

Profile Management



**Web Portal
User Guide**

Preface

This user guide provides step-by-step instructions to an employer on reviewing and/or editing the general information of a company, the information of Company Authorized Person, Contact Person, Controlling Person and Other User 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: 1.1

Date : 19 Sep, 2025

Contents

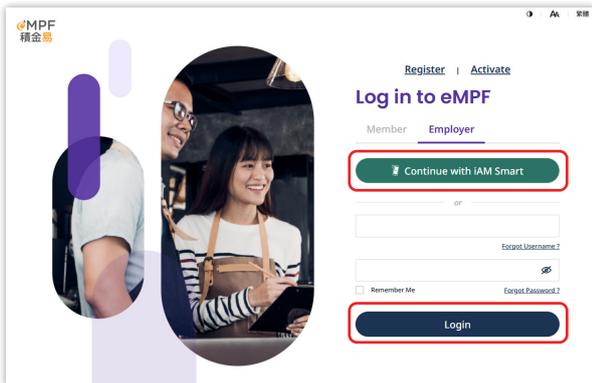
A. Company Management P.3

B. People Management P.8

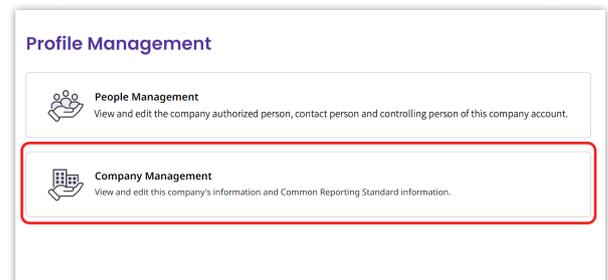
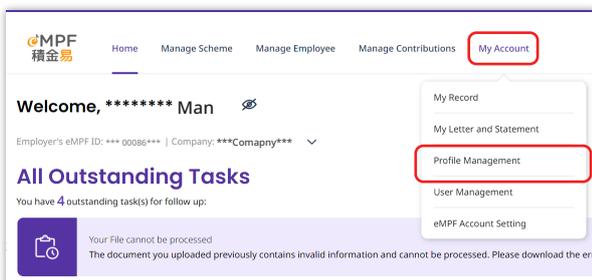
A. Company Management

If you are the **Company Authorized Person**, **Scheme Authorized Person** or an **Other User** granted with “Profile Management” access right of the function (please refer to **User Access Rights – Web Portal User Guide (Employers)**), you can review and edit your company information on the **eMPF Platform**. 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 “**Company Management**”.



► Review & Edit Company Information

A3 Review and click **Edit** if you would like to update the company information. Click **Save** when finished.

Company Management

Company Management

Company Information

Company Name (English) ABC Company Limited	Company Name (Chinese) ABC有限公司	Type of Company Private limited company
Date of Incorporation 09/06/2023	Certificate of Incorporation No. 1234567	Registration Type Business registration
Registration No. (BR 11 digit Education Bureau +8 character Trade Union +5 character Society 7 character) 20068155	Branch No. (3 characters, alphabet and number only) 001	Nature of Business Real Estate Activities
Place of Incorporation Hong Kong		

Registered Address

Country / Region Hong Kong, China	City
Flat / Shop / Unit / Suite / Room / Others Room 1	Floor (e.g. please input "12/F") 1/F
Block / Tower / House / Others Block 1	Building CBA Building
Street (street no. and street name) 321 Road	District Kwun Tong
Postal Code	

Principal Business Address

Country / Region Hong Kong, China	City
Flat / Shop / Unit / Suite / Room / Others Room 1	Floor (e.g. please input "12/F") 1/F
Block / Tower / House / Others Block 1	Building CBA Building
Street (street no. and street name) 321 Road	District Kwun Tong
Postal Code	

Correspondence Address

Country / Region Hong Kong, China	City
Flat / Shop / Unit / Suite / Room / Others Room 1	Floor (e.g. please input "12/F") 1/F
Block / Tower / House / Others Block 1	Building CBA Building
Street (street no. and street name) 321 Road	District Kwun Tong
Postal Code	

Way of Communication

Preferred Language of Communication <input checked="" type="radio"/> English	<input type="radio"/> Traditional Chinese	<input type="radio"/> Simplified Chinese
Preferred Channel of Communication <input checked="" type="radio"/> Email Address		
Receive e-Notifications and e-Statements from the eMPF Platform <input type="radio"/> Yes <input checked="" type="radio"/> No		
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/privacy) 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". <input checked="" type="radio"/> Yes <input type="radio"/> No		

Common Reporting Standard Information

Type of Entity
Active NFE

Active Non-Financial Entity ("NFE")
NFE the stock of which is regularly traded on 1, which is an established securities market

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

Back
Edit

Company Management

Company Information

Company Name (English) ABC Company Limited	Company Name (Chinese) ABC有限公司
Type of Company Private limited company	Date of Incorporation 09/06/2023
Certificate of Incorporation No. 1234567	Registration Type Business registration
Registration No. (BR 11 digit Education Bureau +8 character Trade Union +5 character Society 7 character) 20068155	Branch No. (3 characters, alphabet and number only) 001
Nature of Business Real Estate Activities	Place of Incorporation Hong Kong

Residential Address

Registered Address

Country / Region Hong Kong, China	City
Flat / Shop / Unit / Suite / Room / Others 2	Room 1
Block / Tower / House / Others 1	Floor (e.g. please input "12/F") 1
Block Block	Building CBA Building
Street (street no. and street name) 321 Road	District Kwun Tong
Postal Code	

Principal Business Address

Same as Residential Address Other Address

Correspondence Address

Same as Residential Address Other Address

Way of Communication

Preferred Language of Communication
 English Traditional Chinese Simplified Chinese

Preferred Channel of Communication
 Email Address SMS

Receive e-Notifications and e-Statements from the eMPF Platform
 Yes No

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 \(eMPF.org.hk/privacy\)](#) 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

Common Reporting Standard Information

Type of Entity
Active NFE

Active Non-Financial Entity ("NFE")
NFE the stock of which is regularly traded on 1, which is an established securities market

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

Cancel
Save



A4 Upload the required supporting document(s) shown on the page if necessary, then click **Next**.

Upload Supporting Documents

Please upload the supporting document(s) as shown below. Certified true copy (CTC) or original copy may be required for certain documents. Please submit it in person or by post to the designated P.O. box if applicable.

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

 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, tif, tiff, pdf, doc, docx format at a time.

 [Business_registrationCert.jpeg](#) 349.7 KB 

Back Next

A5 Review the information and click **Submit**

Confirmation

Information Change Details

The information below will apply to all schemes under this company account.

Company Information

Company Name (English)	Company Name (Chinese)
ABC Company Limited	ABC有限公司

Registered Address

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

Principal Business Address

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

Correspondence Address

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

Way of Communication

Preferred Channel of Communication

Email Address

Common Reporting Standard Information

Type of Entity

Financial Institution

Financial Institution

Custodial Institution, Depository Institution or Specified Insurance Company

Applied New Information Schemes

Applied New Information Schemes

Account 1

MPF Scheme A

Trustee: Trustee A | Account No.: 10317650

Upload Supporting Documents

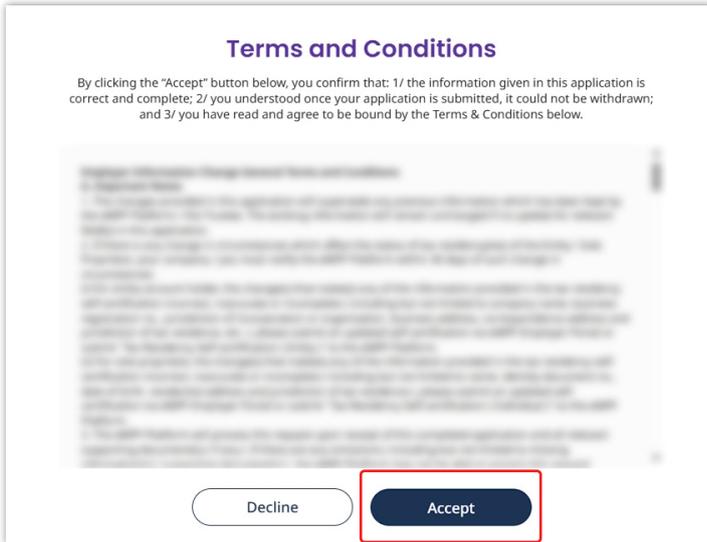
Copy of Business Registration Certificate / Other valid document of relevant government registration

 Business_registrationCert.jpg 349.7 KB

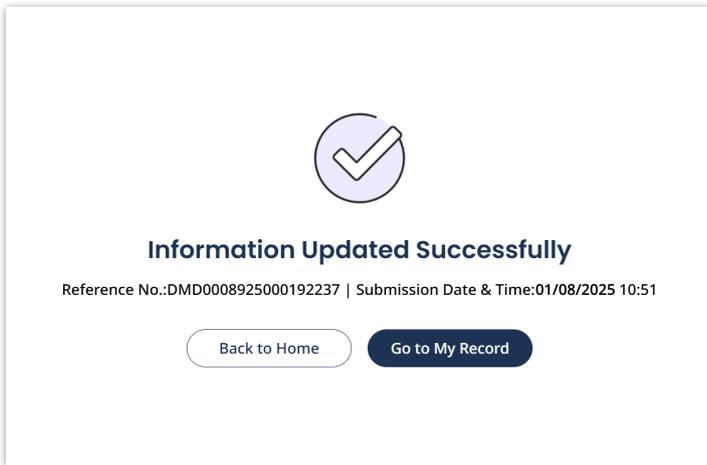
[Edit](#)

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

A6 Read the Terms and Conditions and click **Accept**.



A7 Your request has been submitted.



Tips: You may be required to submit the certified true copy or original copy of certain supporting documents to effect the change. Please refer to the instructions on the relevant pages of the **eMPF Platform**.

B. People Management

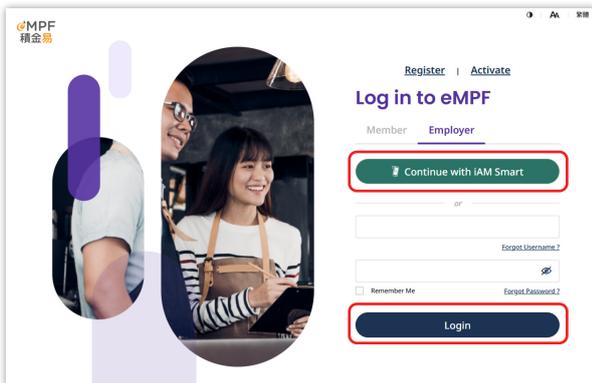
In general, if you are the **Company Authorized Person, Scheme Authorized Person** or an **Other User** granted with "Profile Management" access right of the function, you can view **Company Authorized Person, Contact Person, Controlling Person and Other User** on the eMPF Platform. Please note the following remarks.



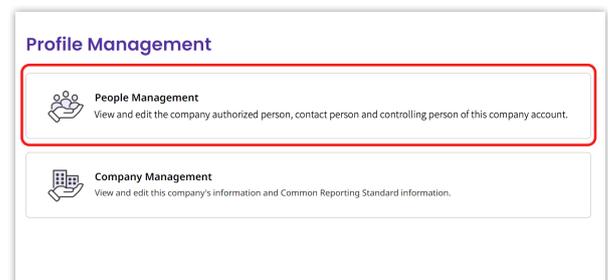
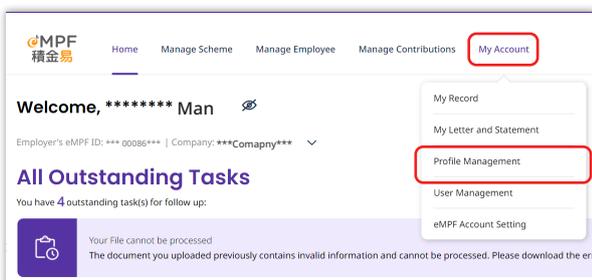
Remarks:

- 1) The personal information of Company Authorized Person can only be updated by their own
- 2) Company Authorized Person, Scheme Authorized Person and Other User can
 - View, add and remove other Company Authorized Person, Contact Person, Controlling Person and Other User
 - Edit Contact Person information

B1 Go to the eMPF Web Portal and log in.



B2 Select "Profile Management" under "My Account" on the menu bar, then select "People Management".



Tips: Please be mindful when assigning user access rights, as this may allow users to access sensitive information, including staff salaries, personal data etc. For detailed information on access rights associated with each function, please refer to the **User Access Rights user guide**.

B3 Select View of the user you would like to "View".

People Management

Add Company Authorized Person

Company Authorized Person Contact Person Controlling Person Other User

Name	Job Title	ID No.	
陳大文 Chan Tai Man	CEO	L867019(9)	View

Total 1 Results

10/Page < 1 > Go to

B4 Click **Edit**.

Company Authorized Person

Company Authorized Person

Personal Information

Title	Surname (English)	Given Name (English)
Mr	Chan	Tai Man
Surname (Chinese)	Given Name (Chinese)	
陳	大文	
ID Document Type	ID No.	
HKID	L8670199	
Date of Birth (DD/MM/YYYY)	Nationality	Job Title
11/11/1980	Chinese	CEO

Contact Information

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

Address

Residential Address

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

Way of Communication

Preferred Language of Communication

English

[Remove](#)

[Back](#) [Edit](#)

B5 Update the information. Then click **Save**.

Company Authorized Person

Company Authorized Person

Personal Information

Title
 Mr Ms Miss Mrs Dr Other

Surname (English): Given Name (English):

Surname (Chinese): Given Name (Chinese):

ID Document Type: ID No.:

Date of Birth (DD/MM/YYYY): Nationality:

Job Title:

Contact Information

Email Address (Optional):

Mobile No.: Telephone No.:

Address

Residential Address

Country / Region: City:

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

Block / Tower / House / Others: Block: Building:

Street (street no. and street name): District:

Postal Code:

Way of Communication

Preferred Language of Communication
 English Traditional Chinese Simplified Chinese



Tips: Please remember to verify the **Company Authorized Person's email** and/or **mobile phone number** by clicking the **"Verify"** button next to these 2 fields. He/She will receive a one-time passcode through email and/or SMS respectively, simply enter the verification code to finish the verification.

Contact Information

Email Address (Optional):

Mobile No.: Telephone No.:



Enter Verification Code

Enter the verification code we have sent by Email to c*****@abc.com.

Did not get a verification code? Resend in 26 seconds

B6 Upload the supporting document(s) shown on your computer web page (if applicable) , then click **Next** .

Upload Supporting Documents

Please upload the supporting document(s) as shown below. Certified true copy (CTC) or original copy may be required for certain documents. Please submit it in person or by post to the designated P.O. box if applicable.

✓ Board resolution

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, tif, tiff, pdf, doc, docx format at a time.

Board_copy.jpeg 868.36 KB

✓ HKID Card Copy / Passport Copy

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, tif, tiff, pdf, doc, docx format at a time.

HKID_copy.jpeg 533.96 KB

Back Next



Remarks: The above is for illustration purpose only. The required supporting documents are subject to change based on the updated items.

B7 Review the information and click **Submit**.

Confirmation

Information Change Details

The information below will apply to all schemes under this company account.

Company Authorized Person

Contact Information

Email Address	Mobile No.
chantaiman@abc.com	+852 99123456

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 Floor	Block 1
Building	Street (street no. and street name)
ABC Building	123 K Road
District	
Kwun Tong	

Upload Supporting Documents

Board resolution

 Board_copy.jpeg 308.83 KB

[Edit](#)

HKID Card Copy / Passport Copy

 HKID_copy.jpeg 308.83 KB

[Edit](#)

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

B8 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](#)

B9 Your request has been successfully submitted.



Account Information Updated Successfully
Reference No.:DMD0008991000217630 | Submission Date & Time:14/07/2025 12:01

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

- End -