

SUN LIFE MPF BASIC SCHEME
(Formerly named FWD MPF MASTER TRUST BASIC SCHEME)
ADDITIONAL VOLUNTARY CONTRIBUTIONS WITHDRAWAL / CLAIM FORM

永明強積金基本計劃

(前計劃名稱為富衛強積金集成信託基本計劃)
額外自願性供款 - 提取 / 申索表格

Notes 注意

1. This form will supersede any relevant information/form(s) which has/have been submitted to the Administrator previously.
本表格將取代所有有關之前已遞交行政管理人的資料/表格。
2. All sections below should be completed in BLOCK letters.
所有部份須以正楷填寫。

Surname (English) 姓氏 (英文)	Member No. 成員編號
Given Name (English) 名字 (英文)	HKID / Passport No. 香港身份證 / 護照號碼
Chinese Name 中文姓名	Contact Telephone No. 聯絡電話號碼

Additional Voluntary Contributions Withdrawal / Claim 提取 / 申索額外自願性供款

Terms and Conditions 條款及條件:

1. A member can apply for withdrawal 4 times a year (which refers to calendar year from 1 January to 31 December) by submitting this form with completed information to the Administrator. 成員可每年 4 次遞交此表格申請提取供款(以曆年計算, 即每年 1 月 1 日至 12 月 31 日)。
2. Administration fee of HK\$200 per request will be charged by Administrator on the 5th and each subsequent request for withdrawal of voluntary accrued benefits derived from additional voluntary contributions by a member within a calendar year. 管理人可於曆年內第五次及後每次要求提取由額外自願性供款衍生的累積權益之成員收取每次港幣 200 元的行政費用。
3. Withdrawal must be in a multiple of 5% of the total contributions balance or individual fund balance. 提取須為總供款結餘或個別基金結餘 5% 的倍數。
4. The minimum withdrawal amount per request is HK\$3,000. 每次最低提取額為港幣 3,000 元。
5. The minimum balance of HK\$5,000 should be kept within the Additional Voluntary Contributions account and no withdrawal can be made if the balance falls below HK\$5,000 as at the date the Administrator executes the withdrawal request, or otherwise a member must close the account in order to withdraw the balance. The balance amount will not include any contribution in progress. 額外自願性供款戶口結餘必須維持不少於港幣 5,000 元。如行政管理人執行提取指示當日戶口結餘少於港幣 5,000 元, 提取將不獲辦理, 除非成員將帳戶結束以提取結餘。戶口結餘將不包括處理中的供款。
6. If a member partially withdraws the contributions balance, withdrawal will not be applied to contribution in progress. 如成員欲提取部分供款結餘, 提取將不包括處理中的供款。
7. If a member terminates the account, withdrawal will be executed only after all contribution allocation is completed, if any. 如成員欲將帳戶結束, 提取手續將於所有供款的投資程序完成後(如有), 才獲得辦理。
8. If switching/annual de-risking of Default Investment Strategy is in progress, withdrawal will be processed after the switching/annual de-risking of Default Investment Strategy is completed. 如資產轉換/預設投資策略每年降低風險在進行中, 此提取將於完成資產轉換/預設投資策略每年降低風險後處理。
9. Under normal circumstances, payment will be made by cheque payable to the member and sent with a withdrawal statement to his/her latest correspondence address in the Administrator's records within 15 working days after receipt of a properly completed, signed and valid request. 一般情況下, 提取手續會於收到填妥、已簽署及有效之表格後 15 個工作天內完成, 款項將以支票發放予成員並連同報表寄往根據行政管理人紀錄的成員最新地址。

Effective Date (dd / mm / yyyy)

生效日期 (日 / 月 / 年)

Please tick (✓) the appropriate box (subject to a minimum withdrawal amount of HK\$3,000 based on the latest available unit price as at the date of receipt of your request).

請於適當方格加上 (✓) 號 (最低提取額為港幣 3,000 元 - 以收到閣下申請當日之最新單位價格為準)。

I would like to withdraw _____% of my total contributions balance.

本人欲提取帳戶總供款結餘的 _____%。

I would like to withdraw a specified percentage of the following fund(s) balance:

本人欲提取以下基金結餘的指定百分比:

Name of Funds 基金名稱	Withdrawal % 提取百分比
Default Investment Strategy 預設投資策略	%
Sun Life MPF Basic Scheme MPF Conservative Portfolio 永明強積金基本計劃強積金保守投資組合 (B01CPP)	%
Sun Life MPF Basic Scheme Capital Guaranteed Portfolio 永明強積金基本計劃本金保證投資組合 (B02CGP)	%
Sun Life MPF Basic Scheme Age 65 Plus Portfolio 永明強積金基本計劃 65 歲後投資組合 (B1165)	%
Sun Life MPF Basic Scheme Stable Growth Portfolio 永明強積金基本計劃平穩增長投資組合 (B03SGP)	%
Sun Life MPF Basic Scheme Core Accumulation Portfolio 永明強積金基本計劃核心累積投資組合 (B10CA)	%
Sun Life MPF Basic Scheme Balanced Growth Portfolio 永明強積金基本計劃均衡增長投資組合 (B04BGP)	%
Sun Life MPF Basic Scheme International Equity Portfolio 永明強積金基本計劃國際股票投資組合 (B05IEP)	%
Sun Life MPF Basic Scheme US & Hong Kong Equity Portfolio 永明強積金基本計劃美國及香港股票投資組合 (B07UHE)	%
Sun Life MPF Basic Scheme Hong Kong Equity Portfolio 永明強積金基本計劃香港股票投資組合 (B06HEP)	%

Account Termination 帳戶結束

I would like to withdraw ALL of my contributions balance and terminate the account accordingly.

本人欲提取全部供款結餘, 並將帳戶結束。



Claim for Additional Voluntary Contributions 額外自願性供款之申索

Death 死亡

Claimant Details 申索人資料

Surname & Given Name (English)
姓氏及名字 (英文)

Chinese Name
中文姓名

HKID / Passport * No.
香港身份證 / 護照 * 號碼

Fax No.
傳真號碼

Contact Tel. No. Home
聯絡電話號碼 住宅

Mobile
手提電話

Correspondence Address 通訊地址

Flat / Room Floor Block Building / Estate
室 樓 座 大廈 / 屋邨

Number and Name of Street / Road
門牌號碼及街道名稱

District Area
地區

Hong Kong Kowloon New Territories Outlying Islands
香港 九龍 新界 離島

* Please delete whichever is inappropriate 請刪除不適用者

Please enclose the following required documents:

- HKID card copy ^{Note}
香港身份證副本 ^註
- Copy of the Letter of Probate or Letter of Administration granted by the Probate Registry or a letter requesting withdrawal of the accrued benefits issued by the Official Administrator if the claim is made by the Official Administrator
遺產承辦處發出的遺囑認證書或遺產管理書副本；如申索是由遺產管理官提出，請隨附由遺產管理官所發出要求提取累算權益的信件

Note: For a claimant who does not wish to present the HKID card in person for trustee's verification of the identity card number, a copy of the HKID card should be provided. For a claimant who does NOT possess a HKID card, a copy of the passport (only pages with personal particulars and passport number) should be provided for trustee's verification of the passport number if the claimant does not wish to present the passport in person for verification.

註: 如申索人不擬親身出示香港身份證供受託人核對號碼，請提供香港身份證副本。如申索人沒有香港身份證，而又不擬親身出示護照以供核對，則須提供護照副本（只載有個人資料及護照號碼之頁）供受託人核對護照號碼。

Declaration 聲明

I understand that

1. The withdrawal of Additional Voluntary Contributions will be effected on the next available dealing day upon the Administrator's receipt of my valid and completed form.
2. The Trustee reserves the right to refuse any withdrawal if the Trustee suspects or is advised that payment to the member may result in a breach of applicable anti-money laundering legislation or other laws or regulations by any person in any relevant jurisdiction, or if such refusal is considered necessary or appropriate to ensure compliance by the Scheme or the Trustee.

本人明白

1. 額外自願性供款之提取將會於行政管理人在收到本人之有效及完整之表格後之下一個有效交易日進行。
2. 如受託人懷疑或被建議有關申索或會引致任何人等於任何有關司法管轄區違反防止清洗黑錢之法例或其他法規，或如該拒絕被視為確保計劃或受託人合法之必要，受託人將保留拒絕有關申索之權利。

Signature of Claimant (s) / Scheme member

申索人 / 計劃成員簽署

I hereby declare and agree that all the information given above is complete, true and accurate, and is given to the best of my knowledge.

本人謹此聲明並同意上述所有資料均是完整、真實及準確，並且是盡本人所知而作答。

Date 日期 (dd 日 / mm 月 / yyyy 年)

For office use only:

Processed by:

Date:

Checked by:

Date:

Sun Life Pension Trust Limited 永明退休金信託有限公司

Please send the completed form to: Sun Life MPF Basic Scheme, The Administrator, BestServe Financial Limited

10/F, One Harbourfront, 18 Tak Fung Street, Hung Hom, Kowloon, Hong Kong Tel 3183 1900 Fax 3183 1901

請將填妥表格交予: 永明強積金基本計劃行政管理人-卓譽金融服務有限公司

香港九龍紅磡德輔道中18號海濱廣場一座十樓 電話 3183 1900 傳真 3183 1901