

永明彩虹強積金計劃 - 成員離職通知書

SUN LIFE RAINBOW MPF SCHEME – LEAVING MEMBER NOTIFICATION



重要事項 IMPORTANT NOTES:

- 貴公司可根據《僱傭條例》從有關成員的帳戶內之僱主供款部份之累算權益中按次序以 i) 僱主自願性供款部份之歸屬權益; 及 ii) 僱主強制性供款部份之累算權益抵銷 貴公司支付有關成員的長期服務金 / 遣散費。Your company could offset the Long Service Payment (LSP) or Severance Payment (SP) paid to the relevant member under the Employment Ordinance with the accrued benefits derived from the employer's contribution in sequence of i) vested benefits derived from the employer's voluntary contribution and ii) accrued benefits derived from the employer's mandatory contribution in the relevant member's account.
- 如 貴公司需要就有關成員抵銷長期服務金/遣散費，貴公司必須遞交已填妥及簽署的抵銷長期服務金/遣散費表格(僱主及僱員簽署必須與我們之紀錄相符)。如沒有在以下表格提供有關資料，將會視作沒有需要抵銷長期服務金/遣散費。If your company requires to offset LSP/SP to relevant member, you must submit a duly completed and signed Offset of Long Service Payment/Severance Payment Form (both Employer and Member signature have to be same as our record). If no information is provided in the following table, it will be treated as not requiring to offset LSP/SP.
- 如有關申請未有附上有關成員之有效簽署(長期服務金/遣散費收據上之簽署必須與我們之記錄相符)以確認已收受該等金額之收據、或未能於該成員之累算權益轉移前提出申索、或資料不全以及逾期者，有關申請恕不接受。Please note that all applications for refund without LSP/SP receipt or without member's valid signature (the signature should be same as our record) or submitted after the transfer/ withdrawal of the member's accrued benefit will not be accepted.
- 請用正楷填寫本表格，並在適當空格內加 (✓) 號。填寫本部分時，如空位不足，請另紙書寫。每張附頁須加上頁碼並註明附頁的總頁數。Please complete this form in BLOCK LETTERS and tick the appropriate boxes. If there is not enough space for this section, please provide an additional sheet and number each additional sheet and state the total number of additional sheet(s).
- 如須作出任何更改，請在更改位置旁簽署，而該簽署必須與第二部份之成員簽署相同。Please countersign next to any corrections you make on this form with the same member signature as shown in Section II.



1010210049

僱主名稱 Name of Employer _____

僱主編號 Employer Code _____ 隸屬中心編號 Reporting Center Code _____

第一部分 SECTION I 離職成員資料 LEAVING MEMBER INFORMATION

成員號碼 Member No.	成員英文姓名 (須與香港身份證/護照上的相同) Member English Name (Must be same as HKID/Passport)	香港身份證號碼 / 護照號碼 / 僱員編號 HKID Card No./Passport No./Staff No.	最後受僱日期 Last Date of Employment (日/月/年 DD/MM/YYYY)	離職原因※ Reason for Termination ※	是否需要抵銷長期服務金/遣散費? Offsetting LSP/SP?
_____	_____	_____	____/____/____	<input type="checkbox"/>	<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No
_____	_____	_____	____/____/____	<input type="checkbox"/>	<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No
_____	_____	_____	____/____/____	<input type="checkbox"/>	<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No

- ※ 離職原因 Reason for Termination
- The reason for termination is required if there are requests to offset LSP /SP against the MPF accrued benefits derived from employer's contribution, and/or there are accrued benefits attributable to employer's voluntary contributions and/or related to Intragroup Member Transfer. 如要求以僱主供款部分的強積金累算權益抵銷長期服務金/遣散費，及/或累算權益中包含有僱主之自願性供款，及/或聯營機構間轉調，僱主必須提供離職原因。
 - If there is any discrepancy between the reason of termination on the "Offset of Long Service Payment/ Severance Payment Form" and this form, the termination reason on the Offset of Long Service Payment/ Severance Payment Form shall prevail. 若抵銷長期服務金/遣散費表格中的離職原因與成員離職通知書中的不一樣，將以抵銷長期服務金/遣散費表格中的離職原因為準。
 - If no reason for termination is provided or the reason of Termination is not applicable and there are no accrued benefits attributable to employer's voluntary contributions, the reason of termination will be default to Option 5. 如未有提供離職原因或所提供之離職原因不適用及累算權益中不包含有僱主之自願性供款，離職原因將被視為作選項 5。
- 1 正常退休 Normal Retirement
 - 2 提早退休 Early Retirement
 - 3 身故 Death
 - 4 完全失去行為能力 Total Incapacity
 - 5 離職(辭職/終止受僱/合約完結/解僱) Leaving Service (Resignation/ Termination/ Contract End/ Dismissal)
 - 6 遣散 Lay off
 - 7 即時解僱 Summary Dismissal
 - 8 聯營機構間轉調 Intragroup Member Transfer
- 備註 Note: 如屬永明彩虹強積金計劃(「本計劃」)計劃內的聯繫公司轉移，請填寫本計劃之「聯繫公司或更改業務擁有權之成員累算權益轉移」表格。如轉移自其他強積金計劃，請向原受託人查詢其成員轉移/終止手續。For intragroup transfer within Sun Life Rainbow MPF Scheme (the "Scheme"), please complete "Transfer of Accrued Benefits Upon Intragroup Transfer/Change of Business Ownership" under the Scheme. For transfer from other MPF scheme(s), please check with your original trustee (s) for the procedures of member transfer / termination.

第二部分 SECTION II**聲明和授權 DECLARATION AND AUTHORISATION**

我們謹此確定以上資料皆真實正確及同意我們要負責所有因更改或取消以上資料所衍生之投資損失。
我們亦明白需要支付成員的供款直至最後受僱日期。

We hereby confirm that the above details are true and correct and agree that we shall be liable to any investment loss resulting from any subsequent change or withdrawal made to the above instruction. We also understand that it is our responsibility to make contributions up to the members' last day of employment.

謹代表僱主
授權人簽署及公司蓋章
For and on behalf of the Employer
Authorised Signature(s) with Company Chop

日期
Date

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日/月/年
DD/MM/YYYY

請將填妥表格交予：

永明彩虹強積金計劃行政管理人 — 卓譽金融服務有限公司
香港九龍紅磡德豐街 18 號海濱廣場一座 10 樓

電話：3183 1888 傳真：3183 1889 網址：www.sunlife.com.hk

Please send the completed form to：

Sun Life Rainbow MPF Scheme, The Administrator, BestServe Financial Limited
10/F, One Harbourfront, 18 Tak Fung Street, Hungghom, Kowloon, Hong Kong

Tel: 3183 1888 Fax: 3183 1889 Website: www.sunlife.com.hk