



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 setting up of direct debit date for contribution settlement,
- 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.



Hang Seng Business e-Banking User Guide

MPF and Payroll Services

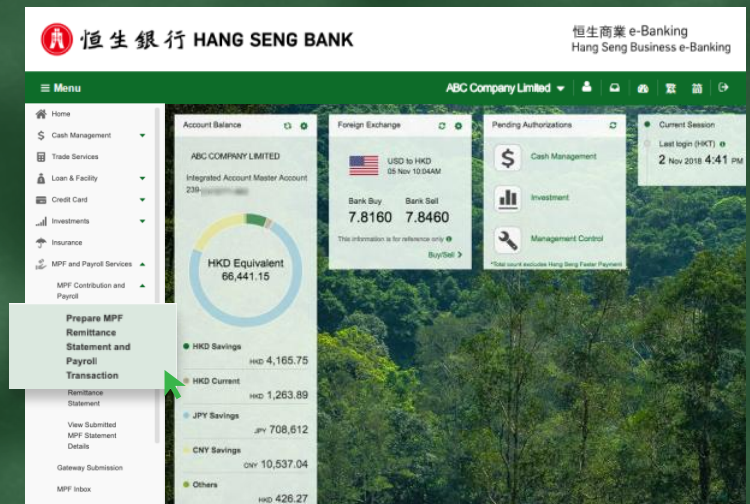
Steps for Preparing MPF Remittance Statement

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**”.

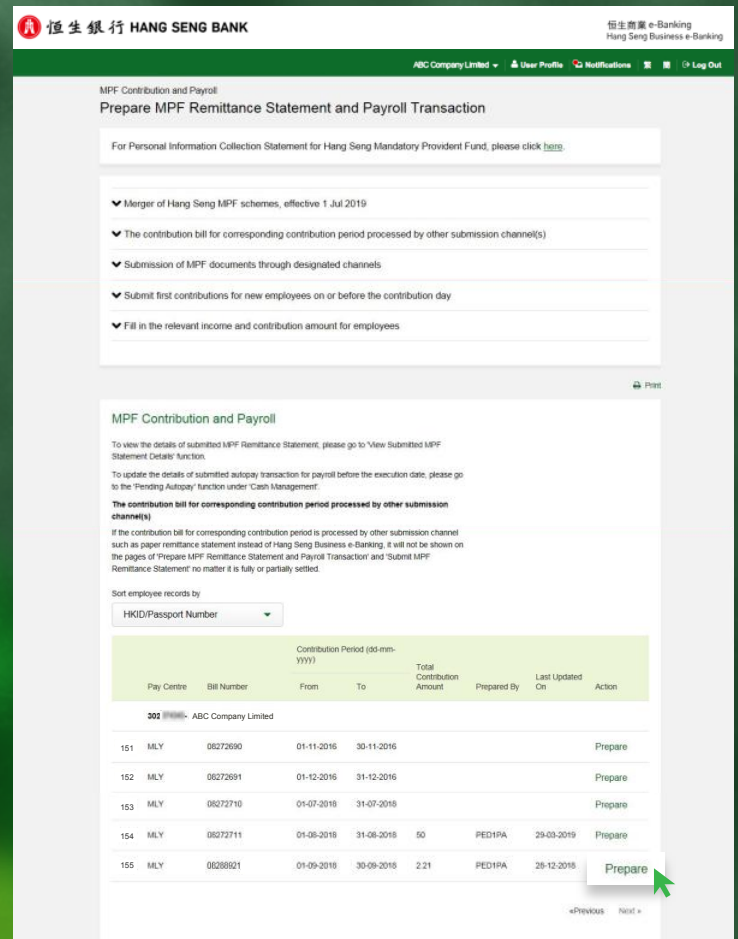


STEP 2

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

Select MPF Earliest Direct Debit Date

The system will withdraw the MPF contribution amount from your default MPF Direct Debit account on your selected date and make contributions for your employee(s) accordingly.

(If you have selected a current date - Monday to Friday except public holiday - as the “**MPF Earliest Direct Debit Date**” and submitted the remittance statement between 5:00pm to 11:59pm, your instruction cannot be processed and the transaction will be cancelled. Should you reset the “MPF Earliest Direct Debit Date” to the next working day, we will regard the day that you have submitted the instruction as the submission date of the 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 & 4B**.

The screenshot shows the 'MPF Contribution and Payroll' section of the Hang Seng Business e-Banking interface. The page title is 'MPF Contribution and Payroll' and the subtitle is 'Contribution Details'. Below the title, there is a link to the 'Personal Information Collection Statement for Hang Seng Mandatory Provident Fund'. A list of bullet points provides information about the MPF contribution process, including the effective date of 1 Jul 2019, submission channels, and the requirement to submit first contributions for new employees on or before the contribution day. The 'Contribution Details' section shows the Employer as 'ABC Company Limited', the Pay Centre as 'MLY', the Bill Number as '08288921', and the Currency as 'HKD'. The Contribution Period is '01-04-2019 - 30-04-2019'. The 'MPF Earliest Direct Debit Date' is set to '10-05-2019'. The 'MPF Direct Debit Account' is '024 1111 001' and the 'MPF Direct Debit Bank' is 'Hang Seng Bank Limited'. A note explains the contribution day for monthly-paid non-casual employees. There is a checkbox for 'Make Payroll Payment to employees' and a section for 'Autopay' transactions. A table shows the contribution details for two employees: JANG CAIJU and YU DABA. The table has columns for Name, Contribution Period, MPF Relevant Income, and MPF Contributions (Mandatory, Voluntary, and Total). The table shows that for both employees, the contribution period is 01-04-2019 to 30-04-2019, and the MPF Relevant Income is 0.00. The MPF Contributions are also 0.00. Below the table, there are steps for adding new employees, terminating employees, and updating existing employee information.

MPF Contribution and Payroll
Contribution Details

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
- Submit first contributions for new employees on or before the contribution day
- Fill in the relevant income and contribution amount for employees

Contribution Details

Employer
302 [\[Link\]](#) - ABC Company Limited

Pay Centre
MLY

Bill Number
08288921

Currency
HKD

Contribution Period
01-04-2019 - 30-04-2019

MPF Earliest Direct Debit Date
10-05-2019

MPF Direct Debit Account
024 [\[Link\]](#) 001

MPF Direct Debit Bank
Hang Seng Bank Limited

Generally, for monthly-paid non-casual employees, the contribution day is the tenth day of each month. For casual employees (who is not a member of an industry scheme), the contribution day is the tenth day after the last day of the relevant contribution period. If the contribution day is a Saturday, a public holiday, a gate warning day or black rainstorm warning day, then the contribution day refers to the next working day which is not a Saturday, a public holiday, a gate warning day or black rainstorm warning day. Please be reminded that employers 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 MPFA's website at [www.mpfa.org.hk](#).

MPF contribution days for monthly-paid non-casual employees

☐ Make Payroll Payment to employees *

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.

If the MPF relevant income of an employee is zero, please input '0' or '0.00' for the relevant income. If the contribution day for the first contributions in respect of the new employee(s) showing in the 'Existing Employees' section has NOT been reached, please leave the field for the relevant income of the employee(s) concerned blank and do NOT input '0' or '0.00'.

Please carefully review the remittance statement before submission in order to avoid any outstanding contributions. If the contribution day for the mandatory contributions has been reached but the MPF relevant income of the relevant employee(s) is left blank, it will be considered as failure to report contributions. The Mandatory Provident Fund Schemes Authority (MPFA) may impose a surcharge of 5% of any outstanding mandatory contributions. The employer may also be subject to a financial penalty or prosecution.

For enquiries, please contact Hang Seng MPF Employer Direct on (852) 2288 6622.

Name	Contribution Period	MPF Relevant Income	MPF Contributions	
			Mandatory	Voluntary
JANG CAIJU	01-04-2019 To 30-04-2019	0.00	0.00	0.00
YU DABA	01-04-2019 To 30-04-2019	0.00	0.00	0.00

Step 1: Do you need to add New Employee? [Add/Amend New Employee](#)

*** Press "Add/Amend New Employee" to report new employee ***

Step 2: Do you need to add Terminated Employee? [Add/Amend Termination](#)

*** Press "Add/Amend Termination" to report employee termination ***

Step 3: Please check and update relevant information of Existing Employee.



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MPF and Payroll Services

Steps for Preparing MPF Remittance Statement

STEP
4A

Add New Employee (Optional)

- 1 Click "+ Add/Amend Employee".
- 2 Input all required information for each new employee in "Add/Amend Employee(Note)" page. Upon completion, click "Next >" to continue inputting the contribution details for the new employee(s).

(You should complete and return us the "Employee Application Form" signed by the employer's authorized signatory and the employee within the first 60 days of employment to enroll for each of your new employees. The "Employee Application Form" can be downloaded from www.hangseng.com/empf.)

The screenshot shows the top navigation bar with the Hang Seng Bank logo and user profile. Below, a table lists existing employees with columns for Name, HKID/Passport, Contribution Period, and MPF Contributions. A green arrow points to the '+ Add/Amend New Employee' button, which is labeled with a '1' in a circle.

The screenshot shows the 'Add/Amend New Employee(Note)' form. It includes fields for Employer (ABC Company Limited), Currency (HKD), and Contribution Period (01-04-2019 - 30-04-2019). Below is a table for adding new employees with columns for Surname, First Name, Identity Type, Identity Number, Sex, and Delete. A green arrow points to the 'Next >' button, which is labeled with a '2' in a circle.



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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 terminating employee(s), then click "Next >" to continue.
- 3 Update all the termination details for each terminating employee. Upon completion, click "Next >" to continue inputting or updating the contribution details of the terminating employee(s).

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ABC Company Limited

MPF Contributions

Name		HKID / Passport	MPF Contributions	
From	To	MPF Relevant Income	Mandatory	Voluntary
			Employer	Employee
			Employer	Employee

Step 1: Do you need to add New Employee? + Add/Amend New Employee

*** Press "Add/Amend New Employee" to report new employee ***

Step 2: Do you need to add Terminated Employee? **1 + Add/Amend Termination**

*** Press "Add/Amend Termination" to report employee termination ***

*** Press "Add/Amend New Employee" to report new employee ***

Step 2: Do you need to add Terminated Employee? + Add/Amend Termination

*** Press "Add/Amend Termination" to report employee termination ***

Step 3: Please check and update relevant information of Existing Employee.

	Name	HKID / Passport	MPF Relevant Income	MPF Contributions
1	JIANG DAJU		0.00	0.00
	01-04-2019	30-04-2019	0.00	0.00
2	YU DABA		0.00	0.00

Select Terminating Employees

Employer: 302 ABC Company Limited

Pay Centre: MLY

Currency: HKD

BE Number: 06288921

Contribution Period: 01-04-2019 - 30-04-2019

	Name	HKID / Passport
1	JIANG DAJU	
2	YU DABA	

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Note:

- Employers are required to provide the termination code when reporting termination for the employee. If (1) such employee's account contains projected vested balance of employee's voluntary employer's ORSD balance (based on the existing vesting scale of the scheme, if any), or (2) employer has indicated an intention to offset Long Service Payment/Severance Payment ("LSP/SP") from such employee's account. Otherwise, the termination code is optional under other situation. If the termination code in respect of the employee under the above two situations is missing or incorrect, the notification of termination of the employee will be treated as invalid and the details of the termination notification will not be recorded. As a result of the invalid termination notification, any request for LSP/SP offset or transfer of accrued benefits from the employee's account will be unable to be processed. Default contribution in respect of any future contribution period(s) may also be reported to the MIFA, if any.
- If you choose not to provide termination code of the employee under other situations, please submit paper remittance statement to report the termination for that employee.

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Add/Amend Termination Details

Employer: 302 ABC Company Limited

Pay Centre: MLY

Currency: HKD

BE Number: 06288921

Contribution Period: 01-04-2019 - 30-04-2019

Name	HKID / Passport	Last Employment Date (dd-mm-yyyy)	Termination Reason	Delete
YU DABA		30-04-2019	WB-Resignation	<input type="checkbox"/>

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Note:

- Employers are required to provide the termination code when reporting termination for the employee. If (1) such employee's account contains projected vested balance of employee's voluntary employer's ORSD balance (based on the existing vesting scale of the scheme, if any), or (2) employer has indicated an intention to offset Long Service Payment/Severance Payment ("LSP/SP") from such employee's account. Otherwise, the termination code is optional under other situation. If the termination code in respect of the employee under the above two situations is missing or incorrect, the notification of termination of the employee will be treated as invalid and the details of the termination notification will not be recorded. As a result of the invalid termination notification, any request for LSP/SP offset or transfer of accrued benefits from the employee's account will be unable to be processed. Default contribution in respect of any future contribution period(s) may also be reported to the MIFA, if any.
- If you choose not to provide termination code of the employee under other situations, please submit paper remittance statement to report the termination for that employee.

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Steps for Preparing MPF Remittance Statement

STEP 5

Provide MPF Contributions Details

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

(The "**MPF Relevant Income**" for new employee(s) will be prefilled as "**0.00**". If the contribution day for the first contributions in respect of the new employee(s) has NOT been reached, please delete the prefilled "**0.00**" record for the "**MPF Relevant Income**" of the employee(s) concerned and leave the field blank.)

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ABC Company Limited User Profile Notifications Log Out

Name		HKID / Passport	MPF Contributions	
Contribution Period			Mandatory	
From	To	MPF Relevant Income	Employer	Employee
			Voluntary	
			Employer	Employee

Step 1: Do you need to add New Employee? + Add/Amend New Employee

1	Chan Tsz-kan	0.00	0.00	0.00
	01-04-2019	30-04-2019	0.00	0.00

Step 2: Do you need to add Terminated Employee? + Add/Amend Termination

2	YU DABA	0.00	0.00
	01-04-2019	30-04-2019	0.00

Step 3: Please check and update relevant information of Existing Employee.

3	JANG DAJUI	0.00	0.00
	01-04-2019	30-04-2019	0.00

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 us 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 incomes, please update them and press "Calculate and Save" to view the revised Mandatory Contributions. For any changes in Voluntary Contributions, please update them manually for each employee. Always press "Calculate and Save" after you finish in order to save the changes.

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

Cancel 2 Calculate and Save Next >



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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.

1 ✓ Make Payroll Payment to employees ¹

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.

If the MPF relevant income of an employee is zero, please input '0' or '0.00' for the relevant income. If the contribution day for the first contributions in respect of the new employee(s) showing in the 'Existing Employees' section has NOT been reached, please leave the field for the relevant income of the employee(s) concerned blank and do NOT input '0' or '0.00'.

Please carefully review the remittance statement before submission in order to avoid any outstanding contributions. If the contribution day for the mandatory contributions has been reached but the MPF relevant income of the relevant employee(s) is left blank, it will be considered as failure to report contributions. The Mandatory Provident Fund Schemes Authority (MPFA) may impose a surcharge of 5% of any outstanding mandatory contributions. The employer may also be subject to a financial penalty or prosecution.

For enquiries, please contact Hang Seng MPF Employer Direct on (852) 2288 6822.

Payroll Details

Deduct from Account: 263, 001, HKD Current

Payment Code/Description: A01 AUTO CREDIT

Payroll Value Date: 10-05-2019

Reference:

Contribution Period		Income ²	MPF Contributions		Payroll ³	
From	To	MPF Relevant Income	Mandatory	Voluntary	Particular	Amount
			Employer	Employee	Bank / Account Number	
Step 1: Do you need to add New Employee? ¹ Add/Amend New Employee						
1 Chan Tak-han 00000000000000000000						
01-04-2019	30-04-2019	0.00	0.00	0.00		
			0.00	0.00		
Step 2: Do you need to add Terminated Employee? ¹ Add/Amend Termination						
2 YU DABA						
01-04-2019	30-04-2019		0.00	0.00		
			0.00	0.00		
Step 3: Please check and update relevant information of Existing Employee.						
3 JANG DAJU						
01-04-2019	30-04-2019		0.00	0.00		
			0.00	0.00		



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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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Name	Contribution Period	Income	MPF Contributions	Payroll
	From	To	MPF Relevant Income	Particular
1 Chan Taklan	01-04-2019	30-04-2019	100.00	222
2 YU DABA	01-04-2019	30-04-2019	100.00	
3 JIANG DAJU	01-04-2019	30-04-2019	1000.00	123

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 us for processing and report the contribution details of each 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 incomes, please update them and press "Calculate and Save" to view the revised mandatory contributions and payroll amount. For any changes in voluntary contributions, please update them manually for each employee. Always press "Calculate and 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)

Cancel **3 Calculate and Save** Next



Hang Seng Business e-Banking User Guide

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 “**Next >**” to submit the MPF remittance statement and/or autopay transaction for payroll.

After clicking “**Next >**”, 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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Name		HKID / Passport		MPF Contributions		Payroll	
Contribution Period	Income ²	Mandatory					
From	To	MPF Relevant Income	Employee	Employee	<input type="checkbox"/>	Bank / Account Number	
		Payroll Amount Adjustment	Employee	Employee	Particular	Amount	
Step 1: Do you need to add New Employee? Add/Amend New Employee							
1 Chan Tak-lan							
01-04-2019	30-04-2019	100.00	5.00	0.00	<input checked="" type="checkbox"/>	222	222
		0.00	0.00	0.00	Salary	100.00	
Step 2: Do you need to add Terminated Employee? Add/Amend Termination							
2 YU DABA							
01-04-2019	30-04-2019	100.00	5.00	0.00	<input type="checkbox"/>		
		0.00	0.00				
Step 3: Please check and update relevant information of Existing Employee.							
3 JIANG DAJU							
01-04-2019	30-04-2019	1000.00	50.00	0.00	<input checked="" type="checkbox"/>	123	222
		0.00	0.00	0.00	Salary	1,000.00	
«Previous Next»							



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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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Hang Seng Business e-Banking

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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](#).

▼ 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

Deduct from Account

Payment Code/Description

Payroll Value Date

Reference

Total Amount

Total Count

263- 001 HKD Current

A01 AUTO CREDIT

10-05-2019

1,100.00

2

Payee	Bank/Account Number	Particular	Amount(USD)
Chan TaiMan	222 - 000000222	Salary	100.00
JANG DAJILU	123 - 000000222	Salary	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.

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Cancel

Confirm Autopay Transaction for Payroll



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MPF and Payroll Services

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

STEP 10

Verify Autopay Transaction for Payroll Instruction

- 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.

The screenshot displays the Hang Seng Business e-Banking interface for the 'MPF Contribution and Payroll' section. The page title is 'Prepare MPF Remittance Statement and Payroll Transaction'. Below the title, there is a link for 'Personal Information Collection Statement for Hang Seng Mandatory Provident Fund'. A list of instructions follows, including: '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', and 'Fill in the relevant income and contribution amount for employees'. Below this list is a 'Payee Information' table with columns for 'Code/Description', 'Total Number of Payee', and 'Transfer Amount'. The table shows one entry: 'AD1 AUTO CREDIT' with a total number of payees of 2 and a transfer amount of 1,100.00. The 'Verification' section contains a list of steps: 1. Press the green button and hold for 2 seconds to turn on Security Device. 2. Enter your Security Device PIN. 3. Press the yellow button. 4. Enter 21100 into your Security Device. 5. Press the yellow button again to generate the Security Code. 6. Enter the Security Code below. A 6-digit code input field is provided, with a green arrow pointing to it. To the right of the input field is a small image of a security device. At the bottom right, there are two buttons: 'Cancel' and 'Confirm ➤', with a green arrow pointing to the 'Confirm' button.

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Hang Seng Business e-Banking

ABC Company Limited User Profile Notifications Log Out

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

Payee Information

Code/Description	Total Number of Payee	Transfer Amount
AD1 AUTO CREDIT	2	1,100.00

Verification

1. Press button and hold for 2 seconds to turn on Security Device.
2. Enter your Security Device PIN.
3. Press button.
4. Enter 21100 into your Security Device.
5. Press button again to generate the Security Code.
6. Enter the Security Code below.

6-digit code

Cancel **2 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.: NP1350056701

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 Tak Man	222 - 001 HKD Current	Salary	100
JIANG DAJUN	123 - 001 HKD Current	Salary	1,000

Next Cancel



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MPF and Payroll Services

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

STEP 12

Preview MPF Remittance Statement Instruction

Read carefully on the information before submission.

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恒生商業 e-Banking
Hang Seng Business e-Banking

ABC Company Limited User Profile Notifications Log Out

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

Employer
302 ABC Company Limited

Pay Centre
MLY

Bill Number
00208921

Currency
HKD

Contribution Period
01-04-2019 - 30-04-2019

MPF Earliest Direct Debit Date
10-05-2019

MPF Direct Debit Account
024- -001

MPF Direct Debit Bank
Hang Seng Bank Limited

Generally, for monthly-paid non-casual employees, the contribution day is the tenth day of each month. For casual employees (who is not a member of an industry scheme), the contribution day is the tenth day after the last day of the relevant contribution period. If the contribution day is a Saturday, a public holiday, a gale warning day or black rainstorm warning day, then the contribution day refers to the next working day which is not a Saturday, a public holiday, a gale warning day or black rainstorm warning day. Please be reminded that employers 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 MPFA's website at www.mpf.org.hk.

▼ MPF contribution days for monthly-paid non-casual employees

View and Print Details

Total Mandatory Contributions			Total Voluntary Contributions	
Total Contribution Amount	Employer	Employee	Employer	Employee
60.00	60.00	0.00	0.00	0.00

Note:

- 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.

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Cancel

Confirm and Submit MPF Remittance Statement



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

Click **"OK"** on the pop up message to submit the instruction.

After clicking **"OK"**, a confirmation page is shown with Reference No. provided for a successful submission.

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

The screenshot displays the Hang Seng Business e-Banking interface. At the top, there is a navigation bar with the bank's logo and name. Below this, a pop-up message box is visible, prompting the user to confirm the submission of the MPF Remittance Statement. The message states: "Please ensure that you want to submit your MPF Remittance Statement. We will process your MPF Remittance Statement after you press 'OK'. Otherwise, please click 'Cancel'." The user is instructed to click "OK".

Below the pop-up, the main interface shows the "MPF Contribution and Payroll" section. The title is "Prepare MPF Remittance Statement and Payroll Transaction". A link is provided for the "Personal Information Collection Statement for Hang Seng Mandatory Provident Fund".

A list of instructions is displayed, including:

- 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

A confirmation message is shown, indicating that the instruction has been successfully submitted. It provides the Reference No. 11230000392 and asks the user to print out the page for their records.

The "Details as below:" section provides a summary of the submission details:

Submit MPF Remittance Statement	
Instruction	Submit MPF Remittance Statement
Employer	302 [REDACTED] - ABC Company Limited
MPF Employer ID	302 [REDACTED]
Pay Centre	MLY
Bill Number	06288921
Contribution Period	01-04-2019 - 30-04-2019
Total Contribution Amount	1,100.00
MPF Earliest Direct Debit Date	10-05-2019
MPF Direct Debit Account	024- [REDACTED] 001
MPF Direct Debit Bank	Hang Seng Bank Limited

A note is provided at the bottom, stating that if the user has reported any employee terminations with Long Service Payment or Severance Payment, they will receive an email of Payment Proof Form for Long Service Payment or Severance Payment. The user is asked to ensure they complete and submit the Payment Proof Form for Long Service Payment or Severance Payment to us by post. Any requests for refund for offsetting Long Service Payment or Severance Payment can only be processed with payment proof.

The interface concludes with an "OK" button, which the user is instructed to click.