BEA MPF e - Newsletter

October 2026

Focus



Keep Your MPF Company Authorised Person Information Up to Date for Seamless MPF Administration

Following the successful transition of all MPF schemes in Hong Kong to the eMPF Platform, maintaining accurate and up-to-date MPF Company Authorised Person information is crucial to ensure smooth MPF administration and safeguarding your company's information security.

The MPF Company Authorised Person appointed by your company is the highest administrative representative on the eMPF Platform and is responsible for managing user access rights, approving contribution-related instructions and updating company records. In the event of personnel changes within your company, timely updating the authorised person record can help to avoid:

- Delayed contribution processing and potential 5% surcharges for late contributions
- Risks of unauthorised access to company information, payroll records and employees' personal data
- Missing important system notifications, contribution confirmations and security verification information, which may affect daily MPF administrative arrangements

Updating your Company Authorised Person information is simple and can be completed through the eMPF online portal. For details, please refer to the official eMPF website. Alternatively, if you prefer to update the information by using a paper form, you may download the relevant form from the eMPF Platform for submission.

Should you have any questions regarding the above arrangements or the administration of your MPF scheme, please feel free to contact your dedicated BEA Relationship Officer or the BEA MPF Hotline at +852 2211 1777.