

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 Form<sup>1</sup> online /
- by **cheque**, made your crossed cheque payable to **PTC – MPF S800**, with the Contract Number and Covered Period written at the back

### Recommended Contribution Methods



- by HSBC/HSB **Bill Payment** via 1. Online Banking / 2. ATM / 3. CQM<sup>2</sup>  
Just select your preferred service options, keep your **Bill Payment Receipt**<sup>3</sup> 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 CQM <sup>2</sup>
Bill Type	03 = PTC - MPF S800
Bill Payee Account Number / Bill Account Number / Contract Number	MPF contract number <sup>4</sup>

-  and return to Principal by **Upload Contribution File(s)**<sup>5</sup>

### What items could be uploaded to Principal via Upload Contribution File(s)<sup>5</sup>?

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

<sup>1</sup> For online admin forms, please go to [www.principal.com.hk](http://www.principal.com.hk).

<sup>2</sup> CQM only applicable to HSBC.

<sup>3</sup> Showing the company name and contract number.

<sup>4</sup> 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).

<sup>5</sup> Upload Contribution File(s) could be enjoyed after employer login Principal Retirement Service Centre at <https://rsc.principal.com.hk/Principal.WebApp/htdocs/initial.aspx?lang=en-GB>.



## How to Submit Remittance Statement?

Get your Remittance Statement Form<sup>1</sup> 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 /



Tel: 2827 1707<sup>6</sup> /



Email: [principalmpf@principal.com](mailto:principalmpf@principal.com)<sup>7</sup>



### Recommended Ways to Submit Remittance Statement (RS)

- Using **softcopy format**:



1. Online Tool : eContribution<sup>5</sup>  
(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)**<sup>5</sup> / email [principalmpf@principal.com](mailto:principalmpf@principal.com)<sup>7</sup>

<sup>6</sup> 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.

<sup>7</sup> To ensure effective email submission, please get some tips at "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](http://www.principal.com.hk)



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