**参保职工（外籍人）离境清算申请告知**

按照《在中国境内就业的外国人参加社会保险暂行办法》相关规定，参加社会保险的外国人，符合条件的，依法享受社会保险待遇。在达到规定的领取养老金年龄前离境的，其社会保险个人账户予以保留，再次来中国就业的，缴费年限累计计算;经本人书面申请终止[社会保险关系](http://baike.so.com/doc/1938609-2050994.html%22%20%5Ct%20%22_blank)的，也可以将其社会保险个人账户储存额一次性支付给本人。

注意事项：

1. 当您自愿选择了办理离境清算，职工基本养老保险关系即终止，个人账户储存额一次性支付，个人账户不予保留。再次来中国就业，缴费年限重新计算。
2. 单位为您缴纳完最后一个月的社会保险费用后，可为您办理一次性清算业务。
3. 如支付方式选择支付到个人银行账户，在清算资金到账前请确保您的个人银行账号可以正常使用。

特此告知！

申请人： 日期：

**Notification of Application for Departure Clearance of Insured Employees**

According to the relevant provisions of 《Interim Measures for Social Insurance System Coverage of Foreigners Working within the Territory of  China》, foreigners covered by the social insurance system shall be entitled to social insurance benefits once the qualifying conditions are met. For foreigners who leave China before reaching the statutory pension age, the social insurance individual account shall be retained, and shall be renewed on a cumulative basis when the person in question returns to work in China. Alternatively, they can submit the written application for terminating the basic old-age insurance, and the previous payment in the individual account can be paid lump-sum to them.

Matters needing attention:

1.When you voluntarily choose to handle the transfer and departure liquidation, the employee basic retirement insurance relationship will be terminated.When you voluntarily choose to handle the departure clearing, your basic endowment insurance relationship for employees will be terminated, the deposit amount of your personal account will be paid in one lump sum, and your personal account will not be retained. If you come to work in China again, the payment period will be recalculated.

2. After paying the social insurance premium of the last month for you, the company can handle a one-time liquidation business for you.

3. If you choose to pay to your personal bank account, please make sure that your account can be used normally before the clearing funds arrive at your account.

We hereby inform you!

Applicant: Date: