

Report member termination by digital means

It's easy, fast and convenient!

Reporting member termination # is easy. You may do it paperless via the following means:

- ✓ Using Member Update on e-MPF Employer Online Service; or
- ✓ Inputting the last date of employment during online contribution submission.

applicable to cases without Long Service Payment (LSP) / Severance Payment (SP) offsetting arrangement

How to report member termination online?

- 1 Login to your e-MPF account via www.manulife.com.hk



- 2 Select **Member Update** on the left panel



- 3 Select the relevant member and click **CHANGE INFORMATION**

Member Update

A. Update Latest Relevant Income Information for ALL active member(s). **Update**

The latest relevant income information for all active member(s) is based on Manulife's last recorded data for the active members as of 18-Oct-2020.

B. Update Relevant Income, Voluntary Contribution Option and Employment Status for INDIVIDUAL member.

Search and Select Member

Surname: Other Name: **SEARCH**

Member No:

Sort by: Name Member No Status

Show Members: All Active Terminated New Incomplete Termination **REFRESH**

Total number of matched members: 12 Page 1 / 2

Select	New Member	Member No	Surname	Other Name	Chinese Name	Employment Status	Term Reason #	Entitle LSP/SP?	Incomplete Termination*
<input type="radio"/>	Yes	1	CHAN	TAI MAN	陳太文	Terminated	NT	No	
<input type="radio"/>	Yes	2	LEE	SIU MING	李小明	Active			
<input type="radio"/>	Yes	3	CHEUNG	MEI LAI	張美麗	Active			
<input type="radio"/>	Yes	4	WONG	MEI MEI	王美美	Active			

CHANGE INFORMATION

- 4 Update the employment status and termination details and click **SAVE**

Member Update

Member Profile

Sub-Scheme No.: 01234567-01 Member No.: 2
 Surname: LEE Chinese Name: 李小明
 Other Name: SIU MING Sex: M
 Date of Birth: 26/04/1978 Employment Date: 01-MAY-2014
 HKID / Passport No.: A123456(3) Employment Ves Date: N/A
 Tel No.: 21234567 Contribution Sta Date for Exempt Person: N/A

To update a member's employment status and submit termination instruction.

Employment Status: **Terminated** Last Date of Employment: 15 Nov 2020 (dd/mm/yyyy)

Termination Reason*: **Termination of Employment**

*If the employee has Employment Termination for the purpose of Early Retirement, Total Incapacity, Death, Dismissal for Cause, or Intra-Group Transfer, please specify the appropriate reason for vested benefits. Otherwise it is not necessary for the employer to disclose the reason for termination of employment.

Long Service Payment (LSP) Entitlement (SP) Entitlement

LSP/SP Amount #: 0.00 LSP/SP involved and to be offset?:

If the employee termination involves LSP/SP offset arrangement, a "Notice of Employee Termination" duly signed by both the terminated employee and the authorized person of your company (with company chop) has to be submitted by mail to Manulife for processing.

SAVE

Alternatively, you may simply report member's last date of employment during contribution reporting.

This function is enabled for employers using Contribution Express, AlphaHRMS and Direct File Interface.

Pay Period Processing
Step 3 of 8

All Members -- Regular Submission

Employer (Company) Name: ABC COMPANY LIMITED

Sub-Scheme No.: 01234567-01
 Currency: HKD
 Payroll Frequency: MONTHLY

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EXISTING MEMBER
PAYROLL PERIOD 01/11/2020-30/11/2020

Member No.	Member Name	Relevant Payroll Period	Relevant Income	Basic Salary	Last Date of Employment (dd/mm/yyyy)
1	CHAN TAI MAN 陳太文	01/11/2020-30/11/2020	30000	0.00	
2	LEE SIU MING 李小明	01/11/2020-30/11/2020	15000	0.00	15/11/2020
3	CHEUNG MEI LAI 張美麗	01/11/2020-30/11/2020	18000	0.00	

Important

Once you have made a submission online, please **DO NOT** report the same to us in hard copy so as to avoid confusion.

For member termination involving LSP/SP offsetting arrangement, it is necessary to complete and return the original copy of "Notice of Employee Termination" ("Not") for each of the members concerned to Manulife for processing.