

Change of Personal Particulars for eMPF and MPF Accounts



**Web Portal
User Guide**



Preface

This user guide provides step-by-step instructions on how a scheme member (except self-employed person) can change the personal particulars for **eMPF** and MPF accounts on the **eMPF Web Portal**. 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

Version: 1.00

Date : 25 Jul, 2025

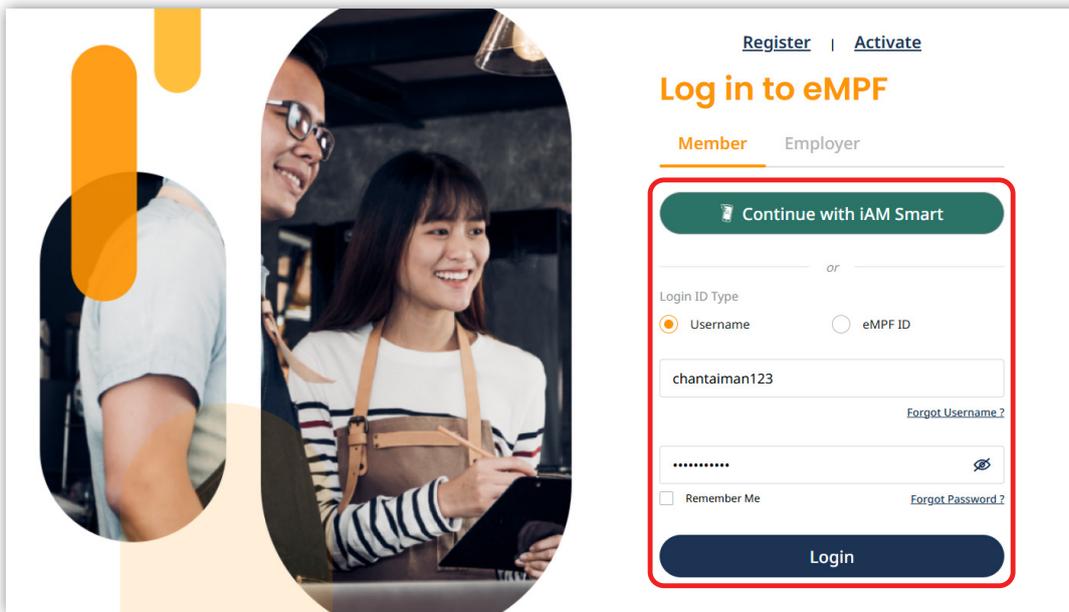
Contents

A. Change of Personal Particulars for your eMPF	P.3
B. Change of Personal Particulars for MPF Accounts	P.8

A. Change of Personal Particulars for your eMPF

If you would like to update the information of your eMPF including personal particular, contact information, address, way of communication and Common Reporting Standard information, please follow the steps below.

A1 Log in to the eMPF Web Portal.



Register | Activate

Log in to eMPF

Member | Employer

Continue with iAM Smart

or

Login ID Type

Username eMPF ID

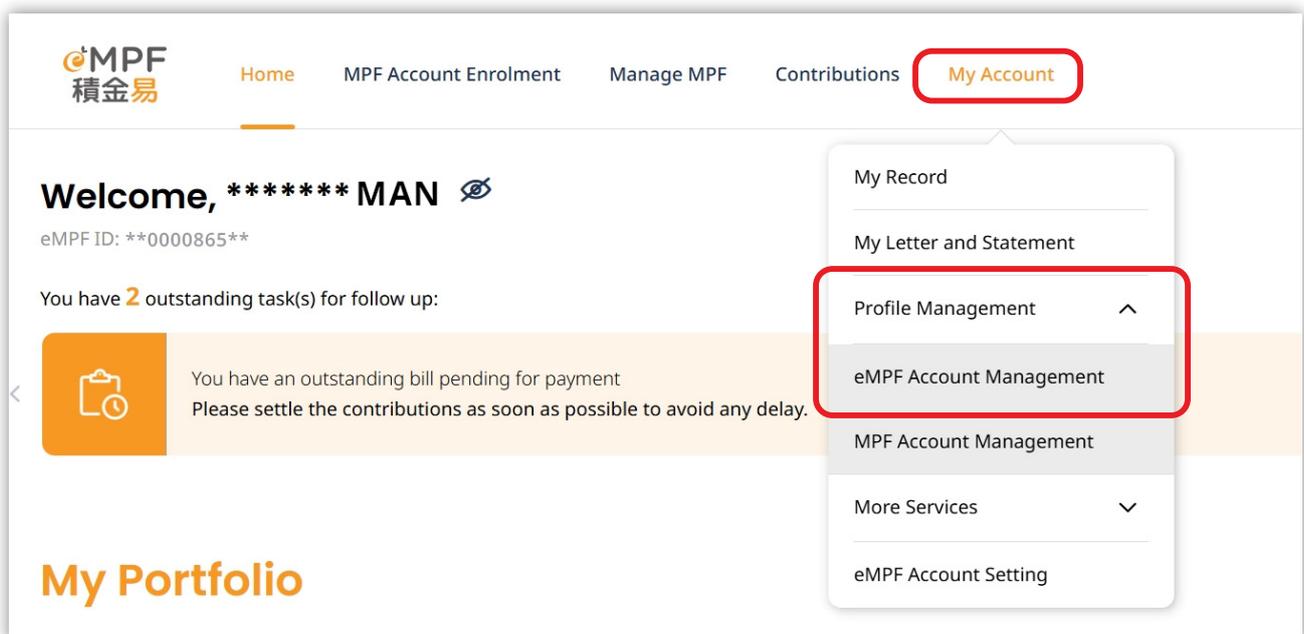
chantaiman123 [Forgot Username?](#)

..... [Forgot Password?](#)

Remember Me [Forgot Password?](#)

Login

A2 Select **“Profile Management”** under **“My Account”** on the menu bar, then select **“eMPF Account Management”**.



eMPF 積金易

Home | MPF Account Enrolment | Manage MPF | Contributions | **My Account**

Welcome, ***** MAN [👁](#)

eMPF ID: **0000865**

You have 2 outstanding task(s) for follow up:

 You have an outstanding bill pending for payment. Please settle the contributions as soon as possible to avoid any delay.

My Portfolio

- My Record
- My Letter and Statement
- Profile Management** [^](#)
- eMPF Account Management**
- MPF Account Management
- More Services [v](#)
- eMPF Account Setting

A. Change of Personal Particulars for your eMPF

A3 Click **Update** to edit the information. If you update the **mobile phone number** and/or **email address**, please click **Verify** to receive a one-time passcode. Enter the verification code sent to your new **mobile phone number** and/or **email address**. Then, click **Save**.

eMPF Account Management
eMPF ID: 2000086579 | Username: Chantaiman123

Personal Information

Title Mr	Surname (English) Chan	Given Name (English) Tai Man
Surname (Chinese) 陳	Given Name (Chinese) 太文	ID Document Type HKID
ID No. L867****	Date of Birth (DD/MM/YYYY) 11 / 11 / 1980	Gender Male
Place of Birth Hong Kong, China	Nationality Chinese	

Contact Information

Email Address: **chantaiman@abc.com** | Mobile No.: **+852 99123456**

Address

Residential Address

Country / Region: **Hong Kong, China** | City:

Flat / Shop / Unit / Suite / Room / Others: **Room 3** | Floor (e.g. please input "12/F"): **2/F**

Block / Tower / House / Others: **Block 1** | Building: **ABC Building**

Street (street no. and street name): **123 K Road** | District: **Kwun Tong**

Postal Code:

Correspondence Address

Country / Region: **Hong Kong, China** | City:

Flat / Shop / Unit / Suite / Room / Others: **Room 3** | Floor (e.g. please input "12/F"): **2/F**

Block / Tower / House / Others: **Block 1** | Building: **ABC Building**

Street (street no. and street name): **123 K Road** | District: **Kwun Tong**

Postal Code:

Way of Communication

Preferred Channel of Communication: **Email Address** | Preferred Language of Communication: **English**

Consent on Direct Marketing of eMPF Platform: You agree to provide your consent for your personal data to be used for direct marketing purposes in accordance with the "Direct Marketing" section of the **Personal Information Collection Statement (eMPF.org.hk/psic/ps)** of eMPF Platform Company Limited. Your indication herein will replace any indication of choice you may have previously provided to eMPF Platform Company Limited in relation to "Direct Marketing".

Yes No

I hereby withdraw the consent to receive, inter alia, notices or other documents by electronic means previously given by me for the purpose of section 206(2) of the Mandatory Provident Fund Schemes (General) Regulation in respect of either all MPF accounts administered by the eMPF Platform Company Limited, or a specific account, as indicated above. I understand and agree that such withdrawal (i) will be irrevocable; (ii) (if applicable) I have registered with the eMPF Platform and I will not have any impact on my e-communication arrangements on the eMPF Platform such that I may continue to receive notices or other documents through the eMPF Platform (including those relating to my MPF accounts) as indicated above; by electronic means unless and until my consent given to eMPF Platform Company is revoked; and (iii) will not have any impact on communication which is not given for the purposes of the Mandatory Provident Fund Schemes Ordinance such that I may continue to receive those communication from the Trustees by electronic means.

Yes

Common Reporting Standard Form

My Tax Residence is

Tax Residence: **Hong Kong ONLY, with no tax residence in any other jurisdictions / countries / regions AND my HKID number is my TIN**



eMPF Account Management
eMPF ID: 2000086579 | Username: Chantaiman123

Personal Information

Title: Mr Ms Miss Mrs Dr Other

Surname (English): **Chan** | Given Name (English): **Tai Man**

Surname (Chinese): **陳** | Given Name (Chinese): **太文**

ID Document Type: **HKID** | ID No.: *********

Date of Birth (DD/MM/YYYY): **11/11/1980** | Gender: **Male**

Place of Birth: **Hong Kong, China** | Nationality: **Chinese**

Contact Information

Email Address: **chantaiman123@abc.com**

Mobile No. (SMS will be sent to Hong Kong): **+852 99123450** | Telephone No. (Optional):

Address

Residential Address

Country / Region: **Hong Kong, China** | City:

Flat / Shop / Unit / Suite / Room / Others: **3** | Room: **Room** | Floor (e.g. please input "12/F"): **2** | Floor: **Floor**

Block / Tower / House / Others: **1** | Block: **Block** | Building: **ABC Building**

Street (street no. and street name): **123 K Road** | District: **Kwun Tong**

Postal Code:

Correspondence Address

Same as Residential Address Other Address

Way of Communication

Consent on eCommunications
By registering with the eMPF Platform, I/we (i) consent to being given any notice or document to be given for the purposes of the Mandatory Provident Fund Schemes Ordinance through the eMPF Platform and, for this purpose, to be notified of the availability of the same on the eMPF Platform by means of the "Preferred Channel of Communication" as indicated by me / us below or, if such notification cannot be successfully given through the preferred channel, by the other channel (if available); and (ii) agree to receive any other notice, document, communication and other material through the eMPF Platform and / or any of the communication channel as may be considered appropriate by the eMPF Platform Company Limited. I/We have read and agree with the Terms and Conditions for Receiving Notices, Documents and Other Communications by Electronic Means (<https://www.eMPF.org.hk/psic/ps/cm>).

Preferred Channel of Communication: Email Address SMS

Preferred Language of Communication: English Traditional Chinese Simplified Chinese

Consent on Direct Marketing of eMPF Platform: You agree to provide your consent for your personal data to be used for direct marketing purposes in accordance with the "Direct Marketing" section of the **Personal Information Collection Statement (eMPF.org.hk/psic/ps)** of eMPF Platform Company Limited. Your indication herein will replace any indication of choice you may have previously provided to eMPF Platform Company Limited in relation to "Direct Marketing".

Yes No

I hereby withdraw the consent to receive, inter alia, notices or other documents by electronic means previously given by me for the purpose of section 206(2) of the Mandatory Provident Fund Schemes (General) Regulation in respect of either all MPF accounts administered by the eMPF Platform Company Limited, or a specific account, as indicated above. I understand and agree that such withdrawal (i) will be irrevocable; (ii) (if applicable) I have registered with the eMPF Platform and I will not have any impact on my e-communication arrangements on the eMPF Platform such that I may continue to receive notices or other documents through the eMPF Platform (including those relating to my MPF accounts) as indicated above; by electronic means unless and until my consent given to eMPF Platform Company is revoked; and (iii) will not have any impact on communication which is not given for the purposes of the Mandatory Provident Fund Schemes Ordinance such that I may continue to receive those communication from the Trustees by electronic means.

Yes

Common Reporting Standard Form

My Tax Residence is

If you have any questions on defining your tax residency, you may consult your tax advisor or visit the [OECD website](#) and [Inland Revenue Department's AEOI website](#).

My Tax Residence is

Hong Kong ONLY, with no tax residence in any other jurisdictions / countries / regions AND my HKID number is my TIN

Hong Kong and other jurisdictions/Countries/Regions

NOT Hong Kong, but instead some other jurisdictions / countries / regions



Remarks: You may be required to upload supporting document(s) for certain information change. If the changes will affect your tax residency status, please update the **Common Reporting Standard (CRS)** information, then click **Next**. If you want to update the information later, please click **Skip**.

Update Common Reporting Standard (CRS)

The changes you have made will affect your tax residency status. Do you want to update the information below?

If you have any questions on defining your tax residency, you may consult your tax advisor or visit the [OECD website](#) and [Inland Revenue Department's AEOI website](#).

My Tax Residence is

- Hong Kong ONLY, with no tax residence in any other jurisdictions / countries / regions AND my HKID number is my TIN
- Hong Kong and other Jurisdictions/Countries/Regions
- NOT Hong Kong, but instead some other jurisdictions / countries / regions

Buttons: Skip, Next, Cancel, Save

A4 You may also update the contact information to your MPF account(s) by a single step. Select the MPF account(s) you wish to update, and then click **Apply**.

Apply new information to your other MPF Account(s)?

The changes you have made are different from the information in your existing MPF accounts. Do you want to apply the changes to your other MPF account(s)?

New Information

Mobile No. (SMS will be sent to Hong Kong Mobile No. only) | Email Address
+852 99123450 | chantaiman123@abc.com

Existing Information

Mobile No. (SMS will be sent to Hong Kong Mobile No. only)

- MPF Scheme A**
Account No.: HB56440791 | Account Type: Special Voluntary Contribution Account Holder
+852 [redacted]
- MPF Scheme B**
Account No.: MC56476031 | Account Type: Tax Deductible Voluntary Contribution Account Holder
+852 [redacted]
- MPF Scheme C**
Account No.: MC56463084 | Account Type: Special Voluntary Contribution Account Holder
+852 [redacted]
- MPF Scheme D**
Account No.: MT56449971 | Account Type: Personal account holder
+852 [redacted]
- MPF Scheme E**
Account No.: MT56450608 | Account Type: Personal account holder
+852 [redacted]

Email Address

- MPF Scheme A**
Account No.: HB56440791 | Account Type: Special Voluntary Contribution Account Holder
chantaiman@abc.com
- MPF Scheme B**
Account No.: MC56476031 | Account Type: Tax Deductible Voluntary Contribution Account Holder
chantaiman@abc.com
- MPF Scheme C**
Account No.: MC56463084 | Account Type: Special Voluntary Contribution Account Holder
chantaiman@abc.com
- MPF Scheme D**
Account No.: MT56449971 | Account Type: Personal account holder
chantaiman@abc.com
- MPF Scheme E**
Account No.: MT56450608 | Account Type: Personal account holder
chantaiman@abc.com

I confirm (including those relating to my MPF account(s) as indicated above) by electronic means unless and until my consent given to every Platform Company is revoked, and (ii) will not have any impact on communication which is not given for the purposes of the Mandatory Provident Fund Schemes Ordinance such that I do not wish to continue to receive those communication from the Trustee(s) by electronic means.

A5 Review the updated information and click **Confirm**.

Confirmation

Information Change Details

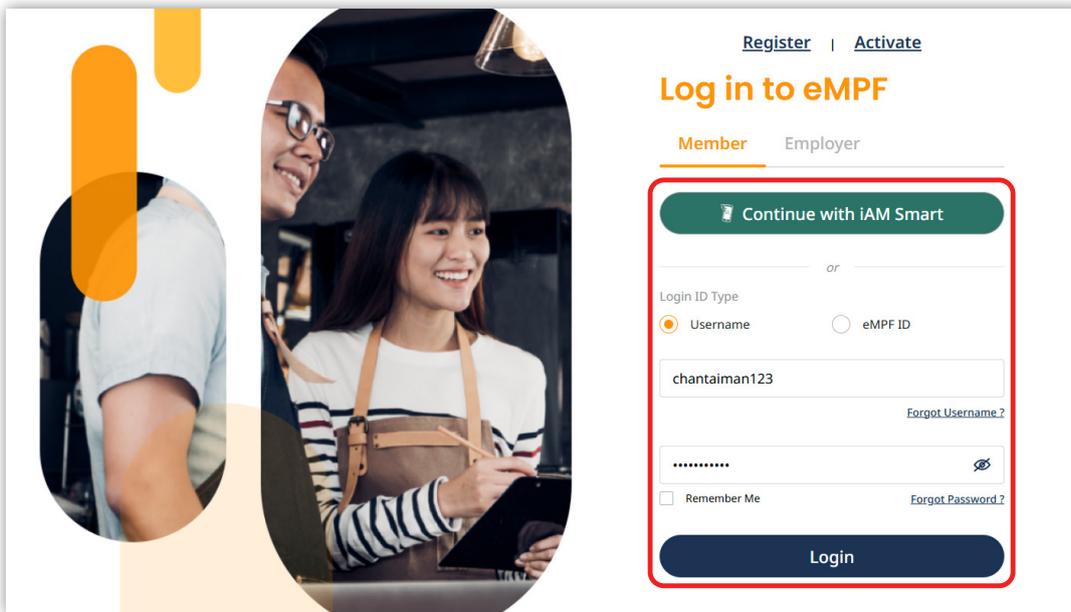
Contact Information

Email Address | Mobile No.
chantaiman123@abc.com | +852 99123450

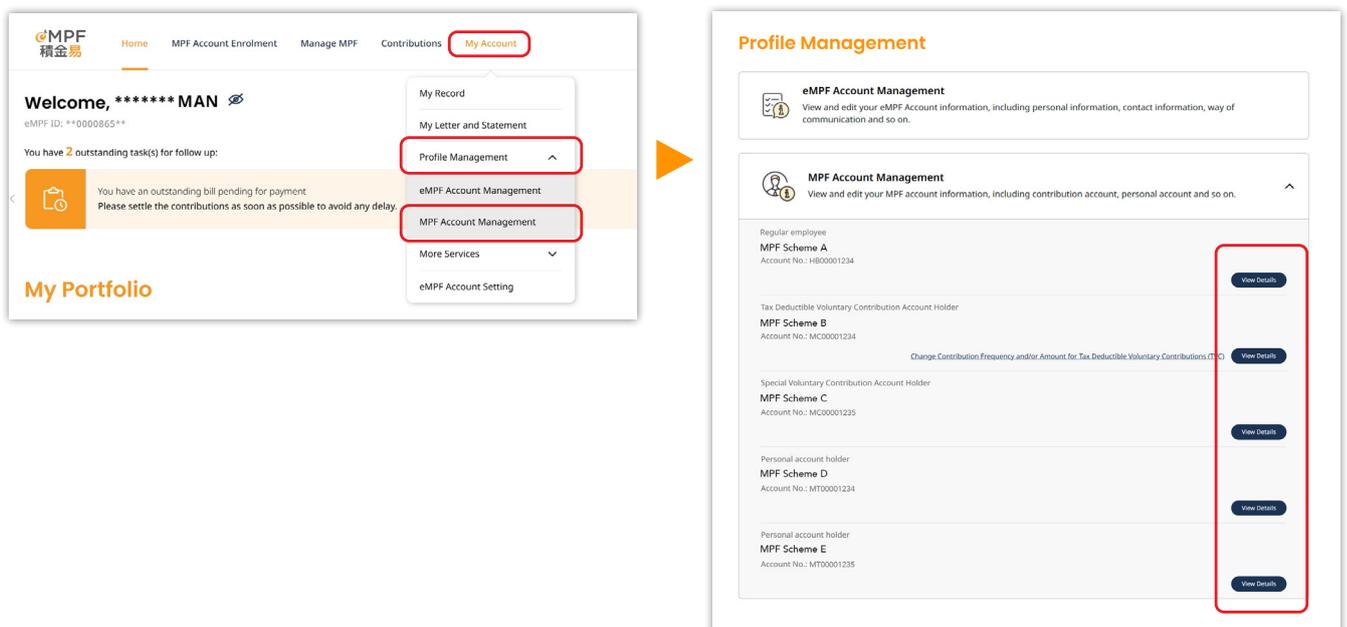
B. Change of Personal Particulars for MPF Accounts

If you would like to update the information of your **MPF account(s)** such as contact information, address and way of communication, please follow the steps below.

B1 Log in to the eMPF Web Portal.



B2 Click “My Account” on the menu bar and select “Profile Management”. Then select “MPF Account Management”. Click “MPF Account Management” to expand the list of MPF account(s) you are holding. Click **View Details** to view the account you want to update from the list.



The first screenshot shows the eMPF web portal with the 'My Account' menu open. The 'Profile Management' and 'MPF Account Management' options are highlighted with red boxes. The second screenshot shows the 'Profile Management' page with a list of MPF accounts and 'View Details' buttons highlighted for each account.

Account Type	MPF Scheme	Account No.	Action
Regular employee	MPF Scheme A	Account No.: HB00001234	View Details
Tax Deductible Voluntary Contribution Account Holder	MPF Scheme B	Account No.: MC00001234	View Details
Special Voluntary Contribution Account Holder	MPF Scheme C	Account No.: MC00001235	View Details
Personal account holder	MPF Scheme D	Account No.: MT00001234	View Details
Personal account holder	MPF Scheme E	Account No.: MT00001235	View Details

Applicable to Contribution Account / Personal Account / Tax Deductible Voluntary Contribution (TVC) Account/ Special Voluntary Contribution (SVC) Account

- B3** Click **Update** to edit the information. If you update the **mobile phone number** and/or **email address**, please click **Verify** to receive a one-time passcode. Enter the verification code sent to your new **mobile phone number** and/or **email address**. Then, click **Save**.

Account Information

Scheme: MPF Scheme A (Account No.: HB0001234) ▼

MPF Scheme A Account Balance (HKD): \$ 30,000.00

Trustee: Trustee A | Account Type: Regular employee | Account No.: HB0001234

[View My Account Portfolio](#)

Contribution Details

Date of Employment (DD/MM/YYYY) Date of Inception (DD/MM/YYYY)

01/01/2024 01/01/2024

Contact Information

Email Address: chantaiman123@abc.com Mobile No.: +852 99123456

Address

⚠️ P.O. Box is not accepted.

Address

Country / Region: Hong Kong, China City:

Flat / Shop / Unit / Suite / Room / Others: Room 3 Floor (e.g. please input "12/F"): 2/F

Block / Tower / House / Others: Block 1 Building: ABC Building

Street (street no. and street name): 123 K Road District: Kwun Tong

Postal Code:

Correspondence Address

Country / Region: Hong Kong, China City:

Flat / Shop / Unit / Suite / Room / Others: Room 3 Floor (e.g. please input "12/F"): 2/F

Block / Tower / House / Others: Block 1 Building: ABC Building

Street (street no. and street name): 123 K Road District: Kwun Tong

Postal Code:

Way of Communication

Consent on Direct Marketing: You agree to provide your consent for eMPF Platform Company Limited to transfer your personal data to the Trustee of the MPF scheme in which you enroll in accordance with the "Direct Marketing" section of the **Personal Information Collection Statement** ([eMPF.org.hk/section/Personal-Information-Collection-Statement](#)) of eMPF Platform Company Limited and for your personal data to be used by such Trustee for direct marketing purposes in accordance with its relevant **Personal Information Collection Statement** ([eMPF.org.hk/section/trustees/en](#)).

YES

[Back](#) [Update](#)

Account Information

Scheme: MPF Scheme A (Account No.: HB0001234) ▼

MPF Scheme A Account Balance (HKD): \$ 30,000.00

Trustee: Trustee A | Account Type: Regular employee | Account No.: HB0001234

[View My Account Portfolio](#)

Contribution Details

Date of Employment (DD/MM/YYYY) Date of Inception (DD/MM/YYYY)

01/01/2024 01/01/2024

Contact Information

Email Address (Optional): chantaiman123@abc.com

Mobile No. (SMS will be sent to Hong Kong Mobile No.): +852 99123450 **Verify** Telephone No. (Optional): **Verify**

Address

⚠️ P.O. Box is not accepted.

Residential Address

Country / Region: Hong Kong, China City:

Flat / Shop / Unit / Suite / Room / Others: 3 Room: Room Floor (e.g. please input "12/F"): 2 Floor: Floor

Block / Tower / House / Others: 1 Block: Block Building: ABC Building

Street (street no. and street name): 123 K Road District: Kwun Tong

Postal Code:

Correspondence Address

Same as Residential Address Other Address

Way of Communication

Consent on Direct Marketing: You agree to provide your consent for eMPF Platform Company Limited to transfer your personal data to the Trustee of the MPF scheme in which you enroll in accordance with the "Direct Marketing" section of the **Personal Information Collection Statement** ([eMPF.org.hk/section/Personal-Information-Collection-Statement](#)) of eMPF Platform Company Limited and for your personal data to be used by such Trustee for direct marketing purposes in accordance with its relevant **Personal Information Collection Statement** ([eMPF.org.hk/section/trustees/en](#)).

Yes No

[Cancel](#) [Save](#)



Remarks: You may be required to upload supporting document(s) for certain information changes.



Tips: The **Default Payment Method** and **Contributions & Payment** settings of Tax Deductible Voluntary Contribution Account and Special Voluntary Contribution Account, including the contribution frequency and contribution amount, could be updated on this page under respective account.

Account Information

Scheme: MPF Scheme B (Account No.: MC00001234) ▾



MPF Scheme B

Trustee: Trustee B

Account Type: Tax Deductible Voluntary Contribution Account Holder

Account No.: MC00001234

Account Balance (HKD):

\$ 2,000.00

[View My Account Portfolio](#)

[Default Payment Method](#)

[Contributions & Payment](#)

Contribution Details

Date of Inception (DD/MM/YYYY)

10/01/2024

B4 Review the updated information and click **Confirm**.

Confirmation

Information Change Details

Contact Information

Email Address

chantaiman123@abc.com



Mobile No.

+852 99123450



[Back](#)

Confirm

B5 Read the Terms and Conditions and click **Accept**.

Terms and Conditions

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

1. Application Rules

1.1 The Member is to read about the contents of this application, the MPF Scheme Rules, the MPF Act and the Code. "Your Name" on the address, the Member should understand the address associated to their account.

1.2 The MPF Member will provide the application upon receipt of the completed application and all relevant supporting documents to the MPF Member may not be able to process the application.

1.3 The Member provides, including but not limited to member name, identification document (e.g. ID card, passport address and correspondence address, provided forms part of the existing self-certification for an individual account holder, etc).

1.4 Information provided in the application will be updated by the MPF Member to the individual account holder and the account of historical change of Personal Account Information (PAI) and Member Information (MI).

2. Self-Certification of the Member's and Member's Representative's Status as an Individual Account Holder

2.1 The MPF Member provides you to the MPF Member for the purpose of historical change of Personal Account Information (PAI) and Member Information (MI) and the MPF Member will not be able to process the application if the Member's Representative (MR) is not a natural person and is not a resident of Hong Kong.

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

B6 Your change request has been submitted.



Change Request Submitted

Reference No.: DM202308300903108687 | Submission Date & Time: 30/08/2024, 09:03

[Back to Home](#) [Go to My Record](#)

- End -