Notes on Making Enquiry about Preserved Account Information (Form PA-PR)

(1) *This "**Form PA-PR**" is to be completed by a personal representative of a deceased scheme member who wishes to make enquiry about preserved account information of the deceased member. Personal representative refers to an "administrator" meaning a person to whom administration is granted or an "executor" meaning a person to whom the execution of the last will of a deceased person is, by the testator's appointment, confided. Please note that enquiries about preserved account information of a deceased scheme member must be lodged by a personal representative.*

(2) *If you wish to make enquiry about preserved account information for yourself, please use "**Form PA-SM**". If you wish to make enquiry about your preserved account information via an authorized person, please use "**Form PA-AP**".*

(3) *You may submit your enquiry to the Authority by:*

a. ***Visiting the Authority in person:*** *Please bring with you the completed Form and ID document (e.g. HKID Card).*

Office	***Address***	***Office Hours***	
Head Office	*Units 1501A and 1508, Level 15, International Commerce Centre, 1 Austin Road West, Kowloon*	*Weekdays: 8:45 am to 5:45 pm*	*Closed on Saturdays, Sundays and Public Holidays*
Central Office	*23/F, Nexxus Building, 41 Connaught Road Central, Hong Kong*		
Kwai Fong Office	*Level 36, Tower 1, Metroplaza, 223 Hing Fong Road, Kwai Fong, New Territories*		
Kwun Tong Office	*25/F, Tower 1, Millennium City 1, 388 Kwun Tong Road, Kwun Tong, Kowloon*		
Enquiry Counter	*Room G01, Labour Tribunal, 36 Gascoigne Road, Yaumatei, Kowloon*	*Weekdays: 9:00 am to 1:00 pm 2:00 pm to 5:00 pm*	

b. ***Mail/Fax****: Please post or fax the completed Form and copies of ID document to the Authority. Search result will be sent to you by mail.*

Address: Member Services Section, 25/F, Tower 1, Millennium City 1, 388 Kwun Tong Road, Kwun Tong, Kowloon
Fax: 3146 7367

(4) *Please note that the Authority does not have detailed information of individual preserved accounts, such as account number, funds invested and account balance. To check such details of the preserved account(s) of the deceased member, you may approach the relevant scheme trustee(s) directly for assistance.*

(5) *Please note that only preserved account information is available. For information on contribution accounts, please check with the relevant employer(s) for details.*

(6) *The Form and copies of ID document submitted will not be returned.*

(7) *The Authority reserves the right to change the above requirements without prior notice.*

Personal Information Collection Statement

The personal data to be supplied in this Form are for the purposes of processing your request for preserved account details. The personal data will be used, disclosed or transferred only for purposes related to the request or where permitted by law. Failure to supply the requisite personal data may result in the Authority being unable to process the request if it affects the Authority's ability to retrieve the requested information or contact the scheme member / authorized person / personal representative.

If you wish to request access to and/or correction of your personal data held by the Authority, you may do so in writing addressed to the Personal Data Privacy Officer, Mandatory Provident Fund Schemes Authority, Level 16, International Commerce Centre, 1 Austin Road West, Kowloon, Hong Kong.

表格 **Form PA-PR**

Request Form For Preserved Account Details

(Personal Representative)

查閱保留帳戶資料申請表格

（遺產代理人）

Particulars of the Deceased Member 已故計劃成員資料			
Name In English 英文姓名			
Name In Chinese 中文姓名		HKID / Passport No. 香港身分證/護照號碼	

Particulars of the Personal Representative 遺產代理人資料			
Name In English 英文姓名			
Name In Chinese 中文姓名		HKID / Passport No. 香港身分證/護照號碼	
Day-time Telephone No. 日間聯絡電話			
Mailing Address (Not required for walk-in enquiry) 通訊地址 (如親臨遞交，毋需填寫)			

Supporting Documents Submitted 提交的證明文件 *(Please tick if appropriate 請在適當的方格內填上✓號)*	
☐	HKID / Passport of the scheme member 計劃成員的香港身分證/護照
☐	HKID / Passport of the personal representative 遺產代理人的香港身分證/護照
☐	Letter of Administration 遺產管理書
☐	Probate 遺囑認證
☐	Others, please specify: 其他文件，請說明:

Declaration 聲明	
I declare that to the best of my knowledge and belief, the information given in this Form and the submitted documents is correct and complete. 本人聲明，本人深知確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 the Personal Representative 遺產代理人簽署	Date (DD/MM/YY) 日期(日/月/年)

Note: 附註: Pursuant to the Mandatory Provident Fund Schemes Ordinance, upon the death of a member of an MPF scheme, a personal representative of the member may lodge a claim with the relevant trustee for payment of the member's accrued benefits.
根據《強制性公積金計劃條例》，如強積金計劃成員死亡，該成員的遺產代理人可向有關的強積金計劃受託人提交要求支付該成員的累算權益的申索。

It is an offence under Section 43E of the Mandatory Provident Fund Schemes Ordinance if a person makes a false or misleading statement in a material respect to the Authority and the approved trustees. Convicted offenders are liable to a fine of HK$100,000 and imprisonment for 12 months.

強制性公積金計劃條例第 43E 條訂明，任何人士如在要項上向積金局或核准受託人作出虛假或具誤導性的陳述，即屬犯罪。一經定罪，可被罰款 10 萬港元及監禁 12 個月。

Official Use Only:	Ck:	Rv:	Ap:	1109
	☐ ICC ☐ NB ☐ MP1 ☐ MC1 ☐ LT	Dt:	Tm:	