



DECEASED SCHEME MEMBER MPF ACCOUNT INFORMATION ENQUIRY FORM

已故計劃成員強積金帳戶資料查詢表格

(For Personal Representative or Person Entitled in Priority to the Administration of the Estate of Deceased Member
遺產代理人或具有優先權利管理已故成員遺產的人士適用)



Important Notes 重要事項：

- Please read the following notes before completing this form. In this form, (a) "Scheme(s)" refers to the MPF scheme(s) in which the deceased member has enrolled; (b) "Trustee(s)" refers to the trustee(s) of the Scheme(s); and (c) "Deceased Member" refers to the individual whose details are set out in Part A of this form. 填寫本表格前，請細閱以下事項。在本表格中，(a)「計劃」指已故成員所參加的強積金計劃；(b)「受託人」指計劃的受託人；及(c)「已故成員」指其資料列於本表格A部的人士。
- Pursuant to section 19S(8) of the Mandatory Provident Fund Schemes Ordinance (Cap. 485) (the "MPFSO"), a person entitled in priority to the administration of the estate of a Deceased Member (the "section 19S(8)(a) route") or the personal representative of the Deceased Member (the "section 19S(8)(b) route") may request eMPF Platform Company Limited ("eMPF Company") to provide any information contained in the register referred to in section 19S(1) of the MPFSO that relates to the Deceased Member. A person making an enquiry using this form in either of those capacities is referred to as the "Enquirer". Under the section 19S(8)(a) route, the Enquirer must produce evidence to the satisfaction of eMPF Company that the Enquirer is presently entitled in priority to the administration of the estate of the Deceased Member. For general guidance, if the Deceased Member left a will, priority is determined in accordance with Rule 19 of the Non-Contentious Probate Rules (Cap. 10A) ("NCPR") beginning with the executor named in the will and followed by various classes of legatees or devisees. If the Deceased Member did not leave a will, priority is determined in accordance with Rule 21 of NCPR beginning with the surviving spouse and followed by the deceased's children and then extending through successive classes of relatives in descending order of proximity. Under the section 19S(8)(b) route, the Enquirer must produce a grant of representation, being probate or letters of administration, or appropriate official evidence that the Official Administrator is getting in and administering the estate of the Deceased Member in a summary manner. 根據《強制性公積金計劃條例》(第485章)(「強積金條例」)第19S(8)條，有優先權管理已故成員遺產的人士(「第19S(8)(a)條途徑」)或已故成員的遺產代理人(「第19S(8)(b)條途徑」)，可要求積金易平台有限公司(「積金易公司」)提供《強積金條例》第19S(1)條所述紀錄冊內與已故成員有關的任何資料。以上述任何一種身分使用本表格提出查詢的人士，在本表格中稱為「查詢人」。在第19S(8)(a)條途徑下，查詢人必須提交足以令積金易公司信納其現時有優先權管理已故成員遺產的證明文件。一般而言，如已故成員留有遺囑，優先次序須按照《無爭議遺囑認證規則》(第10A章)(「規則」)第19條釐定，由遺囑中指定的遺囑執行人開始，其後為不同類別的受遺贈人。如已故成員並無留下遺囑，優先次序則須按照《規則》第21條釐定，由尚存的配偶開始，其後依次為死者的子女，再按親屬關係的親疏程度延伸至其後各類的親屬。在第19S(8)(b)條途徑下，查詢人必須出示授予書，即遺囑認證或遺產管理書，或提交適當的官方證明文件，證明遺產管理官正收集及以簡易方式管理已故成員的遺產。
- This form is to be completed only by the Enquirer referred to in paragraph 2 above. The Enquirer only needs to complete this form **once** to request information contained in the register in respect of all MPF account(s) of the Deceased Member, which information will be set out in one or more "Deceased Scheme Member MPF Account Information Report" (the "Report"). If, after receiving the Report(s), the Enquirer 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), the Enquirer should submit a separate request form referred to in paragraph 6 below. 本表格只供上文第2段所述的查詢人填寫。查詢人只需填寫本表格一次，即可索取紀錄冊內與已故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「已故計劃成員強積金帳戶資料報告」(「報告」)內。若查詢人在收到報告後擬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6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。
- Upon receipt of a duly completed form and all required supporting document(s), and after eMPF Company has verified the Enquirer's identity and status, eMPF Company will process the enquiry and send the Report(s) by post to the correspondence address specified in Part B(1)(iv) of this form. If this form, any required information or any supporting document is missing or incomplete, eMPF Company may be unable to process the enquiry. 積金易公司收到填妥的表格及所有所需證明文件，並核實查詢人的身分及資格後，將處理有關查詢，並把報告郵寄至本表格B(1)(iv)部所列的通訊地址。如本表格、任何所需資料或任何證明文件有遺漏或不完整，積金易公司可能無法處理有關查詢。
- If, after receiving the Report(s), the Enquirer wishes to obtain a copy of the latest available ABS for all or any of the Schemes identified in the Report(s), please complete and submit a "Request Form For Copy of Scheme Member Annual Benefit Statement", which is available for download from the Form Centre of the eMPF website. If there is any material change in, or inconsistency concerning the Enquirer's identity or status or the authenticity of any document, or if eMPF Company has any specific concern about any of those matters, eMPF Company may request the Enquirer to provide further information or documents (including certified copies or original), or require further verification of the Enquirer's identity or status. 若查詢人在收到報告後擬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，請另行填寫並提交「索取計劃成員周年權益報表副本申請表格」。該申請表可於積金易網站的「表格中心」下載。如查詢人的身分、資格或提交的任何文件的真確性有任何重大變動或不一致之處，或積金易公司對上述任何事項有具體疑慮，積金易公司可要求查詢人提供進一步資料或文件(包括經核證的副本或正本)，或要求作進一步核實查詢人的身分或資格。
- eMPF Company and its service providers may collect, process and hold personal data relating to the Enquirer in connection with this form and any subsequent request for ABS. Such personal data may include the Enquirer's identification document details, contact details, correspondence address, relationship to the Deceased Member, the Enquirer's status, signature, information contained in any supporting document or statutory declaration, details of the request and correspondence or communication with eMPF Company and its service providers, and information obtained or generated when processing the Enquirer's enquiry. The Enquirer's personal data may be collected, processed, held and used for processing his / her enquiry, including without limitation (i) verifying the Enquirer's identity and status and processing any subsequent request for ABS; (ii) handling related enquiries, complaints, disputes and claims; (iii) preventing, detecting, investigating and reporting suspected fraud, impersonation, forgery, misuse of information, security incidents or other unlawful or suspicious conduct; (iv) maintaining records and audit trails and protecting the security and integrity of the eMPF Platform; (v) complying with applicable laws and lawful orders or requirements of courts, regulators, law enforcement agencies and other competent authorities; and (vi) any other purposes directly related to the above. eMPF Company may transfer or disclose the Enquirer's personal data only for the purposes stated above or as permitted by law, to the extent reasonably necessary, to (i) the relevant trustees; (ii) the Mandatory Provident Fund Schemes Authority ("MPFA") and relevant regulatory, supervisory, governmental, law enforcement or investigation authorities; (iii) courts, tribunals, complaint handling or dispute resolution bodies; (iv) service providers, professional advisors, auditors and insurers engaged by eMPF Company, MPFA or the relevant trustees in connection with the enquiry or the operation of the eMPF Platform; and (v) any other person to whom disclosure is required or permitted by law or to whom the Enquirer has consented. Any such transferee may be located in or outside Hong Kong. Except for any item expressly marked as optional, the provision of the personal data requested in this form or subsequently requested by eMPF Company is obligatory. If the Enquirer does not provide the required personal data, or if the data provided is inaccurate or incomplete, eMPF Company may be unable to verify his / her identity or status, process the enquiry, retrieve or provide the requested MPF account information, or communicate with the Enquirer. The Enquirer's personal data will not be kept longer than is necessary to fulfil the purposes stated above, subject to any applicable legal, regulatory, audit or retention requirement and any need to retain the data for an existing or anticipated

complaint, investigation, dispute or legal proceedings. The Enquirer's personal data will not be used for direct marketing purposes. The Enquirer has the right under the Personal Data (Privacy) Ordinance (Cap. 486) to request access to, and correction of, his / her personal data held by eMPF Company. For any such request, it should be submitted to the Data Protection Officer of eMPF Company by post at PO Box 98929 Tsim Sha Tsui Post Office or email at dpo@support.empf.org.hk. Please note that a data access request should be made by using the Data Access Request Form from time to time specified by the Privacy Commissioner for Personal Data. A data correction request should be made in writing in Chinese or English. The Enquirer may also visit any one of the eMPF Service Centres in person to obtain and submit the form. eMPF Company may refuse to comply with a data access or correction request in the circumstances specified in section 20 or 24 of the PDPO, including but not limited to circumstances where the data access or correction request is not made in Chinese or English. eMPF Company may require the Enquirer to provide identity proof for handling his / her data access or correction request, and eMPF Company may charge a fee for complying with the data access request. 積金易公司及其服務供應商可能就本表格及其後提出的任何周年權益報表申請，收集、處理及保存與查詢人有關的個人資料。該等個人資料可包括查詢人的身分證明文件資料、聯絡資料、通訊地址、查詢人與已故成員的關係、查詢人的資格、簽名、任何證明文件或法定聲明所載的資料、查詢詳情、查詢人與積金易公司及其服務供應商之間的來往或通訊，以及處理查詢時取得或產生的資料。查詢人的個人資料可被收集、處理、保存及使用，以處理其查詢，包括但不限於：(i) 核實查詢人的身分及資格，以及處理其後提出的任何周年權益報表申請；(ii) 處理相關查詢、投訴、爭議及申索；(iii) 防止、偵測、調查及舉報涉嫌詐騙、冒認、偽造、濫用資料、安全事故或其他違法或可疑行為；(iv) 保存紀錄及審計追蹤紀錄，以及保障積金易平台的安全及完整性；(v) 遵守適用法律，以及法院、監管機構、執法機關及其他主管機關的合法命令或要求；及 (vi) 任何與上述用途直接有關的其他目的。積金易公司只可為上述目的或在法律准許的情況下，在合理所需的範圍內，將查詢人的個人資料轉移或披露予：(i) 相關受託人；(ii) 強制性公積金計劃管理局（「積金局」），以及相關監管、監督、政府、執法或調查機構；(iii) 法院、審裁處、投訴處理或爭議解決機構；(iv) 積金易公司、積金局或相關受託人就有關查詢或積金易平台的運作而聘用的服務供應商、專業顧問、核數師及保險人；及 (v) 法律規定或准許披露資料的任何其他人士，或查詢人已同意向其披露資料的任何其他人士。任何該等承轉人可位於香港境內或境外。除明確註明為可選擇提供的項目外，在本表格所要求或積金易公司其後要求提供的個人資料均屬必須提供。如查詢人未能提供所需個人資料，或所提供的資料不準確或不完整，積金易公司可能無法核實其身分或資格、處理查詢、檢索或提供所要求的強積金帳戶資料，或與查詢人聯絡。在符合任何適用的法律、監管、審計或資料保留規定，以及因現有或預期的投訴、調查、爭議或法律程序而需要保留資料的前提下，查詢人的個人資料不會保存超過履行上述目的所需的時間。查詢人的個人資料不會用於直接促銷。查詢人有權根據《個人資料（私隱）條例》（第 486 章）要求查閱及更正積金易公司所持有的查詢人個人資料。任何該等要求須郵寄至香港尖沙咀郵政信箱 98929 號，積金易公司資料保障主任收，或電郵至 dpo@support.empf.org.hk。請注意，所有資料查閱要求應使用個人資料私隱專員不時指明的《查閱資料要求表格》提出。資料更正要求應以中文或英文書面提出。查詢人亦可親身前往任何一間積金易服務中心索取及遞交有關表格。積金易公司可在《個人資料（私隱）條例》第 20 或 24 條訂明的情況下，包括但不限於資料查閱或更正要求並非以中文或英文提出，拒絕遵從該要求。積金易公司可要求查詢人提供身分證明，以處理其資料查閱或更正要求，並可就遵從資料查閱要求收取費用。

A. DECEASED MEMBER PARTICULARS 已故成員資料

(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 Deceased Member")
 (Surname 姓氏) (Given Name 名字)

Name in Chinese 中文姓名 _____ (「已故成員」)
 (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) Date of Birth 出生日期 _____ DD / MM / YYYY
 日 / 月 / 年

B. ENQUIRER PARTICULARS 查詢人資料

(1) Enquirer Particulars 查詢人資料

(i) 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 Enquirer")
 (Surname 姓氏) (Given Name 名字)

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

(ii) 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 _____

(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 #)

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)」。

(b) Email Address 電郵地址 _____

(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) Type of Enquirer 查詢人類別 (Please tick one of the appropriate boxes and specify your capacity. 請在其中一個適當的方格內填上別號，並註明你的身分。)

- ☐ (i) Personal Representative 遺產代理人 (The Enquirer must be either (a) an executor who has obtained a grant of probate; (b) an administrator who has obtained letters of administration; or (c) the Official Administrator getting in and administering the estate in a summary manner. 查詢人必須屬於以下其中一類人士：(a) 已取得遺囑認證書的遺囑執行人；(b) 已取得遺產管理書的遺產管理人；或 (c) 遺產管理官收取及以簡易方式管理遺產。)
- ☐ (ii) Person entitled in priority to the administration of the Deceased Member's estate ("Entitled Person") 具有優先權管理已故成員遺產的人士：(For general guidance, the order of priority of the Entitled Person under Rule 19 of NCPR is: (a) an executor named in the will who has not yet obtained probate; (b) a residuary legatee or devisee in trust; (c) a residuary legatee or devisee for life; (d) an ultimate residuary legatee or devisee; (e) a specific legatee, devisee, or creditor; or (f) a contingent legatee or devisee, or a person entitled under intestacy rules for any partial undisposed residue. The order of priority of the Entitled Person under Rule 21 of NCPR begins with the surviving spouse and followed by the deceased's children and then extending through successive classes of relatives in descending order of proximity. The Enquirer must be presently entitled in priority within that order.) (一般而言，《規則》第 19 條下具有優先權管理已故成員遺產的人士的優先次序如下：(a) 在最後遺囑中被指明但尚未獲得遺囑認證的遺囑執行人；(b) 以信託方式持有遺贈的剩餘遺產受遺贈人；(c) 終身受益的剩餘遺產受遺贈人；(d) 最終的剩餘遺產受遺贈人；(e) 特定遺產受遺贈人或任何債權人；或 (f) 有條件遺產受遺贈人，或根據無遺囑繼承規則就任何尚未處理的部分遺產享有權益的人士。在《規則》第 21 條下具有優先權管理已故成員遺產的人士的優先次序由尚存配偶開始，然後依次為死者的子女及其他親屬，並按親屬關係由近至遠排列。查詢人必須按該優先次序現時具有優先權管理已故成員的遺產。)

If you select Part B(2)(ii), please specify your capacity (including but not limited to an executor who has not obtained a grant of probate, spouse, child, father or mother, brother or sister) 如你選擇 B(2)(ii) 部，請註明你的身分 (包括但不限於尚未取得遺囑認證書的遺囑執行人、配偶、子女、父親或母親、兄弟或姊妹)：

C. CONFIRMATION BY A PERSON CLAIMING TO BE ENTITLED IN PRIORITY TO APPLY FOR A GRANT UNDER PART B(2)(ii) 在本表格 B(2)(ii) 部聲稱現時具有優先權申請授予書的人士作出的確認

This Part C applies only if I apply as a person described in Part B(2)(ii) of this form. In this Part, "Grant" means a grant of representation, being probate, letters of administration or letters of administration with the will annexed, and "Supporting Documents" means all documents submitted by me or on my behalf in connection with this application from time to time. Each conditional statement below applies according to the capacity stated by me in Part B(2)(ii) of this form. 本表格 C 部只適用於本人以 B(2)(ii) 部所述人士的身分提出申請的情況。在本 C 部中，「授予書」指遺囑認證、遺產管理書或附有遺囑的遺產管理書，而「證明文件」指本人或他人代本人不時就本申請提交的所有文件。下列各項陳述按本人在本表格 B(2)(ii) 部所述的身分而適用。

- I believe that the Deceased Member was domiciled in Hong Kong at the time of death. The capacity stated by me in Part B(2)(ii) is the capacity on which I rely for this application. Having regard to the matters confirmed below, I believe that I am presently entitled in priority, in that capacity, to apply for a Grant under Rule 19 or Rule 21 of NCPR, as applicable. 本人相信，已故成員在去世時以香港為其居籍。本人在 B(2)(ii) 部所述的身分，是本人就本申請所依據的身分。基於下述確認事項，本人相信，本人現時以該身分具有優先權，按適用情況根據《規則》第 19 條或第 21 條申請授予書。
- If the capacity stated by me is a capacity under Rule 19 of NCPR based on a will: 如本人所述的身分，是依據遺囑而根據《規則》第 19 條享有的身分：
 - After making reasonable enquiries, I believe that the will and any codicil on which I rely comprise the latest testamentary documents of the Deceased Member, and I am not aware that any of them has been revoked, superseded or amended in any manner affecting my stated capacity; 經作出合理查詢後，本人相信，本人所依據的遺囑及任何遺囑附錄，是已故成員最後的遺囑文件，並不知悉任何該等文件已被撤銷、取代或以任何影響本人所述身分的方式修訂；
 - if I claim as an executor, I am named as an executor in the will and I have not renounced probate; and 如本人聲稱為遺囑執行人，本人在遺囑中獲指名為遺囑執行人，並且未有放棄遺囑認證；及
 - if I claim in any other capacity under Rule 19, I believe that no person presently has a right to a Grant prior to mine. Any possible prior right either does not arise under the will and any codicil submitted or has been cleared by reason of death, a valid written renunciation, a court order or another legally effective means. 如本人聲稱具有《規則》第 19 條下任何其他身分，本人相信，現時並無任何人士在申請授予書方面享有先於本人的權利。任何可能先於本人的權利，均不會根據所提交的遺囑及任何遺囑附錄產生，或已因有關人士死亡、簽立有效的書面放棄權利文件、法院命令或其他具法律效力的方式而被排除。
- If the capacity stated by me is a capacity under Rule 21 of NCPR based on intestacy: 如本人所述的身分，是基於無遺囑情況而根據《規則》第 21 條享有的身分：
 - After making reasonable enquiries and a reasonable search, I have not found and am not aware of any will or codicil of the Deceased Member, and I believe that the Deceased Member died wholly intestate; 經作出合理查詢及合理搜尋後，本人並未發現，亦不知悉，已故成員留下任何遺囑或遺囑附錄，並相信已故成員在完全無遺囑的情況下去世；
 - if I claim as the surviving spouse, I was lawfully married to the Deceased Member at the time of death; and 如本人聲稱為尚存配偶，本人在已故成員去世時與其有合法婚姻關係；及
 - if I claim in any other capacity under Rule 21, the relationship or other basis stated by me in Part B(2)(ii) is accurate. I believe that no person presently has a right to a Grant prior to mine. Every person who would otherwise rank before me either died before the Deceased Member, has executed a valid written renunciation of administration, or has otherwise had that prior right cleared by a court order or another legally effective means. 如本人聲稱具有第 21 條下任何其他身分，本人在 B(2)(ii) 部所述的親屬關係或其他依據均屬準確。本人相信，現時並無任何人士在申請授予書方面享有先於本人的權利。任何原應排在本人之前的人士，均於已故成員之前去世，已簽立有效的書面放棄遺產管理權利文件，或其優先權已藉法院命令或其他具法律效力的方式被排除。

4. Apart from my own intended or pending application for a Grant, and except as disclosed in this form or the Supporting Documents, I am not aware of: 除本人擬提出或正在處理的授予書申請外，並除本表格或證明文件已披露的事項外，本人並不知悉：
- (a) any Grant issued in Hong Kong or elsewhere in respect of the estate of the Deceased Member; 任何在香港或其他地方就已故成員遺產發出的授予書；
 - (b) any pending or competing application for a Grant, caveat or probate action; or 任何待決或具競爭性的授予書申請、知會備忘或遺囑認證訴訟；或
 - (c) any material dispute concerning any will, intestacy or entitlement to administer the estate of the Deceased Member, including any competing claim by a person of the same rank as me or claiming a right prior to mine. 任何涉及遺囑、無遺囑情況或管理已故成員遺產的權利的重大爭議，包括任何由與本人具同等優先次序或聲稱享有先於本人權利的人士提出的競爭性申索。
5. I confirm that I request the information in connection with my consideration, preparation or pursuit of an application for a Grant. I understand that eMPF Company will rely on this written confirmation and the Supporting Documents in deciding whether it is satisfied that I am a person entitled in priority for the purposes of section 19S(8)(a) of the MPFSO. I further understand that eMPF Company may require further information or documents and that the requested information will not be disclosed unless and until eMPF Company is so satisfied. 本人確認，本人索取該等資料，是與本人考慮、擬備或進行授予書申請有關。本人明白，積金易公司在決定是否信納本人屬《強積金條例》第 19S(8)(a) 條所指具有優先權的人士時，會依據本書面確認及證明文件。本人亦明白，積金易公司可要求進一步資料或文件，而在積金易公司信納本人屬該等人士之前，不會披露所要求的資料。
6. Whenever I submit or cause to be submitted any further Supporting Document, I confirm that, as at the date of its submission, the statements in this Part C remain true, except to the extent that I have notified eMPF Company in writing of any material change. 每當本人提交或安排他人提交任何進一步證明文件時，本人確認，截至該文件提交之日，本 C 部所載陳述仍屬真實，惟本人已以書面通知積金易公司任何重大變動者除外。

D. DECLARATION AND UNDERTAKING 聲明及承諾

By signing this form, the Enquirer ("I") makes the declarations and undertakings in this Part D and, if I apply under Part B(2)(ii), the written confirmation in Part C. 查詢人 (下稱「本人」) 簽署本表格，即表示本人作出本 D 部所載的聲明及承諾，並在本人根據 B(2)(ii) 部提出申請的情況下，作出 C 部所載的書面確認。

1. 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 7 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 7 段所載的《收集個人資料聲明》。
2. I declare that, to the best of my knowledge and belief, the information provided in this form and its attachments is true, complete and correct. 本人聲明，盡本人所知所信，本表格及隨附文件所提供的資料均屬真實、完整及正確。
3. I undertake to provide further supporting documents and assistance as may be required by eMPF Company to verify my identity and status as the Enquirer and to process my enquiry. 本人承諾，按積金易公司的要求提供進一步證明文件及協助，以核實本人的身分及作為查詢人的資格，並處理本人的查詢。
4. I undertake to notify eMPF Company promptly if, before the Report or any ABS is provided to me, I become aware of any material change affecting the completeness or accuracy of the information or documents provided, or my status as the Enquirer. 本人承諾，如在報告或任何周年權益報表提供予本人之前，知悉有任何重大變動足以影響本人所提供資料或文件的完整性或準確性，或影響本人作為查詢人的資格，本人會立即通知積金易公司。
5. I confirm my understanding that the Report and any ABS are provided for the purposes of section 19S of the MPFSO and do not constitute confirmation of my entitlement to administer the Deceased Member's accrued benefits or authority to withdraw or otherwise deal with them. 本人確認明白，報告及任何周年權益報表是為《強積金條例》第 19S 條的目的而提供，並不構成確認本人有權管理已故成員的累算權益，亦不賦予本人提取或以其他方式處理該等權益的權力。
6. I agree to indemnify and keep eMPF Company indemnified against any direct and reasonable loss caused by any information which I knowingly or recklessly provide 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 Enquirer 查詢人簽署

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

Please submit the documents specified below for the relevant Type of Enquirer selected in Part B(2) of this form. Apart from these documents, eMPF Company may request additional documents on a case-by-case basis where required to verify the Enquirer's identity, status as the Enquirer, the information stated in the statutory declaration submitted, 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. 請按本表格 B(2) 部所選的查詢人類別，提交下述指定的證明文件。除該等文件外，積金易公司亦可能因應個別情況要求查詢人提供額外文件，以核實查詢人的身份、作為查詢人的資格、所提交法定聲明書內的資料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證明文件之前，積金易公司可能無法處理有關查詢。

Clear and complete copies of supporting documents are acceptable unless eMPF Company requires otherwise because of special circumstances such as material discrepancy, an unclear or incomplete copy, or where there is any concern about the authenticity or foreign nature of a document, in which case the Enquirer may be required to produce the ORIGINAL or a certified true copy for verification. 一般情況下，清晰及完整的證明文件副本均可接受，但如因特殊情況，例如資料有明顯不符、副本不清楚或不完整，或積金易公司對文件的真確性或其屬外地文件有疑問，積金易公司可另作要求。在該等情況下，查詢人可能須出示有關證明文件的正本或經核證為真實的副本，以供核實。

Supporting Documents 證明文件		Personal representative relying on a grant or official evidence 依據授予書或官方證明提出申請 的遺產代理人	Entitled Person 具有優先權管理遺產的人士
1	* HKID Card / Passport of the Deceased Member * 已故成員的香港身份證／護照	✓	✓
2	HKID Card / Passport of the Enquirer 查詢人的香港身份證／護照	✓	✓
3	Letters of Administration or Grant of Probate, or official evidence that the Official Administrator is getting in and administering the estate in a summary manner (as applicable) 遺產管理書或遺囑認證，或證明遺產管理官正收取並以簡易方式管理遺產的官方證明 (視何者適用而定)	✓	N/A 不適用
4	* Death Certificate of the Deceased Member * 已故成員的死亡證明書	N/A 不適用	✓
5	Document(s) proving the relationship or other capacity stated in Part B(2), such as: 證明在第 B(2) 部分所述關係或其他身分的文件，例如： - Spouse 配偶 - Certificate of marriage of the Enquirer and the Deceased Member 查詢人與已故成員的結婚證明書 - Child 子女 - Birth certificate of the Enquirer 查詢人的出生證明書 - Father or mother 父母 - Birth certificate of the Deceased Member 已故成員的出生證明書 - Brother or sister 兄弟姊妹 - Birth certificates of both the Enquirer and the Deceased Member 查詢人及已故成員的出生證明書 - Others 其他 - Document(s) proving the relationship between the Enquirer and the Deceased Member or other capacity 證明查詢人與已故成員關係或其他身分的文件	N/A 不適用	✓
6	Documents supporting the absence or clearance of any person or class with a prior right in the administration of the estate of the Deceased Member, such as a death certificate, valid written renunciation, court order or other legally valid evidence 證明不存在任何有較優先權管理已故成員遺產的人士或類別，或其優先權已被排除的文件，例如死亡證明書、有效的書面放棄權利文件、法院命令或其他具法律效力的證明	N/A 不適用	Upon request of eMPF Company 按積金易公司的要求

* If the HKID card, passport or death certificate of the Deceased Member is not available, the Enquirer may submit other documents containing sufficient information to identify the Deceased Member or establish the death. eMPF Company may request further information or documents if the alternatives supplied are insufficient for verification. 如未能提供已故成員的香港身份證、護照或死亡證明書，查詢人可提交載有足夠資料的其他文件，以識別已故成員或證明其死亡。如所提交的替代文件不足以供核實，積金易公司可要求查詢人提供進一步資料或文件。

Any supporting document issued outside Hong Kong may be subject to such verification, authentication and translation requirements as eMPF Company may require. For documents not in Chinese or English, they must be accompanied by a Chinese or English translation. eMPF Company may require the translation to be certified and may require a foreign public document to be authenticated. 任何在香港以外地區簽發的證明文件，可能須按積金易公司的要求進行核實、認證及翻譯。任何並非以中文或英文擬備的文件，必須附上中文或英文譯本。積金易公司可要求譯本經核證，亦可要求在香港以外地區簽發的文書經認證。

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