

## Formalities for applying for benefits on behalf of an incapacitated person

### Service targets and eligibility requirements

The applicant is an incapacitated person (e.g. being in a coma, mental retardation, mental illness, dementia, etc. which makes him/her unable to manage property on his/her own).

### How to apply

The application can be submitted to a service point in person or through a representative.

### Documents required to be submitted

Besides the forms and documents completed and signed by the agent for filing the application, the following documents must be submitted as well.

#### Legal agent

1. Declaration (Form D/3) signed by the legal agent;
2. Photocopies of the identification documents of the applicant and legal agent;
3. Documents to prove that it is a legal agent relationship.

or

#### Relatives (limited to the applicant's spouse, and a relative within the third degree of consanguinity, e.g. parents/children, grandparents/grandchildren, siblings, great-grandparents/great-grandchildren, siblings of parents, nieces and nephews)

1. Declaration (Form D/3) signed by the relative who applies for benefits on behalf of the applicant;
2. Photocopies of the identification documents of the applicant and the relative;
3. Photocopies of the documents to prove the relationship between the applicant and the relative;
4. A document issued by a public medical institution or a social welfare institution to confirm that the applicant is incapacitated.

or

#### Caregivers (e.g. a nursing home, a sanatorium, etc.)

1. Declaration (Form D/3) signed by the caregiver;
2. Photocopies of the identification documents of the applicant and caregiver;
3. A document issued by a public medical institution or a social welfare institution to confirm that the applicant is incapacitated.

#### NOTE:

If applying for old-age pension, or disability pension and submit a valid Disability Assessment Registration Card (Severe/Very Severe) as the review document for the medical board, the original copy of the applicant's valid proof of life for the current year must be submitted at the same time.

### Attachment document

Declaration (Form D/3)    [[Download form](#)] / [[Sample form](#)]

## Formalities for receiving benefits on behalf of an incapacitated person

### Service targets and eligibility requirements

The applicant is an incapacitated person (e.g. being in a coma, mental retardation, mental illness, dementia, etc. which makes him/her unable to manage property on his/her own).

### How to apply

The documents can be submitted to a service point in person or through a representative.

### Documents required to be submitted

The following documents must be completed and submitted.

#### Legal agent

1. Declaration (Form D/4) signed by the legal agent;
2. Photocopies of the identification documents of the applicant and legal agent;
3. A photocopy showing the personal MOP bank account details of the legal agent;
4. Documents to prove that it is a legal agent relationship.

or

#### Relatives (limited to the applicant's spouse, and a relative within the third degree of consanguinity, e.g. parents/children, grandparents/grandchildren, siblings, great-grandparents/great-grandchildren, siblings of parents, nieces and nephews)

1. Declaration (Form D/4) signed by the relative who receives benefits on behalf of the applicant;
2. Photocopies of the identification documents of the applicant and the relative who receives benefits on behalf of the applicant;
3. A photocopy showing the personal MOP bank account details of the relative who receives benefits on behalf of the applicant;
4. Photocopies of documents to prove the relationship between the applicant and the relative who receives benefits on behalf of the applicant;
5. A document issued by a public medical institution or a social welfare institution to confirm that the applicant is incapacitated.

or

#### Caregivers (e.g. a nursing home, a sanatorium, etc.)

1. Declaration (Form D/4) signed by the caregiver;
2. Photocopies of the identification documents of the applicant and caregiver;
3. A photocopy showing the caregiver's MOP bank account details;
4. A document issued by a public medical institution or a social welfare institution to confirm that the applicant is incapacitated.

### Attachment document

Declaration (Form D/4)    [\[Download form\]](#) / [\[Sample form\]](#)