**THE UNIVERSITY OF HONG KONG**

**Reminders to Staff on Terms of Service I and Bands G-J who Are Leaving the University’s Employment**

### What needs to be done

<table>
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<th>All staff</th>
<th>Contact</th>
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<td>Return to the appropriate authority all books, films, slides, microcomputer equipment, software and other items which belong to the University.</td>
<td>(as appropriate)</td>
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| Remove all files from the central computer system and inform email correspondents of new address. Your email and Portal accounts will be automatically deleted after 30 days upon your departure. | ITS Service Desk  
☎ 3917 0123  
✉ ithelp@hku.hk |
| Observe the Code of Practice on personal data and not to divulge confidential information to any person not specifically authorized to receive it, nor to use such information for personal benefit. | Human Resource Section  
☎ 2859 2232 |
| For staff who plan to take up a new appointment after leaving the University, please note that they can only commence the new appointment after the last day of appointment at the University. | Human Resource Section  
☎ 2859 2232 |
| A special transfer option to another Bupa Health Insurance Scheme is open to eligible staff upon leaving the University’s appointment/retirement, with **pre-existing conditions covered**. Details can be found at [http://www.uhs.hku.hk/mbs/mi.php](http://www.uhs.hku.hk/mbs/mi.php) | Bupa (Asia) Limited  
☎ 2517 5928  
✉ indsales@bupa.com.hk |
| A self-pay medical scheme and a self-pay dental scheme are open to eligible staff on tenured/substantive/fixed-term contract who have reached the retirement age and have served the University for more than 10 years. Details can be found at [http://www.uhs.hku.hk/mbs/sams.php](http://www.uhs.hku.hk/mbs/sams.php) and [http://www.uhs.hku.hk/mbs/sads.php](http://www.uhs.hku.hk/mbs/sads.php) | University Health Service  
☎ 3917 2501  
✉ uhealth@hku.hk |

### Teachers

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| Submit the concluding/final report(s) for any research grants held. | Research Services, Registry  
✉ rssdata@hku.hk |
| Remind the Head of Department to recommend the appointment of a replacement supervisor for higher degree student(s), if any. | Faculty Secretary |
| Submit any outstanding marks/grades for students’ coursework assignments and reports arising from any position as internal examiner. | Faculty Secretary |
| Update and close your outside practice job(s) via the Outside Practice Management System which has to be accessed by using the HKU Portal. | Unit 1c, Finance and Enterprises Office (FEO)  
☎ 3921 2539 |

### Terminal payments and retirement scheme benefits

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| Final salary/contract gratuity will normally be paid within 7 days from the last day of duty. Retirement scheme benefits will be paid (partially in the case of Staff Terminal Benefits Scheme) within one month from the last day of duty. | Unit 3, FEO  
☎ 3921 2576 |
| **For staff leaving Hong Kong**, notify the University via the e-Leaving Form in the HKU Portal **1 month** before the intended departure date or the last day of duty, whichever is earlier, so that FEO can file the tax return (IR56G) in time to the Inland Revenue Department (IRD). Please contact IRD for tax clearance before departing HK. The University is not allowed to make any terminal payments (including salary, superannuation payments, honorarium, gratuity, payment in lieu of untaken leave) without the letter of release from IRD. Information on tax clearance can be viewed at [http://www.ird.gov.hk/eng/pdf/ir6158e.pdf](http://www.ird.gov.hk/eng/pdf/ir6158e.pdf). If necessary, download a copy of pay slips and tax returns from the HKU Portal for future reference. | Unit 3, FEO  
☎ 3921 2576  
IRD enquiry  
☎ 2594 2800  
ITS Service Desk  
☎ 3917 0123  
✉ ithelp@hku.hk |
Staff Provident Fund (SPF)

(i) Payment arrangement
The Scheme Administrator, the Bank of East Asia (Trustees) Limited (BEAT) will issue a **cheque to member’s correspondence address as maintained in their record.** Please contact BEAT to update your address or to request for other arrangements.

(ii) Minimum MPF Benefits (MMB)
For members who joined SPF on or after December 1, 2000, a minimum MPF benefits has to be deducted from your SPF benefits in accordance with the MPF Ordinance. Please arrange with BEAT by completing specific forms for transfer or withdrawal of MMB (provided that you have met one of the withdrawal requirements). For details, please refer to HKU Portal >Self Service >Finance and Enterprises Office >Staff Provident Fund >Minimum MPF Benefits (MMB) requirements

(Note: Members who joined SPF before December 1, 2000 are exempted from the MMB requirement.)

(iii) Defer payment of SPF for retirees
On retirement, members may apply with a specific form to defer the receipt of the entirety or proportion of the SPF benefits payable, up to 15 years. Quarterly partial withdrawal in January, April, July and October each year is allowed during the deferred period. For details, please refer to HKU Portal >Self Service >Finance and Enterprises Office >Staff Provident Fund >Defer payment of SPF for retirees

Mandatory Provident Fund (MPF)
For withdrawal or transfer of MPF accrued benefits to other MPF trustees, please contact our MPF Trustee, the HSBC Provident Fund Trustee (HK) Limited, for details.

Appointees who reside in University Housing Accommodation
You must vacate the University housing accommodation not later than 1 week after your last day of appointment. Arrange in writing, at least 14 days before the date of vacating the housing accommodation, to have items of University furniture checked by the staff of the Estates Office and their condition agreed against the inventory. If you wish to stay longer, you should apply in writing to the Director of Estates. Full notional commercial rent will apply during the extended period.

Reinstate to the original condition any alterations to the original fixtures, fitting and wiring of the housing accommodation, unless the alterations have been approved in writing by the Director of Estates as being permanently acceptable.

Note that a sum not exceeding 2 months’ rent will be retained from your final salary payment to defray the cost of any reinstatement of the original fixtures and fittings of the housing accommodation, or the cost of removing abandoned items. (The balance of the sum will be paid to you after all said costs have been met; should the sum prove insufficient, you will be required to pay the additional amount.)

Return the full set of keys to the Estates Office on the date of vacating. Rental will continue to be charged until all the keys have been returned.

February 2016
June 2018 revised
February 2021 revised