

Self-Employed Person Account Enrolment



**Mobile App
User Guide**

Preface

This user guide provides step-by-step instructions on how to open an Self-employed Person account in an MPF scheme on the **eMPF™ Mobile App**. All screenshots are for illustration purposes only. The actual design of the app interface may be different.

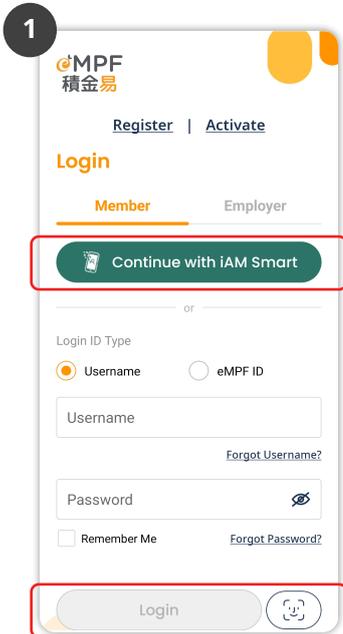
For any enquiries regarding the **eMPF Platform**, please contact us through the following channels:

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

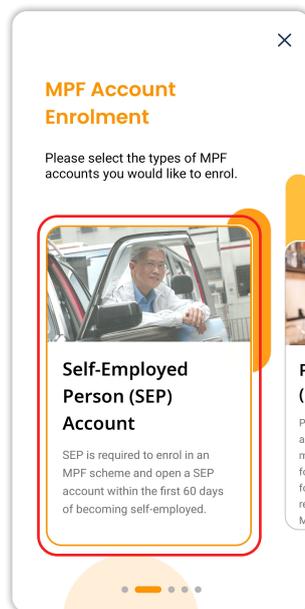
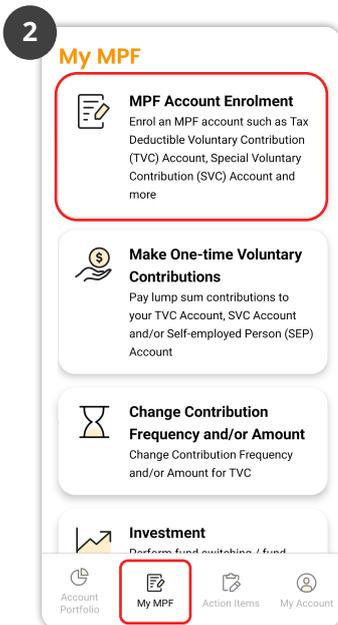
Version: 1.3

Date : 13 Mar, 2026

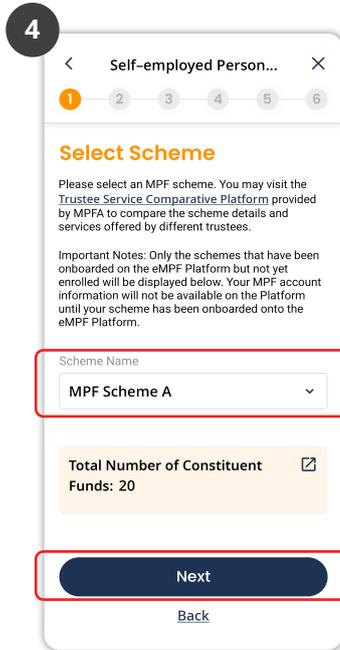
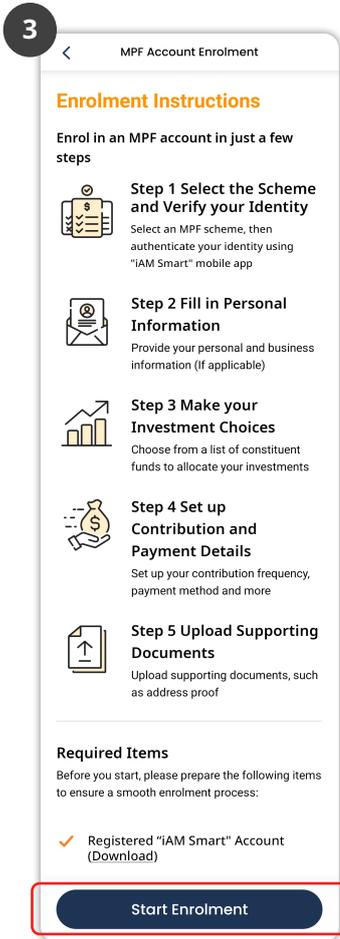
Self-employed Person (SEP) is required to enrol in an MPF scheme and open an SEP account within the first 60 days of commencing self-employment. Please follow the steps below to open an SEP account via the **eMPF™** Mobile App.



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

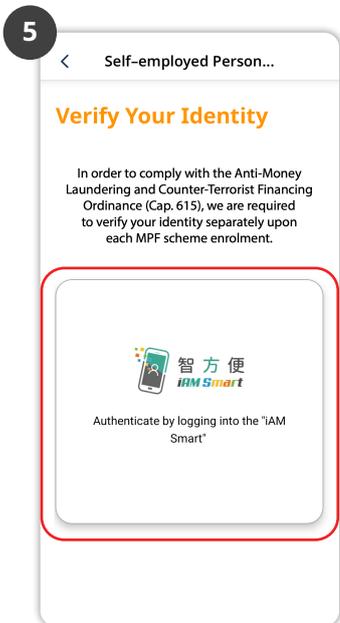


2 Tap **"My MPF"** on the menu bar and tap **"MPF Account Enrolment"**. Then select **"Self-Employed Person (SEP) Account"**.



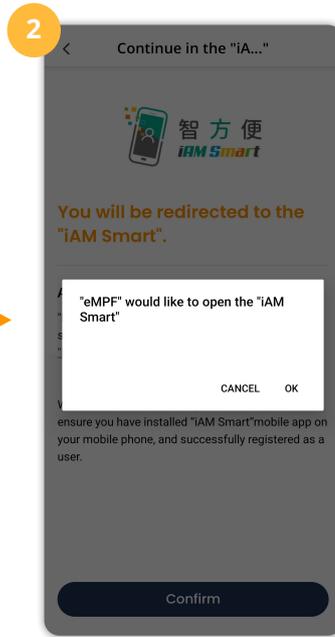
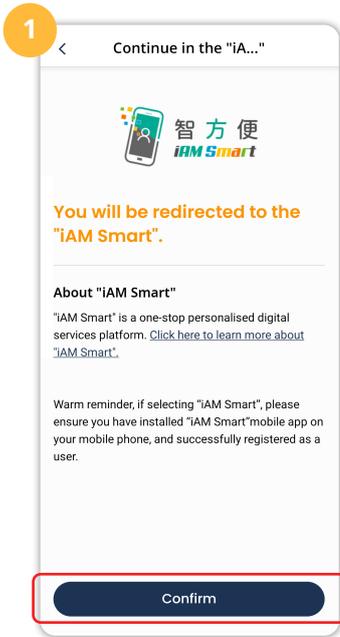
3 Read the instructions and tap **Start Enrolment**.

4 Select a **Scheme** to enrol and tap **Next**.



5 Please verify with **"iAM Smart"**.

Verify with "iAM Smart"



- 1 Download the "iAM Smart" mobile app to your smartphone and register as an "iAM Smart" user.
- 2 Follow the instructions and perform the subsequent steps as indicated on your "iAM Smart" mobile app.

▶ Continue the Enrolment Process via eMPF™ mobile app

6

Self-employed Person...

Personal Information

MPF Scheme A
Trustee: Trustee A

Business Information

Company Details

Company Name (English)
ABC Company

Company Name (Chinese)
公司

Organization Type
Sole proprietorship

Registration Type
Business registration

Registration No. (Business Registration 11 characters | Education Bureau)
87654321000

Branch No. (3 characters)
000

- 6 Fill in your business information (if applicable).

7

Self-employed Person... [Close]

1 2 3 4 5 6

Personal Information

✓ Personal Details

Title: Mr

Surname (English): Chan

Given Name (English): Tai Man

Surname (Chinese): 陳

Given Name (Chinese): 大文

ID Document Type: HKID

HKID No. For HKID No. A123456(B), please input A123456B

Date of Birth (DD/MM/YYYY): 01/01/1980

Gender: Male

Place of Birth: Hong Kong, China

Nationality: Chinese

Job Title: Others

✓ Contact Information

✓ Address

✓ Way of Communication

✓ Common Reporting Standard Form

Next

Scroll

7 After you complete the authentication process via "iAM Smart", some of your personal information will be pre-filled automatically. Please review if the pre-filled information is correct and fill in the remaining information including Contact Information, Address and more. Then, tap **Next**.



Self-employed Person... [Close]

1 2 3 4 5 6

Contact Information

Email Address: chantaiman@abc.com [Verify]

Mobile No. (SMS will be sent to Hong Kong (Mobile No. only)): +852 99123456 [Verify]

Secondary Telephone No. (Optional): []

✓ Address

✓ Way of Communication

✓ Common Reporting Standard Form

Next

Self-employed Person... [Close]

1 2 3 4 5 6

Personal Information

Enter Verification Code

Enter the verification code we have sent by email to chant*****@abc.com.

Did not get a verification code? Resend in 56 seconds

✓ Address

✓ Way of Communication

Tips: Please remember to verify your **email address** and/or **mobile phone number** by tapping the "Verify" button next to these 2 fields. You will receive a one-time passcode through **email** and/or **SMS** respectively, simply enter the verification code to finish the verification.

8

Self-employed Person...

1 2 3 4 5 6

Investment Choice

You should identify the **risk class** different funds and gauge your own risk tolerance level before making investment choices.

Please indicate which of the following constituent fund(s) you would like to invest in. The mandatory contributions and voluntary contributions (if any), will be invested according to the investment choice you provide in the table below. The investment allocation percentages should be in whole numbers (e.g. 50% not 50.5%) and the total should be 100%.
About DIS details, please refer to [MPFA Website](#).

Mandatory Contribution Allocation	Voluntary Contribution Allocation
Default Investment Strategy 0%	
Fund A 30% Risk Class 1	
Fund B 30% Risk Class 1	
Fund C 40% Risk Class 1	
Total:	100%

[Reset Allocation](#)

Next

9

Self-employed Person...

1 2 3 4 5 6

Contributions & Payment

Contribution Details

Yearly (i.e. Contribution period must be same as Scheme Financial Year)
Monthly (i.e. Contribution period is from the first day to the last day of each calendar month and contribution day will be set as the last day of each calendar month)
Scheme Financial Year will be based on the Year of Date of Joining Scheme

Contribution Frequency

Lump Sum

Annually

Monthly

Date (1st day of the month, MM/YYYY format for the below field)

06 / 2024

Contribution Period

01 / 01 - 31 / 12

Self-employment Commencement Date (DD/MM/YYYY)

13 / 06 / 2024

Relevant Income Option

Maximum Level of Relevant Inco

Voluntary Contribution Setup

Voluntary Contribution Start Date (DD/MM/YYYY)

13 / 06 / 2024

Voluntary Contribution Mode

Annually

Monthly

Regular Voluntary Contributions

Fixed Percentage (%)

Fixed Amount (HKD)

Fixed Amount (HKD)

\$ 2,000.00

Payment Method

Next

8 Indicate your investment choice and tap **Next**.

9 Fill in Contribution Details and Payment Method and tap **Next**.



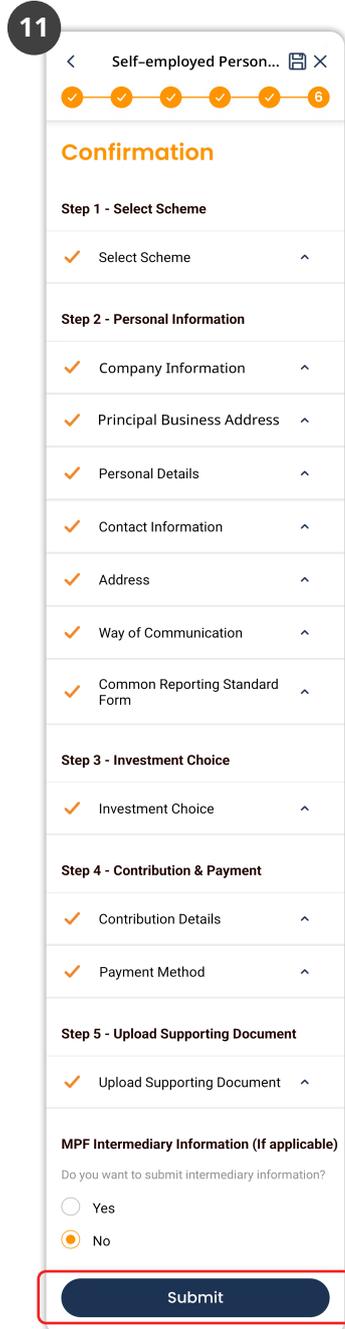
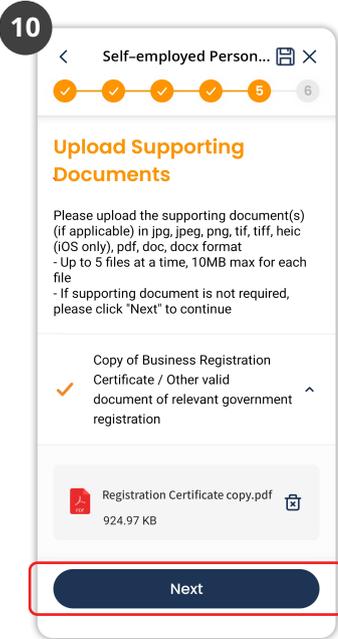
Remarks: If you set up Direct Debit Authorization as your Default Payment Method, the eMPF Platform will automatically process payments before the contribution day on a regular basis.

(i) Annually

The contribution period is the financial year of your selected scheme, and the contribution day is the last day of the financial year of the scheme.

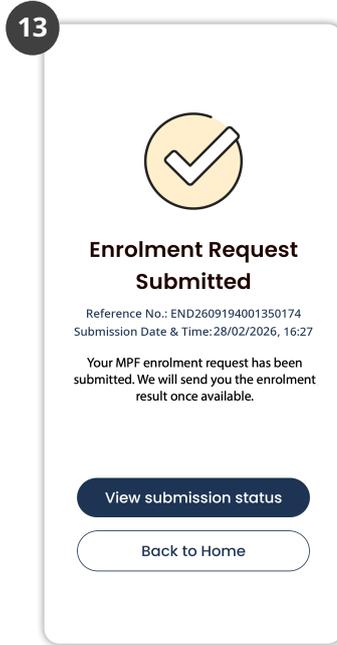
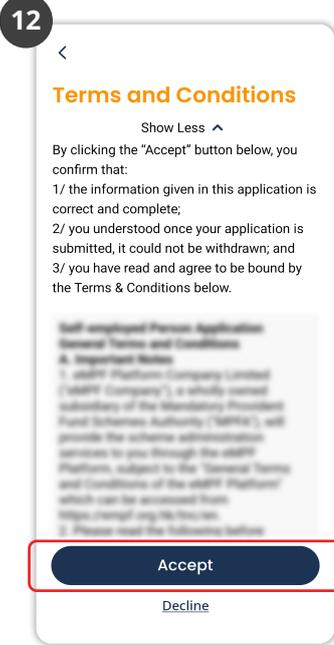
(ii) Monthly

The contribution period is from the first day to the last day of each calendar month, and contribution day is the last day of each calendar month.



10 Upload the supporting document(s) shown on the page and tap **Next**.

11 Review the information and tap **Submit**.



12 Read the Terms & Conditions and tap **Accept**.

13 Your enrolment request has been submitted. We will send you the enrolment result once it is available via email or SMS.

- End -