

## Unclaimed Benefits Information Enquiry Form

(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”:
- i. A member who reaches the age of 65 but has not withdrawn his accrued benefits from the trustee and remains unreachable despite attempts by trustee to locate him through different means.
  - ii. A member requests his trustee to withdraw accrued benefits. The cheque sent to the member by the trustee however remains un-presented 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-SM**” is to be completed by any person who wishes to make enquiry about his/her unclaimed benefits information.
- (3) If you wish to make enquiry about your unclaimed benefits information via an authorized person, please use “**Form UB-AP**”. To make enquiry about unclaimed benefits of a deceased scheme member, please use “**Form UB-PR**”.

- (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. 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 scheme member must be present. All signatures signed by the scheme member must be identical.**
- (8) The Form and copies of ID 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

(計劃成員)

## 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」：
- 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；
  - 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-SM」供擬查詢其無人申索的權益資料的人士填寫。
- (3) 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」。如擬查詢已故計劃成員的無人申索的權益資料，請填寫「表格 UB-PR」。
- (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：	星期六、日及公眾假期：
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	上午8時45分 至 下午5時45分	休息

- (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，有關成員必須在旁簽署作實。有關成員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**  
(Scheme Member)

**無人申索的權益資料查詢表格**  
(計劃成員)

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.* 香港身分證/護照號碼*	* Please fill in identification document used for MPF enrolment. For submission by mail or fax, please provide copy of identification document. 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。	
Day-time Telephone No. 日間聯絡電話		
Postal Address 郵寄地址		
<b>Declaration</b> <b>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。	
	<table border="1"> <tr> <td>Signature 簽署</td> <td>Date (DD/MM/YY) 日期 (日/月/年)</td> </tr> </table>	Signature 簽署
Signature 簽署	Date (DD/MM/YY) 日期 (日/月/年)	

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 Authority 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 Authority should be clear and legible.  
附註乙: (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 C: Please complete the form in BLOCK letters.  
附註丙: 請以正楷填寫表格。