

Notes on MPF Contributions

Employers are required by law to remit each month MPF contributions for the previous contribution period (generally means wage period), together with the duly completed employees contribution data (ie 'Remittance Statement' and/or 'Notice of Termination of Employment' (if applicable)) and the payment of the contributions.

Payment of MPF Contribution

1. Direct Debit Authorization (ie Direct Debit)

Set up Direct Debit Authorization (DDA) to pay the MPF contributions via your designated bank account. Employers can apply to set up Direct Debit Authorization via eMPF Portal, eMPF App or Form 'BOC-Prudential Easy-Choice Mandatory Provident Fund Scheme - Direct Debit Authorization (EC-DDA)'.

2. Cheque

Use crossed cheque to pay the MPF contributions. Please fill in the payee name as 'BOCI-PRUDENTIAL TRUSTEE LIMITED-ECS', issue date, contribution amount and sign on the front of the cheque. On the back of the cheque, please write down the 'Employer name', 'Employer Account Number' (8 digits)/ 'MPF Contribution Bill No.'/ 'Submission Reference No.' (16 digits) issued by eMPF and the relevant contribution period. Post-dated cheque will not be accepted.

Submit the cheque through below ways:

- Counters of the bank branches at Bank of China (Hong Kong)(Bank account number: 012-875-00292463)
- Cheque Deposit Machine of Bank of China (Hong Kong)
- Post to eMPF Platform
- Drop-in box at any one of the eMPF Service Centres

3. E-Cheque

Use e-cheque to pay the MPF contributions. Please enter the payee name as 'BOCI-PRUDENTIAL TRUSTEE LIMITED-ECS', issue date, contribution amount. In the field of 'remarks', please enter 'Employer Account Number' (8 digits)/ 'MPF Contribution Bill No.'/ 'Submission Reference No.' (16 digits) issued by eMPF and the relevant contribution period. Post-dated cheque will not be accepted.

Submit the e-cheque through below ways:

- Send the e-cheque to the email account: forms@support.empf.org.hk
- Upload the e-cheque to the eMPF Platform when submitting Payment Instruction

4. Direct Credit / Local Interbank Transfer (CHATS) / Bank Transfer / Telegraphic Transfer

Pay the MPF contributions directly into the designated bank account (Bank account number: 012-875-00292463). After the payment is made, a direct credit advice will be issued by the designated bank. On the direct credit advice, please mark the 'Employer Account Number' (8 digits)/ 'MPF Contribution Bill No.'/ 'Submission Reference No.' (16 digits) issued by eMPF and the relevant contribution period. Take a screenshot or photo of the direct credit advice and upload it to eMPF Platform as supporting document when proceeding with the payment instruction on the portal.

Submission of MPF Contribution Data

- By electronic means through eMPF Portal or eMPF App to submit the employees' contribution data
- By physical form 'Remittance Statement (RS)' and/or 'Notice of Termination (NOTS)' where applicable through post, drop-in box, email, facsimile etc to the eMPF Platform

Tips

- Please allow sufficient time for delivery and processing when submitting physical document and/or cheque to avoid any delay.
- Any incorrect or incomplete information on the cheque will be considered as invalid and will NOT be accepted.
- Cash payments for MPF contributions are not accepted by all means.
- Please DO NOT submit the contributions through MPF Intermediaries.

Submission Channel to eMPF Platform

Post: PO Box 98929 Tsim Sha Tsui Post Office

Email: forms@support.empf.org.hk

Facsimile: (852) 3197 2988

Drop-in box of the eMPF Service Centres:

Hong Kong Island	Unit 601B, 6/F, Dah Sing Financial Centre, No. 248 Queen's Road East, Wanchai, Hong Kong	<u>Service hours</u> Monday to Friday: 9:00 am – 6:00 pm Saturday: 9:00 am – 1:00 pm Sunday & Public Holiday: Closed
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	

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.



Should you have any queries, please contact eMPF Customer Service Hotline on 183 2622 or trustee on 2929 3030 (Customer Service Hotline of Easy-Choice Mandatory Provident Fund Scheme).

使用中國銀行（香港）存支票機的步驟

Steps to use Bank of China (Hong Kong) Cheque Deposit Machine

中國銀行（香港）存支票機操作介面已作出更新。請參考下列步驟，以存入強積金供款支票作處理：

The interface of the Bank of China (Hong Kong) Cheque Deposit Machine has been updated. Please refer to the following steps to deposit the MPF contributions cheque payment for processing:



步驟一 Step I :

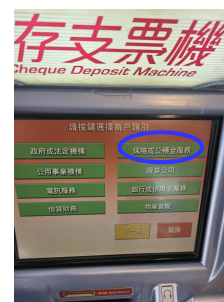
使用中國銀行（香港）支票機處理供款 — 按屏幕上的「開始」鍵及選擇語言

Access the Bank of China (Hong Kong) Cheque Deposit Machine – Press “Start” and select language



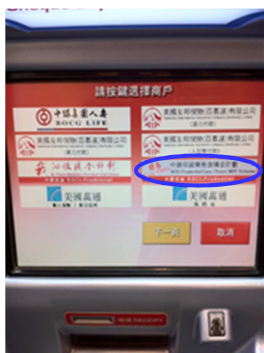
步驟二 Step II :

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



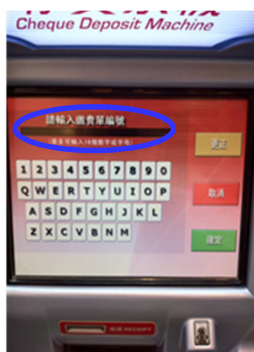
步驟三 Step III :

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



步驟四 Step IV :

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



步驟五 Step V :

輸入繳費單編號（即積金易的「僱主帳戶號碼」（8位數字）或「強積金供款帳單號碼」/「提交參考編號」（16位數字））
Enter “Payment Reference” (ie eMPF’s “Employer Account No.” (8 digits) or “MPF Contribution Bill No.”/ “Submission Reference No.” (16 digits))



步驟六 Step VI :

核對繳費單編號是否為正確的「僱主帳戶號碼」/「強積金供款帳單號碼」/「提交參考編號」，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 CORRECT “Employer Account No.”/“MPF Contribution Bill No.” / “Submission Reference No.” and enter the total amount of MPF contributions



步驟七Step VII :

輸入聯絡電話 (可選擇是否需要)

Key in your contact phone number (optional)



步驟八Step VIII :

按指示存入支票

Insert the cheque(s)



步驟九Step VIII :

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

請注意：於存入強積金供款支票過程中如沒有或不正確輸入有關資料，包括積金易的「僱主帳戶號碼」（8 位數字）或「強積金供款帳單號碼」/「提交參考編號」（16 位數字）或供款金額，將可能會延誤有關的強積金供款之處理。

Note: When deposit the MPF contribution cheque payment, if no/incorrect information (including eMPF's "Employer Account No.," "MPF Contribution Bill No.," "Submission Reference No." or the MPF contribution amount is provided, the processing of the MPF contribution may be delayed.

如有查詢，請致電簡易強積金計劃客戶服務熱線 2929 3030。

Should you have any queries, please contact customer service hotline of Easy-Choice Mandatory Provident Fund Scheme on 2929 3030.