Form PA-PR

Personal Account Information Enquiry Form

(Deceased Scheme Member)

Notes on Making an Enquiry

(1) *This "Form PA-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 personal 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. Persons entitled to the administration of the estate of a deceased scheme member include the spouse, children, parents as well as brothers and sisters of a deceased scheme member.*

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

(3) *You may submit your enquiry to the MPFA 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: Member Protection and Services Division, MPFA, Level 12, Tower 1, The Millennity, 98 How Ming Street, Kwun Tong, 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).

Address	***Office Hours***	
Level 12, Tower 1, The Millennity, 98 How Ming Street, Kwun Tong, Hong Kong	*Weekdays:* *8:45 am to 5:45 pm*	*Saturdays, Sundays and Public Holidays:* ***Closed***

(4) *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) of the deceased member, you may approach the relevant scheme trustee(s)* directly for assistance.*

**MPF trustees and their schemes will get onboard the eMPF Platform in sequence one by one. When the scheme has got onboard to the Platform, eMPF Company will utilize the eMPF Platform to perform the administration of the scheme, provide scheme administration services to employer, scheme member and self-employed person and handle the service instructions. From then on, employer, scheme member and self-employed person can manage your MPF on the eMPF Platform and should no longer submit service instructions to MPF trustee; the eMPF Platform will provide the relevant information and/or documents to you directly. Please visit eMPF Website (www.empf.org.hk) for the onboarding timeline of MPF scheme(s) and the relevant information.*

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

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

(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 MPFA 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 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.

表格 PA-PR

個人帳戶資料查詢表格
（已故計劃成員）

查詢須知

(1) 本「**表格 PA-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個人帳戶資料。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。

(2) 如閣下擬自行查詢你的個人帳戶資料，請填寫「**表格 PA-SM**」。如閣下擬授權他人，代辦查詢閣下的個人帳戶資料，請填寫「**表格 PA-AP**」。

(3) 閣下可選擇以下列方法向積金局提交查詢：

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：香港觀塘巧明街 98 號 The Millennity 1 座 12 樓 積金局 成員保障及服務部

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（如身份證）親臨積金局辦事處查詢。

地址	**辦公時間**	
香港觀塘巧明街98號The Millennity 1座12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**

(4) 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。閣下可直接向有關強積金受託人*查詢。

* 強積金受託人及其計劃將依次序逐一加入「積金易」平台。當計劃加入「積金易」平台後，積金易公司將使用「積金易」平台執行計劃下的行政工作，為僱主、計劃成員及自僱人士提供計劃行政服務及處理服務指示。屆時，僱主、計劃成員及自僱人士可透過「積金易」平台管理您的強積金，而無須再向強積金受託人提交服務指示，而「積金易」平台將直接提供有關資訊及/或文件給您。就強積金計劃加入「積金易」平台的日期及相關資訊，可瀏覽「積金易」平台網站（www.empf.org.hk）。

(5) 請注意，積金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。

(6) 已遞交之表格及證明文件副本將不予退還。

(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) 積金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。

Fax 傳真 : 3146 7367	表格 Form PA-PR

Personal Account Information Enquiry Form
(Deceased Scheme Member)

個人帳戶資料查詢表格
（已故計劃成員）

Particulars of the Enquirer 查詢人資料			
Name In English (same as HKID card/passport) 英文姓名(以香港身份證/護照所載為準)			
Name In Chinese (if any) (same as HKID card/passport) 中文姓名(如有) (以香港身份證/護照所載為準)		HKID / Passport No. 香港身份證/ 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： ☐ Personal representative 遺產代理人 or 或 ☐ 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： ☐ Spouse 配偶 ☐ Child 子女 ☐ Father or mother 父母 ☐ Brother or sister 兄弟姊妹 ☐ 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：查詢人須提交身分證明文件，請參閱本表格最後一頁。**			

Particulars of the Deceased Scheme Member 已故計劃成員資料			
Name In English (same as HKID card/passport) 英文姓名(以香港身份證/護照所載為準)			
Name In Chinese (if any) (same as HKID card/passport) 中文姓名(如有) (以香港身份證/護照所載為準)		HKID / Passport No. 香港身份證/ 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。**			

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 Enquirer 查詢人簽署	Date (DD/MM/YY) 日期(日/月/年)

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Note A: 附註甲: **Pursuant to Section 157B of the Mandatory Provident Fund Schemes (General) Regulation, Personal Account Register provides the following:**

- Number of personal account held by scheme members; and
- Name and contact details of the trustee* for each account.

Please note that the MPFA does not keep records of:

- Particulars of individual members' Personal Account(s), including the scheme name, scheme member account number and accrued benefits.
- Contribution account held by scheme members (including contribution account under current employment, casual employee account under Industry Schemes and self employed persons accounts) and Tax Deductible Voluntary Contribution (TVC) Account.

Please contact the relevant trustee(s)* direct for details of Personal Account(s).

* MPF trustees and their schemes will get onboard the eMPF Platform in sequence one by one. When the scheme has got onboard to the Platform, eMPF Company will utilize the eMPF Platform to perform the administration of the scheme, provide scheme administration services to employer, scheme member and self-employed person and handle the service instructions. From then on, employer, scheme member and self-employed person can manage your MPF on the eMPF Platform and should no longer submit service instructions to MPF trustee; the eMPF Platform will provide the relevant information and/or documents to you directly. Please visit eMPF Website (www.empf.org.hk) for the onboarding timeline of MPF scheme(s) and the relevant information.

根據強制性公積金計劃(一般)規例第 157B 條，個人帳戶紀錄冊顯示的資料包括：

- 計劃成員擁有的個人帳戶數目；及
- 每個個人帳戶所屬的受託人*的名稱及聯絡電話。

請注意，積金局未有備存以下資料：

- 個別個人帳戶的詳細資料，例如帳戶號碼、帳戶結餘等；及
- 計劃成員的「供款帳戶」(包括現職工作的強積金帳戶、行業計劃臨時僱員帳戶及自僱人士帳戶）及「可扣稅自願性供款帳戶」的紀錄。

有關個別帳戶的詳細資料，請向所屬受託人*查詢。

* 強積金受託人及其計劃將依次序逐一加入「積金易」平台。當計劃加入「積金易」平台後，積金易公司將使用「積金易」平台執行計劃下的行政工作，為僱主、計劃成員及自僱人士提供計劃行政服務及處理服務指示。屆時，僱主、計劃成員及自僱人士可透過「積金易」平台管理您的強積金，而無須再向強積金受託人提交服務指示，而「積金易」平台將直接提供有關資訊及/或文件給您。就強積金計劃加入「積金易」平台的日期及相關資訊，可瀏覽「積金易」平台網站（www.empf.org.hk)。

Note B: 附註乙: 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。

Note C: 附註丙: 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.
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 D: 附註丁: 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.)
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 E: 附註戊: Please complete the form in BLOCK letters.
請以正楷填寫表格。

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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	1. HKID / Passport of the deceased scheme member* 已故計劃成員的香港身份證/護照* 2. HKID / Passport of the personal representative 遺產代理人的香港身份證/護照 3. Letter of Administration or Probate 遺產管理書 或 遺囑認證
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	1. HKID / Passport of the deceased scheme member* 已故計劃成員的香港身份證/護照* 2. Death certificate of the deceased scheme member* 已故計劃成員的死亡證* 3. HKID / Passport of the enquirer 查詢人的香港身份證/護照 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: ● 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 ● Child: Birth certificate of the enquirer 子女： 查詢人的出生證明書 ● Father or mother: Birth certificate of the deceased member 父母： 已故計劃成員的出生證明書 ● 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

* 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 MPFA 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。積金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。