



Hang Seng Business e-Banking User Guide

MPF and Payroll Services

Service Overview

Hang Seng Business e-Banking MPF and Payroll Services platform offers you an easy and yet secure way to prepare and submit remittance statements for MPF contributions, minimizing manual errors. To help you in preparing remittance statements, the platform can:

- preload each employee's latest contribution record for your reference,
- automatically calculate both employee's and employer's MPF mandatory contributions in relation to each employee's relevant income,
- add new employees and report terminations,
- allow viewing past 12-month's remittance statements submitted via Hang Seng Business e-Banking.

Furthermore, if you have applied for autopay services via Hang Seng Business e-Banking, you can manage employees' payrolls and MPF contributions more efficiently on same platform.

If you have any questions, please call the "**Business Partner Direct**" at 2198 8000.

The screen displays used in this document are for illustration purpose only and does not constitute any form of investment advice or recommendation.

Investment involves risks. Past performance is not indicative of future performance. The value of financial instruments, in particular stocks and shares, and any income from such financial instruments, may go down as well as up. For further details including the product features and risks involved, please refer to the MPF Scheme Brochure for Hang Seng Mandatory Provident Fund – SuperTrust Plus.



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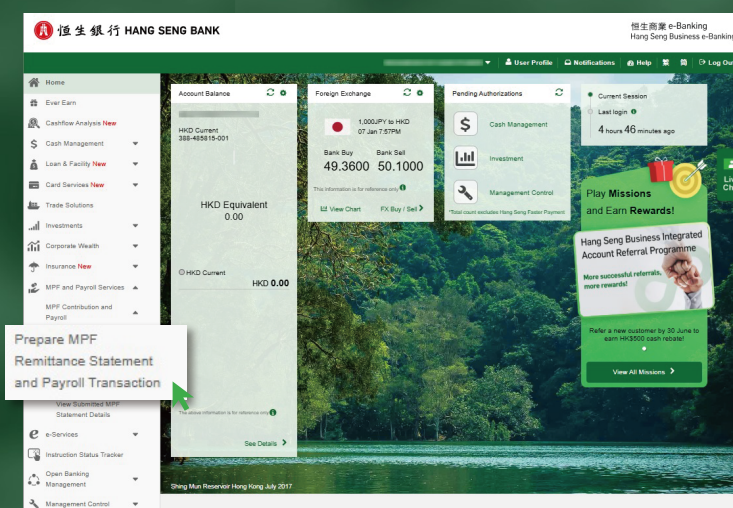
Steps for Preparing MPF Remittance Statement

STEP
1

Open the page

Click “**MPF and Payroll Services**” on the left hand side menu.

Go to “**MPF Contribution and Payroll**” > “**Prepare MPF Remittance Statement and Payroll Transaction**”.

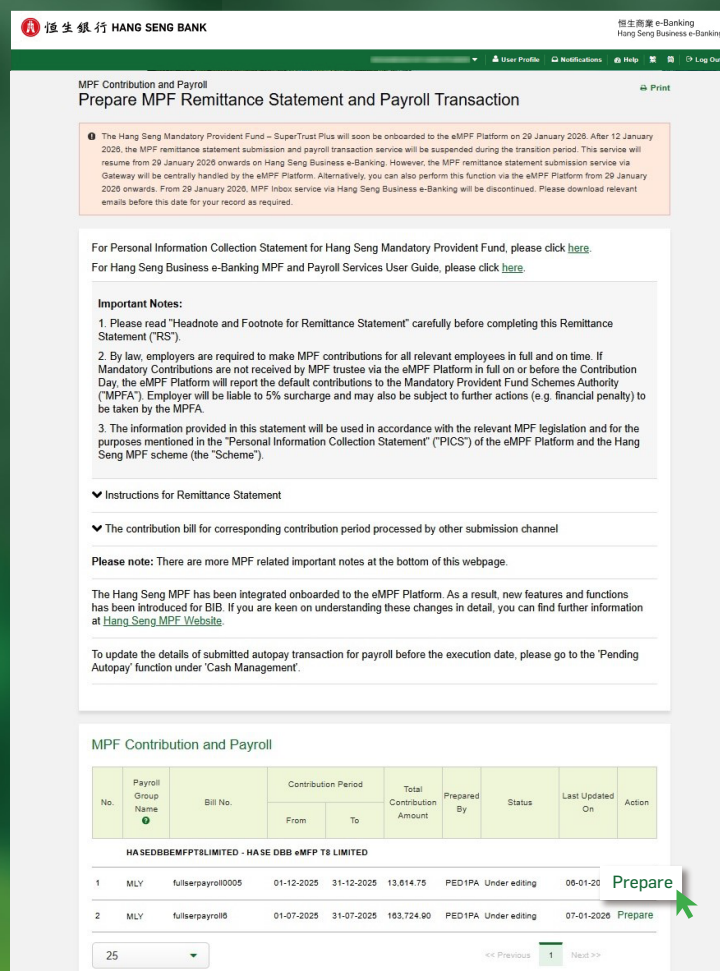


STEP
2

Select Contribution Bill

The page will display all the outstanding contribution bills under your MPF account.

Select the contribution bill for corresponding contribution period, and click “**Prepare**” to proceed.



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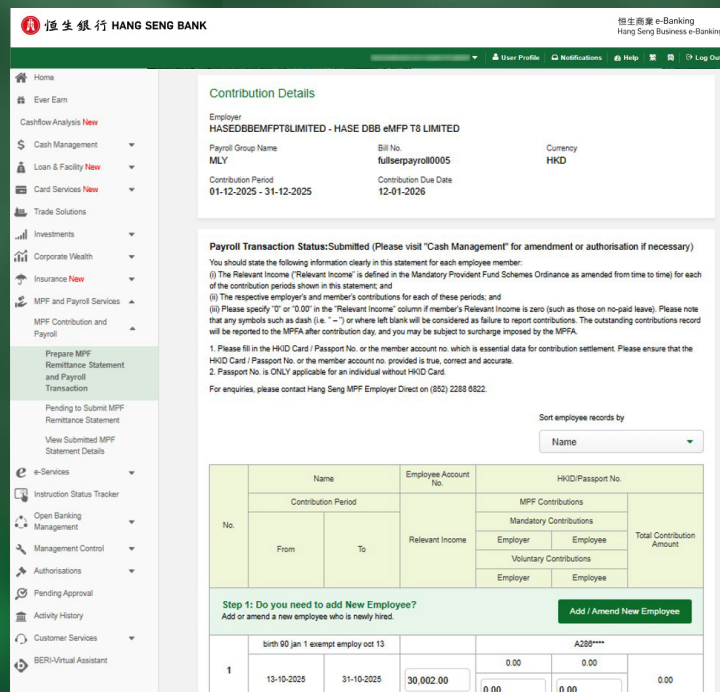
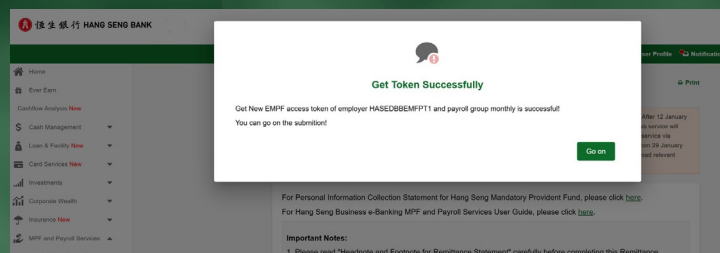
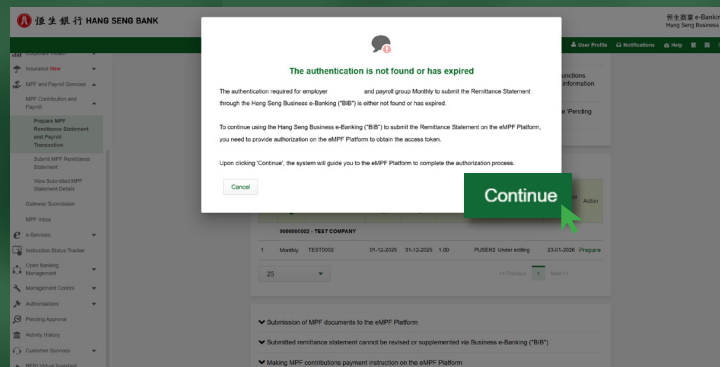
MPF and Payroll Services

Steps for Preparing MPF Remittance Statement

STEP 3 (Optional) Perform authentication via the eMPF Platform

- 1 First time users/users without effective authorization are required to provide authorization on the eMPF Platform to obtain the access token for contribution submission. You will be directed to complete the authorization process on the eMPF Platform after clicking "Continue".
- 2 Once the authorization to obtain the access token is obtained, you should log on to Hang Seng Business e-Banking again. A notification will be shown to show the permission is successfully granted and direct to "Contribution Details" page for selected MPF remittance statement.

(Employers do not need to perform authorization within the effective period. When the authorization is expired, employer needs to perform the authorization for the next submission.)





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MPF and Payroll Services

Steps for Preparing MPF Remittance Statement

STEP
4

Input Employee Details

Optional Steps:

- If you need to make MPF contributions for new employee(s), perform **Step 4A**.
- If you need to terminate existing employee(s), perform **Step 4B**.

Please note that you might need to perform both **Step 4A** & **Step 4B**.

STEP
4A

Add New Employee (Optional)

- 1 Click "Add / Amend New Employee".
- 2 Click "+ Add New Employee" to add contribution record(s) for new employee(s).
- 3 Input/Select all the required information for the new employee(s), including 'Surname', 'First Name', 'Date of Birth', 'Sex', 'Identity Type', 'Identity No.', 'Mobile Phone Country Code', 'Mobile Phone No.', 'Date Joined Scheme', 'Employment Date', 'Employee Type'. Click "Add" upon completion.
- 4 Click "Save and Return to Contribution Details" upon completion.



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MPF and Payroll Services

Steps for Preparing MPF Remittance Statement

STEP 4B

Terminate Existing Employee (Optional)

- 1 Click "Add/Amend Termination".
- 2 Select the box(es) of the employee(s) to be terminated from the employee list, then click "Next >" to continue.
- 3 Input/Select all the termination details for the terminated employee(s), including "Last Employment Date", "Termination Reason" and "SP/LSP". Upon completion, click "Next >" to continue.
- 4 Click "Total accrued benefits of employer portion"* to view the accrued benefits derived from employer's mandatory contribution and voluntary contribution.

* It is for employer's reference only, the amount may be different from the actual balance when applying SP/LSP offset via the eMPF Platform and eMPF's calculation and offsetting amount should be final and conclusive.



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MPF and Payroll Services

Steps for Preparing MPF Remittance Statement

STEP 5

Provide MPF Contributions Details

- 1 Input or update the **"Relevant Income"** for all employees. Where applicable, input or update employer and/or employee **"Voluntary Contributions"** amounts.
- 2 Click **"Calculate and Save"**, so that the system will calculate the mandatory contribution amount for each employee. Upon completion, click **"View Total >"** to continue.

If the **'Relevant Income'** field of an employee is left blank, it will be considered as a failure to report the relevant income and mandatory contribution. This is not applicable to new employee(s) who has/have been employed for less than 60 days in the same employment.

For an existing employee who has been employed for not less than 60 days in the same employment, you should input **'0'** or **'0.00'** in the **'Relevant Income'** field if the employee has zero relevant income.

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No.	From	To	Relevant Income	Mandatory Contributions		Total Contribution Amount
				Employer	Employee	
Step 1: Do you need to add New Employee? Add or amend a new employee who is newly hired. Add / Amend New Employee						
1	01-07-2025	31-07-2025	30,000.00	1,500.00	1,500.00	3,000.00
Step 2: Do you need to add Terminated Employee? Add or amend Termination to report employee's termination. Add / Amend Termination						
2	01-07-2025	31-07-2025	30,000.00	1,500.00	1,500.00	3,000.00
Step 3: Please check and update relevant information of existing employee.						
3	01-07-2025	31-07-2025	18,000.00	900.00	900.00	1,800.00
4	01-07-2025	31-07-2025	30,000.00	1,500.00	1,500.00	3,000.00
5	01-07-2025	31-07-2025	18,000.00	900.00	900.00	1,800.00

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"Contribution Day" means:
 (i) For regular employee, it refers to the 10th day after the last day of: (whichever is the later):
 (a) a calendar month within which the relevant contribution period ends; or
 (b) the month during which the 60-day permitted period ends;
 (ii) For casual employee under Master Trust Scheme and Employer Sponsored Scheme, it refers to the 10th day after the last day of (whichever is the later):
 (a) the relevant contribution period; or
 (b) the contribution period in which the permitted period ends.
 (iii) If a contribution day falls on a Saturday, a Sunday, a public holiday, a gale warning day or black rainstorm warning day, the contributions are due on the next working day.
 Please be reminded that you must make the MPF Mandatory Contributions for their employees in full by the contribution day in respect of relevant contribution period. For further details, please refer to the "Making contributions for your employees" section of Administration Guide for Employers under [Hang Seng MPF Website](#).

When reporting MPF contributions for your employees, please provide the identification number which is the same as the one registered in our records. Please be reminded that HKID number should be provided if the employee possesses HKID card. For any update on the identification number, please provide a written notice together with the copy of relevant supporting documents to the eMPF Platform for processing and report the contribution details of such member in the "Existing Employees Section" instead of "New Employees Section" to avoid duplicate member record and false default contribution reporting to MPFA.

Note

- If there are any changes in the relevant employee member's income, please update the information and click "Calculate & Save" in order to view the new Mandatory Contributions amounts. For any changes in Voluntary Contributions, please update the income information manually for each employee. Always click "Calculate & Save" after you finish in order to save the changes.

1. The maximum number of employees in each payroll transaction is 200.

✓ Submission of MPF documents to the eMPF Platform

✓ Submitted remittance statement cannot be revised or supplemented via Business e-Banking ("BIB")

✓ Making MPF contributions payment instruction on the eMPF Platform

Note: According to the eMPF Platform, the online contribution submission service is available 24 hours a day. If the deadline for contributions falls on the contribution due date, the cut-off time will be at 00:00am on that same day. Any submissions received by the eMPF Platform after 00:00am will be considered as occurring on the next working day, resulting in the imposition of a surcharge.

Calculate & Save View Total >

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MPF and Payroll Services

Steps for Preparing Autopay Transaction for Payroll (If applied for Hang Seng autopay services)

STEP 6 Provide Payroll Details

- 1 If you have applied for autopay services via Hang Seng Business e-Banking and would like to manage your employees' payrolls and MPF contributions at the same time, please tick the checkbox of **"Make Payroll Payment to employees"** at the middle of the page. The system will display the section **"Payroll Details"** and payroll related fields automatically.
- 2 Select **"Deduct from Account"**, **"Payment Code/Description"** and **"Payroll Value Date"**. You can also fill in **"Reference"** information if required for showing such information on your monthly statement and autopay reports.

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1 ☒ **Make Payroll Payment to employees¹**

For customers with Autopay service in Business e-Banking, you may select this checkbox to prepare Autopay transactions of payroll for your employees according to your MPF Remittance Statement Contribution Period.

You should state the following information clearly in this statement for each employee member:

(i) The Relevant Income ("Relevant Income" is defined in the Mandatory Provident Fund Schemes Ordinance as amended from time to time) for each of the contribution periods shown in this statement; and

(ii) The respective employer's and member's contributions for each of these periods; and

(iii) Please specify "0" or "0.00" in the "Relevant Income" column if member's Relevant Income is zero (such as those on no-paid leave). Please note that any symbols such as dash (i.e. "-") or where left blank will be considered as failure to report contributions. The outstanding contributions record will be reported to the MPFA after contribution day, and you may be subject to surcharge imposed by the MPFA.

1. Please fill in the HKID Card / Passport No. or the member account no. which is essential data for contribution settlement. Please ensure that the HKID Card / Passport No. or the member account no. provided is true, correct and accurate.

2. Passport No. is ONLY applicable for an individual without HKID Card.

For enquiries, please contact Hang Seng M+ Employer Direct on (802) 2268 0622.

Payroll Details

Deduct from Account: **HKD Current** Payment Code/Description: **A01 AUTO CREDIT**

Payroll Value Date: **08-01-2026** Reference: **regression**

Sort employee records by: **Name**

Name	Employee Account No.	HKID/Passport No.	Payroll ³	
Contribution Period	Income ²	MPF Contributions		Particular
No.	From To	Relevant Income	Employer Employee	Bank/Account Number
		Payroll Amount Adjustment	Employer Employee	Amount
Step 1: Do you need to add New Employee? Add or amend a new employee who is newly hired. Add / Amend New Employee				
Step 2: Do you need to add Terminated Employee? Add or amend Termination to report employee's termination. Add / Amend Termination				
add exist a	a1001	A100****		
1	01-07-2025 31-07-2025	30,000.00	1,500.00 1,500.00	3,000.00
			0.00 0.00	
Step 3: Please check and update relevant information of existing employee.				
add exist b	a1002	1091****		
2	01-07-2025 31-07-2025	30,000.00	1,500.00 1,500.00	3,000.00
			0.00 0.00	
Sun Daiman	MPFT7001	S478****		



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MPF and Payroll Services

Steps for Preparing Autopay Transaction for Payroll (If applied for Hang Seng autopay services)

STEP 7

Update Payroll Columns

- 1 To make payroll payment, check the box for all employees or selected employee(s) (if you are not making payroll payment for all your employees) under the “**Payroll**” columns.
- 2 Input or update the “**Particular**” and “**Bank/Account Number**” for each employee. Use “**Payroll Amount Adjustment**” field to adjust the payment amount if necessary.
- 3 Click “**Calculate and Save**”, the system will calculate the “**Payroll Amount**” for each employee.

(If you are not making payroll payment for all your employees, please uncheck the checkbox for specific employee(s). The system will ONLY make payroll payment for those checked employee(s). You can click “**Calculate and Save**” at any time before submission to save the latest inputted/updated information and return to this page later to work on the same statement.)

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TAM ROBIN PASS	ROBIN0515	BS68****		
01-03-2026	31-03-2026	1,000.00	50.00	0.00
		0.00	0.00	0.00
		50.00		
			123	123123
				1,000.00

Step 3: Please check and update relevant information of existing employee.

TAM ROBIN PASS	ROBIN0515	BS68****		
01-03-2026	31-03-2026	1,000.00	50.00	0.00
		0.00	0.00	0.00
		50.00		
			123	123123
				1,000.00

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"Contribution Day" means:
 (i) For regular employee, it refers to the 10th day after the last day of (whichever is the later):
 (a) a calendar month within which the relevant contribution period ends; or
 (b) the month during which the 60-day permitted period ends.
 (ii) For casual employee under Master Trust Scheme and Employer Sponsored Scheme, it refers to the 10th day after the last day of (whichever is the later):
 (a) the relevant contribution period; or
 (b) the contribution period in which the permitted period ends.
 (iii) If a contribution day falls on a Saturday, a Sunday, a public holiday, a gale warning day or black rainstorm warning day, the contributions are due on the next working day.
 Please be reminded that you must make the MPF Mandatory Contributions for their employees in full by the contribution day in respect of relevant contribution period. For further details, please refer to the "Making contributions for your employees" section of Administration Guide for Employers under [Hang Seng MPF Website](#).

When reporting MPF contributions for your employees, please provide the identification number which is the same as the one registered in our records. Please be reminded that HKID number should be provided if the employee possesses HKID card. For any update on the identification number, please provide a written notice together with the copy of relevant supporting documents to the eMPF Platform for processing and report the contribution details of such member in the "Existing Employees Section" instead of "New Employees Section" to avoid duplicate member record and false default contribution reporting to MPFA.

Note

- If there are any changes in the relevant employee member's income, please update the information and click "Calculate & Save" in order to view the new Mandatory Contributions amounts. For any changes in Voluntary Contributions, please update the income information manually for each employee. Always click "Calculate & Save" after you finish in order to save the changes.
- Please be reminded that you may also need to submit autopay transaction for payroll separately for the following kinds of employees:
 i) employees that are not listed on this MPF remittance statement
 ii) newly joined employees.
 Please submit separate autopay transaction through the "Autopay" function under "Cash Management".

1. The maximum number of employees in each payroll transaction is 200.
2. MPF Relevant Income is income of the employee that is relevant for the calculation of MPF Mandatory Contributions. You can add or deduct from the payroll amount of each employee by adjusting Payroll Amount Adjustment field if the MPF Relevant Income is different from Payroll Amount. Select "+" to add value to the final Payroll Amount. Select "-" to deduct value from the final Payroll Amount.
3. Payroll Amounts of each employee is automatically calculated based on MPF Relevant Income and MPF Contributions amounts. The calculation rule of Payroll Amount is:
 (MPF Relevant Income +/- Payroll Amount Adjustment - Employee Mandatory MPF Contribution - Employee Voluntary MPF Contribution).

▼ Submission of MPF documents to the eMPF Platform

▼ Submitted remittance statement cannot be revised or supplemented via Business e-Banking ("BIB")

▼ Making MPF contributions payment instruction on the eMPF Platform

Note: According to the eMPF Platform, the online contribution submission service is available 24 hours a day. If the deadline for contributions falls on the contribution due date, the cut-off time will be at 00:00am on that same day. Any submissions received by the eMPF Platform after 00:00am will be considered as occurring on the next working day, resulting in the imposition of a surcharge.

< Back Calculate & Save View Total >



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MPF and Payroll Services

Steps for Submitting MPF Remittance Statement and/or Autopay Transaction for Payroll

STEP 8

Submit Instruction

After verifying the contribution and/or payroll details for all the employees, click “**View Total** ➤” to submit the MPF remittance statement and/or autopay transaction for payroll.

After clicking “**View Total** ➤”, the system will request you to confirm the autopay transaction for payroll first (if any) and then the MPF remittance statement.

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“Contribution Day” means:

(i) For regular employee, it refers to the 10th day after the last day of (whichever is the later):

(a) a calendar month within which the relevant contribution period ends; or

(b) the month during which the 60-day permitted period ends.

(ii) For casual employee under Master Trust Scheme and Employer Sponsored Scheme, it refers to the 10th day after the last day of (whichever is the later):

(a) the relevant contribution period; or

(b) the contribution period in which the permitted period ends.

(iii) If a contribution day falls on a Saturday, a Sunday, a public holiday, a gale warning day or black rainstorm warning day, the contributions are due on the next working day.

Please be reminded that you must make the MPF Mandatory Contributions for their employees in full by the contribution day in respect of relevant contribution period. For further details, please refer to the “Making contributions for your employees” section of Administration Guide for Employers under [Hang Seng MPF Website](#).

When reporting MPF contributions for your employees, please provide the identification number which is the same as the one registered in our records. Please be reminded that HKID number should be provided if the employee possesses HKID card. For any update on the identification number, please provide a written notice together with the copy of relevant supporting documents to the eMPF Platform for processing and report the contribution details of such member in the “Existing Employees Section” instead of “New Employees Section” to avoid duplicate member record and false default contribution reporting to MPFA.

Note

- If there are any changes in the relevant employee member's income, please update the information and click “Calculate & Save” in order to view the new Mandatory Contributions amounts. For any changes in Voluntary Contributions, please update the income information manually for each employee. Always click “Calculate & Save” after you finish in order to save the changes.
- Please be reminded that you may also need to submit autopay transaction for payroll separately for the following kinds of employees:
 - employees that are not listed on this MPF remittance statement
 - newly joined employees.Please submit separate autopay transaction through the “Autopay” function under “Cash Management”.

1. The maximum number of employees in each payroll transaction is 200.

2. MPF Relevant Income is income of the employee that is relevant for the calculation of MPF Mandatory Contributions. You can add or deduct from the payroll amount of each employee by adjusting Payroll Amount Adjustment field if the MPF Relevant Income is different from Payroll Amount. Select “+” to add value to the final Payroll Amount. Select “-” to deduct value from the final Payroll Amount.

3. Payroll Amounts of each employee is automatically calculated based on MPF Relevant Income and MPF Contributions amounts. The calculation rule of Payroll Amount is:
(MPF Relevant Income +/- Payroll Amount Adjustment - Employee Mandatory MPF Contribution - Employee Voluntary MPF Contribution).

▼ Submission of MPF documents to the eMPF Platform

▼ Submitted remittance statement cannot be revised or supplemented via Business e-Banking (“BIB”)

▼ Making MPF contributions payment instruction on the eMPF Platform

Note: According to the eMPF Platform, the online contribution submission service is available 24 hours a day. If the deadline for contributions falls on the contribution due date, the cut-off time will be at 00:00am on that same day. Any submissions received by the eMPF Platform after 00:00am will be considered as occurring on the next working day, resulting in the imposition of a surcharge.

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Calculate & Save

View Total ➤



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MPF and Payroll Services

Steps for Submitting MPF Remittance Statement and/or Autopay Transaction for Payroll

STEP 9

Preview Autopay Transaction for Payroll Instruction

Only the employee(s) with payroll payment will be shown in this page. Read carefully on the information before submission.

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MPF Contribution and Payroll

Prepare MPF Remittance Statement and Payroll Transaction

For Personal Information Collection Statement for Hang Seng Mandatory Provident Fund, please click [here](#).

For Hang Seng Business e-Banking MPF and Payroll Services User Guide, please click [here](#).

Important Notes:

1. Please read "Headnote and Footnote for Remittance Statement" carefully before completing this Remittance Statement ("RS").

2. By law, employers are required to make MPF contributions for all relevant employees in full and on time. If Mandatory Contributions are not received by MPF trustee via the eMPF Platform in full on or before the Contribution Day, the eMPF Platform will report the default contributions to the Mandatory Provident Fund Schemes Authority ("MPFA"). Employer will be liable to 5% surcharge and may also be subject to further actions (e.g. financial penalty) to be taken by the MPFA.

3. The information provided in this statement will be used in accordance with the relevant MPF legislation and for the purposes mentioned in the "Personal Information Collection Statement" ("PICS") of the eMPF Platform and the Hang Seng MPF scheme (the "Scheme").

Instructions for Remittance Statement

The contribution bill for corresponding contribution period processed by other submission channel

Please note: There are more MPF related important notes at the bottom of this webpage.

The Hang Seng MPF has been integrated onboarded to the eMPF Platform. As a result, new features and functions has been introduced for BIB. If you are keen on understanding these changes in detail, you can find further information at [Hang Seng MPF Website](#).

To update the details of submitted autopay transaction for payroll before the execution date, please go to the 'Pending Autopay' function under 'Cash Management'.

Deduct from Account

200-018067-888 Integrated Account HKD Savings

Payment Code/Description

A01

Payroll Value Date

21-01-2026

Reference

test-ref

Total Amount

1,000.00

Total Count

1

Payee	Bank/Account Number	Particular	Amount(HKD)
TAM ROBIN PASS	123 - 123123	123	1,000.00

Note:

By clicking "Confirm Autopay Transaction for Payroll", you will only submit the autopay transaction for payroll. Please be reminded that you will need to further submit the MPF Remittance Statement by clicking "Next" after payroll transaction submission.

Please verify the Beneficiary / Payee information before proceeding further. The payment may be made to unintended recipient or instruction may be rejected if the information you entered is incorrect.

Submission of MPF documents to the eMPF Platform

Submitted remittance statement cannot be revised or supplemented via Business e-Banking ("BIB")

Making MPF contributions payment instruction on the eMPF Platform

Note: According to the eMPF Platform, the online contribution submission service is available 24 hours a day. If the deadline for contributions falls on the contribution due date, the cut-off time will be at 00:00am on that same day. Any submissions received by the eMPF Platform after 00:00am will be considered as occurring on the next working day, resulting in the imposition of a surcharge.

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Confirm Autopay Transaction for Payroll



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Steps for Submitting MPF Remittance Statement and/or Autopay Transaction for Payroll

STEP 10

Verification

There are two verification methods:

- Push Authentication (If you use Push Authentication, please make sure your Mobile Security Key is enabled. Please refer to [Mobile Security Key & Authentication User Guide](#) for details.)
- Security Device (If you use Security Device, please refer to [Step 10B](#))

For Push Authentication:

- 1 After submitting the instruction, you will be directed to a Verification page. Please select a mobile device to receive a notification.
- 2 Then click **Send Notification**.

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Prepare MPF Remittance Statement and Payroll Transaction

Payee Information

Payee	Bank/Account Number
Sun Daiman	123-123

Verification with your mobile device

Select the device to receive the notification:

1 iPhone 6 Plus

2 Send Notification

Back

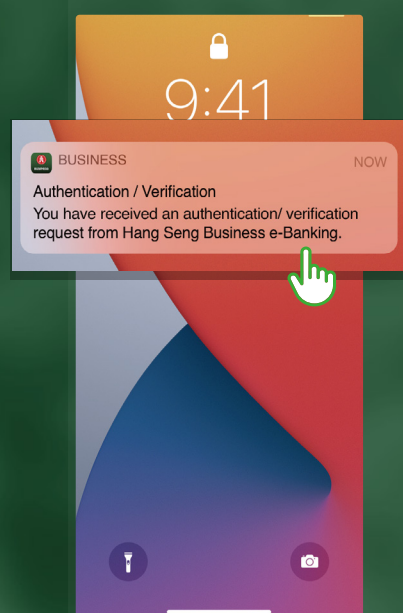
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Steps for Submitting MPF Remittance Statement and/or Autopay Transaction for Payroll

STEP 10A Receive Push Notification

Tap the push notification on your selected mobile device to authenticate the verification request.





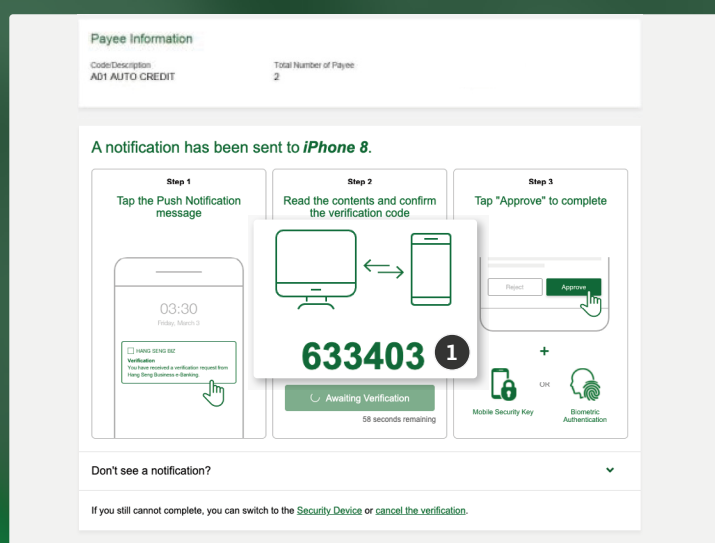
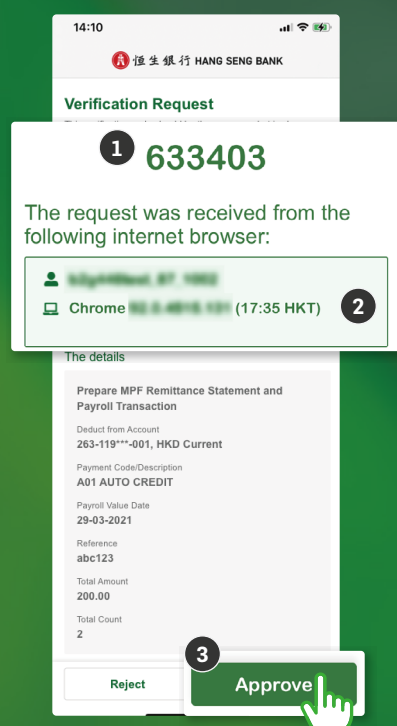
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Steps for Submitting MPF Remittance Statement and/or Autopay Transaction for Payroll

STEP 10A Approve Verification Request

- 1 A **verification code** is displayed on the **Verification Request** page on selected mobile device. Verify that the **verification code** is the same as that shown on the desktop.
- 2 Please note that the **username**, **timestamp**, and **browser version** from the selected mobile device should contain the same information as that from the desktop. Please also read carefully on the transaction details.
- 3 Tap **Approve** on selected mobile device to approve the verification request from the desktop.





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Steps for Submitting MPF Remittance Statement and/or Autopay Transaction for Payroll

STEP 10A Complete the Authentication Process

To complete the authentication process, please do one of the following:

- Enter your **Mobile Security Key Password**;

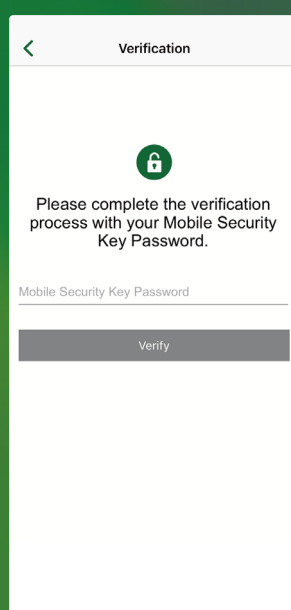
OR

- Use your **Face ID** (for iOS only) to authenticate if you have enabled Face ID on your mobile device;

OR

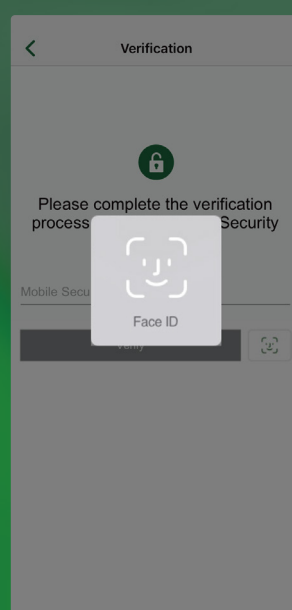
- Use your **Touch ID** (for iOS only) / **Fingerprint ID** (for Android only) to authenticate if you have enabled Touch ID / Fingerprint ID on your mobile device.

Mobile Security Key Password



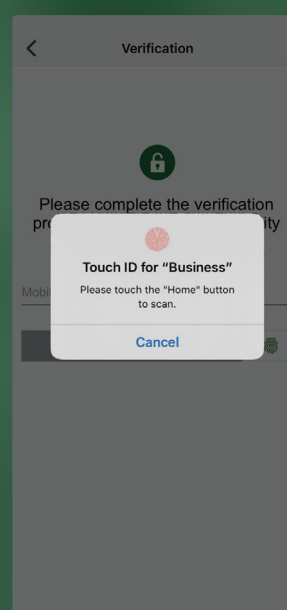
OR

Face ID



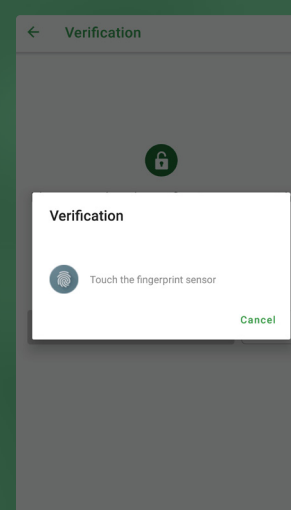
OR

Touch ID



OR

Fingerprint ID



Hang Seng Business e-Banking User Guide

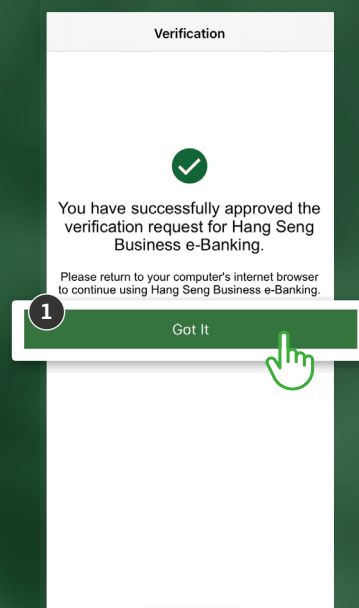
MPF and Payroll Services

Steps for Submitting MPF Remittance Statement and/or Autopay Transaction for Payroll

STEP 10A Approve the Verification Request Successfully

- 1 You have successfully approved the verification request. Tap **Got It** to finish the process.
- 2 Your instruction result displays on the desktop.

You have finished the instruction that requests verification by using Push Authentication.



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MPF and Payroll Services

Steps for Submitting MPF Remittance Statement and/or Autopay Transaction for Payroll

STEP 10B Use Security Device for the Verification

- 1 Follow the verification steps, use the security device to generate a 6-digit code and enter the code in the space provided.
- 2 Click "**Confirm**" to submit the instruction.

MPF Contribution and Payroll
Prepare MPF Remittance Statement and Payroll Transaction

Payee Information

Payee Sun Daiman	Bank/Account Number 123-123
---------------------	--------------------------------

Verification

1. Press button and hold for 2 seconds to turn on the Security Device.
2. Enter your Security Device PIN.
3. Press button.
4. Enter **123123** into your Security Device.
5. Press button again to generate the Security Code.
6. Enter the Security Code below.

6-digit code

Back Cancel **Confirm**

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MPF and Payroll Services

Steps for Submitting MPF Remittance Statement and/or Autopay Transaction for Payroll

STEP 11 Confirm Autopay Transaction for Payroll Instruction

After clicking "**Confirm**", a confirmation page is shown with Reference No. provided for a successful submission. Click "**Next**" to proceed to MPF remittance statement submission.

MPF Contribution and Payroll
Prepare MPF Remittance Statement and Payroll Transaction

For Personal Information Collection Statement for Hang Seng Mandatory Provident Fund, please click [here](#).

- ✓ Merger of Hang Seng MPF schemes, effective 1 Jul 2019
- ✓ The contribution bill for corresponding contribution period processed by other submission channel(s)
- ✓ Submission of MPF documents through designated channels
- ✓ Reporting of relevant income and contributions when having a retroactive salary adjustment
- ✓ Submit Remittance Statement and pay mandatory contributions in full by the contribution day
- ✓ Submit first contributions for new employees on or before the contribution day
- ✓ Fill in the relevant income and contribution amount for employees

Instruction Received
Reference No.: NH1350056701

Deduct from Account	203 - 001 HKD Current	Payroll Value Date	10-05-2019
Payment Code/Description	A01 AUTO CREDIT	Reference	
Total Count	2	Total Amount	1,100.00

Payee	Bank / Account Number	Particular	Amount(HKD)
Chan Taklan	222 - 001 HKD Current	Salary	100
JIANG DAIRU	123 - 001 HKD Current	Salary	1,000

Next Cancel

Hang Seng Business e-Banking User Guide

MPF and Payroll Services

Steps for Submitting MPF Remittance Statement and/or Autopay Transaction for Payroll

STEP 12 Preview MPF Remittance Statement Instruction

- 1 Review carefully the "**Total Contribution Amount**", "**Total Mandatory Contributions**" and "**Total Voluntary Contributions**".
- 2 Click "**Preview and Print Details**" to view and print the remittance statement details.

(No earliest direct debit date will be arranged by the eMPF Platform.

To avoid late payment surcharges, you should submit the remittance statement on or before the contribution day.

Please ensure there are sufficient funds in the designated bank account when the remittance statement is submitted.)

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Hang Seng Business e-Banking

3. The information provided in this statement will be used in accordance with the relevant MPF legislation and for the purposes mentioned in the "Personal Information Collection Statement" ("PICS") of the eMPF Platform and the Hang Seng MPF scheme (the "Scheme").

Instructions for Remittance Statement

The contribution bill for corresponding contribution period processed by other submission channel

Please note: There are more MPF related important notes at the bottom of this webpage.

The Hang Seng MPF has been integrated onboarded to the eMPF Platform. As a result, new features and functions has been introduced for BIB. If you are keen on understanding these changes in detail, you can find further information at [Hang Seng MPF Website](#).

To update the details of submitted autopay transaction for payroll before the execution date, please go to the 'Pending Autopay' function under 'Cash Management'.

Contribution Details

Employer

HASEDBBEMFPT1 - HASE DBB eMPF T15 LIMITED

Payroll Group Name
monthly

Bill No.
Monthly010001

Currency
HKD

Contribution Period
01-12-2025 - 31-12-2025

Contribution Due Date
07-01-2026

Contribution Summary

[Preview & Print Details](#)

Total Contribution Amount	Total Mandatory Contributions		Total Voluntary Contributions	
	Employer	Employee	Employer	Employee
25.03	25.00	0.00	0.01	0.02

The Employer ("I / We") agrees:

1. I / We have read and understood the full details of this statement (including the General Terms and Conditions of the eMPF Platform and Business e-Banking service, the Important Notes, headnotes, and footnotes and the guide for Remittance Statement and the PICS of the eMPF Platform and the Scheme) and agree to abide by the rules stated herein.

2. I / We confirm that I / we have identified the new members and verified the members' identities on the basis of documents, data or information (including the HKID Card) provided by a governmental body, a relevant authority or any other reliable and independent source that is recognized by the relevant authority.

3. I / We hereby confirm that the information provided by me / us in this statement is accurate and complete and agree that I / we shall be liable to any investment loss resulting from any subsequent change or withdrawal made to the above instruction. In the event of any dispute from my / our employee(s) regarding the information provided in this statement, I / we agree to assume full responsibility in resolving such dispute. I / We also understand that it is my / our responsibility to make mandatory contributions up to the members' last day of employment and until the employees reach age 65.

4. I / We hereby confirm that I / we understand and agree that I / we accept the risks of and will be liable for any unexpected delays or failure in the submission of instructions via Hang Seng Business e-Banking to the eMPF Platform due to issues beyond the reasonable control of HSBC. In the event of any dispute from my / our employee(s) resulting from such delay or failure, I / we acknowledge my responsibility to take full accountability in resolving any such disputes.

☒ With respect to the Common Reporting Standard ("CRS") effective from 1 January 2020, member opening new MPF account is required to provide a self-certification on tax residency information during enrolment. Please arrange the member(s) to complete the enrolment (with self-certification) via the eMPF Platform or submit a completed member enrolment form(s) (duly signed by both employer and member) to the eMPF Platform as soon as possible.

Warnings:

Pursuant to section 43E of the Mandatory Provident Fund Schemes Ordinance (Cap. 485), a person who, in any document given to (i) the MPFA, (ii) a system operator of the eMPF Platform, or (iii) an approved trustee, knowingly or recklessly makes a statement which is false or misleading in a material respect commits an offence and is liable to a maximum penalty of a HKD100,000 fine and 12 months' imprisonment on the first conviction and a HKD200,000 fine and two years' imprisonment on each subsequent conviction. A person who knowingly and wilfully makes (otherwise than on oath) a statement false in a material particular also commits an offence under section 36 of the Crimes Ordinance (Cap. 200) and is liable on conviction to imprisonment for two years and to a fine.

Submission of MPF documents to the eMPF Platform

Submitted remittance statement cannot be revised or supplemented via Business e-Banking ("BIB")

Making MPF contributions payment instruction on the eMPF Platform

Note: According to the eMPF Platform, the online contribution submission service is available 24 hours a day. If the deadline for contributions falls on the contribution due date, the cut-off time will be at 00:00am on that same day. Any submissions received by the eMPF Platform after 00:00am will be considered as occurring on the next working day, resulting in the imposition of a surcharge.

[Back](#)

[Cancel](#)

[Confirm and Submit](#)



Hang Seng Business e-Banking User Guide

MPF and Payroll Services

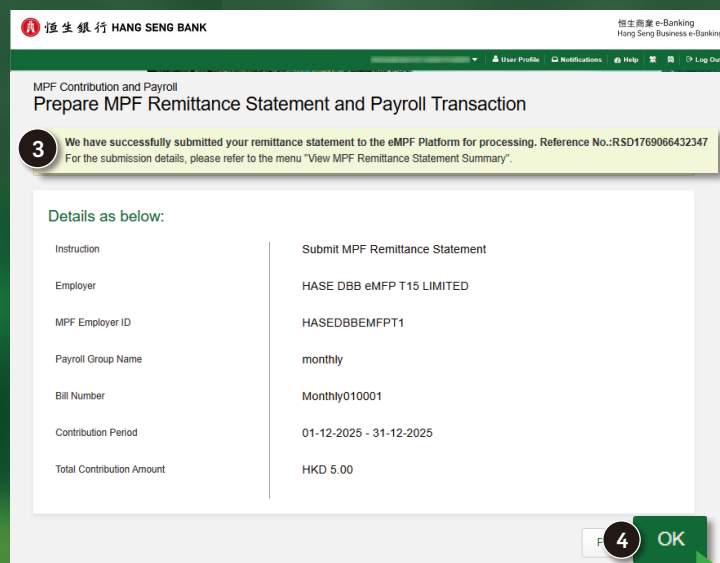
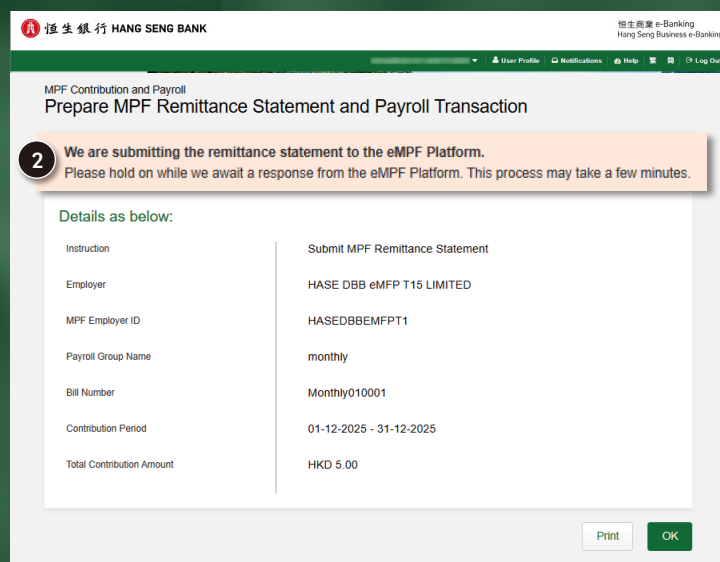
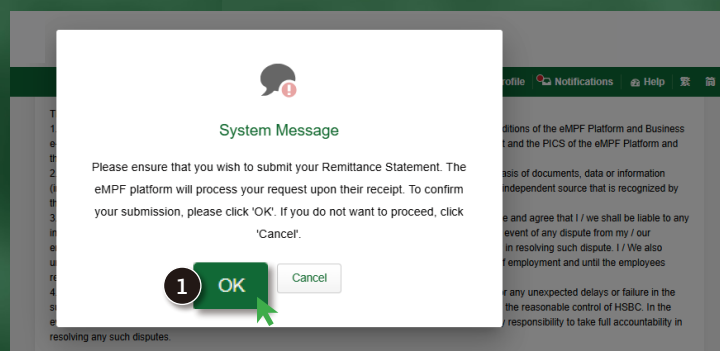
Steps for Submitting MPF Remittance Statement and/or Autopay Transaction for Payroll

STEP 13

Confirm MPF Remittance Statement Instruction

- 1 Click "OK" on the pop up message to submit the instruction.
- 2 After clicking "OK", the MPF Remittance Statement is submitting to the eMPF Platform. Please hold on while await a response from the eMPF Platform. This process may take a few minutes.
- 3 The "Acknowledgement" page indicating the 'Reference No.' will be shown upon successful submission of the remittance statement. You may capture and save the page for future reference.
- 4 Click "OK" to leave the page.

(In the case of unsuccessful submission, a user with submission authority and sufficient transaction limit can go to "MPF Contribution and Payroll" > "Pending to Submit MPF Remittance Statement" to submit the MPF remittance statement instruction again.)





Hang Seng Business e-Banking User Guide

MPF and Payroll Services

Steps for Submitting MPF Remittance Statement and/or Autopay Transaction for Payroll

STEP 14

View MPF Remittance Statement Summary

- 1 Click "**View MPF Remittance Statement Summary**" under "**MPF and Payroll Services**" on the left of the Business e-Banking homepage.
- 2 All the submitted contribution bills for the past 12 months under your account are displayed. Check the status and select the contribution bill you want to view or edit. Click "**View**" or "**Prepare**" to proceed.
- 3 The selected remittance statement is displayed, listing all the contribution details.

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Cash Management

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Insurance **New**

MPF Contribution and Payroll

Prepare MPF Remittance Statement and Payroll Transaction

Pending to Submit MPF Remittance Statement

View MPF Remittance Statement Summary

MPF Contribution and Payroll

View MPF Remittance Statement Summary

MPF Contribution

No.	Payroll Group Name	Bill No.	Contribution Period	Total Contribution Amount	Prepared By	Status	Submitted On	Action
			From	To				
HASEDBBEMFT1 - HASE DBB eMFP T15 LIMITED								
1	monthbu	Monthly010001	01-12-2025	31-12-2025	5.00	PU0000	Submitted to the eMPF Platform	22-01-2026 View
2	40111	01-11-2025	30-11-2025	3,000.00	PU0000	Rejected	21-01-2026	Prepare
3	4008	01-04-2025	30-04-2025	50.00	PU0000	Rejected	22-01-2026	Prepare
4	4002	01-02-2025	28-02-2025	1,550.00	PU0000	Submitted to the eMPF Platform	07-01-2026	View
5	4004	01-02-2025	28-02-2025	50.00	PU0000	Submitting to the eMPF Platform	12-01-2026	Prepare
6	4001	01-01-2025	31-01-2025	1,550.00	PU0000	Rejected	22-01-2026	Prepare
HASEDBBEMFT2 - HASE DBB eMFP T16 LIMITED								
7	4006	01-03-2025	31-03-2025	50.00	PU0000	Submitting to the eMPF Platform	13-01-2026	Prepare
8	4002	01-01-2025	31-01-2025	50.00	PU0000	Submitted to the eMPF Platform		View

Customer Services

BERG-Virtual Assistant

Support

Contact Us

Enquiry

Frequently Asked Questions

Internet Security

Business e-Banking Security Features