

# Employer Guide to Check Contribution Records

Once the trustee and its MPF schemes have been onboarded the eMPF™ Platform, you can manage MPF contributions for all your employees and view contribution records via both the eMPF Web Portal or Mobile App.

## Check MPF Contribution Bill Details

After you have submitted the employee contribution data and are preparing the payments, to view the submitted bill details, you can go to "Manage Contributions > Make Contribution Payment" > Select the corresponding bill submission reference number > go to the "Employee Contribution Record" tab.



On this page, you can view:

- 1 MPF Scheme Information
- 2 Employer Account No.
- 3 Payroll Group
- 4 Submission Reference No.
- 5 Total No. of Employee Record
- 6 Total Contribution Amount
- 7 Contribution Period
- 8 Employee Contribution Information in the Selected Bill

The screenshot displays the 'Bill Details' page with the following information:

- MPF Scheme A** (Trustee: Trustee A)
- Employer Account No.**: 56789990
- Payroll Group**: 001
- Submission Reference No.**: RSD080901014164858
- Bill Type**: Contribution Bill
- Total Amount (HKD)**: \$ 4,000.00
- Outstanding Amount (HKD)**: \$ 3,000.00
- Contribution Period**: 01/04/2024 - 07/04/2024

The 'Employee Contribution Record' section shows a search bar and three tables:

- Employees with unpaid contributions/ paid contributions pending settlement**: Table with 10 columns (Name, HKID No., Staff No., Contribution Period, Relevant Income, Basic Salary, Total Amount, and four contribution breakdowns). Example row: CHAN TAI MAN, L8E7J\*\*\*\*, 01/04/2024-07/04/2024, \$20,000.00, \$0.00, \$2,000.00, \$1,000.00, \$1,000.00, \$0.00, \$0.00.
- Employees with Partially Paid Contributions**: Similar table with example row: Cheung Tat Sum, H1224\*\*\*\*, 01/04/2024-07/04/2024, \$20,000.00, \$0.00, \$2,000.00, \$1,000.00, \$1,000.00, \$0.00, \$0.00.
- Settled Employees**: Similar table.

## Confirmation of Receiving the Contribution Payment

17 April 2026

### Confirmation of Receiving the Contribution Payment

Trustee Name (the "Trustee") : Trustee A  
Scheme Name (the "Scheme") : MPF Scheme A  
Employer Name (the "Employer") : ABC Company Limited

Employer Account No. : 56789990  
Payroll Group ID (if applicable) : 001  
eMPF ID : 80029450725  
Transaction Reference No. : N/A  
Document Reference No. : GND1309084214843414

Dear MPF employer,

We confirm receipt of your contribution payment with details as follows. The amount received will be processed after fund clearance (for cheque payment only) and/or the contribution data is reconciled, if applicable.

Date of Payment Received (DD/MM/YYYY)	08/04/2026
Contributions Paid (HKD)	103,288.17
Payment Method	Cheque
Cheque No. (if applicable)	123456
Payment Receipt No.	PRD1309084135729932

Please log in to eMPF Employer Portal via the following QR code or link for details.



eMPF.org.hk/er/login

Should you have any enquiries, please contact our hotline at (852) 183 2622 or enquiry@support.empf.org.hk.

eMPF Platform Company Limited  
(This is a computer-generated letter and no signature is required)

After the eMPF Platform has received and matched your contribution payment, the system will generate the "Confirmation of Receiving the Contribution Payment" notification to the employer within **6 - 10** working days.

On the homepage, click "My Account > My Letter and Statement" then filter by "Contribution" under Function Type, and select the relevant transaction(s) to view and download the confirmation notification.

If you have selected postal delivery as your communication preference, the confirmation will be sent out within **3** working days.



Once your contribution is paid and settled, you can go to the homepage and click "Manage Contributions > Submit Contribution Data/ View Contribution Period" > select the corresponding MPF scheme > go to the "Settled Contributions" tab > select the contribution period to view the contribution summary, and click either PDF or Excel to download the Contribution Summary in your preferred file format.

(Apr 2026)

