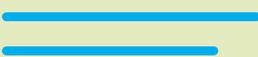
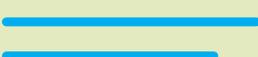




## A Comprehensive Guide to MPF Contribution Payment Methods

 Manage your MPF  
In one-stop platform  
with ease! 

- 
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- 



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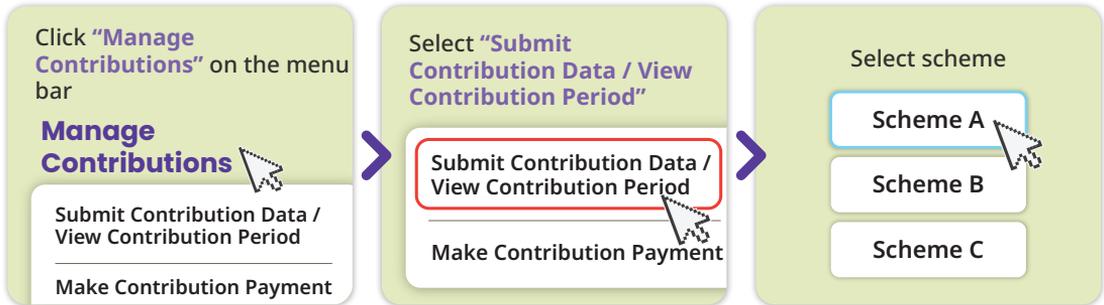
The digital services on the eMPF Platform are available in both Web Portal and Mobile App. All screenshots are for illustration purposes only. The actual design of the portal interface may be different.

# 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*****	GB	01/05/2024 - 31/05/2024
	✖ Terminate			
<input checked="" type="checkbox"/>	Chaung Yat Sum (56438343)	H3101*****	GB	01/05/2024 - 31/05/2024
	✖ Terminate			



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

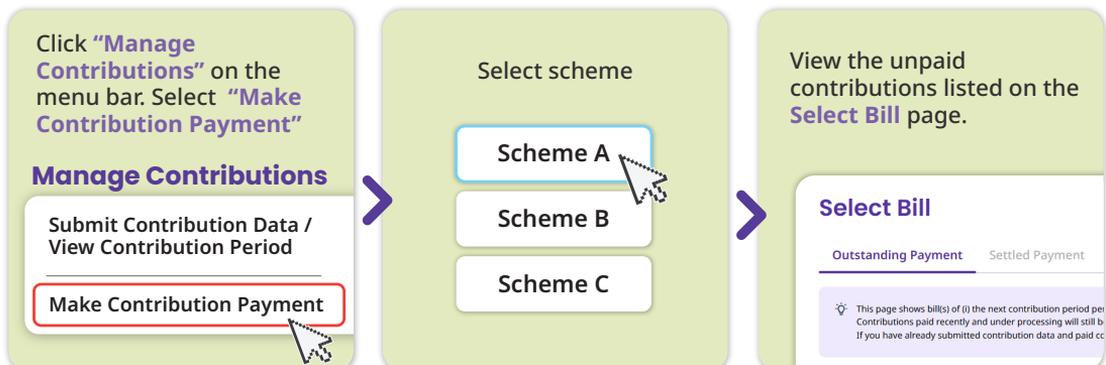
## Make Payment

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 onboarded. 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.

MPF 積金易

Home | Manage Scheme | Manage Employee | Manage Contributions | My Account

### Submit Contribution Data / View Contribution Period

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 P

This page shows (i) the next contribution period pending arrangement and/or (ii) past contribution period(s) with overdue contributions. If there are overdue contributions, please contact us at 3197 2834 or email us at [mpf@ma.gov.hk](mailto:mpf@ma.gov.hk) and make contribution payment immediately. If you cannot locate the surcharge bill for settlement, please contact us at 3197 2834 or email us at [mpf@ma.gov.hk](mailto:mpf@ma.gov.hk).

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 contribution day, please disregard the relevant contribution records.

For each payroll group with no enrolled employees, the system will still generate a contribution bill to facilitate your addition of new employees.

# 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
<b>YF Life Trustees Limited</b> • MASS Mandatory Provident Fund Scheme	✓	✓	✓	✓	✗	✓
<b>China Life Trustees Limited</b> • China Life MPF Master Trust Scheme	✓	✓	✓	✓	✓	✗
<b>Bank of Communication Trustee Limited</b> • BCOM Joyful Retirement MPF Scheme	✓	✗	✗	✓	✗	✓
<b>Standard Chartered Trustee (Hong Kong) Limited</b> • SHKP MPF Employer Sponsored Scheme	✓	✗	✗	✓	✗	✗
<b>Bank of East Asia (Trustees) Limited</b> • BEA (MPF) Value Scheme • BEA (MPF) Master Trust Scheme	✓	✓	✓	✓	✗	✗
<b>Principal Trust Company (Asia) Limited</b> • Principal MPF - Simple Plan • Principal MPF - Smart Plan • Principal MPF Scheme Series 800	✓	✗	✗	✓	✓	✗
<b>BOCI-Prudential Trustee Limited</b> • BOC-Prudential Easy-Choice Mandatory Provident Fund Scheme • My Choice Mandatory Provident Fund Scheme	✓	✓	✓	✓	✗	✗
<b>Bank Consortium Trust Company Limited</b> • AMTD MPF Scheme • BCT Strategic MPF Scheme • Manulife RetireChoice (MPF) Scheme	✓	✓	✓	✓	✗	✗
<b>Bank Consortium Trust Company Limited</b> • BCT (MPF) Pro Choice*	✓	✓	✓	✓	✗	✓
<b>AIA Company (Trustee) Limited</b> • AIA MPF - Prime Value Choice*	✓	✓	✗	✓	✓	✗
<b>Sun Life Trustee Company Limited</b> • Sun Life Rainbow MPF Scheme	✓	✓	✗	✓	✗	✗
<b>Manulife Provident Funds Trust Company Limited</b> • Manulife Global Select (MPF) Scheme	✓	✓	✗	✓	✓	✗
<b>HSBC Provident Fund Trustee (Hong Kong) Limited</b> • Haitong MPF Retirement Fund	✗	✓	✓	✓	✗	✗
<b>HSBC Provident Fund Trustee (Hong Kong) Limited</b> • Fidelity Retirement Master Trust • Hang Seng Mandatory Provident Fund - SuperTrust Plus • HSBC Mandatory Provident Fund - SuperTrust Plus	✓	✓	✓	✓	✗	✗

\*Note: BCT(MPF) Pro Choice and AIA MPF - Prime Value 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.

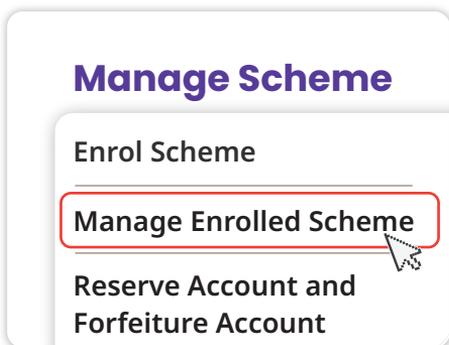


## Direct Debit Authorization

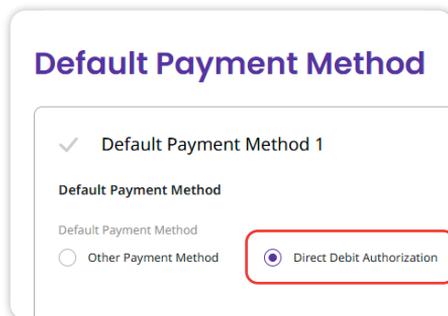
You can set up Direct Debit Authorization (DDA), i.e. Direct Debit as your default payment methods on the eMPF Platform. Once the DDA application is successfully set up and processed by the bank, MPF contributions under the MPF scheme will be automatically debited after the contribution data are submitted,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



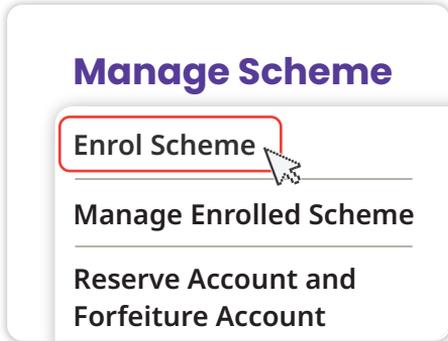
The bank may take 3 to 6 weeks to process the DDA application. To avoid late payment of contributions, please continue to submit the contribution payments via other payment methods until the DDA becomes effective. Once successfully set, your contribution is considered paid on the date when the contribution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



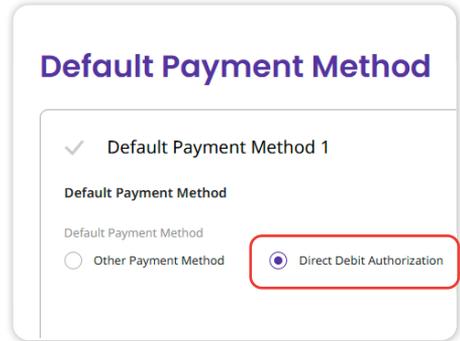
For detailed steps regarding enrolling MPF scheme and managing enrolled scheme, please refer to **MPF Schemes Enrolment & Scheme Management – Web Portal User Guide (Employers)**, or scan the QR code on the left to view.

## 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.



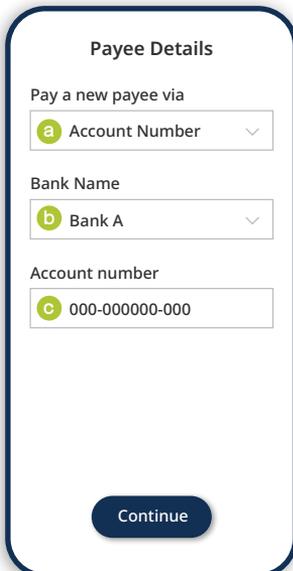
Once the DDA is effective, the eMPF Platform will notify you through your preferred communication channel.



## 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).

Search by Employee Name/HKD No.  Search by Submission No.  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 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**

Go Green for efficiency, you may report contribution data via Online Remittance Statement through eMPF Employer Portal 為更有效地, 你可透過積金易網上平台申報付款結算書資料。

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



# 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

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

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

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

**Payroll Group: REE927374**

	Bill Type	No. of Employee Records	Total Amount (HKD)	Outstanding Amount (HKD)
<b>b</b> #RSD1408671001967407 - Submitted on 01/06/2024	Contribution Bill	2	\$ 4,000.00	\$ 4,000.00
<b>Approved</b>				
<b>Contribution Period</b>				
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 2/F BLOCK 1  
ABC BUILDING 123 K ROAD  
KWUN TONG

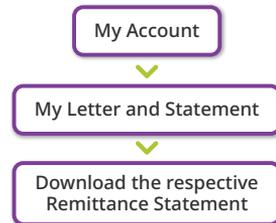
For internal use only  
只供內部使用

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. 銀行賬號	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](mailto: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 trustee's payment details, please refer to [empf.org.hk/paymentmethods/en](http://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**

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



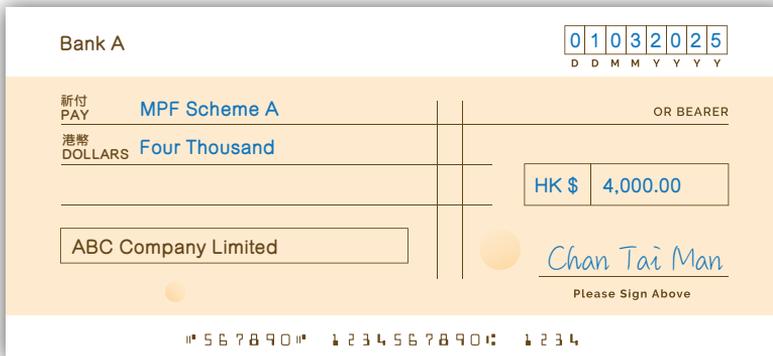
# Cheque

**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.

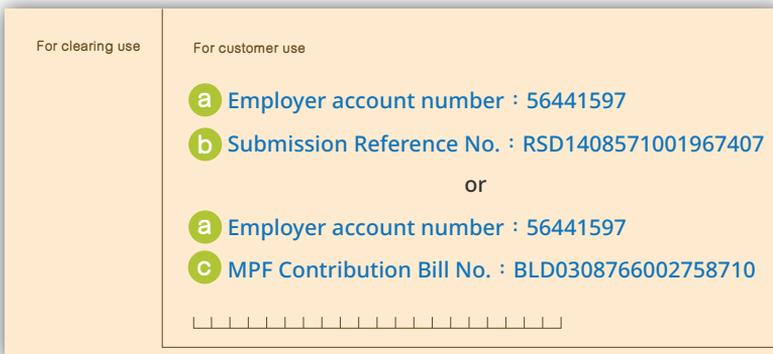
**Step 2** On the back of the cheque, please write down the **a** Employer Account Number alongside with one of the following information as shown in the sample:

**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 <b>C</b>
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. <b>RSD1408671001967407</b>	<b>Contribution Period</b> <b>01/05/2024 - 31/05/2024</b>
--	--

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)

Issuing Bank Name Cheque No.

- 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
<b>YF Life Trustees Limited</b> <ul style="list-style-type: none"> <li>MASS Mandatory Provident Fund Scheme</li> </ul>	YF Life Trustees Limited	By post/ Drop-in box/ Cheque deposit machine
<b>China Life Trustees Limited</b> <ul style="list-style-type: none"> <li>China Life MPF Master Trust Scheme</li> </ul>	China Life MPF Master Trust Scheme	By post/ Drop-in box/ Cheque deposit machine
<b>Bank of Communication Trustee Limited</b> <ul style="list-style-type: none"> <li>BCOM Joyful Retirement MPF Scheme</li> </ul>	Bank of Communications Trustee Limited - BCOM Joyful Retirement MPF Scheme	By post/ Drop-in box
<b>Standard Chartered Trustee (Hong Kong) Limited</b> <ul style="list-style-type: none"> <li>SHKP MPF Employer Sponsored Scheme</li> </ul>	Standard Chartered Trustee (Hong Kong) Limited - SHKP MPF	By post/ Drop-in box
<b>Bank of East Asia (Trustees) Limited</b> <ul style="list-style-type: none"> <li>BEA (MPF) Value Scheme</li> <li>BEA (MPF) Master Trust Scheme</li> </ul>	<ul style="list-style-type: none"> <li>BEA (MPF) Value Scheme</li> <li>BEA (MPF) Master Trust Scheme</li> </ul>	By post/ Drop-in box
<b>Principal Trust Company (Asia) Limited</b> <ul style="list-style-type: none"> <li>Principal MPF - Simple Plan</li> <li>Principal MPF - Smart Plan</li> <li>Principal MPF Scheme Series 800</li> </ul>	<ul style="list-style-type: none"> <li>PTC - Simple Plan</li> <li>PTC - Smart Plan</li> <li>PTC - MPF S800</li> </ul>	By post/ Drop-in box/ Cheque deposit machine
<b>BOCI-Prudential Trustee Limited</b> <ul style="list-style-type: none"> <li>BOC-Prudential Easy-Choice Mandatory Provident Fund Scheme</li> <li>My Choice Mandatory Provident Fund Scheme</li> </ul>	<ul style="list-style-type: none"> <li>BOCI-PRUDENTIAL TRUSTEE LIMITED-ECS</li> <li>BOCI-PRUDENTIAL TRUSTEE LIMITED - MY CHOICE</li> </ul>	By post/ Drop-in box/ Cheque deposit machine
<b>Bank Consortium Trust Company Limited</b> <ul style="list-style-type: none"> <li>AMTD MPF Scheme</li> <li>BCT Strategic MPF Scheme</li> <li>Manulife RetireChoice (MPF) Scheme</li> <li>BCT (MPF) Pro Choice</li> </ul>	<ul style="list-style-type: none"> <li>Bank Consortium Trust Co Ltd as trustee of AMTD MPF Scheme</li> <li>Bank Consortium Trust Company Limited as Trustee of BCT Strategic MPF Scheme</li> <li>Bank Consortium Trust Company Limited as Trustee of Manulife RetireChoice (MPF) Scheme</li> <li>Bank Consortium Trust Company Limited - Client A/C - Master Clearing</li> </ul>	By post/ Drop-in box/ Cheque deposit machine
<b>AIA Company (Trustee) Limited</b> <ul style="list-style-type: none"> <li>AIA MPF - Prime Value Choice</li> </ul>	AIA Co (Trustee) Ltd - Prime	By post/ Drop-in box/ Cheque deposit machine
<b>Sun Life Trustee Company Limited</b> <ul style="list-style-type: none"> <li>Sun Life Rainbow MPF Scheme</li> </ul>	Sun Life Trustee Company Limited	By post/ Drop-in box
<b>Manulife Provident Funds Trust Company Limited</b> <ul style="list-style-type: none"> <li>Manulife Global Select (MPF) Scheme</li> </ul>	Manulife Provident Funds Trust Company Limited	By post/ Drop-in box/ Cheque deposit machine
<b>HSBC Provident Fund Trustee (Hong Kong) Limited</b> <ul style="list-style-type: none"> <li>Fidelity Retirement Master Trust</li> <li>Haitong MPF Retirement Fund</li> <li>Hang Seng Mandatory Provident Fund - SuperTrust Plus</li> <li>HSBC Mandatory Provident Fund - SuperTrust Plus</li> </ul>	<ul style="list-style-type: none"> <li>HSBC Provident Fund Trustee (Hong Kong) Limited - Fidelity Retirement Master Trust</li> <li>HSBC Provident Fund Trustee (Hong Kong) Limited - Haitong MPF Retirement Fund</li> <li>HSBC Provident Fund Trustee (Hong Kong) Limited A/C Hang Seng Mandatory Provident Fund - SuperTrust Plus</li> <li>HSBC Provident Fund Trustee (Hong Kong) Limited A/C HSBC Mandatory Provident Fund - SuperTrust Plus</li> </ul>	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><b>Hong Kong Island</b> Unit 601B, 6/F, Dah Sing Financial Centre, No. 248 Queen's Road East, Wanchai, Hong Kong</p> <p><b>Kowloon</b> Suites 1204-6, 12/F, Chinachem Golden Plaza, No. 77 Mody Road, Tsim Sha Tsui East, Kowloon</p> <p><b>New Territories</b> Suite 1802A, 18/F, Tower 2, Nina Tower, No. 8 Yeung Uk Road, Tsuen Wan, New Territories</p>
Business Hours	<p><b>Monday to Friday</b> 9 am to 6 pm <b>Saturday</b> 9 am to 1 pm Closed on Sundays and public holidays</p>

