



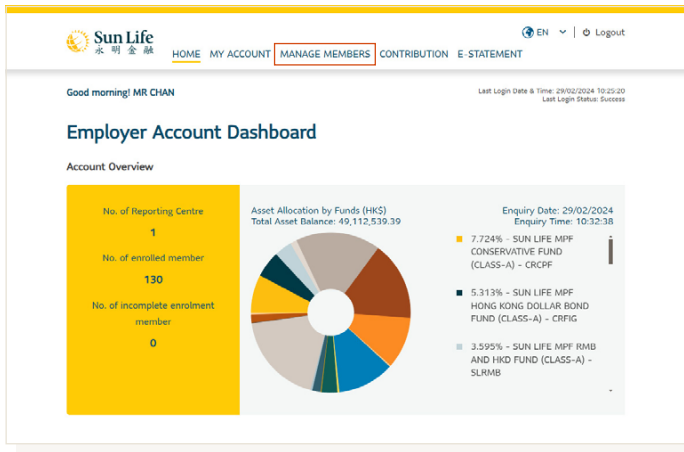
Sun Life Rainbow MPF Scheme

Online Pension Services Centre - New Functions Quick Guide

View Member Balance (Employer Portion)

Employers require access to members' balance (employer portion) if members terminate their employment and the employers need to arrange offsetting Long Service Payment and Severance Payment (LSP/SP). With the launch of our new functions, employers can now instantly retrieve the necessary information online. This guide will walk you through the steps to help you make the most of these functions.

- 1 Log in to [Online Pension Services Centre](#) >
Click **"Manage Members"** from the top menu.



Tips

New to our Online Pension Services Centre?

Click [here](#) to learn more!

- 2 On the "Manage Members" page, search for relevant member(s) in the **search bar** or click **"View All Members"**.

EN Logout

HOME MY ACCOUNT **MANAGE MEMBERS** CONTRIBUTION E-STATEMENT

Manage Members

[View All Members](#)

Type HKID/Passport No. or Member Number or Name in English (Surname Given Name) 🔍

- 3 Click ▼ under **"All Member Result"** to view particular member information.

If you would also like to view particular Member Balance (Employer Portion) as of the latest update date for handling LSP/SP offsetting arrangement, please read the Important Notes carefully and click “Confirm”. Details of Member Balance (Employer Portion) include:

- (1) Employer Mandatory Contribution +
 - (2) Vested Amount of Employer Voluntary Contribution +
 - (3) Vested Amount of Employer Voluntary Contribution 2 (if any) +
 - (4) Vested Amount of Employer’s Ex-ORSO
- = Total Vested Amount (1+2+3+4)**

All Member Result Refresh

Select all	Reporting Centre Code	Member Name	Member Number	HWD / Passport No.
☐	RC1	CHAN SUI MAN	12345678	GL89*****
☐	RC1	CHAN TAI MAN	123456	CUB5*****

Member Name (English)
CHAN TAI MAN

Member Name (Chinese)
陳太文

Member Number
123456

HWD / Passport No.
CUB5*****

Date of Birth
29/12/1995

Date of Employment
01/04/1993

Date of joining Scheme
01/10/2012

Relevant Income
(According to the latest contribution period 01/01/2024-01/01/2024)
HK\$ 10,000.00

Member balance (employer's portion)

Member balance (employer's portion) can only be provided to employer for the purpose of fulfilling their obligation to arrange Long Service Payment / Severance Payment ("LSP/SP") under the Employment Ordinance in Hong Kong relating to the termination of employment of the member.

We, the employer, confirm that we are going to terminate / have terminated the employment of the member(s). For the purpose of arranging the offsetting of LSP/SP from the member balance (employer's portion), we request for information relating to the latest estimated member balance (employer's portion), by difference sub-accounts, if applicable) under the concerned member(s) MPF account for reference.

Please click "Confirm" if you served the above purpose and make the request.

Confirm

☐	RC1	LAM LAM	1234567	KH97*****
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Tips

Member Balance (Employer Portion) is only available for members with more than 2 years of service.

All Member Result Refresh

Select all	Reporting Centre Code	Member Name	Member Number	HWD / Passport No.
☐	RC1	CHAN SUI MAN	12345678	GL89*****
☒	RC1	CHAN TAI MAN	123456	CUB5*****

Member Name (English)
CHAN TAI MAN

Member Name (Chinese)
陳太文

Member Number
123456

HWD / Passport No.
CUB5*****

Date of Birth
29/12/1995

Date of Employment
01/04/1993

Date of joining Scheme
01/10/2012

Relevant Income
(According to the latest contribution period 01/01/2024-01/01/2024)
HK\$ 10,000.00

Member Balance (Employer's portion) as of 21/02/2024	
Employer Mandatory Contribution ⁽¹⁾	HK\$ 224,022.60
Employer Voluntary Contribution	HK\$ 0.00
Vesting % of Employer Voluntary Contribution	100.000%
Vested Amount of Employer Voluntary Contribution ⁽²⁾	HK\$ 0.00
Employer's Voluntary Contribution 2	HK\$ 0.00
Vesting % of Employer Voluntary Contribution 2	100.000%
Vested Amount of Employer Voluntary Contribution 2 ⁽³⁾	HK\$ 0.00
Employer's Ex-ORSO	HK\$ 0.00
Vesting % of Employer's Ex-ORSO	100.000%
Vested Amount of Employer's Ex-ORSO ⁽⁴⁾	HK\$ 0.00
Total Vested Amount ⁽¹⁺²⁺³⁺⁴⁾	HK\$ 224,022.60

☐	RC1	LAM LAM	1234567	KH97*****
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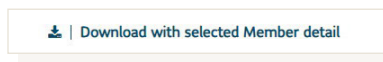
- 5 To retrieve a list of member information, select member(s) by checking corresponding checkbox(es) under the member result.

All Member Result					Refresh
☒ Unselect all	Reporting Centre Code	Member Name	Member Number	HRID / Passport No.	
☒	RC1	CHAN SIU MAN	12345678	GL89*****	
☒	RC1	CHAN TAI MAN	123456	CU85*****	
☒	RC1	LAM LAM	1234567	KH97*****	

- 6 Choose whether you would like to a) Download member information only, or b) Download member information with Member Balance (Employer Portion).

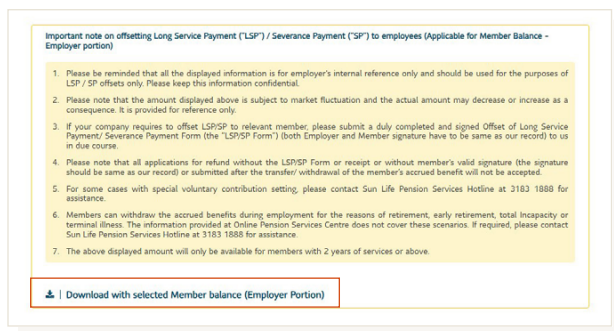
a) Download member information only:

Click **"Download with selected Member detail"** at the bottom of the page > Click **"Confirm"** > All information will be downloaded and saved in a CSV file.



b) Download member information with Member Balance (Employer Portion):

Please read the Important Notes at the bottom of the page carefully and click **"Download with selected Member balance (Employer Portion)"** > Click **"Confirm"** > All information will be downloaded and saved in a CSV file.



You will see a progress bar indicating the status as **"Download in progress"** on the page. The file download might require some time. Please wait patiently for a moment.

[View All Members](#)

Download in progress...

Once the progress bar changes to **"Download is completed"**, simply click on the  button to get the file.

[View All Members](#)

✔ Download is completed.

[illegible]

Download Settled Contribution Records for Multiple Months

At the same time, we have enhanced the function of downloading **"Settled Contributions"** records. Employers can download contribution records for up to 24 months, making it easier to review a longer period in one go.

- 1 Log in to [Online Pension Services Centre](#) > Click **"Contribution"** > **"Settled Contributions"** from the top menu.

The screenshot displays the Sun Life Employer Account Dashboard. At the top, the navigation bar includes the Sun Life logo, the user name 'MR CHAN', and menu items: HOME, MY ACCOUNT, MANAGE MEMBERS, CONTRIBUTION (highlighted with a red box), and E-STATEMENT. A dropdown menu for 'CONTRIBUTION' is open, showing options: 'Online Submission / Outstanding Contributions', 'Settled Contributions' (highlighted with a red box), 'Upload Contribution File', and 'View Online Transactions'. The dashboard content area shows 'Good afternoon! MR CHAN' and 'Employer Account Dashboard'. Under 'Account Overview', there are three statistics: 'No. of Reporting Centre' (1), 'No. of enrolled member' (130), and 'No. of incomplete enrolment member' (0). To the right, there is a section for 'Asset Allocation by Funds (HK\$)' with a total asset balance of 49,112,539.37. This section includes a donut chart and a list of funds: 7.751% - SUN LIFE MPF CONSERVATIVE FUND (CLASS-A) - CRCPT, 5.394% - SUN LIFE MPF HONG KONG DOLLAR BOND FUND (CLASS-A) - CRFIG, and 3.595% - SUN LIFE MPF RMB AND HKD FUND (CLASS-A) - SLRMB. The enquiry date is 13/03/2024 and the enquiry time is 14:59:52.

Sun Life
永明金融

HOME MY ACCOUNT MANAGE MEMBERS **CONTRIBUTION** E-STATEMENT

Good afternoon! MR CHAN

Employer Account Dashboard

Account Overview

No. of Reporting Centre
1

No. of enrolled member
130

No. of incomplete enrolment member
0

Asset Allocation by Funds (HK\$)
Total Asset Balance: 49,112,539.37

Enquiry Date: 13/03/2024
Enquiry Time: 14:59:52

- 7.751% - SUN LIFE MPF CONSERVATIVE FUND (CLASS-A) - CRCPT
- 5.394% - SUN LIFE MPF HONG KONG DOLLAR BOND FUND (CLASS-A) - CRFIG
- 3.595% - SUN LIFE MPF RMB AND HKD FUND (CLASS-A) - SLRMB

On the “**Settled Contributions**” page, records of fully settled contribution period in the past 24 months are available.



Settled Contributions

By Period

By Member

The following shows contribution period fully settled in previous 24 months.

Reporting Centre Code All ▼ From 01/05/2022 To 01/03/2024 Go Download All

Reporting Centre Code ▼	Contribution Period (DD/MM/YYYY)	Settled Amount (HK\$)	
RC1	01/06/2023 To 30/06/2023	360,540.90	>
RC1	01/05/2023 To 31/05/2023	358,428.23	>
RC1	01/01/2023 To 31/01/2023	363,966.53	>
RC1	01/12/2022 To 31/12/2022	365,953.23	>
RC1	01/11/2022 To 30/11/2022	365,844.96	>
RC1	01/06/2022 To 30/06/2022	367,673.00	>
RC1	01/05/2022 To 31/05/2022	399,133.80	>
RC2	01/06/2022 To 30/06/2022	28,401.50	>

Important Notes:

The above contribution information only reflects the actual contribution amount settled for the relevant contribution period.
Please note that the above information is for reference only. Any transactions in progress will not be reflected.

3

You can specify the period you would like to view here > Click **"Go"**.

The following shows contribution period fully settled in previous 24 months.

Reporting Centre Code All From 01/05/2022 To 01/03/2024 Go Download All

4

To retrieve a full record of settled contribution period within the selected period, click **"Download All"** to get the CSV file.

The following shows contribution period fully settled in previous 24 months.

Reporting Centre Code All From 01/05/2022 To 01/03/2024 Go Download All

Contribution Period	Member Name	Member Number	HKID Number / Passport Number	Dealing Date	Relevant Income	Basic Salary	Employer Mandatory Contribution	Member Mandatory Contribution	Employer Voluntary Contribution	Member Voluntary Contribution	Employer Voluntary Contribution2	Member Voluntary Contribution2	Surcharge	Total Contribution
01/05/2022 To 31/08/2023	CHAN TAI MAN 陳太文	123456789	123456789	15/09/2023	24,405.00	24,405.00	1,200.25	1,200.25	0	0	0	0	0	2,400.50
01/09/2023 To 31/10/2023	LAU KA KA 劉嘉嘉	123456789	123456789	15/09/2023	30,817.00	30,817.00	1,500.00	1,500.00	340.85	0	0	0	0	3,340.85
01/11/2023 To 31/12/2023	KWAN HOI 關海	88797062	123456789	15/09/2023	10,842.50	10,842.50	1,500.00	1,500.00	0	0	0	0	0	3,000.00
01/01/2024 To 31/01/2024	CHAN TAI MAN 陳太文	123456789	123456789	15/09/2023	24,492.50	24,492.50	1,234.63	1,234.63	0	0	0	0	0	2,469.26
01/02/2024 To 31/02/2024	LAU KA KA 劉嘉嘉	123456789	123456789	15/09/2023	34,467.00	34,467.00	1,500.00	1,500.00	223.35	0	0	0	0	3,223.35
01/03/2024 To 31/03/2024	KWAN HOI 關海	88797062	123456789	15/09/2023	30,000.00	30,000.00	1,500.00	1,500.00	0	0	0	0	0	3,000.00
01/04/2024 To 31/04/2024	CHAN TAI MAN 陳太文	123456789	123456789	15/09/2023	24,330.00	24,330.00	1,200.00	1,200.00	0	0	0	0	0	2,400.00
01/05/2024 To 31/05/2024	LAU KA KA 劉嘉嘉	123456789	123456789	15/09/2023	34,467.00	34,467.00	1,500.00	1,500.00	223.35	0	0	0	0	3,223.35
01/06/2024 To 31/06/2024	KWAN HOI 關海	88797062	123456789	15/09/2023	1,000.00	1,000.00	50	50	0	0	0	0	0	50
01/07/2024 To 31/07/2024	CHAN TAI MAN 陳太文	123456789	123456789	15/09/2023	34,842.50	34,842.50	1,347.13	1,347.13	0	0	0	0	0	2,694.26
01/08/2024 To 31/08/2024	LAU KA KA 劉嘉嘉	123456789	123456789	15/09/2023	34,467.00	34,467.00	1,500.00	1,500.00	223.35	0	0	0	0	3,223.35

For enquiries, please contact our Sun Life Pension Services Hotline at **3183 1888**

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