

Early Withdrawal of MPF

Early Retirement



Terminal Illness



Permanent Departure
from Hong Kong



Small Balance



Total Incapacity









Death



MANDATORY PROVIDENT FUND
SCHEMES AUTHORITY

Grounds for Early Withdrawal of MPF

Normally, you can only withdraw your MPF benefits when you reach the age of 65. However, you are also allowed to withdraw your MPF benefits before the age of 65 on one of the following grounds¹ :

Grounds for Early Withdrawal	
Early Retirement 	<ul style="list-style-type: none">You must be at least 60 years old; andYou must declare that you have permanently ceased your employment or self-employment, with no intention of becoming employed or self-employed again.
Permanent Departure from Hong Kong 	<ul style="list-style-type: none">You must declare that you have departed or are about to depart from Hong Kong permanently (<i>Note: scheme members should not have applied for early withdrawal of MPF benefits on this ground before²</i>); andYou must provide proof that you are permitted to reside permanently in a place outside Hong Kong.
Total Incapacity 	<ul style="list-style-type: none">You must have become permanently unfit to perform the particular kind of work you were doing in your last job before becoming totally incapacitated;Your condition must be certified by a registered medical practitioner or registered Chinese medicine practitioner (collectively referred to as "doctor" below); andYou must declare that the contract of employment for that particular kind of work has been terminated.
Terminal Illness³ 	<ul style="list-style-type: none">You must be considered as having an illness that is likely to reduce your life expectancy to 12 months or less in a doctor's opinion; andYou must obtain a medical certificate filled in and signed by a doctor.
Small Balance 	<ul style="list-style-type: none">You must have a balance of not more than \$5,000 in an MPF scheme and do not have MPF benefits in any other MPF scheme;As at the date of your application, at least 12 months must have elapsed since your last contribution date; andYou must declare that you have no intention of becoming employed or self-employed again.
Death 	<ul style="list-style-type: none">Application can only be made by the personal representative of a deceased scheme member, as part of his or her handling of the deceased estate.

¹ Scheme members who joined an MPF-exempted Occupational Retirement Schemes Ordinance ("ORSO") registered scheme after the inception of the MPF System on 1 December 2000 can also apply for early withdrawal of the minimum MPF benefits in their ORSO scheme on the above grounds (except "small balance").

² According to section 163(3) of the Mandatory Provident Fund Schemes (General) Regulation, if a scheme member has been paid his or her MPF benefits on the ground that, on a specified date, the member has departed or was about to depart from Hong Kong permanently, he or she is not entitled to be paid his or her MPF benefits again on the ground of "permanent departure from Hong Kong" on a later departure date.

³ Please refer to the MPFA leaflet "Terminal Illness as a New Ground for Early Withdrawal of MPF" for further details.

Three Steps to Withdrawing MPF

STEP 01

Find out how many MPF accounts you hold

- If you have forgotten how many MPF accounts you hold, or other details concerning your MPF account(s), please call the MPFA hotline at 2918 0102 to ask about the procedures for checking the relevant information.

POINTS TO NOTE

- Like retail funds, MPF funds are traded on a "forward pricing" basis. The net asset values and prices of funds can only be calculated after the market closes. When you submit your application for withdrawal, the prices of your fund units have not yet been calculated, so you will not know their exact prices. Neither can you specify the prices at which the fund units are sold.
- Fund prices will fluctuate when the market situation changes. The price at which the trustee sells your funds may be different from the price prevailing when you submitted your application for withdrawal, as well as the price prevailing when you first subscribed to the funds.
- If you have invested in a guaranteed fund, you should check whether early withdrawal of MPF benefits will cause you to fail to fulfil certain qualifying conditions, such as the minimum investment period, and thus make you ineligible for the guaranteed returns. Please contact your trustee if you have any queries.

STEP 02

Fill in the form and prepare the supporting document(s)

Note : If you have accounts in more than one MPF scheme, you must submit your applications to each of the trustees of the relevant MPF schemes.

- Contact your trustee to obtain the relevant forms (including the application form and other forms in support of your request).
- Read the Explanatory Notes on the application form carefully and complete the form. You are only required to fill in the specific parts relevant to your ground for withdrawal.
- Prepare the supporting document(s). Please note that different grounds for withdrawal require different supporting document(s). Please refer to the section "Other Documents Required" in this leaflet for details.

STEP 03

Submit the documents to your trustee(s)

- Submit the following documents to your trustee(s):
 - the completed application form;
 - your identity document; and
 - other supporting document(s).







Note : Please submit the completed form and the necessary documents directly to your trustee(s) .

When will your MPF benefits be paid?

Trustees are required to pay you the MPF benefits within 30 days of the date on which you have submitted all the required documents.

Other Documents Required

To file an early withdrawal application to trustees, you will need to submit the completed application form, your identity document, together with one or more of the following supporting documents (depending on the ground on which you are applying for early withdrawal of MPF benefits).

Grounds for Early Withdrawal	Other Documents Required	Relevant Forms
Early Retirement 	<ul style="list-style-type: none"> Statutory declaration 	MPF(S) – W(SD1)
Permanent Departure from Hong Kong 	<ul style="list-style-type: none"> Statutory declaration; and Documentary proof to satisfy the trustee that you are permitted to reside permanently in a place outside Hong Kong 	MPF(S) – W(SD2)
Total Incapacity 	<ul style="list-style-type: none"> “Certificate of a person’s permanent unfitness for a particular kind of work” issued by a doctor 	MPF(S) – W(M)
Terminal Illness 	<ul style="list-style-type: none"> Medical certificate issued by a doctor 	MPF(S) – W(T)
Small Balance 	<ul style="list-style-type: none"> Statutory declaration 	MPF(S) – W(SD3)
Death 	<ul style="list-style-type: none"> Identity document of the personal representative; and Letter of Probate or Letters of Administration 	–

The relevant forms can be downloaded from the MPFA website (www.mpfa.org.hk) (Home > Information Centre > Forms > MPF Schemes > For Scheme Members > Payment of Accrued Benefits).

How to make a statutory declaration

In general, the statutory declaration required can be made before and signed by a Commissioner for Oaths (e.g. at Public Enquiry Service Centres of District Offices), a Notary Public, Justice of the Peace in Hong Kong or other person authorized by law to take and receive declarations. Contact the Central Telephone Enquiry Centre of the Home Affairs Department at 2835 2500 to check the location and office hours of your nearest District Office. Remember to bring your Hong Kong Identity Card and the completed declaration form with you.

Tips

You must submit the **original copy** of the statutory declaration to your trustee. If you have to submit applications to a number of trustees, remember to prepare one statutory declaration form for each trustee and ask the authorized person to sign each form.

Frequently Asked Questions

1 Apart from the above six special circumstances, are there any other grounds on which the Mandatory Provident Fund Schemes Ordinance (“MPFSO”) permits early withdrawal of MPF benefits?

No. Apart from the above six special circumstances, there are no other grounds on which the MPFSO permits early withdrawal of MPF benefits.

2 If I have withdrawn my MPF benefits on the ground of “permanent departure from Hong Kong”, am I allowed to return to Hong Kong and become employed again at a later time?

The law does not prohibit you from returning to Hong Kong and becoming employed again, if the need arises as a result of a change in your circumstances.

However, please note that if you are aged 18 to 64 and employed for 60 days or more, your employer will be required to enrol you in an MPF scheme. You and your employer will have to make MPF contributions.

Besides, you cannot make a further application for withdrawal of your MPF benefits on the ground of “permanent departure from Hong Kong” in the future. It is an offence to make a false statement claiming that you have not previously withdrawn your MPF benefits on this ground, and to submit an application a second time. This may result in a maximum fine of \$100,000 and one year’s imprisonment.

3 If I have withdrawn my MPF benefits on the ground of “early retirement”, am I allowed to become employed or self-employed again if I experience financial difficulties in the future?

The law does not prohibit you from becoming employed or self-employed again, if the need arises as a result of a change in your circumstances.

In that case, if you have not reached the age of 65 and have been employed for 60 days or more, your employer will be required to enrol you in an MPF scheme. You and your employer will have to make MPF contributions. If you are self-employed, you will have to enrol in an MPF scheme by yourself and make contributions.

4 What are the major differences between “total incapacity” and “terminal illness”?

A scheme member who applies for early withdrawal of MPF benefits on the ground of “total incapacity” should **have already ceased employment or self-employment in the particular kind of work** that the scheme member was last engaged before becoming totally incapacitated.

As for the ground of “terminal illness”, it refers to the fact that a doctor is of the opinion that the scheme member has an illness that is likely to reduce the member’s life expectancy to 12 months or less, for which the doctor has issued a medical certificate to the member. The member who applies for early withdrawal of MPF benefits on this ground **can still be employed or self-employed**.





MANDATORY PROVIDENT FUND
SCHEMES AUTHORITY

“Terminal Illness” as a New Ground for Early Withdrawal of MPF



With effect from 1 August 2015, “terminal illness” will be included as an additional ground for early withdrawal of Mandatory Provident Fund (“MPF”) benefits¹. The arrangement enables MPF scheme members to apply to trustees for early withdrawal of their MPF benefits when needed. However, such scheme members must withdraw all MPF benefits² in their accounts in a lump sum. Withdrawal by instalments is not allowed.

Moreover, if scheme members continue working after applying for early withdrawal of their MPF benefits on the ground of “terminal illness”, MPF contributions for each subsequent wage period will continue to be paid into their contribution account under current employment. If they wish to apply for early withdrawal of these contributions, they must submit another application to their trustee.

“Terminal Illness” as a Ground for Early Withdrawal

Under the Mandatory Provident Fund Schemes Ordinance, if a registered medical practitioner or a registered Chinese medicine practitioner (collectively referred to as “doctor” below) is of the opinion that the scheme member has an illness that is likely to reduce the member’s life expectancy to 12 months or less, he or she may issue a medical certificate to the member to facilitate the member’s application for early withdrawal of MPF benefits on the ground of “terminal illness”.

There is no specific list of diseases that are considered to constitute a “terminal illness”.

¹ Scheme members who joined MPF-exempted Occupational Retirement Schemes Ordinance (“ORSO”) registered schemes after the inception of the MPF System on 1 December 2000 can also apply for early withdrawal of the minimum MPF benefits in their ORSO schemes on the ground of “terminal illness”.

² They refer to MPF benefits derived from mandatory contributions. Withdrawal of benefits derived from voluntary contributions (if any) is subject to the governing rules of the MPF scheme concerned.

Application Procedure

Scheme members should submit the application to their trustees. If members have MPF accounts in different MPF schemes, they must contact the individual trustee of each scheme to submit the application.

Scheme members should contact their trustees to ensure that they understand the application procedure before making an application.

How can I apply for early withdrawal of MPF on the ground of "terminal illness"?

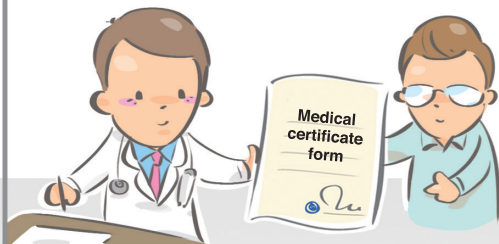
Trustee

There are just 3 steps.

① Fill in the application form



② Ask a doctor to fill in the medical certificate form



③ Submit to the trustee:

- the completed application form
- the completed medical certificate form
- a copy of their identity document (e.g. Hong Kong Identity Card)



We will proceed upon receipt of your application.



Please note

Scheme members should submit the completed application form and medical certificate form directly to their trustees.

Trustees will pay scheme members the MPF benefits within 30 days of the date on which scheme members have submitted all the required documents.

Tips



- To expedite the issue of the medical certificate, scheme members are asked to bring along a medical certificate form for the doctor to fill in.
- Scheme members must submit their application within 12 months of the issue of the medical certificate. The medical certificate will not be accepted after 12 months from the date of issue.
- Scheme members are required to fill in the specific parts in the application form relevant to their application.



Points to Note

- Like retail funds, MPF funds are traded on a “forward pricing” basis. The net asset values and prices of funds can only be calculated after the market closes. When you submit your application for withdrawal, the prices of your fund units have not yet been calculated, so you will not know their exact prices. Neither can you specify the prices at which the fund units are sold.
- Fund prices will fluctuate when the market situation changes. The price at which the trustee sells your funds may be different from the price prevailing when you submitted your application for withdrawal, as well as the price prevailing when you first subscribed to the funds.
- If you have invested in a guaranteed fund, you should check whether early withdrawal of MPF benefits will cause you to fail to fulfil certain qualifying conditions, such as the minimum investment period, and thus make you ineligible for the guaranteed returns. Please contact your trustee if you have any queries.

Frequently Asked Questions



1 If I live longer than expected, do I need to open an MPF account again and put the withdrawn MPF benefits back into the account?

No, you are not required to do so.

2 Can I authorize a relative or friend of mine to make an application on my behalf?

No. The law only provides for an application for withdrawal to be made by the scheme member. So, you cannot authorize another person to do this for you.

Exception: when a committee of estate has been appointed to manage and administer the property and affairs of a scheme member by the Court under the Mental Health Ordinance (Cap. 136), the committee of estate may make applications on behalf of that scheme member.

3 Where can I get a list of diseases that are covered by “terminal illness”?

There is no specific list of diseases covered by “terminal illness”. If a doctor is of the opinion that the scheme member has an illness that is likely to reduce the members’ life expectancy to 12 months or less, he or she may issue a medical certificate to the member to facilitate the member’s application for early withdrawal of MPF benefits on the ground of “terminal illness”.



July 2015

Hotline : 2918 0102

Fax : 2259 8806

Website : www.mpfa.org.hk



MANDATORY PROVIDENT FUND
SCHEMES AUTHORITY



“Terminal Illness” as a New Ground for Early Withdrawal of MPF



As a general rule, Mandatory Provident Fund (“MPF”) scheme members may only withdraw their MPF benefits when they reach the age of 65. However, the Mandatory Provident Fund Schemes Ordinance (“MPFSO”) specifies certain circumstances under which scheme members under the age of 65 may apply for early withdrawal of their MPF benefits. One such circumstance is “total incapacity”¹. Applicants who apply on this ground must submit a medical certificate filled in and signed by a registered medical practitioner or a registered Chinese medicine practitioner (collectively referred to as “doctor” below).

With effect from 1 August 2015, scheme members are able to apply for early withdrawal of their MPF benefits² on the ground of “terminal illness” in addition to the ground of “total incapacity”. Scheme members must submit a medical certificate filled in and signed by a doctor if they make an application on this ground.

“Terminal illness” as a ground for early withdrawal

Under the MPFSO, if a doctor is of the opinion that the scheme member has an illness that is likely to reduce the member’s life expectancy to 12 months or less, he or she may issue a medical certificate to the member to facilitate the member’s application for early withdrawal of MPF benefits on the ground of “terminal illness”. There is no specific list of diseases that are considered to constitute a “terminal illness”.

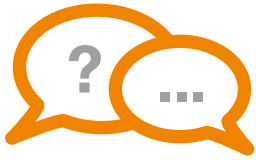


A medical certificate form can be downloaded from the MPFA website (www.mpfa.org.hk).

A sample form is enclosed for reference.

¹ Please refer to the “Early Withdrawal of MPF” leaflet published by the MPFA for details on the application for early withdrawal of MPF benefits on the ground of “total incapacity”.

² Scheme members who joined an MPF-exempted Occupational Retirement Schemes Ordinance (“ORSO”) registered scheme after the inception of the MPF System on 1 December 2000 can also apply for early withdrawal of the minimum MPF benefits in their ORSO schemes on the ground of “terminal illness”.



Frequently Asked Questions

1

What information does a doctor need to provide when filling in a medical certificate for a terminally-ill scheme member?

When filling in a medical certificate for a terminally-ill scheme member, the doctor is not required to elaborate on the illness of the scheme member, but is only required to provide his or her personal particulars (e.g. name and phone number) together with those of the member and sign the certificate.

2

If a terminally-ill scheme member lives longer than expected after obtaining a medical certificate, will the doctor who issued the medical certificate have any legal liability?

If it is the doctor's true and honest opinion that the scheme member has an illness that is likely to reduce the member's life expectancy to 12 months or less, he or she is unlikely to be found to have acted in contravention of the relevant legislation.

3

Under the MPF System, scheme members are currently allowed to withdraw their MPF benefits early on the ground of "total incapacity". What is the reason for including "terminal illness" as an additional ground for early withdrawal of MPF benefits?

Scheme members who apply for early withdrawal of their MPF benefits on the ground of "total incapacity" must obtain proof that they have become permanently unfit to perform the particular kind of work they were doing in their previous job before they make the application. In addition, their previous employment has been terminated.

"Terminal illness" has been included as an additional ground for early withdrawal because for a scheme member having a "terminal illness", preserving retirement savings for old age protection becomes less relevant. Moreover, this new ground also takes into account the needs of scheme members who have a "terminal illness" and yet are still employed or self-employed. Because their employment has not yet been terminated, they are not eligible to apply for withdrawal of their MPF benefits on the ground of "total incapacity".

4

Does the MPFA plan to compile a list of diseases covered by "terminal illness"?

There is no specific list of diseases covered by "terminal illness". If a doctor is of the opinion that the scheme member has an illness that is likely to reduce the member's life expectancy to 12 months or less, he or she may issue a medical certificate to the member to facilitate the member's application for early withdrawal of MPF benefits on the ground of "terminal illness".



Hotline: 2918 0102
Fax: 2259 8806
Website: www.mpfa.org.hk

MANDATORY PROVIDENT FUND SCHEMES ORDINANCE (CAP. 485)

**CERTIFICATE OF A PERSON HAVING A TERMINAL ILLNESS THAT FALLS
WITHIN SECTION 158(3) OF THE MANDATORY PROVIDENT FUND SCHEMES
(GENERAL) REGULATION (“the General Regulation”) or**

**SECTION 6(12G) OF SCHEDULE 2 TO THE MANDATORY PROVIDENT FUND
SCHEMES (EXEMPTION) REGULATION (“the Exemption Regulation”)**

Name of the patient: _____

Hong Kong Identity Card/Passport^{*#} No. of the patient: _____

I am of the opinion that the above patient has a terminal illness that falls within section 158(3) of the General Regulation or section 6(12G) of Schedule 2 to the Exemption Regulation¹.

Signature of registered medical practitioner/
registered Chinese medicine practitioner*: _____

Name in block letters: _____

Telephone number: _____

Address: _____

Date: _____

Official seal/registration number* (if any): _____

** Delete whichever is not applicable*

The patient should give the passport number ONLY when he/she does NOT possess a Hong Kong Identity Card

¹ According to section 158(3) of the General Regulation and section 6(12G) of Schedule 2 to the Exemption Regulation, a member who has an illness that is likely to reduce the life expectancy of the member to 12 months or less has a terminal illness.