

AIA MPF Member Termination Guide



AIA MPF

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**THE REAL LIFE
COMPANY**

Member Termination Guide

To help you handle the MPF matters of a leaving employee.

3 STEPS to handle termination of AIA MPF membership of a leaving employee

Reasons for Termination

Resignation	Retirement
Redundancy / Layoff	Total incapacity
Termination of employment/ Dismissal	Death
Summary dismissal	

Step 1

Explain the three options for handling MPF benefits to the leaving employee and provide them with a **Scheme Member's Request for Fund Transfer Form [Form MPF(S)-P(M)]**

Note: Please refer to the Member's Guide P.5 / Employer's Guide P.12 for employee's options for handling his/her MPF benefits

If he/she chooses to stay with AIA MPF, you can pass his/her form to us.

If he/she chooses to transfer out, he/she can send the form to the new trustee within 30 days after the end of employment.

Step 2

Notify us by completing

- ① the relevant sections in the Remittance Statement; or
- ② Notification of MPF Scheme Member Termination

AND

pay the final contributions for the leaving employee **on or before the 10th of the month following the month when employment ends**

Step 3

Keep proper records including the leaving employee's name, address and employment period, for at least six months

Employers who fail to notify the trustee of an employee's last day of employment, either by a written notice or via a remittance statement, are liable to a financial penalty of HK\$5,000 for the first failure, and up to HK\$20,000 for subsequent failures.

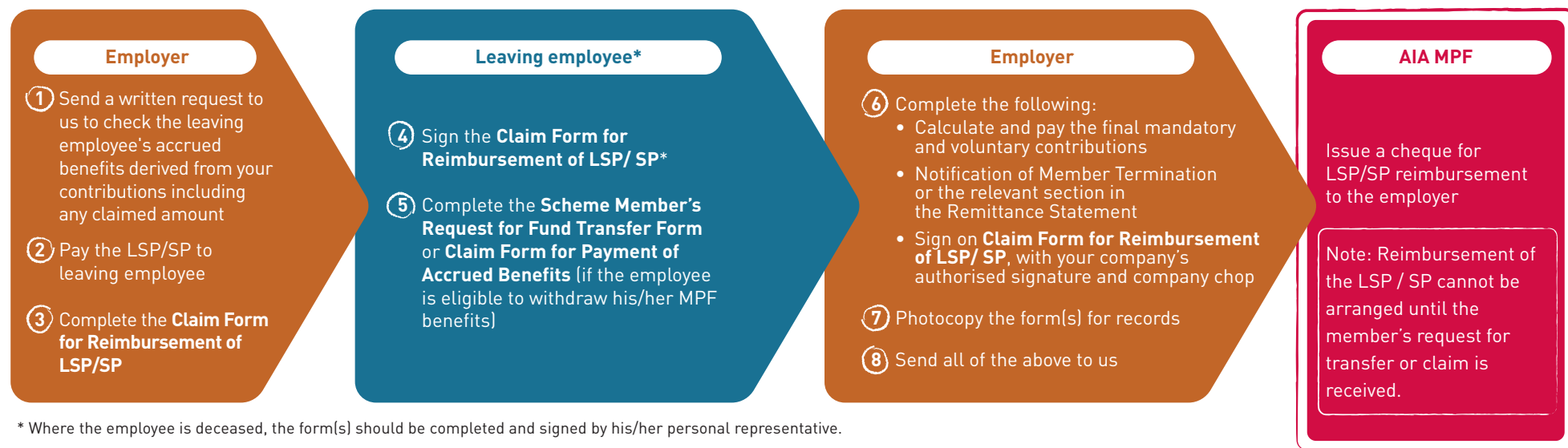
HOW can you get reimbursed for Long Service Payment/Severance Payment?

If the leaving employee is entitled to Long Service Payment (LSP) or Severance Payment (SP), you may request reimbursement from the **employer's portion of the MPF contributions**.

Only the vested benefits accrued from your contributions in respect of the leaving employee can be used to offset his/her LSP or SP entitlements, starting with any voluntary

contributions, followed by mandatory contributions (unless otherwise agreed).

Please send us a written request to check the leaving employee's accrued benefits derived from your contributions including any claimed amount before paying LSP/SP to him/her.



TIPS:

For your convenience, all forms are available for download from mpf.aia.com.hk. Please refer to the MPF Administration Checklist for details.

AIA MPF Employer Hotline : 2100 1888