

# Scheme Transfer and Employee Intra-Group Transfer



**Web Portal  
User Guide**

# Preface

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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 Web Portal**. 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:

<b>eMPF Customer Service Hotline</b>	183 2622
<b>Email</b>	enquiry@support.empf.org.hk
<b>eMPF Service Centre</b>	<b>Hong Kong Island</b> Unit 601B, 6/F, Dah Sing Financial Centre, No. 248 Queen's Road East, Wanchai, Hong Kong
	<b>Kowloon</b> Suites 1205-6, 12/F, Chinachem Golden Plaza, No. 77 Mody Road, Tsim Sha Tsui East, Kowloon
	<b>New Territories</b> Suite 1802A, 18/F, Tower 2, Nina Tower, No. 8 Yeung Uk Road, Tsuen Wan, New Territories
	<b>Opening Hours</b> 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 : 14 Mar, 2025

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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.



**Remarks:** You must first enrol your company into a new scheme and enrol your employee(s) in that scheme before proceeding with the scheme transfer.

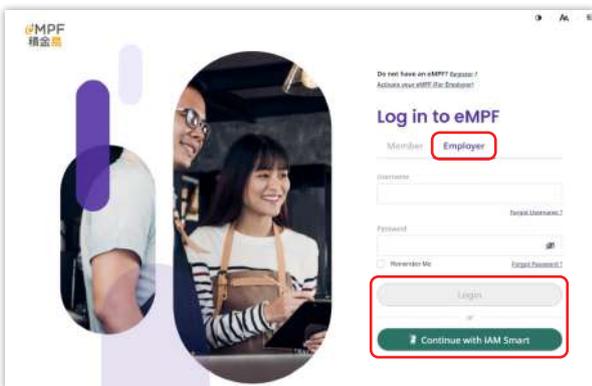
You can only submit your transfer instructions on the **eMPF** online after the original scheme and new scheme have been onboarded the **eMPF Platform**. If the relevant schemes have yet to be onboarded the **eMPF Platform**, you will be reminded to submit the hardcopy of your application. You may check the scheme onboarding schedule on the **eMPF website**.

Original Scheme with Transfer-Out Account	New Scheme with Transfer-in Account	Method of Submitting Administrative Instructions
✓ Onboarded	✗ Not Yet Onboarded	Submit the <b>hardcopy</b> application form to <b>transfer-in new trustee</b> <sup>^</sup>
✗ Not Yet Onboarded	✓ Onboarded	Submit the <b>hardcopy</b> application form to the <b>eMPF</b> <sup>*</sup>
✓ Onboarded	✓ Onboarded	Submit <b>online</b> application via <b>eMPF</b>

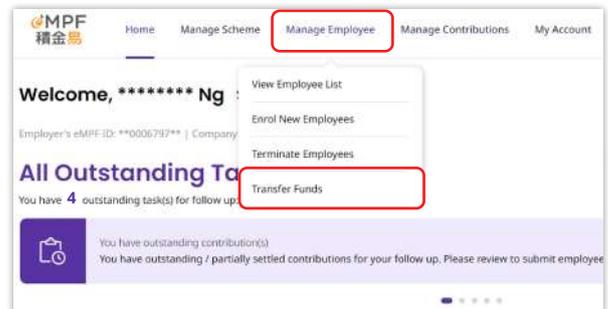
<sup>^</sup>Please contact the new trustee for the form and submission arrangement.

<sup>\*</sup>The form can be downloaded from the Form Centre of the **eMPF website**. For submission of the completed form to the **eMPF Platform**, please refer to the Submission Channels as listed on the form.

**A1** Go to the **eMPF Web Portal** and log in.



**A2** Select **“Transfer Funds”** under **“Manage Employee”** on the menu bar.



**A3** Select "Scheme Transfer".

## Transfer Funds

Please select the type of transfer you would like to perform. Please ensure your company has participated and enrolled your employees in the new scheme before applying for transfer.

**Scheme Transfer**  
Transfer to another MPF scheme under the same employer

**Intra-group Transfer**  
Transfer to another/same MPF scheme participated by the new employer

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

You are applying for **scheme transfer**

## Select Transfer-in Scheme

Please select the scheme to which benefits are to be transferred and/or new contributions are to be made.

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

**MPF Scheme B**  
Trustee: Trustee B | Employer Account No: 56438283

**Select Other Scheme**  
Click here to enrol in a new scheme if there is no applicable scheme to transfer in. >

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

You are applying for **scheme transfer**

## Set Effective Date

Please select the effective date of transfer.

**MPF Scheme B**  
Trustee: Trustee B | Employer Account No: 56438283

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Scheme commencement date (DD/MM/YYYY)  
01/09/2023

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

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

You are applying for scheme transfer

### Select Transfer-out Scheme

Please select the scheme from which benefits are to be transferred.

If trustee has not been onboarded to the eMPF Platform yet, please submit the [Employer's Request for Fund Transfer Form \(MPF\(S\)PE\)](#) instead.

**MPF Scheme A**

Trustee: Trustee A      Employer Account No: 11317154

**MPF Scheme B**

Trustee: Trustee B      Employer Account No: 56438283

[Not Able to Find the Account You Need?](#)

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

You are applying for scheme transfer

### Select Employees

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

**MPF Scheme A**

Trustee: Trustee A      Employer Account No: 10317154

#### Transferable Employee(s)

Search by Employee Name/HKID No.      Payroll Group: All Payroll Group(s)      Search

<input type="checkbox"/>	English Name	Chinese Name	ID Type	ID No.	Staff No.	Payroll Group
<input checked="" type="checkbox"/>	Tai Man Chan	太文陳	HKID	L867***	E001	REE1
<input checked="" type="checkbox"/>	Yat Sum Cheung	一心張	HKID	H310***	E002	REE1
<input type="checkbox"/>	Siu Ming Lee	小明李	HKID	G729***	E003	REE1
<input checked="" type="checkbox"/>	Siu Lai Wong	小麗王	HKID	W803***	E004	REE1
<input type="checkbox"/>	Tai Hung Ho	太雄何	HKID	F936***	E005	REE1

Total 5 Results 10/Page    < 1 >    Go to

#### Non-Transferable Employee(s)

	English Name	Chinese Name	ID Type	ID No.	Staff No.	Payroll Group
1	Siu Man Chan	小文陳	HKID	G789***	E002	REE1
2	Siu Lai Ho	小麗何	HKID	H879***	E003	REE1

Total 2 Results 10/Page    < 1 >    Go to

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Q



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

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

You are applying for scheme transfer!

### Confirmation

Step 1 - Select Transfer-In Scheme

✓ Selected Scheme  
MPF Scheme B  
Trustee: Trustee B      Employer Account No: 56438283

Step 2 - Set Effective Date

✓ Effective Date of Transfer  
Effective Date of Transfer  
02/07/2024

Step 3 - Select Transfer-out Scheme

✓ Selected Scheme  
MPF Scheme A  
Trustee: Trustee A      Employer Account No: 10317154

Step 4 - Select Employees

✓ Selected Employees

English Name	Chinese Name	ID Type	ID No.	Staff No.	Payment Group
1 Tai Man Chan 太文謙		HKID	L867***	E001	REE1
2 Yui Sum Cheung 區心謙		HKID	H310***	E002	REE1
3 Siu Lai Wong 小麗王		HKID	W003***	E004	REE1

MPF Intermediary Information (if applicable)  
 YES     NO

Back    **Submit**

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

ed Employees

### Terms and Conditions

By clicking the "Accept" button, you confirm that you have read and agree to be bound by the Terms & Conditions below.

Decline    **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 via email, and to selected employee(s) via email or SMS.



## Transfer Request Submitted

Reference No.: TGD1408614000056598 | Submission Date & Time: 02/07/2024 09:54

We will notify you and the selected employee(s) once the transfer is completed. You may edit or cancel your transfer application anytime before the cut off time at 4pm today on the "My Record" page (if your request is made after 4pm today, the cut off time will be at 4pm on the next working day).

## 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.



**Remarks:** The new employer must first enrol into an MPF scheme and enrol their employee(s) in that scheme before proceeding with intra-group transfer.

The new employer can only submit the transfer instructions on the **eMPF** online after the schemes of both the existing employer and the new employer have been onboarded the **eMPF Platform**. If the schemes have yet to be onboarded the **eMPF Platform**, the new employer will be reminded to submit a hardcopy application. Please check the scheme onboarding schedule on the [eMPF website](#).

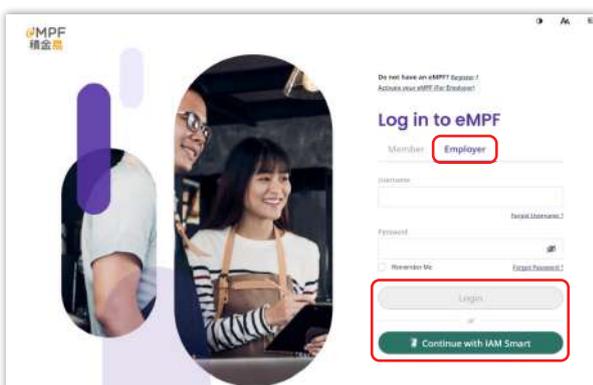
Scheme of Existing Employer	Scheme of New Employer	Method of Submitting Administrative Instructions
✓ Onboarded	✗ Not Yet Onboarded	Submit the <b>hardcopy</b> application form to <b>trustee of new employer</b> <sup>^</sup>
✗ Not Yet Onboarded	✓ Onboarded	Submit the <b>hardcopy</b> application form to the <b>eMPF</b> <sup>*</sup>
✓ Onboarded	✓ Onboarded	Submit <b>online</b> application via <b>eMPF</b>

<sup>^</sup>Please contact the trustee of new employer for the form and submission arrangement.

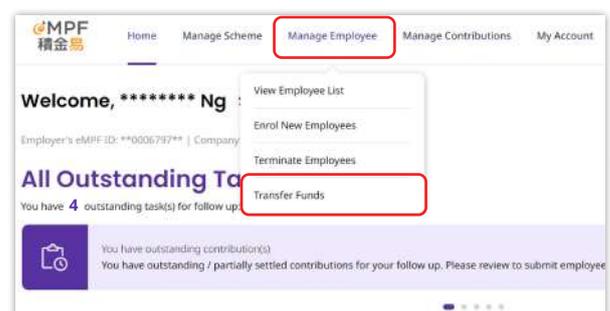
<sup>\*</sup>The form can be downloaded from the Form Centre of the eMPF website. For submission of the completed form to the eMPF Platform, please refer to the Submission Channels as listed on the form.

Please note that if the intra-group transfer is within the same scheme and the scheme has not yet onboarded the eMPF Platform, new employer should contact the existing trustee for the form and submission arrangement.

**B1** Go to the **eMPF Web Portal** and log in.



**B2** Select "**Transfer Funds**" under "**Manage Employee**" on the menu bar.



## B3 Select "Intra-group Transfer".

### Transfer Funds

Please select the type of transfer you would like to perform. Please ensure your company has participated and enrolled your employees in the new scheme before applying for transfer.

 **Scheme Transfer**  
Transfer to another MPF scheme under the same employer

 **Intra-group Transfer**  
Transfer to another/same MPF scheme participated by the new employer

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

You are applying for intra-group transfer

### Select Transfer-in Scheme

Please select the scheme to which benefits are to be transferred.

 If trustee has not been onboarded to the eMPF Platform yet. Please submit the [Employer's Request for Fund Transfer Form \(MPF\(S\)-P\(E\)\)](#) instead.

 **MPF Scheme A**  
Trustee: Trustee A | Employer Account No: 56452012

 **MPF Scheme B**  
Trustee: Trustee B | Employer Account No: 56473382

**B5** Select the employee(s) to be transferred and click **Next**.

You are applying for **intra-group transfer**

## Select Employees

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

### MPF Scheme A

Trustee: Trustee A | Employer Account No: 56452012

### Transferable Employee(s)

Payroll Group: All Payroll Group(s) ▼

Search

	English Name	Chinese Name	ID Type	ID No.	Staff No.	Payroll Group
<input checked="" type="checkbox"/>	Tai Man Chan	大文 陳	HKID	L867***	E001	REEL

Total 1 Results

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### Non-Transferable Employee(s)

	English Name	Chinese Name	ID Type	ID No.	Staff No.	Payroll Group
1	Siu Man Chan	小文 陳	HKID	G789***	E002	REEL
2	Siu Lal Ho	小麗 何	HKID	H879***	E003	REEL

Total 2 Results

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**Tips:** If employee(s) has not yet enrolled into the new employer's MPF scheme, they will be listed under the **"Non-Transferable Employee(s)"**.

## B6 Input employee information and click **Next**.

You are applying for intra-group transfer

### Input Employee Information

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

**MPF Scheme A**  
Trustee: Trustee A | Employer Account No: 56452012

✓ **Employee 1**

English Name <b>Tal Man Chan</b>	Chinese Name <b>大文陳</b>	ID Type <b>HKID</b>
ID No. <b>L867***</b>	Staff No. <b>E001</b>	Payroll Group <b>REE1</b>
Original Date joining Scheme <b>01/01/2023</b>	Commencement Date for Vesting Entitlement <b>01/01/2023</b>	
Date of Employment <b>09/11/2023</b>	Original date of employment <b>01/01/2023</b>	

**Back** **Next**

## B7 Set the effective date of transfer and click **Next**.

You are applying for intra-group transfer

### Set Effective Date

Please select the effective date of transfer:

**MPF Scheme A**  
Trustee: Trustee A | Employer Account No: 56452012

Scheme commencement date (DD/MM/YYYY)  
**03/11/2022**

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

**Back** **Next**

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

You are applying for intra-group transfer

### Original Scheme Information

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

✓ **Original Scheme Information**

Employer Name in the Original Scheme <b>ABC Company Limited</b>	Employer's eMPF ID <b>8000418543</b>
Name of Original Scheme <b>MPF Scheme B</b>	

**Select Other Scheme**

**Back** **Next**

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

You are applying for intra-group transfer

## Confirmation

**Step 1 - Select Transfer-in Scheme**

Selected Scheme

**MPF Scheme A**  
Trustee: Trustee A    Employer Account No: 56452012

Edit

**Step 2 - Select Employees**

Selected Employees

ID No.	English Name	Chinese Name	ID Type	ID No.	Staff No.	Payroll Group
1	Tai Man Chan	大文陳	HKID	L867***	E001	REE1

Edit

**Step 3 - Input Employee Information**

Input Employee Information

**Employee 1**

Original Date Joining Scheme 01/01/2023	Commencement Date for Vesting Entitlement 01/01/2023
Date of Employment 09/11/2023	Original date of employment 01/01/2023

Edit

**Step 4 - Set Effective Date**

Effective Date of Transfer (DD/MM/YYYY)

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

Edit

**Step 5 - Original Scheme Information**

Original Scheme

Employer Name in the Original Scheme <b>ABC Company Limited</b>	Employer's eMPF ID <b>8000418543</b>
Name of Original Scheme <b>MPF Scheme B</b>	

Edit

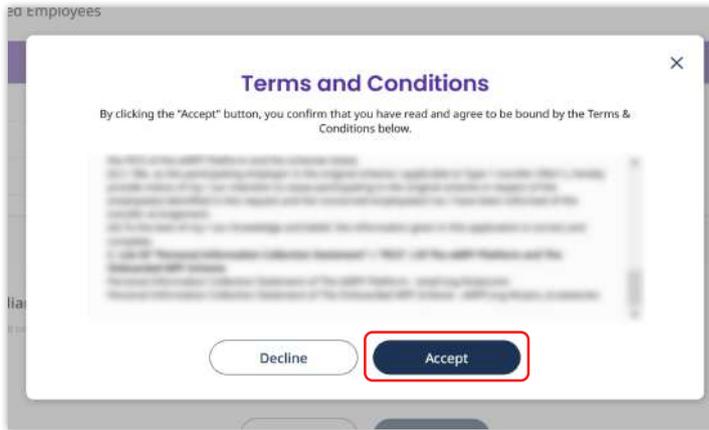
**MPF Intermediary Information (If applicable)**

Do you want to submit intermediary information?

YES     NO

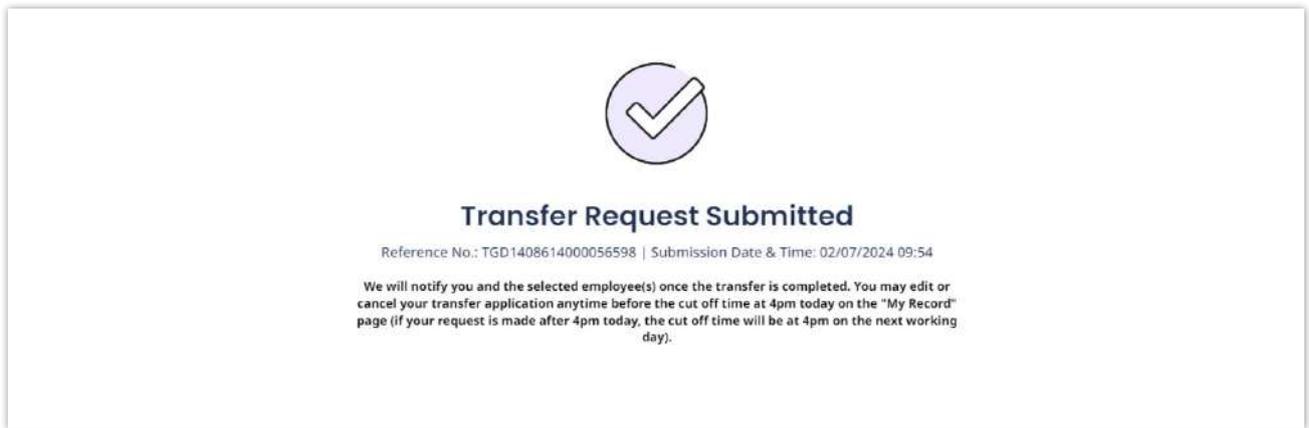
Back    **Submit**

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



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

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



**- End -**