



商社通

Plataforma para Empresas e Associações
Business & Associations Platform

Applicable departments

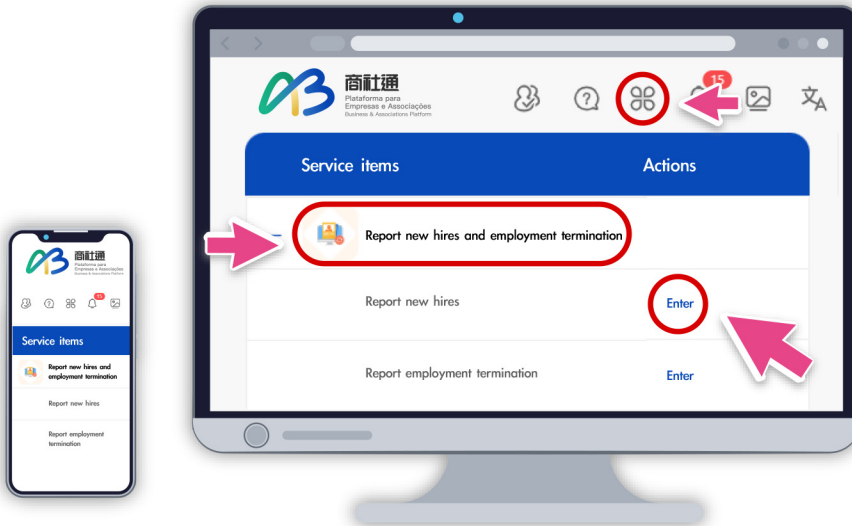


社會保障基金
F U N D O
D E S E G U R A N Ç A
S O C I A L



Report New Hires and Employment Termination - Report New Hires

1



Select "Services" and "Report new hires and employment termination", then click "Enter" to report new hires



2

Select the establishment to report, then click "Next step"

Select the establishment to report

A COMPANY LTD

Financial Services Bureau's Business Tax Number or
Employer Number : : 8XXXXXXX

Social Security Fund's Employer Registration Number :
1088888888

Close

Next step

3

Select "+ Add employee"

Select the employee to report

A total of 0 record(s), has/have incomplete data 0 record(s) (The number of employees submitted at a time cannot exceed 50)

All

Batch delete

Select all

Select the first 50 employees

+ Add employee

1

4

Add employee

The way(s) to enter employee data

Select the way to enter employee data: **Single entry**/Batch entry

* The way(s) to enter information

☒ Single entry ☐ Batch entry

4.1

Fill in the information of each employee one by one, and click on the employee's "**Type of hiring**". If the Contributions of the Obligatory System apply to the relevant employee, you need to click "**Yes**" to "**Report the employment relationship to the Social Security Fund**", and then click "**Save**"

4.2

Or you can select the "**Batch entry**" method. You need to download the "**Batch entry template (Report new hires)**" and enter the employee information into the template. Then click "**Save**" after uploading the template

* The way(s) to enter information

☒ Single entry ☐ Batch entry

Last name(chinese)

First name(chinese)

* Last name (foreign language)

* First name (foreign language)

* Identity document type

* Identity document number

* Date of birth

* Gender ☐ Male ☐ Female

* Type of hiring ☒ Long-term employee ☐ Casual worker

* Address

* Employment start date

* Contributions of the Obligatory System ☒ Yes ☐ No

Add employee

The way(s) to enter employee data

* The way(s) to enter information

☐ Single entry ☒ Batch entry

Enter employee information

* Employee data upload

Only documents uploaded with a size of 5MB and in .xls/.xlsx format are supported

Batch entry template

5

Select the employee to report

A total of 1 record(s), has/have incomplete data 0 record(s) (The number of employees)

All

☐ Select all

☐ Select the first 50 employees

+ Add employee



CHAN KUUN

Macao SAR Resident ID Card :123...



After "**Saving**", the saved employee information will be listed on the page. Select the employee who needs to report as new hires, then click "**Next step**" to confirm the data

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* Select any of the following addresses to receive documents mailed by the Social Security Fund

☐ Taxpayer's address

☐ Address of the establishment

☒ Mailing address

Cancel OK

- If the establishment for which you report new hires is not registered with the Social Security Fund, the system will prompt the user to complete the submission and then the registration will be automatically completed
- If the employer has not activated the Social Security Fund's Electronic Filing Service, the system will activate it for the employer at the same time
- If you need to select the address to receive documents mailed by the Social Security Fund, click "OK" after selecting the address

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Employer information

Name of firm or employer: A COMPANY LTD
Business Tax Number or Employer Number: 8XXXX
Social Security Fund's Employer Registration Number: 1088888888
Contact phone number: 66666666

Employee information

> CHAN KUUN

Click ">" to expand and view the employee information. Then click "Submit" after confirming the information is correct (a maximum of 50 records can be submitted at a time)

Close

Back

Submit

8

After the information is successfully submitted, click "Complete" to view the relevant reported record(s)



Successfully submitted application



submitted successfully

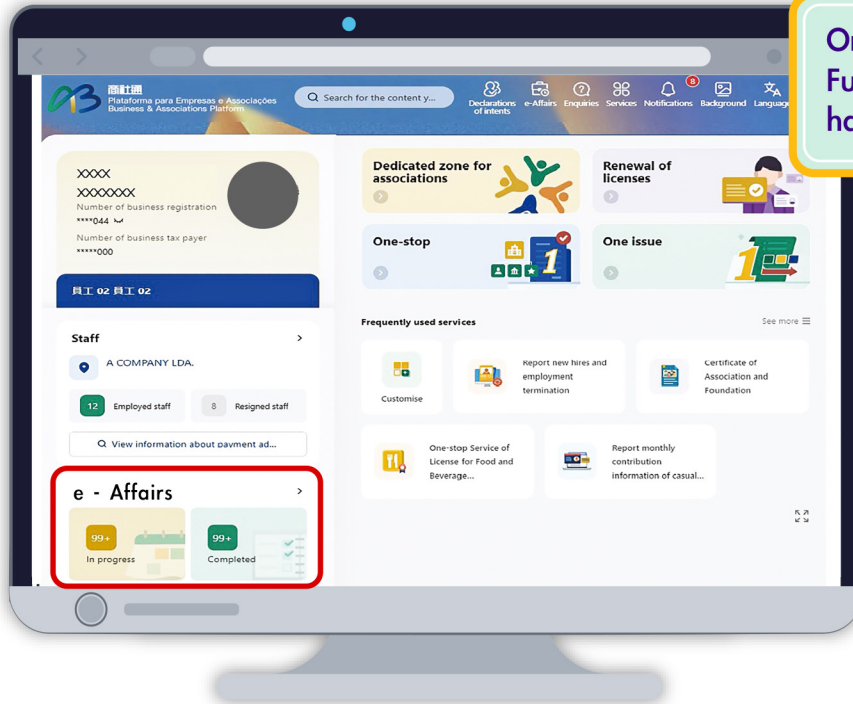
Service name: Report new hires

Application number: XXXX-XX-XX-XXXXXX-XXXX-XXXXXX

You may log in to "Staff" / "e-Affair" to check the reported record.

Complete

9



Or you can view the Social Security Fund's contribution information that you have reported from the "e-Affairs"

10

e-Affairs

Status: ☐ All ☐ To be paid ☐ File supplement ☐ In progress ☐ Pause ☐ Cancelled ☒ Finish

Application date: Start date: End date: Please enter Search Reset View profile

Report new hires and employment termination-Report employment termination Finish

Application number	XXXX-XX-XX-XXXX-XX-XXXX	Application time	2024-03-05 17:04:17
Department in charge	Financial Services Bureau, Social Security Fund	Business Tax Number or Employer Number	8XXXXXXX
Employer Registration Number of FSS	108888888	Remarks	A total of 1 employees are reported

Social Security Fund's Report of New Hires Form Delete Archive

Click "Social Security Fund's Report of New Hires Form" to view the relevant reported record(s). Users can also quickly search for information using the application date and application number

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staff

Home / Staff

Staff Employee data statistics **Information about payment advice of social security contributions**

A COMPANY LDA.

Business tax or employer number at Financial Services Bureau: 8XXXXX
Registration number of employer: 108888888

A COMPANY LDA.

Contributions of obligatory system (long-term employee)
Contributions of obligatory system (fixed-term labour contract (casual worker))
Employment fee for non-local employees

View the "Social Security Fund's Report of New Hires Form" reported, and log in to "Staff" during the contribution month to view the Contribution Payment Advice

