

**Residing, Working, or Attending a Tertiary or Non-Tertiary Education Programme in the Guangdong-Macao In-Depth Cooperation Zone in Henqgin, Recognised by the Competent Authorities**

For FSS Use Only **RP-18**

**Statement of Request**  
**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, I 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.

<b>I Identity Information:</b>					
<b>Full Name</b>	<b>Macao SAR Resident ID Card Number</b>				
<b>II Status in the Cooperation Zone: (Please see overleaf for the requirements and a sample of the supporting document)</b>					
Submitted supporting documents (multiple selections allowed)	Request for Distribution Period				
<input type="checkbox"/> <b>Residence</b>	From ___ (day) ___ (month) of the preceding calendar year to ___ (day) ___ (month)				
<input type="checkbox"/> <b>Employment</b>	From ___ (day) ___ (month) of the preceding calendar year to ___ (day) ___ (month)				
<input type="checkbox"/> <b>School Attendance</b>	From ___ (day) ___ (month) of the preceding calendar year to ___ (day) ___ (month)				
	<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p><b>Cooperation Zone Information</b></p> <p><b>Residential Address:</b> _____</p> <p><b>Company Name:</b> _____</p> <p><b>Work Address:</b> _____</p> </div> <div style="width: 35%;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="font-size: small;">Mainland Travel Permit for Hong Kong and Macao Residents (Home Return Permit) Number</th> <th style="font-size: small;">Residence Permit for Hong Kong and Macao Residents</th> </tr> <tr> <td style="height: 50px;"></td> <td style="padding: 5px;"> <input type="checkbox"/> Not holding a Residence Permit  <input type="checkbox"/> Holding a Residence Permit, Number: _____                 </td> </tr> </table> </div> </div>	Mainland Travel Permit for Hong Kong and Macao Residents (Home Return Permit) Number	Residence Permit for Hong Kong and Macao Residents		<input type="checkbox"/> Not holding a Residence Permit <input type="checkbox"/> Holding a Residence Permit, Number: _____
Mainland Travel Permit for Hong Kong and Macao Residents (Home Return Permit) Number	Residence Permit for Hong Kong and Macao Residents				
	<input type="checkbox"/> Not holding a Residence Permit <input type="checkbox"/> Holding a Residence Permit, Number: _____				
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="font-size: small;">Mainland Travel Permit for Hong Kong and Macao Residents (Home Return Permit) Number</th> <th style="font-size: small;">Residence Permit for Hong Kong and Macao Residents</th> </tr> <tr> <td style="height: 50px;"></td> <td style="padding: 5px;"> <input type="checkbox"/> Not holding a Residence Permit  <input type="checkbox"/> Holding a Residence Permit, Number: _____                 </td> </tr> </table>	Mainland Travel Permit for Hong Kong and Macao Residents (Home Return Permit) Number	Residence Permit for Hong Kong and Macao Residents		<input type="checkbox"/> Not holding a Residence Permit <input type="checkbox"/> Holding a Residence Permit, Number: _____
Mainland Travel Permit for Hong Kong and Macao Residents (Home Return Permit) Number	Residence Permit for Hong Kong and Macao Residents				
	<input type="checkbox"/> Not holding a Residence Permit <input type="checkbox"/> Holding a Residence Permit, Number: _____				

- 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.
- 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**

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

**List of Required Documents**

1. Copy of the applicant's Macao Resident ID Card.
2. For residents: proof of residence. The supporting document requirements are detailed in the sample on the back.
3. For workers (including salaried shareholders): submit a copy of the Mainland Travel Permit for Hong Kong and Macao Residents (Home Return Permit) and, if applicable, the Residence Permit for Hong Kong and Macao Residents, along with one of the following documents for the calendar year immediately preceding the distribution of funds: a tax return, social insurance contribution records for employees in the Chinese Mainland, or a certificate of employment (employment contracts are not accepted). The supporting document requirements are detailed in the sample on the back.
4. For students: academic transcripts or proof of school attendance, covering January to December of the calendar year immediately preceding the distribution of funds, issued by the institution or printed online in the year of distribution. (The supporting document requirements are detailed in the sample on the back.) Student cards or tuition receipts are not accepted. (If the programme was completed in the calendar year immediately preceding the distribution of funds, a copy of the relevant graduation certificate must be submitted.)

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

## Proof of Residence Requirements

Proof of residence must be issued by civil affairs departments, Residents' Committees, Villagers' Committees, or residential institutions in the Chinese Mainland. (If submitted in person, a copy may be provided, but the original must be presented for verification; if submitted by mail, the original must be provided.) The proof of residence must be issued on the institution's official letterhead and include: the issuing institution's full name, address, and telephone number; the applicant's full name and identity card number, consistent with the Macao SAR Resident ID Card; the period of residence; and the Chinese Mainland residential address. The proof must also bear the institution's official stamp and the date of issue.

Sample  
Proof of Residence

Proof of Residence in the Chinese Mainland issued by the local civil affairs departments, Residents' Committees, or Villagers' Committees must include the following information:

(Letterhead of Institution)

Name of Institution

Address and Phone Number

---

Proof of Residence

This is to certify the residence status of the following person:

Full Name: Chan Tai Man

Macao SAR Resident Identity Card No.: 1234567(8)

Place of Residence: Apartment X, Floor X, Block X, Building X, No. X, Road X, Xiangzhou District, Zhuhai

Period of Residence: 1 March 2025 to 31 December 2025

Seal of Institution

Date of Signature: 1 April 2026

This information must match the details on the applicant's Macao SAR Resident ID Card. If there is any discrepancy, additional supporting documents must be provided to confirm that both refer to the same person.

If a request is made for the 2026 distribution, the residence period for 2025 must be included.

The proof of residence must be issued after the residence period.

## Tax Return Requirements

Employees in the Guangdong-Macao In-Depth Cooperation Zone in Hengqin must submit the occupational tax return for the full calendar year preceding the distribution of funds. Sole proprietors or self-employed individuals must submit either a valid government-issued practicing certificate or a business tax return for the same calendar year.

Sample  
Tax Return

2026 年版本  
(備註: 本文件僅供參考, 一切以最新版本為準)

稅單必須包括以下資料:

2026/0000 记录 00000000

中华人民共和国  
个人所得税缴纳记录  
(原《税收完税证明》)

记录期间: 2025年01月—2025年12月

纳税人名称: 陈太文 纳税人识别号: 1231231231231231231

身份证件类型: 港澳居民来往内地通行证 身份证件号码: M12345678

申报日期	实缴(退)金额	入(退)库日期	所得项目	税款所属期	入库税务机关	备注
2025.02.01	4384.04	2025.02.07	工资薪金所得	2025.01	国家税务总局XXX市税务局XX税务分局	
2025.03.07	8019.27	2025.03.15	工资薪金所得	2025.02	国家税务总局XXX市税务局XX税务分局	
2025.04.01	8549.09	2025.04.08	工资薪金所得	2025.03	国家税务总局XXX市税务局XX税务分局	
2025.05.08	7645.09	2025.05.14	工资薪金所得	2025.04	国家税务总局XXX市税务局XX税务分局	
2025.06.03	6695.76	2025.06.06	工资薪金所得	2025.05	国家税务总局XXX市税务局XX税务分局	
2025.07.02	877.47	2025.07.11	工资薪金所得	2025.06	国家税务总局XXX市税务局XX税务分局	
2025.08.01	2457.20	2025.08.15	工资薪金所得	2025.07	国家税务总局XXX市税务局XX税务分局	
2025.09.05	1936.11	2025.09.12	工资薪金所得	2025.08	国家税务总局XXX市税务局XX税务分局	
2025.10.07	6440.28	2025.10.18	工资薪金所得	2025.09	国家税务总局XXX市税务局XX税务分局	
2025.11.04	3132.49	2025.11.12	工资薪金所得	2025.10	国家税务总局XXX市税务局XX税务分局	
2025.12.02	4930.77	2025.12.10	工资薪金所得	2025.11	国家税务总局XXX市税务局XX税务分局	
2026.01.03	6360.41	2026.01.15	工资薪金所得	2025.12	国家税务总局XXX市税务局XX税务分局	
金额合计	陆万壹仟肆佰贰拾肆元玖角四分					

开具机构(盖章) 政府部门 盖章

开具时间: 2026年05月06日

当前页 1 页, 共 1 页

This information must match the details on the applicant's Macao SAR Resident ID Card. If there is any discrepancy, additional supporting documents must be provided to confirm that both refer to the same person.

If a request is made for the 2026 distribution, the tax return must cover 2025 taxes.

The tax return must be issued after the employment period.

## Proof of School Attendance Requirements

Proof of school attendance must be issued by the institution or printed online, and it must cover the period from January to December of the calendar year preceding the distribution of funds. It must include the institution's name, the applicant's full name (as it appears on the Macao SAR Resident ID Card), the student ID number, and the period of school attendance. For a tertiary education programme, the subject or faculty name and the programme must be recognised by the local competent authority as either a tertiary or a non-tertiary education programme.

Sample  
Proof of School Attendance

Proof of School Attendance issued by an institution must include the following information:

(Letterhead of Institution)

Name of Institution

Address and Phone Number

---

Proof of School Attendance

This is to certify the attendance status of the following person:

Name of Student: Chan Tai Man

Macao SAR Resident Identity Card No.: 1234567(8)

Student Card No.: 90192

Programme of Study: Marketing

Academic Level: Bachelor's Degree

Programme Duration: 4 years

Current Year Level: 2<sup>nd</sup> year

Period of Attendance: 1 September 2024 to 30 May 2026

Seal of Institution

Title of Person-in-Charge: Coordinator of the Office of the Registrar

Name of Person-in-Charge: Lei Sei

Signature of Person-in-Charge: Lei Si

Date of Signature: 1 July 2026

This information must match the details on the applicant's Macao SAR Resident ID Card. If there is any discrepancy, additional supporting documents must be provided to confirm that both refer to the same person.

If a request is made for the 2026 distribution, the school attendance period for 2025 must be included.

The proof of school attendance must be issued after the attendance period.