





A Comprehensive Guide to MPF Contribution Payment Methods

 Manage your MPF
In one-stop platform
with ease! 

- 
- 
- 



Contents

Introduction of MPF Contribution Steps via the eMPF Platform	P.2
Submit Employees' Contribution Data on the eMPF Web Portal	P.2
Make Payment	P.3
Check Payment Status and MPF Contributions Records	P.5
Overview of Payment Methods Offered by Trustees	P.6
Details of Four Main Payment Methods	P.7
Direct Debit Authorization	P.7
Direct Credit	P.8
e-Cheque	P.12
Cheque	P.15
Enquiries and Support	P.19

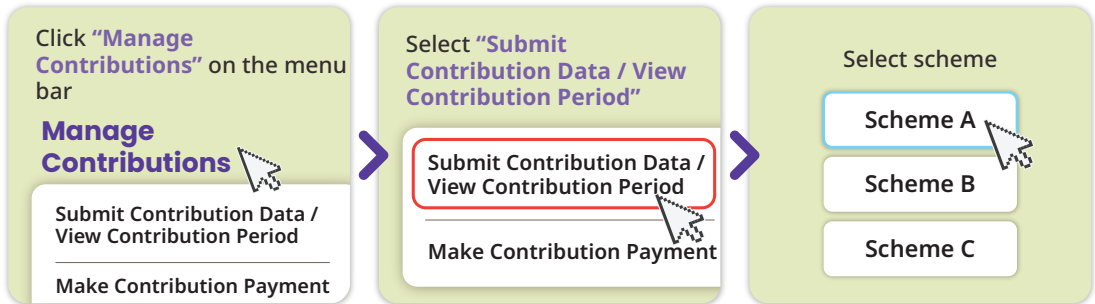
The digital services on the eMPF Platform are available in both Web Portal and Mobile App. All screenshots are for illustration purposes only. The actual design of the portal interface may be different.

Introduction of MPF Contribution Steps via the eMPF Platform

Submit Employees' Contribution Data on the eMPF Web Portal

You can process your employees' MPF contributions through the eMPF Web Portal, directly manage and edit the employee list while preparing the contribution data submission every month.

1 After logging in,



2 The eMPF Platform will regularly generate outstanding employee contribution data of your company on the predefined date set during scheme enrolment process. Under the "Unsettled Contributions" tab, select the pre-generated bills with "Outstanding" status to click "Edit".

Submit Contribution Data / View Contribution Period

[Make Additional Contributions](#)

You can perform the following actions on this page:
- To submit contribution data, go to the "Unsettled Contributions" tab
- To view previous contribution records, go to the "Settled Contributions" tab

Unsettled Contributions | Settled Contributions

Search by Employee Name/HKID No. Contribution Period: All Contribution Period(s) Payroll Group: All Payroll Group(s) Search

MPF Scheme A
Trustee : Trustee A | Employer Account No. : 1010101010 | Account Status : Active

Payroll Group: REE927374

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

[Edit](#) [View](#)

Status	Bill Type	No. of Employee(s) with Contribution Data Pending Submission	Total No. of Employee(s)
Outstanding	Contribution Bill	2	2

3 You can edit employees' Relevant Income and/or Basic Salary to update the contribution amounts.

You can also use the functions under **"Update Employee List"**, such as Enrol New Employees or Terminate Employees.

Update Employee List ▾

Enrol New Employee

Add Existing Employee

Add Terminated Employee

Terminate Employee

Once completed, select respective employee one by one or click **"Select All"** to submit the contribution data.

Employee Contribution Data

Note: Please check the box(es) below on the left to select the employee(s) for whom contributions will be made. In the absence of the basic salary, relevant income would be used in the calculation of voluntary contributions (if applicable). The contribution data listed below is as of the first day of the month. Please input the actual amounts of relevant contributions.

Select All	Name (Member Account No.)	HKID No.	Staff No.	Contribution Period (DD/MM/YYYY)
<input checked="" type="checkbox"/>	Chan Tai Man (56435562)	L8671*****		01/05/2024 - 31/05/2024
	✖ Terminate			
<input checked="" type="checkbox"/>	Chaung Yat Sum (56438343)	H3101*****		01/05/2024 - 31/05/2024
	✖ Terminate			



For detailed contribution steps, please refer to **MPF Contributions for Employees – Web Portal User Guide (Employers)**, or scan the QR code on the left to view.

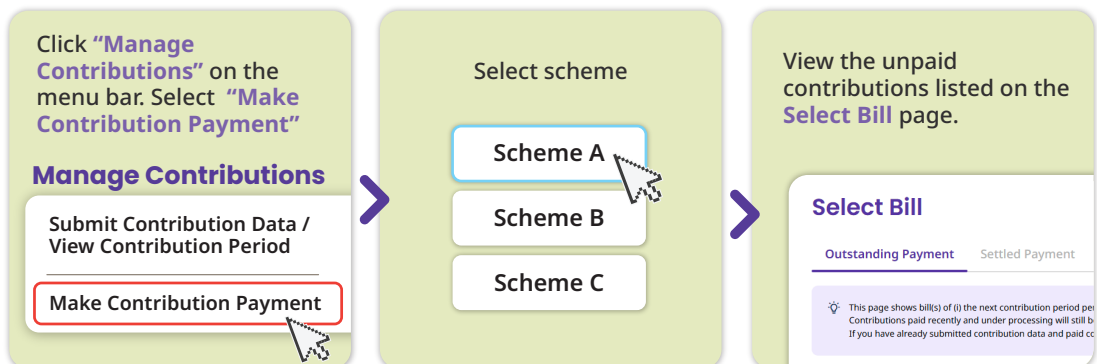
Make Payment

If your company has selected **"Direct Debit Authorization" (DDA)** when joining an MPF scheme and successfully set **"Direct Debit"** as the default payment method, the relevant contributions will be debited automatically from your bank account after submitting employees' contribution data. You are not required to perform additional payment steps.

The DDA settings you used for the MPF scheme in the past will be transferred to the eMPF Platform after the scheme onboards. You do not need to set up the instructions all over again. Your company's DDA setting transferred from your trustee to the eMPF Platform can be found in the **"Default Payment Method"** tab of **"Manage Enrolled Scheme"** under **"Manage Scheme"** on the menu bar.

If you choose other payment methods for MPF Contributions:

1 After logging in,



- 2 Click **"Proceed to Select Bill(s)"** under the payroll group and select one or multiple records, then click **"Next"** to prepare the payment for contributions.

Select Bill

Outstanding Payment | Settled Payment

This page shows bill(s) of (i) the next contribution period pending arrangement and/or (ii) past contribution period(s) with overdue contributions. If there are overdue contributions, please make contribution payment immediately. Contributions paid recently and under processing will still be shown on this page. If you have already submitted contribution data and paid contributions in full on or before the relevant contribution day(s), please disregard the relevant surcharge bill(s) shown below (if any).

Search by Employee Name/HKID No. | Search by Submission No. | Contribution Period: 20/11/2023 to 31/05/2024 | Search

MPF Scheme A

Trustee : Trustee A | Employer Account No. : 1010101010 | Account Status : Active

Payroll Group: REE927374

Bill ID	Submitted on	Status	Bill Type	No. of Employee Records	Total Amount (HKD)	Outstanding Amount (HKD)
#RSD1408671001967407	01/06/2024	Approved	Contribution Bill	2	\$ 4,000.00	\$ 4,000.00
Contribution Period: 01/05/2024 - 31/05/2024						
#RSD1408533001596115	01/05/2024	Approved	Contribution Bill	2	\$ 4,000.00	\$ 4,000.00
Contribution Period: 01/04/2024 - 30/04/2024						

Proceed to Select Bill(s)

Proceed to Select Bill(s)

You may settle all contributions under the same payroll group in one payment.

REE927374 No. of Records: 2

#RSD1408671001967407	Sub 01/06/2024 10/10/2025	Approved	Contribution Bill	2	\$ 4,000.00	\$ 4,000.00	<input checked="" type="checkbox"/>
#RSD1408533001596115	Sub 01/05/2024 15/10/2025	Approved	Contribution Bill	2	\$ 4,000.00	\$ 4,000.00	<input type="checkbox"/>

Total Amount (HKD) \$ 4,000.00

Cancel | **Next**

- 3 The total outstanding payment amount is auto-calculated on the **Proceed to Select Bill(s)** page. All available payment methods to the MPF scheme will be displayed in the dropdown list for selection. Please select and provide the required information.

Proceed to Select Bill(s)

Contribution Details

MPF Scheme A

Trustee : Trustee A | Employer Account No. : 1010101010 | Patroll Group : REE927374

You are paying for 1 bill(s).

Submission Reference No. : RSD1408671001967407 | Contribution Period : 01/05/2024 - 31/05/2024

Total Contribution Amount of Selected Bills (HKD) : **\$ 4,000.00**

Payment #1 Payment Method

- Please select a payment method and provide the required information. Learn [more](#).
- Failure to provide the required information may delay or prevent your contributions from being processed.
- Payment by a third party is not accepted.
- If **Direct Debit** has been set up and activated, contribution payment will be automatically deducted from your designated bank account once contribution data is processed. **You DONT NEED to make a payment on this page to avoid duplicate payment.**

Payment Method

Please Select

- Bill Payment Service
- Cheque
- Direct Credit
- Direct Debit
- FPS
- Offset from Employer Reserve Account/Offset from Employer Forfeiture Account
- PPS
- e-Cheque



Except for submitting cheque via mail or drop-in box, for other payment methods, you will need to make the payment before proceeding to this step and provide proof of payment.

Check Payment Status and MPF Contributions Records

Select **"Submit Contribution Data / View Contribution Period"** under **"Manage Contributions"** on the menu bar, then select respective scheme and contribution period.

Under the **"Unsettled Contributions"** tab, all the outstanding bills will be listed with the corresponding payment status.

Under the **"Settled Contributions"** tab, you can view settled contribution records.

Overview of Payment Methods Offered by Trustees

The payment methods introduced here are only applicable when individual MPF scheme is onboarded the eMPF Platform. Please refer to the [latest schedule](#) for the MPF trustees and schemes onboarding the eMPF Platform. Currently, the applicable payment methods of each trustee and their respective scheme(s) on the eMPF Platform are as follows:

MPF Trustee & Respective MPF Scheme(s)	Direct Debit Authorization	Direct Credit	e-Cheque	Cheque	Online Bill Payment Service	FPS
YF Life Trustees Limited • MASS Mandatory Provident Fund Scheme	✓	✓	✓	✓	✗	✓
China Life Trustees Limited • China Life MPF Master Trust Scheme	✓	✓	✓	✓	✓	✗
Bank of Communication Trustee Limited • BCOM Joyful Retirement MPF Scheme	✓	✗	✗	✓	✗	✓
Standard Chartered Trustee (Hong Kong) Limited • SHKP MPF Employer Sponsored Scheme	✓	✗	✗	✓	✗	✗
Bank of East Asia (Trustees) Limited • BEA (MPF) Value Scheme • BEA (MPF) Master Trust Scheme	✓	✓	✓	✓	✗	✗
Principal Trust Company (Asia) Limited • Principal MPF - Simple Plan • Principal MPF - Smart Plan • Principal MPF Scheme Series 800	✓	✓	✗	✓	✓	✗
BOCI-Prudential Trustee Limited • BOC-Prudential Easy-Choice Mandatory Provident Fund Scheme • My Choice Mandatory Provident Fund Scheme	✓	✓	✓	✓	✗	✗
Bank Consortium Trust Company Limited • AMTD MPF Scheme • BCT Strategic MPF Scheme • Manulife RetireChoice (MPF) Scheme	✓	✓	✓	✓	✗	✗
Bank Consortium Trust Company Limited • BCT (MPF) Pro Choice*	✓	✓	✓	✓	✗	✓
AIA Company (Trustee) Limited • AIA MPF - Prime Value Choice*	✓	✓	✗	✓	✓	✗
Sun Life Trustee Company Limited • Sun Life Rainbow MPF Scheme	✓	✓	✗	✓	✗	✗
Manulife Provident Funds Trust Company Limited • Manulife Global Select (MPF) Scheme	✓	✓	✗	✓	✓	✗
HSBC Provident Fund Trustee (Hong Kong) Limited • Haitong MPF Retirement Fund	✗	✓	✓	✓	✗	✗
HSBC Provident Fund Trustee (Hong Kong) Limited • Fidelity Retirement Master Trust • Hang Seng Mandatory Provident Fund - SuperTrust Plus • HSBC Mandatory Provident Fund - SuperTrust Plus	✓	✓	✓	✓	✗	✗
Bank Consortium Trust Company Limited • BCT (MPF) Industry Choice*	✓	✓	✓	✓	✗	✓

*Note: BCT(MPF) Pro Choice, AIA MPF - Prime Value Choice, and BCT(MPF) Industry Choice also offer PPS as a payment method.



For the latest details of the payment methods offered by each trustee, please refer to the bottom of the eMPF Website under ["Useful Tool for MPF Management > Payment Methods > Employer"](#), or scan the QR code on the left to view.

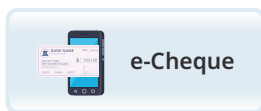
Details of Four Main Payment Methods



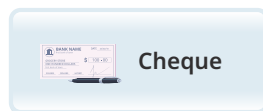
Direct Debit Authorization (DDA)



Direct Credit



e-Cheque



Cheque



The payment methods introduced in this booklet may not be applicable to all trustees. Please enquire with the relevant trustee for details before making payment.

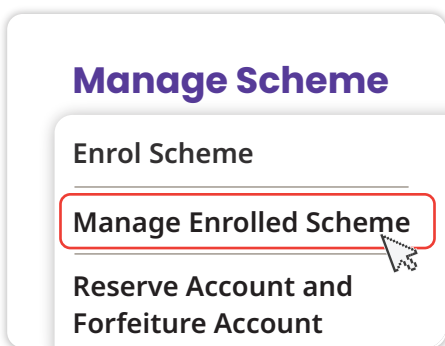


Direct Debit Authorization

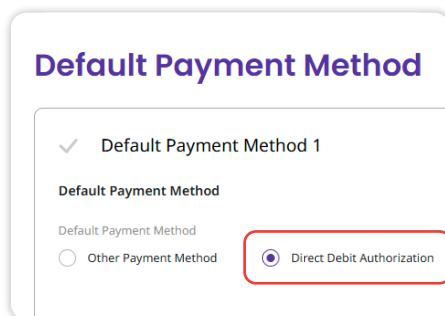
You can set up Direct Debit Authorization (DDA), i.e. Direct Debit as your default payment methods on the eMPF Platform. Once the DDA application is successfully set up and processed by the bank, MPF contributions under the MPF scheme will be automatically debited after the contribution data are submitted, avoiding surcharges due to payment delays.

How to set Direct Debit as the default payment method of enrolled scheme:

Step1 After logging in, click **“Manage Scheme”** on the menu bar, and select **“Manage Enrolled Scheme”**.



Step2 After selecting the scheme, click **“Default Payment Method”** tab and click **“Edit”**. Then, select **“Direct Debit Authorization”** to fill in the Direct Debit Authorization Details.



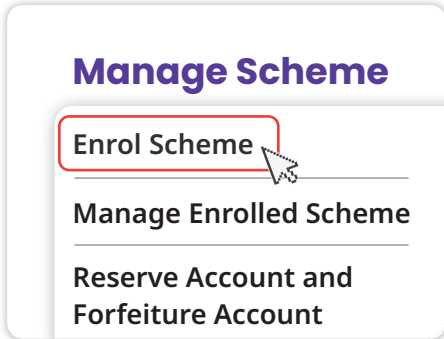
The bank may take 3 to 6 weeks to process the DDA application. To avoid late payment of contributions, please continue to submit the contribution payments via other payment methods until the DDA becomes effective. Once successfully set, your contribution is considered paid on the date when the contribution data (remittance statement) are received by the eMPF Platform each month.



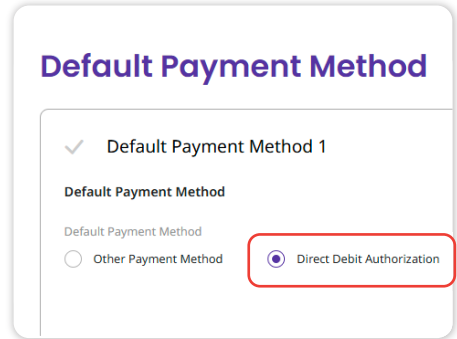
For detailed steps regarding enrolling MPF scheme and managing enrolled scheme, please refer to **MPF Schemes Enrolment & Scheme Management – Web Portal User Guide (Employers)**, or scan the QR code on the left to view.

How to set Direct Debit as the default payment method when enrolling in MPF scheme:

Step1 After logging in, click “Manage Scheme” on the menu bar, select “Enrol Scheme” and fill in the company information following the instructions.



Step2 Under the **Default Payment Method** section when setting up the **Payroll Group**, select “Direct Debit Authorization” and fill in the Direct Debit Authorization details.



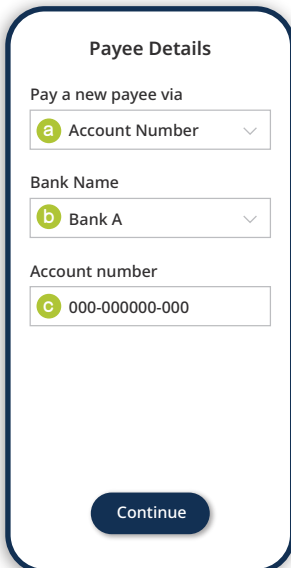
Once the DDA is effective, the eMPF Platform will notify you through your preferred communication channel.



Direct Credit

Step1 After successfully submitting employees’ contribution data via the eMPF Platform, please make payment to the bank.

Step2 On the bank’s credit page, enter the designated MPF scheme bank account number.

A screenshot of a mobile application form titled "Payee Details". The form has three input fields: "Account Number" (labeled 'a'), "Bank Name" (labeled 'b'), and "Account number" (labeled 'c'). The "Account Number" field contains "000-000000-000". A "Continue" button is at the bottom of the form.

a Choose “Account Number” as the type of transaction

b Choose the designated bank of the MPF scheme direct credit payment

c Enter the designated MPF scheme bank account number

Bank Credit Page Sample

Step3

In the Remarks section on the bank payment confirmation page, enter the **“Submission Reference No.”** (i.e., RSD+16 digits) or the **“MPF Contribution Bill No.”** (i.e., BLD+16 digits) as displayed on the eMPF Web Portal (only applicable for employers who have selected **“Pre-printed Remittance Statement”** is required to be generated during scheme enrolment).

Transfer

To
Scheme A
Bank A
Account number: 000-000000-000

Amount Currency

Transfer date

Remarks

Continue

Bank Credit Page Sample



Select Bill

Outstanding Payment Settled Payment

⚠ This page shows bill(s) of (i) the next contribution period pending arrangement and/or (ii) past contribution period(s) with overdue contributions. If there are overdue contributions, please make contribution payment immediately. Contributions paid recently and under processing will not be shown on this page. If you have already submitted contribution data and paid contributions in full on or before the relevant contribution day(s), please disregard the relevant surcharge bill(s) shown below (if any).

Contribution Period: 20/11/2023 to 31/05/2024

MPF Scheme A
Trustee: Trustee A | Employer Account No.: 1010101010 | Account Status: Active

Payroll Group: REE927374

Bill No.	Contribution(s) Period	Contribution Amount (HKD)	Overdue Amount (HKD)
#RSD1408571001967407	01/05/2024 - 31/05/2024	4,000.00	4,000.00

Submission Reference No.

Select Bill Page Sample



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

eMPF Web Portal
積金易網上平台

Internal use only
內部專用

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 (the "Scheme" "計劃")		
Employer Name 僱主名稱	ABC Company Limited 甲乙丙有限公司 (the "Employer" "僱主")		
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

MPF Contribution Bill No.

Pre-printed Remittance Statement Sample

Step4 Confirm and submit the payment instruction, and take a screenshot of the direct credit confirmation advice.

Step5 On the **Proceed to Select Bill(s)** page in the eMPF Platform, select **“Direct Credit”** as your payment method.

Proceed to Select Bill(s)

Contribution Details

MPF Scheme A

Trustee : Trustee A | Employer Account No. : 1010101010 | Patroll Group : REE927374

You are paying for 1 bill(s).

Submission Reference No. : RSD1408671001967407 | Contribution Period : 01/05/2024 - 31/05/2024

Total Contribution Amount of Selected Bills (HKD) : \$ 4,000.00

Payment #1 Payment Method

- Please select a payment method and provide the required information. [Learn more.](#)
- Failure to provide the required information may delay or prevent your contributions from being processed.
- Payment by a third party is not accepted.
- If **Direct Debit** has been set up and activated, contribution payment will be automatically deducted from your designated bank account once contribution data is processed. **You DON'T NEED to make a payment on this page to avoid duplicate payment.**

Payment Method : Direct Credit

Local Interbank Transfer (CHATS) / Bank Transfer / Telegraphic Transfer / Direct Credit

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 gmpf.org.hk/paymentmethods/en.



Payment Amount (HKD) : \$ 4,000.00

Please upload the proof of payment below.

You may drag and drop the file here or click [here](#) to select your file.
You can only upload 5 file (up to 10MB) in .jpg, .jpeg, .png, .pdf, .gif, .png, .png, .tiff, .doc, .docx, .xls, .xlsx, .csv format at a time.

Step6 Upload the screenshot or photo of the direct credit confirmation advice as your proof of payment.

Step7 Click **“Submit”** to complete the payment.



If you choose **“Direct Credit”** as the contribution payment method, contribution is considered paid on the date when the designated MPF scheme bank account is credited.

Enquiries about Direct Credit Accounts for MPF Scheme Onboarded or to be Onboarded the eMPF Platform

MPF Trustee & Respective MPF Scheme(s)	Payee Name	Enquiries Phone Number
YF Life Trustees Limited <ul style="list-style-type: none"> • MASS Mandatory Provident Fund Scheme 	YF Life Trustees Limited	2533 5522
China Life Trustees Limited <ul style="list-style-type: none"> • China Life MPF Master Trust Scheme 	China Life MPF Master Trust Scheme	3999 5555
Bank of East Asia (Trustees) Limited <ul style="list-style-type: none"> • BEA (MPF) Value Scheme • BEA (MPF) Master Trust Scheme 	<ul style="list-style-type: none"> • BEA (MPF) Value Scheme • BEA (MPF) Master Trust Scheme 	2211 1777
Principal Trust Company (Asia) Limited <ul style="list-style-type: none"> • Principal MPF - Simple Plan • Principal MPF - Smart Plan • Principal MPF Scheme Series 800 	<ul style="list-style-type: none"> • Principal MPF - Simple Plan • Principal MPF - Smart Plan • Principal MPF Scheme Series 800 	<ul style="list-style-type: none"> • 2802 2812 • 2802 2812 • 2827 1233
BOCI-Prudential Trustee Limited <ul style="list-style-type: none"> • BOC-Prudential Easy-Choice Mandatory Provident Fund Scheme • My Choice Mandatory Provident Fund Scheme 	<ul style="list-style-type: none"> • BOCI-PRUDENTIAL TRUSTEE LIMITED-ECS • BOCI-PRUDENTIAL TRUSTEE LIMITED-MY CHOICE 	<ul style="list-style-type: none"> • 2929 3030 • 2929 3366
Bank Consortium Trust Company Limited <ul style="list-style-type: none"> • AMTD MPF Scheme • BCT Strategic MPF Scheme • Manulife RetireChoice (MPF) Scheme • BCT (MPF) Pro Choice 	<ul style="list-style-type: none"> • BCT-AMTD MPF Scheme • Bank Consortium Trust Company Limited as Trustee of BCT Strategic MPF Scheme • Bank Consortium Trust Company Limited as Trustee of Manulife RetireChoice (MPF) Scheme • Bank Consortium Trust Co Ltd-Client A/C-Master Clearing 	<ul style="list-style-type: none"> • 2172 0909 • 2298 9388 • 2298 9098 • 2298 9388
AIA Company (Trustee) Limited <ul style="list-style-type: none"> • AIA MPF - Prime Value Choice 	AIA Co (Trustee) Ltd - Prime	2100 1888
Sun Life Trustee Company Limited <ul style="list-style-type: none"> • Sun Life Rainbow MPF Scheme (Applicable to selected employers only) 	Sun Life Trustee Company Limited	3183 1888
Manulife Provident Funds Trust Company Limited <ul style="list-style-type: none"> • Manulife Global Select (MPF) Scheme (Applicable to selected employers only) 	Manulife Provident Funds Trust Company Limited	2108 1234
HSBC Provident Fund Trustee (Hong Kong) Limited <ul style="list-style-type: none"> • Fidelity Retirement Master Trust 	Fidelity Retirement Master Trust	2629 2677
HSBC Provident Fund Trustee (Hong Kong) Limited <ul style="list-style-type: none"> • Haitong MPF Retirement Fund • Hang Seng Mandatory Provident Fund - SuperTrust Plus • HSBC Mandatory Provident Fund - SuperTrust Plus (Applicable to selected employers only) 	<ul style="list-style-type: none"> • Haitong MPF Retirement Fund • Hang Seng Mandatory Provident Fund - SuperTrust Plus • HSBC Mandatory Provident Fund - SuperTrust Plus 	<ul style="list-style-type: none"> • 2116 8200 • 2288 6822 • 2583 8033
Bank Consortium Trust Company Limited <ul style="list-style-type: none"> • BCT (MPF) Industry Choice 	BCT (MPF) Industry Choice	2298 9388



e-Cheque

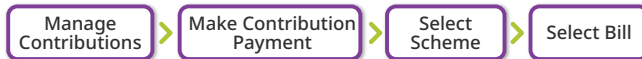
- Step1** After successfully submitting employees' contribution data via the eMPF Platform, please log in to your online banking account and select the e-Cheque service.
- Step2** Enter the payee name of the MPF scheme (see page 14 for details), issue date and contribution amount of the MPF scheme.
- Step3** In the "Remarks" section of e-Cheque, please provide one of the following details as shown in the example:

E-Cheque

To	Payee name	
<input type="text" value="000-000000-000"/>	<input type="text" value="Payee name of the MPF Scheme"/>	
Amount	Currency	Cheque date
<input type="text" value="4,000.00"/>	<input type="text" value="HKD"/>	<input type="text" value="01/06/2024"/>
Remarks		
<input type="text" value="a / b / c"/>		

- a** Employer Account Number ; or
- b** Submission Reference No. (i.e., RSD+16 digits) ; or
- c** MPF Contribution Bill No. (i.e., BLD+16 digits)
(only applicable for employers who have selected "Pre-printed Remittance Statement" is required to be generated during scheme enrolment)

e-Cheque Sample



Select Bill

Outstanding Payment Settled Payment

💡 This page shows bill(s) of (i) the next contribution period pending arrangement and/or (ii) past contribution period(s) with overdue contributions. If there are overdue contributions, please make contribution payment immediately. Contributions paid recently and under processing will still be shown on this page.
If you have already submitted contribution data and paid contributions in full on or before the relevant contribution day(s), please disregard the relevant surcharge bill(s) shown below (if any).

MPF Scheme A
Trustee : Trustee A **a** Employer Account No. : 1010101010 Account Status : Active

Payroll Group: REE927374

b #RSD1408671001967407 - Submitted on 01/06/2024

Status	Bill Type	No. of Employee Records	Total Amount (HKD)	Outstanding Amount (HKD)
Approved	Contribution Bill	2	\$ 4,000.00	\$ 4,000.00
Contribution Period				
01/05/2024 - 31/05/2024				

Select Bill Page Sample

MPF 積金易

Remittance Statement 付款結算書

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

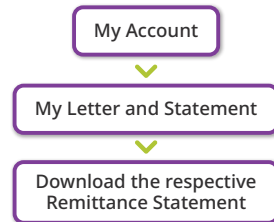
For internal use only
只供內部使用

RSS

Internal use only
只供內部使用

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

Scheme Name 計劃名稱	MPF Scheme A 積存計劃 A	(the "Scheme" / 計劃)	
Employer Name 僱主名稱	ABC Company Limited ABC 有限公司	(the "Employer" / 僱主)	
Employer Account No. 僱主賬戶號碼	56441597	Payroll Group ID 工資組別編號	REE927374
eMPF ID 積金易號碼	2000006579	DB No. 銀行編號	BLD0008760002758710
Document Reference No. 文件參考編號	GND0008766056302662	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)



Pre-printed Remittance Statement Sample

Step4 After submission, download the e-Cheque with digital signature.

Step5 On the **Proceed to Select Bill(s)** page in the eMPF Platform, select **"e-Cheque"** as your payment method and choose the submission method.

- 1 If you choose **"Upload"**, fill in the e-Cheque issuing bank name and e-Cheque number, and upload the e-Cheque with digital signature as your proof of payment;
- 2 If you choose **"Email"**, please send the e-Cheque with digital signature to forms@support.empf.org.hk, and fill in the e-Cheque issuing bank name and e-Cheque number. Then, click **"Submit"**.

Proceed to Select Bill(s)

Contribution Details

MPF Scheme A
Trustee: Trustee A | Employer Account No.: 1010101010 | Payroll Group: REE927374

You are paying for 1 bill(s).

Submission Reference No. RSD1408671001967407 | Contribution Period: 01/05/2024 - 31/05/2024

Total Contribution Amount of Selected Bills (HKD) \$ 4,000.00

Payment #1 Payment Method

- Please select a payment method and provide the required information. Learn [more](#).
- Failure to provide the required information may delay or prevent your contributions from being processed.
- Payment by a third party is not accepted.
- If Direct Debit has been set up and activated, contribution payment will be automatically deducted from your designated bank account once contribution data is processed. **You DONT NEED to make a payment on this page to avoid duplicate payment.**

Payment Method: e-Cheque

e-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.

Select Submission Method: Upload Email

Payment Amount (HKD) \$ 4,000.00

Issuing Bank Name: ABC Bank | e-Cheque No.: 123456

Please upload the proof of payment below.

You may drag and drop the file here or click [here](#) to select your file.
You can only upload 5 files up to 10MB(s) in PDF, JPEG, PNG, PPT, DOC, XLS, DOCX, XLSX, CSV format at a time.



Please note that each e-Cheque can only be used for contributions for a single payroll group. If you choose to use "e-Cheque" as the payment method, contribution is considered paid on the date when the e-Cheque is received by eMPF Platform.

Enquiries about Payment by e-Cheque for MPF Scheme Onboarded or to be Onboarded the eMPF Platform

MPF Trustee & Respective MPF Scheme(s)	Payee Name	Enquiries Phone Number
YF Life Trustees Limited <ul style="list-style-type: none"> • MASS Mandatory Provident Fund Scheme 	YF Life Trustees Limited	2533 5522
China Life Trustees Limited <ul style="list-style-type: none"> • China Life MPF Master Trust Scheme 	China Life MPF Master Trust Scheme	3999 5555
Bank of East Asia (Trustees) Limited <ul style="list-style-type: none"> • BEA (MPF) Value Scheme • BEA (MPF) Master Trust Scheme 	<ul style="list-style-type: none"> • BEA (MPF) Value Scheme • BEA (MPF) Master Trust Scheme 	2211 1777
BOCI-Prudential Trustee Limited <ul style="list-style-type: none"> • BOC-Prudential Easy-Choice Mandatory Provident Fund Scheme • My Choice Mandatory Provident Fund Scheme 	<ul style="list-style-type: none"> • BOCI-PRUDENTIAL TRUSTEE LIMITED-ECS • BOCI-PRUDENTIAL TRUSTEE LIMITED-MY CHOICE 	<ul style="list-style-type: none"> • 2929 3030 • 2929 3366
Bank Consortium Trust Company Limited <ul style="list-style-type: none"> • AMTD MPF Scheme • BCT Strategic MPF Scheme • Manulife RetireChoice (MPF) Scheme • BCT (MPF) Pro Choice 	<ul style="list-style-type: none"> • Bank Consortium Trust Co Ltd as trustee of AMTD MPF Scheme • Bank Consortium Trust Company Limited as Trustee of BCT Strategic MPF Scheme • Bank Consortium Trust Company Limited as Trustee of Manulife RetireChoice (MPF) Scheme • Bank Consortium Trust Company Limited - Client A/C - Master Clearing 	<ul style="list-style-type: none"> • 2172 0909 • 2298 9388 • 2298 9098 • 2298 9388
HSBC Provident Fund Trustee (Hong Kong) Limited <ul style="list-style-type: none"> • Fidelity Retirement Master Trust • Haitong MPF Retirement Fund • Hang Seng Mandatory Provident Fund - SuperTrust Plus • HSBC Mandatory Provident Fund - SuperTrust Plus 	<ul style="list-style-type: none"> • HSBC Provident Fund Trustee (Hong Kong) Limited - Fidelity Retirement Master Trust • HSBC Provident Fund Trustee (Hong Kong) Limited - Haitong MPF Retirement Fund • HSBC Provident Fund Trustee (Hong Kong) Limited A/C Hang Seng Mandatory Provident Fund - SuperTrust Plus • HSBC Provident Fund Trustee (Hong Kong) Limited A/C HSBC Mandatory Provident Fund - SuperTrust Plus 	-
Bank Consortium Trust Company Limited <ul style="list-style-type: none"> • BCT (MPF) Industry Choice 	Bank Consortium Trust Co Ltd - Client A/C - Industry Clearing	2298 9388



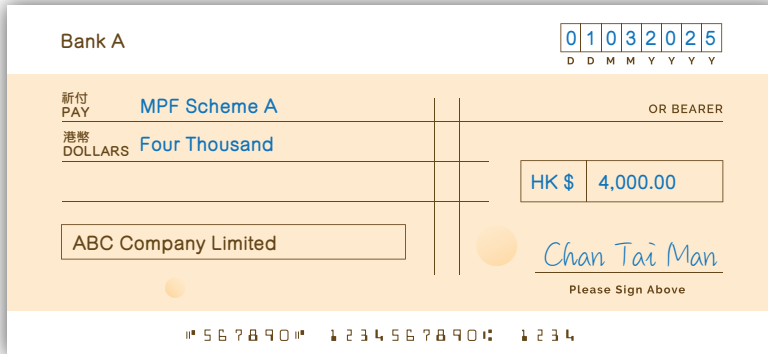
Cheque

Step 1 After successfully submitting employees' contribution data via the eMPF Platform, please prepare a crossed cheque, filling in the issue date, payee name of the MPF scheme (see page 18 for details), contribution amount and sign.

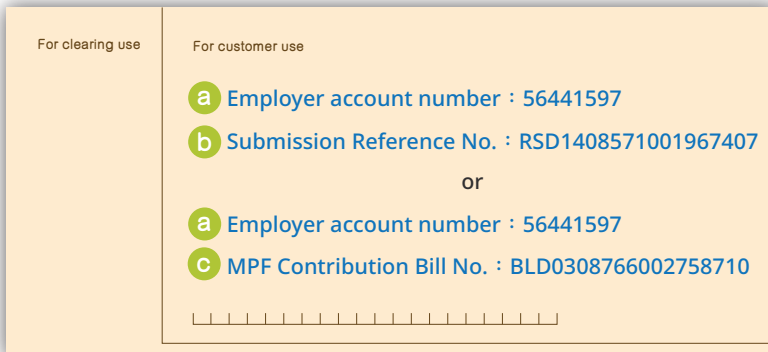
Step 2 On the back of the cheque, please write down the **a** Employer Account Number alongside with one of the following information as shown in the sample:

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

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



Sample of the front of the cheque



Sample of the back of the cheque

Manage Contributions

Make Contribution Payment

Select Scheme

Select Bill

Select Bill

Outstanding Payment

Settled Payment

This page shows bill(s) of (i) the next contribution period pending arrangement and/or (ii) past contribution period(s) with overdue contributions. If there are overdue contributions, please make contribution payment immediately. Contributions paid recently and under processing will still be shown on this page. If you have already submitted contribution data and paid contributions in full on or before the relevant contribution day(s), please disregard the relevant surcharge bill(s) shown below (if any).

Search by Employee Name/HKID No.

Search by Submission No.

Contribution Period: 20/11/2023 to 31/05/2024

Search

MPF Scheme A

Trustee: Trustee A | Employer Account No.: 1010101010 | Account Status: Active

Payroll Group: REE927374

#RSD1408671001967807 - Submitted on 01/06/2024

Status	Bill Type	No. of Employee Records	Total Amount (HKD)	Outstanding Amount (HKD)
Approved	Contribution Bill	2	\$ 4,000.00	\$ 4,000.00
Contribution Period				
01/05/2024 - 31/05/2024				

Proceed to Select Bill(s)

Select Bill Page Sample

My Account

My Letter and Statement

Download the respective Remittance Statement



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

Go Green for efficiency, you may report contribution data via Online Remittance Statement through eMPF Employer Portal. 為更有效率, 你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

Internal use only
內部專用

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 (the "Scheme" 「計劃」)		
Employer Name 僱主名稱	ABC Company Limited 甲乙丙有限公司 (the "Employer" 「僱主」)		
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 C
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

Pre-printed Remittance Statement Sample



Please note that each cheque can only be used for contributions for a single payroll group.

Step3

Submit the prepared cheque through one of the following methods:

By post: PO Box 98929 Tsim Sha Tsui Post Office;

Drop-in box: at any one of the eMPF Service Centres (see page 19 for their locations); or

Cheque deposit machine (only applicable to certain trustees): deposit through cheque deposit machine at the bank designated by the trustee.

Step4

On the **Proceed to Select Bill(s)** page in the eMPF Platform, select **“Cheque”** as your payment method and choose the submission method.

Proceed to Select Bill(s)

Contribution Details

MPF Scheme A

Trustee : Trustee A | Employer Account No. : 1010101010 | Patroll Group : REE927374 | VT

You are paying for 1 bill(s).

Submission Reference No. RSD1408671001967407	Contribution Period 01/05/2024 - 31/05/2024
--	--

Total Contribution Amount of Selected Bills (HKD) **\$ 4,000.00**

Payment #1 Payment Method

- Please select a payment method and provide the required information. [Learn more.](#)
- Failure to provide the required information may delay or prevent your contributions from being processed.
- Payment by a third party is not accepted.
- If **Direct Debit** has been set up and activated, contribution payment will be automatically deducted from your designated bank account once contribution data is processed. **You DONT NEED to make a payment on this page to avoid duplicate payment.**

Payment Method

Cheque ▼

Cheque

Important Note: Please write the following information on the back of the physical cheque and mail it to **“PO Box 98929 Tsim Sha Tsui Post Office”**, or drop off at any one of the eMPF Service Centres. [Learn more.](#)

1. eMPF “Employer Account No.” (8 digits) **and**
2. eMPF “Submission Reference No.” (i.e. RSD + 16 digits) **or** “MPF Contribution Bill No.” (i.e. BLD + 16 digits)

Note:

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

Select Submission Method

By post / Drop-in box Cheque deposit machine / Bank-in (if available)

Payment Amount (HKD)

\$ 4,000.00

Issuing Bank Name Cheque No.

ABC Bank 123456

- 1** If you choose **“By post/ Drop-in box”**, fill in the cheque issuing bank name and cheque number, then click **“Submit”**;
- 2** If you choose **“Cheque deposit machine/ Bank-in (if available)”**, fill in the cheque issuing bank name and cheque number, and upload the photo of the payment confirmation advice upon completion of payment as your proof of payment. Then, click **“Submit”**.



If you choose to use **“Cheque”** as the payment method, contribution is considered paid on the date when the cheque is received by the eMPF Platform. Please allow sufficient mailing time to ensure the cheque is successfully delivered to the eMPF Platform on or before the contribution date each month for processing.

Details of Payment by Cheque for MPF Scheme Onboarded or to be Onboarded the eMPF Platform

MPF Trustee & Respective MPF Scheme(s)	Payee Name (Payable to)	Submission Means
YF Life Trustees Limited <ul style="list-style-type: none"> • MASS Mandatory Provident Fund Scheme 	YF Life Trustees Limited	By post/ Drop-in box/ Cheque deposit machine
China Life Trustees Limited <ul style="list-style-type: none"> • China Life MPF Master Trust Scheme 	China Life MPF Master Trust Scheme	By post/ Drop-in box/ Cheque deposit machine
Bank of Communication Trustee Limited <ul style="list-style-type: none"> • BCOM Joyful Retirement MPF Scheme 	Bank of Communications Trustee Limited - BCOM Joyful Retirement MPF Scheme	By post/ Drop-in box
Standard Chartered Trustee (Hong Kong) Limited <ul style="list-style-type: none"> • SHKP MPF Employer Sponsored Scheme 	Standard Chartered Trustee (Hong Kong) Limited – SHKP MPF	By post/ Drop-in box
Bank of East Asia (Trustees) Limited <ul style="list-style-type: none"> • BEA (MPF) Value Scheme • BEA (MPF) Master Trust Scheme 	<ul style="list-style-type: none"> • BEA (MPF) Value Scheme • BEA (MPF) Master Trust Scheme 	By post/ Drop-in box
Principal Trust Company (Asia) Limited <ul style="list-style-type: none"> • Principal MPF - Simple Plan • Principal MPF - Smart Plan • Principal MPF Scheme Series 800 	<ul style="list-style-type: none"> • PTC - Simple Plan • PTC - Smart Plan • PTC - MPF S800 	By post/ Drop-in box/ Cheque deposit machine
BOCI-Prudential Trustee Limited <ul style="list-style-type: none"> • BOC-Prudential Easy-Choice Mandatory Provident Fund Scheme • My Choice Mandatory Provident Fund Scheme 	<ul style="list-style-type: none"> • BOCI-PRUDENTIAL TRUSTEE LIMITED-ECS • BOCI-PRUDENTIAL TRUSTEE LIMITED - MY CHOICE 	By post/ Drop-in box/ Cheque deposit machine
Bank Consortium Trust Company Limited <ul style="list-style-type: none"> • AMTD MPF Scheme • BCT Strategic MPF Scheme • Manulife RetireChoice (MPF) Scheme • BCT (MPF) Pro Choice 	<ul style="list-style-type: none"> • Bank Consortium Trust Co Ltd as trustee of AMTD MPF Scheme • Bank Consortium Trust Company Limited as Trustee of BCT Strategic MPF Scheme • Bank Consortium Trust Company Limited as Trustee of Manulife RetireChoice (MPF) Scheme • Bank Consortium Trust Company Limited - Client A/C - Master Clearing 	By post/ Drop-in box/ Cheque deposit machine
AIA Company (Trustee) Limited <ul style="list-style-type: none"> • AIA MPF - Prime Value Choice 	AIA Co (Trustee) Ltd - Prime	By post/ Drop-in box/ Cheque deposit machine
Sun Life Trustee Company Limited <ul style="list-style-type: none"> • Sun Life Rainbow MPF Scheme 	Sun Life Trustee Company Limited	By post/ Drop-in box
Manulife Provident Funds Trust Company Limited <ul style="list-style-type: none"> • Manulife Global Select (MPF) Scheme 	Manulife Provident Funds Trust Company Limited	By post/ Drop-in box/ Cheque deposit machine
HSBC Provident Fund Trustee (Hong Kong) Limited <ul style="list-style-type: none"> • Fidelity Retirement Master Trust • Haitong MPF Retirement Fund • Hang Seng Mandatory Provident Fund - SuperTrust Plus • HSBC Mandatory Provident Fund - SuperTrust Plus 	<ul style="list-style-type: none"> • HSBC Provident Fund Trustee (Hong Kong) Limited - Fidelity Retirement Master Trust • HSBC Provident Fund Trustee (Hong Kong) Limited - Haitong MPF Retirement Fund • HSBC Provident Fund Trustee (Hong Kong) Limited A/C Hang Seng Mandatory Provident Fund - SuperTrust Plus • HSBC Provident Fund Trustee (Hong Kong) Limited A/C HSBC Mandatory Provident Fund - SuperTrust Plus 	By post/ Drop-in box
Bank Consortium Trust Company Limited <ul style="list-style-type: none"> • BCT (MPF) Industry Choice 	Bank Consortium Trust Co Ltd - Client A/C - Industry Clearing	By post/ Drop-in box

Enquiries and Support

Online Information



eMPF Website




FAQs



eMPF User Guides and Tutorial Videos

Enquiries

eMPF Customer Service Hotline	183 2622
eMPF Contribution Inquiry Hotline	3197 2834
Email	enquiry@support.empf.org.hk
Outreach Service Online Booking System	

eMPF Service Centres

Addresses	<p>Hong Kong Island Unit 601B, 6/F, Dah Sing Financial Centre, No. 248 Queen's Road East, Wanchai, Hong Kong</p> <p>Kowloon Suites 1204-6, 12/F, Chinachem Golden Plaza, No. 77 Mody Road, Tsim Sha Tsui East, Kowloon</p> <p>New Territories Suite 1802A, 18/F, Tower 2, Nina Tower, No. 8 Yeung Uk Road, Tsuen Wan, New Territories</p>
Business Hours	<p>Monday to Friday 9 am to 6 pm Saturday 9 am to 1 pm Closed on Sundays and public holidays</p>

