

Notice of Termination for Multiple Employees 多位成員終止受僱通知書
(For reporting employees termination WITHOUT Long Service Payment/Severance Payment under MPF scheme)
(只供匯報強積金計劃下並無牽涉任何長期服務金/遣散費的離職僱員資料)

A. Details of Terminated Employee 終止僱員資料

Sub-scheme No. : _____ Employer (Company) Name : _____
附屬計劃編號 _____ 僱主(公司)名稱 _____

Important Note : * This Form is ONLY used for reporting employees termination WITHOUT Long Service Payment (LSP) / Severance Payment (SP) under MPF scheme. # 此表格只供匯報於強積金計劃下並無牽涉任何長期服務金/遣散費的離職僱員資料。
重要提示 * The last contribution must be reported on the Remittance Statement. Any outstanding contribution will defer the termination process. 最後供款必須於付款結算書內填報。若有任何尚欠供款，終止受僱程序將被延誤。

**** Reasons of Termination :** (A) Termination of Employment / (B) Dismissal for Cause - Documents to evidence such claim is required to be submitted with this notice / (C) Retirement / (D) Early Retirement / (E) Total Incapacity / (F) Death / (G) Termination before the 60th day of employment for non-casual employee(s)
**** 終止受僱理由 :** (A) 終止受僱 / (B) 合理解僱 - 於提交本通知書時，必須提交有關文件證明是項申索 / (C) 退休 / (D) 提前退休 / (E) 完全喪失行為能力 / (F) 身故 / (G) 非臨時僱員於受僱滿六十天前離職

Member A/C No. 成員帳戶號碼	Member Name (in English & Block Letters, as shown on HKID Card) 成員姓名 (請以英文正楷填寫並必須與身份証相同)	HKID Card No. 香港身份証號碼	Last Date of Employment# 最後受僱日期# (dd/mm/yyyy年)	Reason of Termination ** 終止受僱理由** Please select and tick "✓" one option from A to G below. If no choice is specified, reason "(A) Termination of Employment" is deemed to be chosen. 請選擇及剔「✓」以下A至G其中一項。若沒有任何指示，將假定選擇為「(A) 終止受僱」。
-		()	/ /	A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/> G <input type="checkbox"/> (NT) (NR) (ER) (TI) (D) (AR)
-		()	/ /	A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/> G <input type="checkbox"/> (NT) (NR) (ER) (TI) (D) (AR)
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I/We confirm that I/We have read and understood the information and content provided in this entire "Notice of Termination for Multiple Employees" (including the notes and declaration provided overleaf) and agree to be bound by all the rules stated herein.
本人/吾等確認已經細讀及明白此「多位成員終止受僱通知書」之所有資料及內容(包括於背頁所提供之注意事項及聲明)，並同意遵守所有引述之規則。
To the best of my knowledge and belief, the information given in this form/its attachment(s) is/are correct and complete. ◆
據本公司/本人所知及所信，本表格/附件提供的資料均屬完整無誤。◆

Authorized Signature & Company Chop of Employer _____ Date _____
僱主的獲授權人簽署及公司印章 _____ 姓名及職銜(正楷) _____ 日期 _____

◆ Warning : Section 43E of the Mandatory Provident Fund Schemes Ordinance makes it an offence punishable with a maximum of 1 year imprisonment for the first occasion and 2 years imprisonment on each subsequent occasion for a person who makes a false or misleading statement in a material respect.
◆ 警告 : 強制性公積金計劃條例第43E訂明，任何人士如在要項上作出虛假或誤導的陳述，即屬違法。首次定罪者，最高刑罰可判監一年；其後每次定罪者，最高刑罰可判監兩年。



B. Notes 注意事項

- (1) Please complete this form in BLOCK LETTERS and initial next to any corrections you make on this form. (1) 請以正楷填寫本表格。如須作出更改，請於刪改之位置旁簽署。
- (2) Please return completed form within 10 days after the last day of the calendar month in which the employees cease employment. Completed form can be returned by mail to our correspondence address stated at the bottom of this page. (2) 請於僱員終止受僱所在的公曆月最後一天的十天內交回此表格到宏利。請將填妥的表格交回於本表格下述所示之宏利通訊地址。
- (3) This form is ONLY used to report MPF member termination of employment which does not involve any Long Service Payment (LSP)/Severance Payment (SP). Please use the "Notice of Employee Termination" for reporting termination of employment with LSP/SP. (3) 此表格只供僱主申報並無任何長期服務金/遣散費的強積金僱員離職之用。如有關僱員的離職涉及長期服務金/遣散費，應填寫「僱員終止受僱通知書」以作處理。
- (4) This form is not applicable for the termination of the MPF sub-scheme, termination of membership under a Manulife ORSO scheme and/or termination of the ORSO scheme. (4) 本表格並不適用於終止強積金附屬計劃、終止宏利職業退休計劃的成員身份及/或終止宏利職業退休計劃。
- (5) Please also advise your terminated employee to complete a "Claim Form For Payment Of Accrued Benefits" or an "Election Form For Transfer Of Accrued Benefits" to claim or transfer his MPF accrued benefits. (5) 請同時知會終止受僱的僱員填寫《累算權益申索表格》或《累算權益轉移表格》以申索或轉移其強積金累算權益。
- (6) Employer is vested with the responsibility to ensure that all accrued benefits which the terminated employee is entitled are accumulated from contributions made pursuant to the statutory and/or employment requirements and not from any unidentified source of fund. (6) 僱主需確保此終止受僱僱員應得的所有累算權益乃根據法定及/或受聘的條款所規定的供款積存所得，而非不明來歷的資金。

C. Declaration 聲明

It is DECLARED, UNDERSTOOD AND AGREED that

If "Dismissal for Cause" has been opted for as reason of termination for any terminated employees, it is deemed as an instruction given to Manulife that Employee is not entitled to any vested accrued benefits from the Employer's voluntary contributions because of debts or liabilities owing to the Employer arising out of criminal, negligent or fraudulent act or omission of this Employee Member. Documents to evidence such claim is required to be submitted with this Notice of Multi-Employee Termination. In consideration of Manulife complying with the Employer's request not to pay the Employer's voluntary contribution to this Employee, the Employer hereby indemnify and hold Manulife harmless on demand against all costs, expenses, losses, claims, proceedings and damages, suffered or incurred as a result thereof.

If "Termination before the 60th day of employment for non-casual employee(s)" has been opted for any terminated employees, Manulife shall be deemed to have the instructions from the Employer that all member contributions in respect of such Employee are deducted by the Employer from the Employee payroll and any fund withdrawal or transfer of accrued benefit attributable to such contributions will be effected in accordance with the relevant provisions of the Master Trust Deed and Manulife shall not be liable for any loss or damage.

In respect of all the Calculation Discrepancy Reports issued by Manulife relating to the terminated Employees reported on this form, the contribution amounts allocated by Manulife have been agreed upon and confirmed as accurate by the Employer, and the relevant income should be calculated accordingly. In the event of a disagreement on the allocated amount, I/we have submitted the revised figures previously or together with this notice.

LSP/SP is required to be paid by the Employer to any of the terminated employee(s) stated on this form and Manulife shall not be held responsible for any claims or loss suffered by the erroneous usage of this form to report termination of employees with LSP/SP.

本公司/本人明白，同意並謹此聲明：

如本公司就任何終止受僱的僱員選擇「合理解僱」作為終止受僱理由，即代表此僱員因刑事罪行，疏忽，欺詐或遺漏等行為，而欠下僱主款項或需承擔法律責任。僱主特此向宏利作出指示，此僱員並無權利享有任何已歸屬的僱主自願性供款。於提交此多位成員終止受僱通知書時，必須提交有關文件以證明是項申索。鑑於宏利乃遵照僱主之要求而不支付僱主自願供款部份予此僱員，故此僱主向宏利作出彌償保證，僱主願意承擔宏利因此所引致之一切費用，開支，損失，索償，訴訟或損害。

如本公司就任何終止受僱的僱員選擇「非臨時僱員於受僱滿六十天前離職」作為終止受僱理由，該僱員的所有成員供款將被視為由僱主於僱員薪金中扣除，其供款或累算權益的提取或轉移將按照本計劃規條內有關條文處理，宏利將不會就任何損失負責。

有關宏利就本表格上所申報的離職僱員而發出的計算差異報告，本公司/本人同意並確認宏利就該終止受僱僱員之供款款項的分配及所計算的有關入息均正確無誤。本公司/本人若不同意有關分配款額，本公司/本人已於較早前或隨附此表格向宏利報告需修訂數目。

此表格上所述之終止受僱僱員均毋須支付長期服務金/遣散費。宏利將不會就僱主因誤用此表格申報終止受僱已支付長期服務金/遣散費的僱員所引致的任何索償或損失而負上責任。