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WR

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 (權益) 的表格 [第 MPF(S) – W(R) 號表格]

W(R)

Mandatory Provident Fund Schemes Ordinance (CAP. 485)《強制性公積金計劃條例》(第 485 章)
Sections 159 and 160 of the Mandatory Provident Fund Schemes (General) Regulation (Cap 485A)
《強制性公積金計劃 (一般) 規例》(第 485A 章) 第 159 及 160 條

Important Notes 重要事項 :

1. Please read the following notes before completing this form. 請於填寫本表格前參閱以下注意事項。
   (i) eMPF Platform Company Limited ("eMPF Company"), a wholly owned subsidiary of the Mandatory Provident Fund Schemes Authority ("MPFA"), will provide the scheme administration services to you through the eMPF Platform, subject to the "General Terms and Conditions of the eMPF Platform" which can be accessed from https://empf.org.hk/tnc/en. 積金易平台有限公司 (「積金易公司」) 是強制性公積金計劃管理局 (「積金局」) 的全資附屬公司。積金易公司將根據「積金易平台一般條款及細則」(可於 https://empf.org.hk/tnc 瀏覽)，透過積金易平台為你提供計劃行政服務。
   (ii) This form is applicable only if you have previously given your signature specimen to the eMPF Platform / the trustee(s). If not, please submit your request via eMPF Member Portal or visit eMPF Service Centre to provide your signature specimen for verification. 本表格只適用於如你已經提供簽署樣式予積金易平台／受託人。如你尚未提供有關紀錄，請透過積金易成員平台遞交指示或前往積金易服務中心以提供你的簽署樣式以作核對用途。
   (iii) The "Scheme(s)" refers to the MPF scheme(s) which is / are listed in Part B(1) of this form. For details, please refer to the Appendix A: List of "Personal Information Collection Statement" ("PICS") of the eMPF Platform and the MPF Schemes.「計劃」指與本表格 B(1) 部分所列的強積金計劃。詳情請參閱附錄 A：積金易平台及強積金計劃《收集個人資料聲明》(「聲明」) 列表。
   (iv) The "Trustee(s)" refers to the trustee(s) which is / are associated with the scheme(s) listed in Part B(1) of this form. For details, please refer to the Appendix A.「受託人」指於本表格 B(1) 部分所列的計劃其相關受託人，詳情請參閱附錄 A。

   General Terms and Conditions of the eMPF Platform
   積金易平台一般條款及細則

2. (i) This form is to be completed by any person who wishes to claim for payment of benefits from the Scheme(s) on the grounds of attaining the retirement age of 65 or early retirement through the following withdrawal options only: 本表格僅供擬基於已達到 65 歲退休年齡或提早退休的理由提出申索權益，並要求透過下列提取選項從計劃提取權益的人士填報：
      a. A Lump Sum
         整筆
      b. Instalments : One-off Partial Withdrawal (without Standing Instruction)
         分期提取：一次性部分提取（非常行指示）
      c. Instalments : Regular Withdrawal ("Standing Instruction") ▲
         分期提取：定期提取 (「常行指示」) ▲
         (▲ This option is subject to the governing rules of the scheme concerned and is applicable for personal account holders, self-employed persons and tax deductible voluntary contributions ("TVC") account holders only 此選項須受計劃管限規則所規限及只適用於個人帳戶持有人、自僱人士及可扣稅自願性供款帳戶持有人。)
   (ii) Alternatively, a scheme member can also complete this form if he/she has previously set up a Standing Instruction and wish to change or cancel this Standing Instruction. 或者，如計劃成員曾設立常行指示並且擬更改或取消此常行指示，亦可填寫本表格。
   (iii) For a claim for payment of benefits 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. 若基於提早退休的理由申索權益，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。
   (iv) For a claim for payment of benefits on other grounds, please use Form MPF(S) – W(O). 若基於其他理由申索權益，請填寫第 MPF(S) – W(O) 號表格。
3. This form is not applicable for withdrawal of special voluntary contributions. If necessary, please complete "Special Voluntary Contributions Withdrawal / Scheme Termination Form". 本表格不適用於提取特別自願性供款。如需要，請填寫「特別自願性供款提取／終止計劃表格」。
4. In general, the eMPF Platform will process this request upon receipt of the completed Form MPF(S) – W(R) and all relevant supporting document(s) (if any). If there are any omissions (including but not limited to missing information in the form / supporting document(s)), the eMPF Platform may not be able to process this request. 一般而言，積金易平台收到已填妥的第 MPF(S) – W(R) 號表格及相關證明文件 (如有) 後，才會處理有關指示。如有遺漏 (包括但不限於資料／證明文件不齊全)，積金易平台可能未能執行此指示。
5. For each withdrawal request, the eMPF Platform will check its system for any bankruptcy record of the member. If any such record is found, the eMPF Platform may consult the Official Receiver's Office (ORO) or the Trustee-In-Bankruptcy (TIB) in respect of the handling of the member's MPF benefits. The request will only be processed after receiving advice from the ORO or TIB. Consequently, the processing time may be longer than usual. 對於每項提取指示，積金易平台均會查核其系統內是否有該成員的破產紀錄。如發現任何有關紀錄，積金易平台可能會就處理該成員的強積金權益的事宜徵詢破產管理署或破產案受託人的意見。積金易平台只會在收到破產管理署或破產案受託人的意見後，才會處理有關指示。因此，處理時間可能較一般為長。
6. Please complete this form in BLOCK LETTERS with black or blue pen and tick the appropriate box(es). Please countersign beside any amendment. 請用黑色或藍色筆以正楷填寫本表格，並在適當空格內填上剔號。如有刪改，請於更改位置旁加簽。
7. The signature (including countersign) in this form should match with the signature specimen of the eMPF Platform / the trustee(s) (please refer to point 1(ii) of the Important Notes). 本表格的簽署 (包括加簽) 必須與積金易平台／受託人的簽署樣式相符 (請參閱重要事項第 1(ii) 點)。
8. Please read the Explanatory Notes and "Guide to Claim for Payment of MPF Accrued Benefits ("Benefits") on Grounds of Attaining The Retirement Age of 65 or Early Retirement" carefully before completing this form. 填寫本表格前，請先參閱註釋及《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 (「權益」) 指南》。
9. 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), the eMPF Platform, the approved trustee(s) concerned and the government or regulatory bodies including the MPFA. 你就此項申索權益申請提供的個人資料，將用作處理你的申索。你提供的個人資料可能會為該目的而轉交相關服務提供者、積金易平台、相關核准受託人，以及政府或規管機構，包括積金局。

10. If (i) mobile phone no., (ii) email address and / or (iii) correspondence address of the scheme member provided on this form is different from the records of the eMPF Platform AND the signature in this form matches the signature specimen previously given to the eMPF Platform / the trustee(s), the eMPF Platform will update those information to the concerned member account(s). 如計劃成員在本表格提供的 (i) 手提電話號碼、(ii) 電郵地址及／或 (iii) 通訊地址與積金易平台的紀錄不同，而本表格上的簽署與你之前給予積金易平台／受託人的簽署樣式相符，積金易平台便會更新該資料至相關成員帳戶。
11. The information provided in this form will be used in accordance with the relevant MPF legislation and for the purposes mentioned in the PICS of the eMPF Platform and the scheme(s) referred / listed in Part B(1) below. For details, please refer to the Appendix A. 本表格所有已提供的資料將按照有關強積金法例、積金易平台及下列 B(1) 部分所指／所列計劃「聲明」處理。詳情請參閱附錄 A。

A. DETAILS OF THE CLAIMANT [Note 1] / SCHEME MEMBER 申索人[註 1]／計劃成員資料

(1) Claimant Details 申索人資料

(i) Name [Note 2] 姓名 [註 2] (As shown on HKID Card / Passport 與香港身份證／護照上的姓名相同)

Surname in English 英文姓氏

Given Name in English 英文名字 ("the Claimant")

Name in Chinese 中文姓名 (Surname 姓氏) _____ (Given Name 名字) _____ (「申索人」)

(ii) Identification 身分證明

☐ HKID Card 香港身份證 ☐ Passport 護照 (Applicable ONLY for an individual without HKID Card 僅供沒有香港身份證人士填寫)

Document No. 證件號碼

(iii) Contact Details 聯絡資料

a. Mobile Phone No. 手提電話號碼 (Country / Area Code # 國家／地區編號 #)

b. Daytime Phone No. / Secondary Telephone No. 日間聯絡電話號碼／第二聯絡電話號碼 (Country / Area Code # 國家／地區編號 #)

SMS (if applicable) will be sent to Hong Kong mobile phone no. only. If no country / area code is provided, it will be defaulted to "Hong Kong (852)". 短訊 (如適用) 只發送至香港手提電話號碼。如未有提供國家／地區編號，將預設為「香港 (852)」。

c. Email Address 電郵地址 (If any 如有)

(iv) Correspondence Address 通訊地址 (Please provide either English OR Chinese address 請提供英文或中文地址)

Flat / Room 單位／室 _____ Floor 層數 _____ Block 座 _____

Building / Estate 大廈／屋苑 _____

Street (Street No. and Street Name) 街道 (街號及街道名稱) _____

District Area 區域 _____

☐ Hong Kong 香港 ☐ Kowloon 九龍 ☐ New Territories 新界

City ◆ 城市 ◆ _____ Country ◆ / Region ◆ 國家 ◆／地區 ◆ _____

Postal code ◆ 郵政編號 ◆ _____

◆ Applicable to address outside Hong Kong only 只適用於香港以外地址

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

(i) Name [Note 2] 姓名 [註 2] (As shown on HKID Card / Passport 與香港身份證／護照上的姓名相同)

Surname in English 英文姓氏

Given Name in English 英文名字 ("the Member")

Name in Chinese 中文姓名 (Surname 姓氏) _____ (Given Name 名字) _____ (「成員」)

(ii) Identification 身分證明

☐ HKID Card 香港身份證 ☐ Passport 護照 (Applicable ONLY for an individual without HKID Card 僅供沒有香港身份證人士填寫)

Document No. 證件號碼 | | | | | | | | | | | | | | | | | | | | | | | | | | | |

B. DETAILS OF THE CLAIM 申索資料

(1) Account information Notes 3 & ^ 帳戶資料 註 3 及 ^

Please select option (i) or (ii) and provide the relevant information (if applicable). 請選擇選項 (i) 或 (ii) 及提供相關資料 (如適用) 。

(i) ☐ All member account(s) under the eMPF Platform 積金易平台下所有成員帳戶

OR 或

(ii) ☐

a. Scheme name 計劃名稱 _____ ("the Scheme"「本計劃」)
(Please refer to the Appendix B for the scheme name 計劃名稱請參閱附錄 B)

b. Member account(s) under the specific Scheme 在個別計劃內的成員帳戶 (Please select one of the options below only 請只揀選下列其中一項)

1. ☐ All member account(s) under the specific Scheme 在個別計劃內的所有成員帳戶

2. ☐ Selected member account(s) under the specific Scheme 在個別計劃內的指明成員帳戶 (Please specify the scheme member account 請註明計劃成員帳戶)

Member Account No. Note 4 *(8 digits)* 成員帳戶號碼 註 4 *(8 位數字)*
i. | | | | | | | |
ii. | | | | | | | |

Casual Employee No. Note 4 *(13 digits)* 臨時僱員號碼 註 4 *(13 位數字)*
iii. | | | | | | | | | | | | | |
(Applicable ONLY to casual employees of Industry Schemes 僅供行業計劃的臨時僱員填寫)

^ If the Member wishes to withdraw benefits via Standing Instruction, please review the scheme's available withdrawal options in the Appendix B before completing this Part. The withdrawal options selected must be identical across all member account(s) specified in Part B(1). Please submit a separate form for different withdrawal arrangements, if required. 如成員擬透過常行指示提取權益，填寫本部分前，請參閱附錄 B 以查閱計劃所提供的提取選項。所有 B(1) 部分指明的成員帳戶的提取選項必須相同。如有需要，請就不同的提取選項，分別遞交一份表格。

(2) Withdrawal options Note 5 提取選項 註 5

Please select one of the options below only and provide the relevant information (if applicable). 請只揀選下列其中一項及提供相關資料 (如適用)。

(i) ☐ A Lump Sum Note 6 整筆 註 6

OR 或

(ii) ☐ Instalments : One-off Partial Withdrawal (without Standing Instruction) Note 7 & ※ 分期提取：一次性部分提取（非常行指示） 註 7 及 ※

a. Withdrawal Amount 提取金額 Please refer to the Appendix B for the minimum withdrawal amount of the scheme(s). 請參閱附錄 B 以查閱計劃的最低提取金額。

HKD 港幣 | | | | | | | | 元

OR 或

(iii) ☐ Instalments : With Standing Instruction Note 8 & ※ 分期提取：常行指示 註 8 及 ※

a. Instruction Nature 指示性質 (Please select one of the options below only 請只揀選下列其中一項)

☐ (i) Set up a new Instruction 設立新指示
(Please complete Part B (2)(iii) b below. 請填寫下列 B(2)(iii) b 部分。)

☐ (ii) Cancel the existing Instruction and set up a new one. 取消現有指示及設立新指示
(Please complete Part B (2)(iii) b below. 請填寫下列 B(2)(iii) b 部分。)

☐ (iii) Cancel the existing Instruction 取消現有指示。
(Please skip the below parts and complete Part C only 請略過下列部分並只需填寫 C 部分)

b. Instruction Details 指示詳情

(i) Withdrawal From 提取自

Please refer to the Appendix B for the scheme's available withdrawal options. If the Member chooses an option which is not offered under the scheme, the eMPF Platform will not be able to process this Instruction. 請參閱附錄 B 以查閱計劃所提供的提取選項。如成員揀選的選項並不適用於本計劃，積金易平台將不能執行指示。

☐ The scheme's all MPF fund(s) 計劃的所有強積金基金　　☐ The scheme's designated fund 計劃的指定基金

(ii) Withdrawal Cycle 提取週期

Please refer to the Appendix B for the preset scheme's dealing day of the withdrawal cycle and select one of the options below only. 請參閱附錄 B 以查閱計劃預設的提取週期交易日及只揀選下列其中一項。

☐ Monthly 每月　　☐ Quarterly 每季 (Every January, April, July and October 每年 1 月、4 月、7 月及 10 月)　　☐ Yearly 每年 (Every January 每年 1 月)

(iii)Withdrawal Amount 提取金額

Please refer to the Appendix B for the minimum withdrawal amount of the scheme(s). 請參閱附錄 B 以查閱計劃的最低提取金額。

HKD 港幣 ☐☐☐☐☐☐☐☐ 元

※ i Please refer to the Appendix B and / or check with the eMPF Platform or the relevant trustee(s) for the requirements of the one-off partial withdrawal or the Standing Instruction. 請參閱附錄 B 及／或向積金易平台或相關受託人查詢一次性部分提取或常行指示的條件。

※ ii One-off partial withdrawal amount and Standing Instruction must be the same among the member accounts as selected. If you wish to have different withdrawal arrangement for different member account, please submit a separate form for different withdrawal details. 成員就揀選帳戶的一次性部分提取金額及常行指示必須相同。如你擬就揀選的成員帳戶作不同的提取安排，請填寫額外表格以辦理申索。 請就每個帳戶分別遞交一份表格。

(3) Grounds for claiming benefits and the required documents [Notes 9 & 10] 申索權益的理由及所需文件 [註 9 及 10]

Please tick the appropriate box(es) and provide the relevant information as applicable. 請在適當空格內填上剔號及提供適用的相關資料。

☐ I have previously withdrawn the benefits by instalments on the below grounds from the accounts specified in Part B(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 B(1) 部分指明的帳戶分期提取權益，因此無須就是次申索再次提供所需文件。

Grounds 理由	**Required information and documents 所需資料及文件** • Apart from the below listed documents, additional documents may be requested on a case-by-case basis by the eMPF Platform. 除下列所需文件外，積金易平台會根據具體情況要求提供額外文件。 • If you need to submit additional claim form(s) for more than one scheme, please indicate all relevant scheme names, scheme member account numbers and / or casual employee numbers (only applicable to casual employees of Industry Schemes) on the required documents. 如你需就多於一個計劃提交額外申索表格，請於所需文件上註明相關的計劃名稱、計劃成員帳戶號碼及／或臨時僱員號碼 (僅適用於行業計劃的臨時僱員)。
☐ Attaining the retirement age of 65 已達到 65 歲退休年齡	(i) 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 provide copy of HKID card, he / she may present the card in person at eMPF Service Centres for verification) [Note 11] 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 (如申索人不擬提供香港身份證副本，可親臨積金易服務中心出示香港身份證以供核對資料) [註 11]；
☐ Early retirement 提早退休	(i) 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 provide copy of HKID card, he / she may present the card in person at eMPF Service Centres for verification) [Note 11]; 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 (如申索人不擬提供香港身份證副本，可親臨積金易服務中心出示香港身份證以供核對資料) [註 11]；及 (ii) the statutory declaration form on early retirement (MPF(S) – W(SD1)) [Note 12] 有關提早退休的法定聲明表格 (第 MPF(S) – W(SD1) 號表格) [註 12]

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 13] 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 13]：

☐ (i) 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

☐ (ii) a copy of the scheme member's HKID Card with the month and day of the issue date of the HKID Card circled or by other means to indicate that the scheme member wishes to use the month and day of the issue date of the HKID Card as the month and day 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

☐ (iii) the statutory declaration of the scheme member's date of birth [Note 12] 有關計劃成員出生日期的法定聲明 [註 12]

(4) Method of Payment 付款方式

Please choose one option below only and provide the relevant information (if applicable). If no option is chosen, method of payment will be defaulted as by "Cheque" without prior notice. 請只揀選下列其中一項及提供相關資料 (如適用)。如沒有就付款方式作出選擇，付款方式將預設為「支票」及不作另行通知。

☐ (i) Cheque 支票

• The cheque will be issued in HK dollars and sent to scheme member's correspondence address. Please ensure the contact details in MPF account are up-to-date. Member may update the contact details via eMPF Member Portal or "Member Information Change Form". Please allow sufficient time for the eMPF Platform to update member's record. 支票將以港幣印發及郵寄至計劃成員的通訊地址。請確保強積金帳戶內的聯絡資料均為最新及準確。成員可透過積金易成員平台或「成員更改資料表格」更新聯絡資料。請預留足夠時間以便積金易平台更新成員的紀錄。

☐ (ii) Depositing directly in a bank account under the sole name of scheme member only 直接存入只以計劃成員名義開立的銀行帳戶

- This option is available only if the approved trustee provides such services. If this option is chosen but the approved trustee does not provide such services (such as deposit to a specific bank or a bank outside Hong Kong), the method of payment will be defaulted as by "Cheque". 此選項只適用於有提供此項服務的核准受託人。如計劃成員選擇此選項而核准受託人並無提供該項服務 (例如存入至指定銀行或在香港以外地方的銀行)，付款方法將預設為「支票」。
- If scheme member chooses to have the payment (including but not limited to subsequent payment) to be paid to his / her local bank account or a bank account outside Hong Kong directly, bank charges may apply to the Member's bank account. 如計劃成員選擇將款項 (包括但不限於隨後的款項) 直接匯入其本地銀行帳戶或在香港以外地方的銀行帳戶，則該銀行可能透過成員的銀行帳戶收取銀行費用。
- The payment made to local bank will be deposited in HK dollars only. 存入本地銀行的款項，將以港幣支付。
- Please contact trustee(s) for details. 請聯絡受託人查詢詳情。

Name of Bank Account Holder ▽
銀行帳戶持有人姓名 ▽ _____

▽ A bank account under the name of a third party or joint bank account is not applicable 不適用於第三者名義或聯名銀行帳戶

Name of Bank 銀行名稱 _____

Bank No. * 銀行編號 *	Branch No. * 分行號碼 *	Account No. (Please specify account suffix no. for integrated account.) 帳戶號碼 (如帳戶屬於綜合理財帳戶，請註明帳戶字尾號碼。)

* Not applicable for bank outside Hong Kong 不適用於在香港以外地方的銀行

For bank outside Hong Kong only 只適用於在香港以外地方的銀行 :

Currency 貨幣 _____

Address of Bank Outside Hong Kong
在香港以外地方的銀行地址 _____

_____
Country / Region 國家／地區

Swift Code of Bank Outside Hong Kong
在香港以外地方的銀行 Swift 代碼 _____

Intermediary Bank Name
代理銀行名稱 _____ (If applicable 如適用)

Intermediary Bank Swift Code
代理銀行 Swift 代碼 _____ (If applicable 如適用)

Other Settlement Information (e.g. IBAN)
其他結算資料 (例如國際銀行帳戶號碼) _____ (If applicable 如適用)

Others (e.g. Claimant's address / phone no. outside Hong Kong)
其他 (例如申索人在香港以外地方的地址／電話號碼) _____ (If applicable 如適用)

C. AUTHORIZATION AND DECLARATION 授權及聲明

(1) Termination of MPF Account(s) with no residual balance 終止沒有剩餘款項的強積金帳戶 (if applicable 如適用)

I / We [Note 1] hereby authorize the eMPF Platform to terminate the relevant scheme member account(s) as referred to in Part B(1) upon :
本人／我們 [註 1] 謹此授權積金易平台在以下情況終止在 B(1) 部分所述的計劃成員帳戶：

(i) withdrawal of the full amount of benefits with no residual balance in the said account(s); and
該帳戶內的權益已被全數提取，並無剩餘款項；及

(ii) (for employee contribution account only) termination of the employment in relation to the contribution account; or
(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；或

(iii) (for self-employed person contribution account only) cessation of the self-employment, with effect from
(只適用於自僱人士供款帳戶) 終止自僱，生效日期為

Date 日期 ☐☐/☐☐/☐☐☐☐ DD / MM / YYYY 日／月／年

(2) Declaration 聲明

By signing this form, the Claimant ("I / we") [Note 1] 在簽署本表格，申索人 (下稱「本人／我們」) [註 1] ：

(i) I have read and understood the General Terms and Conditions of the eMPF Platform, the Important Notes, the Explanatory Notes, the Guide to Claim for Payment of MPF Accrued Benefits ("Benefits") on Grounds of Attaining The Retirement age of 65 or Early Retirement and the PICS of the eMPF Platform and the scheme(s). 本人已閱讀及明白積金易平台一般條款及細則、重要事項、註釋、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 (「權益」) 指南及積金易平台及計劃「聲明」的內容。

(ii) I / We declare that to the best of my / our knowledge and belief, the information given in this form and its attachments is true, correct and complete. I / We have carefully checked and am / are satisfied that I am / scheme member is eligible to withdraw the MPF accrued benefits and that I have / scheme member has complied with the relevant statutory requirements ✦. 本人／我們聲明，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真實正確無訛且並無缺漏。本人／我們已仔細核對，並信納本人／計劃成員符合提取強積金累算權益的資格，且本人／計劃成員已遵從相關法定規定 ✦。

(iii) I / We agree to indemnify and keep the eMPF Platform / the trustee(s) indemnified against any and all losses, costs, expenses, actions, proceedings suffered by the eMPF Platform / the trustee(s) as a result of any inaccuracy and / or incompleteness of the information provided by me / us and / or upon execution of any such request by the eMPF Platform / the trustee(s). 倘若本人／我們所提供之資料有任何錯誤及／或不完整，及／或積金易平台／受託人因執行相關指示，而導致積金易平台／受託人需要承擔任何及所有損失、成本、費用或招致任何行動或訴訟，本人／我們同意作出有關賠償予積金易平台／受託人。

(iv) I / We acknowledge that there may be bank charges incurred in relation to deposit payment to a local bank account or a bank account outside Hong Kong. I / We agree and confirm to deduct the bank charges from my / our bank account (if any) associated with local bank or bank outside Hong Kong deposited. I / We understand that the payment amount accrued will be impacted by exchange rate (if applicable). 本人／我們確認獲悉於本地銀行或在香港以外地方的銀行帳戶存款可能會衍生銀行收費。本人／我們同意並確認於本人／我們的銀行帳戶扣除因本地銀行或在香港以外地方的銀行存款相關的收費 (如有)。本人／我們明白累算權益金額將受匯率影響 (如適用)。

(v) I / We acknowledge that there may be withdrawal fee incurred if the number of withdrawal exceeds the limit of the scheme(s) listed in the Appendix A. Additional withdrawal will be subject to a handling charge for each withdrawal. I / We agree and confirm to deduct the said fees from the withdrawal value (if applicable). 本人／我們確認獲悉如提取次數超出附錄A中計劃所列的次數，可能會衍生提取費用。額外提取則需每次從提取款項中扣除手續費。本人／我們同意並確認從提取款項中扣除該手續費 (如適用)。

(vi) I / We [Note 1] understand and agree that the MPFA, eMPF Platform and the trustee(s) may contact my / the scheme member's employer(s) to ascertain the employment status of the scheme member. 本人／我們 [註 1] 明白及同意，積金局、積金易平台及受託人可聯絡本人／計劃成員的僱主，以確定計劃成員的受僱狀況。

(vii) I / We [Note 1] understand and agree that the eMPF Platform may check and take into consideration if I / scheme member hold any contribution accounts with any other MPF schemes (if any) in vetting the claim. 本人／我們 [註 1] 明白及同意，積金易平台在審核本申索時，可查核並考慮本人／計劃成員是否在其他強積金計劃 (如有) 中持有任何供款帳戶。

(viii) In the event of any false or incorrect statements or information given in this form and its attachments, I / we understand that I / we may have committed a criminal offence in Hong Kong and will subject to imprisonment or fine and the application will be rejected. 如本表格及其附件所提供的任何陳述或資料屬虛假或不正確，本人／我們明白，本人／我們可能已在香港觸犯刑事罪行，可被判處監禁或罰款，且有關申請將遭拒絕不獲接納。

✦ Warning 警告：

Pursuant to section 43E of the Mandatory Provident Fund Schemes Ordinance (Cap. 485), a person who, in any document given to (i) the MPFA, (ii) the system operator of the eMPF Platform, or (iii) 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 HKD100,000 fine and 12 months' imprisonment on the first conviction and a HKD200,000 fine and two years' imprisonment on each subsequent conviction. A person who knowingly and wilfully makes (otherwise than on oath) a statement 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. 根據《強制性公積金計劃條例》(第 485 章) 第 43E 條，任何人在給予 (i) 積金局，(ii) 積金易平台的系統營運者，或 (iii) 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元及監禁十二個月；其後每次定罪，最高可處罰款港幣200,000元及監禁兩年。根據《刑事罪行條例》(第 200 章) 第 36 條，任何人明知而故意在非經宣誓的情況下在要項上作出屬虛假的陳述，亦屬犯罪。一經定罪，可處監禁兩年及罰款。

Signature of Claimant(s) 申索人簽署	**Date 日期**
	DD 日 / MM 月 / YYYY 年

Submission Channels 遞交途徑

1. Post: PO Box 98929 Tsim Sha Tsui Post Office
   郵寄 : 尖沙咀郵政局郵政信箱 98929 號
2. Drop-in Box in any one of the eMPF Service Centres below
   下列任何一間積金易服務中心的投遞箱
3. Email address 電郵地址 : forms@support.empf.org.hk
4. Fax 傳真 : 3197 2988

Please do **NOT** submit duplicate copies to avoid duplication.
請勿遞交相同表格，以免重複。

Enquiries 查詢

1. eMPF Customer Service Hotline 積金易客戶服務熱線 : 183 2622
2. Email address 電郵地址 : enquiry@support.empf.org.hk
3. Fax 傳真 : 3197 2922

eMPF Service Centres Address & Service Hours 積金易服務中心地址及服務時間

Hong Kong Island 香港島	**Kowloon 九龍**	**New Territories 新界**
Unit 601B, 6/F, Dah Sing Financial Centre,	Suites 1204-6, 12/F, Chinachem Golden Plaza,	Suite 1802A, 18/F, Tower 2, Nina Tower,
No. 248 Queen's Road East, Wanchai, Hong Kong	No. 77 Mody Road, Tsim Sha Tsui East, Kowloon	No. 8 Yeung Uk Road, Tsuen Wan, New Territories
香港灣仔皇后大道東 248 號大新金融中心 6 樓 601B 室	九龍尖沙咀東部麼地道 77 號華懋廣場 12 樓 1204-6 室	新界荃灣楊屋道 8 號如心廣場第 2 座 18 樓 1802A 室

Service Hours 服務時間 :

Monday to Friday	星期一至五	9:00 am – 6:00 pm	上午 9 時 至 下午 6 時
Saturday	星期六	9:00 am – 1:00 pm	上午 9 時 至 下午 1 時
Sunday & Public Holiday	星期日及公眾假期	Closed 休息	

eMPF Customer Service Hotline Service Hours 積金易客戶服務熱線服務時間

Monday to Friday	星期一至五	9:00 am – 7:00 pm	上午 9 時 至 下午 7 時
Saturday	星期六	9:00 am – 1:00 pm	上午 9 時 至 下午 1 時
Sunday & Public Holiday	星期日及公眾假期	Closed 休息	

EXPLANATORY NOTES 註釋

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 B(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分提出申請及在相關文件簽署。請就 A 部分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. If the space provided is insufficient, please fill in additional form(s) for withdrawal. 如位置不敷應用，請填寫額外表格以辦理申索。
4. The scheme member account no. or casual employee no. (only applicable to casual employees of Industry Schemes) is the number assigned by the eMPF Platform to the member concerned upon the onboarding of the scheme concerned to the eMPF Platform. To obtain the account number, you can register with the eMPF Platform and log-in to the eMPF Web Portal or the eMPF Mobile App. Alternatively, you may contact the eMPF Customer Service Hotline or visit the eMPF Service Centre or eMPF self-service kiosk. The scheme member account no. or casual employee no. (only applicable to casual employees of Industry Schemes) can also be found in the notice of participation or annual benefit statement issued by the eMPF Platform. If you are in doubt, please contact the eMPF Customer Service Hotline. 計劃成員帳戶號碼或臨時僱員號碼 (僅適用於行業計劃的臨時僱員) 是在有關計劃加入積金易平台後，積金易平台為有關成員編配的號碼。你可在積金易平台註冊後，登入積金易網上平台或積金易流動應用程式，以獲取帳戶號碼。你亦可致電積金易客戶服務熱線、前往積金易服務中心或積金易自助服務站，查詢帳戶號碼。此外，你可以在積金易平台發出的參與通知或周年權益報表上，查閱計劃成員帳戶號碼或臨時僱員號碼 (僅適用於行業計劃的臨時僱員)。如有疑問，請致電積金易客戶服務熱線查詢。
5. 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(s), for payment of the member's benefits in a lump sum or for the first four withdrawals by instalments (or, if applicable, the number of free withdrawals by instalments offered by the scheme) each calendar year. Payments in excess of four times (or, if applicable, the number of free withdrawals by instalments offered by the scheme) in a calendar year may be subject to fees or financial penalties. Please contact the eMPF Customer Service Hotline / the trustee(s) of the scheme concerned on the arrangement and fees involved. 受託人不得就向計劃成員整筆支付或每公曆年首四次 (或計劃准予免費分期提取的次數，如適用) 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 (或計劃准予免費分期提取的次數，如適用)，受託人可向計劃成員收取費用或施加罰款。請致電積金易客戶服務熱線／聯絡有關計劃的受託人，瞭解有關支付權益的安排及所涉及的費用。
6. This option is applicable for withdrawing the benefits in a LUMP SUM from each scheme member account specified in Part B(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 contact the eMPF Customer Service Hotline / the trustee(s) of the scheme concerned for details. 此提取方式適用於從 B(1) 部分指明的每個計劃成員帳戶內提取整筆權益 (如計劃成員根據有關計劃的管限規則有權提取由自願性供款所產生的權益，則包括該等權益，另外亦包括由可扣稅自願性供款所產生的權益)。請致電積金易客戶服務熱線／聯絡有關計劃的受託人瞭解詳情。
7. This option is applicable for one-off partial withdrawing the benefits by INSTALMENTS from each scheme member account specified in Part B(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(s) 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). 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 eMPF Platform. 此提取方式適用於從 B(1) 部分指明的每個計劃成員帳戶內分期提取權益 (如計劃成員根據有關計劃的管限規則有權提取由自願性供款所產生的權益，則包括該等權益，另外亦包括由可扣稅自願性供款所產生的權益)。就每個計劃成員帳戶，受託人會根據贖回權益當日的資金分配，按比例從每個分帳戶 (如有) 中贖回註明的提取金額 (如計劃成員根據計劃的管限規則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被全數提取。如申索人其後擬提取帳戶內餘下的權益，請向積金易平台另行提出申索。
8. This option is applicable for regular withdrawal of the benefits by INSTALMENTS from the scheme's all MPF fund(s) / the scheme's designated fund (subject to the governing rules of the scheme concerned) from the scheme member account specified in Part B(1). For details on the requirements of the Standing Instruction, please refer to the Appendix B and/or contact the eMPF Customer Service Hotline or the relevant trustee(s). 此提取方式適用於由 B(1) 部分指明的計劃成員帳戶內從計劃的所有強積金基金／計劃的指定基金（須受計劃管限規則所規限）以分期方式定期提取權益。有關常行指示的條件詳情，請參閱附錄 B 及／或致電積金易客戶服務熱線或聯絡有關受託人查詢。
9. In processing a claim for payment, the eMPF Platform / the trustee(s) of the scheme concerned may request the Claimant to produce the original documents for verification. 積金易平台／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件的正本，以核對資料 。
10. 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 11]; and 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 11]；及
    (iii) the statutory declaration form made by the committee of the estate for a claim for payment of benefits (Form MPF(S) – W(SD4)) [Note 12] (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 ground of early retirement shall not be required. 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 12] (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的理由作出申索的法定聲明表格 (即第 MPF(S) – W(SD1) 號表格)。
11. 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 eMPF Platform for verification of the name and passport no. of the Claimant / scheme member (if the claimant does not wish to provide copy of the passport, he / she may present the passport in person at eMPF Service Centres for verification). 如申索人／計劃成員沒有香港身份證，則須提供護照副本 (只須提供載有個人資料及護照號碼的頁面)，以供積金易平台核對申索人／計劃成員的姓名及護照號碼 (如申索人不擬提供護照副本，可親臨積金易服務中心出示護照以供核對有關資料)。
12. 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 。

13. 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 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) 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 month and day of the issue date of the HKID Card of the scheme member. 採用計劃成員香港身份證上的簽發日期的月份及日子。

    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: 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，則在沒有上述證據的情況下，會以：
    (i) where the HKID Card shows only the year and month of birth (and not the day of birth), the last day of the month as shown on the HKID Card as the birth date of the scheme member will be used; or 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) where the HKID Card shows only the year of birth (and neither the month nor day of birth), the last day of the year as shown on the HKID Card as the birth date of the scheme member will be used. 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。

    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。

GUIDE TO CLAIM 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 (「權益」) 指南

Reminder Before Submitting a Claim 提交申索前須注意的事項

1. Withdrawal of benefits derived from voluntary contributions paid pursuant to section 11 of the Mandatory Provident Fund Schemes Ordinance ("the Ordinance") is subject to the governing rules of the scheme concerned. Please check the information from the MPF Scheme Brochure and the Key Scheme Information Document ("KSID") of the scheme concerned, which can be found on the website of the MPFA (www.mpfa.org.hk). Please contact the eMPF Customer Service Hotline / the relevant trustee(s) for details. 就依據《強制性公積金計劃條例》(《條例》) 第 11 條支付的自願性供款所產生的權益而言，提取權益須受有關計劃的管限規則所規限。詳情請查閱有關計劃的強積金計劃說明書及主要計劃資料文件，該文件可於積金局 (www.mpfa.org.hk) 網頁下載。請致電積金易客戶服務熱線／聯絡相關受託人瞭解詳情。
2. 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 those for withdrawal of benefits derived from mandatory contributions (except that under section 11A(3), certain provisions relating to offsetting of severance payments or long service payments, and protection of benefits from creditors and others, do not apply). 就依據《條例》第 11A 條存入的可扣稅自願性供款所產生的權益而言，提取權益須受與提取由強制性供款所產生的權益相同的提取規定所規限 (惟根據第 11A(3) 條，若干與對沖遣散費或長期服務金有關，以及與保障債權人及其他人士的權益有關的條文並不適用)。

Factors to Consider Before Selecting Withdrawal Option 選擇提取方式前須考慮的因素

1. 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. A 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, if applicable, the number of free withdrawals by instalments offered by the scheme) from the same MPF account are made in a calendar year. Please contact the eMPF Customer Service Hotline / the relevant trustee(s) for details. 若基於已達到 65 歲退休年齡或提早退休的理由而申索權益，可以選擇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，請細心考慮你的個人需要、風險承受能力及財政狀況，然後才作決定。受託人可就每次提取向計劃成員收取必需交易費用；如計劃成員在一個公曆年內從同一個強積金帳戶分期提取權益超過四次 (或計劃准予免費分期提取的次數，如適用)，受託人可向該計劃成員收取額外費用或施加罰款。請致電積金易客戶服務熱線／聯絡相關受託人瞭解詳情。
2. 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 MPF Scheme Brochure and the KSID of the scheme or contact the relevant trustee(s) for details. 若從保證基金提取權益，可能導致你不符合部分或所有保證條件，以致影響你享有保證的資格。詳情請查閱計劃的強積金計劃說明書及主要計劃資料文件或聯絡相關受託人。
3. 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 eMPF Platform 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。你向積金易平台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。
4. If your benefits are currently invested according to the default investment strategy ("DIS") of the MPF 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 of the MPF scheme and your claim for payment of benefits take place at around the same time, the eMPF Platform shall sequence the de-risking and the claim in accordance with its procedures and in compliance with the Ordinance. Please contact the eMPF Customer Service Hotline if you wish to know the details of how the eMPF Platform handle(s) these transactions. 如現時你的權益是按照強積金計劃的預設投資策略投資，請留意預設投資策略的隨年齡降低投資風險的機制，會由計劃成員年滿 50 歲開始運作。如積金易平台在預設投資策略下按年降低你的強積金計劃投資的風險的時間，與接獲你的申索權益申請的時間相當接近，積金易平台將根據其運作程序及在符合《條例》規定的情況下，訂定處理降低風險及申索權益的次序。如欲瞭解積金易平台如何處理該等交易，請致電積金易客戶服務熱線查詢詳情。
5. 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 contact the relevant trustee or the eMPF Customer Service Hotline 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 MPFA's publications available on the MPFA'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。此外，若餘下的權益繼續投資保證基金，其享有的保證或不再適用。請聯絡相關受託人或致電積金易客戶服務熱線瞭解詳情。請詳細考慮你的投資目標、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，以及收費種類及水平) 。如欲瞭解詳情，可於積金局的網頁 (www.mpfa.org.hk) 參閱積金局發布的資訊刊物。
6. If there is a contribution / transfer-in benefits / asset switching / redemption in progress, withdrawal request will be processed after the contribution / transfer-in benefits / asset switching / redemption is completed. 如正在處理供款／權益轉入／資產轉換／基金贖回，提取指示將於供款／權益轉入／資產轉換／基金贖回完成後才獲處理。
7. In the event that the dealing day of the one-off partial withdrawal and the Standing Instruction fall on the same day, the Standing Instruction will be processed after the redemption process for the one-off partial withdrawal is completed. 如一次性部分提取的交易日與常行指示的交易日為同一天，則常行指示將會在一次性部分提取完成基金贖回後才獲處理。

Enquiries 查詢

1. Please contact the eMPF Customer Service Hotline at 183 2622 or via email at enquiry@support.empf.org.hk for enquiries about account details or contact the relevant approved trustee(s) for enquiries about the information on specific schemes or funds. 如欲查詢帳戶詳情，請致電積金易客戶服務熱線 183 2622 或發送電郵至 enquiry@support.empf.org.hk；如欲查詢個別計劃或基金的資料，請聯絡相關核准受託人。
2. For general enquiries regarding a claim for payment of benefits, please contact the eMPF Customer Service Hotline. 有關提取強積金權益的一般查詢，請致電積金易客戶服務熱線。

APPENDIX A: LIST OF "PERSONAL INFORMATION COLLECTION STATEMENT" ("PICS") OF THE eMPF PLATFORM AND THE MPF SCHEMES
附錄 A: 積金易平台及強積金計劃《收集個人資料聲明》(「聲明」) 列表

Below are the PICS of the eMPF Platform and the MPF schemes. Please download and read the PICS of the eMPF Platform and the MPF scheme(s) via visiting the website of the eMPF Platform or scanning respective QR code. Alternatively, you may also get a copy of the PICS by calling eMPF Customer Service Hotline 183 2622 or visiting any one of the eMPF Service Centres. 下列為積金易平台及強積金計劃的「聲明」。請瀏覽積金易平台的網頁或掃描相關二維碼下載及詳閱積金易平台及強積金計劃「聲明」。你亦可致電積金易客戶服務熱線 183 2622 或到訪任何一間積金易服務中心索取「聲明」副本。

Personal Information Collection Statement of the eMPF Platform 積金易平台收集個人資料聲明		**Link / QR Code 連結／二維碼**
The eMPF Platform 積金易平台		https://empf.org.hk/pics/en
Personal Information Collection Statement of the MPF Schemes 強積金計劃收集個人資料聲明		
Scheme Name 計劃名稱	**Trustee Name 受託人名稱**	**Link / QR Code 連結／二維碼**
AIA MPF - Prime Value Choice 友邦強積金優選計劃	AIA Company (Trustee) Limited 友邦（信託）有限公司	https://empf.org.hk/pics_aia
AMTD MPF Scheme AMTD 強積金計劃	Bank Consortium Trust Company Limited 銀聯信託有限公司	https://empf.org.hk/pics_bctad
BCOM Joyful Retirement MPF Scheme 交通銀行愉盈退休強積金計劃	Bank of Communications Trustee Limited 交通銀行信託有限公司	https://empf.org.hk/pics_bocom
BCT (MPF) Industry Choice BCT（強積金）行業計劃	Bank Consortium Trust Company Limited 銀聯信託有限公司	https://empf.org.hk/pics_bctic
BCT (MPF) Pro Choice BCT 積金之選		https://empf.org.hk/pics_bctpc
BCT MPF Scheme Series 800 BCT 強積金計劃 800 系列		https://empf.org.hk/pics_bct8
BCT MPF – Simple Plan BCT 強積金 – 易富之選		https://empf.org.hk/pics_bctsp
BCT MPF – Smart Plan BCT 強積金 – 明智之選		https://empf.org.hk/pics_bctsm
BCT Strategic MPF Scheme BCT 強積金策略計劃		https://empf.org.hk/pics_bctsg
BEA (MPF) Industry Scheme 東亞（強積金）行業計劃	Bank of East Asia (Trustees) Limited 東亞銀行（信託）有限公司	https://empf.org.hk/pics_beais
BEA (MPF) Master Trust Scheme 東亞（強積金）集成信託計劃		https://empf.org.hk/pics_beamt
BEA (MPF) Value Scheme 東亞（強積金）享惠計劃		https://empf.org.hk/pics_bea
BOC-Prudential Easy-Choice Mandatory Provident Fund Scheme 中銀保誠簡易強積金計劃	BOCI-Prudential Trustee Limited 中銀國際英國保誠信託有限公司	https://empf.org.hk/pics_bociec
China Life MPF Master Trust Scheme 中國人壽強積金集成信託計劃	China Life Trustees Limited 中國人壽信託有限公司	https://empf.org.hk/pics_chinalife

Personal Information Collection Statement of the MPF Schemes 強積金計劃收集個人資料聲明		
Scheme Name 計劃名稱	**Trustee Name 受託人名稱**	**Link / QR Code 連結／二維碼**
Fidelity Retirement Master Trust 富達退休集成信託	HSBC Provident Fund Trustee (Hong Kong) Limited	https://empf.org.hk/pics_hsbcfd
Haitong MPF Retirement Fund 海通 MPF 退休金		https://empf.org.hk/pics_hsbcht
Hang Seng Mandatory Provident Fund - SuperTrust Plus 恒生強積金智選計劃		https://empf.org.hk/pics_hsbchs
HSBC Mandatory Provident Fund - SuperTrust Plus 滙豐強積金智選計劃		https://empf.org.hk/pics_hsbchb
Manulife Global Select (MPF) Scheme 宏利環球精選（強積金）計劃	Manulife Provident Funds Trust Company Limited 宏利公積金信託有限公司	https://empf.org.hk/pics_manl
Manulife RetireChoice (MPF) Scheme 宏利退休精選（強積金）計劃	Bank Consortium Trust Company Limited 銀聯信託有限公司	https://empf.org.hk/pics_bctrc
MASS Mandatory Provident Fund Scheme 萬全強制性公積金計劃	YF Life Trustees Limited 萬通信託有限公司	https://empf.org.hk/pics_yflife
My Choice Mandatory Provident Fund Scheme 我的強積金計劃	BOCI-Prudential Trustee Limited 中銀國際英國保誠信託有限公司	https://empf.org.hk/pics_bocimc
SHKP MPF Employer Sponsored Scheme 新地強積金僱主營辦計劃	Standard Chartered Trustee (Hong Kong) Limited 渣打信託 (香港) 有限公司	https://empf.org.hk/pics_sc
Sun Life Rainbow MPF Scheme 永明彩虹強積金計劃	Sun Life Trustee Company Limited 永明信託有限公司	https://empf.org.hk/pics_sun

APPENDIX B: LIST OF ONE-OFF PARTIAL WITHDRAWAL AND STANDING INSTRUCTION DETAILS OF THE MPF SCHEMES
附錄 B: 強積金計劃的一次性部分提取及常行指示詳情列表

Scheme Name 計劃名稱	One-off Partial Withdrawal 一次性部分提取	Standing Instruction 常行指示 (Please refer to the remarks below. 請參閱下列注意事項。) Withdrawal From 提取自 Option 1 選項 1 The Scheme's all MPF Fund(s) of the Specified Account(s) 指明帳戶內的計劃的所有強積金基金	Option 2 選項 2 The Scheme's Designated Fund 計劃的指定基金	Preset Scheme's Dealing Day in the relevant month of the selected withdrawal cycle 所選提取週期相關月份的計劃預設交易日	Minimum Withdrawal Amount 最低提取金額	Instalment Fees 分期提取費用
AIA MPF - Prime Value Choice 友邦強積金優選計劃	• No restriction 沒有限制	YES 是	MPF Conservative Fund 強積金保守基金	22nd calendar day 第 22 個曆日	HKD1,000 港幣1,000元	• Details please refer to the MPF Scheme Brochure and the KSID of the Scheme. 詳情請參閱強積金計劃說明書及主要計劃資料文件。
AMTD MPF Scheme AMTD 強積金計劃	• For withdrawal of tax deductible voluntary contributions, the withdrawal amount MUST be an integer. 就提取可扣稅自願性供款而言，提取金額須為整數。	N/A 不適用				• Details please refer to the MPF Scheme Brochure and the KSID of the Scheme. 詳情請參閱強積金計劃說明書及主要計劃資料文件。
BCOM Joyful Retirement MPF Scheme 交通銀行愉盈退休強積金計劃	• Details please refer to the MPF Scheme Brochure and Trust Deed. 詳情請參閱強積金計劃說明書及信託契約。	N/A 不適用				• Details please refer to the MPF Scheme Brochure and the KSID of the Scheme. 詳情請參閱強積金計劃說明書及主要計劃資料文件。
BCT (MPF) Industry Choice BCT（強積金）行業計劃	• For withdrawal of tax deductible voluntary contributions, the withdrawal amount MUST be an integer. 就提取可扣稅自願性供款而言，提取金額須為整數。	N/A 不適用				• Details please refer to the MPF Scheme Brochure and the KSID of the Scheme. 詳情請參閱強積金計劃說明書及主要計劃資料文件。
BCT (MPF) Pro Choice BCT 積金之選		N/A 不適用	BCT (Pro) Age 65 Plus Fund BCT 65 歲後基金	15th calendar day 第 15 個曆日	HKD1,000 港幣1,000元	
BCT MPF Scheme Series 800 BCT 強積金計劃 800 系列	• No restriction 沒有限制	N/A 不適用				
BCT MPF – Simple Plan BCT 強積金 – 易富之選						
BCT MPF – Smart Plan BCT 強積金 – 明智之選						
BCT Strategic MPF Scheme BCT 強積金策略計劃	• For withdrawal of tax deductible voluntary contributions, the withdrawal amount MUST be an integer. 就提取可扣稅自願性供款而言，提取金額須為整數。					
BEA (MPF) Industry Scheme 東亞（強積金）行業計劃	• The withdrawal amount is recommended to be an integer of HKD3,000 or above. 建議提取金額為港幣3,000元或以上的整數。	YES 是	N/A 不適用	25th calendar day 第 25 個曆日	HKD3,000 港幣3,000元	• Details please refer to the MPF Scheme Brochure and the KSID of the Scheme. 詳情請參閱強積金計劃說明書及主要計劃資料文件。
BEA (MPF) Master Trust Scheme 東亞（強積金）集成信託計劃						
BEA (MPF) Value Scheme 東亞（強積金）享惠計劃						
BOC-Prudential Easy-Choice Mandatory Provident Fund Scheme 中銀保誠簡易強積金計劃	• For withdrawal of tax deductible voluntary contributions, the withdrawal amount MUST be in multiples of 1,000 and the minimum withdrawal amount is HKD2,000. 就提取可扣稅自願性供款而言，提取金額須為1,000的倍數及最低提取金額為港幣2,000元。	YES 是	N/A 不適用	1st calendar day 第 1 個曆日	HKD2,000 港幣2,000元	• Details please refer to the MPF Scheme Brochure and the KSID of the Scheme. 詳情請參閱強積金計劃說明書及主要計劃資料文件。

Scheme Name 計劃名稱	One-off Partial Withdrawal 一次性部分提取	Standing Instruction 常行指示 (Please refer to the remarks below. 請參閱下列注意事項。) Withdrawal From 提取自 Option 1 選項 1 The Scheme's all MPF Fund(s) of the Specified Account(s) 指明帳戶內的計劃的所有強積金基金	Option 2 選項 2 The Scheme's Designated Fund 計劃的指定基金	Preset Scheme's Dealing Day in the relevant month of the selected withdrawal cycle 所選提取週期相關月份的計劃預設交易日	Minimum Withdrawal Amount 最低提取金額	Instalment Fees 分期提取費用
China Life MPF Master Trust Scheme 中國人壽強積金集成信託計劃	• There will be no restriction on the amount for each withdrawal instalment. 分期提取金額不設上限。 • Details please refer to the MPF Scheme Brochure and the KSID of the Scheme. 詳情請參閱強積金計劃說明書及主要計劃資料文件。	N/A 不適用				• Member are allowed to have the first 12 withdrawal instalments to be free of charge in each financial period. Each additional withdrawal instalment exceeding 12 withdrawal instalments in each financial period will be subject to a handling fee of HKD100. 每一財政年度，成員首12次分期提取免收任何手續費。每財政年度超過12次分期提取之每一次額外分期提取將收取港幣100元為手續費。
Fidelity Retirement Master Trust 富達退休集成信託	• For withdrawal of tax deductible voluntary contributions, the withdrawal amount MUST be an integer. 就提取可扣稅自願性供款而言，提取金額須為整數。	YES 是	N/A 不適用	1st calendar day 第 1 個曆日	HKD1,000 港幣1,000元	• Details please refer to the MPF Scheme Brochure and the KSID of the Scheme. 詳情請參閱強積金計劃說明書及主要計劃資料文件。
Haitong MPF Retirement Fund 海通 MPF 退休金	• No restriction 沒有限制	N/A 不適用				• Details please refer to the MPF Scheme Brochure and the KSID of the Scheme. 詳情請參閱強積金計劃說明書及主要計劃資料文件。
Hang Seng Mandatory Provident Fund - SuperTrust Plus 恒生強積金智選計劃 HSBC Mandatory Provident Fund - SuperTrust Plus 滙豐強積金智選計劃	• No restriction 沒有限制	YES 是	N/A 不適用	1st calendar day 第 1 個曆日	N/A 不適用	• Details please refer to the MPF Scheme Brochure and the KSID of the Scheme. 詳情請參閱強積金計劃說明書及主要計劃資料文件。
Manulife Global Select (MPF) Scheme 宏利環球精選（強積金）計劃	• No restriction 沒有限制	N/A 不適用	Manulife MPF Interest Fund 宏利 MPF 利息基金	4th calendar day 第 4 個曆日	HKD2,000 港幣2,000元	• Details please refer to the MPF Scheme Brochure and the KSID of the Scheme. 詳情請參閱強積金計劃說明書及主要計劃資料文件。
Manulife RetireChoice (MPF) Scheme 宏利退休精選（強積金）計劃	• For withdrawal of tax deductible voluntary contributions, the withdrawal amount MUST be an integer. 就提取可扣稅自願性供款而言，提取金額須為整數。	N/A 不適用				• Details please refer to the MPF Scheme Brochure and the KSID of the Scheme. 詳情請參閱強積金計劃說明書及主要計劃資料文件。
MASS Mandatory Provident Fund Scheme 萬全強制性公積金計劃	• No restriction 沒有限制	N/A 不適用				• Number of free withdrawals by instalments in a calendar year is 12 times, each additional withdrawal is subject to a fee of HKD100. 每公曆年免費分期提取的次數為12次，每一次額外提取均須支付港幣100元的費用。
My Choice Mandatory Provident Fund Scheme 我的強積金計劃	• For withdrawal of tax deductible voluntary contributions, the withdrawal amount MUST be in multiples of 1,000 and the minimum withdrawal amount is HKD2,000. 就提取可扣稅自願性供款而言，提取金額須為1,000的倍數及最低提取金額為港幣2,000元。	N/A 不適用				• Details please refer to the MPF Scheme Brochure and the KSID of the Scheme. 詳情請參閱強積金計劃說明書及主要計劃資料文件。

Scheme Name 計劃名稱	One-off Partial Withdrawal 一次性部分提取	Standing Instruction 常行指示 (Please refer to the remarks below. 請參閱下列注意事項。) Withdrawal From 提取自 Option 1 選項 1 The Scheme's all MPF Fund(s) of the Specified Account(s) 指明帳戶內的計劃的所有強積金基金	Option 2 選項 2 The Scheme's Designated Fund 計劃的指定基金	Preset Scheme's Dealing Day in the relevant month of the selected withdrawal cycle 所選提取週期相關月份的計劃預設交易日	Minimum Withdrawal Amount 最低提取金額	Instalment Fees 分期提取費用
SHKP MPF Employer Sponsored Scheme 新地強積金僱主營辦計劃	• Details please refer to the MPF Scheme Brochure and the KSID of the Scheme. 詳情請參閱強積金計劃說明書及主要計劃資料文件。	N/A 不適用				• Details please refer to the MPF Scheme Brochure and the KSID of the Scheme. 詳情請參閱強積金計劃說明書及主要計劃資料文件。
Sun Life Rainbow MPF Scheme 永明彩虹強積金計劃	• No restriction 沒有限制	YES 是	Sun Life MPF Conservative Fund 永明強積金保守基金	15th calendar day 第 15 個曆日	HKD1,000 港幣1,000元	• Details please refer to the MPF Scheme Brochure and the KSID of the Scheme. 詳情請參閱強積金計劃說明書及主要計劃資料文件。

Remarks of Standing Instruction 常行指示注意事項

1. Applicable account holders 適用帳戶持有人

Standing Instruction is applicable to personal account holders, self-employed persons and tax deductible voluntary contributions ("TVC") account holders only. 此提取方式只適用於個人帳戶持有人、自僱人士及可扣稅自願性供款帳戶持有人。

2. Withdrawal options 提取選項

You are allowed to withdraw benefits from either the scheme's all MPF fund(s) or the scheme's designated fund (subject to the governing rules of the scheme) from the scheme member account specified in Part B(1) on a monthly, quarterly, or yearly basis through a Standing Instruction. For details of the withdrawal requirements, please refer to the Appendix B and / or contact the eMPF Customer Service Hotline or the relevant trustee. 你可透過常行指示，由 B(1) 部分指明的計劃成員帳戶內按每月、每季或每年的形式，從計劃的所有強積金基金或計劃的指定基金 (須受計劃管限規則所規限) 提取權益。請參閱附錄 B 及／或致電積金易客戶服務熱線或聯絡有關受託人查詢提取條件。

3. Processing Time 處理時間

Please allow sufficient time for the eMPF Platform to process the Standing Instruction. If the eMPF Platform receives the Standing Instruction less than 6 working days before the dealing day of the next withdrawal cycle, it will take effect only in the following withdrawal cycle. 請預留充足時間予積金易平台處理常行指示。如積金易平台收到常行指示的日期與下一個提取週期的交易日少於 6 個工作天，有關指示將於隨後的提取週期才會生效。

4. Redemption arrangement 贖回安排

(i) The withdrawal amount will be redeemed on the preset dealing day according to selected withdrawal cycle with details as follows:
提取金額將根據揀選的提取週期於預設的交易日贖回權益，詳情如下：
   a. Monthly Withdrawal - On the calendar day of each month as indicated in the Appendix B of the respective scheme;
   每月提取 – 於附件 B 中相關計劃所示的每月指定的曆日；
   b. Quarterly Withdrawal - On the calendar day of every January, April, July and October as indicated in the Appendix B of the respective scheme;
   每季提取 – 於附件 B 中相關計劃所示的每年 1、4、7 及 10 月指定的曆日；
   c. Yearly Withdrawal - On the calendar day of every January as indicated in the Appendix B of the respective scheme.
   每年提取 – 於附件 B 中相關計劃所示的每年 1 月指定的曆日。

   In the event that the dealing day of a particular withdrawal cycle falls on a non-dealing day, the withdrawal will be postponed to the next dealing day that it immediately follows. 如提取週期的交易日為非交易日，有關提取將順延至下一個緊接的交易日。

(ii) The withdrawal will be processed on an account basis. The withdrawal amount will be redeemed proportionally from each sub-account (if any) according to the fund allocation of the scheme's all MPF fund(s) or the scheme's designated fund (subject to the governing rules of the scheme) from the scheme member account specified in Part B(1) as of the day on which the Trustee redeems the benefits. 提取將按每個帳戶處理。受託人會根據贖回權益當日的資金分配，從 B(1) 部分指明的計劃成員帳戶中每個分帳戶 (如有) 的計劃的所有強積金基金／計劃的指定基金 (須受計劃管限規則所規限) 按比例贖回提取金額。

(iii) If the account balance of the scheme's all MPF fund(s) / the scheme's designated fund (subject to the governing rules of the scheme) of the scheme member account specified in Part B(1) is less than 105% of the withdrawal amount, the entire balance of the scheme's all MPF fund(s) / the scheme's designated fund (subject to the governing rules of the scheme) of the relevant account will be withdrawn as a lump sum. 如 B(1) 部分指明的計劃成員帳戶內計劃的所有強積金基金／計劃的指定基金 (須受計劃管限規則所規限) 帳戶結餘少於提取金額的 105%，則指定帳戶內的計劃的所有強積金基金／計劃的指定基金的全部結餘會被全數提取。

5. "Working day" means any day other than (i) a Saturday; (ii) a public holiday; or (iii) a gale warning day or black rainstorm warning day as defined by section 71(2) of Interpretation and General Clauses Ordinance (Cap. 1).「工作日」指並非任何以下日子的日子 (i) 星期六；(ii) 公眾假日；或 (iii) 根據《釋義及通則條例》(第 1 章) 第 71(2) 條所界定的烈風警告日或黑色暴雨警告日。

6. Cessation of Standing Instruction 終止常行指示

The Standing Instruction will be automatically ceased in the following conditions : 在下列情況下，常行指示會自動終止：
(i) the regular withdrawal payment amount is HKD0 for 3 consecutive withdrawal cycles or, 連續三個提取週期的定期提取金額均為港幣零元，或
(ii) the scheme member account specified in Part B(1) is terminated. 於 B(1) 部分指明的計劃成員帳戶已終止。