

Guideline for MPF Enrolment

1. New staff members are given a choice to choose one out of two MPF schemes when they join the University, namely BCT Strategic MPF Scheme (BCT) and Sun Life Rainbow MPF Scheme (Sun Life). New staff must enrol into one of these MPF schemes within **60 days** of joining the University. Failure to do so will result in the staff member being allocated to the designated MPF scheme assigned on alternate months. For example, a staff who joins the University on 3 January 2023 but fails to select an MPF scheme within the 60-day period will be assigned to Sun Life as the 60th day falls in March 2023. Similarly, a staff who joins on 15 February 2023 but fails to select within 60 days will be assigned to BCT as the 60th day falls in April 2023, and so on.
2. MPF Members can only choose **ONE** MPF Scheme under the University, at any time during their employment with the University.
3. The University provides staff with a choice to switch between these two MPF schemes once every calendar year. The switching exercise will be conducted **in October each year** with **Effective Date on 1 November** and it is applicable to all existing MPF Members (for staff only).
4. For the main features of the two MPF schemes, new staff members may click [here](#) to see a comparison table for reference. If you wish to visit the websites of the two MPF Schemes, please click [here](#) for BCT and [here](#) for Sun Life.
5. Please refer to the below steps to choose your MPF schemes and submit the respective MPF member enrolment form via the Students and Staff Services Platform (SSSP). Please note that SSSP is the only channel for you to submit the MPF member enrolment form.

Step 1:	Login the SSSP at https://hkbu.service-now.com/sssp [under FO > “MPF Selection Form for New Joiner”]. Please read the “Important Notes”.
Step 2:	Fill in the required information on SSSP and follow the instruction to select your preferred MPF Scheme and download the “ MPF Member Enrolment Form ” (the Form) for the respective MPF scheme from the SSSP platform.
Step 3:	Complete all relevant information in the Form. Scan and upload the completed Form in softcopy onto SSSP. Please note that the SSSP platform only support file attachments in PDF, JPG or PNG.
Step 4:	Read the “Important Note” and “Declaration” sections carefully and acknowledge the information before submission of the Form. Please note that once the Form is submitted via SSSP, the selection of the MPF scheme is <u>irreversible</u> .

6. After you have successfully submitted the MPF Member Enrolment Form via SSSP, you will receive a letter or email notification from your selected MPF service provider within 14 working days after the month of your submission. This notification will serve as **confirmation of your MPF membership**. The notification will include important details such as your MPF account number, name of your selected MPF scheme, contact details of the MPF service provider and instruction on how to access your MPF account online. It may also provide information on contribution arrangement and investment options and any other details related to your MPF membership. If you do not receive the notification from the MPF service provider after the abovementioned deadline, please directly contact your selected MPF provider, i.e. BCT (tel.: 2842 7878) or Sun Life (tel.: 3183 1888) during office hours.
7. For frequently asked questions (**FAQ**) about MPF, including when and what is the staff's first MPF contribution, all these questions will be clearly explained in the FO FAQ. For more details, please refer to HKBU FO website > For Staff > FAQ > MPF or you may click [here](#) to direct access the location.
8. The first contribution should be paid to your trustee on or before the 10th day after the last day of the calendar month on which the 60th day of employment falls, e.g. If the commencement day of your employment is 5 June, since your 60th day of employment falls on 3 August, your first-time transfer of both employer and employee's contributions should be made to the trustee on or before the 10th day of the month following August, i.e. 10 September. For detailed illustrative example, please refer to MPFA's website at <https://www.mpfa.org.hk/en/mpf-system/mandatory-contributions/employees#anchor4>
9. If you have any questions regarding the MPF schemes, it is **recommended to contact your selected MPF service provider directly** for a more expedient response. They will be able to provide you with accurate and up-to-date information specific to your MPF membership. If you encounter problems when submitting your MPF Member Enrolment Form via SSSP, you may email to fopayrollrb@hkbu.edu.hk and the Finance Office will contact you within 3 working days.