||| Manulife 宏利

Employment Support Scheme ("ESS")

	Application period	Subsidy disbursement in	Covering wages for
First Tranche	May 25 – Jun 14, 2020	Mid – late Jun 2020	Jun – Aug 2020
Second Tranche	Aug 31 – Sep 13, 2020	3 – 4 weeks after application	Sep – Nov 2020

Full details of ESS can be found on the **ESS portal at www.ess.gov.hk**

Enquiry about the ESS arrangement, application procedure, vetting and payment of subsidy, etc. can be addressed by:
- email to **enquiry@employmentsupport.hk**
- call the ESS Hotline on **1836 122**
- visit the **ESS Help Desks** located in North Point, Kwun Tong and Tsuen Wan (by appointment only)

(ESS Portal)   (ESS FAQ)

Application workflow:

① **Employer** submits an online application* via the ESS portal at **www.ess.gov.hk**.

② **ESS processing agent ("PA")** approaches Manulife directly to obtain contribution records of your specified month**.

③ **Manulife** generates records and provides MPF record certificate ♀ to PA within 3 business days upon receipt of PA's notification.

④ **PA** assesses application, calculates subsidy amount, and arranges payment via the Treasury.

> ♀ You will find the MPF record certificate on e-MPF employer online account via www.manulife.com.hk within another 2 business days after our data submission to PA. (View our demo video to learn how to log in)

Employers who had applied in the first tranche can type in the application number, password and mobile phone number of the contact person for the first tranche to logon to the application webpage to apply for the second tranche. For new applicants, please refer to the ESS webpage on the requirements for the provision of supporting documents.

"Specified month" refers to any one month during Dec 2019 – Mar 2020

How to fill the online application form?

Employment Support Scheme Application Form (MPF)

Step 1/3

📅 Employer's Information

Your Business/Corporation/Organization Name
- Chinese
- English

Please select the nature of your organization.
- ○ Business Registration Certificate
- ○ Other Organization Number

Business Address of your organization

Your "Specified month" for calculating subsidy amount. Please select "Specified month" carefully. Amendment of information submitted will not be entertained.
[Please select ▾]

Please select your registered MPF Scheme(s)   Your MPF Scheme Registration/Participation Number

(a) [Please select ▾] (b) [Please select ▾] (c) [   ]

My organization has employees whose salaries are fully funded by the Government in the specified month but I am now only making application for those employees whose salaries are NOT fully-funded by the Government.
- ○ Yes
- ● No

[Back]   [Confirm]

Apart from filling your company's information, you may refer to the below when filling your MPF scheme's information.

(a) Select **Manulife Provident Funds Trust Company Limited**.

(b) Select **Manulife Global Select (MPF) Scheme**.

(c) Input the **7-digit numeric sub-scheme no. (Not including the leading "0", if any)**. You do not need to input the billing class no. Your sub-scheme no. can be found on the top right hand corner of the Employer Monthly Package issued to you each month as indicated below.

Employers are reminded to check all the information (including the company name) before submission.

EMPLOYER MONTHLY PACKAGE
Save the environment and your hassles - Use Contribution Express

ABC COMPANY LIMITED	Manulife Customer Number : 51234567
ROOM 123 12/F	(c) Sub-Scheme No. : 01234567-01
DEF BUILDING	Issue Date : 17/05/2020
123 LUCKY STREET	Page : 1
KLN	
ATTN: MR CHAN TAI MAN	

If you have joined other MPF scheme(s) or transferred to/from another MPF scheme during Dec 2019 – Mar 2020, click the plus sign to add the details of the other MPF scheme(s).

⚠ Applicant making false declaration or other abuses of ESS will be legally liable, in addition to claw back of the subsidy amount with penalty.

For enquiry regarding your Manulife MPF account information, please call Manulife ESS Enquiry Hotline on **2108 1170**.

Updated as of Aug 21, 2020. For general reference only. Please refer to the ESS portal for full details of the arrangement.