

June 2024

**MASS Mandatory Provident Fund Scheme (“Scheme”)  
MPF Contribution Arrangement after Onboarding to eMPF Platform**

Starting from June 26, 2024 (“Effective Date”), the eMPF Platform Company Limited will take up the administration of the Scheme and provide scheme administration services to you via the eMPF Platform, including handling service instructions from employers, scheme members and self-employed persons. Hence, you should submit all scheme administration service instructions / contribution data directly to the eMPF Platform instead of YF Life Trustees Limited (“Trustee”), and make contribution on or before Contribution Day<sup>1</sup>. Contribution is considered paid on the date on which it is received by the eMPF Platform or it is credited to the Scheme’s bank account. Late payment will be subject to a surcharge calculated at 5% of the late payment amount. If there is any default contribution, such record will be reported to the Mandatory Provident Fund Schemes Authority, therefore, you are advised to submit contribution data and make contribution payment electronically via the eMPF Platform, in order to avoid any delay of contribution payment due to postal delays or clerical errors which results in late contribution subject to surcharge.

The bank account used to collect contribution payments for the Scheme will remain unchanged as below:

Payee Name:	YF Life Trustees Limited
HSBC:	004-500-674296-001
Bank of China:	012-875-0-042745-6

If you have set up a Direct Debit Instruction (DDI) with the Trustee, the data of your DDI will be migrated to the eMPF Platform and you are not required to set up a DDI again.

Starting from the Effective Date, you can choose to submit contribution data and instructions via the eMPF Web Portal or the eMPF Mobile App. Please visit the eMPF website at [www.empf.org.hk](http://www.empf.org.hk) for further information.

eMPF Web Portal



Alternatively, contribution data / instructions may be submitted by paper-based means to the eMPF Platform by post, fax, email or in person. The payee on cheque will remain unchanged as “**YF Life Trustees Limited**”. If you have been paying contributions by direct credit to Trustee’s bank account, you can continue to do so. Please mark the account number<sup>2</sup> provided by the eMPF Platform on the back of the cheque/payment proof:

eMPF Mobile App



- Postal Address: PO Box 98929 Tsim Sha Tsui Post Office
- Fax Number: 3197 2988
- Email address: [forms@support.empf.org.hk](mailto:forms@support.empf.org.hk)
- In person to one of the following eMPF Service Centres:

<sup>1</sup> The contribution day for regular monthly-paid employees is the 10<sup>th</sup> day of each month, employers must pay MPF contributions for all their employees on or before the contribution day. Self-employed persons must pay MPF contributions on or before the last day of each relevant contribution period. If the contribution day falls on a Saturday, Sunday, a public holiday or a gale/black rainstorm warning day, the contribution day is extended to the next business day.

<sup>2</sup> The scheme number of your existing Scheme account will not be applicable after the Scheme has onboarded the eMPF Platform. Starting from the Effective Date, you may log-in to the eMPF Web Portal or the eMPF Mobile App, contact the eMPF Customer Service Hotline or visit the eMPF Service Centres or eMPF Self-service Kiosks to obtain the updated account number. For the address and office hours of eMPF Self-service Kiosks, please visit the eMPF website ([empf.org.hk/contact/en](http://empf.org.hk/contact/en)) for the details.

Address	Office Hours
Unit 601B, 6/F, Dah Sing Financial Centre, No. 248 Queen's Road East, Wanchai, Hong Kong	Monday to Friday (9:00 am to 6:00 pm) Saturday (9:00 am to 1:00 pm) Sunday & Public Holiday (Closed)
Suites 1205-6, 12/F, Chinachem Golden Plaza, No. 77 Mody Road, Tsim Sha Tsui East, Kowloon	
Suite 1802A, 18/F, Tower 2, Nina Tower, No. 8 Yeung Uk Road, Tsuen Wan, New Territories	

Should you have any enquiry in relation to the MPF scheme administration (e.g. the progress of your instruction, MPF account's administration, usage of eMPF Web Portal or eMPF Mobile App, etc.), please call eMPF Customer Service Hotline at 183 2622 °

Yours sincerely,  
For and on behalf of  
YF Life Trustees Limited