

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



**Mobile App
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 account 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

Version: 1.00

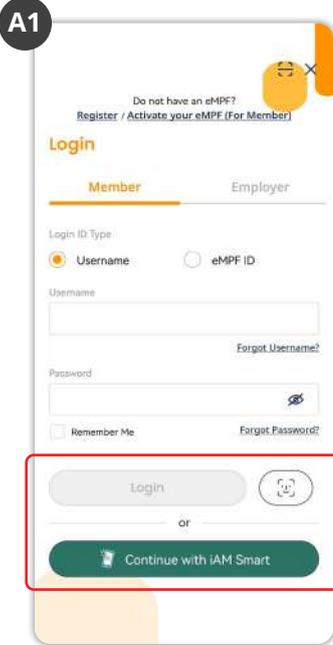
Date : 4 Oct, 2024

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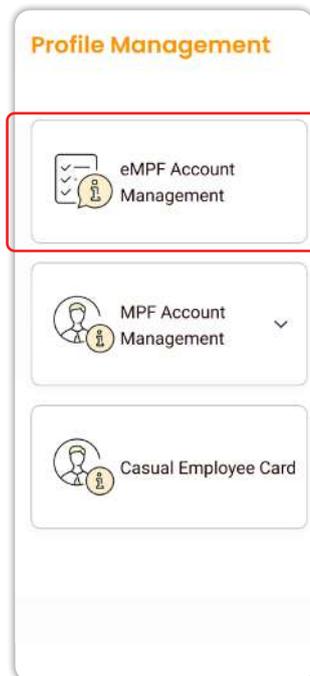
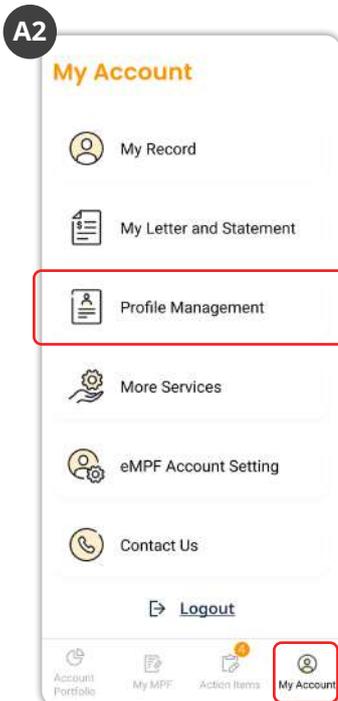
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A. Change of Personal Particulars for your eMPF

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



A2 Tap **"My Account"** on the menu bar and tap **"Profile Management"**, then select **"eMPF Account Management"**.

A. Change of Personal Particulars for your eMPF

A3

Profile Management

eMPF Account Management

eMPF ID: 20000086579
Username: Chantaiman123

Personal Details

Title: Mr

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

Surname (Chinese): 陳
Given Name (Chinese): 大文

ID Type: HKID
ID No.: L8670199

Date of Birth (DD/MM/YYYY): 11/11/1980
Gender: Male

Place of Birth: Hong Kong, China
Nationality: Chinese

Contact Information

Address

Way of Communication

Common Reporting Standard Form

Update

Profile Management

eMPF Account Management

eMPF ID: 20000086579
Username: Chantaiman123

Personal Details

Title: Mr

Surname (English): Chan

Given Name (English): Tai Man

Surname (Chinese): 陳

Given Name (Chinese): 大文

ID Type: HKID
ID No.: L8670199

Date of Birth (DD/MM/YYYY): 11 / 11 / 1980
Gender: Male

Place of Birth: Hong Kong
Nationality: Chinese

Contact Information

Email: chantaiman@abc.com **Verify**

Mobile No.: +852 91234567 **Verify**

Secondary Telephone No. (Optional)

Address

Way of Communication

Common Reporting Standard Form

Save

Cancel

A3

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



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 in next step, then tap **Confirm**. If you want to update the information later, please tap **"Cancel"**.

Profile Management

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 residence, 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

Confirm

Cancel

A. Change of Personal Particulars for your eMPF

A4

Apply your Changes to Other MPF Account(s)?

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

New Information
Mobile No.
+852 9123 4567

Please select the scheme account(s) to apply the new information.

Mobile No.

MPF Scheme A
Account No.: CL56458404
Account Type: Tax Deductible Voluntary Contributions

MPF Scheme B
Account No.: CL56450306
Account Type: Regular Employee

Apply
Skip

A5

Profile Management

Confirmation

Information Change Details

Contact Information

Email
chantaiman@abc.com

Mobile No.
+852 91234567

Common Reporting Standard Form

Submit
Back

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 tap **Apply**.



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

A5 Review the updated information and then tap **Submit**.

A6

Terms and Conditions

By clicking the "Accept" button, you confirm that you have read and agree to be bound by the Terms & Conditions below.

Accept
Decline

A7

Information Updated Successfully

Reference No.: DMD0008635000061866
Submission Date & Time: 23/07/2024, 15:14

Go to My Record
Back to Home

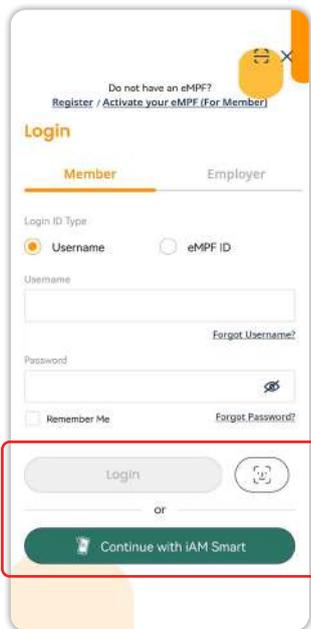
A6 Read the Terms and Conditions and then tap **Accept**.

A7 Your change request has been submitted.

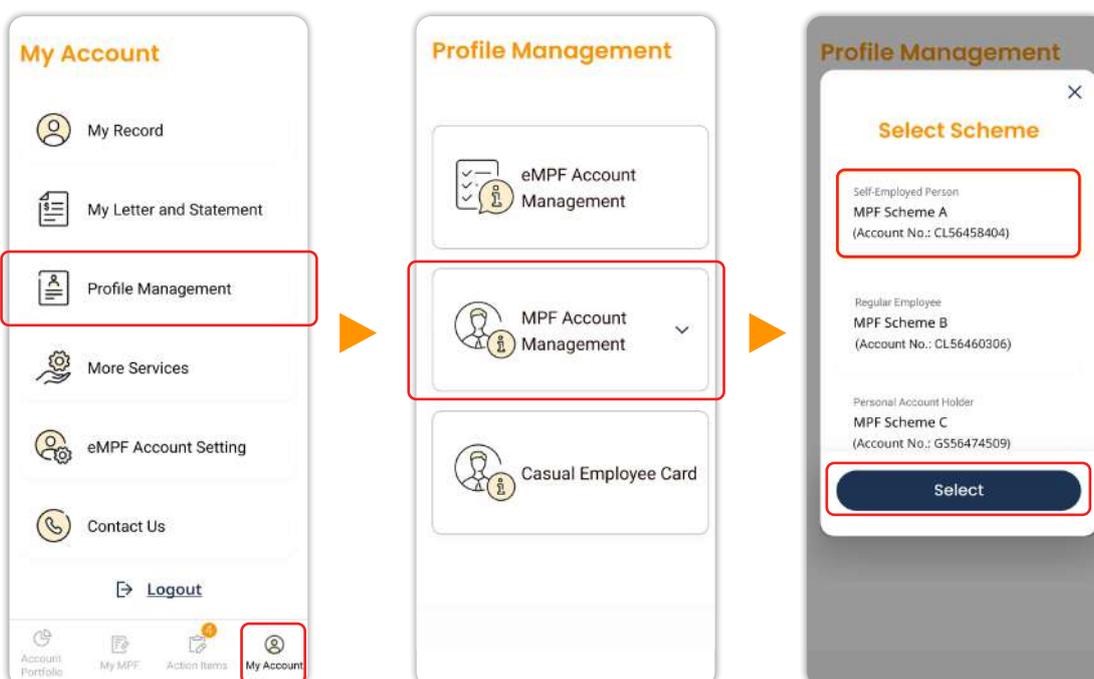
B. Change of Personal Particulars for MPF Accounts

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

B1 Log in to the eMPF Mobile App.



B2 Tap "My Account" on the menu bar and tap "Profile Management". Then select "MPF Account Management", the MPF account(s) you are holding will be shown. Select the account you want to update from the list, the tap **Select**.



B. Change of Personal Particulars for MPF Accounts

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

The image shows three sequential screenshots of the mobile app interface for a Self-Employed Person account (Account No.: 56458404).

- First Screenshot:** The 'MPF Scheme A' section is highlighted. At the bottom, the 'Update' button is circled in red.
- Second Screenshot:** The 'Contact Information' section is expanded. The 'Email' field (chantaiman@abc.com) and 'Mobile No.' field (+852 91234567) both have 'Verify' buttons next to them, which are circled in red.
- Third Screenshot:** The 'Verify' process is complete. The 'Email' and 'Mobile No.' fields now have checkmarks. The 'Save' button at the bottom is circled in red.



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

B. Change of Personal Particulars for MPF Accounts



Self-Employed...
Account No.: 56458404

MPF Scheme A

Account Information Default Contribution

MPF Scheme A
Self-Employed Person
Account No.: 56458404

Account Balance (HKD) \$ 100,000

Date of Inception (DD/MM/YYYY) 27/02/2024

Update

Declare Relevant Income

Default Payment Method

Business Details

Contributions & Payment

Contact Information

Address

Way of Communication

Report Cessation of Self-Employment



Tips: You may also tap **“Declare Relevant Income”** (Go to **Step B6**) and **“Report Cessation of Self-Employment”** (Go to **Step B9**) to update the relevant information.

B4

Self-Employed...
Account No.: 56458404

Confirmation

Information Change Details

Contact Information

Email
chantaiman@abc.com

Mobile No.
+852 91234567

Address

Way of Communication

Submit

Back

B5

Account Information Update Request Submitted

Reference No.: DMD0308635000061957 |
Submission Date & Time: 23/07/2024, 16:15

You may check the update status on the "My Record" page.

Go to My Record

Back to Home

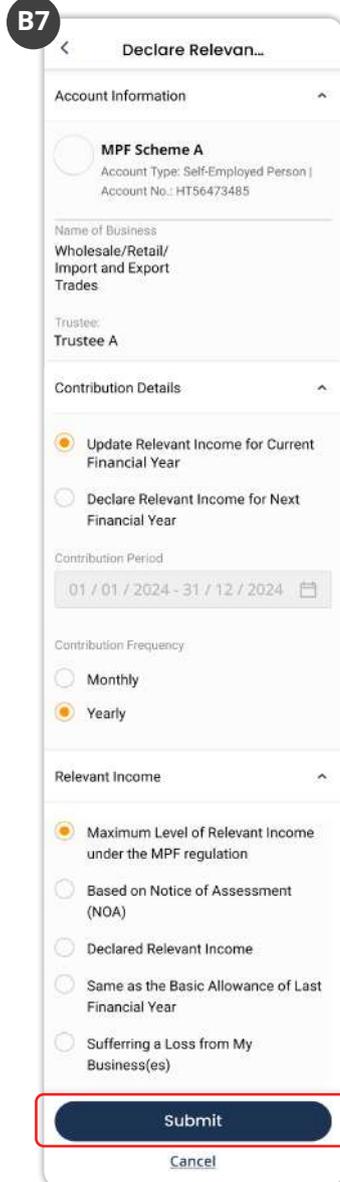
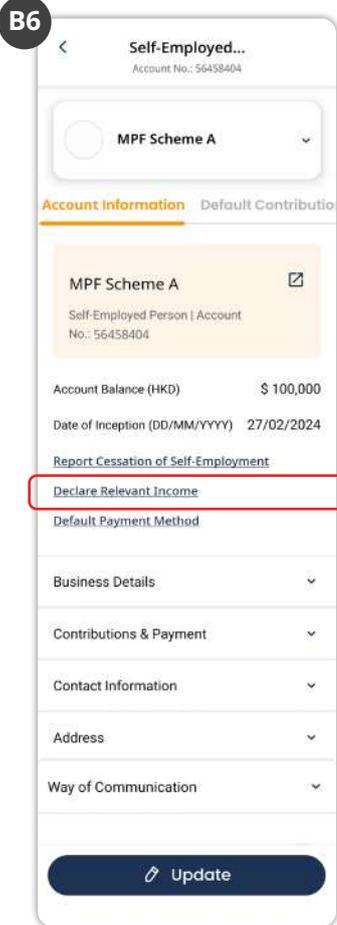
B4 Review the information and then tap **Submit**.

B5 Your change request has been successfully submitted.

B. Change of Personal Particulars for MPF Accounts

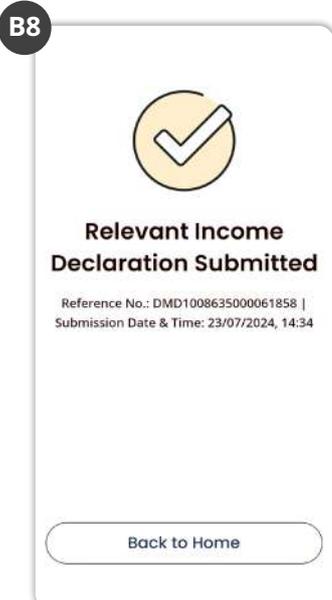
Declare Relevant Income

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



B6 Tap **“Declare Relevant Income”** on the page.

B7 Update the information and then tap **Submit**



B8 Your relevant income declaration has been successfully submitted.

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.

B9

Self-Employed...
Account No.: 56458404

MPF Scheme A

Account Information Default Contribution

MPF Scheme A
Self-Employed Person
Account No.: 56458404

Account Balance (HKD) \$ 100,000

Date of Inception (DD/MM/YYYY) 27/02/2024

Report Cessation of Self-Employment

Declare Relevant Income

Default Payment Method

Business Details

Contributions & Payment

Contact Information

Address

Way of Communication

Update

B10

Report Cessation of Self-Employment

Account Information

MPF Scheme A
Account Type: Self-Employed Person
Account No.: 56458404

Name of Business
Wholesale/Retail/
Import and Export
Trades

Trustee:
Trustee A

Cessation of Self-employment Details

Cessation Date (DD/MM/YYYY)

Cessation of Self-employment
23 / 07 / 2024

Submit

Cancel

B9 Tap **“Report Cessation of Self-Employment”** on the page.

B10 Input the **Cessation Date** and tap **Submit**

B11

Cessation of Self-employment Request Submitted

Reference No.: MGD0008635000023841 |
Submission Date & Time: 23/07/2024, 14:30

Transfer of Benefits

View Contribution Record

B11 You have successfully submitted the cessation request.

- End -