



SCHEME MEMBER MPF ACCOUNT INFORMATION ENQUIRY AUTHORIZATION FORM (AUTHORIZED PERSON)

計劃成員強積金帳戶資料查詢授權書 (獲授權人)

(For Authorized Person of the Scheme Member 計劃成員的獲授權人適用)

MPFEAP

Important Notes 重要事項：

- To manage MPF accounts efficiently, members are encouraged to register with the eMPF Platform as soon as possible, in order to access all MPF account information immediately. 為更有效地管理強積金帳戶，建議成員盡快註冊積金易平台，以便即時查閱其所有強積金帳戶資料。
- Please read the following notes before completing this form: 填寫本表格前，請細閱以下事項：
 - This form is applicable only if the member has previously given his / her signature specimen to the eMPF Platform Company Limited ("eMPF Company") / the Trustee(s). If not, the member must visit eMPF Service Centre to provide his / her signature specimen before submitting this form. 本表格只適用於如成員已經提供簽署樣式予積金易平台有限公司 (「積金易公司」) / 受託人。如成員尚未提供有關紀錄，成員須於遞交本表格前，前往積金易服務中心以提供簽署樣式。
 - The "Scheme(s)" refers to the MPF scheme(s) in which the member has enrolled. 「計劃」指成員所參加的強積金計劃。
 - The "Trustee(s)" refers to the trustee(s) of the MPF scheme(s) which the member has enrolled. 「受託人」指成員已登記的強積金計劃受託人。
 - The "Member" refers to the individual whose details are set out in Part A of this form. 「成員」指其資料列於本表格 A 部的人士。
 - The "Authorized Person" refers to the individual whose details are set out in Part B of this form. 「獲授權人」指其資料列於本表格 B 部的人士。
- Pursuant to section 19S(7) of the Mandatory Provident Fund Schemes Ordinance (Cap. 485) (the "MPFSO"), a Member may request the eMPF Company to provide any information contained in the register referred to in section 19S(1) of the MPFSO to him / her through an authorized representative (an "Authorized Person"). This form is applicable only for such enquiries and should be completed jointly by the Member and the Authorized Person, except for MPF registered intermediaries [▲]. 根據《強制性公積金計劃條例》(第 485 章) (「《強積金條例》」) 第 19S(7) 條，成員可透過獲授權的代表 (「獲授權人」) 要求積金易公司提供《強積金條例》第 19S(1) 條所述的紀錄冊內與其有關的任何資料。本表格僅適用於此查詢，且必須由成員及獲授權人 (強積金註冊中介人除外 [▲]) 共同填寫。
([▲] Principal intermediaries / subsidiary intermediaries are not allowed to use this form in making MPF account enquiries for Members and such use of Form MPFEAP will be rejected. 主事中介人或附屬中介人不可使用此表格為成員查詢強積金帳戶資料。如使用此表格，將不會獲處理。)
 - If a Member wishes to make enquiry about his / her MPF account information either personally or through the MPF principal intermediary, please complete the corresponding form: 如成員擬親自或透過強積金主事中介人查詢其強積金帳戶資料，請填寫以下對應表格：
 - Form MPFESM - For enquiries about the MPF account information of a Member made by the Member personally, please complete the "Scheme Member MPF Account Information Enquiry Form". 如成員親自查詢其強積金帳戶資料，請填寫「計劃成員強積金帳戶資料查詢表格」。
 - Form MPFEPI - For enquiries made through an MPF principal intermediary, please complete the "Scheme Member MPF Account Information Enquiry Authorization Form (Principal Intermediary)". 如透過強積金主事中介人查詢，請填寫「計劃成員強積金帳戶資料查詢授權書 (主事中介人)」。
 - For enquiries about the MPF account information of a deceased member, the personal representative or person entitled in priority to the administration of the estate of deceased member should complete the "Deceased Scheme Member MPF Account Information Enquiry Form (Form MPFEPR)". 如查詢已故成員的強積金帳戶資料，遺產代理人或具有優先權利管理已故成員遺產的人士應填寫「已故計劃成員強積金帳戶資料查詢表格」(MPFEPR 表格)。
- The Member and his / her Authorized Person only need to complete this form **once** to request information contained in the register in respect of all MPF accounts of the Member, which information will be set out in one or more "Scheme Member MPF Account Information Report" (the "Report"). Only one Authorized Person is allowed for each submission; forms naming multiple Authorized Persons will not be accepted. If, after receiving the Report(s), the Member wishes to obtain a copy of the latest available Annual Benefit Statement(s) ("ABS") for all or any of the schemes identified in the Report(s) through the Authorized Person, he / she should submit a separate request form referred to in paragraph 11 below. 成員及其獲授權人只需填寫本表格一次，即可索取紀錄冊內與成員所有強積金帳戶有關的資料，該等資料將載於一份或多份「計劃成員強積金帳戶資料報告」(「報告」) 內。每次提交只可填寫一位獲授權人，填寫多位獲授權人的表格將不獲受理。若成員在收到報告後擬透過獲授權人士索取報告所列全部或任何計劃最新可提供的周年權益報表，則應按照下文第 11 段另行提交相關申請表。
- Complete this form in BLOCK LETTERS with black or blue pen and tick the appropriate box(es), and 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。如有任何修改，請在修改處旁邊加簽。
 - For amendment to the "Member Particulars" in Part A, the Member's countersignature is required. 如需修改 A 部的「成員資料」，成員須於更改位置旁加簽。
 - For amendment to the "Authorized Person Particulars" in Part B, the countersignatures of both the Member and the Authorized Person are required. 如需修改 B 部的「獲授權人資料」，則成員及獲授權人兩者均須加簽。
- Please **DO NOT** sign on a blank form to prevent a third party from subsequently filling in incorrect or false information. Before signing the form, please ensure that all the information has been properly filled in. 請勿在空白的表格上簽署，以免被第三者填上不正确或虛假的資料。簽署本表格前，請確保所有資料均已填妥。
- This form is valid for one month from the date on which the Member signs the form. Forms signed by the Member over one-month ago will not be accepted. 本表格由成員簽署表格當日起計一個月內有效，成員簽署超過一個月的表格將不獲受理。
- The signature in this form should match with the signature specimen for the corresponding MPF account(s) maintained by the eMPF Company. The eMPF Company will provide the Report(s) only for the MPF account(s) where the Member's signature (including countersignature) matches the corresponding signature specimen of the MPF account(s) ^{*}. If any omissions are found (including but not limited to missing page(s) / information / supporting document(s)), the eMPF Company may be unable to process the enquiry. 本表格上的簽署須與積金易公司下相關強積金帳戶的簽署樣式相符。積金易公司將僅為成員的簽署 (包括加簽) 與相關強積金帳戶簽署樣式 ^{*} 相符的強積金帳戶，提供相關計劃成員強積金帳戶資料報告 (「報告」)。如發現任何遺漏 (包括但不限於頁數 / 資料 / 證明文件不齊全)，積金易公司可能無法處理此查詢。
(^{*} If the Member has different signature specimens for different MPF accounts, please provide all these signatures in Part C for verification. 如成員於不同強積金帳戶使用不同簽署樣式，請於 C 部提供所有該等簽署以供核實。)
- Upon receipt of a duly completed form and all required supporting document(s), and after eMPF Company has verified the Authorized Person's identity and capacity, eMPF Company will process the enquiry and an acknowledgement notification will be sent to the Member's email address or via short message service (SMS) to the Member's mobile phone no.. Please ensure that the email address and mobile phone no. provided to the eMPF Company of the MPF account(s) are up-to-date and accurate. If the eMPF Company does not have any valid email address and mobile phone no. on record, the enquiry will be rejected. 積金易公司收到填妥的表格及所有相關所需文件，並核實獲授權人的身分及資格後，將處理有關查詢，並會發送確認收妥通知至成員的電郵地址或短訊至成員的手提電話號碼。請確保強積金帳戶內的電郵地址及手提電話號碼均為最新及準確。如積金易公司的記錄上未有任何有效的電郵地址及手提電話號碼，成員的查詢將會被拒絕。

B. AUTHORIZED PERSON PARTICULARS 獲授權人資料

I (the Member) hereby authorize the person listed below to enquire about my MPF account(s) information from the eMPF Company. 本人 (成員) 現授權下列人士，向積金易公司查詢本人的強積金帳戶資料。

(1) Name 姓名 (As shown on HKID Card / Passport 與香港身份證／護照上的姓名相同)

Name in English 英文姓名 _____ ("the Authorized Person")
(Surname 姓氏) (Given Name 名字)

Name in Chinese 中文姓名 _____ (「獲授權人」)
(Surname 姓氏) (Given Name 名字)

(2) Identification 身分證明

☐ HKID Card 香港身份證 ☐ Passport 護照 (ONLY applicable to non-HKID Card holder 僅供非香港身份證持有人填寫)

Document No. 證件號碼 _____

(3) Contact Details 聯絡資料

(i) Mobile Phone No. 手提電話號碼 _____
(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)」。

(ii) Email Address 電郵地址 _____

(4) 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

C. DECLARATION AND UNDERTAKING 聲明及承諾

By signing this form, the Member ("I") makes the declarations and undertakings in this Part C. 成員 (下稱「本人」) 簽署本表格，即表示本人作出本 C 部所載的聲明及承諾。

1. I hereby authorize the Authorized Person indicated in Part B – Authorized Person Particulars to enquire about and receive the information of my account(s) from the eMPF Company. This is a one-time authorization and shall remain valid until the earlier of: (i) the date on which the Authorized Person collects the Report(s), or (ii) the collection deadline as confirmed by the eMPF Company via email or SMS. 本人現授權於 B 部「獲授權人資料」中所列之獲授權人，向積金易公司查閱及獲取本人的強積金帳戶資料。本授權為一次性授權，有效期限截至以下較早發生之日為止：(i) 獲授權人領取報告；或 (ii) 積金易公司透過電子郵件或短訊確認的領取截止日期。
2. I confirm that I have read and understood the Important Notes of this form, and acknowledge that the Personal Information Collection Statement set out in paragraph 12 of the Important Notes has been provided to me. 本人確認已閱讀及明白本表格的重要事項，並知悉已獲提供重要事項第 12 段所載的《收集個人資料聲明》。
3. I declare that, to the best of my knowledge and belief, the information I provided in this form is true, complete and correct. 本人聲明，盡本人所知所信，本表格所提供的資料均屬真實、完整及正確。
4. I agree to indemnify and keep the eMPF Company indemnified against any direct and reasonable loss caused by any information which I knowingly or recklessly provides and which is materially false or misleading. 如本人明知或罔顧後果地提供在要項上屬虛假或具誤導性的資料，並因而令積金易公司蒙受任何直接及合理的損失，本人同意就該等損失向積金易公司作出彌償，並使積金易公司持續獲得彌償。

By signing this form, the Authorized Person ("I") makes the declarations and undertakings in this Part C. 獲授權人 (下稱「本人」) 簽署本表格，即表示本人作出本 C 部所載的聲明及承諾。

1. I declare that I am not an MPF subsidiary intermediary. 本人聲明本人並非強積金附屬中介人。
2. I hereby confirm that I have duly obtained authorization from the Member to make enquiries about the Member's MPF account information through the eMPF Company. 本人謹此確認已獲成員授權，透過積金易公司查詢該成員的強積金帳戶資料。
3. I confirm that I have read and understood the Important Notes of this form, and acknowledge that the Personal Information Collection Statement set out in paragraph 12 of the Important Notes has been provided to me. 本人確認已閱讀及明白本表格的重要事項，並知悉已獲提供重要事項第 12 段所載的《收集個人資料聲明》。
4. I declare that, to the best of my knowledge and belief, the information I provided in this form is true, complete and correct. 本人聲明，盡本人所知所信，本表格所提供的資料均屬真實、完整及正確。
5. I agree to indemnify and keep the eMPF Company indemnified against any direct and reasonable loss caused by any information which I knowingly or recklessly provides and which is materially false or misleading. 如本人明知或罔顧後果地提供在要項上屬虛假或具誤導性的資料，並因而令積金易公司蒙受任何直接及合理的損失，本人同意就該等損失向積金易公司作出彌償，並使積金易公司持續獲得彌償。

Signature of Member ▼ & ※ 成員簽署 ▼ 及 ※

Date 日期

	_____ DD 日 / MM 月 / YYYY 年
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▼ The signature should match with the signature specimen for each scheme maintained by the eMPF Company. If you are unable to provide valid signature for verification, please visit eMPF Service Centres. 簽署必須與積金易公司所保存的各計劃的簽署樣式相符。如你無法提供有效的簽署以供核實，請前往積金易服務中心。

※ If you have different signature specimens for different MPF accounts, please provide all these signatures for verification. 如你於不同強積金帳戶使用不同簽署樣式，請提供所有該等簽署以供核實。

Signature of Authorized Person 獲授權人簽署

Date 日期

	_____ DD 日 / MM 月 / YYYY 年
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◆ Warning 警告：

Section 43E of the MPFSO makes it an offence for a person to, in a document given to a prescribed person (namely the MPFA, a system operator of the eMPF Platform, an approved trustee, a trustee of a relevant scheme, or an auditor of an approved trustee or of a registered scheme) in connection with the MPFSO, make a statement that the person knows to be false or misleading in a material respect, or recklessly make a statement which is false or misleading in a material respect. The offence is punishable on a first occasion by a maximum of one year's imprisonment and a fine of HKD100,000, and on each subsequent occasion by a maximum of two years' imprisonment and a fine of HKD200,000. 《強積金條例》第 43E 條訂明，任何人在與《強積金條例》相關情況下給予訂明人士 (即積金局；積金易平台的系統營運者；核准受託人；有關計劃的受託人；或核准受託人的核數師，或註冊計劃的核數師) 的文件中，作出該人明知在要項上屬虛假或具誤導性的陳述，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；首次定罪最高刑罰為監禁一年及罰款港幣100,000元；其後每次定罪，最高刑罰為監禁兩年及罰款港幣200,000元。

REQUIRED DOCUMENTS 所需文件

Apart from the below required documents, eMPF Company may request additional documents on a case-by-case basis where required to verify the Member's and the Authorized Person's identity, or the authenticity of any document. eMPF Company may not be able to process the enquiry unless and until the form is completed and all required supporting documents have been received and verified by eMPF Company. 除下列所需文件外，積金易公司亦可能因應個別情況，要求提供額外文件，以核實成員及獲授權人的身份，或任何文件的真實性。在表格填妥及積金易公司收到並核實所有必需的證明文件之前，積金易公司可能無法處理有關查詢。

1. Copy of HKID Card / Passport of the Member 成員的香港身份證／護照副本
2. Copy of HKID Card / Passport of the Authorized Person 獲授權人的香港身份證／護照副本

Submission Channels 遞交途徑		Enquiries 查詢			
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. 請勿重複遞交本表格，以免重複處理。		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 Unit 601B, 6/F, Dah Sing Financial Centre, No. 248 Queen's Road East, Wanchai, Hong Kong 香港灣仔皇后大道東 248 號大新金融中心 6 樓 601B 室		Kowloon 九龍 Suites 1204-6, 12/F, Chinachem Golden Plaza, No. 77 Mody Road, Tsim Sha Tsui East, Kowloon 九龍尖沙咀東部麼地道 77 號華懋廣場 12 樓 1204-6 室		New Territories 新界 Suite 1802A, 18/F, Tower 2, Nina Tower, No. 8 Yeung Uk Road, Tsuen Wan, New Territories 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					