

Sample Declaration of Employment Relationship

R/13-A

To the Social Security Fund: I, Cheong Ku Chu (Full Name), am the ~~employer~~ or legal representative of Marcas Famosas (Macao) Co., Ltd. (Company / Institution), in respect of the employee Chan Tai Man (Employee's Full Name), holder of Macao SAR Resident ID Card Number 5123467(8), 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 25) 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.

In the case of request for distribution of the fund for 2026, the year 2025 should be written here.

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: _____

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: _____

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: _____

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: _____

- 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

Marcas Famosas
(Macao) Co., Ltd.

Cheong Ku Chu

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

XX day XX month 2026 year