

Statement of Request
(Residing in the Macao SAR for less than 183 days)

Applicable to funds of Non-Mandatory Central Provident Fund and Wealth Partaking Scheme

For FSS use only

RP

Sample

To: Social Security Fund

I, (name) **Chan Tai Man**, holder of

Macao SAR Resident Identity Card number **5123467(8)** (submission of photocopy of identity card required),

hereby make a request for the distribution of the funds that I am not entitled to for the year 2025. I resided in the Macao SAR for less than 183 days in the preceding calendar year because of the following reason:

*Each Statement of Request corresponds to one year of fund distribution only. Please fill out another Statement of Request in the event of multiple years.

*Please tick "✓" the corresponding box <input type="checkbox"/> to indicate your reason for the request.	Documents required to be submitted
The following situations are applicable to funds of Non-Mandatory Central Provident Fund and Wealth Partaking Scheme:	
<input type="checkbox"/> Attending tertiary education courses accredited by local competent authorities Study status for the calendar year preceding the year of fund distribution: • The courses attended are distance courses (i.e. not face-to-face courses): <input type="checkbox"/> Yes / <input type="checkbox"/> No • Suspension of study during the period: <input type="checkbox"/> Yes / <input type="checkbox"/> No (Period of suspension of study: From ___/___/20___ to ___/___/20___)	Certification documents stated in Point I on back page
<input type="checkbox"/> Working outside the Macao SAR for an employer registered with the Social Security Fund	Declaration (C/3) and certification documents stated in Point II on back page
<input type="checkbox"/> Persons aged below 65 residing in the Chinese mainland for health reasons, in particular, in need of ambulatory care, palliative therapy, rehabilitation services, or care by family members	Declaration (C/5) and certification documents stated in Point III on back page
<input type="checkbox"/> Public service duties, holding positions for serving the Macao SAR or performing other official duties	Declaration (C/8) and certification documents stated in Point IV on back page
<input type="checkbox"/> Hospitalisation	Certification documents stated in Point V on back page
<input type="checkbox"/> Working outside the Macao SAR in order to bear the main living expenses of the spouse or persons of any degree of lineal consanguinity or affinity residing in the Macao SAR	Declaration (C/6) and certification documents stated in Point VI on back page
<input type="checkbox"/> Humanitarian or other properly explained reasons	Declaration (C/7) and certification documents stated in Point VII on back page
<input type="checkbox"/> Residing, working or attending tertiary or non-tertiary education courses accredited by local competent authorities in the Guangdong-Macao In-depth Cooperation Zone in Hengqin	Declaration (C/17) and certification documents stated in Point VIII on back page
The following situation is applicable to Wealth Partaking Scheme only:	
<input type="checkbox"/> Working in the Guangdong-Hong Kong-Macao Greater Bay Area cities in Chinese mainland	Declaration (C/16) and certification documents stated in Point IX on back page

I hereby declare that all the information provided herein is true and I understand that the Social Security Fund may transfer the relevant information to other departments/organisations for verification purposes.

I fully understand that if I make a false declaration or provide inaccurate or untrue information, I can be criminally prosecuted and the funds distributed must be returned.

Applicant

Note: For persons aged 65 or above residing in Chinese mainland, please fill in Statement of Request RP-02.

Chan Tai Man

Signature (as appeared on Macao SAR Resident Identity Card)

(If the applicant cannot/is unable to sign, please leave the right thumbprint.)

XX Day **XX** Month **2025** Year

Certification documents required to be submitted for formality for request

- ✓ **The applicant is required to submit a photocopy of the valid Macao SAR Resident Identity Card, the original of the Statement of Request signed by the applicant (RP), and the original declaration.**

I. Attending tertiary education courses accredited by local competent authorities

Academic transcripts or proof of academic attendance for the period from January to December of the calendar year preceding the year of fund distribution, issued by the institutions or printed from the website in the year of fund distribution. Such documents must state clearly the name of the institution, the name of the applicant as appeared on the Macao SAR Resident Identity Card, the student card number, academic years, name of course/major (required to be tertiary education course accredited by local competent authorities).

Student cards or tuition fee bills are not accepted. (If the courses have been completed between January and December of the calendar year preceding the year of fund distribution, a photocopy of the graduation certificate is required to be submitted.)

II. Working outside the Macao SAR for an employer registered with the Social Security Fund

1. Declaration (C/3) filled in by the employer or legal representative.
2. Proof of business operation of the employer outside Macao for the calendar year preceding the year of fund distribution, e.g. business tax bills and annual reports, which is required to be issued by the local government or with a government seal.
3. Photocopy of the proof of relationship between the employer in Macao and the employer outside Macao for the calendar year preceding the year of fund distribution. In the case of the same individual business owner or the same shareholder, a photocopy of the business registration certificate with the names of the individual business owner or all shareholders must be submitted.
4. Photocopy of the employment contract or payroll records of the period when the applicant worked outside Macao in the calendar year preceding the year of fund distribution.

III. Persons aged below 65 residing in the Chinese mainland for health reasons, in particular, in need of ambulatory care, palliative therapy, rehabilitative services, or care by family members

1. Fill out Declaration (C/5) with details about the patient's living and medical treatment conditions in Chinese mainland, the caregiver's information and others.
2. Certificate of illness and hospital certificate of the treatment received issued by a hospital in Chinese mainland for the calendar year preceding the year of fund distribution. Such documents must state the patient's name as appeared on the Macao SAR Resident Identity Card of the applicant, the name of the illness, the period of illness (Day/Month/Year) and the severity of illness (required to specify whether the illness impairs the physical mobility of the patient or the patient needs to be taken care of by family members).
3. Proof of residence issued by the civil affairs departments, neighbourhood committees, village committees, or residential care facilities in Chinese mainland. (If the applicant submits the documents at the counter, a photocopy can be submitted and the original is required to be produced for verification; if the request is made by post, the original must be submitted.) The organisation's letterhead paper must be used for the proof of residence. (The content includes the issuing organisation's full name, address and phone number, the name and identity card number as appeared on the Macao SAR Resident Identity Card of the applicant, the period of residence and address in Chinese mainland, the seal of the organisation and the date of issue.); if the applicant is unable to provide the proof of residence, two Macao SAR residents are required to be provided as witnesses (The witnesses must sign to testify.), and the photocopy of their Macao SAR Resident Identity Cards must be submitted.

IV. Public service duties, holding positions for serving the Macao SAR or performing other official duties

Fill out Declaration (C/8) and submit the certification documents related to the applicant's position or performance of official duties outside Macao in the calendar year preceding the year of fund distribution.

V. Hospitalisation

Hospitalisation certificate issued by a local hospital for the calendar year preceding the year of fund distribution. The document must state the patient's name as appeared on the Macao SAR Resident Identity Card of the applicant, the period of hospitalisation, the seal of the hospital and the date of issue.

Important notes

1. Please verify that all forms have been completed and signed (as appeared on the Macao SAR Resident Identity Card). The forms and documents can be submitted in person/by a representative to the service locations, or they can be submitted by post to "Macao P.O. Box No. 3094".
2. The Statement of Request, declarations and samples of certification documents can be downloaded from the website of the Social Security Fund www.fss.gov.mo, or the website of the Wealth Partaking Scheme www.planocp.gov.mo/en/, or they can be collected at the service locations.
3. If the applicant is an incapacitated person, the representative is required to fill out the Declaration (C/2) and submit the relevant certification documents, in addition to this Statement of Request.

VI. Working outside the Macao SAR in order to bear the main living expenses of the spouse or persons of any degree of lineal consanguinity or affinity residing in the Macao SAR

1. Fill out Declaration (C/6).
2. Photocopy of the Macao SAR Resident Identity Card of the dependant and a photocopy of the proof of relationship between the applicant and the dependant.
3. Certification document of payment for the main living expenses (e.g. remittance slip of the calendar year preceding the year of fund distribution showing the names of the applicant and the dependant). If the applicant is unable to provide the certification document, two Macao SAR residents must be provided as witnesses (The witnesses must sign to testify.), and the photocopy of their Macao SAR Resident Identity Cards must be submitted.
4. Letter of employment of the applicant:
 - 4.1 For employed workers, the letter of employment must be issued by the local employer, stating the applicant's identity information, the period of employment and the position held, and the name and address of the company.
 - 4.2 For people who run their own businesses or are self-employed, the business license and proof of business operation for the calendar year preceding the year of fund distribution must be provided, e.g. business tax bills and annual reports. Such documents must be issued by the local government or with a government seal. (If the business is a limited company, the identification documents of the shareholders for the calendar year preceding the year of fund distribution must be submitted at the same time.)
5. If the dependent child studies in Macao, a photocopy of the academic transcripts or the proof of academic attendance for the period from January to December of the calendar year preceding the year of fund distribution must be provided.
6. If the dependent child attends a high school or university outside Macao, the applicant is required to provide the photocopy of the child's academic transcripts or graduation certificates for the junior high school and high school in Macao, in addition to the photocopy of the academic transcripts or the proof of academic attendance (Please refer to Point I for the requirements of the content.) for the period from January to December of the calendar year preceding the year of fund distribution.
7. If the dependent is hospitalised outside Macao, the hospitalisation certificate is required to be submitted. (Please refer to Point V for the requirements of the content.)

VII. Humanitarian or other properly explained reasons

Fill out Declaration (C/7), describing in details the reasons for residing in Macao for less than 183 days in the calendar year preceding the year of fund distribution. Applicants are required to explain whether they had lived in Macao in the 12 months before residing outside Macao for the mentioned reasons, state the domicile and occupation during the period, and submit all relevant certification documents.

VIII. Residing, working or attending tertiary or non-tertiary education courses accredited by local competent authorities in the Guangdong-Macao In-depth Cooperation Zone in Hengqin

1. Fill out Declaration (C/17).
2. The applicant's proof of residence, employment or academic attendance:
 - 2.1 Residence: Proof of residence issued by the civil affairs departments, neighbourhood committees, village committees or residential care facilities in Chinese mainland is required to be submitted. (If the applicant submits the documents at the counter, a photocopy can be submitted and the original is required to be produced for verification; if the request is made by post, the original must be submitted.) The organisation's letterhead paper must be used for the proof of residence. (The content includes the issuing organisation's full name, address and phone number, the name and identity card number as appeared on the Macao SAR Resident Identity Card of the applicant, the period of residence and address in Chinese mainland, the seal of the organisation and the date of issue.)
 - 2.2 Work: Letter of employment issued by a local employer is required to be submitted, indicating the applicant's identity information, period of employment and position held, name of the company and the applicant's work location.
 - 2.3 Academic attendance: Academic transcripts or proof of school attendance from January to December for the calendar year preceding the year of fund distribution, issued by the institutions or printed from the website in the year of fund distribution. Such documents must state clearly the name of the institution, name of the applicant as appeared on the Macao SAR Resident Identity Card, student card number, academic years, and name of course/major for tertiary education. The courses are required to be tertiary or non-tertiary education courses accredited by local competent authorities. Student cards or tuition fee bills are not accepted. (For students who have completed their courses between January and December of the calendar year preceding the year of fund distribution, a photocopy of the graduation certificate must also be submitted.)

IX. Working in the Guangdong-Hong Kong-Macao Greater Bay Area cities in Chinese mainland

1. Fill out Declaration (C/16).
2. Please refer to 2.2 of Point VIII for requirements of the letter of employment.