

# Working Outside the Macao SAR for an Employer Registered with the Social Security Fund

## Statement of Request

For FSS use only	RP-13
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**Applicable to Distributions under the Non-Mandatory Central Provident Fund and Wealth Partaking Scheme**

To the Social Security Fund:

I hereby request the distribution of funds for the year **2026**. For the above reason, **I was present in the Macao SAR for fewer than 183 days in 2025**. Accordingly, my employer and I hereby declare as follows:

\* Each Statement of Request applies to only one distribution year. If more than one year is involved, a separate Statement of Request must be completed, and supporting documents for the calendar year immediately preceding the distribution of funds must be submitted.

<b>I</b>	<b>Applicant (Employee) Identity Information:</b>		
<b>Full Name</b>		<b>Macao SAR Resident ID Card Number</b>	
<b>II</b>	<b>Information of Employer in Macao: (to be declared by the employer)</b>		
<b>Employer Name (Company Name)</b>		<b>Social Security Fund Employer Registration Number</b>	
<b>Employer / Legal Representative's Full Name</b>		<b>Employer / Legal Representative's Job Title</b>	
<b>III</b>	<b>Information on Work Performed Outside Macao by the Applicant (Employee): (to be declared by the employer)</b>		
<b>Period of Work Outside Macao</b>	From ____ (day) ____ (month) to ____ (day) ____ (month) 2025	<b>Number of Working Days Outside Macao</b>	
<b>Position Held</b>			
<b>Reason for Working Outside Macao</b>			
<b>Name of Employer Outside Macao (Company Name)</b>	Proof of operation for 2025 must be submitted, such as a business tax return or an annual report, and must be issued or stamped by the government of the place concerned.		
<b>Country / Region of Posting (detailed address must be provided)</b>	Country / Region: Address:		
<b>Relationship Between the Employer in Macao and the Employer Outside Macao (please tick "✓" the appropriate box <input type="checkbox"/>)</b>	<input type="checkbox"/> Same shareholder, named _____ (proof of identical shareholder with the employer outside Macao in 2025 must be submitted, such as the 2025 annual report) <input type="checkbox"/> Agency relationship (supporting documentation of an agency relationship with the employer outside Macao in 2025 must be submitted, such as the agency contract) <input type="checkbox"/> Branch relationship (supporting documentation of a branch relationship with the employer outside Macao for 2025 must be submitted, such as the 2025 annual report) <input type="checkbox"/> No employer outside Macao (the Declaration Form (R/13-A) must be submitted, for verification by the Social Security Fund and relevant departments regarding the specific work performed and the relationship involved)		

- **My employer and I acknowledge and agree that the Social Security Fund may verify or obtain, from public departments or institutions in Macao or other countries or regions, the information or documents necessary to assess my above request.**
- **My employer and I clearly understand that if we provide false declarations or incorrect or inaccurate information, we may incur criminal liability and be required to repay any payments received.**

**Applicant (Employee)**

**Employer / Legal Representative**

Signature (must match the Macao SAR Resident ID Card)  
(If unable to sign, please affix your right thumbprint)  
\_\_\_\_ day \_\_\_\_ month \_\_\_\_ year

Signature (must match the identity document) and the employer's official stamp  
\_\_\_\_ day \_\_\_\_ month \_\_\_\_ year

**List of Required Documents**

1. Copy of the applicant's Macao SAR Resident ID Card.
2. In addition to the above document, the employer or legal representative must submit a copy of the employee's employment contract or payroll records for the period of work outside Macao in 2025.

**Note: For verification and investigation purposes, other relevant supporting documents as required by the Social Security Fund must also be submitted.**