友邦香港
香港北角電氣道 183 號
友邦廣場 12 樓

AIA Hong Kong
12/F, AIA Tower
183 Electric Road
North Point
Hong Kong

Memo

Attn:	All EDD & Honourable Advisors / EDDs / PSDDs / SDDs / DDs / MICs / Agency Leaders / Financial Planners (Hong Kong)	From:	Victor Man
Copy:	Mr. Alger Fung / Ms. Amelie Shen / Ms. Amy Chan / Mr. Louie Ho / All Department Heads / ABDD Executives / CSBD Executives / Contact Centre	Dept:	Corporate Solutions
Date:	08 September 2025	Total pages:	2

Subject: **(A250927) 過渡至「積金易」平台期間，僱主計劃申請或僱員登記之注意事項**
Important Points for "Employer Application" & "Employee Enrolment" during the Transitional Period of eMPF Platform Onboarding

AIA 強積金已於 2025 年 9 月 3 日起加入「積金易」平台。於加入平台日起，強積金中介人應使用全新「積金易」平台行政表格（詳情請參閱 A250926）。**如於 2025 年 8 月 18 日或之前僱主或僱員使用現有 AIA 紙本表格登記 AIA 強積金計劃而未有提供完整資料**，請留意以下**注意事項**及**補充「關鍵資料」**[1] **以完成開戶申請及登記**。

遞交表格日期	**情況**	**注意事項**	
		僱主	**僱員**
2025 年 8 月 18 日或之前	僱主或僱員使用現有 AIA 紙本表格登記 AIA 強積金計劃而**未有提供**完整資料之個案	AIA 通知僱主及強積金中介人補交**遺漏資料**並補充**《友邦強積金優選計劃僱主申請表格（補充文件）》**至 AIA。 （**查閱文件** / **填表指南**路徑：營業員專業>MPF>下載>表格）	AIA 通知僱員及強積金中介人補交**遺漏資料**及**補充以下資料至 AIA**： 1) **國籍** 2) **工資組別編號** [2]
2025 年 8 月 19 日至 9 月 2 日	**所有**僱主或僱員使用現有 AIA 紙本表格登記 AIA 強積金計劃之個案	AIA 會將相關文件轉交積金易平台處理及跟進	

「AIA」、「友邦」或「友邦香港」是指友邦保險（國際）有限公司（於百慕達註冊成立之有限公司）。
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協助新僱主 / 新僱員登記 AIA 強積金計劃方法		
	方法	**摘要**
新僱主	**MPF iPoS 《全新功能》**	**- 只需根據指定步驟完成即可確保佣金發放**
	「積金易」 登記表格	- 需額外提交《友邦強積金客戶聲明及同意書》 （**查閱文件**路徑：營業員專業>MPF>下載>表格）
	現有 AIA 紙本登記表格	- 只於 2025 年 11 月 2 日或之前適用 - 需額外提交友邦強積金優選計劃僱主申請表格(補充文件) （**查閱文件** / **填表指南**路徑：營業員專業>MPF>下載>表格）
新僱員	**「積金易」 登記表格**	**- 此表格已符合「積金易」平台要求**
	現有 AIA 紙本登記表格	- 需於現有 AIA 紙本登記表格上提交額外資料 1. 國籍 2. 工資組別編號（適用於有多於一個工資組別之公司僱員）

備註：

1. 「關鍵資料」包括：

僱主	**僱員**
- 友邦強積金優選計劃僱主申請表格(補充文件) （**查閱文件** / **填表指南**路徑：營業員專業>MPF>下載>表格）	- 國籍 - 工資組別編號（適用於有多於一個工資組別之公司僱員）

2. 適用於有多於一個工資組別之公司僱員

如有任何查詢，歡迎與負責 貴區之營業拓展部同事聯絡或致電 AIA 企業業務熱線 2100 1828。

祝 業務蒸蒸日上!

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AIA MPF has onboarded to the eMPF Platform on 03 September 2025. After the onboarding date, AIA MPF intermediaries should use new eMPF Platform administrative forms (Please refer to A250926 for details). **If employers or employees enrolled for AIA MPF with using existing AIA paper application form on or before 18 August 2025 with incomplete information**, please note the following **important points** and **supplement additional "Key Information"[1] to complete the account opening application and registration**.

Form Submission Date	Situation	Important Points	
		Employer	Employee
On or before 18 August 2025	Cases of employer / employee using existing AIA paper application form with INCOMPLETE information to enrol for the AIA MPF	AIA notify employers and MPF intermediaries to submit the **missing information** and additionally supplement the **"AIA MPF – Prime Value Choice Employer Application Form (Supplementary Document)"** to AIA. (**Document** / **Form Filling Guide** Path: eAC>MPF>Download>Form)	AIA notify employees and MPF intermediaries to submit the **missing information** and **supplement the following information**: 1) **Nationality** 2) **Payroll Group ID**[2]
From 19 August to 02 September 2025	ALL cases of employer / employee using existing AIA paper application form to enrol for the AIA MPF	AIA pass the relevant documents to the eMPF platform for processing and following up	

Methods of Assisting New Employers / New Employees Enrolment for AIA MPF		
	Method	**Summary**
New Employers	**MPF iPoS 《New Function》**	**- Only specified steps need to be completed to ensure commission disbursement**
	eMPF Application Form	- "MPF Customer Declaration and Consent Form" must be additional submitted (**Document** Path: eAC>MPF>Download>Form)
	Existing AIA Paper Application Form	- Only applicable until 02 November 2025 - "AIA MPF – Prime Value Choice Employer Application Form (Supplementary Document)" must be additionally submitted (**Document** / **Form Filling Guide** Path: eAC>MPF>Download>Form)
New Employees	**eMPF Application Form**	**- This form meets the requirements of the eMPF platform**
	Existing AIA Paper Application Form	- Additional information must be provided on the existing AIA paper application form: 1. Nationality 2. Payroll Group ID (Applicable to company employee with more than one Payroll Group ID)

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1. "Key Information" includes:

Employer	Employee
- AIA MPF – Prime Value Choice Employer Application Form (Supplementary Document) (Document / Form Filling Guide Path: eAC>MPF>Download>Form)	- Nationality - Payroll Group ID (Applicable to company employee with more than one Payroll Group ID)

2. Applicable to company employee with more than one Payroll Group ID

If you have any enquiries, please contact your designated Business Development Sales Executives or call AIA Corporate Solutions Hotline at 2100 1828.

We wish you every success!

Yours faithfully,

Victor Man
Head of CS Business Development
Agency Distribution, Corporate Solutions

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