

## **Points to Note When a Contributor Ceases to Contribute to Provident Fund**

Whenever a contributor ceases to be employed as a regular teacher in a grant/subsidized school, his Grant/Subsidized Schools Provident Fund (G/SSPF) account shall be closed. He should withdraw from the Provident Fund as soon as possible. The procedures are as follows:

- (a) complete Form [EDB12](#) “Grant Schools Provident Fund Withdrawal Application” or Form [EDB13](#) “Subsidized Schools Provident Fund Withdrawal Application” which can be downloaded from the Education Bureau (EDB) webpage under “Public Forms” (<http://www.edb.gov.hk> > Public and Administration Related > Public Forms and Documents > Public Forms); and
- (b) submit the application to the school head/supervisor of the school that he served before ceasing his contribution to the Provident Fund, who will certify correctness of all the details thereon and then pass the application to the Funds Section of the EDB for payment processing.

If a contributor ceases to contribute to the G/SSPF due to a temporary break of employment as a regular teacher in the aided school (even if the contribution is suspended for a short period) but he wishes to have his G/SSPF account kept open on the ground of having the prospect of returning to the aided school sector as a regular teacher, he should apply to the Permanent Secretary for Education to keep his account open as soon as possible. In any circumstances, he should submit the completed standard form (Form [EDB72](#)) not later than the following deadline to the responsible Regional Education Office of the school that he served before ceasing his contribution:

- (a) one month from the date of the first notification letter issued by the Funds Section of the EDB (for the first application<sup>Note 1</sup>); or
- (b) one month from the end date of the last approval (for the application for extension<sup>Note2</sup>).

The form can be downloaded from the EDB webpage under “Public Forms” (<http://www.edb.gov.hk> > Public and Administration Related > Public Forms and Documents > Public Forms). For applications by mail, the date on the postal chop will be taken as the date of application. Late

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<sup>Note 1</sup> If a contributor, who had been approved to have his G/SSPF account kept open in the past and later returned to an aided school as a regular teacher and continued to contribute to G/SSPF, submits his application for keeping open his G/SSPF account later due to the break of his contribution to the Provident Fund again, his application will be regarded as a first application.

<sup>Note2</sup> If a contributor, whose G/SSPF account was approved to keep open, is then employed as a regular teacher again temporarily and contributes to G/SSPF during the approval period, his provident fund account will resume operation. In this connection, the period for keeping his account open approved previously would lapse automatically since the date he contributed to G/SSPF again. If he intends to keep his account open again after he leaves his service, he must submit a fresh application within one month from the date he leaves his service.

applications will normally not be considered.

When submitting the application, the applicant should provide full justifications and documentary evidence to demonstrate the prospect of returning to the aided school sector as a regular teacher, such as application letter(s), document(s) proving that he has worked as a supply/temporary teacher, medical certificate or document(s) proving that he is attending courses relevant to teaching/education services, for EDB's consideration. Each application will be considered on its own merits.