

# MPF Scheme Enrolment & Scheme Management



**Web Portal  
User Guide**

# Preface

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This user guide provides step-by-step instructions on how an employer can enrol in an MPF scheme, update the information and cease to participate in an MPF scheme on the **eMPF™ Web Portal**. All screenshots are for illustration purposes only. The actual design of the portal interface may be different.

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

<b>eMPF Customer Service Hotline</b>	183 2622
<b>Email</b>	enquiry@support.empf.org.hk
<b>eMPF Service Centre</b>	<b>Hong Kong Island</b> Unit 601B, 6/F, Dah Sing Financial Centre, No. 248 Queen's Road East, Wanchai, Hong Kong
	<b>Kowloon</b> Suites 1204-6, 12/F, Chinachem Golden Plaza, No. 77 Mody Road, Tsim Sha Tsui East, Kowloon
	<b>New Territories</b> Suite 1802A, 18/F, Tower 2, Nina Tower, No. 8 Yeung Uk Road, Tsuen Wan, New Territories
	<b>Opening Hours</b> 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: 1.3

Date : 29 May, 2026

# Contents

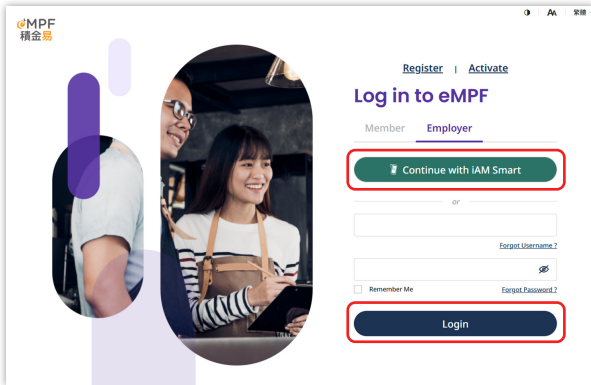
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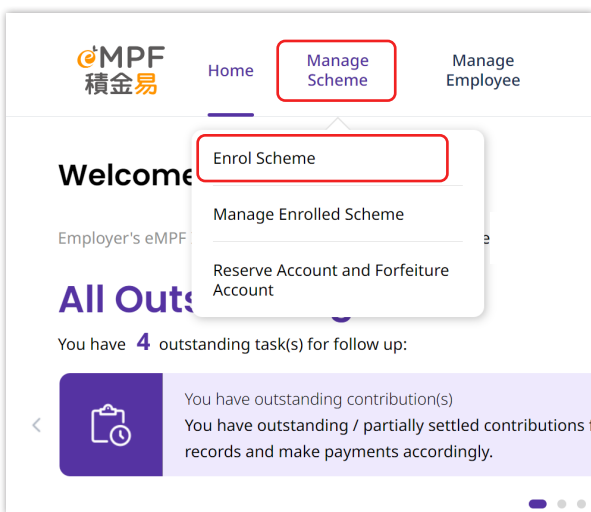
# A. Enrol in an MPF Scheme

In general, users with **“Scheme Enrolment”** access right can enrol in MPF schemes. To enrol an MPF scheme for your company, please follow the steps below.

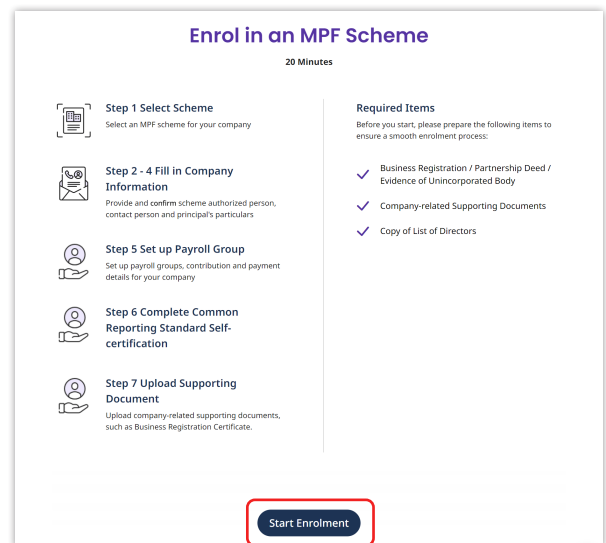
**A1** Go to the **eMPF™** Web Portal and log in.



**A2** Select **“Enrol Scheme”** under **“Manage Scheme”** on the menu bar.



**A3** Read the instructions, prepare the required items listed on the screen and click **Start Enrolment**.



## A4 Select an MPF scheme and click **Next**.

## A5 Fill in the required information step by step and click **Next**.

1 2 3 4 5 6 7 8

Select Scheme Company Information Scheme Authorized Person & Contact Person Principal's Particulars Payroll Group Common Reporting Standard Self-certificate Upload Supporting Documents Confirmation

## Principal's Particulars

✓ Principal - Company Director

➕ Add Company Director

✓ Principal - Beneficial Owner

Beneficial Owner: Other

Personal Details

Title:  Mr  Ms  Miss  Mrs  Dr  Other

Surname (English): Cheung Given Name (English): Yat Sum

Surname (Chinese): 張 Given Name (Chinese): 一燊

ID Document Type: HKID HKID No. For HKID No. A12345678, please input A1234568

Date of Birth (DDMMYYYY): 01/08/1990 Nationality: Chinese

Address

Country / Region: Hong Kong, China City: [Redacted]

Flat / Shop / Unit / Suite / Room / Others: 3 Floor (e.g. please input "12/F"): 2 Floor: [Redacted]

Block / Tower / House / Others: 1 Building: CBA Building

Street (street no. and street name): 123K Road District: Kwun Tong

Postal Code: [Redacted]

Remove

➕ Add Beneficial Owner

Back Save Progress **Next** 3

1 2 3 4 5 6 7 8

Select Scheme Company Information Scheme Authorized Person & Contact Person Principal's Particulars Payroll Group Common Reporting Standard Self-certificate Upload Supporting Documents Confirmation

Please set up at least 2 payroll groups for your company. You can grant the payroll group management and create a new user on the "User Management" page anytime to assign staff to a specific payroll group.

## Payroll Group

✓ Payroll Group 1

Basic Information

Payroll Group Type: Regular employee Payroll Group ID: 01

Payroll Group Name: REE927374 Payroll Group Contact Person's Name: Primary Contact Person 1 - Cheung Yat Sum

Contribution Details

Contribution Frequency: Monthly

1st Contribution Start Day in MPF Scheme (DDMMYYYY): 01/08/2024 Contribution Bills Issue Date: 08/09/2024

Pre-printed Remittance Statement Options: Pre-printed Remittance Statement with MPF Contribution Information

Set as Default Payroll Group for this Scheme:  Yes  No

Allocate Contributions to Employee Accounts on a Pro-rata Basis of Outstanding Contributions in Case of Underpayment:  Yes  No

Options for Reserve Account:  Holding Cash  Reserve

Correspondence Address:  Same as the Company Correspondence Address  Other Address

Address

Country / Region: Hong Kong, China City: [Redacted]

Flat / Shop / Unit / Suite / Room / Others: 3 Floor (e.g. please input "12/F"): 2 Floor: [Redacted]

Block / Tower / House / Others: 1 Building: CBA Building

Street (street no. and street name): 123K Road District: Kwun Tong

Postal Code: [Redacted]

Default Payment Method:  Other Payment Method  Direct Debit Authorization

Direct Debit Authorization (DDA) Details

Important note:

- You must be the bank account holder in order to proceed payment by Direct Debit Authorization (DDA). Payment by a third party is not accepted.
- MPF Platform will notify you through your preferred communication channel once the Direct Debit Authorization (DDA) takes effect. You can set the upper limit of each payment. If the upper limit of each payment was set less than the payment amount, the system will continue debit the remaining amount on next business day. You are also responsible to ensure the DDA bank account provided have sufficient funds to avoid any service charges costs.
- The bank takes around 6 to 8 weeks to setup Direct Debit Authorization (DDA) in general. To avoid late payment for certain types of contributions, please continue to submit contribution payments by cheque or other payment methods until the Direct Debit Authorization (DDA) becomes effective.
- New Direct Debit Authorization (DDA) will supersede the existing Direct Debit Authorization (DDA) (if any). The MPF Platform will continue to debit your existing direct debit account for contributions until the new Direct Debit Authorization (DDA) becomes effective.
- For new Direct Debit Authorization (DDA) setup applicant, your saving account will be set as a default debit account to setup DDA instruction if your bank account is All-in-one Account.

Bank Code: 400 Branch No. (3 characters, alphabet and number only): 123

Bank Name: Bank A

Bank Account No.: 123456789 Bank Account Holder Name (except English only): ABC Company Limited

Registration Type: Business registration Registration No. (BR 11 digit | Education Bureau <8 character | Trade Union <5 character | Society <7 character): 20001456653

Upper limit of each payment: \$ 50,000

Bank Account Details for Refund in case of Contribution Overpayment

The bank account for the refund must be in the name of your company. Refunds to third-party accounts will not be accepted.

Refund Details Setup:  Set up now  Set up later

Voluntary Contributions

Set up Voluntary Contribution Option and setting:  Yes  No

Approval Setting

For your company's internal control purposes, you can decide whether approval is required for refund and contribution set up for this payroll group under this scheme. If "Require Approval" is selected, all refund and contribution requests submitted for this payroll group under this scheme must be approved by the person(s) with relevant approval access rights assigned by your company before they can take effect.

Contribution Approval Setting:  Require Approval  Not Require Approval

Refund Approval Setting:  Require Approval  Not Require Approval

➕ Add Payroll Group

Back Save Progress **Next** 4

1 2 3 4 5 6 7 8

Select Scheme Company Information Scheme Authorized Person & Contact Person Principal's Particulars Payroll Group Common Reporting Standard Self-certificate Upload Supporting Documents Confirmation

## Common Reporting Standard Self-certificate

Important note:

Kindly note that the trustee and/or eMPF Platform is not allowed to offer any tax or legal advice to you. For tax-related questions, please consult your tax advisor or visit the [CEO's website](#) and [Inland Revenue Department's website](#). Please be reminded that any change in Common Reporting Standard will be automatically applied to all schemes under your company's employer account.

Financial Entity means the Entity of a Financial Institution, which equals to a legal person or a legal arrangement (such as a corporation, organization, partnership, trust or foundation) of a "Custodial Institution", a "Depository Institution", and "Investment Entity", or a "Specified Insurance Company". The term "Entity" covers any person other than an individual (i.e. a natural person). An NPE is any Entity that is not a Financial Institution.

✓ Common Reporting Standard Information

Type of Entity: Financial Institution

Financial Institution

Custodial Institution, Depository Institution or Specified Insurance Company

Investment Entity, except an investment entity that is managed by another financial institution (e.g. with discretion to manage the entity's assets) and located in a non-participating jurisdiction

Jurisdiction of Tax Residence

Hong Kong ONLY, with no tax residence in any other jurisdictions / countries / regions AND my HKID number is my TIN

Hong Kong and other Jurisdictions/Countries/Regions

NOT Hong Kong, but instead some other jurisdictions / countries / regions

Explanation of CRS Information: [Redacted]

Back Save Progress **Next** 5

## A6 Upload the supporting document(s) shown on the page, then click **Next**.



**Remarks:** The required supporting documents might be different depending on your selected MPF scheme.

## A7 Review the information and click **Confirmation**.

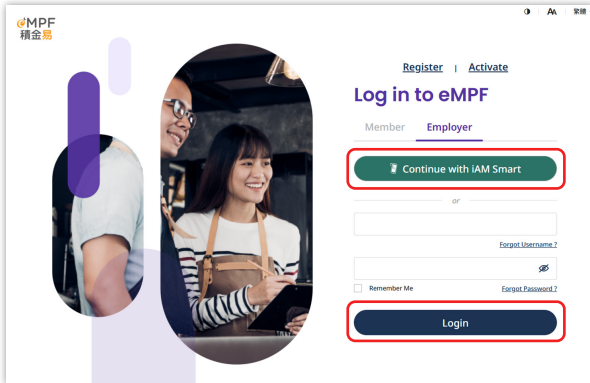
## A8 Read the Terms and Conditions and click **Accept**.

## A9 The account enrolment request has been submitted. You may check the enrolment status on the **My Record** page. Once the enrolment is completed, the primary contact person will receive a notification via email/SMS.

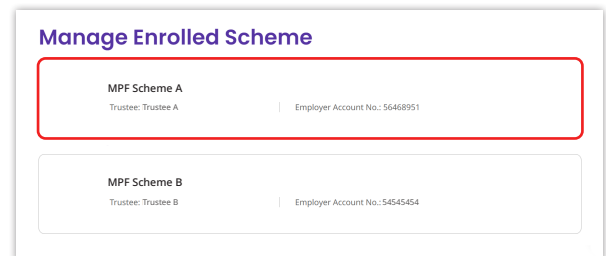
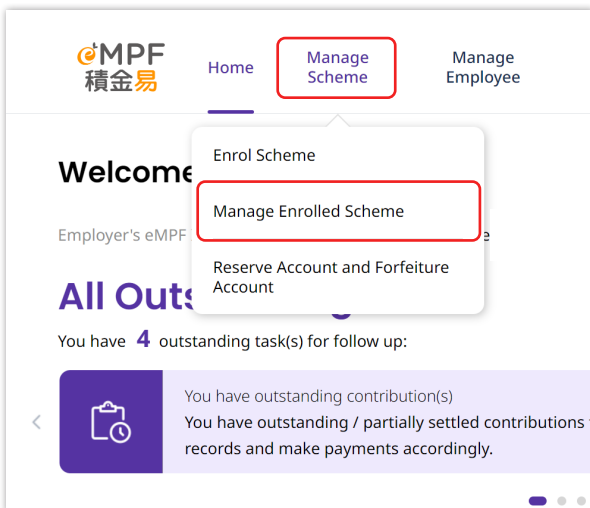
## B. Update the Information of Enrolled MPF Scheme(s)

In general, users with **“Enrolled Scheme Management”** access right are able to view and/or update the information of your company’s enrolled scheme(s), including general information, scheme authorized person, contact person, principal, payroll group and contributions, default payment method and member class. To update information, please follow the steps below.

**B1** Go to the **eMPF™** Web Portal and log in.



**B2** Select **“Manage Enrolled Scheme”** under **“Manage Scheme”** on the menu bar, then select an MPF Scheme.



## Update of General Information/ Payroll Group and Contributions/ Default Payment Method/ Member Class Information

**B3** Select the **General Information / Payroll Group and Contributions / Default Payment Method / Member Class Tab**, then click **Edit**.

### Manage Enrolled Scheme

Scheme: **MPF Scheme A (Employer Account No.: 56468951)** Terminate Scheme

**General Information** | Scheme Authorized Person | Contact Person | Principal | Payroll

**MPF Scheme A**  
Trustee: Trustee A | Employer Account No.: 56468951

**Company Details**

Company Name	Date of Incorporation (DD/MM/YYYY)	Date of Joining the Scheme (DD/MM/YYYY)
ABC Company Limited	01/09/2023	01/08/2024

Offset Sequence  
Offset Mandatory Contribution then Voluntary Contribution

**Way of Communication**

Consent on Direct Marketing: You agree to provide your consent for eMPF Platform Company Limited to transfer your personal data to the Trustee of the MPF scheme in which you enrol in accordance with the "Direct Marketing" section of the [Personal Information Collection Statement \(eMPF.org.hk/eics\)](#) of eMPF Platform Company Limited and for your personal data to be used by such Trustee for direct marketing purposes in accordance with its relevant [Personal Information Collection Statement \(eMPF.org.hk/eics\\_trustees/en\)](#)

No

Back Edit

### Manage Enrolled Scheme

Scheme: **MPF Scheme A (Employer Account No.: 56468951)** Terminate Scheme | Add Payroll Group

Contact Person | Principal | **Payroll Group and Contributions** | Default Payment Method | Member Class

Payroll Group Type	Payroll Group ID	Payroll Group Name	Site
REE	01	REE927374	Site

Total 1 Results 10/ Page < 1 > Go to

### Payroll Group and Contributions

Payroll Group 1

**Basic Information**

Payroll Group Type	Payroll Group ID	Payroll Group Name
Regular employee	01	REE927374

**Payroll Group Contact Person - Personal Details**

Title	Surname (English)	Given Name (English)
Mr	Chan	Tai Man
Surname (Chinese)	Given Name (Chinese)	Job Title
陳	太文	CEO
Email Address (Optional)	Mobile No.	Telephone No.
chantalman@abc.com	+852 99123456	+852 99123456

**Contribution Details**

Contribution Frequency	1st Contribution Start Day in MPF Scheme (DD/MM/YYYY)	2nd Contribution Start Day in MPF Scheme (DD/MM/YYYY) (for Semi-monthly Contribution)
Monthly	01/08/2024	

Contribution Bills Issue Date  
08/09/2024

Pre-printed Remittance Statement Options  
**Pre-printed Remittance Statement not required**

Set as Default Payroll Group for this Scheme  
Yes

Allocate Contributions to Employee Accounts on a Pro-rata Basis of Outstanding Contributions in Case of Underpayment  
No

Option for Reserve Account  
Holding Cash

**Correspondence Address**

Country / Region	City
Hong Kong, China	
Floor / Shop / Unit / Suite / Room / Others	Floor (e.g. please input "13/F")
Room 1	1/F
Block / Tower / House / Others	Building
Block 1	CBA Building
Street (street no. and street name)	District
321 Road	Kwun Tong
Postal Code	

Back Edit

# Update the Information of Enrolled MPF Scheme(s)

## Manage Enrolled Scheme

Scheme: **MPF Scheme A (Employer Account No.: 56468951)** Terminate Scheme

Contact Person | Principal | Payroll Group and Contributions | **Default Payment Method** | Member Class

### Default Payment Method 1

**Default Payment Method**

Default Payment Method

Direct Debit Authorization

**Direct Debit Authorization (DDA) Details**

**Important note:**

- You must be the bank account holder in order to proceed payment by Direct Debit Authorization (DDA). Payment by a third party is not accepted.
- eMPF Platform will notify you through your preferred communication channel once the Direct Debit Authorization (DDA) takes effect.
- You can set the upper limit of each payment, if the upper limit of each payment was less than the payment amount, the system will continue debit the remaining amount on next business day. You are also responsible to ensure the DDA bank account provided have sufficient funds to avoid any service charges costs.
- The bank takes around 6 to 8 weeks to setup Direct Debit Authorization (DDA) in general. To avoid late payment for certain types of contributions, please continue to submit contribution payments by cheque or other payment methods until the Direct Debit Authorization (DDA) becomes effective.
- New Direct Debit Authorization (DDA) will supersede the existing Direct Debit Authorization (DDA) (if any). The eMPF Platform will continue to debit your existing direct debit account for contributions until the new Direct Debit Authorization (DDA) becomes effective.
- For new Direct Debit Authorization (DDA) setup applicant, your saving account will be set as a default debit account to setup DDA instruction if your bank account is All-in-one Account.

Bank Code	Branch No. (3 characters)
400	001
Bank Name	
<b>Bank A</b>	
Bank Account No.	Bank Account Holder Name (accept English only)
123456789	ABC Company Limited
Registration Type	Registration No. (Business Registration 11 characters   Education Bureau <8 characters   Trade Union <5 characters   Society 7 characters)
Business registration	20001456632
Upper Limit of Each Payment (HKD)	
\$ 100,000.00	

Back Edit

## Manage Enrolled Scheme

Scheme: **MPF Scheme A (Employer Account No.: 56468951)** Terminate Scheme

Principal | Payroll Group and Contributions | Default Payment Method | **Member Class**

### Member Class 1

**Basic Information**

Allow Employees to Withdraw Voluntary Contributions	Member Class Name	
Yes	class one	
Early Retirement Age	Retirement age	Set as Default Member Class
60	65	Yes

**Contribution Type 1**

Bill Type

**Employer's Voluntary Contribution 1**

Voluntary Contributions Type	Voluntary Contributions Method	Fixed Percentage (%)
Fixed %	Fixed percentage of (relevant income / basic salary - fixed amount)	10
Fixed Amount (HKD)	Income Definition	Years of Service Calculation Start Date
\$ 1,000.00	Basic Salary	From the Date of Employment

**Vesting Scale**

Reason	Vesting Scale Option
Resignation	Option 2
Retirement	Option 1
Early Retirement	Option 3
Death	Option 1
ill Health	Option 5
Total Incapacity	Option 1
Redundancy	Option 3
Contract Expired	Option 5
Dismissal	Option 3
Laid Off	Option 2
Summary dismissal	Option 1
Others	Option 3

Back Edit

## B4 Update the information, then click **Save**.

General Information

**MPF Scheme A**  
Trustee: Trustee A | Employer Account No.: 9648851

**Company Details**

Company Name: ABC Company Limited | Date of Incorporation (DD/MM/YYYY): 01/09/2023 | Date of Joining the Scheme (DD/MM/YYYY): 01/08/2024

Please note that if your company changes the Long Service Payment / Severance Payment offsetting sequence to 'Offset Mandatory Contribution then Voluntary Contribution', it may affect the subsidy amount under the Subsidy Scheme for Abolition of MPF Offsetting Arrangement. [Learn More](#)

Offsetting Sequence: **Offset Mandatory Contribution then ...**

**Others**

Consent on Direct Marketing: You agree to provide your consent for eMPF Platform Company Limited to transfer your personal data to the Trustee of the MPF Scheme in which you enroll in accordance with the "Direct Marketing" section of the [Personal Information Collection Statement \(eMPF.org.hk/ics\)](#) in eMPF Platform Company Limited and for your personal data to be used by such Trustee for direct marketing purposes in accordance with its relevant [Personal Information Collection Statement \(eMPF.org.hk/ics\\_trustees/en\)](#)

Yes  No

Default Payment Method

**Default Payment Method 1**

**Default Payment Method**

Other Payment Method  Direct Debit Authorization

**Direct Debit Authorization (DDA) Details**

**Important note:**

- You must be the bank account holder in order to proceed payment by Direct Debit Authorization (DDA). Payment by a third party is not accepted.
- eMPF Platform will notify you through your preferred communication channel once the Direct Debit Authorization (DDA) takes effect.
- You can set the upper limit of each payment. If the upper limit of each payment was set less than the payment amount, the system will continue debit the remaining amount on next business day. You are also responsible to ensure the DDA bank account provided have sufficient funds to avoid any service charges costs.
- The bank takes around 6 to 8 weeks to setup Direct Debit Authorization (DDA) in general. To avoid late payment for certain types of contributions, please continue to submit contributions payments by cheque or other payment methods until the Direct Debit Authorization (DDA) becomes effective.
- New Direct Debit Authorization (DDA) will supersede the existing Direct Debit Authorization (DDA) (if any). The eMPF Platform will continue to debit your existing direct debit account for contributions until the new Direct Debit Authorization (DDA) becomes effective.
- For new Direct Debit Authorization (DDA) setup applicant, your saving account will be set as a default debit account to setup DDA instruction if your bank account is All-in-one Account.

Bank Code: **400** | Branch No. (3 characters): **001**

Bank Name: **Bank A**

Bank Account No.: **123456789** | Bank Account Holder Name (accept English only): **ABC Company Limited**

Registration Type: **Business registration** | Registration No. (Business Registration 11 characters | Education Bureau -8 characters | Trade Union -5 characters | Society 7 characters): **2000456633**

Upper Limit of Each Payment (HKD): **\$ 100,000**

Payroll Group and Contributions

**Payroll Group 1**

**Basic Information**

Payroll Group Type: **Regular employee** | Payroll Group ID: **01** | Payroll Group Name: **REE927374**

**Payroll Group Contact Person - Personal Details**

Title: **Mr** | Surname (English): **Chan** | Given Name (English): **Tai Man**

Surname (Chinese): **陳** | Given Name (Chinese): **太文** | Job Title: **CEO**

Email Address (Optional): **chantaiman@abc.com** | Mobile No.: **+852 99123456** | Telephone No.: **+852 99123456**

**Contribution Details**

Contribution Frequency: **Monthly** | 1st Contribution Start Day in MPF Scheme (DD/MM/YYYY): **01/08/2024** | 2nd Contribution Start Day in MPF Scheme (DD/MM/YYYY) (for Semi-monthly Contribution):

Contribution Bills Issue Date: **08/09/2024**

Pre-printed Remittance Statement Options: **Pre-printed Remittance Statement not required**

Set as Default Payroll Group for this Scheme: **Yes**

Allocate Contributions to Employee Accounts on a Pro-rata Basis of Outstanding Contributions in Case of Underpayment: **No**

Option for Reserve Account: **Holding Cash**

**Correspondence Address**

Same as Registered Office Address  Other Address

Country / Region: **Hong Kong** | City:

Flat / Shop / Unit / Suite / Room / Others: **1** | Room: **1** | Floor (e.g. please input "12/F") Floor: **1**

Block / Tower / House / Others: **1** | Block: **CBA Building** | Building:

Street (street no. and street name): **321 Road** | District: **Kwun Tong**

Postal Code:

**Bank Account Details for Refund in case of Contribution Overpayment**

The bank account for the refund must be in the name of your company. Refunds to third-party accounts will not be accepted.

Refund Details Setup:  Set up now  Set up later

**Voluntary Contributions** [Make Lump Sum Voluntary Contributions](#)

Set up Voluntary Contribution Option and Vesting:  Yes  No

**Approval Setting**

Contribution Approval Setting:  Require Approval  Not Require Approval

Refund Approval Setting:  Require Approval  Not Require Approval

**Member Class**

Member Class 1

⊕ Add Member Class

Cancel
Save



### Member Class

Member Class 1

✓ Member Class 2

Allow Employees to Withdraw Voluntary Contributions

Yes
  No

Member Class Name

Class 2

Retirement age 65 Early Retirement Age 60

Set as Default Member Class

---

**Bill Type 1**

Bill Type

Employer's Voluntary Contribution 1

**Voluntary Contributions**

Voluntary Contribution Type

Fixed %

Voluntary Contributions Method

Fixed percentage of relevant income / basic salary

Fixed Percentage (%)

10 %

Income Definition

Basic Salary

Years of Service Calculation Start Date

From the Date of Employment

**Vesting Scale**

Reason	Vesting Scale Option
Resignation	Option 1
Retirement	Option 1
Early Retirement	Option 1
Death	Option 1
Ill Health	Option 1
Total Incapacity	Option 1
Redundancy	Option 1
Contract Expired	Option 1
Dismissal	Option 1
Laid Off	Option 1
Summary dismissal	Option 1
Others	Option 1

⊕ Add Contribution Type

🗑 Remove

⊕ Add Member Class

Cancel
Save



## Remarks:

- For **General Information** updates, you can only edit the **Offset Sequence** and **Consent on Receiving Direct Marketing Materials**.
- For **Payroll Group and Contribution** updates, you can add new payroll groups and update the Contact Person, Correspondence Address, Bank Account Details for Refund in case of Contribution Overpayment and **Approval Setting** of an existing payroll group.
- For **Default Payment Method** updates, you can change the settings of **Direct Debit Authorization**.
- For **Member Class** updates, you can only add new member classes.

# Update the Information of Enrolled MPF Scheme(s)

**B5** Review the information and click **Submit**.

### Confirmation

Information Change Details

#### Member Class 2

Basic Information

Allow Employees to Withdraw Voluntary Contributions: **No**

Member Class Name: **Class 2**

Early Retirement Age: **60**    Retirement age: **65**    Set as Default Member Class: **No**

#### Bill Type 1

Bill Type

Employer's Voluntary Contribution 1

Voluntary Contribution Type	Voluntary Contributions Method	Fixed Percentage (%)
<b>Fixed %</b>	<b>Fixed percentage of relevant income / basic salary</b>	<b>10</b>

Income Definition: **Basic Salary**    Years of Service Calculation Start Date: **From the Date of Employment**

Reason	Vesting Scale Option
Resignation	Option 1
Retirement	Option 1
Early Retirement	Option 1
Death	Option 1
Ill Health	Option 1
Total Incapacity	Option 1
Redundancy	Option 1
Contract Expired	Option 1
Dismissal	Option 1
Laid Off	Option 1
Summary dismissal	Option 1
Others	Option 1

[Back](#) [Submit](#)


**B6** Read the Terms and Conditions and click **Accept**.

### Terms and Conditions

By clicking the "Accept" button below, you confirm that: 1/ the information given in this application is correct and complete; 2/ you understood once your application is submitted, it could not be withdrawn; and 3/ you have read and agree to be bound by the Terms & Conditions below.

[Decline](#) [Accept](#)

**B7** The change request has been submitted. Please go to **My Record** to check the change status.



### Change Request Submitted

Reference No.: DMD1408610000050573 | Submission Date & Time: 28/06/2024, 12:11

You have selected "Require Approval" under the refund/contribution approval setting of this scheme. All refund and contribution requests submitted for this payroll group under this scheme must be approved by the person(s) with relevant approval access rights assigned by your company before they can take effect. Please remember to set up the access right on the "User Management" page.

[Back to Home](#) [Go to My Record](#)

## Update of Scheme Authorized Person / Contact Person Information

**B8** Select the **Scheme Authorized Person / Contact Person**, then click **Edit**.

**Manage Enrolled Scheme**

Scheme: MPF Scheme A (Employer Account No.: 56468951) Terminate Scheme Add Scheme Authorized Person

General Information **Scheme Authorized Person** Contact Person Principal Payroll Group and Contribution

Name	Job Title	ID No.	
陳太文 CHAN TAI MAN	CEO	L867****	<b>View</b>

Total 1 Results 10/Page < 1 > Go to



**Manage Enrolled Scheme**

**Scheme Authorized Person**

**Personal Details**

Title	Surname (English)	Given Name (English)
Mr	Chan	Tai Man
Surname (Chinese)	Given Name (Chinese)	ID Type
陳	太文	HKID No.
ID No.	Date of Birth (DD/MM/YYYY)	Nationality
L867****	11/11/1980	Chinese
Job Title	CEO	

**Contact Information**

Email Address (Optional)	Mobile No.	Telephone No.
chantaiman@abc.com	+852 99123456	+852 99123456

**Address**

Country / Region	Flat / Shop / Unit / Suite / Room / Others
Hong Kong, China	Room 1
Floor (e.g. please input "12/F")	Block / Tower / House / Others
1/F	Block 1
Street (street no. and street name)	District
321 Road	Kwu Tung

**Way of Communication**

Preferred Language of Communication  
English

Back **Edit**

**Manage Enrolled Scheme**

Scheme: MPF Scheme A (Employer Account No.: 56468951) Terminate Scheme

General Information **Scheme Authorized Person** **Contact Person** Principal Payroll

**Primary Contact Person**

**Personal Details**

Title	Surname (English)	Given Name (English)
Mr	Chan	Tai Man
Surname (Chinese)	Given Name (Chinese)	Job Title
陳	太文	CEO
Email Address (Optional)	Mobile No.	Telephone No.
chantaiman@abc.com	+852 99123456	+852 99123456

Back **Edit**



**Tips:** Please be mindful when assigning user access rights, as this may allow users to access sensitive information, including staff salaries, personal data etc. For detailed information on access rights associated with each function, please refer to the **User Access Rights user guide**.

## B9 Update the information, then click **Save**.

**Scheme Authorized Person**

Scheme Authorized Person

**Personal Details**

Title  
 Mr  Ms  Miss  Mrs  Dr  Other

Surname (English)  Given Name (English)   
 Surname (Chinese)  Given Name (Chinese)

ID Document Type  ID No.   
 Date of Birth (DD/MM/YYYY)

Nationality   
 Add Another Nationality (maximum is 3)

Job Title

**Contact Information**

Email Address (Optional)

Mobile No.  Telephone No.

**Address**

Country / Region  City

Flat / Shop / Unit / Suite / Room / Others  Room  Floor (e.g. please input "12/F")  Floor

Block / Tower / House / Others  Block  Building

Street (street no. and street name)  District

Postal Code

**Way of Communication**

Preferred Language of Communication  
 English  Traditional Chinese  Simplified Chinese

**Contact Person**

Primary Contact Person

Select Primary Contact Person

**Personal Details**

Title  
 Mr  Ms  Miss  Mrs  Dr  Other

Surname (English)  Given Name (English)   
 Surname (Chinese)  Given Name (Chinese)

Job Title  Email Address (Optional)

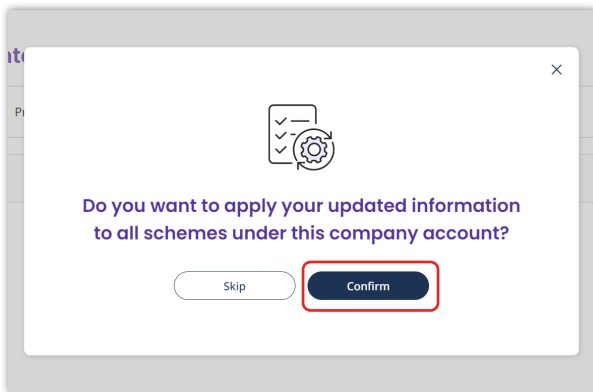
Mobile No.  Telephone No.



### Remarks:

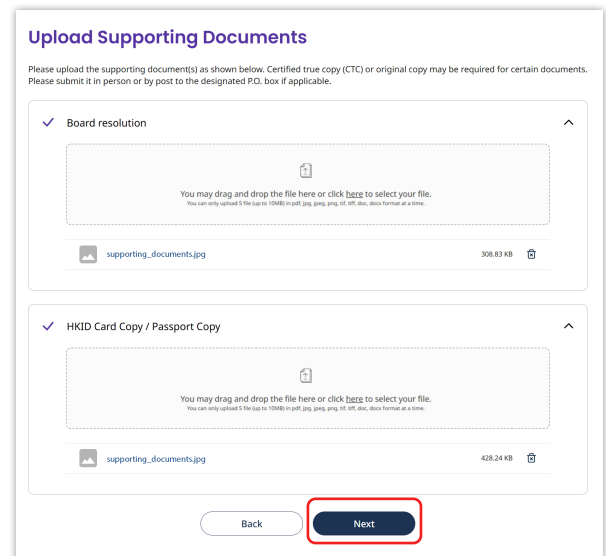
- 1) The personal information of **Scheme Authorized Person** can only be updated by their own
- 2) Users with **"Enrolled Scheme Management"** access right can
  - View, add and remove other **Scheme Authorized Person, Contact Person and Principal**
  - Edit Contact Person information
- 3) Each company can only have a maximum number of two Contact Persons

- B10** If you wish to apply the updated information to all schemes under this company (if applicable), click **Confirm**. If not, please click **Skip**.



A confirmation dialog box with a white background and a grey border. At the top center is an icon of a document with a checkmark and a gear. Below the icon, the text reads: "Do you want to apply your updated information to all schemes under this company account?". At the bottom, there are two buttons: "Skip" on the left and "Confirm" on the right. The "Confirm" button is highlighted with a red rectangular border.

- B11** You will need to upload supporting documents for certain updates. Follow the instruction to upload the supporting document(s) listed on the screen and click **Next**.



The "Upload Supporting Documents" screen has a white background. At the top, it says "Upload Supporting Documents" in bold. Below that, a note reads: "Please upload the supporting document(s) as shown below. Certified true copy (CTC) or original copy may be required for certain documents. Please submit it in person or by post to the designated P.O. box if applicable." There are two document upload sections, each with a checkmark icon and an upward arrow. The first section is titled "Board resolution" and contains a dashed box for file upload with the text: "You may drag and drop the file here or click here to select your file. You can only upload files up to 10MB in pdf, jpg, jpeg, png, gif, ppt, doc, docx format at a time." Below this is a file name "supporting\_documents.jpg" and a size of "308.63 KB". The second section is titled "HKID Card Copy / Passport Copy" and contains a similar dashed box with the text: "You may drag and drop the file here or click here to select your file. You can only upload files up to 10MB in pdf, jpg, jpeg, png, gif, ppt, doc, docx format at a time." Below this is a file name "supporting\_documents.jpg" and a size of "428.24 KB". At the bottom, there are two buttons: "Back" on the left and "Next" on the right. The "Next" button is highlighted with a red rectangular border.



**Remarks:** The requirement on supporting document is different depending on the information you have updated.

**B12** Review the information and click **Submit**.

### Confirmation

Information Change Details

The information below will apply to all schemes under this company account.

#### Scheme Authorized Person

**Personal Details**

Title	Surname (English)	Given Name (English)
Mr	Chan	Tai Man
Surname (Chinese)	Given Name (Chinese)	ID Document Type
陳	太文	HKID
ID No.	Date of Birth (DD/MM/YYYY)	Nationality
L867****	11/11/1980	Chinese

Job Title  
CEO

#### Contact Information

Email Address (Optional)	Mobile No.	Telephone No.
chantaiman@abc.com	+852 99123456	+852 99123456

#### Address

Country / Region	City
Hong Kong, China	
Flat / Shop / Unit / Suite / Room / Others	Floor (e.g. please input "12/F")
Room 3	2 Floor
Block / Tower / House / Others	Building
Block 1	ABC Building
Street (street no. and street name)	District
123K Road	Kwun Tong

Postal Code

#### Way of Communication

Preferred Language of Communication  
English

#### Upload Supporting Documents

**Board resolution**

supporting_documents.jpg	308.83 KB
--------------------------	-----------

**HKID Card Copy / Passport Copy**

supporting_documents.jpg	428.24 KB
--------------------------	-----------

[Back](#) [Submit](#)


**B13** Read the Terms and Conditions and click **Accept**.

### Terms and Conditions

By clicking the "Accept" button below, you confirm that: 1/ the information given in this application is correct and complete; 2/ you understand once your application is submitted, it could not be withdrawn; and 3/ you have read and agree to be bound by the Terms & Conditions below.

[Decline](#) [Accept](#)

**B14** The change request has been submitted.



### Change Request Submitted

Reference No.: DMD1408610000050870 | Submission Date & Time: 28/06/2024, 14:07

Remember to submit the certified true copy (CTC) or original copy of **HKID Card Copy / Passport Copy** in person or by post to the designated P.O. box.

[Back to Home](#) [Go to My Record](#)

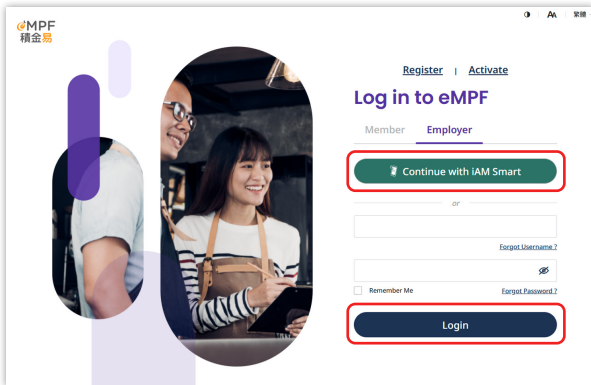


**Remarks:** You may be required to submit the certified true copy or original copy of certain supporting documents to effect the change. Please refer to the instruction shown on this page, if any, to make submission.

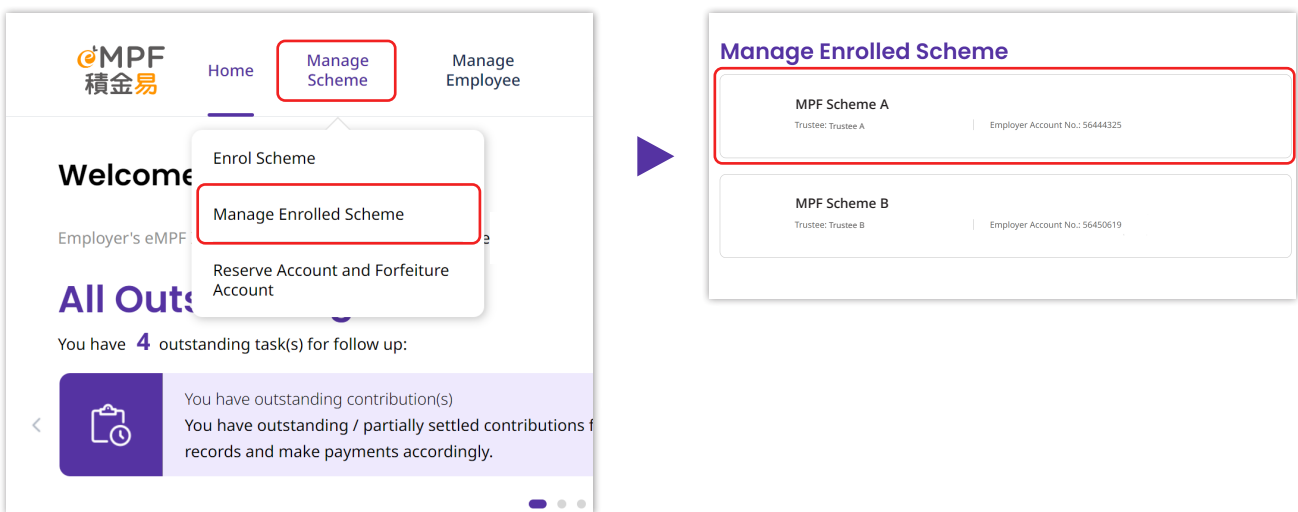
## C. Cessation of Participation in MPF Scheme(s)

In general, users with **Scheme Termination** access right can terminate your company's participation in an MPF scheme. To terminate a scheme, please follow the steps below.

**C1** Go to the eMPF™ Web Portal and log in.



**C2** Select “**Manage Enrolled Scheme**” under “**Manage Scheme**” on the menu bar, then select an MPF Scheme.



# Cessation of Participation in MPF Scheme(s)

**C3** Click **Terminate Scheme** at the top right-hand corner.

**Manage Enrolled Scheme**

Scheme: MPF Scheme A

**Terminate Scheme**

**General Information** | Scheme Authorized Person | Contact Person | Principal | Payrol

**MPF Scheme A**  
Trustee: Trustee A | Employer Account No.: 56444325

**Company Details**

Company Name	Date of Incorporation (DD/MM/YYYY)	Date of Joining the Scheme (DD/MM/YYYY)
ABC Company Limited	01/09/2023	01/08/2024

**Offset Sequence**  
Offset Mandatory Contribution then Voluntary Contribution

**Way of Communication**

Consent on Direct Marketing: You agree to provide your consent for eMPF Platform Company Limited to transfer your personal data to the Trustee of the MPF scheme in which you enrol in accordance with the "Direct Marketing" section of the [Personal Information Collection Statement \(eMPF.org.hk/olcs/epi\)](#) of eMPF Platform Company Limited and for your personal data to be used by such Trustee for direct marketing purposes in accordance with its relevant [Personal Information Collection Statement \(eMPF.org.hk/olcs/trustees/en\)](#).

No

**Back** **Edit**

**C4** Input a "Termination Effective Date". Then, click **Next**.

**1** Terminate Scheme **2** Confirmation

You are applying for scheme termination **Terminate Scheme**

**Selected Scheme**

Please select a termination effective date.

**MPF Scheme A**  
Trustee: Trustee A | Employer Account No.: 56444325

Termination Effective Date (DD/MM/YYYY)  
01/08/2025

**Back** **Next**



**Remarks:** Reminder will be shown if some employees' accounts have not yet been terminated or there are outstanding contribution records under the selected scheme(s). Your scheme termination request will only be processed after you have terminated all employees' accounts and settled all contributions (if applicable).

**C5** Review the information and click **Submit**.

The screenshot shows a 'Confirmation' window titled 'Terminate Scheme'. It displays the 'Selected Scheme' as 'Terminate Scheme 1' (MPF Scheme A) with an effective date of 01/08/2025. At the bottom, there are 'Back' and 'Submit' buttons, with the 'Submit' button highlighted by a red box.

**C6** Read the Terms and Conditions and click **Accept**.

The screenshot shows a 'Terms and Conditions' dialog box. It contains a disclaimer about the application's accuracy and the user's agreement to the terms. At the bottom, there are 'Decline' and 'Accept' buttons, with the 'Accept' button highlighted by a red box.

**C7** The scheme termination request has been submitted.

The screenshot shows a success message with a checkmark icon. The text reads: 'Scheme Termination Request Submitted'. Below this, it provides a reference number and submission date. A note states that the request will only be processed after all employees' accounts are terminated and settled. At the bottom, there are 'Back to Home' and 'Go to My Record' buttons.

**- End -**