


- 1 本表格供擬在僱員強積金戶口內就遣散費/長期服務金事宜提出申索的人士填報。填妥後請交回任何一間交通銀行支行或寄回：香港中環德輔道中 121 號遠東發展大廈 1 樓，交通銀行信託有限公司強積金營運組收。This Form is to be completed by any employers or employees who wish to make claims from the relevant employees' MPF accounts in respect of the paid, or as the case may be, unpaid portion of severance payment or long service payment. Please return the completed form to any sub-branches of Bank of Communications or mail to: MPF Administration Division, Bank of Communications Trustee Limited, 1/F, Far East Consortium Building, 121 Des Voeux Road Central, Hong Kong
- 2 《強制性公積金計劃條例》(以下簡稱“條例”)第 12A 條容許僱主從僱員強積金戶口中，由僱主供款所產生的權益部份，以書面向受託人申索已按《僱傭條例》支付予離職僱員之遣散費/長期服務金。但如僱主未支付遣散費/長期服務金之全數，則退回予僱主的金額將按條例作適度扣減。Pursuant to s.12A of the Mandatory Provident Fund Schemes Ordinance ("Ordinance"), an employer may make an application in writing for refund of an amount equal to the severance payment or long service payment that the employer has paid to the employee in accordance with the Employment Ordinance out of the accrued benefits attributable to the employer's contributions and held in an MPF Scheme. If the employer has not paid the whole amount of severance payment or long service payment entitled by the employee, the amount to be refunded to employer shall be adjusted in accordance with provisions of s.12A of the Ordinance.
- 3 根據條例第 12A 條，如僱主未按《僱傭條例》的規定向僱員支付遣散費或長期服務金之全數，僱員可向受託人提出書面申請，要求從僱員強積金戶口中由僱主供款所產生的權益部份，申索僱主應按《僱傭條例》的規定支付予離職僱員之遣散費/長期服務金所欠部份。Pursuant to s.12A of the Ordinance, if an employer has not paid the whole of the severance payment or long service payment entitled by the employee under the Employment Ordinance, the relevant employee may make an application in writing to the approved trustee for payment out of the accrued benefits attributable to the employer's contributions and held in an MPF scheme in an amount which is equal to the unpaid portion of the severance payment or long service payment.
- 4 申索人須連同此表格向核准受託人提交有關證明文件，證明文件可為離職僱員收據，僱主確認未支付遣散費/長期服務金的函件，或僱主簽署的離職補償結單等。The claimant must provide the approved trustee the supporting documents in relation to his claim. The relevant supporting documents may include employee's receipt, employer's written confirmation of non-payment or partial payment of severance payment or long service payment, or statement from employer.

注意：填報本申請表前，請先細讀上列填報須知。請按[1]至[18]項填寫所需資料。
NOTE: Please read the above explanatory notes carefully before completing this Form. Please fill in items [1] to [18].

Office Use only

第一部：參與僱主/僱員資料 SECTION I - DETAILS OF THE PARTICIPATING EMPLOYER / EMPLOYEE			
1) 申索人類別 Type of Claimant	<input type="checkbox"/> 僱主 Employer <input type="checkbox"/> 僱員 Employee	2) 計劃名稱 Name of Scheme	交通銀行愉盈退休強積金計劃BCOM Joyful Retirement MPF Scheme
3) 僱主名稱 Name of Employer			
4) 僱員姓名 Name of Employee		5) 申索類別 Type of Claim	<input type="checkbox"/> 遣散費 Severance Payment <input type="checkbox"/> 長期服務金 Long Service Payment
6) 僱員香港身分證號碼 HKID Card number		7) 計劃編號 Scheme No.	
8) 受僱日期 Date of Employment	(dd/ mm/ yyyy 日/月/年)	9) 最後工作日 Last Working Day	(dd/ mm/ yyyy 日/月/年)

第二部：遣散費/長期服務金 SECTION II – SEVERANCE PAYMENT / LONG SERVICE PAYMENT	
10) 支付遣散費/長期服務金原因 Reason for Making Severance Payment / Long Service Payment	
11) 用以計算遣散費/長期服務金的工資 The wage for calculation of Severance Payment / Long Service Payment	HKD
12) 僱員的服務年資 Years of Service	
13) 僱員應享有的遣散費/長期服務金總額 The total amount of Severance Payment / Long Service Payment entitled by the employee	HKD
14) 僱主是否已支付全部遣散費/長期服務金? / Has the employer paid the total amount of Severance Payment / Long Service Payment? <input type="checkbox"/> 是，現附隨有關證明 ^{註4} (請跳至以下第三部) <u>Yes</u> , please find the relevant supporting document attached ^{Note 4} (please complete Section (3) below) <input type="checkbox"/> 否，現附隨有關證明 ^{註4} (請繼續以下 15 及 16 及第三部) <u>No</u> , please find the relevant supporting document attached ^{Note 4} (please complete 15, 16 & Section (3) below)	
15) 僱主已支付的遣散費/長期服務金總金額 Amount of Severance Payment / Long Service Payment paid by the employer	HKD
16) 僱主未支付的遣散費/長期服務金總金額 Unpaid portion of Severance Payment / Long Service Payment	HKD

第三部：聲明 SECTION III - DECLARATION	
本人/本公司聲明，本人/本公司深知確信本表格所提供的資料均屬正確無訛且並無缺漏，並謹此向上述計劃申索按條例規定可退回予僱主/僱員的最高金額。 I/ We declare that to the best of my/our knowledge and belief, the information given in this Form is correct and complete. I/We hereby lodge my/our claim for payment to me/us up to the maximum amount allowed by the Ordinance.	
 S.V.	
17) 申索人簽署(如申索人為僱主，需公司印章) Claimant's Signature (Company chop is required if the claimant is an employer)	18) 簽署日期 Date