

Deposit your MPF contributions at cheque deposit machines

You can now make your MPF contributions at HSBC cheque deposit machines across Hong Kong.

Using cheque deposit machines is quick, easy and also has the following advantages:

- ✓ Once your cheque has cleared, the date of your contribution will be recorded as the date you deposited your cheque.
- 📄 When depositing, you can choose to print a Cheque Deposit Advice with an image of your cheque, the contribution amount and the deposit account name for your own record.
- 🕒 Cheque deposit machines at selected locations are available 24 hours a day.

Important

- ✓ We need your contribution remittance data to allocate contribution(s) accordingly. When making MPF contribution payment via cheque deposit machine, please remember to **note down your cheque number and include it when reporting contribution data** to us.
- ✗ Please **DO NOT** send us the Payment Slip or the Cheque Deposit Advice printed by the cheque deposit machine. These are for your own record.

How to use the cheque deposit machine?

Before you begin

- a. Issue a crossed cheque(s) made payable to “**Manulife Provident Funds Trust Company Limited**”.
- b. Write your Sub-Scheme number on the back*.
- c. Make note of your cheque number, as you will need to include it when reporting contribution data to us separately.

* payment will be processed based on the details input by customers via the machine

📌 *Post dated cheque is **not accepted**.*

1 At the machine

Press “Start”, choose language, then select “Bill Payment”

2 Select your payment category and merchant

- a. Category for payment: Select “Other companies”
- b. Merchant for payment: Select “Manulife MPF”

3 Select your bill type

- a. Select “01 MPF-Employer/SEP Contribution”
- b. Enter your contribution amount, then press “Confirm”.

📌 *Please ensure the contribution amount entered is **the same** as the cheque amount.*

4 Enter your bill account number

- a. Enter your 7-digit Sub-Scheme number plus your 2-digit Billing Class number (if your Sub-Scheme number begins with a zero, no need to enter the initial “0”), then press “Confirm”.

For example:

Sub-Scheme number (SSN): 01234567

Billing Class number (BC): 01

Please enter “123456701”

- b. Print the Cheque Deposit Advice for your own record.