



DE FKCLAIMS

**CLAIM FORM FOR PAYMENT OF ACCRUED BENEFITS ON GROUND OF
PERMANENT DEPARTURE FROM HONG KONG / TOTAL INCAPACITY /
TERMINAL ILLNESS / SMALL BALANCE / DEATH**
基於永久性地離開香港 / 完全喪失行為能力 / 罹患末期疾病 /
小額結餘 / 死亡的理由而申索累算權益的表格

NOTES :

注意：

- (a) *This form is to be completed by any person who wishes to claim for payment of accrued benefits from a registered scheme on the ground of permanent departure from Hong Kong, total incapacity, terminal illness, small balance or death. For a claim for payment of accrued benefits on the ground of attaining the retirement age of 65 or early retirement, please use Form MPF(S) – W(R).*
本表格謹供擬基於永久性地離開香港、完全喪失行為能力、罹患末期疾病、小額結餘或死亡的理由而要求從一個註冊計劃申索累算權益的人士填報。若基於已達到 65 歲退休年齡或提早退休的理由申索累算權益，請填寫第 MPF(S) – W(R) 表格。
- (b) *If the claimant/scheme member wishes to withdraw accrued benefits from more than one registered scheme, please fill in a separate form for each registered scheme.*
如申索人 / 計劃成員擬從多於一個註冊計劃提取累算權益，須就每個註冊計劃填寫一份表格。
- (c) *Please use BLOCK LETTERS for completion of this Form. * means delete whichever is inappropriate.*
請用正楷填寫此表格。* 請刪去不適用者。
- (d) *Please read the explanatory notes carefully before completing this Form.*
填報本表格前，請先細讀填報須知。
- (e) *The personal data to be supplied in support of this claim for payment of accrued benefits are to be used for processing your claim. The personal data you supply may, for such purpose, be transferred to the relevant service provider(s) and the government or regulatory bodies including the Mandatory Provident Fund Schemes Authority (“Authority”).*
在本表格提供的個人資料，將被用作處理您申索累算權益的申請。您所提供的個人資料可能會為上述目的而轉交相關服務提供者及政府或規管機構，包括強制性公積金計劃管理局（「管理局」）。
- (f) *Withdrawal of accrued benefits derived from voluntary contributions is subject to the governing rules of the registered scheme concerned. Please refer to the latest Explanatory Memorandum (and any Addenda thereto) of the Scheme (“the Scheme”) which can be obtained from Haitong Website www.htisec.com/asm or consult the relevant approved trustee for information.*
提取由自願性供款所產生的累算權益，須受有關註冊計劃的管限規則所規限。您可於海通網址 www.htisec.com/asm 查閱海通 MPF 退休金（「計劃」）的最新基金說明書及其附錄）或向有關核准受託人查詢。
- (g) *Your instruction will be delayed if any of the following transactions is/are in progress, (i) asset switching; (ii) withdrawal due to claim of accrued benefits, transfer of benefits under Employee Choice Arrangement (“ECA transfer”), refund of long service/severance payment or refund of contribution; or (iii) any redemption or transfer of benefits request or (iv) the annual de-risking of your investments in the Default Investment Strategy (“DIS”). If you have reached, or are approaching, the age of 50 and your accrued benefits are currently invested according to the DIS of the scheme, you should be aware that the de-risking mechanism of the DIS starts at the age of 50.*

若有任何下列的交易仍在處理中，您的指示將會被延誤處理 (i) 資產轉換；(ii) 因累算權益的申索，僱員自選安排轉移（“ECA 轉移”），退還長期服務金 / 遣散費或退還供款之提取交易；或 (iii) 任何贖回或權益轉移指示或 (iv) 預設投資策略下按年降低您的投資風險。如您已年滿或快將年滿 50 歲，而現時您的累算權益是按照計劃的預設投資策略投資，請留意預設投資策略的降低投資風險機制，此機制會由計劃成員年滿 50 歲開始運作。

- (h) You are required to provide the personal information indicated with symbol [®]. Otherwise, we may not be able to process your instruction.
您必須提供以符號[®]表示的個人資料。否則，我們將可能無法處理您的指示。
- (i) Upon completion of this Form, the claimant / scheme member should send this completed Form together with the required supporting documents to **Member Services, Fund Services Hong Kong, HSBC Institutional Trust Services (Asia) Limited, P.O. Box 73448, Kowloon Central Post Office, Hong Kong.**
填妥本表格後，申索人/計劃成員應把已填妥之表格連同所需證明文件寄往香港九龍中央郵政局郵政信箱 73448 號，滙豐機構信託服務（亞洲）有限公司，退休金行政部。
- (j) Should you have any query, please call Haitong MPF 24 Hours Auto-Info-line 2500-1600.
如您有任何疑問，請致電海通 MPF 24 小時自助資訊通 2500-1600。

Reminder 請注意

The price of fund units may change due to market fluctuations and may go down as well as up. The price of fund units on the date when you submit a claim form to the approved trustee may be different from that on the date when the fund units are redeemed.

基金單位價格會因市場波動而出現變化，單位價格可跌亦可升。您向核准受託人提交申索表格當日的基金單位價格，或會與贖回基金單位當日的價格有所不同。

Please ✓ the appropriate box 請在適當的方格內填上✓號

SECTION I - DETAILS OF THE CLAIMANT^{Note 1} / SCHEME MEMBER

第一部 - 申索人^{註1} / 計劃成員資料

(1) Claimant Details 申索人資料

⊗Name^{Note 2} (as shown on your Hong Kong Identity (HKID) Card)

姓名^{註2} (與您的香港身份證上的姓名相同) :

⊗HKID Card / Passport* No. 香港身份證/護照*號碼 :

⊗Contact Tel No. 聯絡電話號碼 :

Mobile No. 手提電話號碼 :

Fax No. 傳真號碼 :

Email Address 電郵地址 :

Correspondence Address 通訊地址 (P.O. Box is not acceptable 郵政信箱恕不接受)

Flat /Rm 室

Floor 樓

Block 座

Building / Estate Name 大廈 / 屋苑

Number & Name of Street 街號及名稱

District / Postal Code
地區 / 郵政代碼

H.K 香港 / Kln 九龍 / N.T. 新界*

Country (if not HK) 國家(如香港以外地區)

(2) Scheme Member Details 計劃成員資料 (if different from the claimant 如與申索人不同)

⊗Name^{Note 2} (as shown on your Hong Kong Identity (HKID) Card)

姓名^{註2} (與您的香港身份證上的姓名相同) :

⊗HKIDCard / Passport* No. 香港身份證/護照*號碼 :

SECTION II - DETAILS OF THE CLAIM

第二部 - 申索資料

(1) Account Information 帳戶資料

Name of Scheme 計劃名稱 :

Haitong MPF Retirement Fund 海通 MPF 退休金

All account under the Scheme 計劃內所有帳戶

Selected account(s) under the Scheme
(please specify the scheme member account no.^{Note 3})

計劃內的指定帳戶

(請註明計劃成員帳戶號碼^{註3})

(1)

(2)

(3)

Please ✓ the appropriate box 請在適當的方格內填上✓號

(2) Ground for Claiming Accrued Benefits and the Required Documents ^{Notes 4, 5} 申索累算權益的理由及所需文件 ^{註4, 5}													
Ground 理由	Required Documents 所需文件												
<input type="checkbox"/> Permanent departure from Hong Kong 永久性地離開香港	<p>(1) a copy of the scheme member's HKID card for verification of the name and identity card number of the scheme member if the claimant does not wish to present the card in person for verification ^{Note 6} 計劃成員的香港身份證副本，以供核對其姓名及身份證號碼（如不擬親身出示計劃成員的香港身份證供核對有關資料 ^{註6}）</p> <p>(2) a copy of the immigration visa / foreign passport / Home Visit Permit / Entry Permit for Hong Kong and Macau Residents ^{Note 7} / others*, etc. _____ (please specify type of other documents) giving the scheme member the permission to reside in a place outside Hong Kong; 准予計劃成員在香港以外某地方居住的移民簽證 / 外國護照 / 回鄉證 / 港澳居民來往內地通行證 ^{註7} / 其他證明文件*</p> <p>_____</p> <p>（請註明其他證件類別）副本；</p> <p>(3) the original statutory declaration form on permanent departure (Form MPF(S)-W(SD2)) ^{Notes 5, 8}; 有關永久性地離開香港的法定聲明表格（第 MPF(S)-W(SD2)號表格） ^{註5, 8} 正本</p> <p>(4) a copy of the Letter of Release issued by the Inland Revenue Department, if applicable; and 稅務局發出的同意釋款書副本（如適用）；及</p> <p>(5) information on overseas settlement 海外定居資料：</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Country where the scheme member is permitted to reside 計劃成員獲准居住的國家：</td> <td style="width: 40%;"></td> </tr> <tr> <td>Address: 地址：</td> <td></td> </tr> <tr> <td>Telephone no. 電話號碼：</td> <td></td> </tr> <tr> <td>Fax no.: 傳真號碼：</td> <td></td> </tr> <tr> <td>Email address: 電郵地址：</td> <td></td> </tr> <tr> <td>Departure reason(s): 離港原因：</td> <td> <input type="checkbox"/> Emigration 移民 <input type="checkbox"/> Family reunion 家庭團聚 <input type="checkbox"/> Marriage 結婚 <input type="checkbox"/> Retirement 退休 <input type="checkbox"/> Long-term overseas employment 長期海外受聘 <input type="checkbox"/> Others (please specify): 其他（請註明）：_____ </td> </tr> </table>	Country where the scheme member is permitted to reside 計劃成員獲准居住的國家：		Address: 地址：		Telephone no. 電話號碼：		Fax no.: 傳真號碼：		Email address: 電郵地址：		Departure reason(s): 離港原因：	<input type="checkbox"/> Emigration 移民 <input type="checkbox"/> Family reunion 家庭團聚 <input type="checkbox"/> Marriage 結婚 <input type="checkbox"/> Retirement 退休 <input type="checkbox"/> Long-term overseas employment 長期海外受聘 <input type="checkbox"/> Others (please specify): 其他（請註明）：_____
Country where the scheme member is permitted to reside 計劃成員獲准居住的國家：													
Address: 地址：													
Telephone no. 電話號碼：													
Fax no.: 傳真號碼：													
Email address: 電郵地址：													
Departure reason(s): 離港原因：	<input type="checkbox"/> Emigration 移民 <input type="checkbox"/> Family reunion 家庭團聚 <input type="checkbox"/> Marriage 結婚 <input type="checkbox"/> Retirement 退休 <input type="checkbox"/> Long-term overseas employment 長期海外受聘 <input type="checkbox"/> Others (please specify): 其他（請註明）：_____												
<input type="checkbox"/> Total incapacity 完全喪失行為能力	<p>(1) a copy of the scheme member's HKID card for verification of the name and identity card number of the scheme member if the claimant does not wish to present the card in person for verification ^{Note 6}; and 計劃成員的香港身份證副本，以供核對其姓名及身份證號碼（如不擬親身出示計劃成員的香港身份證供核對有關資料） ^{註6}；及</p> <p>(2) a copy of the medical certificate certifying total incapacity (Form MPF(S)-W(M)) ^{Note 9, 10} 證明計劃成員完全喪失行為能力的醫學證明書（第 MPF(S)-W(M)號表格） ^{註9, 10} 副本</p>												

Please ✓ the appropriate box 請在適當的方格內填上✓ 號

Ground 理由	Required Documents 所需文件
<input type="checkbox"/> Terminal illness ^{Note 11} 罹患末期疾病 ^{註11}	(1) a copy of the scheme member's HKID card for verification of the name and identity card number of the scheme member if the claimant does not wish to present the card in person for verification ^{Note 6} ; and 計劃成員的香港身份證副本，以供核對其姓名及身份證號碼（如不擬親身出示計劃成員的香港身份證供核對有關資料） ^{註6} ；及 (2) a copy of the medical certificate certifying terminal illness dated not earlier than 12 months before the date on which the claim is lodged (Form MPF(S)-W(T)) ^{Note 9} 在提交申索日期之前的 12 個月內簽發的證明計劃成員罹患末期疾病的醫學證明書（第 MPF(S)-W(T)號表格） ^{註9} 副本
<input type="checkbox"/> Small balance 小額結餘	(1) a copy of the scheme member's HKID card for verification of the name and identity card number of the scheme member if the claimant does not wish to present the card in person for verification ^{Note 6} ; and 計劃成員的香港身份證副本，以供核對其姓名及身份證號碼（如不擬親身出示計劃成員的香港身份證供核對有關資料） ^{註6} ；及 (2) the original statutory declaration form on small balance (Form MPF(S)-W(SD3)) ^{Note 5, 8} 有關小額結餘的法定聲明表格（第 MPF(S)-W(SD3)號表格） ^{註5, 8} 正本
<input type="checkbox"/> Death 死亡	(1) a copy of the claimant's HKID card for verification of the name and identity card number of the claimant if the claimant does not wish to present the card in person for verification ^{Note 6} ; and 申索人的香港身份證副本，以供核對其姓名及身份證號碼（如不擬親身出示申索人的香港身份證供核對有關資料） ^{註6} ；及 (2) a copy of the Letter of Probate or Letters of Administration granted by the Probate Registry / a letter requesting withdrawal of the accrued benefits issued by the Official Administrator if the claim is made by the Official Administrator* 遺產承辦處發出的遺囑認證書或遺產管理書副本 / （如申索是由遺產管理官提出）遺產管理官發出要求提取累算權益的信件*

(3) Method of Payment 付款方式

- by cheque (bank charge will be incurred for foreign currency cheque, as applicable)

支票（以外幣支票付款銀行或會收取服務費用）

Please mail to the address below if it is not same as the one specified in Section I

請寄往以下地址如與第一部所述的不同

- by depositing directly into a bank account 直接存入銀行帳戶

(Please note that any bank charges incurred (including payee bank and receiving bank) in the remittance and/or currency conversion will be borne by the account holder.

請注意：銀行（包括支款銀行及收款銀行）可就匯款及／或貨幣轉換收取費用，而有關費用將由戶口持有人支付。）

Name of bank 銀行名稱：_____

Account number 帳戶號碼：_____

If the bank indicated is an overseas bank, please provide the country where your overseas bank located (**detail address**) and the name of the corresponding bank in Hong Kong:

若指定的銀行為海外銀行，請提供海外銀行所在的國家（**詳細地址**）及在香港的代理銀行：

(Please complete this part in English 請以英文填寫以下部份)

Overseas Bank Detailed Address 海外銀行的詳細地址：

Name of Corresponding Bank in Hong Kong 香港的代理銀行名稱：

(The approved trustee will determine the correspondent bank if no / incomplete information is provided. In such case, the payment may be delayed. 若資料有任何遺漏或不完整，將由核准受託人自行決定所屬代理銀行。在此情況下，付款指示將可能被延遲。)

SWIFT Code/ABA No (if applicable) 全球金融同業電信協會代碼／美國銀行協會號碼（如適用）：

Currency 貨幣： Hong Kong Dollars 港幣 / United States Dollars 美元

SECTION III - TERMINATION OF MPF ACCOUNT WITH NO RESIDUAL BALANCE (IF APPLICABLE)

第三部 - 終止沒有剩餘款項的強積金帳戶（如適用）

I / We* ^{Note 1} hereby authorise the approved trustee to terminate the relevant registered scheme member account(s) as referred to in Section II(1) upon

本人 / 我們*^{註1} 謹此授權核准受託人在以下情況終止在第二部(1)所述的註冊計劃成員帳戶：

- (1) withdrawal of the full amount of accrued benefits with no residual balance in the said account(s);
該帳戶內的累算權益已被全數提取，並無剩餘款項；
- (2) (for employee contribution account only) termination of the employment in relation to the contribution account; and
（只適用於僱員供款帳戶）該供款帳戶所涉及的受僱已經終止；及(3)
- (3) (for self-employed person contribution account only) cessation of the self-employment, with effect from _____ (DD/MM/YY).
（只適用於自僱人士供款帳戶）終止自僱，生效日期為_____（日/月/年）。

SECTION IV - PERSONAL DATA COLLECTIONS STATEMENT

第四部 - 個人資料收集聲明

1. Subject to any applicable laws of Hong Kong Special Administrative Region, information supplied on the Form and otherwise in connection with your participation in the Haitong MPF Retirement Fund (the "Plan") may be held by the Trustee and will be used for the purposes of processing your participation in the Plan, and may also be used for the purpose of carrying out your instructions or responding to any enquiry purporting to be given by you, dealing in any other matters relating to your participation in the Plan (including the mailing of reports or notices), and used by the employer (or a related company of the employer) for any purpose including but not limited to the purpose of calculating such employer's long service or severance payment accrued liability at any time, forming part of the records of the recipient as to the business carried on by it, observing any legal, governmental or regulatory requirements of any relevant jurisdiction (including any disclosure or notification requirements to which any recipient of the data is subject) and to provide a marketing database for product and market research if they are relevant to the Plan or to provide information for the dispatch of information on other products or services to you from the Sponsor or any connected person of the Sponsor if such products or services relate to the Plan. All such information may be retained after you have ceased to participate in the Plan.

根據香港特別行政區有關法例規定下，信託人可保留本表格所載資料及其他有關申請參予海通 MPF 退休金「[本計劃]」的資料，以作為進行您申請參加此退休計劃之用；同時亦可用作執行您的指示或答覆您的查詢；或其他有關參與本計劃之事項（包括郵寄報告或通告）；僱主（或其有關聯營公司）之用，包括但不限於用作在任何時間計算長期服務金及遣散費；此等資料將構成收款人業務之部份記錄；遵行任何有關適用司法管轄區的法律、政府或監管規定（包括任何所屬收款人的資料披露及通知的規定）；及提供保薦人或其有關連人士用作推廣與本計劃相關的產品及市場研究、或向您發放其他與本計劃相關的產品或服務資料。在您停止參與本計劃後，信託人仍可保留上述所有資料。

2. In order to provide services or hardware such as administrative, computer, operational support and etc. which are relevant to the Plan, the Trustee may disclose and transfer such information to the auditors of the Plan and the Sponsor, including any of their employees, officers, directors and agents and/or to the ultimate holding company of the Sponsor and the Trustee and/or their subsidiaries and/or affiliates or to any third party employed to provide administrative, computer or other services or facilities to any person to whom data is provided or may be transferred as aforesaid. The Trustee may also make disclosure or transfer data to any judicial or regulatory authority entitled thereto by law or regulation (whether such authorities are statutory or not) in connection with your participation in the Plan. Provision of data made by the Trustee pursuant to this clause may be to any persons outside Hong Kong.

為提供與本計劃相關的行政、電腦、營運支援等服務或設備，信託人可披露或轉交有關參與本計劃的資料予本計劃的核數師和保薦人，及其僱員、主任、董事及代理人；及／或保薦人及信託人的最終控股公司；附屬公司及／或聯營機構；或其僱用之第三者以提供行政、電腦或其他服務或設備。信託人亦可披露或轉交有關參與本計劃的資料予任何法律或法規授權之任何司法或監管機構（無論該等機構是否法定機構）。信託人可按本條披露或轉交資料予非居港人士。

3. Upon request, you are entitled under the Personal Data (Privacy) Ordinance ("PDPO") to be informed by the Scheme's Sponsor, "Haitong International Investment Managers Limited" whether it holds personal data as defined under PDPO about you and to request access to and/or correction of any such data. You also have right to inform the Scheme's Sponsor anytime if you do not wish to receive any marketing materials in relation to the Plan. Any such request may be made by post to the Client Servicing Officer, Haitong International Investment Managers Limited, 22/F, Li Po Chun Chambers, 189 Des Voeux Road Central, Hong Kong.

如有需要，您有權就《個人資料（私隱）條例》（“該條例”）要求本計劃的保薦人「海通國際投資經理有限

公司」提供是否持有您該條例所定義的個人資料，或要求接觸和／或更改任何該等資料。若您不欲再收取任何與本計劃相關的市場推廣資料，您亦有權為此隨時通知本計劃的保薦人。此類要求，可以書面查詢，請郵寄香港德輔道中 189 號李寶椿大廈 22 樓，海通國際投資經理有限公司一客戶服務主任收。

4. You have the right to obtain access and to request correction of any personal information concerning yourself held by the Trustee. Request for such access can be made in writing and addressed to “Member Services, Fund Services Hong Kong, HSBC Institutional Trust Services (Asia) Limited, P.O. Box 73448, Kowloon Central Post Office, Hong Kong”.

您有權向信託人查閱及要求修正關於您的任何資料。有關要求可書面向信託人提出，並郵寄致「香港九龍中央郵政局郵政信箱 73448 號，滙豐機構信託服務（亞洲）有限公司，退休金行政部」收。

SECTION V - DECLARATION

第五部 – 聲明

I / We* ^{Note 1} declare that to the best of my / our * knowledge and belief, the information given in this form and its attachments is correct and complete. ✦

本人 / 我們* ^{註 1} 聲明，盡本人 / 我們* 所知所信，本表格及隨附文件所提供的資料均屬正確無訛且並無缺漏。
✦

Signature of the claimant(s) 申索人簽署

Date 日期

- ✦ **Warning:** Under Section 43E of the Ordinance, a person who, in any document given to the Authority or an approved trustee, knowingly or recklessly makes a statement which is false or misleading in a material respect commits an offence and is liable to a maximum penalty of a \$100,000 fine and 1 year’s imprisonment on the first conviction and \$200,000 fine and 2 years’ imprisonment on each subsequent conviction. A person who knowingly and wilfully makes a statutory declaration false in a material particular also commits an offence under section 36 of the Crimes Ordinance (Cap. 200) and is liable on conviction to imprisonment for 2 years and to a fine.

- ✦ **注意：** 根據《條例》第 43E 條，任何人士在給予積金局或核准受託人的任何文件中，明知或罔顧後果地作出在要項上屬虛假或具誤導性的陳述，即屬犯罪。首次定罪者，最高可處罰款 \$100,000 及監禁一年；其後每次定罪，最高可處罰款 \$200,000 及監禁兩年。根據《刑事罪行條例》（第 200 章）第 36 條，任何人明知而故意在法定聲明中作出在要項上屬虛假的陳述，亦屬犯罪。一經定罪，可處監禁兩年及罰款。

Explanatory Notes on 填報須知

Claim Form for Payment of Accrued Benefits on Ground of Permanent Departure from Hong Kong / Total Incapacity / Terminal Illness / Small Balance / Death (Form MPF(S) – W(O))

*基於永久性地離開香港/ 完全喪失行為能力/ 罹患末期疾病/
小額結餘/ 死亡的理由而申索累算權益的表格 (第MPF(S)-W(O)號表格)*

- (1) (i) For a claim made on the ground of death, only personal representatives within the meaning of the Mandatory Provident Fund Schemes Ordinance can be the claimant to act on behalf of the deceased scheme member to claim for payment of the scheme member's accrued benefits. This includes a personal representative within the meaning of the Probate and Administration Ordinance (Cap. 10) and the Official Administrator who gets in and administers an estate of a deceased scheme member in a summary manner without a grant or other legal formality under section 15 of that Ordinance. If there is more than one personal representative and the personal representatives have not authorized one of the representatives to act on behalf of other representatives to lodge the claim, all the personal representatives should submit the Claim Form jointly. Please use an additional blank sheet to provide details of the claimants under Section I. Under such circumstances, this Form needs to be signed by all of the personal representatives.
- (ii) For a claim made on all other grounds of permanent departure from Hong Kong, total incapacity, terminal illness or small balance, either the scheme member or person(s) appointed as a committee of the estate of a mentally incapacitated person under the Mental Health Ordinance (Cap. 136) ("the committee of the estate") to act on behalf of the scheme member can be the claimant to lodge the claim for payment of accrued benefits. If there is more than one person appointed by the court as the committee of the estate, those persons should apply and sign in the capacity as the committee of the estate in accordance with those terms of appointment and any other requirements contained in the relevant court order. Please use an additional blank sheet to provide details of the claimants under Section I. Under such circumstance, this Form needs to be signed by all of the persons appointed by the court as the committee of the estate, unless the Court authorizes otherwise.
- (i) 基於死亡的理由而提出的累算權益申索，只可由《強制性公積金計劃條例》所界定的遺產代理人作為申索人，代表已故計劃成員提出。這些人包括由《遺囑認證及遺產管理條例》（第 10 章）所界定的遺產代理人及按該條例第 15 條，在無須任何授予書或其他法律手續的情況下，將已故計劃成員的遺產收集及以簡易方式管理的遺產管理官。假如遺產代理人超過一名，而該些遺產代理人並未授權其中一人作為申索代表，則申索表格須由所有遺產代理聯名提交。請就第一部另紙詳載各申索人的資料。在這種情況下，本表格須由所有遺產代理人簽署。
- (ii) 基於所有其他理由（即永久性地離開香港、完全喪失行為能力、罹患末期疾病或小額結餘）而要求支付累算權益的申索，可由計劃成員或根據《精神健康條例》（第 136 章）獲委任代表精神上無行為能力的計劃成員行事的產業受託監管人（「產業受託監管人」）作為申索人提出。如法庭委任超過一人為產業受託監管人，該等人士應按照委任條款及有關法庭命令所載的任何其他規定，以產業受託監管人的身份提出申請及在相關文件簽署。請就第一部另紙詳載各申索人的資料。在此情況下，除非法庭另有授權，否則本表格須由所有獲法庭委任為該計劃成員的產業受託監管人的人士簽署。
- (2) If a claimants/scheme member does NOT possess a HKID Card, please fill in the name as shown on the passport.
如申索人／計劃成員沒有香港身份證，請填上護照上的姓名。
- (3) Scheme member account number can be found:
(i) in the membership certificate, notice of acceptance, or notice of participation; or
(ii) in the annual benefit statement, or other statements provided by the approved trustee; or
(iii) through the member enquiry facilities available from the approved trustee.
If you are in doubt, please contact the approved trustee of the registered scheme concerned.
計劃成員帳戶號碼可循以下途徑查閱／查詢
(i) 查閱成員證明書、接納通知或參與通知；或
(ii) 查閱周年權益報表或核准受託人提供的其他報表；或

(iii) 核准受託人為成員提供的諮詢服務。
如有疑問，請聯絡有關註冊計劃的核准受託人。

- (4) In processing a claim for payment, the approved trustee of the registered scheme concerned may request the claimant to produce the original documents for checking purpose, if necessary.

如有需要，有關註冊計劃的核准受託人在處理付款申索時可能會要求申索人提交文件的正本，以核對資料。

- (5) For a claim made by the committee of the estate on behalf of the scheme member, in addition to the required documents in respect of the scheme member, the following documents should be enclosed:
- (i) a copy of the evidence of the status of the committee of the estate, i.e. the court order;
 - (ii) a copy of each claimant's HKID card for verification of the name and identity card number of the claimant if the claimant does not wish to present the card in person for verification ^{Note 6}; and
 - (iii) the original statutory declaration form made by the committee of the estate for a claim for payment of accrued benefits (MPF(S)-W(SD4)) ^{Note 8} (if applicable). Where such a statutory declaration has been made and enclosed with the claim, the statutory declaration form (MPF(S)-W(SD2) and MPF(S)-W(SD3)) for claims made on the grounds of permanent departure from Hong Kong and small balance respectively shall not be required.

由產業受託監管人代表計劃成員提出的申索，除須提供有關該計劃成員的所需文件外，亦應夾附以下文件：

- (i) 產業受託監管人身份的證明文件副本，即法庭命令的副本；
- (ii) 每名申索人的香港身份證副本，以供核對其姓名及身份證號碼（如不擬親身出示申索人的香港身份證供核對有關資料）^{註6}；及
- (iii) 產業受託監管人就申索累算權益所作的法定聲明表格（第 MPF(S)-W(SD4)號表格）^{註8}正本（如適用）。如使用該表格作出聲明並把該表格夾附於本申索，便無須提交基於永久性地離開香港及小額結餘的理由作出申索的法定聲明表格（即第 MPF(S)-W(SD2)號表格及第 MPF(S)-W(SD3)號表格）。

- (6) For a claimant / scheme member who does NOT possess a HKID card, a copy of the passport (only pages with personal particulars and passport number) should be provided to the approved trustee concerned for verification of the name and passport number of the claimant / scheme member if the claimant / scheme member does not wish to present the passport in person for verification.

如申索人 / 計劃成員**沒有**香港身份證，而又不擬親身出示護照以供核對資料，則須提供護照副本（只須提供載有個人資料及護照號碼之頁）以供核准受託人核對申索人 / 計劃成員的姓名及護照號碼。

- (7) The “Entry Permit for Hong Kong and Macau Residents (港澳居民來往內地通行證)” is issued at the China Travel Service (Hong Kong) Limited on behalf of the Public Security Bureau of Guangdong, PRC.

「港澳居民來往內地通行證」由香港中國旅行社有限公司代表中國廣東省公安廳發出。

- (8) The statutory declaration must be a valid statutory declaration in the place where the declaration is made (e.g. in Hong Kong, the statutory declaration should be made before and signed by a Commissioner for Oaths (e.g. at a Public Enquiry Service Centre of the Home Affairs Department) or a Notary Public or Justice of the Peace). A statutory declaration made in a place other than Hong Kong is also acceptable provided that it is made before and signed by a Notary Public or a person authorised under the law of that place to administer an oath or take a statutory declaration.

法定聲明必須是一份屬該聲明宣誓所在地有效的法定聲明（例如在香港，法定聲明須在監誓員（例如在民政事務總署諮詢服務中心）或公證人或太平紳士面前作出，並由他們簽實）。在香港以外地方所作的法定聲明，只要是在公證人或獲該地方法律授權監誓或監理法定聲明的人士面前作出，並由他們簽署，亦可予接受。

- (9) A medical certificate certifying total incapacity (Form MPF(S)-W(M)) or terminal illness (Form MPF(S)-W(T)) shall be signed by a medical practitioner who must be *either* –
- (i) a registered medical practitioner who is registered under the Medical Registration Ordinance (Cap. 161), i.e.
 - (a) a person who is duly registered as a medical practitioner with the Medical Council of Hong Kong;
 - or
 - (b) a person who is deemed to be registered as a medical practitioner under the Medical Registration Ordinance (Cap. 161) (i.e. persons who are exempted from registration);
 - or*
 - (ii) a registered Chinese medicine practitioner, within the meaning assigned to it by section 2(1) of the Chinese Medicine Ordinance (Cap. 549).

證明計劃成員完全喪失行為能力的醫學證明書（第MPF(S)-W(M)號表格）或罹患末期疾病的醫學證明書（第MPF(S)-W(T)號表格）須由下述醫生簽署：

- (i) 根據《醫生註冊條例》（第161章）註冊的註冊醫生，即：
 - (a) 在香港醫務委員會正式註冊為醫生的人；或
 - (b) 獲視作為根據《醫生註冊條例》（第161章）註冊成為醫生的人（即獲豁免無須註冊的人）；

或

- (ii) 《中醫藥條例》（第549章）第2(1)條所界定的註冊中醫。

- (10) For a claim made on the ground of total incapacity, the claimant shall ask a medical practitioner to fill in the Form MPF(S)-W(M) and attach it to the Form MPF(S)-W(O).

For a claimant who also claims long service payment on the grounds of permanent unfitness for his present job under the Employment Ordinance (Cap. 57), the claimant may use the form “Certificate of an employee’s permanent unfitness for a particular type of work” under that Ordinance to substitute for the Form MPF(S)-W(M) for the purpose of claiming payment of MPF accrued benefits on the ground of total incapacity.

基於完全喪失行為能力的理由而提出的累算權益申索，申索人須請醫生填寫第MPF(S)-W(M)號表格並夾附於第MPF(S)-W(O)號表格。

申索人如按《僱傭條例》（第57章）的規定，以永久不適合擔任其現時工作為理由同時申索長期服務金，則可採用按該條例填寫的「證明僱員永久不適合擔任某類工作的證明書」，替代填寫第MPF(S)-W(M)號表格，以提出基於完全喪失行為能力的理由而支付強積金累算權益的申索。

- (11) For a claim made by a scheme member for payment of accrued benefits from a contribution account on the ground of terminal illness, the scheme member may continue his current employment or current self-employment after he has received the payment of accrued benefits. In that case, future contributions made by the employer (both employer and employee portions) or by the self-employed person himself will continue to be made to the contribution account. If the scheme member wishes to withdrawal the accrued benefits derived from future contributions and transfer-in benefits (if any) in the contribution account again, he should lodge another claim for payment of accrued benefits.

計劃成員如基於罹患末期疾病的理由而要求從供款帳戶提取累算權益，該計劃成員在獲得支付累算權益後，可能繼續從事其現時的受僱或自僱工作。在此情況下，僱主日後作出的供款（包括僱主及僱員部份）或該自僱人士日後作出的供款，將繼續分配至該供款帳戶。計劃成員如欲再度從該供款帳戶提取由未來供款及轉入的權益（如有）所產生的累算權益，須另行提出累算權益的申索。