

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:

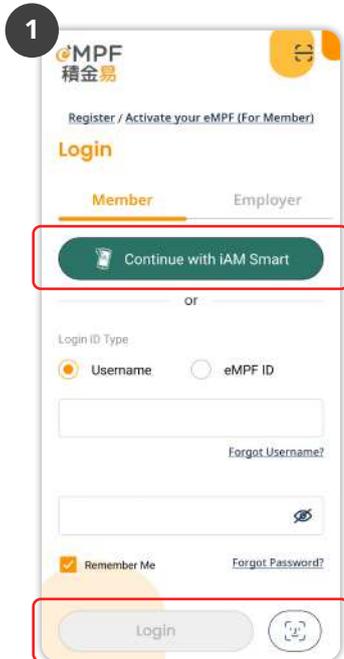
| | |
|--------------------------------------|---|
| eMPF Customer Service Hotline | 183 2622 |
| Email | enquiry@support.empf.org.hk |
| eMPF Service Centre | Hong Kong Island Unit 601B, 6/F, Dah Sing Financial Centre, No. 248 Queen's Road East, Wanchai, Hong Kong |
| | Kowloon Suites 1205-6, 12/F, 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: 1.2

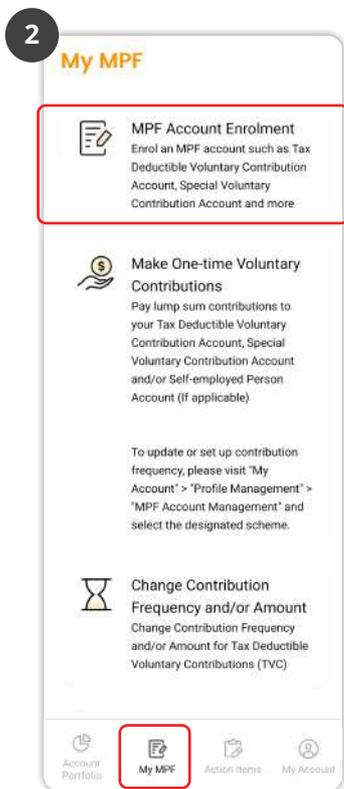
Date : 4 Jul, 2025

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 to the **eMPF Platform**, please follow the steps below to complete the enrolment.



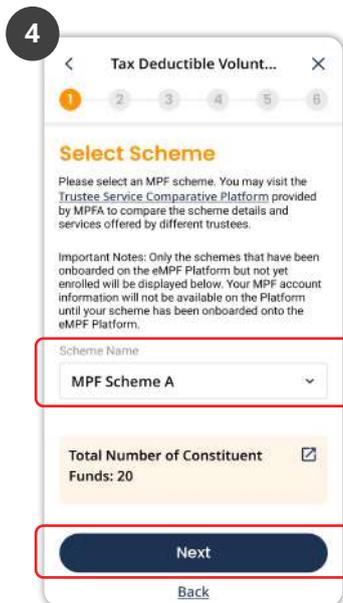
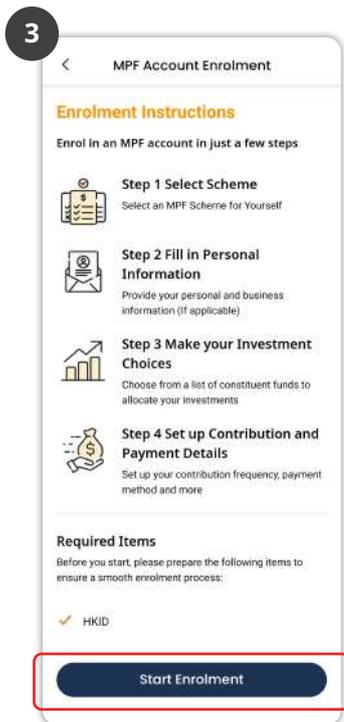
1 Log in to the **eMPF** Mobile App.



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

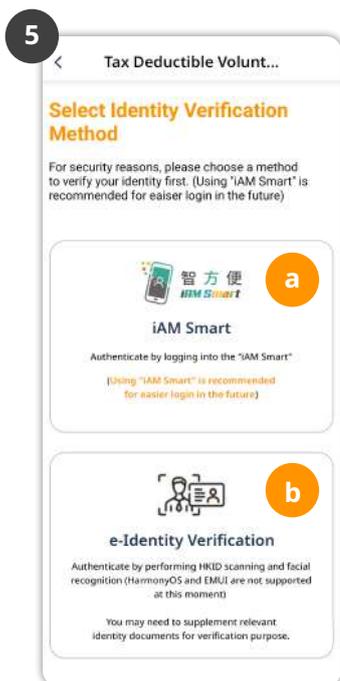


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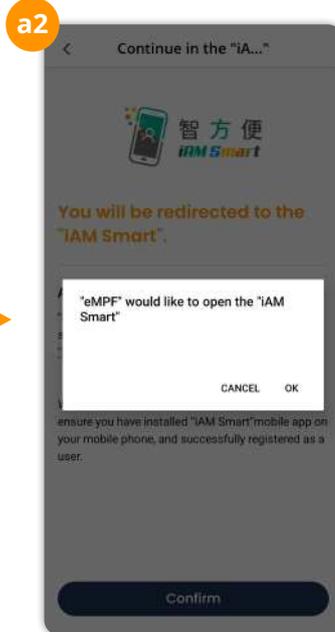
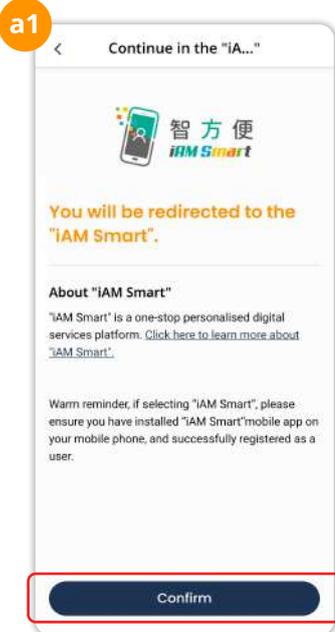
3 Read the instructions and tap **Start Enrolment**.

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



5 Select an identity verification method:
a) "iAM Smart" or b) "e-Identity Verification".

a) Verify with "iAM Smart"



a1 Download the "iAM Smart" mobile app to your smartphone and register as an "iAM Smart" user.



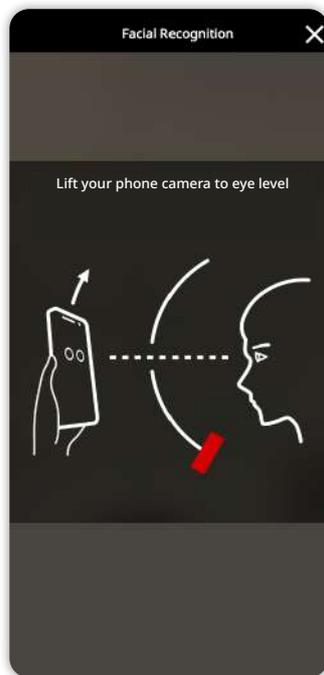
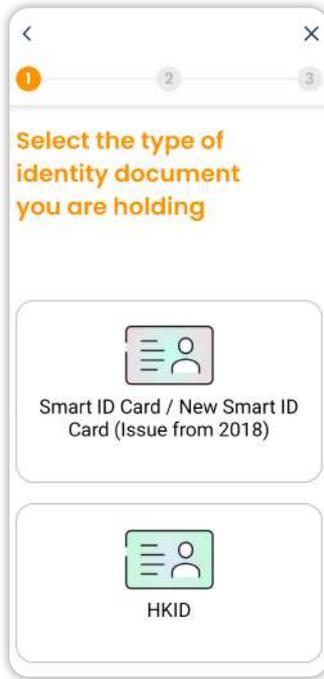
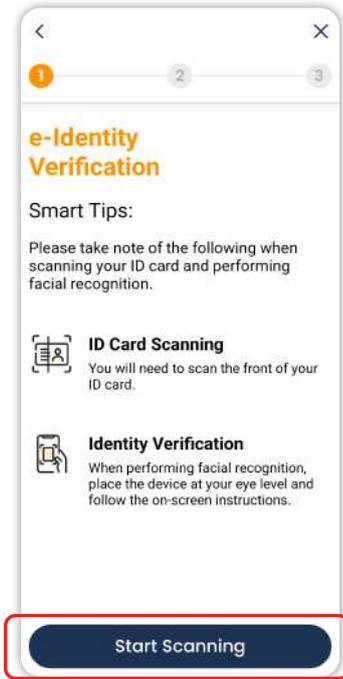
a2 Follow the instructions and perform the subsequent steps as indicated on your "iAM Smart" mobile app.

b) Verify with “e-Identity Verification”



Tips: Please have your HKID card ready for identity verification.

b1 Tap **Start Scanning** and perform the subsequent steps as indicated on your **eMPF Mobile App**.



Tips: Please do not place your HKID card on the table when scanning. Instead, hold the edges of the HKID card to avoid covering any information with your fingers, ensuring a smooth scanning process.

▶ Continue via eMPF Mobile App

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Personal Information

MPF Scheme A
Trustee: Trustee A

Personal Details

Title: Mr

Surname (English): Chan

Given Name (English): Tai Man

Surname (Chinese): 陳

Given Name (Chinese): 太文

ID Document Type: HKID

HKID No. (For HKID No. A123456(B), please input A123456B): L8670199

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

Gender: Male

Place of Birth: Hong Kong, China

Nationality: Chinese

Job Title: Others

Contact Information

Address

Way of Communication

Common Reporting Standard Form

Next

6 After you complete the authentication process via **"iAM Smart"** or **"e-Identity Verification"**, 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**.



Contact Information

Email (Optional): chantaiman@abc.com **Verify**

Mobile No. (SMS will be sent to Hong Kong no. only): +852 99123456 **Verify**

Secondary Telephone No. (Optional):

Address

Way of Communication

Common Reporting Standard Form

Next

Enter Verification Code

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

Did not get a verification code?
Resend in 51 seconds

Way of Communication

Common Reporting Standard Form

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.

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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 voluntary contributions 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 <https://www.mpfa.org.hk/en/mpf/investment/portfolio/default-investment-strategy>

Reset Allocation

| | | |
|---------------|-------------|--------------|
| Fund A | 30% | Risk Class 1 |
| Fund B | 30% | Risk Class 1 |
| Fund C | 40% | Risk Class 3 |
| Total: | 100% | |

Default Investment Strategy 0%

Next



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

8

Contributions & Payment

Contribution Details

Contribution Frequency

Lump Sum

Annually

Monthly

Contribution Amount (HKD)

\$ 1,500.00

Contribution Start Date (DD/MM/YYYY)

14 / 06 / 2024

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

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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

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Terms and Conditions

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

10. It is the responsibility of TFC account holder to keep track of the total amount of TFC made in a year of assessment for completion and filing of tax return. It should be noted that the maximum amount of deductions allowable under section 10 and 10A under personal assessment in a year of assessment under the Inland Revenue Ordinance (Cap. 112) is an aggregate limit for both TFC and qualifying annuity premiums rather than for TFC only.

11. Kindly note that only the amount of TFC made by or in respect of the member during the assessment year is tax deductible but not the amount of TFC transferred in from other TFC accounts.

Accept

[Decline](#)

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

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

11

Enrolment Request Submitted

Reference No.: END0108595000143306

Submission Date & Time: 06/13/2024, 15:21

Your account enrolment request has been submitted. We will send you the enrolment results once available.

Go to My Record

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 -