

Procedure for Registration of Employer in Social Security Fund

Background

Social Security Act, 2074 compulsorily requires the employer to enlist the employees in the Social Security Fund. Amounts to be deposited in the Social Security Fund include:

- Amount collected by IRD as Social Security Tax (1%);
- Provident fund contribution;
- Gratuity contribution;
- Any other payment or facilities regarding retirement of employees; and
- Amount remaining after distribution of bonus to be deposited in National Level Welfare Fund.

Ministry of Labour, Employment and Social Security has issued a notice in Nepal gazette requesting all employer to get registered online within 3 months from following dates based on their registered address:

- Within State 3 (inside Kathmandu valley): From 22 November 2018
- Within State 3 (outside Kathmandu valley): From 1 December 2018
- Within State 1: From 16 December 2018
- Within State 2: From 30 December 2018
- Within State 5 and State Gandaki: From 15 January 2019
- Within State Karnali and State Far-Western: From 29 January 2019

Procedure for registration

Process to New Employer Registration

- a) Click on the 'SOSYS Icon' on the webpage <http://ssf.gov.np> and go to New Registration under Employer registration
- b) Ensure to fill the below mentioned details on the page generated after (a) above, and click the Submit button:
 - User ID
 - Password
 - Confirmation password
 - User Full Name
 - Address
 - Phone No.
 - Email
- c) Ensure to note the submission number which is generated after clicking submission button
- d) Ensure to fill all the details including employer name both Nepali and English language, nature of employer, and also other fields

- e) Go to Employer Address Tab, fill the details then click on Add button. There, click on mail icon to fill details regarding mode of contact, Contact details and contact priority and click on Add button to save the details
- f) Go to Documents Tab, fill out documents details.
- g) Go to Chairman Tab and fill the details required.
- h) Go to Chief Executive Tab and fill the details required.
- i) Ensure to click the 'Save' button after filling all the required details in the form.

Process to Update Temporarily saved Data of employer:

- a) Click 'Login' in the Employer Registration section to login, edit and/or submit the form which was saved using submission number, username and password noted earlier.
- b) At last, click submit button after verifying that all the details filled in the form are correct.

Documents to be uploaded

- a) PAN certificate
- b) Firm/ Company registration certificate

Resource file

Please double click on this tab to open for detail procedure with screenshots.



SOSYS Directive.pdf

PKF TRU provides assistance to its clients to register with the Social Security Fund. In case you require assistance please contact:

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