

BOC-Prudential Easy-Choice Mandatory Provident Fund Scheme

Notice on MPF Contributions

Employers are required by law to remit every month MPF contributions to the trustee for the previous contribution period (generally means wage period), together with the duly completed Remittance Statement and Notice of Termination of Employment (if applicable). These should reach the trustee on or before the Contribution Day each month (i.e. the 10th day of each month). Please reserve sufficient document delivery and contribution processing time (at least 3 working days) to avoid any delay. A non-complying employer is liable to a surcharge and penalty.

Employers can make MPF contributions and submit contribution data through the following channels:

Contributions Payment Method	Cut-off time of receiving payment
1 Direct debit (Auto-pay) (For service application, please complete and return the “Direct Debit Authorization”)	Within office hour
2 Via “BOC Corporate Banking Services Online”/ “Corporate Banking Services Online” (For service application, please visit Business Account Opening Branches of BOC(HK) or contact Corporate Customer Service Hotline of BOC(HK) at 3988 2288) Please select Payment Service → Insurance/Pension → BOC-Prudential Easy-Choice Mandatory Provident Fund Scheme (P031) → Pay Contributions, and then input your MPF scheme no. in the field “MPF Scheme Number 11 digit”	Cut-off time of bank’s bill payment
3 Use cheque deposit machine of BOC(HK) (please refer to its User Guide)	Cut-off time of cheque deposit machine
4 Submit cheque (Post-dated cheque will not be accepted) Payable to: BOCI-Prudential Trustee Limited Please submit cheque via one of the following methods: <input checked="" type="checkbox"/> Submit e-Cheque via MPF (Employer) Account on Trustee’s website, BOCHK e-Cheque Drop Box or other channel (Please refer to the e-Cheque User Guide https://www.bocpt.com/english/eCheque_Service_User_Guide_eng.pdf for details) <input checked="" type="checkbox"/> Please enter your MPF scheme no. in the Remarks column <input checked="" type="checkbox"/> Crossed Cheque <input checked="" type="checkbox"/> Cutoff by 21 May 2025 (6:00 pm) : Send by post to Suite 1507, 15/F, 1111 King’s Road, Taikoo Shing, Hong Kong <input checked="" type="checkbox"/> From Onboarding date and onwards (i.e. 5 June 2025): - send by post to eMPF Platform (PO Box 98929 Tsim Sha Tsui Post Office) or - through drop-in box in any of the eMPF Service Centres eMPF Service Centres Hong Kong Island : Unit 601B, 6/F, Dah Sing Financial Centre, No. 248 Queen’s Road East, Wanchai, Hong Kong Kowloon : Suites 1205-6, 12/F, Chinachem Golden Plaza, No. 77 Mody Road, Tsim Sha Tsui East, Kowloon New Territories : Suite 1802A, 18/F, Tower 2, Nina Tower, No. 8 Yeung Uk Road, Tsuen Wan, New Territories Service hours: Monday to Friday: 9:00 am – 6:00 pm Saturday: 9:00 am – 1:00 pm Sunday & Public Holiday: Closed <input checked="" type="checkbox"/> Deposit at any branches of BOC(HK) Our A/C No.: 012-875-00292463 (BOC(HK)) Please reserve sufficient documents delivery and processing time and write: <input checked="" type="checkbox"/> Employer name, your 11 digits MPF scheme no. and the relevant contribution period at the back of the cheque; & <input checked="" type="checkbox"/> your cheque no. clearly on the “Remittance Statement” Note: 1. Cash payments are not accepted by all means. 2. Any incorrect or incomplete information on the cheque will be treated as invalid and will NOT be accepted. 3. Please DO NOT submit the contributions through MPF Intermediaries.	16:30 each business day (specific cut-off time of e-Cheque Deposit/ Drop Box service provided by each bank may vary) For detailed contribution steps after onboarding, please refer to MPF Contributions for Employees – Web Portal User Guide (Employers) , or scan the below QR code to view. 

Submission Channel of Contribution Data*

* Including “Remittance Statement”, cheque or other contribution payment receipt, “Member Enrolment Form” (applicable to newly hired employee - please submit the duly completed form within the first 60 days of employment), and Notice of “Termination of Employment” (applicable to leaving employee)

Cutoff by 21 May 2025 (6:00pm)

- 1 Send to Trustee’s E-mail Address mpf@bocpt.com
- 2 Upload to MPF Employer Account on Trustee’s website www.bocpt.com
- 3 By Fax (2151 0999 / 2530 4786)
- 4 By post (Address: Suite 1507, 15/F, 1111 King’s Road, Taikoo Shing, Hong Kong) - please reserve sufficient documents delivery and processing time
- 5 In person (visit Trustee’s Customer Service Centre: Suite 1507, 15/F, 1111 King’s Road, Taikoo Shing, Hong Kong)

From Onboarding date and onwards (i.e. 5 June 2025)

- 1 Through the eMPF Web Portal
- 2 Through eMPF App
- 3 Send post to eMPF Platform (PO Box 98929 Tsim Sha Tsui Post Office)
- 4 Through drop-in box at any one of the eMPF Service Centres

To ease your administration burden, you may consider setting up Auto-pay arrangement with your banks by completing a Direct Debit Authorization Form or use BOC CBS Online to pay your MPF contributions, which will bring you a punctual and convenient payment experience.

Should you have any queries, please do not hesitate to contact our Customer Services Representatives at 2929 3030.

重要通知：更新中國銀行（香港）存支票機的輸入程序
Important Notice: Updated Steps to Use Bank of China (HK) Cheque Deposit Machine

中國銀行（香港）存支票機操作介面已作出更新。為確保閣下更方便使用存支票機，請依照下列輸入程序，處理閣下的強積金供款：

The interface of the Bank of China (Hong Kong) Cheque Deposit Machine has been upgraded. To ensure you can adapt to the new interface and use it conveniently, please refer to the following updated instructions to handle your MPF contributions:



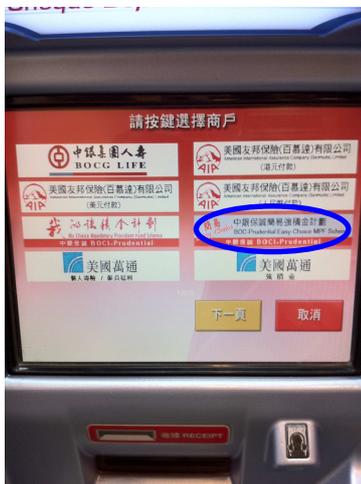
I. 使用中國銀行(香港)支票機處理供款 — 按屏幕上的「開始」鍵及選擇顯示語言
 Access the Bank of China (Hong Kong) Cheque Deposit Machine - press “Start” and select display language



II. 選擇「繳付商戶賬單」
 Select “Bill Payment Service”



III. 選擇商戶類別 (保險或公積金服務)
 Select “Merchant Category (Insurance/Pension)”



IV. 選擇商戶
 簡易強積金計劃
 Select “Merchant” (Easy-Choice MPF Scheme)



V. 輸入繳費單編號 (即 11 位數字的強積金計劃編號) (注意：如沒有或不正確輸入計劃編號，將會延誤我們處理閣下的強積金供款)
 Enter “Payment Reference” (i.e. the 11-digit MPF Scheme Number)
 (Note: if no/incorrect scheme number is entered, this may delay our handling of your MPF contributions)

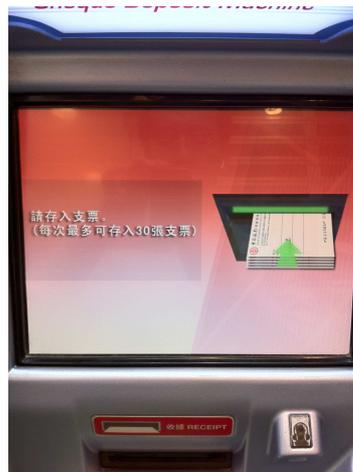


VI. 核對繳費單編號是否為閣下正確的計劃編號並在港元金額欄輸入強積金供款支票總金額
 Check whether the **Payment Reference** is your **CORRECT Scheme No.** and enter the total amount of your MPF contribution

重要通知：更新中國銀行（香港）存支票機的輸入程序
Important Notice: Updated Steps to Use Bank of China (HK) Cheque Deposit Machine



VII. 輸入聯絡電話(可選擇是
否需要)
Key in your contact phone
number (optional)



VIII. 按指示存入支票
Insert your cheque(s)



IX. 確認交易資料及
取回收據存底
Check and confirm
deposit information and
retrieve the Customer
Advice for your records

如有查詢，請即與本公司客戶服務代表聯絡：

簡易強積金行政熱線：2929-3030

Should you have any queries, please do not hesitate to contact our Customer Service Center at:

Easy-Choice MPF Administration Hotline : 2929-3030