

Guidelines on Completion of Provident Fund Withdrawal Application

Guidelines to teachers

1. The applicant should complete the appropriate withdrawal application form ([EDB12](#) for Grant Schools Provident Fund contributors / [EDB13](#) for Subsidized Schools Provident Fund contributors) in **dark blue/black print**. These forms are available for download from “Public Forms” under “Public and Administration Related” of EDB homepage. The applicant should observe the following guidelines in completing Part A of the application form -
 - (a) **Item 1** - The name in the application form must agree with that in the teacher’s HK Identity Card and in the school’s computer payroll. It must also agree with the bank account name if payment is to be made by auto-pay service. Any discrepancies must be rectified immediately, otherwise payment may be delayed.
 - (b) **Items 6 and 7**- The applicant must fill in his/her staff reference number and school code. This data can be ascertained from the latest provident fund statement (ED1048).
 - (c) **Item 8** - The last day of employment of the applicant is the last day up to which salary is payable.
 - (d) **Item 9** - With reference to the item “Last day of approved period of Account Kept-open”, a contributor may be given permission to keep his/her provident fund account open upon application to his/her School Development Officer of this Bureau. If no application has been made to keep the account open, please write “NA”. In case of doubt, please clarify with the relevant School Development Officer. Where the contributor’s account is to remain open, the date to be inserted, if applicable, should usually be later than the date in item 8. If the date of withdrawal application is earlier than the date inserted in item 9, the date of withdrawal application will be taken as the last date of period of “Account Kept-open”.
 - (e) **Item 11** - Please complete the payment instructions with care. Any amendment using *correction fluid* is not acceptable. It is strongly recommended that the bank account through which the applicant’s salary has been credited be used as this would facilitate the payment process. Please fill in the correct bank code, branch code and bank account number. **The bank account name must include the contributor’s name. Any bank service charges arising from incorrect bank account information will be deducted at source from his/her provident fund benefits.**
2. If the applicant has to make any amendment in his/her application form, this should be done by crossing out the original data and writing in the amended data alongside and then appending his/her signature against the amendment.
3. The applicant should send his/her completed application form to the supervisor/principal/headteacher for certification. The duly certified form should be forwarded by the school to the Funds Section, Finance Division, Education Bureau, Room 1517, 15/F, Wu Chung House, 213 Queen’s Road East, Wanchai, Hong Kong.

4. Upon receipt of the withdrawal application, the Funds Section will issue an acknowledgement letter to the applicant with a copy to the school concerned within 14 working days. If the applicant has not received this acknowledgement, please contact the Funds Section at telephone number 2892 6222 for enquiry.

Common errors to be avoided

5. Incorrect or incomplete information will cause delay in the payment process. Based on past experience, the application will be rejected and returned for re-submission if -
 - (a) the application form is not certified by the supervisor/principal/headteacher; or
 - (b) correction fluid has been used to make any amendments; or
 - (c) amendments have not been signed by the applicant; or
 - (d) there is any incomplete or incorrect information in the application form such as last date of employment, account kept-open date, staff reference number, school code, bank code and branch code.

Guidelines to schools

6. To avoid delay in payment to teachers, the supervisor/principal/headteacher should ensure that the teachers' salary and provident fund records are accurate and updated. Any changes or amendments must be immediately reported to the Funds Section, using the '[Notification of Changes in Teacher's Personal Data](#)' sheet. The supervisor/principal/headteacher should report promptly to both the relevant School Development Officer and the Funds Section regarding all staff movements and changes, especially no-pay leave and termination date.
7. The supervisor/principal/headteacher should check the information in the withdrawal application form (in particular, the ***name*** of the applicant, ***staff reference number***, the name and the code number of the school, the teacher's last day of employment, the reason for termination of services and details of the teacher's bank account against previous salary payment instructions to bank).

Funds Section
Education Bureau
May 2013