

# Scheme Transfer and Employee Intra-Group Transfer



**Mobile App  
User Guide**



# Preface

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This user guide provides step-by-step instructions on how an employer can make scheme transfer and members' account transfer for employment transfer between associated companies on the **eMPF Mobile App**. 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:

<b>eMPF Customer Service Hotline</b>	183 2622
<b>Email</b>	enquiry@support.empf.org.hk
<b>eMPF Service Centre</b>	<b>Hong Kong Island</b> Unit 601B, 6/F, Dah Sing Financial Centre, No. 248 Queen's Road East, Wanchai, Hong Kong
	<b>Kowloon</b> Suites 1205-6, 12/F, Chinachem Golden Plaza, No. 77 Mody Road, Tsim Sha Tsui East, Kowloon
	<b>New Territories</b> Suite 1802A, 18/F, Tower 2, Nina Tower, No. 8 Yeung Uk Road, Tsuen Wan, New Territories
	<b>Opening Hours</b> Monday to Friday : 9:00 a.m. to 6:00 p.m. Saturday : 9:00 a.m. to 1:00 p.m. Closed on Sunday and Public Holiday

Version: 1.1

Date : 12 Sep, 2025

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# A. Scheme Transfer

If you would like to transfer your employee(s) from original scheme to another new scheme under the same employer, please follow the steps below.



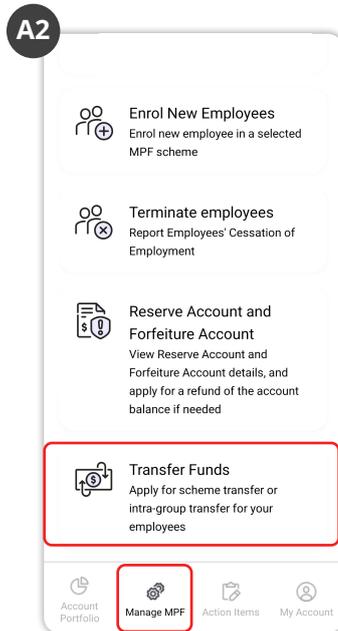
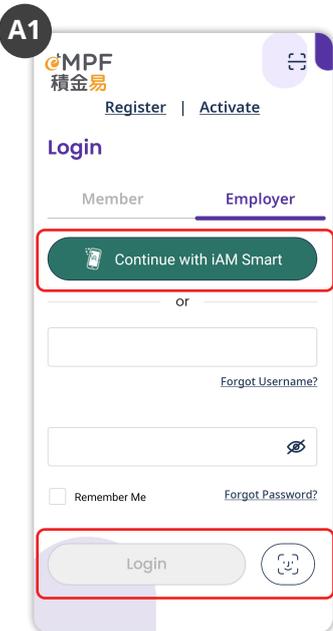
**Remarks:** You must first enrol your company into a new scheme and enrol your employee(s) in that scheme before proceeding with the scheme transfer.

You can only submit your transfer instructions on the **eMPF** online after the original scheme and new scheme have been onboarded the **eMPF Platform**. If the relevant schemes have not yet onboarded the **eMPF Platform**, you are required to submit the hardcopy of your application. You may check the scheme onboarding schedule on the [eMPF website](#).

Original Scheme with Transfer-Out Account	New Scheme with Transfer-in Account	Method of Submitting Administrative Instructions
✓ Onboarded	✗ Not Yet Onboarded	Submit the <b>hardcopy</b> application form to <b>transfer-in new trustee</b> <sup>^</sup>
✗ Not Yet Onboarded	✓ Onboarded	Submit the <b>hardcopy</b> application form to the <b>eMPF</b> <sup>*</sup>
✓ Onboarded	✓ Onboarded	Submit <b>online</b> application via <b>eMPF</b>

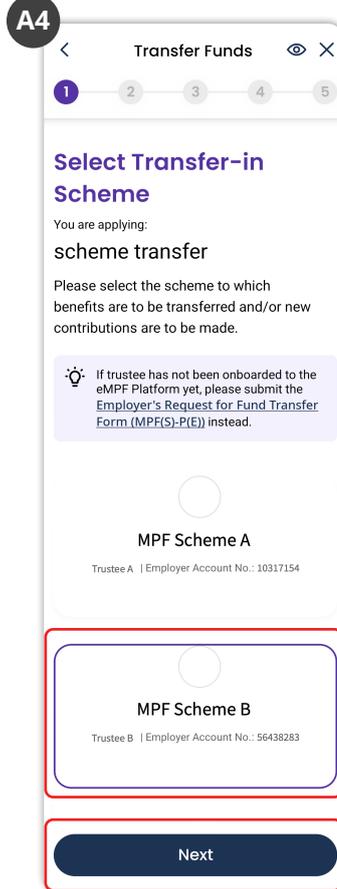
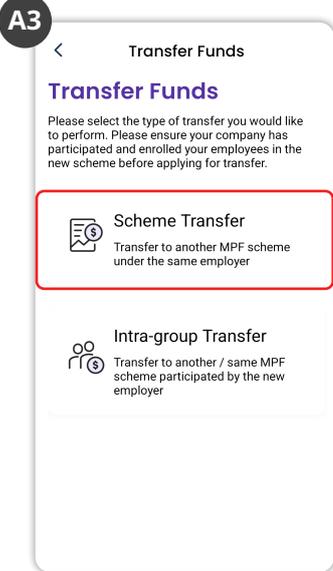
<sup>^</sup>Please contact the new trustee for the form and submission arrangement.

<sup>\*</sup>The form can be downloaded from the Form Centre of the **eMPF website**. For submission of the completed form to the **eMPF Platform**, please refer to the Submission Channels as listed on the form.



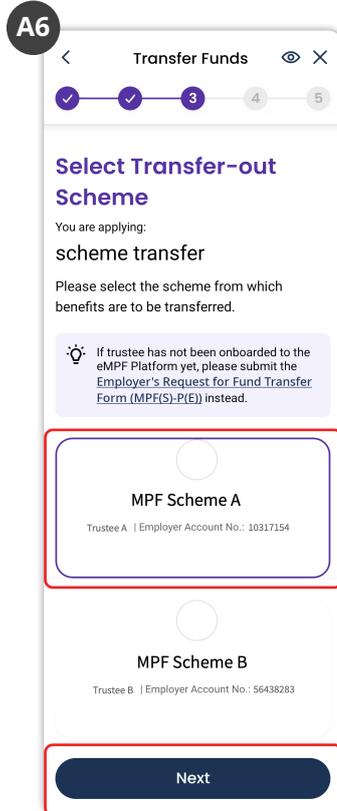
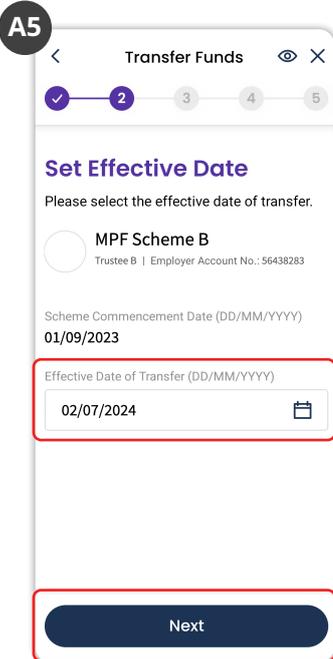
**A1** Log in to the **eMPF** Mobile App.

**A2** Tap **“Manage MPF”** on the menu bar and tap **“Transfer Funds”**.



**A3** Select “Scheme Transfer”.

**A4** Select the transfer-in scheme (New scheme) and tap **Next**.



**A5** Set the effective date of transfer and tap **Next**.

**A6** Select the transfer-out scheme (Original scheme) and tap **Next**.

**A7**

Transfer Funds

Select Employees

You are applying:  
scheme transfer

Please select the employee(s) whose benefits are to be transferred.

MPF Scheme A  
Trustee A | Employer Account No.: 10317154

Transferable Employee(s)

3 of 5 employees selected

ID No.	English Name
<input checked="" type="checkbox"/> L867***	Tai Man Chan
<input checked="" type="checkbox"/> H310***	Yat Sum Cheung
<input type="checkbox"/> G729***	Siu Ming Lee
<input checked="" type="checkbox"/> W803***	Siu Lai Wong
<input type="checkbox"/> F936***	Tai Hung Ho

Non-transferable Employee(s)

Total 2 Results

ID No.	English Name
1 G789***	Siu Man Chan
2 H879***	Siu Lai Ho

Employee(s) Selected **3**

Next

**A8**

Transfer Funds

Confirmation

Step 1 - Select Transfer-in Scheme

Select Scheme

MPF Scheme B  
Trustee B | 56438283

Edit

Step 2 - Set Effective Date

Effective Date of Transfer (DD/MM/YYYY)

Effective Date of Transfer (DD/MM/YYYY)  
02/07/2024

Edit

Step 3 - Select Transfer-out Scheme

Selected Scheme

MPF Scheme A  
Trustee A | 10317154

Edit

Step 4 - Select Employees

Selected Employees

Total 3 results

ID No.	Name
1 L867***	Tai Man Chan
2 H310***	Yat Sum Cheung
3 W803***	Siu Lai Wong

Edit

Do you want to submit intermediary information?

Yes

No

Submit

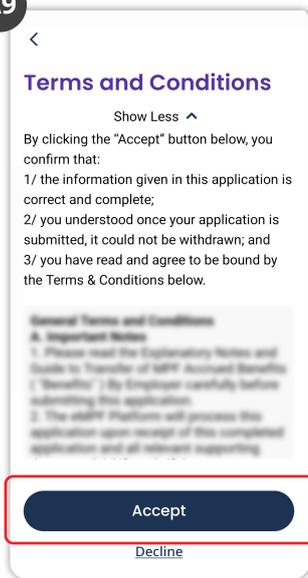
**A7** Select the employee(s) to be transferred and tap **Next**.

**A8** Review the information and tap **Submit**.

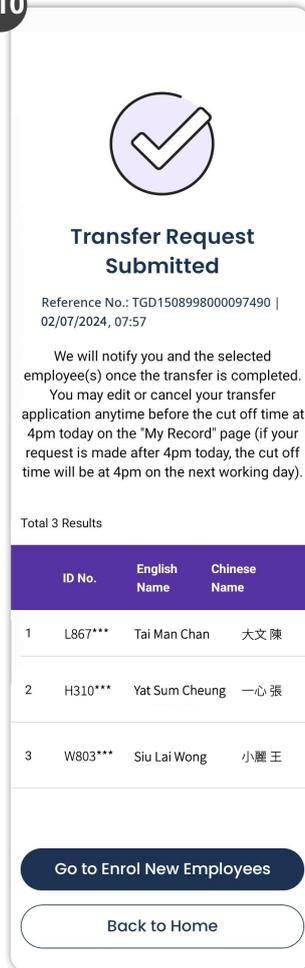


**Tips:** If employee(s) from the original scheme has not yet enrolled into the new scheme, they will be listed under the **“Non-transferable Employee(s)”**.

A9



A10



**A9** Read the Terms and Conditions and tap **Accept**.

**A10** Your scheme transfer request for the selected employee(s) has been submitted.

Once the transfer is completed, notifications will be sent to the employer and selected employee(s) via email or SMS.

## B. Intra-group Transfer

When an employee's MPF benefits need to be transferred from their existing employer's MPF scheme to the new employer's MPF scheme due to transfer of employment between associated companies or change of business ownership, employment with the "Existing Employer" can be recognized by the "New Employer" as continuous service to determine the severance payment/ long service payment, the voluntary contribution amount and/or vesting, if applicable.

The intra-group transfer request should be initiated by the "New Employer" on the **eMPF Platform**. Please follow the steps below to submit the request.



**Remarks:** The new employer must first enrol into an MPF scheme and enrol their employee(s) in that scheme before proceeding with intra-group transfer.

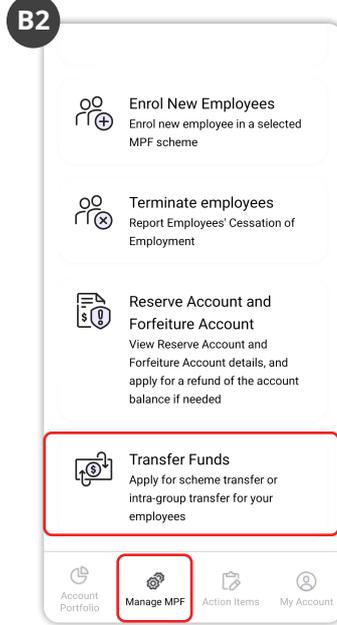
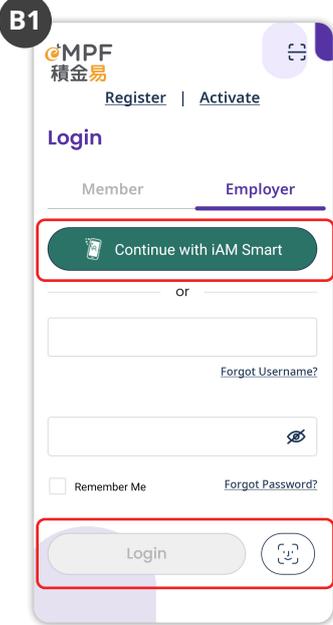
The new employer can only submit the transfer instructions on the **eMPF** online after the schemes of both the existing employer and the new employer have been onboarded the **eMPF Platform**. If the schemes have not yet onboarded the **eMPF Platform**, the new employer is required to submit a hardcopy application. Please check the scheme onboarding schedule on the [eMPF website](#).

Scheme of Existing Employer	Scheme of New Employer	Method of Submitting Administrative Instructions
✓ Onboarded	✗ Not Yet Onboarded	Submit the <b>hardcopy</b> application form to <b>trustee of new employer</b> <sup>^</sup>
✗ Not Yet Onboarded	✓ Onboarded	Submit the <b>hardcopy</b> application form to the <b>eMPF</b> <sup>*</sup>
✓ Onboarded	✓ Onboarded	Submit <b>online</b> application via <b>eMPF</b>

<sup>^</sup>Please contact the trustee of new employer for the form and submission arrangement.

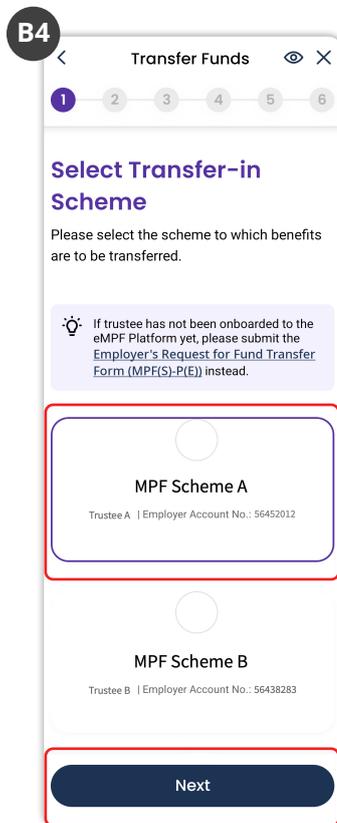
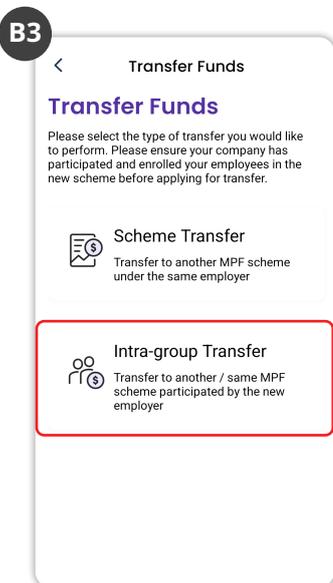
<sup>\*</sup>The form can be downloaded from the Form Centre of the eMPF website. For submission of the completed form to the eMPF Platform, please refer to the Submission Channels as listed on the form.

Please note that if the intra-group transfer is within the same scheme and the scheme has not yet onboarded the eMPF Platform, new employer should contact the existing trustee for the form and submission arrangement.



**B1** Log in to the **eMPF** Mobile App.

**B2** Tap **“Manage MPF”** on the menu bar and tap **“Transfer Funds”**.



**B3** Select **“Intra-group Transfer”**.

**B4** Select the transfer-in scheme (Scheme of New Employer) and tap **Next**.

**B5**

Transfer Funds

2 3 4 5 6

### Select Employees

Please select the employee(s) whose benefits are to be transferred.

MPF Scheme A  
Trustee A | 56452012

Transferable Employee(s)

Employee(s) Selected 1

ID No.	English Name	Chinese Name
<input checked="" type="checkbox"/> L867***	Tai Man Chan	大文陳

Non-transferable Employee(s)

Total 2 Results

ID No.	English Name	Chinese Name
1 G789***	Siu Man Chan	小文陳
2 H879***	Siu Lai Ho	小麗何

Employee(s) Selected 1

Next

**B6**

Transfer Funds

2 3 4 5 6

### Input Employee Information

Please select the employee(s) whose benefits are to be transferred.

MPF Scheme A  
Trustee A | 56452012

Employee 1

English Name  
Tai Man Chan

Chinese Name  
大文陳

Employee Account No.

ID Document Type  
HKID

ID No.  
G66\*\*\*\*

Staff No.  
0007

Payroll Group  
REE741255

Date of Employment (DD/MM/YYYY)  
09 / 11 / 2023

Original date of employment  
01 / 11 / 2023

Original Date of Joining Scheme  
01 / 11 / 2023

Commencement Date for Vesting Entitlement  
01 / 11 / 2023

Next

**B5** Select the employee(s) to be transferred and tap **Next**.



**Tips:** If employee(s) from the original scheme has not yet enrolled into the new scheme, they will be listed under the **“Non-transferable Employee(s)”**.

**B6** Input employee information and tap **Next**.

**B7**

Transfer Funds

Set Effective Date

Please select the effective date of transfer.

MPF Scheme A  
Trustee A | 56452012

Scheme Commencement Date (DD/MM/YYYY)  
03/11/2022

Effective Date of Transfer (DD/MM/YYYY)  
09/11/2023

Next

**B8**

Transfer Funds

Original Scheme Information

You are applying  
intra-group transfer

Please complete the details of the scheme from which benefits are to be transferred.

If trustee has not been onboarded to the eMPF Platform yet, please submit the Employer's Request for Fund Transfer Form (MPFIS-PIE) instead.

Employer Name in the Original Scheme  
ABC Company Limited

Employer's eMPF ID  
8000418543

Name of Original Scheme  
MPF Scheme B

Not Able to Find the Account You Need?

Next

**B7** Set the effective date of transfer and tap **Next**.

**B8** Fill in the details of the original scheme and tap **Next**.

**B9**

Confirmation

Step 1 - Select Transfer-in Scheme

Select Scheme

MPF Scheme A  
Trustee A | 56452012

Edit

Step 2 - Select Employees

Selected Employees

Step 3 - Input Employee Information

Employee Information

Step 4 - Set Effective Date

Effective Date of Transfer (DD/MM/YYYY)

Step 5 - Original Scheme Information

Original Scheme

Do you want to submit intermediary information?

Yes

No

Submit

**B10**

Terms and Conditions

Show Less

By clicking the "Accept" button below, you confirm that:

- 1/ the information given in this application is correct and complete;
- 2/ you understood once your application is submitted, it could not be withdrawn; and
- 3/ you have read and agree to be bound by the Terms & Conditions below.

General Terms and Conditions & Important Notes

1. Please read the Explanatory Notes and Guide to Transfer of MPF Account Benefits.
2. Benefits will be transferred carefully before submitting this application.
3. The eMPF Platform will process the application upon receipt of this completed application and all relevant supporting documents.

Terminate the original scheme after the transfer is completed.

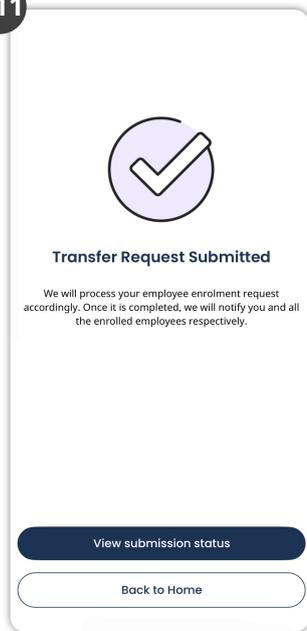
Accept

Decline

**B9** Review the information and tap **Submit**.

**B10** Read the Terms and Conditions and tap **Accept**.

B11



**B11** Your intra-group transfer request for the selected employee(s) has been submitted successfully. The original employer will receive an email or SMS notification to perform approval in Action Items on the **eMPF Platform**.

Once the transfer is completed, notifications will be sent to the new employer and the selected employee(s) via email or SMS.

**- End -**