

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

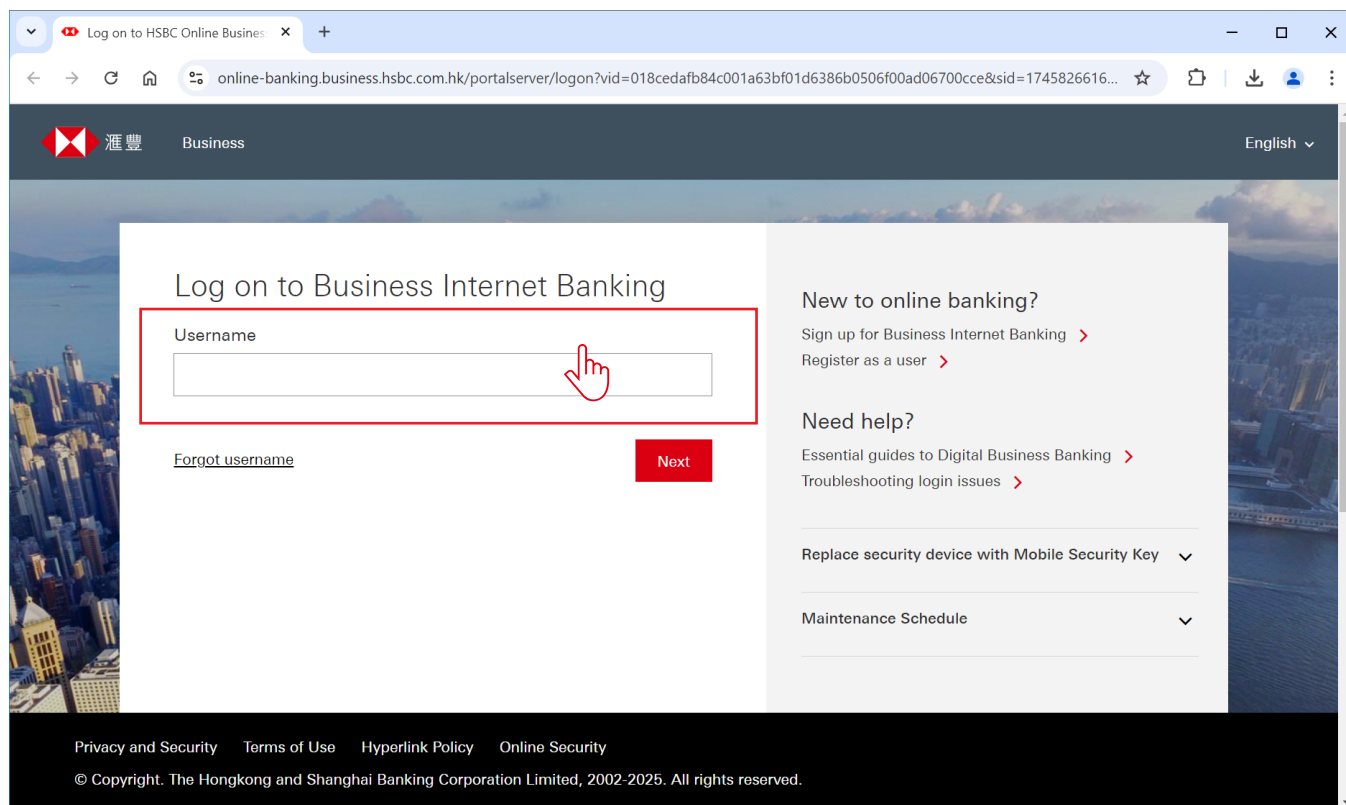
Click 'Business Internet Banking' under 'Log on' on the HSBC Hong Kong website homepage (business.hsbc.com.hk).

The screenshot shows the HSBC Hong Kong website homepage. At the top, there are tabs for 'Personal', 'Business', and 'Corporate', with 'Business' selected. To the right, it says 'Hong Kong' with a dropdown arrow. Below the tabs is a navigation bar with links: 'Insights', 'Products and solutions', 'Help Centre', 'Contact us', and 'Open an account'. There is a search icon and a language selector set to 'English'. A red 'Log on' button is visible, with a dropdown menu open showing options: 'Business Internet Banking', 'HSBCnet', 'Personal Internet Banking', 'Customer Information Review', and 'HSBC SmartServe'. A red hand icon points to 'Business Internet Banking'. Below the navigation bar is a section titled 'Solutions for your company's evolving n' with filters: 'Select All', 'Digital', 'Financing', 'International', and 'Latest promo'. At the bottom, there are three promotional banners: 'Business Internet Banking: Request & Form Tracker >', 'Business Mastercard® Welcome Offers >', and '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).



Log on to Business Internet Banking

Username

[Forgot username](#)

Next

New to online banking?

Sign up for Business Internet Banking >

Register as a user >

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Privacy and Security Terms of Use Hyperlink Policy Online Security

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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.

1.1 Prepare Remittance Statement

1.2 Prepare Remittance Statement

1.3 >

Pay Centre	Bill No.	Contribution Period	From	To	Total Contribution Amount	Prepared By	Last Updated On
3.	MLY1	20473228	01 Apr 2025	30 Apr 2025	HKD5,000.00	SUC001	08 May 2025

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.

Select a direct debit date. The total contribution amount for this bill will then be debited from your bank account on or shortly after this date after submission.

Earliest Direct Debit Date 10 May 2025

If there are any changes in relevant income, please update them and click 'Calculate & Save' in order to update any contribution amounts. For any changes in voluntary contributions, please update them manually for each employee. Always click 'Calculate & Save' after you finish in order to save the changes.

If the relevant income of an existing 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 Employee 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 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 our MPF employer hotline on (852) 2583 8033.

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 gazetted day or black rearmount warning day, then the contribution day refers to the next working day which is not a Saturday, a public holiday, a gazetted day or black rearmount 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.

Below is a table showing the contribution day for monthly-paid non-casual employees in each month in 2023 and please note that this table is for reference only.

MPF contribution days for monthly-paid non-casual employees in 2023

Contribution period ending in the month of (MM/YYYY)	Contribution day (DDMM/YYYY)	Contribution period ending in the month of (MM/YYYY)	Contribution day (DDMM/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	10/09/2025
03/2025	10/04/2025	09/2025	10/10/2025
04/2025	12/06/2025	10/2025	10/11/2025
05/2025	10/06/2025	11/2025	10/12/2025

Name	Contribution Period	Relevant Income	Mandatory Contributions	Voluntary Contributions	
	From	To	Employer	Employee	
Existing Employee Section					
1	LITAK KEUNG	01 Apr 2025	30 Apr 2025	25,500.00	0.00
2	BRIAN CHEUNG	01 Apr 2025	30 Apr 2025	20,500.00	0.00
3	CHEUNG SIU LAI	01 Apr 2025	30 Apr 2025	20,500.00	0.00

Back Calculate & Save Add/Amend New Employee Add/Amend Termination View Total

Display the latest Direct Debit Account information on Remittance Statements in Business Internet Banking (BIB)

Paying contribution by e-Chèque

Report the relevant income and mandatory contributions for the employees who reach 18 or 65 years old

Submission of MPF documents through designated channels

Submit Remittance File via gateway service

Submitted remittance statement cannot be revised or supplemented via Business Internet Banking (BIB)

Determine the deadline for enrolment into MPF scheme and contribution day of the first contribution

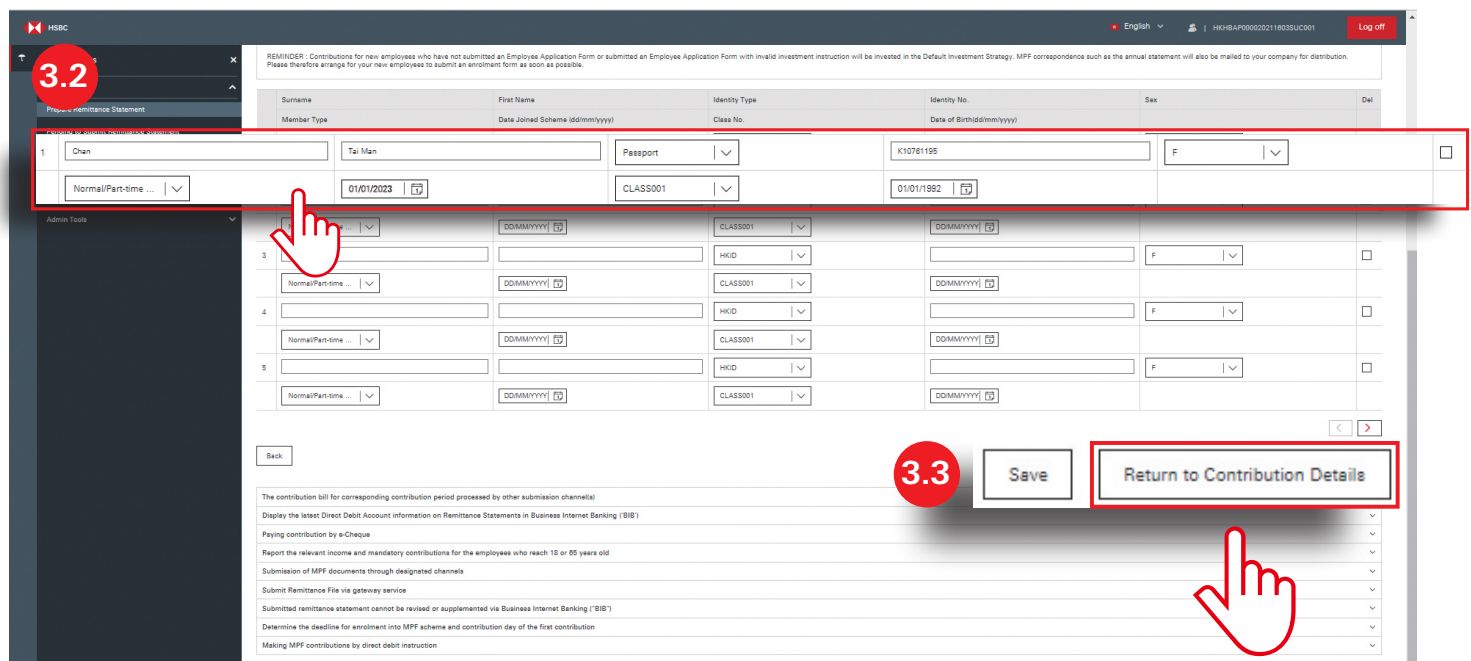
Make MPF contributions by direct debit instruction

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.



3.2

REMARK: Contributions for new employees who have not submitted an Employee Application Form or submitted an Employee Application Form with invalid investment instruction will be invested in the Default Investment Strategy. MPF correspondence such as the annual statement will also be mailed to your company for distribution. Please therefore arrange for your new employees to submit an enrollment form as soon as possible.

Surname	First Name	Identity Type	Identity No.	Sex	Del
Chan	Tai Man	Passport	K10781195	F	<input type="checkbox"/>
Member Type	Date Joined Scheme (dd/mm/yyyy)	Class No.	Date of Birth (dd/mm/yyyy)		
Normal/Part-time ...	01/01/2023	CLASS001	01/01/1992		

3.3

Save Return to Contribution Details

The contribution bill for corresponding contribution period processed by other submission channel(s)
 Display the latest Direct Debit Account information on Remittance Statements in Business Internet Banking (BIB)
 Paying contribution by e-Cheque
 Report the relevant income and mandatory contributions for the employees who reach 18 or 65 years old
 Submission of MPF documents through designated channels
 Submit Remittance File via gateway service
 Submitted remittance statement cannot be revised or supplemented via Business Internet Banking (BIB)
 Determine the deadline for enrolment into MPF scheme and contribution day of the first contribution
 Making MPF contributions by direct debit instruction

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.

4.2

Please tick the box to report employees who leave employment and click 'Continue' to input their termination details.

	Name	HKID / Passport No.
<input type="checkbox"/>	LI TAK KEUNG	Q441****(*)
<input type="checkbox"/>	BRIAN CHEUNG	AQ38*****
<input type="checkbox"/>	CHEUNG SIU LAI	FQ43*****
<input type="checkbox"/>	WONG MEI MEI	ET24*****
<input type="checkbox"/>	XI YISAN	D232*****
<input type="checkbox"/>	ZHU SAN SAN	BA24*****

4.3

Continue

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.

4.4

Name	HKID / Passport No.	Last Employment Date (dd/mm/yyyy)	Termination Reason	Undo
1	XI YISAN	D232*****	30/04/2025	RE-Redundancy / Lay ...
		5,000.00	0.00	3,000.00

4.5

Save Return to Contribution Details

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.

Name	Contribution Period	Relevant Income	Mandatory Contributions	Voluntary Contributions
	From	To	Employer	Employee
Terminated Employee Section				
1. XI YISAN	01 Apr 2025	30 Apr 2025	0.00	0.00
Existing Employee Section				
2. LI TAK KEUNG	01 Apr 2025	30 Apr 2025	1,000.00	0.00
3. BRIAN CHEUNG	01 Apr 2025	30 Apr 2025	1,000.00	0.00

Buttons: **Calculate & Save**, **Add/Amend New Employee**, **Add/Amend Termination**, **View Total**

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.

6.1 The screenshot shows the 'MPF Services' page. The 'Contribution Summary' table is highlighted, showing the following data:

Total Mandatory Contributions		Total Voluntary Contributions	
Employer	Employee	Employer	Employee
10,000.00	5,000.00	0.00	0.00

6.2 The 'View & Print Details' button is highlighted.

6.3 The checkbox for accepting the terms and conditions is highlighted.

6.3 The 'Submit' button is highlighted.

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.

Acknowledgement

Subject to relevant regulatory approval, the HSBC Mandatory Provident Fund - ValueChoice ("ValueChoice") will be merged into the HSBC Mandatory Provident Fund - SuperTrust Plus ("SuperTrust Plus") with effect from 1 July 2019. Six new constituent funds will be added to the SuperTrust Plus by replicating the corresponding constituent funds in the ValueChoice and increasing the total number of fund choices to 20. After the merger, these six new constituent funds and five of the existing matching constituent funds in SuperTrust Plus will share the same name, investment objective and policy, fee level and fees and charges structure as the existing 11 constituent funds in ValueChoice.

For further details, please refer to the scheme participants' notice and frequently asked questions which are available at HSBC MPF website www.hsbc.com.hk/mpf.

Fill in the amount of relevant income for employees

Submit first contributions for new employees on or before the contribution day

Submission of Remittance Statement and payment of mandatory contributions in full by the contribution day

Please note: There are more MPF important notes at the bottom of this webpage.

MPF service available in BizExpress - Make HSBC MPF contributions at ease by preparing and submitting remittance statements with your mobile now! [Find out more.](#)

Your Remittance Statement has been successfully submitted to us. Please note the Reference No. below and print out this page for your record. If you have reported any employee terminations with Long Service Payment or Severance Payment, you can download the 'Payment Proof for Long Service Payment/Severance Payment' (INLS) form from our [website](#) or contact our HSBC MPF Employer Hotline on (852) 25838033 for assistance. Please complete and submit the form to us. Any requests for refund for offsetting Long Service Payment or Severance Payment can only be processed upon our receipt of the valid 'Payment Proof for Long Service Payment/Severance Payment' (INLS) form.

Reference No.	I80200012082
Instruction	Submit MPF Remittance Statement
Employer	123 Co
MPF EmployerID	20228899
Pay Centre	MLY
Bill No.	20473228
Contribution Period	1 Apr 2025 - 30 Apr 2025
Contribution Amount	HKD10,000.00
Earliest Direct Debit Date	10 May 2025
Direct Debit A/C	123 456789 001
Direct Debit Bank	The Hongkong and Shanghai Banking Corporation Limited

The contribution bill for corresponding contribution period processed by other submission channel(s)

Display the latest Direct Debit Account information on Remittance Statements in Business Internet Banking ("BIB")

Paying contribution by e-Cheque

7.1

7.2 OK



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.

1.1 Pending to Submit Remittance Statement

1.2

Pay Centre	Bill No.	Contribution Period		Total Contribution Amount	Prepared By	Last Updated On
		From	To			
MLY1	20473228	01 Apr 2025	30 Apr 2025	HKD 90,900.00	SUC001	08 May 2025

Note: Transaction request submitted within **business hours** will be processed on the same day, otherwise, it will be processed on the next working day.

- The contribution bill for corresponding contribution period processed by other submission channel(s)
- Display the latest Direct Debit Account information on Remittance Statements in Business Internet Banking ('BIB')
- Paying contribution by e-Cheque
- Report the relevant income and mandatory contributions for the employees who reach 18 or 65 years old
- Submission of MPF documents through designated channels
- Submit Remittance File via gateway service
- Submitted remittance statement cannot be revised or supplemented via Business Internet Banking ('BIB')
- Determine the deadline for enrolment into MPF scheme 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.

The screenshot displays the HSBC Business Internet Banking interface for submitting an MPF Remittance Statement. The left sidebar shows navigation options like 'MPF Services', 'Prepare Remittance Statement', and 'Pending to Submit Remittance Statement'. The main area provides details about the remittance statement, including the contribution day (10 May 2025) and the contributing bank (The Hongkong and Shanghai Banking Corporation Limited). It also includes a table of contribution days for monthly-paid non-casual employees in 2023.

Contribution period ending in the month of (JJMM/YYYY)	Contribution day (DD/MM/YYYY)
12/2024	10/01/2025
01/2025	10/02/2025
02/2025	10/03/2025
03/2025	10/04/2025
04/2025	12/05/2025
05/2025	10/06/2025

Below the table, there are sections for 'Total Mandatory Contributions' and 'Total Voluntary Contributions'. The mandatory contributions section shows a total amount of 10,000.00, with employer contributions of 5,000.00 and employee contributions of 5,000.00. The voluntary contributions section shows zero amounts for both employer and employee.

At the bottom, there are instructions for submitting the statement, including a warning about the Common Reporting Standard (CRS) effective from January 2020. A red box highlights the 'Submit' button, which is labeled '2.4'.

3. Acknowledge remittance statement submission

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.

The screenshot shows the HSBC Business Internet Banking interface. The sidebar on the left has a 'MPF Services' menu item. The main content area is titled 'View Submitted Remittance Statement'. A table displays contribution bills with columns for 'Contribution Period', 'MLY1', '20473228', '01 Apr 2025', '30 Apr 2025', 'HKD 10,000.00', '\$UC001', and '08 May 2025'. A red box highlights the 'View Submitted Remittance Statement' link in the sidebar (callout 1.1) and the '>' button in the table (callout 1.2).

2. View contribution details

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

English

HKHBAF0000228714KAN1P1

Log off

MPF Services

MPF Services

Prepare Remittance Statement

Pending to Submit Remittance Statement

View Submitted Remittance Statement

Gateway Service

Email from HSBC MPF

Management Control Authorisation

Admin Tools

Remittance Statement

The Remittance Statement has been submitted to HSBC via Business Internet Banking on 08 May 2025.

Employer	2022889 - 123 Co					
Pay Centre	MLY	Bill No.	20473278		Currency	HKD
Contribution Period	01 Apr 2025 - 30 Apr 2025					

Earliest Direct Debit Date	10 May 2025
Direct Debit A/C	123 456 789 001
Direct Debit Bank	The Hongkong and Shanghai Banking Corporation Limited

Contribution Summary

Total Contribution Amount	Total Mandatory Contributions		Total Voluntary Contributions	
	Employer	Employee	Employer	Employee
10,000.00	9,000.00	9,000.00	0.00	0.00

New Employee Details

	Surname	First Name	Identity Type	No.	Member Type	Sex	Date of Birth	Date Joined Scheme	Class No.
1	Chan	Tai Man	Passport	K107****	Normal/Part-time Employee	F	01 Jan 1992	01 Jan 2023	CLASS001

Employee Termination Details

	Name	HKID/Passport No.	Last Employment Date	Termination Reason	LSP Entitled	SP Entitled	LSP/SP Paid to Employee
1	XI YIGAN	D232****	30 Apr 2025	RE-Redundancy / Lay ...	9,000.00	0.00	9,000.00

Contribution Details

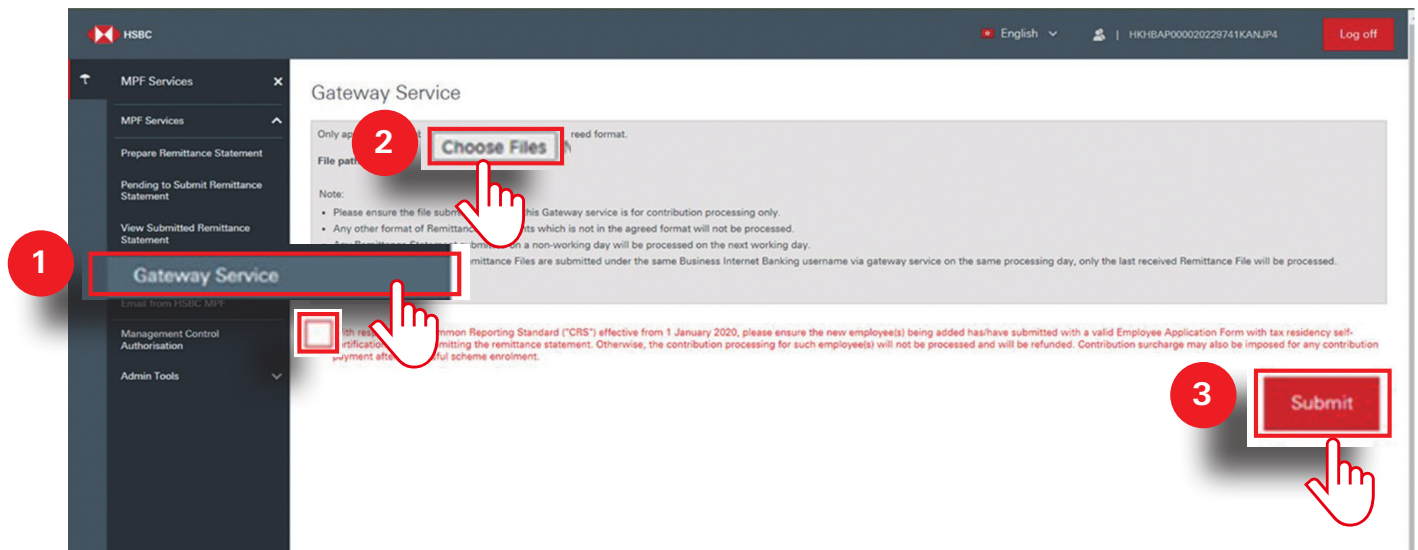
Name			HKID/Passport No.	
Contribution Period			Mandatory Contributions	
From	To	Relevant Income	Employer	Employee
			Voluntary Contributions	
			Employer	Employee



Gateway service

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.





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'.

The screenshot shows the HSBC Business Internet Banking interface. On the left sidebar, under 'MPF Services', the 'Email from HSBC MPF' link is highlighted with a red box and labeled with a red circle and the number 1. The main content area is titled 'Email from HSBC MPF' and contains a table with columns 'Date' and 'Subject'. The first row of the table shows the date '10 May 2025' and the subject 'Fund purchase confirmation - 20211603 / MLY (Bill No.: 08300235)'. A red box highlights the table, labeled with a red circle and the number 2. A red hand icon points to the '>' link at the end of the first row.

Date	Subject
10 May 2025	Fund purchase confirmation - 20211603 / MLY (Bill No.: 08300235)

Appendix

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

The Hongkong and Shanghai Banking Corporation Limited, PO Box 73770, Kowloon Central Post Office
香港上海滙豐銀行有限公司，九龍中央郵政信箱 73770 號

Fund purchase confirmation 購入基金確認書

Date 日期 5 July 2022

Reference no. 備註號碼 I62700011903

MR JI
-
Room 1010, 10/F
1 ABC Road, Hong Kong

Scheme registration no. 計劃註冊編號 : MT00245
Scheme name 計劃名稱 : HSBC MANDATORY PROVIDENT FUND-SUPERTRUST PLUS
Employer 僱主 : RPQ Corporation
Business registration no. 商業登記號碼 : 0000000-000-00-00-A
Pay centre 付款中心 : SMT
Bill number 賬目號碼 : 20469479 - 01
Contribution period 供款期 : 01/03/2022 - 15/03/2022
Total contribution amount 供款總額 : HKD 港元28,500.00
Fund purchase date 購入基金日期 : 30/06/2022

Contributions allocation 供款分配	Employer 僱主 (HKD 港元)	Employee 僱員 (HKD 港元)	Total 合計 (HKD 港元)
Mandatory contributions 強制性供款	3,750.00	3,750.00	7,500.00
Voluntary contributions 自願性供款	1,000.00	20,000.00	21,000.00
Total contributions 供款總額	4,750.00	23,750.00	28,500.00

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

The MPF eServices on the Business Internet Banking are intended for use by HSBC commercial banking customers with MPF account(s) in Hong Kong. The screen displays used in this document are for illustration purpose only and does not constitute any form of investment advice or recommendation. Investment involves risks. Past performance is not indicative of future performance. The value of financial instruments, in particular stocks and shares, and any income derived from such financial instruments, may go down as well as up. For further details including the product features and risks involved, please refer to the MPF Scheme Brochure for HSBC Mandatory Provident Fund – SuperTrust Plus.