

Please read this important note before you complete the Form MPF(S)-W(O), Form MPF(S)-W(R), Form MPF(S)-P(M) and Notice of Request Severance Payment/Long Service Payment:-

To process the withdrawals / transfer of MPF accrued benefits, the below documents should be submitted to the Trustee.

- Notice of Member Termination in order to ascertain whether Severance Payment (“SP”) / Long Service Payment (“LSP”) offsetting is involved (to be completed by employer). If outstanding document, the Trustee needs to follow up with employer or employee before releasing / transferring the accrued benefits.
- Request for SP / LSP offsetting (to be completed by employer and signed by both employer and terminated member, if applicable). If Employer indicates the need to offset SP/LSP but the relevant document is outstanding, the Trustee needs to follow up with employer or employee before releasing / transferring the accrued benefits. If Employer does not provide the relevant documents before the deadline which set by the Trustee, the trustee will proceed with the benefit paid out / transfer out of all the member’s accrued benefits from the terminated member’s account after the deadline.
- Fund Transfer Form / Claim Form – (to be completed by terminated member). If the Trustee does not receive the Fund Transfer Form / Claim Form within 3 months after the Trustee is notified of termination of employment, the MPF accrued benefits will be transferred to a personal account under Principal MPF Scheme. If SP / LSP offset is involved, it will be processed at the same time.

請於填寫表格 MPF(S)-W(O)、MPF(S)-W(R)、MPF(S)-P(M) 及要求遣散費及長期服務金通知前細閱此重要事項：

在處理提取/轉移強積金累算權益時，以下文件需遞交予受託人。

- 僱員離職通知書以確保是否涉及遣散費/長期服務金對沖(由僱主填寫)。如文件未齊全，受託人需與僱主或僱員作出跟進，才可提取/轉移有關累算權益。
- 要求對沖遣散費/長期服務金(如適用，由僱主填寫並由僱主及離職僱員簽署)。如僱主表示要對沖遣散費/長期服務金但有關文件未齊全，受託人需與僱主或僱員作出跟進，才可提取/轉移有關累算權益。若僱主在受託人設定的截止日期前未能提供相關文件，受託人將會於該截止日期後把成員所有累算權益提取或轉出其終止成員戶口。
- 計劃會員資金轉移申請表 / 申索累算權益的表格(由離職僱員填寫)。如受託人於獲知終止受僱後三個月內，未收到計劃會員資金轉移申請表/申索累算權益的表格，則強積金累算權益將轉移到信安強積金計劃內的個人帳戶。如要對沖遣散費/長期服務金，會在此同時處理。

**This page is only for Employer / Employee read only. 此頁面只供僱主/僱員閱讀。**

Trustee & Administrator: Principal Trust Company (Asia) Limited 受託人及管理人: 信安信託(亞洲)有限公司

Sponsor: Principal Insurance Company (Hong Kong) Limited 保薦人: 美國信安保險有限公司

30/F, Millennium City 6, 392 Kwun Tong Road, Kwun Tong, Kowloon, Hong Kong 香港九龍觀塘觀塘道 392 號創紀之城 6 期 30 樓

Customer Service Hotline 客戶服務熱線: (852) 2827 1233 Employer Hotline 僱主熱線: (852) 2251 9322 Fax 傳真: (852) 2827 1707 Website: 網址: www.principal.com.hk

有關：申請抵銷\*遣散費/長期服務金事宜

致：信安信託(亞洲)有限公司 (“受託人”)  
香港九龍觀塘觀塘道 392 號創紀之城 6 期 30 樓

日期：\_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日

僱員 (“僱員”)：\_\_\_\_\_ \* [先生/小姐/女士]

身份證號碼：\_\_\_\_\_ 成員編號：\_\_\_\_\_

公司名稱 (“僱主”)：\_\_\_\_\_

\* [強積金/退休]計劃合約編號：\_\_\_\_\_

僱主及僱員均同意證明並確認：

1. 僱主已按照《僱傭條例》(第 57 章) (“條例”) 計算\*遣散費/長期服務金為：

僱員應獲得的金額 港幣 \_\_\_\_\_ (a)

僱主已支付僱員的金額 港幣 \_\_\_\_\_ (b)

尚欠僱員的金額 港幣 \_\_\_\_\_ (c) = (a) - (b)

2. 有關之\*遣散費/長期服務金，將從僱員於本公司成立之強積金計劃的僱主供款的累算權益中作出抵銷。

3. 此項抵銷是根據條例內的有關條款作出處理。

4. 現授權及要求受託人從僱主強制性供款權益部份及/或僱主自願性供款之僱員既得權益部份(如有)扣除並退還有關金額

5. 若有關僱主部份的累算權益不足以支付尚欠的餘額(c)，僱主則須向僱員另行發放。但若大於上述\*遣散費/長期服務金金額，只有上述規定的金額發放予僱員。(只適用於退還金額予僱員的情況)。

6. 如僱主部份的累算權益在處理抵銷僱員的\*遣散費/長期服務金後還有結餘，受託人會根據條例內的有關條文及參考 1(b)部份的金額退還\*遣散費/長期服務金予僱主。

7. 如僱主未有作出指示，\*遣散費/長期服務金之抵銷次序為僱主的自願性供款然後強制性供款。

僱員同意，如受託人因有關此項按相關法例條文向僱員支付的款項而接獲申索(不論該等申索被成功駁回或被受託人酌情接納)而引致任何損失，僱員/僱主將向受託人作出賠償。

僱員簽署：\_\_\_\_\_

(必須與計劃成員登記表格上之簽署相同)

僱主特此同意，如受託人因該僱員、其遺囑執行人、財產管理人或轉讓人就有關此項按相關法例條文向僱員支付的款項提出任何申索(不論該等申索被成功駁回或被受託人酌情接納)而引致任何損失，僱員/僱主將向受託人作出賠償。

公司授權簽署及公司蓋章：\_\_\_\_\_

公司聯絡人姓名：\_\_\_\_\_

公司聯絡電話：\_\_\_\_\_

\*請刪去不適用者



**RE : REQUEST \*SEVERANCE PAYMENT/LONG SERVICE PAYMENT OFFSETTING**

**TO: PRINCIPAL TRUST COMPANY (ASIA) LTD.(THE ‘TRUSTEE’)**  
**30/F, Millennium City 6, 392 Kwun Tong Road, Kwun Tong, Kowloon, Hong Kong**

DATE: \_\_\_\_\_

EMPLOYEE (“THE EMPLOYEE”): \* MR./MISS/MS. \_\_\_\_\_

HKID NO.: \_\_\_\_\_ MEMBER NO.: \_\_\_\_\_

COMPANY NAME (THE “EMPLOYER”): \_\_\_\_\_

\*MPF/ORSO CONTRACT NO.: \_\_\_\_\_

The EMPLOYER and the EMPLOYEE hereby agreed, confirmed and acknowledged that:

- The EMPLOYER has calculated \*severance payment/long service payment in accordance with the relevant provisions of the Employment Ordinance (Cap.57) (“Ordinance”) :-  
Total amount entitled by EMPLOYEE HK\$ \_\_\_\_\_ (a)  
Amount paid by EMPLOYER HK\$ \_\_\_\_\_ (b)  
Outstanding amount due to EMPLOYEE HK\$ \_\_\_\_\_ (c) = (a) – (b)
- The amount of the \*severance payment/long service payment so paid is to be offset against the accrued benefits arising from the EMPLOYER contributions in respect of this EMPLOYEE under the MPF Scheme set up by the EMPLOYER.
- Such offset is made in accordance with the relevant provisions of the Ordinance.
- The Trustee is authorized and instructed to deduct the aforesaid payment from the EMPLOYEE’s accrued benefits derived from the EMPLOYER’s mandatory contribution and the vested portion of the EMPLOYER’s voluntary contribution (if any) and then pay the sum so deducted.
- If the accrued benefits of EMPLOYER portion is less than the outstanding amount(c), the EMPLOYER is required to pay the shortfall to the EMPLOYEE. But if it is greater than the amount of \*severance payment /long service payment stated above, only the entitled amount stated above will be paid to the Employee. (it is only applicable for refund to employee scenario).
- If there is remaining balance under the accrued benefits of the employer portion after processing the \*severance payment/long service payment offset to **EMPLOYEE**, Trustee will process \*severance payment/long service payment offset to **EMPLOYER** in accordance with the relevant provisions of the Ordinance and referring to the Part 1(b) amount.
- If no instruction is given by the employer, \*severance payment/long service payment will be offset by employer’s voluntary contribution followed by mandatory contribution.

The EMPLOYEE hereby agreed to indemnify the Trustee against any loss arising from any claim whatsoever made (whether successfully contested or, alternatively admitted at the Trustee’s discretion) arising out of or in any way connected to such payment made to the EMPLOYEE/EMPLOYER in accordance with the relevant statutory provisions.

EMPLOYEE SIGNATURE: \_\_\_\_\_

*(Should be same as Membership Enrolment Form)*

The EMPLOYER hereby agreed to indemnify the Trustee against any loss arising from any claim whatsoever made by the EMPLOYEE, his/her executors, administrators or assigns (whether successfully contested or, alternatively admitted at the Trustee’s discretion) arising out of or in any way connected to such payment made to the EMPLOYEE/EMPLOYER in accordance with the relevant statutory provision.

COMPANY AUTHORISED

SIGNATURE & COMPANY CHOP: \_\_\_\_\_

COMPANY CONTACT PERSON: \_\_\_\_\_

COMPANY CONTACT TEL NO.: \_\_\_\_\_

*\*Delete if not applicable*

