

私人密件 PRIVATE AND CONFIDENTIAL

授權表格 Authorisation Form

自動轉帳支付退休金／撫恤金（只供單名帳戶持有人填寫）

Autopay Payment of Pension (For Sole Name Account Holder Only)

(香港身份證號碼 HKIC No.)

(庫務署使用 Official Use)

退休金／撫恤金支付編號

Pension Payment No.

[illegible]

致： 銀行經理

To: The Manager

銀行名稱 Name of the Bank

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銀行編號 分行編號 帳戶號碼 (不須填入破折號)

Bank Code Branch Code Account No. (Dash need not be inserted)

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[illegible]

帳戶名稱 Name of the Account

[illegible]

- (i) 我現授權貴行在接獲我去世的書面通知後，代我及我的遺產代理人，通知香港特別行政區政府庫務署，並將貴行在我去世後所收到的退休金／撫恤金款項，悉數退還該署。

I hereby authorise you on behalf of myself and my personal representative(s) on receipt of written notice of my death to notify the Treasury, the Government of the Hong Kong Special Administrative Region, accordingly and to refund to the Treasury any pension payment received by you after my death.

- (ii) 我亦授權貴行向香港特別行政區政府庫務署透露，存入退休金／撫恤金的帳戶的所有持有人姓名。

I also hereby authorise you to disclose to the Treasury, the Government of the Hong Kong Special Administrative Region, the full name or names of the account to which my pension payments are credited by the Treasury.

領取退休金／撫恤金者簽署 Signature of pensioner	(簽名式樣必須與以上銀行帳戶簽名相同) (Signature as used for the above bank account)	
領取退休金／撫恤金者姓名 Name of pensioner	(英文姓名) (in English)	(中文姓名) (in Chinese)
領取退休金／撫恤金者地址 Address of pensioner		
電話號碼 Telephone No.		

見證人簽署 Signature of witness	
見證人姓名 Name of witness	(請用正楷填寫) (in BLOCK letters)
見證人地址 Address of witness	

日期 Date:

注意事項

1. 概引

- (a) 請呈交顯示你的帳戶名稱及號碼之銀行存摺或帳戶結單副本，以供核實用途。
- (b) **政府只付款予以該領取退休金／撫恤金者姓名登記的銀行帳戶。**為確保準確付款，授權表格上的帳戶名稱必須與銀行帳戶紀錄相符。如有疑問，請向有關銀行查詢。
- (c) 如未能確定帳戶名稱、帳戶號碼、銀行編號或分行編號，請聯絡有關銀行。如帳戶號碼超過上限的 31 位數字，請向有關銀行查詢，並略去多餘的數字以確保準確付款。
- (d) 如欲更改入帳銀行帳戶，請重新填寫此授權表格並**保留**舊入帳銀行帳戶，直至新入帳授權指示生效。
- (e) 若需結束入帳銀行帳戶，應立即通知庫務署退休金諮詢處。
- (f) 如因本授權表格內所填寫的資料不足或不正確，而導致的任何付款問題、延誤或失效，或引致的任何損失或責任，政府概不負責。

2. 收集個人資料聲明

- (a) 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; (ii) 有關處理你的退休金／撫恤金支付及退款; 及 (iii) 其他直接相關的事項。本署亦可能將你的個人資料提供予其他已獲法律授權接收的人士。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均為正確及完整，否則可能延誤處理有關事宜。
- (b) 你有權按照《個人資料(私隱)條例》所規定，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：
香港九龍長沙灣東京街西 3 號庫務大樓 18 樓
庫務署 高級會計主任（長俸）

Notes

1. General

- (a) Please provide a copy of bank passbook or statement showing your account name and number for verification purposes.
- (b) **Payment will be made only to an account in the name of the pensioner.** To ensure correct payment, the name of account provided in the authorisation form should be the same as the record of bank account. Should you have any doubt, please consult your bank accordingly.
- (c) Please contact your bank if you have any doubt on the account name, account number, bank code or branch code of your bank account. For account number exceeding the limit of 31 digits, please consult your bank and omit any unnecessary digit(s) in order to ensure correct payment.
- (d) For the change of bank account, please submit a new authorisation form and do **not** close the previous bank account until the new payment authorisation takes effect.
- (e) For close of bank account, please immediately inform Pensions Enquiry Office of the Treasury.
- (f) The Government shall not be responsible for any problem, delay or failure concerning the payment or any loss or liability as a result of insufficient or incorrect information provided in this authorisation form.

2. Personal Information Collection Statement

- (a) 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; (ii) matters related to the processing of your pension payment and refund; and (iii) any other purposes directly related to the above. The personal data may also be disclosed to other parties authorised by law to receive it. 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.
- (b) You have a right to request access to and correction of your personal data in accordance with the provisions of Personal Data (Privacy) Ordinance. Such request shall be made to:
Senior Accounting Officer (Pensions), The Treasury
18/F, Treasury Building, 3 Tonkin Street West, Cheung Sha Wan, Kowloon, Hong Kong