

To 致: Bank Consortium Trust Co. Ltd. 銀聯信託有限公司  
c/o orientiert XYZ Securities Limited (formerly known as AMTD Global Markets Limited)

FORM: ETN (ER) - TCM

orientiert XYZ Securities Limited (前稱 尚乘環球市場有限公司)

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**AMTD MPF Scheme - Employee Termination Notice**

**AMTD 強積金計劃 - 僱員離職通知書**

- Please mark "✓" in the appropriate box. 請於適用的方格內填上「✓」號。
- 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。

**PART I. EMPLOYER DETAILS 僱主資料**

Name of Scheme 計劃名稱	AMTD MPF Scheme AMTD 強積金計劃	Participating Plan No. 參與計劃編號
Name of Company 公司名稱	English	
	中文	

**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 <sup>Note 1</sup> 離職原因 <sup>註1</sup>	Claim for reimbursement of LSP / SP Paid by Employer <sup>Note 2</sup> 申索發還僱主已付 之長期服務金 / 遣散費金額 <sup>註2</sup> (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	BCTC Use Only 銀聯信託 專用
1			- -				
2			- -				
3			- -				
4			- -				
5			- -				
6			- -				
7			- -				
8			- -				

**Remarks 備註**

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) <sup>Note 3</sup><br>解僱 (喪失已歸屬之僱主自願性供款權益) <sup>註3</sup>                               |
| '03' - Death 死亡   | '05b' - Dismissal (Non-forfeiture of ERVC's vested benefit)<br>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 <sup>Note 4</sup><br>聯繫公司之轉職 / 因業務擁有權變動之轉職 <sup>註4</sup> |
| '14' - Redundancy 裁員 / 遣散   |   |
| 'T1' - Terminal Illness 罹患末期疾病<br>(only if known to employer 只適用於僱主知悉下填寫) |   |

- 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。
- 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。
- 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 AMTD MPF Scheme (the "Scheme") (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 Scheme), the sponsor of the Scheme (currently orientiert XYZ Securities Limited (formerly known as AMTD Global Markets Limited) ("AMTD")) and their properly authorised service providers, employees, officers, directors and agents, and auditors of the Scheme, 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 services in respect of Mandatory Provident Fund and the Scheme 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; (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, for example, through the internet; (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. All such information may be retained after Members and Participating Employers ceased to participate in the Scheme.

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. Under the Personal Data (Privacy) Ordinance, Members and Participating Employers have the right to obtain a copy of information held about Members and Participating Employers and for which the Members and Participating Employers may be charged a fee.

由 AMTD 強積金計劃（「本計劃」）的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」，本計劃之受託人）、本計劃之保薦人（現為 orientiert XYZ Securities Limited (前稱尚乘環球市場有限公司)（「尚乘」）及它們正式授權之服務供應商、僱員、主任、董事及代理及本計劃之核數師使用及處理，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）予個人人士，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）提供強制性公積金及本計劃的服務包括處理、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；（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經例如互聯網處理強制性公積金(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，應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。於成員及參與僱主停止參與本計劃後，受託人仍可保留上述所有資料。

成員及參與僱主在不設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。可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。根據個人資料(私隱)條例，成員及參與僱主有權在支付費用的情況下，索取一份有關成員及參與僱主的資料副本。

**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 and orientiert XYZ Securities Limited 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 orientiert XYZ Securities Limited 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 and orientiert XYZ Securities Limited against any actions, proceedings, claims, losses, damages, costs or expenses which may be brought against BCTC and orientiert XYZ Securities Limited or suffered or incurred by BCTC and orientiert XYZ Securities Limited 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 and orientiert XYZ Securities Limited 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及 orientiert XYZ Securities Limited。
- (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及 orientiert XYZ Securities Limited 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 / 吾等同意銀聯信託及 orientiert XYZ Securities Limited 不論在否得到本人 / 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及 orientiert XYZ Securities Limited 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及 orientiert XYZ Securities Limited 乘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，銀聯信託及 orientiert XYZ Securities Limited 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。

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

Date (D / M / Y)  
日期 (日 / 月 / 年)

**BCTC USE ONLY 銀聯信託專用**

<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: \_\_\_\_\_ ( )

Trustee & Administrator 受託人及行政管理人：Bank Consortium Trust Company Limited 銀聯信託有限公司

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