商社通
Plataforma para Empresas e Associações
Business & Associations Platfomm

Applicable departments
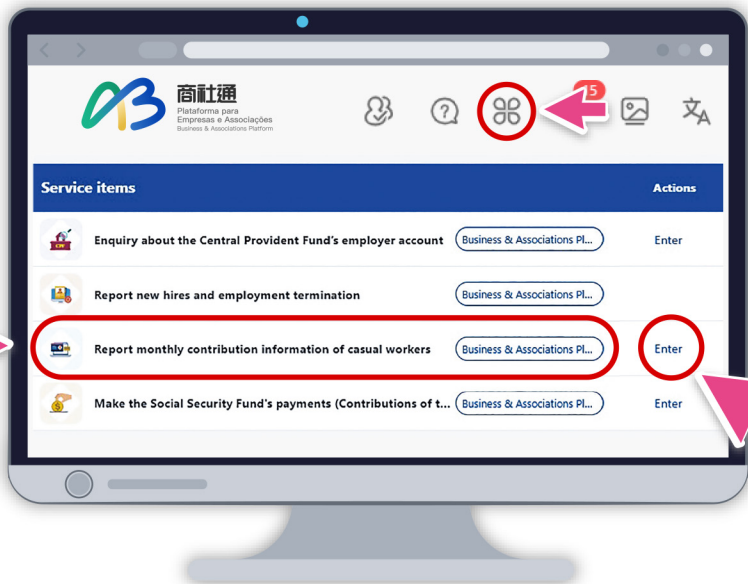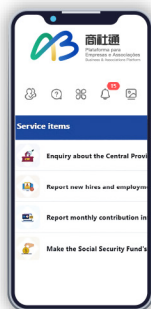
社會保障基金 FUNDO DE SEGURANÇA SOCIAL

DSF

Report monthly contribution information of casual workers

1

In the month following the casual worker's work month, select "Services" and "Report monthly contribution information of casual workers", then click "Enter"

Service items — **Actions**

Enquiry about the Central Provident Fund's employer account	Business & Associations Pl...	Enter
Report new hires and employment termination	Business & Associations Pl...	Enter
Report monthly contribution information of casual workers	Business & Associations Pl...	Enter
Make the Social Security Fund's payments (Contributions of t...	Business & Associations Pl...	Enter

2

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

Application steps

1. Select the month to report
2. Select the establishment to...
3. Application

Select the month to report

2023 August ○

2023 September ○

Close   Next step

3

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

1

4

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 100)

All ▼ | 🗑 Batch delete | ○ Select all | ○ Select the first 100 employees

+ Add employee ⬅

4.1 Select "Single entry", fill in the information of each employee one by one, and select whether the employment period is 15 days or more, then click "Save"

4.2 Or you can select the "Batch entry" and download the "Template for Reporting Contribution Information of Fixed-Term Labour Contract (Casual Workers)", and enter into the template the information about the casual workers for the month. Then click "Save" after uploading the template

← Add employee

The way(s) to enter employee data

* The way(s) to enter information
⬅ ● Single entry ○ Batch entry

Enter employee information

Last name (Chinese)
Please enter,you may enter text

First name (Chinese)
Please enter,you may enter text

* Last name (foreign language)
CHAN

* First name (foreign language)
KUUN

* Macao SAR Resident ID Card Number
XXXXXXXX

* Date of birth
Please select date of birth

* Gender
○ Male ○ Female

* Worked 15 days or more?
● Yes ○ No ⬅

* Declaration
○ I hereby declare that I have established a labour relationship with the above-mentioned person, and that it does not fall into the following situations: the employee being the employer him/herself, his/her spouse, having a de facto marital relationship with the employer, or being a relative up to the second degree of relationship who lives and shares meals with the employer; in a contractual relationship for provision of labour that does not have the nature of authority or direction.

Return | **Save** ⬅

← 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
⬆ Upload ⬅

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

Batch entry template
🔗 Template for Reporting Contribution Information of Fixed-Term Labour Contract (Casual Wo...

Return | **Save** ⬅

---

5 After "Saving", the saved casual worker 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

Select the employee to report

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

All ▼ | 🗑 Batch delete | ○ Select all | ○ Select the first 50 employees

+ Add employee

👤 CHAN KUUN   ✓ ⬅

Macao SAR Resident ID Card :123...   ✎ 🗑

Close | Back | **Next step** ⬅

6

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

Close   Back   Submit

After confirming the information is correct, click "Submit" (can submit up to 100 records at a time)

7

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

✔ submitted successfully

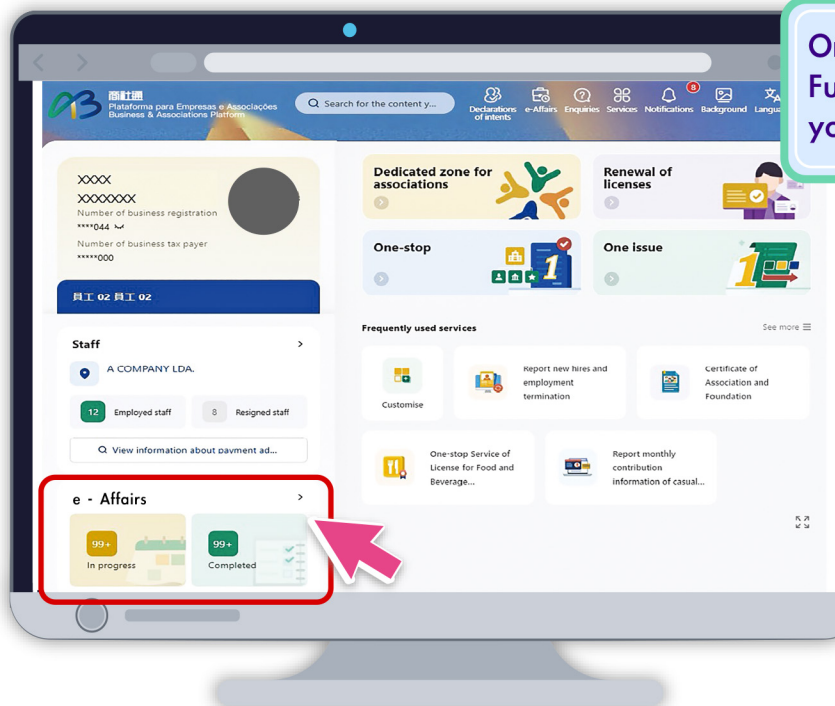✔ **Successfully submitted application**

Service name: Report monthly contribution information of casual workers

Application number: XXXX-XX-XX-XXXXXX-XXX-XXXXX

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

Complete

8

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

XXXX
XXXXXXX
Number of business registration
****044
Number of business tax payer
*****000

員工 02 員工 02

Staff
A COMPANY LDA.
12 Employed staff   8 Resigned staff

🔍 View information about payment ad...

e - Affairs
99+ In progress   99+ Completed

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Business & Associations Platform

🔍 Search for the content y...

Declarations of intents   e-Affairs   Enquiries   Services   Notifications   Background   Langua...

Dedicated zone for associations

Renewal of licenses

One-stop

One issue

Frequently used services   See more ≡

Customise

Report new hires and employment termination

Certificate of Association and Foundation

One-stop Service of License for Food and Beverage...

Report monthly contribution information of casual...

9

Click "Report of Casual Workers Form" to view the relevant reported record(s). Users can also quickly search for information using the application date and application number

Home / e-Affairs

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 monthly contribution information of casual workers   Finish

Application number	XXXX-XX-XXXXXX-XXX-XXXXXX	Application time	2024-03-05 17:27:03
Department in charge	Social Security Fund	Employer Registration Number of FSS	1088888888
Name of establishment	A COMPANY LTD	Remarks	A total of 1 employees are reported

Report of Casual Workers Form   Delete   Archive

10

View the "Report of Casual Workers Form" reported, and log in to "Staff" during the month following the casual worker's work month to view the Contribution Payment Advice

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Business & Associations Platform

🔍 Search for the content y...

Declarations of Intents | e-Affairs | Enquiries | Services | Notifications | Background | Language

XXXX
XXXXXXX
Number of business registration
****044
Number of business tax payer
*****000

Dedicated zone for associations

Renewal of licenses

One-stop

One issue

員工 02 員工 02

staff →

A COMPANY LDA.

Frequently used services   See more ☰

Report new hires and employment | Certificate of Association and

Home / Staff

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

📍 **A COMPANY LDA.**   ☰ **A COMPANY LDA.**

Business tax or employer number at Financial Services Bureau: 8XXXX

Registration number of employer: 1088888888

Contributions of obligatory system (long-term employee)

Contributions of obligatory system (fixed-term labour contract (casual worker))

Employment fee for non-local employees

強制性制度供款
申報紀錄－散工申報

📞 **2853 2850**   💻 **www.fss.gov.mo**