

MPF Contributions for Casual Employees under an Industry Scheme



**Mobile App
User Guide**



Preface

This user guide provides step-by-step instructions on how an employer can make contributions for casual employees enrolled in an Industry Scheme on the **eMPF™ Mobile App**. It specifies:

- (a) how to submit contribution data for casual employees;
- (b) how to make payments; and
- (c) how to check historical MPF contribution records.

All screenshots are for illustration purposes only. The actual design of the app interface may be different.

For any enquiries regarding the **eMPF Platform**, please contact us through the following channels:

eMPF Customer Service Hotline	183 2622
Email	enquiry@support.empf.org.hk
eMPF Service Centre	Hong Kong Island Unit 601B, 6/F, Dah Sing Financial Centre, No. 248 Queen's Road East, Wanchai, Hong Kong
	Kowloon Suites 1204-6, 12/F, Chinachem Golden Plaza, No. 77 Mody Road, Tsim Sha Tsui East, Kowloon
	New Territories Suite 1802A, 18/F, Tower 2, Nina Tower, No. 8 Yeung Uk Road, Tsuen Wan, New Territories
	Opening Hours Monday to Friday : 9:00 a.m. to 6:00 p.m. Saturday : 9:00 a.m. to 1:00 p.m. Closed on Sunday and Public Holiday

Version: 1.00

Date : 16 Mar, 2026

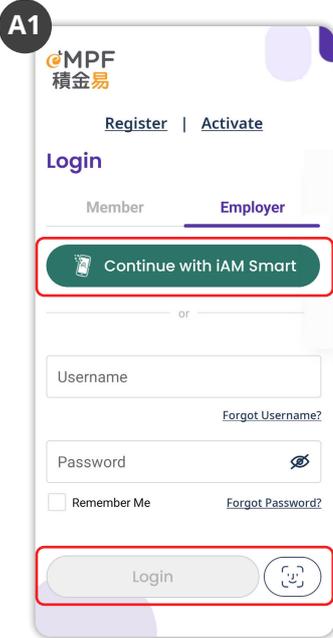
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A. Prepare and Submit Casual Employees' Contribution Data

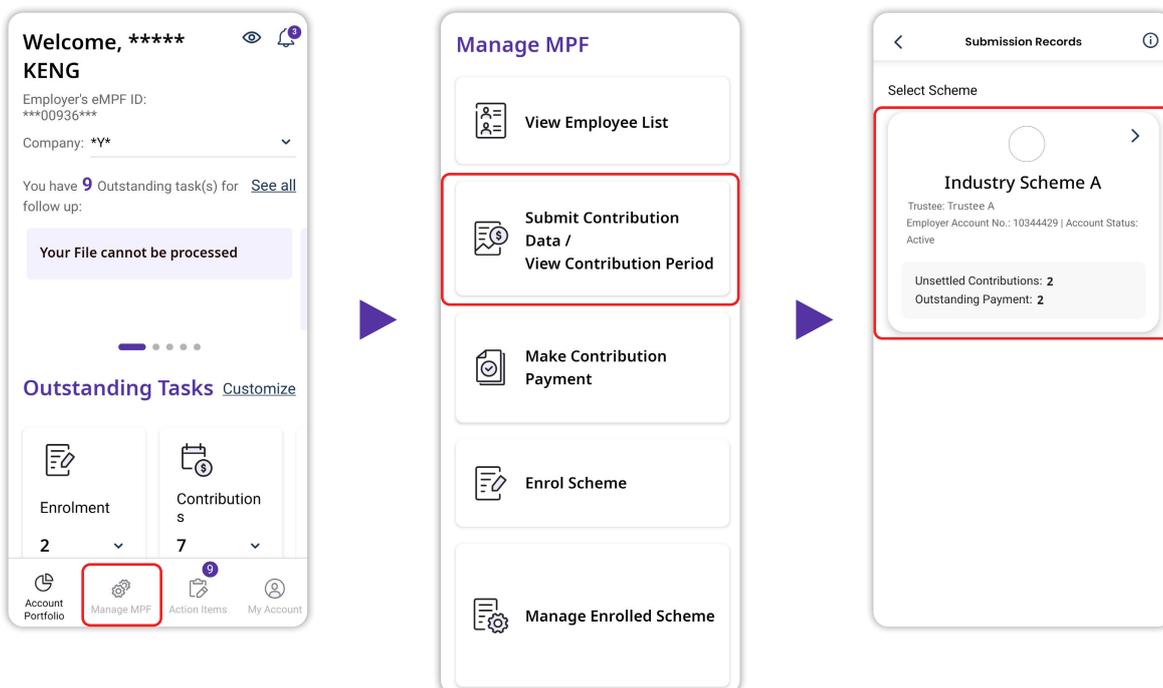
You can process your casual employees' MPF contributions through the **eMPF™** Mobile App, please follow the steps below to prepare and submit employees' contribution data.

Please note that the below steps are only applicable to make contributions for casual employees who enrolled in an Industry Scheme. Please arrange payments after you have submitted the casual employees' contribution data.



A1 Log in to the **eMPF Mobile App**.

A2 Tap **“Manage MPF”** on the menu bar and tap **“Submit Contribution Data / View Contribution Period”**. Then select an Industry Scheme.



A3

You can perform the following actions on this page:

- To submit contribution data, go to the "Unsettled Contributions" tab
- To view previous contribution records, go to the "Settled Contributions" tab

Unsettled Contributions Settled Contributions

This page shows (i) the next contribution period pending arrangement and/or (ii) past contribution period(s) with overdue contributions. If there are overdue contributions, please submit contribution data and make contribution payment immediately. If you cannot locate the surcharge bill for settlement, please contact us at 3197 2834 or email us at enquiry@support.empf.org.hk.

Contributions paid recently and under processing will still be shown on this page.

If you have already submitted contribution data and paid contributions in full on or before the contribution day, please: (i) **DO NOT** submit the same set of contribution data again through other channels (e.g. email to eMPF Platform) to avoid processing delay or duplicate payments; and (ii) disregard the relevant contribution bill and surcharge bill shown below (if any).

For each payroll group with no enrolled employees, the system will still generate a contribution bill to facilitate your addition of new employee(s) where necessary.

Payroll Group: CEE - The 10th day after the contribution period

Approved

24/06/2025 - 30/06/2025

Contribution Type	Contribution Bill
No. of Employee Records Pending for Submission	0
Total No. of Employee Records	1

Edit View

Payroll Group: CEE - The next working day following the pay-day

Approved

24/06/2025 - 30/06/2025

Contribution Type	Contribution Bill
No. of Employee Records Pending for Submission	0
Total No. of Employee Records	1

Edit View

Show More ▾



Please Select

- Make Contributions for Your Casual Employee
- Make Additional Contributions for Regular Employee

below (if any).

For each payroll group with no enrolled employees, the system will still generate a contribution bill to facilitate your addition of new employee(s) where necessary.

Payroll Group: CEE - The 10th day after the contribution period

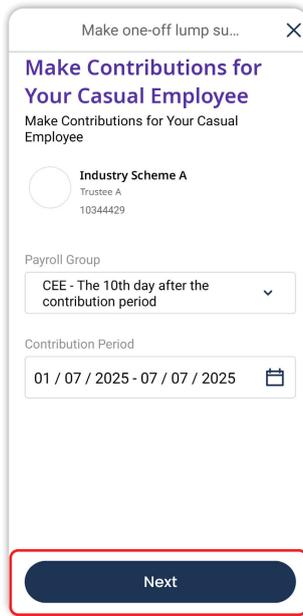
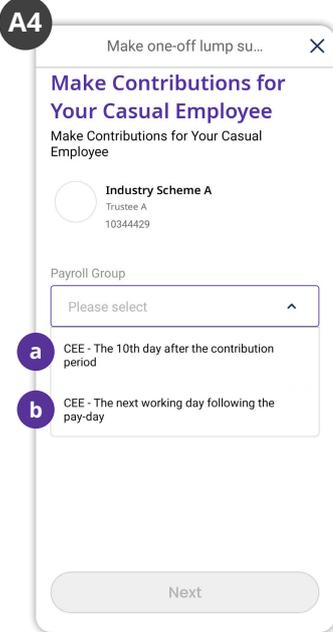
Approved

A3

Tap ⊕ on top right-hand corner to set up new contribution. Select **"Make Contributions for Your Casual Employee"**.



Remarks: For casual employees participating in an industry scheme, the eMPF Platform **will not** automatically generate the employee contribution data of your company, contribution bills will only be shown once submitted by the employer.



A4 Select a **Payroll Group** corresponding to one of the contribution days. Then select the **Contribution Period** and tap **Next**.

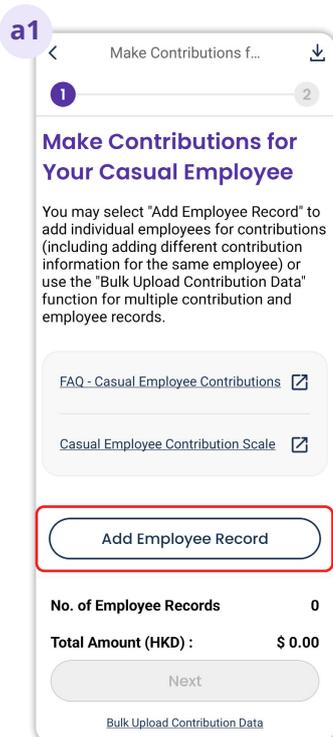


Remarks: The Platform has set up two payroll groups corresponding to the following two types of contribution days:

- 1) The 10th day after the last day of the relevant contribution period; or
- 2) The next working day after the pay day.

The name of the Payroll Group can be customized by employers during Industry Scheme enrolment. Once established, the payroll group name cannot be changed. The above examples are assumed Payroll Group names.

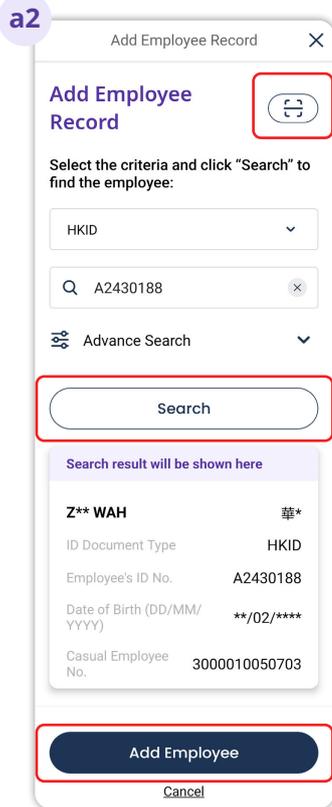
a) Contribution Day: CEE – The 10th day after the contribution period



a1 Tap **Add Employee Record** to add individual employee records.



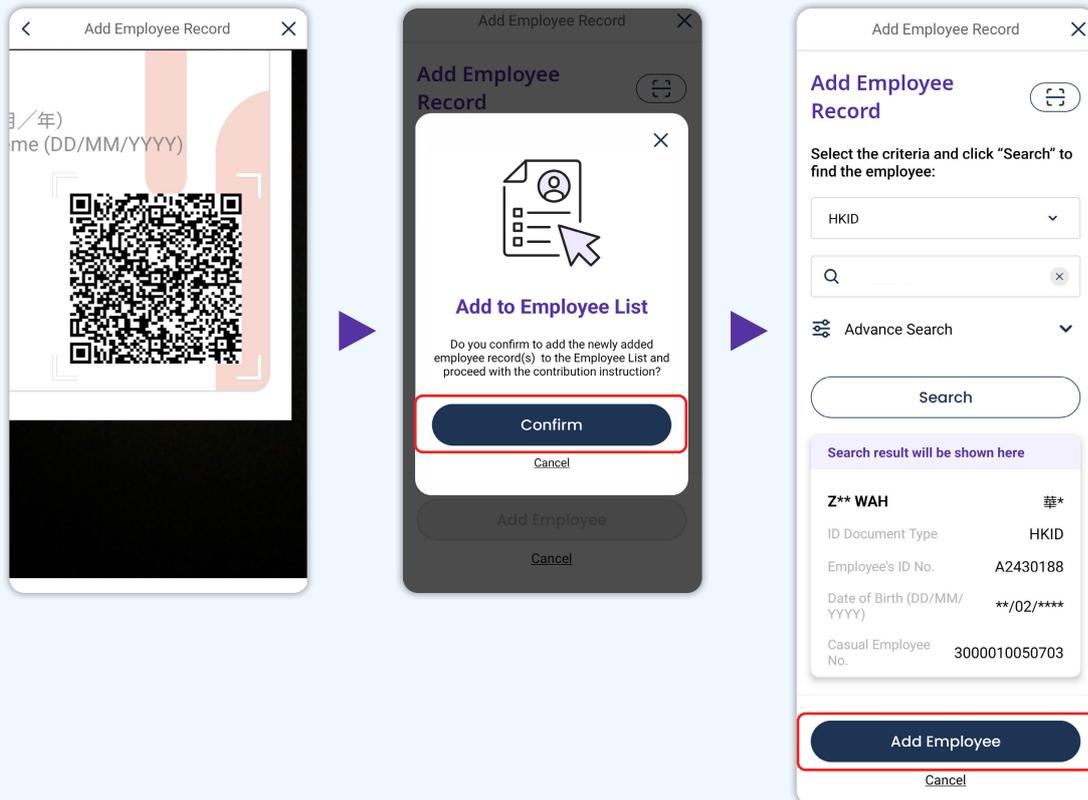
Tips: The **Add Employee Record** function is not only used for adding a new employee. If an employee has different relevant income within the same contribution period, the employer can use this function to add new record individually to report the relevant income of different working periods for the employee. Please refer to the example on **Page 8** for details.



a2 Fill in the **HKID No.** for the enrolled casual employee and tap **Search** to find the employee record. Then, tap **Add Employee**.



Remarks: You may also tap the  to scan the QR code on the casual employee's digital Industry Scheme Casual Employee Card, and tap **Add Employee**. If it is the employee's first contribution with your company, please tap **Confirm** first to add the newly added employee record to the Employee List and proceed with the contribution instruction. If you need to make contributions for more than one employee, please repeat [Step a1-a3](#).





Tips: Casual employee can log in to the **eMPF Mobile App**, tap **“My Account”** on the menu bar, then select **“Profile Management”** and select **“Casual Employee Card”**, to show the digital Industry Scheme Casual Employee Card.

- a3 The employee record has been added. Tap **∨** to expand and fill in the **Relevant Income**, **Working Period**, **Number of Working Days**, **Member Class** (only applicable to employees who make voluntary contributions). The contribution amount will be calculated automatically. Then, tap **Next**.

The screenshot shows the 'Make Contributions for Your Casual Employee' screen in three stages:

- Initial State:** Shows a list of links for 'FAQ - Casual Employee Contributions' and 'Casual Employee Contribution Scale'. Below, 'Employee 1' is listed with a dropdown arrow (highlighted in red) and an 'Add Employee Record' button. Summary: No. of Employee Records: 1, Total Amount (HKD): \$ 0.00.
- Expanded State:** The 'Employee 1' record is expanded to show 'Personal Details' (ID Document Type, Surname, Date of Birth, etc.) and 'Contributions (HKD)' (Mandatory and Voluntary). A red box highlights the input fields for 'Relevant Income (HKD)', 'Working Period', 'No. of Working Days', and 'Member Class'.
- Final State:** The 'Add Employee Record' button is pressed. The record is added to the list. Summary: No. of Employee Records: 1, Total Amount (HKD): \$ 300.00. A 'Next' button is visible.

A blue hand icon with a 'Scroll' label and a double-headed arrow indicates that the user should scroll down to see more details.



Tips:

1. The **No. of Working Days** cannot exceed the total number of days of the selected **Contribution Period**.
2. The minimum **No. of Working Days** is **1**, and increments must be in 0.5 or whole numbers.
3. If you prefer to input the employees' contribution data using an Excel file, after completing the QR code scanning process, tap **⬇** to save the entered contribution data. You can then edit and upload the completed file to the Platform via the Bulk Upload feature.

▼ Example

Daily-rated

If an employee's daily income vary within the same contribution period, the employer has to tap **Add Employee Record** to submit separate contribution records for each working period with different income.

Daily income: \$900

Half-day income: \$450

Full day with overtime income: \$1,200

Contribution Period: 1 July to 7 July

Working Days: 3 full days (1 July to 3 July), 2 half-days (4 and 5 July), 1 full day with overtime (6 July)

Input Relevant Income by each Working Period:

01/07/2025 to 03/07/2025: \$2,700 (\$900x3)

04/07/2025 to 05/07/2025: \$900 (\$450x2)

06/07/2025 to 06/07/2025: \$1,200

✓ Employee 1
^

Personal Details

ID Document Type HKID	Employee's ID No. A24****
Surname (English) WAH	Given Name (English) Z**
Surname (Chinese) 華	Given Name (Chinese) *
Date of Birth (DD/MM/YYYY) **/02/***	
Casual Employee No. 3000010050703	
Relevant Income (HKD) \$ 2700	
Working Period (DD/MM/YYYY) 01 / 07 / 2025 - 03 / 07 / 2025	
No. of Working Days 3	
Member Class Please select	
Contributions (HKD)	
Employer's Mandatory Contributions (HKD)	\$ 135
Employee's Mandatory Contributions (HKD)	\$ 135
Employer's Voluntary Contributions (HKD)	
Employee's Voluntary Contributions (HKD)	
Total Contributions (HKD): \$ 270.00	
Remove	
Copy Record	

✓ Employee 2
^

Personal Details

ID Document Type HKID	Employee's ID No. A24****
Surname (English) WAH	Given Name (English) Z**
Surname (Chinese) 華	Given Name (Chinese) *
Date of Birth (DD/MM/YYYY) **/02/***	
Casual Employee No. 3000010050703	
Relevant Income (HKD) \$ 900	
Working Period (DD/MM/YYYY) 04 / 07 / 2025 - 05 / 07 / 2025	
No. of Working Days 2	
Member Class Please select	
Contributions (HKD)	
Employer's Mandatory Contributions (HKD)	\$ 50
Employee's Mandatory Contributions (HKD)	\$ 50
Employer's Voluntary Contributions (HKD)	
Employee's Voluntary Contributions (HKD)	
Total Contributions (HKD): \$ 100.00	
Remove	
Copy Record	

✓ Employee 3
^

Personal Details

ID Document Type HKID	Employee's ID No. A24****
Surname (English) WAH	Given Name (English) Z**
Surname (Chinese) 華	Given Name (Chinese) *
Date of Birth (DD/MM/YYYY) **/02/***	
Casual Employee No. 3000010050703	
Relevant Income (HKD) \$ 1200	
Working Period (DD/MM/YYYY) 06 / 07 / 2025 - 07 / 07 / 2025	
No. of Working Days 1	
Member Class Please select	
Contributions (HKD)	
Employer's Mandatory Contributions (HKD)	\$ 50
Employee's Mandatory Contributions (HKD)	\$ 50
Employer's Voluntary Contributions (HKD)	
Employee's Voluntary Contributions (HKD)	
Total Contributions (HKD): \$ 100.00	
Remove	
Copy Record	

▼ Example

Non-daily-rated

Weekly income: \$2,100

Working Period: 1 July to 7 July

Working Days: 3 days (2 full days: 1–2 July; 1 full day: 7 July)

✓ Employee 1 ^

Personal Details

ID Document Type Employee's ID No.
HKID A24****

Surname (English) Given Name (English)
WAH Z**

Surname (Chinese) Given Name (Chinese)
華 *

Date of Birth (DD/MM/YYYY)
/02/

Casual Employee No.
3000010050703

Relevant Income (HKD)
\$ 2100

Working Period (DD/MM/YYYY)
01 / 07 / 2025 - 07 / 07 / 2025

No. of Working Days
3

Member Class
Please select

Contributions (HKD)

Employer's Mandatory Contributions (HKD)
\$ 105

Employee's Mandatory Contributions (HKD)
\$ 105

Employer's Voluntary Contributions (HKD)

Employee's Voluntary Contributions (HKD)

Total Contributions (HKD) : \$ 210.00

Remove

Copy Record

Add Employee Record

No. of Employee Records 1

Total Amount (HKD) : \$ 210.00

Next

Bulk Upload Contribution Data

Scroll



b) Contribution Day: CEE - The next working day following the pay-day

b1

Make Contributions for Your Casual Employee

You may select "Add Employee Record" to add individual employees for contributions (including adding different contribution information for the same employee) or use the "Bulk Upload Contribution Data" function for multiple contribution and employee records.

FAQ - Casual Employee Contributions

Casual Employee Contribution Scale

Add Employee Record

No. of Employee Records: 0

Total Amount (HKD): \$ 0.00

Next

Bulk Upload Contribution Data

b1 Tap **Add Employee Record** to add individual employee records.

b2

Add Employee Record

Add Employee Record

Select the criteria and click "Search" to find the employee:

HKID

A2430188

Advance Search

Search

Search result will be shown here

Z** WAH	華*
ID Document Type	HKID
Employee's ID No.	A2430188
Date of Birth (DD/MM/YYYY)	**/02/****
Casual Employee No.	3000010050703

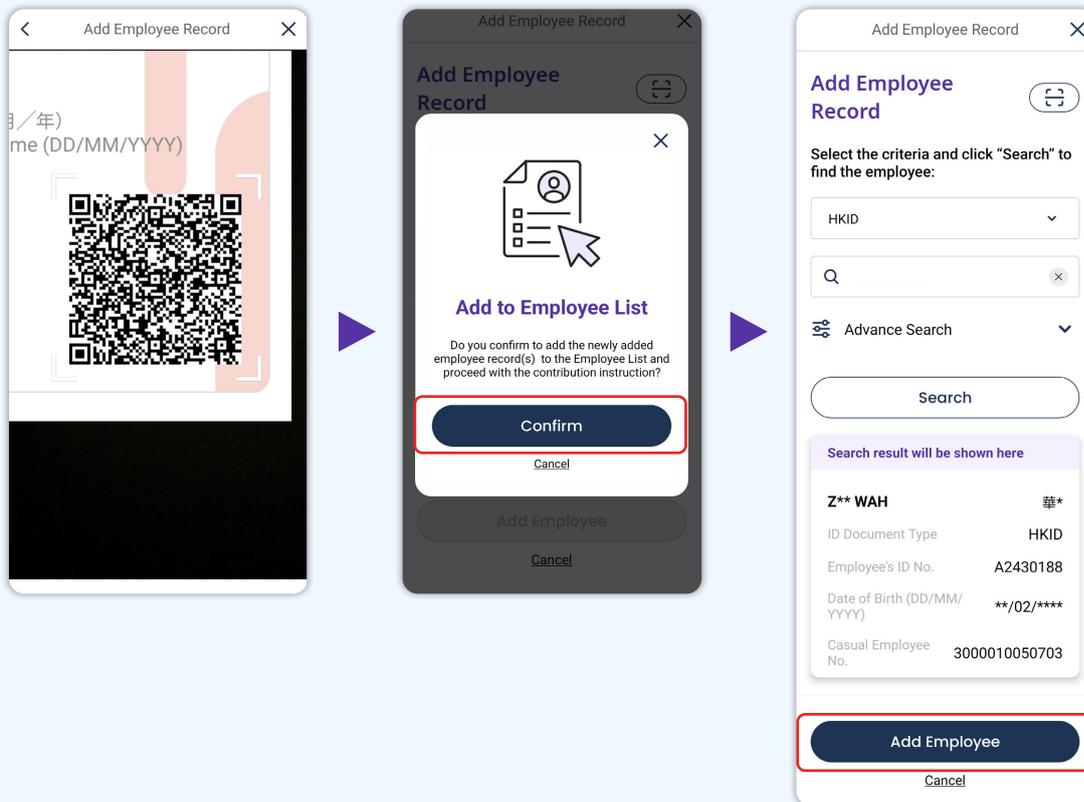
Add Employee

Cancel

b2 Fill in the HKID No. for the enrolled casual employee and click **Search** to find the employee. Then, tap **Add Employee**.



Remarks: You may also tap the  to scan the QR code on the casual employee's digital Industry Scheme Casual Employee Card, and tap **Add Employee**. If it is the employee's first contribution with your company, please tap **Confirm** first to add the newly added employee record to the Employee List and proceed with the contribution instruction. If you need to make contributions for more than one employee, please repeat **Step b1-b5**.



Tips: Casual employee can log in to the **eMPF Mobile App**, tap **"My Account"** on the menu bar, then select **"Profile Management"** and select **"Casual Employee Card"**, to show the digital Industry Scheme Casual Employee Card.

- b3** The employee record has been added. Tap \vee to expand and select the **Member Class** (only applicable to employees who make voluntary contributions). Click on the **Employer's Mandatory Contributions (HKD)** field, the **MPF Contribution Calculation** page will be shown.

Make Contributions for Your Casual Employee

You may select "Add Employee Record" to add individual employees for contributions (including adding different contribution information for the same employee) or use the "Bulk Upload Contribution Data" function for multiple contribution and employee records.

FAQ - Casual Employee Contributions

Casual Employee Contribution Scale

Employee 1 \vee

Add Employee Record

No. of Employee Records: 1

Total Amount (HKD): \$ 0.00

Next

[Bulk Upload Contribution Data](#)

Make Contributions for Your Casual Employee

You may select "Add Employee Record" to add individual employees for contributions (including adding different contribution information for the same employee) or use the "Bulk Upload Contribution Data" function for multiple contribution and employee records.

FAQ - Casual Employee Contributions

Casual Employee Contribution Scale

Employee 1 \wedge

Personal Details

ID Document Type: HKID
Employee's ID No.: A24****

Surname (English): WAH
Given Name (English): Z**

Surname (Chinese): 華
Given Name (Chinese): *

Date of Birth (DD/MM/YYYY): **/02/**

Casual Employee No.: 3000010050703

Member Class

Please select \vee

Contributions (HKD)

Employer's Mandatory Contributions (HKD)

Employee's Mandatory Contributions (HKD)

Employer's Voluntary Contributions (HKD)

Employee's Voluntary Contributions (HKD)

Total Contributions (HKD): \$ 0.00

Remove

Add Employee Record

No. of Employee Records: 1

Total Amount (HKD): \$ 0.00

Next

[Bulk Upload Contribution Data](#)



MPF Contribution Calculation

Contribution Scale

Daily Relevant Income	Employer's Contributions	Employee's Contributions	No. of Working Days
Less than \$280	10	0	0 \pm
\$280 to less than \$350	15	15	0 \pm
\$350 to less than \$450	20	20	0 \pm
\$450 to less than \$550	25	25	0 \pm
\$550 to less than \$650	30	30	0 \pm
\$650 to less than \$750	35	35	0 \pm
\$750 to less than \$850	40	40	0 \pm
\$850 to less than \$950	45	45	0 \pm
\$950 or more	50	50	3 \pm

Confirm

Cancel

- b4** Fill in or tap \oplus to add the **No. of Working Days** according to the Daily Relevant Income. Tap **Confirm** after completion.



Tips:

1. The **No. of Working Days** cannot exceed the total number of days of the selected **Contribution Period**.
2. The minimum **No. of Working Days** is **1**, and increments must be in whole numbers.
3. If you prefer to input the employees' contribution data using an Excel file, after completing the QR code scanning process, tap \downarrow to save the entered contribution data. You can then edit and upload the completed file to the Platform via the Bulk Upload feature.

▼ Example

Daily-rated

MPF Contribution Calculation

Contribution Scale

Daily Relevant Income	Employer's Contributions	Employee's Contributions	No. of Working Days
Less than \$280	10	0	0
\$280 to less than \$350	15	15	0
\$350 to less than \$450	20	20	0
\$450 to less than \$550	25	25	2
\$550 to less than \$650	30	30	0
\$650 to less than \$750	35	35	0
\$750 to less than \$850	40	40	0
\$850 to less than \$950	45	45	3
\$950 or more	50	50	1

Confirm

Cancel

Daily income: \$900

Half-day income: \$450

Full day with overtime income: \$1,200

Working Days: 3 full days , 2 half-days, 1 full day with overtime

Select the respective daily relevant income and update the working days:

\$850 to less than \$950: Fill in "3"

\$450 to less than \$550: Fill in "2"

\$950 or more: Fill in "1"

Non-daily-rated

MPF Contribution Calculation

Contribution Scale

Daily Relevant Income	Employer's Contributions	Employee's Contributions	No. of Working Days
Less than \$280	10	0	0
\$280 to less than \$350	15	15	0
\$350 to less than \$450	20	20	0
\$450 to less than \$550	25	25	0
\$550 to less than \$650	30	30	0
\$650 to less than \$750	35	35	3
\$750 to less than \$850	40	40	0
\$850 to less than \$950	45	45	0
\$950 or more	50	50	0

Confirm

Cancel

Weekly income: \$2,100

Working Days: 3 days in total

Average daily income: $\$2,100/3 = \700

Select the respective daily relevant income and update the working days:

\$650 to less than \$750: Fill in "3"

b5

Make Contributions f...

1 2

Make Contributions for Your Casual Employee

You may select "Add Employee Record" to add individual employees for contributions (including adding different contribution information for the same employee) or use the "Bulk Upload Contribution Data" function for multiple contribution and employee records.

FAQ - Casual Employee Contributions

Casual Employee Contribution Scale

✓ Employee 1 ^

Personal Details

ID Document Type Employee's ID No.
HKID A24****

Surname (English) Given Name (English)
WAH Z**

Surname (Chinese) Given Name (Chinese)
華 *

Date of Birth (DD/MM/YYYY)
/02/

Casual Employee No. 3000010050703

Member Class

Contributions (HKD)

Employer's Mandatory Contributions (HKD)
\$ 150

Employee's Mandatory Contributions (HKD)
\$ 150

Employer's Voluntary Contributions (HKD)

Employee's Voluntary Contributions (HKD)

Total Contributions (HKD) : \$ 300.00

No. of Employee Records 1

Total Amount (HKD) : \$ 300.00

[Bulk Upload Contribution Data](#)

Scroll



b5 The Employer's Mandatory Contributions and Employee's Mandatory Contributions will be calculated automatically. Then, tap **Next**.

A5

Make Contributions f...

✓ 2

Confirmation

✓ Employee Contribution Data ^

Total 1 Results

ID Document No	Name
A24****	WAH Z**

✓ Contribution Details ^

Employer's Mandatory Contributions (HKD)
\$ 150.00

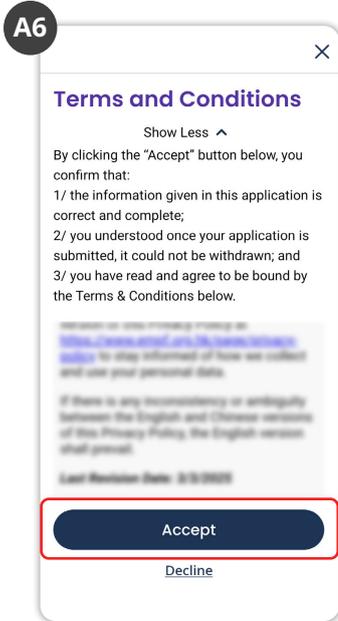
Employee's Mandatory Contributions (HKD)
\$ 150.00

Employer's Voluntary Contributions (HKD)
\$ 0.00

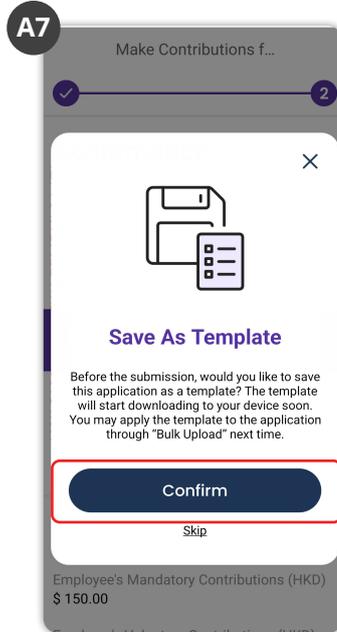
Employee's Voluntary Contributions (HKD)
\$ 0.00

Total Amount (HKD) : \$ 300.00

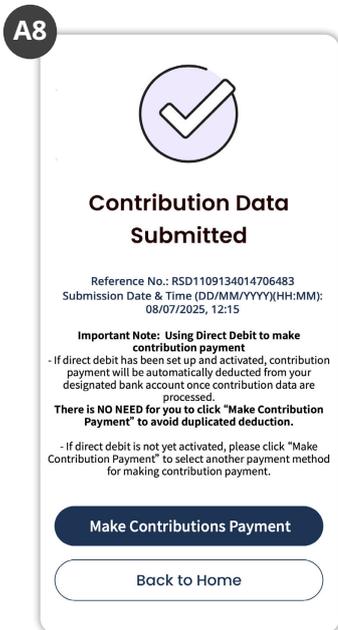
A5 Review and confirm the contribution data, then tap **Submit**.



A6 Read the Terms and Conditions and tap **Accept**.



A7 Tap **Confirm** if you want to save the filled employee contribution data as template for future edit and bulk upload. If you do not, tap **"Skip"**.



A8 You have successfully submitted the contribution data.

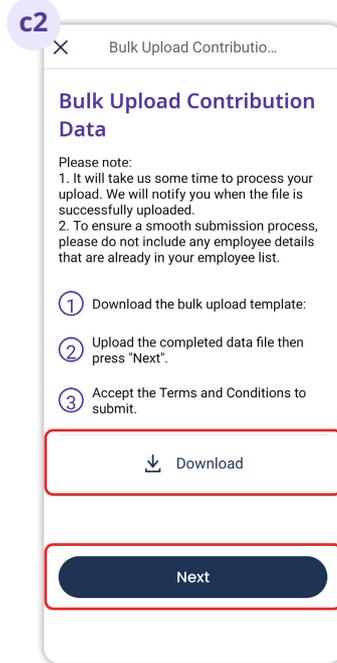
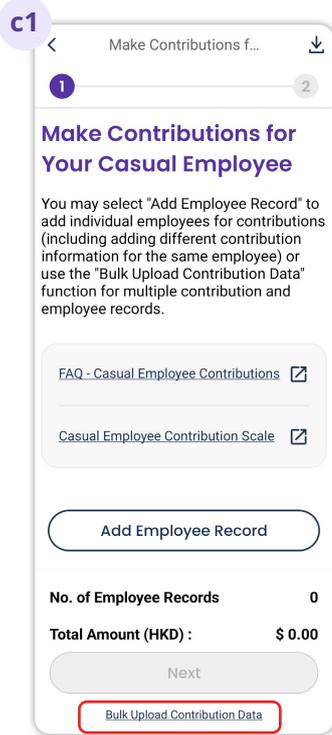


Tips: Please be reminded to submit payment in Section B.



Remarks: If your company has set up an approval setting, the approver will receive a notification to review the contribution data in **"Action Items"**. Once it is approved, the preparer will be notified in **"Action Items"**.

c) Bulk Upload Contribution Data

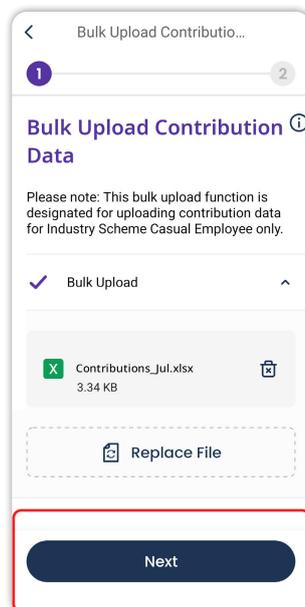
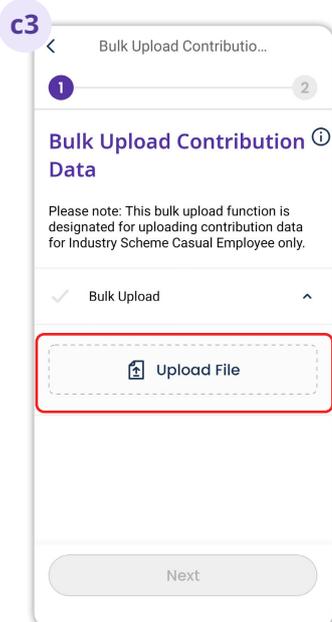


c1 On the **Make Contributions for Your Casual Employee** page after **step a1**, tap **"Bulk Upload Contribution Data"** at the bottom of the page.

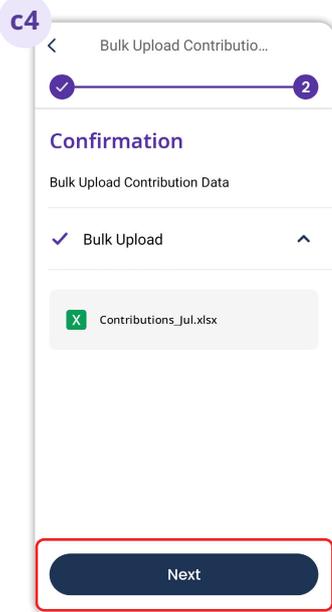
c2 Read the **Bulk Upload Contribution Data Guideline** and tap **"Download"** to download the bulk upload template, then tap **Next**.



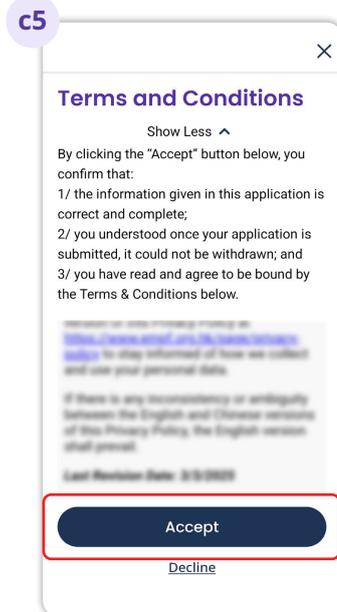
Tips: Please refer to the Note in the template for more details on how to complete the template.



c3 Tap **"Upload File"** to select the completed template. Then tap **Next** to upload the contribution data.



c4 Review the information, tap **Next**.



c5 Read the Terms and Conditions and tap **Accept**.



c6 The system will take some time to process your file, you will receive a notification once your file has been uploaded successfully. Tap **Back to Home** to go to the Homepage.



Tips: Please be reminded to submit payment in Section B.



Remarks: If your Bulk Upload Contribution Data submission fails, you will receive an error report of the Bulk Upload Contribution Data file in **"Action Items"**. Please revise the file according to the report and submit the contribution data again.

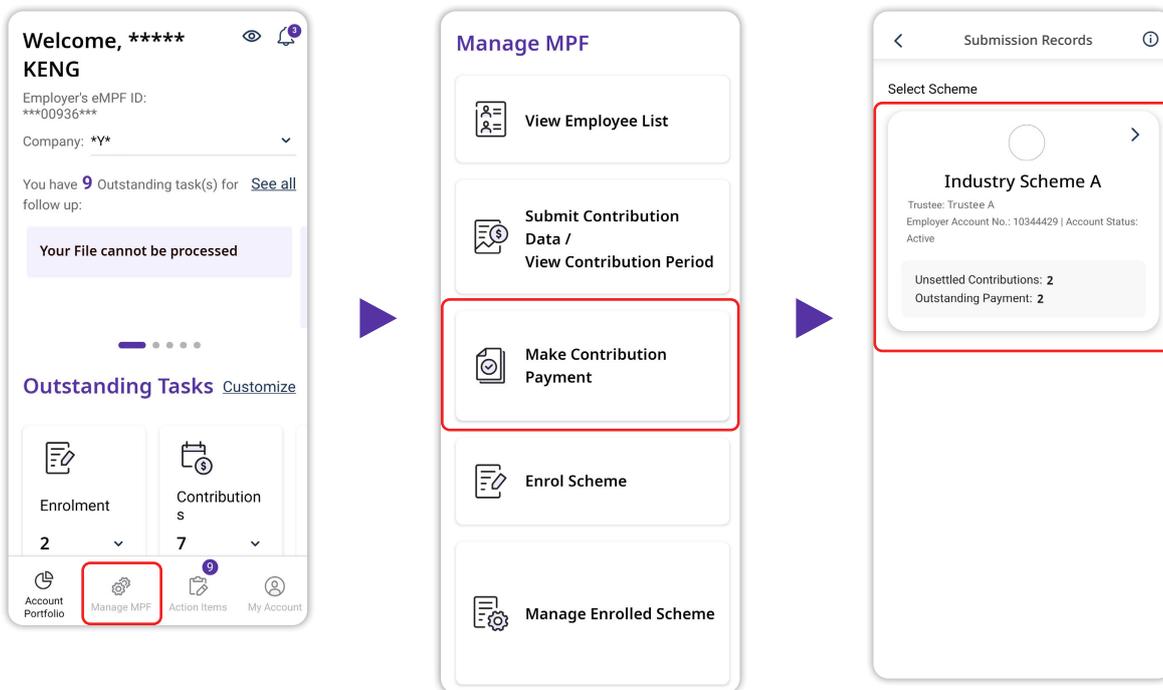
B. Prepare and Submit Payments

After you have submitted the contribution data, please follow the steps below to prepare and submit the payments.



Remarks: Please note that if **“Direct Debit Authorization”** was selected for Direct Debit as the Default Payment Method when enrolling the company in an MPF scheme, the related contribution payment will be automatically deducted from the bank account. The following payment steps are not necessary.

B1 Tap **“Manage MPF”** on the menu bar and tap **“Make Contribution Payment”**. Then select an Industry Scheme.



B2

Select Bill

Outstanding Payment Settled Payment

This page shows bill(s) of (i) the next contribution period pending arrangement and/or (ii) past contribution period(s) with overdue contributions. If there are overdue contributions, please make contribution payment immediately. Contributions paid recently and under processing will still be shown on this page.

If you have already submitted contribution data and paid contributions in full on or before the contribution day, please: (i) **DO NOT** submit the same set of contribution data again through other channels (e.g. email to eMPF Platform) to avoid processing delay or duplicate payments; and (ii) disregard the relevant contribution bill and surcharge bill shown below (if any).

Payroll Group CEE - The 10th day after the contribution period

Reference No.: #RSD1109134014706483 08/07/2025

Approved

Bill Type Contribution Bill

No. of Employee Records 1

Total Amount (HKD) \$ 300.00

Outstanding Amount (HKD) \$ 300.00

Contribution Period 01/07/2025 - 07/07/2025

Reference No.: #RSD1109120014679929 01/07/2025

Approved

Bill Type Contribution Bill

No. of Employee Records 1

Total Amount (HKD) \$300.00

Outstanding Amount (HKD) \$300.00

Contribution Period 24/06/2025 - 30/06/2025

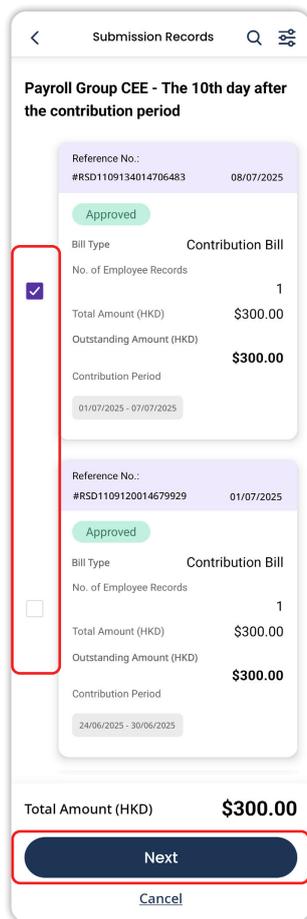
Proceed to Select Bill(s)

B2 On the **Select Bill** page, the unpaid contributions, including outstanding and partially paid contributions from your submitted records, are listed by the payroll group and contribution period under the **“Outstanding Payment”** tab.



Tips: Please pay attention to the status of each submitted record to proceed with the required actions accordingly.

B3



B3

Tap **Proceed to Select Bill(s)** under the payroll group and select one or multiple records, then tap **Next** to prepare the payment for submission.

B4 Make Contributions

Industry Scheme A
Trustee A
10344429
Submission Reference No.: RSD1109134014706483
Submission Date and Time: 08/07/2025
Payroll Group: CEE - The 10th day after the contribution period

You are paying for 1 bill(s).

 Submission Reference No.: RSD1109134014706483
Period: 01/07/2025 - 07/07/2025

Total Contribution Amount of Selected Bills (HKD) \$ 300.00

Select Submission Method ^

• Please select a payment method and provide the required information. [Learn more](#)
• Failure to provide the required information may delay or prevent your contributions from being processed.
• Payment by a third party is not accepted.
• If **Direct Debit** has been set up and activated, contribution payment will be automatically deducted from your designated bank account once contribution data is processed. **You DON'T NEED to make a payment on this page to avoid duplicate payment.**
• Please **DO NOT** submit the same set of contribution data again through other channels (e.g. email to eMPF Platform) to avoid processing delay or duplicate payments.

Payment Method
Cheque ▼

 **Cheque**

Important Note: Please write the following information on the back of the physical cheque and mail it to "**PO Box 98929 Tsim Sha Tsui Post Office**", or drop off at any one of the eMPF Service Centres. [Learn more](#).

- eMPF "Employer Account No." (8 digits) **and**
- eMPF "Submission Reference No." (i.e. RSD + 16 digits) or "MPF Contribution Bill No." (i.e. BLD + 16 digits)

 **Note:**
Please ensure sufficient funds in the bank account for cheque clearance.

Select Submission Method

By post / Drop-in box

Cheque deposit machine / Bank-in (if available)

Payment Amount (HKD)
\$ 300.00

Bank Name
ABC Bank ▼

Cheque No.
123456

B4 The total outstanding payment amount is auto-calculated. Please select a payment method and provide the required information. Then tap **Submit**.



Make Contributions

Industry Scheme A
Trustee A
10344429
Submission Reference No.:
RSD1109134014706483
Submission Date and Time: 08/07/2025
Payroll Group: CEE - The 10th day after the contribution period

You are paying for 1 bill(s).

Submission Reference No.:
RSD1109134014706483
Period: 01/07/2025 - 07/07/2025

Total Contribution Amount of Selected Bills (HKD) \$ 300.00

Select Submission Method ^

- Please select a payment method and provide the required information. [Learn more](#).
- Failure to provide the required information may delay or prevent your contributions from being processed.
- Payment by a third party is not accepted.
- If **Direct Debit** has been set up and activated, contribution payment will be automatically deducted from your designated bank account once contribution data is processed. **You DON'T NEED to make a payment on this page to avoid duplicate payment.**
- Please **DO NOT** submit the same set of contribution data again through other channels (e.g. email to eMPF Platform) to avoid processing delay or duplicate payments.

Payment Method
om Employer Forfeiture Account v

Offset Amount from Employer Reserve Account

As fund price may fluctuate, we will hold an additional 5% of the payment amount contribution from the account if your account balance is in fund units.

\$ 100.00	\$ 100.00
\$ 100.00	\$ 100.00

Available Reserve Account Balance \$ 0
Total Reserve Account Balance \$ 0

Payment Amount from Reserve Account
\$ 100.00

Offset Amount from Employer Forfeiture Account

As fund price may fluctuate, we will hold an additional 5% of the payment amount contribution from the account if your account balance is in fund units.

\$ 100.00	\$ 100.00
\$ 100.00	\$ 100.00

Available Forfeiture Account Balance \$ 0
Total Forfeiture Account Balance \$ 0

Payment Amount from Forfeiture Account
\$ 100.00

+ Add Payment Method

Submit

Remarks: All available payment methods to the scheme would be displayed at the drop down list for selection. You can also select **“Offset from Employer Reserve Account/ Offset from Employer Forfeiture Account”**, or click **“Add Payment Method”** to add this option as Payment Method 2 after selecting other payment method. Then, enter the payment amount you wish to offset from the Employer Reserve Account and Employer Forfeiture Account. Please make sure you have sufficient balance to pay the contribution.

▼ Example

Cheque

On the back of the cheque, please write down the

- a** Employer Account Number and
- b** Submission Reference No. (i.e., RSD+16 digits).

Then, submit the cheque through one of the following methods:

- Send cheque to the **eMPF Platform** office by post (PO Box 98929 Tsim Sha Tsui Post Office)
- Submit to the drop-in box at any of the 3 **eMPF™** service centres

The payment methods for each trustee differ. Please visit the **eMPF Website**, click **“Useful Tool for MPF Management”** at the bottom of the page, select **“Payment Methods”** and then **“Employer”** tab, to read through the payment instructions.

B5



Payment Instruction Submitted

Reference No.: PSD1109120014673914 |
Submission Date & Time: 09/07/2025, 21:33

Your contribution payment request has been submitted. You may check the payment record on the “Manage MPF” > “Make Contributions Payment” page once the payment is settled.

Payment Method 1

Payment Method
Cheque
Payment Amount (HKD)
\$ 300.00

Industry Scheme A
Trustee A
10344429
Payroll Group: CEE10TH

You are paying for 1 bill(s).

Submission Reference No.:
RSD1109134014706483
Period: 01/07/2025 - 07/07/2025

Total Contribution Amount of
Selected Bills (HKD) \$ 300.00

Back to Home

Make Another Payment

B5

You have successfully submitted the payment. Please be reminded to check the contribution and payment status to ensure that the record(s) is fully paid and settled.

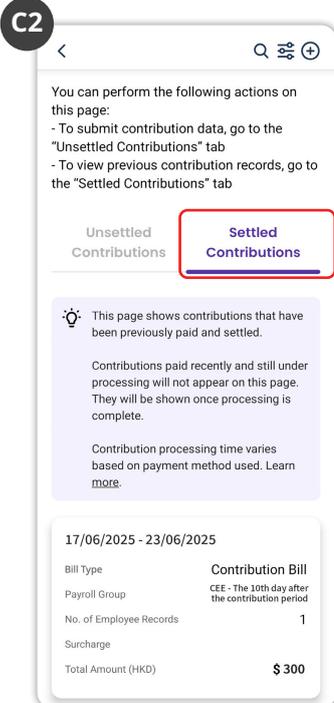
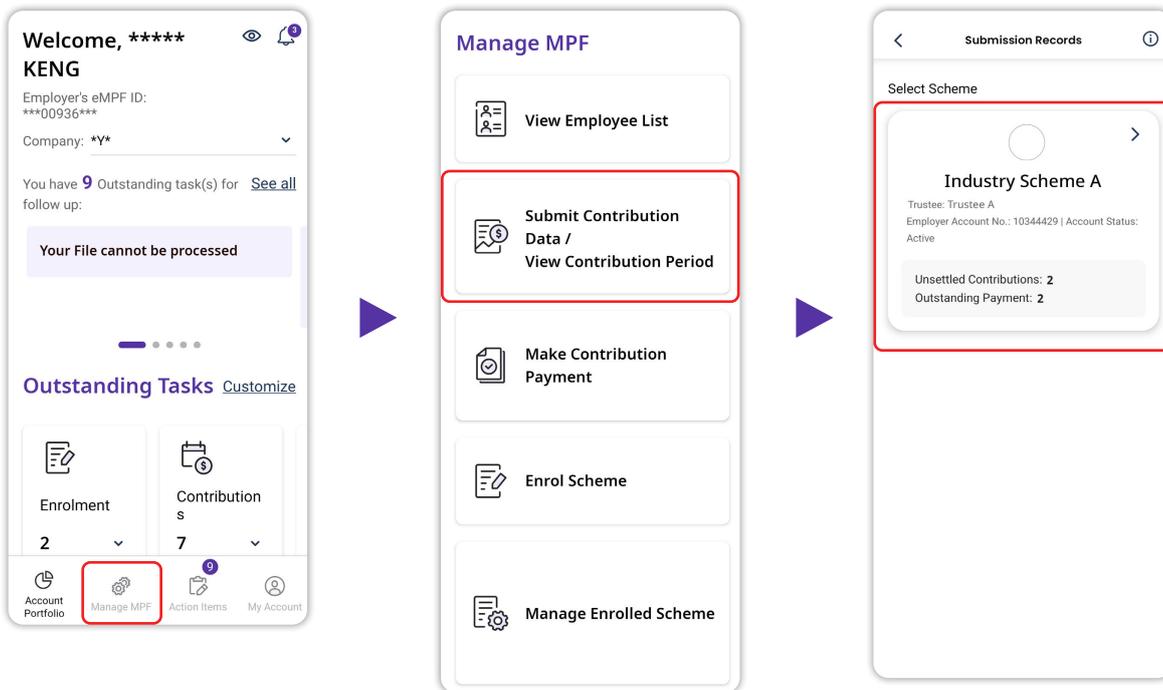


Tips: You can check the statuses under different tabs in Step A3 and Step B2.

C. Check Historical MPF Contribution Records

If you would like to check the settled historical MPF contribution records, please follow the steps below.

- C1** Tap **“Manage MPF”** on the menu bar and tap **“Submit Contribution Data / View Contribution Period”**. Then select an Industry Scheme.



- C2** Select the **“Settled Contributions”** tab.



Remarks: You can tap  to filter contribution records by selecting **“Contribution Period”**, **“Payroll Group”**, or tap  to enter the employee name or HKID No.

Reset Filter

Payroll Group

Contribution Period

Select Period

Continue

(Filter by Contribution Period)

Reset Filter

Payroll Group

All

CEE - The 10th day after the contribution period

CEE - The next working day following the pay-day

Contribution Period

Continue

(Filter by Payroll Group)

Make Addition...

Search by Keywords

(Search by employee name or HKID)

C3

You can perform the following actions on this page:

- To submit contribution data, go to the "Unsettled Contributions" tab
- To view previous contribution records, go to the "Settled Contributions" tab

Unsettled Contributions | **Settled Contributions**

 This page shows contributions that have been previously paid and settled.

Contributions paid recently and still under processing will not appear on this page. They will be shown once processing is complete.

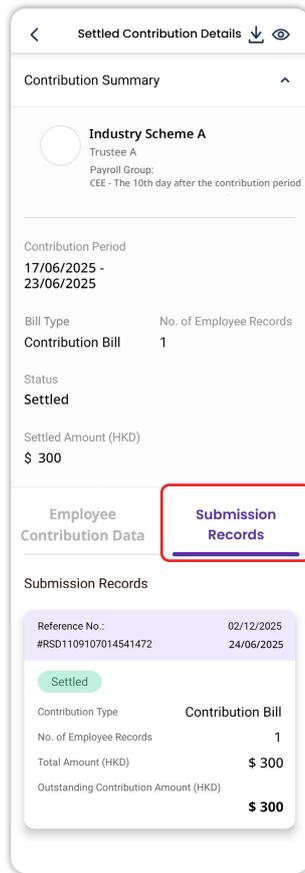
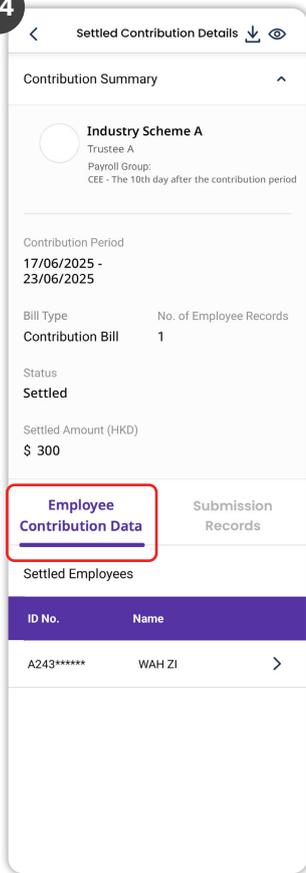
Contribution processing time varies based on payment method used. [Learn more.](#)

17/06/2025 - 23/06/2025	
Bill Type	Contribution Bill
Payroll Group	CEE - The 10th day after the contribution period
No. of Employee Records	1
Surcharge	
Total Amount (HKD)	\$ 300

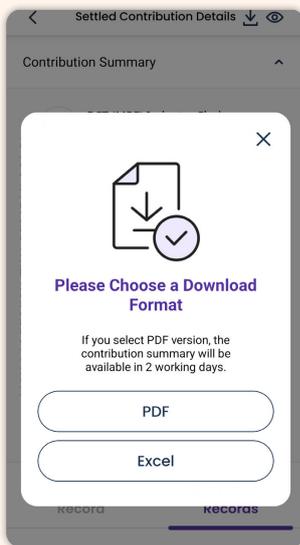
C3

Select a record in a specific contribution period.

C4



C4 The contribution details are summarized in the contribution summary. You may also view the details by “Employee Contribution Data” and “Submission Records”.



Tips:

1. **Employee Contribution Data** displays the contribution records of individual employee of your selected contribution period.
2. **Submission Records** provides a summary of each submission made, including the total number of employees and the contribution amount, for the selected contribution period.
3. You can click  on the top right-hand corner of this page to download the Contribution Summary in your preferred file format. If you choose to download the PDF file, please check **Action Items** after two working days.

- End -