

## Social Security Fund – Locations for making face-to-face enquiries/submitting documents

### (Joint Provident Fund Scheme, Individual Provident Fund Scheme, Transfer of Funds of the Non-Mandatory Central Provident Fund System)

Service requested	What to apply	Where to submit	Location for making face-to-face enquiries
Joint Provident Fund Scheme	Fund management entity to register the investment instrument(s) for the first time	Social Security Fund Head Office	Social Security Fund, St. Lazarus Parish Field Office Macao Government Services Centre (Social Security Affairs) Macao Government Services Centre in Islands (Social Security Affairs)
	Fund management entity to add investment instrument(s)		
	Fund management entity to change information		
	The employer to establish a joint provident fund scheme for the first time	To be submitted by the employer to the fund management entity	
	The employer to add a joint provident fund scheme		
	The employer to amend the information of the joint provident fund scheme		
	The employer to switch the fund management entity		
	Application for the employer to make online enquiry	Social Security Fund, St. Lazarus Parish Field Office Macao Government Services Centre (Social Security Affairs) Macao Government Services Centre in Islands (Social Security Affairs)	

<b>Individual Provident Fund Scheme</b>	To set up an individual provident fund scheme	To be submitted by residents to the fund management entity	
<b>Transfer of Funds of the Non-Mandatory Central Provident Fund System</b>	To transfer the funds out of the government-managed sub-account	Social Security Fund, St. Lazarus Parish Field Office Macao Government Services Centre (Social Security Affairs) Macao Government Services Centre in Islands (Social Security Affairs)	
	To transfer the funds to the government-managed sub-account	5 Public Services Centres under Municipal Affairs Bureau	

**Please see the table below for detailed address, telephone number and service time:**

	Location	Address	Phone number	Service hours
1.	Social Security Fund Head Office	Alameda Dr. Carlos d'Assumpção, n.ºs 249-263, Edf. China Civil Plaza, 18.º andar, Macau	2853-2850	Monday to Thursday, 9:00 a.m. to 1:00 p.m., 2:30 p.m. to 5:45 p.m. Friday, 9:00 a.m. to 1:00 p.m., 2:30 p.m. to 5:30 p.m.
2.	Social Security Fund, St. Lazarus Parish Field Office	Rua Eduardo Marques, n.ºs 2 a 6, Macau	2853-2850	
3.	Macao Government Services Centre (Social Security Affairs)	Rua Nova da Areia Preta, N.º 52, 1.º andar, Área P, Macau	2853-2850	Monday to Friday, 9:00 a.m. to 6:00 p.m. (No lunch break)
4.	Macao Government Services Centre in Islands (Social Security Affairs)	Rua de Coimbra, n.º225, 3.º andar, Zona G, Taipa	2853-2850	

5.	<p>5 Public Services Centres under Municipal Affairs Bureau:</p> <p>-Northern District Public Services Centre (Toi San Station)</p> <p>-Northern District Public Services Centre (Fai Chi Kei Station)</p> <p>-Central District Public Services Centre (Complexo da Rotunda de Carlos da Maia)</p> <p>-Central District Public Services Centre (S. Lourenço Station)</p> <p>-Island District Public Services Centre (Seac Pai Van Station)</p>	<p>- Avenida de Artur Tamagnini Barbosa, n.º 127, Edifício D.ª Julieta Nobre de Carvalho, Bloco B, R/C, Macau</p> <p>- Rua Nova do Patane, Habitação Social de Fai Chi Kei, Edifício Fai Tat, Bloco II, R/C, Lojas G e H, Macau</p> <p>- Rotunda de Carlos da Maia, n.ºs 5 e 7, Complexo da Rotunda de Carlos da Maia, 3.º andar, Macau</p> <p>- Rua de João Lecaros, Complexo Municipal do Mercado de S. Lourenço, 4.º andar, Macau</p> <p>- Avenida de Vale das Borboletas, Complexo Comunitário de Seac Pai Van, 6.º andar, Coloane</p>	<p>2823-2660</p> <p>2826-1896</p> <p>8291-7233</p> <p>2893-9006</p> <p>8394-3456</p>	
<b>Fund management entities:</b>				
	Location	Address	Phone number	
(1)	AIA International Limited	Avenida Comercial de Macau, No 251a-301, AIA Tower 19 and 1903, Macau	0800272	
(2)	Fidelidade Macau Life - Insurance Company Limited	Avenida da Praia Grande, No 567, Edf. BNU 14 and, Macau	82968461	
(3)	Luen Fung Hang Life Limited	Alameda Dr. Carlos D'Assumpção, No 398, Edifício CNAC, 4 and, Macau	28700882 / 28700889	
(4)	China Life Insurance(Overseas) Company Limited	Alameda Dr. Carlos D'Assumpção, No 263, China Civil Plaza, 22 and A,B,K-D, Macau	28595519	
(5)	ICBC (Macau) Pension Fund Management Company Limited	Avenida da Amizade, No 555 Macau Landmark, Torre ICBC, 17 and, Macau	8398 2636	
(6)	Macau Pension Fund Management Company Limited	Avenida da Praia Grande, No 594 Banco Comercial de Macau 11 and, Macau	83969540 / 83969545	
(7)	YF Life Insurance International Limited	Avenida Doutor Mário Soares, No 320 Finance and IT Center of Macau 8a, Macau	0800032	