

MPF Contributions



**Mobile App
User Guide**

Preface

This user guide provides step-by-step instructions on how a scheme member can check MPF contribution records and make contributions on the **eMPF Mobile App**. 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 1205-6, 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: 1.1

Date : 30 May, 2025

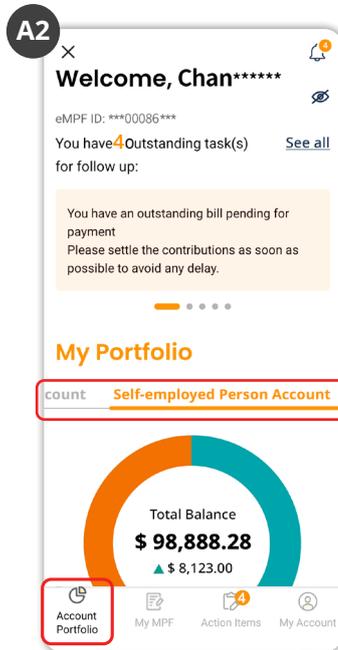
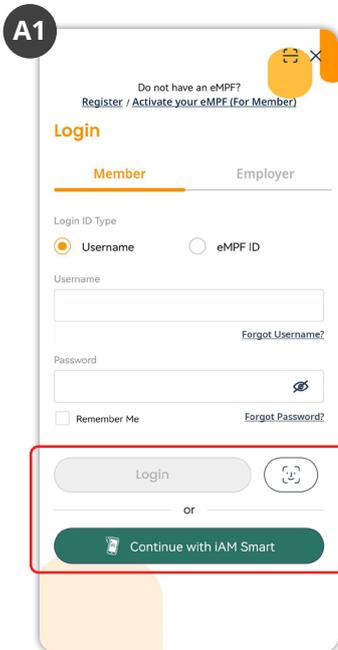
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*Applicable to Tax Deductible Voluntary Contribution account, Special Voluntary Contribution account and Self-employed Person account only

A. View Recent MPF Contribution Records

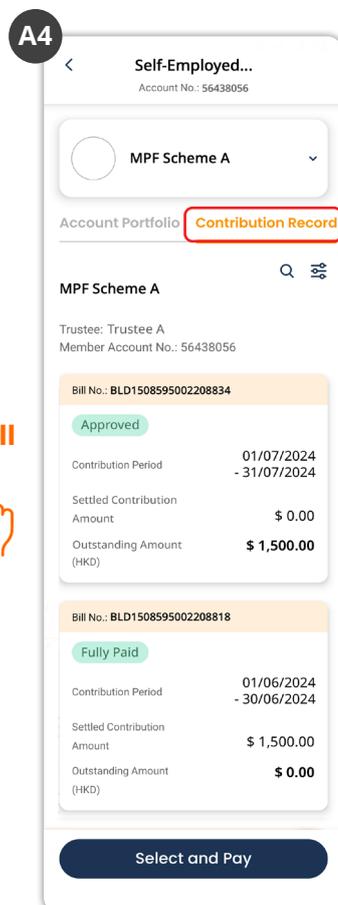
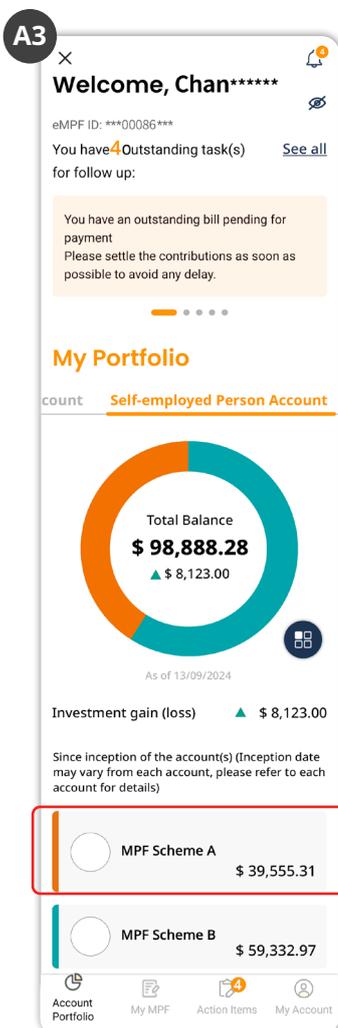
If you would like to view the recent contribution records of all your MPF accounts, please follow the steps below.



A1 Log in to the eMPF Mobile App.

A2 On the "Account Portfolio" page, select an account under "My Portfolio".

Remarks:
Your current employer contribution records are shown in Regular Employee or Industry Scheme Casual Employee Contribution Account.



A3 Scroll down and select an MPF scheme.

A4 Choose "Contribution Record", you can view the recent contribution summary. You can also tap a record to view its detailed contribution information.

B. Make Payments

The contribution records displayed in Section A are not only historical records, if you have chosen a **Tax Deductible Voluntary Contribution (TVC) account**, **Special Voluntary Contribution (SVC) account** or **Self-employed Person (SEP) account**, the contribution bills you need to pay are also displayed under the “**Contribution Record**” tab. Please follow the steps below to make payments.



Remarks:

The **eMPF Platform** generates contribution bills automatically based on the Contribution Frequency (Annually/Monthly/Lump Sum) you selected when opening your account.

1. **Annually:** The system generates a contribution bill for the current **Scheme Financial Year** after you open an account. Then, on the first calendar day of each new **Scheme Financial Year**, the system will regularly generate a yearly contribution bill.
2. **Monthly:** The system regularly generates monthly contribution bills after you open an account.
3. **Lump Sum (only applicable to TVC and SVC account):** The system generates a one-time contribution bill after you open an account. For additional contributions, please refer to Section C.

Please note that if you selected Direct Debit as the Default Payment when opening an account, after it becomes effective, the related contribution payment will be automatically deducted from your bank account. The following payment steps are not necessary.

B. Make Payments

B1

The first screenshot shows the 'Self-Employed...' screen with 'MPF Scheme A' selected. It lists two bills: one 'Approved' with an outstanding amount of \$1,500.00 and one 'Fully Paid'. A 'Select and Pay' button is at the bottom.

The second screenshot shows a detailed view of the 'Approved' bill. It includes fields for 'Contribution Period' (01/07/2024 - 31/07/2024), 'Settled Contribution Amount' (\$0.00), and 'Outstanding Amount (HKD)' (\$1,500.00). A 'Next' button is highlighted at the bottom.

B1

You can tap on a record (**Step A4**) to pay each contribution bill one by one. Or under the **"Contribution Record"** tab, tap **Select and Pay**, a selection checkbox will be shown next to each applicable contribution bill for payment. Select the bill(s), and tap **Next**.



Tips: If you have not paid the contribution bill(s) generated by the **eMPF Platform** before, **"Approved"** payment status will be displayed.

B2

The 'Proceed to Payment...' screen displays a note: 'Please ensure sufficient funds in the bank account for cheque clearance.' It shows 'MPF Scheme A' details and a total payment amount of \$1,500.00. Under 'Select Submission Method', 'Post' is selected. Under 'Payment Method', 'Cheque' is selected. A 'Next' button is highlighted at the bottom.



B2

Choose a payment method and fill in the payment details. Provide the supporting document(s) as required, and then tap **Next**.

▼ Example

Cheque

If you select payment by cheque, please mark the **a** Member Account No. on the back of the cheque, alongside with either **b** Submission Reference No. (i.e. RSD+16 digits), or **c** MPF Contribution Bill No. (i.e. BLD+16 digits). You can refer to **Step A4** to select a contribution bill and find all the required information on the **Contribution Record Details** page. Then submit the cheque through the following channels:

- By post : PO Box 98929 Tsim Sha Tsui Post Office; or
- Drop-in box: At any one of the **eMPF Service Centres**

The payment methods offered by 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 **"Member"** tab, to read through the payment instructions.

B3 Review the Payment Information and tap **Submit**.

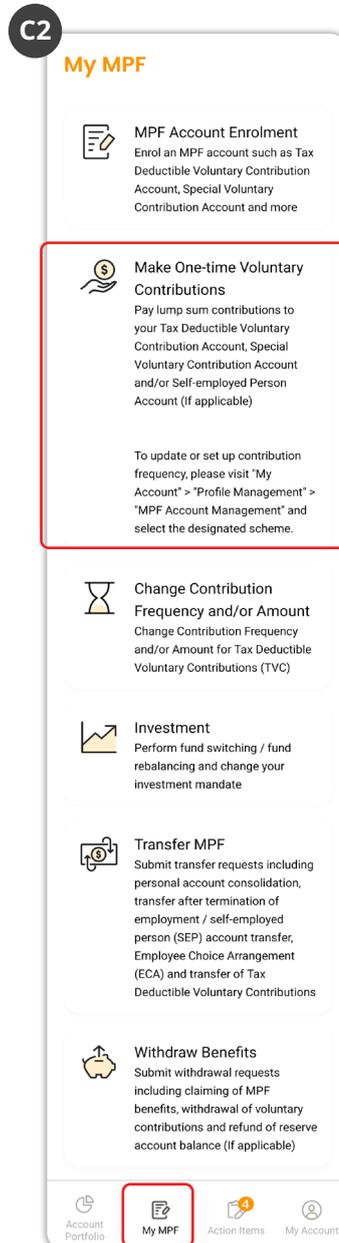
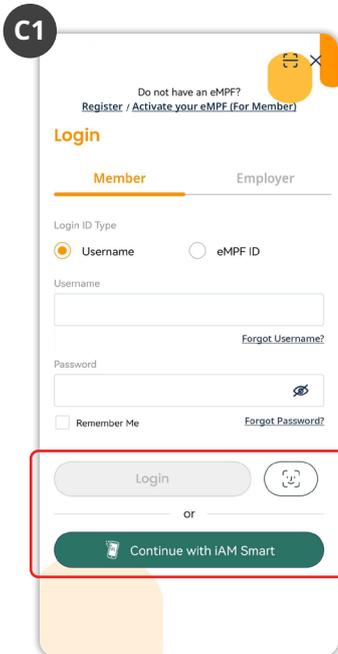
B4 You have successfully submitted the payment instruction. Please be reminded to check the payment status to ensure that the contribution bill(s) is fully paid.



Tips: The payment status on the contribution bill will be updated based on the payment progress.

C. Make Irregular Additional Voluntary Contributions

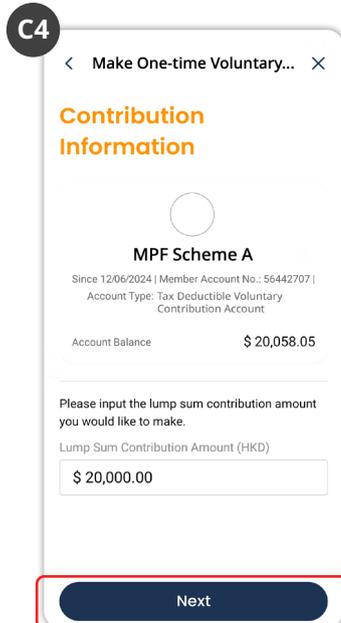
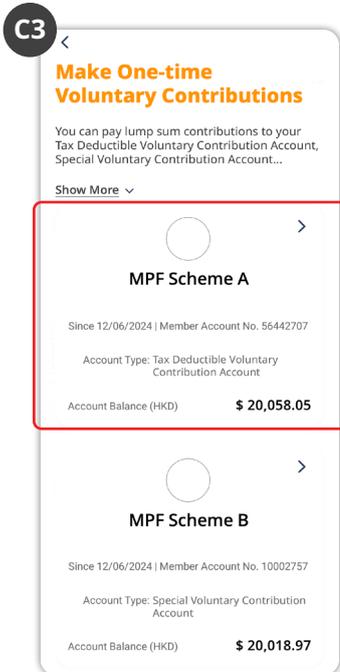
Subject to your participating scheme, you can make irregular additional voluntary contributions to your **TVC, SVC and SEP account** according to your needs. Please follow the steps below.



C1 Log in to the **eMPF** Mobile App.

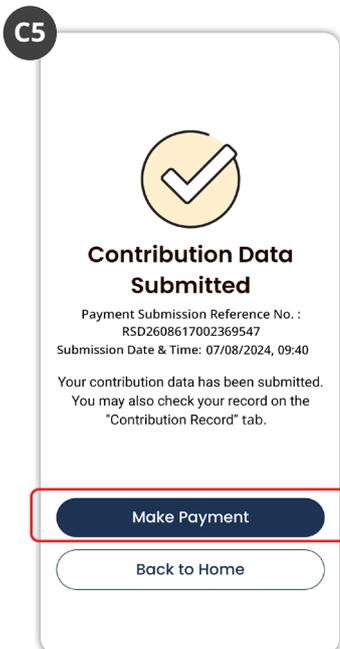
C2 Tap **"My MPF"** on the menu bar and tap **"Make One-time Voluntary Contributions"**.

C. Make Irregular Additional Voluntary Contributions



C3 Select an account.

C4 Enter the lump sum contribution amount and then tap **Next**.



C5 The contribution data has been submitted and this contribution bill can be found under "Contribution Record" tab. Please tap **Make Payment** to proceed payment steps.



Remarks: Please note that if you selected **Direct Debit** as the Default Payment Method when opening an account, after it becomes effective, the related contribution payment will be automatically deducted from your bank account. The following payment steps are not necessary.

C. Make Irregular Additional Voluntary Contributions

C6

Proceed to Paymen...

MPF Scheme A
Trustee A | 56442707
Account Type: Tax Deductible Voluntary Contribution Account

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

Submission Reference No.: RSD2608617002369547
Period: 01/08/2024 - 31/08/2024

Total Contribution Amount of Selected Bills (HKD) \$ 20,000.00

Please select a payment method and provide the required information as stated. Please note that payment by a third party is not accepted. If you choose not to send a physical cheque or cashier order for payment, you will need to make the payment first and then upload a copy of the payment receipt as a supporting document. Please remember to print and submit the payment note when making payment.

Select Submission Method

Post
Bank-in

Payment Amount (HKD)
\$ 20,000.00

Bank Name
ABC Bank

Cheque No.
123456

Next

Select Submission Method

Payment Method
Cheque

Cheque

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.

Scroll



C6 Choose a payment method and fill in the payment details. Provide the supporting document(s) as required, and then tap **Next**.

Contribution Recor...

Account Information

MPF Scheme A
Trustee A | 56442707
Account Type: Tax Deductible Voluntary Contribution Account

Contribution Details
Contribution Period
01/08/2024 - 31/08/2024

Contribution Information

Billing Information

Status: Approved
Bill No.: BLD1508595002209931

Bill Issue Date (DD/MM/YYYY): 01/08/2024
Contribution Frequency: Monthly

Billing Amount (HKD): \$ 20,000.00
Submission Reference No.: RSD2608617002369547

Settled Special Voluntary Contributions (HKD): -

Total Contribution Amount (HKD): \$ 20,000.00

Outstanding Special Voluntary Contributions (HKD): \$ 20,000.00

Total Outstanding Contribution Amount (HKD): \$ 20,000.00

Proceed to Payment Instruction

Example

Cheque

If you select payment by cheque, please mark the **a** Member Account No. on the back of the cheque, alongside with either **b** Submission Reference No. (i.e. RSD+16 digits), or **c** MPF Contribution Bill No. (i.e. BLD+16 digits). You can refer to **Step A4** to select a contribution bill and find all the required information on the **Contribution Record Details** page. Then submit the cheque through the following channels:

- By post : PO Box 98929 Tsim Sha Tsui Post Office; or
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The payment methods offered by 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 **"Member"** tab, to read through the payment instructions.

C. Make Irregular Additional Voluntary Contributions

C7

Payment Information

MPF Scheme A
Trustee A | 56442707
Account Type: Tax Deductible Voluntary Contribution Account

✓ Contribution Details ^

✓ Payment Method and Details ^

Payment Method
Cheque

Payment Amount (HKD)
\$ 20,000.00

Select Method
Post

Cheque No.
123456

Edit

Total Payment Amount (HKD) \$ 20,000.00

Submit

C8

Payment Instruction Submitted

Reference No.: PSD1408924005471011 |
Submission Date & Time: 07/08/2024 12:19

Your contribution payment request has been submitted. You may check the payment record on the "Contribution" > "Submission Records" page once the payment is settled.

Payment Method 1

Payment Method
Cheque

Payment Amount (HKD)
\$ 20,000.00

MPF Scheme A
Trustee A | 56442707
Account Type: Tax Deductible Voluntary Contribution Account

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

Submission Reference No.:
RSD2608617002369547
Period: 01/08/2024 - 31/08/2024

Total Contribution Amount of Selected Bills (HKD) \$ 20,000.00

Back to Home

C7 Review the Payment Information and tap **Submit**.

C8 You have successfully submitted the payment. Please be reminded to check the payment status to ensure that this contribution bill is fully paid.



Tips: The payment status on the contribution bill will be updated based on the payment progress.

- End -