

致：交通銀行信託有限公司（「受託人」）
To: Bank of Communications Trustee Limited (“Approved Trustee”)

《僱員終止受僱通知書》
《Notification of Cessation of Employment (Employee)》

交通銀行愉盈退休強積金計劃 BCOM Joyful Retirement MPF Scheme

計劃編號 Scheme Number : _____ (註一) (Note 1)

僱主名稱 Name of Employer : _____

本公司現按照《強制性公積金計劃(一般)規例》第 146(9A)條之規定，通知 貴公司下列僱員已終止受僱於本公司：
We hereby inform your company of the cessation of employment of the following employee(s) at our company pursuant to Section 146(9A) of Mandatory Provident Fund Schemes (General) Regulation:

<u>僱員姓名</u> Employee Name	<u>身份證號碼</u> HKID No.	<u>最後受僱日期</u> Last Date of Employment	<u>已支付遣散費 / 長期服務金之金額(註二)</u> Paid Amount of SP/LSP (Note 2)
<1> _____	_____	_____	_____
<2> _____	_____	_____	_____
<3> _____	_____	_____	_____
<4> _____	_____	_____	_____
<5> _____	_____	_____	_____

Declarations and Signature 聲明及簽署

I/We hereby agreed and acknowledged that I/we have read and fully understand all important notes, and confirm that the information provided is complete and accurate.
本人/吾等謹此同意及確認本人/吾等已閱畢並完全明白所有重要事項，並確認所提供之資料實屬完備及準確。

僱主簽署及公司印章
Signature(s) of the Employer with Company Chop : _____

S.V.

聯絡人
Contact Person : _____

傳真 Fax: 2854-0203

聯絡電話
Contact Number : _____

簽署日期
Date of Signature : _____

備註 (Remarks):

註(一): 計劃編號請參照 Notice of Acceptance 列印之 Scheme No.填寫。

註(二): 如僱主已按照《僱傭條例》向某僱員支付遣散費或長期服務金，可根據《強制性公積金計劃條例》第 12A 條，以書面向受託人申請，從該僱員強積金戶口中僱主供款部份中索已支付款項。僱主如須作是項申請，請填妥關於“遣散費/長期服務金申索表格”並寄回香港中環德輔道中 121 號遠東發展大廈 1 樓，請註明「強積金營運部收」，或交回任何一間交通銀行香港支行。

註(三): 填妥後請寄回香港中環德輔道中 121 號遠東發展大廈 1 樓，請註明「強積金營運部收」，或交回任何一間交通銀行香港支行或傳真至 2854-0203。

Note 1: Please refer to the Notice of Acceptance for Scheme Number for completion of this form.

Note 2: If the employer has paid to an employee a Severance Payment or Long Service Payment pursuant to the Employment Ordinance, according to Section 12A of Mandatory Provident Fund Schemes Ordinance, the employer may tender written application to the Approved Trustee to claim for the paid amount from the employer portion of MPF account of the employee. If the employer wishes to make this application, please complete the “Claim Form for Refund in Respect of Severance Payment / Long Service Payment” and return it to MPF Administration Department, Bank of Communications Trustee Limited, 1/F., Far East Consortium Building, 121 Des Voeux Road Central, Hong Kong or any sub-branch of Bank of Communications in Hong Kong.

Note 3: Please return to MPF Administration Department, Bank of Communications Trustee Limited, 1/F., Far East Consortium Building, 121 Des Voeux Road Central, Hong Kong or any sub-branch of Bank of Communications in Hong Kong or fax to 2854-0203 after completion of this form.

重要事項(Important Notes):

本人/吾等知道，發出任何傳真指示所牽涉或與之有關的可能的各項風險。「交通銀行信託有限公司」（“貴公司”）在此獲不可撤銷及無條件地授權可依照或依賴貴公司自行酌情確定相信是由本人/吾等發出或看來符合上述計劃（一個或多個）的任何傳真指示行事，貴公司若誠實地按照未經授權人士或在任何其他情況下發出的傳真指示行事，貴公司無須承擔責任。此外，本人/吾等亦同意就貴公司因接受傳真指示及根據指示處理有關事宜，並因執行此指示而可能面對、招致、蒙受或遭受之一切損失、賠款、利息、費用、開支及索償而向貴公司作出免責保證，惟若因貴公司故意失責或嚴重疏忽別論。

I/we am/are aware of the possible risks involved in or connected with the giving of any faxed instruction. Bank of Communications Trustee Limited (“Your Company”) are hereby irrevocably and unconditionally authorised to act on or rely upon any faxed instruction which Your Company in your sole discretion believe emanate from me/us or otherwise appear to comply with the terms of the mandate for the above scheme(s) and Your Company shall not be liable for acting in good faith on faxed instructions which emanate from unauthorised individuals or in any circumstances whatsoever. Moreover, I/we hereby agreed to indemnify Your Company against all losses, damages, interest, costs, expenses and claims which might be brought against or suffered or incurred by as a result or arising from accepting facsimile instructions and acting thereon, unless due to the willful default or gross negligence of.

「交通銀行信託有限公司」可酌情拒絕執行任何以傳真方式發出的指示，並可要求以另一指定的正本書面指示。
Bank of Communications Trustee Limited may, in its absolute discretion, refuse to act upon any facsimile instructions received and may require original written instructions.

受託人專用 Trustee Use Only

覆核 Checker

經辦 Inputer

日期 Date