



FORM MPF(S) – W(R) 表格

MANDATORY PROVIDENT FUND SCHEMES ORDINANCE (CAP 485)(the Ordinance)
《強制性公積金計劃條例》（第 485 章）（《條例》）
CLAIM FORM FOR PAYMENT OF MPF ACCRUED BENEFITS (BENEFITS) ON GROUNDS
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強積金累算權益的表格

Please read the following **important notes** before completing this Form.

填寫表格前，請先閱讀以下**重要提示**

Filling In This Form 填寫本表格

- (a) *This Form is to be completed by any person who wishes to claim for payment of benefits from an MPF registered scheme (scheme) on the grounds of attaining the retirement age of 65 or early retirement only. For a claim made on the grounds 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 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強積金計劃（計劃）申索權益的人士填報。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權益，請填寫第 MPF(S) – W(O) 表格。
- (b) *If the claimant/scheme member wishes to withdraw benefits from more than one scheme, please fill in a separate form for each scheme.*
如申索人 / 計劃成員擬從多於一個計劃提取權益，須就每個計劃填寫一份表格。
- (c) *Please submit the completed form and the required supporting documents to the trustee of the scheme concerned for processing the claim. If any information provided is incorrect or incomplete, the relevant trustee may not be able to process your request.*
請向相關計劃的受託人提交已填妥的表格並附上所需文檔以處理申索，如填寫資料有誤或不全，相關受託人可能無法處理有關申請。
- (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 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 (the Authority).*
在本表格提供的個人資料，將被用作處理您申索權益的申請。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（「積金局」）。
- (f) *Withdrawal of benefits derived from voluntary contributions is subject to the governing rules of the scheme concerned. Please check the information from the offering document of the scheme concerned, which can be found on the website of the trustee of the scheme concerned. Please consult the relevant trustee for details.*
提取由自願性供款所產生的權益，須受有關計劃的監管規則所規限，詳情請查閱有關計劃的銷售文件，銷售文件可在相關計劃受託人的網站查閱。詳情請向相關受託人查詢。
- (g) *Withdrawal of benefits derived from Tax Deductible Voluntary Contributions paid pursuant to section 11A of the Ordinance is subject to the same withdrawal requirements as for mandatory contributions.(except that under section 11A(3), certain provisions relating to offsetting of severance or long service payments, and protection of benefits from creditors and others, do not apply).*

根據《強制性公積金計劃條例》第 11A 條，提取可扣稅自願性供款所產生的權益的提取規定與強制性供款的提取規定相同（除了根據第 11A（3）條作出的規定，有關取消遣散費或長期服務金以及保障債權人及其他人的利益的若干條文不適用）。

- (h) *Benefits may be withdrawn on the grounds of attaining the retirement age of 65 or early retirement either in a lump sum or by instalments. Before making any decision as regards the amount and timing of withdrawal of benefits, please consider, among other things, your personal needs, risk tolerance level and financial circumstances carefully. The scheme member may be charged the necessary transaction costs for each withdrawal, and additional fees or financial penalties may be charged to or imposed on the scheme member if more than four withdrawals by instalments (or the number of free withdrawal by instalments offered by the scheme) from the same MPF account are made in a calendar year. Please consult the relevant trustee for details.*

申索權益在成員達到 65 歲生日或提早退休時可以整筆提取或分期提取。在選擇提取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。如向計劃成員支付權益的次數多於每個財務年度 4 次（或該計劃提供的分期支付的免費提款數量次數），受託人可向計劃成員從強積金戶口收取費用。詳情請向相關受託人查詢。

Enquiries 查詢

- (i) *Please contact the relevant trustee for enquiries about account details and information on specific schemes or funds. 有關特定計劃或基金的帳戶詳情及資料，請聯絡相關受託人。*
- (j) *For general enquiries regarding a claim for payment of benefits, please contact the relevant trustee or the Authority (email: mpfa@mpfa.org.hk or hotline: 2918 0102). 有關申索權益的一般查詢，請聯絡相關受託人或積金局（電郵：mpfa@mpfa.org.hk 或熱線：2918 0102）*

Reminder 請注意

- *Withdrawal of benefits out of a guaranteed fund may result in some or all of the guarantee conditions not being satisfied; thus affecting your entitlement to the guarantee. Please check the offering document of the scheme or consult the relevant trustee for details.*
從保證基金中提取權益，可能會使您無法符合部份或全部保證條件，因而影響您的保證權益。詳情可查閱相關計劃的銷售文件，或向相關受託人查詢。
- *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 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 your 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 the annual de-risking of your investments in the DIS and your claim for payment of benefits take place at around the same time, the trustee of the scheme shall sequence the de-risking and the claim in accordance with its procedures and in compliance with the Ordinance. Please consult the trustee of the scheme if you wish to know the details of how it will handle these transactions.*
如您的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。如您的預設投資策略投資的年度降低投資風險機制的運作時間，與您申索權益的時間相當接近，計劃受託人會按照程序和符合該條例情況下，安排降低風險機制和申索的先後次序。如欲瞭解計劃受託人如何處理該等交易，請向受託人查詢詳情。
- *If benefits are not withdrawn in full, the remaining 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. In addition, where any benefits continue to be invested in a guaranteed fund, the guarantee may cease to apply to any such benefits. Please consult the relevant trustee for details. 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 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). 如權益並非整筆提取，計劃成員帳戶內餘下的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，可於積金局的網站（www.mpfa.org.hk）參閱積金局印製的資訊刊物。*

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

第一部分 - 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)：	Surname: 姓氏：			
	Other Name: 名字：			
Identification 身份證明	HKID Card No.: 香港身份證號碼：			
	Passport No.: 護照號碼 (ONLY for person without HKID Card) (本欄僅供沒有香港身份證的人士填寫)			
Contact Details 聯絡資料	Daytime Phone No.: 日間聯絡電話號碼：		Mobile Phone No.: 手提電話號碼：	
	Email Address: 郵箱地址：			
Correspondence Address 通訊地址	Flat/Room 室	Floor 樓	Block 座	Building 大廈
	Estate 屋苑		Street No. 街道號碼	Street 街道
	City / Country (if not Hong Kong) 城市 / 國家 (如非香港地區)		Hong Kong / Kowloon / New Territories (delete whichever is not applicable) 香港 / 九龍 / 新界 (請刪去不適用者)	

(2) SCHEME MEMBER DETAILS (if different from the claimant) 計劃成員資料 (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)：	Surname: 姓氏：			
	Other Name: 名字：			
Identification 身份證明	HKID Card No.: 香港身份證號碼：			
	Passport No.: (ONLY for scheme member without HKID Card) 護照號碼：(本欄僅供沒有香港身份證的計劃成員填寫)			

SECTION II – DETAILS OF THE CLAIM 第二部分 - 申索資料

(1) ACCOUNT INFORMATION (please ✓ the appropriate box) 帳戶資料 (請在適用方格加上✓號)	
Name of Scheme 計劃名稱	
<input type="checkbox"/> All accounts 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. <i>Note 3</i>)計劃內的指定帳戶(請註明計劃成員帳戶 號碼 ³)	(1)
	(2)
	(3)

(2) GROUNDS FOR CLAIMING BENEFITS AND THE REQUIRED DOCUMENTS ^{Notes 4 & 5} (please ✓ the appropriate box) 申索權益的理由及所需文件 ^{註4,5} (請在適用方格加上✓號)	
<input type="checkbox"/> I have previously withdrawn the benefits by instalments on the below grounds 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檔。	
Grounds 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	<input type="checkbox"/> 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	<input type="checkbox"/> 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 <input type="checkbox"/> 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}：	

- 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
- 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
- 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 BENEFITS TO BE WITHDRAWN FROM EACH ACCOUNT SPECIFIED IN SECTION II(1) ^{Notes 9 & 10} <i>(please ✓ the appropriate box)</i> 擬從第二部 (1) 指定的每個帳戶提取的權益金額 ^{註 9,10} (請在適用方格加上✓號)	
<input type="checkbox"/> A lump sum ^{Note 11} 整筆 ^{註 11}	<input type="checkbox"/> Specify withdrawal amount ^{Note 12} (HKD) 註明提取金額 ^{註 12} (港元) _____
OR 或	
(4) METHOD OF PAYMENT <i>(please ✓ the appropriate box)</i> 付款方式 (請在適用方格加上✓號)	
<input type="checkbox"/> by cheque 支票	
<input type="checkbox"/> by depositing directly into a bank account 直接存入銀行帳戶 <i>(This option is applicable only to trustees who provide such services and there may be bank charges involved)</i> <i>(此選項僅適用於提供此類服務的受託人，並且可能涉及銀行費用)</i>	
Name of bank account holder: 銀行帳戶持有人	
Name of bank: 銀行名稱	
Bank account number: 銀行帳戶號碼	
<i>For overseas bank only: 僅適用於海外銀行</i>	Address of bank: 銀行地址
	Swift code: 全球金融同業電信協會代碼
	Other settlement information (if any): (e.g. IBAN) 其他結算資料 (如有) (例如 IBAN)
	Currency: 貨幣

SECTION III – AUTHORIZATION & DECLARATION 第三部分-授權及聲明

(1) TERMINATION OF MPF ACCOUNT WITH NO RESIDUAL BALANCE <i>(if applicable)</i> 終止沒有剩餘款項的強積金帳戶 (如適用)
<p>I/We* ^{Note 1} hereby authorize the trustee to terminate the relevant scheme member account(s) as referred to in Section II(1) upon 本人 / 我們* ^{註 1} 謹此授權受託人在以下情況終止在第二部(1)所述的計劃成員帳戶：</p> <p>(i) withdrawal of the full amount of benefits with no residual balance in the said account(s); 該帳戶內的權益已被全數提取，並無剩餘款項；</p> <p>(ii) (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</p> <p>(iii) (for self-employed person contribution account only) cessation of the self-employment, with effect from _____ (DD/MM/YYYY). (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>
(2) DECLARATION 聲明
<p>I understand that my instruction given previously, as to whether I wish to / wish not to receive any marketing materials in relation to the Plan from the Sponsor, will continue to be in force unless I complete and submit a “Change of Particulars For Members / Self-Employed Person” form to change my consent.</p> <p>本人明白本人之前提交的指示，就關於本人是否希望收取保薦人海通國際投資經理有限公司有關強積金計劃的推廣資料將會保持效力，除非本人完成並提交了更改成員/自僱人士資料表格。</p>

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，本表格及隨附文檔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 (DD/MM/YYYY)

日期 (日/月/年)

* delete whichever is not applicable

✦ **Warning:** Under section 43E of the Ordinance, a person who, in any document given to the Authority or a 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 one year's imprisonment on the first conviction and a \$200,000 fine and two 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 two 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受託人的任何文檔中，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。

SECTION IV - PERSONAL DATA COLLECTIONS STATEMENT

第四部—個人資料收集聲明

I agree that:

本人同意：

1. Subject to any applicable laws of Hong Kong Special Administrative Region, information supplied on the Schedule(s) or the Form and otherwise in connection with my participation in the Plan may be used for one or more of the following purposes: (i) processing my participation in the Plan, including but not limited to administering and managing my contributions and accrued benefits under the Plan, e.g. carrying out my instructions or responding to any enquiry purporting to be given by me or on my behalf, and dealing in any other matters relating to my participation in the Plan (including the mailing of reports or notices), (ii) complying with an order of any court and observing any legal, governmental or regulatory requirements of any relevant jurisdiction (including any disclosure, reporting or notification requirements to which any recipient of the data is subject, e.g. tax reporting requirements under the Inland Revenue Ordinance and its provisions) and, (iii) to provide a marketing database for MPF product and market research if it is / they are relevant to the Plan or to provide information for the dispatch of information on other products or services to me from the Plan's Sponsor "Haitong International Investment Managers Limited" ("Sponsor") or any connected person of the Sponsor if such products or services relate to the Plan. To the extent not prohibited by the MPF legislations and/or the Personal Data (Privacy) Ordinance ("PDPO"), all of such information may be retained after I have ceased to participate in the Plan.

根據香港特別行政區的適用法律，本人參與計劃相關表格或其他文件上所提供的資料，會將用作以下目的：(i) 處理本人參與強積金計劃的相關事宜包括但不限於處理參與計劃中的累算權益，執行本人的指示、回應本人的查詢或回應宣稱代本人作出的查詢、處理本人參與強積金計劃相關的其他事宜（包括寄發報告或通知書），(ii) 遵守任何法律的命令及司法權區的法律、政府、監管規定（包括收集這些數據而須作出披露、報告或通知的規定，如稅務局及相關規定下的稅務報告），(iii) 為強積金產品或市場研究作為營銷的數據庫（如與強積金計劃有關）、保薦人海通國際投資經理有限公司（“保薦人”）或其關連人士須向本人寄發其他產品或服務資料而需要的資料（如與強積金計劃有關）。在個人資料（私隱）條例及／或強積金法例不禁止的前提下，即使本人不再參與強積金計劃，所有這些資料仍會被保留。

2. Upon request, I am entitled under the PDPO to be informed by the Sponsor whether it holds personal data as defined under PDPO about me and to request access to and/or correction of any such data. I also have the right to inform the Sponsor at any time if I do not wish to receive any marketing materials in relation to the Plan. Any such request may be made by post to the Client Services Officer, Haitong International Investment Managers Limited, 22/F, Li Po Chun Chambers, 189 Des Voeux Road Central, Hong Kong.

本人可要求並有權根據個人資料（私隱）條例去了解保薦人是否持有個人資料（私隱）條例所界定有關本人的個人資料，並可要求查閱及／或更改任何這些資料。本人有權隨時通知保薦人本人不希望再收取與強積金計劃相關的推廣資訊的意願。有關要求可以書面方式寄發到向海通國際投資經理有限公司的客戶服務部（地址為香港德輔道中 189 號李寶椿大廈 22 樓）。

3. For the purposes stated above, the Trustee may, directly or indirectly, 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 service provider, agent or delegate employed to provide services or hardware such as administrative, computer, operational support or other services or facilities which are relevant to or in connection with operation of the Plan. The Trustee may also make disclosure or transfer data, directly or indirectly, to any judicial, governmental or regulatory authority entitled thereto by law or regulation (whether such authorities are statutory or not). Provision of data made by the Trustee pursuant to this clause may be to any persons outside Hong Kong.

根據上述目的，受託人可能需要直接或間接向某些人士披露及轉交這些資料，這些人士包括強積金計劃和保薦人（包括其僱員、高級人員、董事及代理）的核數師及／或保薦人及託管人的最終控股公司及／或其附屬公司及／或聯屬公司，或受委聘負責向接收或獲轉交數據的人士提供行政、電腦、服務、操作協助或與運營計劃相關的設施的第三方。受託人亦可能需要就本人我們參與的強積金計劃直接或間接向有權接

照法律法規的司法、政府或監管機構（不論是否法定機構）披露或轉交數據。受託人根據本條款所提供的數據或會向位於香港境外的人士提供。

4. Applicable for the Employer and Self-Employed Persons: I am required to provide the information supplied on the Form or otherwise in connection with my participation in the Plan, I understand that if I do not provide such information, the Trustee will not be able to properly process my membership and benefits under the Plan. I have the right to obtain access and to request correction of any personal information concerning myself 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.

適用於僱主和自僱人士：本人需要提供表格上提供的資料或與本人參與強積金計劃有關的資料，本人明白如本人不提供這些資料，受託人將不能適當處理本人的強積金計劃的會籍和福利。本人有權查閱受託人持有有關本人的個人資料及要求修改這些個人資料。本人可發出書面要求並寄發到滙豐機構信託服務(亞洲)有限公司退休金行政部(地址為香港九龍中央郵政局郵政信箱 73448 號)查閱個人資料。

Explanatory Notes on
Claim Form for Payment of MPF Accrued Benefits (Benefits) on Grounds 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強積金累算權益的表格
(第 MPF(S) – W(R) 號表格)
填報須知

- (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 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 claimant/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 trustee; or
- (iii) through the member enquiry facilities available from the trustee.

If you are in doubt, please contact the trustee of the MPF registered scheme (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受託人提供的其他報表；或
- (iii) 受託人為成員提供的諮詢服務。

如有疑問，請聯絡有關強積金計劃(「計劃」)的受託人。

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

如有需要，有關計劃的受託人在處理付款申索時可能會要求申索人提交文檔的正本，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 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 (MPF(S)-W(SD1)) for a claim made on the grounds 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，亦應隨附以下文件：

- (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隨附於本申索，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 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 a 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 authorized 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，法定聲明須在監督員（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督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 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) 採用某份官方文檔（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 scheme, the claimant should fill in a separate form for each account.
如申索人擬就同一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 trustee, for payment of the member's benefits in a lump sum or for the first four withdrawals by instalments (or the number of free withdrawal by instalments offered by the scheme) each calendar year. Payments in excess of four times (or the number of free withdrawal by instalments offered by the scheme) in a calendar year may be subject to fees or financial penalties. Please consult the trustee of the scheme concerned as on the arrangement and fees involved.
受託人不得就向計劃成員整筆支付或每年首四次（或該計劃提供的分期支付的免費提款數量次數）向計劃成員分期支付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四次（或該計劃提供的分期支付的免費提款數量次數），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，請向有關計劃的受託人查詢。

- (11) This option is applicable for withdrawing the 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 scheme concerned and benefits derived from tax deductible voluntary contributions). Please consult the trustee of the 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權益（如根據有關計劃的管限規則，計劃成員有權提取由自願性供款所產生的權益或可扣稅自願性供款所產生的權益，則包括該等權益）。詳情請向有關計劃的受託人查詢。
- (12) This option is applicable for withdrawing the benefits by INSTALMENTS 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 scheme concerned and benefits derived from tax deductible voluntary contributions). For each scheme member account, the specified withdrawal amount will be redeemed proportionally from each sub-account (if any) according to the fund allocation as of the day on which the 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 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 trustee of the 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權益（包括自願性供款所產生的權益或可扣稅自願性供款所產生的權益）。就每個成員帳戶，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，請向有關計劃的受託人另行提出申索。
- (13) If you did not previously provide any identification or address proof document or your identification or address proof information has been changed, please provide certified true copies of the HK Permanent ID Card/Passport and proof of residential address (e.g. utility bills or bank statements) issued within the latest 3 months.
若您以往未曾提供任何身份證明文件或住址證明，或身份證明文件或住址證明的資料已變更，請提供香港永久居民身分證／護照及最近三個月內發出的住址證明（例如公共事業的繳費單或銀行月結單）之認證副本。