

Provident Fund Scheme for
Workers in the Public Services

eSwitching



BEING IMPLEMENTED
ON A TRIAL BASIS AT
ALL PUBLIC SERVICE
DEPARTMENTS

Submitting switching declarations electronically

From now on, members can submit the completed and signed **Service Registration Declaration Forms of “eSwitching”** either through the service departments they belong to, or, to the Pension Fund directly. When members have been granted access to the related service, they may submit their switching declarations electronically through self-service kiosks in Macao (*forms and kiosks interfaces are available in Chinese and Portuguese only*).

Members can login to the featured website and download the **Registration Declaration Form**, or obtain the form at the service departments that they belong to.



Featured website for “eSwitching” :
www.fp.gov.mo/eswitching
(available in Chinese and Portuguese only)

Provident Fund Scheme for
Workers in the Public Services

eSwitching

Service of submitting
switching declarations electronically

With just a few steps, members can
submit their switching
declarations through **self-service
kiosks** in Macao.

Using the service
is convenient and
can protect our
environment.



Registering before use



Step 1

Complete and sign the Service Registration Declaration Form (*available in Chinese and Portuguese only*)

(The form can be downloaded from the featured website of the Pension Fund, or be obtained at the service department that the member belongs to)



Step 2

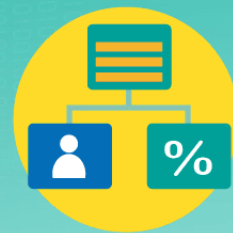
Submit the form either through the service department that the member belongs to or to the Pension Fund directly

(Please be aware of the submission deadline determined by the service department)



Step 3

Upon receiving the "Service Access SMS" (*available in Chinese and Portuguese only*), the member may use the service of "eSwitching"



Service flowchart



Insert **Macau Resident Identity Card** and verify the fingerprints



Confirm the **important notice**



Input the **percentages of switching** and confirm the information



Submit

Verify the **fingerprints** to complete the **submission** procedure



#####

Confirm or update the **number of the mobile phone** to receive the SMS from the Pension Fund



Take the **receipt** from the self-service kiosk



Hotmail 2835 6556



Featured website www.fp.gov.mo/eswitching
(available in Chinese and Portuguese only)