

Use Schedule of Electronic Filing Service

<i>Electronic Filing — Contributions of the Obligatory System for Long-Term Employee: (Schedule of First-Time Use - the employer only activates the Social Security Fund's Electronic Filing Service)</i>								
Month of Application	Month of First-Time Use	Reportable Quarter	Reporting Period	Time You “Submit” Employee Data	Time You Can Download the Electronic Filing Return	Month of Payment	Payment Channels	Time You Can Download the “Record of Payment”
			From the 1st day of the month prior to the contribution month to the last day of the contribution month	From the 1st day of the month prior to the contribution month to the last day of the contribution month	From the 1st day of the contribution month to the last day of the contribution month	In the contribution month		Starting from the 10th day of the month that immediately follows the contribution month
Dec, Jan, Feb	Mar	Q1	Mar 1st to Apr 30th	Mar 1st to Mar 31st	Apr 1st to Apr 30th	Apr	All	From May 10th onwards
				Apr 1st to Apr 30rd			"Macao One Account" , "Business & Associations Platform", all service points of the Social Security Fund and by AutoPay of designated bank ^s	
Mar, Apr, May	Jun	Q2	Jun 1st to Jul 31st	Jun 1st to Jun 30th	Jul 1st to Jul 31st	Jul	All	From Aug 10th onwards
				Jul 1st to Jul 31st			"Macao One Account" , "Business & Associations Platform", all service points of the Social Security Fund and by AutoPay of designated bank ^s	
Jun, Jul, Aug	Sep	Q3	Sep 1st to Oct 31st	Sep 1st to Sep 30th	Oct 1st to Oct 31st	Oct	All	From Nov 10th onwards
				Oct 1st to Oct 31st			"Macao One Account" , "Business & Associations Platform", all service points of the Social Security Fund and by AutoPay of designated bank ^s	
Sep, Oct, Nov	Dec	Q4	Dec 1st to Jan 31st	Dec 1st to Dec 31st	Jan 1st to Jan 31st	Jan	All	From Feb 10 th onwards
				Jan 1st to Jan 31st			"Macao One Account" , "Business & Associations Platform", all service points of the Social Security Fund and by AutoPay of designated bank ^s	

<i>Electronic Filing — Contributions of the Obligatory System for Long-Term Employee: (Schedule of Regular Use)</i>						
Work Quarter	Reporting Period	Time You “Submit” Employee Data	Time You Can Download the Electronic Filing Return	Month of Payment	Payment Channels	Time You Can Download the “Record of Payment”
	The first day of the work quarter to the last day of the contribution month	The first day of the work quarter to the last day of the contribution month	From the 1st day of the contribution month to the last day of the contribution month	In the contribution month		Starting from the 10th day of the month that immediately follows the contribution month
Q1	Jan 1st to Apr 30st	Jan 1st to Mar 31st	Apr 1st to Apr 30th	Apr	All	From May 10th onwards
		Apr 1st to Apr 30rd			"Macao One Account" , "Business & Associations Platform", all service points of the Social Security Fund and by AutoPay of designated bank ^s	
Q2	Apr 1st to Jul 31st	Apr 1st to Jun 30th	Jul 1st to Jul 31st	Jul	All	From Aug 10th onwards
		Jul 1st to Jul 31st			"Macao One Account" , "Business & Associations Platform", all service points of the Social Security Fund and by AutoPay of designated bank ^s	
Q3	Jul 1st to Oct 31st	Jul 1st to Sep 30th	Oct 1st to Oct 31st	Oct	All	From Nov 10th onwards
		Oct 1st to Oct 31st			"Macao One Account" , "Business & Associations Platform", all service points of the Social Security Fund and by AutoPay of designated bank ^s	
Q4	Oct 1st to Jan 31st	Oct 1st to Dec 31st	Jan 1st to Jan 31st	Jan	All	From Feb 10th onwards
		Jan 1st to Jan 31st			"Macao One Account" , "Business & Associations Platform", all service points of the Social Security Fund and by AutoPay of designated bank ^s	

Use Schedule of Electronic Filing Service

Electronic Filing — Contributions of the Obligatory System for Term-Labour Contract (Casual Worker): (Schedule of Regular Use)								
Month of Application	Month of Use	Reportable Month	Reporting Period	Time You “Submit” Employee Data	Time You Can Download the Electronic Filing Return	Month of Payment	Payment Channels	Time You Can Download the “Record of Payment”
			From the first day of the work month to the last day of the following month	From the first day of the work month to the second last working day of the following month	From the 1st day of the contribution month to the last day of the contribution month	In the month following the employee’s work month		Starting from the 10th day of the month that immediately follows the contribution month
Jan	Feb	Feb	Feb 1st to Mar 31st	Feb 1st to Mar 3rd	Mar 1st to Mar 31st	Mar	All	From Apr 10th onwards
				Mar 4th to Mar 31st			"Macao One Account" ,"Business & Associations Platform", all service points of the Social Security Fund and by AutoPay of designated bank ⁵	
Feb	Mar	Mar	Mar 1st to Apr 30th	Mar 1st to Apr 3rd	Apr 1st to Apr 30th	Apr	All	From May 10th onwards
				Apr 4th to Apr 30th			"Macao One Account" ,"Business & Associations Platform", all service points of the Social Security Fund and by AutoPay of designated bank ⁵	
Mar	Apr	Apr	Apr 1st to May 31st	Apr 1st to May 3rd	May 1st to May 31st	May	All	From Jun 10th onwards
				May 4th to May 31st			"Macao One Account" ,"Business & Associations Platform", all service points of the Social Security Fund and by AutoPay of designated bank ⁵	

<i>Electronic Filing — Employment Fee for Non-Resident Workers: (Schedule of Regular Use)</i>					
Month of Application	Quarter of Use	Time You Can Download the Electronic Filing Return	Month of Payment	Payment Channels	Time You Can Download the “Record of Payment”
		From the first day of the contribution month to the last day of the month	In the contribution month		Starting from the 10th day of the month that immediately follows the contribution month
Dec, Jan, Feb	Q1	Apr 1st to Apr 30th	Apr	All	From May 10th onwards
Mar, Apr, May	Q2	Jul 1st to Jul 31st	Jul	All	From Aug 10th onwards
Jun, Jul, Aug	Q3	Oct 1th to Oct 31st	Oct	All	From Nov 10th onwards
Sep, Oct, Nov	Q4	Jan 1st to Jan 31st	Jan	All	From Feb 10th onwards

Note 1:

If the local long-term employees “have no change” during the quarter, the master account can download the Contribution Payment Advice directly on the first day of the contribution month and make use of the electronic channels provided by the banks to make the payment.

Note 2:

The quarterly/monthly data will be kept for one year starting from the 10th day of the month that immediately follows the contribution month.

Note 3:

After “submitting” the long-term employee data during the reporting period, the master account can, from the day that immediately follows the payment of the quarter's contributions to the last day of the contribution month, supplement the long-term employee data that simultaneously meets the following conditions:

- (1) The master account can only supplement the information of employees who start or terminate employment within the last 14 days of the month prior to the contribution month;
- (2) For each employee, the master account can only report the employment start or end date once;
- (3) It does not affect the information relating to the number and amount of contributions already reported for each employee during the reporting period.

Note 4:

Payment channels: "Macao One Account" , "Business & Associations Platform"mobile app / online platform, all service points of the Social Security Fund, all Public Services Centres and Stations under the Municipal Affairs Bureau, the payment counter/AutoPay/online banking/ATMs of Jetco Network of designated banks.

Note5:

If there are “changes” of long-term employees during the quarter, or an employee under term labour contract (casual worker) is hired in the month, the employer must submit the employee data on or before the 20th day of the contribution month, before the payment can be debited by the bank’s autopay.