

# 外国人来华社会保险办事指引

## Guidelines for Social Insurance Procedures for Foreign Nationals in China

### 一、政策依据

#### I. Legal Basis

1. 《中华人民共和国社会保险法》

1. *Social Insurance Law of the People's Republic of China*

2. 《在中国境内就业的外国人参加社会保险暂行办法》（人力资源社会保障部令第 16 号）及《人力资源社会保障部关于修改〈在中国境内就业的外国人参加社会保险暂行办法〉的决定》（人力资源社会保障部令第 54 号,2024 年 12 月修订）

2. *Interim Measures for the Participation in Social Insurance by Foreigners Employed in China* (Order No. 16 of the Ministry of Human Resources and Social Security) and the *Decision of the Ministry of Human Resources and Social Security to Amend the Interim Measures for the Participation in Social Insurance by Foreigners Employed in China* (Order No. 54 of the Ministry of Human Resources and Social Security, revised in December 2024)

3. 《外国人在中国永久居留享有相关待遇的办法》（人社部发〔2012〕53 号）

3. *Measures for the Entitlement of Foreigners with Permanent Residency in China to Relevant Treatment* (RSBF [2012] No. 53)

4. 《人力资源社会保障部办公厅关于外籍参保人员参加养老保险有关问题的复函》（人社厅函〔2021〕139号）

4. *Reply of the General Office of the Ministry of Human Resources and Social Security on Issues Concerning the Participation in Endowment Insurance by Foreign Insured Persons* (RSTH [2021] No. 139)

## 二、参保对象与险种

### II. Eligibility and Insurance Categories

#### （一）参保对象

##### (I) Eligible Persons

1. 依法取得外国人工作许可证、外国常驻记者证等就业证件+有效居留证件，在中国境内合法就业的外籍人员。

1. Foreign nationals legally employed in China who have obtained employment documents such as Foreigner's Work Permit and Foreign Resident Correspondent's Card in accordance with the law, along with a valid residence permit.

2. 持有外国人永久居留身份证，在中国境内合法就业的外籍人员。

2. Foreign nationals legally employed in China who hold a Foreign Permanent Resident ID Card.

3. 与境外雇主订立雇佣合同后，被派遣到中国境内分支机构 / 代表机构工作的外籍人员。

3. Foreign nationals dispatched to work in branches or representative offices within China after entering into an employment contract with an overseas employer.

## (二) 参保险种

### **(II) Insurance Categories**

职工基本养老保险、职工基本医疗保险、工伤保险、失业保险、生育保险，由用人单位与个人按规定共同缴费。

Basic endowment insurance for employees, basic medical insurance for employees, work-related injury insurance, unemployment insurance, and maternity insurance. Contributions shall be made jointly by the employer and the employee in accordance with relevant regulations.

## (三) 永久居留人员特殊规定

### **(III) Special Provisions for Permanent Residents**

持外国人永久居留身份证可直接作为有效身份证件办理参保；就业者按职工社保参保，未就业且符合统筹地区规定的，可参照城镇居民参加居民医保、居民养老。

The Foreign Permanent Resident ID Card may be used directly as a valid identity document for social insurance registration. Those employed shall participate in social insurance for employees; those unemployed who meet the requirements of the pooling area may participate in the medical and endowment insurance for urban and rural residents.

## 三、办理时限

### **III. Statutory Time Limit**

用人单位应自为外国人办理就业证件之日起 30 日内，为其办理社保登记。

Employers shall complete social insurance registration for foreign employees within 30 days of the date on which their employment documents are processed.

#### 四、办理渠道

#### IV. Service Channels

线上：深圳社保单位社保网上服务系统（网址：<https://sipub.sz.gov.cn/hsoms/>）、深圳市外国人综合服务管理平台（网址：<https://wgrfw.ga.sz.gov.cn/user/wgrfwpt>）。

Online: Shenzhen Social Insurance Online Service System for Employers (URL: <https://sipub.sz.gov.cn/hsoms/>); Shenzhen Foreigner Integrated Service Management Platform (URL: <https://wgrfw.ga.sz.gov.cn/user/wgrfwpt>).

线下：深圳市各社保经办网点。

Offline: Social insurance service centers throughout Shenzhen.

#### 五、外国人来华“一件事”服务事项

#### V. "One-Stop" Service Matters for Foreigners in China

主题名称 Description	序号 S/N	涉及事项 Matter involved	责任部门 Responsible authority
外国人来华“一件事” "One-Stop" Service for Foreigners in China	1	外国人来华工作许可证签发/变更/延期 Issuance/alteration/extension of Foreigner's Work Permit	市科技创新局 Science, Technology and Innovation Bureau of Shenzhen Municipality

	2	外国人居留证件签发/变更/延期 Issuance/alteration/extension of Foreigner's Residence Permit	市公安局 Public Security Bureau of Shenzhen Municipality
	3	外国人来华工作社会保险登记 Social insurance registration for foreigners employed in China	市人力资源保障局 Human Resources and Social Security Bureau of Shenzhen Municipality
	4	社会保障卡办理 Issuance of Social Security Card	市人力资源保障局 Human Resources and Social Security Bureau of Shenzhen Municipality
	5	外国人来华工作职称评审 Professional title evaluation for foreigners employed in China	市人力资源保障局 Human Resources and Social Security Bureau of Shenzhen Municipality

## 六、所需材料

### VI. Required Documentation

1.通过深圳社保单位社保网上服务系统办理所需材料:

**1. Documentation required for handling matters through the Shenzhen Social Insurance Online Service System:**

材料类别 Category	必备材料 Mandatory documents	备注 Remarks
单位材料 Employer documents	深圳市社会保险职工参保登记变更申请表（加盖单位公章） Application Form for Registration and Alteration of Social	窗口办理需提供； Required for counter services； 网上办理的无需提供

材料类别 <b>Category</b>	必备材料 <b>Mandatory documents</b>	备注 <b>Remarks</b>
	Insurance for Employees in Shenzhen (with official seal)	not required for online applications.
个人证件 <b>Personal documentation</b>	护照或外国人永久居留身份证（原件查验） Passport or Foreign Permanent Resident ID Card (original for verification)	永久居留身份证可直接作为身份凭证 The Foreign Permanent Resident ID Card serves as a standalone ID.
就业与居留 <b>Employment &amp; residence</b>	外国人工作许可证 / 常驻记者证等就业证件、有效居留证件 Employment documents such as Foreigner's Work Permit/Resident Correspondent's Card, and a valid residence permit	需在有效期内 Must be within the validity period
用工证明 <b>Proof of employment</b>	劳动合同 / 聘用协议；境外派遣需提供派遣函、境内工作单位证明 Labor contract/employment agreement; dispatch letter and certificate of the domestic	明确用工关系与期限 Must specify the employment relationship and duration

材料类别 <b>Category</b>	必备材料 <b>Mandatory documents</b>	备注 <b>Remarks</b>
	employer (for overseas dispatched personnel)	
互免证明 Exemption certificate	双边 / 多边社保协议国《参保证明》 <i>Certificate of Coverage</i> from countries/regions with bilateral/multilateral social insurance agreements	如需互免的人员需提供 Required for personnel seeking exemptions under such agreements

2. 如通过外国人来华“一件事”渠道受理的外籍职工参保登记，无需提供外国人来华工作许可证（通过系统数据共享实现）。

**2. For foreign employees whose registration is processed via the "One-Stop" Service, the Foreigner's Work Permit is not required (as data is shared through the integrated system).**

### 七、外国人参保后的相关待遇

## **VII. Relevant Entitlements and Benefits for Foreigners after Participating in Social Insurance**

符合条件可依法享受养老、工伤、失业各项社保待遇。外籍退休人员需每年通过线上或线下渠道办理一次养老保险领取资格认证业务。认证一次有效期一年。国外（境外）居住人员，推荐通过外交部“中国领事”APP 进行远程人脸识别认证。路径：中国领事-养老金资格，按

提示进行认证。亦可前往居住地使领馆办理，获取生存证明。通过邮寄或他人代交方式将原件及时送交待遇领取地社保经办机构申办认证业务。

Eligible foreign nationals are entitled to endowment, work-related injury, and unemployment insurance benefits in accordance with the law. Foreign retirees must complete an annual verification of eligibility for pension benefits via online or offline channels. The verification is valid for one year. For those residing overseas, it is recommended to use the "China Consular Affairs" APP for remote facial recognition. Path: China Consular Affairs - Pension Eligibility; follow the prompts to complete the verification. Alternatively, individuals may visit the embassy or consulate in their place of residence to obtain a "Proof of Life" (Certificate of Subsistence). The original certificate shall be promptly submitted to the social insurance agency in the place of benefit receipt, either by mail or through a proxy, to complete the verification process.

#### 八、外国人离境如何处理社保

### VIII. Procedures for Social Insurance Handling Upon Departure of Foreign Nationals from China

外籍人员在达到规定的领取养老金条件前离开内地（大陆）的，可以书面申请终止基本养老保险关系，退回养老保险个人账户储存额；

也可以保留养老保险个人账户，再次境内就业参保后，缴费年限累计计算，达到法定领取条件时，按照国家规定享受相应的养老保险待遇。

If a foreign national leaves the Chinese mainland before reaching the statutory retirement age, they may submit a written application to terminate their basic endowment insurance relationship. In this case, the balance of their individual account will be refunded in a lump sum. Alternatively, they may choose to retain their individual account. If they return to work and participate in the scheme in China at a later date, their contribution period will be calculated cumulatively. Upon reaching the statutory retirement age, they will enjoy the corresponding social insurance benefits in accordance with national regulations.

### 九、外国人离境结算所需材料

#### IX. Documentation Required for Final Settlement Upon Departure of Foreign Nationals

材料类别 <b>Category</b>	必备材料 <b>Mandatory documents</b>	备注 <b>Remarks</b>
个人材料 Personal documents	《企业职工基本养老保险待遇申报表》 <i>Declaration Form for Basic Endowment Insurance Benefits for Corporate Employees</i>	需本人签字、日期。 Must be signed and dated by the applicant
声明	《终止企业职工基本养老保险关系申	需本人签字、日期。

材料类别 <b>Category</b>	必备材料 <b>Mandatory documents</b>	备注 <b>Remarks</b>
Declarations	请书》和《终止企业职工基本养老保险关系告知书（离境结算）》 <i>Application for Termination of Basic Endowment Insurance Relationship for Corporate Employees and Notice of Termination of Basic Endowment Insurance Relationship for Corporate Employees (Settlement Upon Departure)</i>	Must be signed and dated by the applicant
个人证件 <b>Personal documentation</b>	护照 <b>Passport</b>	验原件 <b>Original required for verification</b>
银行卡 <b>Bank account</b>	本人银行卡或者存折 <b>Personal bank card or passbook</b>	原则上使用广东省内已激活的本人金融社保卡 <b>In principle, an activated Financial Social Security Card issued within Guangdong Province shall be used.</b>

## 十、已签订双边互免的国家

### X. Countries with Signed Bilateral Exemption Agreements

目前，中国已与 **13** 个国家达成了社会保险的双边或多边互免协议，其中 **12** 个国家的相关协议已正式生效，它们分别是：德国、韩国、丹麦、加拿大、芬兰、瑞士、荷兰、西班牙、卢森堡、日本、塞尔维亚、吉尔吉斯斯坦，法国暂未生效。

To date, China has entered into bilateral or multilateral social insurance exemption agreements with 13 countries. Agreements with 12 of these countries have officially entered into force, namely: Germany, South Korea, Denmark, Canada, Finland, Switzerland, the Netherlands, Spain, Luxembourg, Japan, Serbia, and Kyrgyzstan. The agreement with France has not yet entered into force.