

Working Outside the Macao SAR for an Employer Registered with the Social Security Fund

Statement of Request

For FSS use only RP-13

Applicable to Distributions under the Non-Mandatory Central Provident Fund and Wealth Partaking Scheme

To the Social Security Fund:

I hereby request the distribution of funds for the year 20___. For the above reason, **I was present in the Macao SAR for fewer than 183 days in the calendar year immediately preceding the distribution of funds.** Accordingly, my employer and I hereby declare as follows:

* Each Statement of Request applies to only one distribution year. If more than one year is involved, a separate Statement of Request must be completed, and supporting documents for the calendar year immediately preceding the distribution of funds must be submitted.

I	Applicant (Employee) Identity Information:		
Full Name		Macao SAR Resident ID Card Number	
II	Information of Employer in Macao: (to be declared by the employer)		
Employer Name (Company Name)		Social Security Fund Employer Registration Number	
Employer / Legal Representative's Full Name		Employer / Legal Representative's Job Title	
III	Information on Work Performed Outside Macao by the Applicant (Employee): (to be declared by the employer)		
Period of Work Outside Macao	From ___ (day) ___ (month) of the preceding calendar year to ___ (day) ___ (month)	Number of Working Days Outside Macao	
Position Held			
Reason for Working Outside Macao			
Name of Employer Outside Macao (Company Name)	Proof of operation for the preceding calendar year must be submitted, such as a business tax return or an annual report, which must be issued or stamped by the government of the place concerned.		
Country / Region of Posting (detailed address must be provided)	Country / Region: Address:		
Relationship Between the Employer in Macao and the Employer Outside Macao (please tick "✓" the appropriate box <input type="checkbox"/>):	<input type="checkbox"/> Same shareholder, named _____ (proof of identical shareholder with the employer outside Macao in the preceding calendar year must be submitted, such as the annual report of the preceding calendar year) <input type="checkbox"/> Agency relationship (supporting documentation of an agency relationship with the employer outside Macao in the preceding calendar year must be submitted, such as the agency contract) <input type="checkbox"/> Branch relationship (supporting documentation of a branch relationship with the employer outside Macao in the preceding calendar year must be submitted, such as the annual report of the preceding calendar year) <input type="checkbox"/> No employer outside Macao (the Declaration Form (R/13-A) must be submitted, for verification by the Social Security Fund and relevant departments regarding the specific work performed and the relationship involved)		

- My employer and 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, the information or documents necessary to assess my above request.
- My employer and I clearly understand that if I provide false declarations or incorrect or inaccurate information, I may incur criminal liability and be required to repay any payments received.

Applicant (Employee)

Employer / Legal Representative

 Signature (must match the Macao SAR Resident ID Card
 (If unable to sign, please affix your right thumbprint)
 day month year

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

List of Required Documents

1. Copy of the applicant's Macao SAR Resident ID Card.
2. In addition to submitting the above document, the employer or legal representative must also provide a copy of the employee's employment contract or payroll records covering the period of work outside Macao during the calendar year immediately preceding the distribution of funds.

Note: For verification and investigation purposes, other relevant supporting documents as required by the Social Security Fund must also be submitted.