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Important Note: Submitting Contribution data for Casual Employees in the Industry Scheme (ISCEE) via Bulk Upload

BEA (MPF) Industry Scheme has successfully onboarded to the eMPF Platform on 30th April 2026, regarding the employers under the Industry Scheme use the "Bulk Upload" function to submit contribution data for their casual employees. Please refer to the important notes below to highlight key areas you should notice when using bulk file uploads, in order to help employers operate smoothly.

1. Enrolling Casual Employees in the Industry Schemes

Existing employees who worked for you and have contribution records before your MPF scheme onboarded to the eMPF Platform, will be **automatically enrolled under your Employer Account**. You do not need to enrol them again before submitting contribution files.

However, please note: if an employee works for you for the first time ("**New Employees**") after your MPF scheme onboarded to the eMPF Platform, even if the employee has been enrolled in the Industry Scheme and possesses a **Casual Employee (CEE) Number**, you must complete the enrolment process for him/her. This links the employee to your Employer Account and the enrolment process must be completed before you submit a contribution file.

For new employees, you do not need to enter their details one by one. You can enrol many employees at once using the **Bulk Upload** function. Please use the "**Industry Scheme CEE Enrolment Bulk Upload Template**" by logging in to your eMPF Employer Portal.

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Simply fill in the enrolment details for all new employees in that file. Then, upload it on the eMPF Platform via: **"Manage Employees" > "Add New Employee" > "Bulk Upload"**. After upload, check the **"Employee List"** to see if they are on the list, or check **"Action Item"** for any error reports. Once you confirm that the employees are **successfully enrolled**, you can start uploading the contribution file.

Correct Process (For New Employees)



2. What happens if you skip the enrolment step?

When you upload contribution data for a new employee who is not yet **enrolled** under your Employer Account, the system will not process it. It will create an error report, and the record **Upload Result** will show as **"FAIL"**.

The error report will look like this ("...Total Amount" refers to the data you uploaded. The error message, if any, will be appended to every failed record.):

...	Total Amount	Upload Result	Remark
...	300.00	FAIL	Member record not found, please complete member enrolment.
...	140.00	FAIL	Member record not found, please complete member enrolment.

Solution: If you read this error, you must enrol the employee first. Then, resubmit their contribution data. Do not resubmit records that were already successfully uploaded in the same file.

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3. Checking results and handling errors

After uploading a contribution file, always check the **Contribution** page to confirm the submission was successful. Also, check the **"Action Item"** section for any error reports. The "Action Item" icon is at the top right corner of the Employer Portal. If the report shows any **failed records**, please fix the data and re-upload **only the failed ones**. Re-uploading records that were already successful may result in duplicate contributions.

Important: Do not resubmit successful records or re-upload the whole file before checking the results. This will lead to **duplicate contribution submissions**.

4. Check information before uploading

Before uploading, make sure your Scheme and Employer details are correct. Double-check these fields in your bulk upload file:

Scheme Registration No.

For making contribution to **"BEA (MPF) Industry Scheme"**, enter **"IS00025"**.

Employer Account No.

You can find this number on the Contribution page.

Payroll Group ID

If your contribution day is "the 10th day after each period," use **CEE10TH**. If your contribution day is "the next working day after payday," use **CEENEXT**.

Tip: You can verify this under **"Manage Schemes" > "Manage Enrolled Schemes" > "Payroll Group & Contribution"**.

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5. Rules for Mandatory and Voluntary Contributions

When filling in the contribution file, follow these rules:

Mandatory Contributions

Employees under 18 or aged 65 and above do not need to make mandatory contributions. Leave the **"Employer Mandatory Contribution"** and **"Employee Mandatory Contribution"** fields **blank** for them.

Voluntary Contributions

If you make voluntary contributions (Employer or Employee), you must fill in the **"Member Class"** field with **"ISCEE_VC"**.

Following these steps will help prevent your files from being rejected and make the process much smoother.

If you have any questions, please contact the "eMPF Customer Service Hotline" at 183 2622 or email our Customer Service team at enquiry@support.empf.org.hk for assistance.