

# MPF Contributions



**Web Portal  
User Guide**



# Preface

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This user guide provides step-by-step instructions on how a scheme member can check MPF contribution records and make contributions 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:

<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: 1.00

Date : 25 Jul, 2025

# Contents

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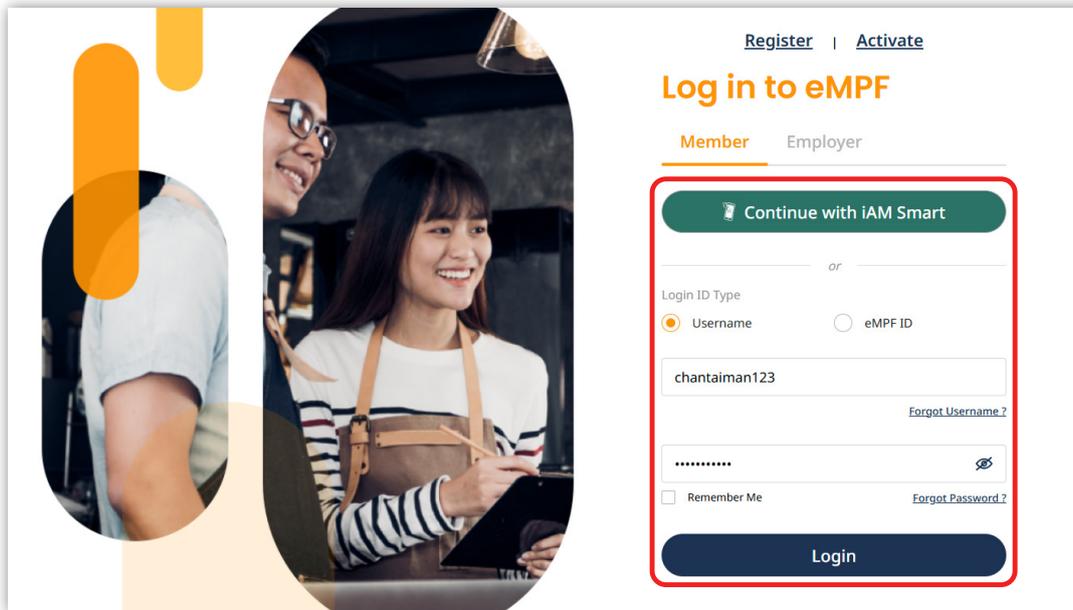
<b>A. View Recent MPF Contribution Records</b>	<b>P.3</b>
<b>B. Make Payments*</b>	<b>P.6</b>
<b>C. Make Irregular Additional Voluntary Contributions*</b>	<b>P.12</b>

\*Applicable to Tax Deductible Voluntary Contribution account, Special Voluntary Contribution account and Self-employed Person account only

## A. View Recent MPF Contribution Records

If you would like to view the recent contribution records of all your MPF accounts, 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

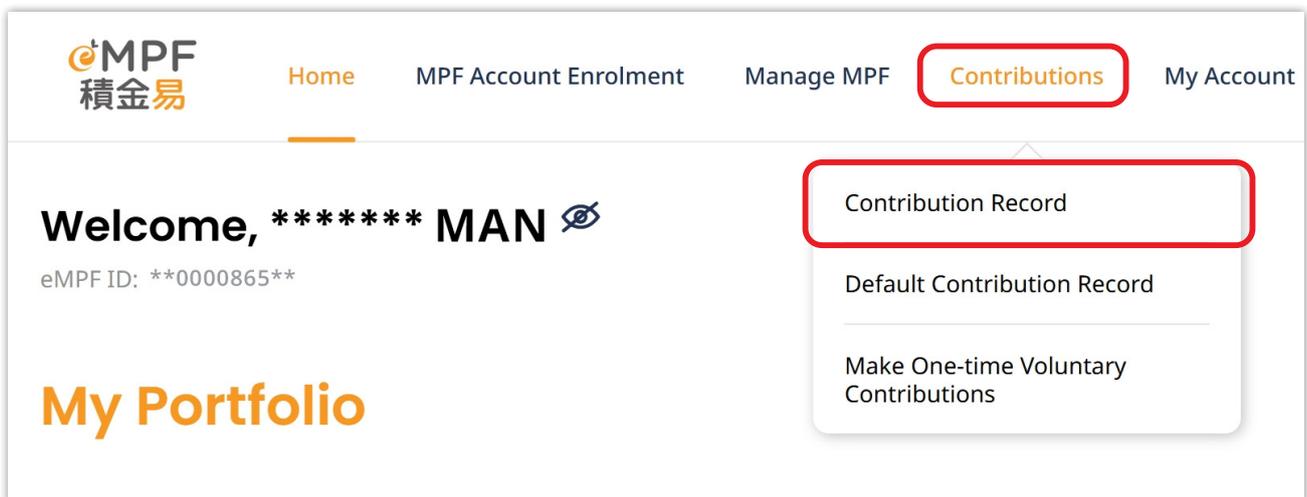
chantaiman123 [Forgot Username?](#)

\*\*\*\*\* [Forgot Password?](#)

Remember Me [Forgot Password?](#)

Login

**A2** Click **"Contributions"** on the menu bar, select **"Contribution Record"**.



eMPF 積金易

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

Welcome, \*\*\*\*\* MAN

eMPF ID: \*\*0000865\*\*

## My Portfolio

Contribution Record

Default Contribution Record

Make One-time Voluntary Contributions



### Remarks:

Your current employer contribution records are shown in **Regular Employee** or **Industry Scheme Casual Employee Contribution Account**.

## A. View Recent MPF Contribution Records

### A3 Select an MPF Scheme.

#### Contribution Period

	<b>MPF Scheme A</b> 	
Since 01/01/2024	Member Account No.: 56439922	Account Type: Self-Employed Person
Latest Contribution Amount (HKD)	Latest Contribution Date (DD/MM/YYYY)	
<b>\$ 1,500.00</b>	<b>08/12/2024</b>	
Account Balance (HKD)		
<b>\$ 137,522.06</b>		
	<b>MPF Scheme B</b> 	
Since 14/12/2023	Member Account No.: 56462862	Account Type: Personal Account
Latest Contribution Amount (HKD)	Latest Contribution Date (DD/MM/YYYY)	
-	-	
Account Balance (HKD)		
<b>\$ 100,000.00</b>		
	<b>MPF Scheme C</b> 	
Since 23/07/2024	Member Account No.: 56445022	Account Type: Tax Deductible Voluntary Contribution Account
Latest Contribution Amount (HKD)	Latest Contribution Date (DD/MM/YYYY)	
<b>\$ 1,500.00</b>	<b>10/12/2024</b>	
Account Balance (HKD)		
<b>\$ 411,351.98</b>		

## A. View Recent MPF Contribution Records

**A4** You can view the recent contribution summary on this page. You can also click a record to view its contribution record details.

### Contribution Period ?

Proceed to Payment Instruction

Scheme: **MPF Scheme A**

Trustee: Trustee A | Member Account No.: 56439922 | Account Type: Self-Employed Person

Search by Submission Reference No. Contribution Period **31/03/2024 to 31/01/2025** Search

All Status Outstanding Submitted Approved Partially Paid Fully Paid Overpaid Refund Overpayment Closed

Submission Reference No.	Contribution Period	Contribution Status	Settled Contribution Amount (HKD)	Outstanding Amount (HKD)
RSD1208888003193497	01/01/2025 - 31/01/2025	Approved	\$ 0.00	\$ 2,000.00
RSD1108449000837964	01/12/2024 - 31/12/2024	Fully Paid	\$ 2,000.00	\$ 0.00
RSD1108449000837949	01/11/2024 - 30/11/2024	Fully Paid	\$ 2,000.00	\$ 0.00
RSD1108449000837923	01/10/2024 - 31/10/2024	Fully Paid	\$ 2,000.00	\$ 0.00
RSD1108449000837907	01/09/2024 - 30/09/2024	Fully Paid	\$ 2,000.00	\$ 0.00
RSD1108449000837881	01/08/2024 - 31/08/2024	Fully Paid	\$ 2,000.00	\$ 0.00
RSD1108449000837865	01/07/2024 - 31/07/2024	Fully Paid	\$ 2,000.00	\$ 0.00
RSD1108449000837840	01/06/2024 - 30/06/2024	Fully Paid	\$ 2,000.00	\$ 0.00
RSD1108449000837824	01/05/2024 - 31/05/2024	Fully Paid	\$ 2,000.00	\$ 0.00
RSD1108449000837808	01/04/2024 - 30/04/2024	Fully Paid	\$ 2,000.00	\$ 0.00

Total 18 Results

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The eMPF Platform will calculate and process the actual contribution amount based on the provided relevant income, rounding off to the nearest 2 decimal places.

Back

## B. Make Payments

The contribution records displayed in Section A are not only historical records, if you have chosen a **Tax Deductible Voluntary Contribution (TVC) account**, **Special Voluntary Contribution (SVC) account** or **Self-employed Person (SEP) account**, the contribution bills you need to pay are also displayed. Please follow the steps below to make payments.



### Remarks:

The **eMPF Platform** generates contribution bills automatically based on the Contribution Frequency (Annually/Monthly/Lump Sum) you selected when opening your account.

- 1. Annually:** The system generates a contribution bill for the current **Scheme Financial Year** after you open an account. Then, on the first calendar day of each new **Scheme Financial Year**, the system will regularly generate a yearly contribution bill.
- 2. Monthly:** The system regularly generates monthly contribution bills after you open an account.
- 3. Lump Sum (only applicable to TVC and SVC account):** The system generates a one-time contribution bill after you open an account. For additional contributions, please refer to Section C.

Please note that if you selected Direct Debit as the Default Payment when opening an account, after it becomes effective, the related contribution payment will be automatically deducted from your bank account. The following payment steps are not necessary.

## B. Make Payments

- B1** You can click on a record (**Step A4**) to pay each contribution bill one by one. Or on the **Contribution Period** page, click **Proceed to Payment Instruction**, a selection checkbox will be shown next to each applicable contribution bill for payment. Select the bill(s), and click **Next**.

### Contribution Period ?

**Proceed to Payment Instruction**

Scheme: **MPF Scheme A**

Trustee: Trustee A | Member Account No.: 56439922 | Account Type: Self-Employed Person

Search by Submission Reference No. Contribution Period: 31/03/2024 to 31/01/2025

**All Status**  Outstanding  Submitted  Approved  Partially Paid  Fully Paid  Overpaid  Refund Overpayment  Closed

Submission Reference No.	Contribution Period	Contribution Status	Settled Contribution Amount (HKD)	Outstanding Amount (HKD)
RSD120888003193497	01/01/2025 - 31/01/2025	Approved	\$ 0.00	\$ 2,000.00
RSD1108449000837964	01/12/2024 - 31/12/2024	Fully Paid	\$ 2,000.00	\$ 0.00
RSD1108449000837949	01/11/2024 - 30/11/2024	Fully Paid	\$ 2,000.00	\$ 0.00
RSD1108449000837923	01/10/2024 - 31/10/2024	Fully Paid	\$ 2,000.00	\$ 0.00
RSD1108449000837907	01/09/2024 - 30/09/2024	Fully Paid	\$ 2,000.00	\$ 0.00
RSD1108449000837881	01/08/2024 - 31/08/2024	Fully Paid	\$ 2,000.00	\$ 0.00
RSD1108449000837865	01/07/2024 - 31/07/2024	Fully Paid	\$ 2,000.00	\$ 0.00
RSD1108449000837840	01/06/2024 - 30/06/2024	Fully Paid	\$ 2,000.00	\$ 0.00
RSD1108449000837824	01/05/2024 - 31/05/2024	Fully Paid	\$ 2,000.00	\$ 0.00
RSD1108449000837808	01/04/2024 - 30/04/2024	Fully Paid	\$ 2,000.00	\$ 0.00

Total 18 Results 10/Page < 1 2 > Go to

The eMPF Platform will calculate and process the actual contribution amount based on the provided relevant income, rounding off to the nearest 2 decimal places.

### Proceed to Payment Instruction

Scheme: **MPF Scheme A**

Trustee: Trustee A | Member Account No.: 56439922 | Account Type: Self-Employed Person

Please select the bill(s) and proceed to payment.

<input checked="" type="checkbox"/>	Submission Reference No.	Contribution Period	Bill Type	Contribution Status	Settled Contribution Amount (HKD)	Outstanding Amount (HKD)
<input checked="" type="checkbox"/>	RSD120888003193497	01/01/2025 - 31/01/2025	Contribution Bill	Approved	-	\$ 2,000.00

Selected 1 of 1 Record(s) Total Outstanding Contribution Amount (HKD) | **\$ 2,000.00**

Total 1 Result 1/Page < 1 > Go to



**Tips:** If you have not paid the contribution bill(s) generated by the **eMPF Platform** before, **"Approved"** payment status will be displayed.

## B. Make Payments

**B2** Choose a payment method and fill in the payment details. Provide the supporting document(s) as required, and then click **Submit**.

### Make Payment

#### Contribution Details



MPF Scheme A

Trustee: Trustee A

Member Account No.: 56439922

Account Type: Self-Employed Person

You are paying for 1 bill(s) in this payment



Submission Reference No.

Contribution Period

RSD1208888003193497

01/01/2025 - 31/01/2025

Total Contribution  
Amount of Selected Bills  
(HKD)

\$ 2,000.00

#### Payment #1 Payment Method

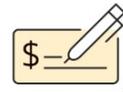
Please select a payment method and provide the required information as stated. Please note that payment by a third party is not accepted. If you choose not to send a physical cheque or cashier order for payment, you will need to make the payment first and then upload a copy of the payment receipt as a supporting document. Please remember to print and submit the payment note when making payment. If you have selected "Direct Debit Authorization" (DDA) as the default payment method and it is activated, you can click "Back" directly without providing contribution information below to avoid making duplicate payment. The contribution amount will be deducted automatically from the designated bank account upon the system completes processing your submitted contribution data. You can view and make change of your default payment method by visiting "My Account" > "Profile Management" > "MPF Account Management" and select the scheme, then click "Default Payment Method".

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](http://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)

\$ 2,000.00

Issuing Bank Name

ABC Bank

Cheque No.

123456

Total Payment Amount (HKD)

\$ 2,000.00

Back

Submit

### ▼ Example

#### Cheque

If you select payment by cheque, please mark the **a** Member Account No. on the back of the cheque, alongside with either **b** Submission Reference No. (i.e. RSD+16 digits), or **c** MPF Contribution Bill No. (i.e. BLD+16 digits). You can refer to **Step A4** to select a contribution bill and find all the required information on the **Contribution Record Details** page. Then submit the cheque through the following channels:

- By post : PO Box 98929 Tsim Sha Tsui Post Office; or
- Drop-in box: At any one of the **eMPF** Service Centres

The payment methods offered by 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 **“Member”** tab, to read through the payment instructions.

### Contribution Record Details

MPF Scheme A  
Trustee: Trustee A  
**a** Member Account No.: 56439922  
Account Type: Self-Employed Person

[Update Relevant Income](#) | [Update Personal Information](#)

#### Contribution Details

Contribution Period  
01/01/2025 - 31/01/2025

#### Billing Information

<b>Contribution Details</b>	<b>c</b> Bill No. BLD2608547001719055	Bill Issue Date (DD/MM/YYYY) 01/01/2025
Contribution Status Approved	Contribution Frequency Monthly	Billing Amount (HKD) \$ 2,000.00
Bill Type Regular Contribution		

**b** Submission Reference No.  
RSD120888003193497

Settled Self-employed Persons voluntary contributions (HKD)  
-

Outstanding Self-employed Persons voluntary contributions (HKD)  
\$ 2,000.00

Total Amount (HKD) \$ 2,000.00	Outstanding Contribution Amount (HKD) \$ 2,000.00
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[Back](#) [Proceed to Payment Instruction](#)

## B. Make Payments

**B3** Review the Payment Information and click **Submit**.

### Confirmation

**Step-1 - Contribution Details**

✓ **Contribution Details** ^

 Trustee: Trustee A | Member Account No.: 56439922 | Account Type: Self-Employed Person

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No. of Bills Selected	Total Contribution Amount of Selected Bills
1	\$ 2,000.00

[Edit](#)

**Step-2 - Payment Information**

✓ **Payment Details** ^

**Payment Method 1**

Payment Method	Payment Amount (HKD)
Cheque	\$ 2,000.00
Issuing Bank Name	Cheque No.
ABC Bank	123456

[Edit](#)

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

**B4** Your contribution and payment request have been submitted.



### Payment Instruction Submitted

Payment Submission Reference No.: PSD1208939013377412 | Submission Date & Time: 08/01/2025, 15:40



**MPF Scheme A**  
Trustee: Trustee A | Member Account No.: 56439922 | Account Type: Self-Employed Person

**You are paying for 1 bill(s) in this payment**

 Submission Reference No.	Contribution Period
RSD120888003193497	01/01/2025 - 31/01/2025

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Total Contribution Amount of Selected Bills (HKD)	<b>\$ 2,000.00</b>
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[Back to Home](#)[Go to Contribution Record](#)

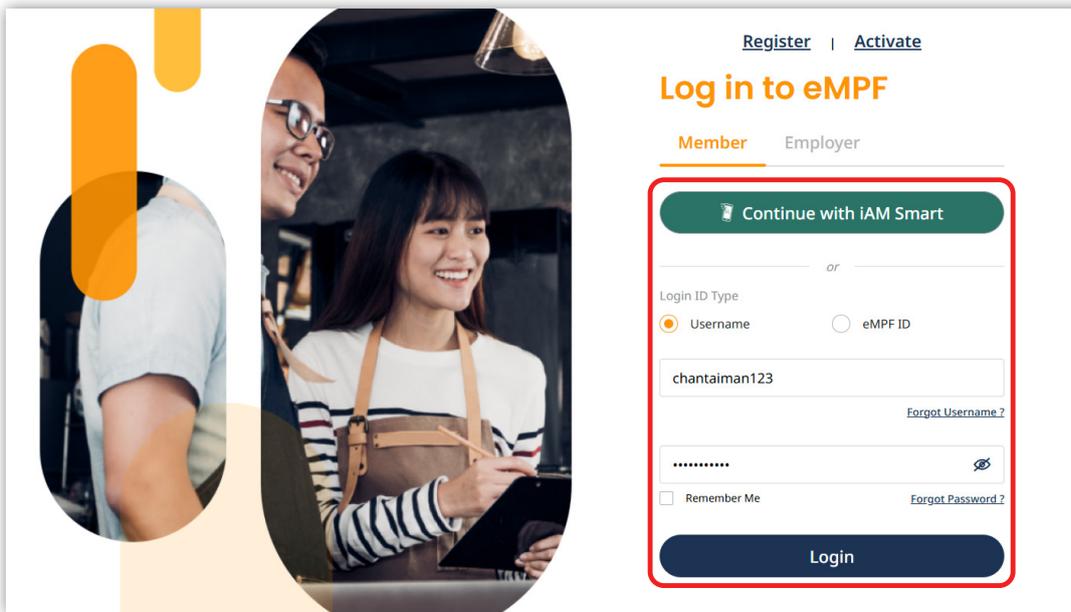


**Tips:** The payment status on the contribution bill will be updated based on the payment progress.

## C. Make Irregular Additional Voluntary Contributions

Subject to your participating scheme, you can make irregular additional voluntary contributions to your **TVC, SVC and SEP account** according to your needs. Please follow the steps below.

**C1** 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

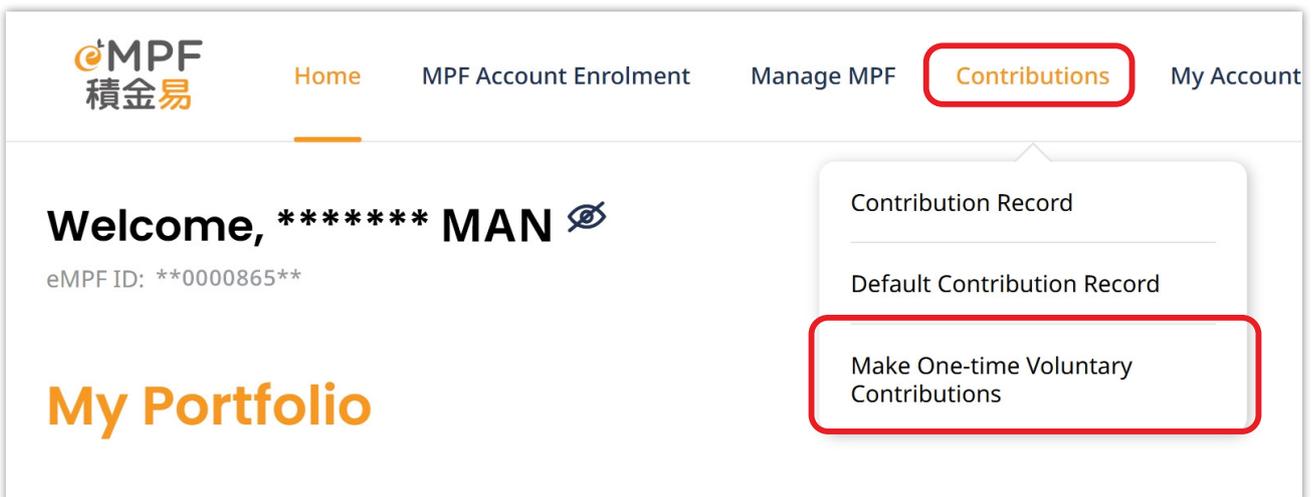
chantaiman123 [Forgot Username?](#)

\*\*\*\*\* [Forgot Password?](#)

Remember Me [Forgot Password?](#)

Login

**C2** Click **"Contributions"** on the menu bar, select **"Make One-time Voluntary Contributions"**.



eMPF 積金易

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

Welcome, \*\*\*\*\* MAN 

eMPF ID: \*\*0000865\*\*

My Portfolio

Contribution Record

Default Contribution Record

**Make One-time Voluntary Contributions**

### C3 Select an MPF account.

#### Make One-time Voluntary Contributions

You can pay lump sum contributions to your Tax Deductible Voluntary Contribution Account, Special Voluntary Contribution Account and/or Self-Employed Person Account (If applicable). Please select the account you would like to pay a new contribution to. To update or set up contribution frequency, please visit "My Account" > "Profile Management" > "MPF Account Management" and select the designated scheme.

Please note the following:

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](http://www.empf.org.hk).



##### MPF Scheme A

Since 26/03/2024 | Member Account No.: 56442707 | Account Type: Tax Deductible Voluntary Contribution Account

Account Balance (HKD)

**\$ 20,058.05**



##### MPF Scheme B

Since 14/12/2023 | Member Account No.: 56462862 | Account Type: Personal Account

Account Balance (HKD)

**\$ 100,000.00**



##### MPF Scheme C

Since 23/07/2024 | Member Account No.: 56445022 | Account Type: Tax Deductible Voluntary Contribution Account

Account Balance (HKD)

**\$ 391,333.01**

## C. Make Irregular Additional Voluntary Contributions

**C4** Enter the lump sum contribution amount and then click **Confirm**.

### Contribution Details



#### MPF Scheme A

Since 26/03/2024 | Member Account No.: 56442707 | Account Type: Tax Deductible Voluntary Contribution Account

 Only for making lump sum new contributions. If you want to edit contribution frequency, please go to the scheme for editing. Please note that if you choose to make lump sum contribution in addition to regular contribution, or vice versa, the two instructions will not override each other.

Account Balance (HKD)

**\$ 20,058.05**

[View Account Information](#)

#### Contribution Details

Lump Sum Contribution Amount (HKD)

[Back](#) [Confirm](#)

**C5** The contribution data has been submitted and this contribution bill can be found on the **Contribution Period** page. Please click **Proceed to Payment Instruction** to proceed payment steps.



### Contribution Data Submitted

Payment Submission Reference No.: RSD2608617002369547 | Submission Date & Time: 08/01/2025, 15:40

Important note:

If you have successfully set up your "Direct Debit Authorization" (DDA), the contribution amount will be deducted automatically from the designated bank account upon the system complete processing your submitted contribution data. You can click "Back to Home" or close this window directly.

Or you can click "Proceed to Payment Instruction" below to continue to make contribution payment by other payment methods.

Please note: It will take us some time to process your upload. You will receive an e-Notification when the file is successfully uploaded.

[Back to Home](#) [Proceed to Payment Instruction](#)



**Remarks:** Please note that if you selected **Direct Debit** as the Default Payment Method when opening an account, after it becomes effective, the related contribution payment will be automatically deducted from your bank account. The following payment steps are not necessary.

## C. Make Irregular Additional Voluntary Contributions

- C6** Choose a payment method and fill in the payment details. Provide the supporting document(s) as required, and then click **Submit**.

### Make Payment

#### Contribution Details



MPF Scheme A

Trustee: Trustee A

Member Account No.: 56442707

Account Type: Tax Deductible Voluntary Contribution Account

You are paying for 1 bill(s) in this payment



Submission Reference No.

RSD2608617002369547

Contribution Period

08/01/2025 - 08/01/2025

Total Contribution  
Amount of Selected Bills  
(HKD)

\$ 20,000.00

#### Payment #1 Payment Method

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 or cashier order 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. If you have selected "Direct Debit Authorization" (DDA) as the default payment method and it is activated, you can click "Back" directly without providing contribution information below to avoid making duplicate payment. The contribution amount will be deducted automatically from the designated bank account upon the system completes processing your submitted contribution data. You can view and make change of your default payment method by visiting "My Account" > "Profile Management" > "MPF Account Management" and select the scheme, then click "Default Payment Method".

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 [mpf.org.hk/paymentmethods/en](http://mpf.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)

\$ 20,000.00

Issuing Bank Name

ABC Bank

Cheque No.

123456

Total Payment Amount (HKD)

\$ 20,000.00

Back

Submit



## C. Make Irregular Additional Voluntary Contributions

**C7** Review the Payment Information and click **Submit**.

### Confirmation

**Step-1 - Contribution Details**

✓ Contribution Details

**MPF Scheme A**  
Trustee: Trustee A | Member Account No.: 56442707 |  
Account Type: Tax Deductible Voluntary Contribution Account

No. of Bills Selected	Total Contribution Amount of Selected Bills
1	\$ 20,000.00

[Edit](#)

**Step-2 - Payment Information**

✓ Payment Details

**Payment Method 1**

Payment Method	Payment Amount (HKD)
Cheque	\$ 20,000.00
Issuing Bank Name	Cheque No.
ABC Bank	123456

[Edit](#)

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

**C8** You have successfully submitted the payment. Please be reminded to check the payment status to ensure that this contribution bill is fully paid.



### Payment Instruction Submitted

Payment Submission Reference No.: PSD0308939013378998 | Submission Date & Time: 08/01/2025, 15:45

**MPF Scheme A**  
Trustee: Trustee A | Member Account No.: 56442707 | Account Type: Tax Deductible Voluntary Contribution Account

**You are paying for 1 bill(s) in this payment**

Submission Reference No.	Contribution Period
RSD2608617002369547	08/01/2025 - 08/01/2025

Total Contribution Amount of Selected Bills (HKD) **\$ 20,000.00**

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



**Tips:** The payment status on the contribution bill will be updated based on the payment progress.

- End -