

To 致: **HSBC Provident Fund Trustee (Hong Kong) Limited**
c/o HSBC Life (International) Limited 滙豐人壽保險(國際)有限公司
PO Box 73770 Kowloon Central Post Office 九龍中央郵政信箱73770號
or place to the MPF drop-in boxes at designated Hang Seng Bank branches
或投放於指定恒生銀行分行的強積金寄存辦理箱
Hang Seng MPF Employer Direct 恒生強積金僱主專線: 2288 6822
Hang Seng MPF Service Hotline 恒生強積金服務熱線: 2269 2269



**HKSAR
HAPW**

**THE GOVERNMENT OF THE HKSAR –
CLAIM FORM FOR PAYMENT OF ACCRUED BENEFITS [FORM MPF(S)-W]
香港特區政府 – 累算權益申索表格 [表格 MPF(S) – W]**

NOTES 注意:

- This Form is to be completed by any person who wishes to claim for payment of accrued benefits from an MPF scheme. 本表格供擬向強積金計劃提出申索累算權益的人士填報。*
- Please use BLOCK LETTERS for completion of this Form. 請用正楷填寫本表格。*
- Please read the explanatory notes carefully before completing this Form. 填報本表格前，請先細讀填報須知。*
- *means delete whichever is not applicable. *請刪去不適用者。*
- Please insert "N.A." if not applicable. 請在不適用處填上「不適用」。*
- The information and data given in this Form can be used by the approved trustee of the MPF scheme concerned and the Mandatory Provident Fund Schemes Authority ("the Authority") in activities relating to the processing of the claim and may be disclosed to other parties for such purposes. 本申索表格所填報的資料，可供有關強積金計劃的核准受託人及強制性公積金計劃管理局(「管理局」)作處理申索的用途，並可為此用途向其他人士披露有關資料。*
- Withdrawal of accrued benefits derived from voluntary contributions is subject to the governing rules of the scheme concerned. Please consult the relevant approved trustee(s) for details. 提取由自願性供款所產生的累算權益，須受有關計劃的管限規則所規限。有關規則的詳情，請向有關核准受託人查詢。*
- Please refer to the Authority's publications available on the Authority's website (www.mpfa.org.hk), at the Authority offices, the Public Enquiry Service Centres of the District Offices, and the regional offices of Labour Department for the potential risks involved in MPF investment. 有關強積金投資的潛在風險，請參閱管理局印製的宣傳刊物。刊物可於管理局網站(www.mpfa.org.hk)下載，或於管理局辦事處、各民政事務處諮詢服務中心及勞工處各分區辦事處索取。*
- All the forms related to claims for payment of accrued benefits (i.e. Form MPF(S) - W(M), MPF(S) - W(SD1), MPF(S) - W(SD2), MPF(S) - W(SD3), MPF(S) - W(SD4) and MPF(S) - W(T)) can be downloaded from the Authority's website at www.mpfa.org.hk. Hard copies of the forms are also available at the office of the Authority. If necessary, please seek assistance from the approved trustee of the scheme concerned or the Authority (hotline: 2918 0102 or email: mpfa@mpfa.org.hk). 所有關於累算權益申索的表格(即第MPF(S) - W(M)、MPF(S) - W(SD1)、MPF(S) - W(SD2)、MPF(S) - W(SD3)、MPF(S) - W(SD4)及MPF(S) - W(T)號表格)均可從管理局網站(www.mpfa.org.hk)下載。管理局辦事處亦印備表格以供索取。如有需要，請向有關計劃的核准受託人或管理局求助(管理局熱線: 2918 0102或電郵地址: mpfa@mpfa.org.hk)。*
- For personal account holder, please provide photocopies of your HKID card/passport and proof of your residential address and/or permanent address from the recent three months (e.g. utility bill or bank statement), if not previously provided or information has been changed. 若個人賬戶持有人以往未曾提供或資料已變更，請提供您的香港身分證/護照及最近三個月的住宅地址及/或永久地址證明文件(例如公共事業繳費單或銀行月結單)之副本。*

Reminder to Members 計劃成員請注意:

- Withdrawal of accrued benefits out of a guaranteed fund may result in some or all of the guarantee conditions not being satisfied; thus affecting the entitlement to the guarantee. Please check the offering document of the scheme or consult the relevant approved trustee for details. 若從保證基金提取累算權益，可能導致計劃成員不符合部分或所有保證條件，從而影響其享有保證的資格。詳情請查閱計劃的要約文件或向有關核准受託人查詢。*
- 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 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。*

SECTION I – DETAILS OF THE CLAIMANT ^{Note 1} /SCHEME MEMBER 第 I 部 – 申索人^{註1} / 計劃成員資料

(1) Claimant 申索人

(i) Full Name in English 英文全名 (same as that shown on your HKID card/Passport 與香港身分證/護照上的姓名相同)			
Surname 姓氏		Other name 名字	
(ii) HKID Card/ Passport* number ^{Note 2} 香港身分證/護照*號碼 ^{註2}			
(iii) Correspondence address# 通訊地址#			
Room/Flat 室	Floor 樓	Block 座	Name of building 大廈名稱
Name of estate 屋邨名稱		Number and name of street/road 門牌號碼及街道名稱	
District/postal code 地區/郵政編號		Country 國家	
<input type="checkbox"/> HK 香港 <input type="checkbox"/> KLN 九龍 <input type="checkbox"/> NT 新界 <input type="checkbox"/> Others 其他			
# This address will be updated to the scheme member's relevant MPF scheme account(s) under Hang Seng MPF in respect of this claim request. 就本申索要求，此地址將被更新於恒生強積金下計劃成員的有關強積金計劃賬戶。			
(iv) Day time contact no. 日間聯絡電話	(v) Mobile phone no. 流動電話號碼	(vi) Facsimile no. 傳真號碼	

(2) Scheme member 計劃成員 (if different from claimant 如與申索人不同)

(i) Full Name in English 英文全名 (same as that shown on your HKID card/passport 與香港身分證/護照上的姓名相同)	

Surname 姓氏	Other name 名字
(ii) HKID Card/ Passport* number ^{Note 2} 香港身分證/護照*號碼 ^{註2}	

SECTION II – DETAILS OF THE CLAIM 第 II 部 – 申索資料

(1) Name of the scheme and account number(s) against which payment(s) are claimed ^{Note 3} 申索人要求支付權益的計劃名稱及賬戶號碼^{註3}

Name of the scheme 計劃名稱：	<input type="checkbox"/> Hang Seng MPF - SuperTrust 恒生強積金精選計劃
	<input type="checkbox"/> Hang Seng MPF - SuperTrust Plus 恒生強積金智選計劃
	<input type="checkbox"/> Hang Seng MPF - SimpleChoice 恒生強積金易選計劃
	<input type="checkbox"/> Hang Seng MPF - ValueChoice 恒生強積金自選計劃
Name of the approved trustee 核准受託人名稱：	HSBC PROVIDENT FUND TRUSTEE (HONG KONG) LIMITED
Account number(s) ^{Note 13} 賬戶號碼 ^{註13} ：	_____
(Employer ID/Scheme ID 僱主編號/計劃編號)	_____

(2) Method of payment (please ✓ the appropriate box) 付款方式 (請在適當的方格內填上✓號)：

(If this section is left blank, all accrued benefits will be paid in Hong Kong dollar by cheque to the scheme member/claimant. 如留空此部分，所有累算權益將以港幣支票支付計劃成員/申索人。)

(i) by cheque 支票

(ii) by depositing directly into a bank account 直接存入銀行賬戶
(applicable only to approved trustees who provide such services and charges, such as currency conversion fee or other bank charges, may be imposed for the transaction 只適用於有提供這項服務的核准受託人；受託人可就此項服務收費，例如匯兌費用或其他銀行收費。)

Account number 賬戶號碼： _____

Name of bank account holder 賬戶持有人姓名： _____

Name of bank 銀行名稱：

HSBC in Hong Kong 香港滙豐

Hang Seng Bank in Hong Kong 香港恒生銀行

Other local bank or overseas bank, please specify 其他本地銀行或海外銀行，
請註明： _____

Address of bank# 銀行地址#： _____

Swift code# Swift編號#： _____

Currency# 貨幣#： _____

IBAN# 受款人戶口號碼#： _____

applicable only to an overseas bank # 只適用於海外銀行

SECTION III – GROUND FOR CLAIMING ACCRUED BENEFITS 第 III 部 – 申索累算權益的理由

Please choose ONE reason for claiming the accrued benefits and ✓ the appropriate box 請只揀選一個理由並在方格內填上✓號

Retirement (i.e. scheme member reaches the retirement age of 65) ^{Note 4} 退休 (即計劃成員達65歲退休年齡)^{註4}

Please indicate your current employment status with the employer (to be completed by Employee only) 請列明您現時與僱主之僱傭狀況 (只供僱員填寫)：

Ceased employment 已離職 Still employed 仍然受僱

Please enclose the documents required the claimant(s) in the respect of the claim for payment on the ground of **Retirement** (Please ✓ the appropriate box)
^{Note 6,7}: 請在適用的方格內填上✓號，以示申索人就**退休**申索理由而隨附的文件^{註6,7}：

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 8} 計劃成員的香港身分證副本，以供核對其姓名、出生日期及身分證號碼 (如不擬親身出示計劃成員的香港身分證供核對有關資料)^{註8}

evidence showing the scheme member's date of birth only in cases where the HKID card does not contain the month and/or day of birth ^{Note 4} 載有計劃成員出生日期的證明 (只適用於香港身分證並未載有出生月份及/或日子的情況)^{註4}

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副本；或

the original statutory declaration of the scheme member's date of birth^{Note 9}; or 有關計劃成員出生日期的法定聲明正本^{註9}；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 in the scheme member's Hong Kong ID card copy 計劃成員的香港身分證副本上圈出該身分證的簽發日期的月份及日子，或以其他方式表示計劃成員擬採用其香港身分證上的簽發日期的月份及日子作為其出生月份及日子

(For Hang Seng MPF scheme member who is still employed) Instructions for Treatment of Accrued Benefits after Retirement Age (HAAT) (如屬仍然受僱的恒生強積金計劃成員) 到達退休年齡後的累算權益處理指示書 (HAAT)

Early Retirement (i.e. scheme member reaches the age of 60 and has permanently ceased all employment and self-employment with no intention of becoming employed or self-employed again) ^{Note 4} 提早退休(即計劃成員達60歲, 並自此永久終止所有受僱及自僱, 且無意再次受僱或自僱) ^{註4}

Please enclose the documents required the claimant(s) in the respect of the claim for payment on the ground of **Early Retirement** (Please ✓ the appropriate box) ^{Note 6.7}: 請在適用的方格內填上✓號, 以示申索人就**提早退休**申索理由而隨附的文件 ^{註6.7}:

- 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 8} 計劃成員的香港身分證副本, 以供核對其姓名、出生日期及身分證號碼(如不擬親身出示計劃成員的香港身分證供核對有關資料) ^{註8}
- evidence showing the scheme member's date of birth only in cases where the HKID card does not contain the month and/or day of birth ^{Note 4} 載有計劃成員出生日期的證明(只適用於香港身分證並未載有出生月份及/或日子的情況) ^{註4}
- 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
- the original statutory declaration of the scheme member's date of birth ^{Note 9}; or 有關計劃成員出生日期的法定聲明正本 ^{註9}; 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 在計劃成員的香港身分證副本上圈出該身分證的簽發日期的月份及日子, 或以其他方式表示計劃成員擬採用其香港身分證上的簽發日期的月份及日子作為其出生月份及日子
- the original statutory declaration form on early retirement (Form MPF(S) - W(SD1)) ^{Note 6.9} 有關提早退休的法定聲明表格(第MPF(S)-W(SD1)號表格) ^{註6.9} 正本

Total Incapacity 完全喪失行為能力

Please enclose the documents required the claimant(s) in the respect of the claim for payment on the ground of **Total Incapacity** (Please ✓ the appropriate box) ^{Note 6.7}: 請在適用的方格內填上✓號, 以示申索人就**完全喪失行為能力**申索理由而隨附的文件 ^{註6.7}:

- 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 8} 計劃成員的香港身分證副本, 以供核對其姓名及身分證號碼(如不擬親身出示計劃成員的香港身分證供核對有關資料) ^{註8}
- a copy of the medical certificate certifying total incapacity (Form MPF(S)-W(M)) ^{Note 10,11} 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10,11} 副本

Terminal Illness ^{Note 5} 罹患末期疾病 ^{註5}

Please enclose the documents required the claimant(s) in the respect of the claim for payment on the ground of **Terminal Illness** (Please ✓ the appropriate box) ^{Note 6.7}: 請在適用的方格內填上✓號, 以示申索人就**罹患末期疾病**申索理由而隨附的文件 ^{註6.7}:

- 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 8} 計劃成員的香港身分證副本, 以供核對其姓名及身分證號碼(如不擬親身出示計劃成員的香港身分證供核對有關資料) ^{註8}
- a copy of the medical certificate certifying terminal illness (Form MPF(S) - W(T)) ^{Note 11} dated not earlier than 12 months before the date on which the claim is lodged 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11} 副本
- (For Hang Seng MPF scheme member who is during employment and wish to make a claim for the payment of voluntary contributions under contribution account) Employer Consent Form for Employees Who Claim on The Ground of Terminal Illness (Employee) (HAGT) (如屬在職僱員及欲申索在供款賬戶下的自願性供款的恒生強積金成員)僱主就僱員以罹患末期疾病為理由申索的同意書(僱員) (HAGT)

Death 死亡

Please enclose the documents required the claimant(s) in the respect of the claim for payment on the ground of **Death** (Please ✓ the appropriate box) ^{Note 6.7}: 請在適用的方格內填上✓號, 以示申索人就**死亡**申索理由而隨附的文件 ^{註6.7}:

- 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 8} 申索人的香港身分證副本, 以供核對其姓名及身分證號碼(如不擬親身出示申索人的香港身分證供核對有關資料) ^{註8}
- 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)遺產管理官所發出要求提取累算權益的信件*

Permanent Departure from Hong Kong 永久性地離開香港

Please enclose the documents required the claimant(s) in the respect of the claim for payment on the ground of **Permanent Departure from Hong Kong** (Please ✓ the appropriate box) ^{Note 6.7}: 請在適用的方格內填上✓號, 以示申索人就**永久性地離開香港**申索理由而隨附的文件 ^{註6.7}:

- 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 8} 計劃成員的香港身分證副本, 以供核對其姓名及身分證號碼(如不擬親身出示計劃成員的香港身分證供核對有關資料) ^{註8}
- a copy of the immigration visa/foreign passport/Home Visit Permit/Entry Permit for Hong Kong and Macau Residents ^{Note 12}/others*, etc. _____ (please specify type of other documents) giving the scheme member the permission to reside permanently or for an indefinite period in a place outside Hong Kong 准予計劃成員在香港以外某地方永久或無限期地居住的移民簽證/外國護照/回鄉證/港澳居民來往內地通行證 ^{註12}/其他證明文件*等 _____ (請註明其他證件類別) 副本
- the original statutory declaration form on permanent departure (Form MPF(S)-W(SD2)) ^{Note 6.9} 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6.9} 正本
- a copy of the Letter of Release issued by the Inland Revenue Department, if applicable 稅務局發出的同意釋款書副本(如適用)
- Information on overseas settlement 海外定居資料:
- (i) Country where the scheme member is permitted to reside permanently or for an indefinite period 計劃成員獲准永久或無限期居住的國家或地區: _____
- (ii) Overseas contact details 海外聯絡方法:
Address 地址: _____
Telephone No. 電話號碼: _____ Fax No. 傳真號碼: _____
E-mail Address 電郵地址: _____
- (iii) Reason(s) for permanently departing from Hong Kong (e.g. emigration, marriage, family reunion, long-term overseas employment, retirement or others. For others, please specify.) 永久離開香港的原因(例如移民、結婚、家庭團聚、長期海外受聘、退休或其他。若屬其他原因, 請註明詳情。): _____

Small balance 小額結餘

Please enclose the documents required in the claimant(s) the respect of the claim for payment on the ground of **Small Balance** (Please ✓ the appropriate box) ^{Note 6.7}; 請在適用的方格內填上✓號，以示申索人就**小額結餘**申索理由而隨附的文件^{註6.7}:

- 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 8} 計劃成員的香港身分證副本，以供受託人核對其姓名及身分證號碼(如不擬親身出示計劃成員的香港身分證供核對有關資料)^{註8}
- the original statutory declaration form on small balance (Form MPF(S) – W(SD3)) ^{Note 6.9} 有關小額結餘的法定聲明表格(第MPF(S) – W(SD3)號表格)^{註6.9}正本

SECTION IV – TERMINATION OF MPF ACCOUNT WITH NO RESIDUAL BALANCE (IF APPLICABLE) 第IV部 – 終止沒有剩餘款項的強積金賬戶(如適用)

I/We* ^{Note 1} hereby authorise the approved trustee to terminate the relevant MPF scheme member account(s) as referred to in Section II(1) upon (i) withdrawal of the full amount of accrued benefits with no residual balance in the said account(s), and (ii) (for contribution account only) termination of the employment or self-employment in relation to the contribution account. 本人/我們*^{註1}謹此授權核准受託人在以下情況終止在第II(1)部所述的強積金計劃成員賬戶：(i)該賬戶內的累算權益已被全數提取，並無剩餘款項；以及(ii)(只適用於供款賬戶)該供款賬戶所涉及的受僱或自僱已經終止。

SECTION V – DECLARATION 第V部 – 聲明

1. For the claim for payment of accrued benefits on the ground of total incapacity, it is hereby declared that I/the scheme member* last performed the relevant kind of work as set out in the medical certificate (Form MPF(S)-W(M)) before becoming totally incapacitated or the "Certificate of an employee's permanent unfitness for a particular type of work" ^{Note 10} and that contract of employment has been terminated. 本人/計劃成員*謹此就基於完全喪失行為能力的理由而要求支付累算權益的申索作出聲明，本人/計劃成員*在完全喪失行為能力前，最後是執行醫學證明書(第MPF(S)-W(M)號表格)或「證明僱員永久不適合擔任某類工作的證明書」^{註10}所載有關類別的工作，而該僱傭合約已經終止。
2. 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。†

Personal information collection statement 收集個人資料聲明

1. The personal data provided by you from time to time may be used for one or more of the following purposes: - (i) the administration and/or management of or in connection with the contributions or accrued benefits or MPF account in respect of the Participating Employers and/or Members under the MPF scheme; (ii) improving and furthering the provision of MPF products and/or MPF services (including through customer research or surveys) by entities of the HSBC Group, subject to applicable MPF legislation; (iii) matching for MPF related purpose with other personal data concerning the relevant Participating Employers and/or Members; (iv) compliance or in accordance with a court or compliance or in accordance with a law or a requirement made under a law. 您不時提供的個人資料將可被用於以下一項或多項用途：(i) 強積金計劃下與參與僱主及/或成員的供款或累算權益或強積金戶口有關的行政事宜及/或管理；(ii) 在適用的強積金法例規限下，改善及進一步提供由滙豐集團成員所提供的強積金產品及/或強積金服務(包括透過客戶研究或調查)；(iii) 為任何強積金相關的用途而核對相關參與僱主及/或成員的其他個人資料；(iv) 遵守或按照法庭命令或遵守或按照法律或根據法律訂立的規定。
2. Failure to provide your information may result in us being unable to process your application or perform the services you request. 如您未能提供資料將可能導致我們未能處理您的申請或提供您所要求的服務。
3. Personal data held by us relating to you will be kept confidential but such information may be provided by us or any of our service providers to the following parties for the purposes set out in paragraph 1: - (i) any regulators or government authorities in any jurisdiction; (ii) any service provider, agent or contractor who provides administrative, telecommunications, computer, payment, data processing, matching, storage, customer research or survey or other services in connection with the operation of our MPF business; (iii) relevant Participating Employers; (iv) entities of the HSBC Group. Such information may be transferred to a place outside Hong Kong Special Administrative Region. 由我們持有關於您的個人資料將予保密，但我們或任何我們的服務供應商可能會將該等資料提供給以下各方作第1段所述的用途：(i) 任何司法管轄區的監管機構或政府機關；(ii) 任何提供與營運我們的強積金業務有關的行政、電訊、電腦、付賬、數據處理、核對、儲存、客戶研究或調查或其他服務的任何服務供應商、代理人或承包商；(iii) 相關的參與僱主；(iv) 滙豐集團成員。該等資料可能轉移至香港特別行政區以外的地方。
4. You have the right to request access to and correction of your personal data held by us. Request should be addressed to: The Data Protection Officer, HSBC Provident Fund Trustee (Hong Kong) Limited, c/o HSBC Life (International) Limited, PO Box 73770 Kowloon Central Post Office. For enquiries, please contact our MPF Hotline at (852) 2288 6822 (Employer) or (852) 2213 2213 (Member). 您有權要求查閱及更改由我們持有的個人資料。如有需要，可致函九龍中央郵政信箱73770號(c/o滙豐人壽保險(國際)有限公司)，向HSBC Provident Fund Trustee (Hong Kong) Limited 資料保障主任提出要求。如有查詢，可致電(852) 2288 6822(僱主)或(852) 2213 2213(成員)聯絡我們的強積金熱線。

X

Signature of claimant(s) 申索人簽署

Date 日期

†Warning 注意：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 HK\$100,000 fine and 1 year's imprisonment on the first conviction and a HK\$200,000 fine and 2 years' imprisonment on each subsequent conviction. A person who knowingly or willfully 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. 根據《條例》第43E條，任何人在給予管理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，最高可處罰款港幣\$100,000及監禁一年；其後每次定罪，最高可處罰款港幣\$200,000及監禁兩年。根據《刑事罪行條例》(第200章)第36條，任何人明知或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
Claim Form For Payment of Accrued Benefits (Form MPF(S) – W)
累算權益申索表格(第MPF(S) – W號表格)填報須知

- (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 authorised 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. 基於死亡的理由而要求支付累算權益的申索，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《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人聯名提交。請就第I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聯署。
- (ii) For a claim made on all other grounds, 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 the persons appointed by the court as the committee of the estate, unless the Court authorises otherwise. 基於所有其他理由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分提出申請及在相關文件簽署。請就第I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) Claimants/scheme members should give their passport numbers **ONLY** when they do **NOT** possess HKID cards. 申索人/計劃成員應只在沒有香港身分證的情況下才填報護照號碼。
- (3) If a claimant/scheme member has more than one account (Employer ID/Scheme ID) in an MPF scheme, the claimant should fill in one form for payment of accrued benefits in respect of all accounts (Employer ID/Scheme ID) within one scheme. If a claimant/scheme member has accounts (Employer ID/Scheme ID) in more than one scheme, the claimant should fill in one form for each scheme. 如果申索人/計劃成員在同一個強積金計劃內擁有超過一個賬戶(僱主編號/計劃編號)，則在提出支付累算權益的申索時，只須就該等同屬一個計劃的所有賬戶(僱主編號/計劃編號)填報一份表格；但若申索人/計劃成員不止在一個計劃開立賬戶(僱主編號/計劃編號)，則須就每個計劃填報一份表格。
- (4) 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 for the purpose of withdrawal of MPF accrued benefits on the ground of retirement/early retirement: 就基於退休/提早退休的理由而提取強積金累算權益而言，如計劃成員的香港身分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) 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 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) using the day and month of the issue date of the HKID card of the scheme member. 採用計劃成員香港身分證上的簽發日期的日子及月份。

If the scheme member has not used either of the two methods above to provide evidence as to the month and day, then in the absence of any other evidence, the approved trustee should, 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, and 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. 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其他證據的情況下，應以計劃成員的香港身分證所載的出生月份的最後一日(如該香港身分證只載有出生年份及月份，而沒有出生日子)，或以計劃成員的香港身分證所載的出生年份的最後一日(如該香港身分證只載有出生年份，而沒有出生月份及日子)，作為其出生日期。

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. 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。

- (5) 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 that contribution account. If the scheme member wishes to withdraw the accrued benefits derived from future contributions and transfer-in benefits (if any) in that 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賬戶提取累算權益，該計劃成員在獲支付累算權益後，可能繼續從事其現時受僱或自僱工作。在此情況下，僱主日後作出的供款(包括僱主及僱員部分)或該自僱人士日後作出的供款，將繼續分配至該供款賬戶。計劃成員如欲再度從該供款賬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。

- (6) 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: 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) a copy of the evidence of the status of the committee of the estate, i.e. the court order; 產業受託監管人身分的證明文件副本，即法庭命令的副本；
 - (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 8}; 每名申索人的香港身分證副本，以供核對其姓名及身分證號碼（如不擬親身出示申索人的香港身分證供核對有關資料）^{註8}；
 - (iii) the original statutory declaration form made by the committee of the estate for claim for payment of accrued benefits (Form MPF(S) - W(SD4)) ^{Note 9} (if applicable). Where such a statutory declaration has been made and enclosed with the claim, the statutory declaration form (Forms MPF(S)-W(SD1), MPF(S)-W(SD2) and MPF(S)-W(SD3)) for claims made on the grounds of early retirement, permanent departure from Hong Kong and small balance respectively shall not be required 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9}正本（如適用）。如使用該表格作出法定聲明並把該表格夾附於本申索，便無須提交基於提早退休、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(SD1)號表格、第MPF(S)-W(SD2)號表格及第MPF(S)-W(SD3)號表格）。
- (7) In processing a claim of payment, the approved trustee of the scheme may request the claimant to produce the original copies of the documents for checking purpose, if necessary. 在計劃的核准受託人處理付款申索時，可在必要時要求申索人提交文件的正本以核對資料。
- (8) 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 given 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分證，而又不擬親身出示護照以供核對，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）供核准受託人核對申索人／計劃成員的姓名及護照號碼。
- (9) 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 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，並由他們簽署）。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。
- (10) For a claim made on the ground of total incapacity, except for a claimant who also claims long service payment on the ground of permanent unfitness for his present job under the Employment Ordinance (Cap.57), a claimant shall ask a medical practitioner to fill in the Form MPF(S) - W(M) and attach it to the Form MPF(S) - W. 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號表格。
- For a claimant who also claims long service payment on the ground 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. 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) 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 - 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) a registered medical practitioner who is registered under the Medical Registration Ordinance (Cap. 161), i.e., 根據《醫生註冊條例》(第161章)註冊的註冊醫生，即：
 - (a) a person who is duly registered as a medical practitioner with the Medical Council of Hong Kong; or 在香港醫務委員會正式註冊為醫生的人；或
 - (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); 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）；
- or 或
- (ii) a registered Chinese medicine practitioner, within the meaning assigned to it by section 2(1) of the Chinese Medicine Ordinance (Cap. 549). 《中醫藥條例》(第549章)第2(1)條所界定的註冊中醫。
- (12) The "Entry Permit for Hong Kong and Macau Residents" 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。
- (13) All the accrued benefits derived from Flexi-Contributions will be paid. If you hold an independent Flexi-Contribution account, please specify the scheme ID beginning with '38'. 所有靈活供款的累算權益將會被支付。如您擁有一個獨立的靈活供款賬戶，請註明該以「38」為開首之計劃編號。