MPF Contributions for Casual Employees under an Industry Scheme

Web Portal 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™ Web Portal**. It specifies:

(a) how to submit contribution data for casual employees under an industry scheme;

(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 portal 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   : 30 Jan, 2026

Contents

# A. Prepare and Submit Casual Employees' Contribution Data

You can process your casual employees' MPF contributions through the **eMPF**™ Web Portal, 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 Go to the **eMPF Web Portal** and log in.
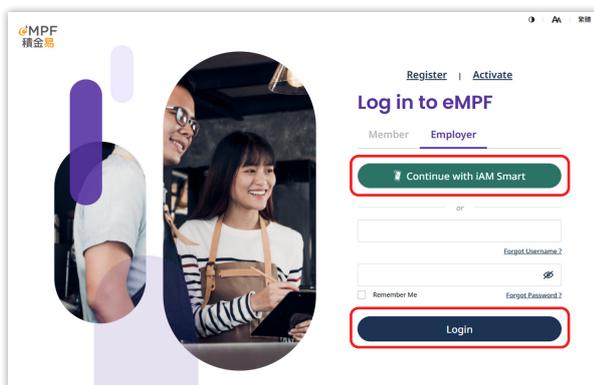
A2 Select **"Submit Contribution Data / View Contribution Period"** under **"Manage Contributions"** on the menu bar, then select an Industry Scheme.
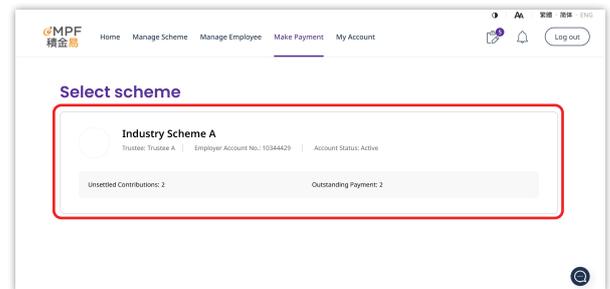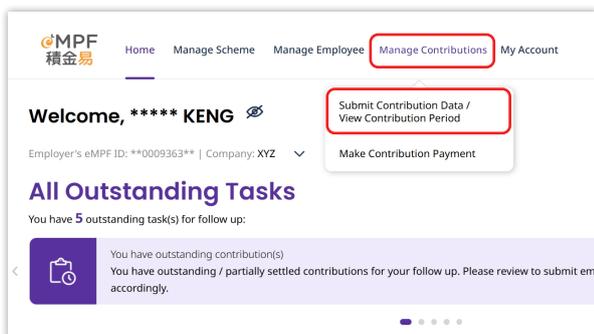
A3 Click **Make Contributions for Your Casual Employee** on top right-hand corner of **Submit Contribution Data / View Contribution Period** page.

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 either **Payroll Group a) CEE – The 10th day after the contribution period**; or **b) CEE - The next working day following the pay-day**. Then select the **Contribution Period** and click **Add** .

Make Contributions for Your Casual Employee

Please select Payroll Group and Contribution Period

Industry Scheme A
Trustee: Trustee A   Employer Account No.: 10344429
Account Status: Active

Payroll Group:

a Please Select ⌃
— CEE - The 10th day after the contribution period
b — CEE - The next working day following the pay-day

Add

Make Contributions for Y...

Please select Payroll Group and Contribution Period

Industry Scheme A
Trustee: Trustee A
Account Status: Active

Payroll Group:
CEE - The 10th day after the contributio... ⌄

July 2025   August 2025

S	M	T	W	T	F	S		S	M	T	W	T	F	S
---	---	---	---	---	---	---		---	---	---	---	---	---	---
29	30	1	2	3	4	5							1	2
6	7	8	9	10	11	12		3	4	5	6	7	8	9
13	14	15	16	17	18	19		10	11	12	13	14	15	16
20	21	22	23	24	25	26		17	18	19	20	21	22	23
27	28	29	30	31				24	25	26	27	28	29	30
								31	1	2	3	4	5	6

Contribution Period
01/07/2025 to 07/07/2025

Cancel   **Add**

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. The above examples are assumed Payroll Group names.

Prepare and Submit Contribution Data for Casual Employees

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

a1   Click **"Add Employee Record"** to add individual employee records.

Make Contributions for Your Casual Employee

⬇ Download Employee Contribution Data (For Bulk Upload)

🗐 Bulk Upload Contribution Data   FAQ - Casual Employee Contributions   Casual Employee Contribution Scale

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.

⟳ Reset

ID Document Type	HKID No.	Casual Employee No.	Surname (English)	Given Name (English)	Surname (Chinese)	Given Name (Chinese)	Date of Birth (DD/MM/YYYY)	Relevant Income (HKD)	Working Period (DD/MM/YYYY)

⊕ Add Employee Record

No. of Employee Records	Employer's Mandatory Contributions (HKD)	Employee's Mandatory Contributions (HKD)	Employer's Voluntary Contributions (HKD)	Employee's Voluntary Contributions (HKD)	Total Amount (HKD)
0	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00

Back   Next

💡 **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 click **Search** to find the employee. Then, click **Add Employee**.

Add Employee Record ✕

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

ID Document Type   HKID ▾   🔍 A2430188 ⊗   **Search** ▾

ID Document Type	HKID No.	Casual Employee No.	Surname (English)	Given Name (English)	Surname (Chinese)	Given Name (Chinese)	Date of Birth (DD/MM/YYYY)
HKID	A2430188	3000010050703	WAH	Z**	華	*	**/02/****

Cancel   **Add Employee**

a3 The employee record has been added. Scroll the bar 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, Click **Next**.

Scroll

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.

▼ Example

Daily-rated

If an employee's daily income vary within the same contribution period, the employer must 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

▼ **Example**

Non-daily-rated

Make Contributions for Your Casual Employee

⬇ Download Employee Contribution Data (For Bulk Upload)

🗄 Bulk Upload Contribution Data   FAQ - Casual Employee Contributions   Casual Employee Contribution Scale

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.

🔄 Reset

ame (Chinese)	Given Name (Chinese)	Date of Birth (DD/MM/YYYY)	Relevant Income (HKD)	Working Period (DD/MM/YYYY)	Number of Working Days	Member Class	ⓘ	Contributions Breakdown			
								Employer's Mandatory Contributions (HKD)	Employee's Mandatory Contributions (HKD)	Employer's Voluntary Contributions (HKD)	Employee's Voluntary Contributions (HKD)
*	**/02/****		$ 2,100	01/07/2025 to 07/07/2025 ✕	3	Please ... ⌄		$ 105.00	$ 105.00	$ 0.00	$ 0.00

Total Contributions (HKD)   **$ 210.00**

⊕ **Add Employee Record**

No. of Employee Records	Employer's Mandatory Contributions (HKD)	Employee's Mandatory Contributions (HKD)	Employer's Voluntary Contributions (HKD)	Employee's Voluntary Contributions (HKD)	Total Amount (HKD)
1	$ 105.00	$ 105.00	$ 0.00	$ 0.00	$ 210.00

Back   Next

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)

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

b1 Click **"Add Employee Record"** to add individual employee records.

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

b3 The employee record has been added. Scroll the bar 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.

b4 Fill in or click **+** to add the **No. of Working Days** according to the Daily Relevant Income. Click **Confirm** after completion.

Tips:

1. The minimum **No. of Working Days** is **1** and increment must be in whole numbers.

2. The **No. of Working Days** cannot exceed the total number of days of the selected **Contribution Period**.

▼ 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 ⊕

Cancel   Confirm

Back   Next

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 ⊕

Cancel   Confirm

Back   Next

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

Make Contributions for Your Casual Employee

⬇ Download Employee Contribution Data (For Bulk Upload)

📄 Bulk Upload Contribution Data   FAQ - Casual Employee Contributions   Casual Employee Contribution Scale

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.

🔄 Reset

Casual Employee No.	Surname (English)	Given Name (English)	Surname (Chinese)	Given Name (Chinese)	Date of Birth (DD/MM/YYYY)	Member Class ⓘ	Contributions Breakdown			
							Employer's Mandatory Contributions (HKD)	Employee's Mandatory Contributions (HKD)	Employer's Voluntary Contributions (HKD)	Employee's Voluntary Contributions (HKD)
3000010050703	WAH	Z**	華	*	**/02/****	Please ... ⌄	$ 150	$ 150	$ 0	$ 0

Total Contributions (HKD) $ 300.00

⊕ **Add Employee Record**

No. of Employee Records	Employer's Mandatory Contributions (HKD)	Employee's Mandatory Contributions (HKD)	Employer's Voluntary Contributions (HKD)	Employee's Voluntary Contributions (HKD)	Total Amount (HKD)
1	$ 150.00	$ 150.00	$ 0.00	$ 0.00	$ 300.00

Back   **Next**

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

Confirmation

Employee Contribution Data

ID Document Type	ID No.	Member Account No.	Surname (English)	Given Name (English)	Surname (Chinese)	Given Name (Chinese)	Date of Birth (DD/MM/YYYY)	Relevant Income (HKD)	Contribution Period (DD/MM/YYYY)	Number of Working Days	Member Class ⓘ	Contribution Breakdown			
												Employer's Mandatory Contributions (HKD)	Employee's Mandatory Contributions (HKD)	Employer's Voluntary Contributions (HKD)	Employee's Voluntary Contributions (HKD)
HKID	A2430188	3000010050703	WAH	Z**	華	*	**/02/****	$ 10,000.00	01/07/2025 - 07/07/2025	3		$ 150.00	$ 150.00	$ 0.00	$ 0.00
Total 1 Results								Total Amount (HKD) $ 300.00		$ 150.00		$ 150.00	$ 0.00	$ 0.00	

✏ Edit

Back   **Submit**

A6 Click **Download** if you want to save the filled employee contribution data as template for future edit and bulk upload. If you do not, click **Cancel** .

Download as Template for Future Bulk Upload

You can download the current employee contribution data as a template for your future contribution bulk upload. You are reminded to make necessary changes for each contribution submission, if any.

Cancel   Download

A7 You have successfully submitted the contribution data.

Contribution Data Submitted
Reference No.: RSD1109134014706483 | Submission Date & Time (DD/MM/YYYY)(HH:MM): 08/07/2025, 12:15

Important Note: Using Direct Debit to make contribution payment
- If direct debit has been set up and activated, contribution payment will be automatically deducted from your designated bank account once contribution data are processed. **There is NO NEED for you to click "Make Contribution Payment" to avoid duplicated deduction.**

- If direct debit is not yet activated, please click "Make Contribution Payment" to select another payment method for making contribution payment.

Back to Home   Make Contribution Payment

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**, click (**Bulk Upload Contribution Data**) on the top left-hand corner.

Make Contributions for Your Casual Employee   ⬇ Download Employee Contribution Data (For Bulk Upload)

📄 Bulk Upload Contribution Data   FAQ - Casual Employee Contributions   Casual Employee Contribution Scale

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.

🔄 Reset

ID Document Type	HKID No.	Casual Employee No.	Surname (English)	Given Name (English)	Surname (Chinese)	Given Name (Chinese)	Date of Birth (DD/MM/YYYY)	Relevant Income (HKD)	Contribution Period (D

⊕ **Add Employee Record**

No. of Employee Records	Employer's Mandatory Contributions (HKD)	Employee's Mandatory Contributions (HKD)	Employer's Voluntary Contributions (HKD)	Employee's Voluntary Contributions (HKD)	Total Amount (HKD)
0	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00

Back   Next

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

Bulk Upload Contribution Data

① Download the bulk upload template:

⬇ Download

② Upload the completed data file then press "Next".

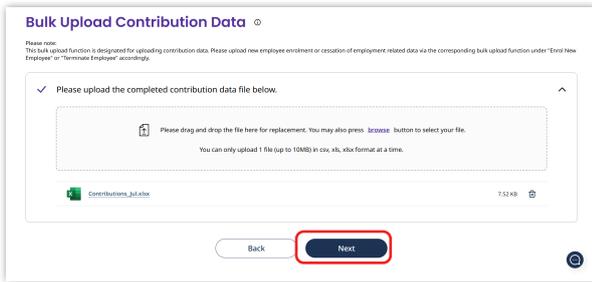③ Accept the Terms and Conditions to submit.

Please note: 1. It will take us some time to process your upload. We will notify you when the file is successfully uploaded.
2. To ensure a smooth submission process, please do not include any employee details that are already in your employee list.
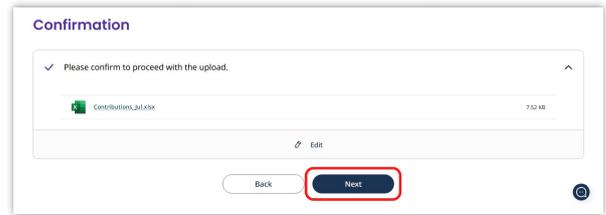
Back   Next

💡 **Tips:** Please refer to the Note in the template for more details on how to complete the template.
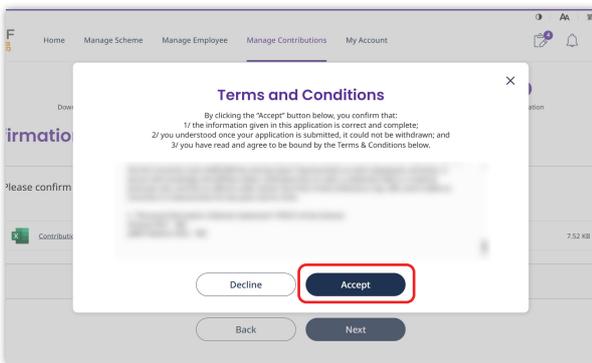
c3 Click **"browse"** or use **"drag and drop"** function to select the completed template. Then click **Next** to upload the contribution data.
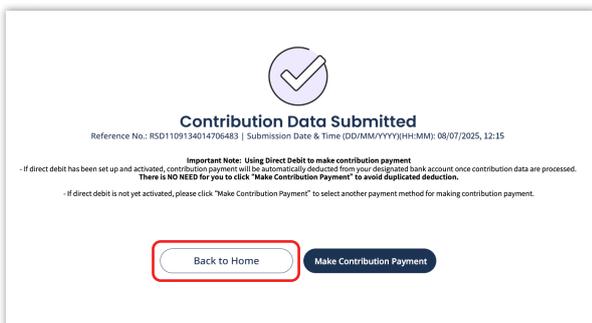
Bulk Upload Contribution Data ⓘ

Please note:
This bulk upload function is designated for uploading contribution data. Please upload new employee enrolment or cessation of employment related data via the corresponding bulk upload function under "Enrol New Employee" or "Terminate Employee" accordingly.

✓ Please upload the completed contribution data file below.

⬆ Please drag and drop the file here for replacement. You may also press browse button to select your file.

You can only upload 1 file (up to 10MB) in csv, xls, xlsx format at a time.

📊 Contributions_Jul.xlsx   7.52 KB 🗑

Back   Next

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

Confirmation

✓ Please confirm to proceed with the upload.   ⌃

📊 Contributions_Jul.xlsx   7.52 KB

✏ Edit

Back   Next

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

Home   Manage Scheme   Manage Employee   Manage Contributions   My Account

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

Back   Next

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

✓

Contribution Data Submitted
Reference No.: RSD1109134014706483 | Submission Date & Time (DD/MM/YYYY)(HH:MM): 08/07/2025, 12:15

Important Note: Using Direct Debit to make contribution payment
- If direct debit has been set up and activated, contribution payment will be automatically deducted from your designated bank account once contribution data are processed.
There is NO NEED for you to click "Make Contribution Payment" to avoid duplicated deduction.

- If direct debit is not yet activated, please click "Make Contribution Payment" to select another payment method for making contribution payment.

Back to Home   Make Contribution Payment

💡 **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 Select **"Make Contribution Payment"** under **"Manage Contributions"** on the menu bar, then select an Industry Scheme..

B2 In 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 Click ⬭ **Proceed to Select Bill(s)** ⬭ under the payroll group and select one or multiple records, then click ⬭ **Next** ⬭ to prepare the payment for submission.

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 relevant contribution day(s), please disregard the relevant surcharge bill(s) shown below (if any).

🔍 Search by Employee Name/HKID No.   🔍 Search by Submission No.   Contribution Period 24/06/2025 to 07/07/2025 📅   🔍 Search   ⌄

Industry Scheme A
Trustee: Trustee A | Employer Account No.: 10344429 | Account Status: Active

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

#RSD1109134014706483   Submitted on 08/07/2025

Status	Bill Type	No. of Employee Records	Total Amount (HKD)	Outstanding Amount (HKD)
Approved	Contribution Bill	1	$ 300.00	$ 300.00

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

#RSD1109120014679929   Submitted on 01/07/2025

Status	Bill Type	No. of Employee Records	Total Amount (HKD)	Outstanding Amount (HKD)
Approved	Contribution Bill	1	$ 300.00	$ 300.00

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

⬭ **Proceed to Select Bill(s)** ⬭

▼

Proceed to Select Bill(s)

You may settle all contributions under the same payroll group in one payment.

CEE - The 10th day after the contribution period   No. of Records: 4

#RSD1109134014706483   Submitted on 08/07/2025   ☑

Status	Bill Type	No. of Employee Records	Total Amount (HKD)	Outstanding Amount (HKD)
Approved	Contribution Bill	1	$ 300.00	$ 300.00

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

#RSD1109120014679929   Submitted on 01/07/2025   ☐

Status	Bill Type	No. of Employee Records	Total Amount (HKD)	Outstanding Amount (HKD)
Approved	Contribution Bill	1	$ 300.00	$ 300.00

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

Total Amount (HKD)	$ 300.00

Cancel   **Next**

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

Proceed to Select Bill(s)

Contribution Details ⌃

Industry Scheme A

Trustee: Trustee A | Employer Account No.: 10344429 | Payroll Group: CEE - The next working day following the pay-day

You are paying for 1 bill(s).

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

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

Payment #1 Payment 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.**

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.
1. eMPF "Employer Account No." (8 digits) **and**
2. 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

Issuing Bank Name	Cheque No.
ABC Bank ⌄	123456

Total Payment Amount (HKD)   **$ 300.00**

[Back]   [**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 extra payment method (by offsetting Reserve Account / Forfeiture Account Available Balance)"** 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.

Proceed to Select Bill(s)

Contribution Details

Industry Scheme A
Trustee: Trustee A | Employer Account No.: 10344429 | Payroll Group: CEE - The next working day following the pay-day

You are paying for 1 bill(s).

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

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

Payment #1 Payment Method

• Please select a payment method and provide the required information. Learn <u>more</u>.
• 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.**

Payment Method
Offset from Employer Reserve Account/Offset from Employer Forfeiture Account ⌄

Offset Amount from Employer Reserve Account

Important Note: Please complete the payment process and upload supporting document before you press the "Submit" button (if applicable). For details of the payment methods, including the trustees' payment details, please refer to empf.org.hk/paymentmethods/en.

Available Reserve Account Balance (HKD)	$ 100.00
Total Reserve Account Balance (HKD)	$ 100.00

Payment Amount (HKD)
$ 100

Offset Amount from Employer Forfeiture Account

Important Note: Please complete the payment process and upload supporting document before you press the "Submit" button (if applicable). For details of the payment methods, including the trustees' payment details, please refer to empf.org.hk/paymentmethods/en.

Available Forfeiture Account Balance (HKD)	$ 100.00
Total Forfeiture Account Balance (HKD)	$ 100.00

Payment Amount (HKD)
$ 100

⊕ Add extra payment method (by offsetting Reserve Account / Forfeiture Account Available Balance)

Total Payment Amount (HKD)	$ 200.00

[Back] [Submit]

▼ **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.

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 relevant contribution day(s), please disregard the relevant surcharge bill(s) shown below (if any).

| Search by Employee Name/HKID No. | Search by Submission No. | Contribution Period 24/06/2025 to 07/07/2025 | Search |

Industry Scheme A
Trustee: Trustee A   (a) Employer Account No.: 10344429   Account Status: Active

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

(b) **#RSD1109134014706483**   Submitted on 08/07/2025

Status	Bill Type	No. of Employee Records	Total Amount (HKD)	Outstanding Amount (HKD)
Approved	Contribution Bill	1	$ 300.00	$ 300.00

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

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.

Payment Instruction Submitted

Payment Submission Reference No.: PSD1109120014673914 | Submission Date & Time (DD/MM/YYYY)(HH:MM): 09/07/2025, 21:33

Payment #1 Payment Method

Payment Method	Payment Amount (HKD)
Cheque	$ 300.00

Industry Scheme A
Trustee: Trustee A | Employer Account No.: 10344429 |
Payroll Group: CEE - The 10th day after the contribution period

You are paying for 1 bill(s) in this payment

Submission Reference No.	Working Period
#RSD1109134014706483	01/07/2025 - 07/07/2025

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

Back to Home   Make Another Payment

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 Select **"Submit Contribution Data / View Contribution Period"** under **"Manage Contributions"** on the menu bar, then select an Industry Scheme.

C2 Select the **"Settled Contributions"** tab.

Submit Contribution Data / View Contribution Period

[Make Contributions for Your Casual Employee] [Make Additional Contributions]

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**

🔍 Search by Employee Name/HKID No. | Contribution Period 📅 | Payroll Group: All Payroll Group(s) ▾ | **Search**

💡 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 the means of payment method used. Learn more.

Industry Scheme A
Trustee: Trustee A | Employer Account No.: 10344429 | Account Status: Active

Contribution Period (DD/MM/YYYY)	Payroll Group:	Bill Type	No. of Employee Records	Total Amount (HKD)
17/06/2025- 23/06/2025	CEE - The 10th day after the contribution period	Contribution Bill	1	$ 300.00

Total 1 Results

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📝 **Remarks:** You can search for contribution records by filtering **"Contribution Period"**, **"Payroll Group"** or entering the employee name or HKID No.

(Filter by Contribution Period)

(Filter by Payroll Group)

(Enter by employee name or HKID)

C3 Select a record in a specific contribution period.

Submit Contribution Data / View Contribution Period

[Make Contributions for Your Casual Employee] [Make Additional Contributions]

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**

| Search by Employee Name/HKID No. | Contribution Period | Payroll Group: All Payroll Group(s) | Search |

💡 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 the means of payment method used. Learn more.

Industry Scheme A
Trustee: Trustee A | Employer Account No.: 10344429 | Account Status: Active

Contribution Period (DD/MM/YYYY)	Payroll Group:	Bill Type	No. of Employee Records	Total Amount (HKD)
17/06/2025- 23/06/2025	CEE - The 10th day after the contribution period	Contribution Bill	1	$ 300.00

Total 1 Results

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▼

Settled Bill Details

Download Contribution Summary [⬇ PDF] [⬇ Excel]

Industry Scheme A ⌃
Trustee: Trustee A | Employer Account No.: 10344429 | Account Status: Active

Contribution Summary

Contribution Period	Status	Bill Type
17/06/2025- 23/06/2025	Settled	Contribution Bill

No. of Employee Records	Total Contribution Amount Settled (HKD)	
1	$ 300.00	

Employee Contribution Data | Submission Records

| Search by Employee Name/HKID No. | Search |

Settled Employees

Name (Member Account No.)	HKID No.	Contribution Period (DD/MM/YYYY)	Relevant Income (HKD)	Basic Salary (HKD)	Total Amount (HKD)	Contribution Breakdown			
						Employer's Mandatory Contributions (HKD)	Employee's Mandatory Contributions (HKD)	Employer's Voluntary Contributions (HKD)	Employee's Voluntary Contributions (HKD)
WAH ZI	A243018(8)	17/06/2025 - 23/06/2025	$ 10,000.00	-	$ 300.00	$150.00	$ 150.00	$ 0.00	$ 0.00

Total 1 Results

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

Settled Bill Details

Download Contribution Summary ⬇ PDF   ⬇ Excel

Industry Scheme A
Trustee: Trustee A | Employer Account No.: 10344429 | Account Status: Active

Contribution Summary

Contribution Period	Status	Bill Type
17/06/2025 - 23/06/2025	Settled	Contribution Bill

No. of Employee Records	Total Contribution Amount Settled (HKD)
1	$ 300.00

Employee Contribution Data   Submission Records

🔍 Search by Employee Name/HKID No.   Search

Settled Employees

Name (Member Account No.)	HKID No.	Contribution Period (DD/MM/YYYY)	Relevant Income (HKD)	Basic Salary (HKD)	Total Amount (HKD)	Contribution Breakdown			
						Employer's Mandatory Contributions (HKD)	Employee's Mandatory Contributions (HKD)	Employer's Voluntary Contributions (HKD)	Employee's Voluntary Contributions (HKD)
WAH ZI	A243018(8)	17/06/2025 - 23/06/2025	$ 10,000.00	-	$ 300.00	$ 150.00	$ 150.00	$ 0.00	$ 0.00

Total 1 Results   10/Page ⌄ ‹ 1 › Go to ____

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Settled Bill Details

Download Contribution Summary ⬇ PDF   ⬇ Excel

Industry Scheme A
Trustee: Trustee A | Employer Account No.::10344429 | Account Status: Active

Contribution Summary

Contribution Period	Status	Bill Type
17/06/2025 - 23/06/2025	Settled	Contribution Bill

No. of Employee Records	Total Contribution Amount Settled (HKD)
1	$ 300.00

Employee Contribution Data   **Submission Records**

Submitted Contribution Data

#RSD1109107014541472 - Submitted on 24/06/2025

Status	Bill Type	No. of Employee Records	Total Amount (HKD)	Outstanding Amount (HKD)
Settled	Contribution Bill	1	$ 300.00	$ 0.00

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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 the (**PDF**) or (**Excel**) 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 –