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INB2

**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

**HSBC MANDATORY PROVIDENT FUND  
REMITTANCE STATEMENT – DAILY CONTRIBUTION (EMPLOYER)  
滙豐強積金：付款結算書 – 每日供款（僱主）**

**Contribution period 供款期：** \_\_\_\_\_  
Year 年 Month 月 Day 日

**Scheme registration no./name 計劃註冊編號／名稱** : MT00245 / HSBC Mandatory Provident Fund - SuperTrust Plus 滙豐強積金智選計劃

Method of payment 付款方式 :  By cheque 支票  By direct debit 直接支賬

Employer ID 僱主編號 : \_\_\_\_\_

Employer name 僱主名稱 : \_\_\_\_\_

Pay centre ID/name 付款中心編號／名稱 : \_\_\_\_\_

According to the MPF legislation, employers are required to pay mandatory contributions for their employees in full by the contribution day. If we do not receive your completed Remittance Statement and payment in full by the contribution day, we are required to report to the Mandatory Provident Fund Schemes Authority ('MPFA'). Contribution surcharge may be imposed and you may also be liable to a financial penalty or prosecution. Please note that if there are any additional mandatory contributions made after the respective contribution day of earlier contribution period arising from any subsequent changes on the contribution details of your employee(s) such as an increase in relevant income, it will be considered as a default contribution and we have to report to the MPFA. (Please disregard this statement if it is not applicable.) 根據強積金法例，僱主須在供款日或之前為僱員支付足額的強制性供款。如我們在供款日仍未收到你填妥的完整付款結算書及全數供款，我們須向強制性公積金計劃管理局（「積金局」）匯報，你可能會被徵收附加費，亦可能被罰款或遭檢控。請注意，如其後有任何因更改僱員較早前的供款期之供款資料例如有關入息增加，而於相關供款日之後所作出的額外強制性供款均會被視為拖欠供款，我們亦須向積金局匯報。（如不適用，請毋須理會此提示。）

When reporting the relevant income for your employees (including those who reached the age of 18, attained the age of 65, or ceased exemption from MPF legislation), please report the relevant income for full payroll period and actual contribution amount for the relevant contribution period. If there is any discrepancy between the contribution amount calculated according to the relevant income and mandatory contribution amount reported, the mandatory contribution amount will be calculated according to the relevant income reported as the full amount of payroll period for the relevant contribution period. 當為僱員匯報有關入息時（包括年滿18歲、年屆65歲、或不再獲強積金法例豁免的僱員），請匯報整個支薪期的有關入息及實際所需的供款額予相關供款期。如按照有關入息而計算出來之強制性供款額和匯報之強制性供款有差額，所需的強制性供款額將根據你匯報的有關入息作為整個支薪期的金額而計算。

Should you have any enquiries, please contact our HSBC MPF Employer Hotline on 2583 8033.  
如有任何查詢，請致電滙豐強積金僱主熱線 2583 8033。

## 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. This form is for use by employers to make contributions for casual employees who are employed on a daily basis and engaged in the catering or construction industry. 此表格適用於僱主就按日受僱並從事飲食或建造業的臨時僱員作出供款。
3. Employers can choose to pay by direct debit only if the direct debit authorisation has been successfully set up. 僱主只能在成功設立直接付款授權後，才可以選擇以直接支賬繳付供款。
4. If necessary, please make photocopy of Sections A and B for providing all information. 如有需要，請影印A及B部分，以填寫所有資料。
5. Employers are required to fill in the last employment date and its relevant income (even if zero) for employees, including but not limited to daily casual employee, who cease employment. 僱主需要為離職的僱員，包括但不限於臨時僱員，填寫最後受僱日期及該日的有關入息(即使是零)。
6. If the relevant income of an employee is zero, please input '0' or '0.00' in the relevant income and contribution amount columns on the remittance statement. Please note that any symbols such as dash (i.e. '-') or where left blank will be considered as failure to report contributions. The outstanding contributions record will be reported to the MPFA after contribution day and you may be subject to surcharge imposed by the MPFA. 如僱員的有關入息為零，請於本付款結算書的有關入息及供款金額位置填上「0」或「0.00」。請注意，任何代號如「破折號」(即「-」)或留空白，均被視作沒有匯報供款。我們需於供款日後向積金局匯報尚欠供款紀錄，而積金局可能就此向你徵收附加費。
7. When reporting MPF contributions for your employees, please provide the identification number which is the same as the one registered in our records. Please be reminded that HKID number should be provided if the employee possesses HKID card. For any update on the identification number, please provide a written notice together with the copy of relevant supporting documents to us for processing, and report the contribution details of such member in the 'Existing Employees Section' instead of 'New Employees Section' to avoid duplicate member record and false default contribution reporting to MPFA. 當為僱員匯報強積金供款時，請必須提供與本公司之紀錄一致的身分證明文件號碼。如僱員持有香港身分證，請提供香港身分證號碼。如有需要更新身分證證明文件號碼，請書面通知及提供有關證明文件之副本，以便我們作出處理，並將該僱員的供款資料匯報在「現有僱員部分」(而非「新僱員部分」)以免重複僱員記錄及錯誤向積金局匯報欠繳供款)。
8. Please report the relevant income and contribution amounts for all employees correctly. 請正確匯報所有僱員之有關入息及供款額。
9. The total contributions of section (A) & (B) and grand contributions total have to be correctly stated. 正確匯報第(A)及(B)部分總供款及供款總和。
10. Employers are required to fill in the sub-total and total contributions of relevant section(s) and the grand contributions total on the remittance statement. Please note that the remittance statement has to be signed by the authorised signatory. Failure to do so would result in the contribution not being processed and this may cause delay and incurrence of surcharge. 僱主須於本付款結算書填上有關部分的小計、總供款及供款總和。請注意，付款結算書須由獲授權人士簽署。如有遺漏，供款將不被處理，亦可能導致延遲及被徵收附加費。
11. Generally, for monthly-paid non-casual employees, the contribution day is the tenth day of each month. For casual employees (who is not a member of an industry scheme), the contribution day is the tenth day after the last day of the relevant contribution period. If the contribution day is a Saturday, a public holiday, a gale warning day or black rainstorm warning day, then the contribution day refers to the next working day which is not a Saturday, a public holiday, a gale warning day or black rainstorm warning day. Please be reminded that employers must make the mandatory contributions for their employees in full by the contribution day in respect of relevant contribution period. For further details, please refer to the MPFA's website at [www.mpfa.org.hk](http://www.mpfa.org.hk). 一般而言，按月支薪的非臨時僱員的供款日為每月的第10日。臨時僱員(非行業計劃的成員)的供款日是有關供款期最後一日之後的第10日。如供款日是星期六、公眾假日、烈風警告日或黑色暴雨警告日，則供款日是指該日之後第一個工作日並非星期六、公眾假日、烈風警告日或黑色暴雨警告日的任何日子。請緊記，僱主必須於有關供款期的供款日之前為僱員支付全數強制性供款。有關詳情，請參閱積金局網頁 [www.mpfa.org.hk](http://www.mpfa.org.hk)。
12. The handling method for the uninvested overpayment (if any) would be confirmed by sending a completed 'Change of Employer Details Form (IN05)' to the Administrator of the scheme - The Hongkong and Shanghai Banking Corporation Limited. The accumulated uninvested overpayment (if any) would either remain in your scheme account, refunded or offset the future contributions according to your instruction indicated in the relevant completed form. 未被投資的多繳金額(如有)的處理方法為透過填妥及遞交「更改僱主資料表格 (IN05)」予本計劃的行政管理人—香港上海滙豐銀行有限公司作確認。行政管理人將根據所遞交的有關表格，將累積未被投資的多繳金額(如有)保存在僱主計劃的賬戶內/退回/用以抵銷將來的供款。
13. If you pay by cheque, 如你以支票付款，
  - a. please issue a crossed cheque payable to 'HSBC MPF - SuperTrust Plus' or 'HSBC Provident Fund Trustee (Hong Kong) Limited A/C HSBC Mandatory Provident Fund - SuperTrust Plus' 請以劃線支票，抬頭祈付「滙豐強積金智選計劃」或「HSBC Provident Fund Trustee (Hong Kong) Limited A/C HSBC Mandatory Provident Fund - SuperTrust Plus」
  - b. please state the payee name and amount on the cheque correctly and mark your 'Employer ID' and 'Contribution period' on the back of the cheque. 請正確填寫支票抬頭人及金額並於支票背面寫上「僱主編號」及「供款期」。
14. Any incorrect or incomplete information on the cheque will be treated as invalid cheque and it will NOT be accepted. Employers are required to re-submit a crossed cheque with correct information to us on or before the contribution day. Examples of invalid cheques would include but not limited to: incorrect/missing payee name; outdated/post-dated/missing/incomplete/illegible cheque date; the amount in words and figures is not match/missing/incorrect; missing authorised signature/drawer's chop; missing signature and drawer's chop on amendment on cheque. 任何支票載有不正確或不完整資料均被視作無效及不會被接受。僱主須於供款日或之前重新遞交一張載有正確資料的劃線支票給我們。無效支票的例子包括有但不限於：不正確/欠缺收款人名稱；支票已過期/非即期/尚欠日期/日期不完整/日期未能辨認；支票金額的文字與數字不符/欠缺/不正確；欠缺授權簽署/發票人的蓋章；塗改處欠缺簽署及蓋章。
15. The administrator of the scheme does not accept bearer cheque, cash, cashier's order or demand draft as the method of payment for the contributions. 本計劃的行政管理人並不接納以持票人支票、現金、銀行本票或即期匯票作為支付供款的方法。
16. The whole set of completed documents, with a cheque (if any) must reach the Administrator of the scheme - The Hongkong and Shanghai Banking Corporation Limited by the contribution day. Please be reminded that submission via other channels (other than submission by post or placed into the MPF drop-in box in our designated branches) may be subject to delay such that we may receive your documents after the contribution day. If submission by post, please ensure sufficient postage and sufficient time for mailing. 整份已填妥的文件連同支票(如有)須於供款日前送抵本計劃的行政管理人—香港上海滙豐銀行有限公司。請注意，如通過其他渠道(除郵寄遞交或投入指定分行的強積金寄存辦理箱外)提交將可能被延誤，導致我們於供款日後才收到你的文件。如以郵遞方式遞交，請確保充足郵費及郵遞時間。
17. 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. 所有已提供的資料將按照有關強積金條例及/或其規例及《滙豐強積金的收集個人資料聲明》(「聲明」)處理。該聲明可透過以下滙豐強積金網站 [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。在簽署本表格後，你現時關於接收直接促銷資訊的選擇將維持不變。如你希望更新在滙豐強積金計劃聲明中使用你的個人資料作直接促銷的用途，你可通知我們行使你的選擇權。

**A. Existing Employees Section (for employees who have made contributions previously) 現有僱員部分 (非首次作出供款的僱員)**

- For employees who make the first contribution, please use Section B to report their employee information and contribution details. 請用 B 部分填寫首次作出供款的僱員資料及供款詳情。
- Passport numbers should ONLY be given when employees do not possess HKID cards. 只在僱員沒有香港身分證的情況下，才填寫護照號碼。

Seq. no. 序號	Name 姓名	HKID/Passport no. 香港身分證/護照號碼	Relevant income (HKD) 有關入息 (港元)	Amount to be contributed for the current payroll period (HKD) 本支薪周期的供款 (港元)				Termination details (if applicable) 離職詳情 (如適用)		
				Mandatory contributions 強制性供款		Voluntary contributions 自願性供款		Last employment date 最後受僱日期 (YYYY/MM/DD)	*1Term code 離職代號	*2Please put a '✓' in the LSP or SP box for terminated employee who is entitled to LSP or SP (if applicable). 請於可獲得長期服務金或遣散費 (如適用) 之離職僱員的「長期服務金」或「遣散費」的方格內加上「✓」號。
				Employer 僱主	Employee 僱員	Employer 僱主	Employee 僱員			
1.									<input type="checkbox"/> LSP <input type="checkbox"/> SP	
2.									<input type="checkbox"/> LSP <input type="checkbox"/> SP	
3.									<input type="checkbox"/> LSP <input type="checkbox"/> SP	
4.									<input type="checkbox"/> LSP <input type="checkbox"/> SP	
5.									<input type="checkbox"/> LSP <input type="checkbox"/> SP	
6.									<input type="checkbox"/> LSP <input type="checkbox"/> SP	
7.									<input type="checkbox"/> LSP <input type="checkbox"/> SP	
8.									<input type="checkbox"/> LSP <input type="checkbox"/> SP	
9.									<input type="checkbox"/> LSP <input type="checkbox"/> SP	
10.									<input type="checkbox"/> LSP <input type="checkbox"/> SP	
11.									<input type="checkbox"/> LSP <input type="checkbox"/> SP	
12.									<input type="checkbox"/> LSP <input type="checkbox"/> SP	
13.									<input type="checkbox"/> LSP <input type="checkbox"/> SP	
Sub-total 小計 :										
Total contributions 總供款 :				(A)						

**Total number of employee termination reported in the above Section A**

於上述 A 部分所匯報的僱員離職總數 :

**Please ensure the above mandatory and voluntary contributions amounts are calculated accurately and in accordance with the rules of the scheme.**

請確保上述的強制性及自願性供款的金額為正確無誤及按照計劃的規則所計算。

## B. New Employees Section (for employees who make 1st contribution) 新僱員部分(首次作出供款的僱員)

### Important note 重要資料:

Please ensure your new employee(s) has/have been enrolled into the MPF scheme before making contributions. If we have not received a completed and accurate Employee Application Form to set up an account for your new employee(s), the contributions will not be processed. 於作出供款前，請確保你的新僱員已登記加入強積金計劃。如我們並未收到完整和準確的僱員申請表為貴公司之新僱員開立賬戶，供款將不獲處理。

- This section is only applicable for reporting employees who have been employed for 10 days (for casual employees) but are not shown in the 'Existing Employees Section'. 此部分只適用於匯報已受僱滿10天(就臨時僱員而言)，但未列於「現有僱員部分」的僱員。
- Passport numbers should ONLY be given when employees do not possess HKID cards. 只在僱員沒有香港身分證的情況下，才填寫護照號碼。
- Please report the relevant income for full payroll period and actual contribution amount for EACH contribution period, i.e. each day. 請匯報僱員在每一個供款期的整個支薪期的有關入息及實際供款金額(即每日)。
- Please be reminded to make the first contributions for your new employees on or before the tenth day after the last day of the contribution period in which the 10-day permitted period ends (for casual employees). Employer should not wait until new employees records are being shown in the remittance statement before making the first contributions. For the purpose of determining the abovementioned contribution day of the first contribution, there would be no postponement of the permitted period end date even if the last day of the permitted period is a Saturday, a public holiday, a gale warning day or black rainstorm warning day. 請緊記，僱主須在新僱員受僱滿10日的特准限期終結日的供款期最後一日之後的第10日或之前(就臨時僱員而言)為新僱員支付首次供款。僱主不應留待新僱員紀錄列載於付款結算書上方作出首次供款。於計算上述首次供款之供款日時，即使特准限期之終結日是星期六、公眾假日、烈風警告日或黑色暴雨警告日，該特准限期的終結日並不會順延。
- All columns below should be completed, otherwise contributions cannot be processed. 填妥所有以下的欄目，否則供款不能獲處理。
- With respect to the Common Reporting Standard ('CRS') effective from 1 January 2020, an employee who is opening a new MPF account is required to provide Tax Residency Self-Certification during enrolment. The self-certification can be completed via the Employee Application Form or a standalone CRS self-certification form. Please note that if the employee contribution account is unable to be set up due to incomplete or inaccurate Employee Application Form or CRS self-certification form, the contribution for such employee will not be processed and will be refunded. Contribution surcharge may also be imposed for any contribution payment after successful scheme enrolment. 共同匯報標準(CRS)於2020年1月1日起生效，僱員開立新的強積金賬戶須於參加計劃時就其稅務居民身分作出自我證明。該自我證明可通過僱員申請表或獨立的CRS自我證明表格完成。請注意，如僱員的供款賬戶因僱員申請表或CRS自我證明表格有遺漏或不正確而未能開立，該僱員的供款將不獲處理，並將予以退還。成功加入計劃後的任何供款，也可能會被徵收供款附加費。**

Seq. no. 序號	Name (in English) 姓名(英文) (same as that shown on Identity type 與證件類別上的姓名相同)		Sex 性別 (M男/F女)	*Identity type 證件類別	Date joined scheme 參加計劃日期 (YYYY/MM/DD)	Relevant contribution Period 有關供款周期 (YYYY/MM/DD)	Relevant income (HKD) 有關入息 (港元)	Amount to be contributed for the current payroll period (HKD) 本支薪周期的供款(港元)				Termination details (if applicable) 離職詳情(如適用)		
	Surname 姓	First name 名	Date of birth 出生日期 (YYYY/MM/DD)	Identity no. 證件號碼	Class no. 級別號碼			Mandatory contributions 強制性供款		Voluntary contributions 自願性供款		Last employment date 最後受僱日期 (YYYY/MM/DD)	*1Term code 離職 代號	
								Employer 僱主	Employee 僱員	Employer 僱主	Employee 僱員			
1.				2										
2.				2										
Sub-total 小計:														
Total contributions 總供款:								(B)						

## Remittance Advice 付款通知書

1. Contribution period 供款期 <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <span style="border-bottom: 1px solid black; display: inline-block; width: 100px;"></span> </div> Year 年      Month 月      Day 日	2. Employer ID 僱主編號	3. Pay centre ID 付款中心編號
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Please fill in the grand contributions total below and sign to complete the remittance statement. 請填妥以下的供款總和及簽署以完成付款結算書。

<b>Total contributions in section A</b> <b>第A部分總供款</b>	+	<b>Total contributions in section B</b> <b>第B部分總供款</b>	=	<b>Grand contributions total</b> <b>供款總和</b> <b>HKD</b> <b>港元</b>
(A)		(B)		HKD 港元
HKD 港元		HKD 港元		HKD 港元

### Declaration and authorisation 聲明及授權書

- I/We confirm that the information provided in this Remittance Statement has been verified. I/We understand that the Trustee/Administrator of the scheme will not be held responsible for any loss and/or damage caused by any inaccuracy of such information. In the event of any dispute from my/our employee(s) regarding the information provided in this Remittance Statement, I/we agree to assume full responsibility in resolving such dispute. I/We also understand that any overpayment/overstated amount as calculated according to the reported relevant income will not be invested into the scheme. 本人/吾等謹此確認本付款結算書上所提供的資料已核對無誤，並明白如有關資料不正確而引致任何損失及/或損害，本計劃的信託人/行政管理人毋須負上任何責任。本人/吾等同意倘若僱員因本付款結算書上提供的資料而提出爭議，本人/吾等將自行解決有關的爭議。本人/吾等同時明白任何根據有關入息所計算出的多繳供款/超額匯報的供款將不會投資於計劃內。
- I/We have read and understood the full details of this Remittance Statement (including the Notes on this Remittance Statement) and agree to abide by the rules stated herein. 本人/吾等已細閱及明白本付款結算書內的所有內容(包括本付款結算書上的注意部分)，並同意遵守此述的規則。

**X**

Authorised signature of employer 僱主授權簽署

Date 日期

### Remarks 備註

#### \*1 Termination codes 離職代號：

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| WB - Resignation/Contract termination/Termination of employment 辭職/合約終止/終止受僱<br>RE - Redundancy/Lay-off 裁員/停工<br>DS - Summary dismissal 即時革職<br>(not entitled to LSP/SP, Employer Voluntary Contributions and Employer ORSO Transfers 沒有資格獲得長期服務金/遣散費、僱主自願性供款及僱主的職業退休計劃轉移款項) | ER - Early retirement 提早退休 (between age 60 and 64 介乎 60 至 64 歲之間)<br>NR - Normal retirement 正式退休 (attained age 65 已年滿 65 歲)<br>LR - Late retirement 延遲退休<br>GO - Member transfer between companies 成員於公司之間調職<br>(please provide a completed 'Employer's Request for Fund Transfer Form (INPE)' and 'Member Transfer Form (INET)' 請提供已填妥的「僱主資金轉移申請表 (INPE)」及「成員轉移通知書 (INET)」) | DN - Death 死亡<br>TI - Total incapacity 完全喪失行為能力 |
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#### Note 注意：

- Employers are required to provide the termination code when reporting termination for the employee, if (1) such employee's account contains projected vested balance of employer's voluntary/employer's ORSO balance (based on the existing vesting scale of the scheme, if any), or (2) employer has indicated an intention to offset Long Service Payment/Severance Payment ("LSP/SP") from such employee's account. Otherwise, the termination code is optional under other situation. If the termination code in respect of the employee under the above two situations is missing or incorrect, the notification of termination of the employee will be treated as invalid and the details of the termination notification will not be recorded. As a result of the invalid termination notification, any request for LSP/SP offset or transfer/claim of accrued benefits from the employee's account will be unable to be processed. Default contribution in respect of any future contribution period(s) may also be reported to the MPFA, if any. 若(1)該僱員的賬戶中包含僱主自願性供款/職業退休計劃供款(根據該計劃現有的歸屬比例，如有)的預期歸屬結餘；或(2)僱主表示有意從僱員賬戶中抵銷長期服務金/遣散費；當申報僱員終止受僱時，僱主必須提供離職代號。除此以外，離職代號在其他的情況下是非必須的。如在上述兩種情況下，就有關僱員之離職代號有所遺漏或不正確，該僱員的終止通知將視為無效，有關資料亦不予記錄。由於該終止通知被視為無效，任何有關僱員之長期服務金/遣散費的抵銷指示或累算權益轉移或申索指示將無法處理。而往後供款期之尚欠供款亦會向積金局匯報(如有)。
- Employers are required to make the last contribution in respect of the employee within 10 days after the last day of employment (for casual employee). Please note that the contribution day of the last contribution for the casual employee ceasing employment may not be the same as that of the contribution period of this remittance statement for the rest of employees. 僱主須在僱員終止受僱當日後 10 日內(就臨時僱員而言)為僱員支付最後一次供款。請注意，臨時僱員終止受僱最後一次供款的供款日可能與現時其他僱員供款期的供款日不同。
- Termination code "DS" is regarded as "summary dismissal", i.e. dismissal without notice or payment in lieu of notice if an employee, in relation to his/her employment, was dismissed for one of the following reasons: (1) wilfully disobeying a lawful and reasonable order; (2) misconducting himself/herself, such conduct being inconsistent with the due and faithful discharge of his/her duties; (3) being guilty of fraud or dishonesty; (4) being habitually neglectful of his/her duties; or (5) upon any other grounds on which the Employer is entitled to terminate his/her employment without notice at common law, or that the Member has left his/her employment to avoid such dismissal. We will further contact you to confirm the exact reason on which the summary dismissal was based. 離職代號「DS」被視為「即時革職」，即如果僱員因以下原因之一被解僱，僱主毋須預先通知或給予代通知金即可解僱：(1) 故意不服從僱主合法而又合理的命令；(2) 行為不當，而有關行為並非正當及忠誠地履行職責；(3) 犯有欺詐或不忠實行為；(4) 慣常疏忽職責；或(5) 僱主有權根據普通法未經通知終止其僱用的任何其他理由，或該成員已離職以避免有關解僱。我們將進一步與你聯繫，以確認即時革職的確定原因。

#### \* Identity type 證件類別：

- 1 - HKID 香港身分證      2 - Passport 護照 (only if your employees do not possess an HKID card 只適用於如僱員沒有香港身分證)

#### \* Member type 成員類別：

- 1 - Normal/Part-time employee 一般/兼職僱員      3 - Exempt person 豁免人士  
 2 - Casual employee 臨時僱員 (employed on a daily basis or for a fixed period of less than 60 days, and engaged in the catering or construction industries 按日受僱或受僱一段少於 60 日的固定期間，並從事飲食或建造業)

- \*2 If the employer requests to offset Long Service Payment (LSP) or Severance Payment (SP), to which the member is entitled under Employment Ordinance (Chapter 57 of the Laws of Hong Kong), against the MPF accrued benefits derived from employer's contributions, please be reminded to submit a completed 'Payment Proof for Long Service Payment/Severance Payment (INLS)'. If the employee's accrued benefits has been transferred to another scheme, the refund of LSP or SP cannot be arranged. 如僱主要求以僱主供款部分的強積金累算權益抵銷根據僱傭條例(香港法例第 57 章)僱員有權享有的長期服務金或遣散費，請緊記遞交填妥的「長期服務金/遣散費付款證明書 (INLS)」。如僱員的累算權益已轉移至另一個計劃，我們便不能安排長期服務金或遣散費之退款。