



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 Request for Refund of
Long Service Payment (LSP)/Severance Payment (SP)
要求退回長期服務金/遣散費通知書

CL 06

Please fill in **ALL** the Sections 請填妥**所有**部份

Name of Employer (僱主名稱): _____

Scheme Number (計劃編號): _____ Member Number (成員編號): _____

Name of Employee (僱員名稱): _____ Last Date of Employment (最後受僱日期): _____

HKID Number/ Passport no.(香港身份證/護照號碼): _____

Part I. LSP/ SP Details 第一部份 長期服務金/遣散費資料

(Please "✓" the appropriate box) (請在適當方格內填上"✓"號)

Please select 請選擇	<input type="checkbox"/> Long Service Payment (LSP) 長期服務金	<input type="checkbox"/> Severance Payment (SP) 遣散費
Employee Entitlement of LSP/SP 僱員應得之長期服務金/遣散費	Amount of LSP/SP paid by Employer 僱主已付之長期服務金/遣散費金額	Outstanding Amount of LSP/SP due to Employee 僱主未付之長期服務金/遣散費金額
HK\$	HK\$	HK\$

Part II. Employee's Declaration 第二部份 僱員聲明

I, the undersigned 本人簽署人

- A. hereby acknowledge receipt of the amount stated in Part I in satisfaction/part satisfaction of the Long Service Payment/Severance Payment (the 'LSP/SP') to which I am entitled under the Employment Ordinance (Chapter 57 of the Laws of Hong Kong); and 茲確認已收取第一部份所列明的款項，作為本人根據僱傭條例（香港法例第 57 章）有權享有的全部／部分長期服務金／遣散費；及
- B. (where an outstanding amount is stated in Part I) declare that I have not received the outstanding amount as stated in Part I and hereby apply to China Life Trustees Limited ("China Life") to pay me my Accrued Benefits ^{note 2} derived from contributions made to the MPF Scheme by my employer to the extent of the outstanding amount as stated in Part I or the value of those benefits in the MPF Scheme, if less; and (在第一部份列明於尚欠款項的情況下) 謹此聲明，本人並無收取第一部份所列明的欠款，並謹此向中國人壽信託有限公司（“中國人壽”）提出申請，於強積金計劃僱主供款所得的累算權益^{附註 2} 支付有關款項，但以第一部份所列明的欠款或以強積金有關權益的價值為限（以款項較低者為準）；及
- C. (where Part III A is applicable) understand that after settling my claim in Part II B, China Life use my Accrued Benefits ^{note 2} derived from contributions made to the MPF Scheme by my employer to reimburse my employer with the LSP/SP amount stated as received by me in Part I, if my Accrued Benefits have been transferred from my employer's MPF scheme to another employer's MPF scheme or another MPF personal account with China Life, the reimbursement will be made from that account; and (在第三 A 部份適用的情況下) 明白於支付本人在第二 B 部份申索的款項後，中國人壽把本人於強積金計劃僱主供款所得的累算權益^{附註 2} 還僱主在第一部份所列明本人已收取的長期服務金／遣散費，如累算權益已由僱主的強積金計劃轉移至中國人壽之另一個僱主的強積金計劃或另一個強積金個人賬戶，有關的償還將從該賬戶中提取；及
- D. in applying for a payment in Part II B above, agree to indemnify China Life against any loss arising from any claim whatsoever made (whether successfully contested or, alternatively admitted at your discretion) arising out of or in any way connected to such payment made to me in accordance with the relevant statutory provisions; and 就申請上述第二 B 部份的付款，如中國人壽因有關此項按相關法例條文向本人支付的款項而接獲申索（不論該等申索被成功駁回或被酌情接納）而引致任何損失，本人同意向中國人壽作出賠償；及
- E. declare that to the best of my knowledge and belief, the information given in this Form and its attachments is correct and complete; and 聲明，盡本人所知所信，本表格及隨附文件所提供的資料均屬正確無訛且並無缺漏；及
- F. acknowledge and confirm that I have read and understood and agree with the terms of the Personal Information Collection Statement ("PICS") attached herein. 本人知悉及確認本人已閱讀並明白及同意收集個人資料聲明條款。

Employee Signature 僱員簽署

Date 日期

Notes: 附註:

1. Where an application is made using this form and that application is in relation to an MPF Scheme, that application is made under section 12A of the Mandatory Provident Fund Schemes Ordinance (Chapter 485 of the Laws of Hong Kong). 使用本表格提出與強積金計劃有關之申請，則該申請乃根據強制性公積金計劃條例（香港法例第 485 條）第 12A 條提出。
2. 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

Part III. Employer Declaration 第三部份 僱主聲明

I/ We, the undersigned 本人/吾等簽署人

- A. hereby declare that I/we have paid the above mentioned employee the amount stated in Part I in satisfaction/part satisfaction of the LSP/SP to which he/she is entitled under the Employment Ordinance and hereby apply for that payment to be offset (as far as possible) against Accrued Benefits derived from my/our contributions made to the MPF Scheme in accordance with the relevant statutory provisions and the governing rules of the Scheme; and 謹此聲明，本人/吾等已向上述僱員支付在第一部份列明的款項，作為根據僱傭條例其有權享有的全部/部分長期服務金/遣散費，並謹此根據相關法例條文及本計劃的監管規則，申請由本人/吾等於強積金計劃作出供款所得的累算權益（盡可能）發還款項作抵銷長期服務金/遣散費；及
- B. (where the amount stated in Part I is in part satisfaction of LSP/SP) understand that my/our application in Part III A is subject to settling the employee's above application in Part II B; and (在第一部份列明作為支付部分長期服務金/遣散費的款項之情況下) 明白本人/吾等在第三 A 部份的申請將於僱員在上述第二 B 部份的申請被處理後才獲受理；及
- C. understand that China Life will (as far as possible) pay Accrued Benefits derived from my/our contributions made to the MPF Scheme up to the outstanding amount stated in Part I to the employee in satisfaction/part satisfaction of his/her application under the relevant statutory provisions; and 明白中國人壽將（盡可能）從本人/吾等於強積金計劃作出的供款所得的累算權益支付最高至第一部份所列明的欠款予僱員，作為其根據相關法例條文有權享有的全部或部分款項的申請；及
 - i. understand that should the Accrued Benefits derived from my/our contributions made to the MPF Scheme exceed the amount stated in Part I then the excess, after satisfying the application under Part II B will be handled in accordance with the relevant MPF legislation and governing rules of the Scheme; 明白如本人/吾等於強積金計劃作出的供款所得的累算權益超逾第一部份所列明的款項，在支付根據第二 B 部份申請的款項後，其餘款項將根據相關的強積金法例及本計劃的監管規則處理；
 - ii. understand that in the event that the Accrued Benefits derived from my/our contributions to the MPF Scheme is insufficient to meet the amount stated in Part I, I am/we are required to pay the difference to the employee; 明白如本人/吾等於強積金計劃作出的供款所得的累算權益不足以支付第一部份所列明的款項，本人/吾等須向僱員支付差額；
- D. in applying for a payment in Part III A above, agree to indemnify China Life 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 your discretion) arising out of or in any way connected to such payment made to me/us in accordance with the relevant statutory provision; and 就申請上述第三 A 部份的款項，如中國人壽因該僱員、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所支付的款項提出任何申索（不論該等申索被成功駁回或被酌情接納）而引致任何損失，本人/吾等同意向中國人壽作出賠償；及
- E. declare that to the best of my knowledge and belief, the information given in this Form and its attachments is correct and complete; and 聲明，盡本人所知所信，本表格及隨附文件所提供的資料均屬正確無訛且並無缺漏；及
- F. acknowledge and confirm that I have read and understood and agree with the terms of the Personal Information Collection Statement ("PICS") attached herein. 本人知悉及確認本人已閱讀並明白及同意收集個人資料聲明條款。

Authorized Signature & Company Chop
授權人簽署及公司蓋章

Date
日期

Personal Information Collection Statement 收集個人資料聲明

China Life Trustees Limited (the "Company") recognises its responsibilities in relation to the collection, holding, processing or use of personal data under the Personal Data (Privacy) Ordinance. Personal data will be collected only for lawful and relevant purposes and all practicable steps will be taken to ensure that personal data held by the Company is accurate. The Company will take all practicable steps to ensure security of the personal data and to avoid unauthorized or accidental access, erasure or other use.

The provision of your personal data is voluntary. Please note that if you do not provide us with the required personal information, the Company may not be able to provide your requested information, products or services.

Purpose: From time to time it is necessary for us to use your personal data for the following purposes:

1. offering and providing to you the China Life MPF Master Trust Scheme ("MPF Scheme") or related products/services of the Company and other companies of the China Life Group ("our affiliates"), and administering, maintaining, managing and operating such MPF Scheme or related products/services;
2. processing and evaluating any applications or requests made by you or in respect of your benefits in the MPF Scheme or related products/services offered by the Company and our affiliates;
3. providing subsequent services to you on the MPF Scheme or related products/services of the Company and our affiliates and the administration thereof e.g. enrollment and termination, variations, calculation of contributions and benefits and the processing of redemption/withdrawal/switching/transfer requests;
4. any purposes in connection with any claims or benefits payment or transfer requests made by or against or otherwise involving you or your benefits in respect of the MPF Scheme or related products/services provided by the Company and/or our affiliates;
5. evaluating your financial needs with respect to the MPF Scheme and related products/services;
6. designing new or enhancing existing MPF scheme or related products/services of the Company and/or our affiliates;
7. conducting market or actuarial research for statistical or similar purposes undertaken by the Company and/or our affiliates, the MPF industry or our respective regulators;
8. matching any data held which relates to you from time to time for any of the purposes listed herein;
9. meeting requirements imposed by any applicable, present, existing or future law, rules, regulations, codes of practice or guidelines (including sending of information) or assisting with law enforcement purposes, investigations by police or other government or regulatory authorities in Hong Kong or elsewhere;
10. conducting identity check and/or debt collection for the MPF Scheme and related business;
11. carrying out other services in connection with the operation of the Company's MPF Scheme or related business;
12. sending out administrative communications about any account you may have with the Company, MPF Scheme communications or about future changes to this Personal Information Collection Statement;
13. performing relevant due diligence procedures in accordance with the Common Reporting Standard (or Automatic Exchange of Financial Account Information) as set out in the Inland Revenue Ordinance (Cap. 112); and
14. other purposes directly relating to any of the above.

Transfer of personal data: Personal data will be kept confidential but, subject to the provisions of any applicable law, may be shared with the following for the purpose of exercise and performance of the Company's functions conferred or imposed by or under the MPF laws:

1. any of our affiliates;
2. any person in connection with any claims made by or against or otherwise involving you or your benefits in respect of the MPF Scheme or related products/services provided by the Company and/or our affiliates;
3. any agent, contractor or third party who help provide services in connection with the MPF Scheme or related product/services provided by the Company and/or our affiliates, including any service providers engaged by the Company, MPF intermediary, fund management company or financial institution;
4. any agent, contractor or third party who provides administrative, technology, data processing, telecommunications, computer, payment, debt collection, securities clearing, call centre services or other services to the Company and/or our affiliates in connection with the MPF Scheme or related business;
5. any actual or proposed assignee, transferee, participant or sub-participant of our rights or business; and
6. any government department or other appropriate governmental or regulatory authority (which may be further transferred to governmental or regulatory authority of certain other jurisdiction(s)) to whom the Company and/or our affiliates are requested or required by any applicable, present, existing or future law, rules, regulations, codes of practice or guidelines to make disclosures.

Your personal data may be provided to any of the above parties who may be located in Hong Kong or outside of Hong Kong, and in this regard you consent to the transfer of your data outside of Hong Kong.

Use of Personal Data for Direct Marketing Purposes: The Company intends to:

1. use your name, contact details, products and services portfolio information, transaction pattern and behaviour, financial background and demographic data held by the Company from time to time for direct marketing of the MPF Scheme or related products/services by the Company and/or our affiliates;
2. The Company requires your written consent (which includes an indication of no objection) to use your personal data for any promotional or marketing purpose.

You may withdraw your consent to the use of your personal data for direct marketing purposes at any time, and thereafter the Company shall, without charge to you, cease to use such data for direct marketing purposes. If you wish to withdraw your consent, please contact our Personal Data Protection Officer (details below).

Access and correction of personal data: Under the Personal Data (Privacy) Ordinance, you have the right to ascertain whether the Company holds your personal data, to correct any data that is inaccurate, and to ascertain the Company's policies and practices in relation to personal data. You may also request the Company to inform you of the type of personal data held by it.

Requests for access and correction or for information regarding policies and practices and types of data held should be addressed in writing to:

The Personal Data Protection Officer
China Life Trustees Limited
17/F, CLI Building, 313 Hennessy Road,
Wan Chai, Hong Kong
Telephone: (852) 3999 5555
Fax: (852) 2893 2103

The Company has the right to charge a reasonable fee for the processing of any data request.

中國人壽信託有限公司（下稱“本公司”）明白其在《個人資料（私隱）條例》下就個人資料的收集、持有、處理或使用所負有的責任。本公司僅將為合法和相關的目的收集個人資料，並將採取一切切實可行的步驟，確保本公司所持個人資料的準確性。本公司將採取一切切實可行的步驟，確保個人資料的安全性，及避免發生未經授權或者因意外而擅自取得、刪除或另作使用個人資料的情況。

閣下的個人資料為自願提供。敬請注意，如果閣下不向本公司提供所需的個人資料，本公司可能無法提供閣下要求的資料、產品或服務。

目的：本公司不時有必要使用閣下的個人資料作下列目的：

1. 向閣下推介和提供本公司及中國人壽集團的其他公司（“本公司關聯方”）的中國人壽強積金集成信託計劃（下稱“強積金計劃”）或相關產品／服務，以及提供、維持、管理和操作該強積金計劃或相關產品／服務；
2. 處理和評估閣下就本公司及本公司關聯方的強積金計劃或相關產品／服務提出的或與閣下就該強積金計劃或相關產品／服務所享有的權益有關的任何申請或要求；
3. 就本公司及本公司關聯方的強積金計劃或相關產品／服務向閣下提供後續服務，以及執行/管理該強積金計劃或相關產品／服務，例如登記加入和終止、變更、計算供款和權益以及處理贖回/提取/轉換/轉移要求；
4. 就本公司和/或本公司關聯方提供的強積金計劃或相關產品／服務而由閣下提出的、針對閣下或閣下的權益提出的、或者其他涉及閣下或閣下的權益的任何申索或權益的支付或轉移要求相關的任何目的；
5. 就強積金計劃及相關產品／服務而評估閣下的財務需求；
6. 為本公司和/或本公司關聯方設計新的強積金計劃或相關產品／服務或改進現有的強積金計劃或相關產品／服務；
7. 為本公司和/或本公司關聯方、強積金行業或相關的監管機構的統計或類似目的進行市場或精算研究；
8. 基於本收集個人資料聲明（“本聲明”）所列的任何目的，將本公司不時持有並與閣下有關的任何資料進行核對；
9. 滿足任何適用已存在、現有或將來法律、規則、規例、實務守則或指引要求（包括發送資訊），或協助在香港或香港以外其他地方的警方或其他政府或監管機構執法及進行調查；
10. 為強積金計劃和相關業務進行身份和/或債務追收；
11. 開展與本公司的強積金計劃或相關業務經營有關的其他服務；
12. 就閣下在本公司持有的任何帳戶、強積金計劃通訊或本聲明未來的變更發出行政性通訊；
13. 根據第112章《稅務條例》中自動交換財務帳戶資料的規定，進行所需的盡職審查程序；及
14. 與上述任何目的直接有關的其他目的。

個人資料的移轉：個人資料將予以保密，但在遵守任何適用法律條文的前提下，可為本公司行使和履行強積金法律賦予或委予其職能的目的而與下列人士共享：

1. 任何本公司關聯方；
2. 就本公司和/或本公司關聯方提供的強積金計劃或相關產品／服務而由閣下提出的、針對閣下或閣下的權益提出的、或其他涉及閣下或閣下的權益的任何申索相關的任何人士；
3. 就本公司和/或本公司關聯方所提供的強積金計劃或相關產品／服務的任何代理、承包商或第三方，包括本公司聘用的任何服務提供商、強積金中介人、基金管理公司或金融機構；
4. 就強積金計劃或相關業務向本公司和/或本公司關聯方提供行政、技術、數據處理、電訊、電腦、支付、債務追收、證券交收、電話中心服務、或其他服務的任何代理、承包商或第三方；
5. 本公司權利或業務的任何實際或建議的承讓人、受讓方、參與者或次參與者；及
6. 任何適用已存在、現有或將來法律、規則、規例、實務守則或指引要求或規定本公司和/或本公司關聯方向其作出披露的任何政府部門或其他適當的政府或監管機關（被移轉的資料或會進一步轉交予其他司法管轄區的政府部門或適當的政府或監管機關）。

閣下的個人資料可能會提供給上述任何一方（該方可能位於香港境內或境外），而就此而言，閣下同意將閣下的資料移轉至香港境外。

為直接促銷目的而使用個人資料：本公司打算：

1. 使用本公司不時持有的閣下的姓名、聯絡資料、產品和服務的組合資料、交易模式和行為、財政背景和統計數據以就本公司和/或本公司關聯方提供的強積金計劃或相關產品／服務進行直接促銷；
2. 本公司需取得閣下的書面同意（包括表示不反對）方可為任何推廣或促銷目的而使用閣下的個人資料。

閣下可隨時撤回給予本公司有關使用閣下的個人資料作直接促銷用途的同意，而本公司將在不收取任何費用的情況下停止使用該等資料作直接促銷用途。閣下如欲撤回閣下給予本公司的同意，請聯絡本公司的個人資料保護主任（詳情參閱下文）。

個人資料的查閱和更正：根據《個人資料（私隱）條例》，閣下有權查明本公司是否持有閣下的個人資料，更正任何不準確的資料，以及查明本公司有關個人資料的政策及常規。閣下還可以要求本公司告知閣下本公司所持個人資料的種類。

查閱和更正的要求，或有關獲取政策、常規及所持的資料種類的資料，均應以書面形式發送至：

個人資料保護主任
中國人壽信託有限公司
香港灣仔軒尼詩道 313 號
中國人壽大廈 17 樓
電話：(852) 3999 5555
傳真：(852) 2893 2103

本公司有權就因處理任何查閱個人資料的要求收取合理費用。



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
					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 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 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