



商社通

Plataforma para Empresas e Associações
Business & Associations Platform

Applicable departments

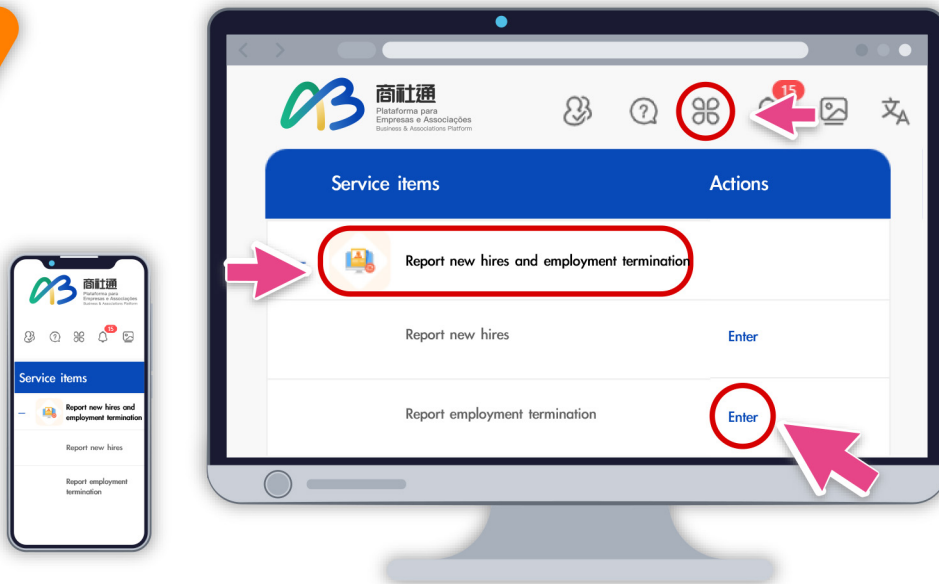


社會保障基金
F U N D O
D E S E G U R A N Ç A
S O C I A L



Report New Hires and Employment Termination – Report Employment Termination

1



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



2

Select the establishment to report

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

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

4

Add employee

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

The way(s) to enter employee data

* The way(s) to enter information

☒ Single entry ☐ Batch entry

4.1

Click "**Single entry**", select the Taxpayer Identification Number, and the employee information and Employer Registration Number will be automatically filled in. Then select the employment end date and click "**Save**"

* The way(s) to enter information

☒ Single entry ☐ Batch entry

Enter employee information

* Taxpayer Identification Number

XXXXXXXX

Name (Chinese)

Automatically displayed after selecting the Taxpayer Identification Number

Name (foreign language)

CHAN KUUN

Identity document type

Macao SAR Resident ID Card

Identity document number

XXXXXXXX

* Employment end date

2023-09-28

The Employer Registration Number for reporting new hires to the Social Security Fund

1088888888

Return

Save

4.2

Or you can select the "**Batch entry**" method. You need to download the "Batch entry template (Report employment termination)" and enter the employee information into the template. 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

* Employee data upload

Upload

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

Batch entry template

Batch entry template (Report employment termination).xls

Return

Save

5

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

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

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

Click "Submit" after confirming the information is correct (can submit up to 50 records at a time)

Close

Back

Submit

7

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

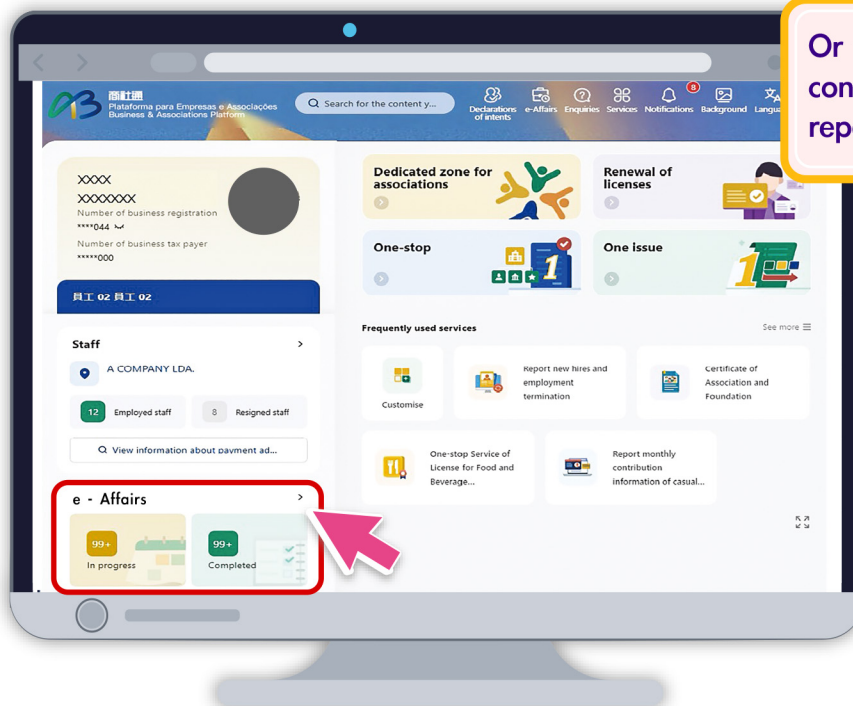
Application number:

XXXX-XX-XX-XXXXXX-XX-XXXXXX

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"

9

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 new hires and employment termination-Report employment termination

Finish

Application number	XXXX-XX-XX-XXXXXX-XXXX-XXXXXX	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	1088888888	Remarks	A total of 1 employees are reported

Social Security Fund's Report of Employment Termination Form

Delete

Archive

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

10

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

