

Change of Personal Particulars for eMPF and Self-Employed Person Accounts



**Web Portal
User Guide**



Preface

This user guide provides step-by-step instructions on how a self-employed person can change the personal particulars for eMPF and Self-Employed Person 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 : 25 Jul, 2025

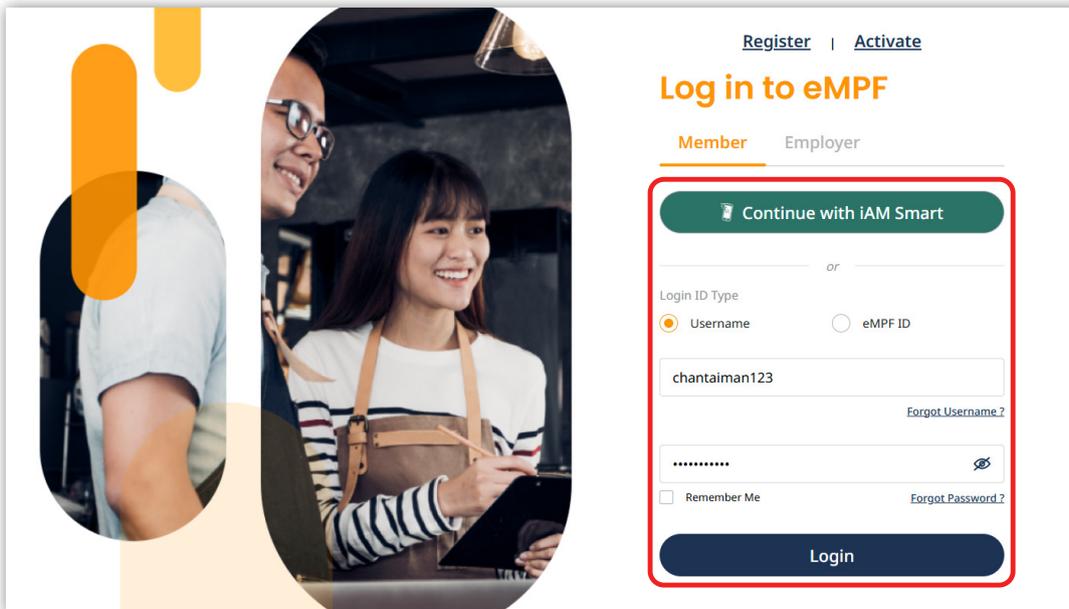
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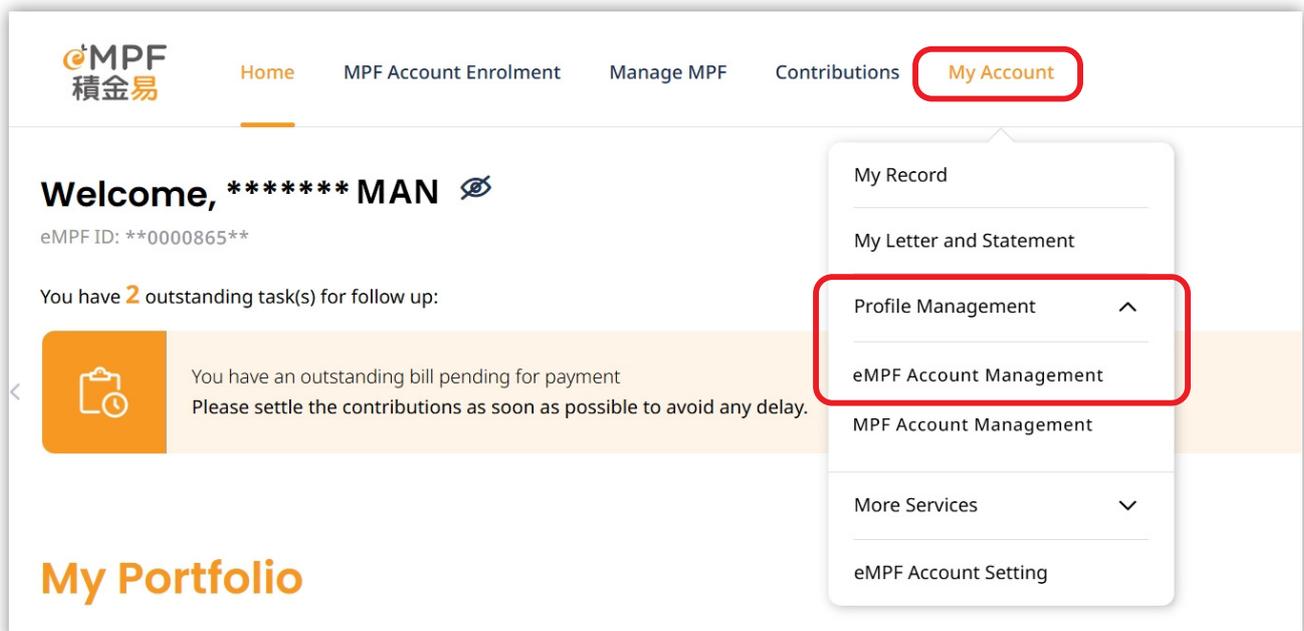
A. Change of Personal Particulars for your eMPF

If you would like to update the information of your eMPF including personal particular, contact information, address, way of communication and Common Reporting Standard information, please follow the steps below.

A1 Go to the eMPF Web Portal and log in.



A2 Select **“Profile Management”** under **“My Account”** on the menu bar, then select **“eMPF Account Management”**.



A. Change of Personal Particulars for your eMPF

A3 Click **Update** to edit the information. If you update the mobile phone number and/or email address, please click **Verify** to receive a one-time passcode. Enter the verification code sent to your new mobile phone number and/or email address. Then, click **Save**.

eMPF Account Management
eMPF ID: 20000086579 | Username: Chantaiman123

Personal Information

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)	Gender
L867****	01 / 01 / 1980	Male
Place of Birth	Nationality	
Hong Kong, China	Chinese	

Contact Information

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

Address

Residential Address

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

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

Block / Tower / House / Others: Block 1 | Building: ABC Building

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

Postal Code: []

Correspondence Address

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

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

Block / Tower / House / Others: Block 1 | Building: ABC Building

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

Postal Code: []

Way of Communication

Preferred Channel of Communication: Email Address | Preferred Language of Communication: English

Consent on Direct Marketing of eMPF Platform: You agree to provide your consent for your personal data to be used for direct marketing purposes in accordance with the "Direct Marketing" section of the **Personal Information Collection Statement (eMPF.org.hk/pics2020)** of eMPF Platform Company Limited. Your indication herein will replace any indication of choice you may have previously provided to eMPF Platform Company Limited in relation to "Direct Marketing".

No

I hereby withdraw the consent to receive, in any form, notices or other documents by electronic means previously given by me for the purpose of section 206(2) of the Mandatory Provident Fund Schemes (General) Regulation in respect of either all MPF accounts administered by the eMPF Platform Company Limited, or a specific account, as indicated above. I understand and agree that such withdrawal (i) will be irrevocable; (ii) is applicable if I have registered with the eMPF Platform; and (iii) will not have any impact on my e-communication arrangements on the eMPF Platform such that I may continue to receive notices or other documents through the eMPF Platform (including those relating to my MPF accounts) as indicated above by electronic means unless and until my consent given to eMPF Platform Company is revoked; and (iv) will not have any impact on communication which is not given for the purposes of the Mandatory Provident Fund Schemes Ordinance such that I may continue to receive those communication from the Trustee(s) by electronic means.

Yes

Common Reporting Standard Form

My Tax Residence is

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



eMPF Account Management
eMPF ID: 20000086579 | Username: Chantaiman123

Personal Information

Title: Mr Ms Miss Mrs Dr Other

Surname (English): Chan | Given Name (English): Tai Man

Surname (Chinese): 陳 | Given Name (Chinese): 太文

ID Document Type: HKID | ID No.: []

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

Place of Birth: Hong Kong, China | Nationality: Chinese

Contact Information

Email Address (Optional): chantaiman@abc.com |

Mobile No. (SMS will be sent to Hong Kong): +852 99123456 | Telephone No. (Optional): [] |

Address

P.O. Box is not accepted.

Residential Address

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

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

Block / Tower / House / Others: 1 | Block: [] | Building: ABC Building

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

Postal Code: []

Correspondence Address

Same as Residential Address Other Address

Way of Communication

Consent on eCommunications: By registering with the eMPF Platform, I / we (i) consent to being given any notice or document to be given for the purposes of the Mandatory Provident Fund Schemes Ordinance through the eMPF Platform and, for this purpose, to be notified of the availability of the same on the eMPF Platform by means of the "Preferred Channel of Communication" as indicated by me / us below or, if such notification cannot be successfully given through the preferred channel, by the other channel (if available); and (ii) agree to receive any other notice, document, communication and other material through the eMPF Platform and / or any of the communication channel as may be considered appropriate by the eMPF Platform Company Limited. I / We have read and agree with the Terms and Conditions for Receiving Notices, Documents and Other Communications by Electronic Means (<https://eMPF.org.hk/noticecomm>).

Preferred Channel of Communication: Email Address SMS

Preferred Language of Communication: English Traditional Chinese Simplified Chinese

Consent on Direct Marketing of eMPF Platform: You agree to provide your consent for your personal data to be used for direct marketing purposes in accordance with the "Direct Marketing" section of the **Personal Information Collection Statement (eMPF.org.hk/pics2020)** of eMPF Platform Company Limited. Your indication herein will replace any indication of choice you may have previously provided to eMPF Platform Company Limited in relation to "Direct Marketing".

Yes No

I hereby withdraw the consent to receive, in any form, notices or other documents by electronic means previously given by me for the purpose of section 206(2) of the Mandatory Provident Fund Schemes (General) Regulation in respect of either all MPF accounts administered by the eMPF Platform Company Limited, or a specific account, as indicated above. I understand and agree that such withdrawal (i) will be irrevocable; (ii) is applicable if I have registered with the eMPF Platform; and (iii) will not have any impact on my e-communication arrangements on the eMPF Platform such that I may continue to receive notices or other documents through the eMPF Platform (including those relating to my MPF accounts) as indicated above by electronic means unless and until my consent given to eMPF Platform Company is revoked; and (iv) will not have any impact on communication which is not given for the purposes of the Mandatory Provident Fund Schemes Ordinance such that I may continue to receive those communication from the Trustee(s) by electronic means.

Yes No

Common Reporting Standard Form

My Tax Residence is

If you have any questions on defining your tax residency, you may consult your tax advisor or visit the [OECD website](#) and [Inland Revenue Department's AEOI website](#).

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



Remarks: You may be required to upload supporting document(s) for certain information change. If the changes will affect your tax residency status, please update the **Common Reporting Standard (CRS)** information, then click **Next** . If you want to update the information later, please click **Skip** .

Update Common Reporting Standard (CRS)

The changes you have made will affect your tax residency status. Do you want to update the information below?

If you have any questions on defining your tax residency, you may consult your tax advisor or visit the [OECD website](#) and [Inland Revenue Department's AEOI website](#).

My Tax Residence is

- 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

Skip **Next**

A4 You may also update the contact information to your MPF account(s) by a single step. Select the MPF account(s) you wish to update, and then click **Apply** .

Apply new information to your other MPF Account(s)?

The changes you have made are different from the information in your existing MPF accounts. Do you want to apply the changes to your other MPF account(s)?

New Information

Residential Address	Correspondence Address
Room 3, 2/F, Block 1, ABC Building, 123 K Road Kwun Tong	Room 3, 2/F, Block 1, ABC Building, 123 K Road Kwun Tong

Existing Information

- Residential Address**

- MPF Scheme A**
Account No.: CL56446566 | Account Type: Regular employee
- MPF Scheme B**
Account No.: CL56450749 | Account Type: Regular employee
- MPF Scheme C**
Account No.: HS10030659 | Account Type: Regular employee

Skip **Apply**

A5 Review the updated information and click **Confirm**.

Confirmation

Information Change Details

Address

Residential Address

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

Correspondence Address

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

Applied New Information Schemes

Residential Address

MPF Scheme A
Account No.: CL56446566 | Account Type: Regular employee

[Back](#) [Confirm](#)

A6 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](#)

A7 Your change request has been submitted.



Change Request Submitted

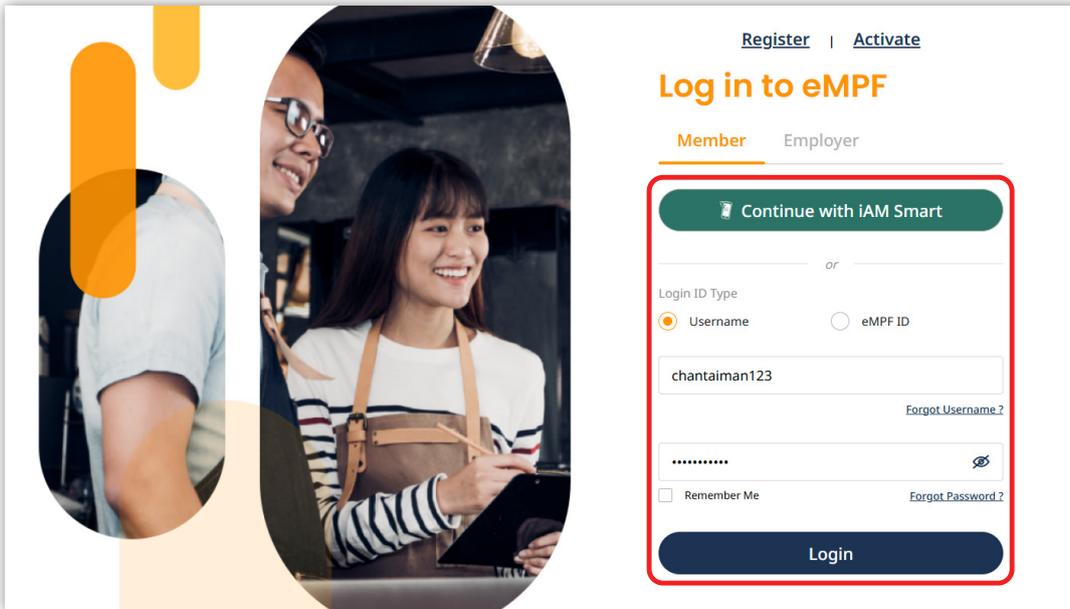
Reference No.: DM202308300903108687 | Submission Date & Time: 27/05/2025, 09:03

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

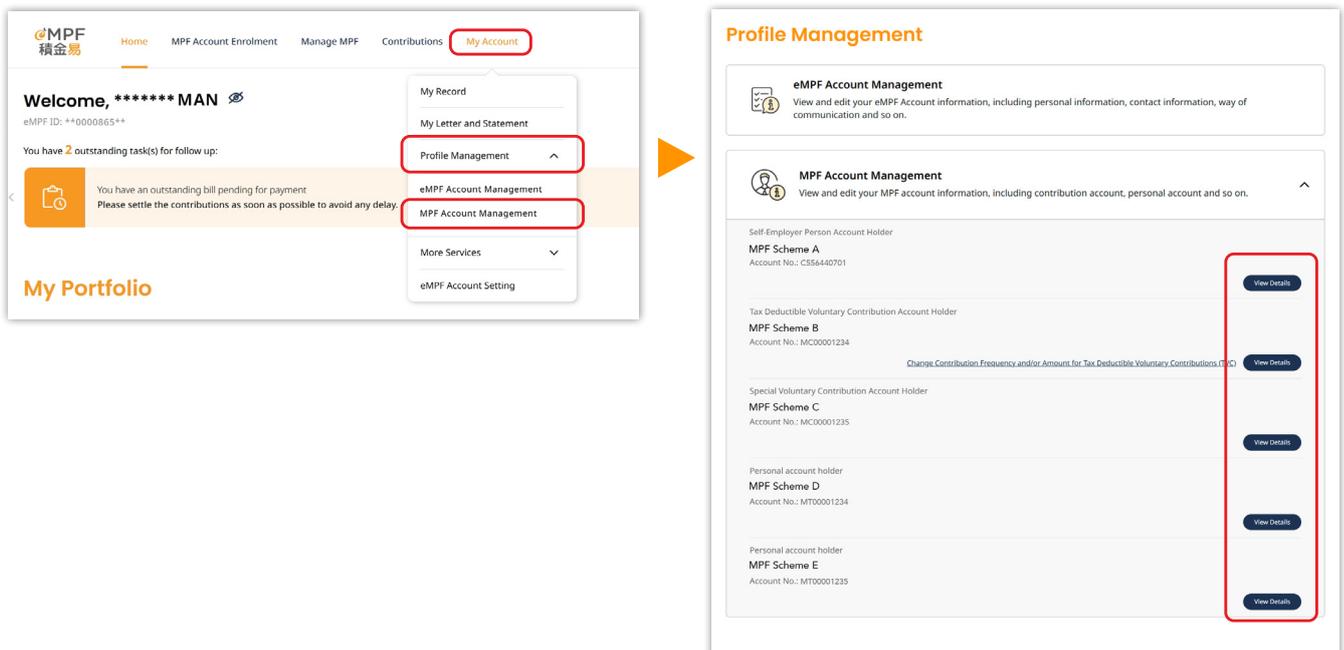
B. Change of Personal Particulars for MPF Accounts

If you would like to update the information of your MPF self-employed person account(s) such as contribution details, contact information, address and way of communication, please follow the steps below.

B1 Go to the **eMPF** Web Portal and log in.



B2 Click **"My Account"** on the menu bar and select **"Profile Management"**. Then select **"MPF Account Management"**. Click **"MPF Account Management"** to expand the list of MPF account(s) you are holding. Click **View Details** to view the account you want to update from the list.



B. Change of Personal Particulars for MPF Accounts

- B3** Click **Update** to edit the information. If you update the **mobile phone number** and/or **email address**, please click **Verify** to receive a one-time passcode. Enter the verification code sent to your new **mobile phone number** and/or **email address**. Then, click **Save**.

Account Information

Scheme: MPF Scheme A (Account No.:C556440701) ▾

MPF Scheme A
Trustee: Trustee A | Account Type: Self-Employed Person | Account No.: C556440701 | Account Balance (HKD): \$ 1,503.34

[View My Account Portfolio](#) | [Report Cessation of Self-Employment](#) | [Declare Relevant Income](#) | [Default Payment Method](#) | [Contributions & Payment](#)

Contribution Details

Date of Employment (DD/MM/YYYY) | Date of Inception (DD/MM/YYYY)
26/09/2023 | 26/09/2023

Business Details

Company Name ABC Company	Nature of Business Others	Organization type Sole proprietorship
Registration Type Business Registration	Registration No. (Business registration: 11 digit/ Federation bureau: 8 characters at most / Registry of trade names: 5 characters at most / Society Office of Hong Kong Police Force E-codes: 7 characters. Please leave it blank for the type of Inland Revenue Department (Charitable Organisations) or Others) 8754321000	

Contact Information

Email Address (Optional) | Mobile No.
chantainan@abc.com | +852 99123456

Address

Principal Business Address

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

Address

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

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](#) ([emfp.org.hk/pscc/en](#)) 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](#) ([emfp.org.hk/pscc/trustee/en](#)).
NO

Account Information

Scheme: MPF Scheme A (Account No.:C556440701) ▾

MPF Scheme A
Trustee: Trustee A | Account Type: Self-Employed Person | Account No.: C556440701 | Account Balance (HKD): \$ 1,503.34

[View My Account Portfolio](#) | [Report Cessation of Self-Employment](#) | [Declare relevant income](#) | [Default Payment Method](#) | [Contributions & Payment](#)

Contribution Details

Date of Employment (DD/MM/YYYY) | Date of Inception (DD/MM/YYYY)
26/09/2023 | 26/09/2023

Business Details

Company Name ABC Company	Nature of Business Others	Organization type Sole proprietorship
Registration Type Business Registration	Registration No. 8754321000	

Contact Information

Email Address (Optional)
chantainan@abc.com

Mobile No. (SMS will be sent to Hong Kong mobile phone number)
+852 | 99123456 | Verify

Secondary Telephone No. (Optional)

Address

Principal Business Address

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

Residential Address

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

Same as Residential Address Other Address

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

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](#) ([emfp.org.hk/pscc/en](#)) of eMPF Platform Company Limited and for your personal data to be used by such Trustee for direct marketing purpose in accordance with its relevant [personal information Collection Statement](#) ([emfp.org.hk/pscc/trustee/en](#)).
 Yes No



Remarks: You may be required to upload supporting document(s) for certain information changes.

B. Change of Personal Particulars for MPF Accounts



Tips: You may also click **“Declare Relevant Income”** (Go to **Step B7**) or **“Report Cessation of Self-Employment”** (Go to **Step B10**) to update the relevant information.

Account Information

Scheme: **MPF Scheme A** (Account No.:CS56440701) ▾



MPF Scheme A
Trustee: Trustee A

Account Type: Self-Employed Person | Account No.: CS56440701

Account Balance (HKD):
\$ 1,503.34

[View My Account Portfolio](#) | [Report Cessation of Self-employment](#) | [Declare Relevant Income](#) | [Default Payment Method](#) | [Contributions & Payment](#)

Contribution Details

Date of Employment (DD/MM/YYYY)	Date of Inception (DD/MM/YYYY)
26/09/2023	26/09/2023

B4 Review the information and click **Submit**.

Confirmation

Information Change Details

Contact Information

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

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

B5 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](#)

B6 Your change request has been submitted.



Information Updated Successfully

Reference No.: DMD0008943000202955 | Submission Date & Time: 27/05/2025, 15:44

[Back to Home](#) | [View submission status](#)

Declare Relevant Income

If you would like to declare your relevant income, please follow the steps below.

B7 Click **“Declare Relevant Income”** on the **Account Information** page.

Account Information

Scheme: **MPF Scheme A (Account No.:CS56440701)** ▾

MPF Scheme A
Trustee: Trustee A | Account Type: Self-Employed Person | Account No.: CS56440701 | Account Balance (HKD): **\$ 1,503.34**

[View My Account Portfolio](#) | [Report Cessation of Self-employment](#) | **[Declare Relevant Income](#)** | [Default Payment Method](#) | [Contributions & Payment](#)

Contribution Details

Date of Employment (DD/MM/YYYY) | Date of Inception (DD/MM/YYYY)
26/09/2023 | 26/09/2023

B8 Update the information, then upload supporting document(s) shown on the page (if required) and click **Submit**.

Declare Relevant Income

MPF Scheme A
Trustee: Trustee A | Account Type: Self-Employed Person | Account No.: MS56460446

Basic Information

Nature of Business: Others | Name of Account Holder: Chan Tai Man | HKID No.: L86,70199

Contribution Details

Update Relevant Income for Current Financial Year | Declare Relevant Income for Next Financial Year

Scheme Financial Period: 01/01/2025 to 31/12/2025

Contribution Frequency: Annually | Monthly

Relevant Income

Maximum Level of Relevant Income under the MPF regulation

Based on Notice of Assessment (NOA)

Declared Relevant Income

Same as the Basic Allowance of Last Financial Year

Suffering a Loss from My Business(es)

B9 Your relevant income declaration has been successfully submitted.



Relevant Income Declaration Submitted

Reference No.: DMD0408936000198769 | Submission Date & Time: 27/05/2025, 10:10

B. Change of Personal Particulars for MPF Accounts

Report Cessation of Self-employment

If you would like to report cessation of self-employment, please follow the steps below.

- B10** Click **"Report Cessation of Self-employment"** on the **Account Information** page.

Account Information

Scheme: MPF Scheme A (Account No.:CS56440701) ▾

MPF Scheme A
Trustee: Trustee A
Account Type: Self-Employed Person | Account No.: CS56440701
Account Balance (HKD): **\$ 1,503.34**

[View My Account Portfolio](#) | **[Report Cessation of Self-employment](#)** | [Declare Relevant Income](#) | [Default Payment Method](#) | [Contributions & Payment](#)

Contribution Details

Date of Employment (DD/MM/YYYY)	Date of Inception (DD/MM/YYYY)
26/09/2023	26/09/2023

- B11** Input the **Cessation of Self-employment Date** and click **Submit**.

Report Cessation of Self-employment

MPF Scheme A
Trustee: Trustee A | Account Type: Self-Employed Person | Account No.: CS56440701

Basic Information

Nature of Business
Others

Cessation of Self-employment Details

Cessation of Self-employment Date (DD/MM/YYYY)

Cessation of Self-employment
20/05/2025

[Cancel](#) **[Submit](#)**

- B12** You have successfully submitted the cessation request.



Cessation of Self-employment Request Submitted

Reference No.: MGD0008939000044934 | Submission Date & Time: 23/05/2025, 15:37

[Go to Contribution Record](#)

- End -