

What's on the preparation checklist?



1 Register for eMPF

- Account verification takes about 2 days, register early
- Ensure employer name matches the trustee record (If the information doesn't match, the account may not be found. Please contact eMPF for record update.)
- Once verified and activated, access eMPF online services starting 3 October 2025



2 Familiarize yourself with eMPF administrative processes

- Comprehend eMPF administrative procedures and processes, including employee enrolment and contribution
- eMPF offers guides to various administrative instructions:



3 Understand eMPF comprehensively

Join Sun Life's eMPF webinars (Q&A session available):



Access eMPF Easy Guide:



4 First contribution after eMPF onboarding

- Contribution day: 10 October 2025 (Contribution period: Sep 2025)
- Submit contribution information and payment timely to eMPF
- Issues with registration or access? Paper remittance statement is available as an alternative. We'll be issuing pre-printed paper remittance statement to you in mid-Sep 2025



5 Submit forms and contributions to eMPF

- Submit physical forms (including remittance statements) and cheques to eMPF by post or in person
- eMPF mailing address: P.O. Box 98929, Tsim Sha Tsui Post Office
- Payee on the cheque remains unchanged, please make it payable to "Sun Life Trustee Company Limited"
- Cheques need to be issued separately for each reporting centre / payroll group



Sun Life Tip
Complete these 5 actions and get ready for eMPF!



Welcome to the
MPF SUN Generation,
are you eMPF-ready?

Sun Life supports your journey towards eMPF

Starting 3 October 2025, Sun Life MPF administrative services will be handled by the eMPF Platform ("eMPF"). Fast-track your eMPF readiness with this easy-to-follow employer checklist.

**5 Essential Prep
You Should Know**

eMPF Employer Checklist