**北京市社会保险、就业、劳动用工备案统一登记表（附表）**

**Unified Registration Form for Social Insurance, Employment and Labor Employment Record of Beijing Municipality (Supplementary 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** | **社会保障号码**  **Social Security Number** | **就业登记及劳动用工备案信息**  **Employment Registration and Labor Employment Information for Filing** | | | | | | |
| **员工类型**  **Employee Type** | **岗位类型**  **Position Type** | **用工形式和劳动合同类型**  **Form of Employment and Type of Labor Contract** | **是否为电子合同**  **Digital Contract or Not** | **签订劳动合同日期**  **Date of Signing of Labor Contract** | **劳动合同起始时间**  **Starting Date of Labor Contract** | **劳动合同截止时间**  **Expiration Date of Labor Contract** |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

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.非劳务派遣和人力资源企业，员工类型填写本单位员工，劳务派遣或人力资源企业，选择本单位员工、劳务派遣员工或从事外包服务员工；

2.员工岗位类型有：管理、专业技术岗；非管理、非专业技术岗；

3.用工形式和劳动合同类型分为：固定期限劳动合同、无固定期限劳动合同、以完成一定工作为期限的劳动合同；当劳动合同类型为无固定期限劳动合同和以完成一定工作为期限的劳动合同时，劳动合同止日期可以不填。

1. For non-worker-dispatch and human resources enterprises, the employee type should be filled as "Employee of This Employer". For worker-dispatch or human resources enterprises, select "Employee of This Employer", "Dispatched Worker", or "Employee Engaging in Outsourcing Services".

2. The position types include: Management/Professional Technical Position; Non-Management/Non-Professional Technical Positions

3. The forms of employment and types of labor contracts are: Fixed-Term Labor Contract, Non-Fixed-Term Labor Contract, and Labor Contract with a Term Based on Completion of Certain Tasks; when the labor contract is Non-Fixed-Term Labor Contract or a Labor Contract with a Term Based on Completion of Certain Tasks, the end date of the contract can be left blank.