PAY SLIP* (SAMPLE)

Employer's Information	Name: _____ [1]	Contact No.: _____ [2]
	Office Address: _____ [3]	

Non-resident Worker's Information	Name: _____	Position: _____
	Type of Identity Document: _____ [4]	No. of Identity Document: _____
	Date of Issue: _____	Issuing Authority: _____
	Other Numbers Given to Non-resident Worker According to Law[5]: _____	

Period Corresponding to Remuneration Received[6]	From _____ (Day/Month/Year) to _____ (Day/Month/Year)

Remuneration[7]	Item[8]	Amount[9]
	（1）	
	（2）	
	（3）	

Total Remunerations:

Deduction[10]	Item[11]	Amount
	（1）	
	（2）	
	（3）	

Total Deductions:

Gross Income	Total Deductions	Net Income

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

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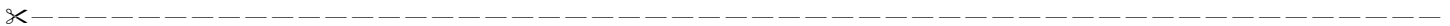
NOTES

1. Name of employer or company.

2. Contact number of employer.

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

4. Passport, other travel document or identity document of non-resident worker.

5. If any other numbers are given to non-resident worker according to law, employer may enter these numbers as well (e.g. driving licence number).

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

7. 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 No. 21/2009 (Law for the Employment of Non-resident Workers), Paragraph 1 of Article 58 and Subparagraph 5 of Paragraph 6 of Article 63 of Law No. 7/2008 (Labour Relations Law)).

8. 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.

9. 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.

10. 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.

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