

CERTIFICATE OF SERVICE (SAMPLE)

Employer _____¹ (Office Address: _____²
and Contact No.: _____³), hereby provides non-resident worker
_____⁴ (holder of [type of identity document]⁵ no. [XXXXXXX]
issued by [issuing authority] on [day/month/year]) with record of his/her data from
[day/month/year] to [day/month/year]⁶ pursuant to Article 20 of Law No. 21/2009 (Law for
the Employment of Non-resident Workers) and Paragraph 1 of Article 13 of Law No. 7/2008
(Labour Relations Law). For detailed information, please see attachment(s).

Employer or his/her representative:

Name _____

Position _____

(Signature and Stamp)

Date: (day/month/year)

¹ Name of employer or company.

² Please indicate employer's correspondence address, office address or address as registered in Application Form for Business Start-up (Declaração de início de actividade).

³ Contact number of employer.

⁴ Name of non-resident worker.

⁵ Passport, other travel document or Non-resident Worker's Identification Card.

⁶ Period involved in record of data requested by non-resident worker.

_____ (month/year)

**ATTACHMENT: PERIODIC EMPLOYMENT RECORD OF NON-RESIDENT
WORKER¹ (SAMPLE)**

1. Non-resident Worker's Information

Name		Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth	_____ (day/month/year)
Identity Document	No. of Passport/Other Travel Document of Non-resident Worker:			Date of Issue:	Issuing Authority:
				_____ (day/month/year)	
	No. of Non-resident Worker's Identification Card:			Date of Issue:	Issuing Authority:
				_____ (day/month/year)	
Residential Address			Contact No.		
Date of Admission			Professional Grade/Function		
Normal Working Hours	_____ hour(s) per day		_____ hour(s) per week		
	Subject to working time schedule		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Night Work and/or Shift Work²	<input type="checkbox"/> Night Work:	<input type="checkbox"/> With additional remuneration <input type="checkbox"/> Without additional remuneration			
	<input type="checkbox"/> Shift Work:	<input type="checkbox"/> With additional remuneration <input type="checkbox"/> Without additional remuneration			
Expiry Date of Employment Permit: _____ (day/month/year)				Contract Maturity Date: _____ (day/month/year)	

2. Regular Remuneration Record

Period Corresponding to Remuneration Received³	From _____ (day/month/year) to _____ (day/month/year)	
Remuneration⁴	Item⁵	
	(1)	Amount⁶
	(2)	
	(3)	
Deduction⁷	Item⁸	
	(1)	Amount
	(2)	
	(3)	
Gross Income		Total Deductions
		Net Income

¹ According to Article 20 of Law No. 21/2009 (Law for the Employment of Non-resident Workers) and Law No. 7/2008 (Labour Relations Law), the employer is obliged to keep a record of non-resident worker's data in books, data cards or information system.

² Column can be deleted if night work and/or shift work not included.

³ Please indicate exact dates by which employer calculates non-resident worker's remuneration in space provided.

⁴ Remuneration includes 'basic remuneration' and 'variable remuneration'. Thus, whether remuneration is basic or variable, both should be included in receipt (See Article 20 of Law for the Employment of Non-resident Workers and Paragraph 1 of Article 58, Subparagraph 5 of Paragraph 6 of Article 63 of Labour Relations Law).

⁵ Please indicate category of remuneration employer pays non-resident worker, such as basic wage, overtime remuneration (please specify number of overtime working hours) and 13th month pay in space provided.

⁶ Please indicate amount of remuneration, to be paid in patacas (See Article 20 of Law for the Employment of Non-resident Workers and Paragraph 4 of Article 63 of Labour Relations Law) in space provided.

⁷ Deductions from non-resident worker's remuneration by employer are permitted under following circumstances (See Article 20 of Law for the Employment of Non-Resident Workers, Paragraph 1 of Article 64 of Labour Relations Law, and Articles 17 and 41 of Law for the Employment of Non-resident Workers):

- 1) Deductions prescribed by law or by final judicial decision (e.g. monthly deduction of professional tax);
- 2) Deductions for damages caused by non-resident worker to employer, by final judicial decision;
- 3) Deductions for compensation non-resident worker owes employer for termination of contract per Paragraph 5 of Article 72 of Law No. 7/2008 Labour Relations Law;
- 4) Deductions for absence from work;
- 5) Deductions for damages caused by fault of non-resident worker regarding property, equipment or utensils of employer;
- 6) Advance payments on account of remuneration.

In addition, the above-mentioned deductions under Items 5 to 6 shall not, either separately or accumulatively, exceed one-sixth of basic remuneration payable to non-resident worker.

⁸ Please indicate category of deduction that law permits employer to deduct from non-resident worker's remuneration.

3. Other Periodic Record

Period Corresponding to Following Information	From _____ (day/month/year) to _____ (day/month/year)
Annual Leave	Leave taken during abovementioned period: _____ day(s)
Absence from Work	<input type="checkbox"/> Justified absence: _____ day(s) Reason: _____ _____ ⁹
	<input type="checkbox"/> Unjustified absence: _____ day(s) Reason: _____ _____ ¹⁰
	<input type="checkbox"/> Paid absence for sickness or accident: _____ day(s)
Occupational Accident and Disease	<input type="checkbox"/> Occupational accident <input type="checkbox"/> Occupational disease Brief description of incident: _____ _____

Others¹¹	_____ _____

⁹ Please indicate reason of justified absence in space provided; following considered justified absences (See Article 20 of Law for the Employment of Non-resident Worker and Paragraph 2 of Article 50 of Labour Relations Law):

- 1) Three consecutive working days for death of employee's spouse, parent or a relative within first degree of consanguinity;
- 2) Six consecutive working days for marriage;
- 3) Two working days for reasons of paternity or adoption;
- 4) Twelve working days for father if mother dies in childbirth or during maternity leave;
- 5) Due to pressing need to provide assistance to a member of his/her household, subject to a maximum of twelve working days per calendar year;
- 6) Due to occupational accident or disease;
- 7) Due to accident or sickness, subject to a maximum of thirty consecutive days or forty-five non-consecutive days per calendar year;
- 8) Maximum of three months for disease related to pregnancy, confinement or involuntary abortion;
- 9) For reasons outside employee's control; in particular, reasons of force majeure or complying with legal obligations;
- 10) For participation in work-related examinations on his/her own initiative;
- 11) Other absences approved by employer in advance or subsequently;
- 12) Due to other circumstances defined by law as appropriate.

¹⁰ Please indicate reason of unjustified absence in space provided; all periods of absence not provided for in aforementioned Paragraph considered unjustified absences (See Article 20 of Law for the Employment of Non-resident Workers and Paragraph 3 of Article 50 of Labour Relations Law).

¹¹ Please indicate data provided by non-resident worker, in particular contributing to protection of non-resident worker's interests.

Employer or his/her representative:

Name _____

Position _____

(Signature and Stamp)

Date: (day/month/year)