



# LINCOLN LEGAL SERVICES (MYANMAR) LIMITED

*CONVENIENCE TRANSLATION - ACCURACY NOT GUARANTEED*

**Government of the Republic of the Union of Myanmar  
Ministry of Labour, Immigration and Population  
Social Security Board**

**Announcement concerning the items to be fulfilled by employers in order to obtain social security benefits from the Social Security Fund**

1. Insured workers working at factories, workplaces and establishments which are temporarily closed although they were scheduled to reopen on 20<sup>th</sup> April 2020 due to the announcements concerning the Coronavirus Disease 2019 (COVID-19) made by the Ministry of Labour, Immigration and Population on 19<sup>th</sup> April 2020 and 30<sup>th</sup> April 2020 are temporarily suspended from working until the following dates -
  - (a) Until the date on which the re-opening is approved after factories, workplaces and establishment were inspected by the inspection teams; or
  - (b) until five days after ground checks of factories, workplaces and establishments yielded unsatisfactory results.
2. Insured workers working at factories, workplaces and establishments that did not request, or were unavailable for, a ground check from 20<sup>th</sup> April to 15<sup>th</sup> May 2020 are not eligible for social security benefits provided from the Social Security Fund.
3. The following shall be done if insured workers specified in paragraph 1 wish to enjoy 40% of the salary according to sections 13(b)(2) and 100 Social Security Law 2012 for which contributions were paid for the month (1/2020) -
  - (a) To file an application with the attached form to the relevant township social security office or online together with the approval for re-opening after the inspection by the inspection team composed of representatives from the relevant Region or State Governments, Ministry of Health and Sports, Ministry of Labour, Immigration and Population and other experts.
  - (b) To make payment immediately after receiving the cheque issued to the respective factory, workplace or establishment.
  - (c) To return, within 2 weeks after receiving the cheque, receipts for the social security funds with the signature of each worker who received; to return the respective funds with a list of workers who did not pick up the funds.



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- (d) Employers shall be responsible if workers complain about not having received social security funds in spite of them having signed receipts.
- (e) Social security benefits will only be provided to those workers on the social security lists for the month (1/2020). Therefore, employers shall provide the funds on behalf of the Social Security Board according to section 16 Social Security Law 2012 if there was failure to register under the Social Security Law, contributions were not paid for all workers or were underpaid.
- (f) At the online webportal, the following as to be done -
- (1) Accessing the SSB Webportal at <https://www.ssbmyanmar.org>.
  - (2) Employers shall -
    - Access with the employer registration number (SSN) and register as member.
    - Compulsorily provide an e-mail address; user name and password for accessing the system will be forwarded to this e-mail address.
    - Access the system with the user name and password and fill in the form specified by the Social Security Board.
    - Attach Form 13/Contribution Excelfile for the month (1/2020) for the workers for which contributions were made.
    - The inspection team composed of representatives from the relevant Region or State Governments, Ministry of Health and Sports, Ministry of Labour, Immigration and Population and other experts will calculate eligible benefit for each worker with the Benefit Calculator, provided that the data provided by the employers is correct.
    - The calculated amount of the benefits will be sent by e-mail or displayed on the portal page.
    - Employers may take a print-out or a soft copy of the calculated amount of the benefits to the respective branch office to claim the funds.
    - Employers may be informed if provided data is wrong or any specific inspection has to be made with regard to a worker.



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- (3) Employers may contact the respective township social security branch office or call 067-3417151, 067-3417912 or 067-3417925 if there is any difficulty with the online weportal application.
4. We would like to notify employers to immediately contact the responsible officer for fast disbursement of social security benefits and data inspection.

Maung Maung Aye  
Director General

Letter No. *[omitted]*

Date: 5<sup>th</sup> May 2020

[Forms: *omitted*]

### About Lincoln Legal Services (Myanmar) Limited

Lincoln Legal Services (Myanmar) Limited provides the full range of legal and tax advisory and compliance work required by investors. We pride ourselves in offering result-oriented work, high dependability and a fast response time at very competitive prices. Please do not hesitate to contact us:

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