

MPF Scheme Enrolment & Scheme Management



**Web Portal
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 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 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

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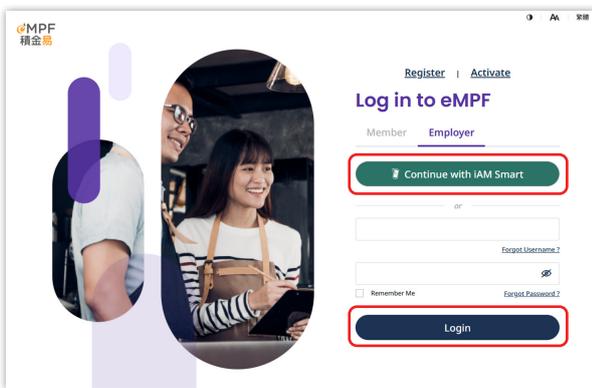
A. Enrol in an MPF Scheme

In general, users with **“Scheme Enrolment”** access right can enrol in MPF schemes which has been onboarded the **eMPF Platform**. To enrol an MPF scheme for your company, please follow the steps below.

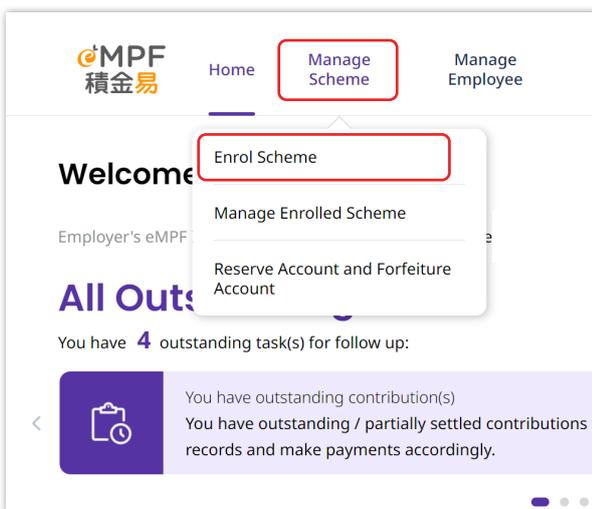


Remarks: Before you start, please ensure that the relevant MPF scheme is already onboarded the **eMPF Platform**. You may check the scheme onboarding schedule on the **eMPF website**. For MPF schemes which have not onboarded yet, please visit the trustee’s website and make your request with the trustee directly.

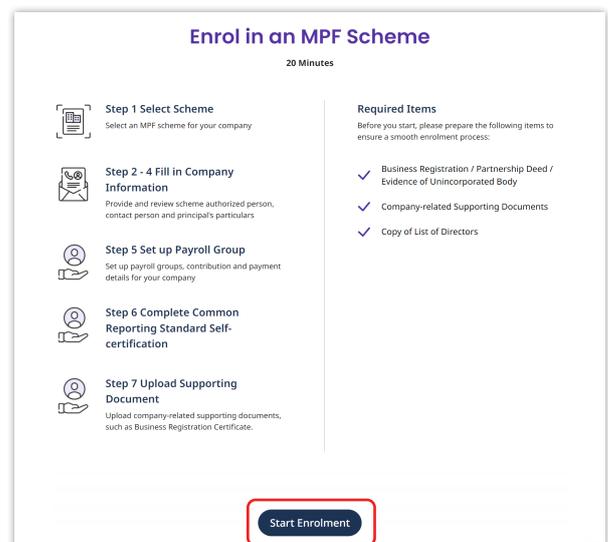
A1 Go to the **eMPF Web Portal** and log in.



A2 Select **“Enrol Scheme”** under **“Manage Scheme”** on the menu bar.



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



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

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

1 2 3 4 5 6 7 8

Select Scheme Company Information Scheme Authorized Person & Contact Person **Principal's Particulars** Payroll Group Common Reporting Standard Self-certificate Upload Supporting Documents Confirmation

Principal's Particulars

✓ Principal - Company Director

➕ Add Company Director

✓ Principal - Beneficial Owner

Beneficial Owner: Other

Personal Details

Title: Mr Ms Miss Mrs Dr Other

Surname (English): Cheung Given Name (English): Yat Sum

Surname (Chinese): 張 Given Name (Chinese): 逸燊

ID Document Type: HKID HKID No. (For HKID No. A12345678, please input A12345678)

Date of Birth (DD/MM/YYYY): 01/08/1990 Nationality: Chinese

Address

Country / Region: Hong Kong, China City: [Redacted]

Flat / Shop / Unit / Suite / Room / Others: 3 Floor (e.g. please input "12/F"): 2 Floor: [Redacted]

Block / Tower / House / Others: 1 Building: CBA Building

Street (street no. and street name): 123K Road District: Kwun Tong

Postal Code: [Redacted]

Remove

➕ Add Beneficial Owner

Back Save Progress **Next** 3

1 2 3 4 5 6 7 8

Select Scheme Company Information Scheme Authorized Person & Contact Person **Principal's Particulars** Payroll Group Common Reporting Standard Self-certificate Upload Supporting Documents Confirmation

Please set up at least one payroll group for your company. You can grant the payroll group management and create a new user on the "User Management" page anytime to assign staff to a specific payroll group.

Payroll Group

✓ Payroll Group 1

Basic Information

Payroll Group Type: Regular employee Payroll Group ID: 01

Payroll Group Name: REE927374 Payroll Group Contact Person's Name: Primary Contact Person 1 - Cheung Yat Sum

Contribution Details

Contribution Frequency: Monthly

1st Contribution Start Day in MPF Scheme (DD/MM/YYYY): 01/08/2024 Contribution Bills Issue Date: 08/09/2024

Pre-printed Remittance Statement Options: Pre-printed Remittance Statement with MPF Contribution Information

Set as Default Payroll Group for this Scheme: Yes No

Allocate Contributions to Employee Accounts on a Pro-rata Basis of Outstanding Contributions in Case of Underpayment: Yes No

Options for Reserve Account: Holding Cash Reinvest

Correspondence Address: Same as the Company Correspondence Address Other Address

Address

Country / Region: Hong Kong, China City: [Redacted]

Flat / Shop / Unit / Suite / Room / Others: 3 Floor (e.g. please input "12/F"): 2 Floor: [Redacted]

Block / Tower / House / Others: 1 Building: CBA Building

Street (street no. and street name): 123K Road District: Kwun Tong

Postal Code: [Redacted]

Default Payment Method: Other Payment Method Direct Debit Authorization

Direct Debit Authorization (DDA) Details

Important note:

- You must be the bank account holder in order to proceed payment by Direct Debit Authorization (DDA). Payment by a third party is not accepted.
- emPF Platform will notify you through your preferred communication channel once the Direct Debit Authorization (DDA) takes effect. You can set the upper limit of each payment. If the upper limit of each payment was set less than the payment amount, the system will continue debit the remaining amount on next business day. You are also responsible to ensure the DDA bank account provided have sufficient funds to avoid any service charges costs.
- The bank takes around 6 to 8 weeks to setup Direct Debit Authorization (DDA) in general. To avoid late payment for certain types of contributions, please continue to submit contribution payments by cheque or other payment methods until the Direct Debit Authorization (DDA) becomes effective.
- New Direct Debit Authorization (DDA) will supersede the existing Direct Debit Authorization (DDA) (if any). The emPF Platform will continue to debit your existing direct debit account for contributions until the new Direct Debit Authorization (DDA) becomes effective.
- For new Direct Debit Authorization (DDA) setup applicant, your saving account will be set as a default debit account to setup DDA instruction if your bank account is All-in-one Account.

Bank Code: 400 Branch No. (3 characters, alphabet and number only): 123

Bank Name: Bank A

Bank Account No.: 123456789 Bank Account Holder Name (accept English only): ABC Company Limited

Registration Type: Business registration Registration No. (BR 11 digit | Education Bureau <8 character | Trade Union <5 character | Society <7 character): Z0001456653

Upper limit of each payment: \$ 50,000

Bank Account Details for Refund in case of Contribution Overpayment

The bank account for the refund must be in the name of your company. Refunds to third-party accounts will not be accepted.

Refund Details Setup: Set up now Set up later

Voluntary Contributions

Set up Voluntary Contribution Option and setting: Yes No

Approval Setting

For your company's internal control purposes, you can decide whether approval is required for refund and contribution set up for this payroll group under this scheme. If "Require Approval" is selected, all refund and contribution requests submitted for this payroll group under this scheme must be approved by the person(s) with relevant approval access rights assigned by your company before they can take effect.

Contribution Approval Setting: Require Approval Not Require Approval

Refund Approval Setting: Require Approval Not Require Approval

➕ Add Payroll Group

Back Save Progress **Next** 4

1 2 3 4 5 6 7 8

Select Scheme Company Information Scheme Authorized Person & Contact Person **Principal's Particulars** Payroll Group **Common Reporting Standard Self-certificate** Upload Supporting Documents Confirmation

Common Reporting Standard Self-certificate

Important note:

Kindly note that the trustee and/or emPF Platform is not allowed to offer any tax or legal advice to you. For tax-related questions, please consult your tax advisor or visit the GEO's website and Inland Revenue Department's IRD website. Please be reminded that any change in Common Reporting Standard will be automatically applied to all schemes under your company's employer account.

Financial Entity means the Entity of a Financial Institution, which equals to a legal person or a legal arrangement (such as a corporation, organization, partnership, trust or foundation) of a "Custodial Institution", a "Depository Institution", and "Investment Entity", or a "Specified Insurance Company". The term "Entity" covers any person other than an individual (i.e. a natural person). An NPE is any Entity that is not a Financial Institution.

✓ Common Reporting Standard Information

Type of Entity: Financial Institution

Financial Institution

Custodial Institution, Depository Institution or Specified Insurance Company

Investment Entity, except an investment entity that is managed by another financial institution (e.g. with discretion to manage the entity's assets) and located in a non-participating jurisdiction

Jurisdiction of Tax Residence

Hong Kong ONLY, with no tax residence in any other jurisdictions / countries / regions AND my HKID number is my TIN

Hong Kong and other Jurisdictions/Countries/Regions

NOT Hong Kong, but instead some other jurisdictions / countries / regions

Back Save Progress **Next** 5

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

Upload Supporting Documents

Please upload the supporting document(s) as shown below. Certified true copy (CTC) or original copy may be required for certain documents. Please submit it in person or by post to the designated PO box if applicable.

- Copy of Business Registration/ Copy of written authorization (e.g. board resolution or written authorization by Directors or Partners)/ Copy of HKID Card/ Passport of Scheme Authorized Person(s)/ Source of Fund Declaration Form
- Copy of Certificate of Incorporation/ Copy of Memorandum & Articles of Association/ Copy of Certificate to identify the business type issued by official bodies/ Copy of confirmation from relevant professional or trade associations or other evidence of membership (For unincorporated body)/ Copy of HKID Card or Passport of Director(s), Partner(s), Sole Proprietor, Controller, Ultimate Owner/ Ownership Chart/ Copy of latest Annual Return (For overseas company)(Issued within the last 6 months)
- Copy of HKID Card/ Passport of Sole Proprietor/ Employer's identity support document/ Copy of IRD Form 1(a) or 1(c)/ Electronic extract of information on the Business Register/ Certified extract of information on the Business Register (For sole proprietorship and partnership)/ Ownership Chart/ Copy of latest Annual Return OR Certificate of Incumbency (Applicable for overseas company) (Document(s) is issued within the last 6 months)

Buttons: Back, Save Progress, **Next**



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

A7 Review the information and click **Confirmation**.

Confirmation

Step 1 - Select Scheme

- Select Scheme: MPF Scheme A

Step 2 - Company Information

- Company Details
- Address
- Others

Step 3 - Scheme Authorized Person & Contact Person

- Scheme Authorized Person
- Primary Contact Person

Step 4 - Principal's Particulars

- Principal - Company Director

Step 5 - Payroll Group

- Payroll Group 1

Step 6 - Common Reporting Standard Self-certificate

- Common Reporting Standard Information

Step 7 - Upload Supporting Document

- Board resolution
- Business Registration Certificate/ Certificate of Incorporation/ Other valid document of relevant government registration
- List of Directors
- DDA Form (If applicable)

MPF Intermediary Information (If applicable)

Do you want to submit intermediary information? Yes No

Buttons: Back, Save Progress, **Confirmation**

A8 Read the Terms and Conditions and click **Accept**.

Terms and Conditions

By clicking the "Accept" button below, you confirm that: 1/ the information given in this application is correct and complete; 2/ you understand 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.

Buttons: Decline, **Accept**

A9 The account enrolment request has been submitted. You may check the enrolment status on the **My Record** page. Once the enrolment is completed, the primary contact person will receive a notification via email/SMS.

Enrolment Request Submitted

Submission Date & Time: 28/06/2024, 11:44 | Reference No.: EN2608610000152548

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

Buttons: Back To Home, **Go to My Record**

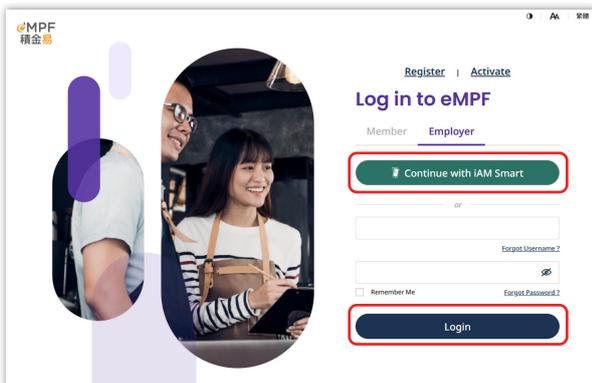
B. Update the Information of Enrolled MPF Scheme(s)

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.

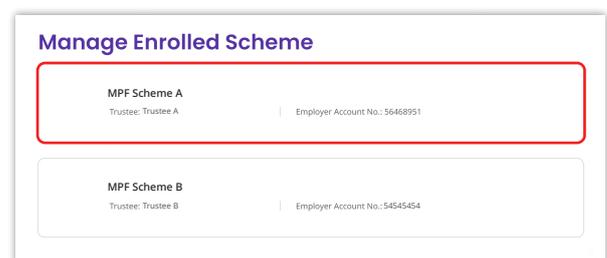
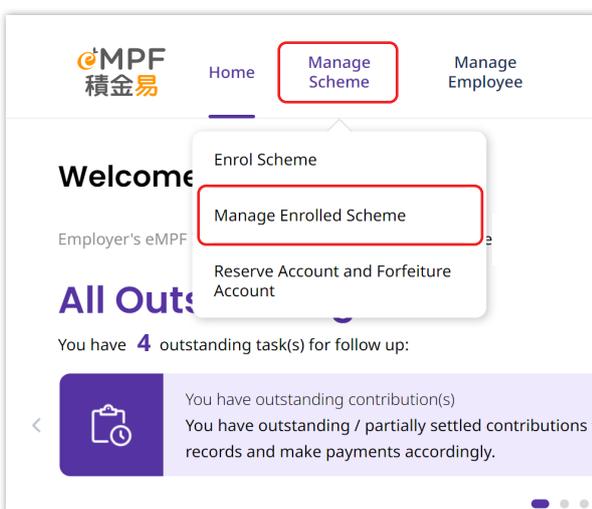


Remarks: Before you start, please make sure that the relevant MPF scheme is already onboarded the **eMPF Platform**. You may check the scheme onboarding schedule on the **eMPF website**. For MPF schemes which have not onboarded yet, please visit the trustee’s website and make your request with the trustee directly.

B1 Go to the eMPF Web Portal and log in.



B2 Select **“Manage Enrolled Scheme”** under **“Manage Scheme”** on the menu bar, then select an MPF Scheme.



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 Tab**, then click **Edit**.

Manage Enrolled Scheme

Scheme: **MPF Scheme A** Terminate Scheme

General Information | Scheme Authorized Person | Contact Person | Principal | Payroll

MPF Scheme A
Trustee: Trustee A | Employer Account No.: 56468951

Company Details

Company Name	Date of Incorporation (DD/MM/YYYY)	Date of Joining the Scheme (DD/MM/YYYY)
ABC Company Limited	01/09/2023	01/08/2024

No. of Employees joining the Scheme: 10
Offset Sequence: **Offset Mandatory Contribution then Voluntary Contribution**

Way of Communication

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 enroll in accordance with the "Direct Marketing" section of the [Personal Information Collection Statement \(eMPF.org.hk/eics\)](#) 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 \(eMPF.org.hk/eics_trustees/en\)](#)

No

Back **Edit**

Manage Enrolled Scheme

Scheme: **MPF Scheme A** Terminate Scheme Add Payroll Group

Contact Person | Principal | **Payroll Group and Contributions** | Default Payment Method | Member Class

Payroll Group Type	Payroll Group ID	Payroll Group Name	Site
REE	01	REE927374	Site

Total 1 Results 10/ Page < 1 > Go to

Payroll Group and Contributions

Payroll Group 1

Basic Information

Payroll Group Type	Payroll Group ID	Payroll Group Name
Regular employee	01	REE927374

Payroll Group Contact Person - Personal Details

Title	Surname (English)	Given Name (English)
Mr	Chan	Tai Man
Surname (Chinese)	Given Name (Chinese)	Job Title
陳	太文	CEO
Email Address (Optional)	Mobile No.	Telephone No.
chantalman@abc.com	+852 99123456	+852 99123456

Contribution Details

Contribution Frequency	1st Contribution Start Day in MPF Scheme (DD/MM/YYYY)	2nd Contribution Start Day in MPF Scheme (DD/MM/YYYY) (for Semi-monthly Contribution)
Monthly	01/08/2024	

Contribution Bills Issue Date: 08/09/2024

Pre-printed Remittance Statement Options: **Pre-printed Remittance Statement not required**

Set as Default Payroll Group for this Scheme: **Yes**

Allocate Contributions to Employee Accounts on a Pro-rata Basis of Outstanding Contributions in Case of Underpayment: **No**

Option for Reserve Account: **Holding Cash**

Correspondence Address

Country / Region	City
Hong Kong, China	
Floor / Shop / Unit / Suite / Room / Others	Floor (e.g. please input "13/F")
Room 1	1/F
Block / Tower / House / Others	Building
Block 1	CBA Building
Street (street no. and street name)	District
321 Road	Kwun Tong
Postal Code	

Back **Edit**

Update the Information of Enrolled MPF Scheme(s)

Manage Enrolled Scheme

Scheme: **MPF Scheme A** Terminate Scheme

Contact Person | Principal | Payroll Group and Contributions | **Default Payment Method** | Member Class

Default Payment Method 1

Default Payment Method

Default Payment Method
Direct Debit Authorization

Direct Debit Authorization (DDA) Details

Important note:

- You must be the bank account holder in order to proceed payment by Direct Debit Authorization (DDA). Payment by a third party is not accepted.
- eMPF Platform will notify you through your preferred communication channel once the Direct Debit Authorization (DDA) takes effect.
- You can set the upper limit of each payment, if the upper limit of each payment was set less than the payment amount, the system will continue debit the remaining amount on next business day. You are also responsible to ensure the DDA bank account provided have sufficient funds to avoid any service charges costs.
- The bank takes around 6 to 8 weeks to setup Direct Debit Authorization (DDA) in general. To avoid late payment for certain types of contributions, please continue to submit contribution payments by cheque or other payment methods until the Direct Debit Authorization (DDA) becomes effective.
- New Direct Debit Authorization (DDA) will supersede the existing Direct Debit Authorization (DDA) (if any). The eMPF Platform will continue to debit your existing direct debit account for contributions until the new Direct Debit Authorization (DDA) becomes effective.
- For new Direct Debit Authorization (DDA) setup applicant, your saving account will be set as a default debit account to setup DDA instruction if your bank account is All-in-one Account.

Bank Code	Branch No. (3 characters)
400	001
Bank Name	
Bank A	
Bank Account No.	Bank Account Holder Name (accept English only)
123456789	ABC Company Limited
Registration Type	Registration No. (Business Registration 11 characters Education Bureau <8 characters Trade Union <5 characters Society 7 characters)
Business registration	20001456632
Upper Limit of Each Payment (HKD)	
\$ 100,000.00	

Back Edit

Manage Enrolled Scheme

Scheme: **MPF Scheme A** Terminate Scheme

Principal | Payroll Group and Contributions | Default Payment Method | **Member Class**

Member Class 1

Basic Information

Allow Employees to Withdraw Voluntary Contributions | Member Class Name

Yes | class one

Early Retirement Age | Retirement age | Set as Default Member Class

60 | 65 | Yes

Contribution Type 1

Contribution Type

Employer's Voluntary Contribution 1

Categorization of Voluntary Contributions	Option	Fixed Percentage (%)
Fixed %	Fixed % of Relevant Income / Basic Salary minus the total of Mandatory Contribution	10
Fixed Amount (HKD)	Definition of "Income"	Definition of "Service" for Vesting Entitlement
\$ 1,000.00	Basic Salary	From the Date of Employment

Vesting Scale

Reason	Vesting Scale Option
Resignation	Option 2
The employee reaching the non-statutory retirement age indicated in the "Normal Retirement Age".	Option 1
The employee reaching the non-statutory retirement age indicated in the "Early Retirement Age".	Option 3
The death of the employee during the employment with his employer	Option 1
The employee leaving service of the employer due to ill health	Option 5
The employee leaving service of the employer due to total incapacity	Option 1
Redundancy	Option 3
Contract Expired	Option 5
Dismissal	Option 3
Last Off	Option 2
Summary dismissal	Option 1
Others	Option 3

Back Edit

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

General Information

MPF Scheme A
Trustee: Trustee A

Employer Account No.: 56468951

Company Details

Company Name: ABC Company Limited
Date of Incorporation (DD/MM/YYYY): 01/09/2023
Date of joining the Scheme (DD/MM/YYYY): 01/08/2024

No. of Employees joining the Scheme: 10
Offset Sequence: Offset MC then VC

Others

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 enroll in accordance with the "Direct Marketing" section of the [Personal Information Collection Statement \(eMPF.org.hk/Products\)](#) 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 \(eMPF.org.hk/Products/Trustees.html\)](#)

Yes No

Cancel **Save**

Default Payment Method

Default Payment Method 1

Default Payment Method

Other Payment Method Direct Debit Authorization

Direct Debit Authorization (DDA) Details

Important note:

- You must be the bank account holder in order to proceed payment by Direct Debit Authorization (DDA). Payment by a third party is not accepted.
- eMPF Platform will notify you through your preferred communication channel once the Direct Debit Authorization (DDA) takes effect.
- You can set the upper limit of each payment. If the upper limit of each payment was set less than the payment amount, the system will continue debit the remaining amount on next business day. You are also responsible to ensure the DDA bank account provided have sufficient funds to avoid any service charges costs.
- The bank takes around 6 to 8 weeks to setup Direct Debit Authorization (DDA) in general. To avoid late payment for certain types of contributions, please continue to submit contributions payments by cheque or other payment methods until the Direct Debit Authorization (DDA) becomes effective.
- New Direct Debit Authorization (DDA) will supersede the existing Direct Debit Authorization (DDA) (if any). The eMPF Platform will continue to debit your existing direct debit account for contributions until the new Direct Debit Authorization (DDA) becomes effective.
- For new Direct Debit Authorization (DDA) setup applicant, your saving account will be set as a default debit account to setup DDA instruction if your bank account is All-in-one Account.

Bank Code: 400 Branch No. (3 characters): 001

Bank Name: Bank A

Bank Account No.: 123456789 Bank Account Holder Name (accept English only): ABC Company Limited

Registration Type: Business registration Registration No. (Business Registration 11 characters | Education Bureau - 8 characters | Trade Union - 5 characters | Society 7 characters): 20001456633

Upper Limit of Each Payment (HKD): \$ 100,000

Cancel **Save**

Payroll Group and Contributions

Payroll Group 1

Basic Information

Payroll Group Type: Regular employee Payroll Group ID: 01 Payroll Group Name: REE927374

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 Address (Optional): chantaiman@abc.com Mobile No.: +852 99123456 Telephone No.: +852 99123456

Contribution Details

Contribution Frequency: Monthly 1st Contribution Start Day in MPF Scheme (DD/MM/YYYY): 01/08/2024 2nd Contribution Start Day in MPF Scheme (DD/MM/YYYY) (for Semi-monthly Contribution):

Contribution Bills Issue Date: 08/09/2024

Pre-printed Remittance Statement Options: Pre-printed Remittance Statement not required

Set as Default Payroll Group for this Scheme: Yes

Allocate Contributions to Employee Accounts on a Pro-Rata Basis of Outstanding Contributions in Case of Underpayment: No

Option for Reserve Account: Holding Cash

Correspondence Address

Same as Registered Office Address Other Address

Country / Region: Hong Kong City:

Flat / Shop / Unit / Suite / Room / Others: 1 Room: 1 Floor (e.g. please input "12/F") Floor:

Block / Tower / House / Others: 1 Block: CBA Building Building:

Street (street no. and street name): 321 Road District: Kwun Tong

Postal Code:

Bank Account Details for Refund in case of Contribution Overpayment

Important note: The bank account for the refund must be in the name of your company. Refunds to third-party accounts will not be accepted.

Refund Details Setup: Set up now Set up later

Voluntary Contributions [Make Lump Sum Voluntary Contributions](#)

Set up Voluntary Contribution Option and Vesting: Yes No

Approval Setting

Contribution Approval Setting: Require Approval Not Require Approval

Refund Approval Setting: Require Approval Not Require Approval

Cancel **Save**

Member Class

Member Class 1 ^

⊕ Add Member Class

Cancel
Save



Member Class

Member Class 1 v

✓ Member Class 2 ^

Allow Employees to Withdraw Voluntary Contributions

Yes No

Member Class Name

Class 2

Retirement age Early Retirement Age

Set as Default Member Class

Contribution Type 1

Contribution Type

Employer's Voluntary Contribution 1

Voluntary Contributions

Categorization of Voluntary Contributions

Fixed %

Option

Fixed % of Relevant Income minus the relevant employer/employee portion of Mandatory Contribution, Capped at \$Y a...

Fixed Percentage (%)

%

Definition of "Income"

Basic Salary

Definition of "Service" for Vesting Entitlement

From the Date of Employment

Vesting Scale

Reason	Vesting Scale Option
Resignation	Option 1
The employee reaching the non-statutory retirement age indicated in the "Normal Retirement Age".	Option 1
The employee reaching the non-statutory retirement age indicated in the "Early Retirement Age".	Option 1
The death of the employee during the employment with his employer	Option 1
The employee leaving service of the employer due to ill health	Option 1
The employee leaving service of the employer due to total incapacity	Option 1
Redundancy	Option 1
Contract Expired	Option 1
Dismissal	Option 1
Laid Off	Option 1
Summary dismissal	Option 1
Others	Option 1

⊕ Add Contribution Type

🗑 Remove

⊕ Add Member Class

Cancel
Save



Remarks:

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

Update the Information of Enrolled MPF Scheme(s)

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

Confirmation

Information Change Details

Member Class 2

Basic Information

Allow Employees to Withdraw Voluntary Contributions: **No**

Member Class Name: **Class 2**

Early Retirement Age: **60** Retirement age: **65** Set as Default Member Class: **No**

Contribution Type 1

Contribution Type: **Employer's Voluntary Contribution 1**

Categorization of Voluntary Contributions: **Fixed %** Option: **Fixed % of Relevant Income minus the relevant employer/employee portion of Mandatory Contribution, Capped at \$1 amount** Fixed Percentage (%): **10**

Definition of "Income": **Basic Salary** Definition of "Service" for Vesting Entitlement: **From the Date of Employment**

Reason	Vesting Scale Option
Resignation	Option 1
The employee reaching the non-statutory retirement age indicated in the "Normal Retirement Age".	Option 1
The employee reaching the non-statutory retirement age indicated in the "Early Retirement Age".	Option 1
The death of the employee during the employment with his employer	Option 1
The employee leaving service of the employer due to ill health	Option 1
The employee leaving service of the employer due to total incapacity	Option 1
Redundancy	Option 1
Contract Expired	Option 1
Dismissal	Option 1
Laid Off	Option 1
Summary dismissal	Option 1
Others	Option 1

Back **Submit**

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

Terms and Conditions

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.

Decline **Accept**

B7 The change request has been submitted. Please go to **My Record** to check the change status.



Change Request Submitted

Reference No.: DMD1408610000050573 | Submission Date & Time: 28/06/2024, 12:11

You have selected "Require Approval" under the refund/contribution approval setting of this scheme. All refund and contribution requests submitted for this payroll group under this scheme must be approved by the person(s) with relevant approval access rights assigned by your company before they can take effect. Please remember to set up the access right on the "User Management" page.

Back to Home **Go to My Record**

Update of Scheme Authorized Person / Contact Person Information

B8 Select the **Scheme Authorized Person / Contact Person**, then click **Edit**.

Manage Enrolled Scheme

Scheme: MPF Scheme A

General Information **Scheme Authorized Person** Contact Person Principal Payroll Group and Contribution

Name	Job Title	ID No.	
陳太文 CHAN TAI MAN	CEO	L867****	View

Total 1 Results

10/1 Page 1

Manage Enrolled Scheme

Scheme: MPF Scheme A

General Information Scheme Authorized Person **Contact Person** Principal Payroll

Primary Contact Person

Personal Details

Title	Surname (English)	Given Name (English)
Mr	Chan	Tai Man
Surname (Chinese)	Given Name (Chinese)	Job Title
陳	太文	CEO
Email Address (Optional)	Mobile No.	Telephone No.
chantaiman@abc.com	+852 99123456	+852 99123456

Back **Edit**

Manage Enrolled Scheme

Scheme Authorized Person

Personal Details

Title	Surname (English)	Given Name (English)
Mr	Chan	Tai Man
Surname (Chinese)	Given Name (Chinese)	ID Type
陳	太文	HKID No.
ID No.	Date of Birth (DD/MM/YYYY)	Nationality
L867****	11/11/1980	Chinese
Job Title	CEO	

Contact Information

Email Address (Optional)	Mobile No.	Telephone No.
chantaiman@abc.com	+852 99123456	+852 99123456

Address

Country / Region	Flat / Shop / Unit / Suite / Room / Others
Hong Kong, China	Room 1
Floor (e.g. please input "12/F")	Block / Tower / House / Others
1/F	Block 1
Street (street no. and street name)	District
321 Road	Kwu Tung

Way of Communication

Preferred Language of Communication
English

Back **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 click **Save**.

Scheme Authorized Person

Scheme Authorized Person

Personal Details

Title
 Mr Ms Miss Mrs Dr Other

Surname (English) Given Name (English)
 Surname (Chinese) Given Name (Chinese)

ID Document Type ID No.
 Date of Birth (DD/MM/YYYY) Nationality

Job Title

Contact Information

Email Address (Optional)

Mobile No. Telephone No.

Address

Country / Region City

Flat / Shop / Unit / Suite / Room / Others Room Floor (e.g. please input "12/F") Floor

Block / Tower / House / Others Block Building
 Street (street no. and street name) District

Postal Code

Way of Communication

Preferred Language of Communication
 English Traditional Chinese Simplified Chinese

Contact Person

Primary Contact Person

Select Primary Contact Person

Personal Details

Title
 Mr Ms Miss Mrs Dr Other

Surname (English) Given Name (English)
 Surname (Chinese) Given Name (Chinese)

Job Title Email Address (Optional)

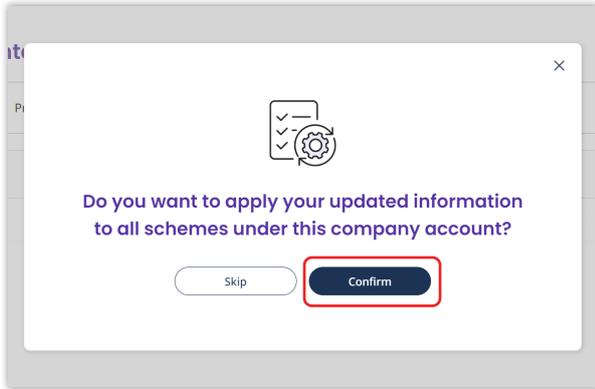
Mobile No. Telephone No.



Remarks:

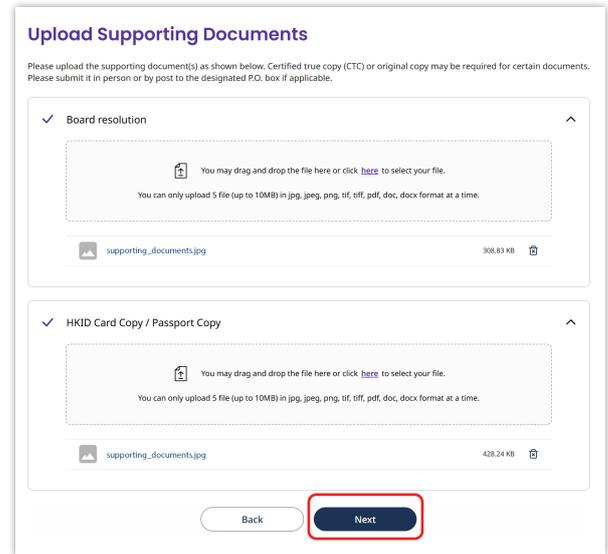
- 1) The personal information of **Scheme Authorized Person** can only be updated by their own
- 2) Users with **"Enrolled Scheme Management"** access right can
 - View, add and remove other **Scheme Authorized Person, Contact Person and Principal**
 - Edit Contact Person information
- 3) Each company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

- B10** If you wish to apply the updated information to all schemes under this company (if applicable), click **Confirm**. If not, please click **Skip**.



A confirmation dialog box with a white background and a grey border. At the top center is an icon of a document with a checkmark and a gear. Below the icon, the text reads: "Do you want to apply your updated information to all schemes under this company account?". At the bottom, there are two buttons: "Skip" on the left and "Confirm" on the right. The "Confirm" button is highlighted with a red border.

- 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 click **Next**.



The "Upload Supporting Documents" screen has a white background. At the top, it says "Upload Supporting Documents" in bold. Below that, a note reads: "Please upload the supporting document(s) as shown below. Certified true copy (CTC) or original copy may be required for certain documents. Please submit it in person or by post to the designated P.O. box if applicable." There are two document upload sections, each with a checkmark icon and a title: "Board resolution" and "HKID Card Copy / Passport Copy". Each section contains a dashed box for file upload with instructions: "You may drag and drop the file here or click [here](#) to select your file." and "You can only upload 5 file (up to 10MB) in jpg, jpeg, png, tif, tiff, pdf, doc, docx format at a time." Below each dashed box is a file name "supporting_documents.jpg" and a file size (308.83 KB for the first, 428.24 KB for the second). At the bottom, there are "Back" and "Next" buttons. The "Next" button is highlighted with a red border.



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

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

Confirmation

Information Change Details

The information below will apply to all schemes under this company account.

Scheme Authorized Person

Personal Details

Title	Surname (English)	Given Name (English)
Mr	Chan	Tai Man
Surname (Chinese)	Given Name (Chinese)	ID Document Type
陳	太文	HKID
ID No.	Date of Birth (DD/MM/YYYY)	Nationality
L867****	11/11/1980	Chinese

Job Title
CEO

Contact Information

Email Address (Optional)	Mobile No.	Telephone No.
chantaiman@abc.com	+852 99123456	+852 99123456

Address

Country / Region	City
Hong Kong, China	
Flat / Shop / Unit / Suite / Room / Others	Floor (e.g. please input "12/F")
Room 3	2 Floor
Block / Tower / House / Others	Building
Block 1	ABC Building
Street (street no. and street name)	District
123K Road	Kwun Tong

Postal Code

Way of Communication

Preferred Language of Communication
English

Upload Supporting Documents

Board resolution

supporting_documents.jpg	308.83 KB
--------------------------	-----------

HKID Card Copy / Passport Copy

supporting_documents.jpg	428.24 KB
--------------------------	-----------

[Back](#) [Submit](#)

B13 Read the Terms and Conditions and click **Accept**.

Terms and Conditions

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.

[Decline](#) [Accept](#)

B14 The change request has been submitted.



Change Request Submitted

Reference No.: DMD1408610000050870 | Submission Date & Time: 28/06/2024, 14:07

Remember to submit the certified true copy (CTC) or original copy of **HKID Card Copy / Passport Copy** in person or by post to the designated P.O. box.

[Back to Home](#) [Go to My Record](#)



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.

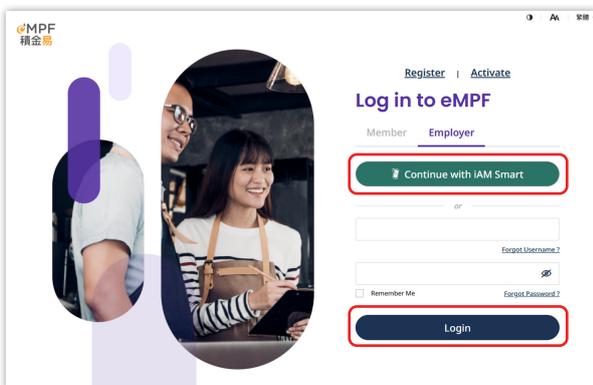
C. Cessation of Participation in MPF Scheme(s)

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

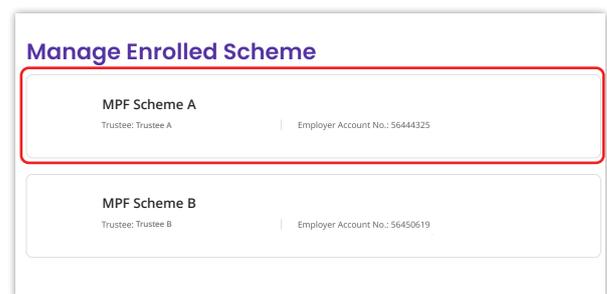
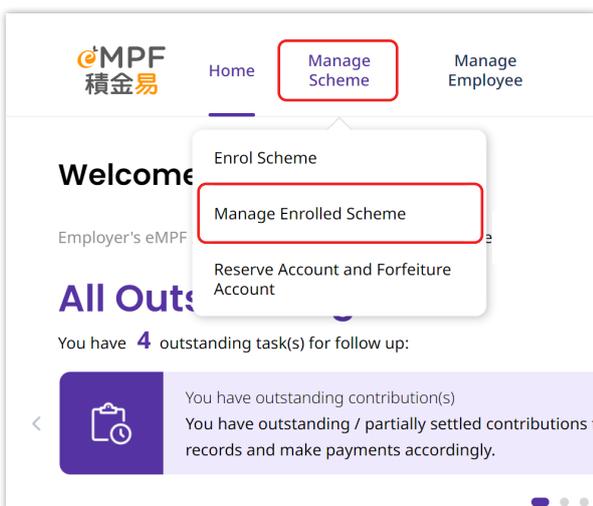


Remarks: Before you start, please ensure that the relevant scheme is already onboarded the **eMPF Platform**. You may check the scheme onboarding schedule on the [eMPF website](#). For MPF schemes which have not onboarded yet, please visit the trustee's website and make your request with the trustee directly.

C1 Go to the **eMPF Web Portal** and log in.



C2 Select **"Manage Enrolled Scheme"** under **"Manage Scheme"** on the menu bar, then select an MPF Scheme.



C3 Click **Terminate Scheme** at the top right-hand corner.

Manage Enrolled Scheme

Scheme: MPF Scheme A

Terminate Scheme

General Information | Scheme Authorized Person | Contact Person | Principal | Payrol

MPF Scheme A
Trustee: Trustee A | Employer Account No.: 56444325

Company Details

Company Name	Date of Incorporation (DD/MM/YYYY)	Date of Joining the Scheme (DD/MM/YYYY)
ABC Company Limited	01/09/2023	01/08/2024

No. of Employees Joining the Scheme: 10
Offset Sequence: Offset Mandatory Contribution then Voluntary Contribution

Way of Communication

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

No

Back **Edit**

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

1 Terminate Scheme **2** Confirmation

You are applying for scheme termination **Terminate Scheme**

Selected Scheme

Please select a termination effective date.

MPF Scheme A
Trustee: Trustee A | Employer Account No.: 56444325

Termination Effective Date (DD/MM/YYYY)
01/08/2025

Back **Next**



Remarks: Reminder will be shown if some employees' accounts 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).

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

The screenshot shows a 'Confirmation' window titled 'Terminate Scheme'. It displays the following information:

- Selected Scheme:** Terminate Scheme 1
- MPF Scheme A**
- Trustee: Trustee A | Employer Account No.: 56444325
- Effective Date (DD/MM/YYYY): 01/08/2025

At the bottom, there are two buttons: 'Back' and 'Submit'. The 'Submit' button is highlighted with a red box.

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

The screenshot shows a 'Terms and Conditions' window. It contains a disclaimer: 'By clicking the "Accept" button below, you confirm that: 1/ the information given in this application is correct and complete; 2/ you understand 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.'

At the bottom, there are two buttons: 'Decline' and 'Accept'. The 'Accept' button is highlighted with a red box.

C7 The scheme termination request has been submitted.

The screenshot shows a confirmation screen with a checkmark icon. The text reads:

Scheme Termination Request Submitted
Reference No.: MGD000861000022150 | Submission Date & Time: 01/08/2025, 14:18

Please note that your scheme termination request will only be processed after you have terminated all employees' accounts and settled all contribution records under the scheme (if applicable).

At the bottom, there are two buttons: 'Back to Home' and 'Go to My Record'. The 'Go to My Record' button is highlighted with a dark blue background.

- End -