

To 致: The Hongkong and Shanghai Banking Corporation Limited

香港上海滙豐銀行有限公司

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TEPM

INTE01

## Occupational Retirement Schemes

### 職業退休計劃

#### Member Termination Form – Defined Contribution Scheme 成員離職申報表 – 界定供款計劃

- Note 注意:
- Please complete in BLOCK LETTERS and tick ✓ the appropriate box(es). 請用正楷填寫，並於適當的方格內加上「✓」號。
  - Please provide a certified true copy of your member's HK permanent ID card/passport. 請提供你的成員的香港永久性居民身分證／護照之認證副本。
  - Certified true copies should be certified by any of the following personnel 提交認證副本可經由下列人士核證：
    - A certified public accountant/lawyer/banker/notary public acceptable to entities of HSBC Group; or 任何滙豐集團成員認可的執業會計師／律師／往來銀行／公證人；或
    - A member of Hong Kong Institute of Chartered Secretaries (HKICS); or 任何香港特許秘書公會會員；或
    - A MPF specialist at HSBC designated branches – You may bring along your HK permanent ID card/passport to any one of HSBC designated branches for verification purpose. For the information about the HSBC designated branches, please visit [www.hsbc.com.hk/mpf](http://www.hsbc.com.hk/mpf). 指定滙豐分行強積金職員 – 你可攜同你的香港永久性居民身分證／護照親臨任何一間指定滙豐分行，以便我們核實你的身分。查詢指定滙豐分行詳情，請瀏覽 [www.hsbc.com.hk/mpf](http://www.hsbc.com.hk/mpf)。

### PART I – Details of member termination (To be completed by employer) 第I部 – 成員離職資料(由僱主填寫)

#### A. Details of employer 僱主資料

1. Scheme ID 計劃編號	2. Pay centre ID 付款中心編號
3. Employer name 僱主名稱	

#### B. Details of member 成員資料

1. HKID/Passport no. 香港身分證／護照號碼 (Please provide a certified true copy of the selected identity type. 請附上所選證件類別的認證副本。)	2. Staff no. 職員號碼	3. Member name (Surname first) 成員英文姓名 (Same as HKID/Passport 與香港身分證／護照相同)
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#### C. Details of termination 離職資料

1. Last employment date 最後受僱日期 Year 年 Month 月 Day 日	2. Termination reason code <sup>1</sup> 離職原因代號 <sup>1</sup>
3. Last contribution month 最後供款月份 Year 年 Month 月	4. Final average monthly relevant income <sup>2</sup> 最終每月平均有關入息 <sup>2</sup>

5. Refund of long service/severance payment required? 是否需要長期服務金／遣散費退款？

Yes 是 (Please attach payment proof 請附上有關付款證明文件)

No 否

#### Explanatory Notes 填報須知：

1. Termination reason codes 離職原因代號

WB – Withdrawal 離職

RE – Redundancy 裁員

DS – Dismissal with cause (No pre-MPF vested employer benefit payable) 因故革職(喪失強積金法例生效前之僱主供款利益)

Please enclose a copy of employer's letter for dismissal 請附上僱員解僱信之副本

IH – Ill health (Please enclose a certified true copy of doctor's certificate) 健康欠佳(請附上經認證的醫生證明書副本)

ER – Early retirement 提早退休

NR – Normal retirement 正式退休

LR – Late retirement 延期退休

DN – Death\* (Please enclose the beneficiary nomination form, relationship proof, the death certificate and the Individual Tax Residency Self-Certification Form (CRS-I (HK)-ORSO) completed by the beneficiary)\*\* 死亡\*(請附上受益人提名表格、關係證明、死亡證明書及已由受益人填妥的個人稅務居民自我證明表格(CRS-I (HK)-ORSO))\*\*

\* For members who joined the scheme after 1 December 2000, please inform the beneficiary to complete and submit the form "Withdrawal of minimum MPF benefits from MPF exempted ORSO registered scheme" (Form MMB-W) for further processing. The Form (Form MMB-W) can be downloaded from MPFA website at [www.mpfa.org.hk](http://www.mpfa.org.hk). 如成員在2000年12月1日後參與計劃，請通知受益人填報及遞交“從獲強積金豁免的職業退休註冊計劃提取最低強積金利益”表格(表格MMB-W)作進一步處理。有關表格(表格MMB-W)可於積金局網頁 [www.mpfa.org.hk](http://www.mpfa.org.hk) 下載。

\*\* A copy of Beneficiary Nomination Form certified by a lawyer or an HSBC executive is also acceptable. 本公司同時接受由律師或滙豐銀行行政級或以上職員認證作實的受益人提名表格副本。

A copy of Death Certificate certified by the Births & Deaths General Register Office, a lawyer or an HSBC executive is also acceptable. 本公司同時接受由生死登記總處、律師或滙豐銀行行政級或以上職員認證作實的死亡證明書副本。

### C. Details of termination (Cont'd) 離職資料(續)

2. Final average monthly relevant income 最終每月平均有關入息
- (i) Please fill in for members who joined the scheme after 1 December 2000 or for dismissed members who joined the scheme on or before 1 December 2000. 如成員在2000年12月1日後參與計劃或成員在2000年12月1日或以前參與計劃而被解僱，僱主始須填報此欄。
- (ii) Member's relevant income per month average over the period of 12 months immediately preceding the date of termination of employment or the withdrawal date of exemption certificate if the member joined the scheme for not less than 12 months after 1 December 2000, or the period since the date the member joined the scheme or 1 December 2000, whichever is the later, to the date of termination of employment or the withdrawal date of exemption certificate. 如成員在2000年12月1日後已參與計劃不少於12個月，即為緊接其終止受僱日期或撤回豁免證明書日期前的12個月的每月平均有關入息，或自成員參加計劃日期或2000年12月1日至終止受僱日期或撤回豁免證明書日期為止的期間，以較後者為準。
- (iii) Each month's relevant income is capped at the maximum level of relevant income governed by Mandatory Provident Fund Schemes Ordinance (CAP.485). 每月有關入息以強制性公積金計劃條例(第485章)規定的最高有關入息為上限。

## PART II – Details of scheme member (To be completed by member) 第II部 – 計劃成員資料(由成員填寫)

### A. Personal information 個人資料

1. Surname 姓	2. First name 名	3. HKID/Passport no. 香港身分證/護照號碼 (Please provide a certified true copy of the selected identity type. 請附上所選證件類別的認證副本。)
4. Correspondence Address (in English) 通訊地址(英文)		
Flat/Room 室 Floor 樓 Block 座 Name of building 大廈名稱		
Name of estate 屋邨名稱 Number and name of street/road 門牌及街道名稱		
District/Postal code 地區/郵政編號 <input type="checkbox"/> HK 香港 <input type="checkbox"/> KLN 九龍 <input type="checkbox"/> NT 新界 <input type="checkbox"/> Others 其他 City 城市 Country/Region 國家/地區		
5. Daytime contact no. 日間聯絡電話號碼	6. Mobile phone no. 流動電話號碼	
7. Facsimile no. 傳真號碼	8. E-mail address 電郵地址	

(Section B is only applicable for member who joined scheme after 1 December 2000) (B部分只適用於2000年12月1日後參與計劃的成員)

### B. Minimum MPF benefits transfer or withdrawal option 最低強積金利益轉移或提取選擇

I elect to arrange the minimum MPF benefits as follows: (Please ✓ the appropriate box) 本人選擇把最低強積金利益作出以下的安排：(請於適當的方格內填上「✓」號)

**NOTE 注意：If you have signed and submitted this form without indicating an election, you will be deemed to have selected Option A below. 如簽署本表格而沒有註明選擇，則當作你已選擇下列選擇一。**

**OPTION A – Transfer to my existing/a new\* HSBC MPF Personal Account 選擇一：轉移至本人現有/新\*滙豐強積金個人賬戶**

Name of the trustee 信託人名稱： HSBC Provident Fund Trustee (Hong Kong) Limited

Name of the scheme 計劃名稱： HSBC Mandatory Provident Fund - SuperTrust Plus 滙豐強積金智選計劃

\* You are required to complete and return a separate Personal Account Holder Application Form that will be mailed to you upon receipt of this Form. 當本公司收到本申請表時，我們將寄予你一份個人賬戶持有人申請表。請填妥並交回該申請表。

**OPTION B – Transfer to my MPF account with my new employer 選擇二：轉移至本人新僱主就本人開立的強積金賬戶**

Name of new employer 新僱主名稱 \_\_\_\_\_

Name of the trustee 信託人名稱 \_\_\_\_\_

Name of the scheme 計劃名稱 \_\_\_\_\_

New Employer ID/Scheme ID 新僱主編號/計劃編號 \_\_\_\_\_

MPF membership number# 強積金成員編號# \_\_\_\_\_

**OPTION C – Transfer to my existing/a new MPF account 選擇三：轉移至本人現有/新強積金賬戶**

Name of the trustee 信託人名稱 \_\_\_\_\_

Name of the scheme 計劃名稱 \_\_\_\_\_

Employer ID/Scheme ID 僱主編號/計劃編號 \_\_\_\_\_

MPF membership number# 強積金成員編號# \_\_\_\_\_

# Leave it blank if you have newly joined the scheme and are not aware of the MPF membership number for your new account. 如你因新加入計劃而未知悉強積金成員編號，可留空不填。

**OPTION D – Withdraw my Minimum MPF Benefits on the ground of retirement (attained age 65)/early retirement (attained age 60)/total incapacity/permanent departure from Hong Kong. I understand that I have to complete and submit the form "Withdrawal of minimum MPF benefits from MPF exempted ORSO registered scheme" (Form MMB-W)\*\* for further processing. 選擇四：提取本人最低強積金利益，申索理由為退休(已年滿六十五歲)/提早退休(已年滿六十歲)/完全喪失行為能力/永久性地離開香港。本人明白須填報及遞交「從獲強積金豁免的職業退休註冊計劃提取最低強積金利益」表格(表格MMB-W)\*\*作進一步處理。**

\*\* The Form (Form MMB-W) can be downloaded from MPFA website at www.mpfa.org.hk. 有關表格(表格MMB-W)可於積金局網頁www.mpfa.org.hk下載。

**PART III – Declaration 第三部 – 聲明**

<p>I/We declare that to the best of my/our knowledge and belief, the above information (Part I) is correct and complete. 本人／吾等聲明，本人／吾等深知確信上述所提供的資料(第I部)均屬正確無訛且並無缺漏。</p>	<p>I declare that to the best of my knowledge and belief, the above information (Part II) is correct and complete. 本人聲明，本人深知確信上述所提供的資料(第II部)均屬正確無訛且並無缺漏。 I understand that the above option A will be effected if I sign this form without indicating an election. 本人明白如本人簽署本表格而沒有註明選擇，上述選擇一將自動生效。</p>
<p>Authorised signature(s) of employer 僱主授權簽署</p>	<p>Signature of scheme member 計劃成員簽署</p>
<p>Date 日期</p>	<p>Date 日期</p>

**Personal information collection statement 收集個人資料聲明**

<p><b>(Applicable to schemes regulated by an insurance arrangement 適用於由保險安排所規管的計劃)</b></p> <p>1. The personal data provided by Participating Employers (if applicable) and/or Members and details of transactions or dealings by such Participating Employers (if applicable) and/or Members from time to time may 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) 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, subject to applicable legislation; (iii) matching for occupational retirement scheme related purpose with other personal data concerning the relevant Participating Employers (if applicable) and/or Members; (iv) 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'). 不時由參與僱主(如適用)及／或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)在適用的法例規限下，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)；(iii)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；(iv)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」)。</p> <p>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。</p> <p>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 in any jurisdiction; (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); (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)任何司法管轄區的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)；(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。</p> <p>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。</p> <p>5. No person other than you and us will have any right under the Contracts (Rights of Third Parties) Ordinance to enforce or enjoy the benefit of any of the provisions of these Terms and Conditions. 除你及我們以外，並無其他人士有權按《合約(第三者權利)條例》強制執行本條款及細則的任何條文，或享有本條款及細則的任何條文下的利益。</p>
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## 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 Participating Employers (if applicable) and/or Members and details of transactions or dealings by such Participating Employers (if applicable) and/or Members from time to time may 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) 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, subject to applicable legislation; (iii) matching for occupational retirement scheme related purpose with other personal data concerning the relevant Participating Employers (if applicable) and/or Members; (iv) 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'). 不時由參與僱主(如適用)及/或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)在適用的法例規限下,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); (iii)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; (iv)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 in any jurisdiction; (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); (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)任何司法管轄區的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); (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. No person other than you and us will have any right under the Contracts (Rights of Third Parties) Ordinance to enforce or enjoy the benefit of any of the provisions of these Terms and Conditions. 除你及我們以外,並無其他人士有權按《合約(第三者權利)條例》強制執行本條款及細則的任何條文,或享有本條款及細則的任何條文下的利益。