

Scheme Transfer and Employee Intra-Group Transfer



**Mobile App
User Guide**



Preface

This user guide provides step-by-step instructions on how an employer can make scheme transfer and members' account transfer for employment transfer between associated companies 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: 1.2

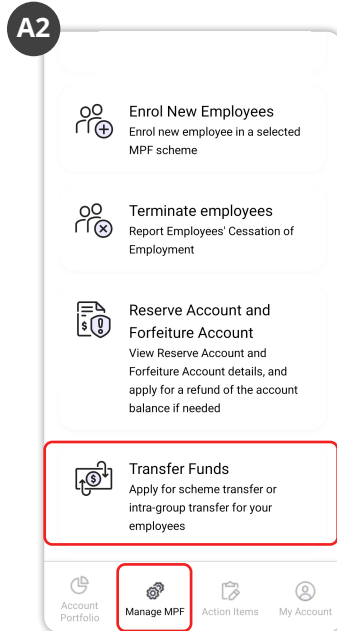
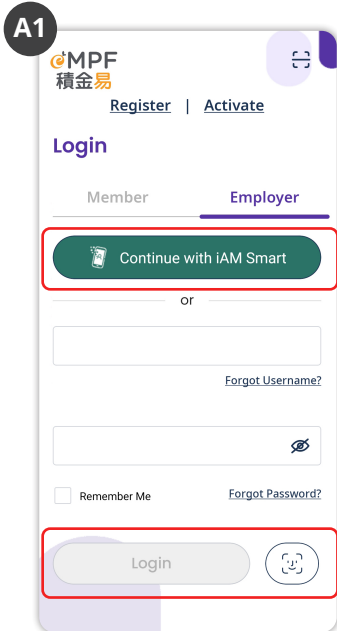
Date : 30 Apr, 2026

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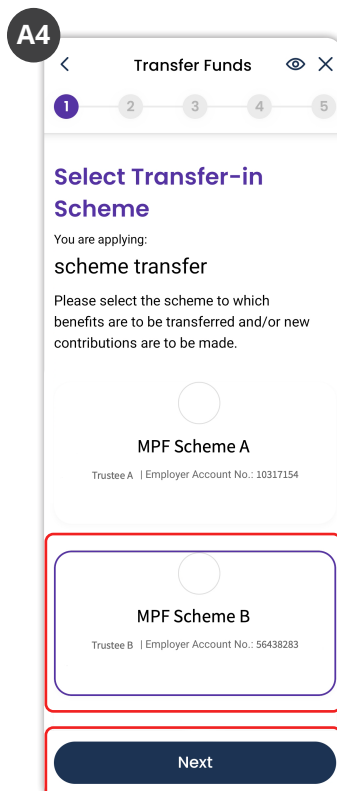
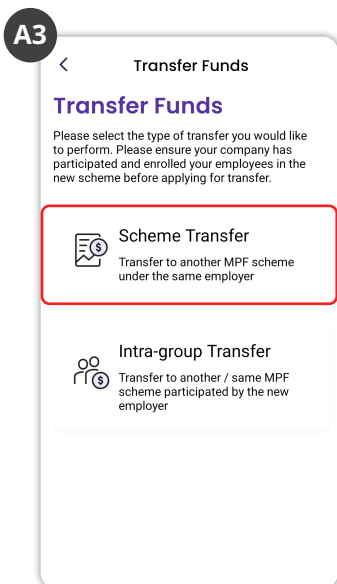
A. Scheme Transfer

If you would like to transfer your employee(s) from original scheme to another new scheme under the same employer, please follow the steps below.



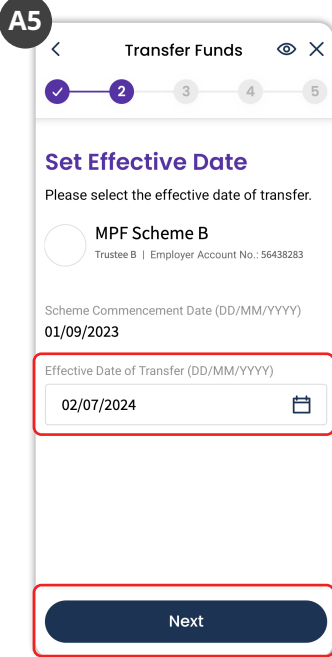
A1 Log in to the **eMPF™** Mobile App.

A2 Tap **“Manage MPF”** on the menu bar and tap **“Transfer Funds”**.

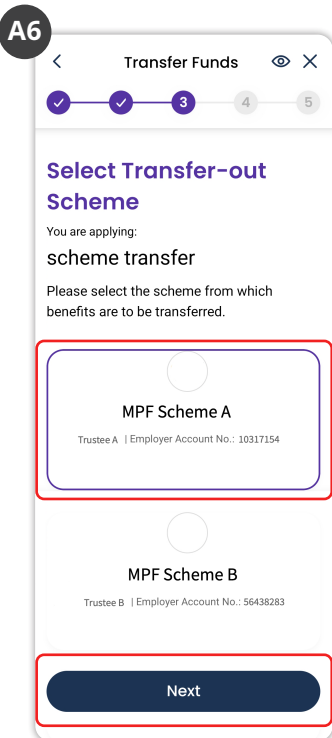


A3 Select **“Scheme Transfer”**.

A4 Select the transfer-in scheme (New scheme) and tap **Next**.



A5 Set the effective date of transfer and tap **Next**.



A6 Select the transfer-out scheme (Original scheme) and tap **Next**.

A7

Transfer Funds

Select Employees

You are applying:
scheme transfer

Please select the employee(s) whose benefits are to be transferred.

MPF Scheme A
Trustee A | Employer Account No.: 10317154

Transferable Employee(s)

3 of 5 employees selected

ID No.	English Name
<input checked="" type="checkbox"/> L867***	Tai Man Chan
<input checked="" type="checkbox"/> H310***	Yat Sum Cheung
<input type="checkbox"/> G729***	Siu Ming Lee
<input checked="" type="checkbox"/> W803***	Siu Lai Wong
<input type="checkbox"/> F936***	Tai Hung Ho

Non-transferable Employee(s)

Total 2 Results

ID No.	English Name
1 G789***	Siu Man Chan
2 H879***	Siu Lai Ho

Employee(s) Selected **3**

Next

A8

Transfer Funds

Confirmation

Step 1 - Select Transfer-in Scheme

Select Scheme

MPF Scheme B
Trustee B | 56438283

Edit

Step 2 - Set Effective Date

Effective Date of Transfer (DD/MM/YYYY)

Effective Date of Transfer (DD/MM/YYYY)
02/07/2024

Edit

Step 3 - Select Transfer-out Scheme

Selected Scheme

MPF Scheme A
Trustee A | 10317154

Edit

Step 4 - Select Employees

Selected Employees

Total 3 results

ID No.	Name
1 L867***	Tai Man Chan
2 H310***	Yat Sum Cheung
3 W803***	Siu Lai Wong

Edit

Do you want to submit intermediary information?

Yes

No

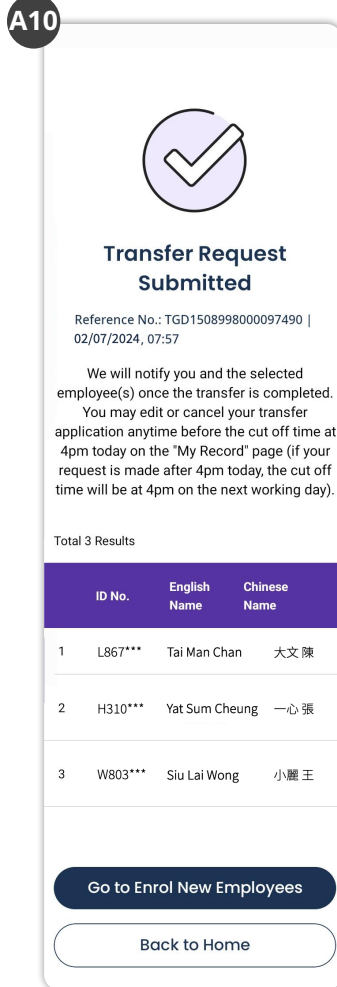
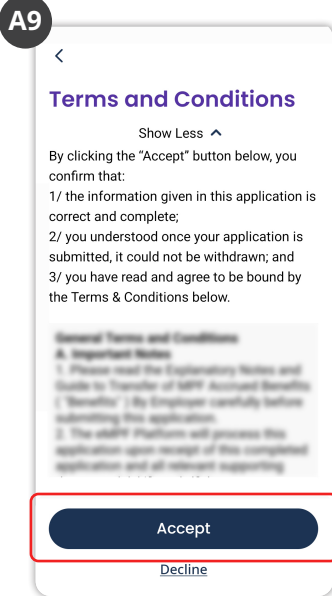
Submit

A7 Select the employee(s) to be transferred and tap **Next**.

A8 Review the information and tap **Submit**.



Tips: If employee(s) from the original scheme has not yet enrolled into the new scheme, they will be listed under the **“Non-transferable Employee(s)”**.



A9 Read the Terms and Conditions and tap **Accept**.

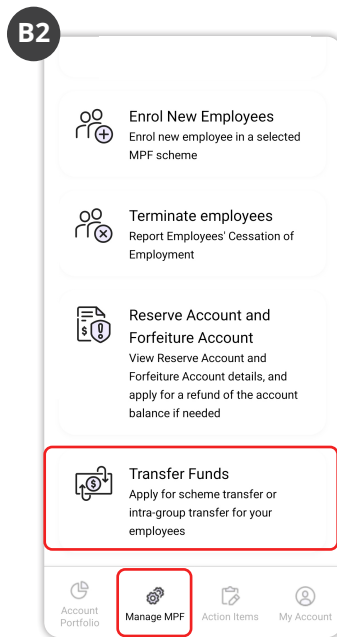
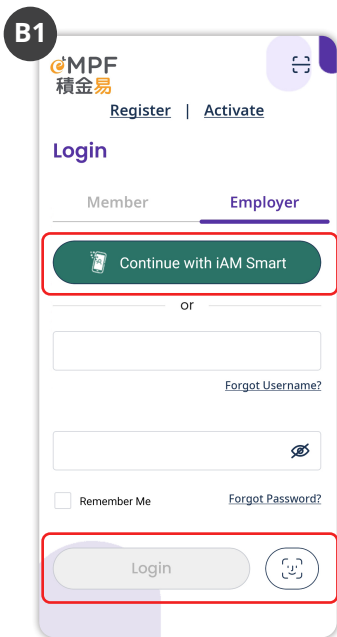
A10 Your scheme transfer request for the selected employee(s) has been submitted.

Once the transfer is completed, notifications will be sent to the employer and selected employee(s) via email or SMS.

B. Intra-group Transfer

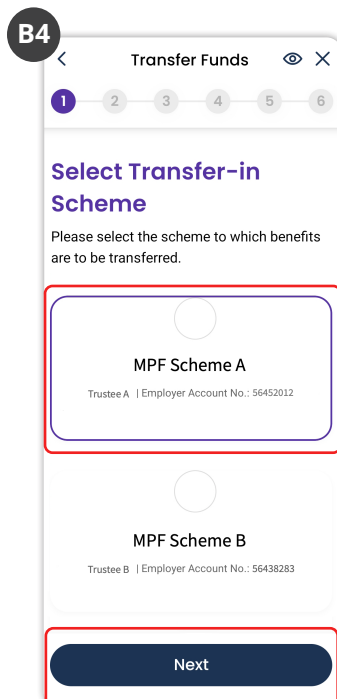
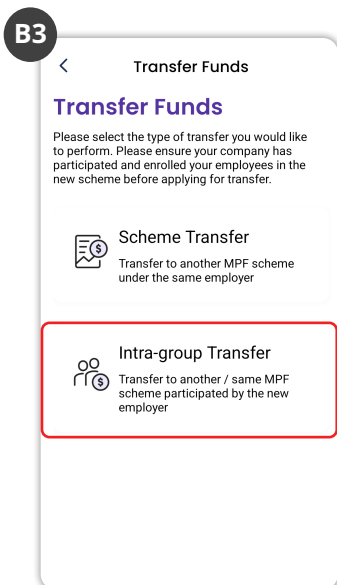
When an employee's MPF benefits need to be transferred from their existing employer's MPF scheme to the new employer's MPF scheme due to transfer of employment between associated companies or change of business ownership, employment with the "Existing Employer" can be recognized by the "New Employer" as continuous service to determine the severance payment/ long service payment, the voluntary contribution amount and/or vesting, if applicable.

The intra-group transfer request should be initiated by the "New Employer" on the **eMPF™ Platform**. Please follow the steps below to submit the request.



B1 Log in to the **eMPF** Mobile App.

B2 Tap **"Manage MPF"** on the menu bar and tap **"Transfer Funds"**.



B3 Select **"Intra-group Transfer"**.

B4 Select the transfer-in scheme (Scheme of New Employer) and tap **Next**.

B5

Transfer Funds

Select Employees

Please select the employee(s) whose benefits are to be transferred.

MPF Scheme A
Trustee A | 56452012

Transferable Employee(s)

Employee(s) Selected 1

ID No.	English Name	Chinese Name
<input checked="" type="checkbox"/>	L867*** Tai Man Chan	大文陳

Non-transferable Employee(s)

Total 2 Results

ID No.	English Name	Chinese Name
1	G789*** Siu Man Chan	小文陳
2	H879*** Siu Lai Ho	小麗何

Employee(s) Selected 1

Next

B5

Select the employee(s) to be transferred and tap **Next**.



Tips: If employee(s) from the original scheme has not yet enrolled into the new scheme, they will be listed under the **“Non-transferable Employee(s)”**.

B6

Transfer Funds

Input Employee Information

Please select the employee(s) whose benefits are to be transferred.

MPF Scheme A
Trustee A | 56452012

Employee 1

English Name
Tai Man Chan

Chinese Name
大文陳

Employee Account No.

ID Document Type
HKID

ID No.
G66****

Staff No.
0007

Payroll Group
REE741255

Date of Employment (DD/MM/YYYY)
09 / 11 / 2023

Original date of employment
01 / 11 / 2023

Original Date of Joining Scheme
01 / 11 / 2023

Commencement Date for Vesting Entitlement
01 / 11 / 2023

Next

B6

Input employee information and tap **Next**.

B7

Transfer Funds

Set Effective Date

Please select the effective date of transfer.

MPF Scheme A
Trustee A | 56452012

Scheme Commencement Date (DD/MM/YYYY)
03/11/2022

Effective Date of Transfer (DD/MM/YYYY)
09/11/2023

Next

B8

Transfer Funds

Original Scheme Information

You are applying
intra-group transfer

Please complete the details of the scheme
from which benefits are to be transferred.

Employer Name in the Original Scheme
ABC Company Limited

Employer's eMPF ID
8000418543

Name of Original Scheme
MPF Scheme B

Not Able to Find the Account You
Need?

Next

B7 Set the effective date of transfer and tap **Next**.

B8 Fill in the details of the original scheme and tap **Next**.

B9

Confirmation

Step 1 - Select Transfer-in Scheme

Select Scheme

MPF Scheme A
Trustee A | 56452012

Edit

Step 2 - Select Employees

Selected Employees

Step 3 - Input Employee Information

Employee Information

Step 4 - Set Effective Date

Effective Date of Transfer (DD/MM/YYYY)

Step 5 - Original Scheme Information

Original Scheme

Do you want to submit intermediary information?

Yes

No

Submit

B10

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.

General Terms and Conditions & Important Notes

1. Please read the Explanatory Notes and Guide to Transfer of MPF Account Benefits (hereinafter "the Guide") carefully before submitting this application.
2. The eMPF Platform will process this application upon receipt of this completed application and all relevant supporting documents.

Terminate the original scheme after the transfer is completed.

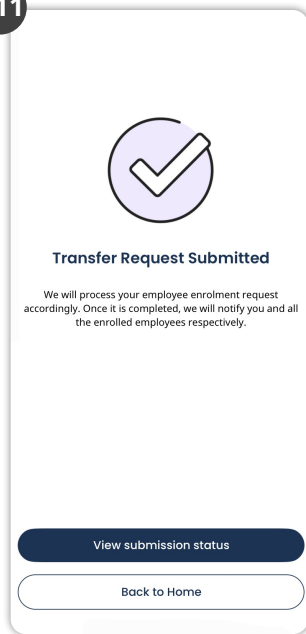
Accept

Decline

B9 Review the information and tap **Submit**.

B10 Read the Terms and Conditions and tap **Accept**.

B11



B11 Your intra-group transfer request for the selected employee(s) has been submitted successfully. The **“Existing Employer”** will receive a notification to perform approval in the Action Items on the **eMPF™ Platform**.

Once the transfer is completed, notifications will be sent to the **“New Employer”** and the selected employee(s) via email or SMS.

- End -