

MPF Letters and Statements



**Mobile App
User Guide**



Preface

This user guide provides step-by-step instructions on how an employer can view and download the letters and statements of MPF accounts 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:

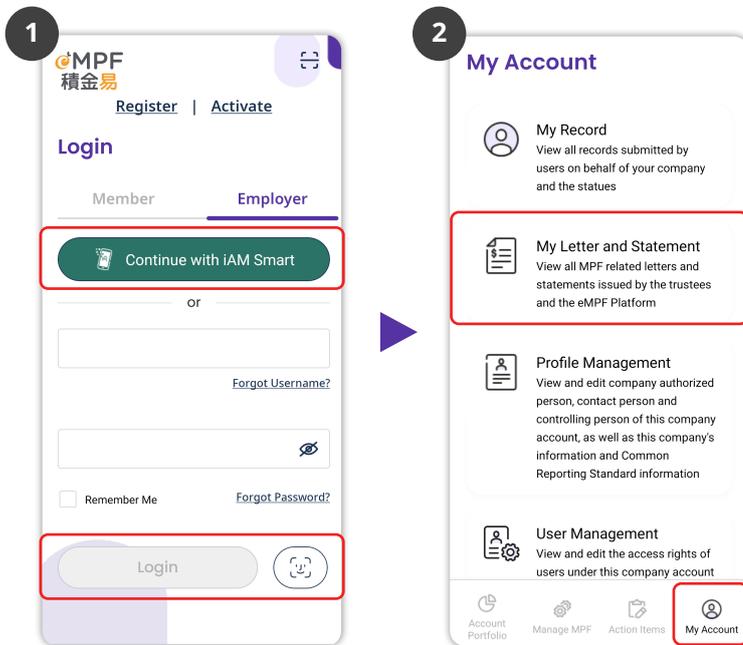
eMPF Customer Service Hotline	183 2622
Email	enquiry@support.empf.org.hk
eMPF Service Centre	Hong Kong Island Unit 601B, 6/F, Dah Sing Financial Centre, No. 248 Queen's Road East, Wanchai, Hong Kong
	Kowloon Suites 1205-6, 12/F, Chinachem Golden Plaza, No. 77 Mody Road, Tsim Sha Tsui East, Kowloon
	New 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: 1.00

Date : 22 Aug, 2025

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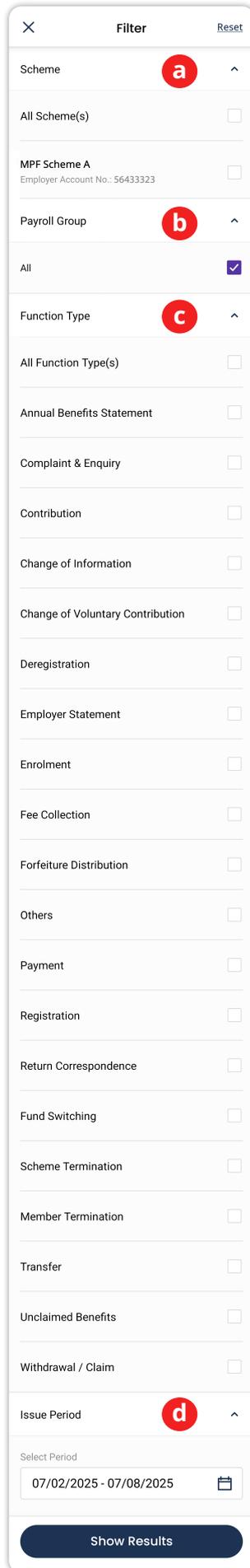
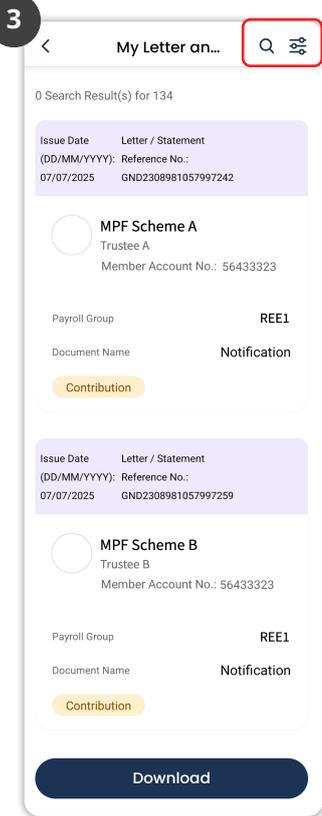
If you would like to view and download MPF letter(s) and statement(s) of the company, please follow the steps below.



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

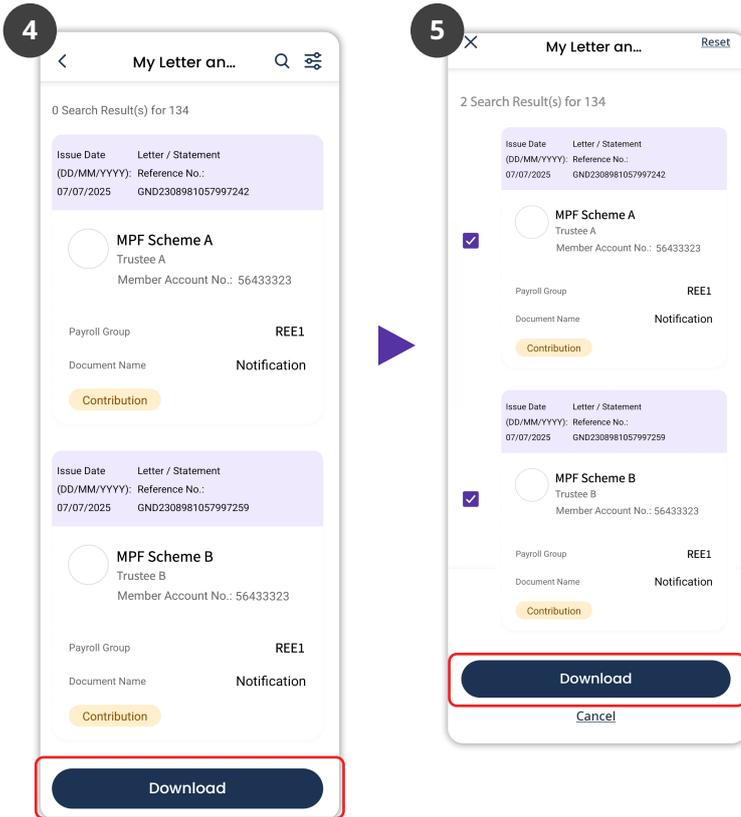
2 Tap **"My Account"** on the menu bar and tap **"My Letter and Statement"**.

View MPF Letters or Statements



- 3 The list of available letter(s) and statement(s) will be displayed. Please tap the particular letter(s) and statement(s) to view the details. You may also apply the filter or search function.
- a Filter by “Scheme”;
 - b Filter by “Payroll Group” ;
 - c Filter by “Function Type”;
 - d Filter by “Issue Period”; or
- Enter by “Letter/Statement Reference No.”.

Download MPF Letters or Statements



4 Tap **Download** and a checkbox will be displayed for selection next to each record.

5 Select the letter(s) and statement(s) and then tap **Download**.

- End -