

### Pay Slip\* (Sample)

<b>Employer's Information</b>	Name: _____	Contract Number: _____
	Office Address: _____	
<b>Employee's Information</b>	Name: _____	Position: _____
	Social Security Fund Beneficiary No.: _____	
	Other Numbers Given to Employee According to Law <sup>1</sup> : _____	
<b>Period Corresponding to Remuneration Received <sup>2</sup></b>	From _____ (Day/Month/Year) to _____ (Day/Month/Year)	

	Item <sup>4</sup>	Amount <sup>5</sup>
<b>Remuneration <sup>3</sup></b>	(1)	
	(2)	
	(3)	

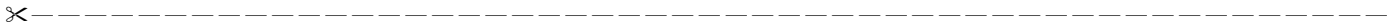
**Total Remunerations:**

	Item <sup>7</sup>	Amount
<b>Deduction <sup>6</sup></b>	(1)	
	(2)	
	(3)	

**Total Deductions:**

Gross Income	Total Deductions	Net Income

\* Please pay attention to 'Notes' on reverse when completing receipt.



## Notes

1. If any other numbers are given to employee according to law, employer may enter these numbers as well.
2. Please indicate exact dates by which employer calculates employee's remuneration in space provided.
3. Remuneration includes 'basic remuneration' and 'variable remuneration'. Thus, whether remuneration is basic or variable both should be included in receipt (Paragraph 1, Article 58 and Subparagraph 5, Paragraph 6, Article 63).
4. Please indicate category of remuneration employer pays employee, such as basic wage, overtime remuneration (please specify number of overtime working hours) and 13th month pay in space provided.
5. Please indicate amount of remuneration, to be paid in patacas (Paragraph 4, Article 63) in space provided.
6. Deductions from employee's remuneration by employer are allowed under following circumstances (Paragraph 1, Article 64):
  - (1) Deductions for contributions to Social Security Fund;
  - (2) Deductions prescribed by law or by final judicial decision (for instance, monthly deduction of professional tax);
  - (3) Deductions for damages caused by employee to employer, by final judicial decision;
  - (4) Deductions for compensation employee owes employer for termination of contract per paragraph 5, Article 72;
  - (5) Deductions for contributions to private pension fund with employee's authorisation;
  - (6) Deductions for absence from work;
  - (7) Deductions for damages caused by fault of employee regarding property, equipment or utensils of employer;
  - (8) Advance payments on account of remuneration.

In addition, the above-mentioned deductions under Items 7 to 8 shall not, either separately or accumulatively, exceed one sixth of basic remuneration payable to employee.
7. Please indicate category of deduction that law allows employer to deduct from employee's remuneration (such as contributions to Social Security Fund and to private pension fund with employee's authorisation) in space provided.

**Reminder:** Rules in 'Notes' based on Law No. 7/2008 (Labour Relations Law).

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