

## Proof of Life Procedure - Social Security Fund

In accordance with Articles 36 and Article 38(4) of Law No. 4/2010, the “Social Security System”, beneficiaries of old-age pension and disability pension are required to complete the Proof of Life procedure in January of each year to maintain the payment of benefits. Beneficiaries may complete the Proof of Life procedure through **ANY** of the following methods:

<b>Method</b>		<b>Description</b>
<b>1</b>	“Macao One Account” Mobile Application (Facial Recognition)	<p>Beneficiaries who have already activated a “Macao One Account” may log in to the “Macao One Account” mobile application using their own account and follow simple instructions to complete facial recognition for the procedure; or,</p> <p>If the beneficiary’s spouse, parents, or children have activated a “Macao One Account”, they may also log in with their account to assist the beneficiary in completing the procedure.</p> <p><i>[Tip: For those who have not yet activated a "Macao One Account", the account can be activated online immediately if needed. For details, please refer to <a href="https://www.gov.mo/pt/servicos/ps-1047/">https://www.gov.mo/pt/servicos/ps-1047/</a> ]</i></p>
<b>2</b>	Self-Service Kiosk	<ol style="list-style-type: none"> <li>1. Beneficiaries may bring a valid Macao SAR Resident ID Card and complete the procedure at multifunctional self-service kiosks located across Macao and in the Hengqin Cooperation Zone.</li> <li>2. Beneficiaries may also bring a valid Macao SAR Resident ID Card and complete the procedure at the “E-Government Services of the Macao SAR” self-service kiosks of the Macao SAR Government located in several cities of Guangdong Province.</li> </ol> <p><i>[Tip: The locations of the self-service kiosks can be found on the Social Security Fund’s dedicated webpage: <a href="https://www.fss.gov.mo/en/sites/vida">https://www.fss.gov.mo/en/sites/vida</a> ]</i></p>
<b>3</b>	Service Point Visit	Beneficiaries may bring a valid Macao SAR Resident ID Card and visit designated locations to complete the procedure.
<b>4</b>	Guangdong-Macao Proof of Life Verification (Only Applicable to Beneficiaries Currently Residing in Guangdong Province)	<p>Beneficiaries residing in Guangdong Province may visit local social insurance agencies at all administrative levels in Guangdong, present a valid Macao SAR Resident ID Card, and complete the proof of life procedure. Upon completion, the Guangdong authorities will directly forward the relevant information to the Macao Social Security Fund.</p> <p><i>[Tip: The names and addresses of the social insurance agencies in Guangdong Province can be found on the Social Security Fund’s dedicated webpage: <a href="http://www.fss.gov.mo/en/sites/vida">http://www.fss.gov.mo/en/sites/vida</a> ]</i></p>
<b>5</b>	Document Submission (By Proxy or By Mail)	<p><b>By Proxy Submission:</b> If another person is entrusted to submit the documents, the following must be submitted at the same time:</p> <ol style="list-style-type: none"> <li>1. A photocopy of the Proof of Life document that meets the requirements (the original must be presented for verification) (see reverse page);</li> <li>2. Written information providing the beneficiary’s personal details (name, Macao SAR Resident ID Card Number, current residential address, and contact number), together with the proxy’s personal details (name and contact information).</li> </ol> <p><b>By Mail Submission:</b> If submitting by mail, the following must be sent to the Social Security Fund (Address: P.O. Box 3094, Macao):</p> <ol style="list-style-type: none"> <li>1. The original Proof of Life document that meets the requirements (see reverse page);</li> <li>2. A photocopy of the beneficiary’s Macao SAR Resident ID Card;</li> <li>3. Written information providing the beneficiary’s current residential address and contact number, and, if applicable, the details of a contact person residing in Macao (name and contact information).</li> </ol>

# Requirements for Proof of Life Documents and Acceptable Issuing Entities

Proof of life documents must **bear the name, official seal, and signature of the issuing entity**. The content must **certify that the beneficiary is still alive in the year in which the Proof of Life is provided**. The document must also **contain the beneficiary's Macao SAR Resident ID Card information** (including the beneficiary's name and either the ID card number or date of birth), and all information must be consistent with that shown on the Macao SAR Resident ID Card.

## For Beneficiaries Residing in Macao

The beneficiary may submit Proof of Life documents issued by the following entities:

- Macao government departments;
- Hospitals, district health centres, registered medical doctors, or Chinese medicine practitioners in Macao;
- Elderly or rehabilitation institutions in Macao (e.g., nursing homes, day centres, etc.);
- Notaries public recognised by the Macao Government.

## For Beneficiaries Residing Outside Macao

In addition to Proof of Life documents issued by **local government authorities** or **hospitals**, beneficiaries may also submit Proof of Life documents issued by the following entities in their place of residence:

### I. Applicable to those residing in the Chinese mainland:

- Office of the Macao SAR in Beijing;
- Local registered medical doctors or Chinese medicine practitioners;
- Local institutions for the elderly and persons with disabilities (e.g., nursing homes, sanatoriums, etc.);
- Local residents' committees and villagers' committees;
- Local recognised notaries.

### II. Applicable to those residing in the Hong Kong Special Administrative Region:

- Local registered medical doctors or Chinese medicine practitioners;
- Local elderly and rehabilitation institutions (e.g., nursing homes, care centres, etc.);
- Local recognised notaries.

### III. Applicable to those residing in the Taiwan region:

- Local registered medical doctors or Chinese medicine practitioners;
- Local community administrative offices (e.g., village offices, etc.);
- Local recognised notaries.

### IV. Applicable to those residing overseas:

- Embassies or consulates of the People's Republic of China;
- Macao Economic and Trade Office in Lisbon;
- Macao Economic and Trade Office in Brussels, European Union;
- Macao Economic and Trade Office at the World Trade Organization;
- Local registered medical doctors or Chinese medicine practitioners;
- Local recognised notaries.