

To: Termination Processing Team  
The Hongkong and Shanghai Banking Corporation Limited  
PO Box 73770, Kowloon Central Post Office  
or place to the MPF drop-in box at designated HSBC branches  
HSBC MPF Employer Hotline: 2583 8033  
HSBC MPF Member Hotline: 3128 0128

### Statutory Declaration on reason on cessation of employment and Severance Payment/Long Service Payment

Note:

1. Please complete in CAPITAL and BLOCK LETTERS and tick ✓ the appropriate box(es).
2. 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 HSBC Mandatory Provident Fund" ("PICS"). The PICS 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). 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 HSBC MPF scheme, you may exercise your right by notifying us.

I, \_\_\_\_\_ [member name], holder of HKID/Passport\*\*# number \_\_\_\_\_ [identity number], of \_\_\_\_\_ [address of the member], solemnly and sincerely declare that:

(a) my employment with \_\_\_\_\_ ('the Employer') was terminated on \_\_\_\_\_ [dd/mm/yyyy] with termination reason <please select the appropriate reason>;

- Resignation/Contract termination/Termination of employment  
 Redundancy/Lay-off  
 Summary dismissal

and the vesting of the accrued benefits attributable to Employer Voluntary Contributions/Employer ORSO Transfer (if any) is to be calculated according to this termination reason and the rules of the scheme;

(b) <Please select the appropriate information related to your long service payment or severance payment>

- I have not received any long service payment or severance payment from the Employer when my employment ceased on the date I have mentioned above;  
 I have received long service payment or severance payment from the Employer when my employment ceased on the date I have mentioned above in the amount of HKD \_\_\_\_\_ on \_\_\_\_\_ [dd/mm/yyyy].

(c) I undertake to keep HSBC Provident Fund Trustee (Hong Kong) Limited and The Hongkong and Shanghai Banking Corporation Limited (together, 'HSBC') at all times indemnified against all actions, claims, proceedings, loss, damages, costs and expenses which may be brought against HSBC or suffered or incurred by HSBC arising out of any transfer or payment of accrued benefit under my MPF Account to me based on this declaration.

(d) I have read and understood the full details of this form (including the Notes on this form) and agree to abide by the rules stated herein.

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Ordinance (CAP 11).

\_\_\_\_\_  
[Signature of the member]

Declared at \_\_\_\_\_, Hong Kong this \_\_\_\_\_ day of \_\_\_\_\_ (month) \_\_\_\_\_ (year).

Before me,

Signature and company chop (if applicable) of  
the person administering the statutory declaration: \_\_\_\_\_

Name in block letters: \_\_\_\_\_

Designation: \_\_\_\_\_

\* Delete whichever is not applicable.

# The member should give the passport number ONLY when he/she does NOT possess a Hong Kong Identity Card.

Warning: Under section 43E of the Mandatory Provident Fund Schemes Ordinance, a person who, in any document given to the Mandatory Provident Fund Schemes Authority or an approved trustee, knowingly or recklessly makes a statement which is false or misleading in a material respect commits an offence and is liable to a maximum penalty of a HKD100,000 fine and one year's imprisonment on the first conviction and a HKD200,000 fine and two years' imprisonment on each subsequent conviction. A person who knowingly and wilfully makes a statutory declaration false in a material particular also commits an offence under section 36 of the Crimes Ordinance (Cap. 200) and is liable on conviction to imprisonment for two years and to a fine.