

致： 庫務署署長 (經辦人: 高級會計主任(長俸))

To: Director of Accounting Services (Attn: Senior Accounting Officer (Pensions))

領取退休金／撫恤金人士更改地址通知書
Pensioner's Notification of Change of Address

退休金／撫恤金支付編號 Pension Payment No.

[請用正楷填寫] (Please complete in BLOCK letters)

甲部 – 個人資料 PART A – Personal Particulars

退休金／撫恤金領取人姓名 Name of Pensioner 英文姓名 Full name in English	簽名 Signature [你的簽名必須與庫務署檔案相符。] (Your signature must be the same as that held in the Treasury records.)
中文姓名 Full name in Chinese	

乙部 – 地址詳情

PART B – Details of Address

居住地址 Residential Address	Correspondence Address 通信地址
電話 Phone No.	傳真 Fax No.
電郵地址 Email address 以收取電子退休金利益計算表、退休金及撫恤金支付通知書、IR56C 全年退休金及撫恤金支付表格。 for receiving electronic Pension Benefits Statement, Pension Payment Advice and IR56C Return of Pension.	

註 –

如果你在退休前休假期間須要更改地址或你仍以公務員條款受聘於政府，你必須在所屬部門辦理更改地址事宜而毋須向庫務署提交更改通知。

Note –

You should notify your employing department, but not The Treasury, to update your address, etc. if you are on pre-retirement leave or still employed by the Government under the Civil Service terms.

請填妥及將表格郵寄／親往／電郵／傳真至 -	Please return the completed form by post / in person / by email / by fax to -
庫務署退休金諮詢處 香港九龍長沙灣東京街西 3 號 庫務大樓 2 樓 電話：3847 8300 傳真：2519 3222 電郵地址：pension@try.gov.hk	The Treasury, Pensions Enquiry Office 2/F, Treasury Building, 3 Tonkin Street West, Cheung Sha Wan, Kowloon, Hong Kong Tel : 3847 8300 Fax : 2519 3222 Email address : pension@try.gov.hk

個人資料收集聲明 Personal Information Collection Statement

你所提供的資料會用作處理有關退休金或撫恤金事宜。本署可能會將你的個人資料就以下目的提供給其他政府決策局/部門，包括但不限於入境事務處、以及相關機構和銀行：(i) 有關你領取退休金／撫恤金的資格和審核及 (ii) 其他直接相關的事項。填寫本表格時，必須提供全部所需資料，並確保所有提供資料是正確及完整，否則可能延誤處理有關事宜。你有權要求查閱及修正你的個人資料。任何關於查閱或修正的事宜，可聯絡：庫務署 高級會計主任（長俸），香港九龍長沙灣東京街西 3 號庫務大樓 18 樓。

The information provided will be used for the administration of pension benefits. The personal data may be disclosed to other government bureaux/departments, including but not limited to the Immigration Department, and related organisations and banks for the following purposes: (i) matters related to the processing and verification of your pension eligibility; and (ii) any other purposes directly related to the above. In completing the form, it is important that you provide all information as requested. The information provided should be accurate and complete. Failure to do so may result in delay in processing of your benefits. You have a right to request access to and correction of your personal data. Such request may be made to: The Director of Accounting Services (Attn.: Senior Accounting Officer (Pensions)), 18/F, Treasury Building, 3 Tonkin Street West, Cheung Sha Wan, Kowloon, Hong Kong.