

**Mandatory Provident Fund Schemes Ordinance (CAP. 485)**
**(“the Ordinance”)**
**《強制性公積金計劃條例》（第 485 章）**
**（《條例》）**
**NOTES 注意：**

- (i) This Form is to be completed by any person who wishes to claim for payment of accrued benefits from a registered scheme on the ground of permanent departure from Hong Kong, total incapacity, terminal illness, small balance or death. For a claim for payment of accrued benefits on the ground of attaining retirement age of 65 or early retirement, please use Form MPF(S) – W(R). 本表格僅供擬基於永久性地離開香港、完全喪失行為能力、罹患末期疾病、小額結餘或死亡的理由提出申索，要求從一個註冊計劃提取累算權益的人士填報。若基於已達到 65 歲退休年齡或提早退休的理由申索累算權益，請填寫第 MPF(S) – W(R) 號表格。
- (ii) Please submit the completed form and the required supporting documents to the approved trustee of the registered scheme concerned for processing the claim. If any information provided is incorrect or incomplete, the relevant approved trustee may not be able to process your request. 請把填妥的表格及所需證明文件交予有關註冊計劃的核准受託人，以便處理有關申索。若提供的任何資料不正確或不完整，有關的核准受託人可能無法處理你的申請。
- (iii) The personal data supplied in this Form are to be used for processing your claim for payment of accrued benefits. The personal data you supply may, for such purpose, be transferred to the relevant service provider(s) or other appropriate parties including the Mandatory Provident Fund Schemes Authority (“Authority”). 在本表格提供的個人資料，將被用作處理你申索累算權益的申請。你所提供的個人資料可能會為上述目的而轉交相關服務提供者或其他相關機構／人士，包括強制性公積金計劃管理局（「管理局」）。
- (iv) Please use BLOCK LETTER to complete this Form. 請用正楷填寫此表格。
- (v) Please read the explanatory notes and important notes carefully before completing this Form. 填報本表格前，請先細讀填報須知及重要資料。
- (vi) \* means delete whichever is inappropriate. 請刪去不適用者。
- (vii) Please insert “N.A.” if not applicable. 請在不適用處填上「不適用」。
- (viii) Upon completion of this Form, claimant / scheme member should give this Form to the administrator of the scheme concerned. 申請人 / 計劃成員填妥本表格後，應把表格交回有關的計劃行政管理人。

**Section I: Details Of The Claimant <sup>Note 1</sup> / Scheme Member 第 I 部 – 申索人 <sup>註 1</sup> / 計劃成員資料**

 Please (✓) the appropriate box  
 請在適當方格加上 (✓)

**Claimant details 申索人資料**

 Surname & Given Name <sup>Note 2</sup>

(In English)

 姓氏及名字 <sup>註 2</sup> (英文)

(same as that shown on your HKID Card/Passport 須與香港身份證/護照上相同)

 Chinese Name <sup>Note 2</sup>

 中文姓名 <sup>註 2</sup>

HKID / Passport No.\*

香港身份證/護照號碼\*

Fax No.

傳真號碼

 (Passport No. **ONLY** for scheme member without HKID Card. 護照號碼 **僅供** 沒有香港身份證的人士填寫。)

Telephone

 No. Home  
 電話號碼 住宅

 Mobile  
 手提電話

**Correspondence Address <sup># ^</sup> 通訊地址 <sup># ^</sup>**

 Flat / Room  
 室

 Floor  
 樓

 Block  
 座

 Building  
 大廈

 Estate  
 屋邨

 Street / Road  
 街道

 District Area  
 地區

☐ Hong Kong  
 香港

☐ Kowloon  
 九龍

☐ NT  
 新界

☐ Outlying Islands  
 離島

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

 Surname & Given Name <sup>Note 2</sup>

(In English)

 姓氏及名字 <sup>註 2</sup> (英文)

(same as that shown on your HKID Card/Passport 須與香港身份證/護照上相同)

 Chinese Name <sup>Note 2</sup>

 中文姓名 <sup>註 2</sup>

HKID / Passport No.\*

香港身份證/護照號碼\*

 (Passport No. **ONLY** for scheme member without HKID Card. 護照號碼 **僅供** 沒有香港身份證的人士填寫。)

<sup>#</sup> If the above address provided is different from the record under Sun Life MPF Master Trust, such address will be updated to the relevant record as your new correspondence address. 如上述提供之地址與現時於永明強積金集成信託計劃內之紀錄不相同，此地址將會被更新於有關紀錄內為您的新通訊地址。

<sup>^</sup> Please note that the cheque and the member benefit payment statement will be sent to the correspondence address specified in Section I. 請注意閣下之支票及成員支付權益報表，將寄往列明於第 I 部份之通訊地址。



## Section II : Details Of The Claim 第 II 部 – 申索資料

### (1) Account information 帳戶資料 (Please put a tick ✓ in the appropriate box) (請在適當的方格上填上✓號。)

Name of the scheme 計劃名稱: Sun Life MPF Master Trust  
永明強積金集成信託計劃

Name of the trustee 受託人名稱: HSBC Provident Fund Trustee (Hong Kong) Limited

☐ All accounts under the Scheme 計劃內所有帳戶

☐ Scheme Member account number(s) <sup>Note 3</sup>

計劃成員帳戶號碼 <sup>註3</sup>:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### (2) Ground for claiming accrued benefits and the required documents <sup>Notes 4,5</sup>

申索累算權益的理由及所需文件 <sup>註4,5</sup>

Ground 理由

(please ✓ one box)

(請只揀選一個理由並在方格內填上 ✓ 號)

Required documents 所需文件

☐ Permanent departure from Hong Kong  
永久性地離開香港

- Member's HKID card copy <sup>Note 6</sup> (if member does not wish to present the card in person for verification)  
成員香港身份證副本 <sup>註6</sup> (如不擬親身出示計劃成員的香港身份證供核對有關資料)
- A copy of immigration visa / foreign passport / Home Visit Permit / Entry Permit for Hong Kong and Macau Residents <sup>Note 7</sup> / others\*, etc. \_\_\_\_\_ (please specify type of other documents giving the scheme member the permission to reside permanently or for an indefinite period in a place outside Hong Kong)  
准予計劃成員在香港以外某地方永久或無限期地居住的移民簽證 / 外國護照 / 回鄉證 / 港澳居民來往內地通行證 <sup>註7</sup> / 其他證明文件\*等 \_\_\_\_\_ (請註明其他證件類別)
- The original statutory declaration form on permanent departure (Form MPF(S) – W(SD2)) <sup>Notes 5,8</sup>  
有關永久性地離開香港的法定聲明 (第 MPF(S) – W(SD2) 號表格) <sup>註5,8</sup> 正本
- A copy of the Letter of Release issued by the Inland Revenue Department, if applicable; and  
稅務局發出的同意釋款書副本 (如適用); 及
- information on overseas settlement 海外定居資料:
  - (i) Country where the scheme member is permitted to reside permanently or for an indefinite period:  
計劃成員獲准永久或無限期居住的國家或地區: \_\_\_\_\_
  - (ii) Correspondence address (通訊地址): \_\_\_\_\_

Phone No. (聯絡電話): \_\_\_\_\_

Email address (電郵地址): \_\_\_\_\_

(iii) Departure reason(s) 離港原因:

☐ Emigration 移民

☐ Family reunion 家庭團聚

☐ Marriage 結婚

☐ Retirement 退休

☐ Long-term overseas employment 長期海外受聘

☐ Others 其他 (please specify 請註明): \_\_\_\_\_

☐ Total incapacity  
完全喪失行為能力

- Member's HKID card copy <sup>Note 6</sup> (if member does not wish to present the card in person for verification)  
成員香港身份證副本 <sup>註6</sup> (如不擬親身出示計劃成員的香港身份證供核對有關資料)
- A copy of the medical certificate certifying total incapacity (Form MPF(S) – W(M)) <sup>Note 9,10</sup>  
證明計劃成員完全喪失行為能力的醫學證明書副本 (第 MPF(S) – W(M) 號表格) <sup>註9,10</sup>

☐ Terminal illness <sup>Note 11</sup>  
罹患末期疾病 <sup>註11</sup>

- Member's HKID card copy <sup>Note 6</sup> (if member does not wish to present the card in person for verification)  
成員香港身份證副本 <sup>註6</sup> (如不擬親身出示計劃成員的香港身份證供核對有關資料)
- A copy of the medical certificate certifying terminal illness dated not earlier than 12 months before the date on which the claim is lodged (Form MPF(S) – W(T)) <sup>Note 9</sup>  
在提交申索日期之前的 12 個月內簽發的證明計劃成員罹患末期疾病的醫學證明書副本 (第 MPF(S) – W(T) 號表格) <sup>註9</sup>

☐ Small balance  
小額結餘

- Member's HKID card copy <sup>Note 6</sup> (if member does not wish to present the card in person for verification)  
成員香港身份證副本 <sup>註6</sup> (如不擬親身出示計劃成員的香港身份證供核對有關資料)
- The original statutory declaration form on small balance (Form MPF(S) – W(SD3)) <sup>Note 5,8</sup>  
有關小額結餘的法定聲明表格 (第 MPF(S) – W(SD3) 號表格) <sup>註5,8</sup> 正本

☐ Death  
死亡

- A copy of claimant's HKID card <sup>Note 6</sup> (if claimant does not wish to present the card in person for verification)  
申索人的香港身份證副本 <sup>註6</sup> (如不擬親身出示申索人的香港身份證供核對有關資料)
- A copy of Letter of Probate or Letter of Administration granted by the Probate Registry / a letter requesting withdrawal of the accrued benefits issued by the Official Administrator if the claim is made by the Official Administrator\*  
遺產承辦處發出的遺囑認證書或遺產管理書副本 / (如申索是由遺產管理官提出), 遺產管理官所發出要求提取累算權益的信件\*

### Section III: Authorization & Declaration 第 III 部 – 聲明

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

I / We\* <sup>Note 1</sup> hereby authorize the approved trustee to terminate the relevant registered scheme member account(s) as referred to in Section II(1) upon  
本人／我們\*<sup>註1</sup>謹此授權核准受託人在以下情況終止在第(II)(1)部所述的註冊計劃成員帳戶：

- (i) withdrawal of the full amount of accrued benefits with no residual balance in the said account(s);  
該帳戶內的累算權益已被全數提取，並無剩餘款項；
- (ii) (for employee contribution account only) termination of the employment in relation to the contribution account; 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 \_\_\_\_\_ (DD/MM/YYYY).  
(只適用於自僱人士供款帳戶) 終止自僱，生效日期為 \_\_\_\_\_ (年／月／日)。

#### (2) For claim for payment of accrued benefits on ground of total incapacity only

只適用於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

For the claim of payment of accrued benefits on the ground of total incapacity, I/We\* <sup>Note 1</sup> hereby declare that I/the scheme member\* last performed the relevant kind of work as set out in the medical certificate (Form MPF(S) – W(M)) before becoming totally incapacitated or the "Certificate of an employee's permanent unfitness for a particular type of work" <sup>Note 10</sup> and that contract of employment has been terminated.

本人／我們\*<sup>註1</sup>謹此就基於完全喪失行為能力的理由而要求支付累算權益的申索作出聲明，本人／計劃成員\* 在完全喪失行為能力前，最後是執行醫學證明書（第 MPF(S)-W(M)號表格）或「證明僱員永久不適合擔任某類工作的證明書」<sup>註10</sup>所載有關類別的工作，而該僱傭合約已經終止。

#### (3) 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 attachments 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 Member / Claimant(s) 成員／申索人簽署

Date 日期 (dd 日 / mm 月 / yyyy) \_\_\_\_\_

\* Delete whichever is inappropriate. 請刪去不適用者。

**\*\* Warning :** Under section 43E of the Ordinance, a person who, in any document given to the Authority or an approved trustee, knowingly or recklessly makes a statement which is false or misleading in a material respect commits an offence and is liable to a maximum penalty of a \$100,000 fine and 1 year's imprisonment on the first conviction and a \$200,000 fine and 2 years' imprisonment on each subsequent conviction. A person who knowingly or willfully makes a statutory declaration false in a material particular also commits an offence under section 36 of the Crimes Ordinance (Cap. 200) and is liable on conviction to imprisonment for 2 years and to a fine.

**注意：**根據《條例》第 43E 條，任何人在給予管理局或核准受託人的任何文件中，明知或罔顧後果地作出在要項上屬虛假或具誤導性的陳述，即屬犯罪。首次定罪者，最高可處罰款\$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，任何人明知或故意在法定聲明中作出在要項上屬虛假的陳述，亦屬犯罪。一經定罪，可處監禁兩年及罰款。

For office use only:

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_ Checked by: \_\_\_\_\_ Date: \_\_\_\_\_

Please send the completed form to: **Sun Life MPF Master Trust, The Administrator - BestServe Financial Limited**  
10/F, One Harbourfront, 18 Tak Fung Street, Hunghom, Kowloon, Hong Kong Tel 2971 0200 Fax 3183 1901

請將填妥表格交予: **永明強積金集成信託計劃行政管理人- 卓譽金融服務有限公司**  
香港九龍紅磡德輔道中18號海濱廣場一座10樓 電話 2971 0200 傳真 3183 1901

**Explanatory Notes on**  
**Claim Form for Payment of Accrued Benefits on Ground of Permanent Departure from Hong Kong /**  
**Total Incapacity / Terminal Illness / Small Balance / Death (Form MPF(S) – W(O))**

**基於永久性地離開香港／完全喪失行為能力／罹患末期疾病／**  
**小額結餘／死亡的理由而申索累算權益的表格（第 MPF(S) – W(O) 號表格）填報須知**

- (1) (i) For a claim made on the ground of death, only personal representatives within the meaning of the Mandatory Provident Fund Schemes Ordinance can be the claimant to act on behalf of the deceased scheme member to claim for payment of the scheme member's accrued benefits. This includes a personal representative within the meaning of the Probate and Administration Ordinance (Cap.10) and the Official Administrator who gets in and administers an estate of a deceased scheme member in a summary manner without a grant or other legal formality under section 15 of that Ordinance. If there is more than one personal representative and the personal representatives have not authorized one of the representatives to act on behalf of other representatives to lodge the claim, all the personal representatives should submit the Claim Form jointly. Please use an additional blank sheet to provide details of the claimants under Section I. Under such circumstances, this Form needs to be signed by all of the personal representatives.  
基於死亡的理由而提出的累算權益申索，只可由《強制性公積金計劃條例》所界定的遺產代理人作為申索人，代表已故計劃成員提出。這些人包括由《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。
- (ii) For a claim made on all other grounds of permanent departure from Hong Kong, total incapacity, terminal illness or small balance, either the scheme member or person(s) appointed as a committee of estate of a mentally incapacitated person under the Mental Health Ordinance (Cap.136) ("the committee of the estate") to act on behalf of the scheme member can be the claimant to lodge the claim for payment of accrued benefits. If there is more than one person appointed by the court as the committee of the estate, those persons should apply the sign in the capacity as the committee of the estate in accordance with those terms of appointment and any other requirements contained in the relevant court order. Please use an additional blank sheet to provide details of the claimants under Section I. Under such circumstance, 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.  
基於所有其他理由（即永久性地離開香港、完全喪失行為能力、罹患末期疾病或小額結餘）而要求支付累算權益的申索，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計劃成員行事的產業受託監管人（「產業受託監管人」）作為申索人提出。如法庭委任超過一人為產業受託監管人，該等人士應按照委任條款及有關法庭命令所載的任何其他規定，以產業受託監管人的身份提出申請及在相關文件簽署。請就第 I 部另紙詳載各申索人的資料。在此情況下，除非法庭另有授權，否則本表格須由所有獲法庭委任為該計劃成員的產業受託監管人的人士簽署。
- (2) If a claimant/ scheme member does NOT possess a HKID Card, please fill in the name as shown on the passport.  
如申索人／計劃成員沒有香港身份證，請填上護照上的姓名。
- (3) Scheme member account number can be found:  
計劃成員帳戶號碼可循以下途徑查閱／查詢：  
(i) in the membership certificate, notice of acceptance, or notice of participation; or  
查閱成員證明書、接納通知或參與通知；或  
(ii) in the annual benefit statement, or other statements provided by the approved trustee; or  
查閱周年權益報表或核准受託人提供的其他報表；或  
(iii) through the member enquiry facilities available from the approved trustee.  
核准受託人為成員提供的諮詢服務。  
If you are in doubt, please contact the approved trustee of the registered scheme concerned.  
如有疑問，請聯絡有關註冊計劃的核准受託人。
- (4) In processing a claim for payment, the approved trustee of the registered scheme concerned may request the claimant to produce the original documents for checking purpose, if necessary.  
如有需要，有關註冊計劃的核准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 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;  
產業受託監管人身份的證明文件副本，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<sup>Note 6</sup>; 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）<sup>註 6</sup>；及  
(iii) the original statutory declaration form made by the committee of the estate for a claim for payment of accrued benefits (MPF(S) – W(SD4))<sup>Note 8</sup> (if applicable). Where such a statutory declaration has been made and enclosed with the claim, the statutory declaration form (MPF(S) – W(SD2) and MPF(S) – W(SD3)) for claims made on the grounds of permanent departure from Hong Kong and small balance respectively shall not be required.  
產業受託監管人就申索累算權益所作的法定聲明表格（第 MPF(S)-W(SD4) 號表格）<sup>註 8</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，便無須提交基於永久性地離開香港及小額結餘的理由作出申索的法定聲明表格（即第 MPF(S)-W(SD2) 號表格及第 MPF(S)-W(SD3) 號表格）。
- (6) For a claimants/scheme members 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 approved trustee concerned for verification of the name and passport number of the claimant/scheme member if the claimant/scheme member does not wish to present the passport in person for verification.  
如申索人／計劃成員沒有香港身份證，而又不擬親身出示護照以供核對資料，則須提供護照副本（只須提供載有個人資料及護照號碼之頁），以供核准受託人核對申索人／計劃成員的姓名及護照號碼。
- (7) The "Entry Permit for Hong Kong and Macau Residents (港澳居民來往內地通行證)" 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。
- (8) 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。

- (9) A medical certificate certifying total incapacity (Form MPF(S) – W(M)) or terminal illness (Form MPF(S) – W(T)) shall be signed by a medical practitioner who must be *either*-  
證明計劃成員完全喪失行為能力的醫學證明書（第 MPF(S) – W(M)號表格）或罹患末期疾病的醫學證明書（第 MPF(S) – W(T)號表格）須由下述醫生簽署：
- (i) a registered medical practitioner who is registered under the Medical Registration Ordinance (Cap.161), i.e.,  
根據《醫生註冊條例》(第 161 章) 註冊的註冊醫生，即：
- (a) a person who is duly registered as a medical practitioner with the Medical Council of Hong Kong; or  
在香港醫務委員會正式註冊為醫生的人；或
- (b) a person who is deemed to be registered as a medical practitioner under the Medical Registration Ordinance (Cap. 161) (i.e. persons who are exempted from registration);  
獲視作為根據《醫生註冊條例》(第 161 章) 註冊成為醫生的人（即獲豁免無須註冊的人）；
- or  
或
- (ii) a registered Chinese medicine practitioner, within the meaning assigned to it by section 2 of the Chinese Medicine Ordinance (Cap. 549).  
《中醫藥條例》(第 549 章) 第 2(1)條所界定的註冊中醫。
- (10) For a claim made on the ground of total incapacity, the claimant shall ask a medical practitioner to fill in the Form MPF(S) – W(M) and attach it to the Form MPF(S) – W(O).  
基於完全喪失行為能力的理由而提出的累算權益申索，申索人須請醫生填寫第 MPF(S)-W(M)號表格並夾附於第 MPF(S)-W(O)號表格。
- For a claimant who also claims long service payment on the ground of permanent unfitness for his present job under the Employment Ordinance (Cap. 57), the claimant may use the form "Certificate of an employee's permanent unfitness for a particular type of work" under that Ordinance to substitute for the Form MPF(S) – W(M) for the purpose of claiming payment of MPF accrued benefits on the ground of total incapacity.  
申索人如按《僱傭條例》(第 57 章)的規定，以永久不適合擔任其現時工作為理由而同時申索長期服務金，則可採用按該條例填寫的「證明僱員永久不適合擔任某類工作的證明書」，替代填寫第 MPF(S)-W(M)號表格，以提出基於完全喪失行為能力的理由而支付強積金累算權益的申索。
- (11) For a claim made by a scheme member for payment of accrued benefits from a contribution account on the ground of terminal illness, the scheme member may continue his current employment or current self-employment after he has received the payment of accrued benefits. In that case, future contributions made by the employer (both employer and employee portions) or by the self-employed person himself will continue to be made to the contribution account. If the scheme member wishes to withdraw the accrued benefits derived from future contributions and transfer-in benefits (if any) in the contribution account again, he should lodge another claim for payment of accrued benefits. 計劃成員如基於罹患末期疾病的理由而要求從供款帳戶提取累算權益，該計劃成員在獲支付累算權益後，可能繼續從事其現時的受僱或自僱工作。在此情況下，僱主日後作出的供款（包括僱主及僱員部份）或該自僱人士日後作出的供款，將繼續分配至該供款帳戶。計劃成員如欲再度從該供款帳戶提取由未來供款轉入的權益（如有）所產生的累算權益，須另行提出累算權益的申索。

## **Important Notes** **重要資料**

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:**

- (A) If the claimant/ scheme member wishes to withdraw accrued benefits from more than one registered scheme, please fill in a separate form for each registered scheme.  
如申索人／計劃成員擬從多於一個註冊計劃提取累算權益，須就每個註冊計劃填寫一份表格。

### **Reminder Before Submitting a Claim**

#### **提交申索前須注意的事項:**

- (B) Withdrawal of accrued benefits derived from voluntary contributions is subject to the governing rules of the registered scheme concerned. Please check the information from the offering document of the scheme concerned, which can be found on the website of the approved trustee of the scheme concerned. Please consult the relevant approved trustee for details.  
提取由自願性供款所產生的累算權益，須受有關註冊計劃的管限規則所規限。詳情請查閱有關計劃的要約文件，而要約文件可於有關計劃核准受託人的網站閱覽。詳情請向有關核准受託人查詢。

#### **Reminder 請注意**

- Withdrawal of accrued benefits out of a guaranteed fund may result in some or all of the guarantee conditions not being satisfied; thus affecting your entitlement to the guarantee. Please check the offering document of the scheme or consult the relevant approved trustee for details.  
若從保證基金提取累算權益，可能導致計劃成員不符合部分或所有保證條件，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有關的核准受託人查詢。
- The price of fund units may change due to market fluctuations and may go down as well as up. The price of fund units on the date when you submit a claim form to the approved trustee may be different from that on the date when the fund units are redeemed.  
基金單位價格會因市場波動而出現變化，單位價格可跌亦可升。你向核准受託人提交申索表格當日的基金單位價格，或會與贖回基金單位當日的價格有所不同。
- If you have reached, or are approaching, the age of 50 and your accrued 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 accrued benefits take place at around the same time, the approved trustee of the scheme shall sequence the de-risking and the claim in accordance with its procedures and in compliance with the Mandatory Provident Fund Schemes Ordinance. Please consult the approved trustee of the scheme if you wish to know the details of how it will handle these transactions.  
如你已年滿或快將年滿 50 歲，而現時你的累算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。如計劃的核准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，該計劃的核准受託人將根據其運作程序及在符合《強制性公積金計劃條例》規定的情況下，訂定處理降低風險及申索權益的次序。如欲瞭解計劃核准受託人如何處理該等交易，請向受託人查詢詳情。
- If there is a switching / redemption in progress, withdrawal request will be processed after the switching / redemption has been completed.  
如投資轉換/基金贖回正在處理中，提取指示會於投資轉換/基金贖回完成後才處理。

### **Enquiries** **查詢**

- (C) For any enquiry, please contact Sun Life MPF Master Trust Hotline at (852) 2971 0200.  
如有任何查詢，請致電永明強積金集成信託計劃熱線 (852) 2971 0200。