

Self-Employed Person Account Enrolment



**Mobile App
User Guide**

Preface

This user guide provides step-by-step instructions on how to open a 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.

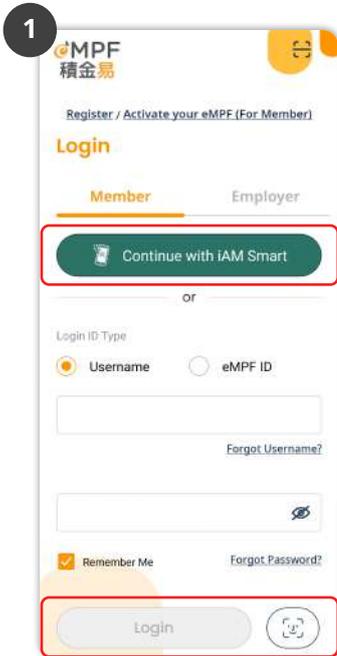
For any enquiries regarding the **eMPF Platform**, please contact us through the following channels:

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 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

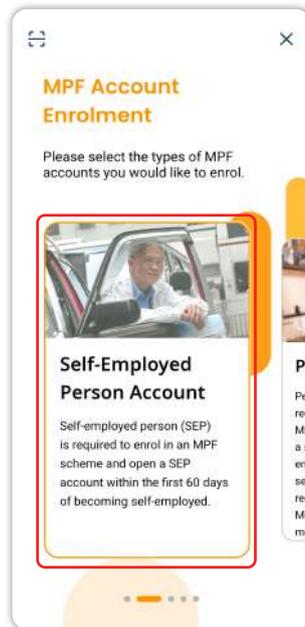
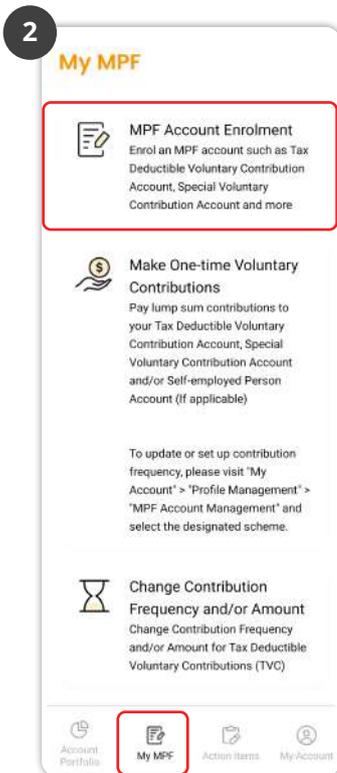
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Date : 4 Jul, 2025

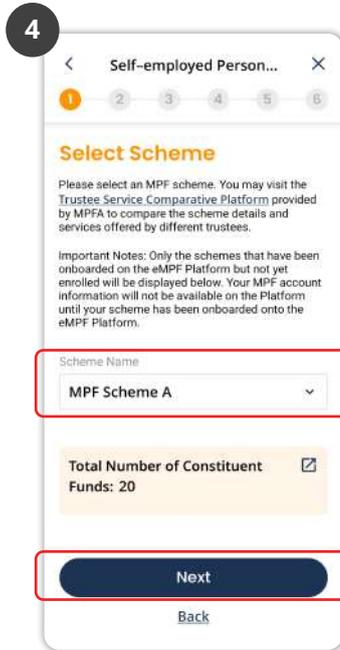
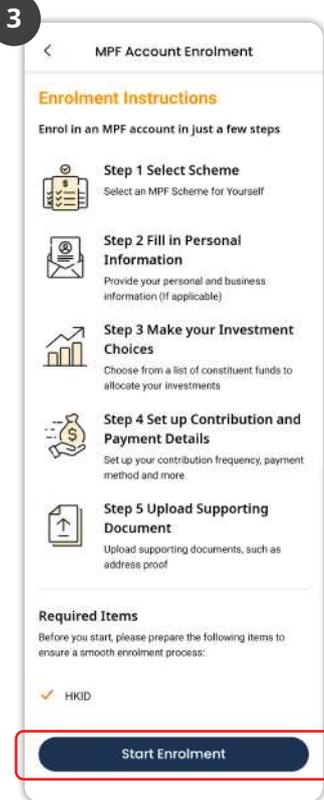
Self-employed Person(SEP) is required to enrol in an MPF scheme and open an SEP account within the first 60 days of commencing self-employment. Please follow the steps below to open an SEP account via the **eMPF** Mobile App.



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

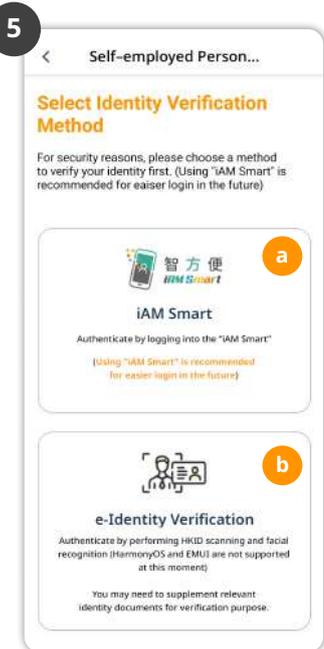


2 Tap **"My MPF"** on the menu bar and tap **"MPF Account Enrolment"**. Then select **"Self-Employed Person Account"**.



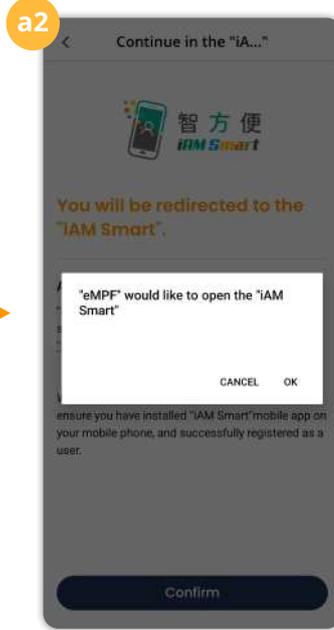
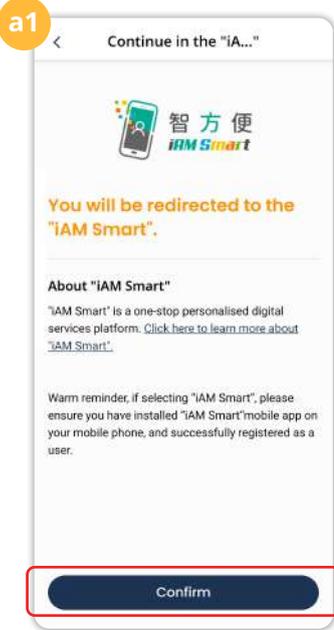
3 Read the instructions and tap **Start Enrolment**.

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



5 According to the chosen scheme, you might be required to verify your identity, please select an identity verification method: **(a) "iAM Smart"** or **(b) "e-Identity Verification"**.

a) Verify with "iAM Smart"



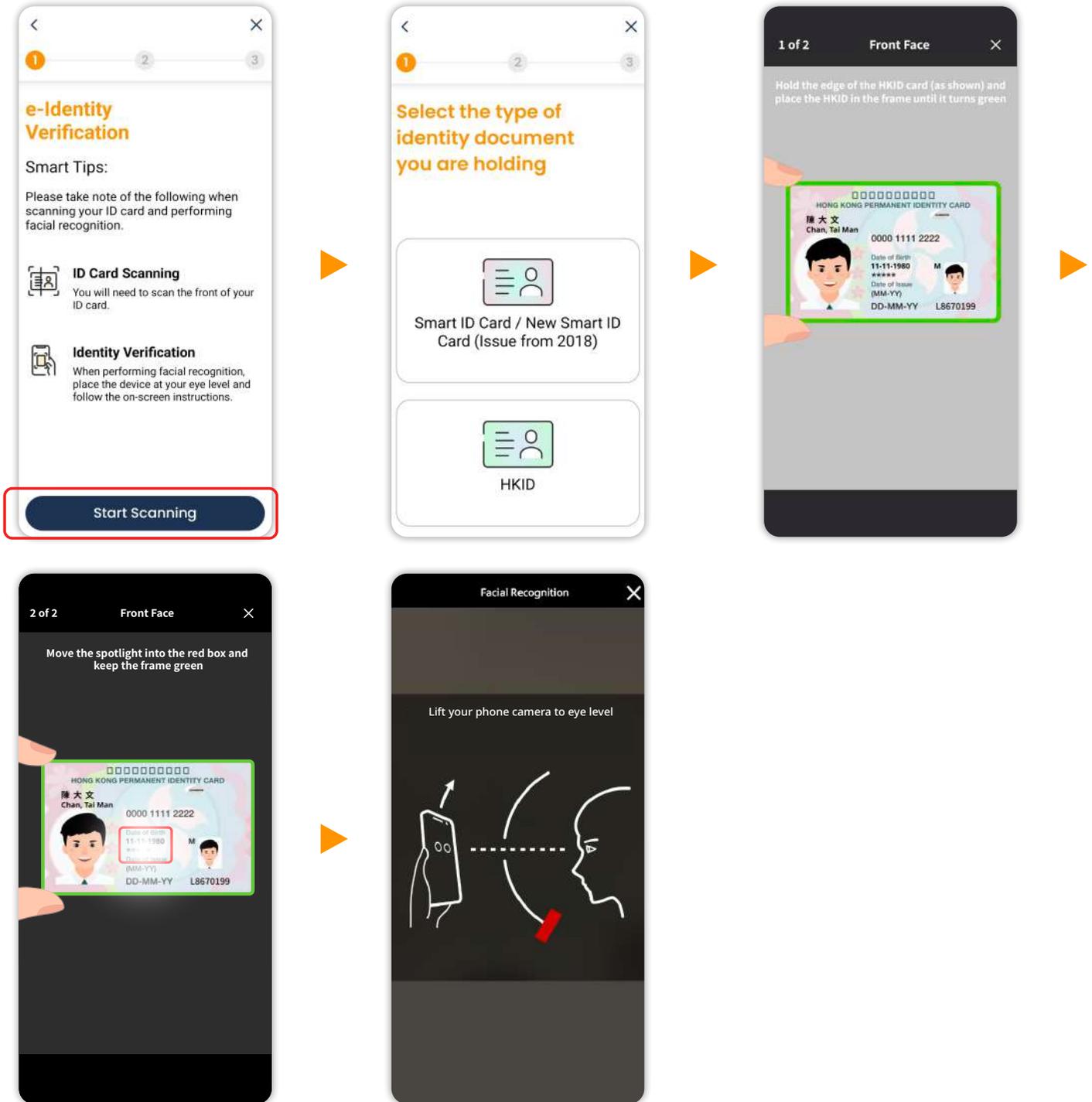
- a1 Download the **"iAM Smart"** mobile app to your smartphone and register as an **"iAM Smart"** user. 
- a2 Follow the instructions and perform the subsequent steps as indicated on your **"iAM Smart"** mobile app.

b) Verify with "e-Identity Verification"



Tips: Please have your HKID card ready for identity verification.

b1 Tap **Start Scanning** and perform the subsequent steps as indicated on your **eMPF Mobile App**.



Tips: Please do not place your HKID card on the table when scanning. Instead, hold the edges of the HKID card to avoid covering any information with your fingers, ensuring a smooth scanning process.

▶ Continue the Enrolment Process via eMPF mobile app

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Self-employed Person... X

1 2 3 4 5 6

Personal Information

MPF Scheme A
Trustee: Trustee A

Business Information
If your contribution is not designated to be made under any company, please skip the "Business Information" section and continue with the "Personal Information" section.

✓ Company Details

Company Name (English)
ABC Company

Company Name (Chinese)
ABC公司

Organization Type
Sole proprietorship

Registration Type
Business registration

Registration No.
87654321000

Branch No.
000

Nature of Business
Others

Job Title
Others

+ Add Business Information

✓ Principal Business Address



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

7

Self-employed Person... X

1 2 3 4 5 6

✓ Personal Details

Title
Mr

Surname (English)
Chan

Given Name (English)
Tai Man

Surname (Chinese)
陳

Given Name (Chinese)
大文

ID Document Type
HKID

Place of Birth
Hong Kong, China

Nationality
Chinese

Job Title
Others

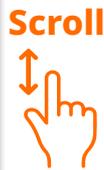
✓ Contact Information

✓ Address

✓ Way of Communication

✓ Common Reporting Standard Form

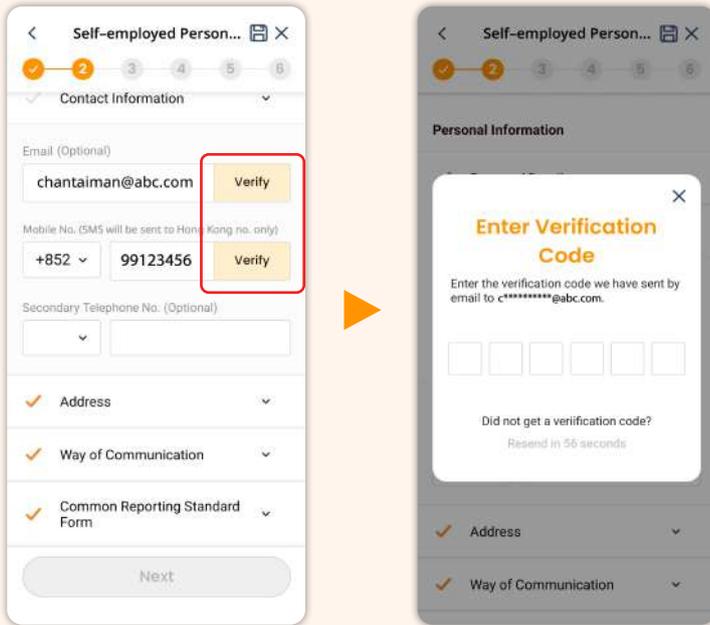
Next



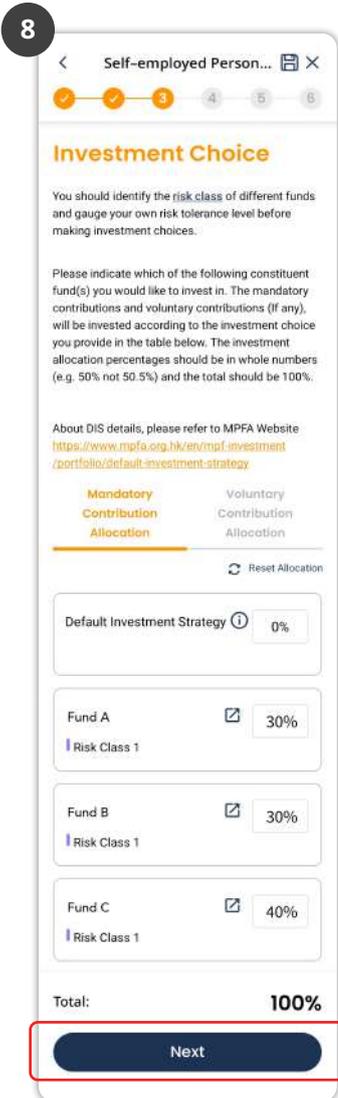
- 7 After you complete the authentication process via "iAM Smart" or "e-Identity Verification", some of your personal information will be pre-filled automatically. Please review if the pre-filled information is correct and fill in the remaining information including Contact Information, Address and more.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



Remarks: If the contact information in your eMPF and MPF account(s) is different, notifications for MPF account(s) will be sent to the contact information according to eMPF record.



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

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Self-employed Person... X

Contributions & Payment

✓ Contribution Details

Annually (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

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 Incom

✓ Payment Method

Default Payment Method
Other Payment Method

Others

You may choose other payment methods including cheque, direct credit and so on when you make a contribution.
For Member - Please refer to the payment methods available in the "Contributions" > "Make One-time Voluntary Contributions" > select the scheme and input the Lump Sum Contribution Amount (HKD) > "Confirm" > "Proceed to Payment Instruction", and select the other payment method to make contribution.

Next

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Self-employed Person... X

Upload Supporting Document

Please upload the supporting document(s) as shown below (File formats supported: jpg, jpeg, png, tif, tiff, heic (iOS Only), pdf, doc, docx | No. of files: Up to 5 files per document| Maximum file size: 10MB per file).

Certified true copy (CTC) or an original copy. If applicable, please upload the supporting document(s), such as a copy of the payment receipt, as shown below in jpg, jpeg, png, tif, tiff, heic (iOS Only), pdf, doc, docx.

✓ Copy of Business Registration Certificate / Other valid document of relevant government registration

Registration Certificate copy.pdf
4.31 MB

Upload File

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.

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

Remarks:

(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.

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The screenshot shows a mobile app interface for a self-employed person's account enrolment. On the left, a 'Confirmation' screen lists five steps: Step 1 - Select Scheme, Step 2 - Personal Information, Step 3 - Investment Choice, Step 4 - Contribution & Payment, and Step 5 - Upload Supporting Document. Each step is marked with a checkmark. On the right, a detailed view of Step 3 - Investment Choice is shown, with sub-sections for Step 4 - Contribution & Payment and Step 5 - Upload Supporting Document. At the bottom of the right-hand screen, a dark blue 'Submit' button is highlighted with a red rectangle. An orange hand icon with a scroll arrow points to the right side of the screen.

Scroll



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

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The screenshot shows a 'Terms and Conditions' screen. It contains a heading 'Terms and Conditions', a paragraph of text, and a list of terms. At the bottom, there are two buttons: a dark blue 'Accept' button and a white 'Decline' button. The 'Accept' button is highlighted with a red rectangle.

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The screenshot shows a confirmation screen titled 'Enrolment Request Submitted'. It features a large checkmark icon, a reference number (END2608595000143173), a submission date and time (06/13/2024, 14:54), and a message stating that the enrolment request has been submitted and results will be sent via email or SMS. At the bottom, there are two buttons: a dark blue 'Go to My Record' button and a white 'Back to Home' button.

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 -