

Tax Deductible Voluntary Contribution & Special Voluntary Contribution Account Enrolment



**Mobile App
User Guide**

Preface

This user guide provides step-by-step instructions on how a scheme member can open a Tax Deductible Voluntary Contribution (TVC) and Special Voluntary Contribution (SVC) account in an MPF Scheme on the **eMPF™ Mobile App**. All screenshots are for illustration purposes only. The actual design of the app interface may be different.

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

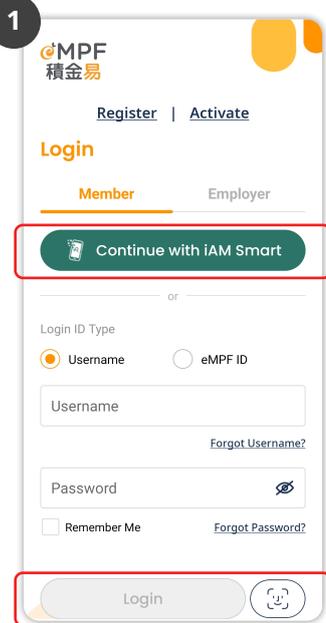
eMPF Customer Service Hotline	183 2622
Email	enquiry@support.empf.org.hk
eMPF Service Centre	Hong Kong Island Unit 601B, 6/F, Dah Sing Financial Centre, No. 248 Queen's Road East, Wanchai, Hong Kong
	Kowloon Suites 1204-6, 12/F, Chinachem Golden Plaza, No. 77 Mody Road, Tsim Sha Tsui East, Kowloon
	New 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: 1.3

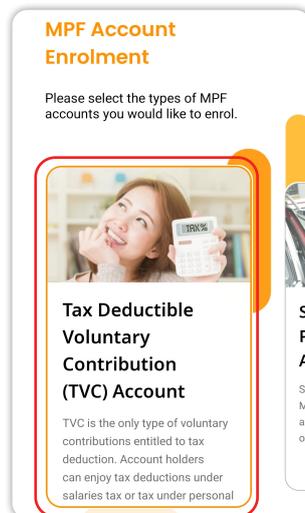
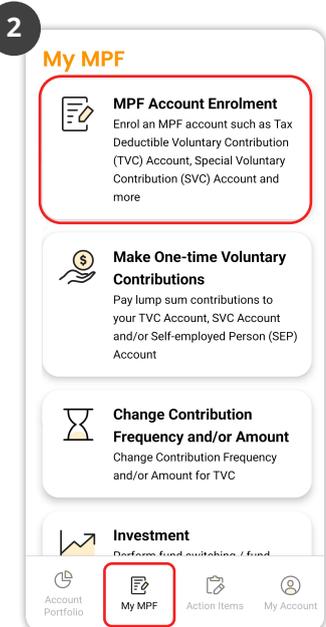
Date : 13 Mar, 2026

Tax Deductible Voluntary Contribution & Special Voluntary Contribution Account Enrolment

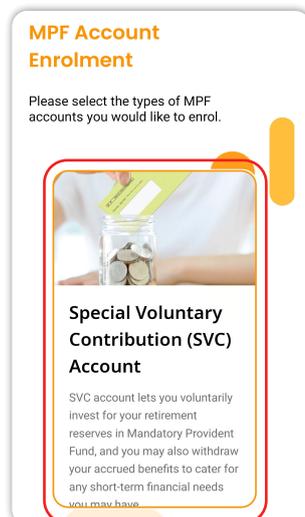
If you would like to open a **Tax Deductible Voluntary Contribution (TVC)** or **Special Voluntary Contribution (SVC)** account under an scheme which is onboarded the **eMPF Platform**, please follow the steps below to complete the enrolment.



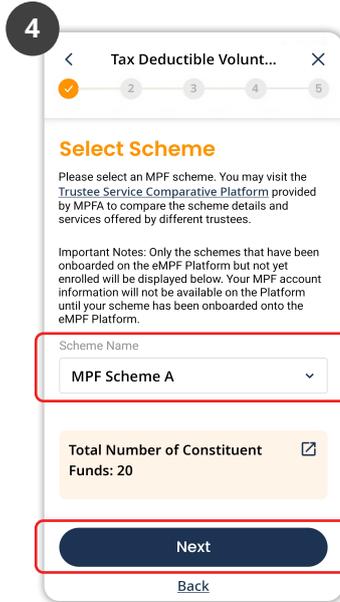
1 Log in to the **eMPF™** Mobile App.



2 Tap **"My MPF"** on the menu bar and tap **"MPF Account Enrolment"**. Then, select **"Tax Deductible Voluntary Contribution (TVC) Account"** or **"Special Voluntary Contribution (SVC) Account"**.

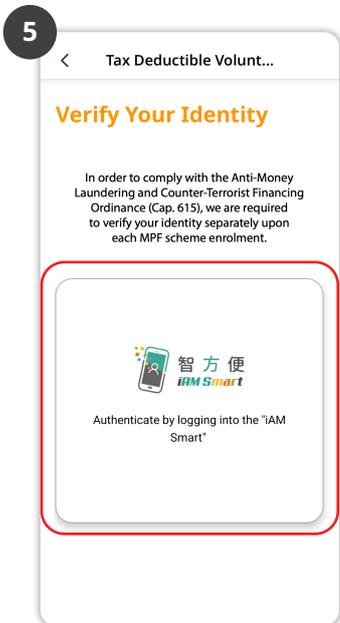


Tax Deductible Voluntary Contribution & Special Voluntary Contribution Account Enrolment



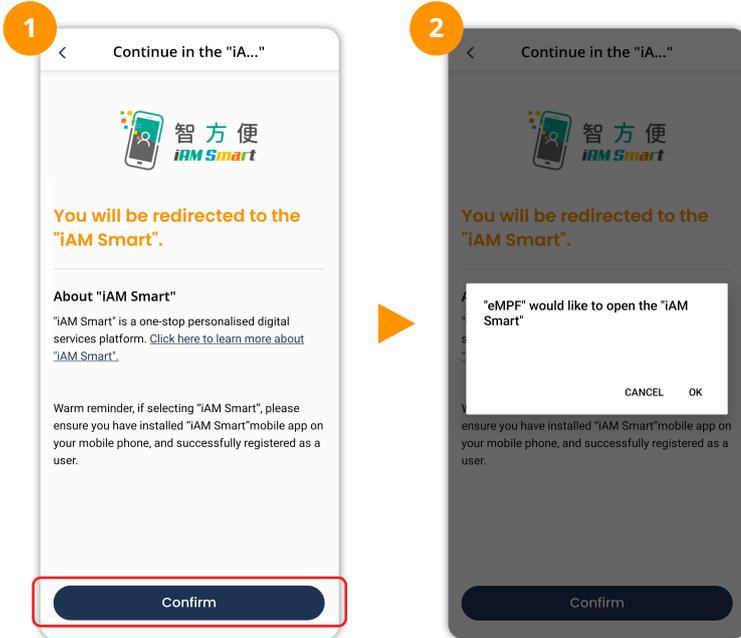
3 Read the instructions and tap **Start Enrolment**.

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



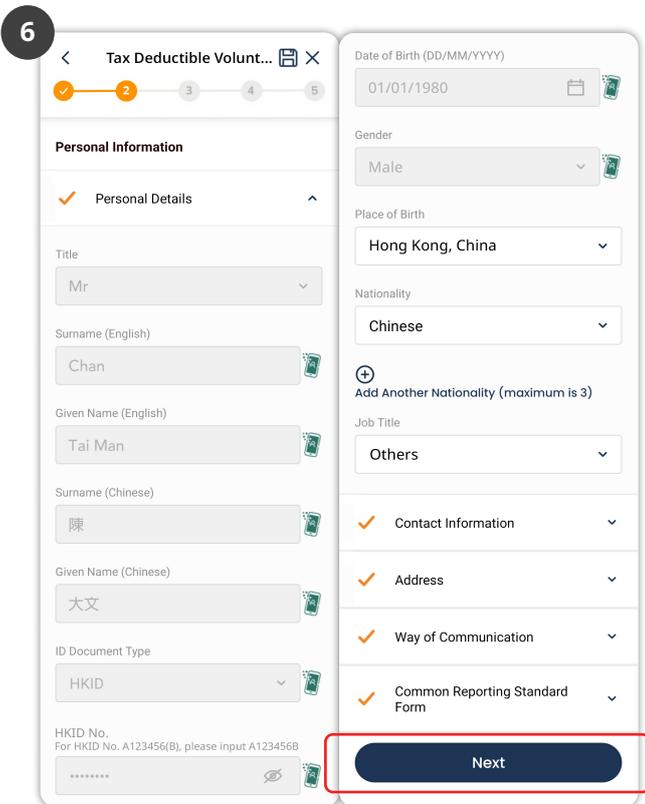
5 Please verify with **"iAM Smart"**.

Verify with "iAM Smart"



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

Continue the Enrolment Process via eMPF™ Mobile App



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

Tax Deductible Voluntary Contribution & Special Voluntary Contribution Account Enrolment



The first screenshot shows the 'Contact Information' screen with the following fields: Email Address (chantaiman@abc.com), Mobile No. (+852 99123456), and Secondary Telephone No. (Optional). Red boxes highlight the 'Verify' buttons next to the email and mobile number fields. The second screenshot shows the 'Enter Verification Code' screen with a numeric keypad and a 'Resend in 51 seconds' button. A red box highlights the numeric keypad.

Tips: Please remember to verify your **email address** and/or **mobile phone number** by tapping the **“Verify”** button next to these 2 fields. You will receive a one-time passcode through **email** and/or **SMS** respectively, simply enter the verification code to finish the verification.

7

Investment Choice

You should identify the **risk class** of different funds and gauge your own risk tolerance level before making investment choices.

Please indicate which of the following constituent fund(s) you would like to invest in. The mandatory contributions and voluntary contributions (if any), will be invested according to the investment choice you provide in the table below. The investment allocation percentages should be in whole numbers (e.g. 50% not 50.5%) and the total should be 100%.
About DIS details, please refer to [MPFA Website](#).

Reset Allocation

Default Investment Strategy	0%
Fund A Risk Class 1	30%
Fund B Risk Class 1	30%
Fund C Risk Class 3	40%
Total:	100%

Next

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

8

< Tax Deductible Volunt...

1 2 3 4 5

Contributions & Payment

✓ Contribution Details

Contribution Frequency

Lump Sum

Annually

Monthly

Contribution Amount (HKD)

\$ 1,500.00

Contribution Start Date (DD/MM/YYYY)

28 / 02 / 2026

Date of Joining the Scheme (DD/MM/YYYY)

28 / 02 / 2026

✓ Payment Method

Default Payment Method

Other Payment Method

Others

You may choose other payment methods including cheque, direct credit and so on when you make a contribution.

For Member - Please refer to the payment methods available in the "Contributions" > "Make One-time Voluntary Contributions" > select the scheme and input the Lump Sum Contribution Amount (HKD) > "Confirm" > "Proceed to Payment Instruction", and select the other payment method to make contribution.

Next

8 Fill in Contribution Details and Payment Method and tap **Next**.



Tips:

The available options for **Contribution Frequency** is different according to your selected MPF scheme.



Remarks: After your enrolment is successfully completed, the contribution bills will be generated according to your selected **Contribution Frequency**. Once the contribution bills is ready, you will receive an **action item** in your eMPF™ to proceed the payment process. For details about the available Payment Methods, please visit "**Payment Methods**" page of the **eMPF Website**, then select "**Member**" tab, and relevant "**Trustee**" and "**Scheme**" name.

If you select **Direct Debit Authorization** as **Defaulted Payment Method**, the contribution payment will be automatically deducted from your bank account according to your selected **Contribution Frequency**, after your Direct Debit Authorization set up has been completed.

Tax Deductible Voluntary Contribution & Special Voluntary Contribution Account Enrolment

9

Tax Deductible Volunt... X

Confirmation

Step 1 - Select Scheme

- Select Scheme

Step 2 - Personal Information

- Personal Details
- Contact Information
- Address
- Way of Communication
- Common Reporting Standard Form

Step 3 - Investment Choice

- Investment Choice

Step 4 - Contribution & Payment

- Contribution Details
- Default Payment Method

MPF Intermediary Information (If applicable)

Do you want to submit intermediary information?

Yes

No

Submit

10

Terms and Conditions

Show Less ^

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.

Personal Account Member Application
General Terms and Conditions
& Important Notes

1. MPF (Mandatory Provident Fund) Scheme Limited (MPF Scheme), a wholly owned subsidiary of the Mandatory Provident Fund Schemes Authority (MPFA), will provide the online application service to you through the MPF website, accessible at the "Special Form" and "Conditions of the MPF Platform" link on the website.

Accept

Decline

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

10 Read the Terms & Conditions and tap **Accept**.

11



Enrolment Request Submitted

Reference No.: END2609194001350174
Submission Date & Time: 28/02/2026, 16:27

Your MPF enrolment request has been submitted. We will send you the enrolment result once available.

View submission status

Back to Home

11 Your enrolment request has been submitted. We will send you the enrolment result once it is available via email or SMS.

- End -