

New Employee Enrolment under an MPF scheme



**Mobile App
User Guide**



Preface

This user guide provides step-by-step instructions on how an employer can enrol new employees in an MPF Scheme on the **eMPF™ Mobile App**. 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: 1.1

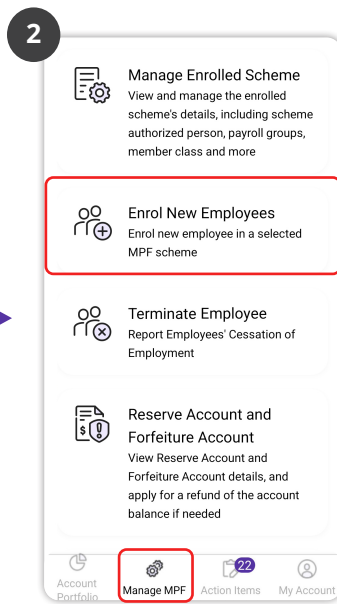
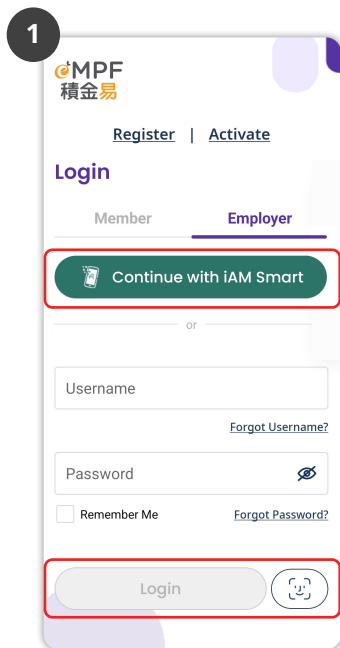
Date : 29 May, 2026

New Employee Enrolment under an MPF Scheme

If employers would like to enrol new employees in an MPF scheme, please follow the steps below to complete the enrolment.

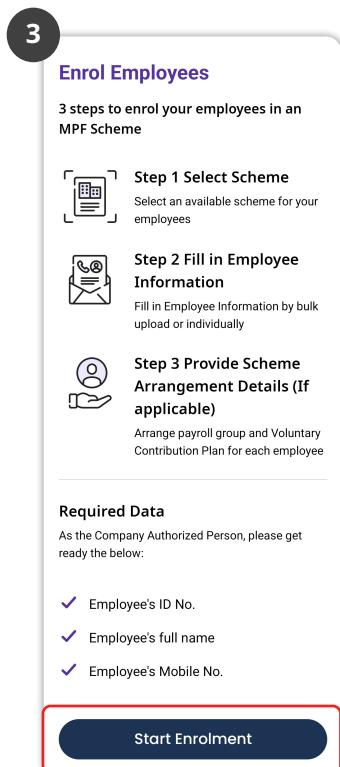


Remarks: Employers should participate in an MPF scheme before enrolling its employee(s).



1 Log in to the eMPF™ Mobile App.

2 Tap “Manage MPF” on the menu bar and tap “Enrol New Employees”.



3 Read the instructions and tap **Start Enrolment**.

4

Enrol Employees

Select the account type for the employee(s) that you are going to enrol.



Regular Employee (REE)

- Regular employees are employees aged 18 to 64 and have been employed in any industry for a continuous period of 60 days or more.

Enrol Employees

Select the account type for the employee(s) that you are going to enrol.



Casual Employee (CEE) Joining Master Trust Scheme

- Casual Employees Joining Master Trust Scheme are casual employees employed in the catering or construction industry on a day-to-day or for a fixed period of less than 60 days who enrol in the Master Trust Scheme.

4

Select “Regular Employee ” or “Casual Employee Joining Master Trust Scheme”.

5

Enrol Employees

1 2 3 4

Select Scheme

Please select the scheme(s) you want to enrol for the employee(s). If you cannot find your scheme, it is possible that: (1) the scheme does not support your selected account type; (2) you do not have the enrolment access right for that scheme; or (3) your company have not enrolled the scheme yet.

MPF Scheme A

Trustee: Trustee A |
Employer Account No.: 10317154

MPF Scheme B

Trustee: Trustee B |
Employer Account No.: 56438283

Next

6

Enrol Employees

Select Upload Method

Please choose your enrolment method. You may upload multiple employees' information using the bulk upload function.



a

Bulk Upload

Upload employee details from an Excel template



b

Individual Input

Fill in individual employee's information

5

Select **Scheme(s)** and tap **Next**.



Tips: You may select multiple schemes for employee(s) to choose if your company is participating in more than one scheme.

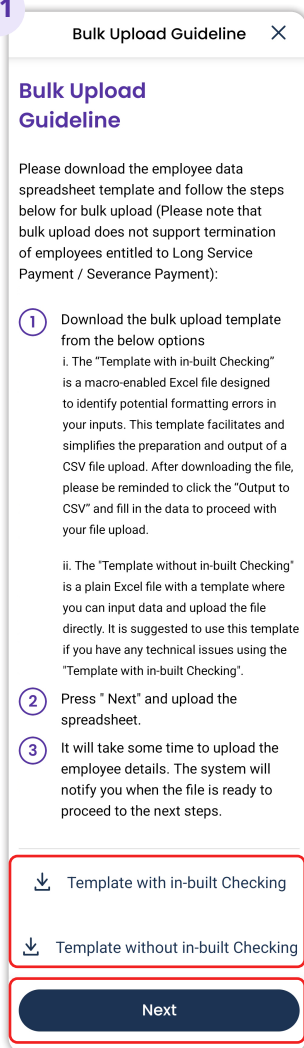
6

Choose a method to enrol the employee(s) in the selected scheme(s):

- (a) Bulk Upload or
- (b) Individual Input

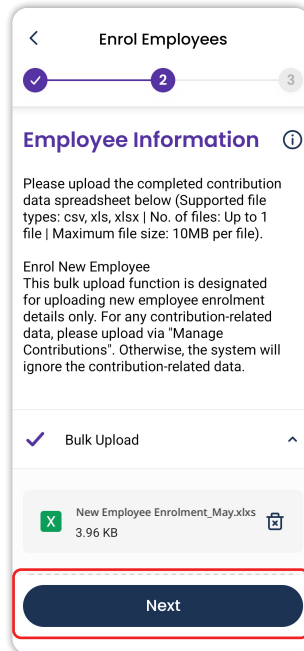
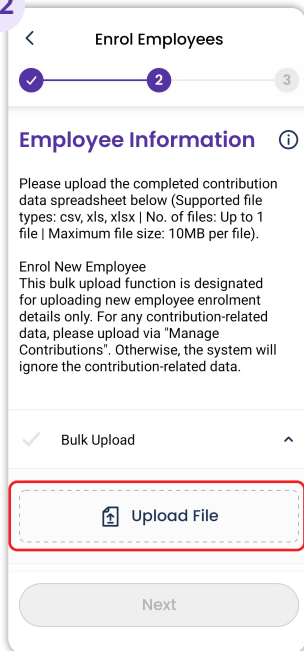
a) Bulk Upload

a1

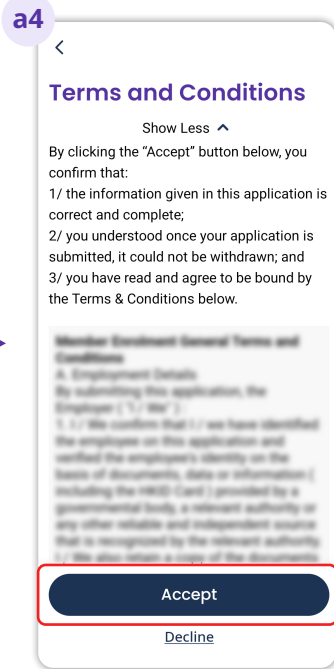
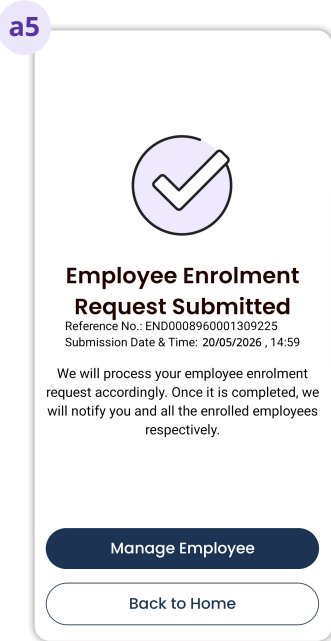
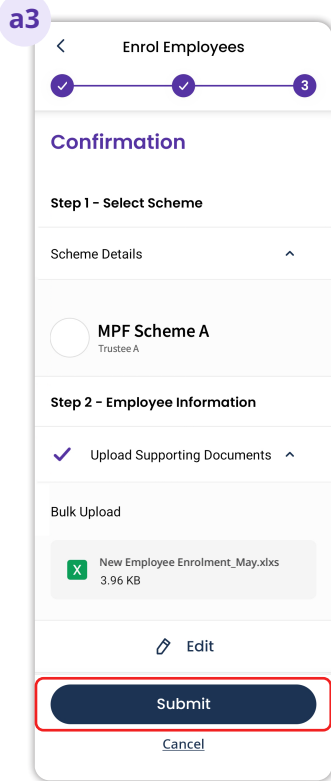


a1 Read the Bulk Upload Guideline and tap **"Template with in-built checking"** or **"Template without in-built checking"** button to download the employee data spreadsheet template. Then tap **Next**.

a2



a2 Tap **"Upload File"** to select the completed spreadsheet. Then tap **Next** to upload.



- a3 Review the information and tap **Submit**.
- a4 Read the Terms and Conditions and tap **Accept**.

- a5 The system will take some time to process your file. You will receive a notification on **eMPF™** once your file has been successfully submitted.



Remarks: If your file is successfully uploaded, the respective employee(s) will receive an **“Action Item”** on their **eMPF** to proceed with the enrolment process. If the employee(s) have not yet registered for **eMPF**, they will receive an SMS/email notification to register for **eMPF** and complete the enrolment process.

If the file upload fails, you will receive an error report in the **“Action Item”** on your **eMPF**. Please follow the report to revise your file and make resubmission.

b) Individual Input

b1

Enrol Employees

Employee Type
New Employee

Department Code (Optional)

Date of Employment
01 / 04 / 2024

Date of Joining the Scheme (DD/MM/YYYY)
01 / 04 / 2024

Previous Date of Employment (DD/MM/YYYY) (Optional)

Visa Issue Date (DD/MM/YYYY) (Optional)

Join Voluntary Contribution Plan
 Yes
 No

MPF Scheme A
Trustee A

Employee 1

ID Document Type
HKID

HKID No.
For HKID No. A123456(B), please input A123456B

.....

Surname (English)
Chan

Given Name (English)
Tai Man

Surname (Chinese)
陳

+ Add Another Employee

Next

Scroll



b1 Fill in the employee information and tap **Next**. If there is more than one employee, please tap **"Add Another Employee"**.

b2

Enrol Employees

Scheme Arrangement

Employee 1

ID Document Type
HKID

ID No.

Mobile No.
+852 99123456

Surname (English)
Chan

Given Name (English)
Tai Man

Date of Birth (DD/MM/YYYY)
11/11/1980

Scheme Arrangement Details
 Rejoin the Company
 Employed in Multiple Roles

Next

Regenerate Employee Details

b3

Enrol Employees

Confirmation

Step 1 - Select Scheme
Selected Scheme

MPF Scheme A
Trustee A

Step 2 - Employee Information
Employee Information

Employee 1

ID Document Type
HKID

ID No.

Surname (English)
Chan

Given Name (English)
Tai Man

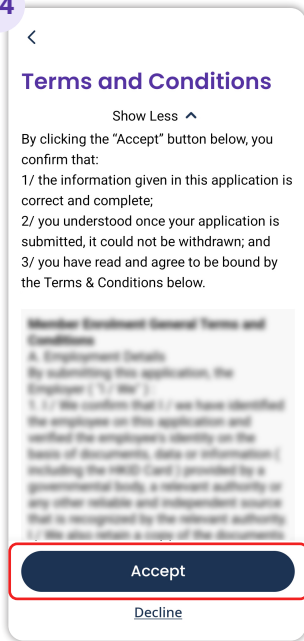
Submit

Cancel

b2 Complete the Scheme Arrangement details for each newly added employee (if applicable) and tap **Next**.

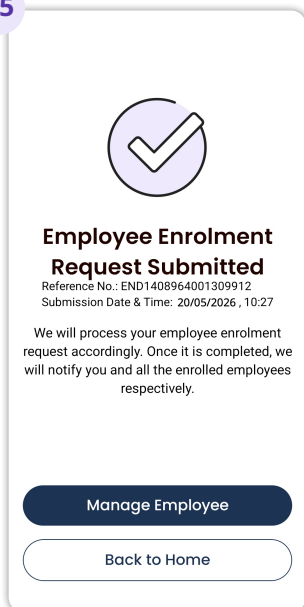
b3 Review the information and tap **Submit**.

b4



b4 Read the Terms and Conditions and tap **Accept**.

b5



b5 The enrolment request has been submitted. The respective employee(s) will receive an **"Action item"** on their **eMPF™** to proceed with the enrolment process. If the employee(s) have not yet registered for **eMPF**, they will receive an SMS/email notification to register for **eMPF** and complete the enrolment process.

- End -