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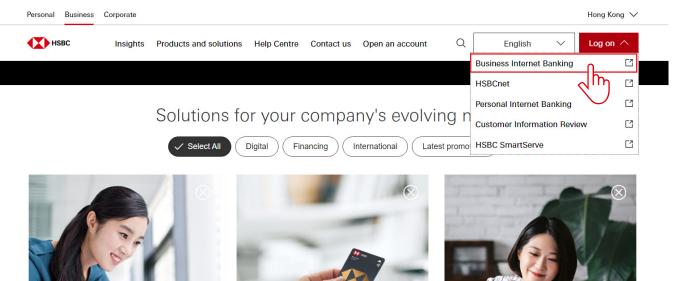
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If you have any questions, please call the HSBC MPF Employer Hotline on (852) 2583 8033 or speak to your account manager.

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 > Ispirations
Business Mastercard®
Welcome Offers >

Fuel 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.

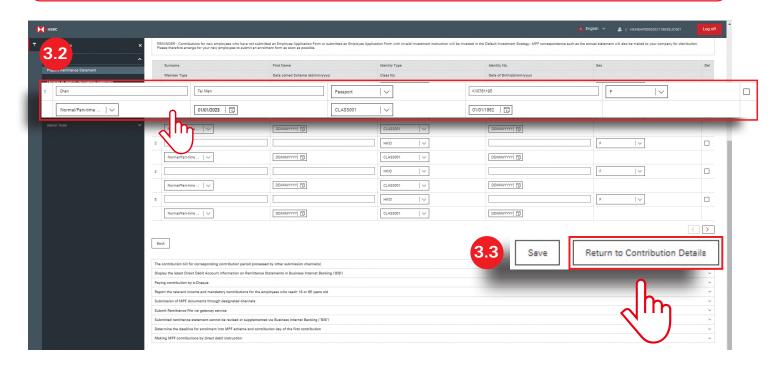
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		Making M	PF contributions by direct debit instructi	on				-			v

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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- 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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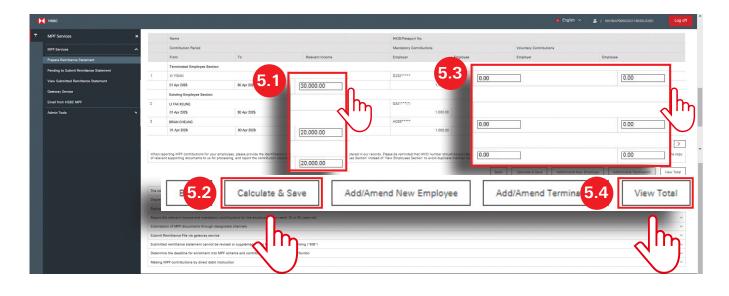
5. Input contribution details

- 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.

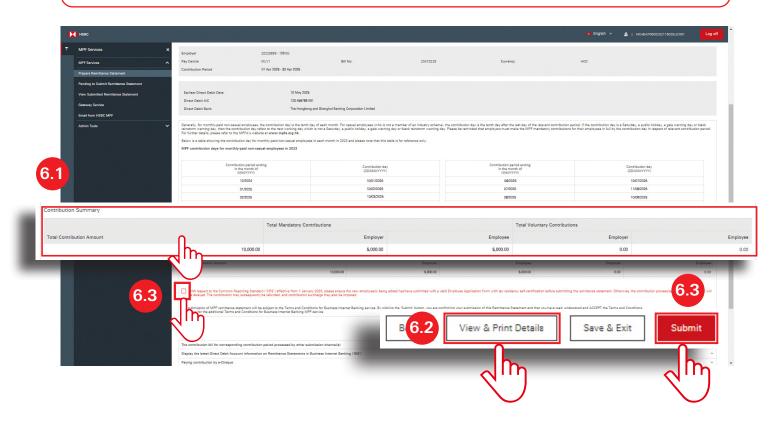


6. Review and submit remittance statement

- 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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	Management Control Authorisation	MPF service available in BizExpress - Make HSBC I Find out more.	MPF contributions at ease by preparing and subm	hitting remittance statements with your n	nobile now!
		Payment/Severance Payment' (INLS) form from our	vebsite or contact our HSBC MPF Employer Hotline		complete and
		Payment/Severance Payment' (INLS) form from our submit the form to us. Any requests for refund for of 'Payment Proof for Long Service Payment/Severance	<u>rebaite</u> or contact our HSBC MPF Employer Hotline setting Long Service Payment or Severance Payme Payment" (INLS) form.	e on (852) 25838033 for assistance. Please	complete and
	71	Payment/Severance Payment' (INLS) form from our y submit the form to us. Any requests for refund for of 'Payment Proof for Long Service Payment/Severance Reference No.	<u>rebsite</u> or contact our HSBC MPF Employer Hotline setting Long Service Payment or Severance Payme Payment' (INLS) form. IB0200012082	e on (852) 25838033 for assistance. Please	complete and
	7.1	Payment/Severance Payment' (INLS) form from our y submit the form to us. Any requests for refund for of 'Payment Proof for Long Service Payment/Severance Reference No. Instruction	Rebaite or contact our HSBC MPF Employer Hotline setting Long Service Payment or Severance Payme Payment' (INLS) form. 180200012082 Submit MPF Remittance Statement	e on (852) 25838033 for assistance. Please	complete and
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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.

	HSBC						English ~	HBAP000020211603SUC001	Log of
t	MPF Services X	Pending to Subr	mit Remittanc	e Statement					
	MPF Services	r chang to oub	The Hornittanio	5 otatement					
	Prepare Remittance Statement		SuperTrust Plus by replicating	ing the corresponding constitue	ant funds in the ValueChoid	ill be merged into the HSBC Mandatory Provident Fun ice and increasing the total number of fund choices to less and charges structure as the existing 11 constitue	20. After the merger, these		
1	Pending to Submit	Remittance	scheme participa	snts' notice and frequently aske	d questions which are av	ailable at HSBC MPF website www.hsbc.com.hk/mpf			
/	Statement		for employees						~
	Gateway Service	Submit first contributions for	r new employees on or be	fore the contribution day					~
	Email from HSBC MPF	Submission of Remittance S	tatement and payment of	mandatory contributions in fu	Il by the contribution day	y			~
	Admin Tools	Please note: There are more	MPF important notes at t	he bottom of this webpage.					
		MPF service available in Biz	Express - Make HSBC MPI	F contributions at ease by prep	paring and submitting rer	mittance statements with your mobile now! Find ou	Lmore.		
2				Contribution Period					
		Pay Centre	Bill No.	From	То	Total Contribution	Amount Prepared By	Last Updated On	
-									
M	Y1 20473228	01 Apr 2025		30 Apr 2025		HKD 90	,900.00 SUC001	08 May 2025	
		_							
		Note: Transaction request subr	mitted within business hou	rs will be processed on the san	ne day, otherwise, it will b	e processed on the next working day.			
		The contribution bill for corr	esponding contribution pe	eriod processed by other subm	ission channel(s)				~
		Display the latest Direct Deb	sit Account information on	n Remittance Statements in Bu	siness Internet Banking (('BIB')			~
		Paying contribution by e-Ch-							~
		100.0 100.000 100.0000000		ons for the employees who rea	ch 18 or 65 years old				~
		Submission of MPF docume		annels					~
		Submit Remittance File via g							~
		Submitted remittance stater							

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 🔏 HKHBAP000020229714KAI	N1P1 Log
	MPF Services X					
	MPF Services	Earliest Direct Debit Date	10 May 2025			
		Direct Debit A/C	123 456789 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 mem	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	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. Please	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	nthly-paid non-casual employees in each month in 2023 and please note that this table is fo	or reference only.		
	Email from HSBC MPF	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/0000)	(DD/MM/YYYY)	(MM0000)	(DD/MM/YYYY)	
		12/2024	10/01/2025	06/2025	10/07/2025	
		01/2025	10/02/2025	07/2025	11/08/2025	
		02/2025	10/03/2025	08/2025	10/08/2025	
		03/2025	10/04/2025	08/2025	10/10/2025	
		04/2025	12/05/2025	11/2026	10/11/2025	
		Contribution Summary				
		Tot	tal 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 ' Please carefully review the remittance statement befor		re mandatory contributions has been reached but the relevant income o	f the coloured employee(e) is left black, it will be considered as follows	te const contributions
			e submission in a pulsianding contributions. In the contribution day for an	nployer 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	ispect to the Common Reporting Standard	("CRS") effective from 1 January 2020, please ensure the new employee(s) being added ha	sylhave submitted with a valid Employee Application	dency self-certification before submitting the statement. O	Otherwise, the
	2.4	ispect to the Common Reporting Standard Withution processing for such employee(s) will		sylhave submitted with a valid Employee Application	dency self-certification before submitti	Otherwise, the
	2.4	Withdown processing for such employee(s) will be cont slice of MPF remittance statement will be s	("CRS") effective from 1 James 2000, please ensure the new employee(s) being added he be delayed. The contribution may subsequently be refunded, and contribution auchange m subject to the Terms and Conditions for Business Internet Benking service. By clicking the "	as/have submitted with a valid Employee Application	dency self-certification before submitting 2.3 Statement and that you have read, uno	(2.
	2.4	Withution processing for such employee(s) will CON1	("CRS") effective from 1 James 2000, please ensure the new employee(s) being added he be delayed. The contribution may subsequently be refunded, and contribution auchange m subject to the Terms and Conditions for Business Internet Benking service. By clicking the "	as/have submitted with a valid Employee Application	2.3	(2.
	2.4	Withdown processing for such employee(s) will be cont slice of MPF remittance statement will be s	("CRS") effective from 1 James 2000, please ensure the new employee(s) being added he be delayed. The contribution may subsequently be refunded, and contribution auchange m subject to the Terms and Conditions for Business Internet Benking service. By clicking the "	shiwe submitted with a valid Employee Application	Statement and that you have read, una	2.
	2.4	spect to the Common Reporting Standard With Lion processing for such employed) will comi elion of MPF remittance stassment will be a sit the additional Terms and Conditions for I	("CRS") effective from 1 James 2000, please ensure the new employee(s) being added he be delayed. The contribution may subsequently be refunded, and contribution auchange m subject to the Terms and Conditions for Business Internet Benking service. By clicking the "	as/have submitted with a valid Employee Application	Statement and that you have read, una	(2.
	2.4	spect to the Common Reporting Standard With Lion processing for such employed) will comi elion of MPF remittance stassment will be a sit the additional Terms and Conditions for I	("CRS") effective from 1 James 2000, please ensure the new employee(s) being added he be delayed. The contribution may subsequently be refunded, and contribution auchange m subject to the Terms and Conditions for Business Internet Benking service. By clicking the "	shiwe submitted with a valid Employee Application	Statement and that you have read, una	2.

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.

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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.

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Ŧ	MPF Services X	Rem	nittance Statem	ent														
	MPF Services ^																	
	Prepare Remittance Statement	0	The Remittance Statement has	e been submitted to HSBC via Busin	ses Internet i	Banking on 08 May 2025.												
	Pending to Submit Remittance Statement																	
P	View Submitted Remittance Statement	Emplo		20228899 - 123 Co														
	Gateway Service	Pay C	entre ibution Period	MLY 01 Apr 2025 - 30 A		Bill No.			20473228		Currenc	(HKD				
	Email from HSBC MPF	Contra	outon Period	01 Apr 2028 - 30 A	pr 2020													
	Management Control Authorization																	
	Admin Tools 🗸	Earli	est Direct Debit Date		10 May 2025													
			ct Debit A/C		23 456789													
		Dire	ct Debit Bank	1	he Hongkor	ng and Shanghai Banking Co	orporation Limited											
		Contr	ribution Summary															
						Tor	tal Mandatory Contrib	butions				Total Volu	untery Contribu	utions				
		Tota	I Contribution Amount						Employer			Employee			Employer			Employee
						10,000.00			5,000.00			8,000.00			0.00			0.00
		New	Employee Details															
					Identity													
			Surname	First Name	Туре	No.	Me	mber Type			Sex	Date of Birth		Date Joined Scher	me		Class No.	
		1	Chan	Tai Man	Passpo	et K107****	Nor	mal/Part-time	Employee		F	01 Jan 1992		01 Jan 2023			CLASS001	
		Empl	ioyee Termination Details	9														
			Name HKI	ID/Pessport 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			RE-Redundancy / Lay		5,000.00		0.00		3,000.00			
		Conti	ribution Details															
			Name							HKID/Pessport No.								
			Contribution Per	riod						Mandatory 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 MPF Authorisation 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'.

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2	Prepare Remittance Statement	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	Pending to Submit Remittance Statement 0 May 2025	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.

	認書	Date 日期 Reference no。	5 July 2 備註號碼 1627000119
IR JI			
oom 1010, 10/F			
ABC Road, Hong Kong			
Scheme registration no. 計劃註册編號	: МТОО	245	
cheme name 計劃名稱		MANDATORY PROVIDENT FUND-	SUPERTRUST PLUS
nployer 僱主	: RPQ	Corporation	
usiness registration no. 商業登記號碼	: 0000	A-00-00-00-00-A	
ay centre 付款中心	: SMT		
ill number 賬目號碼 ontribution period 供款期		9479 - 01 3/2022 - 15/03/2022	
ONLEIDULION DEFION (BSSA BH			
	, חאח	法于20 500 00	
fotal contribution amount 供款總額		港元28,500.00 6/2022	
otal contribution amount 供款總額 und purchase date 購入基金日期	: 30/0	6/2022	7.1.1 4社
otal contribution amount 供款總額 und purchase date 購入基金日期			Total合計 (HKD 港元)
otal contribution amount 供款總額 und purchase date 購入基金日期 ontributions allocation 供款分配 andatory contributions 強制性供款	:30/0 Employer 僱主	6/2022 Employee 僱員	
otal contribution amount 供款總額 und purchase date 購入基金日期 ontributions allocation 供款分配	:30/0 Employer 僱主 (HKD 港元)	6/2022 Employee 僱員 (HKD 港元)	(HKD 港元)

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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