

## THE UNIVERSITY OF HONG KONG

### **Frequently Asked Questions on Mandatory Provident Fund (MPF)**

#### **Q1: What is MPF?**

A1: The MPF, introduced in December 2000, is an employment-based statutory retirement protection system implemented by the Hong Kong Special Administrative Region (HKSAR) Government. Both employees and their employers are required to contribute monthly to MPF schemes provided by approved private organisations, according to their salaries and the period of employment.

#### **Q2: Which MPF Scheme has the University adopted as its designated MPF Scheme?**

A2: The University has adopted the HSBC Mandatory Provident Fund SuperTrust Plus Scheme (the “HSBC MPF Scheme”) as its designated MPF Scheme. This Scheme is administrated by HSBC Limited. Detailed information about the Scheme can be found on the [HSBC website](#).



#### **Enrolment**

#### **Q3: Who are required to enrol into an MPF Scheme?**

A3: Except for certain categories of exempt persons (refer to *Q6* below), all appointees aged between 18 and 65 undertaking employment for 60 days or longer, irrespective of whether it is on full-time or part-time basis, are required by law to join and contribute to an MPF Scheme.

#### **Q4: How to enroll into an MPF Scheme?**

A4: Enrollment should be completed **online through the eMPF Platform**, which is developed and operated by a wholly owned subsidiary of the Mandatory Provident Fund Schemes Authority (MPFA). The platform centralizes and digitalizes all MPF schemes’ administrative processes, allowing users to manage MPF online at ease.

The eMPF Platform officially commenced operations on June 26, 2024, and the HSBC MPF Scheme will be onboard from January 29, 2026.

For further details about the eMPF Platform, please visit the official website below:

[eMPF Platform FAQ](#)



**Things to get ready for the eMPF Registration**

- ✓ A valid mobile phone number (**HK mobile number only**) and **email address** (for receiving one-time passcode for verification and activation notification)
- ✓ Your **HKID card**
- ✓ Download **eMPF Mobile App**



**Enrolment Workflow on eMPF Platform**

|   |  |   |
|---|--|---|
| Step 1<br>- Activate HKU Portal                           | <ul style="list-style-type: none"><li>• Activate your account at <a href="https://hkuportal.hku.hk/">https://hkuportal.hku.hk/</a> (Refer to your Letter of Appointment for instructions)</li></ul>  |   |
| Step 2<br>- Submit Personal & Family Data Form            | <ul style="list-style-type: none"><li>• Submit the online form (e-PFD) by logging into <b>HKU Portal -&gt; My Service -&gt; Personal &amp; Family Data Form</b> (<i>to facilitate an enrolment notification to be sent to you via SMS or email by eMPF</i>)</li></ul>  |   |
| Step 3<br>- Register eMPF<br><i>(If you have an HKID)</i> | <ul style="list-style-type: none"><li>• Register eMPF at <a href="https://www.empf.org.hk/">https://www.empf.org.hk/</a> or via the <b>eMPF Mobile App</b></li><li>• If you have already registered for the eMPF, go to Step 4</li><li>• Apply for an HKID at <b>HKID application</b>.</li><li>• <b>Inform HRO</b> by presenting your HKID to your departmental HR colleague who will then send certified copy of your HKID to HRO</li></ul> |  |
| Step 4<br>- Complete HKU HSBC MPF Scheme Enrolment        | <ul style="list-style-type: none"><li>• Once you receive a notification email or SMS from eMPF, log on the eMPF to complete the enrolment</li></ul>  |  |

**Q5: When is the deadline for enrolling into MPF?**

A5: To comply with the statutory requirement of enrolling eligible employees in an MPF scheme within the first 60 days of their employment, the University kindly requests appointees to complete your MPF enrolment as early as possible, and in any case **within a week upon receipt of notification from eMPF**, to ensure sufficient time for processing by the relevant parties and opening the account, thus facilitating timely MPF contributions.

**Q6: Who is eligible for exemption from the MPF Scheme and what is the process for applying?**

A6: Appointees can be exempted from the MPF Scheme if they hold an employment visa AND meet one of the following criteria:

- (a) The validity period of the employment visa granted by the Immigration Department does not exceed 13 months;
- (b) The validity period of the employment visa granted by the Immigration Department is more than or beyond the first 13 months, and the appointee is a member of a provident, pension, retirement or superannuation scheme established outside Hong Kong.

For appointees falling under category (a), exemption from MPF is automatic. For those under category (b), they will need to complete the "***Declaration Form for Exemption from MPF (document 112/1114)***" and send the completed form to HRO by email at [mpfhro@hku.hk](mailto:mpfhro@hku.hk).

Download the "***Declaration Form for Exemption from MPF (document 112/1114)***" [here](#).



It is important to notify the HRO promptly of any changes in circumstances that may affect the appointees' eligibility for exemption (e.g. change of visa type, obtaining the right of abode in Hong Kong, or cessation of membership in overseas retirement schemes). This will enable the HRO to take appropriate follow-up actions.

**Q7: Is it necessary to complete a new MPF enrolment when rejoining the University after a break of service, even if there is already an existing MPF scheme account with HSBC?**

A7: Yes, a new enrolment must be completed if there is a break of service between your appointments with the University. You will receive a notification email or SMS from eMPF to log onto the eMPF platform to complete the enrolment.

In the event that no instructions were given to the trustee within three months after receiving notice of termination of employment from the University, the existing MPF scheme account from previous appointments would have been transferred to a personal account under the same scheme.

## **Contributions**

### **Q8: How much is the mandatory contributions to the MPF Scheme?**

A8: Both appointees and the University are each required to make mandatory contributions of 5% of the appointee's monthly relevant income<sup>1</sup> into their MPF account, subject to the minimum and maximum relevant income levels. The current minimum and maximum relevant income levels are \$7,100 and \$30,000 respectively (i.e. the maximum contribution is \$1,500 per month).

| <b>Monthly Relevant Income</b> | <b>Amount of Mandatory Contributions</b> |                              |
|--------------------------------|--|------------------------------|
|                                | <b>Payable by the University</b>         | <b>Payable by Appointees</b> |
| Less than \$7,100              | Relevant income × 5%                     | No contributions required    |
| \$7,100 to \$30,000            | Relevant income × 5%                     | Relevant income × 5%         |
| More than \$30,000             | \$1,500                                  | \$1,500                      |

All contributions required of the appointee to an MPF scheme are deducted from the appointee's salary by the University and paid to the trustee of the HSBC MPF Scheme.

### **Q9: What is the contribution period and when are the contributions made every month?**

A9: Generally, the contribution period refers to the wage period and the contributions are made on the 10<sup>th</sup> day of each month<sup>2</sup>.

#### Employee's contributions for new appointees

There is a contribution holiday for the first 30 days of employment, as well as for any incomplete wage period that immediately follows the 30-day period.

For example, if an appointee's first day of employment is 5 June:

|                         |  |
|-------------------------|--|
| From 5 June to 4 July:  | There is a 30-day contribution holiday   |
| From 5 July to 31 July: | The contribution holiday extends to the end of the incomplete wage period that immediately follows the 30-day period |

<sup>1</sup> "Relevant income" refers to all monetary payments paid or payable by an employer to an employee, including wages, salary, leave pay, fees, commissions, bonuses, gratuities, perquisites or allowances, but excluding severance payments or long service payments under the Employment Ordinance.

<sup>2</sup> If the contribution day falls on a Saturday, a public holiday or a gale/black rainstorm warning day, the contribution day is extended to the next day which is not a Saturday, a public holiday or a gale/black rainstorm warning day.

|                |  |
|----------------|--|
| From 1 August: | MPF contribution will be deducted from salary for the contribution period of August and the University will remit the contributions to the trustee on or before 10 September, which is the contribution day. |
|----------------|--|

#### Employer's contributions

There is no contribution holiday for the employer, and the University will make the employer's contribution for an appointee from the first day of employment.

**Q10: Can appointees contribute more than the mandatory contribution level into their MPF account?**

A10: For retirement planning purposes, voluntary contributions can be made by opening a separate account under an MPF scheme that offers special voluntary contributions (SVC) or tax-deductible voluntary contributions (TVC) by selecting an MPF scheme of their choice.

For more information on SVC and TVC, please refer to the Mandatory Provident Fund Schemes Authority (MPFA) website on **Tax Deductible Voluntary Contributions**. Moreover, appointees can utilize the **Trustee Service Comparative Platform** to facilitate choosing an MPF scheme that aligns with individual preferences.

Details on [TVC](#):



[Trustee Service Comparative Platform](#):



**Tax Residency Self-Certification**

**Q11: What is the purpose of the “Tax Residency Self-Certification” section in the MPF enrolment?**

A11: The inclusion of the “Tax Residency Self-Certification” section in the MPF enrolment is due to the regulatory requirements imposed on MPF schemes as reporting financial institutions (“Reporting FIs”), effective from 1 January 2020. The Reporting FIs are obligated to comply with the due diligence and reporting obligations under the Automatic Exchange of Information (AEOI) framework. AEOI involves the transmission of financial account information from Hong Kong to an overseas tax jurisdiction, with which Hong Kong has an AEOI arrangement in place. As part of this framework, due diligence procedures must be applied to identify reportable accounts. Therefore, it is essential for appointees to provide their tax residency status in the MPF enrolment form to ensure compliance with the AEOI requirements. Failure to do so may adversely affect the account opening process.

For more details on AEOI, please refer to the [website of the Inland Revenue Department](#):



**Q12: How can appointees determine their tax residency in an overseas jurisdiction?**

A12: For detailed insights into the tax laws of different jurisdictions for defining tax residence, please refer to the [website of the Organisation for Economic Co-operation and Development \(OECD\)](#) below. If appointees have doubts regarding their tax residency status, it is recommended to seek professional advice from qualified tax professionals.



**Q13: Is it required to complete the “Tax Residence Self-Certification” section in the MPF enrolment form for appointees who are Hong Kong permanent residents, hold no foreign passports, and only have tax liability in Hong Kong?**

A13: Yes, it is still mandatory for all new MPF account holders to provide self-certifications to the Reporting FI in respect of their personal information, including tax residence. If an account holder is not a tax resident in any jurisdiction outside Hong Kong, the Reporting FI is not required to report their account information to the Inland Revenue Department for transmission to any jurisdiction outside Hong Kong. However, due diligence procedures will still be applied to verify that the account holder is not a reportable person.

**Fund Choice**

**Q14: Where can more information be found on the different fund choices available under the HSBC MPF Scheme?**

A14: Detailed information on the unit price and cumulative performance of the funds offered under the HSBC MPF Scheme can be accessed on the [MPF Fund Platform](#) facilitating informed decisions on fund choices based on personal preferences and financial goals.



## **Q15: What is the Default Investment Strategy (DIS)?**

A15: The DIS is a ready-made investment arrangement primarily tailored for individuals who prefer not to make their own investment choice. It is also available as an investment choice for those who find it suitable for their own circumstances. In cases where appointees do not specify their investment choices when setting up a new MPF account, their contributions will be automatically invested in accordance with the DIS. For more information on DIS, please visit the website of the [MPFA Default Investment Strategy](#).



## **Transfer of Accrued Benefits**

**Q16: Can appointees transfer the accrued benefits to another MPF scheme during their service with the University?**

A16: Yes, appointees can transfer the MPF derived from the **employee's mandatory contributions** through the Employee Choice Arrangement (ECA). This arrangement allows them to transfer their contributions to an MPF scheme of their own choice once a year<sup>3</sup>, enabling greater autonomy and encouraging active management of their MPF investments. To initiate the transfer, login to the eMPF platform, go to **My MPF > Transfer MPF > Employee Choice Arrangement**.

Guideline on MPF Transfer  
via [Mobile App](#)



Guideline on MPF Transfer  
via [Web Portal](#)



However, it is important to note that the MPF derived from the **employer's mandatory contributions** under the current employment cannot be transferred. This portion of the MPF must be retained in the original scheme until the cessation of employment. The University will continue to make contributions to the HSBC MPF Scheme, instead of the appointees' newly chosen scheme, even after they have exercised the right of transfer under the ECA.

---

<sup>3</sup> A year refers to the period from 1 January to 31 December.

**Q17: How should appointees handle their MPF upon leaving the University?**

A17: Upon leaving the University, appointees may transfer the accrued benefits (derived from both the employer's and the employee's contributions) to another registered MPF scheme. Alternatively, they may opt to retain the accrued benefits in the HSBC MPF Scheme under a personal account. If no instructions are provided by the appointees to the trustee within three months of receiving the notice of termination of employment from the University, their MPF will be automatically transferred from the contribution account to a personal account under the same scheme and continue to be invested in the same funds chosen in the original contribution account. You may refer to the guidelines of Q16 above on transferring MPF.

**Withdrawal of Accrued Benefits**

**Q18: When can the accrued benefits under the MPF scheme be withdrawn?**

A18: Under the MPF legislation, scheme members may only withdraw their MPF derived from their mandatory contributions upon reaching the age of 65. Early withdrawal is only allowed under the following specific circumstances:

- Early retirement at age 60 or above;
- Permanent departure from Hong Kong;
- Total incapacity;
- Terminal illness;
- A small account balance of \$5,000 or less; or
- Death.

For more detailed information on withdrawal of MPF, please visit the website [MPFA MPF withdrawal](#).



To initiate the withdrawal, login to the eMPF platform, go to ***My MPF > Withdraw Benefits > Claim MPF Benefits > (Select a Claim Reason)***.

Guideline on MPF Withdrawal  
via [Mobile App](#)



Guideline on MPF Withdrawal  
via [Web Portal](#)



**Q19: How can the MPF accrued benefits be withdrawn upon reaching the age of 65 or early retirement?**

A19: To make a claim on the ground of Retirement at Age 65, please login to the eMPF platform, select ***My MPF > Withdraw Benefits > Claim MPF Benefits > Attaining the Retirement Age of 65*** and follow the steps to complete the application.

To make a claim on the grounds of early retirement, please login to the eMPF platform, select ***My MPF > Withdraw Benefits > Claim MPF Benefits > Early Retirement*** and follow the steps to complete the application.

Alternatively, appointees have the option to keep their contributions in the existing MPF scheme for continuous investment.

Please refer to Q18 above regarding the guidelines on MPF withdrawal.

### **Tax Deductions**

**Q20: Are there any tax deductions for the MPF contributions under the Inland Revenue Ordinance?**

A20: Appointees can claim a tax deduction under Salaries Tax for the mandatory contributions made to an MPF scheme. The maximum deductible amount should not exceed the amount prescribed in the Inland Revenue Ordinance (currently at \$18,000 per year). Please refer to the latest announcements by the [Inland Revenue Department](#).



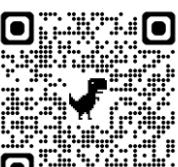
### **Further Information and Contact**

**Q21: How to check the account balance under an MPF account?**

A21: Account balances can be checked through any of the following channels:

- eMPF Platform
- Annual benefit statements (issued by eMPF after the end of each financial year of the MPF Scheme)
- HSBC internet Banking (Personal Customers)
- HSBC HK Mobile Banking app

## Q22: Where can I find more information on MPF?

|  |   |
|--|---|
| A22: Background and regulations on MPF:                            | <p><a href="#">MPF Information Centre</a></p>                                    |
| Your MPF accounts details:   | <p>Logon to your eMPF Platform via <a href="#">Web Portal</a> or Mobile APP</p>  |
| Information and enquiries on HSBC MPF Scheme:                      | <p>HSBC MPF Member hotline: 3128 0128</p> <p><a href="#">HSBC MPF FAQ</a></p>   |
| Enquiries on MPF enrolment and application for exemption from MPF: | <p>Contact the respective HR Managers in your Faculty/Department/School/Office, or send your enquiry to <a href="mailto:mpfshro@hku.hk">mpfshro@hku.hk</a></p>    |
| Enquiries on MPF contributions:                                    | <p>Email the Finance and Enterprises Office (FEO) at <a href="mailto:feo_payroll@hku.hk">feo_payroll@hku.hk</a></p>   |

## Human Resources Office

December 2023

Amended January 2026