

## Notes on Enquiring Preserved Account Information (Form PA-AP)

- (1) This “**Form PA-AP**” is to be completed by any person who wishes to enquire information of his/her preserved accounts via an authorized person. The authorized person will also be required to complete part of the Form.
- (2) If you wish to enquire preserved account information for yourself, please use “**Form PA-SM**”. If you are a personal representative of a deceased scheme member, please use “**Form PA-PR**”.
- (3) You may submit your enquiry to the Authority by:
- a. **Visiting the Authority in person:** Please bring (1) the completed Form, (2) copy of ID document of the scheme member (e.g. HKID Card) and (3) original HKID Card of the authorized person.

Office	Address	Office Hours	
<b>Head Office</b>	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
<b>Central Office</b>	Suites 607-608, 6/F, One International Finance Centre, 1 Harbour View Street, Central, Hong Kong		
<b>Kwai Fong Office</b>	Level 36, Tower 1, Metroplaza, 223 Hing Fong Road, Kwai Fong, New Territories		
<b>Kwun Tong Office</b>	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	
<b>Enquiry Counter</b>	Room G01, Labour Tribunal, 36 Gascoigne Road, Yaumatei, Kowloon		

- b. **Mail/Fax:** Please post or fax the completed Form and copies of ID supporting documents of both the scheme member and the authorized person to the Authority. Search result will be sent to the authorized person by mail.

Address: Member Protection Department, 25/F, Tower 1, Millennium City 1, 388 Kwun Tong Road, Kwun Tong, Kowloon  
 Fax: 3146 7367

- (4) To ensure proper authorization has been given by the scheme member and to protect members’ personal data, the Authority may contact and confirm with the scheme member as and when necessary before processing a request. Request will not be processed if confirmation from the scheme member concerned cannot be obtained.
- (5) Notes on using this Form PA-AP:
- a. Only one authorized person is allowed for each form. Multiple authorized persons in one form will not be accepted.
- b. For any alteration of particulars of the authorized person on the Form, full signature of the scheme member must be present.
- c. For submission in person, Form PA-AP must be submitted by the authorized person himself/herself. Submission by any other third party will not be accepted.
- d. For submission in person, original ID document of the authorized person must be presented for inspection.
- e. ID document of the scheme member must be submitted in printed form.
- f. Corresponding and valid ID documents of both the scheme member and the authorized person must be presented. For example, if HKID No. is listed in the Form, a copy of HKID Card must be presented. Non-corresponding and expired ID documents will not be accepted.
- g. This form is valid for one month from the date on which the scheme members signs the form. Expired forms will not be accepted.
- (6) Please note that the Authority does not have detailed information of individual preserved accounts, such as account number, funds invested and account balance. To check such details of the preserved account(s), the account holder may approach his/her scheme trustee(s) directly for assistance.
- (7) Please note that only preserved account information is available. For information on contribution accounts, please check with the relevant employer(s) for details.
- (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.

## 查詢保留帳戶資料須知（表格PA-AP）

- (1) 本「表格 PA-AP」供擬授權他人，代辦查詢其保留帳戶的人士填寫。獲授權人亦須填寫本表格的部份內容。
- (2) 如閣下擬自行查詢你的保留帳戶資料，請填寫「表格 PA-SM」。如閣下為已故計劃成員的遺產代理人，請填寫「表格 PA-PR」。
- (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（1）已填妥的表格、（2）計劃成員的身分證明文件副本（如身分證）及（3）獲授權人士的身分證正本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	香港中環港景街1號國際金融中心1期6樓607-608室		
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		
諮詢處	九龍油麻地加士居道36號勞資審裁處G01室	星期一至五： 上午9時至下午1時 下午2時至下午5時	

- b. **郵遞/傳真**：請閣下將已填妥的表格連同計劃成員及獲授權人士的身分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 成員保障處  
傳真：3146 7367

- (4) 為確保查詢已獲得適當授權及保障計劃成員的個人資料，本局在處理查詢時或會與計劃成員聯絡，以核實表格上的資料。如未能核實資料，本局有權不處理有關查詢。
- (5) 使用本表格須知：
  - a. 每一張表格上只可填寫一名獲授權人。如表格上有多於一名獲授權人，查詢將不獲處理。
  - b. 表格上獲授權人的資料如被刪改，計劃成員必須在旁簽署作實，否則查詢將不獲處理。
  - c. 如親臨遞交查詢，「表格PA-AP」必須由表格上的獲授權人本人遞交。由非獲授權人士遞交的查詢將不獲處理。
  - d. 如親臨遞交查詢，獲授權人必須出示其身分證明文件正本。
  - e. 計劃成員的身分證明文件副本必須以書面形式提交。
  - f. 計劃成員及獲授權人必須提交相符及有效的身分證證明文件予本局核對（例：如表格上填上香港身分證號碼，提交的證明文件須為香港身分證）。不相符或逾期的身分證證明文件將不獲接納。
  - g. 本表格的有效期為一個月（由計劃成員簽署表格當日起計算），逾期遞交的查詢將不獲處理。
- (6) 請注意，本局紀錄並無保留帳戶的詳細資料，如帳戶號碼、所選擇之基金組合或戶口結餘等。帳戶持有人可直接向有關強積金受託人查詢。
- (7) 請注意，本局只能提供有關成員的保留帳戶資料。如欲查詢其他的強積金供款帳戶資料，請向有關僱主查詢。
- (8) 已遞交之表格及身分證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。

**Mandatory Provident Fund Schemes Authority**  
**Personal Information Collection Statement**  
(Form PA-SM, Form PA-AP and Form PA-PR)

The personal data to be supplied in this Form are for the purposes of processing your request for preserved 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.

**強制性公積金計劃管理局**  
**個人資料收集聲明**  
(表格 PA-SM、表格 PA-AP 及表格 PA-PR)

藉本表格提供的個人資料，乃為處理閣下查閱保留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 For Preserved Account Details**  
**Authorization Form**  
**查閱保留帳戶資料**  
**授權書**

<b>Particulars of the Scheme Member 計劃成員資料</b>		
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*	* Please provide copy of HKID / Passport 請附上香港身分證/護照副本	
Day-time Telephone No. 日間聯絡電話		
<b>Authorization &amp; Declaration</b> <b>授權及聲明</b>	<p>I hereby authorize the person listed below to enquire and receive details of my preserved account(s) including my name, HKID number, name of the related MPF scheme(s) and name, business address and telephone number of the related MPF trustee(s).</p> <p>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.</p> <p>本人現授權下列人士，查閱及獲取本人於強積金計劃下有關保留帳戶資料，包括本人姓名、香港身分證號碼、有關強積金計劃的名稱及有關強積金受託人的名稱，營業地址及電話。</p> <p>本人聲明，本人並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。</p>	
	<table border="1" style="width: 100%;"> <tr> <td style="width: 60%;">Signature 簽署</td> <td style="width: 40%;">Date 日期</td> </tr> </table>	Signature 簽署
Signature 簽署	Date 日期	

<b>Particulars of the Authorized Person 獲授權人資料</b>		
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*	* Please provide copy of HKID / Passport for mail/fax enquiry 如郵遞/傳真遞交，請附上香港身分證/護照副本	
Day-time Telephone No. 日間聯絡電話		
Mail results to this address 請將結果寄往此地址		
<b>Declaration</b> <b>聲明</b>	<p>I declare that I have duly obtained authorization from the scheme member listed above to check his/her preserved account information, and to the best of my knowledge and belief, the information given in this Form and the submitted documents is correct and complete.</p> <p>本人聲明，本人已獲上述成員正式授權，代其查詢保留帳戶資料；本人並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。</p>	
	<table border="1" style="width: 100%;"> <tr> <td style="width: 60%;">Signature 簽署</td> <td style="width: 40%;">Date 日期</td> </tr> </table>	Signature 簽署
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Note: 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：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:	0909
	<input type="checkbox"/> ICC <input type="checkbox"/> IFC <input type="checkbox"/> MP1 <input type="checkbox"/> MC1 <input type="checkbox"/> LT	Dt:	Tm:	