

To 致: HSBC Institutional Trust Services (Asia) Limited/
HSBC Life (International) Limited
c/o The Hongkong and Shanghai Banking Corporation Limited
滙豐機構信託服務(亞洲)有限公司／滙豐人壽保險(國際)有限公司
c/o 香港上海滙豐銀行有限公司



TEPM

INLS01

Occupational Retirement Schemes
職業退休計劃

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. This form is only applicable to non-MPF exempted ORSO schemes (i.e. ORSO schemes not covered by the abolition of MPF offsetting arrangement). 此表格只適用於不獲強積金豁免的職業退休計劃(即不受取消強積金對沖安排所涵蓋的職業退休計劃)。
2. 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。
3. Please retain a photocopy for you and your member's own records. 請你與成員各保留一份影印本作存檔之用。
4. Please return the completed form to the Administrator – The Hongkong and Shanghai Banking Corporation Limited – PO Box 74203 Kowloon Central Post Office. 請把填妥的表格寄交行政管理人 – 香港上海滙豐銀行有限公司 – 九龍中央郵政信箱74203號。
5. If you wish to submit the offset request of Long Service Payment/Severance Payment for HSBC MPF Scheme, please complete 'Payment Proof for Long service payment/Severance payment Form' (INLS) to submit the request. For further details in relation to HSBC MPF, please contact HSBC MPF hotline at 2583 8033 (Employer) or 3128 0128 (Member). 如欲提交對於滙豐強積金計劃作出之長期服務金／遣散費的抵銷指示, 請填寫「長期服務金／遣散費付款證明書表格」(INLS)提交指示。有關更多詳細於滙豐強積金計劃, 請致電滙豐強積金熱線2583 8033 (僱主)或3128 0128 (成員)。

A. Member's information 成員資料

1. Participating employer name 參與僱主名稱	
2. Full name of member 成員全名	3. HKID/Passport no. 香港身分證／護照號碼
4. Scheme ID 計劃編號	5. 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 付款類別 <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 member 成員應獲得的長期服務金／遣散費總額	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) ¹
4. Outstanding amount of LSP/SP due to member 尚欠成員的長期服務金／遣散費	HKD 港元 _____ (c) = (a) - (b) ¹
5. I, as the employer of above ORSO scheme, declare that the above payment type and total amount of LSP/SP entitled by employee are determined in accordance with the relevant Employment Ordinance. 本人, 作為上述僱主於職業退休計劃, 聲明以上付款類別及總數的長期服務金／遣散費金額是根據相關僱傭條例而釐定。 <input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否	

¹ The amount to be refunded to employer is subject to the maximum amount as stated in the Employment Ordinance.
退還僱主之最高款項是根據僱傭條例而釐定。

C. 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 member is also a member of that scheme? ² 你是否已經／將會向該成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? ² <input type="checkbox"/> No 否 (Please go to Section D 請直接填寫D部) <input type="checkbox"/> Yes 是 (Please complete details below 請填妥以下資料) <small>² If this section is left blank, we will assume that no similar claim has been/will be lodged. 如果你沒有填寫此欄，我們將假設你沒有提出／不會提出相類似的申索。</small>
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 _____

D. Member's declaration & acknowledgement 成員聲明及確認書

I, the undersigned 本人簽署人
1. 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
2. (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 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 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職業退休計劃有關權益的價值為限(以款項較低者為準)；及
3. (where Section E1 is applicable) understand that after settling my claim in Section D2, The Hongkong and Shanghai Banking Corporation Limited will, on behalf of HSBC Institutional Trust Services (Asia) Limited/HSBC Life (International) Limited, use my 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 vested benefits have been transferred from my employer's ORSO scheme to another employer's ORSO scheme with The Hongkong and Shanghai Banking Corporation Limited, the reimbursement will be made from that account; and (在第E1項適用的情況下)明白於支付本人在第D2項申索的款項後，香港上海滙豐銀行有限公司將代滙豐機構信託服務(亞洲)有限公司／滙豐人壽保險(國際)有限公司把本人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，如歸屬權益已由僱主的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職業退休計劃，有關的償還將從該賬戶中提取；及
4. in applying for a payment in Section D2 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D2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。
X Signature of member 成員簽署 (Please sign according to your signature specimen used for previous application/document submitted to us. 請根據你之前遞交的申請表／文件之簽名式樣作出簽署。)
Date 日期

E. 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 member 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 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／吾等已向上述成員支付在第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 E1 is subject to settling the member's above application in Section D2; 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E1項的申請將於成員在上述第D2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 vested benefits derived from my/our contributions made to the ORSO Scheme up to the outstanding amount stated in Section B4 to the member 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項所列明的欠款予成員，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 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 D2 will be handled in accordance with the relevant ORSO legislation and governing rules of the Scheme;
明白如本人／吾等於職業退休計劃作出的供款所得的歸屬權益超過第B4項所列明的款項，在支付根據第D2項申請的款項後，其餘款項將根據相關的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 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 member;
明白如本人／吾等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／吾等須向成員支付差額；
4. in applying for a payment in Section E1 above, agree to indemnify The Hongkong and Shanghai Banking Corporation Limited against any loss arising from any claim whatsoever made by the member, 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E1項的款項，如香港上海滙豐銀行有限公司因該成員、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(s) 授權簽署

Authorised signature of employer³ 僱主授權簽署³

X

Full name 全名

Date 日期

³ Employer's authorised signature(s) 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。

F. Notes in relation to the Declarations 與聲明相關的附註

1. Where an application is made using this form and that application is in relation 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). 使用本表格提出與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. 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. Personal information collection statement 收集個人資料聲明

(Applicable to schemes regulated by an insurance arrangement 適用於由保險安排所規管的計劃)

1. The personal data provided by employers participating in the HSBC occupational retirement schemes ('Participating Employers') (if applicable) and/or persons who have been admitted to membership in the HSBC occupational retirement schemes ('Members') and details of transactions or dealings by such Participating Employers (if applicable) and/or Members from time to time may, to the extent not prohibited by applicable law, be used for one or more of the following purposes:-(i) the administration and/or management of or in connection with the contributions or benefits or accounts in respect of the Participating Employers (if applicable) and/or Members under the HSBC occupational retirement schemes and Hang Seng occupational retirement schemes administered by the HSBC Group; (ii) conducting direct marketing activities of occupational retirement scheme products and/or occupational retirement scheme services by entities of the HSBC Group as described in paragraph 5 below only if your consent is obtained (which includes an indication of no objection); (iii) improving and furthering the provision of occupational retirement scheme products and/or services (including through customer research or surveys) by entities of the HSBC Group; (iv) matching for occupational retirement scheme related purpose with other personal data concerning the relevant Participating Employers (if applicable) and/or Members; and (v) compliance or in accordance with an order of a court, or compliance or in accordance with a law or a requirement made under a law (e.g. the Inland Revenue Ordinance and its provisions including those concerning automatic exchange of financial account information), or compliance or in accordance with any agreement or treaty or any present or future contractual or other commitment with any regulators or government authorities in any jurisdictions, including but not limited to an agreement by one or more entities of the HSBC Group under the provisions of U.S. tax law known as the Foreign Account Tax Compliance Act ('FATCA'), and the guidelines, guidance or requests given or issued by the Inland Revenue Department including those concerning automatic exchange of financial account information (collectively, the 'Compliance Obligations'). 不時由參加滙豐職業退休計劃的僱主(「僱主」)(如適用)及／或獲接納為滙豐職業退休計劃成員的人士(「成員」)所提供的個人資料及該等參與僱主(如適用)及／或成員的交易或事務往來的詳情，限於不在適用法律禁止之列，將可被用於以下一項或多項用途：(i)由滙豐集團管理行政的滙豐職業退休計劃及恒生職業退休計劃下與參與僱主(如適用)及／或成員的供款或權益或戶口有關的行政事宜及／或管理；(ii)在獲得你的同意下(包括表示不反對)，進行以下第5段所述由滙豐集團成員所提供的職業退休計劃產品及／或職業退休計劃服務的直接或有關促銷活動；(iii)改善及進一步提供由滙豐集團成員所提供的職業退休計劃產品及／或服務(包括透過客戶研究或調查)；(iv)為任何職業退休計劃相關的用途而核對相關參與僱主(如適用)及／或成員的其他個人資料；及(v)遵守或按照法庭命令，或遵守或按照法律或根據法律訂立的規定(例如《稅務條例》及其條文，包括關於自動交換財務賬戶資料的條文)，或遵守或按照任何與任何司法管轄區的監管機構或政府機關之間達成的協議或條約或任何現在或將來的合同或其他承諾，包括但不限於與一個或多個滙豐集團成員根據美國名為《外國賬戶稅務合規法案》(「《外國賬戶稅務合規法案》」)的稅務法律的規定所達成的協議，及稅務局所提供或發出的指引、指導或要求，包括關於自動交換財務賬戶資料的指引、指導或要求(統稱為「合規義務」)。
2. Failure to provide your information may result in us being unable to process your application or perform the services you request. 如你未能提供資料將可能導致我們未能處理你的申請或提供你所要求的服務。
3. Personal data held by us relating to a Participating Employer (if applicable) and/or Member will be kept confidential but, to the extent not prohibited by applicable law, such information may be provided by us or any of our service providers to the following parties for the purposes set out in paragraph 1:-(i) any regulators or government authorities; (ii) any service provider, agent or contractor who provides administrative, telecommunications, computer, payment, data processing, matching, storage, customer research or survey or other services in connection with the operation of our occupational retirement scheme business; (iii) relevant Participating Employers (if applicable); and (iv) entities of the HSBC Group. Such information may be transferred to a place outside Hong Kong Special Administrative Region. 由我們持有參與僱主(如適用)及／或成員的個人資料將予保密，但限於不在適用法律禁止之列，我們或任何我們的服務供應商可能會將該等資料提供給以下各方作第1段所述的用途：(i)任何監管機構或政府機關；(ii)任何提供與營運我們的職業退休計劃業務有關的行政、電訊、電腦、付賬、數據處理、核對、儲存、客戶研究或調查或其他服務的任何服務供應商、代理人或承包商；(iii)相關的參與僱主(如適用)；及(iv)滙豐集團成員。該等資料可能轉移至香港特別行政區以外的地方。
4. You have the right to request access to and correction of your personal data held by us. Request should be addressed to: The Data Protection Officer, HSBC Life (International) Limited, PO Box 74203, Kowloon Central Post Office. For enquiries, please contact our Hotline at (852) 2288 6655. 你有權要求查閱及更改由我們持有你的個人資料。如有需要，可致函九龍中央郵政信箱74203號向滙豐人壽保險(國際)有限公司資料保障主任提出要求。如有查詢，可致電(852) 2288 6655。
5. To the extent not prohibited by applicable law, we, entities of the HSBC Group, intend to use your personal data in direct marketing of occupational retirement scheme products and/or occupational retirement scheme services, and we require your consent (which includes an indication of no objection) for that purpose. In this connection, please note that: 限於不在適用法律禁止之列，我們，滙豐集團成員，擬把你的個人資料用於職業退休計劃產品及／或職業退休計劃服務的直接促銷，而我們為該用途須獲得你的同意(包括表示不反對)。就此，請注意：
 - (i) your name, contact details, other products and services portfolio information, transaction pattern and behaviour, financial background and demographic data held by us from time to time may be used in direct marketing; and 我們可能把我們不時持有你的姓名、聯絡資料、其他產品及服務組合資料、交易模式及行為、財務背景及人口統計數據用於直接促銷；及
 - (ii) the occupational retirement scheme products and/or occupational retirement scheme services offered by entities of the HSBC Group may be marketed. 可用作促銷由滙豐集團成員所提供的職業退休計劃產品及／或職業退休計劃服務。

If you no longer want us to use your personal data in direct marketing activities as described in paragraph 5 above, you may exercise your opt-out right by notifying us. 如你不再希望你的個人資料被用於上述第5段所述的直接促銷活動，你可通知我們，行使你的選擇權拒絕促銷。

G. Personal information collection statement (Cont'd) 收集個人資料聲明(續)

(Applicable to schemes governed by a trust 適用於受信託所管限的計劃)

1. The personal data provided by employers participating in the HSBC occupational retirement schemes ('Participating Employers') (if applicable) and/or persons who have been admitted to membership in the HSBC occupational retirement schemes ('Members') and details of transactions or dealings by such Participating Employers (if applicable) and/or Members from time to time may, to the extent not prohibited by applicable law, be used for one or more of the following purposes:—(i) the administration and/or management of or in connection with the contributions or benefits or accounts in respect of the Participating Employers (if applicable) and/or Members under the HSBC occupational retirement schemes and Hang Seng occupational retirement schemes administered by the HSBC Group; (ii) conducting direct marketing activities of occupational retirement scheme products and/or occupational retirement scheme services by entities of the HSBC Group as described in paragraph 5 below only if your consent is obtained (which includes an indication of no objection); (iii) improving and furthering the provision of occupational retirement scheme products and/or services (including through customer research or surveys) by entities of the HSBC Group; (iv) matching for occupational retirement scheme related purpose with other personal data concerning the relevant Participating Employers (if applicable) and/or Members; and (v) compliance or in accordance with an order of a court, or compliance or in accordance with a law or a requirement made under a law (e.g. the Inland Revenue Ordinance and its provisions including those concerning automatic exchange of financial account information), or compliance or in accordance with any agreement or treaty or any present or future contractual or other commitment with any regulators or government authorities in any jurisdictions, including but not limited to an agreement by one or more entities of the HSBC Group under the provisions of U.S. tax law known as the Foreign Account Tax Compliance Act ('FATCA'), and the guidelines, guidance or requests given or issued by the Inland Revenue Department including those concerning automatic exchange of financial account information (collectively, the 'Compliance Obligations'). 不時由參加滙豐職業退休計劃的僱主(「僱主」)(如適用)及／或獲接納為滙豐職業退休計劃成員的人士(「成員」)所提供的個人資料及該等參與僱主(如適用)及／或成員的交易或事務往來的詳情，限於不在適用法律禁止之列，將可被用於以下一項或多項用途：(i)由滙豐集團管理行政的滙豐職業退休計劃及恒生職業退休計劃下與參與僱主(如適用)及／或成員的供款或權益或戶口有關的行政事宜及／或管理；(ii)在獲得你的同意下(包括表示不反對)，進行以下第5段所述由滙豐集團成員所提供的職業退休計劃產品及／或職業退休計劃服務的直接有關促銷活動；(iii)改善及進一步提供由滙豐集團成員所提供的職業退休計劃產品及／或服務(包括透過客戶研究或調查)；(iv)為任何職業退休計劃相關的用途而核對相關參與僱主(如適用)及／或成員的其他個人資料；及(v)遵守或按照法庭命令，或遵守或按照法律或根據法律訂立的規定(例如《稅務條例》及其條文，包括關於自動交換財務賬戶資料的條文)，或遵守或按照任何與任何司法管轄區的監管機構或政府機關之間達成的協議或條約或任何現在或將來的合同或其他承諾，包括但不限於與一個或多個滙豐集團成員根據美國名為《外國賬戶稅務合規法案》(「《外國賬戶稅務合規法案》」)的稅務法律的規定所達成的協議，及稅務局所提供或發出的指引、指導或要求，包括關於自動交換財務賬戶資料的指引、指導或要求(統稱為「合規義務」)。
2. Failure to provide your information may result in us being unable to process your application or perform the services you request. 如你未能提供資料將可能導致我們未能處理你的申請或提供你所要求的服務。
3. Personal data held by us relating to a Participating Employer (if applicable) and/or Member will be kept confidential but, to the extent not prohibited by applicable law, such information may be provided by us or any of our service providers to the following parties for the purposes set out in paragraph 1:—(i) any regulators or government authorities; (ii) any service provider, agent or contractor who provides administrative, telecommunications, computer, payment, data processing, matching, storage, customer research or survey or other services in connection with the operation of our occupational retirement scheme business; (iii) relevant Participating Employers (if applicable); and (iv) entities of the HSBC Group. Such information may be transferred to a place outside Hong Kong Special Administrative Region. 由我們持有參與僱主(如適用)及／或成員的個人資料將予保密，但限於不在適用法律禁止之列，我們或任何我們的服務供應商可能會將該等資料提供給以下各方作第1段所述的用途：(i)任何監管機構或政府機關；(ii)任何提供與營運我們的職業退休計劃業務有關的行政、電訊、電腦、付賬、數據處理、核對、儲存、客戶研究或調查或其他服務的任何服務供應商、代理人或承包商；(iii)相關的參與僱主(如適用)；及(iv)滙豐集團成員。該等資料可能轉移至香港特別行政區以外的地方。
4. You have the right to request access to and correction of your personal data held by us. Request should be addressed to: The Data Protection Officer, HSBC Institutional Trust Services (Asia) Limited, c/o The Hongkong and Shanghai Banking Corporation Limited, PO Box 74203, Kowloon Central Post Office. For enquiries, please contact our Hotline at (852) 2288 6655. 你有權要求查閱及更改由我們持有你的個人資料。如有需要，可致函九龍中央郵政信箱74203號(c/o The Hongkong and Shanghai Banking Corporation Limited香港上海滙豐銀行有限公司)，向滙豐機構信託服務(亞洲)有限公司資料保障主任提出要求。如有查詢，可致電(852) 2288 6655。
5. To the extent not prohibited by applicable law, we, entities of the HSBC Group, intend to use your personal data in direct marketing of occupational retirement scheme products and/or occupational retirement scheme services, and we require your consent (which includes an indication of no objection) for that purpose. In this connection, please note that: 限於不在適用法律禁止之列，我們、滙豐集團成員，擬把你的個人資料用於職業退休計劃產品及／或職業退休計劃服務的直接促銷，而我們為該用途須獲得你的同意(包括表示不反對)。就此，請注意：
 - (i) your name, contact details, other products and services portfolio information, transaction pattern and behaviour, financial background and demographic data held by us from time to time may be used in direct marketing; and 我們可能把我們不時持有你的姓名、聯絡資料、其他產品及服務組合資料、交易模式及行為、財務背景及人口統計數據用於直接促銷；及
 - (ii) the occupational retirement scheme products and/or occupational retirement scheme services offered by entities of the HSBC Group may be marketed. 可用作促銷由滙豐集團成員所提供的職業退休計劃產品及／或職業退休計劃服務。

If you no longer want us to use your personal data in direct marketing activities as described in paragraph 5 above, you may exercise your opt-out right by notifying us. 如你不再希望你的個人資料被用於上述第5段所述的直接促銷活動，你可通知我們，行使你的選擇權拒絕促銷。