

Scheme Transfer and Employee Intra-Group Transfer



**Web Portal
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™ 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:

| | |
|--------------------------------------|---|
| 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

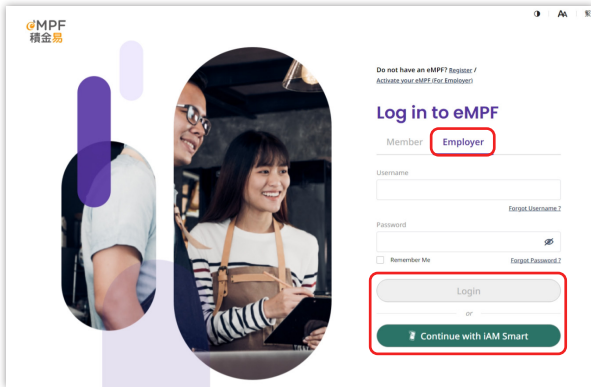
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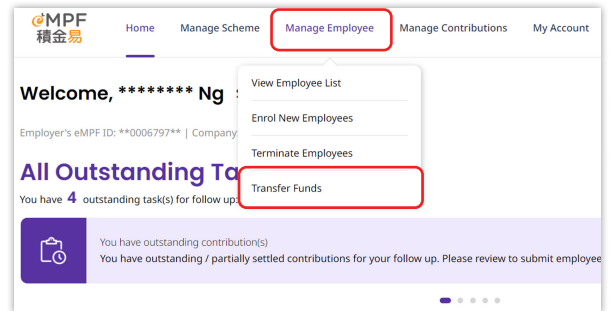
A. Scheme Transfer

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.

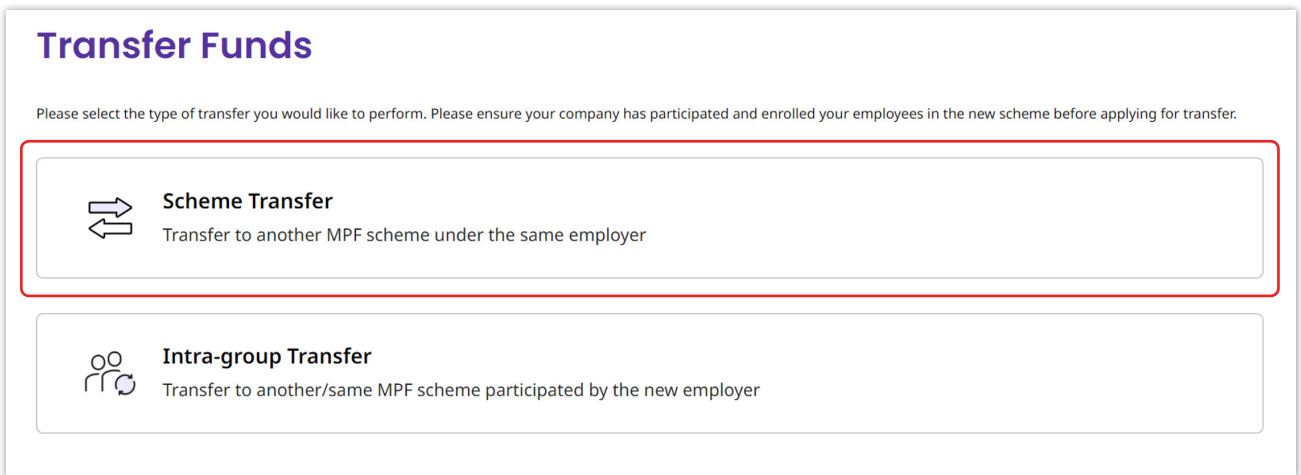
A1 Go to the **eMPF™** Web Portal and log in.



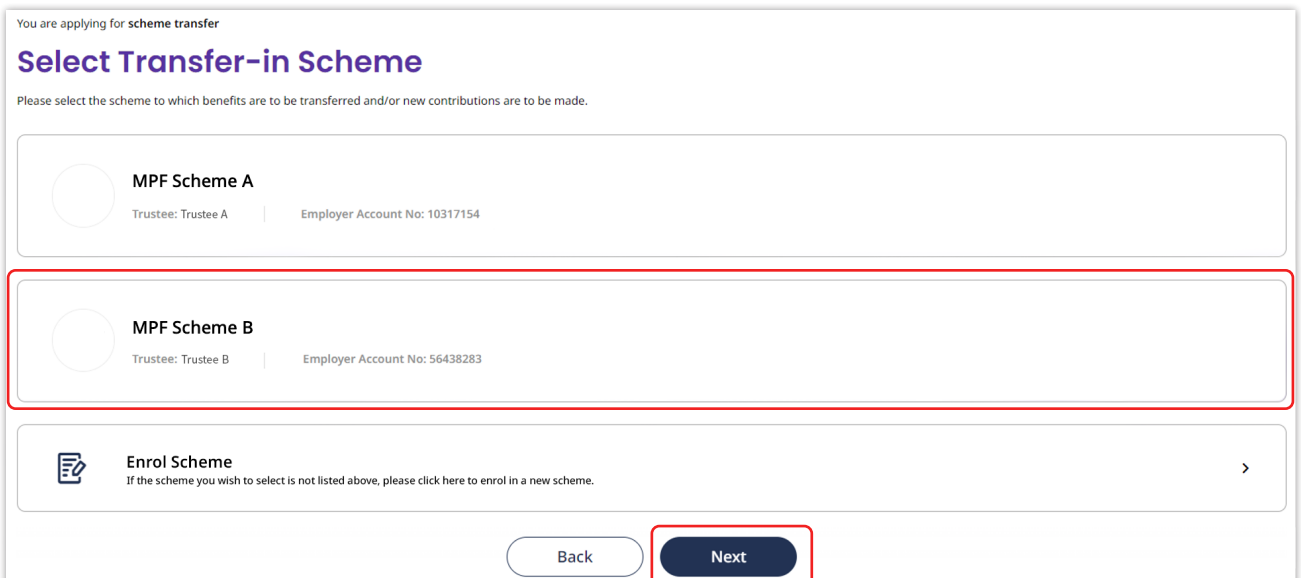
A2 Select **“Transfer Funds”** under **“Manage Employee”** on the menu bar.



A3 Select **“Scheme Transfer”**.



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



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

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

Effective Date of Transfer (DD/MM/YYYY)

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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.

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

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

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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)

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 | 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 | 大雄 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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Next

?



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. | Payroll Group |
|---|----------------|--------------|---------|---------|-----------|---------------|
| 1 | Tai Man Chan | 太文謙 | HKID | L867*** | E001 | REE1 |
| 2 | Yat Sum Cheung | 一心傑 | HKID | H310*** | E002 | REE1 |
| 3 | Siu Lai Wong | 小麗王 | HKID | W803*** | E004 | REE1 |

MPF Intermediary Information (if applicable)
Do you want to submit intermediary information?
 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, and to selected employee(s) via email or SMS.



Transfer Request Submitted

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

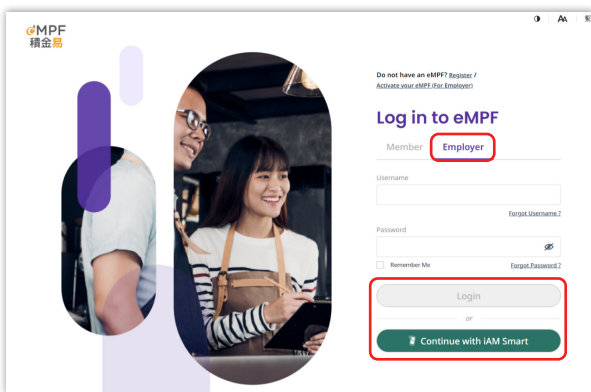
We will notify you and the selected employee(s) once the transfer is completed. You may edit or cancel your transfer application anytime before the cut off time at 4pm today on the "My Record" page (if your request is made after 4pm today, the cut off time will be at 4pm on the next working day).

B. Intra-group Transfer

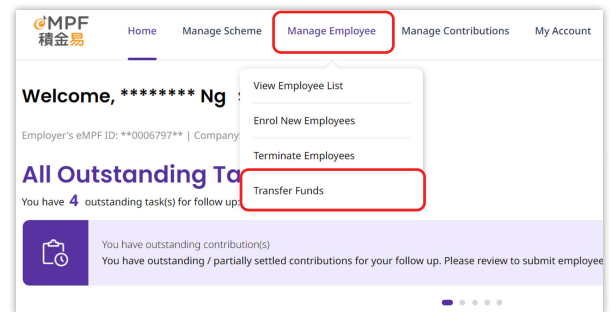
When an employee's MPF benefits need to be transferred from their existing employer's MPF scheme to the new employer's MPF scheme due to transfer of employment between associated companies or change of business ownership, employment with the "Existing Employer" can be recognized by the "New Employer" 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.

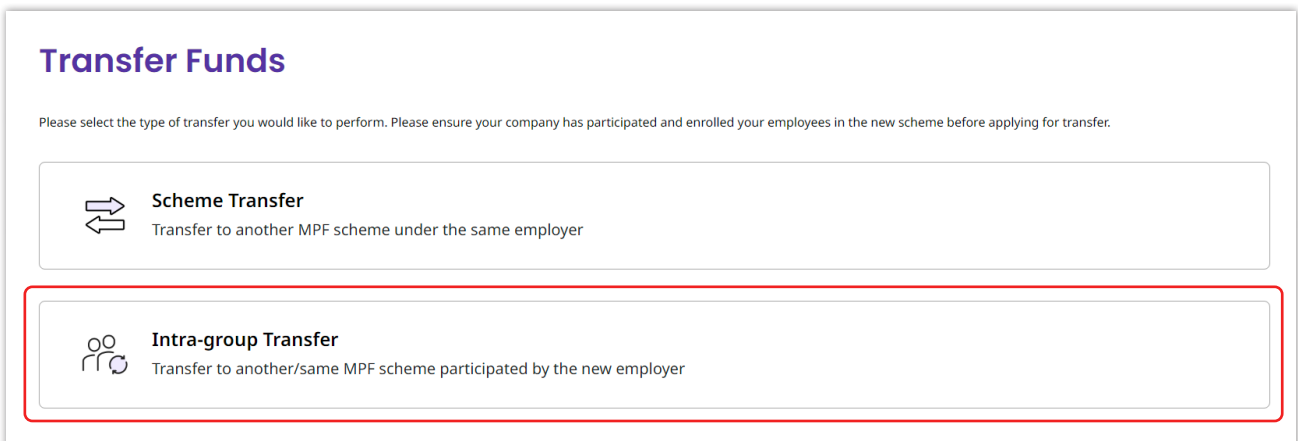
B1 Go to the **eMPF** Web Portal and log in.



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



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



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.

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)

| | 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 | REE1 |

Total 1 Results 5/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 5/Page < 1 > Go to



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

Original Date Joining Scheme:

Commencement Date for Vesting Entitlement:

Date of Employment:

Original date of employment:

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)

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 <input type="text" value="ABC Company Limited"/> | Employer's eMPF ID <input type="text" value="8000418543"/> |
| Name of Original Scheme <input type="text" value="MPF Scheme B"/> | |

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 ^

| | English Name | Chinese Name | ID Type | ID No. | Staff No. | Payroll Group |
|---|--------------|--------------|---------|---------|-----------|---------------|
| 1 | Tai Man Chan | 太文陳 | 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 ABC Company Limited | Employer's eMPF ID 8000418543 |
| Name of Original Scheme MPF Scheme B | |

[Edit](#)

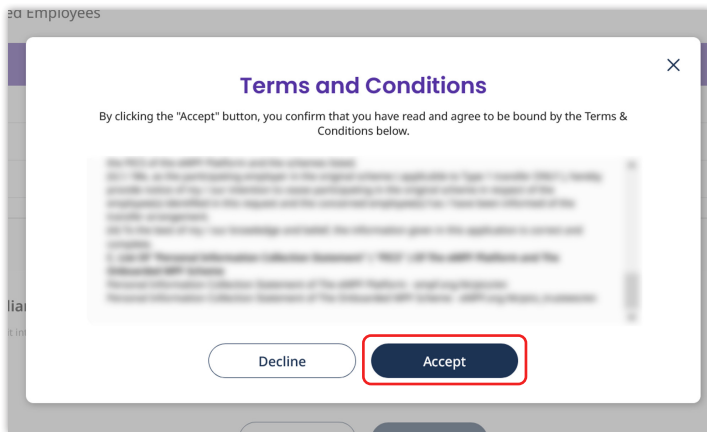
MPF Intermediary Information (If applicable)

Do you want to submit intermediary information?

YES NO

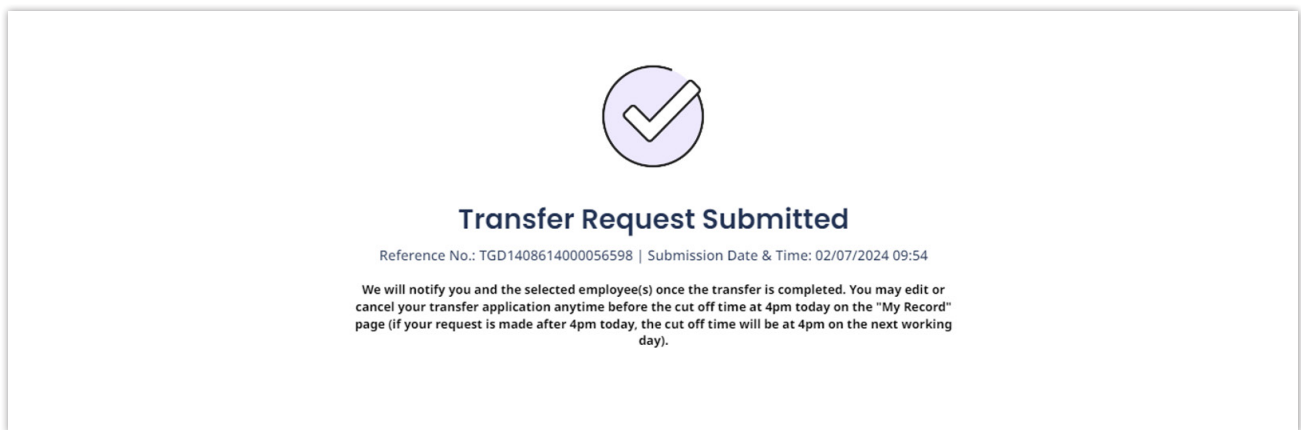
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Submit

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 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 -