

## **REMINDER TO EMPLOYERS**

### **To enroll relevant employees in MPF scheme on time**

Every employer of a relevant employee must ensure that a relevant employee becomes a member of a registered scheme within 60 days from the date of employment. An employer who fails to comply shall be liable to a maximum fine of HK\$100,000 and imprisonment for 6 months.

### **To make contributions for scheme members on time**

An employer must, for each contribution period, deduct 5% from the relevant income and contribute 5% from its own fund in respect of each relevant employee and remit the sum to the MPF approved trustee on or before the contribution day (i.e. the tenth day after the contribution period).

If an employer fails to make the mandatory contributions to the approved trustee on time, the MPFA is empowered to impose a financial penalty of \$5,000 or 10% of the amount to be paid (whichever is the greater). Additionally, the MPFA may initiate civil actions to recover the outstanding contributions for employees and criminally prosecute the employer. An employer is liable to a maximum fine of HK\$100,000 and imprisonment for 6 months.

### **To keep relevant income records of employees and to give monthly pay-records of contribution to scheme members**

An employer must keep record of each payment of relevant income made to a relevant employee for inquiry or examination upon request by staff of the MPFA and provide monthly contribution records to scheme members (except casual employees under industry scheme). Failure to do so commits an offence or may be subject to a financial penalty of HK\$5,000.

### **To notify the registered trustee of relevant information (except for casual employees under Industry Scheme)**

An employer is required to notify the approved trustee of the registered scheme concerned of an employee's cessation of employment and of the date on which the employment ceased on or before the contribution period that ends immediately following the cessation of employment.

An employer is required to notify the approved trustee of the registered scheme concerned **within 30 days** of any changes in the employer's business addresses and scheme member's residential address and the contact telephone number. Failure to do so may result in a financial penalty of HK\$5,000.

### **To provide employment-related information of relevant employees for inspection**

An employer commits an offence if, without reasonable excuse, fails to comply with a lawful requirement made by the Authority in the course of exercising or performing its function, such as providing employees income and contribution records required to be kept under the Ordinance, or without lawful authority, obstructs the Authority in the exercise or performance of its function. An employer who fails to comply shall be liable to a maximum fine of HK\$100,000 and imprisonment for 12 months.

**Mandatory Provident Fund Schemes Authority**

MPFA Hotline: 2918 0102