

FORM 表格 MPF(S) – W


**HKSAR
HAPW**
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

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: 2213 2213

**MANDATORY PROVIDENT FUND SCHEMES ORDINANCE (CAP. 485)
("the Ordinance")
THE GOVERNMENT OF THE HKSAR
CLAIM FORM FOR PAYMENT OF ACCRUED BENEFITS**

**《強制性公積金計劃條例》(第485章)
(簡稱《條例》)
香港特區政府 – 累算權益申索表格**

NOTES 注意:

- (1) *This Form is to be completed by any person who wishes to claim for payment of accrued benefits. 本表格供擬提出申索累算權益的人士填報。*
- (2) *Please use BLOCK LETTERS for completion of this Form. 請用正楷填寫本表格。*
- (3) *Please read the explanatory notes carefully before completing this Form. 填報本表格前，請先細讀填報須知。*
- (4) ** means delete whichever is inappropriate. * 請刪去不適用者。*
- (5) *Please insert "N.A." if not applicable. 請在不適用處填上「不適用」。*
- (6) *The information and data given in this Form can be used by the approved trustee concerned and the Mandatory Provident Fund Schemes Authority ("the MPFA") 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個人資料可供有關的受託人及強制性公積金計劃管理局(簡稱「管理局」)作處理申索的用途，並可為此用途向其他人士披露。*
- (7) *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(SD5)) can be downloaded from the internet at MPFA's web site at [http://www.mpfa.org.hk]. Hard copies of the forms are also available at the office of the MPFA. If necessary, you may seek assistance from the approved trustee of your scheme or the MPFA. 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(SD5)號表格)均可從管理局的互聯網網址[http://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，可向所參與計劃的核准受託人或管理局求助。*
- (8) *Upon completion of this Form, claimant/scheme member should give this Form to the approved trustee of the scheme concerned. 申索人/計劃成員填妥本表格後，應把表格交回有關的計劃核准受託人。*

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) Surname (in English) 姓(英文) : _____
 First name (in English) 名(英文) : _____
- (ii) Hong Kong Identity (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/Country (if not in Hong Kong) [_____] Hong Kong 香港 Kowloon 九龍
 地區/國家(香港以外地區適用) New Territories 新界 Others 其他

[#] We will update the above address as your new correspondence address in your MPF scheme account. 我們將會在您的強積金計劃賬戶更新上述地址為您的新通訊地址。

- (iv) (a) Telephone no. 電話號碼 : _____
 (b) Mobile/Pager no.
 手提電話/傳呼機號碼 : _____
- (v) Facsimile no. 傳真號碼 : _____

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

- (i) Name 姓名 : _____
- (ii) Hong Kong Identity (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

All accrued benefits will be paid by cheque 所有累算權益將以支票支付

- (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 : Hang Seng MPF - SuperTrust 恒生強積金精選計劃
 Hang Seng MPF - SuperTrust Plus 恒生強積金智選計劃
 Hang Seng MPF - SimpleChoice 恒生強積金易選計劃
 Hang Seng MPF - ValueChoice 恒生強積金自選計劃

Name of the trustee 受託人名稱 : HSBC PROVIDENT FUND TRUSTEE (HONG KONG) LIMITED

- Account number(s) ^{Note 12} 賬戶號碼 ^{註12}
 (Employer ID/Scheme ID 僱主編號/計劃編號) : (1) _____
 (2) _____
 (3) _____

- (2) Grounds for claiming accrued benefits 申索累算權益的理由 (please ✓ one 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
- Early retirement (i.e. scheme member reaches the age of 60 and has permanently ceased all employments/self-employment) ^{Note 4} 提早退休 (即計劃成員達60歲，並自此永久終止一切受僱/自僱) ^{註4}
- Total incapacity 完全喪失行為能力
- Death 死亡
- Permanent departure from Hong Kong 永久性地離開香港
- Small balance account 小額結餘賬戶

SECTION III – DOCUMENTS ENCLOSED 第 III 部 – 隨附文件

The following documents are enclosed by the claimant(s) in respect of the claim for payment on grounds of (Please ✓ the appropriate box) ^{Note 5} 請在適用的方格內填上✓號，以示就該申索理由而隨附的文件 ^{註5} :

(A) Retirement 退休

- a copy of your HKID card for verification of your identity card number if you do not wish to present the card in person for verification ^{Note 9} 如不擬親身出示香港身分證供受託人核對號碼，請隨附身分證副本 ^{註9}
- (only in cases where the HKID card does not contain the month and/or day of birth) ^{Note 4} (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 your passport or other travel document showing the month and/or day of birth; or 顯示您的出生月份及/或日子的護照或其他旅遊證件的副本；或
- a statutory declaration of your date of birth; or 有關您的出生日期的法定聲明；或
- a copy of your HKID card with the day and month of the issue date of your HKID card circled or by other means to indicate that you wish to use the day and month of the issue date of your HKID card as the day and month of birth 在您的香港身分證副本上圈出該身分證上的簽發日期的月份及日子或以其他方式表示您擬採用您的香港身分證上的簽發日期的月份及日子作為您的出生月份及日子

If you have not used any of the above methods to provide evidence as to your date of birth, the trustee will use the last day of the month (where the HKID card shows only the year and month of birth) and the last day of the year (where the HKID card shows only the year of birth) as shown on the HKID card as your birth date 如您沒有採用以上任何一種方法就您的出生日期提供證據，則受託人將以您的香港身分證所顯示的出生月份的最後一日 (如該香港身分證只顯示出生年份及月份)，或以您的香港身分證所顯示的出生年份的最後一日 (如該香港身分證只顯示出生年份)，作為您的出生日期

- (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)

(B) Early Retirement 提早退休

- a copy of your HKID card for verification of your identity card number if you do not wish to present the card in person for verification ^{Note 9} 如不擬親身出示香港身分證供受託人核對號碼，請隨附身分證副本 ^{註9}
- (only in cases where the HKID card does not contain the month and/or day of birth) ^{Note 4} (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 your passport or other travel document showing the month and/or day of birth; or 顯示您的出生月份及/或日子的護照或其他旅遊證件的副本；或
- a statutory declaration of your date of birth; or 有關您的出生日期的法定聲明；或
- a copy of your HKID card with the day and month of the issue date of your HKID card circled or by other means to indicate that you wish to use the day and month of the issue date of your HKID card as the day and month of birth 在您的香港身分證副本上圈出該身分證上的簽發日期的月份及日子或以其他方式表示您擬採用您的香港身分證上的簽發日期的月份及日子作為您的出生月份及日子

If you have not used any of the above methods to provide evidence as to your date of birth, the trustee will use the last day of the month (where the HKID card shows only the year and month of birth) and the last day of the year (where the HKID card shows only the year of birth) as shown on the HKID card as your birth date 如您沒有採用以上任何一種方法就您的出生日期提供證據，則受託人將以您的香港身分證所顯示的出生月份的最後一日 (如該香港身分證只顯示出生年份及月份)，或以您的香港身分證所顯示的出生年份的最後一日 (如該香港身分證只顯示出生年份)，作為您的出生日期

- the original copy of the statutory declaration form on early retirement (Form MPF(S) – W(SD1)) ^{Note 6} 有關提早退休的法定聲明 (第MPF(S)-W(SD1)號表格) ^{註6} 正本

(C) Total Incapacity 完全喪失行為能力

- a copy of your HKID card (if the claim is made by the scheme member), or a copy each of the scheme member's and the committee/guardian's HKID cards (if the claim is made by the committee/guardian on behalf of the scheme member) for verification of identity card number(s) if you do not wish to present the card in person for verification ^{Note 9} 如不擬親身出示香港身分證供受託人核對號碼，請隨附身分證副本(如申索由計劃成員提出)，或計劃成員及產業受託監管人／監護人各自的香港身分證副本(如申索由產業受託監管人／監護人代計劃成員提出) ^{註9}
- a copy of the medical certificate certifying total incapacity (Form MPF(S) – W(M)) ^{Note 7} 證明申索人完全喪失行為能力的醫生證明書副本(第MPF(S) - W(M)號表格) ^{註7}
- a copy of the letter from the employer (if employed as an employee immediately before total incapacity) or the last employer (if employment as an employee has been terminated before total incapacitation) certifying that the contract of employment for that particular kind of work has been or will be terminated ^{Note 8} 現任僱主(如僱員在緊接完全喪失行為能力之前是受僱的)或最後僱主(如僱員在完全喪失行為能力之前已終止受僱)所發信件的副本，證明有關該特定種類工作的僱傭合約已予或將予終止 ^{註8}
- the original copy of the statutory declaration form on total incapacity (Form MPF(S) – W(SD4) if the claim is made by the scheme member, or Form MPF(S) – W(SD5) if the claim is made by a committee/guardian on behalf of the scheme member) ^{Note 6 & 10} 就完全喪失行為能力作出的法定聲明的正本(如申索由計劃成員提出，請填寫法定聲明表格第MPF(S) – W(SD4)號；如申索由產業受託監管人／監護人代計劃成員提出，則填寫第MPF(S) - W(SD5)號表格) ^{註6及10}
- a copy of the evidence of the status of the committee/guardian, i.e. the Court Order or the Guardianship Order issued by the Guardianship Board pursuant to the Mental Health Ordinance (Cap.136) (if the claim is made by a committee/guardian on behalf of the scheme member) 證明產業受託監管人／監護人身分的文件副本；身分證明指根據《精神健康條例》(第136章)發出的法院命令或監護委員會根據該條例發出的監護令(如申索由產業受託監管人／監護人代計劃成員提出)

(D) Death 死亡

- a copy of the HKID card of the deceased member's personal representative stated on the 'Letter of probate' or 'Letter of administration' issued by the Probate Registry of Hong Kong ^{Note 9} 香港遺產承辦處發出的「遺囑認證書」或「遺產管理書」上註明已故計劃成員的遺產代理人的香港身分證副本 ^{註9}
- a certified true copy of the 'Letter of Probate' or 'Letter of Administration' granted by the Probate Registry or 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」經核證真確副本；如申索是由遺產管理官提出，請隨附由遺產管理官所發出要求提取累算權益的信件*

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

- a copy of your HKID card for verification of your identity card number if you do not wish to present the card in person for verification ^{Note 9} 如不擬親身出示香港身分證供受託人核對號碼，請隨附身分證副本 ^{註9}
- a copy of the immigration visa/foreign passport/Home Visit Permit/Entry Permit for Hong Kong and Macau Residents ^{Note 11}/others*, etc. _____ (please specify type of other documents) giving the member the permission to reside permanently or for an indefinite period in a place outside Hong Kong 准予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11}／其他證明文件*等 _____ (請註明證件類別)
- the original copy of the statutory declaration form on permanent departure (Form MPF(S) – W(SD2)) ^{Note 6} 有關永久性地離開香港的法定聲明(第MPF(S) – W(SD2)號表格) ^{註6}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(如適用)副本
- Information on overseas settlement 海外定居資料：
- (i) Country where you are permitted to reside permanently or for an indefinite period 獲准永久或無限期居住的國家：
- _____
- (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) 永久離開香港原因(例如移民、結婚、家庭團聚、長期海外受聘、退休或其他。若原因屬其他，請註明)：_____

(F) Small Balance Account 小額結餘賬戶

- a copy of your HKID card for verification of your identity card number if you do not wish to present the card in person for verification ^{Note 9} 如不擬親身出示香港身分證供受託人核對號碼，請隨身帶備身分證副本^{註9}
- the original copy of the statutory declaration form on small balance account (Form MPF(S) – W(SD3)) ^{Note 6} 有關小額結餘賬戶的法定聲明(第MPF(S) – W(SD3)號表格) ^{註6}正本

SECTION IV – DECLARATION 第IV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，本人/我們*深知確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

- 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 with an order of 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。
- 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。
- 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。
- 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您的個人資料。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 the claimant(s) 申索人簽署

Date 日期

† Warning 注意：Section 43E(1) of the Ordinance makes it an offence punishable with a maximum of 1 year's imprisonment and a fine of HK\$100,000 for the first occasion and 2 years' imprisonment and a fine of HK\$200,000 on each subsequent occasion for a person who makes a false or misleading statement in a material respect. 《條例》第43E(1)條訂明，任何人士如在要項上作出虛假或具誤導性的陳述，即屬犯罪。首次定罪者，最高刑罰可判監禁一年及罰款港幣100,000元；其後每次定罪者，最高刑罰可判監禁兩年及罰款港幣200,000元。

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) For claims of payment on grounds of death, only personal representatives within the meaning of the Mandatory Provident Fund Schemes Ordinance may act on behalf of the deceased scheme member to claim for payment of the 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 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. For claims of payment on grounds of total incapacity, either the member or a committee of estate/guardian appointed under the Mental Health Ordinance (Cap. 136) to act on behalf of the member may lodge the claim for payment of accrued benefits. 基於死亡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人聯名提交。請就第I部另紙詳載各申索人的資料。在這情況下，本表格須由所有遺產代理人聯署。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，可由計劃成員或根據《精神健康條例》(第136章)獲委任代表該計劃成員行事的產業受託監管人/監護人提出。
- (2) Claimants/scheme members should give their passport numbers ONLY when they do NOT possess HKID cards. If a scheme member's identity cannot be verified, he/she may need to present his/her HKID card or passport in person for verification purpose. 申索人或計劃成員只應在沒有香港身分證的情況下才填報護照號碼。若計劃成員的身分未能核實，他/她將需要親身出示身分證/護照，以核對其身分。
- (3) If a claimant/scheme member has more than one account (Employer ID/Scheme ID) in a registered 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/計劃成員在同一個註冊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 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)所顯示的出生日期；或
 - (ii) using the day and month of the issue date of the HKID card of the 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 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 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顯示的出生月份的最後一日(如該香港身分證只顯示出生年份及月份，而沒有出生日子)，或以計劃成員的香港身分證所顯示的出生年份的最後一日(如該香港身分證只顯示出生年份，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(如有的話)，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) 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. 處理付款申索時，計劃的核准受託人可在必要時向申索人索取文件正本以核對資料。

- (6) A claimant who is required to make a statutory declaration for a claim shall complete the relevant statutory declaration form and make a statutory declaration. The signed statutory declaration form shall be attached to the Form MPF(S) – W. 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 at a Public Enquiry Service Centre of the Home Affairs Department/a Notary Public/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. 須就申索作出法定聲明的申索人，須填報有關聲明表格及作出法定聲明。申索人須把簽妥的聲明表格夾附於第MPF(S) – W號表格。該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，法定聲明須在民政事務總署諮詢服務中心監誓員／公證人／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。
- (7) Except for a claimant who also claims long service payment on grounds of permanent unfitness for his/her present job under the Employment Ordinance (Cap.57), a claimant shall ask his/her medical practitioner to fill in Form MPF(S) – W(M) and attach it to Form MPF(S) – W. A medical practitioner who signs Form MPF(S) – W(M) must be either 申索人須請其診症醫生填寫第MPF(S) – W(M)號表格並夾附於第MPF(S) – W 號表格。簽署第MPF(S) – W(M)號表格的醫生須是
- (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士；或
- (b) a person who is deemed to be registered as a medical practitioner under the Medical Registration Ordinance (i.e. persons who are exempted from registration); 獲視作為根據《醫生註冊條例》註冊成為醫生的人士（即獲豁免無須註冊的人士）；
- Or 或
- (II) a registered Chinese medicine practitioner, within the meaning assigned to it by section 2 of the Chinese Medicine Ordinance (Cap.549).《中醫藥條例》(第549章)第2條所界定的註冊中醫。

For a claimant who also claims long service payment on grounds of permanent unfitness for his/her present job, he/she may use the form “Certificate of an employee’s permanent unfitness for a particular type of work” under the Employment Ordinance used for the purpose to substitute for the Form MPF(S) – W(M) for the purpose of claiming payment of MPF accrued benefits on grounds 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，則可按《僱傭條例》填寫「僱員永久不適合擔任特定種類工作證明書」，以替代第MPF(S) – W(M)號表格。該表格是供因完全喪失行為能力而提出支付強積金累算權益申索的人士填報的。

- (8) For a self-employed person or a former self-employed person who claims payment on grounds of total incapacity, there is no need to produce an employer letter. 基於完全喪失行為能力的理由而提出累算權益申索的自僱人士或前任自僱人士無須提出僱主證明書。
- (9) For 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 trustee concerned for verification of the passport number 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（只載有個人資料及護照號碼之頁）供受託人核對護照號碼。
- (10) For a former employee whose last employment has been terminated before total incapacity and who is unable to obtain a letter from the last employer certifying that the contract of employment for that particular kind of work has been terminated or has been unemployed for more than 7 years, the claimant must provide the trustee with a statutory declaration stating that the contract of employment for the particular kind of work as specified in the medical certificate has been terminated. 如前任僱員在他完全喪失行為能力之前最後從事的工作已終結，令他未能取得最後僱主發出的信件，證明關於該特定種類工作的僱傭合約已終止或他已失業超過7年，則申索人必須向受託人提供法定聲明，述明醫生證明書上所指明關於該特定種類工作的僱傭合約已終止。
- (11) The “Entry Permit for Hong Kong and Macau Resident” 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。
- (12) 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。