

Mandatory Provident Fund (MPF) Enrolment

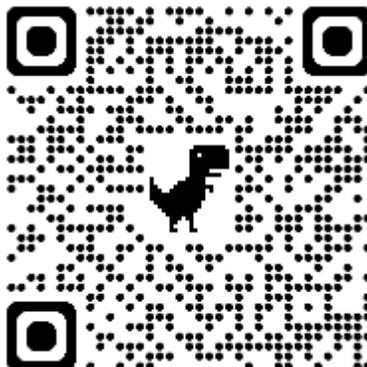
Important Notes

- ❖ To comply with **legislative requirement**, all appointees aged between 18 and 65 employed for 60 days or more **MUST** enrol in the HSBC MPF Scheme unless exempted under the MPF Schemes Ordinance.
- ❖ **Please complete and submit the online MPF enrolment via the eMPF Platform (eMPF) as soon as possible, and in any case within a week after commencement of duty.**

Timely submission of the MPF enrolment form is essential to comply with the legal requirements and to avoid delays in making MPF contributions

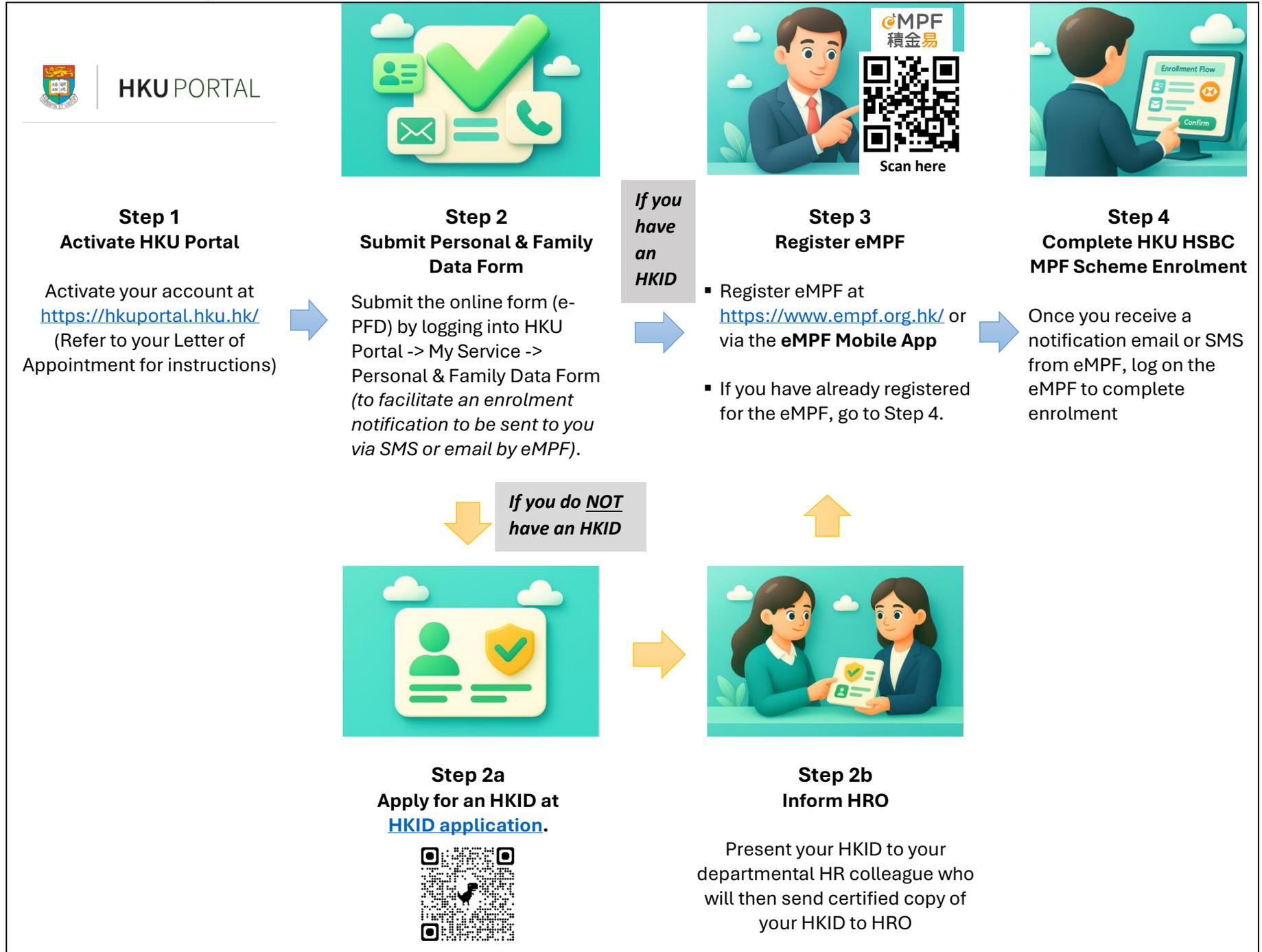
- ❖ Appointees **re-joining the University** after a break of service, must **submit a new MPF enrolment**, even if they have an existing MPF account with HSBC from previous appointments at the University.
- ❖ To facilitate your eMPF registration and enrolment, please ensure that you have **provided your up-to-date contact information** (Hong Kong mobile number¹ and email address) to the Human Resources Office via the Personal & Family Data Form, which is accessible through the HKU Portal.
- ❖ When completing the enrolment, the **HKID no. should be used** instead of the passport no. as the key identifier for your MPF account. In the event that you do not yet have an HKID and have provided your passport no. for enrolment, please notify the Human Resources Office once the HKID is obtained.
- ❖ An enrolment flowchart is printed on the overleaf for your reference. Full information (e.g., User Guide & FAQs) on MPF can be found via the link below.

<http://rewards.hku.hk/mpf>



¹ Hong Kong mobile number is mandatory for eMPF registration. Non-Hong Kong number is not accepted.

Workflow on eMPF Registration



Visit <https://rewards.hku.hk/mpf/> for full information on MPF from the University.

Obtain support from eMPF directly: <https://www.empf.org.hk/useful-tools/member-and-self-employed-person/> (Website); 183 2622 (Hotline)

登記參加強制性公積金（強積金）

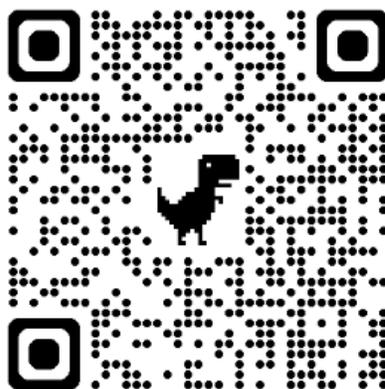
重要事項

- ❖ 為遵守**法定要求**，所有年齡介於 18 至 65 歲之間並連續受僱 60 天或以上的香港大學僱員**必須**參加滙豐強積金計劃。
- ❖ 請在**入職後一周內儘快**透過「積金易」平台完成強積金計劃登記。

請務必準時登記強積金，以免違反法律規定及延誤繳納強積金供款。

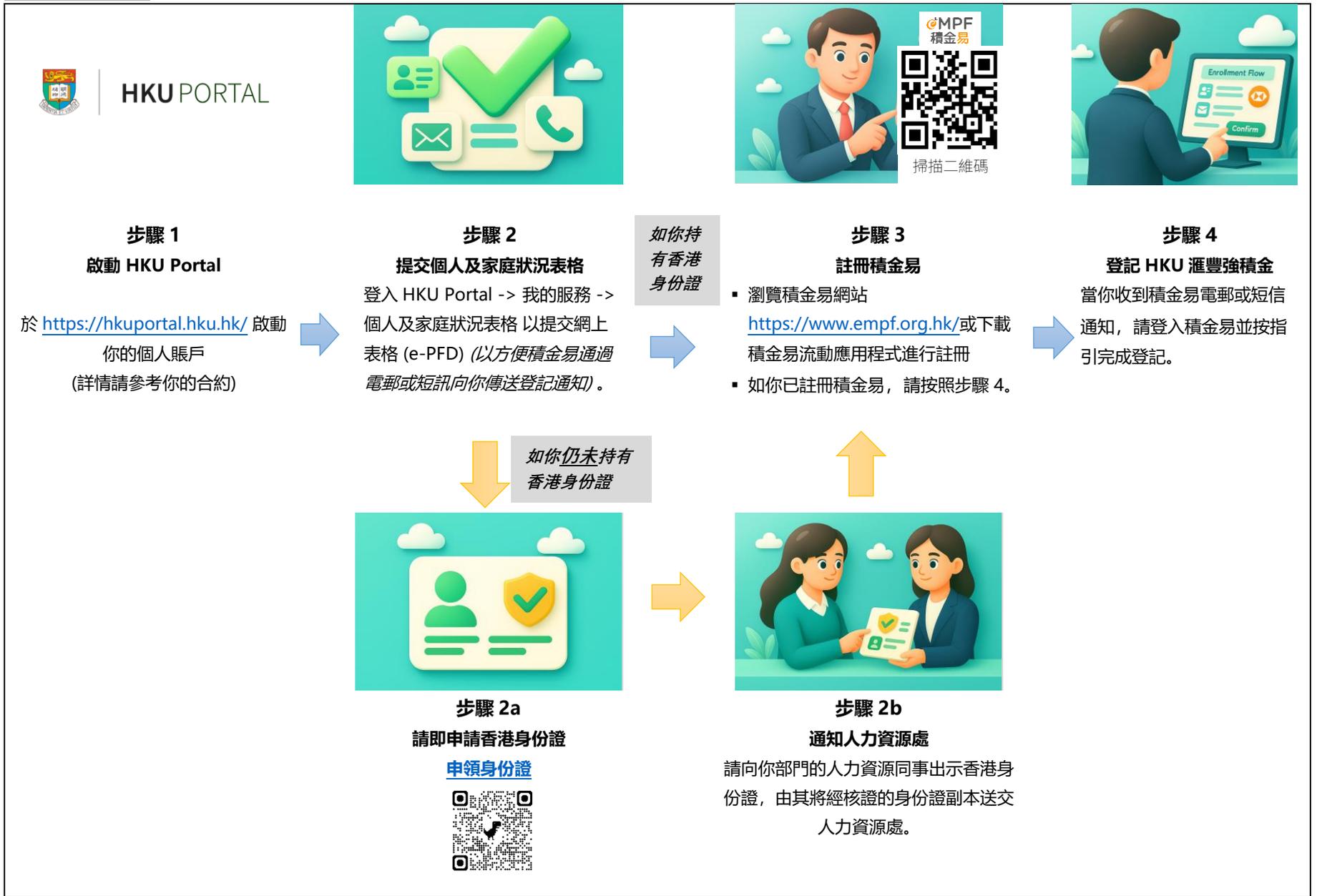
- ❖ 即使先前曾在大學任職並已開設與滙豐銀行相關的強積金帳戶，**重新加入大學的僱員仍然需要完成新的強積金計劃登記。**
- ❖ 為完成積金易註冊及強積金計劃登記，請確保你已透過香港大學內聯網（HKU Portal）的個人及家庭狀況表格，向人力資源處**提供最新的聯絡資料**（香港手機號碼¹及電郵地址）。
- ❖ 在登記時，應**使用香港身份證號碼**作為你的強積金帳戶主要的身份識別編號。如果你尚未取得香港身份證，並在登記時提供了護照號碼，請在獲得香港身份證後立即通知人力資源處。
- ❖ 背頁載有登記參加強積金流程圖。更多有關強積金的資訊（例如：使用指南及常見問題）可瀏覽以下連結：

<http://rewards.hku.hk/tc/mpf>



¹ 香港手機號碼是積金易註冊的必填項目，不支援非香港號碼。

登記強積金流程



詳情請參考 <https://rewards.hku.hk/mpf/>.

積金易網站常用工具: <https://www.empf.org.hk/useful-tools/member-and-self-employed-person/>; 積金易客戶服務熱綫 183 2622。