

MPF Scheme Enrolment & Scheme Management



**Mobile App
User Guide**



Preface

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™ 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 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

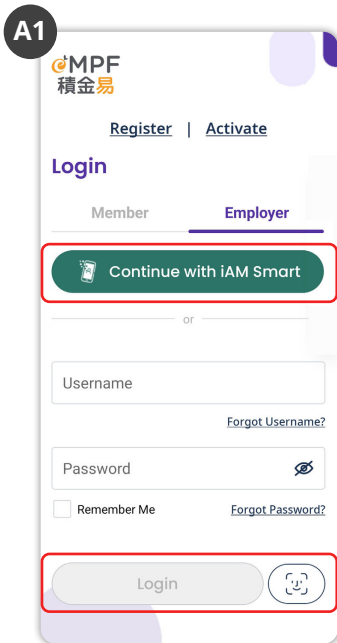
Date : 29 May, 2026

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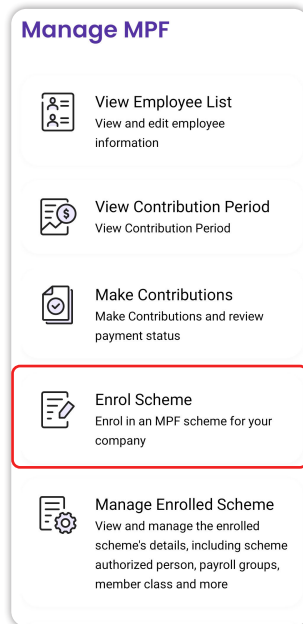
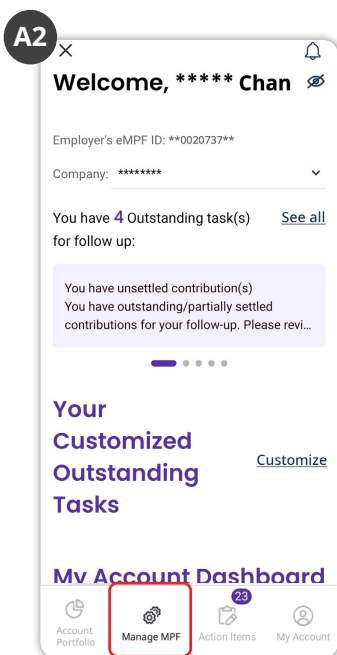
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A. Enrol in an MPF Scheme

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 Log in to the **eMPF™** Mobile App.



A2 Tap **“Manage MPF”** on the menu bar and select **“Enrol Scheme”**.

Enrol in an MPF Scheme

A3

Enrol in an MPF scheme

Enrol in an MPF scheme in a few steps

- Step 1 Select Scheme**
Select an MPF scheme for your company
- Step 2 - 4 Fill in Company Information**
Provide and confirm scheme authorized person, contact person and principal's particulars
- Step 5 Set up Payroll Group**
Set up payroll groups, contribution and payment details for your company
- Step 6 Complete Common Reporting Standard Self-certificate**
- Step 7 Upload Supporting Documents**
Upload company-related supporting documents, such as Business Registration Certificate

Required Items
As the Company Authorized Person, please get ready the below:

- ✓ Business Registration/Partnership Deed / Evidence of Unincorporated Body
- ✓ Company-related Supporting Documents
- ✓ Copy of List of Directors

Start Enrolment
[Continue with Saved Record](#)

A4

Enrol in an MPF...

Select Scheme

✓ Scheme Details

Please select an MPF scheme for your company. You may visit the "Trustee Service Comparative Platform" provided by the MPFA to compare the scheme details and services offered by different trustees.

Scheme Name
MPF Scheme A

Total Number of Constituent Funds: 10

Next

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

A4 Select an MPF scheme and tap **Next**.

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

Company Information

✓ Company Details

Company Name (English)
ABC Company Limited

Company Name (Chinese)
ABC 有限公司

Type of Company
Private limited company

Date of Incorporation (DD/MM/YYYY)
01 / 09 / 2023

Next

Scheme Authorized Person & Contact Person

Scheme Authorized Person | Contact Person

Scheme authorized person will have access to MPF scheme administration functions on behalf of the company, and will be able to grant scheme administration access rights to "other users" of the company.

✓ Scheme Authorized Person1
Please complete the scheme authorized person's details

Add Scheme Authorized Person

Next

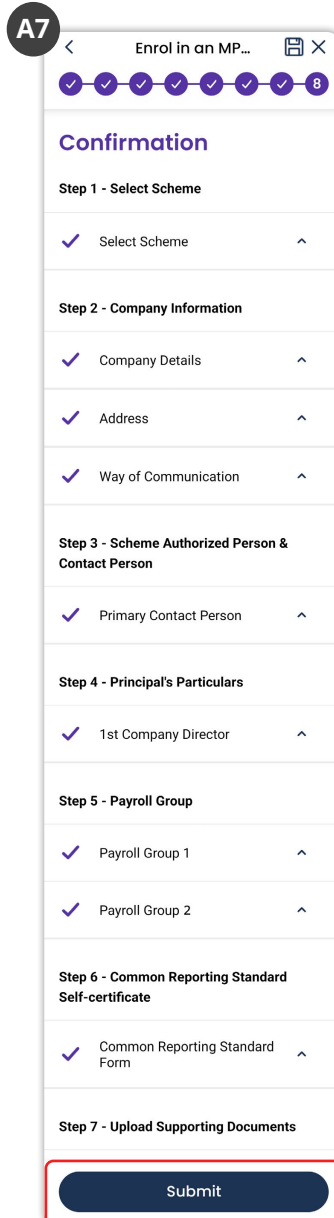
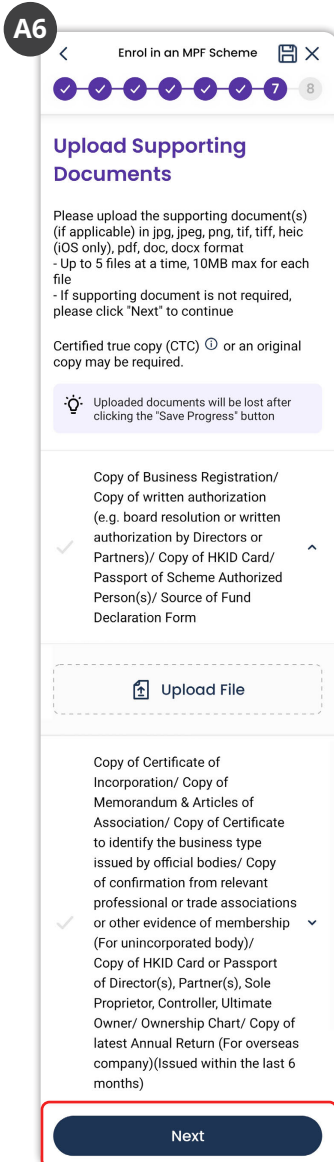
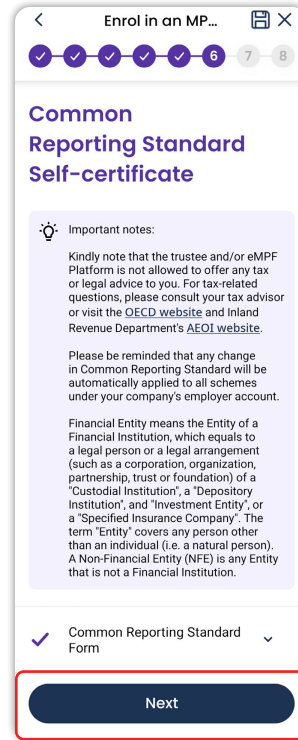
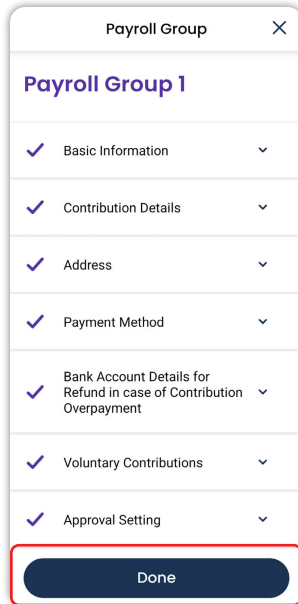
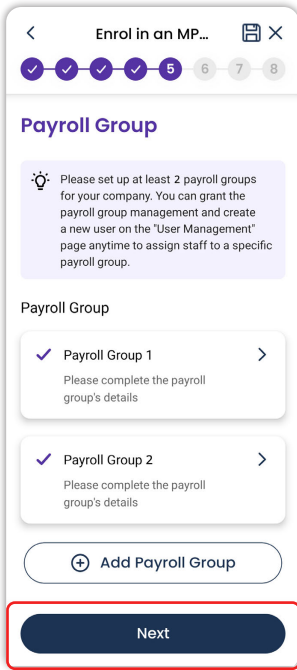
Principal's Particulars

✓ Company Director1
Please complete the principal's details

Add Company Director

Add Beneficial Owner

Next



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



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

A7 Review the information and tap **Submit**.

A8

Terms and Conditions

Show Less ^

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.

Member Enrolment General Terms and Conditions
A. Employment Details
By submitting this application, the Employer ("I/ We")
1. I / We confirm that I / we have identified the employee on this application and verified the employee's identity on the basis of documents, data or information (including the HKID Card) provided by a governmental body, a relevant authority or any other reliable and independent source that is recognized by the relevant authority.
2. We abhorstion A terms of the Government

Accept

Decline

A8

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

A9



Enrolment Request Submitted

Reference No.: END0308960001309464
Submission Date & Time: 01/20/2026, 17:41

Your scheme enrolment request has been submitted. You may check the enrolment status on the "My Record" page. You can also enrol on new scheme here.

Go to My Record

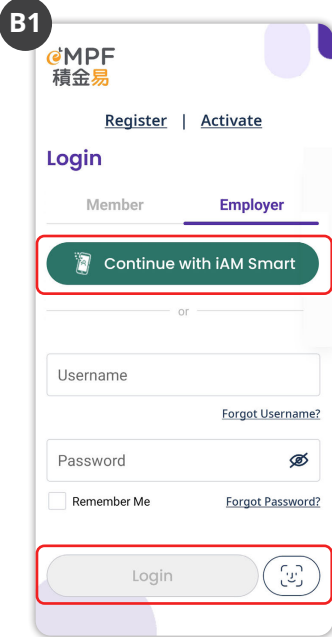
Back to Home

A9

The account enrolment request has been submitted. You may check the enrolment status by tapping **Go to My Record**. 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)

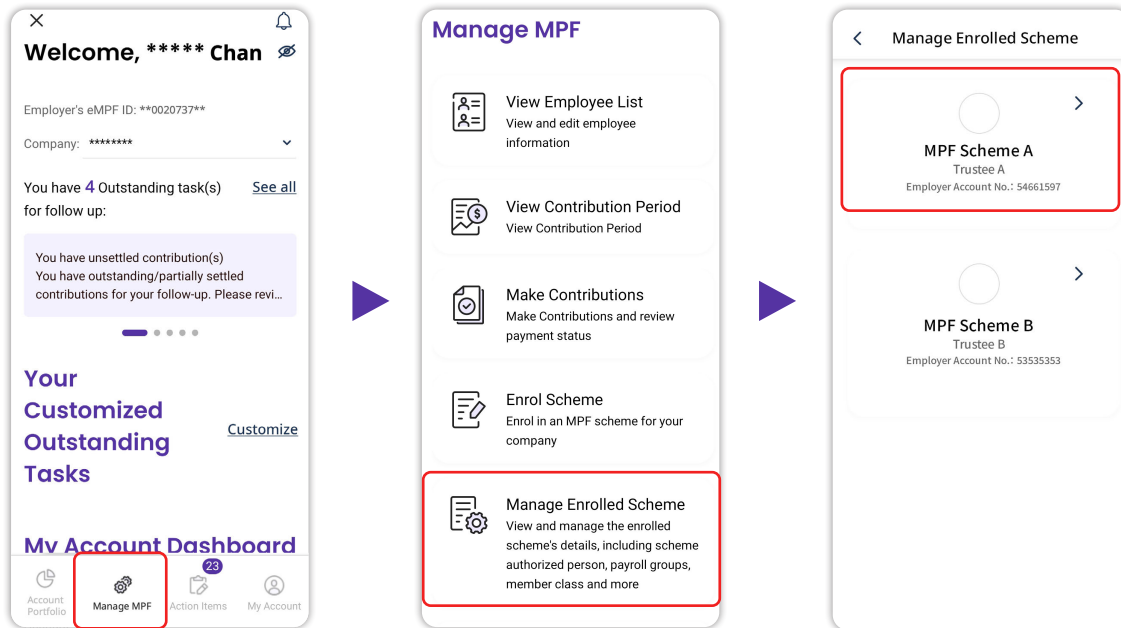
In general, users with “**Enrolled Scheme Management**” access right are able to view and/or update the information of your company’s enrolled scheme(s), including general information, scheme authorized person, contact person, principal, payroll group and contributions, default payment method and member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



B1 Log in to the eMPF™ Mobile App.

Update the Information of Enrolled MPF Scheme(s)

B2 Tap “Manage MPF” and “Manage Enrolled Scheme”. Then select an MPF Scheme.



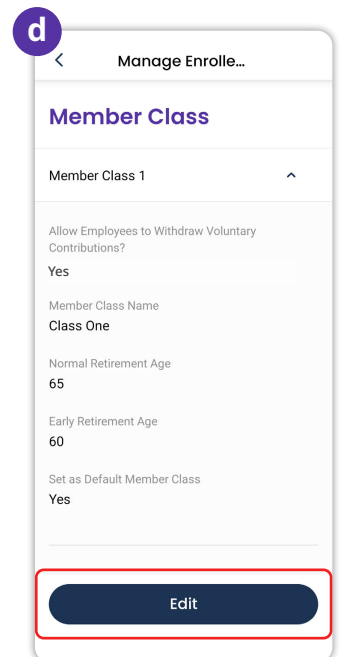
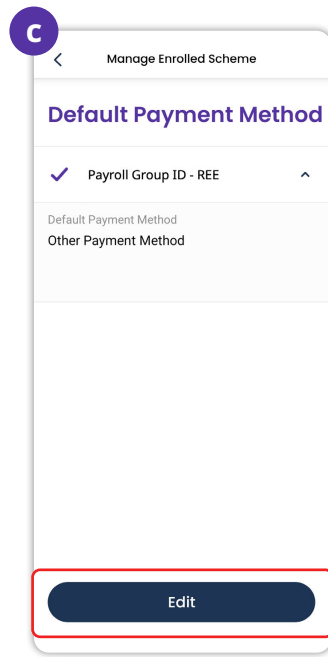
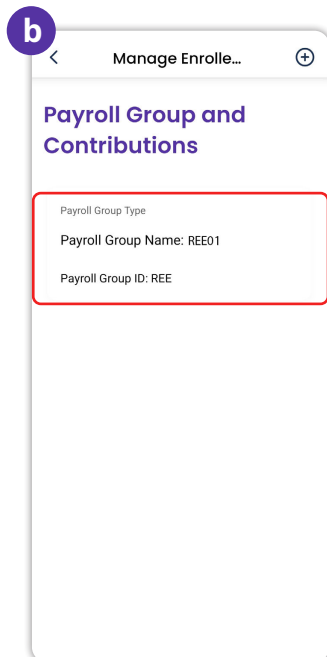
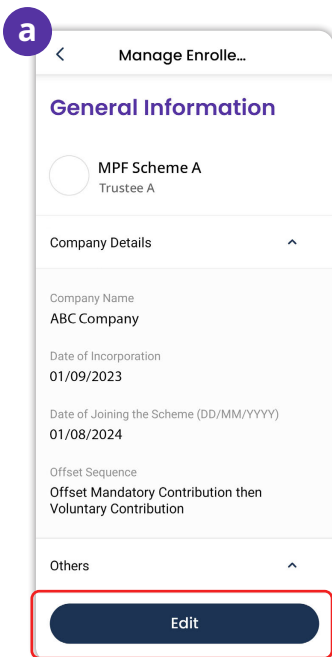
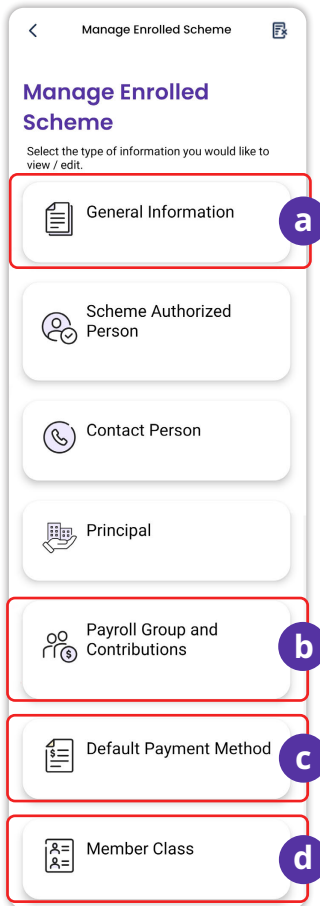
Remarks:

Please refer to relevant steps to update the information of enrolled scheme.

- (i) Update of General Information / Payroll Group and Contributions / Default Payment Method / Member Class Information: **Step B3 to B7.**
- (ii) Update of Scheme Authorized Person / Contact Person Information: **Step B8 to B14.**

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**, then tap **Edit** or select a payroll group type.



B4 Update the information, then tap **Save**.

a **General Information**

MPF Scheme A
Trustee A

Company Details

Company Name
ABC Company Limited

Date of Incorporation
01/09/2023

Date of Joining the Scheme (DD/MM/YYYY)
01/08/2024

Offset Sequence
Offset Mandatory Contribution then Voluntary Contribution

Other

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 \(eMPF.org.hk/pics/en\)](#) 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 \(eMPF.org.hk/pics/trustees/en\)](#).

Yes
 No

Save
Cancel

b **Payroll Group and Contributions**

Basic Information

Payroll Group Type
Regular Employee

Payroll Group ID
REE

Payroll Group Name
REE01

Payroll Group Contact Person - Personal Details

Title
Mr

Surname (English)
Chan

Given Name (English)
Tai Man

Surname (Chinese)
陳

Given Name (Chinese)
大文

Job Title
CEO

Email
chantaiman@abc.com

Mobile No.
+852 99123456

Telephone No.
+852 99123456

Contribution Details

Correspondence Address

Bank Account Details for Refund in case of Contribution Overpayment

Save

c **Default Payment Method**

Payroll Group 1

Default Payment Method

Default Payment Method

Other Payment Method
 Direct Debit Authorization

Others

You may choose other payment methods including cheque, direct credit and so on when you make a contribution.

Save
Cancel

d **Member Class**

Member Class 1

Add Member Class

Save
Cancel

Manage Enrolled Scheme

Member Class

Member Class 1

Member Class 2

Allow Employees to Withdraw Voluntary Contributions?

Yes
 No

Member Class Name
Class 2

Normal Retirement Age
65

Early Retirement Age
60

Set as Default Member Class

Contribution Type 1

Save
Cancel



Remarks:

- For **General Information** updates, you can only edit the **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.

B5

Manage Enrolled Scheme

Confirmation

Information Change Details

Member Class 1 ▼

Member Class 2 ▼

Allow Employees to Withdraw Voluntary Contributions?
No

Member Class Name
Class 2

Normal Retirement Age
65

Early Retirement Age
60

Set as Default Member Class
No

Contribution 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

Years of Service Calculation Start Date
From the Date of Employment

Submit

[Back](#)

B6

Terms and Conditions

Show Less ▲

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.

Member Enrolment General Terms and Conditions
A. Employment Details
By submitting this application, the Employer ("E/ Mr")
1. I / We confirm that I / we have identified the employee on this application and verified the employee's identity on the basis of documents, data or information (including the HKID Card) provided by a governmental body, a relevant authority or any other reliable and independent source that is recognized by the relevant authority.


Accept

Decline

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


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

B7



Change Request Submitted

Reference No.: DMD2308960000210259
Submission Date & Time:
01/20/2026, 17:51

Remember to submit the certified true copy (CTC)  or original copy of the required supporting document in person or by post to the designated P.O. box.

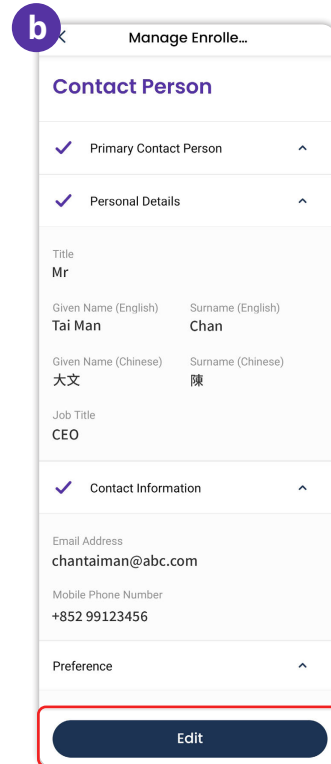
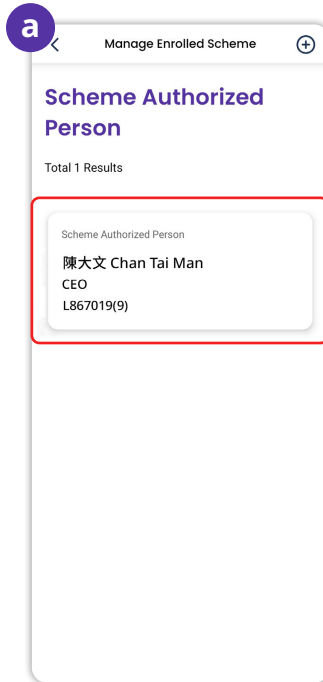
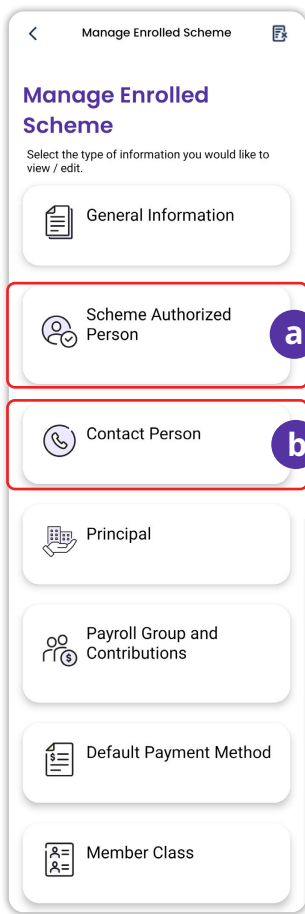
Go to Transaction Record

[Back to Home](#)

B7 The change request has been submitted. Please tap **Go to Transaction Record** to check the change status.

Update of Scheme Authorized Person / Contact Person Information

B8 Select the **Scheme Authorized Person / Contact Person**, then select a scheme authorized person or tap **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 tap **Save**.

Manage Enrolle...

Scheme Authorized Person

✓ Personal Details

Title: Mr

Surname (English): Chan

Given Name (English): Tai Man

Surname (Chinese): 陳

Given Name (Chinese): 大文

HKID No. A123456(B), please input A123456B

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

Nationality: Chinese

Job Title: CEO

✓ Contact Information

✓ Address

✓ Way of Communication

Save

Cancel

Manage Enrolle...

Contact Person

Select from Authorized Persons: other

✓ Primary Contact Person

✓ Personal Details

Title: Mr

Surname (English): CHAN

Given Name (English): TAI CHI

Surname (Chinese): 陳

Given Name (Chinese): 大志

Job Title: CEO

✓ Contact Information

✓ Way of Communication

+ Add Contact Person

Save

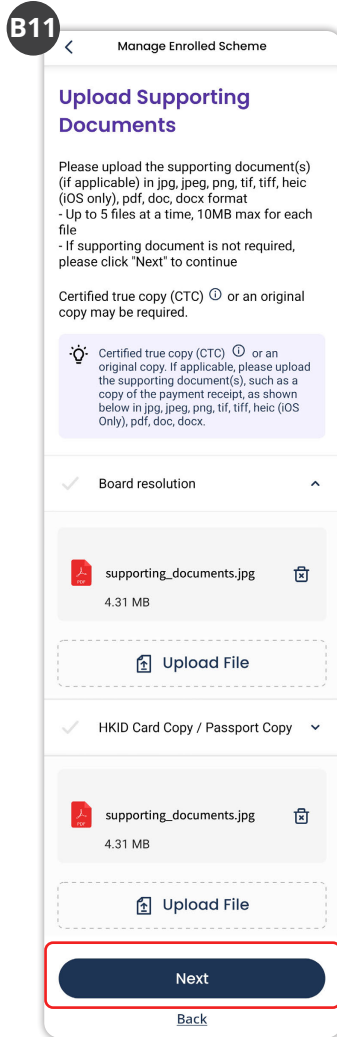
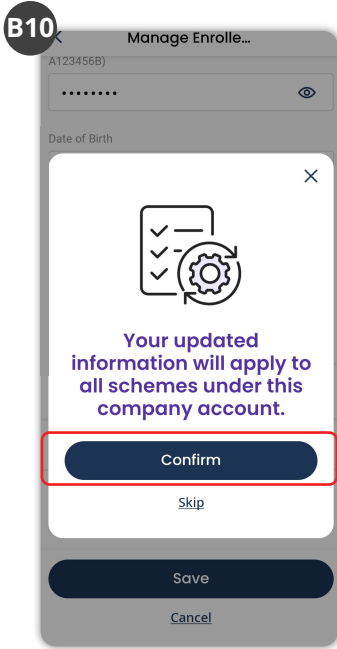
Cancel



Remarks:

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

Update the Information of Enrolled MPF Scheme(s)

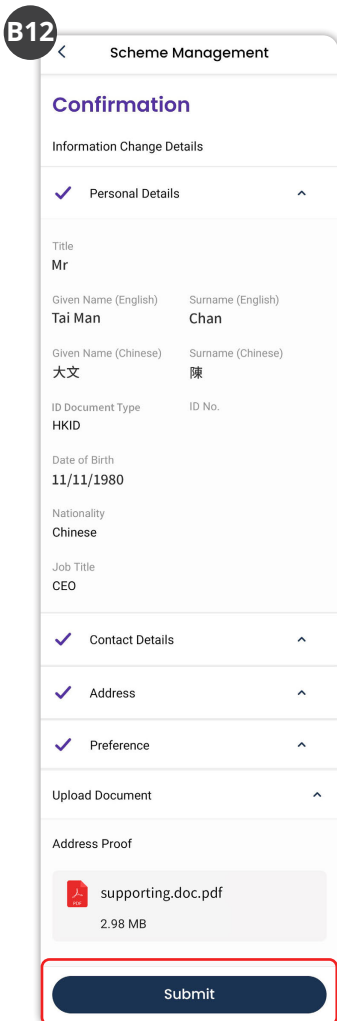


B10 If you wish to apply the updated contact information to all schemes under this company, tap **Confirm**. If not, please tap **"Skip"**.

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 tap **Next**.



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



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

B13

Terms and Conditions

Show Less ^

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1.1/ We confirm that I/ we have identified the employee on this application and verified the employee's identity on the basis of documents, data or information (including the HKID Card) provided by a governmental body, a relevant authority or any other reliable and independent source that is recognized by the relevant authority

Accept

Decline

B13

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

B14



Change Request Submitted

Reference No.: DMD0108984000215753
Submission Date & Time: 01/20/2026, 18:51

Remember to submit the certified true copy (CTC) or original copy of the required supporting document in person or by post to the designated P.O. box.

Go to Transaction Record

Back to Home

B14

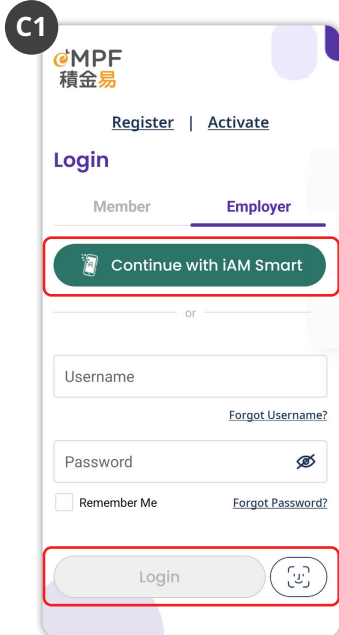
The change request has been submitted.



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.

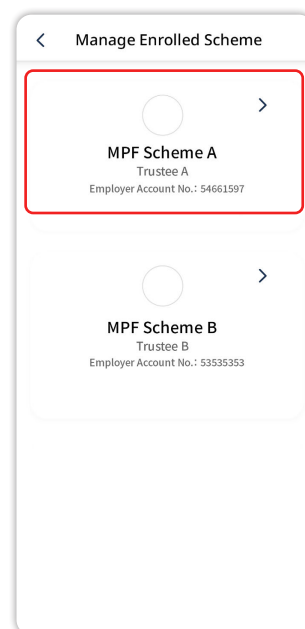
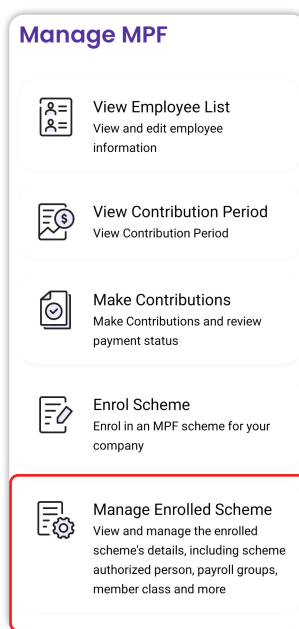
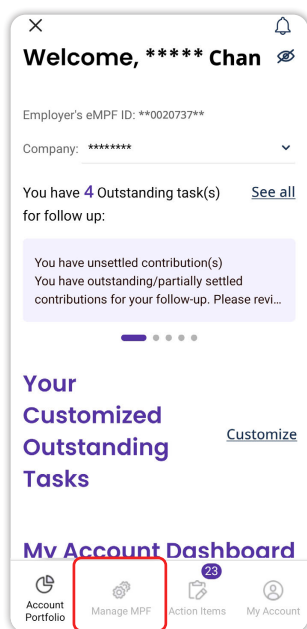
C. Cessation of Participation in MPF Scheme(s)

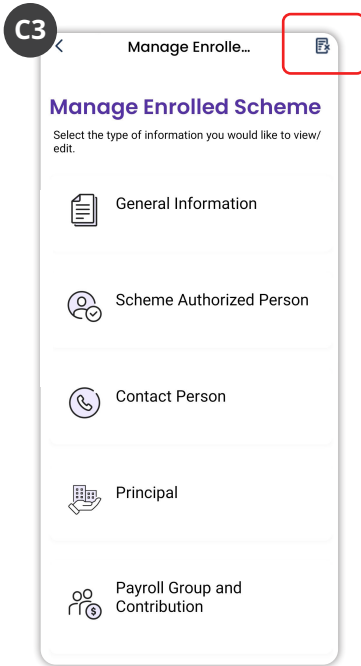
In general, users with **Scheme Termination** access right can terminate your company's participation in an MPF scheme. To terminate a scheme, please follow the steps below.




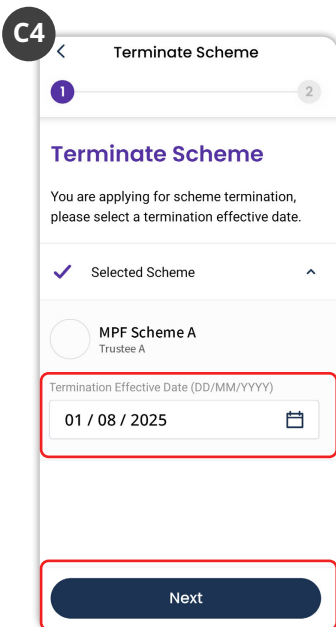
C1 Log in to the **eMPF™** Mobile App.

C2 Tap **“Manage MPF”** on the menu bar and tap **“Manage Enrolled Scheme”**. Then select an MPF Scheme.





C3 Tap  at the top-right hand corner.

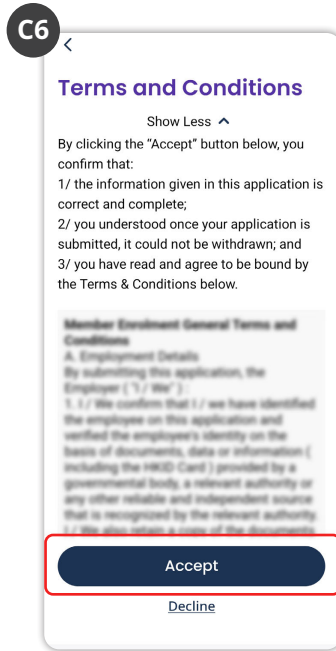
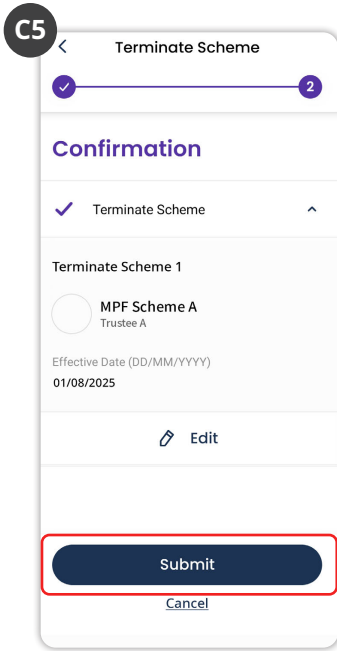


C4 Input a "Termination Effective Date". Then, tap **Next**.



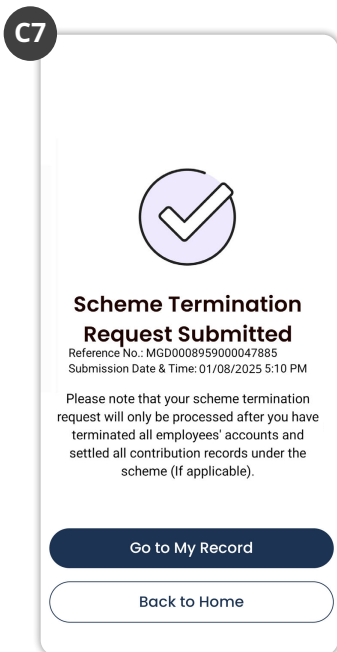
Remarks: Reminder will be shown if some employees have not yet been terminated or there are outstanding contribution records under the selected scheme(s). Your scheme termination request will only be processed after you have terminated all employees' accounts and settled all contributions (if applicable).

Cessation of Participation in MPF Scheme(s)



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

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



C7 The scheme termination request has been submitted.

- End -