

Principal MPF Scheme  
eMPF Platform Contribution Reminder



March 2025

This material is created by eMPF Outreach Team, and for reference only

## **Before the scheme is transferred to the eMPF Platform**

- 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 Platform**

- 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 **Principal MPF Scheme Contract Number**.

Principal MPF Scheme  
**Contract No.**



Principal MPF Scheme  
**ER Account No.**

# Assigned Employer Account Number

Original Name in Principal MPF Scheme	New No. / Category	Details	How to search for related numbers
N/A	eMPF ID	After each company registers for the eMPF, the platform will assign a <b>unique eMPF ID</b> to each company. The new eMPF ID is a unique number for employers on the eMPF Platform.	Employers can log in to the eMPF Platform and enquire about their <b>eMPF ID</b> on the login page.
<b>Contract No.</b> [SD xxxxxx]	<b>Employer Account No.</b>	When the participating MPF scheme transferred to eMPF Platform, your company will be <b>assigned a new employer account number</b> , which will replace the existing Principal Scheme Contract Number.	Login eMPF platform <b>Manage Scheme &gt; Manage Registered Scheme</b> , checking employer account number and relevant account details
<b>Member Class</b>	<b>Member Class</b>	Under the company's voluntary contribution arrangement, employees under the same arrangement can be classified into the <b>same member class</b> . There is a <b>designated voluntary contribution calculation method</b> and <b>vesting scale</b> for the same member class	Login eMPF platform <b>Manage Scheme &gt; Manage Registered Scheme</b> , checking employer account number and relevant account details
<b>Pay Centre</b>	<b>Payroll Group</b>	<p>“<b>Payroll Group</b>” refers to different groups of employees with different contribution settings (e.g. contribution cycle, default payment method, etc.) to facilitate employers to manage contributions. In general, Payroll group refer to the subordinate centers/department codes/payment center numbers/subsidiary scheme numbers under an MPF scheme.</p> <p>If the employer has more than one contribution cycle and employee grouping under the scheme, the employer will have more than one payroll group after the scheme transferred to eMPF Platform. Employers can search in eMPF Platform to find out the corresponding “<b>Payroll group</b>”.</p>	Login eMPF platform <b>Manage Scheme &gt; Manage Registered Scheme</b> , checking employer account number and relevant account details

# Contribution Details

## Method 1 : eMPF Web Portal / eMPF Mobile App (ER Portal)

Employers can use **Web Portal / Mobile App** to select submission method, **both** mainly for submission contribution data, especial handle with different scenario.



## Method 2 : Uploading Standardized Spreadsheet (Bulk Upload)

Employers can submit **standardized format Contribution data by Bulk upload** through eMPF ER Portal



## Method 3 : Submit Remittance Statement via eMPF

Employers can mail, email, fax or in person submission in service centre to the eMPF Platform.





- For Employers, who registered and successfully logged in eMPF, will receive e-remittance statement for the current month's contribution (default as 15<sup>th</sup> calendar day of each month).
- Employers can directly submit contribution data through eMPF ER Portal
- E-remittance statement for current month will display the last submission records, including employee records and relevant income, etc.
- Employers can update employees' relevant income and basic salary, and the system will update the MC(Mandatory Contribution) and VC (Voluntary Contribution) based on the new income (as shown on the right)
- After each submission, employers will receive a 'Submission Reference Number', which needs to be quoted when making payment through relevant payment method. Please visit the tutorial tools on eMPF website for details (The link or QR code in bottom right corner for reference.)

Name (Member Account No.)	ID No.	Contribution Period	Relevant Income	Basic Salary	Contributions			Total
					Employer's Mandatory Contributions	Employee's Mandatory Contributions	Employee's Voluntary Contributions	
KA WOI EAGLE GU10185181	G5563843	04/07/2023 03/08/2023	\$ 10,000.0	\$ 0.00	\$ 500.00	\$ 0.00	\$ 0.00	\$ 500.00
WENG KEI LING MAN (10114756)	G55638109	04/07/2023 03/08/2023	\$ 10,000.0	\$ 0.00	\$ 500.00	\$ 500.00	\$ 0.00	\$ 1,000.00
Mai Lai LAU (10112826)	F5811992	04/07/2023 03/08/2023	\$ 10,000.0	\$ 0.00	\$ 500.00	\$ 500.00	\$ 0.00	\$ 1,000.00
HO LING WONG (10173808)	G55633209	04/07/2023 03/08/2023	\$ 10,000.0	\$ 0.00	\$ 500.00	\$ 0.00	\$ 0.00	\$ 500.00

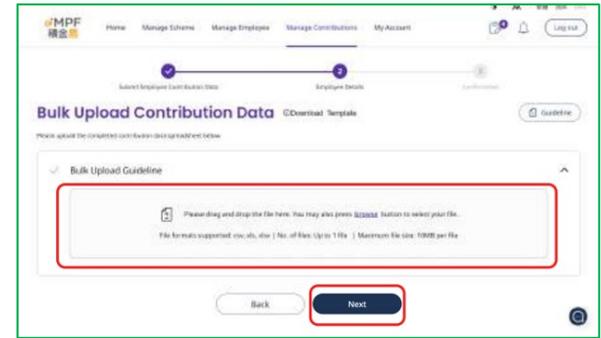
- ❖ *Employers applicable to the following administrative arrangement*
  - *Number of Employees or Relevant Incomes does not change significantly monthly*
  - *Current remittance statement submission by paper or copy format (e.g., PDF) though Online / Offline to Principal*



Submit contributions for employees on eMPF Platform



- For Employers, who registered and successfully logged in eMPF Platform, can upload standardized document to submit contribution data.
- The spreadsheet allows employers to upload current contribution period by relevant payroll group, as well as contributions, enrollments and terminations information. Once the data uploaded, it indicates that employer has submitted the contribution information to eMPF platform.
- Employers can download the template spreadsheet from eMPF Platform (as shown in right image). And input the relevant information directly; If Employers are using payroll software systems, need confirm with suppliers about the compatibility of that system with the eMPF Platform.
- After each submission, employers will receive a "**Submission Reference Number**". which needs to be quoted when making payment through relevant payment method. Please visit the tutorial tools on eMPF website for details (The link or QR code in bottom right corner for reference).



- ❖ *Employers applicable to the following administrative arrangement*
  - *With Large number of employees*
  - *Current remittance statement submitted to Principal in various formats (such as spreadsheets or text files) by online handling (e.g., via email or online upload)*





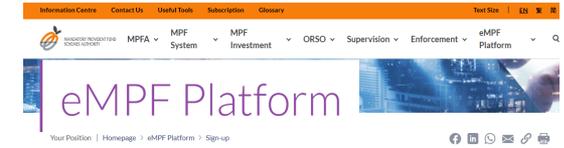
- Principal MPF Scheme Employers can obtain the **latest template spreadsheet** for employee registration and contributions through the following methods to interface with eMPF platform:

## i. Principal MPF Scheme before migration to eMPF Platform

Click the link below to fill out your application information to obtain the technical specification and the **latest spreadsheet template**  
<https://www.mpfa.org.hk/empf/signup/integration>

## ii. Principal MPF Scheme after migration to eMPF Platform

Employers can download the **latest spreadsheet template** from the eMPF Employer Portal



### Request for Technical Specifications for Human Resources System and Payroll Software Solution to Integrate with the eMPF Platform

The eMPF Platform is the most significant reform of the MPF System since its inception. It aims to standardize, streamline and automate the existing scheme administrative processes, helping stakeholders to manage MPF easily, conveniently and efficiently.

If you are an owner or developer of human resources system or payroll software solutions, and wishes to obtain the technical specifications for integrating with the eMPF Platform for MPF employee enrollment and contribution, please fill in the below table and we shall contact you within 7 working days after receiving your request.

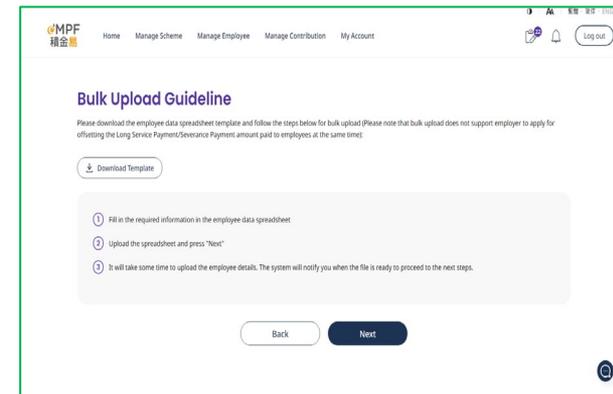
\*Mandatory

Name of Company\*

Company Website\*

First Name\*

Last Name\*





- For employer who submits contribution data to the eMPF Platform via paper instruction form offline, should use standardized format of Remittance Statement. **Two months** after the onboarding date, eMPF Platform will not accept the remittance statements provided by current trustee's format.

- Standardized Remittance Statement ( shown as right side, applicable for MPF scheme already migrated to eMPF Platform ) Can download at eMPF Platform Useful Tool → [Form Centre](#)

- Employer can submit remittance statement to the eMPF Platform through the following methods:

- o Mail : PO Box 98929 Tsim Sha Tsui Post Office
- o Email : [forms@support.empf.org.hk](mailto:forms@support.empf.org.hk)
- o Fax : 3197 2988
- o In person to Service Centre :

### 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

- If employers submit non-standardized remittance statement, it must be submitted with **Page 1 & 8 of the standardized remittance statement (Authorized signatures and company chip)** using the aforementioned

**eMPF 積金易**

**REMITTANCE STATEMENT**  
付款結算書

Internal use only  
內部專用  
eMPF Received Date  
RS  
eMPF Web Page  
網上提交平台

Go Green for efficiency, you may input contribution data via Online Remittance Statement through eMPF Employer Portal. 為提高效率和環保, 請透過 eMPF 網上提交平台輸入供款數據。

Scheme Name 計劃名稱 (Please refer to the Appendix A 附錄A)				(The "Scheme" 計劃)
Employer Name 僱主名稱				(The "Employer" 僱主)
Employer Account No. 僱主賬戶號碼			Payroll Group ID 工資組別編號	
Contribution Period 供款期 (DD/MM/YYYY 日/月/年)	From 由	MM/YY	To 至	MM/YY
				Bill No. 報單編號 (If known 如知道)

- ❖ *Employers applicable to the following administrative arrangement*
  - o *Current remittance statement submitted by offline handling (e.g., Email or mail)*

# Contribution Payment

## Payment Records

Payment 1		
Payment Submission Reference No.	Payment Method	Payment Date (DD/MM/YYYY)
PSD1408853003053372	Cheque	26/02/2025
Payment Amount (HKD)		
\$ 3,000.00		

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Proceed to Payment Instruction

After submitting contribution data to eMPF, need to click “**Proceed with payment instructions**” for payment.

General Payment Method	Details	The valid payment date
<b>Cheque</b>	<ol style="list-style-type: none"> <li>The crossed cheque should be made payable in accordance with the scheme as usual :  <b>PTC-MPF S800</b> ;  <b>「PTC-Smart Plan</b>」 ;  <b>「PTC-Simple Plan</b>」 。</li> <li>The crossed cheque should be issued from the employer's bank account. Please submit to the drop-in box at any eMPF Service Centre or the designated post office box of the eMPF (<b>P.O. Box 98929, Tsim Sha Tsui Post Office</b>).</li> <li>If the employer has more than one payroll group under the scheme, the cheque should be issued separately for each payroll group.</li> </ol>	<p>The date of the contribution cheque* is received by the eMPF Platform Company / the Drop-off box at the eMPF Service Centre</p> <p>(*Cheque must be correctly filled out and is successfully cleared at bank.)</p>
<b>Direct Debit Authorization</b>	<p>If you already have set up direct debit authorization with Principal, 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.</p>	<p>The date of the eMPF Platform received the contribution information or remittance statement</p>
<b>Bill Payment Services (HSBC &amp; Hang Seng Banks only)</b>	<p>The Bill Payment Services methods are as follows:</p> <ul style="list-style-type: none"> <li>ATM</li> <li>Internet banking or bank mobile app</li> <li>Cheque deposit machine*--<u>HSBC Bank only</u>, the crossed cheque should be made payable in accordance with the scheme as usual :  <b>「PTC-MPF S800</b>」 ;  <b>「PTC-Smart Plan</b>」 ;  <b>「PTC-Simple Plan</b>」 。</li> </ul> <p><u>Bank's display shown on the screens:</u></p> <ol style="list-style-type: none"> <li>Select the payment "Bill Payment"</li> <li>Select the payment merchant type "Other Companies" on the bank's screen</li> <li>Select the payment merchant name "Principal Trust (Asia) Limited"</li> <li>Select the bill type^: (<b>^ "Bill type" of the scheme <u>MUST</u> be correctly selected.</b>)            03-PTC-MPF S800            04-PTC-Smart Plan            05-PTC-Simple Plan</li> <li>Enter the bill account number (i.e. employer account number) &amp; contribution amount.</li> </ol>	<p>The date of payment successfully deposited into the scheme account before the deadline.</p> <p>(*Cheque must be correctly filled out and is successfully cleared at bank.)</p>

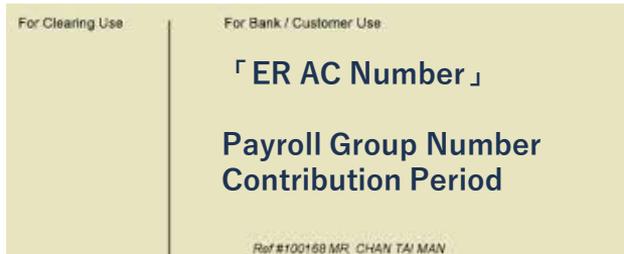
# Make MPF contributions by cheque

If submit contribution data via offline (Method 3), please write on the back of the cheque (see sample 1) :

- eMPF “Employer Account Number”;
- Name of Payroll Group (if there is more than one); and
- Corresponding Contribution Period

If submit contribution data via online (Method 1 & 2), please write on the back of the cheque (see sample 2):

- “Submission Reference Number” (one submission reference number and one cheque);
- Name of Payroll Group (if there is more than one); and
- Corresponding Contribution Period



Cheque Back Sample 1



Cheque Back Sample 2

# Make MPF contributions by cheque

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

1. The crossed cheque should be made payable in accordance with the scheme as usual :
  - 「PTC-MPF S800」;
  - 「PTC-Smart Plan」;
  - 「PTC-Simple Plan」。
2. The crossed cheque should be issued from the employer's bank account. Please submit to 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**).
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

## 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.

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)

\$ 3,000.00

Issuing Bank Name

004 - The Hongkong And Shanghai Banking Corporation Limited

Cheque No.

123456

- After mail or deliver the cheque, submit payment instruction in eMPF Employer Portal
- Select “**Cheque**” in Payment Method
- Enter with relevant information and Submit

# Make MPF contributions by Bill Payment Service

If using Bill Payment Service for MPF contribution, please remind the following points:

1. ONLY for HSBC and Hang Seng Bank
2. Select Merchant List and Bill type ( According to MPF scheme, shown as right photo )
3. Input the Bill Account Number (same as Employer Account Number)
4. Enter the Reference Number obtained after submitted remittance statement on eMPF platform in REMARK section.
5. Make Contribution through the following methods. Please ensure to keep the payment receipts and upload to eMPF platform.

Select a bill type	✕
01 PTC-RETIREMENT SCHEME	<input type="radio"/>
03 PTC-MPF S800	<input type="radio"/>
04 PTC-SMART PLAN	<input type="radio"/>
05 PTC-SIMPLE PLAN	<input type="radio"/>



Automated Teller Machine  
(ATM)



Online Banking



Mobile App Banking



Cheque Deposit  
Machines  
( ONLY HSBC )

Merchant : Principal Trust Co (Asia)  
Ltd<sub>Page 16</sub>

Merchant : Principal Trust Co (Asia)  
Ltd

Merchant : Principal Trust Co (Asia)  
Ltd

## Make MPF contributions by cheque

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If using online contribution submission (method 1 and 2), please include the “Submission Reference Number” in Bill Remarks.

← Back PRINCIPAL TRUST CO (ASIA) LTD Cancel

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Bill account number

56440713

Remarks (Optional)

RSD1408852003048283

# Make MPF contributions by Bill Payment Service

## 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.

Payment Method

### Bill Payment Service

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).



- After making payment, please proceed to eMPF platform and submit the instructions
- Select **Bill Payment Service** in payment method for contribution submission.

Merchant Code	Principal Trust Co (Asia) Ltd
Billing Type	03 PTC-MPF S800 04 PTC-SMART PLAN 05 PTC-SIMPLE PLAN
Employer Account No.	56474897

Payment Amount (HKD)

# View the company related number

## How to search Company Employer Account Number ?

- Login eMPF platform > Manage Contribution > Contribution Period > checking the **Employer Account Number**
- Under Unsettled Contribution page, can view unpaid contribution information and registered scheme **Employer Account Number**

供款期 ①

未提交供款 已處理供款

以僱員姓名/香港身份證號碼搜尋 供款期: 所有供款期 工資組別: 所有工資組別 搜尋

本頁列出所有未提交供款以方便你作出開維。為免延誤，請儘早處理供款。

eMPF 我的強積金計劃  
積金易 受託人: 僱主帳戶號碼: 56463384 帳戶狀態:

工資組別: SMILE

供款期: 01/04/2024 - 30/04/2024 >

狀態	供款類別	待提交僱員紀錄數目	僱員紀錄總數
已提交部分	供款賬單	2	4

Employer Account Number

Payroll Group

Contribution Period

In each submission contribution, unique eMPF **Submission Reference No.** will be shown in page ( **RSD+16 digits number** )

**Submission Reference No.**

供款資料已提交

參考編號: RSD1408571001967407 提交日期及時間: 01/06/2024 15:49:00

你的供款資料已提交。請緊記於「已提交的付款結算書」頁面繳交供款。

返回主頁 作出供款

# Supports to employers & members

## Self-help Information



User Guide



Tutorial Video



FAQs

## Customer Support



Online  
Support



eMPF Customer  
Service Hotline  
(183 2622)



eMPF Service  
Centre



eMPF Outreach Team  
(Appointment required)

Visit the eMPF platform ( [www.empf.org.hk](http://www.empf.org.hk) ) , click on ‘**Contact Us**, and select ‘**View / Make eMPF Outreaching Service Appointment**’.

## eMPF Outreaching Service (for employers only)

We offer outreaching service to assist employers in registration and activation of eMPF and introduction of the major functionalities of eMPF Employer Portal.

If you are an employer of the following MPF scheme(s): **MASS Mandatory Provident Fund Scheme, China Life MPF Master Trust Scheme, BCOM Joyful Retirement MPF Scheme, SHKP MPF Employer Sponsored Scheme, BEA (MPF) Value Scheme, BEA (MPF) Master Trust Scheme**, please register for eMPF now. Otherwise, there is no need for you to register at this time, as before your scheme has onboarded the eMPF Platform, your MPF account information will not be available on the Platform and the Platform cannot provide service to you by handling scheme administration work. Please make eMPF Outreaching Service appointment only when your MPF Scheme is about to get onboard or has gotten onboard the eMPF Platform.

[View/Make eMPF Outreaching Service Appointment](#)

Enter the registration certificate number\* ( i.e., Business Registration No., Companies Ordinance etc. ) and Mobile phone number for contact purposes.

\* This field **must be** 11 digits:

- BR must contain 11 digits
- If using another certificate with fewer than 11 digits, please fill in '0' instead.



## View / Make eMPF Outreaching Service Appointment

Log in to eMPF

Register / Login

or continue as guest

### Employer

Registration No. (e.g. Business Registration No.)

12345678000

Mobile No.

+852

61234567

Next

Employers can choose 90-minute time slot for the coming 30 days. The available appointment slots are as follows:

- i. 09:00a.m. to 10:30a.m.
- ii. 11:00a.m. to 12:30p.m.
- iii. 2:30p.m. to 4:00p.m.
- iv. 4:30p.m. to 6:00p.m.

## Book an eMPF Outreaching Service

**Choose Date & Time**

 You can make an appointment within the coming 1 month(s)

2025 March

S	M	T	W	T	F	S
23	24	25	26	27	28	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

**Tuesday, 04/03/2025, 09:00**  
Hong Kong Time (UTC+8)

● Available ● Limited Quota ● Full - Join Waiting List

● 09:00

● 11:00

● 14:30

● 16:30

Back

Next

Input 4 parts of information:

- i. Appointment Details
- ii. Company Information
- iii. Contact Person
- iv. Supporting Document  
(BR Cert. and Address proof)

## Book an eMPF Outreaching Service

✓ Appointment Details



✓ Company Information



✓ Contact Person



✓ Supporting Document



Business Registration Certificate

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, pdf, doc, docx | No. of files: Up to 5 file s | Maximum file size: 10MB per file

Business Registration.png 450.31 KB

Address Proof

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, pdf, doc, docx | No. of files: Up to 5 file s | Maximum file size: 10MB per file

Address Proof.png 234.51 KB

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

Back

Submit

# Reservation of outreaching team

Upon successfully appointment booking, Booking Reference No. will be issued. The mobile number and email provided during the application will receive a confirmation message from the platform.

**The Outreaching team will confirm the appointment details via the mobile number before the meeting.**



## Appointment Booked Successfully

Booking Reference No.: 42318368500

We will send the appointment confirmation to you shortly.

Appointment Date and Time (DD/MM/YYYY)

04/03/2025 09:00

Enquiry Category

eMPF Registration support

Enquiry Details

Registration Process Related

Channel	Detail	Manned Service Hours
<b>eMPF Customer Service Hotline</b>	183 2622 (Press 1-1-9 to direct connect with customer service manager)	Monday to Friday: 9am to 7pm Saturday: 9am to 1pm (except public holidays)
<b>Contribution Hotline</b>	3197 2834	Monday to Friday: 9am to 7pm (except public holidays)
<b>Email</b>	enquiry@support.empf.org.hk	
<b>Fax</b>	3197 2922	
<b>eMPF Service Centers</b>	<p><b><u>Hong Kong Island</u></b> Unit 601B, 6/F, Dah Sing Financial Centre, No. 248 Queen's Road East, Wanchai, Hong Kong</p> <p><b><u>Kowloon</u></b> Suites 1205-6, 12/F, ChinachemGolden Plaza, No. 77 Mody Road, TsimShaTsuiEast, Kowloon</p> <p><b><u>New Territories</u></b> Suite 1802A, 18/F, Tower 2, Nina Tower, No. 8 Yeung Uk Road, Tsuen Wan, New Territories</p>	Monday to Friday: 9am to 7pm Saturday: 9am to 1pm (except public holidays)

**This material is created by eMPF Outreach Team, and for reference only**