

## 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<br>Macao Government Services Centre (Social Security Affairs)<br>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<br>Macao Government Services Centre (Social Security Affairs)<br>Macao Government Services Centre in Islands (Social Security Affairs) |  |

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|---|---|--|--|
| <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<br>Macao Government Services Centre (Social Security Affairs)<br>Macao Government Services Centre in Islands (Social Security Affairs) |  |
|   | To transfer the funds to the government-managed sub-account     | 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.<br>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.<br>(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.  | Public Services Centres under Municipal Affairs Bureau:<br>-Northern District Public Services Centre (Toi San Station)<br>-Central District Public Services Centre (Complexo da Rotunda de Carlos da Maia)<br>-Central District Public Services Centre (S. Lourenço Station)<br>-Island District Public Services Centre (Seac Pai Van Station) | - Avenida de Artur Tamagnini Barbosa, n.º 127, Edifício D.ª Julieta Nobre de Carvalho, Bloco B, R/C, Macau<br>- Rotunda de Carlos da Maia, n.ºs 5 e 7, Complexo da Rotunda de Carlos da Maia, 3.º andar, Macau<br>- Rua de João Lecaros, Complexo Municipal do Mercado de S. Lourenço, 4.º andar, Macau<br>- Avenida de Vale das Borboletas, Complexo Comunitário de Seac Pai Van, 6.º andar, Coloane | 2823-2660<br>8291-7233<br>2893-9006<br>8394-3456                                 |                     |
| 6.  | <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, Edificio 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             |