

怎樣申請從死者銀行戶口支用款項 以支付其殯殮開支

(適用於在二零零六年二月十一日或之後去世的人士的遺產)



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引言

民政事務總署署長根據民政及青年事務局局長轉授的權力，在接獲有關人士的申請後，可發出“需要支用款項證明書”，批准從死者銀行戶口支用款項，以支付其殯殮開支。有關的規定載於《遺囑認證及遺產管理條例》(香港法例第10章)第60B條。

申請支用款項以支付殯殮開支

民政事務總署署長批准從死者銀行戶口支用款項，是為了協助死者親友應付殯殮開支。

- 申請須由適當的人士以表格HAEU1提出。這名適當人士可以是死者的遺囑執行人、家庭成員、朋友、同事或鄰居。有關表格可向民政事務總署遺產受益人支援組索取(聯絡該組的方法可參閱下文**查詢**一段)，或從下列網址下載 https://www.had.gov.hk/tc/public_services/estates.htm。
- 申請須在向殯儀服務提供者支付費用前提出。
- 有關的銀行戶口須只以死者本人姓名開立。

證明文件

申請從死者銀行戶口支用款項以支付殯殮開支，必須提交下列證明文件(正本及影印本)：

- (a) 死者的身份證 / 護照；
- (b) 死者的死亡證 / 殮葬證；
- (c) 申請人的身份證 / 護照；
- (d) 死者最後的遺囑(如申請人以遺囑執行人的身分提出申請)；
- (e) 可證明死者與申請人關係的文件，例如結婚證書或出生證明書(如申請人並非死者的遺囑執行人)；
- (f) 真正殯儀服務提供者發出的殯殮開支發票 / 報價單；及
- (g) 列明戶口現有結餘的銀行確認書 / 結算單 / 存摺，而有關戶口只以死者本人姓名開立。

申請獲批後，申請人會獲發“需要支用款項證明書”，證明書會載有明確的指示。申請人可向銀行出示證明書，要求支用有關的款項，銀行須根據指示以銀行本票直接付款予殯儀服務提供者。款額將會由民政事務總署署長按當時整套殯儀服務的收費釐定。

銀行收到證明書後，會要求證明書的持有人出示身分證明文件，並會查核有關戶口的結餘。

查詢

關於申請“需要支用款項證明書”，從死者(在二零零六年二月十一日或之後去世的人士)銀行戶口支用款項以支付其殯殮開支，如有任何查詢，可聯絡民政事務總署遺產受益人支援組：

- 地址：香港灣仔軒尼詩道130號修頓中心3樓
- 電話：2835 1535
- 傳真：2122 9497
- 電郵：ebisu@had.gov.hk
- 網址：https://www.had.gov.hk/tc/public_services/estates.htm

有關二零零六年二月十一日之前去世的人士的遺產管理事宜，
請與稅務局遺產稅署聯絡，電話號碼2594 3240。

民政事務總署

二零二二年七月

政府物流服務署印

How to apply for release of money from bank account to meet funeral expenses for a person who died on or after 11 February 2006



How to apply for release of money from bank account to meet funeral expenses for a person who died on or after 11 February 2006

Introduction

The Director of Home Affairs, under authority delegated by the Secretary for Home and Youth Affairs, may issue on application a “Certificate for Necessity of Release of Money” to authorize release of money from the bank account of the deceased person to meet funeral expenses. Section 60B of the Probate and Administration Ordinance, Chapter 10, Laws of Hong Kong, is relevant.

Application for release of money for funeral expenses

The certificate for release of money from the bank account of the deceased person is to relieve possible hardship in meeting funeral expenses.

- The application should be made on Form HAEU1 by a fit and proper person who may be the executor appointed under the will, a family member, a friend, a fellow worker or a neighbour of the deceased person. Copies of the form are available from the Estate Beneficiaries Support Unit of the Home Affairs Department. (Please refer to the section on **Enquiries** below for contact details.) Alternatively, the form can be downloaded from the following website: https://www.had.gov.hk/en/public_services/estates.htm.
- The application must be made before payment to the funeral service supplier.
- The bank account in question should be one held in the sole name of the deceased person.

Supporting documents

The following documents (originals and photocopies) are required to support an application for a certificate for release of money from the bank account of the deceased person to meet funeral expenses —

- (a) the identity card/passport of the deceased person;
- (b) the death/burial certificate of the deceased person;
- (c) the identity card/passport of the applicant;
- (d) the last will of the deceased person, if the applicant is in the capacity of the executor;
- (e) any document(s) evidencing the relationship between the deceased person and the applicant, such as marriage or birth certificate, if the applicant is not the executor of the deceased person;
- (f) the invoice/quotation of the funeral expenses from a bona fide funeral service supplier; and
- (g) the bank confirmation/statement/passbook showing the current balance of the account(s) held in the sole name of the deceased person.

On approval of the application, a certificate for release of money with detailed specifications will be issued to the applicant who may then present the certificate to the bank. The bank will be required to make payment to the funeral service supplier direct by a cashier order. The amount to be released will take into account the prevailing fees for a funeral package.

On presentation of the certificate, the bank will ask for proof of identity from the holder of the certificate. The bank will also check against the available balance in the account(s) in question.

Enquiries

If you have any questions relating to the application for a certificate for release of money from the bank account of a person who died on or after 11 February 2006 to meet funeral expenses, you may contact the Estate Beneficiaries Support Unit of the Home Affairs Department -

- Address : 3/F, Southorn Centre, 130, Hennessy Road, Wan Chai, Hong Kong
- Telephone: 2835 1535
- Fax : 2122 9497
- E-mail : ebsu@had.gov.hk
- Website : https://www.had.gov.hk/en/public_services/estates.htm

For administering the estates of persons who died before
11 February 2006, please contact the Estate Duty Office of the
Inland Revenue Department at 2594 3240.

*Home Affairs Department
July 2022*

Printed by the Government Logistics Department