

# Unclaimed Benefits Information Enquiry Form

Form UB-PR

(Deceased Scheme Member)

## Notes on Making an Enquiry

- (1) Under the following special circumstances, the accrued benefits of an MPF scheme member may be classified as “unclaimed benefits”:
- A member who reaches the age of 65 but has not withdrawn his accrued benefits from the trustee and remains unreachable despite attempts by trustee to locate him through different means.
  - A member requests his trustee to withdraw accrued benefits. The cheque sent to the member by the trustee however remains unrepresented after 6 months from the issuance date and the member remains unreachable despite attempts by trustee to locate him through different means.
- The MPFA maintains a register of unclaimed benefits for members of the public to check for free.

- (2) This “**Form UB-PR**” is to be completed by a personal representative or a person entitled in priority to the administration of the estate of a deceased scheme member who wishes to make enquiry about unclaimed benefits 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. Person entitled to the administration of the estate of a deceased scheme member include the spouse, children, parents as well as brothers and sisters of the deceased scheme member.

- (3) If you wish to make enquiry about unclaimed benefits information for yourself, please use “**Form UB-SM**”. If you wish to make enquiry about your unclaimed benefits information via an authorized person, please use “**Form UB-AP**”.

- (4) You may submit your enquiry to the Authority by:

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

Address: Customer Services Department, MPFA, Level 8, Tower 1, Kowloon Commerce Centre, 51 Kwai Cheong Road, Kwai Chung, Hong Kong

Fax: 3146 7367

- b. **Visiting the MPFA in person :** It would be more convenient and time-saving to make enquiries by mail or fax. If you wish to visit the MPFA office in person, please call our hotline (2918 0102) to make an appointment in advance.

Please bring with you the completed Form and ID document (e.g. HKID Card).

Office	Address	Office Hours	
<b>Head Office</b>	Level 8, Tower 1, Kowloon Commerce Centre, 51 Kwai Cheong Road, Kwai Chung, Hong Kong	Weekdays: 8:45 am to 5:45 pm	Saturdays, Sundays and Public Holidays: <b>Closed</b>
<b>Kowloon Office</b>	Level 25, Tower 1, Millennium City 1, 388 Kwun Tong Road, Kwun Tong, Kowloon, Hong Kong		

- (5) To check the details of unclaimed benefits, please approach the relevant scheme trustee(s) directly for assistance.
- (6) Please note that the Form is only for person who wishes to make enquiry about unclaimed benefits information of a deceased member. For information relating to personal accounts, please submit your request using the relevant “Personal Account Information Enquiry Form” (Form PA-SM, PA-PR & PA-AP). For information on contribution accounts, please check with the relevant employer(s) and/or trustee(s) for details.
- (7) **For any alteration of information on the Form, full signature of the enquirer must be present. All signatures signed by the enquirer must be identical.**
- (8) The Form and copies of supporting document submitted will not be returned.
- (9) 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 enquiry about unclaimed benefits 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 Authority being unable to process the enquiry if it affects the Authority’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 Authority, you may do so in writing addressed to the Personal Data Privacy Officer, Mandatory Provident Fund Schemes Authority.

# 無人申索的權益資料查詢表格

(已故計劃成員)

表格 UB-PR

## 查詢須知

- (1) 強積金計劃成員的累算權益，可於下列特殊情況下被界定為「無人申索權益」：
  - i. 成員已年滿 65 歲，但並無向受託人申請取回累算權益，而受託人透過不同途徑亦未能成功聯絡成員；
  - ii. 受託人接獲成員提取累算權益的申請，並向成員發出支票，惟支票在發出日起計 6 個月內仍未過戶，而受託人透過不同途徑亦未能成功聯絡成員。積金局設有「無人申索權益」紀錄冊，供市民免費查閱。
- (2) 本「表格 UB-PR」供已故計劃成員的遺產代理人或具有優先權利管理計劃成員遺產的人填寫，查詢已故計劃成員的無人申索的權益資料。遺產代理人指「遺產管理人」，即獲授予遺產管理的人或「遺囑執行人」即藉着立遺囑人的委任而獲託付執行立遺囑人最後一份遺囑的人。有權管理計劃成員遺產的人士，包括已故計劃成員的配偶、子女、父母及兄弟姊妹。
- (3) 如閣下擬自行查詢你的無人申索的權益資料，請填寫「表格 UB-SM」。如閣下擬授權他人，代辦查詢閣下的無人申索的權益資料，請填寫「表格 UB-AP」。
- (4) 閣下可選擇以下列方法向本局提交查詢：
  - a. **郵遞/傳真**：請閣下將已填妥的表格及有關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。) 積金局將以信函回覆閣下。  
地址：香港葵涌葵昌路51號九龍貿易中心1座8樓 積金局 客戶服務處  
傳真：3146 7367
  - b. **親臨積金局**：透過郵寄或傳真提交查詢，會更為方便省時。如欲親身到訪積金局辦事處，請先致電熱線 (2918 0102) 預約。

請閣下攜同已填妥的表格及有關身分證明文件（如身分證）親臨積金局辦事處查詢。

辦事處	地址	辦公時間	
總辦事處	香港葵涌葵昌路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
九龍辦事處	香港九龍觀塘觀塘道388號創紀之城1期1座25樓		

- (5) 有關無人申索權益的詳細資料，請直接向有關強積金受託人查詢。
- (6) 請注意，本表格只供查詢無人申索的權益資料之用。如欲查詢個人帳戶資料，請參閱「個人帳戶資料查詢表格」（表格編號：PA-SM, PA-PR 及 PA-AP）。如欲查詢其他強積金供款帳戶資料，請向有關僱主或受託人查詢。
- (7) 表格上的資料如有刪改，查詢人必須在旁簽署作實。查詢人的所有簽署必須相同一致，否則該查詢將不獲處理。
- (8) 已遞交之表格及身分證明文件副本將不予退還。
- (9) 本局保留權利更改以上條文而不作另行通知。

## 個人資料收集聲明

藉本表格提供的個人資料，乃為處理閣下要求查閱無人申索的權益資料之用。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，以致本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，則本局可能無法處理閣下的查詢。

如欲查閱及／或更正閣下存於本局的個人資料，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。

**Unclaimed Benefits Information Enquiry Form**  
(Deceased Scheme Member)  
**無人申索的權益資料查詢表格**  
(已故計劃成員)

<b>Particulars of the Enquirer 查詢人資料</b>			
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. 香港身分證/ 護照號碼	
Day-time Telephone No. 日間聯絡電話			
Postal Address 郵寄地址			
Type of Enquirer 查詢人類別	Please tick one: 請選擇其中一項： <input type="checkbox"/> Personal representative 遺產代理人 或 <input type="checkbox"/> Persons entitled to the administration of the estate of the deceased member: 有權管理計劃成員遺產的人士： <input type="checkbox"/> Spouse 配偶 <input type="checkbox"/> Child 子女 <input type="checkbox"/> Father or mother 父母 <input type="checkbox"/> Brother or sister 兄弟姊妹 <input type="checkbox"/> Others, pls specify: 其他，請註明：		
Important Note: Please see the last page of this Form for the supporting documents required to be submitted. 請注意：查詢人須提交的身分證明文件，請參閱本表格最後一頁。			

<b>Particulars of the Deceased Scheme Member 已故計劃成員資料</b>			
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. 香港身分證/ 護照號碼	
Important Note: Please fill in identification document used for MPF enrolment. For submission by mail or fax, please provide copy of identification document. 請注意：請填寫用作開立強積金帳戶的身分證明文件。如以郵遞或傳真遞交，請同時提供副本。			

<b>Declaration 聲明</b>	
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 Enquirer 查詢人簽署	Date (DD/MM/YY) 日期(日/月/年)

Note A: Pursuant to the Mandatory Provident Fund Schemes Ordinance, upon the death of a member of an MPF scheme, a personal representative  
附註甲: 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。

Note B: It is an offence under Section 43E of the Mandatory Provident Fund Schemes Ordinance if a person makes a false or misleading statement  
附註乙: 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。

Note C: Copies of ID documents provided to the Authority should be clear and legible.  
附註丙: (Please enlarge the image to 150% with a light colour tone. For submission by fax, please use photo mode.)  
如提供身分證明文件副本至本局，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 D: Please complete the form in BLOCK letters.  
附註丁: 請以正楷填寫表格。

## Supporting Documents Required to be Submitted

### 須提交的證明文件

Type of Enquirer 查詢人類別	Supporting Documents Required to be Submitted 須提交的證明文件
Personal representative 遺產代理人	<ol style="list-style-type: none"> <li>1. HKID / Passport of the deceased scheme member* 已故計劃成員的香港身分證/護照*</li> <li>2. HKID / Passport of the personal representative 遺產代理人的香港身分證/護照</li> <li>3. Letter of Administration or Probate 遺產管理書 或 遺囑認證</li> </ol>
Persons entitled to the administration of the estate of the deceased scheme member 有權管理計劃成員遺產的人士	<ol style="list-style-type: none"> <li>1. HKID / Passport of the deceased scheme member* 已故計劃成員的香港身分證/護照*</li> <li>2. Death Certificate of the deceased scheme member* 已故計劃成員的死亡證*</li> <li>3. HKID / Passport of the enquirer 查詢人的香港身分證/護照</li> <li>4. Document(s) proving the relationship between the enquirer and the deceased scheme member, for example: 證明查詢人與已故計劃成員親屬關係的文件，例如： <ul style="list-style-type: none"> <li>● Spouse: Certificate of marriage of the enquirer and the deceased member 配偶：查詢人與已故計劃成員的結婚證明書</li> <li>● Child: Birth certificate of the enquirer 子女：查詢人的出生證明書</li> <li>● Father or mother: Birth certificate of the deceased member 父母：已故計劃成員的出生證明書</li> <li>● Brother or sister: Birth certificates of both the enquirer and the deceased member 兄弟姊妹：查詢人及已故計劃成員的出生證明書</li> </ul> </li> </ol>

\* Note: If the documents listed above are not available, you may also submit other documents bearing the same information of the deceased scheme member. Subject to the validity of the documents, the Authority reserves the right whether to process your enquiry.

\* 註：如未能提供上述文件，你亦可提交載有已故計劃成員相同資料的其他文件。本局會檢視所提交文件的有效性，並保留權利是否處理你的查詢。