

Settlement Statement - On Completion / Termination Of the Current 2-Year Employment Contract

《結算表—目前為期兩年的僱傭合約完成/終止時》

Helper 傭工 (HKID No. 身份號碼) : test (12342134)

Employer 僱主 (HKID No. 身份號碼) : test (1234124)

Contract No. 僱傭合約編號 : 12341234

Part I 第一部分: Settlement Statement 結算表

1. Information Relevant to Calculation 與計算相關的資訊

	Final Wage Period 最後工資期				Annual Leave 年假	Statutory Off 法定假日
1st Start Date 首開始日期 ¹	Last Work Day 最後工作日 ²	Start Date 開始日期	Duration 期 間 (=dU)	Sick Leave 病假 ³ (=dS)	Taken 已放取 (=dA1)	Untaken 未放取 ⁴ (=dH)
08-Sep-26	07-Sep-28	30-Sep-26	709 day(s) 日	10.00 day(s) 日	10.00 day(s)日	10.00 day(s)日

Monthly Wages 每月工資			Daily Wages 每日工資		To Hometown 回籍假
Basic Wages 基本工資	Food Subsidy 膳食津貼	Gross/Average Wages 總/平均工資 ⁵ (=GMW/AMW)	Gross Wages 總 工 資 ⁶ (=GDW)	Average Wages 平 均 工 資 ⁷ (=ADW)	Travel Time 路程時間 ⁸ (=dR)
\$1,000.00	+ \$0.00	= \$1,000.00	\$33.33	\$32.88	0.00 day(s)日

	Service Period 服務期			Amount of Annual Leave 年假數量	
Leave Year 假期年	Since end of last complete and accounted Leave Year 自上個完整假期年結算後		Total service years 總服務年期	If the Leave Year is completed 若能完成該假期年 ⁹ (days日)	Pro-rata by actual days of service 以實際服務天數比例計算 (days日)
	(days日) ¹⁰	(months月) ¹¹	(years年) ¹²		
1st 第一年	365	12 Months	1	7	7.00
2nd 第二年	365	12 Months	2	7	7.00

3rd 第三年					
Total 總計 (=dA2)					14.00

2. Basic Payment and Breakdown 基本付款及明細

The Basic Payment shall be 基本付款為	HK\$24,023.36
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broken down as follows 細分如下：

☒	All Wages (less paid sick leave) for final wage period 最後一個工資期內實質工資(扣除帶薪病假日)	$(dU - dS) \times GDW =$	HK\$23,300.00
☒	Sickness allowance for final wage period 最後一個工資期內疾病津貼	$dS \times ADW \times 4/5 =$	HK\$263.04
☒	Payment in lieu of untaken annual leave 未放取年假薪金	$(dA2 - dA1) \times ADW =$	HK\$131.52
☒	Payment in lieu of untaken statutory holidays 未放取法定假日補償金	$dH \times ADW =$	HK\$328.80
☒	Payment in lieu of notice 代通知金	$AMW =$	HK\$0.00
☒	Food & travel allowance to/from hometown 回籍假的膳食及交通津貼	$dR \times HK\$100 [x1 / x2] =$	HK\$0.00
☒	Long service 長期服務金 ¹³	$GMW \times \frac{1}{3} \times \text{years of service} =$	HK\$
☒	Severance payment 遣散費 ¹⁴	$GMW \times \frac{1}{3} \times \text{years of service} =$	HK\$

3. Additional Payment / Deduction and Breakdown 額外付款/扣款及明細

The Additional Payment / Deduction shall be 額外付款/扣款為	HK\$
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broken down as follows 細分如下：

☐	Return air ticket cash equivalent 返回原居地機票等值現金 ¹⁵		HK\$
☐	Other payments / deductions (e.g. absence from work, no paid sick leave)		HK\$

4. Final Payment 最終付款

The Final Payment (which shall be paid within 7 days of the Last Work Day) shall be 最終付款(應在最後工作日的7天內支付)為	HK\$
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5. Full and Final Release 完全且最終解除

Upon receipt of the Final Payment, the Helper confirms that all statutory and contractual entitlements under the Hong Kong Employment Ordinance and the Contract have been fully paid and performed. Both parties release each other from any further

claims or liabilities under the Contract 收到最終付款後，傭工確認已根據香港《僱傭條例》及僱傭合約享有的所有法定及合約權利均已全部支付及履行。雙方均放棄就僱傭合約向對方提出任何索賠或要求對方承擔任何責任。

Signed by Employer 由僱主簽署	Signed by Helper 由傭工簽署
Signature 簽署	Signature 簽署
Date 日期	Date 日期
Contact No. 聯絡電話	Contact No. 聯絡電話

Part II 第二部分: Acknowledgement of Receipt by Helper 傭工的收據確認

The Helper acknowledges receipt of the above Final Payment 傭工確認已收到上述最終付款。

Final Payment Amount & Method (☐ to be ticked ✓ by Helper) 最終付款金額和方式 (須由傭工在☐內填上✓)			Signed by Helper 由傭工簽署
☐ In Cash 現金 HK\$_____	☐ By Cheque 支票支付 HK\$_____	☐ Via Bank Transfer 透過銀行轉帳 HK\$_____	Signature 簽署
			Date 日期

¹ Case 1: New arrival or after home leave - the date of arrival in Hong Kong; Case 2: Contract renewal with home leave deferred - the date following the expiry of previous contract; Case 3: Change of employer with home leave deferred - the date of commencement of new contract granted by the Director of Immigration.

² Case 1: Contract expiry date (being the day before the final limit of stay shown on the landing slip); Cases 2 & 3: Agreed date (for early termination by mutual agreement or for special reason); Case 4: Date of payment in lieu of notice; Case 5: End date of one month’s notice which is calculated as follows:

- a. Standard Rule: the day before the same date in the next month (e.g. 13 Feb to 12 Mar); or
- b. No Corresponding Date Rule: if the next month does not have a matching date, the last day of the following month (e.g. 30 Jan to 28/29 Feb); or
- c. End of Month Rule: if notice is given on the last day of a month, the last day of the following month (e.g. the last day of Feb to 31 Mar). [Cap57 s6(4)]

³ A helper is entitled to sickness allowance at the rate of 2 paid sickness days for each completed month of employment during the first 12 months of employment and 4 paid sickness days for each month of service thereafter. Paid sickness days may be accumulated up to a maximum of 120 days. A helper is not entitled to sickness allowance if the sick leave is less than 4 consecutive days. The daily rate of sickness allowance is equal to four-fifths of the average daily wages.

⁴ Employers are prohibited from paying extra money to helpers to work on a statutory holiday instead of giving them the day off (i.e. the so-called “buy-out of holidays”). If employers require the helper to work on a statutory holiday, they should give the helper at least 48 hours’ prior notice and arrange an alternative holiday for the helper within 60 days before or after the statutory holiday. Therefore, the above payment in lieu of untaken statutory holidays shall not apply unless it is practically impossible to arrange for an alternative holiday as provided above before the completion or termination of the employment contract.

⁵ wages means all remuneration, earnings, allowances

⁶ GDW = GMW/[no. of calendar days in the month of the relevant Final Wage Period]

⁷ ADW = GMW x 12/365

⁸ No. of days for the helper to return to the place of origin by the most direct route. Free passage i) from the place of origin to Hong Kong and ii) to the place of origin upon completion or termination of the SEC (Provided that no allowance shall be payable by employers in respect of any period in which helpers, of their own wishes, extend their stays in Hong Kong).

⁹ Pro rata annual leave pay is calculated by reference to the amount of annual leave to which helpers would have been entitled for a full leave year if the termination had not occurred. Extended length of service for at least 1 [3] {4} (5) <6> ‘7’ |8| “9” years but less than 3 [4] {5} (6) <7> ‘8’ [9] years: annual leave for a full leave year = 7 [8] {9} (10) <11> ‘12’ |13| “14” [Cap57 s41A]

¹⁰ Helpers with 3 but less than 12 months' employment in a leave year and their employment contracts are terminated other than for the reason of summary dismissal due to their serious misconduct, the helpers would be entitled to pro rata annual leave pay (being the same proportion as **the no. of days in the final employment period bears to 365**). [Cap57 s41D(2)]

¹¹ If the employment period for the final leave year is less than 3 months, the helper is not entitled to any annual leave pay for that particular leave year. [Cap57 s41D(2)(d)]

¹² Helpers' entitlement to paid annual leave increases progressively from 7 days to 14 days according to their length of service from at least 1 year to 9 years. See footnote 9 for the bracket notation. [Cap57 s41AA(2)]

¹³ There is a continuous contract of employment of at least 5 years and it is ended under one of the following conditions:

a. Dismissal or Non-Renewal: The employer terminates the contract or chooses not to offer in writing to renew it at least 7 days before the natural expiry of the contract (unless it is due to redundancy or serious misconduct).

b. Health Issue or Retirement: The helper resigns on the ground of ill health or being 65 years of age or older.

c. Death: The helper passes away while still in service (payable to the helper's next of kin).

¹⁴ A helper who wishes to claim for severance payment should serve a written notice to the employer within three months after the dismissal. The employer shall make the severance payment not later than two months from the receipt of such a notice.

¹⁵ To reduce the chance that helpers, after receiving the cash, overstay in Hong Kong or only depart for neighbouring places instead of returning to their places of origin, employers are advised i) to provide an air ticket with basic checked luggage to the helper instead of cash equivalent to the value of the air ticket; and ii) to confirm with the helper the departure arrangements (such as departure date and destination, etc.) before purchasing the air ticket.

Notice Of Claim For Statutory Severance Payment¹⁶

Helper (HKID No.) : test (12342134)

Employer (HKID No.) : test (1234124)

Contract No. : 12341234

Dear Sir/Madam,

I am writing to formally request my statutory severance payment following the termination of my contract.

My contract as a Foreign Domestic Helper with you started on and was terminated effective on due to redundancy. I have served a continuous period of years with you.

In such circumstances, I am entitled to a severance payment of HK\$, calculated using the statutory formula: (Last Full Month's Wages × 2/3) × Number of Years of Service.

Kindly transfer the payment to my bank account (as specified below) within **two months** from the date of this notice.

Thank you for your cooperation and for my time with your family.

Yours sincerely,

Signed by Helper
Signature
Date
Bank Name
Bank Account No.

¹⁶ A helper who wishes to claim for severance payment should serve a written notice to the employer **within three months after the dismissal**.