

# Application Form for Legal Aid - Litigation

## Information of Applicant

Name of Applicant: ..... Sex:  Male  Female Age: .....

Occupation: ..... Marital Status: ..... Education Level: .....

Identification Document:

- BIR       Non-Resident Worker's Identification Card  
 Others: ..... No.: .....

Language for communication :  
 (Multiple selections are acceptable)

- Chinese     Portuguese     English

Contact No.: ..... E-mail: ..... Fax: .....

Correspondence Address<sup>1</sup>: .....

Residential Address<sup>1</sup>: .....

\*If the Commission is unable to contact the applicant through the stated contact number, the following person can be reached:

Name: ..... Contact No.: .....

## Family Members of Applicant<sup>2</sup>

	Name	Relationship	Age
1.	.....	.....	.....
2.	.....	.....	.....
3.	.....	.....	.....
4.	.....	.....	.....
5.	.....	.....	.....
6.	.....	.....	.....
7.	.....	.....	.....
8.	.....	.....	.....

## Income and Assets of Applicant and Family Members <sup>3</sup>

### Income<sup>4</sup>

### Earned Income<sup>5</sup>

	Name	Company	Total Amount of Annual Income (Currency)
1.	.....	.....	.....
2.	.....	.....	.....
3.	.....	.....	.....
4.	.....	.....	.....
5.	.....	.....	.....
6.	.....	.....	.....
7.	.....	.....	.....
8.	.....	.....	.....

## Other Income<sup>6</sup>

	Description	Owner	Total Amount of Income (Currency)
1.	.....	.....	.....
2.	.....	.....	.....
3.	.....	.....	.....
4.	.....	.....	.....
5.	.....	.....	.....
6.	.....	.....	.....
7.	.....	.....	.....
8.	.....	.....	.....

## Income and Assets of Applicant and Family Members<sup>3</sup>

### Assets

### Immovable Properties

	Address and Purpose	Owner	Current Value (Currency)
1.	.....	.....	.....
2.	.....	.....	.....
3.	.....	.....	.....
4.	.....	.....	.....
5.	.....	.....	.....

### Vessels, Aircraft or Vehicles

	Category	No.	Owner	Current Value (Currency)
1.	.....	.....	.....	.....
2.	.....	.....	.....	.....
3.	.....	.....	.....	.....
4.	.....	.....	.....	.....
5.	.....	.....	.....	.....

### Other Assets<sup>7</sup>

	Description	Owner	Current Value (Currency)
1.	.....	.....	.....
2.	.....	.....	.....
3.	.....	.....	.....
4.	.....	.....	.....
5.	.....	.....	.....

## Bank Accounts

	Name of Bank	Account No.	Owner	Balance on the Date of Application (Currency)
1.	.....	.....	.....	.....
2.	.....	.....	.....	.....
3.	.....	.....	.....	.....
4.	.....	.....	.....	.....
5.	.....	.....	.....	.....
6.	.....	.....	.....	.....
7.	.....	.....	.....	.....
8.	.....	.....	.....	.....
9.	.....	.....	.....	.....
10.	.....	.....	.....	.....
11.	.....	.....	.....	.....
12.	.....	.....	.....	.....

## Bank Loan Secured by Immovable Properties<sup>8</sup>

	Creditor	Owner	Outstanding Balance on the Date of Application (Currency)
1.	.....	.....	.....
2.	.....	.....	.....
3.	.....	.....	.....
4.	.....	.....	.....
5.	.....	.....	.....

## Expenditure<sup>9</sup>

	Expenditure Item	Amount of Expenditure (Currency)
1.	.....	.....
2.	.....	.....
3.	.....	.....
4.	.....	.....
5.	.....	.....
6.	.....	.....

## Categories of Legal Aid for Application

Exemption of advanced payment

Exemption of litigation fees

Assignment of a legal representative and payment of representation fees

## Litigation Details

### Status of Litigation<sup>10</sup>:

Litigation claims not yet filed

Litigation claims already filed

Appeal (Litigation)

Appeal (Compulsory arbitration)

### Litigation Status of Applicant:

Civil Litigation	Plaintiff	Defendant	Appellant	Appellee
Administrative Litigation	Plaintiff	Defendant	Appellant	Appellee
Labour Litigation	Plaintiff	Defendant	Appellant	Appellee
Criminal Litigation	Auxiliary	Civil Party	Appellant	
Execution Procedure	Executor	Executee		
Provisional Remedies Procedure	Petitioner	Petitionee		

**File No./Compulsory Arbitration Case No.<sup>11</sup>:** .....

**Court/Arbitration Institution:** .....

**Is the adverse litigation party a family member of the applicant?<sup>12</sup>:**

**Yes**

**No**

Name

Relationship with Applicant

1. ....
2. ....
3. ....
4. ....
5. ....

## The Following Only Applies to Appeals against Compulsory Arbitral Awards<sup>13</sup>:

Which of the following types of compulsory arbitral awards would you like to appeal against?

Law no. 9/2021 - Consumer Rights and Interests Protection Law

Law no. 18/2022 - Urban Renewal Law

Law no. 9/2023 - Compulsory Arbitration Regime for Disputes concerning Water Infiltration in Buildings





## Statement of collection of personal information :

1. All the personal information submitted to the Legal Aid Commission will only be used for approval purpose.
2. The personal information provided by the applicant may be transferred to competent entities for the fulfilment of statutory obligations.
3. When handling the applicant's personal information, our staff will take appropriate measures to treat their personal information with respect and care as well as in a confidential manner.
4. The applicant may request access to and correction of their personal information in writing.

## Remarks:

1. If notification is required, the Commission will send a registered mail to the correspondence address/ residential address and presume that the notified party will receive the mail on the third day after the date of registration, or if the third day is not a working day, the first working day following that day.
2. Family members refer to the following persons who live together under the same financial situation:
  - (i) Spouses or persons who live together as married couples;
  - (ii) Lineal ascendants such as parents and grandparents;
  - (iii) Lineal descendants such as children and grandchildren;
  - (iv) Lineal relatives by marriage;
  - (v) Either spouse's adoptive parents or lineal ascendants thereof, adopted children or spouses thereof, or lineal descendants of the adopted children.
3. If the adverse litigation party is a family member of the applicant, the income and assets of that family member shall not be considered in the calculation of available assets.
4. The income earned by the applicant and their family members within and outside the Macao SAR within one year prior to the date of application for legal aid, excluding the cash premium of the wealth partaking scheme, subsidies for senior citizens, disability subsidy, social security benefits, financial assistance subsidies and other non-taxable government allowances.
5. Earned income within one year prior to the date of the application for legal aid includes income from self-employment or work for others.
6. Other income includes allowances, pensions or gratuities, as well as income received from industrial and commercial activities, immovable property, copyright and financial operations.
7. Other assets include stocks, shares, contributed capital or other capital participation in industrial and commercial premises, partnerships or companies; securities and claims, as well as works of art, jewellery or other valuables.
8. Immovable properties other than family residence.
9. Only each indispensable and duly certified expenditure exceeding MOP5,000, especially expenses arising from education, medical care and funeral, within one year from the date of submission of the application for legal aid, excluding fines, compensation or other expenses payable by the applicant and their family members due to their faults needs to be filled out in this column. Please ignore this column if there is no such projected expenditure.
10. Status of litigation refers to whether the applicant has instituted a litigation in court or is appealing to a higher court when they apply for legal aid.
11. Please fill in this column in case the applicant intends to participate in a litigation that has already been initiated.
12. In case the party who has a dispute with the applicant in the litigation is their family member, for instance, in the case of a divorce litigation, the spouse of the applicant is to the adverse party.
13. The applicant must write down which legally stipulated compulsory arbitral award they intend to appeal against and submit the information or documents that may support their claim.
14. The applicant must write down the factual reasons and claims (i.e. the effect to be achieved through the litigation) for the proposed litigation or participation in the litigation, and submit the information or documents that may support their claim.

**Income and Assets of Applicant and Family Members <sup>3</sup>**

**Income<sup>4</sup>**

**Earned Income<sup>5</sup>**

	Name	Company	Total Amount of Income (Currency)
1.	.....	.....	.....
2.	.....	.....	.....

**Other Income<sup>6</sup>**

	Description	Owner	Total Amount of Income (Currency)
1.	.....	.....	.....
2.	.....	.....	.....

**Income and Assets of Applicant and Family Members <sup>3</sup>**

**Assets**

**Immovable Properties**

	Address and Purpose	Owner	Current Value (Currency)
1.	.....	.....	.....
2.	.....	.....	.....
3.	.....	.....	.....

**Vessels, Aircraft or Vehicles**

	Category	No.	Owner	Current Value (Currency)
1.	.....	.....	.....	.....
2.	.....	.....	.....	.....

**Other Assets<sup>7</sup>**

	Description	Owner	Current Value (Currency)
1.	.....	.....	.....
2.	.....	.....	.....

**Bank Accounts**

	Name of Bank	Account No.	Owner	Balance on the Date of Application (Currency)
1.	.....	.....	.....	.....
2.	.....	.....	.....	.....
3.	.....	.....	.....	.....

**Bank Loan Secured by Immovable Properties<sup>8</sup>**

	Creditor	Owner	Outstanding Balance on the Date of Application (Currency)
1.	.....	.....	.....
2.	.....	.....	.....
3.	.....	.....	.....

**Expenditure<sup>9</sup>**

	Expenditure Item	Amount of Expenditure (Currency)
1.	.....	.....
2.	.....	.....



## Additional Page for Bank Accounts

### Assets of Applicant and Family Members

#### Bank Accounts

	Name of Bank	Account No.	Owner	Balance on the Date of Application (Currency)
1.	.....	.....	.....	.....
2.	.....	.....	.....	.....
3.	.....	.....	.....	.....
4.	.....	.....	.....	.....
5.	.....	.....	.....	.....
6.	.....	.....	.....	.....
7.	.....	.....	.....	.....
8.	.....	.....	.....	.....
9.	.....	.....	.....	.....
10.	.....	.....	.....	.....
11.	.....	.....	.....	.....
12.	.....	.....	.....	.....
13.	.....	.....	.....	.....
14.	.....	.....	.....	.....
15.	.....	.....	.....	.....
16.	.....	.....	.....	.....
17.	.....	.....	.....	.....
18.	.....	.....	.....	.....
19.	.....	.....	.....	.....
20.	.....	.....	.....	.....
21.	.....	.....	.....	.....
22.	.....	.....	.....	.....
23.	.....	.....	.....	.....
24.	.....	.....	.....	.....
25.	.....	.....	.....	.....
26.	.....	.....	.....	.....
27.	.....	.....	.....	.....
28.	.....	.....	.....	.....
29.	.....	.....	.....	.....
30.	.....	.....	.....	.....