**北京市社会保险、就业、劳动用工备案统一登记表（主表）**

**Unified Registration Form for Social Insurance, Employment and Labor Employment Record of Beijing Municipality (Main Form)**

统一社会信用代码（组织机构代码）：

Unified Social Credit Code (Organizational Institution Code):

单位名称：

Name of Employer:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **序号****No.** | **姓名****Name** | **证件类型****Type of ID Document** | **身份证件号码****ID Number** | **国家 (地区)****Country (Region)** | **□参加险种□停止险种****□For Participation □For Termination** | **个人开始缴费/停止缴费原因****Reasons for Starting/Ceasing Individual Contributions** | **申报月工资收入 (元）****Declared Monthly Wage Income (CNY)** | **开始缴费/停止缴费日期****Date of Commencement/Termination of Payment** |
| **养老****Pension** | **失业****Unemployment** | **工伤****Work-Related Injury** | **医疗 （生育）****Medical (Pregnancy)** | **三险****Three Types of Insurance (Pension, Medical Insurance, Unemployment Insurance)** | **医疗 （生育）****Medical (Pregnancy)** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |   |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

社保经（代）办机构（章）：

Social Security Agency (Seal):

社保经（代）办机构经办人员：

Responsible Staff Worker of the Social Security Agency:

办理日期： 年 月

Processing Date: (MM/YY)

1.本表适用于企业、社团、基金会等非企业新增人员、机关事业单位新增编外人员时办理社保登记、就业登记和劳动用工备案；

2.个人开始缴费原因和个人停止缴费原因详见说明；

3.社会保险参保登记、就业登记、劳动用工信息备案合并办理，就业登记信息、劳动用工备案信息以社会保险参保登记信息为准，不再单独办理；

4.失业保险经办机构将依据用人单位填报的个人停止缴费原因，审核人员是否符合领取失业保险金或失业补助金的资格。如单位未如实填报，需承担相应法律责任。

1. This form is applicable for enterprises, associations, foundations and other non-enterprise entities when handling social security registration, employment registration and labor employment information filing for newly recruited personnel, and for government agencies and public institutions when handling such matters for newly hired non-staff personnel.

2. The reasons for starting to make contributions and those for stopping contributions by individuals are detailed in the instructions.

3. Social security enrolment registration, employment registration and labor employment information filing are handled together. The employment registration information and labor employment information for filing shall be based on the social security registration information. No separate processing will be conducted.

4. The unemployment insurance agency will verify whether the individuals concerned meet the eligibility criteria for receiving unemployment insurance benefits or unemployment allowance based on the reasons for stopping contributions provided by employers. Any employer failing to truthfully report will bear corresponding legal responsibilities.