

The proof of employment issued by the employer must include the following information:

(Letterhead of company/institution)	
Name of company/institution	
Address and telephone number	

Proof of Employment	
This document certifies the employment of the following person:	
Name:	Chan Tai Man
Macao SAR Resident ID Card number:	1234567 (8)
Position:	Engineering Department – Clerk
Period of employment:	1 January 2018 to 30 March 2019
Employment end date:	30 March 2019
(if applicable)	
Seal of the company/institution:	Seal of the employer
Job title of the person in charge:	Personnel Manager
Name of the person in charge:	Cheong Sam
Signature of the person in charge:	<i>Cheong Sam</i>
Date of signing:	1 April 2019

The information must be consistent with the information on the applicant's Macao SAR Resident ID Card. If the information on the two documents is inconsistent, the applicant must provide other documents to prove that the person in the two documents is referring to the same person.

If the applicant is still in service, it is not required to fill in the employment end date.

The document must be issued after the "period of employment".