

FORM MMB - W

**MANDATORY PROVIDENT FUND SCHEMES ORDINANCE (CAP. 485)
("the Ordinance")**

**MANDATORY PROVIDENT FUND SCHEMES (EXEMPTION) REGULATION
WITHDRAWAL OF MINIMUM MPF BENEFITS FROM MPF EXEMPTED ORSO
REGISTERED SCHEME**

NOTES:

- (1) *This Form is to be completed by any person who wishes to claim for withdrawal of Minimum MPF Benefits from an MPF exempted ORSO registered scheme.*
- (2) *Please use BLOCK LETTERS for completion of this Form.*
- (3) *Please read the explanatory notes carefully before completing this Form.*
- (4) ** means delete whichever is inappropriate.*
- (5) *Please insert "N.A." if not applicable.*
- (6) *The information and data given in this Form can be used by the trustee of an MPF exempted ORSO registered scheme and the Mandatory Provident Fund Schemes Authority ("the Authority") in activities relating to the processing of the withdrawal and may be disclosed to other parties for such purposes.*
- (7) *All the forms related to withdrawal of Minimum MPF Benefits (i.e. Form MMB - W(M), MMB - W(SD1) and MMB - W(SD2)) can be downloaded from the Authority's website at [<http://www.mpfa.org.hk>]. Hard copies of the forms are also available at the office of the Authority. If necessary, you may seek assistance from the trustee of the scheme concerned or the Authority at:*

*Level 16, International Commerce Centre
1 Austin Road West, Kowloon
Hong Kong.*

Hotline: 2918 0102

SECTION I - DETAILS OF THE CLAIMANT^{Note 1}/SCHEME MEMBER**(1) Claimant**

(i) Name : _____

(ii) Hong Kong Identity (HKID)
Card/Passport* number^{Note 2} : _____

(iii) Correspondence address

Flat/Room	Floor	Block	Name of building

Street no.	Name of street

	<i>Hong Kong/Kowloon/N.T.*</i>
Name of district	

(iv) (a) Telephone no. : _____

(b) Mobile/Pager no. : _____

(v) Facsimile no. : _____

(2) Scheme member (if different from claimant)

(i) Name : _____

(ii) Hong Kong Identity (HKID)
Card/Passport* number^{Note 2} : _____

SECTION II - DETAILS OF THE CLAIM

(1) Name of the MPF exempted ORSO registered scheme

Name of the scheme: _____

Name of the trustee: _____

(2) Grounds for claiming minimum MPF benefits : *(please ✓ one box)*

- Retirement
- Early retirement
- Total incapacity
- Death
- Permanent departure from Hong Kong

(3) Method of payment *(please ✓ the appropriate box):*

(i) by cheque

(ii) by depositing directly in my bank account*

or
by depositing directly in the bank account of the scheme member (if the claim is lodged by a committee/guardian on behalf of the scheme member)*

(applicable only to trustees who provide such services)

Name of bank: _____

Account number: _____

SECTION III - DOCUMENTS ENCLOSED

The following documents are enclosed by the claimant(s) in respect of the claim for withdrawal of minimum MPF benefits from an MPF exempted ORSO registered scheme on grounds of *(Please ✓ the appropriate box)* ^{Note 3} :

(A) Retirement

- a copy of your HKID card for verification of your identity card number if you do not wish to present the card in person for verification ^{Note 6}

(B) Early Retirement

- a copy of your HKID card for verification of your identity card number if you do not wish to present the card in person for verification ^{Note 6}
- the original copy of the statutory declaration form on early retirement (Form MMB - W(SD1)) ^{Note 4}

(C) Total Incapacity

- a copy of your HKID card (if the claim is made by the scheme member), or a copy each of the scheme member's and committee/guardian's HKID cards (if the claim is made by the committee/guardian on behalf of the scheme member) for verification of identity card number(s) if you do not wish to present the card in person for verification ^{Note 6}
- a copy of the medical certificate certifying total incapacity (Form MMB - W(M)) ^{Note 5}
- a copy of the letter from the employer (if any) certifying that the contract of employment for that particular kind of work has been or will be terminated
- a copy of the evidence for the status of the committee/guardian, i.e. the Court Order or the Guardianship Order issued by the Guardianship Board pursuant to the Mental Health Ordinance (Cap. 136) (if the claim is made by the committee/guardian on behalf of the scheme member)

(D) Death

- a copy of your HKID card for verification of your identity card number if you do not wish to present the card in person for verification ^{Note 6}
- a copy of the death certificate of the deceased scheme member
- a copy of the Letter of Probate or Letter of Administration granted by the Probate Registry, if applicable

(E) Permanent Departure from Hong Kong

- a copy of your HKID card for verification of your identity card number if you do not wish to present the card in person for verification ^{Note 6}
- a copy of the immigration visa/foreign passport/Home Visit Permit/Entry Permit for Hong Kong and Macau Residents ^{Note 7}/others *, etc. _____ (please specify type of other documents) giving the member the permission to reside permanently or for an indefinite period in a place outside Hong Kong
- the original copy of the statutory declaration form on permanent departure (Form MMB - W(SD2)) ^{Note 4}

- a copy of the Letter of Release issued by the Inland Revenue Department, if applicable
- your overseas contact details:

Address: _____

Telephone no.: _____ Fax no.: _____

E-mail address: _____

SECTION IV - DECLARATION

I/We* ^{Note 1} declare that to the best of my/our * knowledge and belief, the information given in this Form and its attachments is correct and complete. ✦

[Signature of the claimant(s)]

Date

✦ **Warning:** Section 43E of the Ordinance makes it an offence punishable with a maximum of 1 year imprisonment for the first occasion and 2 years' imprisonment on each subsequent occasion for a person who makes a false or misleading statement in a material respect.

***Explanatory Notes on
Claim Form For Withdrawal of Minimum MPF Benefits (Form MMB - W)***

- (1) For claims of withdrawal on grounds of death, the personal representative within the meaning of the Probate and Administration Ordinance (Cap.10) or any other person specified in the governing rules of the scheme, may act on behalf of the deceased scheme member to claim for withdrawal of the member's minimum MPF benefits. If there is more than one personal representative or specified person and the personal representatives or specified persons have not authorized one of them to act on behalf of others to lodge the claim, all the personal representatives or specified persons should submit the Claim Form jointly. Please use 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 or specified persons. For claims of payment on grounds of total incapacity, either the member or the committee of estate/guardian appointed under the Mental Health Ordinance (Cap. 136) to act on behalf of the member may lodge the claim for payment of accrued benefits.
- (2) Claimants/scheme members should give their passport numbers ONLY when they do NOT possess HKID cards.
- (3) In processing a claim for withdrawal, the trustee of an MPF exempted ORSO registered scheme may request the claimant to produce the original copies of the documents for checking purpose, if necessary.
- (4) A claimant who is required to make a statutory declaration for a claim shall complete the relevant statutory declaration form and make a statutory declaration. The signed statutory declaration form shall be attached to Form MMB - W. The statutory declaration must be a valid statutory declaration in Hong Kong (e.g. made before and signed by a Commissioner for Oaths/Notary Public/Justice of 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.
- (5) Except for a claimant who also claims long service payment on grounds of permanent unfit for his/her present job under the Employment Ordinance (Cap. 57), a claimant shall ask his/her medical practitioner to fill in Form MMB - W(M) and attach it to Form MMB - W. A medical practitioner who signs Form MMB - W(M) must be *either*
 - (I) a registered medical practitioner who is registered under the Medical Registration Ordinance (Cap. 161), i.e.,
 - (a) a person who is duly registered as a medical practitioner with the Medical Council of Hong Kong; or
 - (b) a person who is deemed to be registered as a medical practitioner under the Medical Registration Ordinance (i.e. persons who are exempted from registration);

or

(II) a registered Chinese medicine practitioner, within the meaning assigned to it by section 2 of the Chinese Medicine Ordinance (Cap. 549).

For a claimant who also claims long service payment on grounds of permanent unfitness for his/her present job, he/she may use the form “Certificate of an employee’s permanent unfitness for a particular type of work” under the Employment Ordinance used for the purpose to substitute for the Form MMB - W(M) for the purpose of claiming withdrawal of minimum MPF benefits on grounds of total incapacity.

- (6) For a claimant/scheme member who does NOT possess a HKID card, a copy of the passport (only pages with personal particulars and passport number) should be given to the trustee concerned for verification of the passport number if the claimant/scheme member does not wish to present the passport in person for verification.
- (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.