



**中國人壽信託有限公司**  
**CHINA LIFE TRUSTEES LIMITED**

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**CHINA LIFE MPF MASTER TRUST SCHEME ("the Scheme")**

**中國人壽強積金集成信託計劃 ("本計劃")**

**Notice of Employee Termination**

**僱員離職通知書**

**CL 05**

Name of Employer (僱主名稱) : \_\_\_\_\_

Scheme Account No. (計劃帳戶編號) : \_\_\_\_\_

Member Number 成員編號	Member Name 成員姓名	HKID/Passport No. 香港身份證/ 護照號碼	Last Day of Employment 最後受僱日期 DD/MM/YYYY 日/月/年	Reason of Termination (Note 1) 離職原因 (備註 1)	Request for Refund of LSP/ SP (Note 2 & 4) 要求退回長期服務金/ 遣散費 (備註 2 及 4)
					Yes 是 / No 否
					Yes 是 / No 否
					Yes 是 / No 否
					Yes 是 / No 否
					Yes 是 / No 否
					Yes 是 / No 否
					Yes 是 / No 否
					Yes 是 / No 否
					Yes 是 / No 否
					Yes 是 / No 否

Authorised Signature & Company Chop:

授權人簽署及公司蓋章

\_\_\_\_\_

Date/日期

: \_\_\_\_\_

**For Official Use Only 公司專用**

Signature Verification:	
Date of input:	

- Note: 1. (1) Normal Retirement (aged 65) / 正常退休 (年齡達 65 歲人士) (5) Summary Dismissal / 即時解僱  
備註 (2) Total Incapacity / 完全喪失行為能力 (6) Intra-group Transfer / 集團內部轉移  
(3) Death / 死亡 (7) Early Retirement (aged 60-64) / 提早退休 (年齡達 60-64 人士)  
(4) Leaving Service/ 離職 (Resignation 辭職; Termination 終止受僱; Dismissal 解僱; Layoff 遣散)
- Please assist the employee(s) to complete and submit the MPF(S)-P(M) Form to the Transferee trustee for the above reason (4) if necessary.  
若離職原因為(4),可協助員工填妥 MPF(S)-P(M)表格並提交到承轉受託人。
  - Please arrange the employee(s)/claimant to complete and submit the MPF(S)-W(O) or MPF(S)-W(R) Form together with the relevant supporting documents to us for the above reason (1), (2), (3), (7).  
若離職原因為(1) (2) (3) (7), 請安排員工/權益申索者填妥 MPF(S)-W(O)或 MPF(S)-W(R)表格, 並連同有關文件提交到本公司。
  - Please arrange to complete and submit the Intra-group Transfer Form to the new Employer for the above reason (6).  
若離職原因為(6), 請填妥集團內部轉移表並轉交到新僱主。
  - Provided only if (i) vesting percentage for voluntary contribution derived from employer's balance is needed to be ascertained, and/or (ii) there is a request for refund of LSPS/SP.  
當(i)要確定由僱主結餘所衍生的自願性供款之歸屬比率,及/或(ii)有退回長期服務金/遣散費的要求才要提供。
2. If Employer has paid the LSP/SP (if any), please provide Receipt of LSP/SP or Notice of Request for Refund of LSP/SP to us for processing the reimbursement  
如僱主已付長期服務金/遣散費, 請提供長期服務金/遣散費之付款收據或要求退回長期服務金/遣散費通知書予我們以處理退款之用。
3. This notice must be submitted to the trustee within 10 days after the calendar month during which the cessation of employment occurs.  
本通知書請於僱員終止受僱之曆月後 10 天內提交信託人。
4. For the offset request of Long Service Payment and Severance Payment made to an MPF Scheme, the handling of the request and the calculation of relevant amount are in below sequence of: 對於強積金計劃作出之長期服務金或遣散費的抵銷指示, 處理指示及計算有關金額會按照下列次序:
- i. Vested balances derived from Employer's contributions under ORSO Scheme (if applicable)  
職業退休計劃下僱主供款部分所得的歸屬結存(如適用)
  - ii. Vested balances derived from Employer voluntary contributions (including Employer's ORSO transfers) under MPF Scheme (if applicable)  
強積金計劃下僱主自願性供款(包括轉移自職業退休計劃的僱主部分) 所得的歸屬結存 (如適用)
  - iii. Accrued benefits derived from employer mandatory contributions under MPF Scheme  
強積金計劃下僱主強制性供款所得的累算權益