

# Self-Employed Person Account Enrolment



**Mobile App  
User Guide**

# Preface

This user guide provides step-by-step instructions on how to open an Self-employed Person 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.

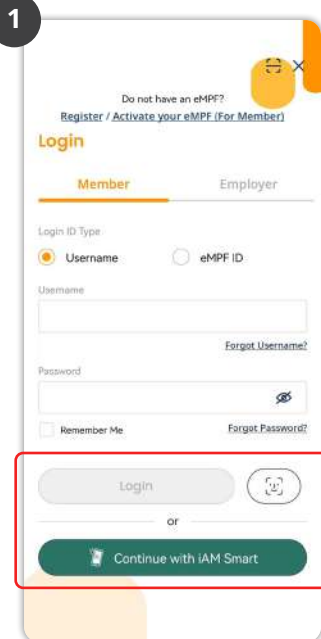
For any enquiries regarding the **eMPF Platform**, please contact us through the following channels:

<b>eMPF Customer Service Hotline</b>	183 2622
<b>Email</b>	enquiry@support.empf.org.hk
<b>eMPF Service Centre</b>	<b>Hong Kong Island</b> Unit 601B, 6/F, Dah Sing Financial Centre, No. 248 Queen's Road East, Wanchai, Hong Kong
	<b>Kowloon</b> Suites 1205-6, 12/F, Chinachem Golden Plaza, No. 77 Mody Road, Tsim Sha Tsui East, Kowloon
	<b>New Territories</b> Suite 1802A, 18/F, Tower 2, Nina Tower, No. 8 Yeung Uk Road, Tsuen Wan, New Territories
	<b>Opening Hours</b> 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

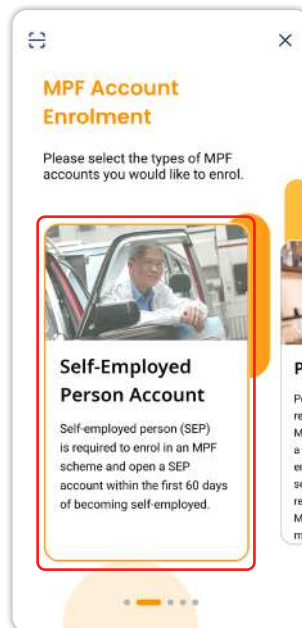
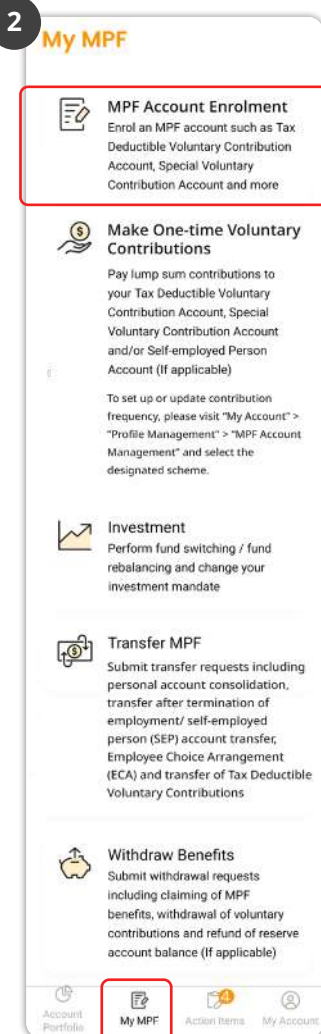
Version: 1.1

Date : 28 Jan, 2025

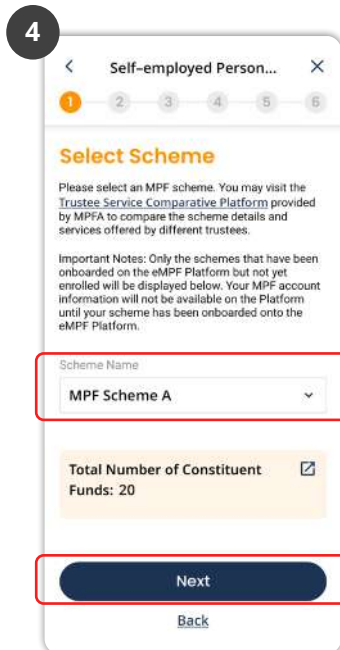
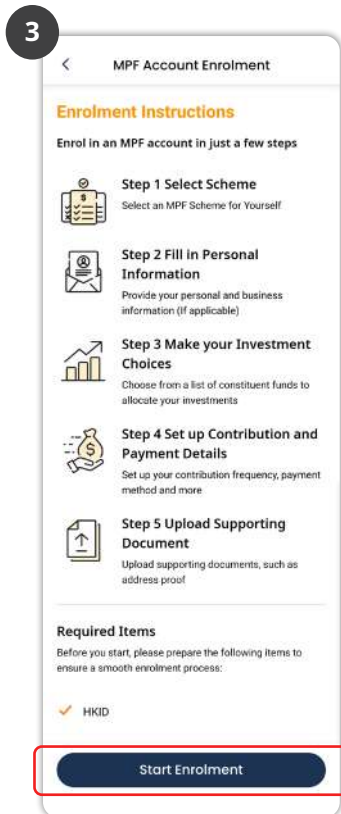
**Self-employed Person(SEP)** is required to enrol in an MPF scheme and open an SEP account within the first 60 days of commencing self-employment. Please follow the steps below to open an SEP account via the **eMPF** Mobile App.



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

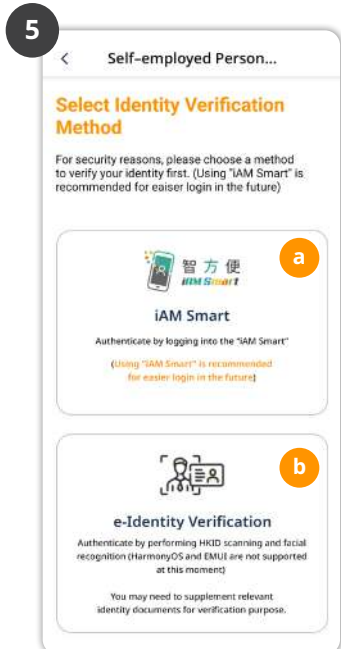


2 Tap **"My MPF"** on the menu bar and tap **"MPF Account Enrolment"**. Then select **"Self-Employed Person Account"**.



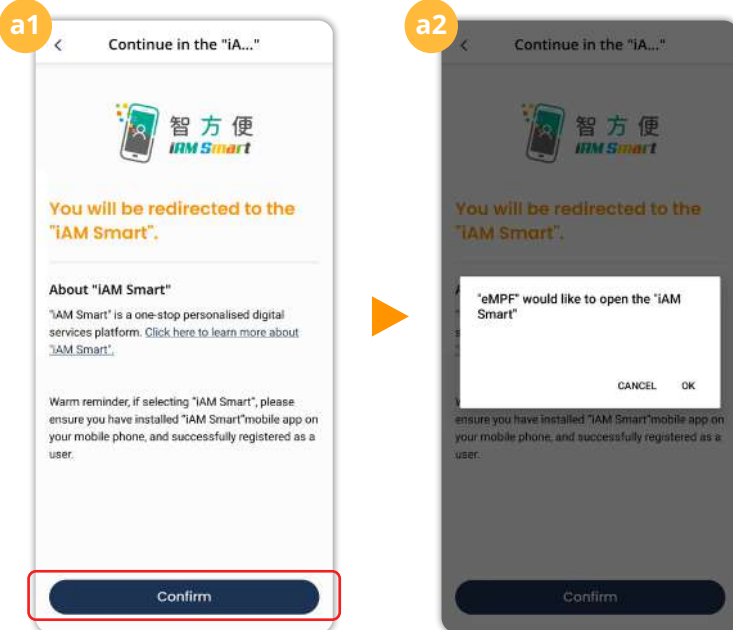
3 Read the instructions and tap **Start Enrolment**.

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



5 According to the chosen scheme, you might be required to verify your identity, please select an identity verification method: (a) "iAM Smart" or (b) "e-Identity Verification".

## a) Verify with "iAM Smart"



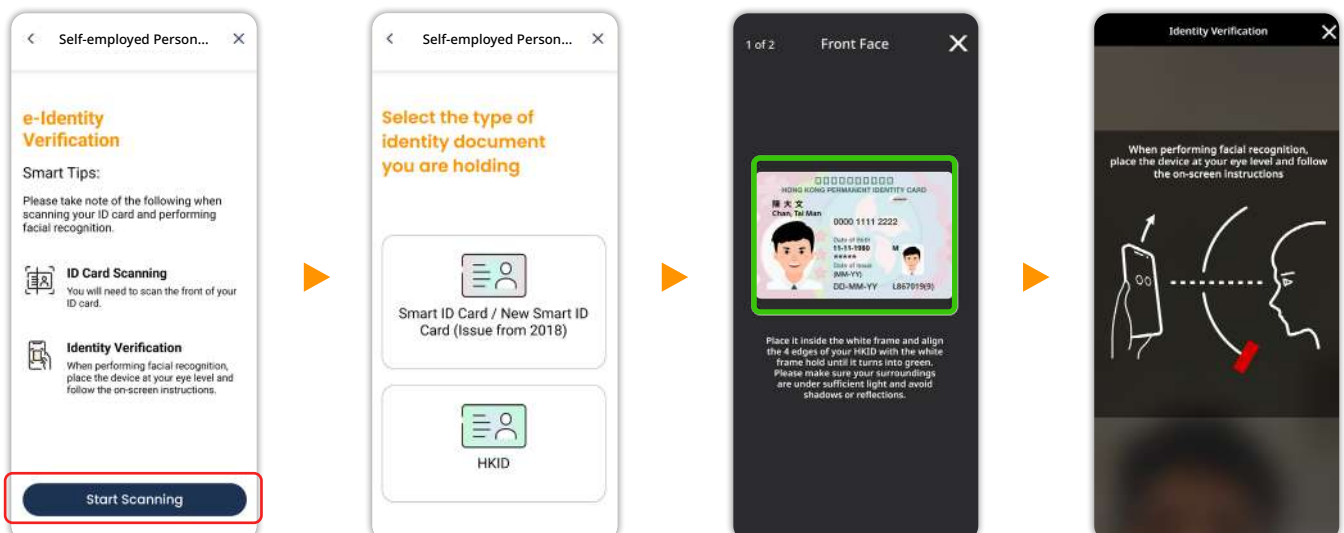
- a1 Download the **"iAM Smart"** mobile app to your smartphone and register as an **"iAM Smart"** user.
- a2 Follow the instructions and perform the subsequent steps as indicated on your **"iAM Smart"** mobile app.

## b) Verify with "e-Identity Verification"



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

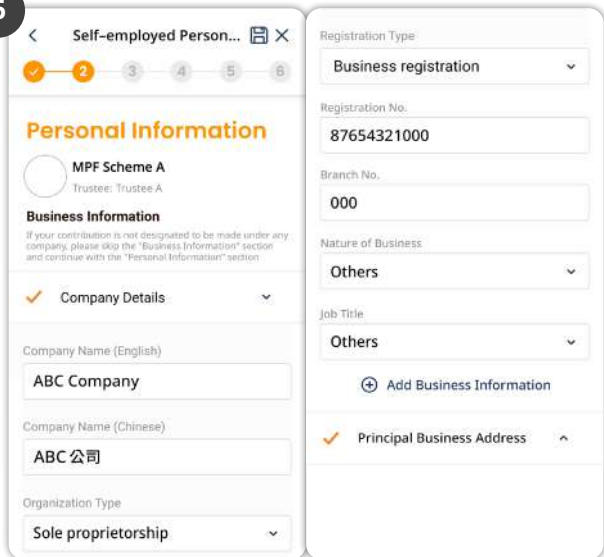
- b1 Tap **Start Scanning** and perform the subsequent steps as indicated on your **eMPF** Mobile App.





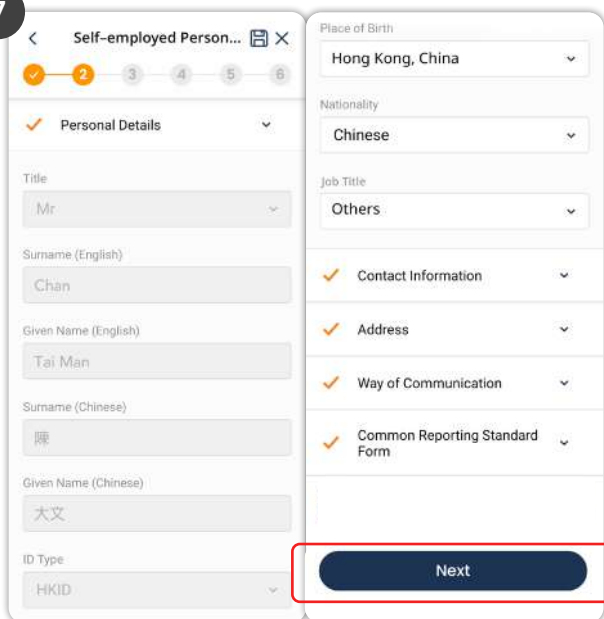
## ► Continue the Enrolment Process via eMPF mobile app

**6**



**6** Fill in your business information (if applicable).

**7**



**7** 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**.



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



Self-employed Person... X

1 2 3 4 5 6

Contact Information

Email  
chantaiman@abc.com Verify

Mobile No.  
+852 91234567 Verify

Secondary Telephone No. (Optional)  
[ ] [ ]

✓ Address

✓ Way of Communication

✓ Common Reporting Standard Form

Next



Self-employed Person... X

1 2 3 4 5 6

Personal Information

Enter Verification Code

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

[ ] [ ] [ ] [ ] [ ] [ ]

Did not get a verification code?  
Resend in 56 seconds

✓ Address

✓ Way of Communication

**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.

8

Self-employed Person... X

1 2 3 4 5 6

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

Mandatory Contribution Allocation	Voluntary Contribution Allocation
Default Investment Strategy ⓘ 0%	
Fund A ⓘ 30% Risk Class 1	
Fund B ⓘ 30% Risk Class 1	
Fund C ⓘ 40% Risk Class 1	
Total: 100%	

Reset Allocation

Next

8

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

9

Self-employed Person...

Contributions & Payment

✓ Contribution Details

Annually (i.e. Contribution period must be same as Scheme Financial Year)  
Monthly (i.e. Contribution period is from the first day to the last day of each calendar month and contribution day will be set as the last day of each calendar month)  
Scheme Financial Year will be based on the Year of Date of Joining Scheme

Contribution Frequency

☐ Annually

☒ Monthly

Date (1st day of the month, MM/YYYY format for the below field)

06 / 2024

Contribution Period

01 / 01 - 31 / 12

Self-employment Commencement Date (DD/MM/YYYY)

13 / 06 / 2024

Relevant Income Option

Maximum Level of Relevant Incom

✓ 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 Employer - Please refer to the payment methods available in the "Manage Contribution" > "Make Contributions", select the scheme and contribution that you would like to pay by other payment method.

For Member - Please refer to the payment methods available in the "Contributions" > "Make One-time Voluntary Contributions", select the scheme and contribution that you would like to pay by other payment method.

Next

10

Self-employed Person...

Upload Supporting Document

Please upload the supporting document(s) as shown below (File formats supported: jpg, jpeg, png, tif, tiff, heic (iOS Only), pdf, doc, docx | No. of files: Up to 5 files per document| Maximum file size: 10MB per file).

Certified true copy (CTC) or an original copy. If applicable, please upload the supporting document(s), such as a copy of the payment receipt, as shown below in jpg, jpeg, png, tif, tiff, heic (iOS Only), pdf, doc, docx.

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

Registration Certificate copy.pdf  
4.31 MB

Upload File

Next

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



**Remarks:** If you set up Direct Debit Authorization as your Default Payment Method, the **eMPF Platform** will automatically process payments before the contribution day on a regular basis.

10 Upload the supporting document(s) shown on the page and tap **Next**.



## Remarks:

### (i) Annually

The contribution period is the financial year of your selected scheme, and the contribution day is the last day of the financial year of the scheme.

### (ii) Monthly

The contribution period is from the first day to the last day of each calendar month, and contribution day is the last day of each calendar month.



11

Self-employed Person... X

Step 3 - Investment Choice

✓ Investment Choice ^

Step 4 - Contribution & Payment

✓ Contribution Details ^

✓ Payment Method ^

Step 5 - Upload Supporting Document

✓ Upload Supporting Document ^

MPF Intermediary Information (if applicable)

Do you want to submit intermediary information?

☐ Yes

☒ No

Submit

Scroll



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

12

Terms and Conditions

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

Terms and Conditions

A. Participation Agreement (T&C)

B. Important Notes

1. Please read the MPF Scheme Brochure, "Personal Information Collection Statement" ("PICS") & the PICS of the MPF Platform and following Important Notes before submitting this application. You can download the MPF Scheme Brochure by visiting MPF Web Portal (SIS).

2. If the Member is in doubt about the contents of this application, the MPF Scheme Brochure or the "Important Notes of the Scheme" ("Important Notes"), the Member should consult his/her solicitor, accountant or financial adviser.

Accept

[Decline](#)

13

Enrolment Request Submitted

Reference No.: END2608595000143173  
Submission Date & Time: 06/13/2024, 14:54

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

Go to My Record

Back to Home

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

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

- End -