

Received by (Branch): on (dd/mm/yy)	Received by (MPF Adm Ctr): on (dd/mm/yy)
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**BEA (MPF) Master Trust Scheme /  
Value Scheme / Industry Scheme**  
**東亞 (強積金) 集成信託計劃 / 享惠計劃 / 行業計劃**  
**Employer – Notice of Termination**  
**僱主 – 終止受僱通知書**

- (i) Please use BLOCK LETTERS for completion and “✓” where applicable.  
請以正楷填寫並在適當之方格內加上「✓」號。
- (ii) If no reimbursement of the Long Service Payment “LSP”/ Severance Payment “SP” is involved, only Part I, Part II and Part III of this Form have to be completed and signed by Employer only.  
如不涉及償還長期服務金/遣散費事宜，只需由僱主填寫及簽署本表格之第一、第二及第三部分。
- (iii) If reimbursement of the Long Service Payment “LSP”/ Severance Payment “SP” is involved, please also complete Part IV of this Form and must be signed by both Employer and the Terminated Employee.  
如涉及償還長期服務金/遣散費事宜，請同時填寫本表格之第四部分及必須由僱主及離職僱員共同簽署。
- (iv) Please submit the “Member – Request for Fund Transfer Form” of the relevant scheme in order to speed up the process of reimbursing the mentioned LSP / SP by the Employer.  
如僱主要求償還所述的長期服務金/遣散費，為盡快辦理有關申請，請一同提交有關計劃的「成員 – 資金轉移申請表」。
- (v) Upon completion of this Form, please return to BEA branch or mail to MPF Administration Centre, 32<sup>nd</sup> Floor, BEA Tower, Millennium City 5, 418 Kwun Tong Road, Kowloon, Hong Kong.  
填妥本表格後，請交回東亞銀行分行，或寄回：香港九龍觀塘道418號創紀之城五期東亞銀行中心32樓，強制性公積金行政中心。

<b>Part I</b> <b>第一部分</b>			<b>Details of Employer</b> <b>僱主資料</b>		
Name of Employer 僱主名稱		Contact Person 聯絡人		Mobile Phone / Day Time Contact No. 手提電話 / 日間聯絡電話號碼	
Email Address (if any) 電郵地址 (如有)		Scheme No. (Please delete as appropriate) 計劃編號 (請刪去不適用者)			
BEA / BVS / EAI _____					

<b>Part II</b> <b>第二部分</b>				<b>Details of Terminated Employee</b> <b>離職僱員資料</b>			
Name in English 英文姓名		Name in Chinese 中文姓名		HKID Card / Passport No. 香港身份證 / 護照號碼		Last Date of Employment (dd/mm/yyyy) 最後受僱日期 (日/月/年)	
BEA (MPF) Industry Scheme Casual Employee MPF Account No. (if applicable) 東亞 (強積金) 行業計劃臨時僱員強積金戶口編號 (如適用)				Date of Employment (dd/mm/yyyy) (Applicable to Casual Employee Only) 受僱日期 (日/月/年) (只適用於臨時僱員)			
0 1 5							

**Termination Reason 離職理由**

Is the Terminated Employee entitled to LSP / SP?  
離職僱員是否享有長期服務金/遣散費?

Yes. Please complete Part IV.  
是。請填寫第四部分。

No. Employer should select the termination reason in the box below if there are accrued benefits attributable to employer's voluntary contributions in the employee's account.  
否。如僱員賬戶內的累算權益包含有僱主自願性供款，請僱主於以下方格選擇離職理由。

<input type="checkbox"/> Early Retirement (Reach 60) 滿60歲提早退休	<input type="checkbox"/> Retirement (Reach 65) 滿65歲退休	<input type="checkbox"/> Total Incapacity 完全喪失行為能力	<input type="checkbox"/> Death 死亡
<input type="checkbox"/> Resignation 辭職	<input type="checkbox"/> Dismissal 解僱	<input type="checkbox"/> End of Employment Contract 僱傭合約期滿	<input type="checkbox"/> Layoff / Redundancy 裁員
<input type="checkbox"/> Summary Dismissal (Not entitled to Employer's Voluntary Contribution Benefit)* 被即時解僱 (未符合領取僱主自願性供款權益的條件)*			

Note: If there are no accrued benefits attributable to employer's voluntary contributions in the employee's account, it is not required to provide the termination reason. Any termination reason provided not necessarily will be disregarded and will be classified as "Not Applicable".  
註：如僱員賬戶內的累算權益不包含有僱主自願性供款，僱主是不需要提供有關的離職理由。如僱主在不需要的情况下提供離職理由，有關的資料將不會被處理及被介定為「不適用」。

\* In accordance with the Trust Deed of the relevant scheme, if this termination has arisen due to the relevant Member having been dismissed from employment upon any of the following grounds:  
(i) wilfully disobeying a lawful and reasonable order; (ii) misconduct, such conduct being inconsistent with the due and faithful discharge of the Member's duties; (iii) being guilty of fraud or dishonesty; (iv) being habitually neglectful in the Member's duties; or (v) upon any other ground on which the Employer would be entitled to terminate the Member's contract of employment without notice at common law, and the Trustee is satisfied that dismissal was made upon any of the foregoing grounds then Employer's Voluntary Contributions shall be forfeited and shall not vest in the relevant Member.  
Note: The above grounds only apply to (i) persons who became Members after 13<sup>th</sup> November, 2001 and (ii) persons who were Members at 13<sup>th</sup> November, 2001 whose Employer Voluntary Contribution Balance at that date was nil.  
根據有關計劃的信託契據，如離職理由是因有關成員基於任何下列理由被解僱：  
(i) 故意不服從合法而又合理的命令；(ii) 行為不當，與正當及忠誠履行該成員職責的原則不相符；(iii) 犯有欺詐或不忠實行為；(iv) 慣常疏忽成員的職責；或 (v) 僱主因任何其他理由而有權根據普通法無須給予通知而終止有關成員的僱傭合約，而受託人信納解僱是基於任何上述理由而作出，則由僱主就有關成員所支付的所有自願性供款均予沒收及不會歸屬於有關僱員。  
註：以上理由只適用於 (i) 於2001年11月13日之後成為成員的人士；及 (ii) 於2001年11月13日已為成員的人士，而僱主自願性供款的結餘於當日為零。

Sponsor: The Bank of East Asia, Limited  
保薦人：東亞銀行有限公司

Trustee, Custodian and Administrator: Bank of East Asia (Trustees) Limited  
受託人、保管人及管理人：東亞銀行 (信託) 有限公司

Website : www.hkbea.com  
網址

Email : BEAMPF@hkbea.com  
電郵

BEA (MPF) Hotline : 2211 1777  
東亞 (強積金) 熱線  
(Operated by Bank of East Asia (Trustees) Limited)  
(由東亞銀行 (信託) 有限公司運作)

Fax no. : 3608 6003  
傳真號碼

**Part III Personal Information Collection Statement**  
**第三部分 個人資料收集聲明**

The information the employer provides to the Bank of East Asia (Trustees) Limited (“Trustee”) as the trustee of BEA (MPF) Master Trust Scheme / BEA (MPF) Value Scheme / BEA (MPF) Industry Scheme (“BEA MPF Schemes”) is to enable the Trustee to carry on retirement business and may be used for the purposes of (i) communication with the employer and/or its employees; (ii) transferring to any other trustee carrying on retirement business or any association or government authority that exists or is formed from time to time or service providers / agents / contractors (which provide services including but not limited to administrative, telecommunications, data processing and storage in connection with the operation of the Trustee’s retirement business) whether local or overseas but, only in so far as the transfer of such information is necessary for such other persons to exercise or perform functions under or for the purposes of the Mandatory Provident Fund Schemes Ordinance and (iii) disclosing to such other persons to whom disclosure may be required by an order of a court, applicable laws or requirements made under a law.

僱主向東亞（強積金）集成信託計劃/東亞（強積金）享惠計劃/東亞（強積金）行業計劃（「東亞強積金計劃」）的受託人東亞銀行（信託）有限公司（「受託人」）提供的資料是讓受託人得以經營退休業務，並可用於下列用途：(i) 與僱主及/或其僱員通訊；(ii) 將資料轉移予任何經營退休業務的其他受託人或不時存在或成立的任何協會或政府機關或服務供應商/代理/承辦商（其提供的服務包括但不限於就受託人的退休業務運作提供行政、電訊、數據處理及儲貯服務）（不論本地或海外），但只限於轉移該等資料乃使該等其他人士根據或就《強制性公積金計劃條例》行使或履行職責所必要的情況；及 (iii) 根據法院命令、適用法律或根據某項法律作出的規定而需要向其披露相關資料的其他人士。

Failure to supply information may result in the Trustee being unable to accept and process the request or provide MPF related services.  
如未能提供資料，可能令受託人無法接納及辦理此項要求或提供強積金相關服務。

Any individual (including the employers’ contact person and the terminated employee) has the right to access his / her personal data and to correct any data relating to him / her which is inaccurate; or request for information regarding privacy policies and practices and kinds of data held by the Trustee. Requests for such access to data or correction of data or for such information of the Trustee can be made in writing and addressed to Bank of East Asia (Trustees) Limited, 32<sup>nd</sup> Floor, BEA Tower, Millennium City 5, 418 Kwun Tong Road, Kowloon, Hong Kong.

任何個人（包括僱主之聯絡人及離職僱員）有權查閱有關其本身的個人資料及更正任何有關其本身的不準確的資料；及查明有關受託人的私隱政策及實務及受託人所持有的資料種類。如欲提出有關要求，請以書面寄往以下地址：香港九龍觀塘道418號創紀之城五期東亞銀行中心32樓，東亞銀行（信託）有限公司。

We declare that to the best of my / our knowledge and belief, the information given in this form is correct and complete; and we hereby confirm that we have received, read and understood the above personal information collection statement and undertake to be bound by it.

我們聲明盡我們所知及所信，本表格所提供的資料均屬正確無訛且無缺漏，以及確認我們已接獲、細閱及了解上述個人資料收集聲明，並承諾受其約束。

\_\_\_\_\_  
Authorised Signature with Company Chop of Employer  
僱主的授權簽署及公司印章

\_\_\_\_\_  
Date (dd/mm/yyyy)  
日期（日/月/年）

**Part IV Payment Proof for Long Service Payment ("LSP") / Severance Payment ("SP")**  
**第四部分 長期服務金 / 遣散費之付款證明**

Please select either (i) or (ii) and the corresponding termination reason.  
 請選擇 (i) 或 (ii) 及相關離職理由。

<input type="checkbox"/> (i) Reason for LSP Entitlement <sup>1</sup> (Qualifying period of employment not less than 5 Years) 領取長期服務金之理由 <sup>1</sup> (受僱期不少於5年)	<input type="checkbox"/> Resignation at age 65 or above 滿65歲或以上而辭職	<input type="checkbox"/> Dismissal <sup>2</sup> 解僱 <sup>2</sup>	<input type="checkbox"/> Death 死亡
<input type="checkbox"/> (ii) Reason for SP Entitlement <sup>1</sup> (Qualifying period of employment not less than 24 Months) 領取遣散費之理由 <sup>1</sup> (受僱期不少於24個月)	<input type="checkbox"/> End of Employment Contract (without being renewed) 僱傭合約期滿 (不被續約)	<input type="checkbox"/> Dismissal by reason of redundancy 因裁員而遭解僱	<input type="checkbox"/> Resignation on ground of ill health 因健康理由辭職
<input type="checkbox"/> Layoff 僱員遭停工	<input type="checkbox"/> End of Employment Contract (without being renewed due to redundancy) 僱傭合約期滿 (因裁員不被續約)		

The LSP / SP amount stated in A1 or A2 is calculated in accordance with the Employment Ordinance (Chapter 57 of the Laws of Hong Kong)<sup>3</sup>.  
 以下於A1項或A2項列明之長期服務金 / 遣散費是根據香港法例第57章《僱傭條例》計算<sup>3</sup>。

<b>A1.</b>	<input type="checkbox"/> Monthly-paid employee 月薪僱員	( _____ X 2/3) <sup>4</sup> X _____ <sup>5</sup> = HK\$ Last month salary 最後一個月的工資	reckonable years of service 可追溯的服務年資	_____ 元
<b>A2.</b>	<input type="checkbox"/> Daily-rated / Piece rated employee 日薪或件薪僱員	_____ <sup>4</sup> X _____ <sup>5</sup> = HK\$ Any 18 days' wages chosen by employee out of his last 30 normal working days 僱員最後30天正常工作日中任何18天工資	reckonable years of service 可追溯的服務年資	_____ 元
<b>B.</b>	The amount paid to the terminated employee from the employer <sup>6</sup> <b>Please refer to the Employer and Terminated Employee's Declaration (1)</b> 僱主已支付予離職僱員的金額 <sup>6</sup> 請參考僱主及離職僱員聲明(1)			HK\$ 港幣 _____ 元
<b>C.</b>	Outstanding amount of LSP / SP due to the terminated employee <sup>6</sup> <b>Please refer to the Employer and Terminated Employee's Declaration (2)</b> 尚欠離職僱員的長期服務金 / 遣散費 <sup>6</sup> 請參考僱主及離職僱員聲明(2)		C = (A1 or A2) - B 或	HK\$ 港幣 _____ 元

<sup>1</sup> The conditions / requirements for LSP / SP entitlement are listed in accordance with the Employment Ordinance (Chapter 57 of the Laws of Hong Kong).  
 有關補償項目所須符合條件乃根據香港法例第57章《僱傭條例》列出。

<sup>2</sup> The employee is dismissed but is not summarily dismissed due to his / her serious misconduct or by reason of redundancy.  
 僱員遭解僱，但並非因犯嚴重過失而遭即時解僱或因裁員而遭解僱。

<sup>3</sup> For calculation of LSP / SP amount, please visit the Labour Department website at www.labour.gov.hk or call the Labour Department Hotline on 2717 1771. If the information provided in A1 or A2 does not match with our record, the reimbursement for the payment of LSP/SP will be delayed.  
 有關長期服務金 / 遣散費之計算方法，請瀏覽勞工處網頁 www.labour.gov.hk 或致電勞工處熱線 2717 1771 查詢。如於 A1 或 A2 所提供的資料與我們的紀錄不符，所支付的長期服務金 / 遣散費之退款將被延誤。

<sup>4</sup> The sum should not exceed 2/3 of HK\$22,500. An employee may also elect to use his average wages in the last 12 months for calculation.  
 以港幣 22,500 元的 2/3 為上限。僱員亦可選擇以他最後 12 個月的平均工資計算。

<sup>5</sup> Service of an incomplete year should be calculated on a pro rata basis.  
 未足 1 年的服務年期則按比例計算。

<sup>6</sup> The amount withdrawn from the vested accrued benefits derived from the employer's voluntary contributions and / or mandatory contributions is reimbursed in the following sequence:  
 (1) Unpaid LSP / SP to the terminated employee.  
 (2) Paid LSP / SP to the employer.  
 從僱主自願性供款所得的歸屬權益及僱主強制性供款所得的累算權益中提取的款項，將按照以下次序發放：  
 (1) 尚欠離職僱員的長期服務金 / 遣散費給離職僱員。  
 (2) 已支付予離職僱員的長期服務金 / 遣散費給僱主。

**Employer and Terminated Employee's Declaration**  
**僱主及離職僱員聲明**

(1) We confirm that the LSP / SP entitlement stated in Part IV (B) (if any) has been paid by the employer to the terminated employee and request for the reimbursement. We understand that the Trustee shall reimburse the same amount to the employer from the terminated employee's vested benefits derived from the employer's voluntary contributions first. The remaining amount (if any) will be reimbursed from the accrued benefits derived from the employer's mandatory contributions to the employer.  
 本人等確認，僱主已支付於第四部分 B 項 (如有) 列明之長期服務金 / 遣散費給離職僱員並要求償還款項。本人等明白受託人首先從離職僱員之僱主自願性供款的歸屬權益中償還相同款項予僱主。餘下的款項 (如有) 將從僱主強制性供款所得的累算權益中償還予僱主。  
 The reimbursement to the employer will be the LSP / SP amount paid to the terminated employee or the terminated employee's vested benefits derived from the employer's voluntary contributions and / or accrued benefits derived from the employer's mandatory contributions, whichever is the lesser.  
 償還僱主之金額將會是僱主已支付給離職僱員之長期服務金 / 遣散費之款項或離職僱員之僱主自願性供款所得的歸屬權益及僱主強制性供款所得的累算權益 (以款項較低者為準)。

(2) We confirm that the LSP / SP entitlement stated in Part IV (C) (if any) has not been paid to the terminated employee. We understand that the Trustee shall issue the payment directly to the terminated employee from the terminated employee's vested benefits derived from the employer's voluntary contributions first. The remaining amount (if any) will be reimbursed from the accrued benefits derived from the employer's mandatory contributions to the terminated employee. Any unpaid amount (if any) will be paid by the employer to the terminated employee directly.  
 本人等確認，僱主未向離職僱員支付於第四部分 C 項 (如有) 列明之長期服務金 / 遣散費，本人等明白受託人首先從離職僱員之僱主自願性供款的歸屬權益中直接支付該款項給離職僱員。餘下的款項 (如有) 將從僱主強制性供款所得的累算權益中支付予離職僱員。尚欠之長期服務金 / 遣散費款項 (如有) 會由僱主直接支付給離職僱員。  
 The reimbursement to the terminated employee will be the LSP / SP amount that has not been paid to the terminated employee by the employer or the terminated employee's vested benefits derived from the employer's voluntary contributions and / or accrued benefits derived from the employer's mandatory contributions, whichever is the lesser.  
 償還離職僱員之金額將會是僱主未向離職僱員支付之長期服務金 / 遣散費之款項或離職僱員之僱主自願性供款所得的歸屬權益及僱主強制性供款所得的累算權益 (以款項較低者為準)。

**Before signing, the terminated employee declares and confirms that the LSP / SP stated in Part IV (B) has been paid to him / her. He / She fully understands that his / her vested benefits derived from the employer's voluntary contributions and / or accrued benefits derived from the employer's mandatory contributions will be deducted for reimbursing the LSP / SP purpose.**  
 在簽署本部分時，離職僱員聲明及確認已獲支付於第四部分 B 項所述之長期服務金 / 遣散費，亦清楚明白此金額會由其僱主自願性供款所得的歸屬權益及僱主強制性供款所得的累算權益中扣除用作償還長期服務金 / 遣散費。

Authorised Signature with Company Chop of Employer 僱主的授權簽署及公司印章	Signature of Terminated Employee (must be the same as the signature of the latest record in our scheme) 離職僱員簽署 (必須與本計劃之最後簽名樣本相同)	Date (dd/mm/yyyy) 日期 (日 / 月 / 年)
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