



Note 注意

1. Please mark "✓" in the appropriate box. 請於適用的方格內填上「✓」號。
2. Please countersign any alterations made in this form. 如須作出任何刪改，請於刪改之位置旁簽署。
3. Please send the completed form to "Pension Services, Bank Consortium Trust Company Limited, 18/F Cosco Tower, 183 Queen's Road Central, Hong Kong". 請將填妥表格寄往「香港皇后大道中183號中遠大廈18樓：銀聯信託有限公司，退休金服務」收。

Part I. Employer Details 僱主資料	
Name of Plan 計劃名稱	<input type="checkbox"/> BCT (MPF) Pro Choice BCT 積金之選
	<input type="checkbox"/> BCT (MPF) Industry Choice BCT(強積金)行業計劃
Name of Company 公司名稱	English 英文
	Chinese 中文
Participating Plan No. 參與計劃編號	

Part II. Employee Termination 離職僱員							
No. 編號	HKID Card / Passport No. 香港身份證 / 護照號碼	Name of Employee 僱員姓名	Last Date of Employment (D - M - Y) 最後受僱日期 (日 - 月 - 年)	Termination Reason ^{Note 1} 離職原因 ^{註1}	Claim for reimbursement of LSP / SP Paid by Employer ^{Note 2} 申索發還 僱主已付之 長期服務金 / 遣散費金額 ^{註2} (HK\$ 港元)	Please "✓" below if original LSP / SP supporting documents are attached 如同時附上簽收 長期服務金 / 遣散費證明 之正本， 請加上「✓」號	Internal Use Only 內部 專用
1			- -				
2			- -				
3			- -				
4			- -				
5			- -				
6			- -				
7			- -				
8			- -				
9			- -				
10			- -				

Remarks 備註

1. It is required to provide the termination reason if the employer requests to offset Long Service Payment / Severance Payment ("LSP / SP") against the accrued benefits derived from employer's contributions or there are accrued benefits attributable to employer's voluntary contributions in the employee's account. 如僱主要求把長期服務金 / 遣散費與僱主供款部份的累算權益對沖或僱員戶口內的累算權益包含有僱主自願性供款，僱主需要提供離職原因。

Termination Reason 離職原因

'01' - Retirement 退休	'04' - Resignation / Contract Completion 辭職 / 合約完結
'02' - Total Incapacity 完全喪失行為能力	'05a' - Dismissal (Forfeiture of ERVC's vested benefit) ^{Note 3} 解僱 (喪失已歸屬之僱主自願性供款權益) ^{註3}
'03' - Death 死亡	'05b' - Dismissal (Non-forfeiture of ERVC's vested benefit) 解僱 (保留已歸屬之僱主自願性供款權益)
'07' - Early Retirement 提早退休	'06' - Transfer to Associated Company / Transfer due to Change of Business Ownership ^{Note 4} 聯繫公司之轉職 / 因業務擁有權變動之轉職 ^{註4}
'14' - Redundancy 裁員 / 遣散	
'T1' - Terminal Illness 罹患末期疾病 (only if known to employer 只適用於僱主知悉下填寫)	

2. The employer **MUST** complete this part for claiming reimbursement of LSP / SP amount from employer's contribution account. In addition, please provide supporting documents, e.g. original LSP / SP Receipt duly signed by the employee and the employer. 僱主若申請從僱主之供款戶口中發還已付之長期服務金 / 遣散費，必須填寫此欄。此外，請提供有關文件，如：僱員及僱主簽妥之長期服務金 / 遣散費收款證明書之正本。
3. This termination reason is only applicable to an employee who has been dismissed by the employer because of fraud, dishonesty or gross misconduct against the employer. 此離職原因只適用於如因欺詐、不誠實或行為粗鄙失當而遭僱主解僱之僱員。
4. For transfer between associated companies or due to change of business ownership, please complete the "Transfer of Accrued Benefits Upon Intra-group Transfer / Change of Business Ownership" form and submit the required documents to us. 如屬於聯繫公司或因業務擁有權變動之轉職，請填妥「聯繫公司 / 更改業務擁有權之成員累算權益轉移」及遞交所需之文件。

Part III. Personal Information Collection Statement 收集個人資料聲明

The personal data provided by or in respect of Members and Participating Employers of the BCT (MPF) Pro Choice and / or the BCT (MPF) Industry Choice (collectively referred as the "Schemes") (concerning application records and operational records and / or their dealing / transaction details records) will only be accessed and handled by properly authorised staff of Bank Consortium Trust Company Limited ("BCTC", the trustee of the Schemes), BCT Financial Limited ("BCTF", the sponsor of the Schemes) and their properly authorised service providers and agents, and may be used, disclosed and / or transferred (whether in or outside Hong Kong) to such persons as BCTC or any of its service providers may consider necessary, including governmental authorities and regulators, for any of the following purposes: (i) exercising or performing the functions conferred or imposed by or under or for the purposes of the Mandatory Provident Fund Schemes Ordinance ("Ordinance"); (ii) providing Mandatory Provident Fund services including the processing, administering, managing, and analysing of their, as the case may be, contributions, accrued benefits and portfolios and direct marketing of Mandatory Provident Fund services (and ancillary MPF products); (iii) improving the provision of Mandatory Provident Fund services by BCTC to customers generally (including the facilitation of the provision of Mandatory Provident Fund services to enable the customers of BCTC generally to access Mandatory Provident Fund (or other) account details through the internet and / or automated teller machine networks such as JETCO); (iv) compliance with applicable laws and regulations, and court order and / or (v) any other purposes for the exercise or performance of the above mentioned functions. If there is any change in the information provided, BCTC should be notified as soon as practicable. Failure to provide the information requested may result in BCTC being unable to process the instructions.

Members and Participating Employers have a right, without any charge, to request access to and correction of any personal data or to request that personal data about them not be used for direct marketing purposes. Requests can be made in writing to the Data Protection Officer at BCTC, 18/F Cosco Tower, 183 Queen's Road Central, Hong Kong.

由BCT 積金之選及 / 或BCT (強積金)行業計劃(統稱為「強積金計劃」)成員及參與僱主所提供或相關之個人資料(有關申請及運作記錄)及 / 或他們的買賣 / 交易細節記錄僅供銀聯信託有限公司(「銀聯信託」, 強積金計劃之受託人)、銀聯金融有限公司(「銀聯金融」, 強積金計劃之保薦人)及它們正式授權之服務供應商及代理之正式授權之職員使用及處理, 及在銀聯信託或其任何服務供應商認為有需要時, 或會被使用、披露及 / 或轉移(在香港境內或境外)予個別人士, 包括政府機關及監管機構作以下列任何之目的:(一)行使或執行強制性公積金計劃條例(「條例」)下所授予或施加之職能或根據該條例的目的而行使或執行職能;(二)提供強制性公積金的服務包括處理、掌管、管理及分析供款、累算權益及投資組合, 視乎情況而定, 及直銷強制性公積金服務(及有關強積金的產品);(三)改善銀聯信託提供予客戶一般之強制性公積金服務(包括協助提供強制性公積金服務以令銀聯信託之客戶可於互聯網及 / 或自動櫃員機網絡例如銀通處理強制性公積金(或其他)戶口資料);(四)遵守適用之法律及規例及法院命令及 / 或(五)任何以行使或執行上述職能作目的之用途。如所提供資料有所變更, 請在可行的情況下儘快通知銀聯信託。未能提供所需資料可能導致銀聯信託不能處理有關指示。

成員及參與僱主, 在不設任何收費下, 有權要求查閱或更改任何個人資料或要求個人資料不被用作直銷之用。請以書面聯絡銀聯信託之資料保護主任, 香港皇后大道中183號中遠大廈18樓。

Part IV. Authorisation and Declaration 授權及聲明

- (1) I / We understand and agree to the terms of the Personal Information Collection Statement as set out in this form.
- (2) I / We undertake that if there is any change in the information so provided, I / we shall notify BCTC as soon as reasonably practicable.
- (3) I / We declare that to the best of my / our knowledge and belief, the information given in this form and / or its attachment(s), if any, is correct and complete.
- (4) I / We confirm that I / we have obtained the consent of the above employee(s) with regard to the information provided herein above to BCTC and we have verified all the information provided herein is true and accurate in all respects. I / We further confirm that for any claims of LSP / SP reimbursement from employer's contribution account, the LSP / SP paid by my / our company is calculated and paid to the relevant employee in accordance with the Employment Ordinance.
- (5) I / We agree and confirm that this form serves as the written agreement to terminate the membership of the employee(s) listed under my / our participating plan.
- (6) I / We hereby agree to indemnify BCTC against any actions, proceedings, claims, losses, damages, costs or expenses which may be brought against BCTC or suffered or incurred by BCTC arising either directly out of or in connection with BCTC accepting facsimile instructions or e-mail instructions and acting thereon, whether or not the same are confirmed by me / us in writing. Notwithstanding the above, BCTC has the right to determine which forms or other documents of instructions may or may not be accepted by facsimile or email.

- (1) 本人 / 吾等明白及同意於此表格之收集個人資料聲明條款。
- (2) 本人 / 吾等承諾若所提供之資料有任何更改, 將儘快通知銀聯信託。
- (3) 本人 / 吾等聲明, 盡本人 / 吾等所知及所信, 本表格及隨附之文件(如有)所提供的資料均屬正確無訛且無缺漏。
- (4) 本人 / 吾等確認本人 / 吾等已獲上述僱員之同意向銀聯信託提供有關上述申報僱員的資料, 並已查核就此通知書內所提供之資料於各方面均為真實及正確。本人 / 吾等並確認就已付之長期服務金或遣散費而提出從僱主供款戶口發還有關金額(如有), 均根據僱傭條例而計算及支付予有關僱員。
- (5) 本人 / 吾等同意及確認此表格作為書面同意終止所列僱員於本人 / 吾等計劃的成員資格。
- (6) 本人 / 吾等同意銀聯信託不論在有否得到本人 / 吾等的書面確認下均可接受及處理傳真指示或電郵指示及根據該等指示處理有關事宜, 本人 / 吾等亦同意賠償銀聯信託因接受或處理該等傳真指示或電郵指示而直接或間接導致銀聯信託遭受或承受的任何行動、訴訟、理賠、損失、損害、成本或費用。儘管以上所述, 銀聯信託有權決定何種表格或其他指示文件能否以傳真方式或電郵方式傳遞。

S.V.

Authorised Signature(s) with Company Stamp (if applicable)
有效簽署及公司印章(如適用)

Date (D / M / Y) 日期(日 / 月 / 年)

Internal Use Only 內部專用

<60 days			MP	MT	MA	Other Trustee	With VC/ORSO		LSP/SP	O/S Cont.
No Cont.	With MC	With MT					Withdraw	Transfer		
Date Received:			Processed By:		() Approved By:		() Doc. Completion Date:		()	

18/F Cosco Tower, 183 Queen's Road Central, Hong Kong
香港皇后大道中183號中遠大廈18樓

Member Hotline 成員熱線 : 2298 9333
Employer Hotline 僱主熱線 : 2298 9388

Fax 傳真 : 2992 0507
Website 網址 : www.bcthk.com