

MPF Letters and Statements



**Web Portal
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 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

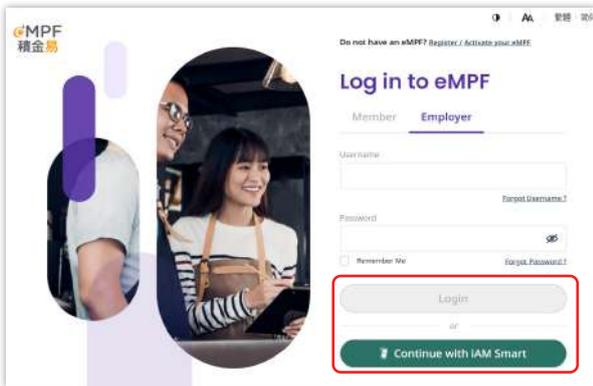
Version: 1.00

Date : 12 Aug, 2024

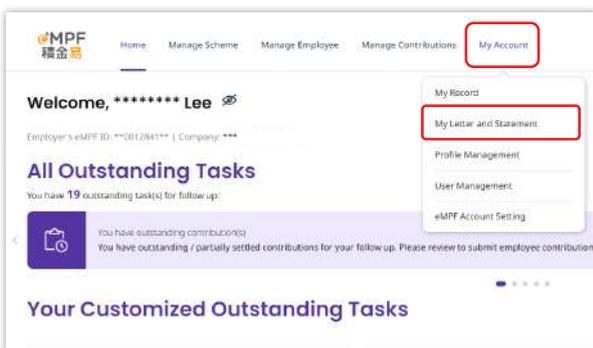
MPF Letters and Statements

If you would like to view and download your MPF letters and statements, please follow the steps below.

- 1 Go to the **eMPF** Web Portal and log in.



- 2 Select **"My Letter and Statement"** under **"My Account"** on the menu bar.



View MPF Letters and Statements

3 The list of available letters and statements will be displayed, please click on a letter or statement to view the details. You may also apply the filter function using the following criteria and then click **Search** .

- a Filter by "Scheme Name";
- b Filter by "Payroll Group" ;
- c Filter by "Issue Period";
- d Filter by "Function Type"; and/or
- e Filter by entering "Letter/Statement Reference No."

My Letter and Statement Download

a Scheme: All Schemes)

b Payroll Group: All Payroll Groups)

c Issue Period: 09/07/2023 to 09/07/2024

Search

d Function Type: All Function Types)

e Search by Letter / Statement Reference No.

Issue Date (DD/MM/YYYY)	Letter / Statement Reference No.	Scheme Name (Employer Account No.)	Payroll Group	Function Type	Document Name
07/07/2024	GND1908619055524671	Scheme A <small>(Employer Account No.: 56450019)</small>	REE1	Contribution	Notification
03/07/2024	GND1908615055463001	Scheme B <small>(Employer Account No.: 56450019)</small>	REE1	Scheme Termination	Follow up letter
03/07/2024	GND1908615055462995	Scheme C <small>(Employer Account No.: 56450019)</small>	REE1	Scheme Termination	Follow up letter
03/07/2024	GND1908615055462987	Scheme D <small>(Employer Account No.: 56450019)</small>	REE1	Scheme Termination	Follow up letter
30/06/2024	GND1408612055423887	Scheme A <small>(Employer Account No.: 56444325)</small>	REE1	Scheme Termination	Follow up letter
30/06/2024	GND1408612055423879	Scheme B <small>(Employer Account No.: 56444325)</small>	REE1	Scheme Termination	Follow up letter
30/06/2024	GND1408612055423861	Scheme C <small>(Employer Account No.: 56444325)</small>	REE1	Scheme Termination	Follow up letter
27/06/2024	GND1908609055401814	Scheme A <small>(Employer Account No.: 56450034)</small>	REE1	Contribution	Follow up letter
26/06/2024	GND1908608055346698	Scheme B <small>(Employer Account No.: 56450034)</small>	REE1	Contribution	Follow up letter
24/06/2024	GND008606055325514	Scheme C <small>(Employer Account No.: 56450034)</small>	REE1	Change of Information	Follow up letter

Total 379 Results

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Download MPF Letters and Statements

4 Click **Download** on the top right-hand corner.

My Letter and Statement Download

Scheme: All Schemes) Payroll Group: All Payroll Groups) Issue Period: 09/07/2023 to 09/07/2024 Search

Function Type: All Function Types) Search by Letter / Statement Reference No.

Issue Date (DD/MM/YYYY)	Letter / Statement Reference No.	Scheme Name (Employer Account No.)	Payroll Group	Function Type	Document Name
07/07/2024	GND1908619055524671	Scheme A <small>(Employer Account No.: 56450619)</small>	REE1	Contribution	Notification
03/07/2024	GND1908615055463001	Scheme B <small>(Employer Account No.: 56450619)</small>	REE1	Scheme Termination	Follow up letter
03/07/2024	GND1908615055462995	Scheme C <small>(Employer Account No.: 56450619)</small>	REE1	Scheme Termination	Follow up letter
03/07/2024	GND1908615055462987	Scheme D <small>(Employer Account No.: 56450619)</small>	REE1	Scheme Termination	Follow up letter
30/06/2024	GND1408612055423887	Scheme A <small>(Employer Account No.: 56444323)</small>	REE1	Scheme Termination	Follow up letter
30/06/2024	GND1408612055423879	Scheme B <small>(Employer Account No.: 56444323)</small>	REE1	Scheme Termination	Follow up letter
30/06/2024	GND1408612055423861	Scheme C <small>(Employer Account No.: 56444323)</small>	REE1	Scheme Termination	Follow up letter
27/06/2024	GND1908609055401814	Scheme A <small>(Employer Account No.: 56450334)</small>	REE1	Contribution	Follow up letter
26/06/2024	GND1908608055346698	Scheme B <small>(Employer Account No.: 56450334)</small>	REE1	Contribution	Follow up letter
24/06/2024	GND008606055325514	Scheme C <small>(Employer Account No.: 56450334)</small>	REE1	Change of Information	Follow up letter

Total 379 Results 10/Page: 1 2 3 4 5 ... 38 Go to

5 A selection box will be displayed next to each letter or statement. Click to select it and then click **Download**.

My Letter and Statement

Scheme: All Scheme(s) | Payroll Group: All Payroll Group(s) | Issue Period: 09/07/2023 to 09/07/2024 Search

Function Type: All Function Types | Search by Letter / Statement Reference No. (e.g., 1234-567)

<input type="checkbox"/>	Issue Date (DD/MM/YYYY)	Letter / Statement Reference No.	Scheme Name (Employer Account No.)	Payroll Group	Function Type	Document Name
<input checked="" type="checkbox"/>	07/07/2024	GND1908619055524671	Scheme A <small>(Employer Account No.: 56444325)</small>	REE1	Contribution	Notification
<input type="checkbox"/>	03/07/2024	GND1908615055463001	Scheme B <small>(Employer Account No.: 56444325)</small>	REE1	Scheme Termination	Follow up letter
<input type="checkbox"/>	03/07/2024	GND1908615055462995	Scheme C <small>(Employer Account No.: 56444325)</small>	REE1	Scheme Termination	Follow up letter
<input type="checkbox"/>	03/07/2024	GND1908615055462987	Scheme D <small>(Employer Account No.: 56444325)</small>	REE1	Scheme Termination	Follow up letter
<input type="checkbox"/>	30/06/2024	GND1408612055423887	Scheme A <small>(Employer Account No.: 56450619)</small>	REE1	Scheme Termination	Follow up letter
<input type="checkbox"/>	30/06/2024	GND1408612055423879	Scheme B <small>(Employer Account No.: 56450619)</small>	REE1	Scheme Termination	Follow up letter
<input type="checkbox"/>	30/06/2024	GND1408612055423861	Scheme C <small>(Employer Account No.: 56450619)</small>	REE1	Scheme Termination	Follow up letter
<input type="checkbox"/>	27/06/2024	GND1908609055401814	Scheme A <small>(Employer Account No.: 56450234)</small>	REE1	Contribution	Follow up letter
<input type="checkbox"/>	26/06/2024	GND1908608055346698	Scheme B <small>(Employer Account No.: 56450234)</small>	REE1	Contribution	Follow up letter
<input type="checkbox"/>	24/06/2024	GND0008606055325514	Scheme C <small>(Employer Account No.: 56450234)</small>	REE1	Change of Information	Follow up letter

1 of 379 Record(s) Selected

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- End -