


Go digital for making MPF contribution with Contribution Express

We encourage you to report contribution data using Contribution Express (ContX). It's fast, accurate and paperless!

ContX is an online platform provided by Manulife for employers to submit MPF contribution data with just a few simple steps¹. It is free!

 Auto-calculate MPF contributions to avoid calculation discrepancies

 Supports the reporting of member termination²

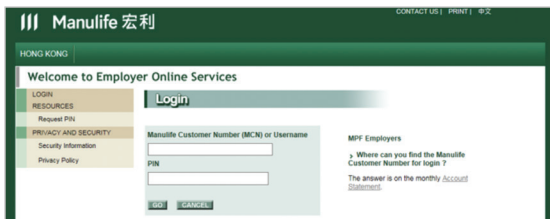
 **New!** Supports contribution data submission for non-enrolled new members³

How to use ContX?

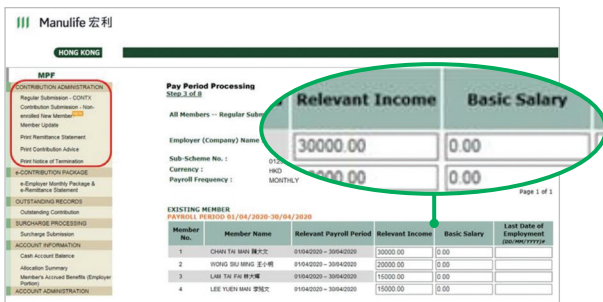


(ContX Demo)

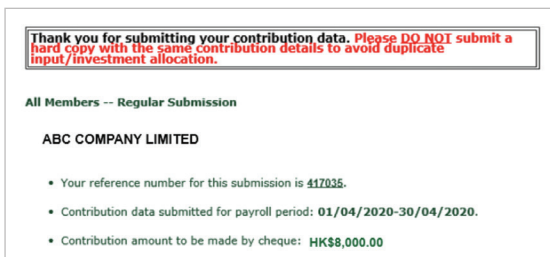
- 1 Log in to your e-MPF account via www.manulife.com.hk



- 2 Select Regular Contribution - ContX on the left side menu



- 3 Follow the steps to input relevant information until a reference number is generated to confirm your submission



What's more?

- i You may now report contribution data for new members without having to wait for the completion of account setup³. Simply report the new employee contributions under **Contribution Submission - Non-enrolled New Member**



(New EE Cont Demo)

- ii Report member termination² by selecting **Member Update**

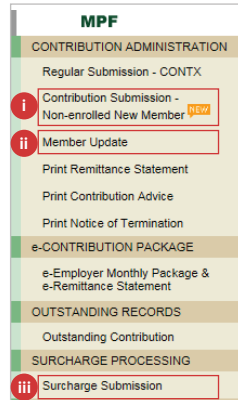



(Member Update Demo)

- iii Submit surcharge for members by selecting **Surcharge Submission**



(Surcharge Demo)



 If you have any enquiries, please call our Employer Hotline on (852) 2108 1234.

Note:

¹Once you have submitted the contribution data online, you DO NOT need to print the remittance statement and mail or fax to us again so as to avoid duplicate submission.

²Applicable for members whose last date of employment fall within the reporting payroll period and with reason of termination being 'Termination of Employment'. For members involving long service payment/severance payment offsetting arrangement, submission of 'Notice of Employee Termination' is required.

³Please be reminded to submit the Manulife Global Select (MPF) Scheme Employee Enrolment Form for all relevant employees within 60 days after the date of employment.