

For employer's reference only, not for public distribution

Principal MPF Scheme Series 800

MPF Contribution Easy Guide

for employers



How to Make Contribution?

- by **direct debit** from employer's designated bank account, you may get Direct Debit Authorization Form¹ online or
- by **cheque**, make your crossed cheque payable to **PTC – MPF S800**, with the Contract Number and Covered Period written at the back or

Recommended Contribution Methods



- by HSBC/HSB **Bill Payment** via 1. Online Banking / 2. ATM / 3. CQM²
Just select your preferred service options, keep your **Bill Payment Receipt**³ image and upload!

How to do Bill Payment? You may select as suggested below:

Category

Others

Merchant



Principal Trust Co (Asia) Ltd – for Online Banking



Principal Trust – for ATM



Principal Trust Company (Asia) Limited – for CQM²

Bill Type

03 = PTC - MPF S800

Bill Payee Account Number /
Bill Account Number /
Contract Number

MPF contract number⁴ (E.g. SD012034 should be input as 12034)



and return to Principal by **Upload Contribution File(s)**⁵



What items could be uploaded to Principal via Upload Contribution File(s)⁵?

- Scanned **Membership Enrolment Form** if any new member
- Scanned **Bill Payment Receipts** AND Scanned **Remittance Statement**¹ or **Contribution Calculator (Excel)** whenever it is required during every contribution period

¹ For online admin forms, please go to www.principal.com.hk.

² CQM only applicable to HSBC.

³ Showing the company name and contract number.

⁴ Please check your MPF contract number with Principal, skip all alphabets and zero right after the alphabets (**E.g. SD012034 should be input as 12034**).

⁵ Upload Contribution File(s) could be enjoyed after employer login Principal Retirement Service Centre at <https://members.principal.com.hk>.



How to Submit Remittance Statement?

Get your Remittance Statement Form¹ online

- Using paper format: complete the Remittance Statement and return to Principal by:



Post: 30/F, Millennium City 6, 392 Kwun Tong Road, Kwun Tong, Kowloon, Hong Kong or



Fax: 2827 1707⁶ or



Email: principalmpf@principal.com⁷

Recommended Ways to Submit Remittance Statement (RS)

- Using **softcopy format**:



1. Online Tool : eContribution⁵
(Build in form of RS, just complete and submit online)



2. Excel File : **Contribution Calculator**
(Please call our Employer Hotline at (852) 2251 9322 to get the latest version of this Excel tool)



3. Other data output format generates from payroll system



For 2 or 3, you may return to Principal by **Upload Contribution File(s)**⁵ or email **principalmpf@principal.com**

⁶ If this Remittance Statement has been sent by email or fax or submitted via other e-channels, please do not send the original form by post to avoid duplication.

⁷ To ensure effective email submission, please get some tips at "**Submission Notes for Email Communications**".



Submission Notes for Email Communications

Important Notes:

- You should retain a copy of the receipt or the image of the payment made as a proof of payment as required by the MPFA.
- All receipts or image of the receipts showing the company name and contract number must be sent along with your Remittance Statement to Principal on or before the contribution due day.
- Principal will not recognize any payment without the aforesaid receipt or image of the receipt. Employer may be subjected to surcharge as a result.
- The decision of Principal will be final in the event of any dispute this may cause.



(852) 2251 9322



www.principal.com.hk



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