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## BEA (MPF) Master Trust Scheme / Value Scheme / Industry Scheme

### 東亞(強積金)集成信託計劃/享惠計劃/行業計劃

## Member – Claim Form for Payment of MPF Accrued Benefits (“Benefits”) on Grounds of Attaining the Retirement Age of 65 or Early Retirement

### 成員 – 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

Mandatory Provident Fund Schemes Ordinance (Cap.485) (“the Ordinance”)

《強制性公積金計劃條例》第485章(《條例》)

Please read the following **important notes** before completing this form:

填寫本表格前，請先閱讀下列**重要資料**：

#### Filling in This Form 填寫表格

- This form is to be completed by any person who wishes to claim for payment of benefits from an MPF registered scheme (“scheme”) on the grounds of attaining the retirement age of 65 or early retirement only. For a claim made on the grounds of early retirement, the member must reach the age of 60 and have permanently ceased all employment and self-employment with no intention of becoming employed or self-employed again. For a claim for payment of benefits on other grounds, please use form MPF(S) – W(O) of the Mandatory Provident Fund Schemes Authority (“MPFA”).  
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，要求從一個強積金註冊計劃(「計劃」)提取權益的人士填報。若基於提早退休的理由提出申索，成員必須達到60歲，並已永久性地終止所有受僱及自僱工作，且無意再次受僱或自僱。若基於其他理由申索權益，請填寫強制性公積金計劃管理局(「積金局」)的第MPF(S) – W(O)號表格。
- Please use BLOCK LETTERS for completion and “✓” where applicable.  
請以正楷填寫並在適當之方格內加上「✓」號。
- If the member / claimant wishes to withdraw benefits from more than one scheme, please fill in a separate form for each scheme.  
如成員 / 申索人擬從多於一個計劃提取權益，須就每個計劃填寫一份表格。
- The personal data to be supplied in support of this claim for payment of benefits are to be used for processing your claim. The personal data you supply may, for such purpose, be transferred to the relevant service provider(s) and the government or regulatory bodies including the MPFA. The member / claimant shall be entitled to access to data or correction of data; or request for information regarding privacy policies and practices and kinds of data held by the Trustee and / or The Bank of East Asia, Limited (the “Sponsor”), by writing to Bank of East Asia (Trustees) Limited, The Individual Data Protection Officer, Bank of East Asia (Trustees) Limited, 32<sup>nd</sup> Floor, BEA Tower, Millennium City 5, 418 Kwun Tong Road, Kowloon, Hong Kong.  
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及政府或規管機構，包括積金局。成員 / 申索人有權以書面方式查閱或更正資料；或查閱有關受託人及 / 或東亞銀行有限公司(「保薦人」)的私隱政策及守則及所持有的資料種類；有關要求可提交至東亞銀行(信託)有限公司個人資料保障主任，地址為東亞銀行(信託)有限公司香港九龍觀塘道418號創紀之城五期東亞銀行中心32樓。
- Please submit this form and the required supporting documents to any branch of The Bank of East Asia, Limited or MPF Administration Centre, 32<sup>nd</sup> Floor, BEA Tower, Millennium City 5, 418 Kwun Tong Road, Kowloon, Hong Kong. If any information provided is incorrect or incomplete, the Trustee may not be able to process your request.  
請將填妥的表格及所需證明文件交回東亞銀行分行，或香港九龍觀塘道418號創紀之城五期東亞銀行中心32樓，強制性公積金行政中心。若提供的任何資料不正確或不完整，受託人可能無法處理你的申請。
- To obtain a copy of the relevant statutory declaration form or form MPF(S) – W(O), please download it at MPFA’s website (www.mpfa.org.hk) or call the BEA (MPF) Hotline on 2211 1777 (Operated by Bank of East Asia (Trustees) Limited).  
如需索取有關的法定聲明表格或第MPF(S) – W(O)號表格，可於積金局的網站(www.mpfa.org.hk)下載或致電東亞(強積金)熱線2211 1777(由東亞銀行(信託)有限公司運作)。
- Please read the explanatory notes carefully before completing this form.  
填寫本表格前，請先細讀填報須知。

#### Reminder before Submitting a Claim

##### 提交申索前須注意的事項

- Withdrawal of benefits derived from voluntary contributions paid pursuant to section 11 of the Ordinance is subject to the governing rules of the scheme concerned. Please check the information from the offering document of the scheme concerned, which can be found on the website of the trustee. Please consult the trustee for details.  
提取根據《條例》第11條所支付由自願性供款所產生的權益，須受有關計劃的管限規則所規限。詳情請查閱有關計劃的要約文件，而要約文件可於受託人的網站閱覽。詳情請向受託人查詢。
- Withdrawal of benefits derived from tax deductible voluntary contributions paid pursuant to section 11 of the Ordinance is subject to the same withdrawal requirements as for mandatory contributions (except that under section 11A(3), certain provisions relating to offsetting of severance or long service payments, and protection of benefits from creditors and others, do not apply).  
提取根據《條例》第11條所支付由可扣稅自願性供款產生的權益與提取強制性供款的規限相同(但根據第11A(3)條有關抵消遣散費或長期服務金以及保障債權人及其他人的利益的若干條文並不適用)。

#### Factors to Consider before Selecting Withdrawal Option

##### 選擇提取方式前須考慮的因素

- Benefits may be withdrawn on the grounds of attaining the retirement age of 65 or early retirement either in a lump sum or by instalments. Before making any decision as regards the amount and timing of withdrawal of benefits, please consider, among other things, your personal needs, risk tolerance level and financial circumstances carefully. The member / claimant may be charged the necessary transaction costs for each withdrawal, and additional fees or financial penalties may be charged to or imposed on the member / claimant if more than twelve withdrawals by instalments (or such further number of free withdrawals by instalments as determined by the trustee) from the same MPF account are made in a calendar year. Please refer to Part IV of this form or consult the trustee 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成員 / 申索人收取必需交易費用；如成員 / 申索人在一個公曆年內從同一個強積金賬戶分期提取權益超過十二次(或受託人釐定的額外免費分期提取次數)，受託人可向該成員 / 申索人收取額外費用或施加罰款。詳情請參閱本表格第四部分，或向受託人查詢。

#### Reminder 請注意

- Withdrawal of benefits out of a guaranteed fund may result in some or all of the guarantee conditions not being satisfied; thus affecting your entitlement to the guarantee. Please check the offering document of the scheme or consult the trustee for details.  
若從保證基金提取權益，可能導致計劃成員不符合部份或所有保證條件，以致影響其享有保證的資格。詳情請查閱計劃的要約文件或向受託人查詢。
- The price of fund units may change due to market fluctuations and may go down as well as up. The price of fund units on the date when you submit a claim form to the trustee may be different from that on the date when the fund units are redeemed.  
基金單位價格會因市場波動而出現變化，單位價格可跌亦可升。你向受託人提交申索表格當日的基金單位價格，或會與贖回基金單位當日的價格有所不同。
- If your benefits are currently invested according to the default investment strategy (“DIS”) of the scheme, you should be aware that the de-risking mechanism of the DIS starts at the age of 50. If the annual de-risking of your investments in the DIS and your claim for payment of benefits take place at around the same time, the trustee of the scheme shall sequence the de-risking and the claim in accordance with its procedures and in compliance with the Ordinance. Please consult the trustee of the scheme if you wish to know the details of how it will handle these transactions.  
如現時你的權益是按照計劃的預設投資策略投資，請留意預設投資策略的降低投資風險機制，會由計劃成員年滿50歲開始運作。如計劃的受託人在預設投資策略下按年降低你的投資風險的時間，與接獲你的申索權益申請的時間相當接近，該計劃的受託人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。如欲瞭解計劃受託人如何處理該等交易，請向受託人查詢詳情。
- If benefits are not withdrawn in full, the remaining benefits will continue to be invested. Investment involves risk and the price of fund units may go down as well as up. Past performance does not indicate future performance. In addition, where any benefits continue to be invested in a guaranteed fund, the guarantee may cease to apply to any such benefits. Please consult the trustee for details. You should carefully consider factors such as your investment objectives, financial situation, risk tolerance level and key features (e.g. types and levels of risks, types and levels of fees and charges) of the scheme(s) and the constituent fund(s) concerned. Please refer to the MPFA’s publications available on the MPFA’s website (www.mpfa.org.hk).  
如權益並非整筆提取，計劃成員賬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。詳情請向受託人查詢。請詳細考慮你的投資目標、財政狀況、風險承受能力及有關的計劃及成分基金的主要特點(例如風險種類及水平，及收費種類及水平)。如欲瞭解詳情，可於積金局的網站(www.mpfa.org.hk)參閱積金局印製的資訊刊物。

- For general enquiries regarding a claim for payment of benefits, please contact the trustee.  
有關申索權益的一般查詢，請聯絡受託人。

Sponsor: The Bank of East Asia, Limited  
保薦人：東亞銀行有限公司

Trustee, Custodian and Administrator: Bank of East Asia (Trustees) Limited  
受託人、保管人及管理人：東亞銀行(信託)有限公司

Website : www.hkbea.com  
網址

Email : BEAMPF@hkbea.com  
電郵

BEA (MPF) Hotline : 2211 1777  
東亞(強積金)熱線  
(Operated by Bank of East Asia (Trustees) Limited)  
(由東亞銀行(信託)有限公司運作)

Fax no. : 3608 6003  
傳真號碼

<b>Part I      Details of Member / Claimant</b> <small>Note 1</small> <b>第一部分      成員 / 申索人</b> <small>註1</small> 資料	
<b>Details of Claimant</b> 申索人資料	
Name in English (same as HKID Card / passport) 英文姓名 (與香港身份證 / 護照相同)	Name in Chinese 中文姓名
HKID Card No. 香港身份證號碼	Passport No. (ONLY for claimant without HKID Card) <small>Note 2</small> 護照號碼 (本欄僅供沒有香港身份證的申索人填寫) <small>註2</small>
Mobile Phone / Day Time Contact No. 手提電話 / 日間聯絡電話號碼	Email Address (if any) 電郵地址 (如有)
Correspondence Address 通訊地址	

<b>Details of Member (if different from the claimant)</b> 成員資料 (如與申索人不同)	
Name in English (same as HKID Card / passport) 英文姓名 (與香港身份證 / 護照相同)	Name in Chinese 中文姓名
HKID Card No. 香港身份證號碼	Passport No. (ONLY for member without HKID Card) <small>Note 2</small> 護照號碼 (本欄僅供沒有香港身份證的成員填寫) <small>註2</small>
Mobile Phone / Day Time Contact No. 手提電話 / 日間聯絡電話號碼	

<b>Change of Member's Residential Address (applicable for member only)</b> 更改成員住址 (只適用於成員)
Residential Address* (P.O. Box address will not be accepted. All correspondence will be sent to the following address.) 住址* (郵政信箱恕不接受。所有通訊將寄往以下地址。)
<small>* Under Section 91(2) of the Mandatory Provident Fund Schemes (General) Regulation, the trustee must maintain a record of each member's residential address. 按強制性公積金計劃 (一般) 規例第91 (2) 條, 受託人必須記錄每位成員的住址資料。</small>

<b>Part II      Details of the Claim</b> <b>第二部分      申索資料</b>	
Participating Scheme 參與計劃 (Please select ONE scheme only 請只選擇1個計劃)	
<input type="checkbox"/> <b>BEA (MPF) Master Trust Scheme</b> 東亞 (強積金) 集成信託計劃	<input type="checkbox"/> <b>BEA (MPF) Value Scheme</b> 東亞 (強積金) 享惠計劃
<input type="checkbox"/> <b>BEA (MPF) Industry Scheme</b> 東亞 (強積金) 行業計劃	
<input type="checkbox"/> All Accounts under the Selected Participating Scheme 所選的參與計劃內所有賬戶	
<input type="checkbox"/> Selected Scheme / MPF Account No. <small>Note 3</small> 指明的計劃 / 強積金賬戶編號 <small>註3</small>	(1) _____ - _____ (2) _____ - _____ (3) _____ - _____
Tax Deductible Voluntary Contributions Account 可扣稅自願性供款賬戶	
Member No. 成員編號 _____	
Casual Employee MPF Account No. <small>Note 3</small> 臨時僱員強積金戶口編號 <small>註3</small> <b>0 1 5</b> _____	

**Part III Grounds for Claiming Benefits and the Required Documents** Notes 4 & 5  
**第三部分 申索權益的理由及所需文件** 註4及5

I have previously withdrawn the benefits by instalments on the below grounds from all the accounts specified in Part II, therefore, I **DO NOT** provide the required documents for this claim again.  
 本人之前曾基於下述理由從第二部分指明的所有賬戶分期提取權益，因此**無須**就是次申索再次提供所需文件。

Reason of Withdrawal 申索理由	Required Document(s) to be Submitted with this Form 須與本表格一併遞交的文件
<input type="checkbox"/> Attaining the retirement age of 65 已達到65歲退休年齡	<input type="checkbox"/> A copy of member's HKID card for verification of the name, date of birth and identity card number of the member if the claimant does not wish to present the card in person for verification Note 6 成員的香港身份證副本，以供核對其姓名、出生日期及身份證號碼（如不擬親身出示成員的香港身份證供核對有關資料）註6
<input type="checkbox"/> Early Retirement 提早退休	<input type="checkbox"/> A copy of member's HKID card for verification of the name, date of birth and identity card number of the member if the claimant does not wish to present the card in person for verification Note 6; and 成員的香港身份證副本，以供核對其姓名、出生日期及身份證號碼（如不擬親身出示成員的香港身份證供核對有關資料）註6；及 <input type="checkbox"/> The original statutory declaration form on early retirement (Form MPF(S)-W(SD1)) Note 7 提早退休的法定聲明表格（第MPF(S)-W(SD1)號表格）註7正本

**For a member whose HKID card does not contain the month and / or day of birth, evidence showing the member's date of birth** Note 8 :  
 如成員的香港身分證並未載有出生月份及 / 或日子，請提供載有該成員出生日期的證明 註8 :

A copy of member's passport or other travel document showing the month and / or day of birth; or  
 顯示成員的出生月份及 / 或日子的護照或其他旅遊證件的副本；或

A copy of 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 member wishes to use the day and month of the issue date of the HKID card as the day and month of birth; or  
 在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，以表示成員擬採用其香港身份證的簽發日期的月份及日子作為其出生月份及日子；或

The original statutory declaration of member's date of birth Note 7  
 有關成員的出生日期的法定聲明 註7 正本

If a member has not provided any one of the above evidence as the date of birth, then in the absence of the above evidence, the trustee will use the last day of the month (where the HKID card / passport shows only the year and month of birth) and the last day of the year (where the HKID card / passport shows only the year of birth) as shown on the HKID card / passport as the date of birth of the member.  
 如成員沒有採用以上任何一種方法證明其出生日期，則受託人在沒有上述證據的情況下，將以其香港身份證 / 護照所顯示的出生月份的最後一日（如該香港身份證 / 護照只顯示出生年份及月份），或以其香港身份證 / 護照所顯示的出生年份的最後一日（如該香港身份證 / 護照只顯示出生年份），作為其出生日期。

**Part IV Amount of Benefits to be Withdrawn from Each Account Specified in Part II** Notes 9 & 10  
**第四部分 擬從第二部分指明的每個賬戶提取的權益金額** 註9及註10

A lump sum Note 11  
 整筆 註11

**OR 或**

Specify withdrawal amount Note 12      HK\$ \_\_\_\_\_  
 註明提取金額 註12      港幣 \_\_\_\_\_ 元

**Please note 請注意：**

- The withdrawal amount is recommended to be an integer of HK\$3,000 or above.  
 建議提取金額為港幣3,000元或以上的整數。
- For each withdrawal, member / claimant is required to give instructions to the trustee by submitting a separate claim form specifying the amount of withdrawal and provide the required document(s).  
 就每次提取，成員 / 申索人須分別遞交申索表格及所需文件予受託人，並在每張表格上註明提取金額。
- Member's / claimant's first twelve withdrawals from the same MPF account in any calendar year (the period from 1<sup>st</sup> January in a year to 31<sup>st</sup> December in a year) will be paid **free of charge** (other than any necessary transaction costs permitted under the General Regulation). Thereafter, each additional withdrawal in the same calendar year is subject to a fee of **HK\$100**. (Such charge is not applicable to a member who has all or part of the benefits invested in the BEA (MPF) Core Accumulation Fund and/or the BEA (MPF) Age 65 Plus Fund under BEA (MPF) Master Trust Scheme; or the BEA Core Accumulation Fund and/or BEA Age 65 Plus Fund under BEA (MPF) Value Scheme; or the BEA (Industry Scheme) Core Accumulation Fund and/or the BEA (Industry Scheme) Age 65 Plus Fund under BEA (MPF) Industry Scheme as at the time when the trustee receives the valid withdrawal request from the member/claimant.) Please deposit the fee to the account of "**Bank of East Asia (Trustees) Limited**", Account No.: **015-514-40-18951-0**, and provide the receipt of payment to the trustee together with this claim form.  
 成員 / 申索人任何曆年內（由一年的1月1日至該年的12月31日期間）從同一個強積金賬戶的首十二期分期提取將獲**免費支付**（惟不包括支付一般規例所准許的任何必需交易費用）。其後，成員 / 申索人在同一曆年內以分期方式作出的每一次額外提取均須支付**港幣100元**的費用。（若受託人從成員 / 申索人處接收有效的提取請求時，此等收費不適用於將全部或部分權益用於投資東亞（強積金）集成信託計劃的東亞（強積金）核心累積基金及 / 或東亞（強積金）65歲後基金；或東亞（強積金）享惠計劃的東亞核心累積基金及 / 或東亞65歲後基金；或東亞（強積金）行業計劃的東亞（行業計劃）核心累積基金及 / 或東亞（行業計劃）65歲後基金的該成員。）請將費用存入「**東亞銀行（信託）有限公司**」之戶口，戶口號碼：**015-514-40-18951-0**，以及將付款收據連同此申索表格交回受託人。
- Bank charges (if any) incurred in making payment will be borne by the relevant recipient and accordingly will be deducted from the amount of the benefit.  
 處理付款所引致的銀行費用（如有）需由有關收款人承擔，並將從權益中扣除。
- If the member is currently investing in BEA (MPF) Long Term Guaranteed Fund under BEA (MPF) Master Trust Scheme, a withdrawal of the benefits by instalments may affect member's entitlement to the guarantee and member may lose the guarantee. The guarantee charge will continue to apply to investments that remain in the BEA (MPF) Long Term Guaranteed Fund. For further details relating to how the guarantee works, please refer to Appendix 1 of the Explanatory Memorandum of the BEA (MPF) Master Trust Scheme, including the illustrations under "How the Guarantee works – Examples", or contact our BEA (MPF) Hotline on 2211 1777 (Operated by Bank of East Asia (Trustees) Limited) before making any such withdrawal.  
 如成員現正投資於東亞（強積金）集成信託計劃的東亞（強積金）保證基金，以分期方式提取權益可能會對成員的保證權利造成影響，成員可能會喪失保證。保證費將繼續就在東亞（強積金）保證基金中保留的投資收取。有關保證如何運作的進一步詳情，請參閱東亞（強積金）集成信託計劃說明書附件1（包括「保證如何運作 – 例子」項下的說明例子），或在作出任何有關提取前致電東亞（強積金）熱線2211 1777（由東亞銀行（信託）有限公司運作）。
- After filing a valid claim, the eligible benefits held by the eligible member in the BEA (MPF) Long Term Guaranteed Fund will be transferred to the personal account with the application of the guarantee to enjoy the full benefit of the guarantee of capital and the guaranteed rate of return up to the date of the transfer.  
 在提出有效申索後，合資格成員在東亞（強積金）保證基金內持有的合資格權益將會在申請保證的情況下轉移至個人賬戶，以享有本金保證及保證回報率的全數利益，直至轉移之日為止。

**Part V Method of Payment**  
**第五部分 付款方式**

By cheque  
支票

By depositing directly into a bank account  
直接存入銀行賬戶  
(This option is applicable only to trustees who provide such services and there may be bank charges involved.  
這項選擇只適用於有提供此項服務的受託人，而銀行可能會因此收取費用。)

Name of bank account holder  
銀行賬戶持有人姓名

Name of bank  
銀行名稱

Bank account number  
銀行賬戶號碼

For overseas bank only 只適用於海外銀行：

Address of bank  
銀行地址

Swift code  
Swift 編號

Other settlement information (if any):  
(e.g. IBAN)  
其他結算資料 (如適用)：  
(例如：國際銀行賬戶號碼)

Currency  
貨幣

**Part VI Authorisation and Declaration**  
**第六部分 授權及聲明**

**Termination of MPF Account with No Residual Balance (If applicable)**  
**終止沒有剩餘款項的強積金賬戶 (如適用)**

I / We <sup>Note 1</sup> hereby authorise the trustee to terminate the relevant scheme member account(s) as referred to in Part II upon:  
本人 / 我們 <sup>註1</sup> 謹此授權受託人在以下情況終止在第二部分所述的計劃成員賬戶：

- (i) withdrawal of the full amount of benefits with no residual balance in the said account(s);  
該賬戶內的權益已被全數提取，並無剩餘款項；
- (ii) (for employee contribution account only) termination of the employment in relation to the contribution account; and  
(只適用於僱員供款賬戶) 該供款賬戶所涉及的受僱已經終止；及
- (iii) (for self-employed person contribution account only) cessation of the self-employment, with effect from \_\_\_\_\_ (dd/mm/yyyy).  
(只適用於自僱人士供款賬戶) 終止自僱，生效日期為 \_\_\_\_\_ (年 / 月 / 日)。

**Declaration**  
**聲明**

I / We <sup>Note 1</sup> declare that, to the best of my / our knowledge and belief, the information given in this form and its attachment is correct and complete. \*

本人 / 我們 <sup>註1</sup> 聲明，盡本人 / 我們所知所信，本表格及隨附文件所提供的資料均屬正確無訛且並無缺漏。\*

Signature of claimant(s)  
申索人簽署

Date (dd/mm/yyyy)  
日期 (日 / 月 / 年)

\* Warning: Under section 43E of the Ordinance, a person who, in any document given to the MPFA or a trustee, knowingly or recklessly makes a statement which is false or misleading in a material respect commits an offence and is liable to a maximum penalty of a \$100,000 fine and one year's imprisonment on the first conviction and a \$200,000 fine and two years' imprisonment on each subsequent conviction. A person who knowingly and 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 two years and to a fine.

\* 注意：根據《條例》第43E條，任何人在給予積金局或受託人的任何文件中，明知或罔顧後果地作出在要項上屬虛假或具誤導性的陳述，即屬犯罪。首次定罪者，最高可處罰款\$100,000及監禁一年；其後每次定罪，最高可處罰款\$200,000及監禁兩年。根據《刑事罪行條例》(第200章)第36條，任何人明知而故意在法定聲明中作出在要項上屬虛假的陳述，亦屬犯罪。一經定罪，可處監禁兩年及罰款。

## Explanatory Notes 填報須知

- (1) Either the 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 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 Part 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。請就第一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成員的產業受託監管人的人士簽署。
- (2) Members / claimants should give their passport numbers ONLY when they do NOT possess HKID cards.  
成員 / 申索人只應在沒有香港身份證的情況下才填報護照號碼。
- (3) Scheme / MPF account number can be found: (i) in the membership certificate, notice of acceptance, or notice of participation; or (ii) in the annual benefit statement, or other statements provided by the trustee; or (iii) through the member enquiry facilities available from the trustee. If you are in doubt, please contact the trustee.  
計劃 / 強積金賬戶編號可循以下途徑查閱 / 查詢: (i) 查閱成員證明書、接納通知或參與通知; 或 (ii) 查閱周年權益報表或受託人提供的其他報表; 或 (iii) 受託人為成員提供的諮詢服務。如有疑問，請聯絡受託人。
- (4) In processing a claim for payment, the trustee may request the claimant to produce the original documents for checking purpose, if necessary.  
如有需要，受託人在處理付款申索時可能會要求申索人提交文件的正本，以核對資料。
- (5) For a claim made by the committee of the estate on behalf of the member, in addition to the required documents in respect of the member, the following documents should be enclosed: (i) a copy of the evidence of the status of the committee of the estate, i.e. the court order; (ii) a copy of each claimant's HKID card for verification of the name and identity card number of the claimant if the claimant does not wish to present the card in person for verification <sup>Note 6</sup>; and (iii) the original statutory declaration form made by the committee of the estate for a claim for payment of benefits (Form MPF(S) - W(SD4)) <sup>Note 7</sup> (if applicable). Where such a statutory declaration has been made and enclosed with the claim, the statutory declaration form (MPF(S)-W(SD1)) for a claim made on the grounds of early retirement shall not be required.  
由產業受託監管人代表成員提出的申索，除須提供有關該成員的所需文件外，亦應夾附以下文件: (i) 產業受託監管人身份的證明文件副本，即法庭命令的副本; (ii) 每名申索人的香港身份證副本，以供核對其姓名及身份證號碼(如不擬親身出示申索人的香港身份證供核對有關資料) <sup>註6</sup>; 及 (iii) 產業受託監管人就申索權益所作的法定聲明表格(第MPF(S)-W(SD4)號表格) <sup>註7</sup> 正本(如適用)。如使用該表格作出聲明並把該表格夾附於本申索，便無須提交基於提早退休的理由作出申索的法定聲明表格(即第MPF(S)-W(SD1)號表格)。
- (6) For member / claimant 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 for verification of the name and passport number if the member / claimant does not wish to present the passport in person for verification.  
如成員 / 申索人沒有香港身份證，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)供受託人核對姓名及護照號碼。
- (7) The statutory declaration must be a valid statutory declaration in the place where the declaration is made (e.g. in Hong Kong, the statutory declaration should be made before and signed by a Commissioner for Oaths (e.g. at a Public Enquiry Service Centre of the Home Affairs Department) or a Notary Public or a Justice of the Peace). A statutory declaration made in a place other than Hong Kong is also acceptable provided that it is made before and signed by a Notary Public or a person 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，法定聲明須在監督員(例如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督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。
- (8) A member who does not have the month and / or day of birth printed on the HKID card may provide evidence as to the month and / or day by using one of the following methods: (i) using the birth date as shown on an official document (e.g. a travel document or a statutory declaration of the member's date of birth); or (ii) using the day and month of the issue date of the HKID card of the member.  
If the member has not used any of the methods above to provide evidence as to the month and day, then in the absence of any other evidence, the trustee will: (i) where the HKID card shows only the year and month of birth (and not the day of birth) use the last day of the month as shown on the HKID card as the birth date of the member, and (ii) where the HKID card shows only the year of birth (and neither the month nor day of birth), use the last day of the year as shown on the HKID card as the birth date of the member.  
Please note that mandatory contributions in respect of the member (if any) will cease on the day when the member reaches age 65 based on the evidence provided by the member or defaulted above.  
如成員的香港身份證並未印有出生月份及 / 或日子，則可採用以下其中一種方法，就其出生月份及 / 或日子提供證據: (i) 採用某份官方文件(例如旅遊證件或有關成員的出生日期的法定聲明)所載的出生日期; 或 (ii) 採用成員香港身份證上的簽發日期的日子及月份。  
如成員沒有採用以上任何一種方法就其出生月份及日子提供證據，則受託人在沒有上述證據的情況下，會以下述日子作為該成員的出生日期: (i) 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) 成員的香港身份證所載的出生年份的最後一日(如該香港身份證只載有出生年份，而沒有出生月份及日子)，作為其出生日期。  
請注意，就成員作出的強制性供款(如有)，將根據成員提供的證據，或按上述預設的出生日期計算，於成員年滿65歲當日終止。
- (9) If a member / claimant wishes to select different withdrawal amounts for different accounts within a scheme, the member / claimant should fill in a separate form for each account.  
如成員 / 申索人擬就同一個計劃內的不同賬戶選擇不同的提取金額，須就每個賬戶分別填寫一份表格。
- (10) No fees or financial penalties may be charged to or imposed on a member / claimant or deducted from the member account, other than necessary transaction costs incurred or reasonably likely to be incurred in selling or buying investments in order to give effect to the withdrawal and are payable to a party other than the trustee, for payment of the member / claimant's benefits in a lump sum or for the first twelve withdrawals by instalments (or such further number of free withdrawals by instalments as determined by the trustee) in a calendar year. Payments in excess of twelve times (or such further number of free withdrawals by instalments as determined by the trustee) in a calendar year may be subject to fees or financial penalties. Please consult the trustee as on the arrangement and fees involved.  
受託人不得就向成員 / 申索人整筆支付或每公曆年首十二次(或受託人釐定的額外免費分期提取次數)向成員 / 申索人分期支付權益而向該成員 / 申索人收取費用或施加罰款，或從該成員的賬戶扣除費用或罰款，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。如向成員 / 申索人支付權益的次數多於每公曆年十二次(或受託人釐定的額外免費分期提取次數)，受託人可向成員 / 申索人收取費用或施加罰款。有關支付權益的安排及所涉及的費用，請向受託人查詢。
- (11) This option is applicable for withdrawing the benefits in a LUMP SUM from each member account specified in Part II (including benefits derived from voluntary contributions if the member / claimant is entitled to withdraw them based on the governing rules of the scheme concerned and benefits derived from tax deductible voluntary contributions). Please consult the trustee for details.  
此提取方式適用於從第二部分指明的每個成員賬戶內提取整筆權益(如根據有關註冊計劃的管限規則，成員 / 申索人有權提取由自願性供款所產生的權益及由可扣稅自願性供款產生的權益，則包括該等權益)。詳情請向受託人查詢。
- (12) This option is applicable for withdrawing the benefits by INSTALLMENTS from each member account specified in Part II (including benefits derived from voluntary contributions if the member / claimant is entitled to withdraw them based on the governing rules of the scheme concerned and benefits derived from tax deductible voluntary contributions). For each member account, the specified withdrawal amount will be redeemed proportionally from each sub-account (if any) according to the fund allocation as of the day on which the trustee redeems the benefits (including benefits derived from voluntary contributions if the member / claimant is entitled to withdraw them based on the governing rules of the scheme concerned). If the account balance is less than the withdrawal amount specified by the member / claimant, the entire account balance will be withdrawn. If the member / claimant subsequently wishes to withdraw the remaining benefits in the accounts, please submit another claim to the trustee.  
此提取方式適用於從第二部分指明的每個成員賬戶內分期提取權益(如根據有關註冊計劃的管限規則，成員 / 申索人有權提取由自願性供款所產生的權益及由可扣稅自願性供款產生的權益，則包括該等權益)。就每個成員賬戶，受託人會根據贖回權益當日的資金分配，按比例從每個分賬戶(如適用)中贖回註明的提取金額(如根據有關計劃的管限規則，成員 / 申索人有權提取由自願性供款所產生的權益，則包括該等權益)。如賬戶結餘少於成員 / 申索人註明的提取金額，則賬戶內的結餘將會被全數提取。如成員 / 申索人其後擬提取賬戶內餘下的權益，請向受託人另行提出申索。