

Replying Calculation Discrepancy Report Online

It's easy, fast and convenient!

Calculation Discrepancy Report (CDR) will be issued if your reported contribution data is not calculated in accordance with the statutory requirements. With e-MPF Employer Online Service, you may now:

- ✓ Receive e-Alert notification# right upon CDR issuance
 - ✓ View the CDR record online
 - ✓ Reply instantly to confirm the correct contribution data
- Go digital! Save the hassle of paperwork and postage!

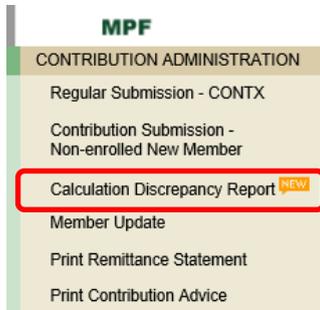
applicable for employers who have registered email address in Manulife

How to reply Calculation Discrepancy Report (CDR) online?

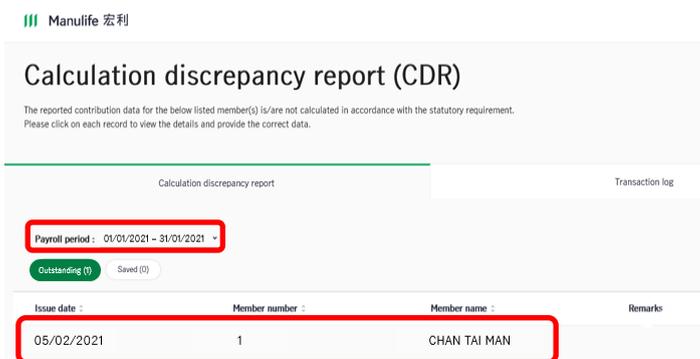
1 Login to e-MPF account via www.manulife.com.hk



2 Select **Calculation Discrepancy Report** on the left panel



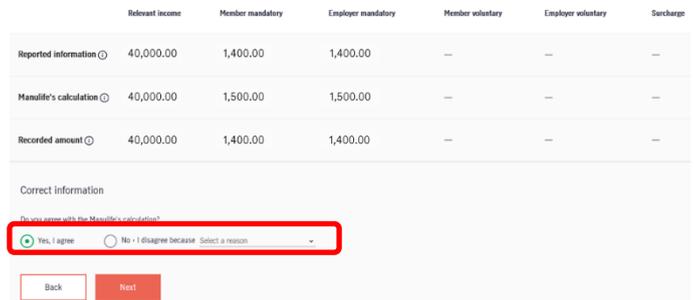
3 Select **Payroll Period** and relevant **member record**



Important

Once you have made a submission online, a reference number will be generated for confirmation. Please **DO NOT** report the same to us in hard copy so as to avoid confusion. To view the online submission history, you may simply click on the tab "Transaction Log" on the CDR landing page and refer to the relevant reference number for details.

4 Check the contribution details. Select if you agree with our calculation and click **Next** to proceed.



If you do not agree with our calculation, please further select or provide your reason and input the correct contribution data in the spaces provided.



5 Review the correct contribution data and provide payment information as appropriate. Click **Submit**.

