HSBC Business Internet Banking MPF services user guide



Business Internet Banking offers you an efficient and secured way to manage MPF contributions for your employees, that helps you save time on MPF administration work, minimise calculation mistakes and avoid potential surcharges from miscalculation.

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If you have any questions, please call the HSBC MPF Employer Hotline on (852) 2583 8033 or speak to your account manager.

Access the Business Internet Banking

1. Visit the HSBC Hong Kong website

Click 'Business Internet Banking' under 'Log on' on the HSBC Hong Kong website homepage (business.hsbc.com.hk).



Business Internet Banking: Request & Form Tracker > Business Mastercard® Welcome Offers > Evel your business ambitions with our limited-time trade offers >

2. Log on to the Business Internet Banking

Input username, password and security code to log on to the Business Internet Banking.

If you have not signed up for the Business Internet Banking, click 'Sign up for Business Internet Banking' on the right and follow the steps to sign up for **full Business Internet Banking services**. If you want to sign up for the **MPF service only**, please submit the 'Business Internet Banking Mandatory Provident Fund (MPF) Service Enrolment Form' before registration. The form can be downloaded from the 'Form Download Centre' section on the homepage of the HSBC Hong Kong website (business.hsbc.com.hk).

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Prepare and submit remittance statement

If you have both the authority to prepare and submit remittance statement, you can follow the following steps to prepare and submit remittance statement in one go.

1. Select contribution bill

- 1. Click 'Prepare Remittance Statement' under 'MPF Services' on the left of the Business Internet Banking homepage.
- 2. All the outstanding contribution bills under your account are displayed. Select the contribution bill you want to submit and click '>' to proceed.

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2. Select 'Earliest Direct Debit Date'

Reminder

If you submit the remittance statement before 5pm (Monday to Friday except public holiday), you can submit the contribution payment on the current day by setting the current day as the 'Earliest Direct Debit Date'. If you submit the remittance statement between 5pm to 11.59pm (Monday to Friday except public holiday), you can only submit the contribution payment by setting the next working day or the working day thereafter as the 'Earliest Direct Debit Date'. Please note that if you submit the remittance statement between 5pm to 11.59pm on the contribution day and set the next working day as the 'Earliest Direct Debit Date', the contribution day will still be regarded as the day of the remittance statement submission.

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

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τ	MPF Services X	Select a direct debit date. The total contributio	n amount for this bill will then be deb	ited from your bank account on or shortly after this	late after submission.				
	MPF Services								
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	Gateway Service	If there are any changes in relevant income, pleas	e update them and click 'Calculate & S	ave" in order to tory contribution (mounts. For any changes in vo	luntary contributions, please update the	am manually for each employee. Always click 'Calcul	ate & Save' after you finish in order to save the changes.	
	Email from HSBC MPF								
	Admin Tools 🗸 🗸	If the relevant income of an existing employee is : input '0' or '0.00'.	ero, please input '0' or '0.00' for the re	levant income. If the contribution day for the first cont	ibutions in respect of the new e	imployee(s) showing in the 'Existing Err	sployees Section' has NOT been reached, please leav	e the field for the relevant income of the employee(s) concerned blank	and do NOT
		Please carefully review the remittance statement Schemes Authority ('MPFA') may impose a surch	before submission in order to avoid an arge of 5% of any outstanding mandati	y outstanding contributions. If the contribution day for any contributions. The employer may also be subject to	the mandatory contributions ha a financial penalty or prosecution	a been reached but the relevant income on.	of the relevant employee(s) is left blank, it will be co	nsidered as failure to report contributions. The Mandatory Provident Fu	und
		For enquiries, please contact our MPF employer h	otline on (852) 2583 8033.						
		Generally, for monthly-paid non-ossual employees rainstorm warning day, then the contribution day For further details, please refer to the MPFA's well	the contribution day is the tenth day refers to the next working day which is site at www.mpfa.org.hk.	of each month. For casual employees (who is not a me not a Saturday, a public holiday, a gale warning day o	mber of an industry scheme), th r black rainstorm warning day. I	e contribution day is the tenth day afte Please be reminded that employers mu	r the last day of the relevant contribution period. If th at make the MPF mandatory contributions for their er	e contribution day is a Saturday, a public holiday, a gale warning day o mployees in full by the contribution day in respect of relevant contributi	or black ion period.
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		04/2025		12/05/2025		1	0/2025	10/11/2025	
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3. (Optional) Add contribution record(s) for new employee(s)

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

🖗 Reminder

Before adding contribution record(s) for new employee(s) on Business Internet Banking, you have to enroll your eligible non-casual employees into an MPF scheme by submitting the 'Employee Application Form' (form code: IN61) within first 60 days of their employment with you. The form can be downloaded from the 'Useful information' section on the homepage of the HSBC MPF website.



4. (Optional) Report employee termination(s)

- 1. Click 'Add/Amend Termination' to report employee termination(s).
- 2. Check the box(es) of the employee(s) terminated.
- 3. Click 'Continue' upon completion.

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	BRIAN CHEUNG		AQ38*****			
	CHEUNG SIU LAI		F043*****			
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- 4. Input/Select all the required information for the terminated employee(s), including 'Last Employment Date', 'Termination Reason', 'LSP Entitled Amount', 'SP Entitled Amount' and 'LSP/SP paid to employee'.
- 5. Click 'Return to Contribution Details' upon completion.

Reminder

You have to submit the remittance statement and 'Payment Proof for Long Service Payment/Severance Payment (LSP/SP)' (form code: INLS) at the same time for a timely refund of LSP/SP (if any). The form can be downloaded from the 'Useful information' section on the homepage of the HSBC MPF website.

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5. Input contribution details

- 1. Review the 'Relevant Income' for all employees and update if needed.
- 2. Click 'Calculate & Save' and the employer/employee mandatory contributions for each employee will be calculated automatically.
- 3. Input/update the employer and/or employee 'Voluntary Contributions' if needed.
- 4. Click 'View Total' upon completion.

Reminder

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

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



6. Review and submit remittance statement

- 1. Review carefully the 'Total Contribution Amount', 'Total Mandatory Contributions' and 'Total Voluntary Contributions'.
- 2. Click 'View & Print Details' to view and print the remittance statement details.
- 3. Tick the checkbox and click 'Submit' once confirmed.

🖗 Reminder

Users who do not have the authority of submission can prepare and save a remittance statement into the 'Pending to Submit Remittance Statement' page by clicking 'Submit'. Users who have the authority of submission can retrieve the saved remittance statement(s) from 'Pending to Submit Remittance Statement' page for checking and submission.



7. Acknowledge remittance statement submission

- 1. The 'Acknowledgement' page indicating the 'Reference No.' will be shown upon successful submission of the remittance statement. You may capture and save the page for future reference.
- 2. Click 'OK' to leave the page.

🖗 Reminder

Any submitted remittance statement cannot be amended via the Business Internet Banking. If you want to make amendments, please print the remittance statement details, counter-sign for any amendments made and send the document back to us.

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$\stackrel{\wedge}{\square}$ Submit pending remittance statement

If you have the authority to submit remittance statement, you can follow the following steps to submit remittance statement prepared by another user who only has the authority to prepare remittance statement.

1. Select contribution bill

- 1. Click 'Pending to Submit Remittance Statement' under 'MPF Services' on the left of the Business Internet Banking homepage.
- 2. All the pending contribution bills under your account are displayed. Select the contribution bill you want to submit and click '>' to proceed.

									209 01
t	MPF Services	Pending to Subr	nit Remittanc	e Statement					
	MPF Services	r ending to oubr	Incriterinttario	e otatement					
	Prepare Remittance Statement	Subject to relevant regulator funds will be added to the S	y approval, the HSBC Ma uperTrust Plus by replication	indatory Provident Fund - Value ing the corresponding constitu me name, investment objective	Choice ("ValueChoice") will ent funds in the ValueChoic and policy, fee level and fe	be merged into the HSBC Mandatory Provident Fund - Sup and increasing the total number of fund choices to 20. Af s and charges structure as the existing 11 constituent fun	erTrust Plus ("SuperTru ter the merger, these sis ds in ValueChoice.	st Plus") with effect from 1 July 2019. Six new rew constituent funds and five of the existin	v constituent g matching
1	Pending to Submit	Remittance	scheme particip	ants' notice and frequently ask	ed questions which are ava	able at HSBC MPF website www.hsbc.com.hk/mpf-			
/	Statement		for employees						~
	Gateway Service	Submit first contributions for	new employees on or t	efore the contribution day					~
	Email from HSBC MPF	Submission of Remittance S	atement and payment o	f mandatory contributions in f	ull by the contribution day				~
	Admin Tools	Please note: There are more	MPF important notes at	the bottom of this webpage.					
		MPF service available in Bizl	xpress - Make HSBC MI	PF contributions at ease by pro	paring and submitting rem	ttance statements with your mobile now! Find out more			
2				Contribution Period					
4		Pay Centre	Bill No.	From	То	Total Contribution Amou	int Prepared By	Last Updated On	
M	Y1 20473228	01 Apr 2025		30 Apr 2025		HKD 90 900 0	0 \$1(0001	08 May 2025	
	10470120	0174512020		007072020		112 00,000.0	000001	00 Milly 2020	
		_							
		Note: Transaction request subn	nitted within business ho	rs will be processed on the sar	ne day, otherwise, it will be	processed on the next working day.			
		Provide and the second							
		The contribution bill for corre	sponding contribution p	eriod processed by other sub-	nission channel(s)	100			~
		Display the latest Direct Deb	t Account information o	n Remittance Statements in B	usiness Internet Banking (1	187)			~
		Report the relevant income a	and mandatory contribut	ons for the employees who re	ach 18 or 65 years old				~
		Submission of MPF document	ats through designated of	hannels					~
		Submit Remittance File via g	ateway service						~
		Submitted remittance staten	ent cannot be revised o	r supplemented via Business I	nternet Banking ("BIB")				~
		Determine the deadline for a	prolment into MPF sche	me and contribution day of the	first contribution				×

2. Review and submit remittance statement

- 1. Review carefully the 'Total Contribution Amount', 'Total Mandatory Contributions' and 'Total Voluntary Contributions'.
- 2. Click 'View & Print Details' to view and print the remittance statement details.
- 3. Click 'Move To Prepare' to update the remittance statement if needed.
- 4. Tick the checkbox and click 'Submit' once confirmed.

	HSBC				English Y & HKHBAP000020229714KA/	N1P1 Log
	MPF Services X					
	NOE Can inca	Earliest Direct Debit Date	10 May 2025			
		Direct Debit A/C	123 466789 001			
	Prepare Remittance Statement	Direct Debit Bank	The Hongkong and Shanghai Banking Corporation Limited			
	Pending to Submit Remittance Statement	Generally, for monthly-paid pop-casual employees, the	e contribution day is the tenth day of each month. For casual employees (who is not a men	ober of an industry scheme), the contribution day is the tenth day after t	be last day of the relevant contribution period. If the contribution day	is a Saturday, a public
	View Submitted Remittance Statement	holiday, a gale warning day or black rainstorm warning employees in full by the contribution day in respect of	g day, then the contribution day refers to the next working day which is not a Saturday, a p relevant contribution period. For further details, please refer to the MPFA's website at www	public holiday, a gale warning day or black rainstorm warning day. Pleas ww.mpfa.org.hk.	e be reminded that employers must make the MPF mandatory contri	ibutions for their
	Geteway Service	Below is a table showing the contribution day for more	thly-paid non-casual employees in each month in 2023 and please note that this table is fo	or reference only.		
	Email from HSRC MDE	MPF contribution days for monthly-paid non-casual	il employees in 2023			
	Management Control Authorisation	Contribution period ending in the month of	Contribution day	Contribution period ending in the month of	Contribution day	
	Admin Tools 🗸 🗸	(MM/YYYY)	(UD/MM/YYYY)	(MM/YYYY)	(DD/MIN/YYYY)	
		12/2024	10/01/2025	06/2025	10/07/2025	
		01/2025	10/02/2025	07/2025	11/08/2025	
		02/2025	10/03/2026	08/2025	10/08/2025	
		03/2025	10/04/2025	08/2025	10/10/2025	
		04/2025	12/05/2025	10/2028	10/11/2026	
		Contribution Summary				
		Tot	al Mandatory Contributions	Total Voluntary	Contributions	
Cont	tribution Amount		Employer	Employee	Employer	
		10,000.00	5,000.00	5,000.00	0.00	
		If the relevant income of an existing employee is zero.	please input '0' or '0)	butions in respect of the new employee(s) showing in the "Existing Empl	oyees Section' has NOT been reached, please leave the field for the r	elevant income of the
		employee(s) concerned blank and do NOT input '0' or '		a analista analisi dina kao kao anala dia kao kao anala	f the coloured employee(e) is left black, it will be considered as follows	te const contributions
		Please carefully review the remittance statement before	e submission in a pulsianding contributions. In the contribution day for an	nolover may also be subject to a financial penalty or prosecution.	r die relevant employee(s) is iert blank, it will be considered as failure	to report contributions
		The Mandatory Provident Fund Schemes Authority ('M	(PFA') may impose 56 of any outstanding mandatory contributions. The en			
	21	The Mandatory Provident Fund Schemes Authority ('N	(PFA) may impose the of any outstanding mandatory contributions. The en	as/have submitted with a valid Employee Application	dency self-certification before submitting the statement. O	Otherwise, the
	2.4	The Mandatory Provident Fund Schemes Authority ('N spect to the Common Reporting Standard Witthution processing for such employee(s) will	(PFA) may impose (°CRS') effective from 1 Jenomy 2020, please ensure the new employee(s) being added ha be delayed. The contribution may subsequently be refunded, and contribution surcharge m	as/have submitted with a valid Employee Application	dency self-certification before submitti	Otherwise, the
	2.4	The Mandatory Provident Fund Schemes Authority ('N spect to the Common Reporting Standard Withtution processing for such employee(s) will in con1 sion of MPF remittance statement will be s	(PFA) may impose ("CRS") releasive from 1.20mm 32020, pieces where the new employees) being added the be device. The control control upper to the Terms and Conditions for Business Internet Banking service. By clicking the "	ashave submitted with a valid Employee Application 2.2	dency self-certification before submitting 2.3 Statement and that you have read, uno	Dtherwise, the 2.
	2.4	The Mandatory Provident Fund Schemes Authonry (fV uspect to the Common Reporting Standard Witt/toin processing for such employees) with COII 	(PFA) may impose (CRS*) relative tion 1 January 2020, piese ensure the new employee(s) being added it bedreved. The control of the ensurement of the ensurement of the ensurement uppert to the Terms and Condition for Subless Internet Benking service. By clicking the ' Business Internet Benking MPT service	ashave submitted with a valid Employee Application	dency self-certification before submitteners. C 2.3 Statement and that you have read, una	Dtherwise, the 2 .
	2.4	The Mendatory Providers fund Schemes Automy (N unter the Common Reporting Schemed Without processing for such employees) will cont sion of NPF remitance statement will be a or the additional Terms and Conditions for I Back	(PFA) may impose (CRS*) relative from 1.30mm; 2020, piesse ensure the new employee(s) being added to be deleyed. The contribution may subsequently be refunded, and contribution aucharge in upper to the Terms and Conditions for Builness Internet Benking service. By clicking the 's Business Internet Benking MPF service	ashive submitted with a valid Employee Application	Sency self-certification before submitting 2.3 estimeter. C	therwise, the 2 .
	2.4	The Mandatov Provider Rund Scheme Authors (V) without to the Common Reporting Standard Without proceedings for sub-onterprocession common sub-onterprocession for an or the additional Terms and Conditions for I Baca	VPR-V) my encode the second second second second mendatory contributions. The encoded second seco	Solver submitted with a vidi Engloyee Application	servey self-certification before submitty 2.3 extrement. C Sestement and that you have read, un etails Move To Prepare	therwise, the 2 . ns and Condition
	2.4	The Mandatory Roulders Fund Schemes Authors (V) with spectra to the Common Reporting Standard With Long concerning for sub-individual cont is on of MPF remittance statement will be a a the additionel Terms and Conditions for I Box	PR-V meximpose Provinces Province Province	software submitted with a wild Employee Application	sercy setCentification before submit 2.3 statement. C Statement and that you have read, un etails Move To Prepare	2. Ans and Condition

Refer to p.12.

View submitted remittance statement

1. Select contribution bill

- 1. Click 'View Submitted Remittance Statement' under 'MPF Services' on the left of the Business Internet Banking homepage.
- 2. All the submitted contribution bills for the past 12 months under your account are displayed. Select the contribution bill you want to view and click '>' to proceed.

42	🚺 нѕвс					📁 English 🖌 🔏 НК	HBAP000020211603SUC001	Log off
τ	MPF Services	× View	Submitted Remit	tance Statement				
.2	MPF Services Prenare Remittance Statemen	<u>^</u>		Contribution Period				
1	MLY1	20473228	01 Apr 2025	30 Apr 2025		HKD 10,000.00 SUC001	08 May 2025	Λ
	View Submitte	ed Remittance :	Statement					

2. View contribution details

The selected remittance statement is displayed, listing all the contribution details.

•	HSBC													🖬 English	×	👗 НКНВАРОООО	20229714KAN1P1	Log o
t	MPF Services X	Rem	nittance Statem	ent														
	MPF Services ^																	
	Prepare Remittance Statement	0 1	The Remittance Statement has	e been submitted to HSBC vie Busine	ise Internet B	Banking on 08 May 2025.												
	Pending to Submit Remittance Statement																	
Ð	View Submitted Remittance Statement	Emplo	yer	20228899 - 123 Co														
	Gateway Service	Pay Ce	entre	MLY		Bill No.			20473228		Currenc	(HKD				
	Email from HSBC MPF	Contri	loution Period	01 Apr 2025 - 30 Ap	pr 2026													
	Management Control Authorization																	
	Admin Toola 🗸	Earlie	est Direct Debit Date	1	0 May 2025													
		Direc	ct Debit A/C	1	23 456789 (001												
		Direc	ct Debit Bank	Т	he Hongkon	ng and Shanghai Banking Co	orporation Limited											
		Contr	ribution Summary															
						Tet	otal Mandatory Contril	butions				Total Volu	untery Contribu	utions				
		Total	Contribution Amount						Employer			Employee			Employer			Employee
						10,000.00			5,000.00			5,000.00			0.00			0.00
		New	Employee Details															
					Identity													
			Sumama	First Name	Tune	No	Mar	mhar Tyne			Sex	Date of Birth		Data Joinad Schar	me		Class No.	
		1	Chan	Tai Man	Passpo	rt K107****	Nor	mal/Part-time	Employee		F	01 Jan 1992		01 Jan 2023			CLASS001	
		Faral	Territoria Detella															
		emple	oyee remination Details															
			Neme HKI	ID/Passport No.		Last Employment Date			Termination Reason		LSP Entit	ed	SP Entitled		LSP/SP P	aid to Employee		
		1	XI YISAN D23	32		30 Apr 2025			HE-Redundancy / Lay		5,000.00		0.00		3,000.00			
		Contr	ribution Details															
			Name							HKID/Pasaport No.								
			Contribution Per	riod						Mendatory Contributio	na			Voluntary C	Contribution	•		
			From	То			Relevant Income			Employer		Employee		Employer		Em	ployee	



You may submit the remittance statement in agreed format through the Gateway Service. Please contact us for the requirements on the format.

- 1. Click 'Gateway Service' under 'MPF Services' on the left of the Business Internet Banking homepage.
- 2. Click 'Choose Files' to select and upload the remittance file in agreed format.
- 3. Tick the checkbox and click 'Submit' to submit the remittance file.

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1	MPF Services × MPF Services × Prepare Remittance Statement Pending to Submit Remittance Statement Cateway Service Email from HSBC MP Management Control Admin Tools ×	Cateway Service

Email from HSBC MPF

- 1. Click 'Email from HSBC MPF' under 'MPF Services' on the left of the Business Internet Banking homepage.
- 2. You can view the emails from HSBC MPF at a glance and click '>' to read the content of a specific email.

Reminder

Emails will be deleted automatically 30 days after the 'Date' shown.

The email service is not applicable to 'Gateway Service'.

	нѕвс			🚺 English 🗸	▲ HKHBAP000020211603SUC001	Log off	
2	MPF Services X PF Services A Prepare Remittance Statement Perding to Submit Remittance	Email from HSBC MPF Click on the Subject to read a message. F Date	Tease note that messages will be deleted automatically 30 days after the Date shown.				
E	Statement	Fund purchase confirmation	n - 20211603 / MLY (Bill No.: 08300235)			L L	
1	Email from HSBC M	IPF					5

Appendix

You will receive a 'Fund purchase confirmation' after your remittance statement is processed with fund units subscribed.

	Date 日期 Reference no.	Date 日期 5 July 202 Reference no. 備註號碼 162700011901		
MR JI				
- Room 1010, 10∕F 1 ABC Road, Hong Kong				
Scheme registration no. 計劃註冊編號 Scheme name 計劃名稱 Employer 僱主	: MT00 : HSBC : RPQ	245 MANDATORY PROVIDENT FUND- Corporation	SUPERTRUST PLUS	
Business registration no. 商業登記號码 Pay centre 付款中心 Bill number 賬目號碼	焉 : 0000 : SMT : 2046	0000-000-00-00-A 9479 - 01		
Contribution period 供款期 Total contribution amount 供款總額 Fund purchase date 購入基金日期	: 0170 : HKD : 30/0	3/2022 - 15/03/2022 港元28,500.00 5/2022		
			A 24	
	Employer 僱王 (HKD 港元)	Employee 僱員 (HKD 港元)	Total台計 (HKD 港元)	
Contributions allocation 供款分配		3,750.00	7,500.00	
Contributions allocation 供款分配 Mandatory contributions 強制性供款 Voluntary contributions 自願性供款	3,750.00 1,000.00	20,000.00	21,000.00	

THIS IS A COMPUTER GENERATED ADVICE, AUTHORISED SIGNATURE IS NOT REQUIRED. 電腦編印通知書不需授權簽署。

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