

Notes on Making Enquiry about Personal Account Information (Form PA-PR)

- (1) This “**Form PA-PR**” is to be completed by a personal representative 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. Please note that enquiries about personal account information of a deceased scheme member must be lodged by a personal representative.
- (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 Authority by:
- a. **Visiting the Authority in person:** Please bring with you the completed Form and ID document (e.g. HKID Card).

Office	Address	Office Hours	
Head Office	Units 1501A and 1508, Level 15, International Commerce Centre, 1 Austin Road West, Kowloon	Weekdays: 8:45 am to 5:45 pm	Closed on Saturdays, Sundays and Public Holidays
Central Office	23/F, Nexus Building, 41 Connaught Road Central, Hong Kong		
Kwai Fong Office	Level 36, Tower 1, Metroplaza, 223 Hing Fong Road, Kwai Fong, New Territories		
Kwun Tong Office	25/F, Tower 1, Millennium City 1, 388 Kwun Tong Road, Kwun Tong, Kowloon	Weekdays: 9:00 am to 1:00 pm 2:00 pm to 5:00 pm	
Enquiry Counter	Room G01, Labour Tribunal, 36 Gascoigne Road, Yaumatei, Kowloon		

- b. **Mail/Fax:** Please post or fax the completed Form and copies of supporting document to the Authority. Search result will be sent to you by mail.
- Address: Member Services Section, 25/F, Tower 1, Millennium City 1, 388 Kwun Tong Road, Kwun Tong, Kowloon
Fax: 3146 7367
- (4) Please note that the Authority 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.
- (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) 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 request for personal account details. The personal data will be used, disclosed or transferred only for purposes related to the request or where permitted by law. Failure to supply the requisite personal data may result in the Authority being unable to process the request if it affects the Authority’s ability to retrieve the requested information or contact the scheme member / authorized person / personal representative.

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, Level 16, International Commerce Centre, 1 Austin Road West, Kowloon, Hong Kong.

查詢個人帳戶資料須知（表格PA-PR）

- (1) 本「**表格 PA-PR**」供已故計劃成員的遺產代理人填寫，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。請注意，已故計劃成員的個人帳戶資料必須由遺產代理人查詢。
- (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本局提交查詢：
- a. **親臨本局**：請閣下攜同已填妥的表格及有關身分證明文件（如身分證）親臨本局辦事處查詢。

辦 事 處	地 址	辦 公 時 間		
總辦事處	九龍柯士甸道西1號環球貿易廣場15樓1501A及1508室	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	
中環辦事處	香港中環干諾道中41號盈置大廈23樓			
葵芳辦事處	新界葵芳興芳路223號新都會廣場1座36樓			
觀塘辦事處	九龍觀塘觀塘道388號創紀之城1期1座25樓	星期一至五： 上午9時至下午1時 下午2時至下午5時		
諮詢處	九龍油麻地加士居道36號勞資審裁處G01室			

- b. **郵遞/傳真**：請閣下將已填妥的表格及有關證明文件副本郵遞或傳真至本局。本局將以信函回覆閣下。
- 地址：九龍觀塘觀塘道388號創紀之城1期1座25樓 成員服務組
傳真：3146 7367
- (4) 請注意，本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。
- (5) 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。
- (6) 已遞交之表格及證明文件副本將不予退還。
- (7) 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，乃為處理閣下查閱個人帳戶資料的申請之用。有關資料只會因應與該項申請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，則本局可能無法處理閣下的申請。

如欲查閱及／或更正閣下存於本局的個人資料，可致函香港九龍柯士甸道西一號環球貿易廣場16樓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。

Request Form For Personal Account Information
(Personal Representative)

查閱個人帳戶資料申請表格
(遺產代理人)

Supporting Documents Required to be Submitted 須提交的證明文件
1. HKID / Passport of the deceased scheme member or other document bearing the HKID no. / Passport no. of the scheme member 已故計劃成員的香港身分證/護照 或 其他載有已故計劃成員的香港身分證號碼/護照號碼的文件
2. HKID / Passport of the personal representative 遺產代理人的香港身分證/護照
3. Letter of Administration or Probate 遺產管理書 或 遺囑認證

Particulars of the Deceased Member 已故計劃成員資料			
Name In English 英文姓名			
Name In Chinese 中文姓名		HKID / Passport No. 香港身分證/護照號碼	

Particulars of the Personal Representative 遺產代理人資料			
Name In English 英文姓名			
Name In Chinese 中文姓名		HKID / Passport No. 香港身分證/護照號碼	
Day-time Telephone No. 日間聯絡電話			
Mailing Address (Not required for walk-in enquiry) 通訊地址 (如親臨遞交, 毋需填寫)			

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 Personal Representative 遺產代理人簽署	Date (DD/MM/YY) 日期(日/月/年)

Note: 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.

附註: 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。

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.

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。

Official Use Only:	Ck:	Rv:	Ap:	1211
	<input type="checkbox"/> ICC <input type="checkbox"/> NB <input type="checkbox"/> MP1 <input type="checkbox"/> MC1 <input type="checkbox"/> LT	Dt:	Tm:	