

China Life MPF Employer Online Account Submission of Contribution Information User Guide

Employer can submit contribution information via online account, including 2 methods:

1. Online Input
2. File Uploading

“Online Input” is equipped with calculation function, to assist in processing series of contribution circumstances (**The mandatory contributions of employer and employee automatically calculated according to relevant income are applicable to monthly paid contribution period only. For non-monthly paid contribution period, please submit contribution information by upload file function of this website / email / mail / in-person.**):

- a. Submitting Contribution Information for Current Member
- b. Submitting Contribution Information for New Member (not applicable to intra-group transferred member)
- c. Submitting Contribution Information for Member Attained Age 65 With Voluntary Contributions
- d. Submitting Information for Member Whose Employment is Terminated in Current Contribution Period
- e. Adding Member’s Online Contribution Information
- f. Deleting Member’s Online Contribution Information
- g. Revising Information of Previous Contribution Period (The mandatory contributions of employer and employee automatically calculated according to relevant income are only applicable to contribution period paid per calendar month (from 1st to the end of each month) for current members aged between 18 and 65, and not the first contributions.)

1. Online Input

Scheme No. ✕
000000XXXX

Employer Code
0

 Account Overview

 Employee Detail

 Online Employee
Application

 Employee Account Opening
Status

 Contribution Enquiry

 **Contribution Handling**

1 Click "Contribution Handling"

Contribution Handling

Upload contribution information

2 Click "Online Input Contribution Information"

Online input contribution information

Revise information of previous
contribution period

1. Online Input

3

There are 4 tables on this webpage:

- New Member
- Current Member
- Member Attained Age 65 With Voluntary Contributions
- Member to be Deleted

The screenshot displays the 'Contribution Handling - Online Input' interface. It includes a top navigation bar with links for Account Overview, ERM Login Password, Statement Download, Online Instruction Status, and a user profile section. The left sidebar contains a menu with 'Contribution Handling' selected. The main content area is divided into three sections, each corresponding to a table:

- New Member:** Includes instructions for new members to provide complete information. Below is a table with 7 columns: Contribution Period, Member No., Member Name, MRO Card/Program, Employment Status, Retirement Income (MRO), Roth Salary (MRO), and Employee Mandatory Contribution.
- Current Member:** Includes instructions for current members to update information. Below is a table with the same 7 columns as the New Member table.
- Member to be Deleted:** Includes instructions for deleting a member. Below is a table with the same 7 columns as the previous tables.

Each table is followed by a 'Showing 1 of 1 of 1 results' status and a 'Previous / Next' navigation bar. The page concludes with a 'Notes' section containing detailed instructions and a 'Please confirm your instruction in the next "Confirmation" step to obtain an acknowledgment and complete the instruction.' at the bottom.

1. Online Input

a. Submitting Contribution Information for Current Member

Contribution Handling - Online Input



Contribution Input



Confirmation



Acknowledgement

The mandatory contributions of employer and employee automatically calculated according to relevant income are applicable to monthly paid contribution period only. For non-monthly paid contribution period,

1 Click "Retrieve Contribution Details" to check the contribution information for current members

Retrieve contribution details

New Member

Please provide complete informations for new mem

Add Edit Delete

2 Click "Confirm"

01/01/2021-31/01/2021

Confirm Cancel

Contribution Period	Member No.	Member Name	HKID Card/Passport	Employment Status	Relevant Income (HK\$)	Basic Salary (HK\$)	Employer Mandatory Contributio
[Empty row]							

1. Online Input

a. Submitting Contribution Information for Current Member

3 Scroll down the webpage to “Current Member” table, and check information of all members. If no change is needed (including other tables), please click “Submit”

Current Member

If informations have to be updated, please click the member and then press “Edit”.

4 If information update is needed, please first click the member, and then click “Edit”

Contribution Period	Member No.	Member Name	HKID Card/Passport	Employment Status	Relevant Income (HK\$)	Basic Salary (HK\$)	Employer Mandatory Cont
01/01/2021-31/01/2021	0000000XXXX-000001	ename	Z461****	Active	56,720.00	56,720.00	1,500.00
01/01/2021-31/01/2021	0000000XXXX-000002	ename	B425****	Active	33,000.00	33,000.00	1,500.00
01/01/2021-31/01/2021	0000000XXXX-000003	ename	X416****	Active	30,790.00	30,790.00	1,500.00
01/01/2021-31/01/2021	0000000XXXX-000004	ename	C944****	Active	18,370.00	18,370.00	918.50
01/01/2021-31/01/2021	0000000XXXX-000005	ename	A881****	Active	0.00	0.00	0.00

Showing 1 to 5 of 156 results 1 row selected

Previous 1 2 3 4 5 ... 32 Next

Please confirm your instruction in the next "Confirmation" step to obtain an acknowledgement and complete the instruction.

Submit Cancel

1. Online Input

a. Submitting Contribution Information for Current Member

4
If relevant income is needed to change, please enter the new amount in “Relevant Income”. Employer and employee mandatory contributions will be calculated by system automatically

5
Edit voluntary contribution (if applicable)

Edit record

Contribution Period: 01/01/2021-31/01/2021

Member No: 0000000XXXX-0000001

Member Name: ename

HKID Card/Passport: Z461****

Employment Status: Active

Relevant Income (HK\$): 10000

Basic Salary (HK\$): 56720

Employer Mandatory Contribution (HK\$): 500

Employee Mandatory Contribution (HK\$): 500

Employer Voluntary Contribution (HK\$): 1500

Employee Voluntary Contribution (HK\$): 0

Last Employment Date:

Termination Reason:

Request for Refund of LSP/SP: No

Close Edit

6
Click “Edit” and then “Close”

1. Online Input

a. Submitting Contribution Information for Current Member

Current Member

If informations have to be updated, please click the member and then press "Edit".

Add	Edit	Delete					
Contribution Period	Member No.	Member Name	HKID Card/Passport	Employment Status	Relevant Income (HK\$)	Basic Salary (HK\$)	Employer Mandatory Cont
01/01/2021-31/01/2021	0000000XXXX-000001	ename	Z461****	Active	10,000.00	56,720.00	500.00
01/01/2021-31/01/2021	0000000XXXX-000002	ename	B425****	Active	33,000.00	33,000.00	1,500.00
01/01/2021-31/01/2021	0000000XXXX-000003	ename	X416****	Active	30,790.00	30,790.00	1,500.00
01/01/2021-31/01/2021	0000000XXXX-000004	ename	C944****	Active	18,370.00	18,370.00	918.50
01/01/2021-31/01/2021	0000000XXXX-000005	ename	A881****	Active	0.00	0.00	0.00

Showing 1 to 5 of 156 results

Previous 1 2 3 4 5 ... 32 Next

Please confirm your instruction in the next "Confirmation" step to obtain an acknowledgement and complete the instruction.

7

Click "Submit" to submit information of all tables (including current member, new member, member attained age 65 with voluntary contributions, member to be deleted) on this webpage

Submit

Cancel

1. Online Input

a. Submitting Contribution Information for Current Member



Contribution Input



Confirmation



Acknowledgement

8
Confirm informations are accurate

Details are as follows:
 Show results

Contribution Period	Member No.	Member Name	HKID Card/Passport	Employment Status*	Relevant Income (HK\$)	Basic Salary (HK\$)	Employer Mandatory Contribution (HK\$)	Employee Mandatory Contribution (HK\$)
01/01/2021-31/01/2021	000000XXXX-000100	ename	F456****	Active	0.00	33,000.00	0.00	0.00
01/01/2021-31/01/2021	000000XXXX-000001	ename	Z461****	Active	10,000.00	56,720.00	1,500.00	1,500.00
01/01/2021-31/01/2021	000000XXXX-000002	ename	B425****	Active	33,000.00	33,000.00	1,500.00	1,500.00
01/01/2021-31/01/2021	000000XXXX-000003	ename	X416****	Active	30,790.00	30,790.00	1,500.00	1,500.00
01/01/2021-31/01/2021	000000XXXX-000004	ename	C944****	Active	18,370.00	18,370.00	918.50	918.50
01/01/2021-31/01/2021	000000XXXX-000005	ename	A681****	Active	0.00	0.00	0.00	0.00
01/01/2021-31/01/2021	000000XXXX-000006	ename	B030****	Active	41,640.00	41,640.00	1,500.00	1,500.00
01/01/2021-31/01/2021	000000XXXX-000007	ename	C656****	Active	18,640.00	18,640.00	932.00	932.00
01/01/2021-31/01/2021	000000XXXX-000008	ename	D495****	Active	33,000.00	33,000.00	1,500.00	1,500.00
01/01/2021-31/01/2021	000000XXXX-000009	ename	E057****	Active	29,050.00	29,050.00	1,452.50	1,452.50

Showing 1 to 10 of 157 results Previous 2 3 4 5 ... 16 Next

Total Employer Mandatory Contribution (HK\$):		157,973.00
Total Employee Mandatory Contribution (HK\$):		157,973.00
Total Employer Voluntary Contribution (HK\$):		40,423.20
Total Employee Voluntary Contribution (HK\$):		3,174.50
Total Contribution (HK\$):		359,543.70

Note:
 If any member is terminated within above contribution period(s), please provide last date of employment and termination reason to us. For members terminated with Long Service Payment (LSP) / Severance Payment (SP) entitlement, please provide the relevant payment amount and supporting documents to us. You do not need to submit notice of termination to us.

* The employment status for the member is based the last recorded data as of 13/08/2021.
 #If any member is terminated within this contribution period, please update the employment status and provide last date of employment and termination reason to us. For employee termination involves Long Service Payment (LSP) / Severance Payment (SP) offset arrangement, please select "Yes" in "Request for Refund of LSP/SP". A " Notice Of Request For Refund Of Long Service Payment (LSP)/Severance Payment (SP)" duly signed by both the terminated employee and the authorized person of your company (with company chop if applicable) has to be submitted by mail to China Life Trustees Limited for processing. You do not need to submit notice of termination to us.

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Click "Submit"

1. Online Input

a. Submitting Contribution Information for Current Member



Contribution Input



Confirmation



Acknowledgement

Instruction received

Reference No.: CN2021091400001	Scheme No.: 0000000XXXX
Date of receiving instruction: 14/09/2021	Employer Name: ABC COMPANY LIMITED
Time of receiving instruction: 14:07:58	Employer Code: 0

Print
Save

Please mark the above "Scheme No." on the payment information (e.g. cheque, bank-in slip, online banking record) and submit to China Life Trustees Limited.

Details are as follows

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- Summary of contribution information is shown. Employer may also download the excel of details for record
- Please note that employer has not yet paid for the MPF contributions. Please pay the contributions according to the total contribution amount. Also, please mark the scheme no. on payment information (e.g. cheque, bank-in slip, online banking record), and then submit to China Life Trustees Limited

Contribution Period : From 2021/01/01 To 2021/01/31	
Total Member:	157
Total Employer Mandatory Contribution (HK\$):	157,973.00
Total Employee Mandatory Contribution (HK\$):	157,973.00
Total Employer Voluntary Contribution (HK\$):	40,423.20
Total Employee Voluntary Contribution (HK\$):	3,174.50
Total Contribution (HK\$):	359,543.70

[Download Contribution Details](#)

1. Online Input

a. Submitting Contribution Information for Current Member

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- For contribution information submitted before 4 p.m. on each dealing day (“Cut-off Time”), the excel file can be downloaded before the Cut-off Time by clicking “View” under “Online Instruction Status” and then clicking “Download Contribution Details”
- For contribution information submitted after the Cut-off Time, the file can be downloaded before 4 p.m. on next dealing day

Account Overview Edit Login Password Statement Download **Online Instruction Status** Hi! CLEAR WATER Last Login :

Online Instruction Status

You may delete unprocessed online instruction(s) before cut-off time on each dealing day.

Online Instruction	Cut off Time
Contribution Handling	4:00 p.m.

Unprocessed Online Instruction

Scheme No.	Employer Code	Type of Online Instruction	Reference No.	Received Date of Instruction	Received Time of Instruction	Status	
00000001689	0	Submit contribution information	CN2021092300001	23/09/2021	16:37:51	Received	View Delete

Contribution Period : From 2021/01/01 To 2021/01/31

Total Member:	8
Total Employer Supplementary Mandatory Contribution (HK\$):	5,295.25
Total Employee Supplementary Mandatory Contribution (HK\$):	5,295.25
Total Employer Supplementary Voluntary Contribution (HK\$):	0.00
Total Employee Supplementary Voluntary Contribution (HK\$):	0.00
Total Supplementary Contribution (HK\$):	10,590.50

[Download Contribution Details](#)

1. Online Input

b. Submitting Contribution Information for New Member

If member account for new employee is opened, all of his/her contribution periods which are required to pay will be shown before the deadline for paying the first contributions. Employers please enter member's relevant income for each contribution period, so as to calculate and submit mandatory contributions.

Contribution Handling - Online Input

Contribution Input Confirmation Acknowledgement

The mandatory contributions of employer and employee automatically calculated according to relevant income are applicable to monthly paid contribution period only. For non-monthly paid contribution period, please submit contribution information by upload file...

1 Click "Retrieve Contribution Details"

Retrieve contribution details

New Member

Please provide complete informations for new mem...

2 Select the latest contribution period

Contribution Period	Member No.	Member	Relev	Employer Mandatory Contribution
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1. Online Input

b. Submitting Contribution Information for New Member



Contribution Input



Confirmation



Acknowledgement

The mandatory contributions of employer and employee automatically calculated according to relevant income are applicable to monthly paid contribution period only. For non-monthly paid contribution period, please submit contribution information by upload file function of this website / email / mail / in-person.

Please update and submit the below contribution information of the contribution period.

The cut off time is 4:00 p.m. on each dealing day. If the instruction is submitted after the cut off time, we will process on the following dealing day. Contribution settlement will be completed within 3-5 business days from the day following the day of receipt of contribution details and the contributions.

Retrieve contribution details

New Member

Please provide complete informations for new member(s). Informations of more than one contribution periods may need to be provided for the same new member. Please click the member and then press "Edit".

Add Edit Delete

3

In "New Member" table, first click the member, and then click "Edit"

Contribution Period	Member No.	Member Name	HKID Card/Passport	Employment Status	Relevant Income (HK\$)	Basic Salary (HK\$)	Employer Mandatory Cont
01/11/2020-30/11/2020	000000XXXX-000991	ename	K222****	Active	0.00	0.00	0.00
01/12/2020-31/12/2020	000000XXXX-000991	ename	K222****	Active	0.00	0.00	0.00
01/01/2021-31/01/2021	000000XXXX-000991	ename	K222****	Active	0.00	0.00	0.00
01/11/2020-30/11/2020	000000XXXX-000992	ename	Y607****	Active	0.00	0.00	0.00
01/12/2020-31/12/2020	000000XXXX-000992	ename	Y607****	Active	0.00	0.00	0.00

Showing 1 to 5 of 6 results 1 row selected

Previous

1

2 12 Next

1. Online Input

b. Submitting Contribution Information for New Member

4 Enter the amount in “Relevant Income”. Employer and employee mandatory contributions will be calculated by system automatically

5 Enter voluntary contribution (if no, please enter 0)

6 Click “Edit” and “Close”. Then choose other contribution period(s) to input the relevant income of new member

7 After entering the relevant income for all contribution periods of new member, employer can submit these information. For steps thereafter, please refer to 7 - 10 of “a. Current Member” of this user guide

Edit record

Contribution Period: 01/11/2020-30/11/2020

Member No.: 00000000XXX-000991

Member Name: ename

HKID Card/Passport: K222****

Employment Status: Active

Relevant Income (HK\$): 10000

Basic Salary (HK\$): 0

Employer Mandatory Contribution (HK\$): 500

Employee Mandatory Contribution (HK\$): 0

Employer Voluntary Contribution (HK\$): 0

Employee Voluntary Contribution (HK\$): 0

Last Employment Date:

Termination Reason:

Request for Refund of LSP/SP: No

Close Edit

1. Online Input

c. Submitting Contribution Information for Member Attained Age 65 With Voluntary Contributions

Only member(s) attained age 65 who has to make voluntary contributions according to system record will be shown.

Member Attained Age 65 With Voluntary Contributions

Only member(s) attained age 65 who has to make voluntary contributions according to system record

Add Edit Delete

Relevant Income (HK\$) ↕	Employer Mandatory Contribution (HK\$) ↕	Employee Mandatory Contribution (HK\$) ↕	Employer Voluntary Contribution (HK\$) ↕	Employee Voluntary Contribution (HK\$)
0.00	0.00	0.00	3,236.80	0.00

1 As employer and employee are not required to make mandatory contribution, these two items are shown as 0 even if relevant income is entered

2

- For member attaining age 65 during the contribution period, employer please first calculate the relevant income as at the last day of that member's age 64 and then input here
- Example: Member's 65th birthday was on 21 Jan 2021 and continue to be employed. His monthly salary is \$31,000, i.e. the relevant income which required to make contributions is \$20,000
- After adjusting the "Relevant Income", system will calculate "Employer Mandatory Contribution" and "Employee Mandatory Contribution" as \$1,000 respectively

3 Please edit the voluntary contributions if necessary

Showing 1 to 1 of 1 results

Previous 1 Next

Please confirm your instruction in the next "Confirmation" step to obtain an acknowledgement and complete the instruction.

4 Click "Submit" to submit information of all tables (including current member, new member, member attained age 65 with voluntary contributions, member to be deleted) on this webpage

Submit Cancel

5 For steps thereafter, please refer to 8 - 10 of "a. Current Member" of this user guide

1. Online Input

d. Submitting Information for Member Whose Employment is Terminated in Current Contribution Period

1 Click the relevant member on the “New Member”, “Current Member” and “Member Attained Age 65 With Voluntary Contributions” tables and then click “Edit”

Add	Edit	Delete	
Contribution Period	Member No.	Member Name	HKID Card/Passport
01/01/2021-31/01/2021	0000000XXXX-000001	ename	Z461****

2 Change the employment status as “Terminated”

3 Enter the last employment date, select termination reason, and if request refund of LSP/SP is needed

4 Click “Edit” and then “Close”. If termination details for more than one member have to be submitted, please repeat step 1 - 4

Edit record

Contribution Period: 01/11/2020-30/11/2020

Member No.: 0000000XXXX-000001

Member Name: ename

HKID Card/Passport: Z461****

Employment Status: Terminated

Relevant Income (HK\$): 10000

Basic Salary (HK\$): 0

Employer Mandatory Contribution (HK\$): 500

Employee Mandatory Contribution (HK\$): 0

Employer Voluntary Contribution (HK\$): 0

Employee Voluntary Contribution (HK\$): 0

Last Employment Date: 09/09/2021

Termination Reason: Leaving Service

Request for Refund of LSP/SP: No

Close Edit

5 After entering termination details of members, please refer to 7 - 10 of “a. Current Member” of this user guide for steps thereafter

1. Online Input

e. Adding Member's Online Contribution Information

Employers can submit contribution information online for members who have not yet opened employee account. Please note that MPF scheme enrolment for the new member is not yet completed. Employers are still required to enrol both their full-time and part-time employees aged 18 to 64 who have been employed for a continuous period of 60 days or more in MPF scheme within the first 60 days of their employment (except for exempt persons), by submitting "Application of Participation Form – Employee" (CL 11).

1 Click "Add" on any table

Add	Edit	Delete
Contribution Period	Member No.	Member Name

2 Fill in information

Add record

Contribution Period: 01/11/2020-30/11/2020

Member No.:

Member Name:

HKID Card/Passport:

Employment Status: Active

Relevant Income (HK\$):

Basic Salary (HK\$):

Employer Mandatory Contribution (HK\$):

Employee Mandatory Contribution (HK\$):

Employer Voluntary Contribution (HK\$):

Employee Voluntary Contribution (HK\$):

Last Employment Date:

Termination Reason:

Request for Refund of LSP/SP: No

Close Add

Please note that employers have to calculate and enter mandatory contributions amount by themselves

3 Click "Add" and then "Close"

4 After entering details of new members, please refer to 7 - 10 of "a. Current Member" of this user guide for steps thereafter

1. Online Input

f. Deleting Member's Online Contribution Information

1 Click the member and then click "Delete"

Add Edit **Delete**

Contribution Period	Member No.	Member Name	HKID Card/Passport	Employment Status	Relevant Income (HK\$)	Basic Salary (HK\$)	Employer Mandatory Cont
01/01/2021-31/01/2021	00000XXXXXX-000501	ename	Z123****	Active	14,080.00	0.00	704.00
01/01/2021-31/01/2021	00000XXXXXX-000502	ename	Y123****	Active	11,000.00	0.00	550.00
01/01/2021-31/01/2021	00000XXXXXX-000503	ename	X123****	Active	16,090.00	0.00	804.50
01/01/2021-31/01/2021	00000XXXXXX-000504	ename	V123****	Active	11,515.00	0.00	575.75
01/01/2021-31/01/2021	00000XXXXXX-000505	ename	U123****	Active	10,120.00	0.00	506.00

Showing 1 to 5 of 8 results 1 row selected

Previous **1** 2 Next

1. Online Input

f. Deleting Member's Online Contribution Information

Delete record ×

Contribution Period:	01/01/2021-31/01/2021
Member No.:	00000XXXXXX-000501
Member Name:	ename
HKID Card/Passport:	Z123*****
Employment Status:	Active
Relevant Income (HK\$):	14080
Basic Salary (HK\$):	0
Employer Mandatory Contribution (HK\$):	704
Employee Mandatory Contribution (HK\$):	704
Employer Voluntary Contribution (HK\$):	0
Employee Voluntary Contribution (HK\$):	0
Last Employment Date:	
Termination Reason:	
Request for Refund of LSP/SP:	No

Close Delete

2

Click "Delete" and then "Close"

1. Online Input

f. Deleting Member's Online Contribution Information

3

Scroll down the webpage to "Member to be Deleted" table. Information of that member will be shown here

Member to be Deleted

To restore member in the "Member to be Deleted" table, please click the member and then press "Recover".

Contribution Period	Member No.	Member Name	HKID Card/Passport	Employment Status	Relevant Income (HK\$)	Basic Salary (HK\$)	Employer Mandatory Contribution (HK\$)	Employment Date
01/01/2021-31/01/2021	00000XXXXXX-000501	ename	Z123****	Active	14,080.00	0.00	704.00	

Showing 1 to 1 of 1 results

Previous 1 Next

Note:

You are required to arrange for all of your eligible employees to join an MPF scheme within the first 60 days of employment. The first contribution should be made, where the contribution period is wholly or partly within the permitted period, on or before the 10th day after the last day of the calendar month in which the 60-day permitted period ends; or the last day of the month in which the contribution period ends, whichever is the later; or where the contribution period is not wholly or partly within the permitted period, the 10th day after the last day of the month in which the contribution period ends.

If the employee is terminated before completing the 60-day permitted period, then both employer and employee will be exempted from making mandatory contribution. A contribution period is the period for which the employer pays relevant income to the employee. You are required to make mandatory contributions on or before the 10th day of each month together with the remittance statement for each contribution period.

If any member is terminated within this contribution period, please update the employment status and provide last date of employment and termination reason to us. For employee termination involves Long Service Payment (LSP) / Severance Payment (SP) offset arrangement, please select "Yes" in "Request for Refund of LSP/SP". A "Notice Of Request For Refund Of Long Service Payment (LSP)/Severance Payment (SP)" duly signed by both the terminated employee and the authorized person of your company (with company chop if applicable) has to be submitted by mail to China Life Trustees Limited for processing. You do not need to submit notice of termination to us.

* The employment status for the member is based the last recorded data as of 13/08/2021.

Please confirm your instruction in the next "Confirmation" step to obtain an acknowledgement and complete the instruction.

4

Click "Submit" to submit together with information of all tables (current member, new member, member attained age 65 with voluntary contributions, member to be deleted) on this webpage

1. Online Input

f. Deleting Member's Online Contribution Information

5 Information of the deleted member will not be shown here

6 For steps thereafter, please refer to 8 - 10 of "a. Current Member" of this user guide



Contribution Input



Confirmation



Acknowledgement

Details are as follows:
Show results

Contribution Period ^	Member No. ^	Member Name ^	HKID Card/Passport ^	Employment Status* ^	Relevant Income (HK\$) ^	Basic Salary
01/01/2021-31/01/2021	00000XXXXXX-000502	ename	Y123****	Active	11,000.00	0.00
01/01/2021-31/01/2021	00000XXXXXX-000503	ename	X123****	Active	16,090.00	0.00
01/01/2021-31/01/2021	00000XXXXXX-000504	ename	V123****	Active	11,515.00	0.00
01/01/2021-31/01/2021	00000XXXXXX-000505	ename	U123****	Active	10,120.00	0.00
01/01/2021-31/01/2021	00000XXXXXX-000506	ename	T123****	Active	14,000.00	0.00
01/01/2021-31/01/2021	00000XXXXXX-000507	ename	S123****	Active	12,800.00	0.00
01/01/2021-31/01/2021	00000XXXXXX-000508	ename	R123****	Active	16,300.00	0.00

Showing 1 to 10 of 157 results Previous 2 3 4 5 ... 16 Next

Total Employer Mandatory Contribution (HK\$):	157,973.00
Total Employee Mandatory Contribution (HK\$):	157,973.00
Total Employer Voluntary Contribution (HK\$):	40,423.20
Total Employee Voluntary Contribution (HK\$):	3,174.50
Total Contribution (HK\$):	359,543.70

Note:
If any member is terminated within above contribution period(s), please provide last date of employment and termination reason to us. For members terminated with Long Service Payment (LSP) / Severance Payment (SP) entitlement, please provide the relevant payment amount and supporting documents to us. You do not need to submit notice of termination to us.

* The employment status for the member is based the last recorded data as of 13/08/2021.
#If any member is terminated within this contribution period, please update the employment status and provide last date of employment and termination reason to us. For employee termination involves Long Service Payment (LSP) / Severance Payment (SP) offset arrangement, please select "Yes" in "Request for Refund of LSP/SP". A " Notice Of Request For Refund Of Long Service Payment (LSP)/Severance Payment (SP)" duly signed by both the terminated employee and the authorized person of your company (with company chop if applicable) has to be submitted by mail to China Life Trustees Limited for processing. You do not need to submit notice of termination to us.

1. Online Input

g. Revising Information of Previous Contribution Period

- Employer can revise the submitted information of previous contribution period. If change of information for the same contribution period has been submitted before, please confirm all submission records of that contribution period are shown in “Contribution Enquiry”, before submitting new changes in this page.
- Online amendment of submitted information of previous contribution period is only applicable to contribution amount increase.
- The mandatory contributions of employer and employee automatically calculated according to relevant income are only applicable to contribution period paid per calendar month (from 1st to the end of each month) for current members aged between 18 and 65, and not the first contributions. For other contribution types, please submit contribution information by upload file function of this website / email / mail / in-person.

The screenshot shows the user interface of the online portal. At the top left is the logo of China Life Trustees Limited. The top navigation bar includes links for Account Overview, Edit Login Password, Statement Download, and Online Instruction Status. The user's name, ABC COMPANY LIMITED, and last login time are displayed on the right. A sidebar on the left contains menu items: Scheme No. (000000XXXX), Employer Code (0), Account Overview, Employee Detail, Online Employee Application, Employee Account Opening Status, Contribution Enquiry, and Contribution Handling (highlighted with a red box and labeled '1'). The main content area is titled 'Contribution Handling' and contains three buttons: 'Upload contribution information', 'Online input contribution information', and 'Revise information of previous contribution period' (highlighted with a red box and labeled '2').

中國人壽信託有限公司
CHINA LIFE TRUSTEES LIMITED

Account Overview Edit Login Password Statement Download Online Instruction Status

Hi! ABC COMPANY LIMITED
Last Login : 14/09/2021 11:18:46 English Log Out

Scheme No. 000000XXXX

Employer Code 0

Account Overview

Employee Detail

Online Employee Application

Employee Account Opening Status

Contribution Enquiry

Contribution Handling

Contribution Handling

Upload contribution information

Online input contribution information

Revise information of previous contribution period

1 Click “Contribution Handling”

2 Click “Revise Information of Previous Contribution Period”

1. Online Input

g. Revising Information of Previous Contribution Period



Contribution Input



Confirmation



Acknowledgement

The mandatory contributions of employer and employee automatically calculated according to relevant income are only applicable to contribution period paid per calendar month (from 1st to the end of each month) for current members aged between 18 and 65, and not the first contributions. For other contribution types, please submit contribution information by upload file function of this website / email / mail / in-person.

If your Company has submitted change of information for the same contribution period before, please confirm all submission records of that contribution period are shown in "Contribution Enquiry", before submitting new changes in this page.

Please press "Retrieve contribution details" to select contribution period, click on the member whose information requires amendment, then click "Edit" to update the relevant information.

4 The cut off time is 4:00 p.m. on each dealing day. If the instruction is submitted after the cut off time, we will process on the following dealing day. Contribution settlement Click the member and then click "Edit" the day following the day of receipt of contribution details and the contributions.

Contribution Period	Member No.	Member Name	HKID Card/Passport	Employment Status	Relevant Income (HK\$)	Basic Salary
01/11/2020-30/11/2020	00000XXXXXX-000301	ename	A123****	Active	10,055.25	0.00
01/11/2020-30/11/2020	00000XXXXXX-000302	ename	B123****	Active	7,858.50	0.00
01/11/2020-30/11/2020	00000XXXXXX-000303	ename	C123****	Active	4,650.00	0.00
01/11/2020-30/11/2020	00000XXXXXX-000304	ename	D123****	Active	800.00	0.00
01/11/2020-30/11/2020	00000XXXXXX-000305	ename	E123****	Active	6,973.20	0.00

1. Online Input

g. Revising Information of Previous Contribution Period

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Example A – **Increase** relevant income from \$10,055.25 to \$30,000:

- Enter new “Relevant Income”
- “Employer Mandatory Contribution” and “Employee Mandatory Contribution” **to be supplemented** will be calculated automatically by system

Edit record

Contribution Period: 01/11/2020-30/11/2020

Member No.: 0000XXXXXX-000301

Member Name: ename

HKID Card/Passport: A123****

Employment Status: Active

Relevant Income (HK\$): 10055.25 → 30000

Basic Salary (HK\$): 0

Employer Supplementary Mandatory Contribution (HK\$): 502.76 → 997.24

Employee Supplementary Mandatory Contribution (HK\$): 502.76 → 997.24

Employer Supplementary Voluntary Contribution (HK\$): 0

Employee Supplementary Voluntary Contribution (HK\$): 0

Last Employment Date:

Termination Reason:

Request for Refund of LSP/SP: No

5 Click “Edit” and then “Close”

Close Edit

6

Pop-up i) Contribution paid already ; ii) Contribution calculated according to new relevant income, and iii) Contribution amount to be supplement

!

According to the record, Employer Mandatory Contribution paid for this contribution period was HK\$502.76
Employee Mandatory Contribution paid for this contribution period was HK\$502.76

Calculated by the new Relevant Income, Employer Mandatory Contribution should be HK\$1500.00
Employee Mandatory Contribution should be HK\$1500.00

In this regard, your Company is required to supplement:
Employer Mandatory Contribution HK\$997.24
Employee Mandatory Contribution HK\$997.24

7 Click “Confirm”

Confirm

Employee Supplementary Voluntary 0

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1. Online Input

g. Revising Information of Previous Contribution Period

Employment Status:	Active
Relevant Income (HK\$):	30000
Basic Salary (HK\$):	0
Employer Supplementary Mandatory Contribution (HK\$):	997.24
Employee Supplementary Mandatory Contribution (HK\$):	997.24
Employer Supplementary Voluntary Contribution (HK\$):	0
Employee Supplementary Voluntary Contribution (HK\$):	0
Last Employment Date:	
Termination Reason:	
Request for Refund of LSP/SP:	No

Success!Please close this window to check "Member who Needs to Change Information" table, and then press "Submit".
The mandatory contributions of employer and employee automatically calculated according to relevant income are only applicable to contribution period paid per calendar month (from 1st to the end of each month) for current members aged between 18 and 65, and not the first contributions.

8 Click "Close"

Close Edit

1. Online Input

g. Revising Information of Previous Contribution Period

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Scroll down the webpage to “Member who Needs to Change Information” table, the member information which has just been edited will be shown here

Member who Needs to Change Information

To restore member in the below table, please click the member and then press “Recover”.

Add	Edit	Recover				
Contribution Period	Member No.	Member Name	HKID Card/Passport	Employment Status	Relevant Income (HK\$)	Basic Salary
01/11/2020-30/11/2020	00000XXXXXX-000301	ename	A123****	Active	30,000.00	0.00

Showing 1 to 1 of 1 results

Previous

1

Next

Note:

You are required to arrange for all of your eligible employees to join an MPF scheme within the first 60 days of employment. The first contribution should be made, where the contribution period is wholly or partly within the permitted period, on or before the 10th day after the last day of the calendar month in which the 60-day permitted period ends; or the last day of the month in which the contribution period ends, whichever is the later; or where the contribution period is not wholly or partly within the permitted period, the 10th day after the last day of the month in which the contribution period ends.

If the employee is terminated before completing the 60-day permitted period, then both employer and employee will be exempted from making mandatory contribution. A contribution period is the period for which the employer pays relevant income to the employee. You are required to make mandatory contributions on or before the 10th day of each month together with the remittance statement for each contribution period.

#If any member is terminated within this contribution period, please update the employment status and provide last date of employment and termination reason to us. For employee termination involves Long Service Payment (LSP) / Severance Payment (SP) offset arrangement, please select “Yes” in “Request for Refund of LSP/SP”. A “Notice Of Request For Refund Of Long Service Payment (LSP)/Severance Payment (SP)” duly signed by both the terminated employee and the authorized person of your company (with company chop if applicable) has to be submitted by mail to China Life Trustees Limited for processing. You do not need to submit notice of termination to us.

* The employment status for the member is based the last recorded data as of 13/08/2021.

Please confirm your instruction in the next “Confirmation” step to obtain an acknowledgement and complete the instruction.

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Click “Submit”

Submit

Cancel

11

For steps thereafter, please refer to 8 - 10 of “a. Current Member” of this user guide

1. Online Input

g. Revising Information of Previous Contribution Period

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Example B – Decrease
relevant income from \$4,650 to \$4,000
→ Even if the new amount is input in “Relevant Income”, after clicking “Edit”, a message will pop up, stating that this cannot proceed online. Please contact MPF Account Officer of your Company for handling

Edit record ×

Contribution Period: 01/11/2020-30/11/2020 ▼

Member No.: 00000XXXXX-000303

Member Name: ename

HKID Card/Passport: C123****

Employment Status: Active ▼

Relevant Income (HK\$): 4000

Basic Salary (HK\$): 0

Employer Supplementary Mandatory Contribution (HK\$): -32.5

Employee Supplementary Mandatory Contribution (HK\$): 0

Employer Supplementary Voluntary Contribution (HK\$): 0

Employee Supplementary Voluntary Contribution (HK\$): 0

Last Employment Date:

Termination Reason: ▼

Request for Refund of LSP/SP: No ▼

Close Edit



The contribution amount will be less than original record after revising and cannot proceed online. Please contact Account Officer of your Company for handling.

Confirm

2. File Uploading

Scheme No. ×
000000XXXX

Employer Code
0

 Account Overview

 Employee Detail

 Online Employee
Application

 Employee Account Opening
Status

 Contribution Enquiry

 **Contribution Handling**

Contribution Handling

2 Click "Upload Contribution Information"

Upload contribution information

Online input contribution information

Revise information of previous
contribution period

1 Click "Contribution
Handling"

2. File Uploading

Upload contribution information



Upload File



Confirmation



Acknowledgement

The cut off time is 4:00 p.m. on each dealing day. If the instruction is submitted after the cut off time, we will process on the following dealing day. Contribution settlement will be completed within 3-5 business days from the day following the day of receipt of contribution details and the contributions.

Upload contribution information:

Drag & drop files here ...

Select files...

Browse ...

Note:

You are required to arrange for all of your eligible employees to join an MPF scheme within the first 60 days of employment. The first contribution should be made, where the contribution period is wholly or partly within the permitted period, on or before the 10th day after the last day of the calendar month in which the 60-day permitted period ends; or the last day of the month in which the contribution period ends, whichever is the later; or where the contribution period is not wholly or partly within the permitted period, the 10th day after the last day of the month in which the contribution period ends.

If the employee is terminated before completing the 60-day permitted period, then both employer and employee will be exempted from making mandatory contribution. A contribution period is the period for which the employer pays relevant income to the employee. You are required to make mandatory contributions on or before the 10th day of each month together with the remittance statement for each contribution period.

Please confirm your instruction in the next "Confirmation" step to obtain an acknowledgement and complete the instruction.

Submit

Reset

Cancel

3

Drag and drop the file to dotted-line area, or click "Browse" to select file

2. File Uploading



Upload File



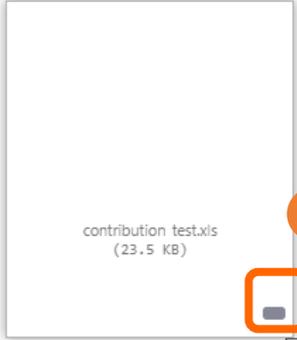
Confirmation



Acknowledgement

The cut off time is 4:00 p.m. on each dealing day. If the instruction is submitted after the cut off time, we will process on the following dealing day. Contribution settlement will be completed within 3-5 business days from the day following the day of receipt of contribution details and the contributions.

Upload contribution information:



contribution_test.xls
(23.5 KB)

4 If needed, you may click this rectangle to delete the selected file

Remove file

Browse ...

Note:
You are required to arrange for all of your eligible employees to join an MPF scheme within the first 60 days of employment. The first contribution should be made, where the contribution period is wholly or partly within the permitted period, on or before the 10th day after the last day of the calendar month in which the 60-day permitted period ends; or the last day of the month in which the contribution period ends, whichever is the later; or where the contribution period is not wholly or partly within the permitted period, the 10th day after the last day of the month in which the contribution period ends.

If the employee is terminated before completing the 60-day permitted period, then both employer and employee will be exempted from making mandatory contribution. A contribution period is the period for which the employer pays relevant income to the employee. You are required to make mandatory contributions on or before the 10th day of each month together with the remittance statement for each contribution period.

Please confirm your instruction in the next "Confirmation" step to obtain an 5 Click "Submit" to complete the instruction.

Submit Reset Cancel

2. File Uploading

Upload contribution information

Upload File Confirmation Acknowledgement

Selected file : contribution_test.xls

5 Click "Confirm"

Confirm Edit Cancel

The image shows a user interface for uploading contribution information. It features a progress bar with three steps: 'Upload File', 'Confirmation', and 'Acknowledgement'. The 'Confirmation' step is currently active, indicated by a green circle and a keyboard icon. Below the progress bar, a text field shows the selected file name 'contribution_test.xls'. At the bottom, there are three buttons: 'Confirm', 'Edit', and 'Cancel'. The 'Confirm' button is highlighted with an orange border, and a callout box with the number '5' and the text 'Click "Confirm"' points to it.

2. File Uploading

Upload contribution information



Upload File



Confirmation



Acknowledgement

Instruction received

Reference No.: UP2021091400001

Date of receiving instruction: 14/09/2021

Time of receiving instruction: 16:05:41

Scheme No.: 0000000XXXX

Employer Name: ABC COMPANY LIMITED

Employer Code: 0

Print

Save

Please mark the above "Scheme No." on the payment information (e.g. cheque, bank-in slip, online banking record) and submit to China Life Trustees Limited.

Details are as follows

Uploaded file: contribution_test.xls

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Please note that employer has not yet made MPF contributions. Please mark the "Scheme No." on the payment information (e.g. cheque, bank-in slip, online banking record) and submit to China Life Trustees Limited.