

NOTIFICATION OF THE SOCIAL SECURITY OFFICE

Prescribing the Forms and Procedures on the Registration of Employer, Employee, and the Change of Fact

B.E. 2562 (2019)

Whereas it is expedient to revise the registration of employer in conformity with the integration of governmental services, combining the Enterprise Registration of the Department of Business Development, the Value-Added Tax Registration of the Revenue Department, and the Employer Registration of the Social Security Office to establish the Single Point Registration in support of the employer's ease of doing business and Thailand's advancement in the World Bank's Ease of Doing Business Ranking on Starting a Business.

By virtue of section 34 of the Social Security Act, B.E. 2533 (1990) as amended by the Social Security Act (No. 4), B.E. 2558 (2015), and the first paragraph of section 44 of the Social Security Act, B.E. 2533 (1990) as amended by the Social Security Act (No. 2), B.E. 2537 (1994), the Secretary-General of the Social Security Office hereby issues the Notification as follows:

Clause 1. This Notification shall come into force as from the 16th day of October, B.E. 2562 (2019).

Clause 2. The Notification of the Social Security Office Prescribing the Forms and Procedures on the Registration of Employer, Employee, and the Change of Fact B.E. 2560 (2017) dated 9th October, B.E. 2560 (2017) shall be repealed.

Clause 3. In this Notification:

“Electronic File” means the information which is created, sent, received, preserved, or processed via the electronic method.

“Office” means the Bangkok Social Security Offices, the Provincial Social Security Offices, or their branches, depending on the case.

Clause 4. An employer who has an employee qualified to be the insured person under section 33 must register as an employer with the Employer Registration Form (SSO 1-01) and register the employee(s) with the Submission Form (SSO 1-02) and the Insured Person Registration Form (SSO 1-03) to the Social Security Office whose jurisdiction encompasses the site of the employer's business, within the period prescribed under section 34 of the Social Security Act, B.E. 2533 (1990).

Clause 5. The employer may perform the registration of employer, the registration of the insured person under section 33, the submission of fact change concerning the insured person, and the termination of the insured person status via the electronic methods as follow:

(1) The employer may perform the registration of the insured person under section 33, the submission of fact change concerning the insured person, and the termination of the insured person status via the website: <https://www.sso.go.th>.

(2) The employer may perform the registration of the insured person under section 33, the submission of fact change concerning the insured person, and the termination of the insured person status by means of electronic file with the Electronic File Submission Form (SSO 1-04) attached hereto. The employer shall submit the document(s) to the Social Security Office whose jurisdiction encompasses the site of the employer's business or submit as the electronic file via the website: <https://www.sso.go.th>.

(3) The employer possessing the juristic person's identification number may register as an employer and register the insured person under section 33 via Biz Portal on the website: <https://biz.govchannel.go.th>, provided that the employer must register as a user before gaining access to the service.

(4) In case that employer had submitted the request for juristic person registration with the Department of Business Development and is in possession of the juristic person's identification number, the employer may perform the employee registration as mentioned in Clause 4 and be considered as having performed the submission in compliance with section 34 of the Social Security Act, B.E. 2533 (1990).

The compliance mentioned in the first paragraph must be performed within the prescribed period according to section 34 or section 44 of the Social Security Act, B.E. 2533 (1990) depending on the case.

Clause 6. Before the performance in accordance with clause 5 (1) and clause 5 (2), the employers must submit the request for e-Transaction user account as prescribed by the Social Security Office.

Clause 7. In case the fact in the forms mentioned in clause 4 has been changed, the employer must report the change by the Change of Employer's Fact Form (SSO 6-15) or the Change of Employee's Fact Form (SSO 6-10) or the Termination of Insured Person Status Form (SSO 6-09) attached hereto, depending on the case. The forms shall be submitted to the

Vol. 136, Special Part 251 Ngo Royal Thai Government Gazette 9th October B.E. 2562 (2019)

Social Security Office whose jurisdiction encompasses the site of the employer's business, within the period prescribed under section 44 of the Social Security Act, B.E. 2533 (1990).

Given on the 12th Day of September, B.E. 2562 (2019)

Puma Tummakul

Deputy Secretary-General,

acting Secretary-General of Social Security Office