



致: 中銀國際英國保誠信託有限公司  
香港太古城英皇道 1111 號 15 樓 1507 室

To: BOCI-Prudential Trustee Limited  
Suite 1507, 15/F, 1111 King's Road, Taikoo Shing, Hong Kong

**GMTS Form ER-TERM**

僱主名稱 Name of Employer	香港特別行政區政府 The Government of The Hong Kong Special Administrative Region																
局/部門名稱 Name of Bureau / Department						參與計劃編號 Participating Scheme No.	0	0	0	1	8	8	8	8	8	6	8
聯絡人姓名 Name of Contact Person						職銜/職位 Title/Position						電話號碼 Telephone No.					

僱員姓名 Name of Employee	香港身份證/ 護照號碼 HKID/Passport No.	最後受僱日期 日/月/年 Last Date of Employment dd/mm/yyyy	是否需要長期服務金/遣散費 退款? (請於適當的方格內填上✓號) Refund of Long Service/Severance Payment Required? (Please ✓ as appropriate)	2 終止服務原因 Reason for Termination of Employment	已支付予有關成員之長期服務金/遣散費金額(如有) [必須附上有關成員簽署確認已收妥長期服務金/遣散費金額之收據正本] Long Service/Severance Payment Amount paid to the relevant member (if any) [Must submit original LSP/SP receipt with member's valid signature] 港幣 HKD
			<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No		
			<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No		
			<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No		
			<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No		
			<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No		
			<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No		
			<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No		
			<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No		

**備註 Notes:-**

1. 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僱主自願性供款, 請提供離職原因。  
Please 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.

2. **終止服務原因 Reason for Termination of Employment:**  
01 - 辭職 Resignation    02 - 解僱 Dismissal    03 - 轉移至其他受託人 Transfer to other Trustee    04 - 終止僱用 Termination    05 - 即時解僱 Summary Dismissal    06 - 裁員 Redundancy    07 - 健康問題 Ill-Health  
08 - 退休 Retirement    09 - 提早退休 Early Retirement    10 - 完全喪失行為能力 Total Incapacity    11 - 死亡 Death  
12 - 迫令退休\* (\*注意: 請填寫下列政府自願性供款之歸屬百分比(如適用)) Compulsory retirement\* (\*Special Remarks: please indicate the vesting percentage of GVC as below if applicable)

(只適用於公務員公積金計劃之成員) 迫令退休並獲發全部政府自願性供款權益  
 (只適用於公務員公積金計劃之成員) 迫令退休並扣減 \_\_\_\_\_ % 的政府自願性供款權益  
 (只適用於公務員公積金計劃之成員) 革職並失去全部政府自願性供款權益

(for CSPF members only) compulsory retirement with full GVC benefits  
 (for CSPF members only) compulsory retirement with reduction of \_\_\_\_\_ % of GVC benefits  
 (for CSPF members only) dismissal without any GVC benefits

**溫馨提示!** 如離職原因為「迫令退休」, 有關部門或局須另函本公司確認上述員工的政府自願性供款之歸屬發放安排。  
**GENTLE REMINDER!** If the reason for termination of employment is "Compulsory Retirement", relevant Department or Bureau should provide a written notice to confirm the vesting of GVC benefits arrangement to us.

我們證實此通知書內所提供之資料於各方面均為真實及正確。我們並承諾若所提供之資料有任何更改, 將盡快通知中銀國際英國保誠信託有限公司。  
We confirm that all the information provided in this Notice is true and accurate in all aspects. We further undertake that if there is any change in the information so provided, we shall notify BOCI-Prudential Trustee Limited as soon as reasonably practicable.

授權簽署及局/部門蓋章 Authorised Signature(s) with Bureau / Department Chop      日期: Date