

MPF Contributions for Employees



**Web Portal
User Guide**

Preface

This user guide provides step-by-step instructions on how an employer can make contributions for employees enrolled in a Master Trust Scheme on the **eMPF Web Portal**. It specifies:

- (a) how to submit employees' contribution data;
- (b) how to make payments; and
- (c) how to check historical MPF contribution records.

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

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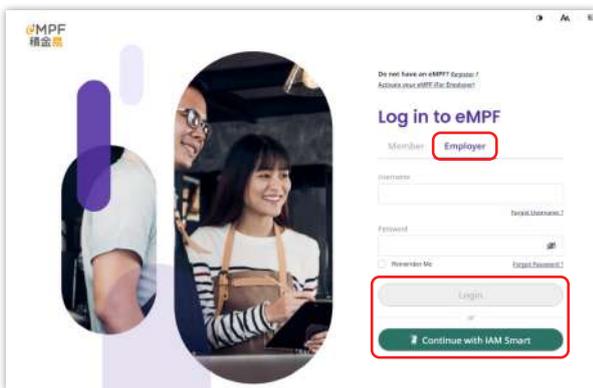
A. Prepare and Submit Employees' Contribution Data

You can process your employees' MPF contributions through the **eMPF Web Portal**, please follow the steps below to prepare and submit employees' contribution data.

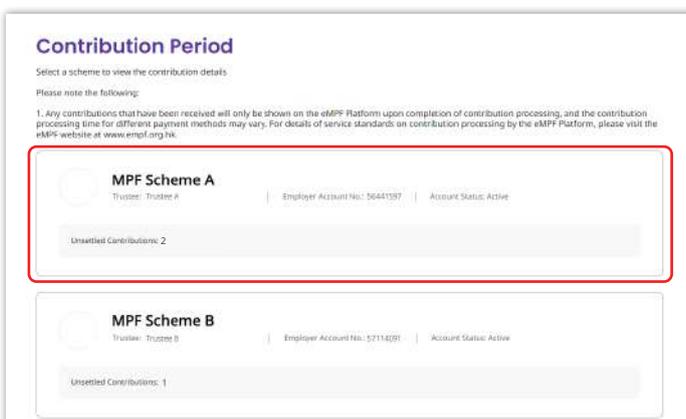
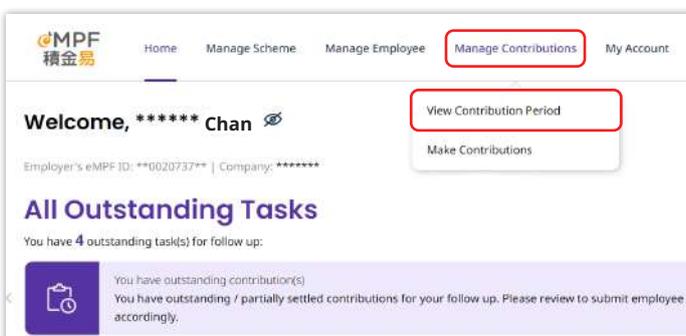
Please note that you can only arrange payment after you have submitted the employees' contribution data.

i) Contribution Data Preparation and Submission

A1 Go to the **eMPF Web Portal** and log in.



A2 Select **"View Contribution Period"** under **"Manage Contributions"** on the menu bar, then select a scheme.



A3 You may see outstanding contribution bills under the tab **"Unsettled Contributions"**.

Contribution Period ⓘ Make Additional Contributions

Unsettled Contributions | Settled Contributions

Search by Employee Name/HKID No. | Contribution Period: All Contribution P | Payroll Group: All Payroll Group(s) | Search

⚡ This page lists out all outstanding contributions for your follow up. Please double check the contribution data including the relevant income, MPF contribution amount, etc, and settle as soon as possible in order to avoid any delay.

MPF Scheme A
Trustee: Trustee A | Employer Account No.: 56441597 | Account Status: Active

Payroll Group: REE927374

Contribution Period: 01/05/2024 - 31/05/2024 >			
Status	Contribution Type	No. of Employee Records Pending for Submission	Total No. of Employee Records
Outstanding	Contribution Bill	2	2

Contribution Period: 01/04/2024 - 30/04/2024 >			
Status	Contribution Type	No. of Employee Records Pending for Submission	Total No. of Employee Records
Approved	Contribution Bill	2	2



Remarks: The eMPF Platform will regularly generate outstanding employee contribution data of your company on the predefined date set during scheme enrolment process. If you would like to submit contribution data prior to the bill being generated, you may click **Make Additional Contributions** to create a bill.



Tips: Under the **Unsettled Contributions** tab, incomplete contribution bills with different statuses depending on the progress of contributions will be displayed. If you have not processed the contribution data generated by the eMPF Platform before, the status will be **"Outstanding"**.

Contribution Period ⓘ Make Additional Contributions

Unsettled Contributions | Settled Contributions

Search by Employee Name/HKID No. | Contribution Period: All Contribution P | Payroll Group: All Payroll Group(s) | Search

⚡ This page lists out all outstanding contributions for your follow up. Please double check the contribution data including the relevant income, MPF contribution amount, etc, and settle as soon as possible in order to avoid any delay.

MPF Scheme A
Trustee: Trustee A | Employer Account No.: 56441597 | Account Status: Active

Payroll Group: REE927374

Contribution Period: 01/05/2024 - 31/05/2024 >			
Status	Contribution Type	No. of Employee Records Pending for Submission	Total No. of Employee Records
Outstanding	Contribution Bill	2	2

A4 Select the contribution period that you would like to proceed with and click **Next** at the bottom of **"Employee Record"**.

Contribution Period Make Additional Contributions

Unsettled Contributions Settled Contributions

ⓘ This page lists out all outstanding contributions for your follow up. Please double check the contribution data including the relevant income, MPF contribution amount, etc, and settle as soon as possible in order to avoid any delay.

MPF Scheme A

Trustee: Trustee A | Employer Account No.: 56441597 | Account Status: Active

Payroll Group: REE927374

Contribution Period: 01/05/2024 - 31/05/2024 >

Status	Contribution Type	No. of Employee Records Pending for Submission	Total No. of Employee Records
Outstanding	Contribution Bill	2	2



Outstanding Contribution Details Download

MPF Scheme A

Trustee: Trustee A | Employer Account No.: 56441597 | Payroll Group: REE927374

Action Required

You have the following pending actions:

2
Employee record(s) pending for submission >

2
Pending payment(s) >

Contribution Summary

Status	Contribution Period	Contribution Type
Outstanding	01/05/2024 - 31/05/2024	Contribution Bill
No. of Employee Records Pending for Submission	Total No. of Employee Records	
2	2	

Employee Record Submission Records

Outstanding Employee(s)

Name (Member Account No.)	HKID No.	Status	Contribution Period	Relevant Income	Basic Salary	Total	Contributions			
							Employer's Mandatory Contributions	Employee's Mandatory Contributions	Employer's Voluntary Contributions	Employee's Voluntary Contributions
Chan Tai Man (56435562)	L867*****	Outstanding	01/05/2024 - 31/05/2024	\$ 20,000.00		\$ 2,000.00	\$ 1,000.00	\$ 1,000.00	\$ 0.00	\$ 0.00
Cheung Yat Sum (56438343)	H310*****	Outstanding	01/05/2024 - 31/05/2024	\$ 20,000.00		\$ 2,000.00	\$ 1,000.00	\$ 1,000.00	\$ 0.00	\$ 0.00

Total 2 Results

10/ Page
<
1
2
>
Go to

A5 Last submitted contribution data would be populated for selections. You may submit contribution data for selected employee(s) or click **"Select All"** for all employees. You can edit their Relevant Income and Basic Salary. Then click **Next**.

The screenshot displays the 'Employee Contribution Data' interface. At the top, there are navigation tabs: Home, Manage Scheme, Manage Employee, Manage Contributions (active), and My Account. A progress indicator shows step 1 (Submit Employee Contribution Data) and step 2 (Confirmation). The main heading is 'Employee Contribution Data' with an 'Update Employee List' button. Below the heading, a message says 'Please select the employee(s) and update the contribution details.' and a 'Reset' button is visible.

Select All	Name (Member Account No.)	HKID No.	Contribution Period	Relevant Income	Basic Salary	Contributions			
						Employer's Mandatory Contributions	Employee's Mandatory Contributions	Employer's Voluntary Contributions	Employee's Voluntary Contributions
<input checked="" type="checkbox"/>	Chan Tai Man (56435562)	L867*****	01/05/2024 - 31/05/2024	\$20,000.00		\$1,000.00	\$1,000.00	\$0.00	\$0.00
						Total \$2,000.00			
<input checked="" type="checkbox"/>	Cheung Yat Sum (56438343)	H310*****	01/05/2024 - 31/05/2024	\$20,000.00		\$1,000.00	\$1,000.00	\$0.00	\$0.00
						Total \$2,000.00			

Selected Records	Employer's Mandatory Contributions	Employee's Mandatory Contributions	Employer's Voluntary Contributions	Employee's Voluntary Contributions	Total Contribution Amount (HKD)
2	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$4,000.00

At the bottom, there are three buttons: 'Cancel', 'Save Progress', and 'Next' (highlighted with a red box). A help icon is located in the bottom right corner.



Tips:

Employee Contribution Data

Update Employee List
Reset

Please select the employee(s) and update the contribution details.

Select All	Name (Member Account No.)	HKID No.	Contribution Period	Relevant Income	Basic Salary	Contributions			
<input type="checkbox"/>						Employer's Mandatory Contributions	Employee's Mandatory Contributions	Employer's Voluntary Contributions	Employee's Voluntary Contributions
<input checked="" type="checkbox"/>	Chan Tai Man (56435562)	L867*****	01/05/2024 - 31/05/2024	\$20,000.00		\$ 1,000.00	\$ 1,000.00	\$ 0.00	\$ 0.00
									Total \$ 2,000.00
<input checked="" type="checkbox"/>	Cheung Yat Sum (56438343)	H310*****	01/05/2024 - 31/05/2024	\$20,000.00		\$ 1,000.00	\$ 1,000.00	\$ 0.00	\$ 0.00
									Total \$ 2,000.00

Selected Records	Employer's Mandatory Contributions	Employee's Mandatory Contributions	Employer's Voluntary Contributions	Employee's Voluntary Contributions	Total Contribution Amount (HKD)
2	\$ 2,000.00	\$ 2,000.00	\$ 0.00	\$ 0.00	\$ 4,000.00

a Relevant Income & b Basic Salary

- The **Relevant Income** is used to calculate the Mandatory Contributions.
- The **Basic Salary** would be required for calculating the Voluntary Contributions of specific Voluntary Contributions Method.

c Employee Contribution Data Summary

- The **Contribution Summary** provides an overview of your selected employees, including the total no. of Selected Records and the total amount of Mandatory and Voluntary Contributions made by Employer and Employee, and the Total Contribution Amount.

A6 Review and confirm the contribution data, then click **Submit**.

Confirmation

Employee Contribution Data

Name (Member Account No.)	HKID No.	Contribution Period	Relevant Income	Basic Salary	Total	Contributions			
						Employer's Mandatory Contributions	Employee's Mandatory Contributions	Employer's Voluntary Contributions	Employee's Voluntary Contributions
Chan Tai Man (56435562)	L867*****	01/05/2024 - 31/05/2024	20,000.00		\$ 2,000.00	\$ 1,000.00	\$ 1,000.00	\$ 0.00	\$ 0.00
Cheung Yat Sum (56438343)	H310*****	01/05/2024 - 31/05/2024	20,000.00		\$ 2,000.00	\$ 1,000.00	\$ 1,000.00	\$ 0.00	\$ 0.00
Total Results: 2					Total Contribution Amount (HKD)	\$ 2,000.00	\$ 2,000.00	\$ 0.00	\$ 0.00

[Edit](#)

[Back](#) [Save Progress](#) [Submit](#)



Tips: Please be reminded to review employee contribution data before submission.

A7 Read the Terms and Conditions and click **Accept**.

Terms and Conditions

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

[Decline](#) [Accept](#)

A8 You have successfully submitted the contribution data.



Please be reminded to submit payment in Section B.



Contribution Data Submitted for Approval

Reference No.: RSD1408571001967407 | Submission Date & Time: 01/06/2024 15:51:00

Your contribution data has been submitted. Please be reminded to proceed with the contribution payment on the "Submitted Remittance Statements" page.

Important note: If you have selected "Direct Debit" as the default payment method, the contribution amount will be deducted automatically from the designated bank account upon system completed processing your submitted contribution data. You can click "Back to Home" directly.

You may also check your submitted records on the "Settled Contribution Details" page.

[Back to Home](#)



Remarks: If your company has set up an approval setting, the approver will receive a notification to review the contribution data in **"Action Items"**. Once it is approved, the preparer will be notified in **"Action Items"**.

ii) Update Employee List and Bulk Upload

While preparing the contribution data, you can use the following functions to update the employee list, or use the bulk upload feature to update employee information in an Excel file all at once.

A9 On the **Employee Contribution Data** page (Step A5) , click **Update Employee List** and select the required function. Below are instructions for the major functions.

Employee Contribution Data

Please select the employee(s) and update the contribution details.

Select All	Name (Member Account No.)	HKID No.	Contribution Period	Relevant Income	Basic Salary	Contributions			
<input type="checkbox"/>						Employer's Mandatory Contributions	Employee's Mandatory Contributions		
<input checked="" type="checkbox"/>	Chan Tai Man (56435562)	L867*****	01/05/2024 - 31/05/2024	\$20,000.00		\$1,000.00	\$1,000.00	\$0.00	\$0.00
Total \$ 2,000.00									
<input checked="" type="checkbox"/>	Cheung Yat Sum (56438343)	H310*****	01/05/2024 - 31/05/2024	\$20,000.00		\$1,000.00	\$1,000.00	\$0.00	\$0.00
Total \$ 2,000.00									

Selected Records	Employer's Mandatory Contributions	Employee's Mandatory Contributions	Employer's Voluntary Contributions	Employee's Voluntary Contributions	Total Contribution Amount (HKD)
2	\$ 2,000.00	\$ 2,000.00	\$ 0.00	\$ 0.00	\$ 4,000.00

Buttons: Cancel, Save Progress, Next

Callouts: a (Update Employee List), b (Enrol New Employees), c (Add Existing Employee), d (Bulk Upload Contribution Data)

a) Enrol New Employees

If you have hired a new employee who has been continuously employed for 60 days but has not completed enrolment yet, you can enrol them and prepare their first contribution together. This process serves the same purpose as standard employee enrolment, and the employee will receive an email notification or SMS to complete their enrolment.

a1 Fill in the required new employee information and click **Add**.

a2 The employee(s) is added into the employee list, you need to fill in the Relevant Income and Basic Salary manually for each period, the respective mandatory and voluntary contribution amount will be calculated according to your input. Then click **Next**.

Select All	Name (Member Account No.)	HKID No.	Contribution Period	Relevant Income	Basic Salary	Employee's Mandatory Contributions	Employee's Voluntary Contributions	Employer's Mandatory Contributions	Employer's Voluntary Contributions	Total
<input checked="" type="checkbox"/>	Chan Siu Ming (5532776)	H220****	31/05/2024 - 31/05/2024	\$ 20,000.00		\$ 1,000.00	\$ 1,000.00	\$ 0.00	\$ 0.00	Total \$ 2,000.00
<input checked="" type="checkbox"/>	Chan Siu Ming (5532776)	H220****	31/04/2024 - 30/04/2024	\$ 20,000.00		\$ 1,000.00	\$ 0.00	\$ 0.00	\$ 0.00	Total \$ 1,000.00
<input checked="" type="checkbox"/>	Chan Siu Ming (5532776)	H220****	31/03/2024 - 31/03/2024	\$ 20,000.00		\$ 1,000.00	\$ 0.00	\$ 0.00	\$ 0.00	Total \$ 1,000.00
Selected Period:				Employee's Mandatory Contributions: \$ 3,000.00	Employee's Voluntary Contributions: \$ 1,000.00	Employer's Mandatory Contributions: \$ 0.00	Employer's Voluntary Contributions: \$ 0.00	Total Contributions (Employee's): \$ 4,000.00		



Remarks: Please remind your employee(s) to complete the enrolment on the **eMPF Platform**. The contributions made by this function will only be allocated to the employee(s) MPF account after the employee has completed the enrolment.

▼ Example and Figure (For reference only)

If an employee was employed on 4 March 2024, the deadline for enrolment was 2 May 2024, which is the 60th day from the first day of employment. The employer is required to pay the MPF contributions on or before 11 June 2024 (since 10 June 2024 is a public holiday) covering the contribution periods in March, April and May 2024.

Employee Contribution Data Update Employee List ▾

Please select the employees needed and edit the contribution details if necessary. Reset

Name (Member Account No.)	HKID No.	Contribution Period	Relevant Income	Basic Salary	Contributions						
					Employer's Mandatory Contributions	Employee's Mandatory Contributions	Employer's Voluntary Contributions	Employee's Voluntary Contributions			
<input checked="" type="checkbox"/> Chan Siu Ming (56538778)	H920*****	01/05/2024 - 31/05/2024	\$ 20,000.0	<input type="text" value=""/>	\$ 1,000.00	\$ 1,000.00	\$ 0.00	\$ 0.00	Total \$ 2,000.00		
<input type="button" value="Terminate"/>											
<input checked="" type="checkbox"/> Chan Siu Ming (56538778)	H920*****	01/04/2024 - 30/04/2024	\$ 20,000.0	<input type="text" value=""/>	\$ 1,000.00	\$ 0.00	\$ 0.00	\$ 0.00	Total \$ 1,000.00		
<input type="button" value="Terminate"/>											
<input checked="" type="checkbox"/> Chan Siu Ming (56538778)	H920*****	01/03/2024 - 31/03/2024	\$ 20,000.0	<input type="text" value=""/>	\$ 1,000.00	\$ 0.00	\$ 0.00	\$ 0.00	Total \$ 1,000.00		
<input type="button" value="Terminate"/>											
Selected Records			Employer's Mandatory Contributions			Employer's Mandatory Contributions			Employer's Voluntary Contributions	Employee's Voluntary Contributions	Total Contribution Amount
3			\$ 3,000.00			\$ 1,000.00			\$ 0.00	\$ 0.00	\$ 4,000.00

⌂

b) Add Existing Employee

If you want to prepare contributions for new employees in advance (e.g. to submit contribution in June for new employees who joined in May), and if the new employees have enrolled in an MPF contribution account, please follow the steps below.

b1 Search and select the employee(s) and click **Add**.

The screenshot shows a modal window titled "Add Existing Employee". It contains a search bar with the placeholder text "Search by Employee Name/HKID No." and a "Search" button. Below the search bar is a table with the following columns: "Name (Member Account No.)", "ID No.", and "Date of Employment (DD/MM/YYYY)". A single row is visible with the name "CHAN SIU YING (S6748576)", ID "Z321****", and date "01/05/2024". A checkbox next to the name is checked. Below the table, it says "1 of 1 Employee(s) Selected" and "Total 1 Results". At the bottom, there are "Cancel" and "Add" buttons, with the "Add" button highlighted by a red box.

b2 The employee(s) is added into the employee list, you need to fill in the Relevant Income and Basic Salary manually. The respective mandatory and voluntary contribution amount will be calculated according to your input. Then click **Next**.

The screenshot shows the "Employee Contribution Data" interface. It features a table with columns: "Name (Member Account No.)", "HKID No.", "Contribution Period", "Relevant Income", "Basic Salary", and "Contributions". The "Contributions" column is further divided into "Employer's Mandatory Contributions", "Employee's Mandatory Contributions", "Employer's Voluntary Contributions", and "Employee's Voluntary Contributions". A single row is shown for "CHAN SIU YING (S6748576)" with a contribution period of "01/05/2024-31/05/2024". The "Relevant Income" is set to "\$ 20,000.00" and "Basic Salary" is empty. The "Employer's Mandatory Contributions" is "\$ 1,000.00", and all other contribution amounts are "\$ 0.00". The total amount is "\$ 1,000.00". Below the table, there are "Cancel", "Save Progress", and "Next" buttons, with the "Next" button highlighted by a red box.

Select All	Name (Member Account No.)	HKID No.	Contribution Period	Relevant Income	Basic Salary	Contributions			
						Employer's Mandatory Contributions	Employee's Mandatory Contributions	Employer's Voluntary Contributions	Employee's Voluntary Contributions
<input checked="" type="checkbox"/>	CHAN SIU YING (S6748576)	Z321****	01/05/2024-31/05/2024	\$ 20,000.00		\$ 1,000.00	\$ 0.00	\$ 0.00	\$ 0.00
						Total \$ 1,000.00			

Selected Records	Employer's Mandatory Contributions	Employee's Mandatory Contributions	Employer's Voluntary Contributions	Employee's Voluntary Contributions	Total Amount (Mandatory)
1	\$ 1,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,000.00

c) Terminate Employees

To report employee termination, please follow the steps below.

c1 Search and select the employee(s) and click **Next**.

Terminate Employees

You may search for the existing employee by using the Employee Name or HKID No.
Please select the employee(s) you need to add and click "Next" to continue.

Search by Employee Name / HKID No.

<input type="checkbox"/>	Name (Member Account No.)	ID No.	Date of Employment (DD/MM/YYYY)
<input checked="" type="checkbox"/>	Chan Tai Man (56435562)	L867*****	01/09/2023
<input checked="" type="checkbox"/>	Cheung Yat Sum (56438343)	H310*****	01/09/2023

Total Results: 2

c2 Fill in the termination details and click **Confirm**.

Terminate Employees

Please fill in the information below to proceed.

Name (Member Account No.)	ID No.	Last Date of Employment (DD/MM/YYYY)	Termination reason	Entitled to Long Service Payment (LSP) / Severance Payment (SP)
Chan Tai Man (56435562)	L867*****	24/05/2024	Resignation	Yes <input type="radio"/> No <input checked="" type="radio"/>
Cheung Yat Sum (56438343)	H310*****	20/05/2024	Resignation	Yes <input type="radio"/> No <input checked="" type="radio"/>

c3 The last date of employment is added for your selected employee(s). You need to fill in the required contribution information for the last contribution. Then click **Next**.

Employee Contribution Data

Please select the employee(s) and update the contribution details.

Select All	Name (Member Account No.)	HKID No.	Contribution Period	Relevant Income	Basic Salary	Contributions
<input type="checkbox"/>						Employer's Mandatory Contributions Employee's Mandatory Contributions Employer's Voluntary Contributions Employee's Voluntary Contributions
<input checked="" type="checkbox"/>	Chan Tai Man (56435562)	L867*****	01/05/2024 - 31/05/2024	\$ 20,000.00		\$ 1,000.00 \$ 1,000.00 \$ 0.00 \$ 0.00 Total: \$ 2,000.00
<input checked="" type="checkbox"/>	Cheung Yat Sum (56438343)	H310*****	01/05/2024 - 31/05/2024	\$ 20,000.00		\$ 1,000.00 \$ 1,000.00 \$ 0.00 \$ 0.00 Total: \$ 2,000.00

Selected Records: 2 Employer's Mandatory Contributions: \$ 2,000.00 Employee's Mandatory Contributions: \$ 2,000.00 Employer's Voluntary Contributions: \$ 0.00 Employee's Voluntary Contributions: \$ 0.00 Total Contribution Amount (HKD): \$ 4,000.00

When you have finished updating the employee list, please follow **steps A5 - A8** to submit the contribution data.

d) Bulk Upload Contribution Data

If you would like to use the Bulk Upload Contribution Data function to update the employee list and make contributions in batches, please follow the steps below.

- d1 Read the **Bulk Upload Guideline** and click **Template with in-built Checking** or **Template without in-built Checking** to download a contribution data spreadsheet template. Then click **Next**.

Bulk Upload Guideline

You may use the bulk upload function to enrol new employees, terminate employees and update contribution data for existing employees in batches. Please download the contribution data spreadsheet template and follow the guidelines below for bulk upload:

[Template with in-built Checking](#) [Template without in-built Checking](#)

1. Download the bulk upload template from the above options.
 - I. The "Template with in-built Checking" is a macro-enabled Excel file designed to identify potential formatting errors in your inputs. This template facilitates and simplifies the preparation and output of a CSV file upload. After downloading the file, please be reminded to click the "Output to CSV" and fill in the data to proceed with your file upload.
 - II. The "Template without in-built Checking" is a plain Excel file with a template where you can input data and upload the file directly. It is suggested to use this template if you have any technical issues using the "Template with in-built Checking".
2. Upload the spreadsheet and press "Next", then accept the Terms and Conditions to submit.
3. It will take some time to process your file. The system will notify you when the file is successfully submitted.

[Back](#) [Next](#)



Tips: Please refer to the Note in the spreadsheet template for more details on how to complete the template.

- d2 Click **"browse"** or use **"drag and drop"** function to select the completed spreadsheet, then click **Next** to upload the file.

MPF 積金易 Home Manage Scheme Manage Employee Manage Contributions My Account

Submit Employee Contribution Data Employee Details Confirmation

Bulk Upload Contribution Data

Please upload the completed contribution data spreadsheet below.

Manage Contributions
This bulk upload function is designated for uploading contribution details. If you need to upload new employee enrolment or cessation of employment without any contribution data, please upload via the corresponding bulk upload function under "Enrol New Employees" or "Terminate Employees" accordingly.

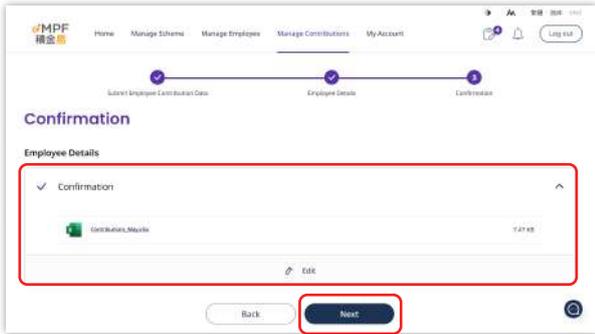
Bulk Upload Guideline

Please drag and drop the file here. You may also press [browse](#) button to select your file.

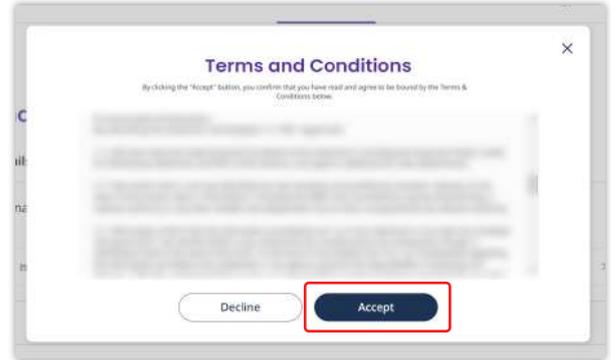
File formats supported: csv, xls, xlsx | No. of files: Up to 1 file | Maximum file size: 10MB per file

[Back](#) [Next](#)

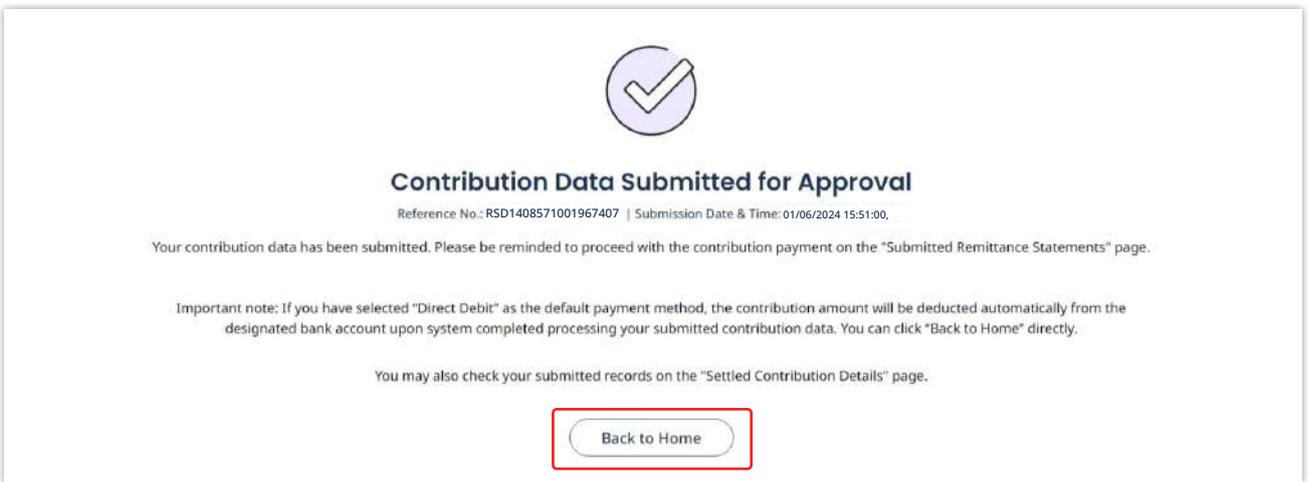
d3 Review the information and click **Next**.



d4 Read the Terms and Conditions and click **Accept**.



d5 The system will take some time to process your file, you will receive an email notification once your file has been uploaded successfully. Click **Back to Home** to go to the Homepage.



Tips: Please be reminded to submit payment in Section B.



Remarks: If your Bulk Upload Contribution Data fails to be submitted, you will receive the error report of the Bulk Upload Contribution Data file in **"Action Items"**. Please revise the file according to the report and submit the contribution data again.

B. Prepare and Submit Payments

After you have submitted the contribution data, please follow the steps below to prepare and submit the payments.



Remarks: Please note that if **“Direct Debit Authorization”** was selected for Direct Debit as the Default Payment Method when enrolling the company in an MPF scheme, the related contribution payment will be automatically deducted from the bank account. The following payment steps are not necessary.

- B1** Select **“Make Contributions”** under **“Manage Contributions”** on the menu bar, then select a scheme.

The screenshot shows the eMPF web portal interface. At the top, there is a navigation bar with the following items: Home, Manage Scheme, Manage Employee, **Manage Contributions** (highlighted with a red box), and My Account. Below the navigation bar, the user is greeted with 'Welcome, ***** Chan' and their Employer's eMPF ID and Company information. A dropdown menu is open under 'Manage Contributions', showing 'View Contribution Period' and **Make Contributions** (highlighted with a red box). Below this, there is a section titled 'All Outstanding Tasks' with a sub-header 'You have 4 outstanding task(s) for follow up:'. A task card is visible, stating 'You have outstanding contribution(s) You have outstanding / partially settled contributions for your follow up. Please review to submit employee c accordingly.'



The screenshot shows the 'Submission Records' page. It starts with the heading 'Submission Records' and a sub-heading 'Select a scheme to view the contribution details'. Below this, there is a note: 'Please note the following: 1. Any contributions that have been received will only be shown on the eMPF Platform upon completion of contribution processing, and the contribution processing time for different payment methods may vary. For details of service standards on contribution processing by the eMPF Platform, please visit the eMPF website at www.empf.org.hk.' There are two cards representing different MPF schemes. The first card, 'MPF Scheme A', is highlighted with a red box. It shows 'Trustee: Trustee A', 'Employer Account No.: 50443337', and 'Account Status: Active'. Below this, it indicates 'Unsettled Contributions: 2'. The second card, 'MPF Scheme B', shows 'Trustee: Trustee B', 'Employer Account No.: 51114491', and 'Account Status: Active', with 'Unsettled Contributions: 1'.

B2 In the **Submitted Remittance Statements** page, the unpaid contributions, including outstanding and partially paid contributions from your submitted records, are listed by the payroll group and contribution period under the **“Outstanding Payment”** tab.

Submitted Remittance Statements

Outstanding Payment Settled Payment

This page lists out all outstanding contributions for your follow up. Please double check the contribution data including the relevant income, MPF contribution amount, etc, and settle as soon as possible in order to avoid any delay.

Search by Employee Name/HKID No. Search by Submission No. Contribution Period: 20/11/2023 to 31/05/2024 X Search

MPF Scheme A
Trustee: Trustee A | Employer Account No.: 56441597 | Account Status: Active

Payroll Group: REE927374

Status	Contribution Type	No. of Employee Records	Total Contribution Amount (HKD)	Outstanding Contribution Amount (HKD)
Approved	Contribution Bill	2	\$ 4,000.00	\$ 4,000.00
Contribution Period: 01/05/2024 - 31/05/2024				
Approved	Contribution Bill	2	\$ 4,000.00	\$ 4,000.00
Contribution Period: 01/04/2024 - 30/04/2024				

Proceed to Payment Instruction



Tips: Please pay attention to the status of each submitted record to proceed with the required actions accordingly.

B3 Click **Proceed to Payment Instruction** under the payroll group and select one or multiple records, then click **Next** to prepare the payment for submission.

Submitted Remittance Statements

Outstanding Payment | Settled Payment

This page lists out all outstanding contributions for your follow up. Please double check the contribution data including the relevant income, MPF contribution amount, etc. and settle as soon as possible in order to avoid any delay.

Search by Employee Name/HKID No. | Search by Submission No. | Contribution Period: 20/11/2023 to 31/05/2024 X | Search

MPF Scheme A
Trustee: Trustee A | Employer Account No.: 56441597 | Account Status: Active

Payroll Group: REE927374

Status	Contribution Type	No. of Employee Records	Total Contribution Amount (HKD)	Outstanding Contribution Amount (HKD)
Approved	Contribution Bill	2	\$ 4,000.00	\$ 4,000.00

Contribution Period: 01/05/2024 - 31/05/2024

Status	Contribution Type	No. of Employee Records	Total Contribution Amount (HKD)	Outstanding Contribution Amount (HKD)
Approved	Contribution Bill	2	\$ 4,000.00	\$ 4,000.00

Contribution Period: 01/04/2024 - 30/04/2024

Proceed to Payment Instruction



Proceed to Payment Instruction

You may settle all contributions under the same payroll group in one payment.

REE927374 No. of Records: 2

#RSD1408571001967407 - Submitted on 01/06/2024	<input checked="" type="checkbox"/>
Status: Approved	
Contribution Type: Contribution Bill	
No. of Employee Records: 2	
Total Contribution Amount (HKD): \$ 4,000.00	
Outstanding Contribution Amount (HKD): \$ 4,000.00	
Contribution Period: 01/05/2024 - 31/05/2024	

#RSD1408533001596115 - Submitted on 01/05/2024	<input type="checkbox"/>
Status: Approved	
Contribution Type: Contribution Bill	
No. of Employee Records: 2	
Total Contribution Amount (HKD): \$ 4,000.00	
Outstanding Contribution Amount (HKD): \$ 4,000.00	
Contribution Period: 01/04/2024 - 30/04/2024	

Total Amount (HKD) \$ 4,000.00

Next

B4 The total outstanding payment amount is auto-calculated. Please select a payment method and provide the required information. Then click **Submit**.

Proceed to Payment Instruction

MPF Scheme A
Trustee: Trustee A | Employer Account No.: 56441597 | Payroll Group: REE927374

Outstanding Contribution Record Summary

No. of Records Submitted	Total Outstanding Contribution Amount (HKD)
1	\$ 4,000.00

Payment Method 1

Please select a payment method and provide the required information as stated. Please note that payment by a third party is not accepted. If you choose not to send a physical cheque for payment, you will need to make the payment first and then upload a copy of the payment receipt as a supporting document. Please remember to print and submit the payment note when making payment.

Payment Method
Cheque

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 trustees' payment details, please refer to empf.org.hk/paymentmethods/en.

Note:
Please ensure sufficient funds in the bank account for cheque clearance.

Select Submission Method
 Mail Bank-in

Payment Amount (HKD)
\$ 4,000.00

Issuing Bank Name
ABC Bank

Cheque No.
123456

+ Add extra payment method (by offsetting Reserve Account / Forfeiture Account Available Balance)

Total Amount (HKD) \$ 4,000.00

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



Remarks: All available payment methods to the scheme would be displayed at the drop down list for selection. You can also select **“Offset from Employer Reserve Account/Offset from Employer Forfeiture Account”**, or click **“Add extra payment method (by offsetting Reserve Account / Forfeiture Account Available Balance)”** to add this option as Payment Method 2 after selecting other payment method. Then, enter the payment amount you wish to offset from the Employer Reserve Account and Employer Forfeiture Account. Please make sure you have sufficient balance to pay the contribution.

Proceed to Payment Instruction

MPF Scheme A
Trustee: Trustee A

Employer Account No.: 56441597

Payroll Group: REE927374

Outstanding Contribution Record Summary

No. of Records Submitted	Total Outstanding Contribution Amount (HKD)
1	\$ 4,000.00

Payment Method 1

Please select a payment method and provide the required information as stated. Please note that payment by a third party is not accepted. If you choose not to send a physical cheque for payment, you will need to make the payment first and then upload a copy of the payment receipt as a supporting document. Please remember to print and submit the payment note when making payment.

Payment Method

Offset from Employer Reserve Account/Offset from Employer Forfeit... ▾

Offset Amount from Employer Reserve Account

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 mpf.org.hk/paymentmethods/en.

Available Reserve Account Balance (HKD)

Total Reserve Account Balance (HKD)

Payment Amount (HKD)

\$ 2,000.00

\$ 2,000.00

\$ 2,000.00

Offset Amount from Employer Forfeiture Account

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 mpf.org.hk/paymentmethods/en.

Available Forfeiture Account Balance (HKD)

Total Forfeiture Account Balance (HKD)

Payment Amount (HKD)

\$ 2,000.00

\$ 2,000.00

\$ 2,000.00

➕ Add extra payment method (by offsetting Reserve Account / Forfeiture Account Available Balance)

Total Payment Amount (HKD) \$ 4,000.00

Back

Submit

▼ Example

Cheque

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 example:

- b Submission Reference No.** (i.e., RSD+16 digits)
- c MPF Contribution Bill No.** (i.e., BLD+16 digits) (only applicable for employers who selected "Pre-printed Remittance Statement" is required to be generated during scheme enrolment)

You can download the Pre-printed Remittance Statement after selecting **"My Letter and Statement"** under **"My Account"** on the menu bar. Then, submit the cheque through one of the following methods:

- Send cheque to the **eMPF Platform** office by post (PO Box 98929 Tsim Sha Tsui Post Office)
- Submit to the drop-in box at any of the 3 **eMPF** service centres

The payment methods for each trustee differ. Please visit the eMPF website, click **"Useful Tool for MPF Management"** at the bottom of the page, select **"Payment Methods"** and then **"Employer"** tab, to read through the payment instructions.

Submitted Remittance Statements

Outstanding Payment | Settled Payment

This page lists out all outstanding contributions for your follow up. Please double check the contribution data including the relevant income, MPF contribution amount, etc. and settle as soon as possible in order to avoid any delay.

Search by Employee Name/HKID No. | Search by Submission No. | Contribution Period: 20/11/2023 to 31/05/2024 X | Search

MPF Scheme A **a**
Trustee: Trustee A | Employer Account No.: 56441597 | Account Status: Active

Payroll Group: REE927374

b #RSD1408571001967407 | Submitted on 01/06/2024

Status	Contribution Type	No. of Employee Records	Total Contribution Amount (HKD)	Outstanding Contribution Amount (HKD)
Approved	Contribution Bill	2	\$ 4,000.00	\$ 4,000.00

Contribution Period: 01/05/2024 - 31/05/2024

eMPF 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 內部專用

Go Green for efficiency, you may report contribution data via Online Remittance Statement through eMPF Employer Portal 為更有效率，您可透過積金易網上平台前線上付款結算書提交供款資料。

eMPF Web Portal 積金易網上平台

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	c Bill No. 帳單編號	BLD0308768002758710
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

- B5** You have successfully submitted the payment. Please be reminded to check the contribution and payment status to ensure that the record(s) is fully paid and settled.



Payment Instruction Submitted

Payment Submission Reference No.: PSD0308746002717429 | Submission Date & Time: 02/06/2024, 15:49

**MPF Scheme A**

Trustee: Trustee A

Employer Account No.: 56441597

Payroll Group: REE927374

Payment Method 1	
Payment Method	Payment Amount (HKD)
Cheque	\$ 4,000.00

[Back to Home](#)

[Go to Submitted Remittance Statements](#)

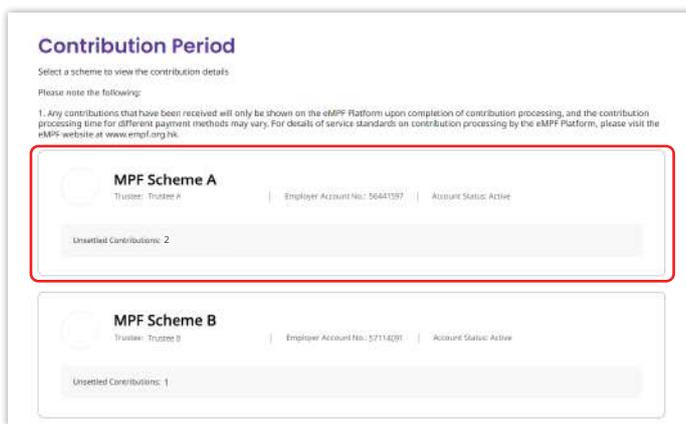
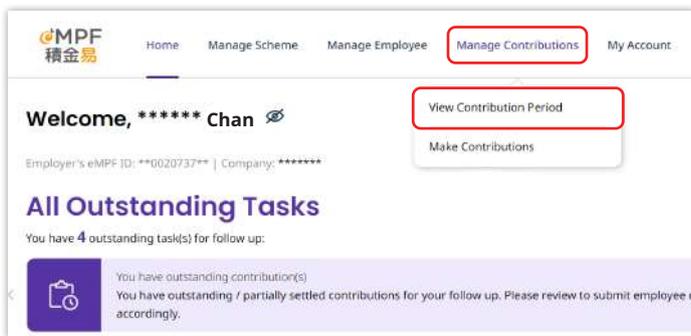


Tips: You can check the statuses under different tabs in Step A3 and Step B2.

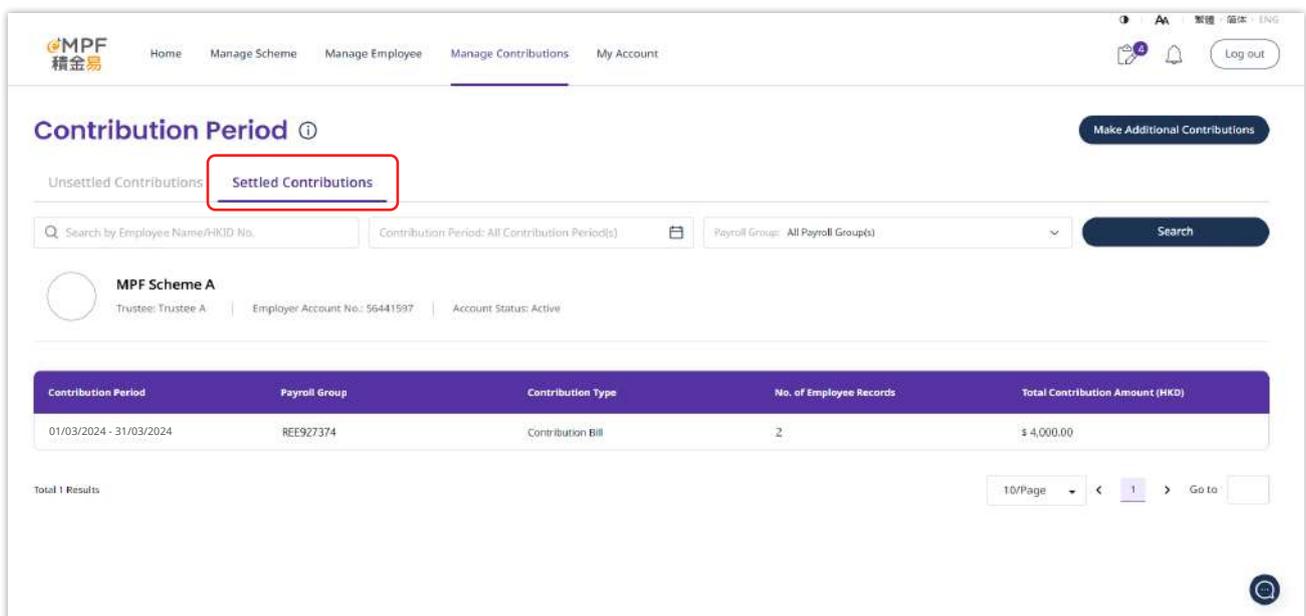
C. Check Historical MPF Contribution Records

If you would like to check the settled historical MPF contribution records, please follow the steps below.

- C1** Select **“View Contribution Period”** under **“Manage Contributions”** on the menu bar, then select a scheme.



- C2** Select the **“Settled Contributions”** tab.





Remarks: You can search for contribution records by filtering **“Contribution Period”**, **“Payroll Group”** or entering the employee name or HKID No.

(Filter by Contribution Period)

(Filter by Payroll Group)

(Enter employee name or HKID No.)

C3 Select a record in a specific contribution period.

Contribution Period Make Additional Contributions

Unsettled Contributions **Settled Contributions**

MPF Scheme A
 Trustee: Trustee A | Employer Account No.: 56441597 | Account Status: Active

Contribution Period	Payroll Group	Contribution Type	No. of Employee Records	Total Contribution Amount (HKD)
01/03/2024 - 31/03/2024	REE927374	Contribution Bill	2	\$ 4,000.00

Total 1 Results 10/Page < 1 > Go to



Settled Contribution Details Download

MPF Scheme A
 Trustee: Trustee A | Employer Account No.: 56441597 | Account Status: Active

Contribution Summary

Contribution Period 01/03/2024 - 31/03/2024	Status Settled	Contribution Type Contribution Bill
No. of Employee Records 2	Total Contribution Amount Settled (HKD) \$ 4,000.00	

Employee Record | Submission Records

Settled Employees

Name (Member Account No.)	HKID No.	Contribution Period	Relevant Income	Basic Salary	Total Amount (HKD)	Contributions			
						Employer's Mandatory Contributions	Employee's Mandatory Contributions	Employer's Voluntary Contributions	Employee's Voluntary Contributions
Chan Tai Man (56435562)	L867019(9)	01/03/2024 - 31/03/2024	\$ 20,000.00		\$ 2,000.00	\$ 1,000.00	\$ 1,000.00	\$ 0.00	\$ 0.00
Cheung Yat Sum (56438343)	H310457(7)	01/03/2024 - 31/03/2024	\$ 20,000.00		\$ 2,000.00	\$ 1,000.00	\$ 1,000.00	\$ 0.00	\$ 0.00

Total 2 Results 10/Page < 1 > Go to

C4 The contribution details are summarized in the contribution summary. You may also view the details by **“Employee Record”** and **“Submission Records”**.

Settled Contribution Details Download

MPF Scheme A
Trustee: Trustee A | Employer Account No.: 56441597 | Account Status: Active

^

Contribution Summary

Contribution Period 01/03/2024 - 31/03/2024	Status Settled	Contribution Type Contribution Bill
No. of Employee Records 2	Total Contribution Amount Settled (HKD) \$ 4,000.00	

Employee Record

Submission Records

Search

Settled Employees

Name (Member Account No.)	HKID No.	Contribution Period	Relevant Income	Basic Salary	Total Amount (HKD)	Contributions			
						Employer's Mandatory Contributions	Employee's Mandatory Contributions	Employer's Voluntary Contributions	Employee's Voluntary Contributions
Chan Tai Man (56435562)	L867019(9)	01/03/2024 - 31/03/2024	\$ 20,000.00		\$ 2,000.00	\$ 1,000.00	\$ 1,000.00	\$ 0.00	\$ 0.00
Cheung Yat Sum (56438343)	H310457(7)	01/03/2024 - 31/03/2024	\$ 20,000.00		\$ 2,000.00	\$ 1,000.00	\$ 1,000.00	\$ 0.00	\$ 0.00

Total 2 Results

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Settled Contribution Details Download

MPF Scheme A
Trustee: Trustee A | Employer Account No.: 56441597 | Account Status: Active

^

Contribution Summary

Contribution Period 01/03/2024 - 31/03/2024	Status Settled	Contribution Type Contribution Bill
No. of Employee Records 2	Total Contribution Amount Settled (HKD) \$ 4,000.00	

Employee Record

Submission Records

Submission Records

#RSD	Status	Contribution Type	No. of Employee Records	Total Amount (HKD)	Outstanding Amount (HKD)
#RSD1406512001468475	Settled	Contribution Bill	2	\$ 4,000.00	\$ 0.00

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Tips:

Employee Record displays the contribution records of individual employee of your selected contribution period.

Submission Records provides a summary of each submission made, including the total number of employees and the contribution amount, for the selected contribution period.

- End -