

Reporting period, downloading period and payment channels of Electronic Filing Service

Reporting period Download Local Employee List and Contribution Payment Advice Payment channel		Contributions for long-term employees				Contributions for casual workers				Employment fee for non-resident workers (filing is not involved)
		No staff change	Have staff change			Within the work month	1st to 3rd day of the month that immediately follows the work month	4th to 20th day of the month that immediately follows the work month	21st day of the month that immediately follows the work month to the second last working day	
			Not required to file	Within the work quarter	1st to 20th day of the contribution month					
		As early as the first day of the contribution month		From the day following the submission of data		As early as the first day of the month that immediately follows the work month	From the day following the submission of data			
Designated banks ¹	AutoPay	✓	✓	✓	✗	✓	✓	✗	✓	
	Online banking	✓	✓	✗	✗	✓	✗	✗	✓	
	ATMs of Jetco Network	✓	✓	✗	✗	✓	✗	✗	✓	
	BOC EXPRESS	✓	✓	✗	✗	✓	✗	✗	✓	
	Payment counter ²	✓	✓	✗	✗	✓	✗	✗	✓	
Service points ²	Social Security Fund	✓	✓	✓	✓	✓	✓	✓	✓	
	Municipal Affairs Bureau's Public Services Centres and its sub-stations	✓	✓	✗	✗	✓	✗	✗	✓	

NOTE:

1. Black characters on grey background are electronic payment channels;
2. Municipal Affairs Bureau's Public Services Centres and its sub-stations, and designated banks only accept FSS' payments that are made on time;
3. You can scan the QR Code to browse the webpage of Electronic Filing Service.



Last updated in January 2022