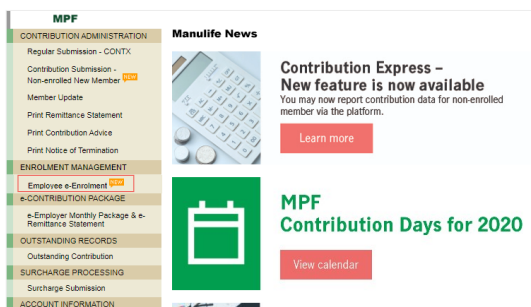


MPF member e-Enrolment service

With an aim to make things simple for our employer customers, Manulife launches the MPF employee e-Enrolment service, a brand new online function to let you manage MPF enrolment at your fingertips.

Enrolment can be done online via 3 simple steps:

1 Login to Manulife employer website and go to “Employee e-Enrolment”



Latest enrolment status of your employee(s) can be tracked by either referring to the computer-generated message sent to your registered email or looking up the dashboard under “Employee e-Enrolment” in Manulife employer website to facilitate employers to follow up on the enrolment status easily.

Identifier	Contact information	Date of invitation	Status
Jacky	+852 9876 5432	04/06/2020	Undelivered
Peter (Leung Siu Keung)	+852 9999 9999	13/06/2020	To be verified
Becky	fong_siu_tong@manulife.com	03/07/2020	Invited
James (Chan Tai Man)	chan_tai_man@manulife.com	03/07/2020	Submitted SUB: 06/07/2020
Lily	+852 9898 9898	20/06/2020	Invited
May (Ho Siu Ka)	ho_siu_ka@manulife.com	13/06/2020	To be verified

2 Input preliminary information of employee(s)

(The system will automatically invite and remind your employee(s) to complete and submit e-Enrolment by email or SMS.)



Watch the video to learn more about employee e-Enrolment service.

e-Enrol demo

3 Confirm and verify the application submitted by your employee(s)^



Act now and experience the convenience of enrolling employees online

you can do it anytime via internet whilst keeping the planet green!

^Once you have submitted employee's data online, you **DO NOT** need to print out the enrolment form and mail or fax it to us so as to avoid duplicate submission.

僱員強積金 電子登記服務

為助僱主客戶化繁為簡，宏利特別推出一項全新的網上功能——「強積金計劃僱員電子登記服務」，方便您於網上輕鬆處理強積金登記。

只需透過網上完成3個簡單步驟，即可為僱員登記：

1 登入宏利僱主網站並進入「僱員電子登記」頁面



為方便僱主跟進僱員登記的最新狀況，僱主可透過由電腦系統直接發送至登記電郵的通知或利用宏利僱主網站的「僱員電子登記」功能查看有關資料。

僱員編號/姓名	聯絡資料	邀請日期	狀態
Jacky	+852 9876 5432	04/06/2020	未建檔
Peter (Leung Siu Keung)	+852 9999 9999	13/06/2020	待僱主核對
Becky	fong_siu_hong@manulife.com	03/07/2020	已邀請
James (Chan Tai Man)	chan_tai_man@manulife.com	03/07/2020	已提交 SIB: 08/07/2020
Lily	+852 9898 9898	20/06/2020	已邀請
May (Ho Siu Ka)	ho_siu_kag@manulife.com	13/06/2020	待僱主核對

2 輸入僱員初步資料

返回僱員電子登記

邀請僱員

您要邀請多少位僱員？

一位僱員 多位僱員

僱員資料

識別號 受僱日期

全名，僱員或員工編號 DD/MM/YYYY

聯絡資料 (僱員電子登記連結將會發送到所選的聯絡方式)

電郵 手提電話號碼

電郵

(系統將會自動透過電郵或短訊向相關僱員發出電子登記的邀請，同時提示他們填妥並提交登記)



瀏覽短片以了解更多有關僱員電子登記服務詳情。

e-Enrol demo



請立即體驗網上僱員登記服務的便利

除可隨時上網進行僱員登記外，亦為環保出力！

3 確認及核對僱員提交的申請^

返回僱員電子登記

檢閱及提交

請核閱及確認僱員的申請資料正確，並且同意聲明，然後提交申請給宏利。

僱主填寫資料

僱員資料

識別號 James

受僱日期 2020-08-08

聯絡資料 Email

電郵 chan_tai_man@manulife.com

^經網上遞交員工資料後，您無需列印登記表格並郵寄或傳真予我們，以免重複遞交。