

# HONG KONG BAPTIST UNIVERSITY 1998 SUPERANNUATION FUND (“the Superannuation Fund”)

## 香港浸會大學 1998 公積金計劃 (“公積金計劃”)

### Minimum MPF Benefits Transfer Instruction - Upon Leaving Service (*Applicable to Post MPF Members Only*)

強積金最低利益轉移指示 - 離職時適用 (強積金條例生效後成員適用)

#### Section A – Information to Fund Members 第一部分-公積金成員須知

##### I. Legal Requirement 法例要求

Pursuant to the Mandatory Provident Fund Schemes (Exemption) Regulation (Cap 485B, Schedule 2), where a Post-MPF Full Member and a Post-MPF Limited Member is entitled to receive benefits (whether immediately or prospectively) under the Hong Kong Baptist University 1998 Superannuation Fund (the Superannuation Fund), the Trustee of the Superannuation Fund shall transfer the Minimum MPF Benefits of the member as soon as practicable and as instructed by the Member, either:

據強制性公積金計劃(豁免)規例(第 485B 章附表 2)規定，強積金條例生效後供款成員及有限供款成員，如在香港浸會大學 1998 公積金計劃(公積金計劃)下有權收取利益(不論是即時收取或將來收取)者，公積金的信託人須盡快在可行範圍內，將該成員的強積金最低利益轉移至：

**Option A:** to a registered MPF scheme in which the member’s new employer is a participating employer, or

選項 A：其新僱主參與的強積金註冊計劃；或

**Option B:** to a master trust scheme, nominated by the member, that accepts transfers of Minimum MPF Benefits from other registered schemes.

選項 B：其指定的一個集成信託計劃，而該計劃會接受從其他註冊計劃轉移過來的強積金最低利益。

##### II. Other Information 其他須知

1. Upon the end date of employment with the University, your investment in the Superannuation Fund will be liquidated under all circumstances to enable cash payment of Minimum MPF Benefits.

在任何情況下，公積金計劃會在你離職時出售你的投資組合，來支付你的強積金最低利益。

2. Within 90 days from your end date of employment with the University, sale proceeds of the investment, will be held in the Superannuation Fund until Transfer Instruction is received from you and effected by BCT. If BCT does not receive the duly completed Transfer Instruction, your Minimum MPF Benefits will be kept without any interest.

出售投資所得的現金，於你離職後的九十日內，在銀聯信託收到並執行你的轉移指示前，將存放於公積金計劃內。如銀聯信託未能收到你的轉移指示，你的強積金最低利益將會存放而沒有任何利息。

3. This form will be sent to the trustee as instructed by you in Section C for processing the transfer.

我們會根據你在第三部份的指示，把本表格送交給你所指定的受託人。

4. If your Vested Benefits is in excess of the Minimum MPF Benefits, the amount in excess will be paid in cash and deposited into your existing Payroll Bank Account or a Bank Account specified by you (see Section D).

假如你的既有利益超出強積金最低利益，所超出的款額，將以現金方式存入你的薪金銀行戶口或其他指定的銀行戶口(請參閱第四部份)。

5. To safeguard the confidential or/and sensitive information contained in this form from being leaked to unintended recipients, please submit the duly completed and password-encrypted form and required supporting document(s) by email to [foforms@hkbu.edu.hk](mailto:foforms@hkbu.edu.hk), followed by the encryption password in a separate email.

為保障您表格上的個人或/及敏感資料不被洩露於非指定的收件人，請將填妥的表格及隨附的證明文件以密碼加密並將之電郵至 [foforms@hkbu.edu.hk](mailto:foforms@hkbu.edu.hk)。請再以另一電郵提供加密密碼。

6. Should you have any question when completing this Form, please contact the Member Hotline at 2298 9088.

如閣下於填寫表格時有任何疑問，請致電成員熱線 2298 9088。

P.T.O.

**Section B – Member Information 第二部分–個人資料**

Staff ID 職員編號：	_____	Name (in English) 英文姓名：	_____
Department 部門：	_____	Name (in Chinese) 中文姓名：	_____
HKID Card / Passport No. 身份証/護照號碼：	_____	Contact Tel No. 電話號碼：	_____
Address 地址：	_____ _____		

**Section C – Transfer of Minimum MPF Benefits 第三部分–強積金最低利益轉移指示**

I elect to transfer the Minimum MPF Benefits:

本人選擇將強積金之最低利益轉移:

(please ✓ either Option A or Option B 請以✓選取選項 A 或選項 B)

- ☐ (A) to my account with my new employer 至本人在新僱主開立的戶口:  
(please complete details of the transferee scheme below 請填寫承轉計劃的詳細資料)

Name of the New Trustee 新受託人名稱: \_\_\_\_\_  
Name of New Scheme 新計劃名稱: \_\_\_\_\_  
Member Account No. 成員帳戶號碼: \_\_\_\_\_  
Name of New Employer 新僱主的名稱: \_\_\_\_\_  
Employer Account No. 僱主帳戶號碼: \_\_\_\_\_

- ☐ (B) to my designated account in the new scheme 至本人在新計劃內的指定戶口  
(please complete details of the transferee scheme below 請填寫承轉計劃的詳細資料)

Name of New Scheme 新計劃名稱: \_\_\_\_\_  
Name of New Trustee 新受託人名稱: \_\_\_\_\_  
Member Account No. 成員帳戶號碼: \_\_\_\_\_

**Section D – Deposit of Vested Benefits in excess of Minimum MPF Benefits 第四部份–既有利益存放指示**

(Only applicable to members whose Vested Benefits is in excess of Minimum MPF Benefits)

(只適用於成員的既有利益超出強積金最低利益)

I elect to have my Vested Benefits (in excess of Minimum MPF Benefits) deposited into:

本人選擇將本人的既有利益(超出強積金最低利益的部份)存入:

(please either Option C or Option D 請以 選取選項 C 或選項 D)

- ☐ (C) My existing Payroll Bank Account 本人現時的薪金銀行戶口
- ☐ (D) My Bank Account specified by me 本人指定的銀行戶口:

Bank Name 銀行名稱: \_\_\_\_\_  
Bank Code 銀行編號: \_\_\_\_\_  
Account No. 戶口號碼: \_\_\_\_\_

**Section E – Declaration and Consent 第五部份 – 同意聲明**

**I declare that to the best of my knowledge and belief, the information given in this Form is correct and complete.**

本人聲明，本人深知及確信本表格所提供的資料均正確無缺。

\_\_\_\_\_  
Signature of Member 成員簽署

\_\_\_\_\_  
Date 日期: dd 日/ mm 月/ yyyy 年

BCT use only 銀聯信託專用：	Document Received Date:	Inputted by:	Checked by:	Remarks:
		Date Inputted:	Date Checked:	