

Providing the proof of life by means of document submission

In accordance with the provisions of Articles 36 and 38 of Law 4/2010 “Social Security System”, the continuity of old-age pension / disability pension depends on the beneficiary’s provision of proof of life in January each year. Pursuant to paragraph 4 of Article 36 of the same law, if the beneficiary cannot come in person to provide the proof of life, the required documentation can be submitted by his/her agent in the following cases:

| | |
|---|--|
| <p><u>1. The beneficiary resides in Macao but cannot come in person to provide the proof of life because of illness:</u></p> <ol style="list-style-type: none"> 1. His/her agent is required to submit the original of one of the following documentation (the documents must bear the letterhead, be stamped and signed): <ul style="list-style-type: none"> – Medical Certificate for the FSS, a prescribed form serving as a proof of life to the FSS, duly completed by a registered medical practitioner in Macao, or a certificate issued by that practitioner; or – Certificate issued by hospitals/Health Bureau/district health centres, medical institutions in Macao; or – Document issued by elderly homes in Macao; or – Document issued by elder care centres / elderly centres / nursing homes / community centres for elderly recognized by Macao Social Welfare Bureau; or – Document issued by government departments of Macao SAR; 2. His/her agent is required to produce the original ID cards of both the beneficiary and his/her own for verification. | <p>Note: The FSS will contact the beneficiary’s agent if there is a need for home visit.</p> |
| <p><u>2. The beneficiary is now residing in the mainland China and cannot come in person</u></p> <ol style="list-style-type: none"> 1. His/her agent is required to submit the following documents in a letter: <ol style="list-style-type: none"> 1.1 The photocopy of the beneficiary’s Macao SAR Resident Identity Card; 1.2 The photocopy of the agent’s identification documents; 1.3 Original of one of the following proof of life documents for the current year (the documents must bear the letterhead, be stamped and signed); <ul style="list-style-type: none"> – Proof of life issued by Office of the Macao SAR in Beijing; or – Proof of life issued by government departments of mainland; or – Proof issued by resident committee / villager committee / resident group / villager group / economic federation / economic union / economic cooperative of the beneficiary’s place of residence; or – Certificate issued by mainland hospitals; or – Document issued by mainland residential care facilities (e.g. elderly homes, sanatoriums, etc.); 2. His/her agent is required to supply the following details in the letter: <ol style="list-style-type: none"> 2.1 Personal data of the beneficiary (including the name, Macao SAR Resident Identity Card number); 2.2 Full address and phone number (including area code) of the beneficiary’s current place of residence in mainland China; 2.3 Name, identification document number, full address and phone number of a contact person in Macao. | <p>Note: If necessary, the FSS will, based on the information submitted by the beneficiary’s agent, contact the relevant institution in the mainland to verify the beneficiary’s status.</p> |

3. The beneficiary **is now residing in countries or regions outside Macao SAR and mainland China** and cannot come in person:

1. His/her agent is required to submit the following documents in a letter:

- 1.1 The photocopy of the beneficiary's Macao SAR Resident Identity Card;
- 1.2 The photocopy of the agent's identification documents;
- 1.3 Original of one of the following proof of life documents for the current year:

I. For those residing in Hong Kong now:

- Certificate issued by hospitals in Hong Kong or registered medical practitioners in Hong Kong (the certificate must bear the name and ID card information of the beneficiary, seal of the hospital/medical practitioner and signature of the medical practitioner. If the agent cannot submit the original, he/she must produce the original for verification); or
- Proof of life issued by the District Office of the Home Affairs Department of the Hong Kong SAR Government; or
- Proof of life issued by government departments of the Hong Kong SAR.

II. For those residing in Taiwan region now:

- Proof of life issued or confirmed by a local government department; or
- Proof of life issued by Macao Economic and Cultural Office (Taipei); or
- Certificate issued by local hospitals (the certificate must bear the name of the beneficiary, seal of the hospital and signature of the medical practitioner. If the agent cannot submit the original, he/she must produce the original for verification); or
- Proof of life issued by the residence administrations of where the beneficiary lives.

III. For those residing in countries or regions outside Macao SAR and mainland China now:

- Certificate or the "Confirmation form about the existence of the retired and resigned persons with permanent residence abroad" issued by the embassies and consulates of the PRC; or
- Proof of life documents confirmed by the embassies and consulates of the PRC; or
- Proof of life issued by Macao Economic and Trade Office in Lisbon (Portugal) or
- Proof of life issued by Macao Economic and Trade Office to the EU (Brussels, Belgium); or
- Proof of life issued by Macao Economic and Trade Office to the WTO (Geneva, Switzerland); or
- Certificate issued by hospitals abroad (the certificate must bear the name of the beneficiary, seal of the hospital and signature of the medical practitioner. If the agent cannot submit the original, he/she must produce the original for verification); or
- Proof of life issued by government departments abroad.

2. His/ her agent is required to supply the following details in the letter:

- 2.1 Personal data of the beneficiary (including the name, Macao SAR Resident Identity Card number) ;
- 2.2 Name, identification document number, full address and phone number of a contact person in Macao.

Note:

If the beneficiary is required to provide the proof of life simultaneously to the Social Welfare Bureau or the Pension Fund, the FSS, after obtaining the prior written consent of the beneficiary, may notify any one of the above departments that the beneficiary has already provided the proof of life at the FSS, so that the relevant formalities can be completed all at the same time.