

# MPF Contributions for Employees



**Mobile App  
User Guide**



# Preface

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This user guide provides step-by-step instructions on how an employer can make contributions for employees enrolled in a Master Trust Scheme on the **eMPF Mobile App**. It specifies:

- (a) how to submit employees' contribution data;
- (b) how to make payments; and
- (c) how to check historical MPF contribution records.

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: 1.0

Date : 29 Aug, 2025

# Contents

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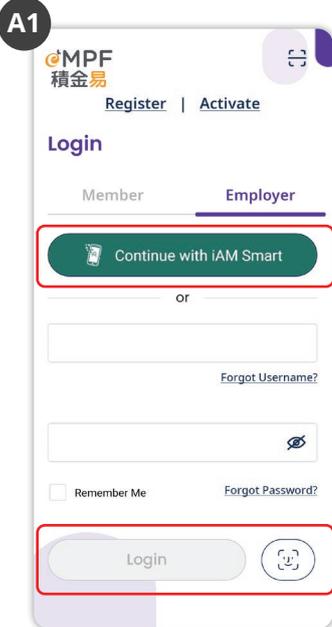
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# A. Prepare and Submit Employees' Contribution Data

You can process your employees' MPF contributions through the **eMPF Mobile App**, please follow the steps below to prepare and submit employees' contribution data.

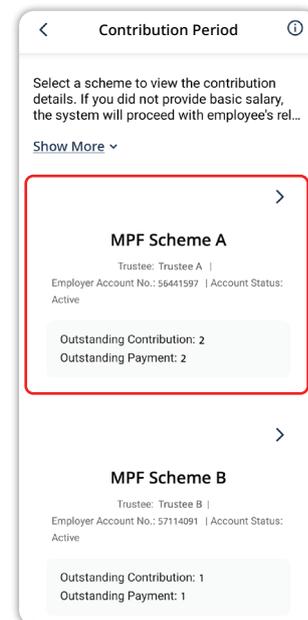
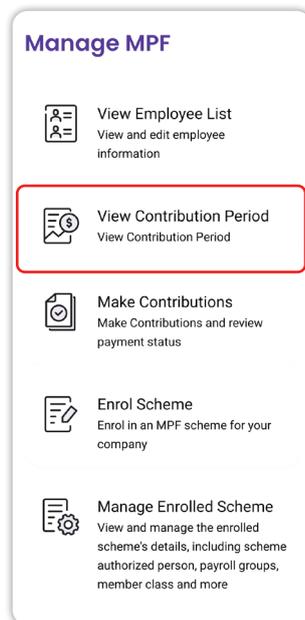
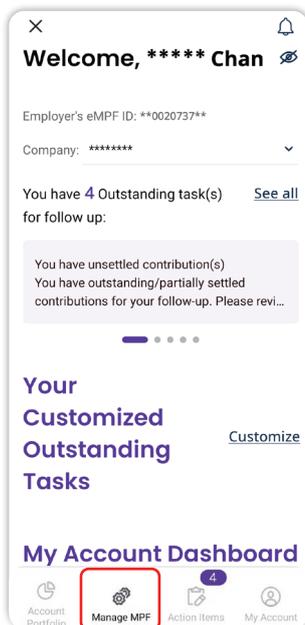
Please note that you can only arrange payment after you have submitted the employees' contribution data.

## i) Contribution Data Preparation and Submission

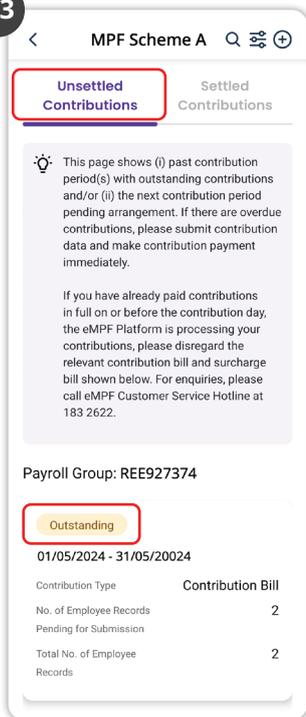


**A1** Log in to the **eMPF Mobile App**.

**A2** Tap **“Manage MPF”** on the menu bar and tap **“View Contribution Period”**. Then select a scheme.



A3



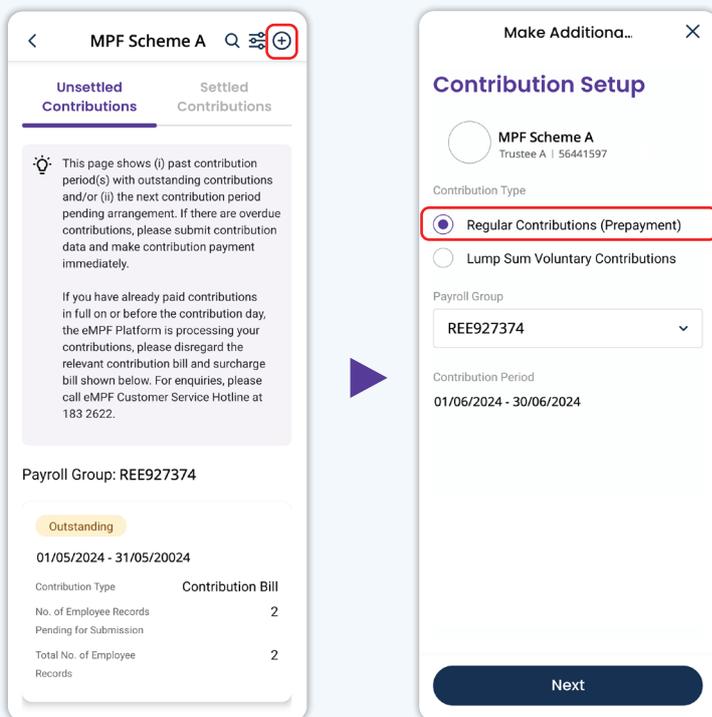
A3 You may see outstanding contribution bills under the tab "Unsettled Contributions".



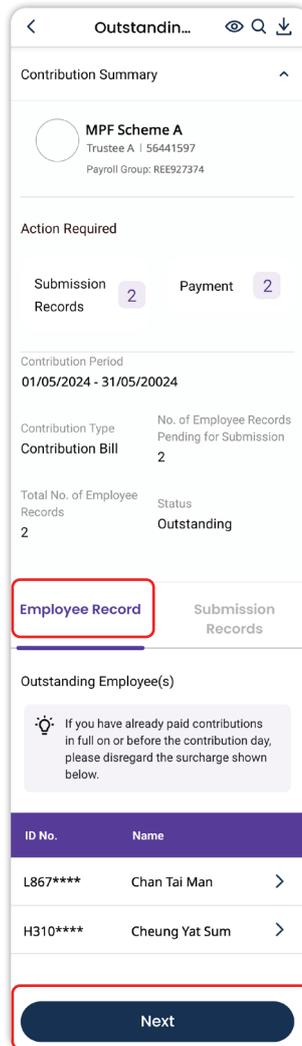
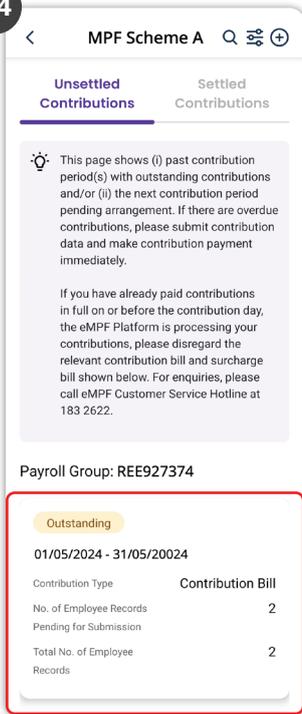
**Tips:** Under the **Unsettled Contributions** tab, incomplete contribution bills with different statuses depending on the progress of contributions will be displayed. If you have not processed the contribution data generated by the eMPF Platform before, the status will be "Outstanding".



**Remarks:** The eMPF Platform will regularly generate outstanding employee contribution data of your company on the predefined date set during scheme enrolment process. If you would like to submit contribution data prior to the bill being generated, you may click ⊕ and select "Regular Contributions (Prepayment)" to create a bill.



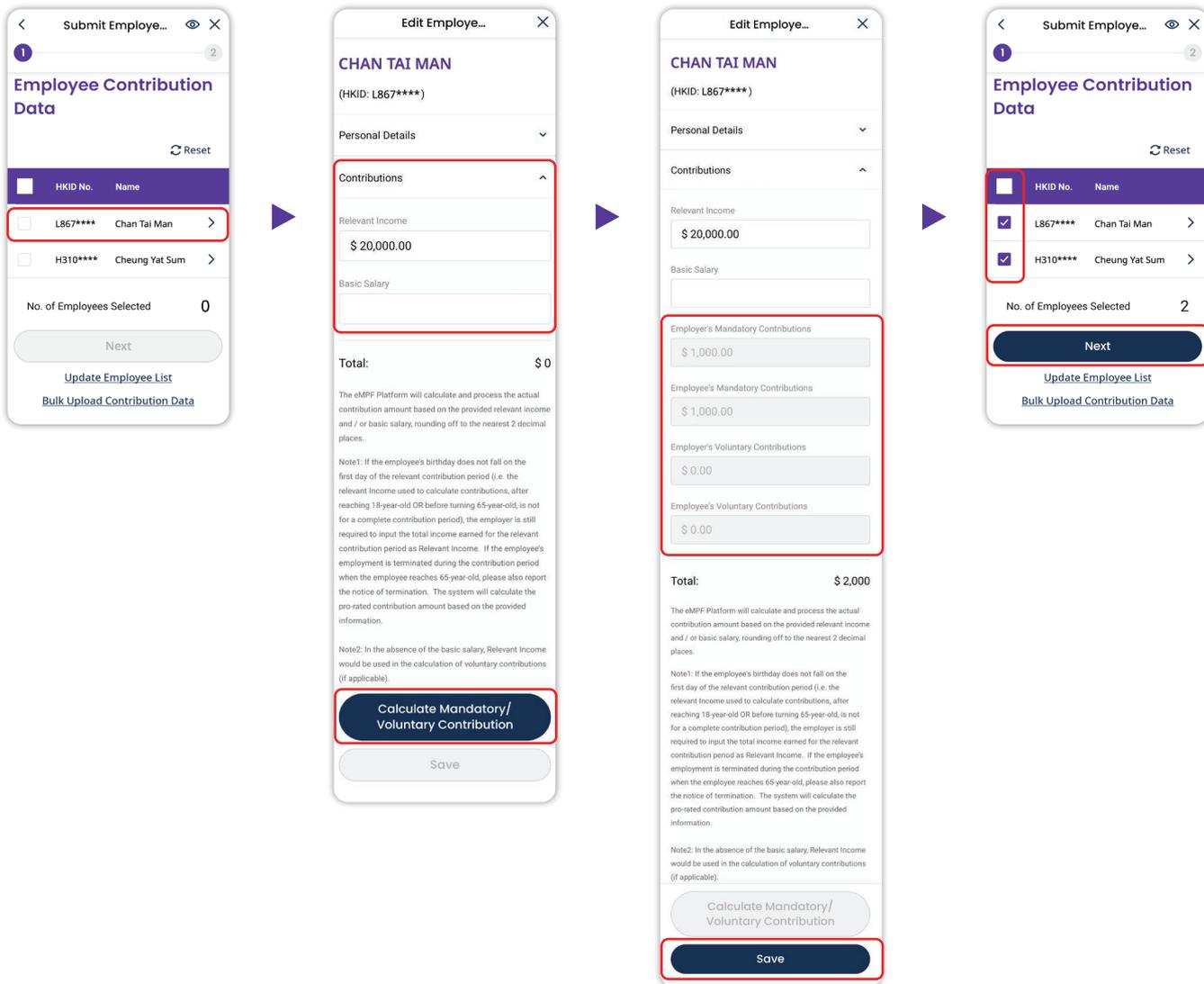
A4



**A4** Select the contribution period that you would like to proceed with and tap **Next** at the bottom of "Employee Record".

**A5** Last submitted contribution data would be populated for selections. You may tap on specific employee(s) to view and edit the contribution data, including the Relevant Income and Basic Salary. If update is required, tap **"Calculate Mandatory/Voluntary Contribution"**, the system will automatically calculate the mandatory and voluntary contribution amount for the employee according to your input. Tap **Save** when finished, and repeat the same steps for each employee to update their information.

Finally, you may then submit the contribution data for selected employee(s) or tap the checkbox on the list to select all employees to submit, then tap **Next**.





Edit Employee... ✕

**CHAN TAI MAN**  
(HKID: L867\*\*\*\*)

Personal Details ▾

Contributions ▴

**a** Relevant Income  
\$ 20,000.00

**b** Basic Salary

Employer's Mandatory Contributions  
\$ 1,000.00

Employee's Mandatory Contributions  
\$ 1,000.00

Employer's Voluntary Contributions  
\$ 0.00

Employee's Voluntary Contributions  
\$ 0.00

**Total:** \$ 2,000

The eMPF Platform will calculate and process the actual contribution amount based on the provided relevant income and / or basic salary, rounding off to the nearest 2 decimal places.

Note1: If the employee's birthday does not fall on the first day of the relevant contribution period (i.e. the relevant Income used to calculate contributions, after reaching 18-year-old OR before turning 65-year-old, is not for a complete contribution period), the employer is still required to input the total income earned for the relevant contribution period as Relevant Income. If the employee's employment is terminated during the contribution period when the employee reaches 65-year-old, please also report the notice of termination. The system will calculate the pro-rated contribution amount based on the provided information.

Note2: In the absence of the basic salary, Relevant Income would be used in the calculation of voluntary contributions (if applicable).

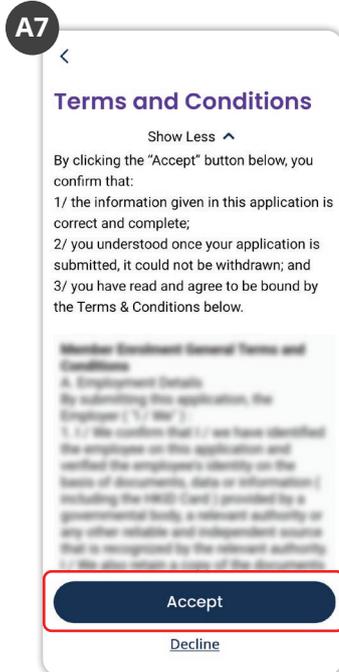
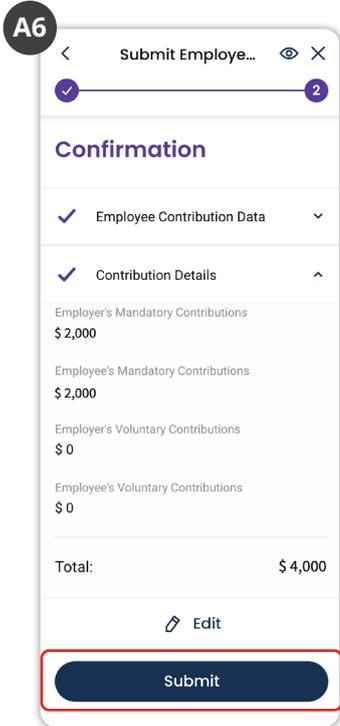
Calculate Mandatory/  
Voluntary Contribution

Save

## Tips:

### **a** Relevant Income & **b** Basic Salary

- The **Relevant Income** is used to calculate the Mandatory Contributions.
- The **Basic Salary** would be required for calculating the Voluntary Contributions of specific Voluntary Contributions Method.

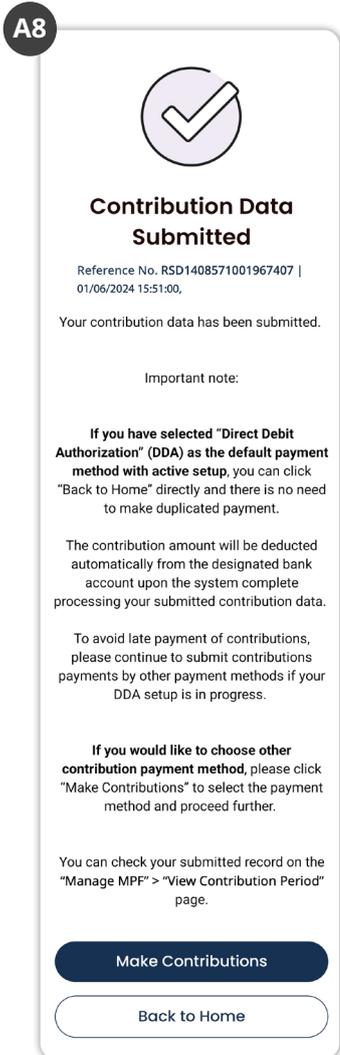


**A6** Review and confirm the contribution data, then tap **Submit**.



**Tips:** Please be reminded to review employee contribution data before submission.

**A7** Read the Terms and Conditions and tap **Accept**.



**A8** You have successfully submitted the contribution data.



Please be reminded to submit payment in Section B.

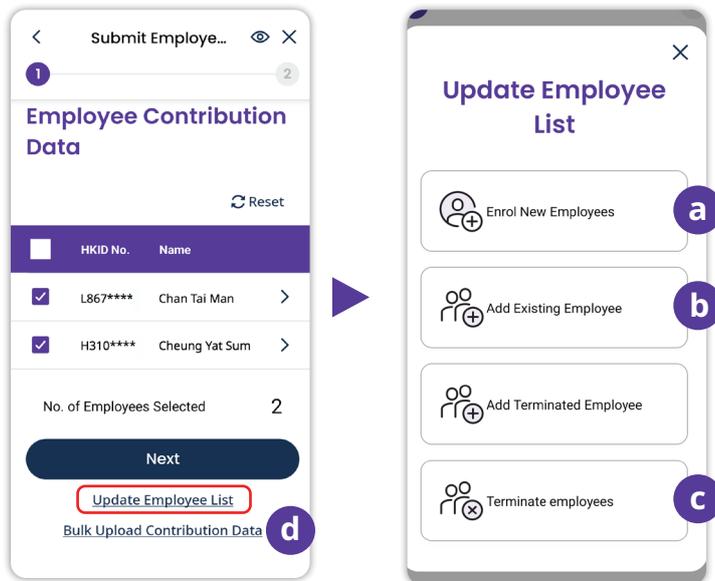


**Remarks:** If your company has set up an approval setting, the approver will receive a notification to review the contribution data in "Action Items". Once it is approved, the preparer will be notified in "Action Items".

## ii) Update Employee List and Bulk Upload

While preparing the contribution data, you can use the following functions to update the employee list, or use the bulk upload feature to update employee information in an Excel file all at once.

**A8** On the **Employee Contribution Data page (Step A5)**, click **“Update Employee List”** and select the required function, or click **“Bulk Upload Contribution Data”** to upload the Excel file. Below are instructions for the major functions.



### a) Enrol New Employees

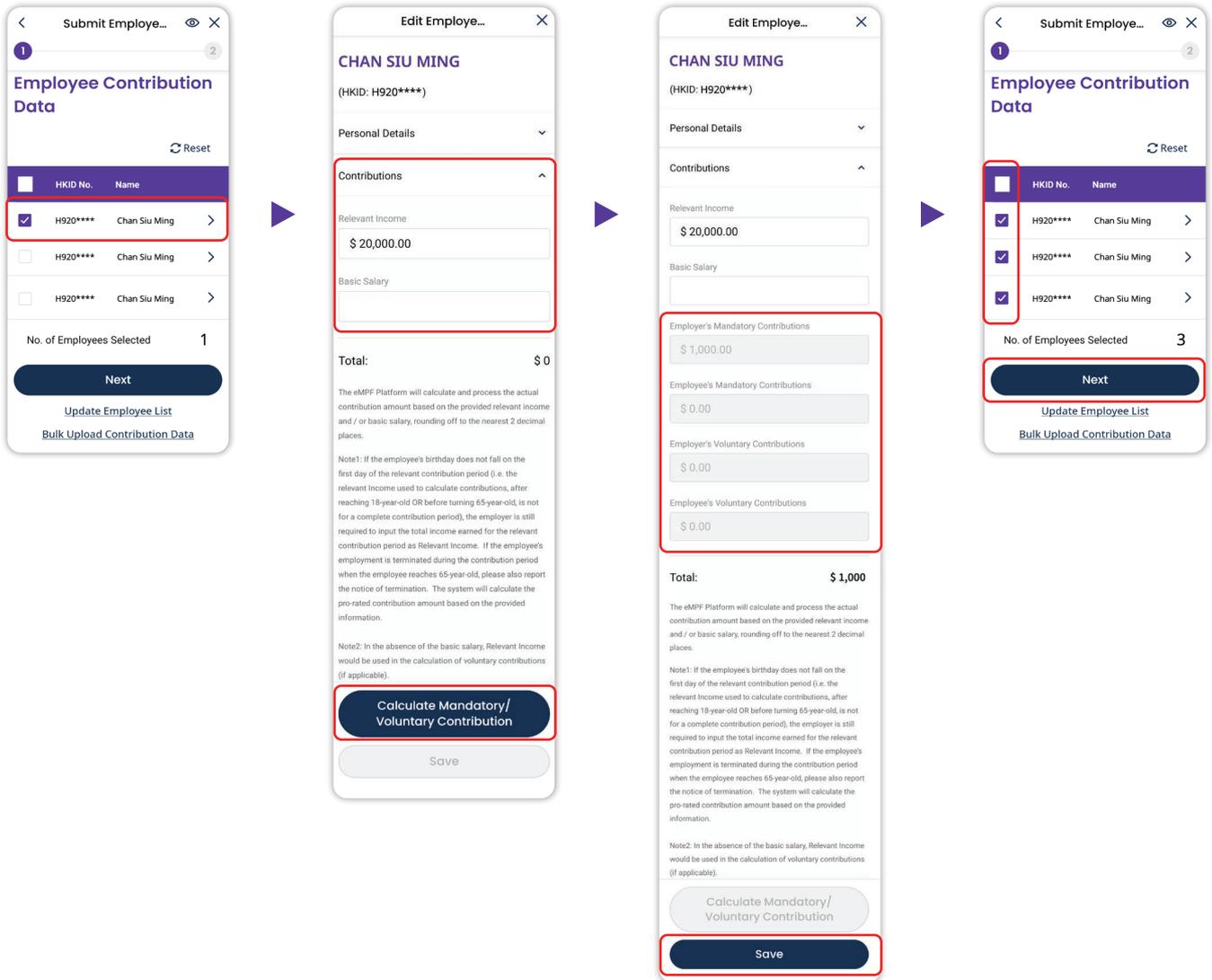
If you have hired a new employee who has been continuously employed for 60 days but has not completed enrolment yet, you can enrol them and prepare their first contribution together. This process serves the same purpose as standard employee enrolment, and the employee will receive an email notification or SMS to complete their enrolment.

**a1**

**a1** Fill in the required new employee information and tap **Add**.

a2 The employee(s) is added into the employee list. Tap into each newly added employee and expand the Contributions section, after entering the Relevant Income and Basic Salary, tap **"Calculate Mandatory/Voluntary Contribution"**, the respective Mandatory and Voluntary Contribution amount will be calculated according to your input. Tap **Save** when finished, and repeat the same steps for each contribution period for the employee.

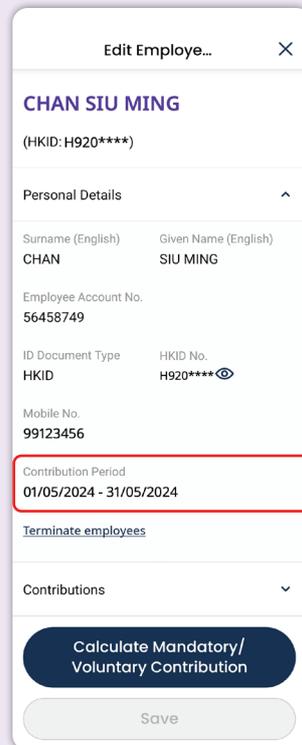
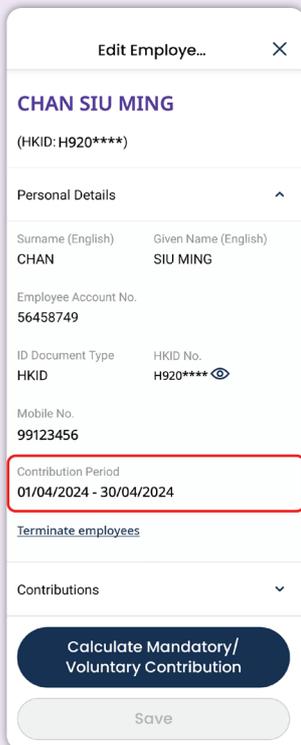
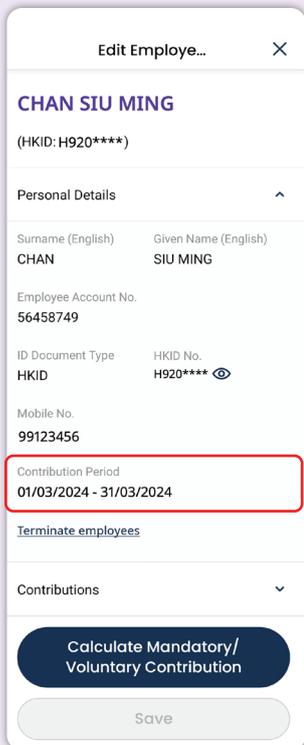
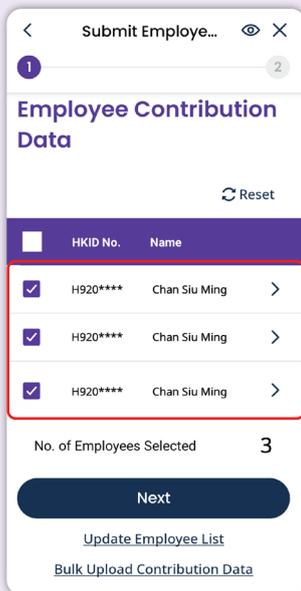
Finally, you may then submit the contribution data for selected employee(s) or tap the checkbox on the list to select all employees to submit, then tap **Next**.



**Remarks:** Please remind your employee(s) to complete the enrolment on the **eMPF Platform**. The contributions made by this function will only be allocated to the employee(s) MPF account after the employee has completed the enrolment.

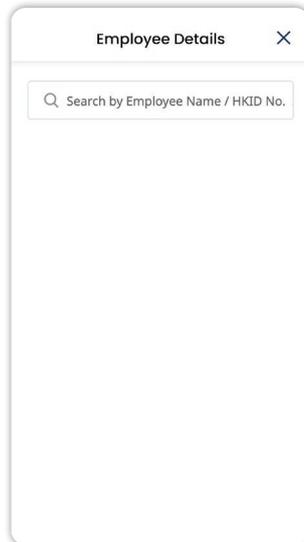
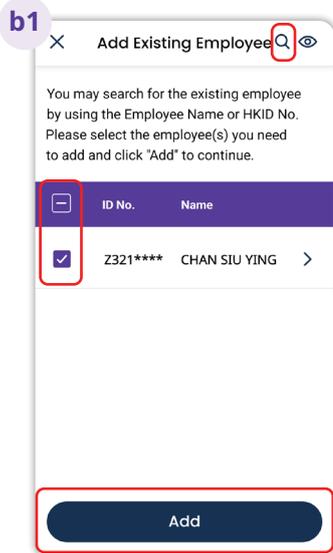
▼ Example and Figure (For reference only)

If an employee was employed on 4 March 2024, the deadline for enrolment was 2 May 2024, which is the 60th day from the first day of employment. The employer is required to pay the MPF contributions on or before 11 June 2024 (since 10 June 2024 is a public holiday) covering the contribution periods in March, April and May 2024.



## b) Add Existing Employee

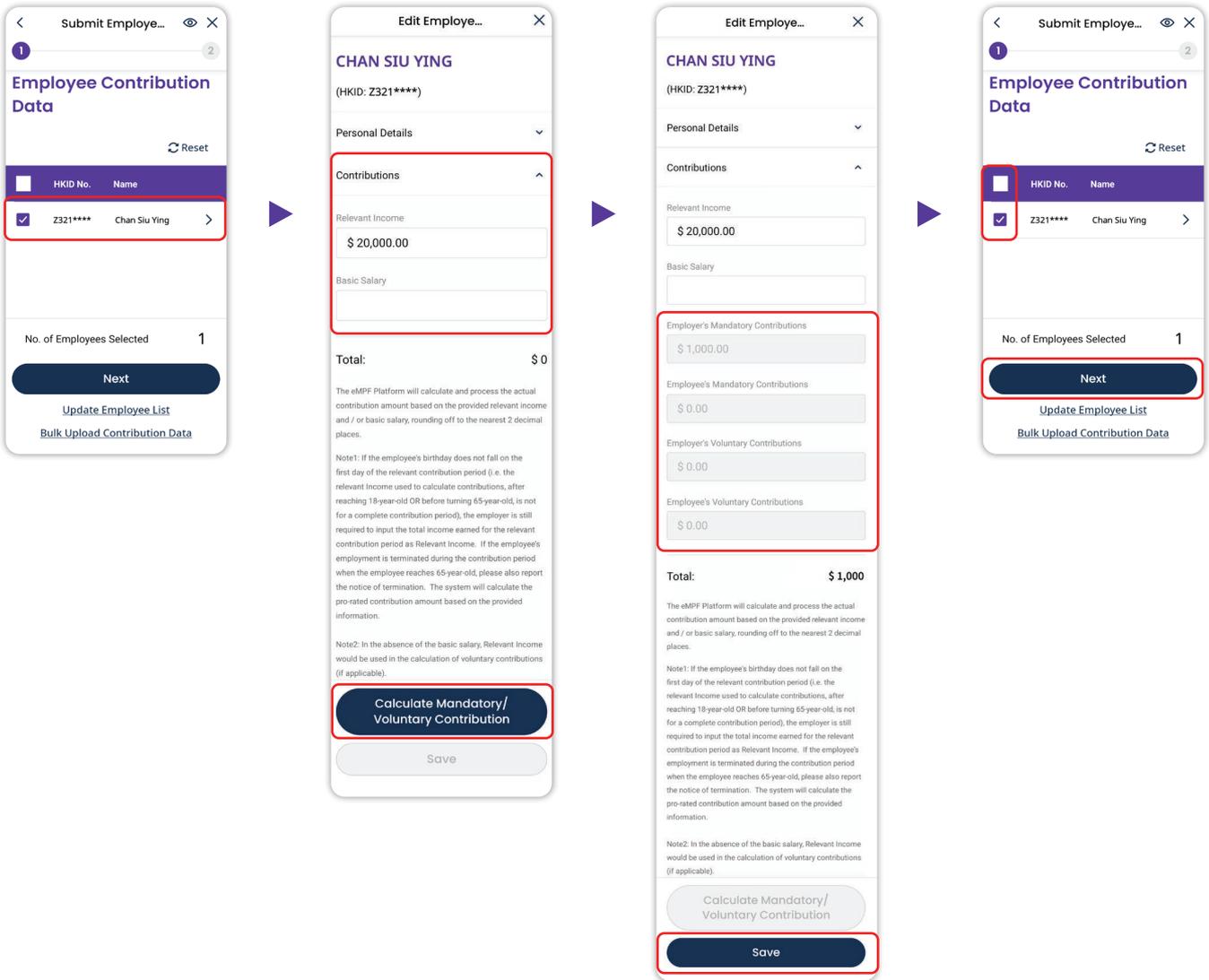
If you want to prepare contributions for new employees in advance (e.g. to submit contribution in June for new employees who joined in May), and if the new employees have enrolled in an MPF contribution account, please follow the steps below.



**b1** You may tap 🔍 to search by employee name or HKID No. Select the employee(s) and tap **Add**.

**b2** The employee(s) is added into the employee list. Tap into each newly added employee and expand the Contributions section, after entering the Relevant Income and Basic Salary, tap **"Calculate Mandatory/Voluntary Contribution"**, the respective Mandatory and Voluntary Contribution amount will be calculated according to your input. Tap **Save** when finished, and repeat the same steps for each employee to update their information

Finally, you may then submit the contribution data for selected employee(s) or tap the checkbox on the list to select all employees to submit, then tap **Next**.



## c) Terminate Employees

To report employee termination, please follow the steps below.

**c1**

Terminate employees

ID No.	Name
<input checked="" type="checkbox"/> L867****	CHAN TAI MAN
<input checked="" type="checkbox"/> H310****	CHEUNG YAT SUM

No. of Employees Selected 2

Next

Employee Details

Search by Employee Name / HKID No.

**c1** You may tap to search by employee name or HKID No. Select the employee(s) and tap **Next**.

**c2**

Terminate employees

✓ Employee 1

Surname (English) CHAN Given Name (English) TAI MAN

ID Document Type HKID ID No. L867\*\*\*\*

Last Date of Employment (DD/MM/YYYY) 24/05/2024

Termination reason Resignation

Entitled to Long Service Payment (LSP) / Severance Payment (SP)

Yes

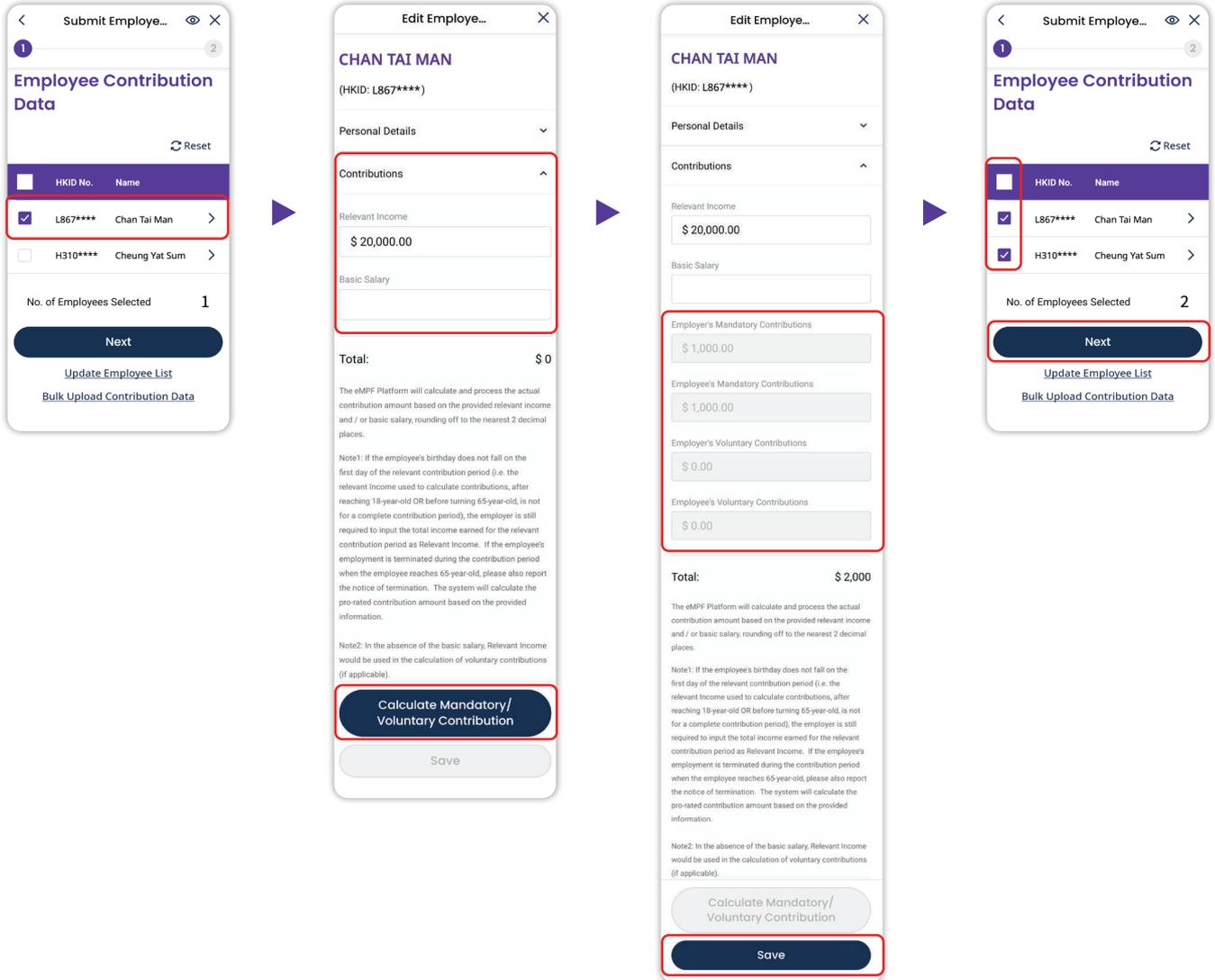
No

Confirm

**c2** Fill in the termination details and tap **Confirm**.

**c3** The last date of employment is added for your selected employee(s). Tap into each terminated employee and expand the Contributions section, after entering the Relevant Income and Basic Salary, tap **"Calculate Mandatory/Voluntary Contribution"** to calculate the last contribution. Tap **Save** when finished, and repeat the same steps for each employee.

Finally, you may then submit the contribution data for selected employee(s) or tap the checkbox on the list to select all employees to submit, then tap **Next**.

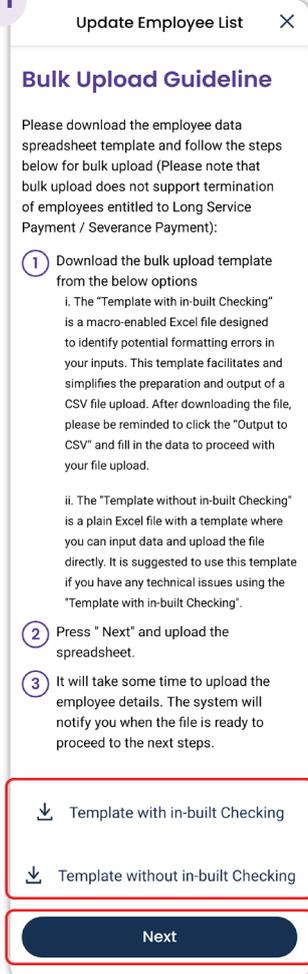


When you have finished updating the employee list, please follow **steps A5 - A8** to submit the contribution data.

## d) Bulk Upload Contribution Data

If you would like to use the Bulk Upload Contribution Data function to update the employee list and make contributions in batches, please follow the steps below.

d1

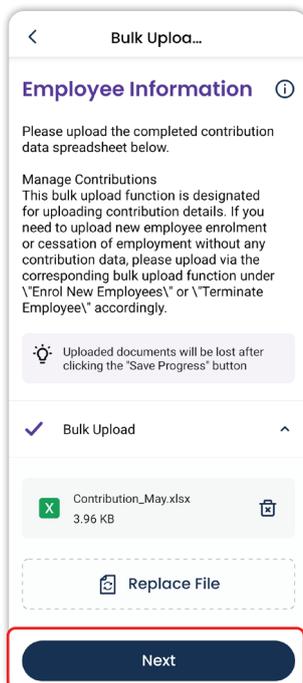
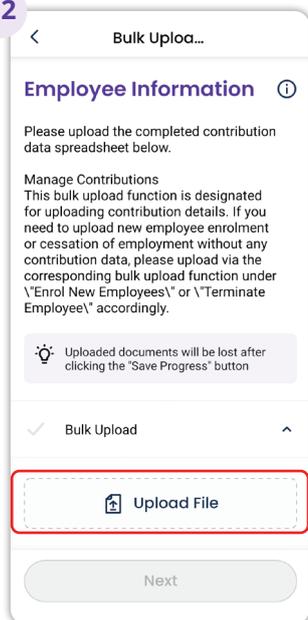


d1 Read the **Bulk Upload Guideline** and tap "**Template with in-built Checking**" or "**Template without in-built Checking**" to download a contribution data spreadsheet template. Then tap **Next**.

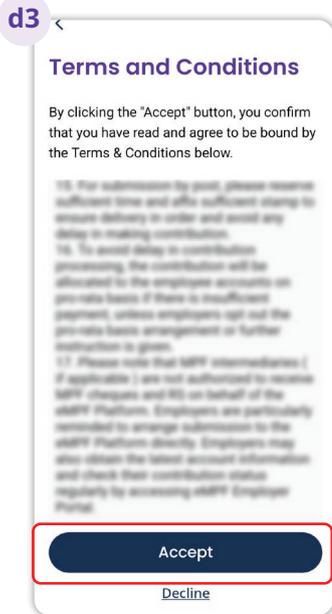


**Tips:** Please refer to the Note in the spreadsheet template for more details on how to complete the template.

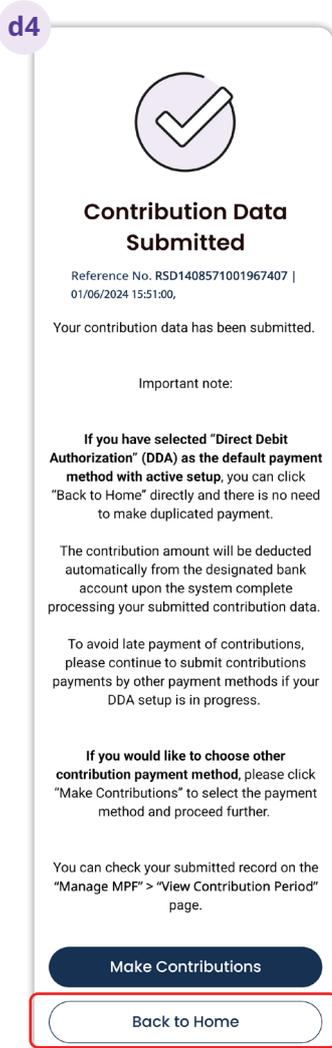
d2



d2 Tap "**Upload File**" to select the completed spreadsheet, then tap **Next** to upload the file.



d3 Read the Terms and Conditions and tap **Accept**.



d4 The system will take some time to process your file, you will receive a notification once your file has been uploaded successfully. Tap **Back to Home** to go to the Homepage.



**Tips:** Please be reminded to submit payment in Section B.



**Remarks:** If your Bulk Upload Contribution Data fails to be submitted, you will receive the error report of the Bulk Upload Contribution Data file in **"Action Items"**. Please revise the file according to the report and submit the contribution data again.

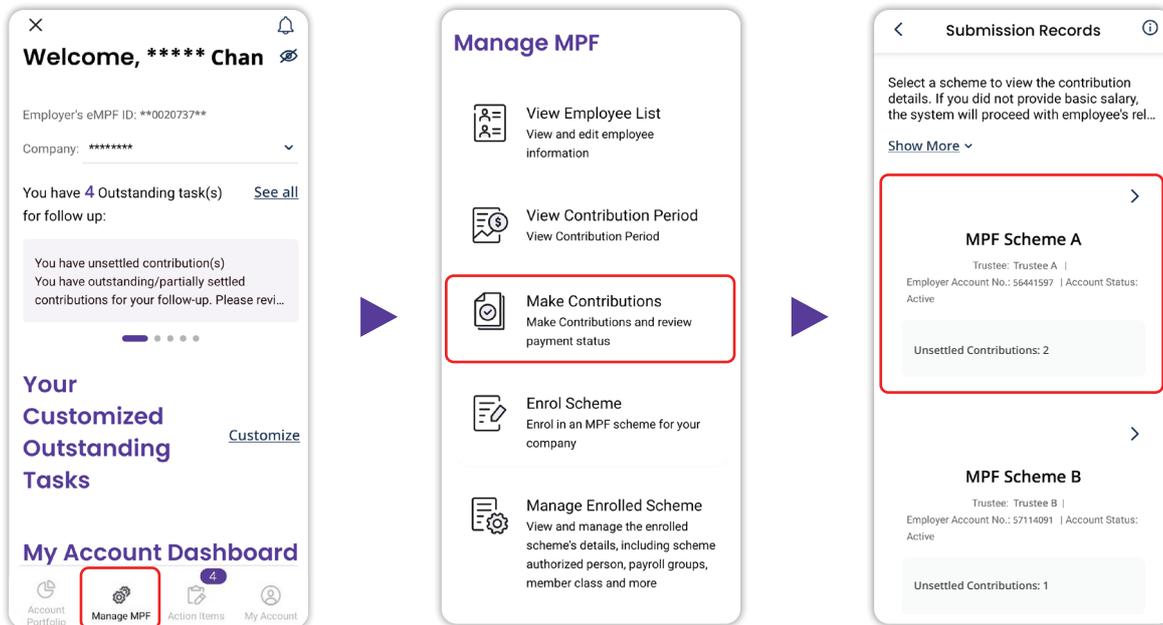
## B. Prepare and Submit Payments

After you have submitted the contribution data, please follow the steps below to prepare and submit the payments.



**Remarks:** Please note that if **“Direct Debit Authorization”** was selected for Direct Debit as the Default Payment Method when enrolling the company in an MPF scheme, the related contribution payment will be automatically deducted from the bank account. The following payment steps are not necessary.

**B1** Tap **“Manage MPF”** on the menu bar, and tap **“Make Contributions”**, then select a scheme.



B2



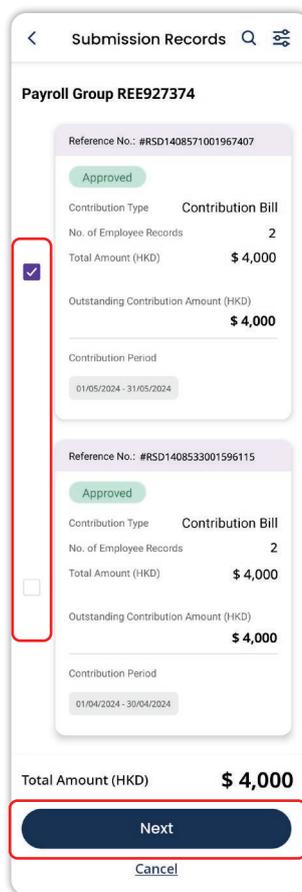
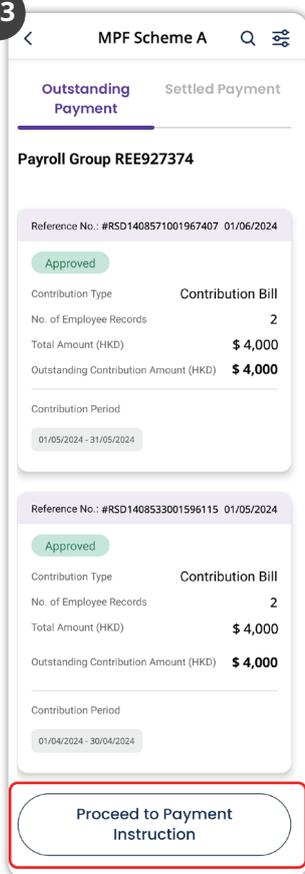
B2

The unpaid contributions, including outstanding and partially paid contributions from your submitted records, are listed by the payroll group and contribution period under the **“Outstanding Payment”** tab.



**Tips:** Please pay attention to the status of each submitted record to proceed with the required actions accordingly.

B3



B3

Tap **Proceed to Payment Instruction** under the payroll group and select one or multiple records, then tap **Next** to prepare the payment for submission.

B4

**MPF Scheme A**  
Trustee A | 56441597  
Submission Reference No.: RSD1408571001967407  
Submission Date and Time: 01/06/2024  
Payroll Group: REE927374

You are paying for 1 bill(s) in this payment

Submission Reference No.: RSD1408571001967407  
Period: 01/05/2024 - 31/05/2024

Total Contribution Amount of Selected Bills (HKD) \$ 4,000

Select Submission Method

Payment Method: Cheque

Bank Name: ABC Bank

Payment Amount (HKD): \$ 4,000.00

Cheque No.: 123456

Submit

Scroll



B4

The total outstanding payment amount is auto-calculated. Please select a payment method and provide the required information. Then tap **Submit**.



**MPF Scheme A**  
Trustee A | 56441597  
Submission Reference No.: RSD1408571001967407  
Submission Date and Time: 01/06/2024  
Payroll Group: REE927374

You are paying for 1 bill(s) in this payment

Submission Reference No.: RSD1408571001967407  
Period: 01/05/2024 - 31/05/2024

Total Contribution Amount of Selected Bills (HKD) \$ 4,000

Select Submission Method

Payment Method: Offset from Employer Reserve Account

Offset Amount from Employer Reserve Account

Available Reserve Account Balance \$ 2,000  
Total Reserve Account Balance \$ 2,000

Payment Amount from Reserve Account: \$ 2,000

Add Payment Method

Submit

**Remarks:** All available payment methods to the scheme would be displayed at the drop down list for selection. You can also select **“Offset from Employer Reserve Account/Offset from Employer Forfeiture Account”**, or click **+ Add Payment Method** to add this option as Payment Method 2 after selecting other payment method. Then, enter the payment amount you wish to offset from the Employer Reserve Account and Employer Forfeiture Account. Please make sure you have sufficient balance to pay the contribution.

## ▼ Example

### Cheque

On the back of the cheque, please write down the **a Employer Account Number** alongside with one of the following information as shown in the example:

**b Submission Reference No.** (i.e., RSD+16 digits)

**c MPF Contribution Bill No.** (i.e., BLD+16 digits) (only applicable for employers who selected “Pre-printed Remittance Statement” is required to be generated during scheme enrolment)

You can download the Pre-printed Remittance Statement after selecting “**My Letter and Statement**” in “**My Account**” on the menu bar. Then, submit the cheque through one of the following methods:

- Send cheque to the **eMPF Platform** office by post (PO Box 98929 Tsim Sha Tsui Post Office)
- Submit to the drop-in box at any of the 3 **eMPF** service centres

The payment methods for each trustee differ. Please visit the eMPF website, click “**Useful Tool for MPF Management**” at the bottom of the page, select “**Payment Methods**” and then “**Employer**” tab, to read through the payment instructions.

<
Make Payment

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**MPF Scheme A** a

Trustee A: 56441597

Submission Reference No.: RSD1408571001967407

Submission Date and Time: 01/06/2024

Payroll Group: REE927374

---

You are paying for 1 bill(s) in this payment

**Submission Reference No.:** b

RSD1408571001967407

Period: 01/05/2024 - 31/05/2024

---

Total Contribution Amount of Selected Bills (HKD) \$ 4,000

---

Select Submission Method ^

---

Payment Method

Cheque v

---

**Cheque**

Important Note: Please complete the payment process and upload supporting document before you press the "Submit" button (if applicable). For details of the payment methods, including the trustees' payment details, please refer to [empf.org.hk/paymentmethods/en](http://empf.org.hk/paymentmethods/en).

---

**Note:**

Please ensure sufficient funds in the bank account for cheque clearance.

---

Select Submission Method

Post

Bank-in

---

Payment Amount (HKD)

\$ 4,000.00

---

Bank Name

ABC Bank v

---

Cheque No.

123456

---

+ Add Payment Method

**積金易**

**Remittance Statement**

付款結算書

---

CHAN TAI MAN  
ROOM 3 2/F BLOCK 1  
ABC BUILDING 123 K ROAD  
KWUN TONG

For internal use only  
只供內部使用

RSS

---

**Issuance Date** 發出日期: 01/06/2024  
(DD / MM / YYYY日 / 月 / 年)

Scheme Name 計劃名稱	MPF Scheme A 強積金計劃 A <span style="float: right;">( the "Scheme" 「計劃」 )</span>		
Employer Name 僱主名稱	ABC Company Limited 甲乙丙有限公司 <span style="float: right;">( the "Employer" 「僱主」 )</span>		
Employer Account No. 僱主帳戶號碼	56441597	Payroll Group ID 工資組別編號	REE927374
eMPF ID 積金易號碼	20000086579	Bill No. 帳單編號	BLD0308766002758710
Document Reference No. 文件參考編號	GND0308766056302662	Transaction Reference No. 交易參考編號	N/A 不適用
Contribution Period 供款期	From 由 01/05/2024	To 至 31/05/2024	DD / MM / YYYY日 / 月 / 年

Internal use only  
內部專用

Go Green for efficiency, you may report contribution data via Online Remittance Statement through eMPF Employer Portal  
為提高效率, 您可透過積金易僱主平台的網上付款結算書提交供款資料。

eMPF Web Portal  
積金易網上平台

B5



## Payment Instruction Submitted

Reference No.: PSD0308958013841698 |  
Submission Date & Time: 02/06/2024, 15:49

Your contribution payment request has been submitted. You may check the payment record on the "Manage MPF" > "Make Contributions" page once the payment is settled.



### MPF Scheme A

Trustee A | 56441597  
Payroll Group: REE927374

You are paying for 1 bill(s) in this payment



Submission Reference No.:

RSD1408571001967407

Period: 01/05/2024 - 31/05/2024

Total Contribution Amount of  
Selected Bills (HKD)

\$ 4,000

[Back to Home](#)

B5

You have successfully submitted the payment. Please be reminded to check the contribution and payment status to ensure that the record(s) is fully paid and settled.

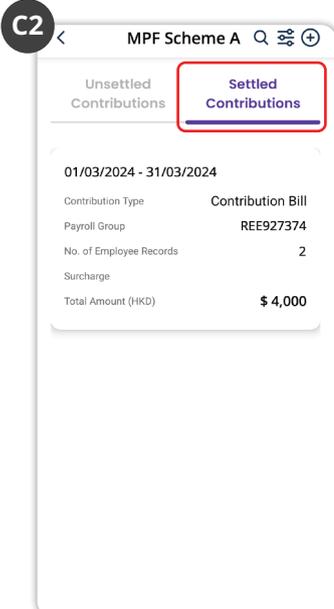
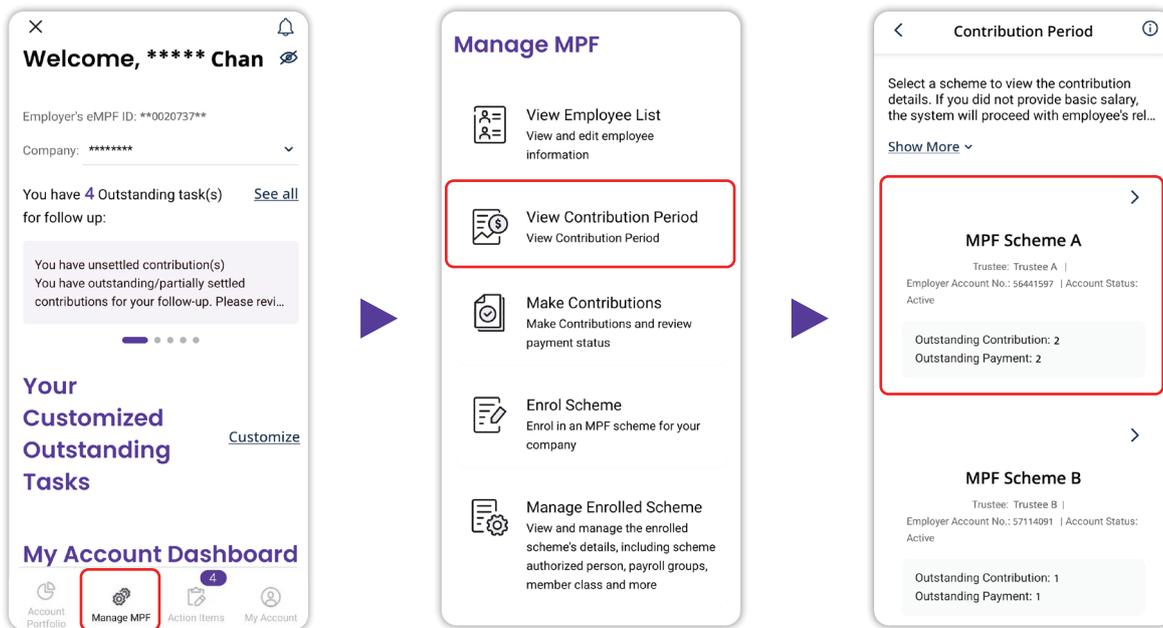


**Tips:** You can check the statuses under different tabs in Step A3 and Step B2.

## C. Check Historical MPF Contribution Records

If you would like to check the settled historical MPF contribution records, please follow the steps below.

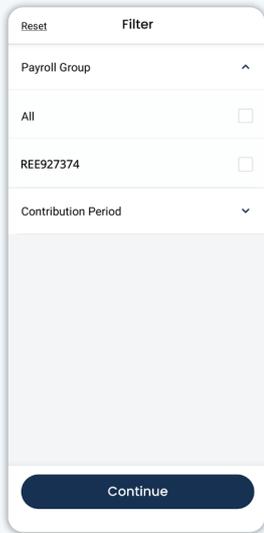
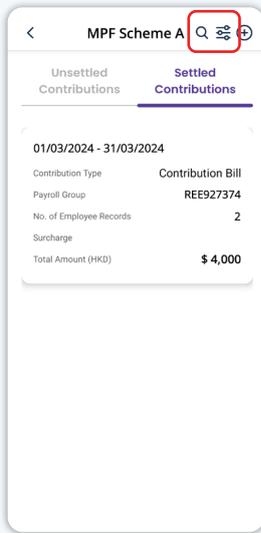
- C1** Tap **“Manage MPF”** on the menu bar and tap **“View Contribution Period”**. Then select a scheme.



- C2** Select **“Settled Contributions”** tab.



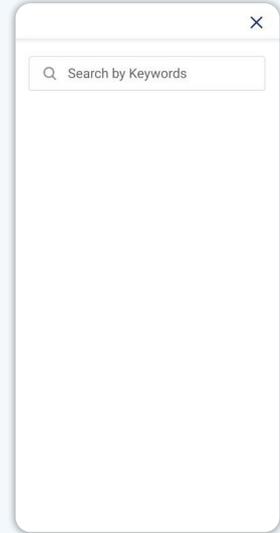
**Remarks:** You can search for contribution records by tapping  to filter by **"Payroll Group"**, **"Contribution Period"** or tapping  to enter the employee name or HKID No.



(Filter by Payroll Group)

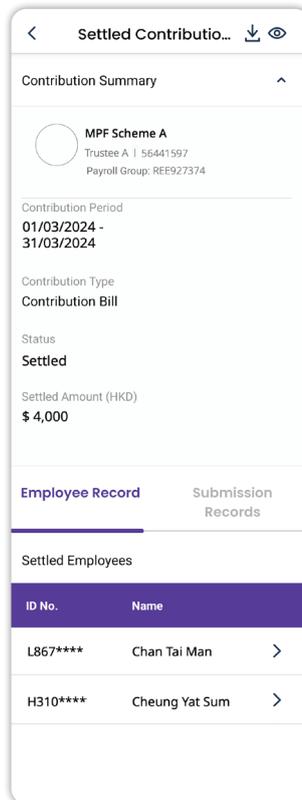
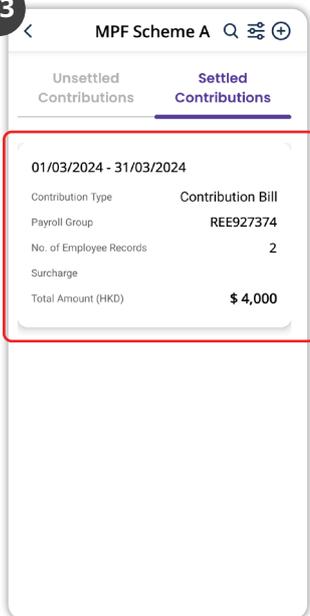


(Filter by Contribution Period)



(Enter employee name or HKID No.)

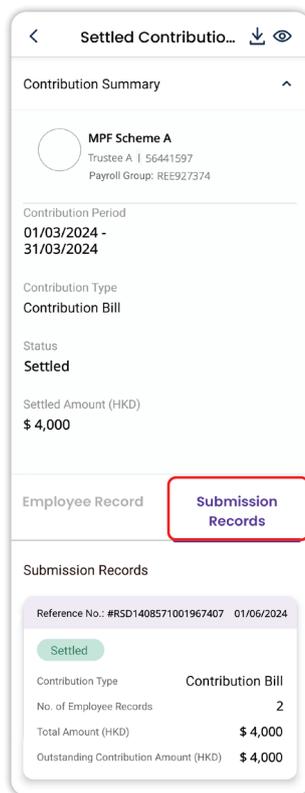
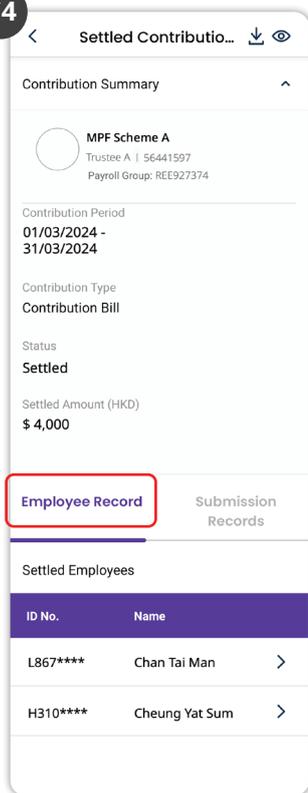
C3



C3

Select a record in a specific contribution period.

C4



C4

The contribution details are summarized in the contribution summary. You may also view the details by “Employee Record” and “Submission Records”.



### Tips:

**Employee Record** displays the contribution records of individual employee of your selected contribution period.

**Submission Records** provides a summary of each submission made, including the total number of employees and the contribution amount, for the selected contribution period.

- End -