

AIA MPF – Prime Value Choice

eMPF Platform

Registration Workshop for Employer



1. This meeting is arranged to facilitate the employer's understanding of the eMPF Platform. After this meeting, we hope the employer will be able to understand the eMPF Platform and their preparation required before their participating MPF scheme to onboard to the eMPF Platform.
2. From time to time, the and fine-tuning, the functions and screenshots shown in this material may not be a finalized version a eMPF Platform might enhance its functionalities and may be subject to adjustment.

- 1. Point to note for eMPF onboarding**
- 2. Administrative changes after the transfer plan for Employer**
- 3. Key Functions of eMPF Employer Portal**
- 4. Supports to employers & members**
- 5. Q&A**

Point to note for eMPF onboarding

Points to note during transition period

From now till receiving eMPF communication pack



1. Be aware of **the schedule** for MPF scheme onboarding to the eMPF Platform
2. **Keep submitting** administrative submission to **trustee** before onboarding to the eMPF Platform
3. Check with HR Payroll software vendor on integrating with the eMPF Platform





1

Check the Onboarding date of MPF schemes

Please refer to the notice issued by the trustee (s) before scheme onboarding to eMPF

2

Keep submitting administrative submission to trustee before onboarding to the eMPF Platform

If the enrolled MPF scheme has yet onboarding to the eMPF platform, please submit the instruction to the trustee, until receiving the notice from trustee

3

Check with HR payroll software vendor on payroll integration with eMPF Platform If payroll vendors, HR outsourcers or employers would like to obtain payroll integration technical specifications for HR system and payroll software solution to integrate with the eMPF Platform for employee enrolment and contributions, they should sign up sandbox at below website
<https://www.mpfa.org.hk/en/empf/signuphrintegration>

Overview of Communication Pack

注意 本頁載有重要資訊，包括您的「積金易」啟動碼，請妥善保存，輕鬆註冊「積金易」！

如何註冊「積金易」

作為僱主，不論您有多少個強積金計劃，您只須辦理「積金易」註冊開戶手續一次，便能處理您公司所有已轉移至「積金易」平台的計劃。

僱主名稱：

您公司的「積金易」啟動碼：

您可以在此日期起辦理註冊「積金易」：

辦理註冊前，請先準備以下資料及文件：

1. 「積金易」啟動碼
(見上)

2. 商業登記證 / 公司註冊證明書

3. 委任「公司獲授權人」表格
(備用二便填下載表格並填寫)

註冊步驟

請在 2024 年 7 月 12 日前掃描右方的二維碼，透過智能手機或平板電腦下載「積金易」流動應用程式，或瀏覽「積金易」網上平台，以啟動註冊程序。




流動應用程式 網上平台

登入「積金易」程式或網上平台後，僱主或公司獲授權人請按以下步驟註冊「積金易」：

1. 申請

- 輸入「公司獲授權人」資料
- 輸入「積金易」啟動碼
- 輸入商業登記證/公司註冊證明書號碼
- 上載委任「公司獲授權人」表格及商業登記證/公司註冊證明書

「積金易」平台收到您的註冊申請後會在兩个工作日内發電郵/短訊通知「公司獲授權人」啟動帳戶

2. 啟動

- 輸入「公司獲授權人」資料
- 設置用戶名稱及密碼

3. 完成!

Item	Channel
1 Letter to Employers and Members	Paper/e-channel
2 S.19Q Notice	
3 Notice to Participating Employers and Scheme Members	
4 eMPF Registration and Activation User Guide	QR Code
5 FAQs	
6 Personal Information Collection Statement (PICS)	
7 Company Authorized Person" Appointment Form	

- AIA Company (Trustee) Limited will distribute the Communication Pack to employers and members starting from **July 2025**.
- Employers can start registering for eMPF via the eMPF website from 3 July 2025.
- Each employer organization (BR Number) will receive a separate Communication Pack with a separate eMPF activation code.
- Please note the company account details will not be displayed before 3 September 2025.

- Employers who have not yet received the Communication Pack by that time are advised to contact AIA Company (Trustee) Limited as soon as possible.



After receiving
communication pack

1

Take note on the **onboarding date (3 September 2025)**

2

Register eMPF

After receiving the communication pack, employer can register eMPF according to the date started on the communication pack, while the account details will only be available on the eMPF Platform after the relevant schemes have got onboard the eMPF Platform.

3

Operational arrangements during the Scheme Onboarding

Each scheme takes **5 to 8 days** to be transferred to eMPF Platform, during which the administrative instructions for the relevant MPF accounts will be suspended.

On or after the onboarding date, administrative instructions for relevant MPF schemes are processed via eMPF Platform (Web Portal/Mobile Application).

Note

Each trustee will set different cut-off dates for different MPF instructions. Employers should pay attention to the notice issued by the trustee and submit the necessary instructions before the cut-off dates.



3

Operational arrangements during the Scheme Onboarding

Each scheme takes 5 to 8 days to be transferred to eMPFPlatform, during which the administrative instructions for the relevant MPF accounts will be suspended.

On or after the onboarding date, administrative instructions for relevant MPF schemes are processed via eMPFPlatform (Web Portal/Mobile Application).

<u>MPF Administration Instructions[^]</u>		<u>Received by us and/or AIAHK on or before^{**}</u>
Termination (including cessation of employment, cessation of self-employment and termination of MPF account) and Redemption (including withdrawal and claim of accrued benefits) [@]		11 August 2025
Transfer-in & out	Scheme Members	11 August 2025
	Participating Employers	11 August 2025
Enrolment	Scheme Members	11 August 2025
	Participating Employers	11 August 2025
Contribution		11 August 2025
Change of details relating to Scheme Members and Employers		11 August 2025
Fund switching and change of investment mandate instructions [#]	via Paper	20 August 2025
	via website/ mobile app/ interactive voice response (IVR) System	21 August 2025, 4:00 pm

[^] Other than fund switching and change of investment mandate instructions, any instruction received by us after the relevant cut-off date as indicated above and before the Onboarding Date will be transferred to the eMPF Platform on the Onboarding Date for processing. Fund switching and change of investment mandate instructions received by us after the relevant cut-off date as indicated above and before the Onboarding Date will be rejected. Scheme Members will need to submit the fund switching and change of investment mandate instructions on the eMPF Platform again on or after the Onboarding Date.



1

Check and confirm the migrated account information

Check and confirm the migrated account information. If there is any discrepancy and missing, the information can be updated on the eMPF Platform.

2

Understand the administrative process on the eMPF Platform (including contribution flow)

3

Submit administrative instruction on the eMPF Platform

When the MPF Scheme onboarded to the eMPF platform, administrative services of the Scheme will be performed by the eMPF Platform instead of the Trustee. No matter paper form or online instructions should be submitted to eMPF Platform.

Attention(1):

Before the scheme is transferred to the eMPF scheme

- The MPF scheme has **not yet been transferred** to the platform, and employers should continue to hand over the relevant MPF administrative instructions directly to **the corresponding trustees**.

Service Cut-off Time and Transitional Arrangements

- If the administrator receives any instruction to convert/vary the investment authority after the closing date and before the effective date, all relevant instructions will be rejected and will not be processed by the trustee/administrator before the transitional arrangement.

After the scheme is transferred to the eMPF scheme

- All administrative procedures of MPF schemes **must be processed by the eMPF** on or after the date of the transitional platform, at which time instructions, whether submitted on paper or online, must be submitted to the location designated by the eMPF or through the eMPF Platform (eMPF Online Platform/eMPF Mobile App).
- In addition to **the eMPF ID assigned** at the time of registration, the Employer Account Number (EMPf) of the participating scheme will also replace the existing **AIA MPF – Prime Value Choice plan number**.

AIA MPF – Prime Value Choice
Plan No.



AIA MPF – Prime Value Choice
ER Account No.

New no./Category	Original name in AIA MPF scheme	Details	How to search for related numbers
eMPF ID 積金易號碼	不適用 N/A	After each company registers for the eMPF, the platform will assign a unique eMPF number to each company. The new eMPF Number is a unique number for employers on the eMPF Platform.	Employers can log in to the eMPF Platform and enquire about their eMPF number on the login page.
Employer Account No. 友邦強積金優選 僱主帳戶號碼 AIA MPF – Prime Value Choice	Plan No. 計劃編號 [xxxxxx]	When a participating MPF scheme is transferred to the eMPF Platform, your company will be assigned a new employer account number , which will replace the existing AIA MPF – Prime Value Choice Plan Number	Login eMPF platform Manage Scheme > Manage Registered Scheme , checking employer account number and relevant account details
Member Class 友邦強積金優選 成員組別 AIA MPF – Prime Value Choice	Benefits Plan Code 權益計劃編號	Under the company's voluntary contribution arrangement, employees under the same arrangement can be classified into the same membership group . There is a designated voluntary contribution calculation method and vesting ratio for the same member group	Login eMPF platform Manage Scheme > Manage Registered Scheme , checking employer account number and relevant account details
Payroll Group 友邦強積金優選 工資組別 AIA MPF – Prime Value Choice	不適用 N/A	" Payroll Group " refers to different groups of employees with different contribution settings (e.g. contribution cycle, default payment method, etc.) to facilitate employers to manage contributions. Generally speaking, wage groups refer to the subordinate centres/department codes/payment centre numbers/subsidiary scheme numbers under an MPF scheme. If the employer has more than one contribution cycle and employee grouping under the scheme, the employer will have more than one wage group after the scheme is transferred to eMPF. Employers can go to the eMPF Platform to find out the corresponding wage groups .	Login eMPF platform Manage Scheme > Manage Registered Scheme , checking employer account number and relevant account details

After the scheme is transferred to the eMPF scheme

AIA existing administrative forms:

- If you need to submit administrative forms, please note that there will be a `period after the scheme joins the platform, during which the eMPF Platform will continue to accept the existing administrative forms of the scheme. Please note that AIA existing admin forms received after the grace period (i.e. **2 November 2025**) **will be rejected**. In addition, we recommend that the new eMPF Platform Administrative Form be used as soon as possible.
- Starting from 3 September 2025, all MPF administrative forms can be downloaded from the eMPF website:
<https://portal.empf.org.hk/enquiry/usefulFormsSelect?userRole=employer5>
- Employers and scheme members should carefully review and confirm the correctness of the information transferred to the eMPF scheme by the trustee of the trustee and the scheme member. If there are any errors or omissions in the information, you can update them on the eMPF Platform.
- If MPF contributions are paid by cheque, the cheque should be made payable to "AIA Co. (Trustee) Limited – Prime" as usual. Cheques need to be issued separately for each payroll group, and we recommend that you switch to electronic payment to avoid the surcharge due to late contributions due to postal delays or clerical errors.

Administrative changes after the scheme onboarding (Employer)

Submit instructions electronically via the
eMPF Platform
(Online)



eMPF Web
Portal



eMPF Mobile
App

Instructions submitted by paper-based means (Offline)



Email address

(forms@support.empf.org.hk)



Fax

(3197 2988)



Mail Box

PO Box 98929 Tsim
Sha Tsui Post Office



In Person

Drop in Box in
Service Center

Administrative changes after the transfer plan (Employer)

	Existing	eMPF
Contribution (Submission of Contribution Data)	- AIA provides pre-filled remittance statement to Employers - Employers submit remittance statements by mail, fax or in person - Employers upload contribution file or report contribution data via AIA website after login	- Employers can submit contribution information (including uploading documents) through the Employer's Portal; or submit contribution information through the application programming interface (i.e. API) of the payroll system provider - Employers can mail, fax or email paper remittances to the eMPF Platform - Employers can also submit paper remittances in person at the eMPF Service Centre - Employers can select and set up pre-set voluntary contribution calculation methods for different groups of employees on the eMPF Platform
Contribution (Payment Method)	- Cheque - Cheque Deposit Machine - Direct Debit - PPS (Internet and a tone phone service / Shop&Buy Service) 7-Eleven Convenience Stores - Internet Banking - Phone Banking - Bank Automated Teller Machines (ATMs) - Direct Credit (Applicable to registered customers only)	- Cheque* - Cheque Deposit Machine* - Direct Debit - PPS (Internet and a tone phone service)* - Internet Banking* - Bank Automated Teller Machines (ATMs)* - Direct Credit* (Applicable to registered customers only)

*Starting from 3 September 2025, please use the "MPF Contribution Bill No." or "Submission Reference No." and eMPF "Employer Account No." or eMPF "Member Account No." provided by the eMPF Platform for making payment. Failure to provide such information may result in delay or inability to process your contribution.

Cease to verify certain types of voluntary contributions made by participating employers and/or members

- The amount of different types of voluntary contributions made by employers and/or members will **not be verified** by the eMPF Platform, so participating employers should check the amount of voluntary contributions before making the payments.

eMPF Employer Portal – Features Overview

Overview of Employer Portal Features



Registration and Enrolment

- eMPF Registration
- Scheme Enrolment



Manage Contribution

- Calculate and submit mandatory contributions
- Calculate and submit voluntary contributions
- Diversified payment methods
- Recover default contribution



Manage MPF Account

- Fund switching
- Scheme Transfer
- Employee Enrolment
- Employee Termination
- LSP/ SP Offsetting
- Withdraw MPF benefits



My Account

- Profile Management
- User Management
- Letter and Statement



Notices, Documents and Reports

- Notices and Documents
- Action Items

eMPF 積金易

Covers all MPF scheme administrative procedures

3

Menu

Click on each menu one by one to view and submit different MPF instructions.

Manage Scheme

Enrol Scheme
Manage Enrolled Scheme

Reserve Account and Forfeiture Account

Manage Employee

View Employee List
Enrol New Employees
Terminate Employees
Transfer Funds

Manage Contribution

View Contribution Period
View Submitted Remittance Statements

View Default Contribution and Surcharge Record

My Account

My Record
My Letter and Statement

Profile Management
User Management
eMPF Account Setting

1

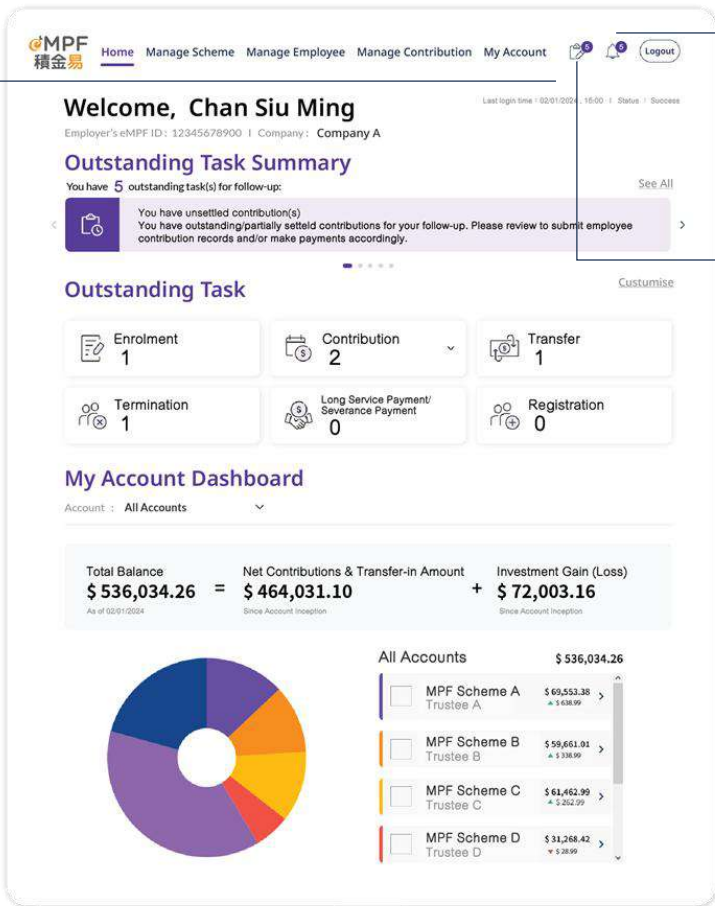
Notification

2

View all Action Items

View contribution reminders and pending applications here, including :

- Outstanding Contributions
- Employee Contribution Data which is pending for Approval
- Long Service Payment (LSP) / Severance Payment (SP) offset application from your employee



The screenshot shows the eMPF Employer Portal interface. At the top, there's a navigation bar with links: Home, Manage Scheme, Manage Employee, Manage Contribution, My Account, and Logout. The user is logged in as Chan Siu Ming, with Employer's eMPF ID: 12345678900 and Company: Company A. The last login time is 02/01/2024 at 16:00, and the status is Success.

Welcome, Chan Siu Ming

Outstanding Task Summary

You have 5 outstanding task(s) for follow-up: [See All](#)

You have unsettled contribution(s). You have outstanding/partially settled contributions for your follow-up. Please review to submit employee contribution records and/or make payments accordingly.

Outstanding Task

Task	Count
Enrolment	1
Contribution	2
Transfer	1
Termination	1
Long Service Payment/Severance Payment	0
Registration	0

My Account Dashboard

Account : All Accounts

Total Balance	Net Contributions & Transfer-in Amount	Investment Gain (Loss)
\$ 536,034.26	\$ 464,031.10	\$ 72,003.16
As of 02/01/2024	Since Account Inception	Since Account Inception

A donut chart shows the distribution of funds across different MPF schemes.

All Accounts \$ 536,034.26

MPF Scheme	Trustee	Balance	Change
MPF Scheme A	Trustee A	\$ 69,553.38	▲ \$ 638.99
MPF Scheme B	Trustee B	\$ 59,661.01	▲ \$ 138.99
MPF Scheme C	Trustee C	\$ 61,462.99	▲ \$ 202.09
MPF Scheme D	Trustee D	\$ 31,268.42	▼ \$ 28.99

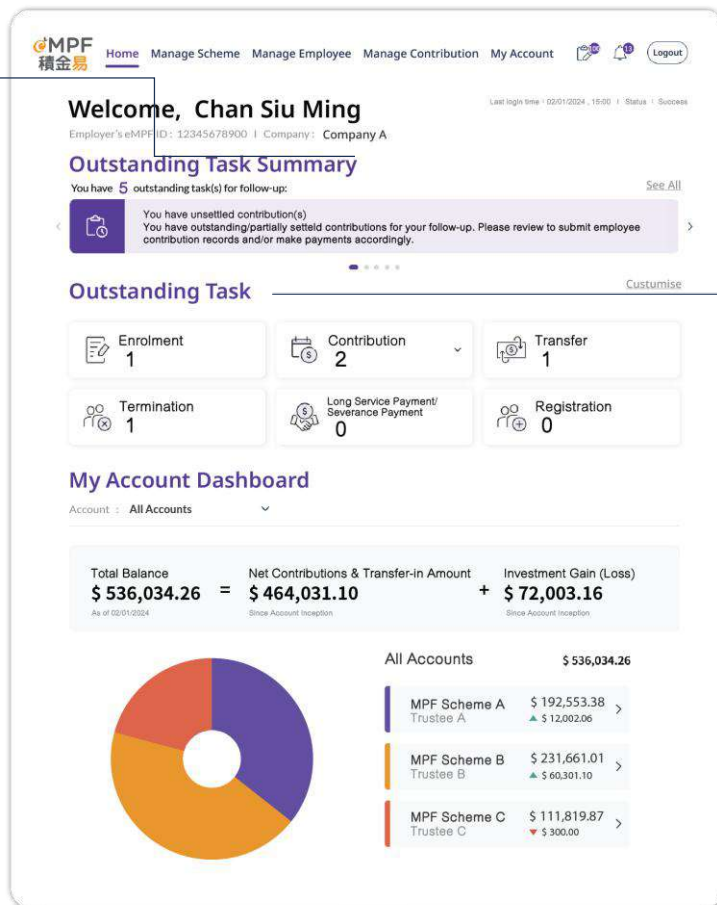
4

Username, Employer's eMPF ID and Company Name

6

My Account Dashboard

Click the menu option and switch MPF schemes to view an overview of each MPF account, the new contributions and transfer-in amount, investment gains or losses, and more.



5

Outstanding Tasks

View the outstanding task summary, you may add or remove to customize the types of tasks to be shown on the landing page.

A. Employer Portal eMPF Registration



Who needs to register eMPF?

Employer must register eMPF for **each company**. If the employer has completed the eMPF registration for the company, he only needs to login to eMPF with an account to manage the MPF accounts of one or multiple companies.

Preparations required for registration



Personal Mobile Phone



"eMPF" Activation Code

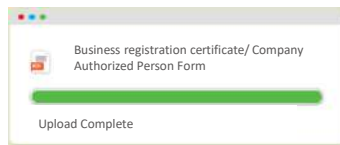


Company Authorized Person Form



Business Registration Certificate/Certificate of Company Registration

Steps to Register eMPF



Category	First Step	Second Step	Third Step
<u>Current Employer</u>	Verify identity and set up Company Authorized Person	Company Authorized Person should fill in the information identifying the company and enter "eMPF" activation code	<u>Upload Supporting Documents</u> 1. Company Authorized Person Form (Download Template Board Resolution of Authorized Person) 2. Business Registration Certificate / Certificate of Company Registration / MPF scheme Document
<u>New Employer</u>	Verify identity and set up Company Authorized Person	Fill in the company information (only if employer has not registered any MPF scheme)	<u>Upload Supporting Documents</u> 1. Company Authorized Person Form (Download Template Board Resolution of Authorized Person) 2. Business Registration Certificate / Company Registration Certificate / Other Relevant Government Registration Documents

After receiving "eMPF Communication Pack"

Activate eMPF



After receiving notification, the company authorized person will conduct identity verification and establish a user name and password



Employer – Simplify registration

SDOR

eMPF 積金易 致：積金易平台有限公司
To: eMPF Platform Company Limited

委任「公司獲授權人」表格
"Company Authorized Person" Appointment Form

「積金易」平台是一個綜合的電子平台，為僱主和計劃成員提供簡便的一站式用戶體驗。要享受「積金易」平台提供的服務及方便，僱主必須委任一名公司代表成為「公司獲授權人」，為公司註冊使用「積金易」平台及日後代表公司為「積金易」平台上各類強積金計劃之「公司獲授權人」，將有關事項「積金易」平台的各項功能，包括更新公司資料、為新僱員登記計劃、繳交供款等，詳情請參閱本頁，僱主可以使用此表格「委任「公司獲授權人」」。

The eMPF Platform is a comprehensive electronic platform that provides a convenient one-stop user experience for employers and scheme members. To enjoy the benefits and convenience of the eMPF Platform, an employer has to appoint a representative to be the "Company Authorized Person (CAP)" to register for eMPF on behalf of the company and handle MPF matters on the eMPF Platform going forward. The CAP will have access to all functions available on the eMPF Platform, including updating company information, enrolling new employees and making contributions, details of which are listed on page 2. Employers may appoint their CAP by using this form.

注意事項
(a) 請以中文或英文填寫此表格。
(b) 僱主有限公司/無限期公司/合夥/商業經營者/合夥企業（以下統稱「公司」）的僱主，須委任一名公司獲授權人以使用強積金平台。
(c) 此表格須由公司獲授權人簽署。簽署者必須須在受託人保存的簽署樣本核對。
(d) 無須本表格，「公司獲授權人」在註冊前需將此項上載此表格。

Notes
(a) Please complete this form in Chinese or English.
(b) An employer being a limited company / unlimited company / organization / sole proprietorship / partnership (collectively referred to as the "Company" below) must appoint a CAP for using the eMPF Platform.
(c) This form must be signed by the authorized signatory of the Company and the signature must match with the signature specimen maintained in trustee's current record.
(d) This form should be uploaded by the CAP when registering for the eMPF Platform.

公司名稱 Company Name		
商業登記證號碼 Business Registration No.		
公司獲授權人 ^{2,4} Company Authorized Person ^{2,4}	全名 Full Name	
	香港身份證號碼 / 護照號碼 ⁴ Hong Kong Identity Card No. / Passport No.	
本公司獲委任（或一人）為「公司獲授權人」，代表本公司（i）註冊使用積金易平台及（ii）執行積金易平台提供的所有功能。 Our Company hereby appoints the above-named person as the "Company Authorized Person (CAP)" to act for and on behalf of the Company to (i) register for the eMPF Platform, and (ii) perform all functions available on the eMPF Platform.		
公司獲授權人 Authorized Signatory of the Company	全名 Full Name	
	職銜 Job Title	
代表上述公司簽署 Signed for and on behalf of the above-named Company	簽名 Signature	日期 Date

⁴ 與電子簽署對照
Person define which/electronic is applicable (註釋詳見第 2 頁)
(Footnotes are listed on page 2)

eMPF Activation Code

Registration date

如何註冊「積金易」

作為僱主，不論您有多少項強積金計劃，您只須使用「積金易」註冊開戶手續一次，便能夠管理您公司所有已轉移至「積金易」平台的計劃。

僱主名稱：

貴公司的「積金易」啟動碼：

您可以於此日期起辦理註冊「積金易」：

辦理註冊前，請先準備以下資料及文件：



「積金易」啟動碼
(見上)



商業登記證/
公司註冊證明書



委任「公司獲授權人」表格
(備用二維碼下載表格並填寫)

註冊步驟

請在 2024 年 7 月 12 日起將獲指右方的二維碼，透過智能手機或平板電腦下載「積金易」流動應用程式，或瀏覽「積金易」網上平台，以啟動註冊程序。



流動應用程式



網上平台

登入「積金易」程式或網上平台後，僱主或公司獲授權人請按以下步驟註冊「積金易」：

1 申請

- 輸入「公司獲授權人」資料
- 輸入「積金易」啟動碼
- 輸入商業登記證/公司註冊證明書號碼
- 上載委任「公司獲授權人」表格及商業登記證/公司註冊證明書

「積金易」平台收到您的註冊申請後會在兩個工作天內發電郵/短訊通知「公司獲授權人」啟動啟事。

2 啟動

- 輸入「公司獲授權人」資料
- 設置用戶名稱及密碼

→

3 完成！

Company Authorized
Person Form

Communication Pack

Company Authorized Person Appointment Form



致：積金易平台有限公司
To: eMPF Platform Company Limited

SDOR

委任「公司獲授權人」表格 "Company Authorized Person" Appointment Form

「積金易」平台是一個綜合的電子平台，為僱主和計劃成員提供簡便的一站式用戶體驗。要享受「積金易」平台帶給您的好處及方便，僱主須委任一名公司代表成為「公司獲授權人」。為公司註冊使用「積金易」平台及日後代表公司在「積金易」平台上處理各種事宜，「公司獲授權人」將有權使用「積金易」平台的所有功能，包括更新公司資料、為新僱員登記計劃、繳交供款等。詳情請見第2頁。僱主可以使用此表格「委任「公司獲授權人」」。

The eMPF Platform is a comprehensive electronic platform that provides a convenient one-stop user experience for employers and scheme members. To enjoy the benefits and convenience of the eMPF Platform, an employer has to appoint a representative to be the "Company Authorized Person (CAP)" to register for eMPF on behalf of the company and handle MPF matters on the eMPF Platform going forward. The CAP will have access to all functions available on the eMPF Platform, including updating company information, enrolling new employees and making contributions, details of which are listed on page 2. Employers may appoint their CAP by using this form¹.

注意事項
(a) 請以中文或英文填寫此表格
(b) 僱主為有限公司/無牌公司/組織/團體經營者/合夥企業（以下簡稱「公司」）的僱主，須委任一名公司獲授權人以使用積金易平台
(c) 此表格須由公司獲授權人簽署，簽署者必須與受託人銀行紀錄上的簽署者相符
(d) 填妥表格後，「公司獲授權人」在註冊時須將表格一併上載此表格

Notes:
(a) Please complete this form in Chinese or English
(b) An employer being a limited company / sole proprietorship / partnership / collectively referred to as the "Company" below must appoint a CAP for using the eMPF Platform
(c) This form must be signed by the authorized signatory of the Company and the signature must match with the signature specimen maintained in trustee's current record
(d) This form should be updated by the CAP when registering for the eMPF Platform

公司名稱 Company Name			
商業登記證號碼 ² Business Registration No. ²			
公司獲授權人 ^{3,4} Company Authorized Person ^{3,4}	全名 Full Name		
	香港身份證號碼 / 護照號碼* Hong Kong Identity Card No. / Passport No.*		
本公司現委任上述人士為「公司獲授權人」，代表本公司 (i) 註冊使用積金易平台及 (ii) 執行積金易平台提供的所有功能。 Our Company hereby appoints the above-named person as the "Company Authorized Person (CAP)" to act for and on behalf of the Company to (i) register for the eMPF Platform; and (ii) perform all functions available on the eMPF Platform.			
公司授權簽署人 Authorized Signatory of the Company	全名 Full Name		
	職銜 Job Title		
代表上述公司簽署 Signed for and on behalf of the above-named Company	簽名 Signature	日期 Date	

¹ 表格不適用於：(訂明豁免第4條)
Please do not use wherever is inapplicable: (Exemptions listed in 4)

公司名稱 Company Name			
商業登記證號碼 ² Business Registration No. ²			
公司獲授權人 ^{3,4} Company Authorized Person ^{3,4}	全名 Full Name		
	香港身份證號碼 / 護照號碼* Hong Kong Identity Card No. / Passport No.*		
本公司現委任上述人士為「公司獲授權人」，代表本公司 (i) 註冊使用積金易平台及 (ii) 執行積金易平台提供的所有功能。 Our Company hereby appoints the above-named person as the "Company Authorized Person (CAP)" to act for and on behalf of the Company to (i) register for the eMPF Platform; and (ii) perform all functions available on the eMPF Platform.			
公司授權簽署人 Authorized Signatory of the Company	全名 Full Name		
	職銜 Job Title		
代表上述公司簽署 Signed for and on behalf of the above-named Company	簽名 Signature	日期 Date	

- Employer can visit the eMPF **Website** or download eMPF **Mobile App** to register eMPF account.
- If an employer has already registered with the Platform, **it is not required to register again.**

Tips:

- Please ready the supporting documents below during the registration:
 - Business Registration
 - Certificate of Incorporation
 - Company Authorized Person form

Registration for eMPF

Only a few steps to complete your eMPF registration. Please select your role.



Member

Applicable to all eMPF scheme members, such as:

- Regular employees
- Casual employees
- Self-employed persons
- Retirement account holders
- Non-deductible voluntary contributions holders



Employer

Applicable to employers who need to make MPF contribution for their employees.

Back

Employer Registration

3 steps to register eMPF



Step 1 Fill in Company Information

Provide company details, address, and select the preferred language of communication.



Step 2 Set Company Authorized Person & Contact Person

Set company authorized personnel and contact persons, and provide required personal information accordingly.



Step 3 Upload Supporting Document

Upload company-related supporting documents, such as Business Registration Certificate.

Required Items

Before you start, please prepare the following items to ensure a smooth registration process.

- ✓ Business Registration / Partnership Deed / Evidence of Unincorporated Body
- ✓ Company-related supporting documents
- ✓ Mobile phone and email address (to receive the one-time passcode for verification and activate your account through the mobile app if applicable)

[Retrieve Existing Record / Secret Record to Continue](#)

Watch Tutorial Video

Back

Start Registration

eMPF Registration (Step 1)

Select an authentication method :

- I. "e-Identity Verification" or
- II. "iAM Smart"

Select Identity Verification Method

For security reasons, please choose a method to verify your identity first.



e-Identity Verification

Authenticate by performing HKID scanning and facial recognition



"iAM Smart"

Authenticate by logging in to "iAM Smart"

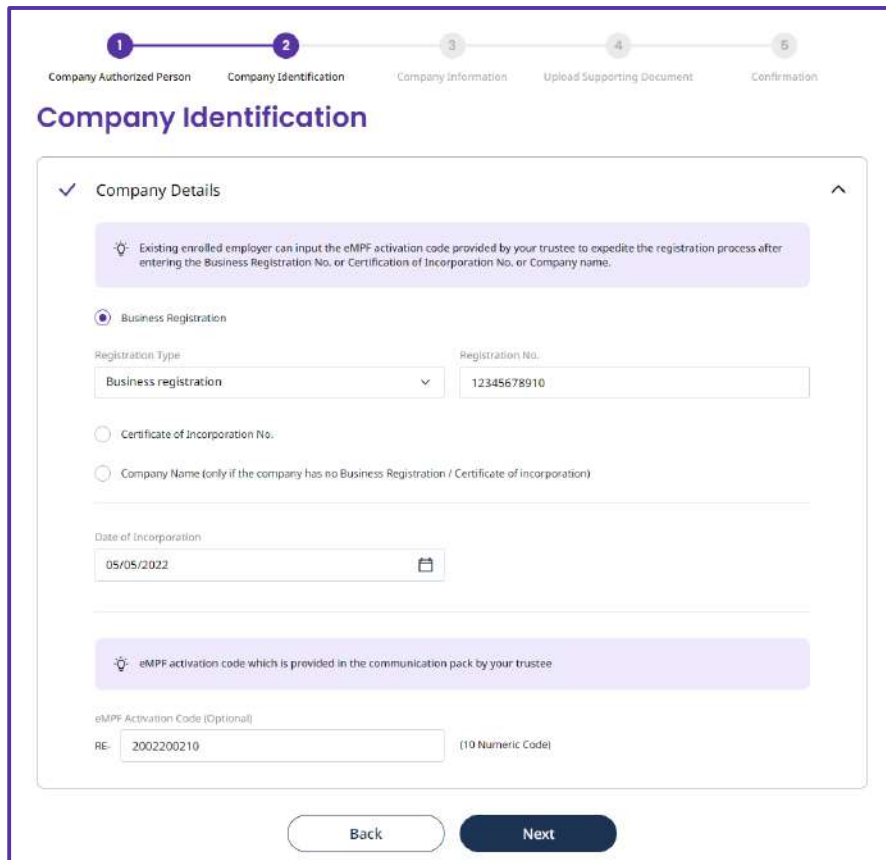
Back

"e-Identity Verification" tips :

- ✓ "e-Identity verification" is for authentication by scanning Hong Kong Identity Card and facial recognition

"iAM Smart" tips :

- ✓ If you have registered as a user of "iAM Smart", you are recommended to use "iAM Smart" for verification, which is simple and fast
- ✓ "iAM Smart" can also be used as a way to log in to the eMPF Platform in future



The screenshot shows the 'Company Identification' step of the eMPF registration process. At the top, a progress bar indicates five steps: 1. Company Authorized Person, 2. Company Identification (current step), 3. Company Information, 4. Upload Supporting Document, and 5. Confirmation.

The main section is titled 'Company Identification' and contains a 'Company Details' section. It includes a note for existing employers and a 'Business Registration' section with a dropdown for 'Registration Type' (set to 'Business registration') and a text field for 'Registration No.' (set to '12345678910'). There are also radio buttons for 'Certificate of Incorporation No.' and 'Company Name (only if the company has no Business Registration / Certificate of incorporation)'. A 'Date of Incorporation' field is set to '05/05/2022'. A note mentions the 'eMPF activation code which is provided in the communication pack by your trustee'. At the bottom, there is an 'eMPF Activation Code (Optional)' field with the value '2002200210' and a '(10 Numeric Code)' label. 'Back' and 'Next' buttons are at the bottom.

Employers are required to input:

- i. BR/CI/Company Name
- ii. **eMPF Activation Code**

Company Information will be retrieved from data migrated from Trustee

eMPF Registration (Step 3)

1 Company Authorized Person 2 Company Identification 3 Company Information 4 Upload Supporting Document 5 Confirmation

Upload Supporting Document

Please upload the supporting document(s) as shown below. Certified true copy (CTC) or original copy may be required for certain documents. Please submit it in person or by post to the eMPF Service Centres if applicable.

✓ Company Authorized Person Nomination Form (Download the template) / Board Resolution for Authorized Person

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

File formats supported: jpg, jpeg, png, tif, tiff, heic, pdf, txt, doc, docx | No. of files: Up to 5 files | Maximum file size: 10MB per file

PowerShell.transcript.MKBPEN-L314Jm-4Gcpi.20240422085706.txt 96.25 KB

✓ Business Registration Certificate /Certificate of Incorporation/scheme documents, etc. (Existing Employer) Business Registration Certificate /Certificate of Incorporation/ Other valid document of relevant government registration (New Employer)

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

File formats supported: jpg, jpeg, png, tif, tiff, heic, pdf, txt, doc, docx | No. of files: Up to 5 files | Maximum file size: 10MB per file

PowerShell.transcript.MKBPEN-L314Jm-4Gcpi.20240422085706.txt 96.25 KB

Back Next

Upload the documents required:

- Company Authorized Person Appointment Form
- BR/CI/other valid document

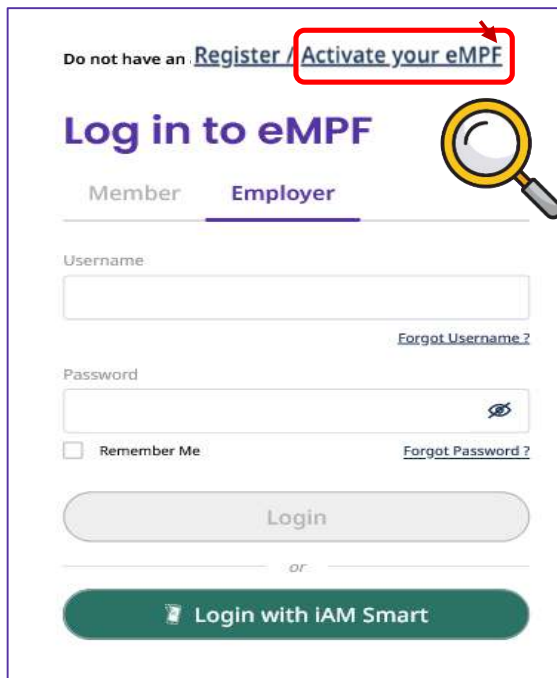
B. Employer Portal eMPF Activation



After submitting registration application on eMPF portal, system will show the submission date and time and the reference number. The application will be submitted to the eMPF Administration office for processing.

Once the registration is successfully approved, the **company authorized person** will be notified to proceed to eMPF account **activation**.

Your company has registered for eMPF and granted you the right to log in to the eMPF employer platform. Please visit eMPF Employer Portal to activate eMPF。



Do not have an [Register](#) / [Activate your eMPF](#)

Log in to eMPF

[Member](#) **[Employer](#)**

Username

[Forgot Username ?](#)

Password

☐ Remember Me [Forgot Password ?](#)

Login

or

 Login with iAM Smart



[Company Authorized Person](#)

The Company Authorized Person can click "Activate your Account" under the Employer login page.

Then enter your Name, Date of birth, Hong Kong ID card number and the email address or mobile phone number registered during registration to obtain a one-time password.

Then enter the verification code you received to complete verification.

Activate your eMPF

Please enter your HKID No./ Passport No. and registered contact information to activate your eMPF.

ID Type

☒ HKID No. ☐ Passport no.

ID No.

..... 

Choose and enter your registered contact information to receive your one-time passcode (OTP):

☒ Registered Email

test@gmail.com

☐ Registered Mobile No.

Back
Send One-time Passcode (OTP)

Enter Verification Code

Enter the verification code we have sent by email to u*****@ifastepension.com.my.

Did not get a code? [Resend in 37 seconds](#)

Back

Create your **username and password** to activate your account.

Once the account activated, you can use your username and password to log on to the eMPF Platform.

Create Username and Password

Please create your username and password for your eMPF account.

Username

- ☒ Within 8 - 50 characters with at least 1 letter. English letters, numbers, _ (underscore) and . (dot) can be used.

Password

- ☒ At least 10 characters ☒ At least 1 upper case alphabet
- ☒ At least 1 lower case alphabet ☒ At least 1 number
- ☒ At least 1 of the following special characters !@#\$%^&*()[]

Confirm Password

Confirm

Registration – Normal questions :

1. Who can be an authorized person of a company registered with an MPF platform?
2. Can I authorize only one colleague to be the company's authorized person during registration?
3. Can I appoint myself in the "Appoint" Company Attorney "Form"?
4. Some companies have not had employees for a while, do I need to register for eMPF for these companies?
5. Can the Outreach Team support me with platform registration?

C. Inquire toward scheme information in eMPF



Inquire about the plan information transferred to the platform

- If your company's MPF scheme has joined the eMPF, you can click "**Manage Schemes > Manage Registered Schemes**" in the menu after logging in to check your company's MPF scheme accounts, and select "**Manage Contributions > Check Contribution Period**" to check the relevant employees' information and latest contribution records. The trustee will transfer the data of the MPF scheme to the eMPF, including:



Please ensure that the relevant MPF scheme has been transferred to the eMPF Platform. You can also go to the eMPF Platform to check the schedule for joining the Platform.

https://www.empf.org.hk/latestNews/news/empf_onboarding_schedule?parent=/latestNews/whatsNew

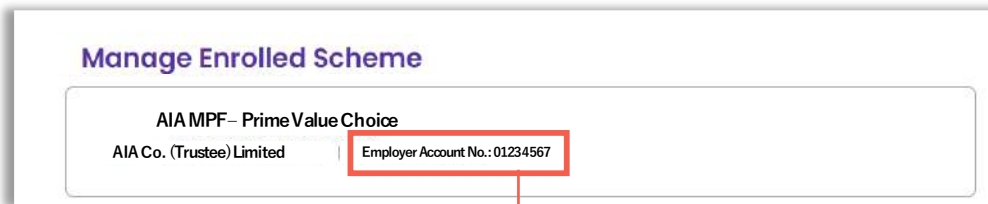
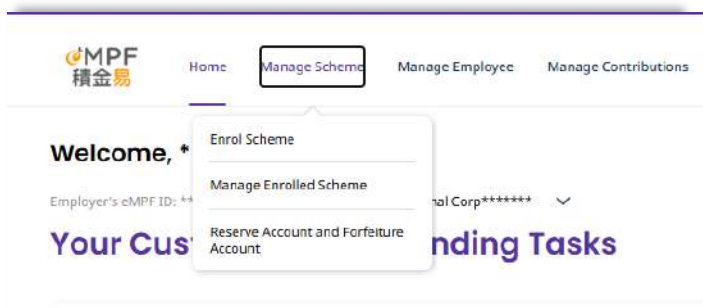
Inquire about the plan information transferred to the platform

Scheme	Details	Inquire steps
Scheme Authorized Person	By default, the Scheme authorized person is granted authority at the scheme and payroll group level to execute various instructions for the registered scheme, including managing the registered scheme, managing the payroll group, etc.	Login eMPF platform Manage Scheme > Manage Enrolled Scheme , checking employer account number and relevant account details
Contact person	The eMPF Platform will contact the company's contact person (including but not limited to letters, e-newsletters and telephones). *We have Contact person under the payroll group . For day-to-day MPF matters, the eMPF Platform will more often contact the payroll group contacts.*	
Principal	The "principal" of a company generally refers to the director/co-owner/sole proprietor/manager/ultimate owner of the company	
Payroll group	" Payroll group " is a subgroup of employees with the same contribution information (e.g. contribution cycle, default payment method, etc.) For employees in the same wage group.	
Member Class	Under the company's voluntary contribution arrangement, employees under the same arrangement can be classified into the same Member Class . There is a designated voluntary contribution calculation method and vesting ratio for the same member group.	
Existing employees	All active employees who have completed the registration of an MPF scheme will be displayed in the form of a list.	Login eMPF platform Manage Scheme > Manage Enrolled Scheme
Contribution Record	Details of all MPF contribution records made on the platform before and after the transfer of schemes can be found on the eMPF Platform	Login eMPF platform Manage Scheme > Manage Enrolled Scheme

View the registered schemes

Login eMPF platform

Manage Scheme > Manage Registered Scheme, checking employer account number and relevant account details



Employer No.

View the registered schemes

- Under the Manage Enrolled Schemes page, employers can check the MPF schemes that have been registered and transferred to the eMPF Platform, including general information, Scheme Authorized Person, contact persons, principals, payroll groups, and contribution and membership groups.

Employee Manage Contributions My Account

Manage Enrolled Scheme

Scheme: AIA MPF – Prime Value Choice
(Account No.: 01234567)

Terminate Scheme

General Information **Scheme Authorized Person** Contact Person Principal Payroll Group and Contribution

Scheme Authorized Person 1

Personal Details

Title:	Surname (English):	Given Name (English):
Mr	Chau	Yuen Ching
Surname (Chinese):	Given Name (Chinese):	ID Type:
陳	苑晴	HKID No.
ID No.:	Date of Birth (DD/MM/YYYY):	Nationality:
A123456789	01/01/1991	Chinese
Job Title:		
CEO		

Contact Information

Email Address:	Mobile No.:	Telephone No.:
uat_atp@firstepension.com.my	+852 61234567	+852 98765432

Address:

Back

Edit

Manage Enrolled Scheme

Scheme: AIA MPF – Prime Value Choice
(Account No.: 01234567) Terminate Scheme[General Information](#) [Scheme Authorized Person](#) [Contact Person](#) [Principal](#) [Payroll Group and Contribution](#)

Scheme Authorized Person 1

Personal Details

Title

Mr

Surname (English)

Choi

Given Name (English)

Yuan Ching

Surname (Chinese)

蔡

Given Name (Chinese)

元清

ID Type

HKID No.

ID No.

A14 [REDACTED]

Date of Birth (DD/MM/YYYY)

01/01/1981

Nationality

Chinese

Job Title

CEO

Contact Information

Email Address

uax.ceo@facapenslon.com.hk

Mobile No.

+852 61234567

Telephone No.

+852 9675432

Address

Country / Region

Hong Kong

City

Rte / Lane / Street / Suite / Room / Office

Suite 1303

Floor (if, please input 1-24F)

13

Block / Tower / House / Others

F

Building

Two Exchange Square

Street (street no. and street name)

8 Connaught Place

District

Central

Postal Code

Way of Communication

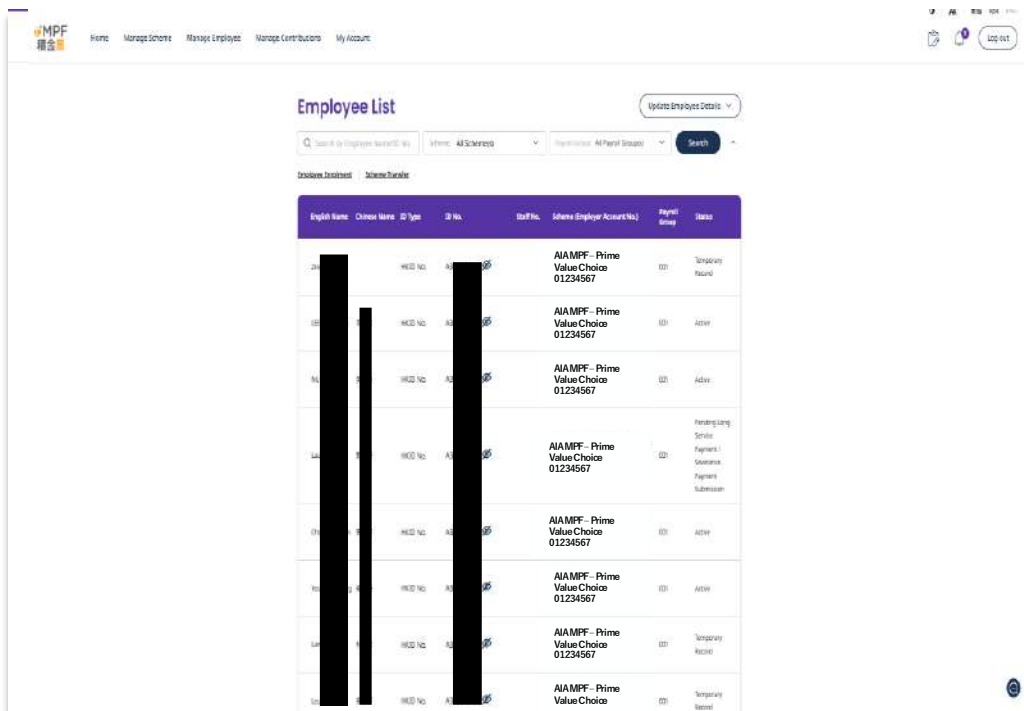
Preferred Language of Communication

English

Back

Edit

- Login eMPF, select 「manage employee」 > 「view employee list」 。 All active employees who have completed the registration of an MPF scheme will be displayed in the form of a list.



English Name	Chinese Name	ID Type	ID No.	Staff No.	Scheme Employer Account No.	Payroll Array	Status
[Redacted]	[Redacted]	HKID No.	[Redacted]	[Redacted]	AIAMPF - Prime Value Choice 01234567	001	Temporary Record
[Redacted]	[Redacted]	HKID No.	[Redacted]	[Redacted]	AIAMPF - Prime Value Choice 01234567	001	Active
[Redacted]	[Redacted]	HKID No.	[Redacted]	[Redacted]	AIAMPF - Prime Value Choice 01234567	001	Active
[Redacted]	[Redacted]	HKID No.	[Redacted]	[Redacted]	AIAMPF - Prime Value Choice 01234567	001	Pending (Long Service Payments), Submissions
[Redacted]	[Redacted]	HKID No.	[Redacted]	[Redacted]	AIAMPF - Prime Value Choice 01234567	001	Active
[Redacted]	[Redacted]	HKID No.	[Redacted]	[Redacted]	AIAMPF - Prime Value Choice 01234567	001	Active
[Redacted]	[Redacted]	HKID No.	[Redacted]	[Redacted]	AIAMPF - Prime Value Choice 01234567	001	Temporary Record
[Redacted]	[Redacted]	HKID No.	[Redacted]	[Redacted]	AIAMPF - Prime Value Choice	001	Temporary Record

Renew employee details

Total number of registered employee accounts

- By clicking on an individual employee's record under "[Check Employee List](#)", employers can check the relevant employee information and their employment details. If there is a need to change the relevant employment details, the employer can click on **"Edit"** for further processing.

Employee Details

 **AIA MPF – Prime Value Choice**

Trustee

AIA Co. (Trustee) Limited

Employer Account No.

01234567

Employee Details

Personal Information

Surname (English)

ZHANG

Given Name (English)

SI Yan

Surname (Chinese)

Given Name (Chinese)

ID Type

HKID

ID No.

A3 [REDACTED]

Mobile No.

Email

Employment Details

Date of Joining the Scheme (DD/MM/YYYY)

08/05/2024

Previous Date of Employment (DD/MM/YYYY)

Date of Employment (DD/MM/YYYY)

02/05/2024

Visa Issue Date (DD/MM/YYYY)

Payroll Group

res inc

Member Class

Staff No.

Employee type

New Employee

Back

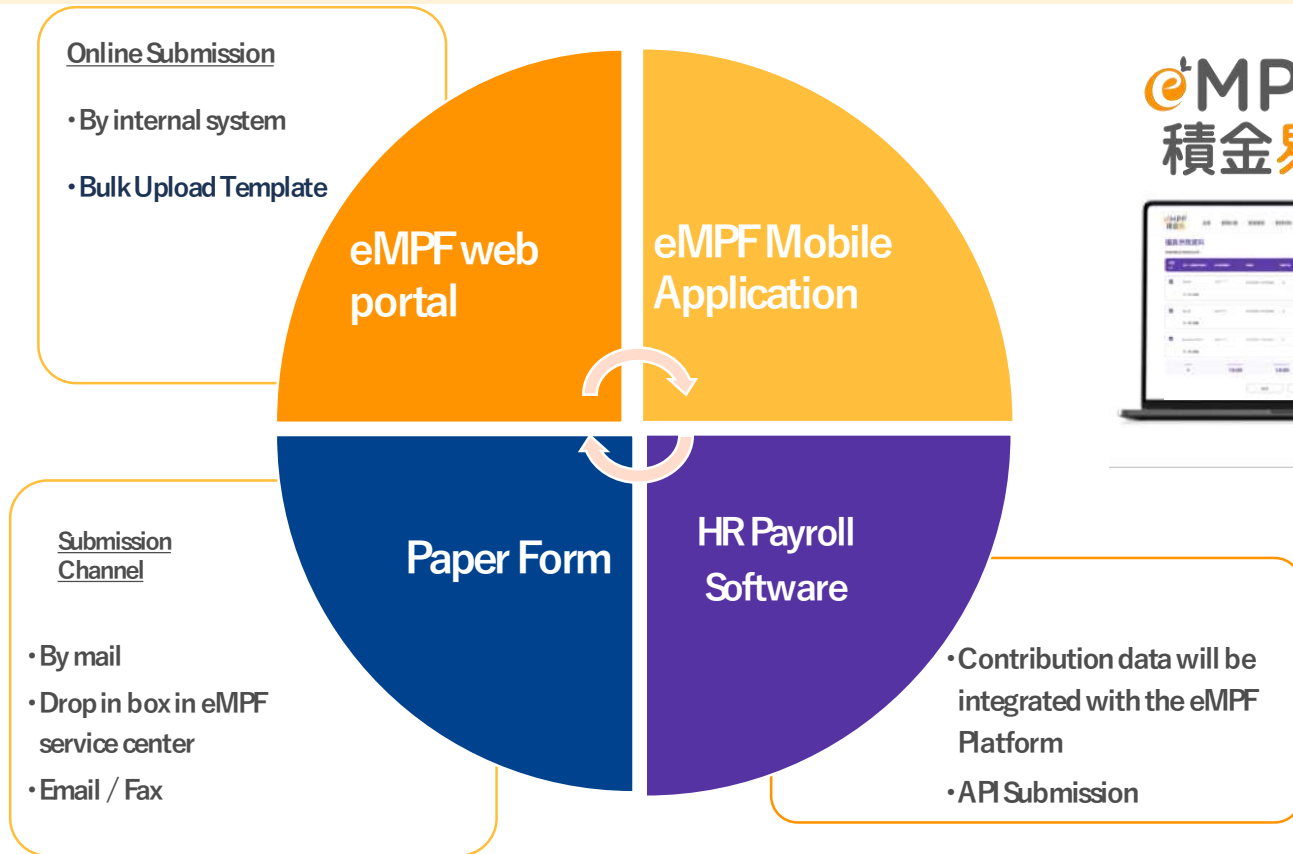
Edit

Page 42

D. Contribution



Channel for Submitting Contribution



I. Make a New Contribution



II. Update Employee List

Employer can enroll new Employee, add existing employee and terminate employee

III. Check Historical Records

Employer can check and review past contribution record

- ❖ If employer chooses to use bulk upload to process contributions, the employer should ensure that the HR records such as Hong Kong ID card/Passport no., Date Of Employment & member name are accurate.

Otherwise, the contributions will not be invested to the member account.

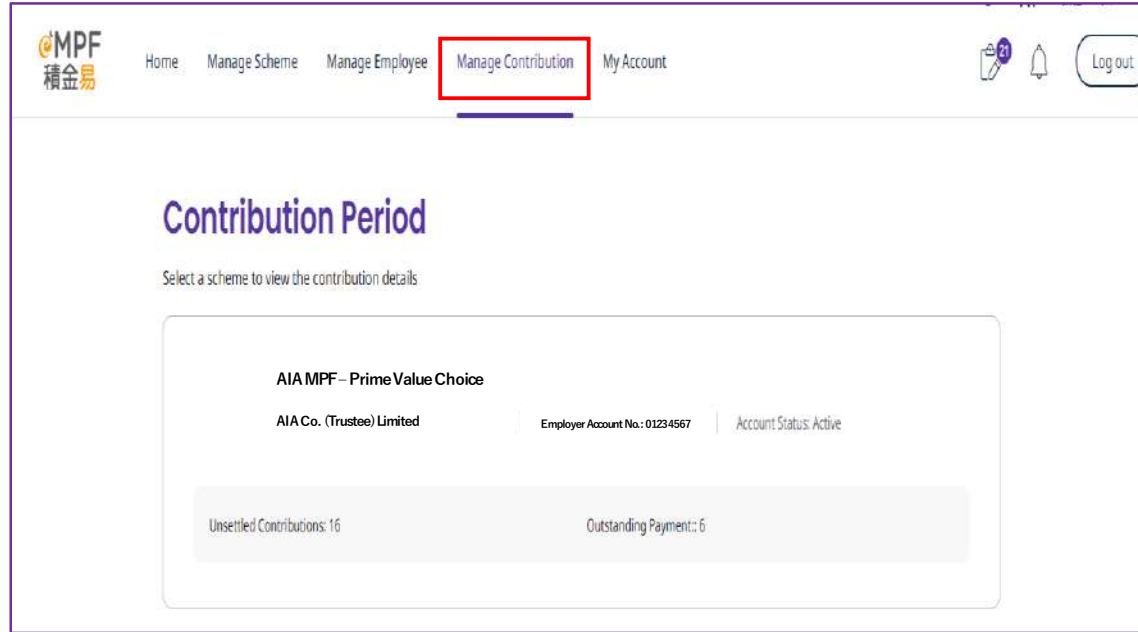
Select Payroll Group and Contribution Period

Submit Contribution Details

Internal Approval

Make Contribution

Employer clicks **"Make Contributions"**
under **"Manage Contributions"**



The screenshot shows the MPF 積金易 web interface. The top navigation bar includes the MPF 積金易 logo, a Home link, and several menu items: Manage Scheme, Manage Employee, **Manage Contribution** (highlighted with a red box), and My Account. On the right side of the navigation bar, there are icons for a clipboard with a '21' notification badge, a bell, and a Log out button.

The main content area is titled **Contribution Period**. Below the title, it says "Select a scheme to view the contribution details". A card displays the following information:

- AIA MPF – Prime Value Choice**
- AIA Co. (Trustee) Limited**
- Employer Account No.: 01234567
- Account Status: Active

At the bottom of the card, there are two summary items:

- Unsettled Contributions: 16
- Outstanding Payment: 6

Select Payroll Group and Contribution Period

Submit Contribution Details

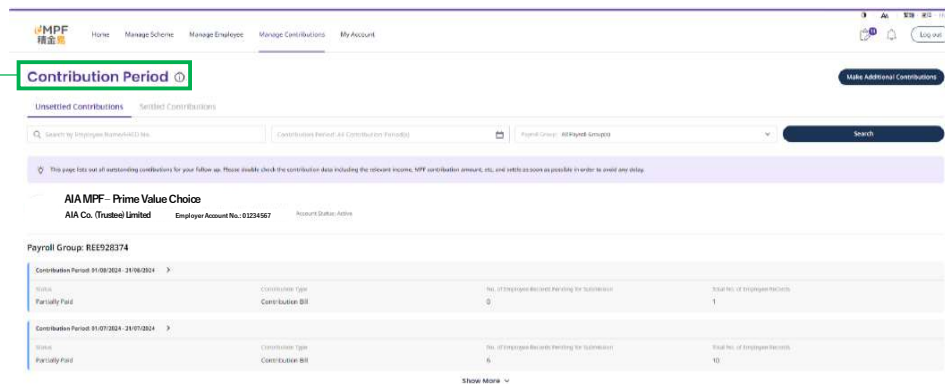
Internal Approval

Make Contribution

Select the required **"Payroll Group"** and click on a specific contribution period to enter the details page to view and submit contribution information

Tips :

On the contribution period page, all unpaid contribution information within the same payroll group will be displayed in the **"Unsettled Contribution"** tab.



The screenshot shows the MPF Contribution Period page. The "Contribution Period" tab is selected and highlighted with a green box. Below the tab, there are two tabs: "Unsettled Contributions" and "Settled Contributions". The "Unsettled Contributions" tab is active, displaying a table of contribution periods. The table has columns for "Contribution Period", "Contribution Type", "No. of Employees Remitted Pending for Submission", and "Total No. of Employees Remitted". The table shows two rows of data for the payroll group "AIA MPF - Prime Value Choice".

Contribution Period	Contribution Type	No. of Employees Remitted Pending for Submission	Total No. of Employees Remitted
31/03/2024 - 31/03/2024	Partially Paid	0	1
31/03/2024 - 31/03/2024	Partially Paid	6	10

Select Payroll Group and Contribution Period

Submit Contribution Details

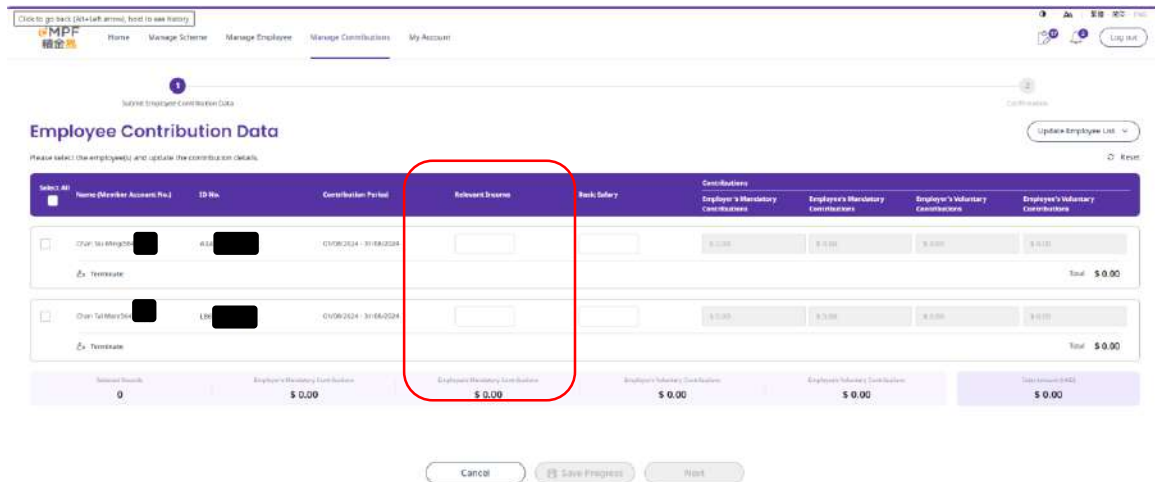
Internal Approval

Make Contribution

Employee's relevant income displayed on the details page is automatically entered based on the last submitted record

Employers can update their employees' **relevant income** and **basic salary**, and the system will **update mandatory and voluntary contributions** based on the new income

Once completed, click "Next"



Select All	Name (Member Account No.)	ID No.	Contribution Period	Relevant Income	Basic Salary	Contributions	Employer's Mandatory Contributions	Employee's Mandatory Contributions	Employer's Voluntary Contributions	Employee's Voluntary Contributions
☐	Chan, Si Hong	400	01/08/2024 - 31/08/2024			\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
Total: \$ 0.00										
☐	Chan, Si Hong	400	01/08/2024 - 31/08/2024			\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
Total: \$ 0.00										
Selected Records: 0		Employer's Mandatory Contributions: \$ 0.00		Employer's Mandatory Contributions: \$ 0.00		Employer's Voluntary Contributions: \$ 0.00		Employer's Voluntary Contributions: \$ 0.00		Total Amount: \$ 0.00

Buttons: Cancel, Save Progress, Next

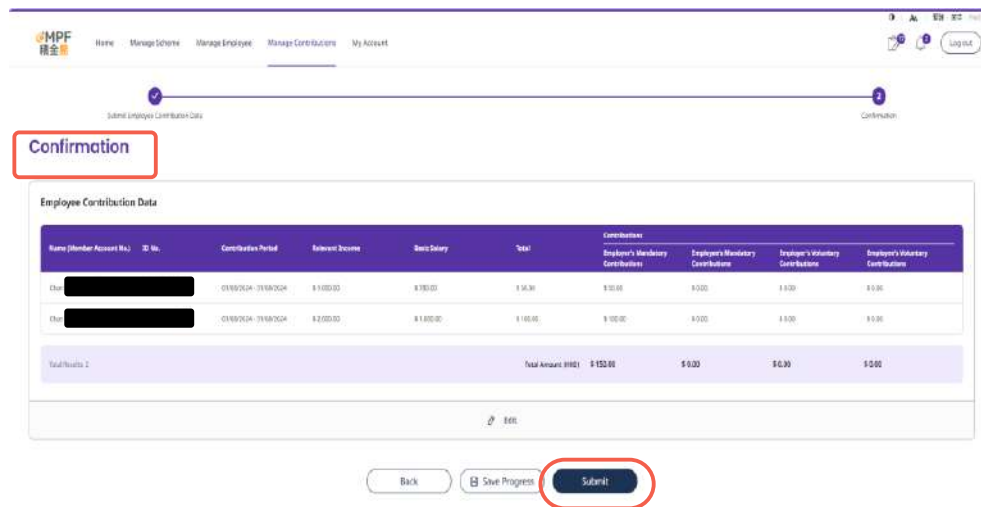
Select Payroll Group and Contribution Period

Submit Contribution Details

Internal Approval

Make Contribution

After clicking "**Next**", the employer can check and confirm the employee's contribution data, then click "**Submit**"



The screenshot shows the 'Confirmation' page in the MPF system. At the top, there is a progress bar with two steps: 'Submit Employee Contribution Data' (marked with a checkmark) and 'Confirmation' (marked with a question mark). The 'Confirmation' step is highlighted with a red box. Below the progress bar, the page title is 'Confirmation'. Underneath, there is a section titled 'Employee Contribution Data' which contains a table. The table has columns for 'Name (Member Account No.)', 'ID No.', 'Contribution Period', 'Relevant Income', 'Basic Salary', 'Total', and 'Contributions'. The 'Contributions' section is further divided into 'Employee's Mandatory Contributions', 'Employer's Mandatory Contributions', 'Employee's Voluntary Contributions', and 'Employer's Voluntary Contributions'. There are two rows of data for two different employees, both with the same contribution period of '01/01/2024 - 31/03/2024'. The first row shows a relevant income of \$1,000.00, a basic salary of \$1,000.00, and a total of \$1,000.00. The second row shows a relevant income of \$2,000.00, a basic salary of \$1,000.00, and a total of \$1,000.00. At the bottom of the table, there is a 'Total/Number 1' row showing a 'Total Amount (\$HK)' of \$1,152.00. Below the table, there are three buttons: 'Back', 'Save Progress', and 'Submit'. The 'Submit' button is highlighted with a red circle.

Name (Member Account No.)	ID No.	Contribution Period	Relevant Income	Basic Salary	Total	Contributions			
						Employee's Mandatory Contributions	Employer's Mandatory Contributions	Employee's Voluntary Contributions	Employer's Voluntary Contributions
Choi [REDACTED]	[REDACTED]	01/01/2024 - 31/03/2024	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 10.00	\$ 0.00	\$ 0.00	\$ 0.00
Choi [REDACTED]	[REDACTED]	01/01/2024 - 31/03/2024	\$ 2,000.00	\$ 1,000.00	\$ 1,000.00	\$ 100.00	\$ 0.00	\$ 0.00	\$ 0.00
Total/Number 1					Total Amount (\$HK)	\$ 1,152.00	\$ 0.00	\$ 0.00	\$ 0.00

Buttons: Back, Save Progress, **Submit**

1

Submit Employee Contribution Data

2

Confirmation

Employee Contribution Data

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

Select All	Name (Member Account No.) ID No.	Contribution Period	Relevant Income	Basic Salary	Contributions			
					Employer's Mandatory Contributions	Employee's Mandatory Contributions	Employer's Voluntary Contributions	Employee's Voluntary Contributions
☒	CHAN [REDACTED]	01/04/2024 - 30/04/2024	\$ 35,000.00		\$ 1,500.00	\$ 1,500.00	\$ 0.00	\$ 0.00
Terminate					Total \$ 3,000.00			
☒	CHOW [REDACTED]	01/04/2024 - 30/04/2024	\$ 5,000.00		\$ 250.00	\$ 0.00	\$ 0.00	\$ 0.00
Terminate					Total \$ 250.00			
☒	CHAN [REDACTED]	01/04/2024 - 30/04/2024	\$ 20,000.00		\$ 1,000.00	\$ 1,000.00	\$ 0.00	\$ 0.00
Terminate					Total \$ 2,000.00			

Update Employee List

Enrol New Employees

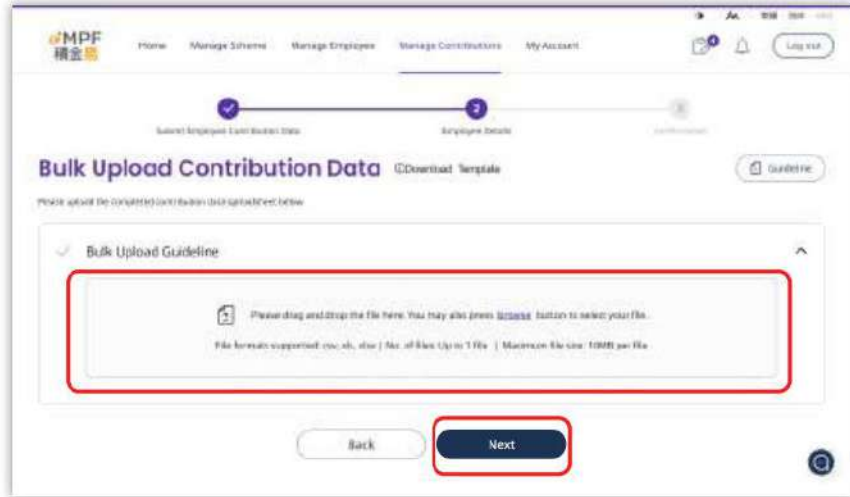
Add Existing Employee

Add Terminated Employee

Terminate Employees

Bulk Upload Contribution Data

Contribution (Data & Payment) Submission



MPF 積金易

Home Manage Scheme Manage Employee Manage Contributions My Account

Submit Employee Contribution Data Employee Details Confirmation

Bulk Upload Contribution Data

Download Template

Please upload the completed contribution data spreadsheet below.

✓ Bulk Upload Guideline

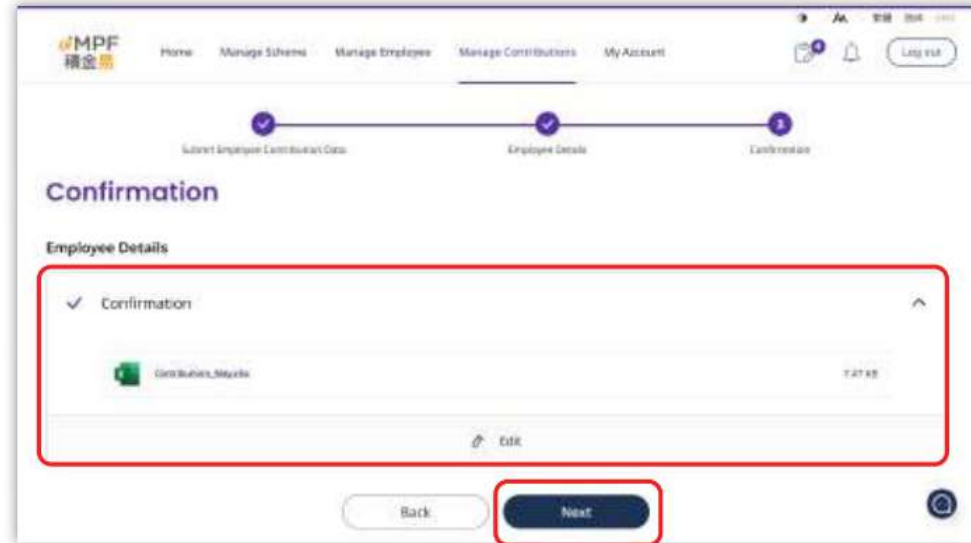
Please drag and drop the file here. You may also press [browse](#) button to select your file.

File formats supported: csv, xls, xlsx | Max. file size: 1 MB | Maximum file size: 10MB per file

Back Next

Review the information and click Next

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

Confirmation

Employee Details

✓ Confirmation

Contributions_MyScheme 7.27 KB

Edit

Back Next

Select Payroll Group and Contribution Period

Submit Contribution Details

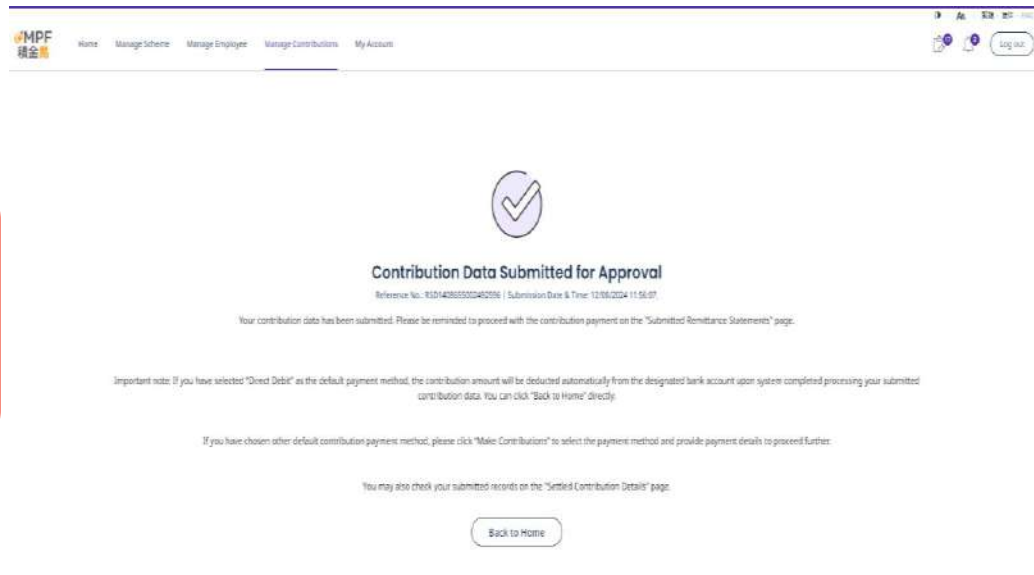
Internal Approval

Make Contribution

After submitting the information, the system will display a confirmation message.

Note!

Contribution data may require employer **internal approval**. Only after the approval is completed, the employer can successfully submit the contribution data to the eMPF platform and can continue to pay contributions.



Select Payroll Group and Contribution Period

Submit Contribution Details

Internal Approval

Make Contribution

Employers can select **contribution approval settings** when adding or editing payroll groups based on their own circumstances

Tips :

Each payroll group can have independent internal approval settings

Approval Setting

Contribution Approval Setting



Require Approval



Not Require Approval

Refund Approval Setting



Require Approval

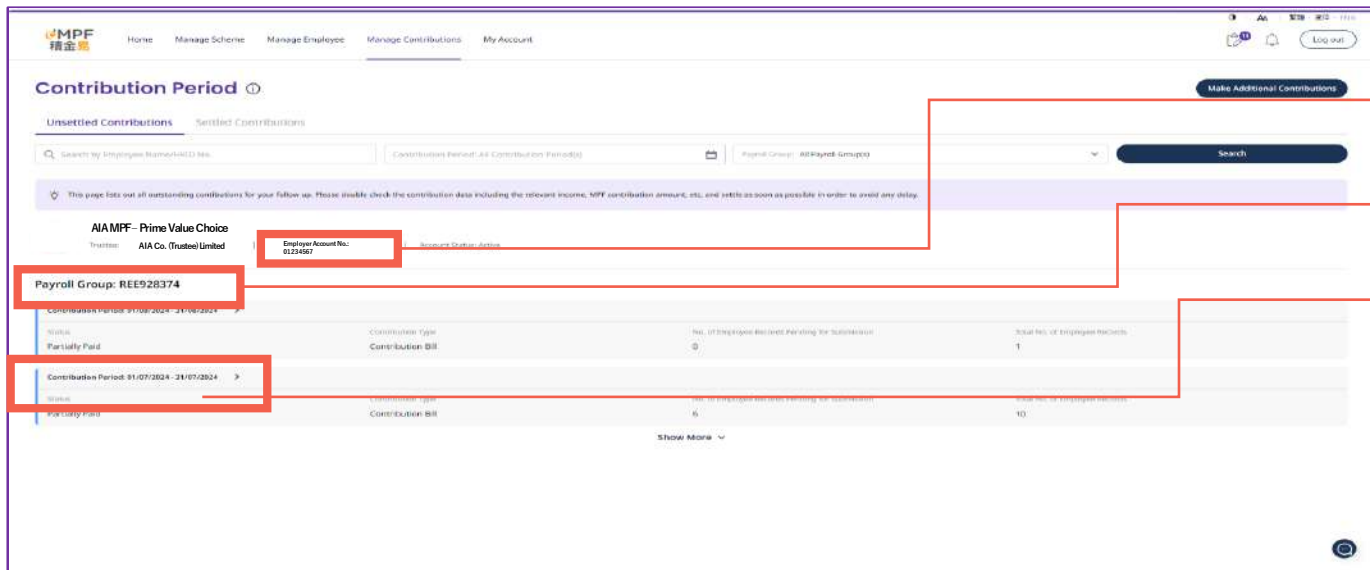


Not Require Approval

Payment methods	Details	The valid payment date
Cheque	- The cheque should be made payable to AIA Co. (Trustee) Limited – Prime as usual. - As far as possible, the cheque should be drawn on by the company if submitted to the designated channels on the eMPF Platform, including the drop-in box at any eMPF Service Centre or the designated post office box of the eMPF (P.O. Box 98929, Tsim Sha Tsui Post Office). - If the employer has more than one payroll group under the scheme, the cheque should be issued separately for each payroll group. (Applicable to cheque deposit machine - HSBC/BOCHK cheque deposit machines only)	On the same date of cheque for contribution is received by the eMPF Platform Company / is deposited
Direct Debit	If you have already set up a direct debit authorization before, you do not need to set it up again. The payment will be deducted from the bank account provided after you submit your contribution information.	On the date of the contribution information or remittance statement is delivered to the eMPF Platform.
Direct Deposit (Local Interbank Transfer/ Bank Transfer/ Telegraphic Transfer)	You can make payment directly to the designated bank account. For details of the designated bank accounts of AIA MPF – Prime Value Choice, please call 2100 1888. Please provide your eMPF Platform "Submission Reference Number" / "MPF Contribution Bill Number" or "Employer Account Number" in the Bank Transfer Remarks. Please upload a screenshot or photo of the payment confirmation notice as supporting documents when submitting your contribution instruction on the eMPF Platform.	The day the bank account is credited
PPS	Make the payment by touch-tone phone (please call 18011 for bill registration and 18031 for bill payment) or by visiting www.ppskh.com with "MPF Contribution Bill No." / "Submission Reference No." provided by eMPF Platform.	The date that the payment is made through PPS, except for deferred payments
Online Bill Payment Service	Bill Payment Service for AIA MPF : Please select "06" for the Bill Type: Input eMPF " Submission Reference No. " (16 digits); Input payment amount; Input (i) " MPF Contribution Bill No. " (16 digits, excluding the English letters) in Remittance Statement or (ii) " Submission Reference No. " (16 digits, excluding the English letters) in the "Remarks" field; (Failure to provide information mentioned may result in delay or our inability to process your contribution) Click "Submit"; Please upload the payment confirmation to the eMPF Platform as supporting document.	The day the bank account is credited

How do I check my company's "Employer Account Number"?

- After logging in, click "Manage Contributions" from the menu, select "View Contribution Period", and then select the scheme.
- You can view the outstanding contribution bills and the "Employer Account Number" of the Participating Plan under the "Unsettled Contributions" tab



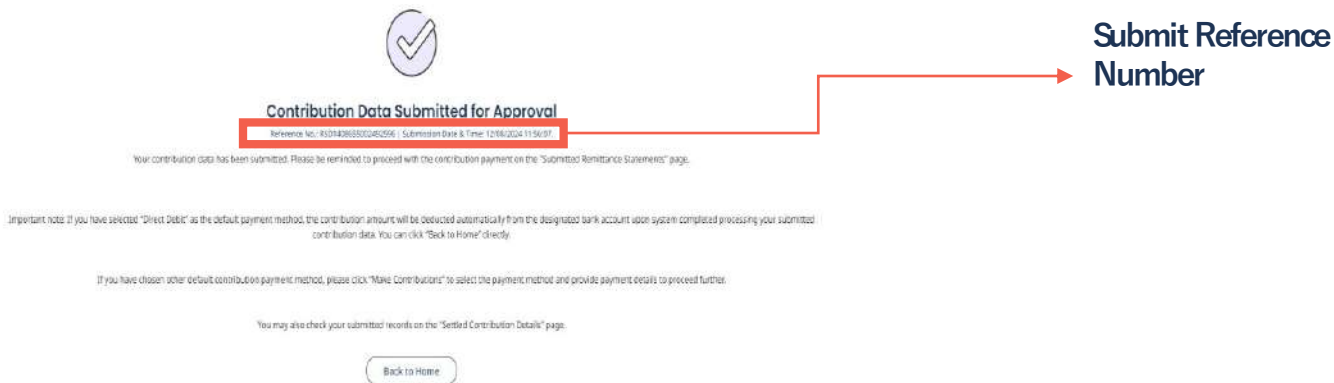
The screenshot shows the MPF website interface. The top navigation bar includes links for Home, Manage Scheme, Manage Employee, Manage Contributions, and My Account. The 'Manage Contributions' section is active, showing the 'Contribution Period' page. The page has tabs for 'Unsettled Contributions' and 'Settled Contributions'. A search bar is present with a dropdown for 'Contributions Period: All Contribution Period(s)' and a 'Search' button. Below the search bar, a message states: 'This page lists out all outstanding contributions for your follow up. Please kindly check the contribution data including the relevant income, MPF contribution amount, etc. and settle as soon as possible in order to avoid any delay.' The main content area displays a table of contribution data. The first row is for 'AIA MPF - Prime Value Choice' with 'AIA Co. (Trusted) Limited' as the trustee. The 'Employer Account No.' is 01234567. The 'Payroll Group' is REE928374. The 'Contribution Period' is 01/07/2024 - 31/07/2024. The table shows a status of 'Partially Paid' and a 'Contribution Bill' of 1. A 'Show More' link is at the bottom of the table.

Employer Account Number

Payroll Group

Contribution Period

Submit Reference Number (RSD+16 digits)

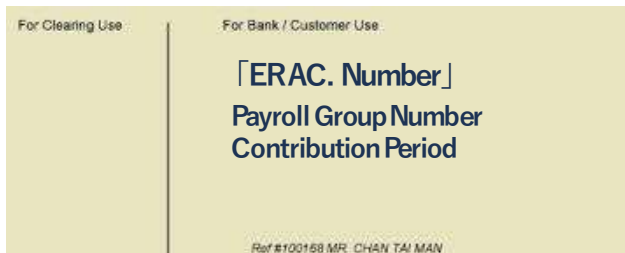


If you submit contribution data by email, please write on the back of the cheque:

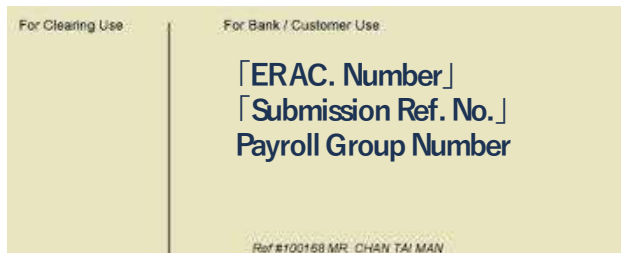
"Employer Account Number", name of payroll group (if there is more than one) and corresponding contribution period

If submit contribution data via online, please write on the back of the cheque your:

- "Employer Account Number" of the participating scheme on the eMPF Platform, "Submission Reference Number" (one submission reference number and one cheque) and payroll group number (if there is more than one) **or**
- "Employer Account Number", payroll group number and the corresponding contribution period



Cheque Front sample1



Cheque Back sample2

Make MPF contributions by cheque

If employers wish to continue to make MPF contributions by cheque, please note the following:

1. The crossed cheque should be made payable to "AIA Co. (Trustee) Limited – Prime" as usual.
2. As far as possible, the cheque should be drawn by the company and submitted to the channels designated by the eMPF Platform. (Including drop-in boxes at any eMPF Service Centre, or designated P.O. Box (P.O. Box 98929, Tsim Sha Tsui Post Office)).
3. If the employer has more than one payroll group under the scheme, the cheque should be issued separately for each payroll group.

Example :

- ABC Group has two companies: Company A and Company B
 - Company A has two payroll groups (Payroll Group RC1 & RC2) and Company B has one payroll group (Payroll RC3)
 - HR colleague is required to write 3 cheques, submit **“One Contribution Statement and One Cheque”** for every payroll group
-
1. Company A RC1 - First Cheque
 2. Company A RC2 - Second Cheque,
 3. Company B RC3 - Third Cheque

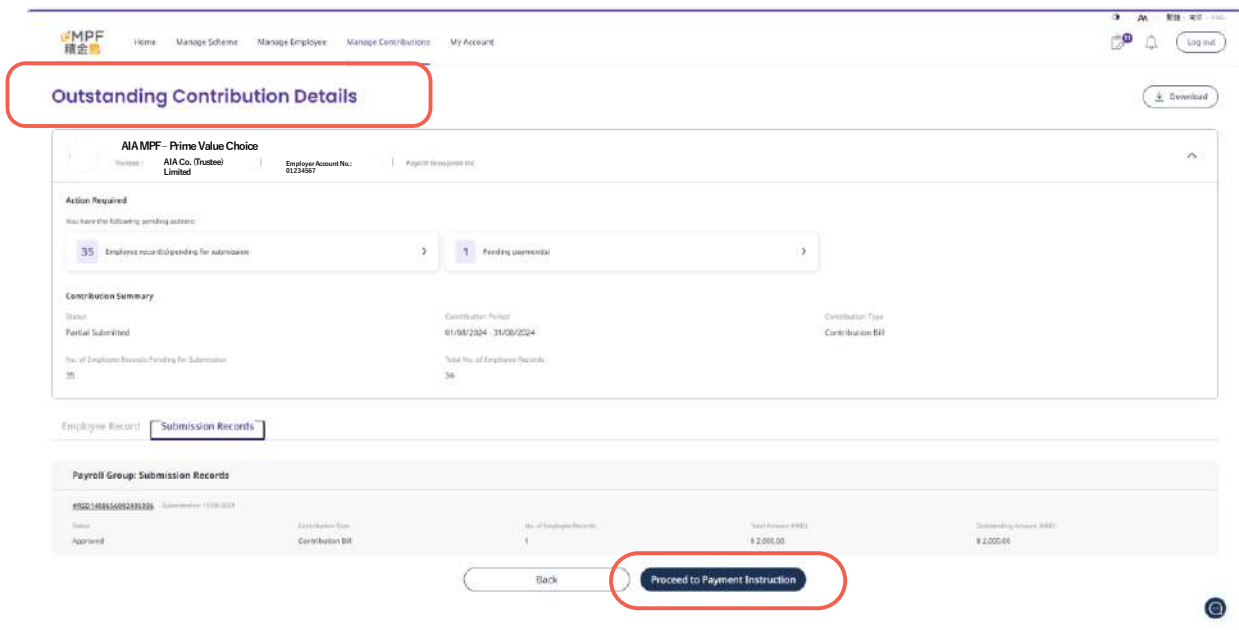
Select Payroll Group and Contribution Period

Submit Contribution Details

Internal Approval

Make Contribution

Employers can check the outstanding contributions under the payroll group in the contribution record, then click **"Proceed to Payment Instructions"**



Outstanding Contribution Details

AIAMPF - Prime Value Choice
 (Trustee) AIA Co. (Trustee) Limited
 Employer Account No.: 01234567
 Payroll Group: Prime Value Choice

Action Required
 You have the following pending actions:

- 35 Employee records pending for submission
- 1 Pending payment

Contribution Summary

Status	Contribution Period	Contribution Type
Partial Submitted	01/08/2024 - 31/08/2024	Contribution Bill

No. of Employee Records Pending for Submission: 35
 Total No. of Employee Records: 36

Employee Record | **Submission Records**

Payroll Group: Submission Records

Submission ID	Submission Date	Contribution Type	No. of Employee Records	Total Amount (HK\$)	Outstanding Amount (HK\$)
MPG-1081549239326	Submission: 11/08/2024	Approved	1	\$ 2,000.00	\$ 2,000.00

Back | **Proceed to Payment Instruction**



Note !

eMPF supports common payment methods in the industry such as: **1. Direct Debit Authorization/Electronic Direct Debit Authorization (DDA/eDDA); 2. Direct deposit; and 3. Cheque**

Other payment methods are also supported but are limited to specific schemes. The relevant options will be displayed when the employer makes the payment. The intermediary can assist and remind the customer to complete the instruction.

Page 61


[Home](#)
[Manage Scheme](#)
[Manage Employee](#)
[Manage Contributions](#)
[My Account](#)

Proceed to Payment Instruction



AIA MPF - Prime Value Choice
Trustee
AIA Co. (Trustee)
Limited

Employer Account No.: 01234567

[Payment Settings view info](#)

Outstanding Contribution Record Summary

No. of Records Submitted	Total Outstanding Contribution Amount (HKD)
1	\$ 2,000.00

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 or cashier order for payments, 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 payments.

Payment Method

Direct Credit

Local Interbank Transfer (CHATS) / Bank Transfer / Telegraphic Transfer / Direct Credit

Please supplement the "Payment Submission Reference No.", "MPF Contribution Ref No.", or "Employer Code" in the remark field of your payment method, then upload this payment receipt as a supporting document.
Please note that the eMPF Platform will not provide the trustee payment details. If you do not have the trustee's bank account no. or necessary payment details, please check with the trustee for the bank account no. or necessary payment details for the above payment means, and then proceed with this submission request; if you already have the above information, please prepare and submit via this submission request.

Payment Amount (HKD)

\$ 2,000.00

Tips:

Employers can set up autopay as the default payment method for MPF contributions, and the contributions will be automatically paid to the trustee after successfully submitting complete contribution details, saving payment steps and reducing the risk of contribution arrears.

Select Payroll Group and Contribution Period

Submit Contribution Details

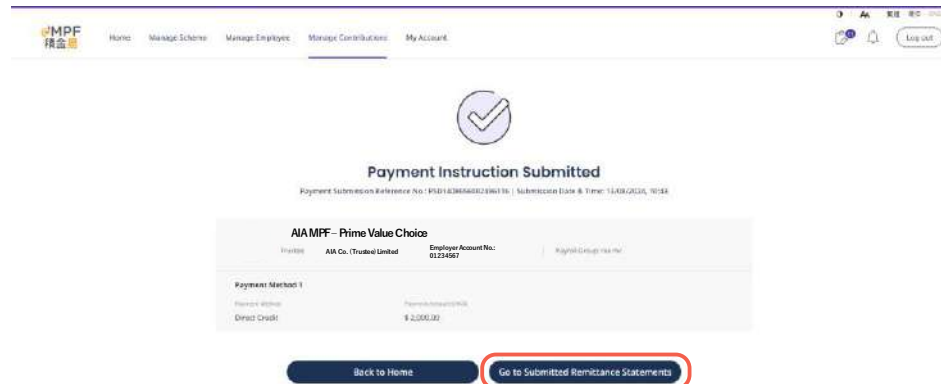
Internal Approval

Make Contribution

After successfully submitting the payment declaration, the system will display a confirmation message.

Tips:

Employers can immediately view settled contributions in the **"Go to Submitted Payment Statement"** section. Once the bank confirms the receipt of funds, the system will update the contribution status.



E . Employee Enrolment



Select Enrolled Scheme

Select Enrolment Method

Enter Employee Details

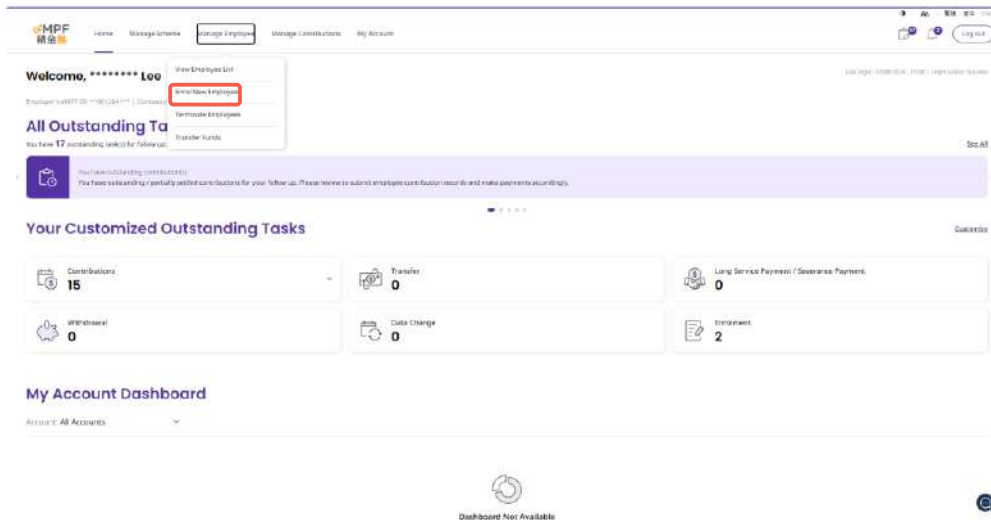
Provide Scheme Arrangement Details

Complete Employee Enrolment

Click "**Manage Employees**" in the page Menu, then select "**Enrol New Employee**"

Example :

Regardless of whether the employer needs to enrol new employees to participate in the scheme or enrol existing employees to participate in the scheme based on the nature of their work (such as part-time or temporary employment), they can choose to enrol through the "**Enrol New Employee**" method.



Select Enroled Scheme

Select Enrolment
Method

Enter Employee Details

Provide Scheme
Arrangement Details

Complete Employee
Enrolment



Select **"Account Category"**
for the employee to be
enrolled

Enrol Employees

Select the account type for the employee(s) that you are going to enrol.



Regular Employee (REE)

- Regular employees are employees aged 18 to 64 and have been employed in any industry for a continuous period of 60 days or more.



Industry Scheme Casual Employee (ISCEE)

- Industry schemes are specially designed for casual employees (employed on a day-to-day basis or for a fixed period of less than 60 days) of the catering industry and construction industry.
- If the business nature of your company belongs to the construction or catering industry, you may enrol your casual employees in "Industry Scheme Casual Employee (ISCEE)".



Casual Employee (CEE) Joining Master Trust Scheme

- Casual Employees Joining Master Trust Scheme are casual employees employed in the catering or construction industry on a day-to-day or for a fixed period of less than 60 days who enrol in the Master Trust Scheme.

Select Enroled Scheme

Select Enrolment
Method

Enter Employee Details

Provide Scheme
Arrangement Details

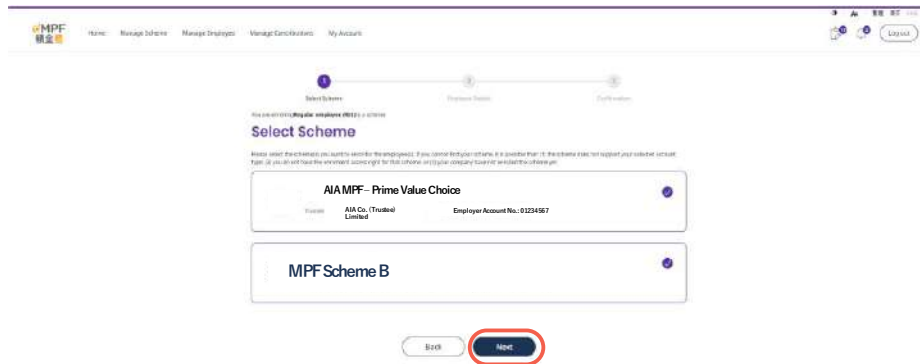
Complete Employee
Enrolment

Select the option for employees to Enrol in the scheme and click **"Next"**

Tips :

If the employer has more than one participating scheme, you can select multiple schemes for employees to enrol in on this page.

When employees later complete the enrolment on the Member Portal, they can select the scheme to enroll.



The screenshot shows the 'Select Scheme' step in the MPF Employee Enrolment process. The interface includes a progress bar at the top with three steps: 'Select Scheme' (active), 'Employee Details', and 'Confirmation'. Below the progress bar, there is a section titled 'Select Scheme' with a sub-header 'You can select multiple employee (ESOP) schemes'. A note states: 'Please select the schemes you want to enroll the employees. If you cannot find your scheme, it is possible that the scheme does not support your selected account type. If you do not have the necessary access right for that scheme, an eligible company should be selected to enroll the scheme.' Below this note, there are two scheme options listed in a table-like format:

☐	AIA MPF - Prime Value Choice	☒
Provider	AIA Co. (Trustee) Limited	Employer Account No.: 01234567
☐	MPF Scheme B	☒

At the bottom of the form, there are two buttons: 'Back' and 'Next'. The 'Next' button is highlighted with a red circle, indicating it is the next step to click.

Select Enroled Scheme

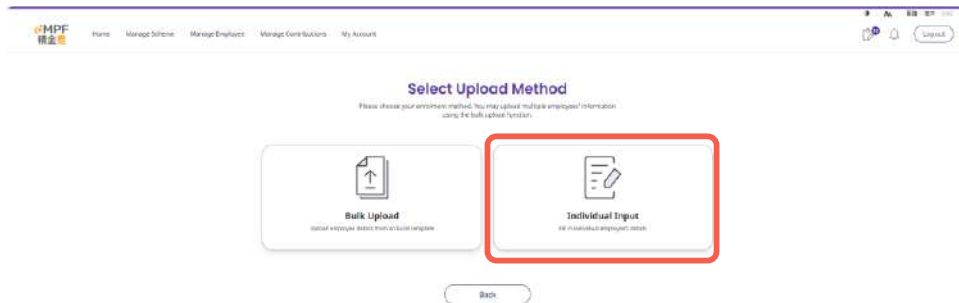
Select Enrolment
Method

Enter Employee Details

Provide Scheme
Arrangement Details

Complete Employee
Enrolment

- If you need to enrol multiple employees at one time, you can click **"Bulk Upload"** (support xls and csv formats)
- If enrol individual employees in the selected MPF Scheme, select **"Individual Input"**



Select Enrolled Scheme

Select Enrolment
Method

Enter Employee Details

Provide Scheme Details

Complete Employee
Enrolment

Enter Employee Details

Home Manage Contributions My Account

1 Select Scheme 2 Employee Details 3 Scheme Arrangement 4 Confirmation

Employee Details

You are enrolling **regular employee (REG)** as a scheme member.

Please fill in the information below to enroll the employee in the selected scheme.

 **AIA MPF - Prime Value Choice**
Trustee **AIA Co. (Trustee) Limited** | **Employer Account No.: 01234567**

✓ **Employee 1**

ID Type: HKID No. HKID No. For HKID No. A12345678, please input A1234567

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

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

Date of Birth (DD/MM/YYYY): 11/11/1980

Mobile No.: +852 91234567 Email: chantaiman@abc.com

Payroll Group: REG234567

Select Enroled Scheme

Select Enrolment
Method

Enter Employee Details

Provide Scheme Details

Complete Employee
Enrolment

Enter scheme arrangement details for the employee and click "**Next**"

After checking the information, click "**Submit**" on the confirmation page

Read the **terms and conditions** carefully, scroll down to the bottom of the page, and click "**Accept**"

[Manage Contributions](#)
[My Account](#)

1

2

3

4

Select Scheme
Employee Details
Scheme Arrangement
Confirmation

You are enrolling **Regular employee (REE)** to a scheme.

Scheme Arrangement

AIA MPF – Prime Value Choice

Trustee AIA Co. (Trustee) Limited
Employer Account No.: 01234567

☒ Scheme Arrangement

ID No.	Mobile No.	Surname (English)	Given Name (English)	Date of Birth (DD/MM/YYYY)	Payroll Group	Scheme Arrangement Details
LB [REDACTED]	+852 91234567	Chan	Tai Man	11/11/1980	REE028374	Rejoin: the Company Employed in Multiple Roles

Back

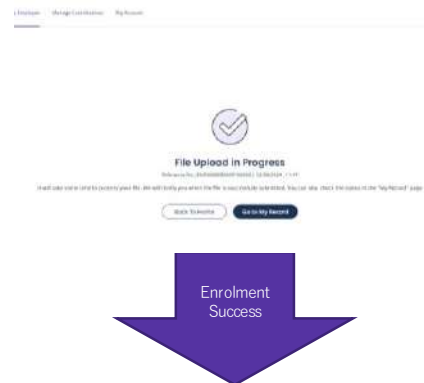
Next



After submitting the application, the system will be redirected to **the submitted employee enrolment application** page.

eMPF Platform will send an email or SMS to notify employees to complete the enrolment

After the employee completes the enrolment, the employer will be notified of the result by **email**



The member registration you submitted has been completed

F . Termination



Select terminate employees

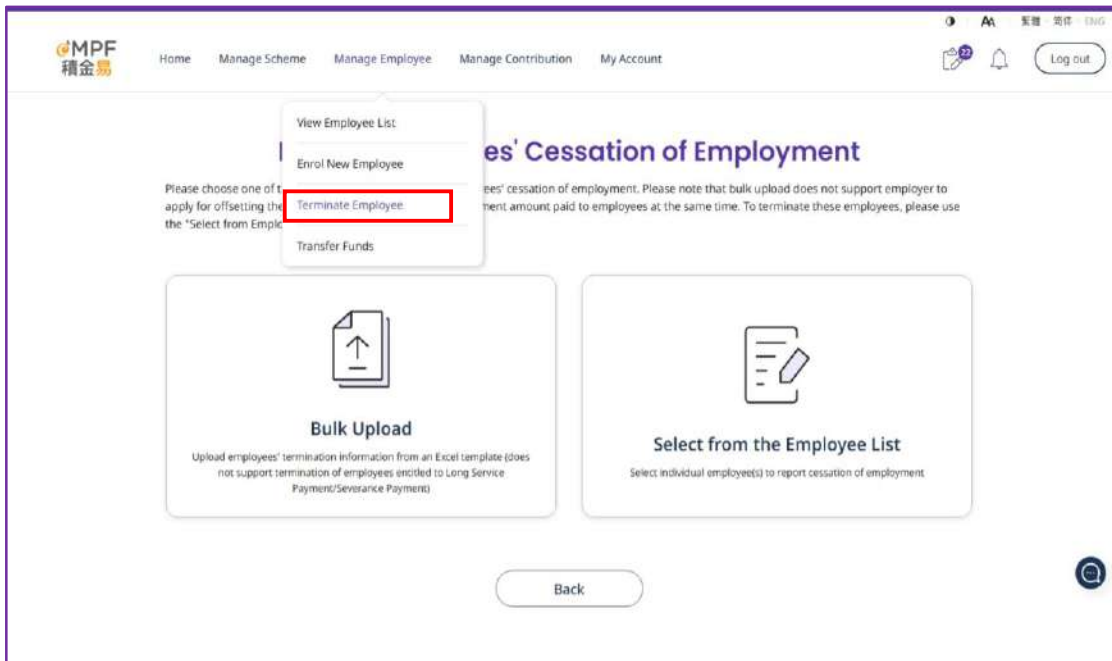
Fill in the termination of
employment details

Apply for LSP/SP offsetting
(if applicable)

Review and submit
the information

Select “Terminate Employee” under
“Manage Employee” on the Menu Bar

Then employer can choose “Bulk Upload”
or “Select from the Employee List” to
report cessation of employee employment



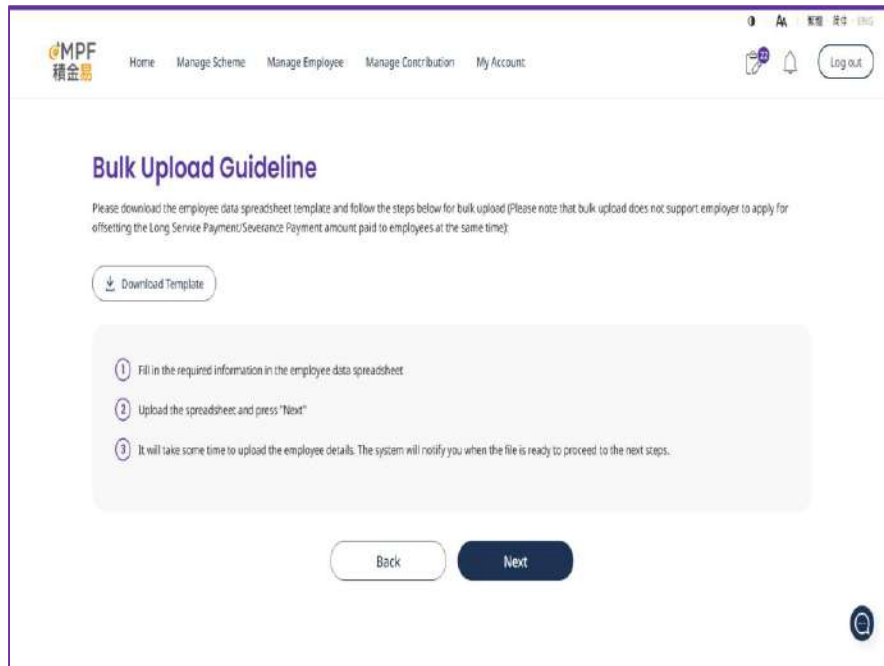
Select terminate employees

Fill in the termination of
employment details

Apply for LSP/SP offsetting
(applicable)

Review and submit
the information

Read the Bulk Upload Guideline and download the bulk file template, then click “Next”



Select terminate employees

Fill in the termination of
employment details

Apply for LSP/SP offsetting
(applicable)

Review and submit
the information

Upload the bulk upload file and click “Next”

Tips :

System will validate the bulk upload file, employ will receive notification when it has been uploaded successfully.

The screenshot shows the 'Cessation of Employment' Details page in the eMPF system. The page has a navigation bar at the top with links: Home, Manage Scheme, Manage Employee, Manage Contribution, and My Account. There is a 'Log out' button in the top right corner. The main content area has a progress indicator with two steps: 1. 'Cessation of Employment' Details (active) and 2. Contribution. Below the progress indicator, it says 'You are reporting employee's cessation of employment.' and 'Cessation of Employment' Details. It then prompts the user to 'Please upload the completed employee data spreadsheet below.' There is a 'Bulk Upload' section with a checkmark and a dashed box for file upload. Inside the dashed box, it says 'Please drag and drop the file here for replacement. You may also press [browse](#) button to select your file.' Below this, it lists supported file formats: 'File formats supported: csv, xls, xlsx | No. of files: Up to 1 files | Maximum file size: 10MB per file'. A file named 'Testing file.xlsx' is shown with a size of 7.84 KB. At the bottom, there are 'Back' and 'Next' buttons.

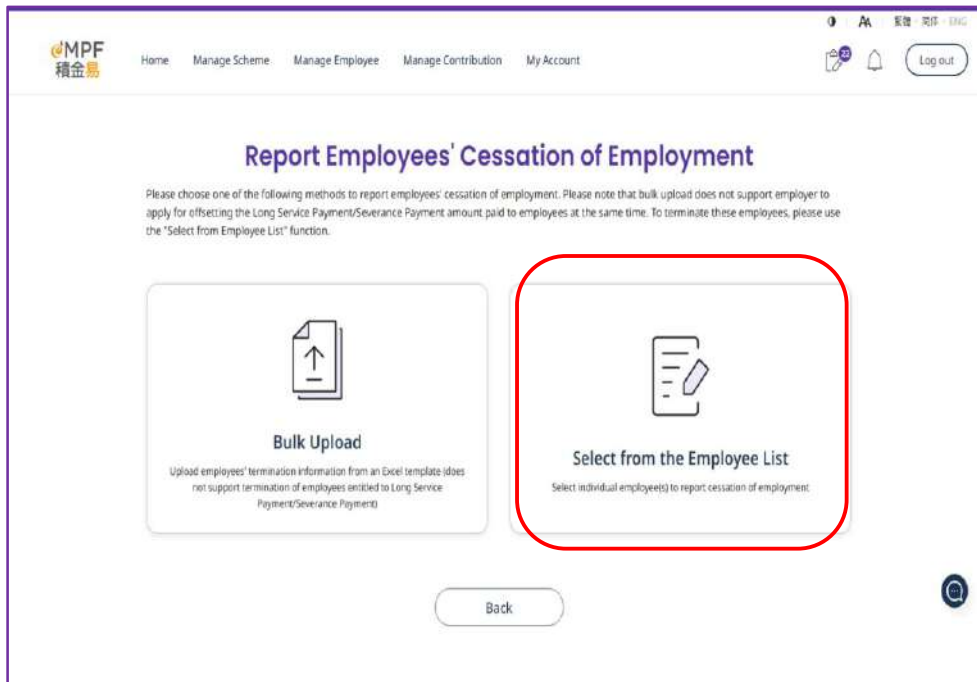
Select terminate employees

**Fill in the termination of
employment details**

Apply for LSP/SP offsetting (if
applicable)

Review and submit the
information

Choose “Select from the Employee List”



Report Employees' Cessation of Employment

Please choose one of the following methods to report employees' cessation of employment. Please note that bulk upload does not support employer to apply for offsetting the Long Service Payment/Severance Payment amount paid to employees at the same time. To terminate these employees, please use the "Select from Employee List" function.



Bulk Upload

Upload employees' termination information from an Excel template (does not support termination of employees entitled to Long Service Payment/Severance Payment)



Select from the Employee List

Select individual employee(s) to report cessation of employment

Back

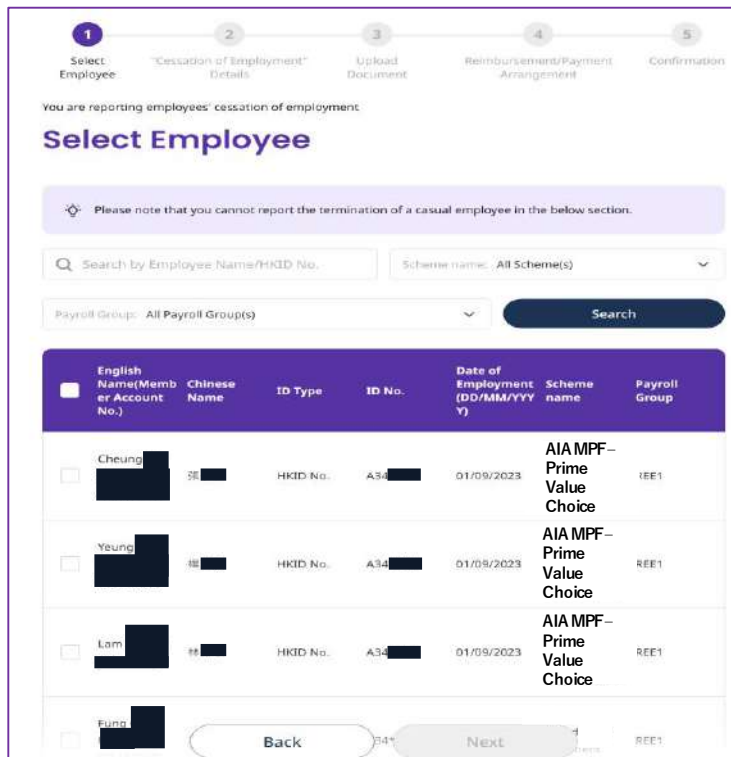
Select terminate employees

Fill in the termination of employment details

Apply for LSP/SP offsetting (if applicable)

Review and submit the information

Select the employee, and then click “Next”



1 Select Employee 2 "Cessation of Employment" Details 3 Upload Document 4 Reimbursement/Payment Arrangement 5 Confirmation

You are reporting employees' cessation of employment.

Select Employee

Please note that you cannot report the termination of a casual employee in the below section.

Search by Employee Name/HKID No. Scheme name: All Scheme(s)

Payroll Group: All Payroll Group(s) Search

☐	English Name/Member Account No.)	Chinese Name	ID Type	ID No.	Date of Employment (DD/MM/YYYY)	Scheme name	Payroll Group
☐	Cheung [REDACTED]	張 [REDACTED]	HKID No.	A34 [REDACTED]	01/09/2023	AIA MPF – Prime Value Choice	REE1
☐	Yeung [REDACTED]	楊 [REDACTED]	HKID No.	A34 [REDACTED]	01/09/2023	AIA MPF – Prime Value Choice	REE1
☐	Lam [REDACTED]	林 [REDACTED]	HKID No.	A34 [REDACTED]	01/09/2023	AIA MPF – Prime Value Choice	REE1
☐	Fung [REDACTED]	馮 [REDACTED]	HKID No.	A34 [REDACTED]	01/09/2023	AIA MPF – Prime Value Choice	REE1

Back Next

Select terminate employees

Fill in the termination of
employment details

Apply for LSP/SP offsetting (if
applicable)

Review and submit the
information

Fill in the Last Day of Employment and Reason of Termination, then select if employee entitled to Long Service Payment / Severance Payment.

"Cessation of Employment" Details

CHAN Tai Man (HKID: L36****)

Scheme Information

AIA MPF – PrimeValueChoice

TRUSTEE: **AIA Co. (Trustee) Limited** | MEMBER ACCOUNT NO.: **12345678**

Important Notes:
1. Below amount is for reference only and it may differ from the actual amount at the time of offsetting.
2. If employer has made voluntary contributions for the employees and found the accrued benefits derived from voluntary contributions is "0", it may due to the vesting arrangement of the scheme that the vested amount cannot be shown. Please contact the eMPF Platform or your trustee for more information.

Accrued Benefits Derived from Employer's Mandatory Contributions	Accrued Benefits Derived from Employer's Voluntary Contributions
\$ 50,000	\$ 0.00

Cessation of Employment Information

Date of Employment (DD/MM/YYYY)
01/02/2018

Last Date of Employment (DD/MM/YYYY)
31/12/2025

Termination reason
Laid Off

Entitled to Long Service Payment (LSP) / Severance Payment (SP)

☒ YES

☐ NO

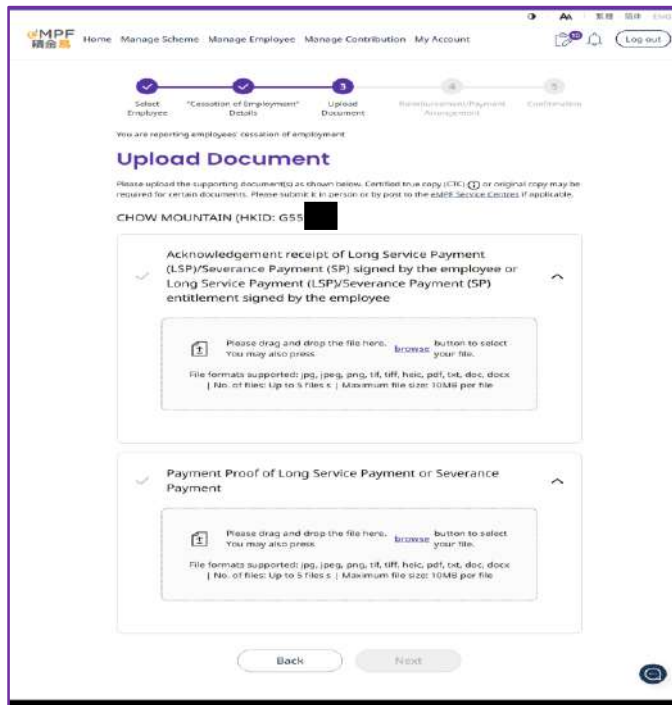
Select terminate employees

Fill in the termination of employment details

Apply for LSP/SP offsetting (if applicable)

Review and submit the information

Upload the required supporting document as shown on the page, then click “Next”



The screenshot shows the MPF 'Upload Document' page. At the top, there is a progress bar with five steps: 1. Select Employee, 2. 'Cessation of Employment' Details, 3. Upload Document (current step), 4. Review/Adjustment/Payment Arrangement, and 5. Confirmation. Below the progress bar, it says 'You are reporting employee's cessation of employment.' The main heading is 'Upload Document'. A note states: 'Please upload the supporting document(s) as shown below. Certified true copy (CTC) or original copy may be required for certain documents. Please submit it in person or by post to the MPF Service Centres if applicable.' The employee's name 'CHOW MOUNTAIN (HKID: G55...)' is displayed. There are two document upload sections:

- Acknowledgement receipt of Long Service Payment (LSP)/Severance Payment (SP) signed by the employee or Long Service Payment (LSP)/Severance Payment (SP) entitlement signed by the employee**: This section includes a file upload area with a 'Browse' button and instructions: 'Please drag and drop the file here. You may also press: BROWSE button to select your file.' It also lists supported file formats (jpg, jpeg, png, tif, tiff, hpic, pdf, txt, doc, docx) and file limits (Up to 5 files x; Maximum file size: 10MB per file).
- Payment Proof of Long Service Payment or Severance Payment**: This section also includes a file upload area with a 'Browse' button and the same instructions and file format/limit details as the first section.

At the bottom of the page, there are 'Back' and 'Next' buttons.

Report Cessation of Employment

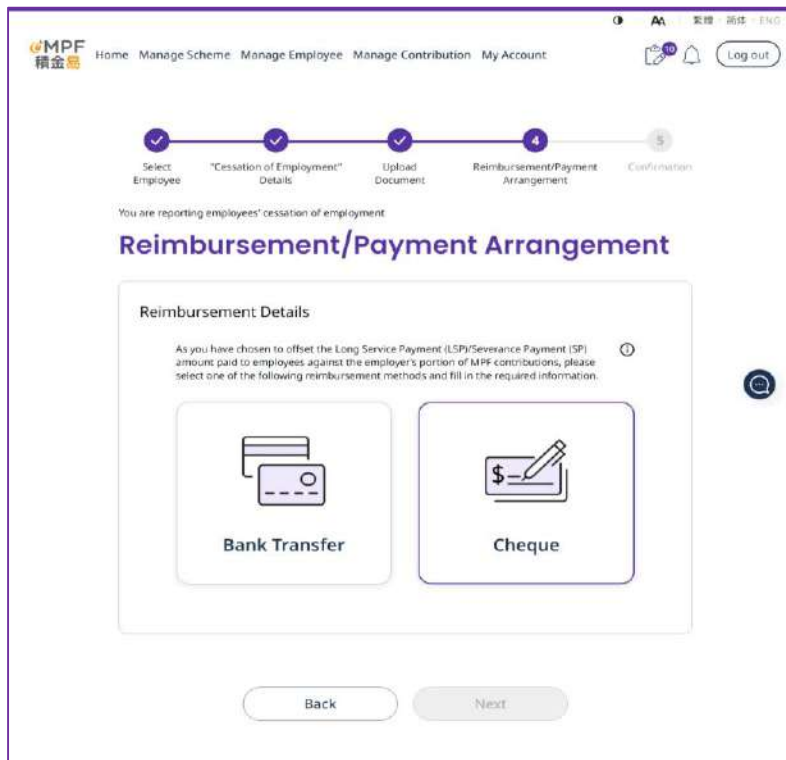
Select terminate employees

Fill in the termination of
employment details

Apply for LSP/SP offsetting (if
applicable)

Review and submit the
information

Select Reimbursement
Method and details. Then click
“Next”



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

1 Select Employee 2 "Cessation of Employment" Details 3 Upload Document 4 Reimbursement/Payment Arrangement 5 Confirmation

You are reporting employees' cessation of employment

Reimbursement/Payment Arrangement

Reimbursement Details

As you have chosen to offset the Long Service Payment (LSP)/Severance Payment (SP) amount paid to employees against the employer's portion of MPF contributions, please select one of the following reimbursement methods and fill in the required information.



Bank Transfer



Cheque

Back Next

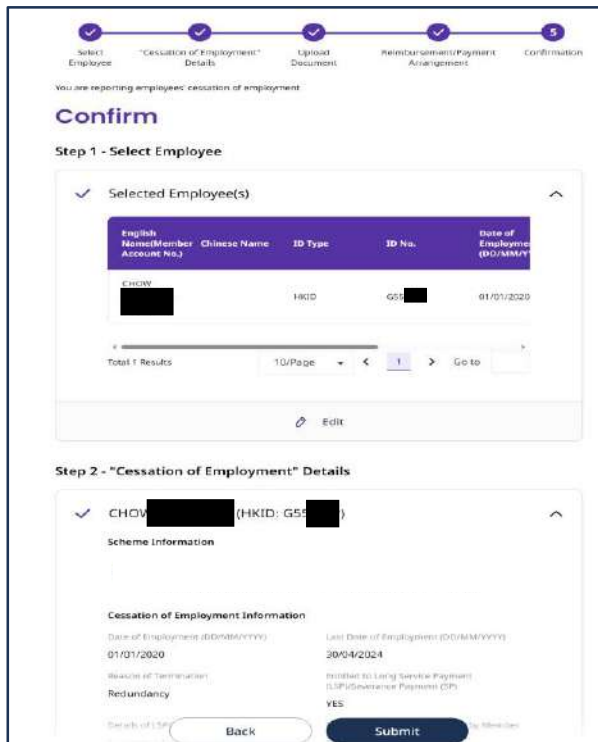
Select terminate employees

Fill in the termination of
employment details

Apply for LSP/SP offsetting (if
applicable)

Review and submit the
information

Review and confirm the
information, then click “Submit”



The screenshot displays the 'Confirm' page in the MPF online system. At the top, a progress bar shows five steps: 1. Select Employee (checked), 2. "Cessation of Employment" Details (checked), 3. Upload Document (checked), 4. Reimbursement/Payment Arrangement (checked), and 5. Confirmation (active). Below the progress bar, the text reads 'You are reporting employee's cessation of employment'.

Confirm

Step 1 - Select Employee

✓ Selected Employee(s)

English Name(Member Account No.)	Chinese Name	ID Type	ID No.	Date of Employment (DD/MM/YY)
CHOW [REDACTED]		HKID	G55 [REDACTED]	01/01/2020

Total 1 Results | 10/Page | 1 | Go to

[Edit](#)

Step 2 - "Cessation of Employment" Details

✓ CHOW [REDACTED] (HKID: G55 [REDACTED])

Scheme Information

Cessation of Employment Information

Date of Employment (DD/MM/YYYY)	Last Date of Employment (DD/MM/YYYY)
01/01/2020	20/04/2024
Reason of Termination	Initiated to Long Service Payment (LSP)/Severance Payment (SP)
Redundancy	YES

[Details of LSP](#) | [Back](#) | [Submit](#) | [Go to Next Step](#)

Report Cessation of Employment

Select terminate employees

Fill in the termination of
employment details

Apply for LSP/SP offsetting (if
applicable)

Review and submit the
information

Read the Terms and Conditions,
then click “Accept”

The screenshot shows a modal dialog box titled "Terms and Conditions" with a close button (X) in the top right corner. Below the title, it says "Please scroll and read through all the Terms and Conditions to proceed." The dialog contains two sections of terms and conditions:

- 13. Non-replacement of legal requirements**
These ePA Terms and Conditions do not modify or replace any laws, rules or regulatory requirements. Nothing in these ePA Terms and Conditions will affect the rights of the MPFA to exercise any of its powers or perform any of its functions under the MPFSO.
- 14. Language**
If there is any inconsistency or conflict between the English and Chinese versions of these ePA Terms and Conditions, the English version shall prevail.

At the bottom of the dialog, there are two buttons: "Decline" (outlined) and "Accept" (solid dark blue).

Report Cessation of Employment

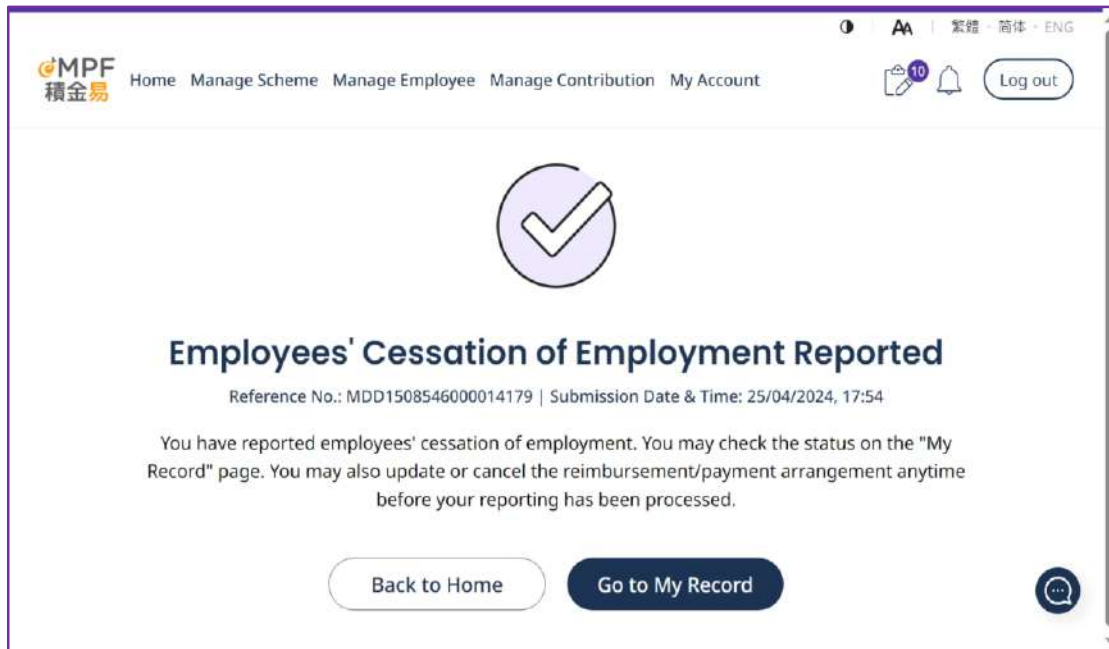
Select terminate employees

Fill in the termination of
employment details

Apply for LSP/SP offsetting (if
applicable)

Review and submit the
information

A confirmation message will be displayed when the request has been submitted.



G. Access Right



User Management – Access Right Setting Overview

- **Access Right Setting** allows companies to designate appropriate users to perform particular administration & operations and access specific pages on the eMPF Platform. The different user categories of the eMPF Platform are: Company Authorized Persons, Scheme Authorized Persons and Other Users.
- The Maximum number of company authorized person, scheme authorized person and other user per company is 50.
- Each company can has more than one Company Authorized Person, while company authorized person can grant and remover access right for specific user, including himself.



**Company
Management**
Company Authorized
Person



Scheme Management
Scheme Authorized
Person



**Payroll Group
Management**
Other Users

Company Management

Section	Function	Company Authorized Person	Scheme Authorized Person	Other User
Company Control	Scheme Enrolment	△	●	●
	Profile Management	△	●	●
	Company User Management	△	●	●
	Company Overview	△	●	●
Scheme Control	Enrolled Scheme Management	●	△	●
	Scheme Transfer	●	△	●
	Scheme User Management	●	△	●
	Scheme Overview	●	△	●
Payroll Group Control	Payroll Group Management	●	△	●
	Employee Management	●	△	●
	Employee Enrolment	●	△	●
	Contribution	●	△	●
	Refund	●	△	●
	Reserve Account & Forfeiture Account	●	△	●

△ = Default access right is granted during company registration to Company AP or scheme enrolment to Scheme AP

● = Optional access right could be granted

Access Right Setting (Scenario: General SME)

Scenario Setting	
Company Name	Company A
Entities Involved	1
No. of Scheme	1
No. of Payroll Group	2
Headcount	~30



Mr. Koo
Company owner of a
SME

Company A

- Decision Maker of MPF
- Not using any payroll software currently
- Concerns about privacy issue

- ❖ Mr. Koo is the company owner of Company A and he is in charge of the whole MPF administration and communication work
- ❖ Upon the eMPF Platform's onboarding, Mr. Koo would like to know if eMPF can facilitate their company's existing arrangement as below :
 - 1 MPF scheme with 2 Payroll groups
 - Mr. Koo is the ONLY decision maker for MPF related matters
 - Administration work has been assigned to 2 HR Executives for different payroll group (HR Executive A and B)
- ❖ As Company A is not using any Payroll software currently, HR executives is able to view all employee's information. Due to privacy issue, Mr. Koo would like to control their access right on the eMPF platform.

- ✓ : Access right can be granted
- ☑: Access right can be granted or removed by company authorized person
- ✗ : Access right cannot be granted

User Access Right Management Company A

User Access Right Setting Company A	
Company Level: Company Authorized Person	Mr. Koo Company Owner of a SME
Scheme Level: Scheme Authorized Person	
Payroll Group Level: General Users	HR Executive A HR Executive B

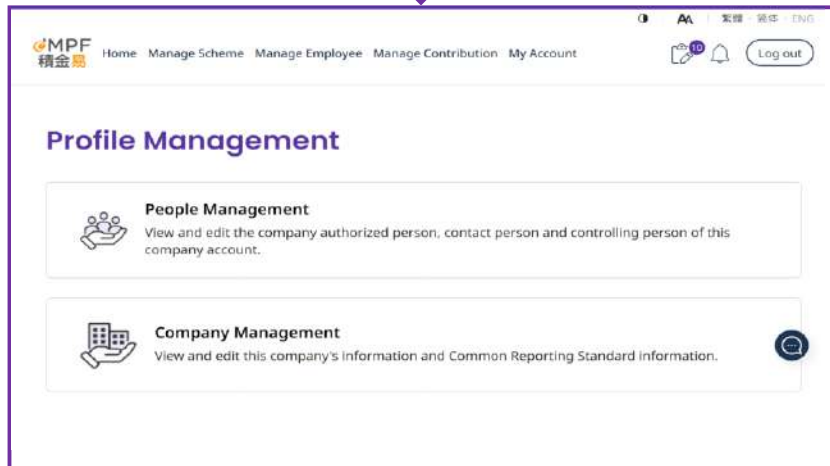
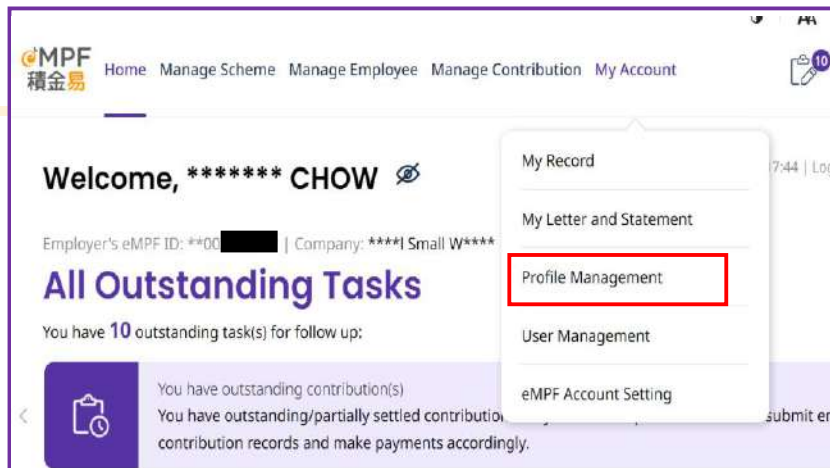
* Company Authorized Person can grant and remove access right for specific users (including AP himself)

Control Levels	Functions	Brian Wong Company Owner	HR Executive A	HR Executive B
Company Level: Company Authorized Person	- Scheme Enrolment - Profile Management - Company User Management - Company Overview	✓	✗	✗
Scheme Level: Scheme Authorized Person	- Enrolled Scheme Management - Scheme Transfer - Scheme User Management - Scheme Overview	✓	✗	✗
Payroll Group Level: General Users	- Payroll Group Management - Employee Management - Employee Enrolment - Contributions - View Suspense & Forfeiture Account - Refund from Suspense & Forfeiture Account	☑	✓ (Payroll Group A)	✓ (Payroll Group B)

Choose “**Profile Management**” under “My Account” on the landing page, then choose “People Management” or “Company Management”.

“**People Management**”: View and edit the company authorized person, contact person and controlling person.

“**Company Management**”: View and edit the company’s information and Common Reporting Standard Information.



Appendix - Summary of the differences between the services provided by AIA International Limited (Hong Kong Branch) and the eMPF Platform

Feature	Affected Party(ies)	Existing Administrator (AIAHK)	eMPF Platform
Contribution			
Payment method	Participating Employers and Self-employed Members	- Cheque - Cheque Deposit Machine - Direct Debit - PPS (Internet and a tone phone service) - PPS (Shop&Buy Service) 7-Eleven Convenience Stores - Internet Banking - Phone Banking - Bank Automated Teller Machines (ATMs) - Direct Credit (Applicable to registered customers only)	- Cheque* - Cheque Deposit Machine* - Direct Debit - PPS (Internet and a tone phone service)* - Internet Banking* - Bank Automated Teller Machines (ATMs)* - Direct Credit* (Applicable to registered customers only)
	External Relevant Employee Members (i.e. members making special voluntary contributions)	- Cheque - Direct Debit - CCB (Asia) Credit Card	- Cheque* - Direct Debit
	TVC Account Holders	- Cheque - Cheque Deposit Machine - Direct Debit - PPS (Internet and a tone phone service) - PPS (Shop & Buy Service) 7-Eleven Convenience Stores - Internet Banking - Phone Banking - Bank Automated Teller Machines (ATMs) - CCB (Asia) Credit Card - Fast Payment System (FPS) – QR code	- Cheque* - Cheque Deposit Machine* - Direct Debit - PPS (Internet and a tone phone service)* - Internet Banking* - Bank Automated Teller Machines (ATMs)*

*Starting from 3 September 2025, please use the "MPF Contribution Bill No." or "Submission Reference No." and eMPF "Employer Account No." or eMPF "Member Account No." provided by the eMPF Platform for making payment. **Failure to provide such information may result in delay or inability to process your contribution.**

Appendix - Summary of the differences between the services provided by AIA International Limited (Hong Kong Branch) and the eMPF Platform

Contribution instruction	External Relevant Employee Members (i.e. members making special voluntary contributions) & TVC Account Holders	Settle contribution upon receipt of payment	Settle contribution upon receipt of payment and contribution instruction
Receipt of payment in excess of the required contribution up to the latest scheme year	Self-employed Members	Settle contribution in next scheme year	<u>Payment settled before Onboarding Date</u> - No refund is allowed - Treat as overpaid contribution of scheme year ended 30 Nov 2025 <u>Payment made to the eMPF Platform after Onboarding Date</u> - subject to a refund arrangement by the eMPF Platform
<u>Enrolment</u>			
Number of Account of External Relevant Employee Members (i.e. members making special voluntary contributions) & Personal Account	External Relevant Employee Members (i.e. members making special voluntary contributions) & Personal Account Members	Unlimited number of account	Single account only
<u>Investment</u>			
Channel performing fund switching or change of investment mandate	All Scheme Members	- Paper - Web Portal / Mobile App - Interactive Voice Response System (IVRS)	- Paper - Web Portal / Mobile App
Channel performing LifeEasy ¹ service	All Scheme Members joining LifeEasy service	- Paper - Web Portal / Mobile App	- Web Portal / Mobile App
Number of switch out request for Guaranteed Portfolio	All Scheme Members	Once in a Scheme Year (subject to trustee's discretion)	Once in a Scheme Year
Limit on the number of reallocation or switching requests in each Scheme year	All Scheme Members	Unlimited but may subject to any alternate arrangements agreed to by the Participating Employers	Unlimited, except switch out of Guaranteed Portfolio

Appendix - Summary of the differences between the services provided by AIA International Limited (Hong Kong Branch) and the eMPF Platform

Count on switch out of a Constituent Fund for a Scheme year during the first three months after a Member's first contribution to the Scheme	All Scheme Members	The switch will not be counted towards any limit on the number of switches	The switch will be counted towards any limit on the number of switches
Investment allocation percentage(s)	All Scheme Members	Must be a multiple of 5	Should be an integer and at least 5%
Investment choice on constituent fund	All Scheme Members	Same investment choice is applied to each contribution type	Different investment choice is applied to each contribution type(s)
<u>Withdrawal</u>			
Offset sequence of Long Service Payment(LSP)/Severance Payment (SP) reimbursement	All Participating Employers and its Members	The Vested Benefits derived from the voluntary contribution (if any) and then the mandatory contribution will be used to offset LSP/SP unless agreed otherwise	Employers are allowed to make a choice for the offsetting sequence from the voluntary contribution (if any) and the mandatory contribution on the eMPF Platform
<u>Frequency of Statement</u>			
Member Benefits Statement	All Scheme Members	- Annually - Semi-annually - Quarterly	- Annually (prepared by the eMPF Platform)

Q & A

Channels	Details	Service Hours
Hotline	183 2622	Manned Service Hours: Monday to Friday: 9 a.m. to 7 p.m. Saturday: 9 a.m. to 1 p.m. (except Sundays and public holidays)
Email Address	enquiry@support.empf.org.hk	
Fax	3197 2988	
Service Centers	Hong Kong Island : Unit 601B, 6/F, Dah Sing Financial Centre, 248 Queen's Road East, Wan Chai, Hong Kong Kowloon : Unit 1205-6, 12/F, Chinachem Plaza, 77 Mody Road, Tsim Sha Tsui East, Kowloon New Territories: Unit 1802A, 18/F, Tower 2, Nina Tower, 8 Yeung Uk Road, Tsuen Wan, New Territories	Opening Hours: Monday to Friday: 9 a.m. to 6 p.m. Saturday: 9 a.m. to 1 p.m. (except Sundays and public holidays)