

## How to make payment for MPF contributions by e-Cheque? (Employer)

### Notes on e-Cheque Issuance Service

Employers can access the e-Cheque issuance service via their internet banking accounts with e-Cheque issuing banks.

Please enter the following information for e-Cheque issuance:

1. Date on cheque  
( Post-dated cheque  
will not be accepted)

2. Payable to “BOCI-Prudential Trustee  
Limited”

|                     |                                 |                  |               |    |   |   |
|---------------------|---------------------------------|------------------|---------------|----|---|---|
| <b>ABC BANK</b>     |                                 | e-Cheque<br>電子支票 | <b>1</b> Date | 31 | 3 | 2016  |
| <b>2</b> Pay        | BOCI-Prudential Trustee Limited |                  |               |    |   |   |
| <b>3</b> HK Dollars | One Hundred Only                | <b>3</b>         | HK\$ 100.00   |    |   |   |
| DEF LIMITED         |                                 |                  |               |    |   |   |
| Remarks             | 00012345678 <b>4</b>            |                  |               |    |   |  |

3. Cheque amount

4. 11-digit MPF Scheme number

The bank will then generate the e-Cheque with the digital signature based on the payer's given instruction.

For more information, please click [HERE](#) if you have a Bank of China (Hong Kong) (“BOCHK”) account; otherwise, please enquire your own bank for details.

# e-Cheque Submission Channels

Employers can submit an e-Cheque through one of the following channels:

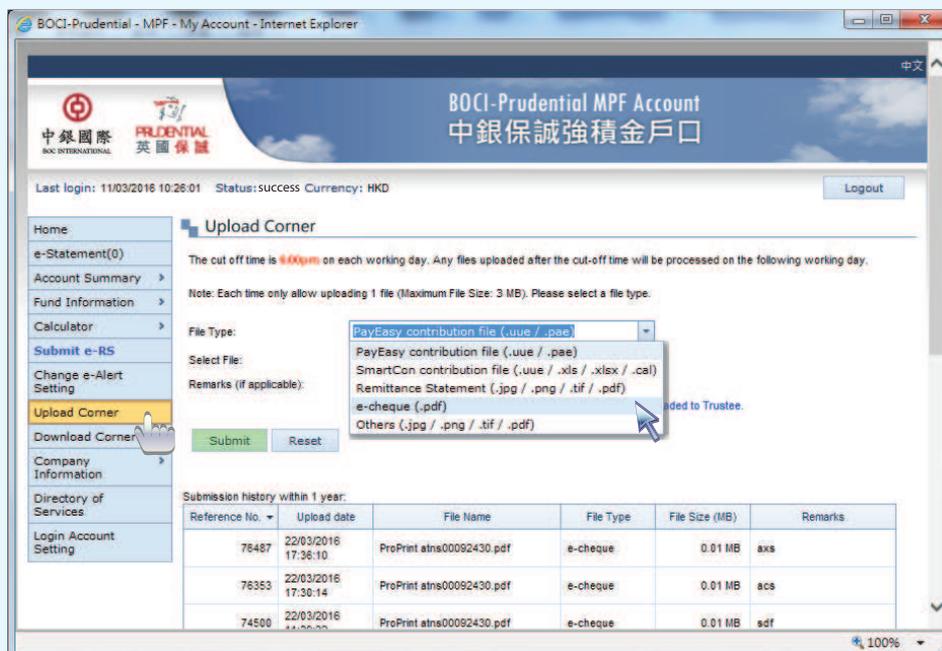
## A. Via e-Cheque upload service of MPF (Employer) account on our website

Employers can upload the e-Cheque to MPF Employer account on our website after downloading the e-Cheque in PDF format from their respective internet banking accounts. Please refer to the following steps:

**Step 1:** Visit our website [www.bocpt.com](http://www.bocpt.com) and log in to MPF Employer account.



**Step 2:** Click on "Upload Corner" and select "e-Cheque" in "File Type" after log in.



**Step 3:** Upload an e-Cheque file in " Select File" and provide all the necessary information. Click "Submit" after all fields are duly completed.

Home

e-Statement(0)

Account Summary >

Fund Information >

Calculator >

**Submit e-RS**

Change e-Alert Setting

**Upload Corner**

Download Corner >

Company Information >

Directory of Services

Login Account Setting

**Upload Corner**

The cut off time is **4:00pm** on each working day. Any files uploaded after the cut-off time will be processed on the following working day.

Post-dated cheque will not be accepted for payment of MPF contributions and valid cheque should be issued within 6 months from the date on cheque.

Note: Each time only allow uploading 1 file (Maximum File Size: 3 MB). Please select a file type.

File Type: e-cheque (.pdf)

Select File: C:\Users\... 瀏覽...

Date on cheque: 15/03/2016

Cheque No: 111111

Cheque Amount: 10,000.00

Cover Period: 01/03/2016 to 31/03/2016

Contact Person: Ms Chan

Contact Person Tel: 20001234

Remarks (if applicable):

Disclaimer

You acknowledge that your use of our services for uploading e-cheques ("Services") is at your sole risk. The Services and the information, contents and other materials contained in the "Uploading" webpage are provided to you on an "AS IS" basis without any express or implied warranty or representation of any kind. In particular, BOCI-Prudential Trustee Limited ("BOCI-Prudential") do not make any express or implied warranty or representation as to the accuracy, completeness, fitness for a particular purpose, reliability, security or timeliness of such Services, information, contents and materials. BOCI-Prudential will not be liable for any errors in, omissions from, or misstatements or misrepresentations (whether express or implied) concerning any such Services, information, contents and materials, and will not have or accept any liability, obligation or responsibility whatsoever for any loss, destruction, damage (including without limitation consequential loss, destruction or damage), costs or expenses, howsoever caused, however arising, directly or indirectly, from or in respect of any use or misuse of or reliance on, inability to use or the unavailability of such Services, information, contents and materials. BOCI-Prudential also do not warrant or represent that the Services is free of computer viruses. Communications over the Internet may be subject to interruption, delayed transmission due to Internet traffic or incorrect data transmission due to the public nature of the Internet or otherwise. BOCI-Prudential shall not be liable for any loss, destruction or damage, costs or expenses, howsoever caused, arising out of or in relation to any transmission through the direct or indirect use of the Services by you over the internet or otherwise.

Submit Reset

Gentle reminder: Apart from e-cheque services, you may also try our [e-RS](#) services to submit Remittance Statement online!

- ★ Only 1 file can be uploaded each time (Maximum File Size: 3 MB), and duplicate presentation of the same e-Cheque is not allowed.
- 🕒 Post-dated cheque will not be accepted and valid e-Cheque should be issued within 6 months from the date on cheque. (Payment for MPF contributions will only be deemed valid when the e-Cheque is honoured.)
- ✔ Cheque number includes 6 digits.

## B. Via e-Cheque Bill Payment Service of BOCHK e-Cheque Drop Box

Employers can also make contribution payment with e-cheque through e-Cheque Bill Payment Service of BOCHK e-Cheque Drop Box. Please refer to the following steps:

**Step 1:** Click [HERE](#) to visit BOCHK e-Cheque Drop Box, select "e-Cheque Bill Payment", and click "Confirm" after input all necessary information

**e-Cheque Bill Payment**

Step 1 > 2 > 3 > 4

Deposit e-Cheque  e-Cheque Bill Payment

Through e-Cheque Bill Payment Service, you can make bill payment to designated merchants with e-Cheque(s), saving your efforts to post the paper cheques and allowing you to manage your bills with convenience and ease. You can also choose to receive the transaction record of bill payment through email for easy reconciliation.

[Terms and Conditions](#)

Please read the above Customer Terms and Conditions for e-Cheques Services.

Verification Code

P S S F

[Refresh Image](#)

**Step 2:** Select "Insurance Or Pension Services" in "Merchant Category", select "BOC-Prudential Easy-Choice MPF Scheme" or "My Choice MPF Scheme (BOCI-Prudential)" in "Merchant Name"

**e-Cheque Bill Payment**

Step 1 > 2 > 3 > 4

Deposit e-Cheque  e-Cheque Bill Payment

Merchant Category \*  
Insurance Or Pension Services

Merchant Name \*  
BOC-Prudential Easy-Choice MPF Scheme

Please Select  
BOC Group Life Assurance Co Ltd  
BOC-Prudential Easy-Choice MPF Scheme  
My Choice MPF Scheme (BOCI-Prudential)

11-digit MPF Scheme no. (Leading "0" required to give 11-digit scheme no. in full)

**Step 3:** Input **11-digit MPF Scheme number** and then upload an e-Cheque file in PDF format in "File Location" ,select to receive e-Receipt via email, click "Submit" after all fields are duly completed

11-digit MPF Scheme no. (Leading "0" required to give 11-digit scheme no. in full)

**Upload e-Cheque**

File Location \*

Remarks: You can deposit up to 8 e-Cheque(s)/e-Cashier's Order(s)

**Contact Information**

Receive e-Receipt  Yes, via e-mail  No

E-mail Address

Your personal information stated above will be used for this application only and not for other direct marketing purposes. If you have become our customer and wish to update your personal information maintained at the Bank, please kindly submit a duly signed [Contact Information Amendment Form \(Personal Customer\)](#) and return to any of our branches. The E-mail Address provided above will be used for handling the related usage of the e-Cheques Services only and it will not be transferred to a third party.

**Step 4:** Click "Confirm" to complete the submission process

中國銀行(香港) BANK OF CHINA (HONG KONG)

**e-Cheque Bill Payment**

Please verify before confirming this transaction.

Merchant Category: Insurance Or Pension Services  
Merchant Name: BOC-Prudential Easy-Choice MPF Scheme  
11-digit MPF Scheme no. (Leading "0" required to give 11-digit scheme no. in full): 00090504876

**Upload Summary**

|                             |              |
|-----------------------------|--------------|
| Number Of Accepted Cheque   | 0            |
| Total Payment Amount        |              |
| Number Of In Process Cheque | 1            |
| In Process Payment Amount   | HKD 1,001.20 |

File Name: 000000745\_easy choice.pdf [Modify](#) [Remove](#)

Cheque Date: 2020/12/31  
Amount: HKD 1,001.20  
Upload Status: Upload Successful (Account name does not match)

**Contact Information**

Email Address: jinguliu@bochi.com



### C. Via e-mail service (only applicable to employers who have BOCNET HK / CBS Online accounts)

Employers can send the e-Cheque directly to us through the email service provided by BOCNET HK / CBS Online, in addition to issuing the e-Cheque in PDF format.

Please provide the following information when submitting the e-Cheque for easy identification:

**Other Information**

Issue Date  Now  Later on

Cheque Template  General Cheque Template

To be sent to the e-mail address(es) of the recipient(s) on the Issue Date\*

1st : mpf@bocpt.com

2nd :

3rd :

Issuer :

Please note: In order not to affect the transaction of your e-Cheque/e-Cashier's Order, it is recommended that you should contact the recipient(s) whether he/she has received your e-Cheque/e-Cashier's Order on the issue date. Also, please ensure the recipient(s) has agreed to provide the above data and receive e-Cheque/e-Cashier's Order. The e-mail address provided above will be used for handling the related usage of the e-Cheques Services only and it will not be transferred to a third party.

E-mail Message\*

11-digit MPF Scheme Number: 00012345678  
Contact person and telephone: Ms. Chan - 20001234  
Cover period: 01/03/2016 - 31/03/2016

[Accepted Characters](#)

(The number of Chinese and English characters cannot individually exceed 80 and 400 characters, including spaces. The maximum number of rows is 5.)

\* Optional

1. Our e-mail address: **mpf@bocpt.com**

2. Compulsory contribution data including:

- ⊕ 11-digit MPF scheme number**
- ⊕ Contact person and telephone**
- ⊕ Cover period**

Should you have any queries, please do not hesitate to call our Customer Services Representatives at:

Easy-Choice MPF Administration Hotline : 2929-3030

My Choice Customer Service Hotline : 2929-3366

## How to make payment for MPF contributions by e-Cheque? (Self-employed Person)

### Notes on e-Cheque Issuance Service

Self-employed persons (SEPs) can access the e-Cheque issuance service via their internet banking accounts with e-Cheque issuing banks.

Please enter the following information for e-Cheque issuance:

1. Date on cheque  
( Post-dated cheque  
will not be accepted)

2. Payable to “BOCI-Prudential Trustee  
Limited”

|                     |                                 |                  |               |    |   |   |
|---------------------|---------------------------------|------------------|---------------|----|---|---|
| <b>ABC BANK</b>     |                                 | e-Cheque<br>電子支票 | <b>1</b> Date | 31 | 3 | 2016  |
| <b>2</b> Pay        | BOCI-Prudential Trustee Limited |                  |               |    |   |   |
| <b>3</b> HK Dollars | One Hundred Only                | <b>3</b>         | HK\$ 100.00   |    |   |   |
| DEF LIMITED         |                                 |                  |               |    |   |   |
| Remarks             | 00012345678 <b>4</b>            |                  |               |    |   |  |

3. Cheque amount

4. 11 digit MPF Scheme number

The bank will then generate the e-Cheque with the digital signature based on the payer's given instruction.

For more information, please click [HERE](#) if you have a Bank of China (Hong Kong) (“BOCHK”) account; otherwise, please enquire your own bank for details.



# e-Cheque Submission Channels

SEPs can submit an e-Cheque through one of the following channels:

## A. Via e-Cheque upload service of MPF (SEP) account on our website

SEPs can upload the e-Cheque to MPF SEP account on our website after downloading the e-Cheque in PDF format from their respective internet banking accounts. Please refer to the following steps:

**Step 1:** Visit our website [www.bocpt.com](http://www.bocpt.com) and log in to MPF SEP account.



**Step 2:** Click on "Statement & Upload/Download" and select "e-Cheque" after log in.



**Step 3:** Upload an e-Cheque file in " Select File" and provide all the necessary information. Click "Submit" after all fields are duly completed.

The screenshot shows the 'e-Cheque' upload page on the BOCI-Prudential MPF Account website. The page title is 'BOCI-Prudential MPF Account 中銀保誠強積金戶口'. The navigation menu includes 'Account Enquiry', 'Account Management', 'Personal Information', 'Statement & Upload/Download', and 'Analytic Tools'. The 'e-Cheque' section is active, showing a form for uploading a file. The form fields are: File Type (e-cheque (.pdf)), Select File (C:\Users\...), Date on cheque (15/03/2016), Cheque No (121212), Cheque Amount (100,000.00), Cover Period (01/03/2016 to 31/03/2016), Contact Person (Mr Chan), and Contact Person Tel (20001234). There are 'Submit' and 'Reset' buttons at the bottom. A disclaimer is visible below the form.

- ★ Only 1 file can be uploaded each time (Maximum File Size: 3 MB), and duplicate presentation of the same e-Cheque is not allowed.
- ⚙️ Post-dated cheque will not be accepted and valid e-Cheque should be issued within 6 months from the date on cheque. (Payment for MPF contributions will only be deemed valid when the e-Cheque is honoured.)
- ✓ Cheque number includes 6 digits.

## B. Via e-Cheque Bill Payment Service of BOCHK e-Cheque Drop Box

SEPs can also make contribution payment with e-cheque through e-Cheque Bill Payment Service of BOCHK e-Cheque Drop Box. Please refer to the following steps:

**Step 1:** Click [HERE](#) to visit BOCHK e-Cheque Drop Box, select "e-Cheque Bill Payment", and click "Confirm" after input all necessary information

The screenshot shows the BOCHK e-Cheque Bill Payment interface. At the top left is the BOCHK logo and name in Chinese and English. The main heading is "e-Cheque Bill Payment". On the right, there is a preview of an e-Cheque form with fields for "Pay to" and "Remarks". Below the heading, there are two radio buttons: "Deposit e-Cheque" and "e-Cheque Bill Payment", with the latter selected. A blue arrow points to the "e-Cheque Bill Payment" option. Below the radio buttons, there is a paragraph of text explaining the service. A link for "Terms and Conditions" is provided. There is a checkbox for "Please read the above Customer Terms and Conditions for e-Cheques Services." Below this, there is a "Verification Code" field with a CAPTCHA image showing the letters "P S S F" and a "Refresh Image" link. At the bottom, there are "Confirm" and "Cancel" buttons. A progress indicator at the bottom right shows "Step 1" selected, followed by "2", "3", and "4".

**Step 2:** Select "Insurance Or Pension Services" in "Merchant Category", select "BOC-Prudential Easy-Choice MPF Scheme" or "My Choice MPF Scheme (BOCI-Prudential)" in "Merchant Name"

The screenshot shows the BOCHK e-Cheque Bill Payment interface at Step 2. The "Merchant Category" dropdown menu is open, showing "Insurance Or Pension Services" selected. The "Merchant Name" dropdown menu is also open, showing "BOC-Prudential Easy-Choice MPF Scheme" selected. Below the "Merchant Name" dropdown, there is a list of options: "Please Select", "BOC Group Life Assurance Co Ltd", "BOC-Prudential Easy-Choice MPF Scheme", and "My Choice MPF Scheme (BOCI-Prudential)". The "BOC-Prudential Easy-Choice MPF Scheme" option is highlighted. The "11-digit MPF Scheme no. (Leading '0' required to give 11-digit scheme no. in full)" field is empty. The "Confirm" and "Cancel" buttons are still visible at the bottom. The progress indicator at the bottom right shows "Step 2" selected, followed by "1", "3", and "4".

**Step 3:** Input **11-digit MPF Scheme number** and then upload an e-Cheque file in PDF format in "File Location" ,select to receive e-Receipt via email, click "Submit" after all fields are duly completed

11-digit MPF Scheme no. (Leading "0" required to give 11-digit scheme no. in full)  
\*

00012345678

**Upload e-Cheque**

File Location \*

Remarks: You can deposit up to 8 e-Cheque(s)/e-Cashier's Order(s)

**Contact Information**

Receive e-Receipt  Yes, via e-mail  No

E-mail Address

Your personal information stated above will be used for this application only and not for other direct marketing purposes. If you have become our customer and wish to update your personal information maintained at the Bank, please kindly submit a duly signed [Contact Information Amendment Form \(Personal Customer\)](#) and return to any of our branches. The E-mail Address provided above will be used for handling the related usage of the e-Cheques Services only and it will not be transferred to a third party.

**Step 4:** Click "Confirm" to complete the submission process

 中國銀行(香港) BANK OF CHINA (HONG KONG)

**e-Cheque Bill Payment**

Please verify before confirming this transaction.

Merchant Category Insurance Or Pension Services  
Merchant Name BOC-Prudential Easy-Choice MPF Scheme  
11-digit MPF Scheme no. (Leading "0" required to give 11-digit scheme no. in full) 0008801476

**Upload Summary**

Number Of Accepted Cheque 0  
Total Payment Amount  
Number Of In Process Cheque 1  
In Process Payment Amount HKD 1,001.20

File Name [20200007141 easy choice.pdf](#) [Modify](#) [Remove](#)  
Cheque Date 2020/12/31  
Amount HKD 1,001.20  
Upload Status Upload Successful (Account name does not match)



**Contact Information**

E-mail Address



### C. Via e-mail service (only applicable to SEPs who have BOCHK internet banking accounts)

SEPs can send the e-Cheque directly to us through the email service provided by the internet banking of BOCHK, in addition to issuing the e-Cheque in PDF format.

Please provide the following information when submitting the e-Cheque for easy identification:

**Other Information**

Issue Date  Now  Later on

Cheque Template  General Cheque Template

To be sent to the e-mail address(es) of the recipient(s) on the Issue Date\*

1st : mpf@bocpt.com

2nd :

3rd :

Issuer :

Please note: In order not to affect the transaction of your e-Cheque/e-Cashier's Order, it is recommended that you should contact the recipient(s) whether he/she has received your e-Cheque/e-Cashier's Order on the issue date. Also, please ensure the recipient(s) has agreed to provide the above data and receive e-Cheque/e-Cashier's Order. The e-mail address provided above will be used for handling the related usage of the e-Cheques Services only and it will not be transferred to a third party.

E-mail Message\*

11-digit MPF Scheme Number: 00012345678  
Contact person and telephone: Ms. Chan - 20001234  
Cover period: 01/03/2016 - 31/03/2016

[Accepted Characters](#)

(The number of Chinese and English characters cannot individually exceed 80 and 400 characters, including spaces. The maximum number of rows is 5.)

\* Optional

+ Add New Recipient

1. Our e-mail address: **mpf@bocpt.com**

2. Compulsory contribution data including:

- ⊕ 11-digit MPF scheme number**
- ⊕ Contact person and telephone**
- ⊕ Cover period**

Should you have any queries, please do not hesitate to call our Customer Services Representatives at:

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**My Choice Customer Service Hotline : 2929-3366**