

**Personal Account Information Enquiry  
Authorization Form**

**Form PA-AP**

**Notes on Making an Enquiry**

- (1) This “**Form PA-AP**” is to be completed by any person who wishes to make an enquiry about his/her personal accounts information via an authorized person (except for MPF registered intermediary). The authorized person will also be required to complete part of the Form.
- (2) If you wish to make an enquiry about personal account information for yourself, please use “**Form PA-SM**”. To make an enquiry via an MPF principal intermediary, please use “**Form PA-AP(PI)**” which can be obtained from a subsidiary intermediary. The subsidiary intermediary will submit the form to the MPFA via his/her principal intermediary. To make an enquiry about personal account information of a deceased scheme member, please use “**Form PA-PR**”.
- (3) You may submit your enquiry to the MPFA by either of the following ways:

	<b>Submit Enquiry</b>	<b>Collect Result</b>
a.	<p><b>Drop-in box at MPFA offices:</b> Please put the following documents in the <b>drop-in box</b> at any office of the MPFA:</p> <p>i. The completed Form</p> <p>ii. Copy of ID document of the scheme member (e.g. HKID Card)</p> <p>iii. Copy of ID document of the authorized person.</p>	<p>The Report of Personal Account will be sent to <b>the address provided by you in the Form.</b></p>
b.	<p><b>Mail/Fax:</b> Please post or fax the completed Form and copies of ID documents of both the scheme member and the authorized person to the MPFA. (The MPFA will not accept underpaid mail which will be returned to the sender or disposed of by the Hongkong Post. Please affix sufficient postage.)</p>	

Mail-in address: Customer Services Department, MPFA, Room 1201-1207, Nan Fung Tower, 88 Connaught Road Central, Sheung Wan

Fax: 3146 7367

Office locations:

<b>Office</b>	<b>Address</b>	<b>Office Hours</b>	
<b>Head Office</b>	Level 8, Tower 1, Kowloon Commerce Centre, 51 Kwai Cheong Road, Kwai Chung	<p>Weekdays: 8:45 am to 5:45 pm</p>	<p>Saturdays, Sundays and Public Holidays: <b>Closed</b></p>
<b>Hong Kong Island Office</b>	Room 1201-1207, Nan Fung Tower, 88 Connaught Road Central, Sheung Wan		
<b>Kowloon Office</b>	Level 25, Tower 1, Millennium City 1, 388 Kwun Tong Road, Kwun Tong		

- (4) To ensure proper authorization has been given by the scheme member and to protect members’ personal data, the MPFA may contact and confirm with the scheme member as and when necessary before processing an enquiry. An enquiry will not be processed if confirmation from the scheme member concerned cannot be obtained.
- (5) Notes on using this Form PA-AP:
- a. Only one authorized person is allowed for each form. Multiple authorized persons in one form will not be accepted.
- b. **For any alteration of information on the Form, full signature of the scheme member must be present. All signatures signed by the scheme member must be identical.**
- c. Corresponding and valid ID documents of both the scheme member and the authorized person must be presented. For example, if HKID No. is listed in the Form, a copy of HKID Card must be presented. Non-corresponding and expired ID documents will not be accepted.
- d. This form is **valid for one month** from the date on which the scheme members signs the form. Expired forms will not be accepted.
- (6) Please note that the MPFA does not have detailed information of individual personal accounts, such as account number, funds invested and account balance. To check such details of the personal account(s), the account holder may approach his/her scheme trustee(s) directly for assistance.
- (7) Please note that only personal account information is available. For information on contribution accounts, please check with the relevant employer(s) for details.
- (8) The Form and copies of ID document submitted will not be returned.
- (9) The MPFA reserves the right to change the above requirements without prior notice.

# 查閱個人帳戶資料

表格 PA-AP

## 授權書

## 查詢須知

- (1) 本「**表格 PA-AP**」供擬授權他人（強積金註冊中介人除外），代辦查詢其個人帳戶的人士填寫。獲授權人亦須填寫本表格的部份內容。
- (2) 如閣下擬自行查詢你的個人帳戶資料，請填寫「**表格 PA-SM**」。  
如擬透過強積金主事中介人查詢，請向附屬中介人索取「**表格 PA-AP(PI)**」，附屬中介人會經由他/她的主事中介人向積金局提交表格。  
如擬查詢已故計劃成員的個人帳戶資料，請填寫「**表格 PA-PR**」。
- (3) 閣下可選擇下列其中一種方法向積金局提交查詢及領取結果：

提交查詢方法	領取結果方法
<b>a. 各積金局辦事處投遞箱</b> 請把以下文件投入積金局各辦事處的 <b>投遞箱</b> 內： i. 已填妥的表格 ii. 計劃成員的身分證明文件副本（如香港身分證） iii. 獲授權人的身分證明文件副本	個人帳戶報表會郵寄至閣下在表格上提供的地址。
<b>b. 郵遞/傳真</b> 請閣下將已填妥的表格連同計劃成員及獲授權人的身分證明文件副本郵遞或傳真至積金局。 (積金局不會接收郵資不足的郵件，有關郵件將由香港郵政退回寄件人或予以銷毀。請支付足額郵資。)	

郵遞地址： 上環干諾道中88號南豐大廈1201-1207室 積金局 客戶服務處

傳真： 3146 7367

辦事處地址：

辦事處	地址	辦公時間	
總辦事處	葵涌葵昌路51號九龍貿易中心1座8樓	星期一至五： 上午8時45分 至 下午5時45分	星期六、日 及公眾假期：  休息
港島辦事處	上環干諾道中88號南豐大廈1201-1207室		
九龍辦事處	觀塘觀塘道388號創紀之城1期1座25樓		

- (4) 為確保查詢已獲得適當授權及保障計劃成員的個人資料，本局在處理查詢時或會與計劃成員聯絡，以核實表格上的資料。如未能核實資料，積金局有權不處理有關查詢。
- (5) 使用本表格須知：
  - a. 每一張表格上只可填寫一名獲授權人。如表格上有多於一名獲授權人，查詢將不獲處理。
  - b. **表格上的資料如被刪改，計劃成員必須在旁簽署作實，計劃成員的所有簽署必須相同一致，否則查詢將不獲處理。**
  - c. 計劃成員及獲授權人必須提交相符及有效的身分證明文件予本局核對（例：如表格上填上香港身分證號碼，提交的證明文件須為香港身分證）。不相符或逾期的身分證明文件將不獲接納。
  - d. 本表格的**有效期為一個月**（由計劃成員簽署表格當日起計算），逾期遞交的查詢將不獲處理。
- (6) 請注意，積金局紀錄並無個人帳戶的詳細資料，如帳戶號碼、所選擇之基金組合或戶口結餘等。帳戶持有人可直接向有關強積金受託人查詢。
- (7) 請注意，本局只能提供有關成員的個人帳戶資料。如欲查詢其他的強積金供款帳戶資料，請向有關僱主查詢。
- (8) 已遞交之表格及身分證明文件副本將不予退還。
- (9) 積金局保留權利更改以上條文而不作另行通知。

**Mandatory Provident Fund Schemes Authority**  
**Personal Information Collection Statement**  
(Form PA-SM, Form PA-AP and Form PA-PR)

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

If you wish to request access to and/or correction of your personal data held by the MPFA, you may do so in writing addressed to the Personal Data Privacy Officer, Mandatory Provident Fund Schemes Authority.

**強制性公積金計劃管理局**  
**個人資料收集聲明**  
(表格 PA-SM、表格 PA-AP 及表格 PA-PR)

藉本表格提供的個人資料，乃為處理閣下要求查閱個人帳戶資料之用。有關資料只會因應與該項查詢有關的用途或在法律允許的情況下加以使用、披露或轉移。如未能提供所需個人資料，以致積金局難以抽取所要求查閱的資料或聯絡計劃成員／獲授權人／遺產代理人或具有優先權利管理計劃成員遺產的人士，則積金局可能無法處理閣下的查詢。

如欲查閱及／或更正閣下存於積金局的個人資料，可致函強制性公積金計劃管理局個人資料私隱主任，提出有關要求。

Personal Account Information Enquiry - Authorization Form

查閱個人帳戶資料 - 授權書

Subsidiary intermediaries are not allowed to use this Form PA-AP in making personal account enquiries for scheme members and such use of Form PA-AP will be rejected by the MPFA. Subsidiary intermediaries who wish to do so must submit the completed Form PA-AP (PI) to the MPFA via principal intermediaries.

附屬中介人不可使用表格 PA-AP 為計劃成員查詢個人帳戶資料。如使用此表格，將不會獲處理。附屬中介人如欲為計劃成員查詢個人帳戶資料，必須把填妥的表格 PA-AP(PI)經由主事中介人交予積金局。

Particulars of the Scheme Member 計劃成員資料	
Name In English (same as HKID card/passport) 英文姓名(以香港身分證/護照所載為準)	
Name In Chinese (if any) (same as HKID card/passport) 中文姓名(如有)(以香港身分證/護照所載為準)	
HKID / Passport No. <sup>1</sup> 香港身分證/護照號碼 <sup>1</sup>	<sup>1</sup> Please fill in and provide copy of identification document used for MPF enrolment 請填寫用作開立強積金帳戶的身分證明文件及提供副本
Day-time Telephone No. 日間聯絡電話	
<b>Authorization &amp; Declaration</b> 授權及聲明	I hereby authorize the person listed below to enquire and receive details of my personal account(s) including my name, HKID/Passport number, and name, business address and telephone number of the related MPF trustee(s). 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. 本人現授權下列人士，查閱及獲取本人於強積金計劃下有關個人帳戶資料，包括本人姓名、香港身分證/護照號碼、有關強積金受託人的名稱，營業地址及電話。 本人聲明，本人並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 簽署

Particulars of the Authorized Person 獲授權人資料	
Name In English (same as HKID card/passport) 英文姓名(以香港身分證/護照所載為準)	
Name In Chinese (if any) (same as HKID card/passport) 中文姓名(如有)(以香港身分證/護照所載為準)	
HKID / Passport No. <sup>2</sup> 香港身分證/護照號碼 <sup>2</sup>	<sup>2</sup> Please provide copy of HKID / Passport 請附上香港身分證/護照副本
Day-time Telephone No. 日間聯絡電話	
<b>Mail results to this address</b> 請將結果寄往此地址	
<b>Declaration</b> 聲明	<b>I declare that :</b> <b>(a) I am not an MPF subsidiary intermediary; and</b> <b>(b) I have duly obtained authorization from the scheme member listed above to check his/her personal account information, and to the best of my knowledge and belief, the information given in this Form and the submitted documents is correct and complete.</b> 本人聲明： (甲) 本人並非強積金附屬中介人； (乙) 本人並已獲上述成員正式授權，代其查詢個人帳戶資料；本人並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 簽署

Note A: 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 MPFA and the approved trustees. Convicted offenders are liable to a fine of HK\$100,000 and imprisonment for 12 months.

附註甲：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。

Note B: Copies of ID documents provided to the MPFA should be clear and legible. (Please enlarge the image to 150% with a light colour tone. For submission by fax, please use photo mode.)

附註乙：如提供身分證明文件副本至積金局，請確保影像清晰可讀。(請將文件放大 1.5 倍，並將顏色調至較為淺色。如傳真，請使用影像模式)

Note C: Please complete the form in BLOCK letters.

附註丙：請以正楷填寫表格。