



DEFKPWORK

**CLAIM FORM FOR PAYMENT OF ACCRUED BENEFITS ON GROUND OF
 ATTAINING THE RETIREMENT AGE OF 65 OR EARLY RETIREMENT**
基於已達到 65 歲退休年齡或提早退休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 attaining the retirement age of 65 or early retirement only. For a claim made on the ground of early retirement, the scheme member must reach the age of 60 and have permanently ceased all employment and self-employment with no intention of becoming employed or self-employed again. For a claim for payment of accrued benefits on other grounds, please use Form MPF(S) – W(O).*
 本表格謹供擬基於已達到 65 歲退休年齡或提早退休的理由而要求從一個註冊計劃申索累算權益的人士填報。若基於提早退休的理由提出申索，計劃成員必須達到 60 歲，並已永久性地終止所有受僱及自僱工作，且無意再次受僱或自僱。若基於其他理由要求申索累算權益，請填寫第 MPF(S) – W(O) 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- (g) *Accrued benefits may be withdrawn either in a lump sum or by instalments. Before making any decision as regards the amount and timing of withdrawal of accrued benefits, please consider, among other things, your personal needs, risk tolerance level and financial circumstances carefully.*
 申索累算權益可選擇整筆提取或分期提取。在選擇提取累算權益的金額及時間時，除了其他因素之外，請細心考慮您的個人需要，風險承受能力及財政狀況，然後才作出決定。

- (h) **If your accrued benefits are currently invested according to the Default Investment Strategy (“DIS”) of the scheme, you should be aware that the de-risking mechanism of the DIS starts at the age of 50.** If your instruction is in progress, the annual de-risking of your investments in the DIS will be delayed until completion of this instruction.
如您現時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。如您的申索權益申請仍在處理中，預設投資策略下按年降低您的投資風險的時間會被延誤至完成本申請指示程序後處理。
- (i) **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 DIS.**
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。
- (j) **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。
- (k) **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。
- (l) **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。

If accrued benefits are not withdrawn in full, the remaining accrued benefits will continue to be invested. Investment involves risk and the price of fund units may go down as well as up. Past performance does not indicate future performance. You should carefully consider factors such as your investment objectives, financial situation, risk tolerance level and key features (e.g. types and levels of risks, types and levels of fees and charges) of the registered scheme(s) and the constituent fund(s) concerned. Please refer to the Authority’s publications available on the Authority’s website (www.mpfa.org.hk).

如累算權益並非整筆提取，計劃成員帳戶內餘下的累算權益將繼續進行投資。投資涉及風險，基金單位價格可跌亦可升。過往表現並非未來表現的指標。請詳細考慮您的投資目標、財政狀況、風險承受能力及有關註冊計劃及成分基金的主要特點 (例如風險種類及水平，及收費種類及水平)。如欲瞭解詳情，可於管理局的網站 (www.mpfa.org.hk) 參閱管理局印製的資訊刊物。

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	
<p>⊗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) :</p> <p>_____</p> <p>⊗HKID Card / Passport* No. 香港身份證/護照* 號碼 : _____</p> <p>⊗Contact Tel No. 聯絡電話號碼 : _____ Mobile No. 手提電話號碼 : _____</p> <p>Fax No. 傳真號碼 : _____ Email Address 電郵地址 : _____</p> <p>Correspondence Address 通訊地址 (P.O. Box is not acceptable 郵政信箱恕不接受)</p> <p>Flat /Rm 室 _____ Floor 樓 _____ Block 座 _____</p> <p>Building / Estate Name 大廈 / 屋苑 _____</p> <p>Number & Name of Street 街號及名稱 _____</p> <p>District / Postal Code 地區 / 郵政代碼 _____</p> <p style="text-align: right;"><input type="checkbox"/> H.K 香港 / Kln 九龍 / N.T. 新界* <input type="checkbox"/> Country (if not HK) 國家(如香港以外地區) _____</p>	
(2) Scheme Member Details 計劃成員資料 (if different from the claimant 如與申索人不同)	
<p>⊗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) :</p> <p>_____</p> <p>⊗HKID Card / Passport* No. 香港身份證/護照* 號碼 : _____</p>	

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
<input type="checkbox"/> All account under the Scheme 計劃內所有帳戶	
<input type="checkbox"/> 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}	
<input type="checkbox"/> I have previously withdrawn the benefits by instalments on the below ground from all the accounts specified in Section II (1), therefore, I DO NOT provide the required documents for this claim again. 本人之前曾基於下述理由從第二部(1)指定的所有帳戶分期提取權益，因此無須就是次申索再次提供所需文件。	
Ground 理由	Required Documents 所需文件
<input type="checkbox"/> Attaining the retirement age of 65 已達到 65 歲 退休年齡	(1) a copy of the scheme member's HKID card for verification of the name, date of birth 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、出生日期及身份證號碼（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} ）
<input type="checkbox"/> Early retirement 提早退休	(1) a copy of the scheme member's HKID card for verification of the name, date of birth 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、出生日期及身份證號碼（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 early retirement (Form MPF(S)-W(SD1)) ^{Note 7} 有關提早退休的法定聲明表格（第 MPF(S)-W(SD1)號表格） ^{註7} 正本
For a scheme member whose HKID card does not contain the month and / or day of birth, evidence showing the scheme member's date of birth ^{Note 8} : 如計劃成員的香港身份證並未載有出生月份及 / 或日子，請提供載有該計劃成員出生日期的證明 ^{註8} ：	
<input type="checkbox"/> a copy of the scheme member's passport or other travel document showing the month and / or day of birth; or 載有計劃成員出生月份及 / 或日子的護照或其他旅遊證件的副本；或 <input type="checkbox"/> a copy of the scheme member's HKID card with the day and month of the issue date of the HKID card circled or by other means to indicate that the scheme member wishes to use the day and month of the issue date of the HKID card as the day and month of birth; or 在計劃成員的香港身份證副本上圈出（或以其他方式顯示）該身份證的簽發日期的月份及日子，以表示計劃成員擬採用其香港身份證的簽發日期的月份及日子作為其出生月份及日子；或 <input type="checkbox"/> the original statutory declaration of the scheme member's date of birth ^{Note 7} 有關計劃成員出生日期的法定聲明 ^{註7} 正本	
(3) Amount of Accrued Benefits to be Withdrawn from Each Account specified in Section II (1) ^{Notes 9, 10} 擬從第二部(1)指定的每個帳戶提取的累算權益金額 ^{註9,10}	
<input type="checkbox"/> A lump sum ^{Note 11} 整筆 ^{註11}	OR 或
<input type="checkbox"/> Specify withdrawal amount ^{Note 12} (HKD) 註明提取金額 ^{註12} (港元)	

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

<p>(4) Method of Payment 付款方式</p> <p><input type="checkbox"/> 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</p> <p>_____</p> <p><input type="checkbox"/> 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。）</p> <p>Name of bank 銀行名稱：_____</p> <p>Account number 帳戶號碼：_____</p> <p>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)</p> <p>Overseas Bank Detailed Address 海外銀行的詳細地址： _____</p> <p>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。)</p> <p>_____</p> <p>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）： _____</p> <p>Currency 貨幣： <input type="checkbox"/> Hong Kong Dollars 港幣 / <input type="checkbox"/> United States Dollars 美元</p>

<p>SECTION III - TERMINATION OF MPF ACCOUNT WITH NO RESIDUAL BALANCE (IF APPLICABLE)</p> <p>第三部 - 終止沒有剩餘款項的強積金帳戶（如適用）</p> <p>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：</p> <p>(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；</p> <p>(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</p> <p>(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)。</p>
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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仕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—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
Attaining the Retirement Age of 65 or Early Retirement (Form MPF(S) – W(R))
基於已達到 65 歲退休年齡或提早退休的理由而申索累算權益申索表格 (第 MPF(S)-W(R)號表格)

- (1) 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 circumstances, 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.

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 (Form MPF(S)-W(SD4)) ^{Note 7} (if applicable). Where such a statutory declaration has been made and enclosed with the claim, the statutory declaration form (Forms MPF(S)-W(SD1)) for a claim made on the ground of early retirement 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 7} 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，便無須提交基於提早退休的理由作出申索的法定聲明表格（即第 MPF(S)-W(SD1)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）以供有關核准受託人核對申索人／計劃成員的姓名及護照號碼。

- (7) 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，並由他們簽實，亦可予接受。

- (8) A scheme member who does not have the month and/or day of birth printed on the HKID card may provide evidence as to the month and/or day by using one of the following methods:
- (i) using the birth date as shown on an official document (e.g. a travel document or a statutory declaration of the scheme member's date of birth); or
 - (ii) using the day and month of the issue date of the HKID card of the scheme member.

If the scheme member has not used any of the methods above to provide evidence as to the month and day, then in the absence of the above evidence, the approved trustee will:

- (i) where the HKID card shows only the year and month of birth (and not the day of birth) use the last day of the month as shown on the HKID card as the birth date of the scheme member; and
- (ii) where the HKID card shows only the year of birth (and neither the month nor day of birth), use the last day of the year as shown on the HKID card as the birth date of the scheme member.

Please note that mandatory contributions in respect of the scheme member (if any) will cease on the day when the scheme member reaches age 65 based on the evidence provided by the scheme member or defaulted above.

如計劃成員的香港身份證並未印有出生月份及／或日子，則可採用以下其中一種方法，就其出生月份及／或日子提供證據：

- (i) 採用某份官方文件（例如旅遊證件或有關計劃成員的出生日期的法定聲明）所載的出生日期；或
- (ii) 採用計劃成員香港身份證上的簽發日期的日子及月份。

如計劃成員沒有採用以上任何一種方法就其出生月份及日子提供證據，則核准受託人在沒有上述證據的情況下，會以下述日子作為該計劃成員的出生日期：

- (i) 計劃成員的香港身份證所載的出生月份的最後一日（如該香港身份證只載有出生年份及月份，而沒有出生日子），作為其出生日期；或
- (ii) 計劃成員的香港身份證所載的出生年份的最後一日（如該香港身份證只載有出生年份，而沒有出生月份及日子），作為其出生日期。

請注意，就計劃成員作出的強制性供款（如有），將根據計劃成員提供的證據，或按上述預設的出生日期計算，於計劃成員年滿 65 歲當日終止。

- (9) If a claimant wishes to select different withdrawal amounts for different accounts within a registered scheme, the claimant should fill in a separate form for each account.

如申索人擬就同一註冊計劃內的不同帳戶選擇不同的提取金額，須就每個帳戶分別填寫一份表格。

- (10) No fees or financial penalties may be charged to or imposed on a scheme member or deducted from the scheme member account, other than necessary transaction costs incurred or reasonably likely to be incurred in selling or buying investments in order to give effect to the withdrawal and are payable to a party other than the approved trustee, for payment of the member's accrued benefits in a lump sum or for the first 4 withdrawals by instalments each year. Payments in excess of 4 times in a calendar year may be subject to fees or financial penalties. Please consult the approved trustee of the registered scheme concerned as on the arrangement and fees involved.

核准受託人不得就向計劃成員整筆支付或每年首 4 次向計劃成員分期支付累算權益而向該計劃成員收取費用或施加罰款，或從該計劃成員的帳戶扣除費用或罰款，但為執行該項權益提取而進行買賣投資所招致，或是合理地相當可能招致，並須向某方（該核准受託人除外）支付的必需交易費用除外。如向計劃成員支付權益的次數多於每公曆年 4 次，核准受託人可向計劃成員收取費用或施加罰款。有關支付權益的安排及所涉及的費用，請向有關註冊計劃的核准受託人查詢。

- (11) This option is applicable for withdrawing the accrued benefits in a LUMP SUM from each scheme member account specified in Section II(1) (including benefits derived from voluntary contributions if the scheme member is entitled to withdraw them based on the governing rules of the registered scheme concerned). Please consult the approved trustee of the registered scheme concerned for details.

此提取方式適用於從第二部(1)指明的每個計劃成員帳戶內提取**整筆**累算權益（如根據有關註冊計劃的管限規則，計劃成員有權提取由自願性供款所產生的累算權益，則包括該等權益）。詳情請向有關註冊計劃的核准受託人查詢。

- (12) This option is applicable for withdrawing the accrued benefits by INSTALMENTS from each scheme member account specified in Section II(1). For each scheme member account, the specified withdrawal amount will be redeemed proportionally from each sub-account according to the fund allocation as of the day on which the approved trustee redeems the benefits (including benefits derived from voluntary contributions if the scheme member is entitled to withdraw them based on the governing rules of the registered scheme concerned). If the account balance is less than the withdrawal amount specified by the claimant, the entire account balance will be withdrawn. If the claimant subsequently wishes to withdraw the remaining benefits in the accounts, please submit another claim to the approved trustee of the registered scheme concerned.

此提取方式適用於從第二部 (1) 指明的每個計劃成員帳戶內**分期**提取累算權益。就每個計劃成員帳戶，核准受託人會根據贖回權益當日的資金分配，按比例從每個分帳中贖回註明的提取金額（如根據有關註冊計劃的管限規則，計劃成員有權提取由自願性供款所產生的累算權益，則包括該等權益）。如帳戶結餘少於申索人註明的提取金額，則帳戶內的結餘將會全數提取。如申索人其後擬提取帳戶內餘下的權益，請向有關註冊計劃的核准受託人另行提出申索。