

Declaration of Employment Relationship

R/13-A

To the Social Security Fund: I, _____ (Full Name), am the employer or legal representative of _____ (Company / Institution), in respect of the employee _____ (Employee's Full Name), holder of Macao SAR Resident ID Card Number _____, who submit a Statement of Request on the grounds of "working outside the Macao SAR for an employer registered with the Social Security Fund". I hereby declare that the employee's work situation for the calendar year immediately preceding the distribution of funds (20____) is as follows:

1. Please list the duties of the employee, and specify by whom and how the quality of the employee's work and the working hours (arrival and departure) are supervised. Please submit the relevant supporting documents.

2. Please submit records of the employee's absences during the above period (e.g., personal leave, sick leave, etc.), along with documentary evidence of annual leave taken (e.g., annual leave applications or approval records).

I hereby submit a total of _____ supporting documents.
 If I am unable to submit, the reason(s) is/are as follows: _____

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3. Please submit any documentary evidence arising from the employee's performance of duties outside Macao during the above period (e.g., work output documents).

I hereby submit a total of _____ supporting documents.
 If I am unable to submit, the reason(s) is/are as follows: _____

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4. Please submit records of wages paid to the employee by your company or institution (e.g., bank transfer records or signed receipts).

I hereby submit a total of _____ supporting documents.
 If I am unable to submit, the reason(s) is/are as follows: _____

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5. Please submit proof of lawful employment outside Macao, along with Macao labour insurance and labour insurance covering employment outside Macao.

I hereby submit a total of _____ supporting documents.
 If I am unable to submit, the reason(s) is/are as follows: _____

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- I acknowledge and agree that the Social Security Fund may verify or obtain, from public departments or institutions in Macao or other countries or regions, any information or documents necessary to assess my above declaration.
- I clearly understand that if I provide false declarations or incorrect or inaccurate information, I may be subject to criminal liability.

Employer / Legal Representative

Signature (must match identity document) and the
employer's official stamp
_____ day _____ month _____ year