

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（只供聯名帳戶持有人填寫）

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

(庫務署使用 Official Use)

[illegible]

To: The Director of Accounting Services
2/F, Treasury Building, 3 Tonkin Street West, Cheung Sha Wan, Kowloon, Hong Kong

我們現授權貴署將領取退休金／撫恤金者每月應得的退休金／撫恤金利益，存入我們的銀行帳戶，詳情如下。

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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)

[illegible]

帳戶名稱 Name of the Account

[illegible]

- (i) 我們已授權該銀行在接獲領取退休金／撫恤金者去世的書面通知後，立即知會貴署。
We have authorised the bank to inform you forthwith upon the latter's receipt of notification of death of the pensioner.

- (ii) 我們保證倘我們的帳戶狀況或號碼有變，定必立即知會貴署。
We hereby undertake to inform you immediately of any change in either the status or number of our account.

- (iii) 我們又以自己及我們遺產代理人的名義，完全及不可反悔地同意，貴署可隨時從上述領取退休金／撫恤金者的遺產中，收回在領取退休金／撫恤金者去世日期後存入該銀行帳戶的所有退休金／撫恤金利益。假如貴署不能收回該筆款項，尚存一方不可反悔地同意將多付款項退還香港特別行政區政府庫務署。
- We further absolutely and irrevocably agree on behalf of ourselves and our personal representative(s) that any payment of pension benefits which may have been made to our account with the bank after the date of the death of the pensioner shall at any time be recoverable by you from our aforesaid account or from the estate of the pensioner, failing which, the living party agrees irrevocably to refund the overpayment to the Treasury, the Government of the Hong Kong Special Administrative Region.

帳戶持有人(1) - 領取退休金／撫恤金者
Account holder (1) - Pensioner

帳戶持有人(1)簽署 Signature of account holder (1)	(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)	(簽名式樣必須與庫務署記錄相同) (Signature as used for the Treasury's record)
帳戶持有人(1)姓名 Name of account holder (1)	(英文姓名) (in English)	(中文姓名) (in Chinese)
帳戶持有人(1)住址 Address of account holder (1)		
帳戶持有人(1)電話號碼 Telephone No. of account holder (1)		

帳戶持有人(2) - 其他帳戶持有人
Account holder (2) - Other account holder

帳戶持有人(2)簽署 Signature of account holder (2)	(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)	
帳戶持有人(2)姓名 Name of account holder (2)	(英文姓名) (in English)	(中文姓名) (in Chinese)
帳戶持有人(2)住址 Address of account holder (2)		
帳戶持有人(2)電話號碼 Telephone No. of account holder (2)		

見證人 (非上述帳戶持有人)
Witness (Other than the above account holders)

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)
見證人住址 Address of witness	

日期 Date: _____

帳戶持有人(1) - 領取退休金／撫恤金者
Account holder (1) - Pensioner

帳戶持有人(1)簽署 Signature of account holder (1)	(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)	(簽名式樣必須與庫務署記錄相同) (Signature as used for the Treasury's record)
帳戶持有人(1)姓名 Name of account holder (1)	(英文姓名) (in English)	(中文姓名) (in Chinese)
帳戶持有人(1)住址 Address of account holder (1)		
帳戶持有人(1)電話號碼 Telephone No. of account holder (1)		

帳戶持有人(2) - 其他帳戶持有人
Account holder (2) - Other account holder

帳戶持有人(2)簽署 Signature of account holder (2)	(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)	
帳戶持有人(2)姓名 Name of account holder (2)	(英文姓名) (in English)	(中文姓名) (in Chinese)
帳戶持有人(2)住址 Address of account holder (2)		
帳戶持有人(2)電話號碼 Telephone No. of account holder (2)		

見證人 (非上述帳戶持有人)
Witness (Other than the above account holders)

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)
見證人住址 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