

Working in a Guangdong–Hong Kong–Macao Greater Bay Area City in the Chinese Mainland Statement of Request

For FSS Use Only

RP-17

Sample

Applicable only to Wealth Partaking Scheme Distributions

To the Social Security Fund:

I hereby request the distribution of funds for the year **2026**. For the above reason, **I was present in the Macao SAR for fewer than 183 days in 2025**. 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.

I Identity Information:			
Full Name	Chan Tai Man	Macao SAR Resident ID Card Number	5123467(8)
Mainland Travel Permit for Hong Kong and Macao Residents (Home Return Permit) Number	M12345678		
Residence Permit for Hong Kong and Macao Residents	<input type="checkbox"/> Does not hold a Residence Permit <input checked="" type="checkbox"/> Holds a Residence Permit, Number: 123456789012345678		
II Employment Situation in a Greater Bay Area City in the Chinese Mainland:			
Employment Period	From 1 (day) 1 (month) 2025 to 31 (day) 12 (month) 2025		
* Please tick "✓" as appropriate <input type="checkbox"/> (multiple selections permitted)			
<input type="checkbox"/> Guangzhou	<input type="checkbox"/> Shenzhen	<input checked="" type="checkbox"/> Zhuhai	<input type="checkbox"/> Foshan <input type="checkbox"/> Huizhou
<input type="checkbox"/> Dongguan	<input type="checkbox"/> Zhongshan	<input type="checkbox"/> Jiangmen	<input type="checkbox"/> Zhaoqing
Work Address:	Room X, Floor X, Block X, X Building, No. X, X Road, Zhuhai		
(Must include street name, building number, building name, block, floor, and room)			
Company Name:	Marcas Famosas (Zhuhai) Co., Ltd.		

Applicant

- 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.

Chan Tai Man

Signature (must match the Macao SAR Resident ID Card)

(If unable to sign, please affix your right thumbprint)

XX day **XX** month **2026** year

List of Required Documents

- Copies of the applicant's Macao SAR Resident ID Card and 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.
- For workers (including salaried shareholders), provide the 2025 tax return, social insurance contribution records for employees in the Chinese Mainland, or an employment certificate (employment contracts are not accepted). Please refer to the requirements and the sample provided on the back.

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

Tax Return Requirements

Employees must submit the complete occupational tax return for the year 2025 with respect to employment in a Greater Bay Area city in the Chinese Mainland.

Sole proprietors or self-employed persons must submit either a valid practising certificate issued by the competent authorities of a Greater Bay Area city in the Chinese Mainland for the year 2025, or the complete business tax return for that year.

Requirements for Social Insurance Contribution Records for Employees in the Chinese Mainland

A complete set of social insurance contribution records for employees in the Chinese Mainland for the year 2025, issued by the competent authorities of a Greater Bay Area city in the Chinese Mainland.

2026 年版本
(備註：本文件僅供參考，一切以最新版本為準)

Sample Tax Return

稅單必須包括以下資料：

20260000 记录 00000000

中华人民共和国 个人所得税缴纳纪录
(原《税收完税证明》)

记录期间：2025年01月—2025年12月

纳税人名称：陈大文 纳税人识别号：1231231231231231

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(元)金额	入(通)填日期	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 XX 市税务局 X 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 XX 市税务局 X 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 XX 市税务局 X 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 XX 市税务局 X 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 XX 市税务局 X 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 XX 市税务局 X 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 XX 市税务局 X 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 XX 市税务局 X 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 XX 市税务局 X 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 XX 市税务局 X 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 XX 市税务局 X 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 XX 市税务局 X 税务分局	
金额合计		陆万壹仟肆佰零拾柒元玖角捌分				

金额单位：元

开具机构(盖章)：政府部门 盖章
开具时间：2026年03月06日

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(備註：本文件僅供參考，一切以最新版本為準)

Sample Social Insurance Contribution Record for Employees in the Chinese Mainland

職工社會保險個人繳費證明必須包括以下資料：

广东省社会保险个人缴费证明

参保人姓名：陈大文
证件号码：M12345678
该参保人在 XX 市参加社会保险情况如下：

一、参保基本情况：

参保险种	参保时间	累计缴费年限	参保状态
城镇企业职工基本养老保险	20250501	实际缴费 4 个月，缓缴 0 个月	参保缴费
工伤保险	20250501	实际缴费 4 个月，缓缴 0 个月	参保缴费
失业保险	20250501	实际缴费 4 个月，缓缴 0 个月	参保缴费

二、参保缴费证明 金额单位：元

缴费年月	单位编号	基本养老保险		失业		工伤	备注
		缴费基数	单位缴费(含灵活就业缴费列入统筹部分)	缴费基数	单位缴费		
202505	789789789789	4767	762.72	0	381.36	2408	19.26
202506	789789789789	4767	762.72	0	381.36	2408	19.26
202507	789789789789	4767	762.72	0	381.36	2408	19.26
202508	789789789789	4767	762.72	0	381.36	2408	19.26

1. 表中“单位编号”对应的单位名称如下：
789789789789：XX 市：大大有限公司

证明机构名称(证明专用章)：政府部门 盖章
证明日期：2026年01月15日

The contribution record must be issued after the employment period.

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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.

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 contribution record must list contributions within the year 2025.