



BCT
銀聯集團



eEnrolment

New Employee Registration is Simple!

Employer User Guide

BCT launched new electronic enrolment service – eEnrolment to make MPF enrolment for new employees convenient and simple.

Key Functions

- The employer fill in basic information of the new employee through the employer ePlatform, eEnrolment instructions will then be sent automatically to the new employee
- The new employee will receive a SMS and / or an email with a link to complete the enrolment process
- Overdue eEnrolment reminder and easy for employer to keep monitor overdue record's status*

*under AEOL requirement, new employee needs to complete and submit "Tax Residency Self-Certification" in completion of enrolment process and account creation

Service Benefits



- 1. Simple - No software installation required**
Simply log in to the online platform



- 2. Fast - Fill in and submit online**
Both of the employer and the new employee fill in the information and complete the enrolment online



- 3. Convenient - No geographical limitations**
Enroll and track status through online platform, can be done anywhere



- 4. Accurate - Latest versions are updated from time to time automatically**



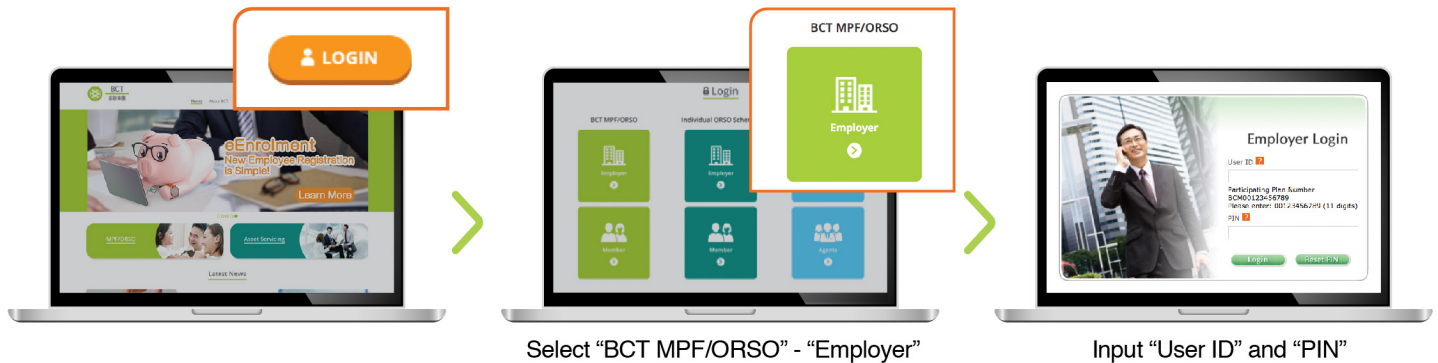
- 5. Environmental-friendly - Electronic completion with eSignature**

Step

Log in to Employer Website www.bcthk.com

1

3 Steps for Employer



2

Step

Input Employee Information

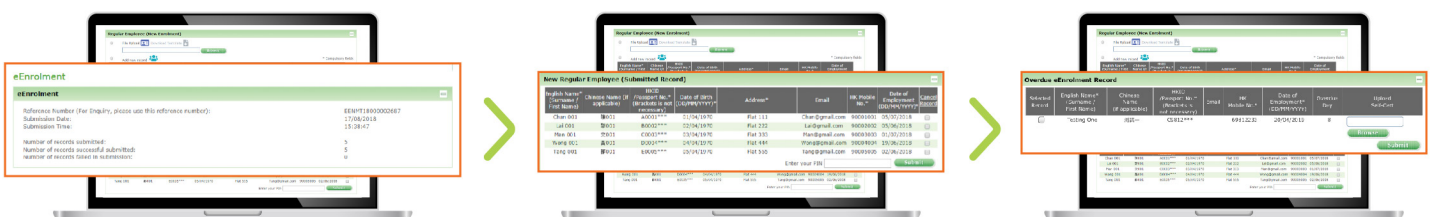


Step

Enrolment Progress is Easy Check at One Glance

3

* Necessary to input English "Surname" and "First Name", HKID / Passport No., Date of Birth, Address, HK Mobile No. and Date of Employment



Employer will receive the "Submission Acknowledgement" at the same time

Employer can check incomplete registration of new employees at any time.

Overdue section for Employer to remind new employees to complete enrolment.

Upon submission of the new employee's information, the relevant employee will receive a SMS and / or an email for online enrolment. The employer can also check the registration status of new employees at any time.