

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

INTE02

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: 1. 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。
2. Please read the Personal information collection statement before completing this form. 填寫本表格前, 請先細閱收集個人資料聲明。
3. In case the employer has not provided all the details of member in section B, the member may in turn be asked to complete his/her member details and to countersign all additional changes. 假若僱主沒有提供B部成員的所有個人資料, 成員可能被要求填補個人資料及加簽所有額外的更改。
4. 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。
5. 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. 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。

Part I: Details of member termination (To be completed by employer) 第一部: 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(先寫姓) (Same as HKID/Passport 與香港身分證/護照相同)
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	

C. Details of termination 離職資料

1. Last employment date 最後受僱日期 <table border="1"><tr><td>Year 年</td><td>Month 月</td><td>Day 日</td></tr></table>	Year 年	Month 月	Day 日	2. Termination reason code ¹ 離職原因代號 ¹
Year 年	Month 月	Day 日		
3. Last contribution month 最後供款月份 <table border="1"><tr><td>Year 年</td><td>Month 月</td></tr></table>	Year 年	Month 月	4. Final average monthly relevant income ² 最終每月平均有關入息 ²	
Year 年	Month 月			
5. Refund of long service/severance payment required? 是否需要長期服務金／遣散費退款？ <input type="checkbox"/> Yes 是 (Please attach payment proof 請附上有關付款證明文件) <input type="checkbox"/> 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. 如僱員在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下載。 ** A copy of Beneficiary Nomination Form certified by a lawyer or an HSBC Executive or above 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 or above 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。 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 with cause who joined the scheme on or before 1 December 2000. 如僱員在2000年12月1日後參與計劃或僱員在2000年12月1日或以前參與計劃而因故被革職，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(以較後者為準)至終止受僱日期或撤回豁免證明書日期為止的期間。 (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。				

D. Declaration 聲明

I/We declare that to the best of my/our knowledge and belief, the above information 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均屬正確無訛且並無缺漏。

X

Authorised signature of employer 僱主授權簽署

Date 日期

Part II: Details of scheme member (To be completed by member) 第二部：計劃成員資料(由成員填寫)

A. Treatment of benefit entitlement 可享有的權益安排

I hereby elect and consent to the following on becoming entitled to my benefit entitlement under the scheme as specified in Section A under Part I (the 'Former Retirement Scheme'): 本人謹此選擇並同意本人於第I部A節所註明的計劃(「前退休計劃」)下可享有的權益的安排：

NOTE: If no election is being made below, you will be deemed to have elected to withdraw your benefit entitlement under the Former Retirement Scheme. 備註：如沒有作出以下選擇，則當作你已選擇提取在前退休計劃下的可享有的權益。

Withdraw my benefit entitlement under the Former Retirement Scheme, or 提取本人在前退休計劃下的可享有的權益，或

Apply to become a Member of the Deferred Member Arrangement under the Wayfoong Multi-funding System and waive my rights to immediately receive payment of the 'Transferable Benefits' (as defined in (d) below) from the Former Retirement Scheme (excluding, where applicable, any part of the benefits that is subject to any offsetting against the statutory long service payment or severance payment, the minimum MPF benefits and any part of the benefits that is subject to any other deductions as permitted under the rules governing the Former Retirement Scheme) upon the following terms: 申請成為滙豐綜合公積金的成員延續安排的成員，並根據以下條款而放棄本人在前退休計劃中即時收取「可轉移權益」(按以下(d)項所界定的權利(不包括(如適用)須抵銷法定長期服務金或遣散費的任何權益、最低強積金利益，以及在前退休計劃的管限條款准許的情況下，須作出任何其他扣減的任何權益)：

(Please complete and return a 'Deferred Member Account Application Form' under the Wayfoong Multi-funding System together with this 'Member Termination Form'.) (注意：請填妥滙豐綜合公積金的「成員延續賬戶申請表」並連同此「成員離職申報表」一併寄回。)

- a) I hereby waive my rights to immediately receive payment of the Transferable Benefits from the Former Retirement Scheme in return for the right to become a Member of the Deferred Member Arrangement under the Wayfoong Multi-funding System under the HSBC Life Trust Based Pooling Agreement, through which the Transferable Benefits (as defined in (d) below) may be invested in the relevant investment choice(s). 本人謹此放棄在前退休計劃中即時收取可轉移權益的權利，以換取成為HSBC Life Trust Based Pooling Agreement (「匯集協議」)下滙豐綜合公積金的成員延續安排的成員，可轉移權益(按以下(d)項所界定)將投資於有關的投資選擇。
- b) I acknowledge that my application to participate in the Deferred Member Arrangement will be considered by the Administrator of the Wayfoong Multifunding System (i.e. The Hongkong and Shanghai Banking Corporation Limited), at its sole and absolute discretion. In the event that my application is refused, my benefit entitlement under the Former Retirement Scheme will be paid to me according to the rules of the Former Retirement Scheme. 本人確認滙豐綜合公積金的行政管理人(即香港上海滙豐銀行有限公司)可完全及絕對酌情決定本人參與成員延續安排的申請。如本人的申請被拒絕，本人在前退休計劃下的可享有的權益將按前退休計劃的條款支付予本人。
- c) On becoming a Member of the Deferred Member Arrangement, my Transferable Benefits will be transferred from the Former Retirement Scheme to an account set up under my name within the Deferred Member Arrangement by way of: (a) transfer of a sum representing the value of the units holding (which involves the redemption of the units from the designated investment choice(s) in the Former Retirement Scheme and utilising the redemption proceeds to subscribe units in the corresponding investment choice(s) under the Deferred Member Arrangement and/or (b) unit transfer, where appropriate, as determined by the Administrator. The Transferable Benefits will be invested in the relevant investment choice(s) under the Deferred Member Arrangement in accordance with my most recent investment allocation in respect of the designated investment choice(s) applicable to my Former Retirement Scheme. 成為成員延續安排的成員，本人的可轉移權益將由前退休計劃轉移至在成員延續安排下以本人名義成立的賬戶，並由行政管理人決定在適用的情況下採取以下方式進行：(a)轉移一筆相當於所持單位價值的金額(當中涉及贖回前退休計劃中的指定投資選擇的單位，並利用贖回款項認購成員延續安排下相應投資選擇的單位)及/或(b)轉移單位。可轉移權益將按照適用於本人前退休計劃中獲得的指定投資選擇最近期的投資分配，投資於成員延續安排下的有關投資選擇。
- d) 'Transferable Benefits' mean my benefit entitlement under the Former Retirement Scheme but excluding, where applicable, (i) any investment in the Central Provident Fund or 5% Guaranteed Fund or 4% Guaranteed Fund, where applicable, in the Former Retirement Scheme and such other investment choice(s) as the Administrator may designate from time to time, (ii) any part of the benefits that is subject to any offsetting against the statutory long service payment or severance payment, (iii) the minimum MPF benefits, (iv) any part of the benefits that is subject to any other deductions as permitted under the rules governing the Former Retirement Scheme and (v) any part of the benefits that the Administrator may determine from time to time, including any uninvested contributions. 「可轉移權益」是指本人在前退休計劃中的可享有的權益，但不包括(如適用)(i)前退休計劃中的中央公積金基金、5%保證基金或4%保證基金(如適用)的任何投資，以及行政管理人不時指定的其他投資選擇，(ii)須抵銷法定長期服務金或遣散費的任何權益，(iii)最低強積金利益，(iv)在前退休計劃的管限條款准許的情況下，須作出任何其他扣減的任何權益，以及(v)行政管理人不時決定的任何權益，包括任何並沒有投資的供款。
- e) If there is any offset of the statutory long service payment or severance payment, transfer of the minimum MPF benefits to an MPF scheme or any other deductions as permitted under the rules of the Former Retirement Scheme, such offset, transfer and/or deduction will be effected in the following order: 如有任何抵銷法定長期服務金或遣散費、轉移至強積金計劃的最低強積金利益或在前退休計劃的管限條款准許的情況下的任何其他扣減，該抵銷、轉移及/或扣減將按以下次序進行：
- (i) First, to be deducted from my benefit entitlement attributable to my investment in the Central Provident Fund or 5% Guaranteed Fund or 4% Guaranteed Fund, where applicable, and such other investment choice(s) as the Administrator may designate from time to time, 第一，歸屬於本人投資於中央公積金基金、5%保證基金或4%保證基金(如適用)及行政管理人不時指定的其他投資選擇的可享有的權益中扣除，
- (ii) Secondly, to be deducted from the benefits that fall within (d)(v) above, 第二，從上述(d)(v)項所指的權益中扣除，
- (iii) Thirdly, to be deducted from my benefit entitlement attributable to my investment in the investment choice(s) (other than those specified in (e)(i) above) under the Former Retirement Scheme in proportion to my investment in each such investment choice. 第三，歸屬於本人在前退休計劃下投資於各項投資選擇(不包括上述(e)(i)項所指的投資選擇)的可享有的權益中按比例扣除。
- f) If there are any remaining redemption proceeds of my investment in the Central Provident Fund or 5% Guaranteed Fund or 4% Guaranteed Fund, where applicable, and such other investment choice(s) as the Administrator may designate from time to time after the deduction as referred to (e) above, such remaining redemption proceeds and the benefits that fall within (d)(v) above will be paid to me. 如本人在中央公積金基金、5%保證基金或4%保證基金(如適用)及行政管理人不時指定的其他投資選擇中的投資在扣除上述(e)項後，有任何剩餘的贖回金額，該剩餘的贖回金額及上述(d)(v)項所指的權益，將支付予本人。
- g) I understand that my application cannot be processed until the Administrator has received all required information (including but not limited to the information on the amount of my final average monthly relevant income for the purpose of calculating the minimum MPF benefits (if applicable)) from the employer establishing the Former Retirement Scheme. 本人明白本人的申請將不能獲處理直至行政管理人收到成立前退休計劃的僱主提供全部所需資料(包括但不限於用作計算最低強積金利益(如適用)有關本人的最終每月平均有關入息金額的資料)。
- k) I understand that any investment that I may make under the Deferred Member Arrangement is made at my own risk and I am aware of the risks involved. I understand that if in doubt, I should seek independent professional advice. 本人明白本人在成員延續安排下作出的任何投資均屬本人自己作出的意願，並知道所涉及的風險。本人明白如有任何疑問，本人應徵詢獨立專業人士的意見。

(This Section B is only applicable for member who joined scheme after 1 December 2000) (此B部只適用於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：(請在適當的方格內填上「✓」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* MPF Personal Account 選擇一：轉移至本人現有／新*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 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 am also required 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，本人須填妥及遞交“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。

C. Declaration 聲明

I declare that to the best of my knowledge and belief, the above information is correct and complete. With respect to the treatment of benefit entitlement, I understand that if no election is made under Part A, I will be deemed to have elected to withdraw the benefit entitlement under the Former Retirement Scheme. With respect to my Minimum MPF benefits, I understand that the above option A in Part B will be deemed to be selected if I sign this form without indicating an election. 本人聲明，本人深知確信上述所提供的資料均屬正確無訛且並無缺漏。就可享有的權益安排，本人明白如本人沒有在A部註明選擇，則當作本人已選擇提取在前退休計劃下的可享有的權益。就最低強積金利益，本人明白如本人簽署本表格而沒有註明選擇，則當作本人已選擇上述B部選擇一。

X

Signature of scheme member 計劃成員簽署 _____

Date 日期 _____

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 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 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. 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。

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

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