

## 有關「已故僱員的家屬申請長期服務金通知書」（表格二）須知

- 合資格人士須在僱員死亡後 **30 天內**向僱主送達已填妥的指定表格（表格二）申請領取長期服務金。
- 如合資格人士需要延長送達「表格二」的期限，請到已故僱員工作地點附近的勞工處勞資關係科分區辦事處（地址載於以下網頁 [www.labour.gov.hk/tc/tele/LD565.pdf](http://www.labour.gov.hk/tc/tele/LD565.pdf)）尋求協助。
- 家屬領取僱員在職期間死亡的長期服務金的優先次序為：
  - 第一：配偶
  - 第二：子女（如超過 1 人申請，金額將平均分配）
  - 第三：父母（如超過 1 人申請，金額將平均分配）
  - 第四：已故僱員的遺產代理人

### **Notes for “Application for Long Service Payment by Family Members of a Deceased Employee” (Form 2)**

- Eligible person who wishes to apply for long service payment must serve the duly completed specified form (Form 2) to the employer **within 30 days** after the death of the employee.
- Should the eligible person need an extension of time for serving the Form 2, please approach the branch office of the Labour Relations Division of the Labour Department (the addresses are available at the following webpage: [www.labour.gov.hk/eng/tele/LD565.pdf](http://www.labour.gov.hk/eng/tele/LD565.pdf)) according to the deceased employee's place of work for assistance.
- The priority in claiming long service payment in the event of the death of an employee is:
  - 1<sup>st</sup>: the spouse of the deceased employee
  - 2<sup>nd</sup>: children of the deceased employee (if two or more persons apply, the long service payment should be divided equally between them)
  - 3<sup>rd</sup>: parents of the deceased employee (if two or more persons apply, the long service payment should be divided equally between them)
  - 4<sup>th</sup>: the personal representative of the deceased employee