



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

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China Life Central Provident Fund
中國人壽中央公積金

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

Important Notes 重要事項:

- The "Scheme" refers to the ORSO scheme listed in Part 1 of this form. 「計劃」指於本表格第 1 部分所列的職業退休計劃。
- The "Employer" refers to the company or individual listed in Part 1 of this form. 「僱主」指於本表格第 1 部分所列的其公司或個人。
- The "Member" refers to the individual listed in Part 1 of this form. 「成員」指於本表格第 1 部分所列的人士。
- The "Trustee" refers to the trustee of the Scheme. 「受託人」指於計劃的受託人。
- For MPF exempted ORSO registered Scheme, starting from 1 May 2025 ("the Transition Date"), employers cannot use the "Carved out benefits" (for the calculation of the Carved out benefits, please refer to Part 5 of this form) to offset an employee's Long Service Payment/Severance Payment ("LSP / SP") in respect of the employee's years of service from and including the Transition Date ("post-Transition portion of LSP/SP"). Despite this, employers can continue to use the Carved-out benefits to offset an employee's LSP/SP in respect of the employee's years of service before the Transition Date ("pre-Transition portion of LSP / SP"). Employers can continue to use the "Remaining Benefits" (i.e. the vested benefits attributable to the employer's contributions less the Carved-out benefits) to offset both an employee's pre-Transition portion of LSP/SP and post-Transition portion of LSP/ SP. 獲強積金豁免的職業退休計劃，由 2025 年 5 月 1 日（「轉制日」）起，僱主不可使用「剔除款項」（請參閱第 5 部分所列計算公式）對沖僱員轉制日起（包括轉制日）服務年資的長期服務金或遣散費（「轉制後部分長期服務金或遣散費」）。儘管如此，僱主可繼續使用剔除款項對沖僱員轉制日前服務年資的長期服務金或遣散費（「轉制前部分長期服務金或遣散費」）。僱主可繼續使用「利益餘額」（即僱主供款部分既有權益扣除剔除款項）對沖僱員轉制前部分長期服務金或遣散費及轉制後部分長期服務金或遣散費。
- For the avoidance of doubt, the arrangement in Note 5) above is not applicable to non MPF exempted ORSO registered Scheme 為免生疑問，上述事項 5) 的安排不適用於非獲強積金豁免的職業退休計劃。
- Both the Employer and Member should read all the information in this form and both are required to sign on this form to acknowledge and agree on the LSP / SP offset arrangement. 僱主及僱員雙方均應閱讀本表格所有內容及必須簽署本表格以確認及同意有關對沖長期服務金/遣散費之安排。
- The information provided in this form will be used in accordance with the relevant legislation and for the purposes mentioned in Appendix A. 已提供於本表格所有的資料將按照有關法例及附錄 A 使用。

Part 1. Employer & Member Information 第 1 部分 僱主及成員資料

Scheme Account No. 計劃編號 : _____

Name of Employer 僱主名稱 : _____

Member No. 成員編號 : _____

HKID No./Passport No. 香港身份證/護照號碼 : _____

Name of Member 成員名稱 : _____

Last Date of Employment 最後受僱日期 : _____ (DD/MM/YYYY)

Part 2. Long Service Payment ("LSP") / Severance Payment ("SP") Details 第 2 部分 長期服務金/遣散費資料

(a) LSP/SP entitled by the Member 成員應得之長期服務金/遣散費金額 (HKD)	(i) Pre-Transition portion of LSP / SP 轉制前部分長期服務金或遣散費
	(ii) Post-Transition portion of LSP / SP 轉制後部分長期服務金或遣散費
(b) Total Amount of LSP/SP paid by Employer 僱主已付之長期服務金/遣散費金額 (HKD)	
(c) Outstanding Amount of LSP/SP 僱主未付之長期服務金/遣散費金額 (HKD)	

Part 3. Member's Declaration 第3部分 成員聲明

By signing this form, I acknowledge and agree that 在簽署本表格，本人確認並同意：

1. I have duly received the amount stated in Part 2(b) for the full/partial payment of my entitled LSP/SP. 本人已收妥由僱主支付於第2(b)部分所列之全數/部份長期服務金/遣散費款項。
2. I declare that I have not received that outstanding amount of LSP/SP stated in Part 2(c) from the Employer and hereby apply to claim the outstanding amount out of my vested benefits attributable to the employer's contributions under the Scheme as permitted by law. 本人聲明並無由僱主收取第2(c)部分所列的長期服務金/遣散費欠款，並謹此申請從本人於計劃下的僱主供款部分既有權益，在法律允許的範圍內退回僱主未支付之長期服務金/遣散費予本人。
3. I understand after settling the above claim, that the LSP / SP paid to me by the Employer stated in Part 2(b), except any amount of LSP / SP reimbursed by another MPF / ORSO scheme, can be reimbursed to my Employer from my vested benefits attributable to the employer's contributions under the Scheme to the extent permitted by law. 本人明白當上述索處理賠後，第2(b)部分所列的僱主已支付予本人的長期服務金/遣散費，除已由另一個強積金或職業退休計劃退還的長期服務金/遣散費，會在法律允許的情況下從本人的僱主供款部分既有權益中扣除，並退還予僱主以作對沖。
4. The amount of LSP / SP will be withdrawn from my vested benefits attributable to employer's contributions according to the below sequence 用以抵銷長期服務金/遣散費的金額將根據以下順序從本人的僱主供款部分既有權益中扣除：
 - (i) Pre-Transition portion of LSP/SP offset by Carved out benefits and Remaining Benefits
轉制前部分長期服務金或遣散費由剔除款項和利益餘額對沖
 - (ii) Post-Transition portion of LSP/SP offset by Remaining Benefits
轉制後部分長期服務金或遣散費由利益餘額對沖
5. I acknowledge and confirm that I have read and understood all the information in this form including the PICS in Appendix A. 本人知悉及確認本人已閱讀並理解本表格所有內容包括附錄A收集個人資料聲明。

Signature of Member 成員簽名

Date 日期

Part 4. Employer's Declaration 第 4 部分 僱主聲明

By signing this form, I/We acknowledge and agree that 在簽署本表格，本人/我們確認並同意：

1. The amount of LSP/SP stated in Part 2(a) is calculated in accordance with the Employment Ordinance ("EO"). 在第 2(a)部分所列明之長期服務金/遣散費的款項是按照《僱傭條例》所計算。
2. I / We have paid the amount of the LSP/SP stated in Part 2(b) in accordance with the EO to the Member. I / We hereby apply to offset the LSP/SP paid to the Member from the member's vested benefits attributable to employer's contributions in the Scheme to the extent permitted by law, and refund to me/us. 本人/我們已按照《僱傭條例》支付第 2(b) 部分所列明的長期服務金/遣散費予上述成員。本人/我們並謹此申請從成員於劃下的僱主供款部分既有權益，在法律允許的範圍內，抵銷須已支付成員的長期服務金或遣散費並退回予本人/我們。
3. I / We understand that the claim above is subject to the settlement of the Member's claim of the outstanding amount of the LSP/SP stated in Part 2(c). 本人/我們明白上述申請須於完成處理退還有關第 2(b) 部分所列明的尚欠長期服務金/遣散費予成員的申索後才會獲得辦理。
6. The amount of LSP / SP will be withdrawn from the Member's vested benefits attributable to employer's contributions according to the below sequence 用以抵銷長期服務金/遣散費的金額將根據以下順序從成員於劃下的僱主供款部分既有權益中扣除：
 - (iii) Pre-Transition portion of LSP/SP offset by Carved out benefits and Remaining Benefits
轉制前部分長期服務金或遣散費由剔除款項和利益餘額對沖
 - (iv) Post-Transition portion of LSP/SP offset by Remaining Benefits
轉制後部分長期服務金或遣散費由利益餘額對沖
4. I / We understand that I am / we are required to pay the shortfall to the Member if the vested benefits attributable to employer's contributions in the Scheme as permitted by law are insufficient to meet the outstanding amount of the LSP/SP. 本人/我們明白如成員於劃下的僱主供款部分既有權益，在法律允許的範圍內，不足以支付尚欠長期服務金/遣散費款項，本人/我們須向成員支付有關差額。
5. I / We confirm all information provided in this form together with any subsequent updated information to be provided is true, correct and complete. I / We agree to indemnify and keep the Trustee indemnified against any and all losses, cost, expenses, actions, proceedings suffered by the Trustee as a result of any inaccuracy and / or incomplete of the information provided for the purpose of processing this request. 本人/我們確認在本表格所提供的所有資料連同任何隨後提供的更新資料均為真實、正確及完整。倘若因本人/我們/上述成員所填報之資料錯誤及/或不完整，而導致受託人在處理有關此申索個案中蒙受任何損失、成本、費用、或招致任何行動或訴訟，本人/我們同意作出有關賠償予受託人。
6. I / We understand that failure to provide any information requested herein may result in the Trustee inability to process my / our request. 本人/我們明白若未能提供所要求的任何資料，可導致受託人不能處理有關的申請。
7. I / We acknowledge and confirm that I have read and understood all the information in this form including the PICS in Appendix A. 本人/我們知悉及確認本人已閱讀並理解本表格所有內容包括附錄 A 收集個人資料聲明。

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

Date 日期

Part 5. Member's Relevant Income Information (to be completed by Employer) 第 5 部分 成員有關入息 (由僱主填寫)

The Member's Relevant Income information provided in this part will be used for the calculation of the Carved out benefits and also for the calculation of the Minimum MPF Benefits as stipulated in the Mandatory Provident Fund Schemes (Exemption) Regulation if applicable. 此部份所提供的僱員有關入息資料將用於計算剔除款項及《強制性公積金計劃（豁免）規例》下所規定的最低強制性公積金利益金額（如適用）。

The formula of Carved out benefits is as follows 剔除款項的計算公式如下:-

Carved-out
benefits
剔除款項

=

Average monthly relevant income in the 12 months
immediately preceding the termination of
employment (subject to the statutory cap of relevant
income under the Mandatory Provident Fund
Schemes Ordinance)
僱員在終止僱傭合約前 12 個月的平均有關入息
(有關入息以《強制性公積金計劃條例》規定的
每月最高有關入息水平為限)

x

Years of service with
participating scheme on or
after 1 December 2000
在 2000 年 12 月 1 日或之
後，享有參與計劃的服務
年數

x

5%

X

12

I/ We hereby confirm that the relevant income of the Member (as defined in the Mandatory Provident Fund Schemes Ordinance) of the last 12 months immediately preceding the termination of employment as below 本人/我們確認成員在終止僱傭合約前 12 個月於《強制性公積金計畫條例》下所定義的有關入息如下:-

月份 MM/YYYY 月/年	Relevant income 有關入息 (HKD)

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Version: 20250501

Appendix A
Personal Information Collection Statement (“PICS”)
China Life Trustees Limited

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 any retirement fund schemes (the “Retirement 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 Retirement Scheme or related products/services;
2. processing and evaluating any applications or requests made by you or in respect of your benefits in the Retirement Scheme or related products/services offered by the Company and our affiliates;
3. providing subsequent services to you on the Retirement 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 Retirement Scheme or related products/services provided by the Company and/or our affiliates;
5. evaluating your financial needs with respect to the Retirement Scheme and related products/services;
6. designing new or enhancing existing Retirement 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 Retirement Scheme and related business;
11. carrying out other services in connection with the operation of the Company’s Retirement Scheme or related business;
12. sending out administrative communications about any account you may have with the Company, Retirement 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 Retirement 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 Retirement 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 Retirement 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, Room 801, 8/F, Tower A, China Life Center, One HarbourGate, 18 Hung Luen Road, Hung Hom, Kowloon
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.

收集個人資料聲明
中國人壽信託有限公司

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、刪除或另行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”）的任何退休基金計劃計劃（下稱“退休金計劃”）或相關產品／服務，以及提供、維持、管理和操作該退休金計劃或相關產品／服務；
2. 處理和評估閣下就本公司及本公司關聯方的退休金計劃或相關產品／服務提出的或與閣下就該退休金計劃或相關產品／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退休金計劃或相關產品／服務向閣下提供後續服務，以及執行/管理該退休金計劃或相關產品／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退休金計劃或相關產品／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. 就退休金計劃及相關產品／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退休金計劃或相關產品／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、退休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係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. 為退休金計劃和相關業務進行身份和／或債務追收；
11. 開展與本公司的退休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、退休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退休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退休金計劃或相關產品／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退休金計劃或相關產品／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、退休金中介人、基金管理公司或金融機構；
4. 就退休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退休金計劃或相關產品／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
九龍紅磡紅鸞道 18 號 One HarbourGate
中國人壽中心 A 座 8 樓 801 室
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