

To 致: Bank Consortium Trust Co. Ltd. 銀聯信託有限公司

c/o AMTD Global Markets Limited (formerly known as AMTD Asset Management Limited) 尚乘環球市場有限公司 (前稱尚乘資產管理有限公司)

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Note 注意Please read the following **important notes** before completing this form. 填寫本表格前, 請先閱讀下列**重要資料**。**Filling In This Form 填寫表格**

- This form is to be completed by any person who wishes to claim for payment of accrued benefits from a registered scheme on the ground of attaining the retirement age of 65 or early retirement only. For a claim made on the ground of early retirement, the scheme member must reach the age of 60 and have permanently ceased all employment and self-employment with no intention of becoming employed or self-employed again. For a claim for payment of accrued benefits on other grounds, please use FORM: ABD (MEM)-W(O)-TCM. 本表格僅供擬基於已達到 65 歲退休年齡或提早退休的理由提出申索, 要求從一個註冊計劃提取累算權益的人士填報。若基於提早退休的理由提出申索, 計劃成員必須達到 60 歲, 並已永久性地終止所有受僱及自僱工作, 且無意再次受僱或自僱。若基於其他理由申索累算權益, 請填寫表格: ABD (MEM)-W(O)-TCM。
- If the claimant / scheme member wishes to withdraw accrued benefits from more than one registered scheme, please fill in a separate form for each registered scheme. 如申索人 / 計劃成員擬從多於一個註冊計劃提取累算權益, 須就每個註冊計劃填寫一份表格。
- Please submit the completed form and the required supporting documents to the approved trustee of the registered scheme concerned for processing the claim. If any information provided is incorrect or incomplete, the relevant approved trustee may not be able to process your request. 請把填妥的表格及所需證明文件交予有關註冊計劃的核准受託人, 以便處理有關申索。若提供的任何資料不正確或不完整, 有關的核准受託人可能無法處理您的申請。
- Please read the explanatory notes carefully before completing this form. 填寫本表格前, 請先細讀註釋。
- The personal data to be supplied in support of this claim for payment of accrued benefits are to be used for processing your claim. The personal data you supply may, for such purpose, be transferred to the relevant service provider(s) and the government or regulatory bodies including the Mandatory Provident Fund Schemes Authority ("Authority"). 就此項申索累算權益申請提供的個人資料, 將用作處理您的申索。您提供的個人資料可能會為該目的而轉交相關服務提供者及政府或規管機構, 包括強制性公積金計劃管理局 ("管理局")。
- Please countersign any alterations made in this form. 如須作出任何刪改, 請於刪改之位置旁簽署。
- Please mark "✓" in the appropriate box. 請於適用的方格內填上 "✓" 號。

Reminder Before Submitting a Claim 提交申索前須注意的事項

- Withdrawal of accrued benefits derived from voluntary contributions is subject to the governing rules of the registered scheme concerned. Please check the information from the offering document of the scheme concerned, which can be found on the website of the approved trustee of the scheme concerned. Please consult the relevant approved trustee for details. 提取自自願性供款所產生的累算權益, 須受有關註冊計劃的管限規則所規限。詳情請查閱有關計劃的要約文件, 而要約文件可於有關計劃核准受託人的網站閱覽。詳情請向有關核准受託人查詢。
- If you would like to withdraw the accrued benefits in your Special Voluntary Contributions account, please complete and return the "Request for Withdrawal Form (For Special Voluntary Contribution)" to instruct the handling of your contributions made under Special Voluntary Contributions. If we do not receive such form upon withdrawal of your accrued benefits, your contributions made under Special Voluntary Contributions will be transferred to / retained in the personal account under the existing scheme. 如欲提取特別自願性供款帳戶內的累算權益, 請填寫並交回 "提取表格 (特別自願性供款適用)" 以指示如何處理您的特別自願性供款。若本公司於提取您帳戶內的累算權益時尚未收到該表格, 您的特別自願性供款將被轉移 / 保留於現有計劃的個人帳戶內。
- If you are using Direct Debit service to make contributions to your Special Voluntary Contributions and would like to stop the Direct Debit service, please submit a separate written instruction to us for processing the cessation of Direct Debit service. 若您使用直接付款方式作出特別自願性供款, 並欲取消特別自願性供款的直接付款服務, 請另行遞交書面通知以指示我們終止有關服務。

Factors to Consider before Selecting Withdrawal Option 選擇提取方式前須考慮的因素

- Accrued benefits may be withdrawn on the ground of attaining the retirement age of 65 or early retirement either in a lump sum or by instalments. Before making any decision as regards the amount and timing of withdrawal of accrued benefits, please consider, among other things, your personal needs, risk tolerance level and financial circumstances carefully. The scheme member may be charged the necessary transaction costs for each withdrawal, and additional fees or financial penalties may be charged to or imposed on the scheme member if more than 4 withdrawals by instalments from the same MPF account are made in a calendar year. Please consult the relevant approved trustee for details. 若基於已達到 65 歲退休年齡或提早退休的理由而申索累算權益, 可以選擇整筆提取或分期提取。在選擇提取累算權益的金額及時間時, 除了其他因素之外, 請細心考慮您的個人需要、風險承受能力及財政狀況, 然後才作決定。核准受託人可就每次提取向計劃成員收取必需交易費用; 如計劃成員在一個公曆年內從同一個強積金帳戶分期提取權益超過 4 次, 核准受託人可向該計劃成員收取額外費用或施加罰款。詳情請向有關的核准受託人查詢。

Reminder 請注意

- Withdrawal of accrued benefits out of a guaranteed fund may result in some or all of the guarantee conditions not being satisfied; thus affecting your entitlement to the guarantee. Please check the offering document of the scheme or consult the relevant approved trustee for details. 若從保證基金提取累算權益, 可能導致計劃成員不符合部分或所有保證條件, 以致影響其享有保證的資格。詳情請查閱計劃的要約文件或向有關的核准受託人查詢。
- The price of fund units may change due to market fluctuations and may go down as well as up. The price of fund units on the date when you submit a claim form to the approved trustee may be different from that on the date when the fund units are redeemed. 基金單位價格會因市場波動而出現變化, 單位價格可跌亦可升。您向核准受託人提交申索表格當日的基金單位價格, 或會與贖回基金單位當日的價格有所不同。
- If your accrued benefits are currently invested according to the Default Investment Strategy ("DIS") of the scheme, you should be aware that the de-risking mechanism of the DIS starts at the age of 50. If the annual de-risking of your investments in the DIS and your claim for payment of accrued benefits take place at around the same time, the approved trustee of the scheme shall sequence the de-risking and the claim in accordance with its procedures and in compliance with the Ordinance. Please consult the approved trustee of the scheme if you wish to know the details of how it will handle these transactions. 如現時您的累算權益是按照計劃的預設投資策略 ("預設投資") 投資, 請留意 "預設投資" 的降低投資風險機制, 會由計劃成員年滿 50 歲開始運作。如計劃的核准受託人在預設投資下按年降低您的投資風險的時間, 與接獲您的申索權益申請的時間相當接近, 該計劃的核准受託人將根據其運作程序及在符合《條例》規定的情況下, 訂定處理降低風險及申索權益的次序。如欲瞭解計劃核准受託人如何處理該等交易, 請向受託人查詢詳情。
- If accrued benefits are not withdrawn in full, the remaining accrued benefits will continue to be invested. Investment involves risk and the price of fund units may go down as well as up. Past performance does not indicate future performance. In addition, where any accrued benefits continue to be invested in a guaranteed fund, the guarantee may cease to apply to any such accrued benefits. Please consult the relevant approved trustee for details. You should carefully consider factors such as your investment objectives, financial situation, risk tolerance level and key features (e.g. types and levels of risks, types and levels of fees and charges) of the registered scheme(s) and the constituent fund(s) concerned. Please refer to the Authority's publications available on the Authority's website (www.mpfa.org.hk). 如累算權益並非整筆提取, 計劃成員帳戶內餘下的累算權益將繼續進行投資。投資涉及風險, 基金單位價格可跌亦可升。過往表現並非未來表現的指標。此外, 若餘下的累算權益繼續投資保證基金, 其享有的保證或不再適用。詳情請向有關的核准受託人查詢。請詳細考慮您的投資目標、財政狀況、風險承受能力及有關的註冊計劃及成分基金的主要特點 (例如風險種類及水平, 及收費種類及水平)。如欲瞭解詳情, 可於管理局的網站 (www.mpfa.org.hk) 參閱管理局印製的資訊刊物。

Part I. Details of Scheme Member / Claimant ^{Note 1} 計劃成員 / 申索人 ^{註1} 資料				
Name of the Scheme Member ^{Note 2} (as shown on your Hong Kong Identity (HKID) Card) 計劃成員姓名 ^{註2} (與您的香港身份證上的姓名相同)	English (Mr / Ms / Mrs*)		HKID Card No. 香港身份證號碼	
	中文 (先生 / 女士 / 太太*)		Passport No. (<u>ONLY</u> for scheme member without HKID Card) 護照號碼 (本欄 <u>僅</u> 供沒有香港身份證的計劃成員填寫)	
Name of the Claimant ^{Note 2} (if different from scheme member stated above) (as shown on your Hong Kong Identity (HKID) Card) 申索人姓名 ^{註2} (如與上述計劃成員不同者) (與您的香港身份證上的姓名相同)			HKID Card No. 香港身份證號碼	
			Passport No. (<u>ONLY</u> for person without HKID Card) 護照號碼 (本欄 <u>僅</u> 供沒有香港身份證的人士填寫)	
Telephone No. 電話號碼	Country Code 國家號碼	Area Code 地區號碼	Phone No. 電話號碼	Ext. 內線
Local Mobile 本地手提				
Business 辦公室				
Residential 住宅				
China / Overseas 中國 / 海外				
E-mail Address 電郵地址				
Correspondence Address (all correspondence will be sent to the following address) 通訊地址 (所有通訊將寄往以下地址)				

Part II. Details of the Claim 申索資料		
Name of the Scheme and Participating Plan No. against which payment to be claimed 要求支付權益的計劃名稱及參與計劃編號		
Name of Scheme 計劃名稱	AMTD MPF Scheme AMTD 強積金計劃	
<input type="checkbox"/> All accounts under the Scheme 計劃內所有帳戶		
<input type="checkbox"/> Selected account(s) under the Scheme (please specify the Participating Plan No. ^{Note 3} and Membership No. ^{Note 3}) 計劃內的指明帳戶 (請註明參與計劃編號 ^{註3} 及成員編號 ^{註3})		
Participating Plan No. ^{Note 3} 參與計劃編號 ^{註3}	(1) (2)	(1) (2)
Membership No. ^{Note 3} (if applicable) 成員編號 ^{註3} (如適用)	(1) (2)	(1) (2)
(i) Are there any voluntary contributions? 帳戶內有沒有自願性供款? <input type="checkbox"/> Yes <input type="checkbox"/> No (Please go to PART III) 有 沒有 (請跳至第III部)		
(ii) I elect to have the accrued benefits derived from voluntary contributions to be: 本人選擇把由自願性供款衍生的累算權益作出以下的安排:		
<input type="checkbox"/> retained in the existing account of the current scheme 保留在現有計劃的帳戶內		
<input type="checkbox"/> handled in the same way as those derived from mandatory contributions and withdrawn in accordance with the governing rules of the scheme 以處理強制性供款衍生的累算權益的同樣方式處理及根據計劃的管規規則提取權益		
Note : If no option is selected in item (ii), please note that the arrangement for the accrued benefits derived from voluntary contributions (except contributions made under Special Voluntary Contributions), if any, will be the same as that of mandatory contributions and withdrawn in accordance with the governing rules of the scheme.		
備註 : 如成員未有在第(ii)項作出任何選擇, 其自願性供款 (特別自願性供款除外) 所衍生的累算權益 (如有), 將與強制性供款所衍生的累算權益的安排相同及根據計劃的管規規則提取權益。		
Important Notes 重要提示		
<ul style="list-style-type: none"> If the account that to be withdrawn, which contains investment in DIS, the annual de-risking of investment in DIS will NOT be executed, when the accrued benefits are being transferred out to another registered scheme or withdrawn in lump sum. 若支付權益帳戶當中的投資含有預設投資, 當該帳戶的累算權益正待, 轉移至其他註冊計劃或全數提取, 該週年降低投資於預設投資風險的指示將不會執行。 If the account that to be withdrawn, which contains investment in DIS and there is one or more of other transaction(s) is being processed, the annual de-risking of investment in DIS will be DEFERRED, it normally takes place on the next available dealing day after completion of such transaction(s); and vice versa. 若支付權益帳戶當中的投資含有預設投資而帳戶有一個或超過一個的其他交易正在執行中, 該週年降低投資於預設投資風險的指示將順延執行, 一般在該等交易完成後下一個交易日執行; 反之亦然。 If the account that to be withdrawn, which contains investment in DIS, the annual de-risking of investment in DIS will be DEFERRED, it normally takes place on the next available dealing day after completion of the partial accrued benefits withdrawal, when both transactions fall on the same day. 若支付權益帳戶當中的投資含有預設投資, 該週年降低投資於預設投資風險的指示將順延執行, 一般在提取部份累算權益完成後下一個交易日執行, 當兩者交易日適逢同一日。 		

* Delete as appropriate 請刪去不適用者

Part III. (1) Ground for Claiming Accrued Benefits and the Required Documents Notes 4 & 5 (Please "✓" in the appropriate box)

申索累算權益的理由及所需文件註4及註5 (請在適當的方格內填上「✓」號)

- I have previously withdrawn the benefits by instalments on the below ground from all the accounts specified in Part II, therefore, I **DO NOT** provide the required documents for this claim again.
本人之前曾基於下述理由從第II部指明的所有帳戶分期提取權益，因此無須就是次申索再次提供所需文件。

Ground 理由	Required documents 所需文件
<input type="checkbox"/> Attaining the retirement age of 65 已達到65歲退休年齡	<input type="checkbox"/> a copy of the scheme member's HKID card for verification of the name, date of birth and identity card number of the scheme member if the claimant does not wish to present the card in person for verification Note 6 計劃成員的香港身份證副本，以供核對其姓名、出生日期及身份證號碼(如不擬親身出示計劃成員的香港身份證供核對有關資料)註6
<input type="checkbox"/> Early retirement 提早退休	<input type="checkbox"/> a copy of the scheme member's HKID card for verification of the name, date of birth and identity card number of the scheme member if the claimant does not wish to present the card in person for verification Note 6; and 計劃成員的香港身份證副本，以供核對其姓名、出生日期及身份證號碼(如不擬親身出示計劃成員的香港身份證供核對有關資料)註6; 及 <input type="checkbox"/> the original statutory declaration form on early retirement [Form MPF(S) – W(SD1)] Notes 5 & 7 有關提早退休的法定聲明表格[第MPF(S) – W(SD1)號表格]註5及註7正本

For a scheme member whose HKID card does not contain the month and / or day of birth, evidence showing the scheme member's date of birth Note 8:

如計劃成員的香港身份證並未載有出生月份及 / 或日子，請提供載有該計劃成員出生日期的證明註8：

- a copy of the scheme member's passport or other travel document showing the month and / or day of birth; or
載有計劃成員出生月份及 / 或日子的護照或其他旅遊證件的副本；或
- a copy of the scheme member's HKID card with the day and month of the issue date of the HKID card circled or by other means to indicate that the scheme member wishes to use the day and month of the issue date of the HKID card as the day and month of birth; or
在計劃成員的香港身份證副本上圈出(或以其他方式顯示)該身份證的簽發日期的月份及日子，以表示計劃成員擬採用其香港身份證的簽發日期的月份及日子作為其出生月份及日子；或
- the original statutory declaration of the scheme member's date of birth Note 7
有關計劃成員出生日期的法定聲明註7正本

(2) Amount of Accrued Benefits to be Withdrawn from each account specified in Part II Notes 9 & 10 (Please "✓" in the appropriate box)

擬從第II部指明的每個帳戶提取的累算權益金額註9及註10 (請在適當的方格內填上「✓」號)

- A lump sum Note 11
整筆註11
- OR**
或
- Specify withdrawal amount Notes 12 & 13 註明提取金額註12及註13 HK\$ _____ 港元
(please check with the relevant approved trustee for the requirements on minimum withdrawal amount 請向有關核准受託人查詢最低提取金額的規定)

Part IV. Method of Payment 付款方式

The payment will be sent to your correspondence address stated in Part I by cheque.

款項將以支票形式寄往您於第I部所提供之通訊地址。

* Delete as appropriate 請刪去不適用者

Part V. Personal Information Collection Statement 收集個人資料聲明

The personal data provided by or in respect of Members and Participating Employers of the AMTD MPF Scheme (the "Scheme") (concerning application records and operational records and / or their dealing / transaction details records) will only be accessed and handled by properly authorised staff of Bank Consortium Trust Company Limited ("BCTC", the trustee of the Scheme), the sponsor of the Scheme (currently AMTD Global Markets Limited (formerly known as AMTD Asset Management Limited) ("AMTD")) and their properly authorised service providers, employees, officers, directors and agents, and auditors of the Scheme, and may be used, disclosed and / or transferred (whether in or outside Hong Kong) to such persons as BCTC or any of its service providers may consider necessary, including governmental authorities and regulators, for any of the following purposes: (i) exercising or performing the functions conferred or imposed by or under or for the purposes of the Mandatory Provident Fund Schemes Ordinance ("Ordinance"); (ii) providing services in respect of Mandatory Provident Fund and the Scheme including the processing, administering, managing, and analysing of their, as the case may be, contributions, accrued benefits and portfolios and direct marketing of Mandatory Provident Fund services; (iii) improving the provision of Mandatory Provident Fund services by BCTC to customers generally (including the facilitation of the provision of Mandatory Provident Fund services to enable the customers of BCTC generally to access Mandatory Provident Fund (or other) account details, for example, through the internet; (iv) compliance with applicable laws and regulations, and court order and / or (v) any other purposes for the exercise or performance of the above mentioned functions. If there is any change in the information provided, BCTC should be notified as soon as practicable. Failure to provide the information requested may result in BCTC being unable to process the instructions. All such information may be retained after Members and Participating Employers ceased to participate in the Scheme.

Members and Participating Employers have a right, without any charge, to request access to and correction of any personal data or to request that personal data about them not be used for direct marketing purposes. Requests can be made in writing to the Data Protection Officer at BCTC, 18/F Cosco Tower, 183 Queen's Road Central, Hong Kong. Under the Personal Data (Privacy) Ordinance, Members and Participating Employers have the right to obtain a copy of information held about Members and Participating Employers and for which the Members and Participating Employers may be charged a fee.

由AMTD強積金計劃(「本計劃」)的成員及參與僱主所提供或相關之個人資料(有關申請及運作記錄)及/或他們的買賣/交易細節記錄僅供銀聯信託有限公司(「銀聯信託」,本計劃之受託人)、本計劃之保薦人(現為尚乘環球市場有限公司(前稱尚乘資產管理有限公司)(「尚乘」)及它們正式授權之服務供應商、僱員、主任、董事及代理及本計劃之核數師使用及處理,及在銀聯信託或其任何服務供應商認為有需要時,或會被使用、披露及/或轉移(在香港境內或境外)予個別人士,包括政府機關及監管機構作以下列任何之目的:(一)行使或執行強制性公積金計劃條例(「條例」)下所授予或施加之職能或根據該條例的目的而行使或執行職能;(二)提供強制性公積金及本計劃的服務包括處理、掌管、管理及分析供款、累算權益及投資組合,視乎情況而定,及直銷強制性公積金服務;(三)改善銀聯信託提供予客戶一般之強制性公積金服務(包括協助提供強制性公積金服務以令銀聯信託之客戶可經例如互聯網處理強制性公積金(或其他)戶口資料);(四)遵守適用之法律及規例及法院命令及/或(五)任何以行使或執行上述職能作目的之用途。如所提供資料有所變更,應在可行的情況下儘快通知銀聯信託。未能提供所需資料可能導致銀聯信託不能處理有關指示。於成員及參與僱主停止參與本計劃後,受託人仍可保留上述所有資料。

成員及參與僱主,在不設任何收費下,有權要求查閱或更改任何個人資料或要求個人資料不被用作直銷之用。可以書面聯絡銀聯信託之資料保護主任,香港皇后大道中183號中遠大廈18樓。根據個人資料(私隱)條例,成員及參與僱主有權在支付費用的情況下,索取一份有關成員及參與僱主的資料副本。

Part VI. Authorisation and Declaration 授權及聲明**(1) Termination of MPF Account with No Residual Balance (If applicable)**

終止沒有剩餘款項的強積金帳戶(如適用)

I / We* ^{Note 1} hereby authorise the approved trustee to terminate the relevant registered scheme member account(s) as referred to in Part II upon 本人/吾等*^{註1}謹此授權核准受託人在以下情況終止在第II部所述的註冊計劃成員帳戶:

- (i) withdrawal of the full amount of accrued benefits with no residual balance in the said account(s);
該帳戶內的累算權益已被全數提取,並無剩餘款項;
- (ii) (for employee contribution account only) termination of the employment in relation to the contribution account; and
(只適用於僱員供款帳戶)該供款帳戶所涉及的受僱已經終止;及
- (iii) (for self-employed person contribution account only) cessation of the self-employment, with effect from _____ (DD/MM/YYYY).
(只適用於自僱人士供款帳戶)終止自僱,生效日期為 _____ (日/月/年)。

(2) Declaration 聲明

- (i) I / We* ^{Note 1} understand and agree to the terms of the Personal Information Collection Statement as set out in this form. I / We* ^{Note 1} agree that the information and data given in this form, together with the document(s) enclosed (if any), can be used by the approved trustee concerned and the Authority in activities relating to the processing of the claim and may be disclosed to other parties for such purposes.
本人/吾等*^{註1}明白及同意於此表格之收集個人資料聲明條款。本人/吾等*^{註1}同意本申索表格所填報的個人資料及隨附之文件(如有)可供有關的核准受託人及管理層作處理申索的用途,並可為此用途向其他人士披露。
- (ii) I / We* ^{Note 1} undertake that if there is any change in the information so provided, I / we* shall notify BCTC and AMTD, c/o AMTD as soon as reasonably practicable.
本人/吾等*^{註1}承諾若所提供之資料有任何更改,將儘快通知銀聯信託及尚乘c/o 尚乘。
- (iii) I / We* ^{Note 1} declare that to the best of my / our* knowledge and belief, the information given in this form and its attachments (if any) is correct and complete.
本人/吾等*^{註1}聲明,盡本人/吾等*所知所信,本表格及隨附文件(如有)所提供的資料均屬正確無訛且並無缺漏。

Signature of the Claimant(s)

申索人簽署

S.V.

Date (D / M / Y) 日期 (日 / 月 / 年)

Warning : Under section 43E of the Ordinance, a person who, in any document given to the Authority or an approved trustee, knowingly or recklessly makes a statement which is false or misleading in a material respect commits an offence and is liable to a maximum penalty of a \$100,000 fine and 1 year's imprisonment on the first conviction and a \$200,000 fine and 2 years' imprisonment on each subsequent conviction. A person who knowingly and wilfully makes a statutory declaration false in a material particular also commits an offence under section 36 of the Crimes Ordinance (Cap. 200) and is liable on conviction to imprisonment for 2 years and to a fine.

注意 : 根據《條例》第43E條,任何人在給予管理局或核准受託人的任何文件中,明知或罔顧後果地作出在要項上屬虛假或具誤導性的陳述,即屬犯罪。首次定罪者,最高可處罰款\$100,000及監禁一年;其後每次定罪,最高可處罰款\$200,000及監禁兩年。根據《刑事罪行條例》(第200章)第36條,任何人明知而故意在法定聲明中作出在要項上屬虛假的陳述,亦屬犯罪。一經定罪,可處監禁兩年及罰款。

* Delete as appropriate 請刪去不適用者

Internal Use Only 內部專用

Date Received: _____ Processed By: _____ () Approved By: _____ () Remarks: _____

Trustee & Administrator 受託人及行政管理人: Bank Consortium Trust Company Limited 銀聯信託有限公司

18/F Cosco Tower, 183 Queen's Road Central, Hong Kong 香港皇后大道中 183 號中遠大廈 18 樓

Claim Form for Payment of Accrued Benefits on Ground of Attaining the Retirement Age of 65 or Early Retirement (For Scheme Member) [FORM: ABD (MEM)-W(R)-TCM]

Explanatory Notes

1. Either the scheme member or person(s) appointed as a committee of the estate of a mentally incapacitated person under the Mental Health Ordinance (Cap. 136) ("the committee of the estate") to act on behalf of the scheme member can be the claimant to lodge the claim for payment of accrued benefits. If there is more than one person appointed by the court as the committee of the estate, those persons should apply and sign in the capacity as the committee of the estate in accordance with those terms of appointment and any other requirements contained in the relevant court order. Please use an additional blank sheet to provide details of the claimants under Part I. Under such circumstances, this form needs to be signed by all of the persons appointed by the court as the committee of the estate, unless the Court authorises otherwise.
2. If a claimant / scheme member does NOT possess a HKID card, please fill in the name as shown on the passport.
3. Participating Plan No. and Membership No. can be found:
 - I. in the membership certificate, notice of acceptance, or notice of participating; or
 - II. in the Member Benefits Statement (Annual), or other statements provided by the approved trustee; or
 - III. through the member enquiry facilities available from the approved trustee.
 If you are in doubt, please contact the approved trustee of the registered scheme concerned.
4. In processing a claim for payment, the approved trustee of the registered scheme concerned may request the claimant to produce the original documents for checking purpose, if necessary.
5. For a claim made by the committee of the estate on behalf of the scheme member, in addition to the required documents in respect of the scheme member, the following documents should be enclosed:
 - I. a copy of the evidence of the status of the committee of the estate, i.e. the court order;
 - II. a copy of each claimant's HKID card for verification of the name and identity card number of the claimant if the claimant does not wish to present the card in person for verification ^{Note 6}; and
 - III. the original statutory declaration form made by the committee of the estate for a claim for payment of accrued benefits (Form MPF(S) – W(SD4)) ^{Note 7} (if applicable). Where such a statutory declaration has been made and enclosed with the claim, the statutory declaration form (MPF(S) – W(SD1)) for a claim made on the ground of early retirement shall not be required.
6. For a claimant / scheme member who does NOT possess a HKID card, a copy of the passport (only pages with personal particulars and passport number) should be provided to the approved trustee concerned for verification of the name and passport number of the claimant / scheme member if the claimant / scheme member does not wish to present the passport in person for verification.
7. The statutory declaration must be a valid statutory declaration in the place where the declaration is made (e.g. in Hong Kong, the statutory declaration should be made before and signed by a Commissioner for Oaths (e.g. at a Public Enquiry Service Centre of the Home Affairs Department) or a Notary Public or a Justice of the Peace). A statutory declaration made in a place other than Hong Kong is also acceptable provided that it is made before and signed by a Notary Public or a person authorised under the law of that place to administer an oath or take a statutory declaration.
8. A scheme member who does not have the month and / or day of birth printed on the HKID card may provide evidence as to the month and / or day by using one of the following methods:
 - I. using the birth date as shown on an official document (e.g. a travel document or a statutory declaration of the scheme member's date of birth); or
 - II. using the day and month of the issue date of the HKID card of the scheme member.
 If the scheme member has not used any of the methods above to provide evidence as to the month and day, then in the absence of the above evidence, the approved trustee will:
 - I. where the HKID card shows only the year and month of birth (and not the day of birth), use the last day of the month as shown on the HKID card as the birth date of the scheme member; or
 - II. where the HKID card shows only the year of birth (and neither the month nor day of birth), use the last day of the year as shown on the HKID card as the birth date of the scheme member.
 Please note that mandatory contributions in respect of the scheme member (if any) will cease on the day when the scheme member reaches age 65 based on the evidence provided by the scheme member or defaulted above.
9. If a claimant wishes to select different withdrawal amounts for different accounts within a registered scheme, the claimant should fill in a separate form for each account.
10. No fees or financial penalties may be charged to or imposed on a scheme member or deducted from the scheme member account, other than necessary transaction costs incurred or reasonably likely to be incurred in selling or buying investments in order to give effect to the withdrawal and are payable to a party other than the approved trustee, for payment of the member's accrued benefits in a lump sum or for the first 4 withdrawals by instalments each year. Payments in excess of 4 times in a calendar year may be subject to fees or financial penalties. Please consult the approved trustee of the registered scheme concerned as on the arrangement and fees involved.
11. This option is applicable for withdrawing the accrued benefits in a LUMP SUM from each scheme member account specified in Part II (including benefits derived from voluntary contributions if the scheme member is entitled to withdraw them based on the governing rules of the registered scheme concerned). Please consult the approved trustee of the registered scheme concerned for details.
12. This option is applicable for withdrawing the accrued benefits by INSTALMENTS from each scheme member account specified in Part II. For each scheme member account, the specified withdrawal amount will be redeemed proportionally from each sub-account according to the fund allocation as of the day on which the approved trustee redeems the benefits (including benefits derived from voluntary contributions if the scheme member is entitled to withdraw them based on the governing rules of the registered scheme concerned). If the account balance is less than the withdrawal amount specified by the claimant, the entire account balance will be withdrawn. If the claimant subsequently wishes to withdraw the remaining benefits in the accounts, please submit another claim to the approved trustee of the registered scheme concerned.
13. For scheme member who has elected to withdraw the accrued benefits by instalments, exact amount as specified on the claim form will be paid to the claimant provided that the member account balance is sufficient to pay the exact amount at the time when the trustee processes the instalment payment. For the avoidance of doubt, if (i) the member account balance is insufficient to pay the exact amount when the trustee processes the instalment payment or (ii) the redemption proceeds of the relevant investment fund units (together with the remaining account balance) is less than the amount specified on the claim form, all the member account balance will be paid to the claimant.

**基於已達到 65 歲退休年齡或提早退休的理由而
申索累算權益的表格 (計劃成員適用) [表格：ABD (MEM)-W(R)-TCM]**

註釋

1. 要求支付累算權益的申索，可由計劃成員或根據《精神健康條例》(第136章) 獲委任代表精神上無行為能力的計劃成員行事的產業受託監管人 (「產業受託監管人」) 作為申索人提出。如法庭委任超過一人為產業受託監管人，該等人士應按照委任條款及有關法庭命令所載的任何其他規定，以產業受託監管人的身份提出申請及在相關文件簽署。請就第I部另紙詳載各申索人的資料。在此情況下，除非法庭另有授權，否則本表格須由所有獲法庭委任為該計劃成員的產業受託監管人的人士簽署。
2. 如申索人 / 計劃成員沒有香港身份證，請填上護照上的姓名。
3. 參與計劃編號及成員編號可循以下途徑查閱 / 查詢：
 - I. 查閱成員證明書、接納通知或參與通知；或
 - II. 查閱成員權益報表 (周年) 或核准受託人提供的其他報表；或
 - III. 核准受託人為成員提供的諮詢服務。
 如有疑問，請聯絡有關註冊計劃的核准受託人。
4. 如有需要，有關註冊計劃的核准受託人在處理付款申索時可能會要求申索人提交文件的正本，以核對資料。
5. 由產業受託監管人代表計劃成員提出的申索，除須提供有關該計劃成員的所需文件外，亦應夾附以下文件：
 - I. 產業受託監管人身份的證明文件副本，即法庭命令的副本；
 - II. 每名申索人的香港身份證副本，以供核對其姓名及身份證號碼 (如不擬親身出示申索人的香港身份證供核對有關資料)^{註6}；及
 - III. 產業受託監管人就申索累算權益所作的法定聲明表格 [第 MPF(S) – W(SD4) 號表格]^{註7} 正本 (如適用)。如使用該表格作出聲明並把該表格夾附於本申索，便無須提交基於提早退休的理由作出申索的法定聲明表格 [即第 MPF(S) – W(SD1) 號表格]。
6. 如申索人 / 計劃成員沒有香港身份證，而又不擬親身出示護照以供核對資料，則須提供護照副本 (只須提供載有個人資料及護照號碼之頁)，以供有關核准受託人核對申索人 / 計劃成員的姓名及護照號碼。
7. 法定聲明必須是一份屬該聲明宣誓所在地有效的法定聲明 (例如在香港，法定聲明須在監誓員 (例如在民政事務總署諮詢服務中心) 或公證人或太平紳士面前作出，並由他們簽署)。在香港以外地方所作的法定聲明，只要是在公證人或獲該地法律授權監督或監理法定聲明的人士面前作出，並由他們簽署，亦可予接受。
8. 如計劃成員的香港身份證並未印有出生月份及 / 或日子，則可採用以下其中一種方法，就其出生月份及 / 或日子提供證據：
 - I. 採用某份官方文件 (例如旅遊證件或有關計劃成員的出生日期的法定聲明) 所載的出生日期；或
 - II. 採用計劃成員香港身份證上的簽發日期的日子及月份。
 如計劃成員沒有採用以上任何一種方法就其出生月份及日子提供證據，則核准受託人在沒有上述證據的情況下，會以下述日子作為該計劃成員的出生日期：
 - I. 計劃成員的香港身份證所載的出生月份的最後一日 (如該香港身份證只載有出生年份及月份，而沒有出生日子)，作為其出生日期；或
 - II. 計劃成員的香港身份證所載的出生年份的最後一日 (如該香港身份證只載有出生年份，而沒有出生月份及日子)，作為其出生日期。
 請注意，就計劃成員作出的強制性供款 (如有)，將根據計劃成員提供的證據，或按上述預設的出生日期計算，於計劃成員年滿65歲當日終止。
9. 如申索人擬就同一個註冊計劃內的不同帳戶選擇不同的提取金額，須就每個帳戶分別填寫一份表格。
10. 核准受託人不得就向計劃成員整筆支付或每年首 4 次向計劃成員分期支付累算權益而向該計劃成員收取費用或施加罰款，或從該計劃成員的帳戶扣除費用或罰款，但為執行該項權益提取而進行買賣投資所招致，或是合理地相當可能招致，並須向某方 (該核准受託人除外) 支付的必需交易費用除外。如向計劃成員支付權益的次數多於每公曆年 4 次，核准受託人可向計劃成員收取費用或施加罰款。有關支付權益的安排及所涉及的費用，請向有關註冊計劃的核准受託人查詢。
11. 此提取方式適用於從第 II 部指明的每個計劃成員帳戶內提取**整筆**累算權益 (如根據有關註冊計劃的管限規則，計劃成員有權提取由自願性供款所產生的累算權益，則包括該等權益)。詳情請向有關註冊計劃的核准受託人查詢。
12. 此提取方式適用於從第 II 部指明的每個計劃成員帳戶內**分期**提取累算權益。就每個計劃成員帳戶，核准受託人會根據贖回權益當日的資金分配，按比例從每個分帳戶中贖回註明的提取金額 (如根據有關註冊計劃的管限規則，計劃成員有權提取由自願性供款所產生的累算權益，則包括該等權益)。如帳戶結餘少於申索人註明的提取金額，則帳戶內的結餘將會被全數提取。如申索人其後擬提取帳戶內餘下的權益，請向有關註冊計劃的核准受託人另行提出申索。
13. 就計劃成員選擇以分期提取累算權益，當受託人於處理有關指示時，而該成員帳戶結餘是足夠支付指定的金額，受託人將根據表格上註明的提取金額支付予申索人。為免存疑，如 (i) 受託人於處理有關指示時，該成員帳戶結餘是不足夠支付所指定的金額或 (ii) 有關投資基金單位的贖回款項 (連同帳戶結餘) 是少於申索表格上指定的金額，成員帳戶結餘將會全部支付予申索人。