposit to your bank account and the method of payment will be changed to by cheque without prior notice. 直接存入銀行賬戶服務只適用你獨立持有的銀行賬戶。請提供能顯示你銀行賬戶號碼及持有人名稱的文件，例如銀行月結單副本、銀行提款卡副本或銀行信件副本等，作為核實你乃該銀行賬戶的持有人之用。如有關文件未能提供，滙豐強積金計劃行政管理人不能提供直接存入銀行賬戶服務，而付款方式將轉為以支票付款及不作另行通知。)

by depositing directly in a bank account under the name of employer only 直接存入只以僱主名義開立的銀行賬戶 (If you choose to have the benefits to be paid to your other local bank (except for HSBC in Hong Kong or Hang Seng Bank in Hong Kong) or overseas bank account directly, bank charges may apply by your banking account. 如你選擇將權益直接匯入其他本地銀行(香港滙豐或香港恒生銀行除外)或海外銀行賬戶，則該銀行可透過你的銀行賬戶收取銀行手續費。)

Name of bank account holder 銀行賬戶持有人姓名： \_\_\_\_\_

Name of bank 銀行名稱：

HSBC in Hong Kong 香港滙豐

Hang Seng Bank in Hong Kong 香港恒生銀行

Other local bank, please specify 其他本地銀行，請註明：  
\_\_\_\_\_

Overseas bank, please specify 海外銀行，請註明：  
\_\_\_\_\_

Bank account number 銀行賬戶號碼： \_\_\_\_\_

For overseas bank only 只適用於海外銀行：

(i) Address of bank 銀行地址： \_\_\_\_\_

(ii) Swift code Swift 編號： \_\_\_\_\_

(iii) Currency 貨幣： \_\_\_\_\_

(iv) IBAN 受款人戶口號碼： \_\_\_\_\_

by cheque 支票

**D. Employee's receipt arrangement 僱員收款安排 (please ✓ the appropriate box 請在適當的方格內填上✓號)**  
(applicable for receipt in relation to the amount stated in Section B4 by employee 適用於僱員收取第B4項所列的相關款項)

(The direct deposit service is only offered to a bank account where you are the sole account holder. Please provide supporting document which is able to show the bank account number and name of account holder, such as copy of bank statement, copy of bank ATM card or copy of bank reference letter etc, showing that you are the sole account holder of the bank account for verification purpose. If the related supporting is not provided, the administrator of HSBC MPF schemes is unable to provide the service of direct deposit to your bank account and the method of payment will be changed to by cheque without prior notice. 直接存入銀行賬戶服務只適用你獨立持有的銀行賬戶。請提供能顯示你銀行賬戶號碼及持有人名稱的文件，例如銀行月結單副本、銀行提款卡副本或銀行信件副本等，作為核實你乃該銀行賬戶的持有人之用。如有關文件未能提供，滙豐強積金計劃行政管理人不能提供直接存入銀行賬戶服務，而付款方式將轉為以支票付款及不作另行通知。)

by depositing directly in a bank account under the name of employee only 直接存入只以僱員名義開立的銀行賬戶 (If the employee chooses to have the benefits to be paid to his/her other local bank (except for HSBC in Hong Kong or Hang Seng Bank in Hong Kong) or overseas bank account directly, bank charges may apply by the employee's banking account. 如僱員選擇將權益直接匯入其他本地銀行(香港滙豐或香港恒生銀行除外)或海外銀行賬戶，則該銀行可透過僱員的銀行賬戶收取銀行手續費。)

Name of bank account holder 銀行賬戶持有人姓名： \_\_\_\_\_

Name of bank 銀行名稱：

HSBC in Hong Kong 香港滙豐

Hang Seng Bank in Hong Kong 香港恒生銀行

Other local bank, please specify 其他本地銀行，請註明：  
\_\_\_\_\_

Overseas bank, please specify 海外銀行，請註明：  
\_\_\_\_\_

Bank account number 銀行賬戶號碼： \_\_\_\_\_

For overseas bank only 只適用於海外銀行：

(i) Address of bank 銀行地址： \_\_\_\_\_

(ii) Swift code Swift 編號： \_\_\_\_\_

(iii) Currency 貨幣： \_\_\_\_\_

(iv) IBAN 受款人戶口號碼： \_\_\_\_\_

by cheque 支票

## E. Claim for refund details 申索資料

1. Do you have any similar claim that has been/will be lodged with another trustee/administrator of an MPF or ORSO scheme (other than with HSBC) which the employee is also a member of that scheme? <sup>2</sup> 你是否已經／將會向該僱員擁有成員身分的另一個非滙豐強積金或職業退休計劃之信託人／行政管理人提出相類似的申索? <sup>2</sup> <input type="checkbox"/> No 否 (Please go to Section G 請直接填寫G部) <input type="checkbox"/> Yes 是 (Please complete details below 請填妥以下資料) <sup>2</sup> If this section is left blank, we will assume that no similar claim has been/will be lodged. 如你沒有填寫此欄，我們將假設你沒有提出／不會提出相類似的申索。
2. Name of trustee(s)/administrator(s) 信託人／行政管理人名稱
3. Scheme no. 計劃編號
4. Total amount of refund requested from the trustee(s)/administrator(s) of another MPF or ORSO scheme 向另一個強積金或職業退休計劃之信託人／行政管理人申索的總額 HKD 港元 _____
5. Document enclosed 隨附文件 (if any 如有) <input type="checkbox"/> Termination benefit statement 離職權益報表 <input type="checkbox"/> Others, please specify 其他，請註明 _____

## F. Points to Note 注意事項

1. Where an application is made using this form and that application is in relation 使用本表格提出與： (a) to an MPF Scheme, that application is made under section 12A of the Mandatory Provident Fund Schemes Ordinance (Chapter 485 of the Laws of Hong Kong), or; 強積金計劃有關之申請，則該申請乃根據強制性公積金計劃條例(香港法例第485條)第12A條提出，或； (b) to an ORSO Scheme, that application is made under section 70A of the Occupational Retirement Schemes Ordinance (Chapter 426 of the Laws of Hong Kong). 職業退休計劃有關之申請，則該申請乃根據職業退休計劃條例(香港法例第426條)第70A條提出。
2. For the offset request of Long Service Payment and Severance Payment made to an MPF Scheme, the handling of the request and the calculation of relevant amount are in the sequence of: 對於強積金計劃作出之長期服務金或遣散費的抵銷指示，處理指示及計算有關金額會按照次序： (i) Vested balances derived from employer voluntary contributions (if applicable) 僱主自願性供款所得的歸屬結存(如適用) (ii) Vested balances derived from employer's ORSO transfers (if applicable) 轉移自職業退休計劃的僱主部分所得的歸屬結存(如適用) (iii) Vested balances derived from employer special contributions (if applicable) 僱主特別供款所得的歸屬結存(如適用) (iv) Accrued benefits derived from employer mandatory contributions 僱主強制性供款所得的累算權益
3. The reference to vested benefits derived from contributions made to an ORSO Scheme is a reference to vested balances derived from employer voluntary contributions only. 職業退休計劃供款所得的歸屬權益只包括由僱主自願性供款所得的歸屬結存。

## G. Employee's declaration & acknowledgement 僱員聲明及確認書

I, the undersigned 本人簽署人

I. hereby acknowledge receipt of the amount stated in Section B3 in satisfaction/part satisfaction of the Long Service Payment/Severance Payment (the 'LSP/SP') to which I am entitled under the Employment Ordinance (Chapter 57 of the Laws of Hong Kong); and

茲確認已收取第B3項所列明的款項，作為本人根據僱傭條例(香港法例第57章)有權享有的全部／部分長期服務金／遣散費；及

II. (where an outstanding amount is stated in Section B4) declare that I have not received the outstanding amount as stated in Section B4 and hereby apply to The Hongkong and Shanghai Banking Corporation Limited to pay me my accrued benefits derived from contributions made to the MPF Scheme by my employer/vested benefits derived from contributions made to the ORSO Scheme by my employer to the extent of the outstanding amount as stated in Section B4 or the value of those benefits in the MPF/ORSO Scheme, if less; and

(在第B4項列明於尚欠款項的情況下)謹此聲明，本人並無收取第B4項所列明的欠款，並謹此向香港上海滙豐銀行有限公司提出申請，於強積金計劃僱主供款所得的累算權益／於職業退休計劃僱主供款所得的歸屬權益支付有關款項，但以第B4項所列明的欠款或以強積金／職業退休計劃有關權益的價值為限(以款項較低者為準)；及

III. (where Section H1 is applicable) understand that after settling my claim in Section GII, The Hongkong and Shanghai Banking Corporation Limited will, on behalf of HSBC Provident Fund Trustee (Hong Kong) Limited/HSBC Trustee (Hong Kong) Limited/HSBC International Trustee Limited/HSBC Institutional Trust Services (Asia) Limited, use my accrued benefits derived from contributions made to the MPF Scheme by my employer/vested benefits derived from contributions made to the ORSO Scheme by my employer to reimburse my employer with the LSP/SP amount stated as received by me in Section B3, if my accrued benefits/vested benefits have been transferred from my employer's MPF scheme and/or ORSO scheme to another employer's MPF/ORSO scheme or another MPF personal account with The Hongkong and Shanghai Banking Corporation Limited, the reimbursement will be made from that account; and

(在第H1項適用的情況下)明白於支付本人在第GII項申索的款項後，香港上海滙豐銀行有限公司將代HSBC Provident Fund Trustee (Hong Kong) Limited／滙豐信託(香港)有限公司／滙豐國際信託有限公司／滙豐機構信託服務(亞洲)有限公司把本人於強積金計劃僱主供款所得的累算權益／於職業退休計劃僱主供款所得的歸屬權益償還僱主在第B3項所列明本人已收取的長期服務金／遣散費，如累算權益／歸屬權益已由僱主的強積金計劃及／或職業退休計劃轉移至香港上海滙豐銀行有限公司之另一個僱主的強積金／職業退休計劃或另一個強積金個人賬戶，有關的償還將從該賬戶中提取；及

IV. in applying for a payment in Section GII above, agree to indemnify The Hongkong and Shanghai Banking Corporation Limited against any loss arising from any claim whatsoever made (whether successfully contested or, alternatively admitted at your discretion) arising out of or in any way connected to such payment made to me in accordance with the relevant statutory provisions.

就申請上述第GII項的付款，如香港上海滙豐銀行有限公司因有關此項按相關法例條文向本人支付的款項而接獲申索(不論該等申索被成功駁回或被酌情接納)而引致任何損失，本人同意向香港上海滙豐銀行有限公司作出賠償。

V. have read and understood and agree with the "Personal Information Collection Statement for HSBC Mandatory Provident Fund"<sup>Note 3</sup>.

已細閱及明白並同意《滙豐強積金的收集個人資料聲明》<sup>注3</sup>。

**X**

Signature of employee 僱員簽署

Date 日期

(This signature must be the same as your previous specimen submitted to us. Otherwise, this form may not be processed. 此簽名須與你之前遞交予我們的式樣相同，否則本表格可能不獲處理。)

## H. Employer's declaration 僱主聲明

I/We, the undersigned 本人／吾等簽署人

1. hereby declare that I/we have paid the above mentioned employee the amount stated in Section B3 in satisfaction/part satisfaction of the LSP/SP to which he/she is entitled under the Employment Ordinance and hereby apply for that payment to be offset (as far as possible) against accrued benefits derived from my/our contributions made to the MPF Scheme/vested benefits derived from my/our contributions made to the ORSO Scheme in accordance with the relevant statutory provisions and the governing rules of the Scheme; and

謹此聲明，本人／吾等已向上述僱員支付在第B3項列明的款項，作為根據僱傭條例其有權享有的全部／部分長期服務金／遣散費，並謹此根據相關法例條文及本計劃的監管規則，申請由本人／吾等於強積金計劃作出供款所得的累算權益／於職業退休計劃作出的供款所得的歸屬權益(盡可能)發還款項作抵銷長期服務金／遣散費；及

2. (where the amount stated in Section B3 is in part satisfaction of LSP/SP) understand that my/our application in Section H1 is subject to settling the employee's above application in Section GII; and

(在第B3項列明作為支付部分長期服務金／遣散費的款項之情況下)明白本人／吾等在第H1項的申請將於僱員在上述第GII項的申請被處理後才獲受理；及

3. understand that The Hongkong and Shanghai Banking Corporation Limited will (as far as possible) pay accrued benefits derived from my/our contributions made to the MPF Scheme/vested benefits derived from my/our contributions made to the ORSO Scheme up to the outstanding amount stated in Section B4 to the employee in satisfaction/part satisfaction of his/her application under the relevant statutory provisions; and

明白香港上海滙豐銀行有限公司將(盡可能)從本人／吾等於強積金計劃作出的供款所得的累算權益／於職業退休計劃作出的供款所得的歸屬權益支付最高至第B4項所列明的欠款予僱員，作為其根據相關法例條文有權享有的全部或部分款項的申請；及

- (a) understand that should the accrued benefits derived from my/our contributions made to the MPF Scheme/vested benefits derived from my/our contributions made to ORSO Scheme exceed the amount stated in Section B4 then the excess, after satisfying the application under Section GII will be handled in accordance with the relevant MPF/ORSO legislation and governing rules of the Scheme;

明白如本人／吾等於強積金計劃作出的供款所得的累算權益／於職業退休計劃作出的供款所得的歸屬權益超逾第B4項所列明的款項，在支付根據第GII項申請的款項後，其餘款項將根據相關的強積金／職業退休計劃法例及本計劃的監管規則處理；

- (b) understand that in the event that the accrued benefits derived from my/our contributions to the MPF Scheme/vested benefits derived from my/our contributions made to the ORSO Scheme are insufficient to meet the amount stated in Section B4, I am/we are required to pay the difference to the employee;

明白如本人／吾等於強積金計劃作出的供款所得的累算權益／在職業退休計劃供款所累計的歸屬權益不足以支付第B4項所列明的款項，本人／吾等須向僱員支付差額；

4. in applying for a payment in Section H1 above, agree to indemnify The Hongkong and Shanghai Banking Corporation Limited against any loss arising from any claim whatsoever made by the employee, his/her executors, administrators or assigns (whether successfully contested or, alternatively admitted at your discretion) arising out of or in any way connected to such payment made to me/us in accordance with the relevant statutory provision.

就申請上述第H1項的款項，如香港上海滙豐銀行有限公司因該僱員、其遺囑執行人、財產管理人或轉讓人就有關此項按相關法例條文所支付的款項提出任何申索(不論該等申索被成功駁回或被酌情接納)而引致任何損失，本人／吾等同意向香港上海滙豐銀行有限公司作出賠償。

### Authorised signature for MPF Scheme 強積金計劃授權簽署

Authorised signature of employer<sup>3</sup> 僱主授權簽署<sup>3</sup>

**X**

Full name 全名

Date 日期

### Authorised signature for ORSO Scheme 職業退休計劃授權簽署

Authorised signature of employer<sup>3</sup> 僱主授權簽署<sup>3</sup>

**X**

Full name 全名

Date 日期

<sup>3</sup> Employer's authorised signature should be the same as your previous specimen submitted to us. 僱主授權簽署應與你之前遞交的式樣相同。