

補助學校公積金提款申請書

GRANT SCHOOLS PROVIDENT FUND WITHDRAWAL APPLICATION

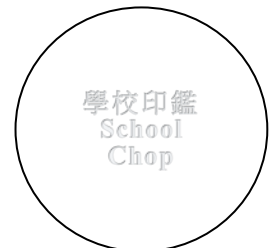
表格填妥後應交回香港教育局補助學校公積金司庫
This form should be completed and sent to the Treasurer, Grant Schools Provident Fund,
c/o Education Bureau, Hong Kong.

(申請人填寫此表格前應參閱丁部之註釋)
(Applicant should read the Notes in Part D before completing this form)

甲部 PART A

1. 供款人姓名 : 中文 in Chinese ()
Name of Contributor (請依照香港身份證 as printed on the HK Identity Card)
2. 香港身份證號碼 : 3. 出生日期 : 日 Day 月 Month 年 Year
Hong Kong Identity Card No. Date of Birth
4. 住址 : 5. 電話 : 日 Day 月 Month 年 Year
Address Telephone No.
6. 員工檔號 : 7. 最後任職之學校 : 學校編號 : 日 Day 月 Month 年 Year
Staff Reference No. Last school of employment School Code
8. 最後任職之日期 : 9. 已批准公積金戶口保留之最後日期 : 日 Day 月 Month 年 Year
Last day of employment (適用者方可填寫) Last day of approved period of "Account Kept-open" (complete if applicable) 見丁部註釋(三) See Note (3) in PART D
10. 停止任職原因 : * ☐ 辭職 by resignation * ☐ 退休 on retirement * ☐ 撤職 by dismissal * ☐ 死亡 on death
Termination of Services * ☐ 健康不佳 (規則第十三(1)(b)條適用) on ground of ill-health (Rule 13(1)(b) applicable) * ☐ 其他 (請說明) others (please state)
11. 付款方法 (填寫此欄不可使用塗改液) : -
Payment of Provident Fund to be made (Correction fluid is not accepted in this column)
* ☐ 存入下開本人名下之銀行港幣來往或儲蓄戶口, 而一切入帳由銀行認收即可, 不必由本人親自領取。本人會負責因填報銀行戶口帳號不正確而需繳付的任何銀行服務收費, 並同意由本人之公積金利益扣除。
to my Current/Savings Bank Account in HK dollars stated below; the Bank's acknowledgement will be sufficient discharge in lieu of my personal acknowledgement. Any bank service charges arising from incorrect bank account information provided herein are to be borne by me and I agree that such charges are to be deducted at source from my provident fund benefits.
帳號 Account No. 銀行代碼 Bank Code 帳號 Account No.
銀行名稱 : Bank's Name.....
* ☐ 以電匯方式支付予本人於下開香港特別行政區以外的銀行戶口, 所需手續費由本人之公積金利益扣除。
(請參照丁部註釋(七)及列明其中一種指定貨幣)
by telegraphic transfer to me at the following bank account outside the Hong Kong Special Administrative Region; the handling charges incurred are to be deducted at source from my provident fund benefits.
(Please refer to Note (7) in PART D and indicate one of the ten specified currencies)
貨幣 : Currency
12. 本人已閱畢載於附錄 2013 年教育(修訂)條例並明白修訂條例旨在保障破產的公積金成員在根據該條例維持的公積金中的收益。
I have read the Education (Amendment) Ordinance 2013 (Amendment Ordinance) attached at Appendix and understand that the Amendment Ordinance aims to provide for protection to provident fund members, in case of bankruptcy, of their benefits in provident funds that are maintained under the Ordinance.

本人已閱畢甲部第十二段和丁部的註釋 I have read paragraph 12 in Part A and Notes in Part D. 申請人簽署 Signature of Applicant 申請人姓名 Name of Applicant 日期 Date 見丁部註釋(三) See Note (3) in Part D	茲證明上述第一, 二, 三, 六, 七, 八及十段所載之資料屬實 Certified that particulars as shown in para. 1, 2, 3, 6, 7, 8 & 10 above are correct. 證明人簽署 Certified by 姓名 Name () 校長 School Head / 校監 Supervisor 日期 Date
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*在適當之方格內加上 ☒ 號
tick ☒ where appropriate
EDB12 (3/2026)

供款人姓名 Name of Contributor: _____

員工檔號 Staff Reference No.: _____

PART B (To be completed by Education Bureau)

I. To : Principal Assistant Secretary (Finance), Education Bureau,

(a) For the Paragraphs 8, 9 and 10 in PART A, I confirm the following —

(i) Paragraphs _____ are correct (REO's file reference: _____).

(ii) Paragraph(s) _____ has/have been duly amended and initialled by me.

(b) I also confirm Rule 13(2A)(b) is * ☐ not applicable

* ☐ applicable

to this payment.

NAME (_____)

C.S.D.O.(_____)

DATE _____

* tick ☒ where appropriate

II. To : Treasurer of Fund,

I confirm that details in the attached Payment Certificate in respect of this contributor are correct and the refund as shown below is/are in order.

Amount of refund	Certified by SAO — EDB (_____)	Date

PART C (To be completed by Treasurer) Details of cheque(s) issued: —

Amount	Cheque Number	Date

丁部

PART D

註釋 NOTES

- (1) 請在填寫此表格前先閱讀載於附頁的個人資料收集聲明。申請人必須提供有關資料。如提供的資料不足，則可能導致款項延遲發放。如提款申請書填報正確，則公積金組可於接獲申請書後或由申請人受僱的最後日期起計(以較遲者為準)的二十三個工作天(如在八月至九月期間則為二十八個工作天)內發放公積金款項。
Please read the attached Personal Information Collection Statement before completing this form. The provision of information is obligatory. If sufficient information is not provided, a delay in effecting the payment may be occasioned. **For withdrawal application correctly completed, payment of provident fund benefits should be made within 23 working days (or 28 working days during the period from August to September) upon receipt of the withdrawal application by the Funds Section or the applicant's last day of employment, whichever is the later.**
- (2) 為了保障你的權益，請在填寫此表格前先閱讀《補助學校公積金規則》(第 279C 章) 第九及十三條，特別是第十三(2A)(b)條。有關規則，可瀏覽律政司網頁 <http://www.elegislation.gov.hk>。
Please read Rules 9 and 13 of “Grant Schools Provident Fund Rules” (Cap. 279C), in particular Rule 13(2A)(b), before completing this form in order to protect your rights and benefits. You may visit the Department of Justice website <http://www.elegislation.gov.hk> for the relevant Rules.
- (3) 倘提款申請書之日期較第九段所述者為早，則提款申請書之日期將會被視作戶口終結之日期。
If the date of Withdrawal Application is earlier than that in Paragraph 9, the date of Withdrawal Application will be taken as the termination date of account accordingly.
- (4) 申請人如欲作任何更改，則須由其刪去所需要更改的地方，並在該處加以簽署。其後申請書填報的資料如有改變，申請人須立即書面通知公積金組。
Applicant who wishes to make alterations should cross out the parts altered and append his/her signature against them. In case of any change in the information furnished in the application, the applicant is required to notify the Funds Section in writing immediately.
- (5) 申請人須將本申請書交回其所屬學校。申請書經校長/校監證明後，必須由所屬學校交回香港灣仔皇后大道東 213 號胡忠大廈 15 樓 1517 室教育局公積金組。
An applicant should submit this application to his/her school. After being certified by the headteacher/ supervisor, this application must be submitted by the school to the Funds Section of Education Bureau, the address of which is at **Room 1517, 15 Floor, Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong.**
- (6) 公積金組會在接獲申請書後十四個工作天內向申請人及其所屬學校發出認收信。如申請人在十四個工作天內沒有收到該信，應致電 2892 6222 或 2892 5780 向公積金組查詢。
The Funds Section will issue acknowledgement letters to the applicant as well as his/her school within 14 working days upon receipt of the application. If the applicant has not received such letter within 14 working days, he/she should contact the Funds Section at telephone number 2892 6222 or 2892 5780 to clarify the situation.
- (7) 如供款人要求以外幣匯款方式退款，可從以下十種貨幣選擇其中一種：澳大利亞元、加拿大元、歐羅、日元、紐西蘭元、新加坡元、瑞士法郎、泰銖、英鎊和美元。
If a contributor wishes to have remittance in foreign currency, he/she can select one of the followings: Australian Dollars, Canadian Dollars, Euro, Japanese Yen, New Zealand Dollars, Singapore Dollars, Swiss Francs, Thai Bahts, Sterling and US Dollars.

個人資料收集聲明收集個人資料的目的

1. 你在本表格提供的個人資料，會供教育局用於以下一項或多項用途：
 - (a) 處理、核實及查證就補助學校公積金提款的申請；
 - (b) 就上文(a)項所述申請的處理、核實及查證，將個人資料與政府相關政策局／部門資料庫進行核對；
 - (c) 將個人資料與教育局資料庫進行核對，以核實／更新教育局的記錄；
 - (d) 培訓及發展，包括發出計劃／活動邀請、處理發還課程費用申請、評審提名、獎項和獎學金，以及監察達標進度；
 - (e) 處理及審核撥款／補助／津貼申請、發放撥款／補助／津貼，以及審計；
 - (f) 編製統計資料、研究及政府刊物；以及
 - (g) 執行規則及規例[包括《教育條例》(香港法例第279章)及其附屬法例(例如《教育規例》、《補助學校公積金規則》、《津貼學校公積金規則》)和《資助則例》]]。
2. 你必須按本表格的要求及於本局處理本表格的過程中提供個人資料。假如你沒有提供該等個人資料，本局可能無法辦理或繼續處理申請。

可獲轉移資料者

3. 你提供的個人資料會供教育局人員取閱。除此之外，本局亦可能會向下列各方或在下述情況轉移或披露該等個人資料：
 - (a) 政府其他政策局及部門，包括庫務署，以用於上文第1段所述的用途；
 - (b) 與本表格相關的學校，以用於上文第1段所述的用途；
 - (c) 受聘於教育局以提供服務或意見的人員、代理人、服務供應商或機構，以用於上文第1段所述的用途；
 - (d) 你曾就披露個人資料給予訂明同意；以及
 - (e) 根據適用於香港的法例或法庭命令授權或規定披露個人資料。

查閱個人資料

4. 你有權要求查閱及更正教育局所持有關於你的個人資料。如需查閱或更正個人資料，請以書面向以下人士提出：

一級會計主任(公積金)2
教育局公積金組
香港灣仔皇后大道東213號胡忠大廈15樓1517室

Grant Schools Provident Fund Withdrawal Application
Attachment

Personal Information Collection StatementPurpose of Collection

1. The personal data provided by you in this form will be used by the EDB for one or more of the following purposes:
 - (a) Activities relating to the processing, authentication and counter-checking of Application for Withdrawal of Grant Schools Provident Fund;
 - (b) Activities relating to matching of the personal data with the database of other relevant Government bureaux / departments in connection with the processing, authentication and counter-checking of the application mentioned in (a) above;
 - (c) Activities relating to matching of the personal data within the database of EDB for purposes of verifying / updating records of the EDB;
 - (d) Activities relating to training and development including invitation of participation in programmes/activities, applications for reimbursement of course fees, assessment of nominations, awards and scholarship, and monitoring of attainment progress;
 - (e) Activities relating to the processing and vetting of applications for, and disbursement of, funding / grants / subsidies, and conducting of audits;
 - (f) Activities relating to compilation of statistics, research and Government publications; and
 - (g) Activities relating to the administration and enforcement of rules and regulations including the Education Ordinance (Cap. 279), its subsidiary legislation (such as the Education Regulations and the Grant/Subsidized Schools Provident Fund Rules) and the Codes of Aid.
2. The provision of personal data required by this form and during the processing of this form is obligatory. In the event that you do not provide those personal data, we may not be able to handle or further process the application.

Classes of Transferees

3. The personal data you provide will be made available to persons working in EDB. Apart from this, they may be transferred or disclosed to the parties or in the circumstances listed below:-
 - (a) other Government bureau and departments, including the Treasury, for the purposes mentioned in paragraph 1 above;
 - (b) the school in which the form relates for the purposes mentioned in paragraph 1 above;
 - (c) personnel, agent, service provider or organizations engaged by EDB to provide services or advice for purposes mentioned in paragraph 1 above;
 - (d) where you have given your prescribed consent to such disclosure; and
 - (e) where such disclosure is authorised or required under the law or court order applicable to Hong Kong.

Access to Personal Data

4. You have the right to request access to and correction of your personal data held by EDB. Request for access or correction of personal data should be made in writing to:

Accounting Officer I (Funds) 2
Funds Section
Education Bureau
Room 1517, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong

《2013 年教育 (修訂) 條例》

2013 年第 4 號條例
A82第 1 部
第 1 條

香港特別行政區

2013 年第 4 號條例

印草位置

行政長官
梁振英
2013 年 6 月 27 日

本條例旨在修訂《教育條例》及其附屬法例，以保障破產的公積金成員
在根據該條例維持的公積金中的收益。

[2013 年 6 月 28 日]

由立法會制定。

第 1 部

導言

1. 簡稱
本條例可引稱為《2013 年教育 (修訂) 條例》。
2. 修訂成文法則
第 2 及 3 部指明的成文法則現予修訂，修訂方式列於該等部。

Education (Amendment) Ordinance 2013

Part 1
Section 1Ord. No. 4 of 2013
A83

HONG KONG SPECIAL ADMINISTRATIVE REGION

ORDINANCE NO. 4 OF 2013

L.S.

C. Y. LEUNG
Chief Executive
27 June 2013

An Ordinance to amend the Education Ordinance and its subsidiary
legislation to provide for protection to provident fund members,
in case of bankruptcy, of their benefits in provident funds that
are maintained under the Ordinance.

[28 June 2013]

Enacted by the Legislative Council.

Part 1

Preliminary

1. Short title
This Ordinance may be cited as the Education (Amendment)
Ordinance 2013.
2. Enactments amended
The enactments specified in Parts 2 and 3 are amended as set
out in those Parts.

《2013 年教育 (修訂) 條例》

2013 年第 4 號條例
A84

第 2 部
第 3 條

第 2 部

對《教育條例》(第 279 章) 的修訂

3. 修訂第 85 條 (公積金規則)

在第 85(3) 條之後——

加入

- “(4) 如某公積金成員是未獲解除破產的破產人，為施行《破產條例》(第 6 章)，該成員在公積金中的任何收益 (不論屬已累算、正累算或將累算) 的權益或權利，須從該成員的財產中摒除。
- (5) 如某公積金成員在第 (4) 款實施前被判定破產，該款並不就該項破產而適用。”。
-

Education (Amendment) Ordinance 2013

Part 2
Section 3

Ord. No. 4 of 2013
A85

Part 2

Amendment to Education Ordinance (Cap. 279)

3. Section 85 amended (rules for provident funds)

After section 85(3)—

Add

- “(4) If a provident fund member is an undischarged bankrupt, the right or entitlement of the member to any benefits in the fund (whether accrued, accruing or to be accrued) is excluded from the property of the member for the purposes of the Bankruptcy Ordinance (Cap. 6).
- (5) Subsection (4) does not apply in relation to a provident fund member's bankruptcy that is adjudicated before that subsection comes into operation.”.
-

《2013 年教育 (修訂) 條例》

Education (Amendment) Ordinance 2013

2013 年第 4 號條例
A86

第 3 部—第 1 分部
第 4 條

第 3 部

對附屬法例的修訂

第 1 分部——對《補助學校公積金規則》(第 279 章，附屬法例 C) 的修訂

4. 修訂第 14 條 (付款和按比例計算股息)

在第 14(2) 條之後——

加入

“(2A) 在計算第 (2) 款所指的 3 年期間時，凡供款人在某時間是未獲解除破產的破產人，該時間不得計算在內。

(2B) 如某供款人在第 (2A) 款實施前被判定破產，該款並不就該項破產而適用。”。

第 2 分部——對《津貼學校公積金規則》(第 279 章，附屬法例 D) 的修訂

5. 修訂第 14 條 (付款和按比例計算股息)

在第 14(2) 條之後——

加入

“(2A) 在計算第 (2) 款所指的 3 年期間時，凡供款人在某時間是未獲解除破產的破產人，該時間不得計算在內。

(2B) 如某供款人在第 (2A) 款實施前被判定破產，該款並不就該項破產而適用。”。

Part 3—Division 1
Section 4

Ord. No. 4 of 2013
A87

Part 3

Amendments to Subsidiary Legislation

Division 1—Amendment to Grant Schools Provident Fund Rules (Cap. 279 sub. leg. C)

4. Rule 14 amended (payments out and pro rata of dividends)

After rule 14(2)—

Add

“(2A) In working out the period of 3 years for paragraph (2), any time when the contributor is an undischarged bankrupt must be disregarded.

(2B) Paragraph (2A) does not apply in relation to a contributor's bankruptcy that is adjudicated before that paragraph comes into operation.”.

Division 2—Amendment to Subsidized Schools Provident Fund Rules (Cap. 279 sub. leg. D)

5. Rule 14 amended (payments out and pro rata of dividends)

After rule 14(2)—

Add

“(2A) In working out the period of 3 years for paragraph (2), any time when the contributor is an undischarged bankrupt must be disregarded.

(2B) Paragraph (2A) does not apply in relation to a contributor's bankruptcy that is adjudicated before that paragraph comes into operation.”.