### **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.

**Steps for Preparing MPF Remittance Statement** 



#### **Open the page**

Click " **PF and Payroll Services**" on the left hand side menu.

Go to "MPF Contribution and Payroll" > "Prepare MPF Remittance Statement and Payroll Transaction".



#### 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.



### **Steps for Preparing MPF Remittance Statement**

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### 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

#### 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**.

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Con	ntribution Details					
Fo	r Personal Information Coll	ection Statement for He	ang Seng Mandatory Prov	ident Fund, please c	lick <u>here</u> .	
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*	Submit first contributions for	r new employees on o	r before the contribution d	зу		
•	Fill in the relevant income a	and contribution amoun	t for employees			
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5% per	of any outstanding mandatory co naity or prosecution.	ntributions. The employer m	ay also be subject to a financial	spe ui		
For	enquiries, please contact Hang t	ieng MPF Employer Direct o	on (852) 2288 6822.			
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### **Steps for Preparing MPF Remittance Statement**



#### Add New Employee (Optional)

#### 1 Click "+ Add/Amend Employee".

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.)



### **Steps for Preparing MPF Remittance Statement**

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### Terminate Existing Employee (Optional)

- 1 Click "+ Add/Amend Termination".
- 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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### **Steps for Preparing MPF Remittance Statement**

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#### Provide MPF Contributions Details

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



#### **Provide Payroll Details**

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



#### **Update Payroll Columns**

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



#### **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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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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PF Contribution and Payrol		ABC Company L	rmled 👻 🚔 User Profile 🔽 No	offications 🕱
repare MPF Remit	tance Statement and	Payroll Transacti	ion	
For Personal Information C	ollection Statement for Hang Se	ing Mandatory Provident F	und, please click <u>here</u> .	
✓ Merger of Hang Seng M	IPF schemes, effective 1 Jul 201	9		
<ul> <li>The contribution bill for one</li> </ul>	corresponding contribution perio	d processed by other subr	mission channel(s)	
✓ Submission of MPF doci	uments through designated cha	nnels		
✓ Reporting of relevant inc	come and contributions when ha	ving a retroactive salary a	djustment	
✓ Submit Remittance State	ement and pay mandatory contr	ibutions in full by the contr	ibution day	
<ul> <li>Submit first contributions</li> </ul>	s for new employees on or befor	e the contribution day		
<ul> <li>Fill in the relevant incom</li> </ul>	e and contribution amount for e	mployees		
Deduct from Account	263- 100000-001 HKD Ci	irrent		
Payment Code/Description	A01 AUTO CREDIT			
Payroll Value Date	10-05-2019			
Reference				
Total Amount	1,100.00			
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Payee	Bank/Account Number	Particular	Amount()+HCD)	
Chan TaiMan	222 - 2222	Salary	100.00	
JIANG DAJIU	123 - 117 - 100 2222	Salary	1,000.00	
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Steps for Submitting MPF Remittance Statement and/or Autopay Transaction for Payroll



#### Verify Autopay Transaction for Payroll Instruction

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

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



#### **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.

	IG BANK		恒生商 i Hang Ser	櫱 e-Banki ng Business
		ABC Company L	miled 👻 📥 User Profile 🛸 Notifications 🛛	
MPF Contribution and P Prepare MPF F	ayroll Remittance Statement and I	Payroll Transacti	on	
For Personal Inform	ation Collection Statement for Hang Sen	ig Mandatory Provident F	und, please click <u>here</u> .	
✓ Merger of Hang 8	Seng MPF schemes, effective 1 Jul 2019	,		
The contribution	bill for corresponding contribution period	processed by other subm	nission channel(s)	
✓ Submission of Mi	PF documents through designated chann	nels		
✓ Reporting of rele	vant income and contributions when hav	ing a retroactive salary ac	djustment	
✓ Submit Remittani	ce Statement and pay mandatory contrib	utions in full by the contri	ibution day	
✓ Submit first contr	ibutions for new employees on or before	the contribution day		
✓ Fill in the relevant	It income and contribution amount for err	nployees		
Instruction Rec     Reference No : N5	elved 1350056701			
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Steps for Submitting MPF Remittance Statement and/or Autopay Transaction for Payroll



Preview MPF Remittance Statement Instruction

Read carefully on the information before submission.

. 1 HANG SENG I				Hang Sen
IPE Contribution and Deced			ABC Company Limited +	User Profile      Notifications
Prepare MPF Ren	nittance State	ment and Payro	I Transaction	
For Personal Information	Collection Stateme	nt for Hang Seng Manda	tory Provident Fund, plea	ise click <u>here</u> .
✓ Merger of Hang Seng	MPF schemes, effe	ctive 1 Jul 2019		
<ul> <li>The contribution bill for</li> </ul>	or corresponding cor	tribution period process	ed by other submission of	hannei(s)
✓ Submission of MPF d	ocuments through d	esignated channels		
<ul> <li>Reporting of relevant</li> </ul>	income and contribu	itions when having a ret	oactive salary adjustment	
✓ Submit Remittance St	atement and pay m	andatory contributions in	full by the contribution da	iy
✓ Submit first contribution	ons for new employe	ies on or before the cont	ibution day	
✓ Fill in the relevant ince	ome and contribution	n amount for employees		
302 ABC Comp	bany Limited			
Pay Centre MLY	8 0	#I Number 6288921	Currency HKD	
Contribution Period 01-04-2019 - 30-04-20	019			
MPF Earliest Direct Debit Dale 10-05-2019	i.			
MPF Direct Debit Account				
MPF Direct Debit Bank				
Hang Seng Bank Limi	ted			
working day which is not a Sal day. Please be reminded that employees in full by the contri- please refer to the MPFA's we MPF contribution day.	torday, a public holiday, a employers must make th bution day in respect of r bsite at www.mpfa.org.h s for monthly-paid ru	a gate warning day or black ra e MFF mandatory contribution elevant contribution period. Fi K. on-casual employees	nstorm warning is for their r further details,	
				View and Print Deta
Tabl Grand Service	Total Mandatory Con	Inductions	Total Voluntary Con	Inductions
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Note: • Please verify the Beneficia made to unintended recipient incorrect.	ry / Payee information be ent or instruction may be	fore proceeding further. The rejected if the information you	layment may be entered is	
< Back		Cancel	Contractor	and the second second second
		Guileon	Coniim and	Submit MPF Remittance

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



#### **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.)

🚺 恒生翁	【行 HANG SE		恒生育業 e-Banking Hong Seng Business e-Banking			
11 Menu	Please verify the Der made to contended Please ensu	re that you want to submit your MPF Remittan	oofications de Help 12 28 (+ Log Our			
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		ABC Company Limited +	🔺 User Profile   🍄 Notifications   🕱 関   🗇 Log Out			
i i	Prepare MPF Remittance Stat	ement and Payroll Transactio	n			
	For Personal Information Collection Statement for Hang Seng Mandatory Provident Fund, please click here					
	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					
			- Print			
	Instruction Received Reference No.: In1200000592 Your MPF Reimtance Statement has been successfully submitted to us. Please note the Reference No and print out this page for your records.					
	Details as below:					
	Instruction	Submit MPF Remittance Statement				
	Employer	302 ABC Company Limited				
	MPF Employer ID	302				
	Pay Centre	MLY				
	Bill Number	08288921				
	Contribution Period	01-04-2019 - 30-04-2019				
	Total Contribution Amount	1,100.00				
	MPF Direct Debit Account	024- 001				
	MPF Direct Debit Bank	Hang Seng Bank Limited				
	Note: • If you have recorded any employee terminations with Low Service Desmand or Serverses					
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