

APPLICATION FOR MATERNITY LEAVE PAY SUBSIDY (Only for local female employees)

TO BE COMPLETED BY APPLICANT

Full name _____ Macao SAR Resident ID Card no. _____

I declare that I gave birth to a child on ____ (yyyy) ____ (mm) ____ (dd). *If you are in other situations, please specify: _____
(* Please refer to Points 4 and 5 of the "Points to Note" on the next page)

☐ I have registered the birth of my child at the Civil Registry Office of the Government of the Macao SAR. For the purpose of applying for Maternity Leave Pay Subsidy, I hereby give my consent to the Social Security Fund (abbreviated to FSS in Macao) for requesting the birth registration information of my child from the Civil Registry Office.

☐ I agree to receive information relating to this application and its outcome by mobile text message (SMS). (You will be notified by SMS and by mail if your application is not granted.)

Information about the bank account in which the subsidy is to be deposited:

☐ Bank account that I have recently used to successfully receive a benefit payment from the FSS; *or*

☐ Bank _____ MOP personal bank account no. _____
(Required to attach a photocopy of the bank account)

01/2022

TO BE COMPLETED BY EMPLOYER ENTITY

Name of employer entity _____ Employer registration number _____

Labour relationship between the above applicant and this employer entity	1. Hire date: ____ (yyyy) ____ (mm) ____ (dd);
	2. On the date of childbirth mentioned above, the labour relationship has existed for <input type="checkbox"/> more than a year; or <input type="checkbox"/> less than a year but it will have been in existence for a year by ____ (yyyy) ____ (mm) ____ (dd);
	3. <input type="checkbox"/> The applicant is still serving; or <input type="checkbox"/> she has already left her job on ____ (yyyy) ____ (mm) ____ (dd);
	4. <input type="checkbox"/> monthly salary <input type="checkbox"/> daily wage <input type="checkbox"/> hourly wage <input type="checkbox"/> piece-rate pay <input type="checkbox"/> others: _____

The maternity leave that the above applicant is entitled to is ____ days in total, and the maternity leave* is from ____ (yyyy) ____ (mm) ____ (dd) to ____ (yyyy) ____ (mm) ____ (dd);

The paid maternity leave given by this employer entity to the applicant is ____ days, and the corresponding basic remuneration** is MOP _____ in total.

If the basic remuneration on the payslip is composed of different items, you are required to explain in writing the nature of each item, the conditions of payment and the calculation method. (For * and **, please refer to Points 3 and 6 of the "Points to Note" on the next page.)

FSS/DP/SUB-21

EMPLOYER ENTITY'S DECLARATION

I hereby declare that the information filled in above is true, and I know and agree to authorize the FSS to forward the information to relevant competent department(s)/institution(s) for verification purpose. I know that I may need to supplement information that the FSS deems necessary, and clearly understand that I may be criminally prosecuted and bear any legal liability if I make a false statement, or provide incorrect or untrue information.

Signature and company seal
(The name on the company seal must match the employer name)

Macao, ____ (yyyy) ____ (mm) ____ (dd)

APPLICANT'S DECLARATION

I hereby declare that the above information filled in by the employer entity about me is true, and I know and agree to authorize the FSS to forward the information to relevant competent department(s)/institution(s) for verification purpose. I clearly understand that my subsidy will be cancelled and I must return the subsidy that I already received, and be criminally prosecuted and bear any legal liability if I make a false statement, provide incorrect or untrue information, or receive the subsidy by using any illegal means.

Signature of applicant
(Must match the signature on the ID card)

Macao, ____ (yyyy) ____ (mm) ____ (dd)

** Please carefully read the Points to Note on the back of this application form **

RECEIPT FOR YOUR APPLICATION FOR MATERNITY LEAVE PAY SUBSIDY

DOCUMENTS TO BE SUBMITTED

1. Present the applicant's original Macao SAR Resident ID Card;
2. Give a written consent to the FSS for requesting the birth registration information of the child from the Civil Registry Office of the Government of the Macao SAR; or
A photocopy of the child's birth registration certificate/a photocopy of the brief report of birth (required to present the original); or
A photocopy of the medical certificate issued by a doctor licensed by the Government of the Macao SAR or by a doctor accepted by the employer (required to present the original);
3. Payslips for the last three months before the start of maternity leave (the original must be presented), as a reference for the vetting and approval of applications;
4. If the applicant's address, contact phone number or the mobile phone number for receiving text messages (SMS) is changed, please complete the "Change of Personal Particulars Form".

POINTS TO NOTE

According to Law No. 8/2020, amending Law No. 7/2008 (Labour Relations Law), and By-law No. 20/2020 (Maternity Leave Pay Subsidy Measure):

1. The deadline for submitting the application is within 120 days from the date of childbirth, or from the day of occurrence of other legal circumstances where the female employee is entitled to maternity leave (i.e. the situation referred to in Point 4 below);
2. To properly compile a dossier on the application, the FSS can request the applicant (female employee) and the employer entity to submit other supporting documents it deems necessary;
3. Female employees are entitled to 70 days of maternity leave for reason of childbirth, of which 63 days must be taken immediately after childbirth, and the rest of the days may be enjoyed in whole or in part before or after childbirth at the discretion of the female employee;
4. Female employees are also entitled to maternity leave in the following situations:
 - a. A female employee will be entitled to 70 days of maternity leave if she gives birth to a stillborn baby;
 - b. A female employee will be entitled to at least 21 days and up to 70 days of maternity leave (subject to the female employee's health condition and based on a duly proven medical advice) if she has involuntary miscarriage after more than three months of pregnancy;
 - c. If a live birth baby dies during the maternity leave of a female employee, the maternity leave will be extended to ten days after the baby's death and the female employee must be guaranteed at least 70 days of maternity leave in total.
5. In the case referred to in Point 4(c), please indicate the date of death as well;
6. "Basic remuneration" means all regular pecuniary payments, irrespective of its name or form of calculation, payable to the employee for work performed in accordance with an agreement between the employer and the employee or by legal regulation. The employee's average daily basic remuneration is calculated according to the above-mentioned law.
7. The employer shall not reduce or cancel the working conditions that are more favourable to the employee and that had been in effect before the above-mentioned law came into effect, because the female employee was given the Maternity Leave Pay Subsidy.
8. If the labour relationship ends during the maternity leave, the female employee must return the difference between the subsidy she already received and the subsidy that she is entitled to on the day when the labour relationship ends (calculated according to Article 4(2) of Law No. 8/2020).

PERSONAL DATA COLLECTION AND USE STATEMENT

1. The applicant is aware that the personal data provided to the FSS is intended to be used for processing the application for Maternity Leave Pay Subsidy.
2. To check and correct the information filled in the application form, and the personal data contained in the submitted documents, the applicant needs to apply for it in writing.
3. The FSS must take measures for confidentiality and safe keeping of the personal data in accordance with the provisions of Law No. 8/2005 (Personal Data Protection Act).
4. In order to fulfil its legal obligations, the FSS may transfer the personal data provided by the applicant and employer to other administrative agencies and judicial organs.