



Submission of Application

Address: Reception of the Legal Aid Commission,
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Office Hours: 9:00a.m. to 6:00p.m., Monday to Friday

Application Procedure

Applicant may apply for legal aid by filling in the application form provided by the Legal Aid Commission.

Documents required for application

Natural Person

- 1) Copy of identification documents of the applicant and family members;
- 2) Copy of the income certificate(s) in the year preceding the date of filing the legal aid application (for example payslip, salary statement issued by the employer, occupational tax notice, etc.) of the respective individual(s) referred to the above.
- 3) Copy of the bank account(s) and electronic wallet(s) information in the year preceding the date of filing the legal aid application of the respective individual(s) referred to the above.
- 4) Copy of assets (and related value) information owned by the respective individual(s) referred to the above [for example: properties, vehicle(s), insurance(s), securities etc.] ;
- 5) Declaration of agreement (signed by respective individual(s) referred to the above) to investigate the bank account(s) and information on available assets;
- 6) Document(s) or information supporting a claim or a request for compulsory arbitration ; and
- 7) Proof of Address.

Remarks:

- 1) *Application will be rejected if the applicant does not provide the declaration of agreement to investigate the bank account(s) and information on available assets.*
- 2) *Please bring the original documents for verification upon the submission of application.*

Legal Person

- 1) Copy of identification document of the applicant's legal representative;
- 2) Certificate of legal person registration issued by the Identification Services Bureau;
- 3) Copy of articles of association published in the Macao SAR Gazette;
- 4) Copy of the bank account(s) information of the year preceding the date of filing the legal aid application.
- 5) Copy of assets (and related value) information [for example: properties, vehicle(s), insurance(s), securities etc.] ;
- 6) Declaration of agreement to investigate the bank account(s) and information on available assets;
- 7) Document(s) or information supporting a claim or a request for compulsory arbitration ; and
- 8) Proof of Address.

Approval Time

Under normal circumstances, the Commission will make a decision within 15 days upon the receipt of the application as well as all documents and information. If there is ample justification, decision must be made no later than 30 days.

Note:

- 1) It is a crime to provide false information or forged documents with the purpose of obtaining legal aid.
- 2) Before the end of the proceedings, if the amount of available assets of the beneficiary and family members exceeds twice the legal limit, the legal aid will be annulled; and the beneficiary must inform the Commission within five days from the date after knowing the facts about the property, otherwise, the beneficiary will be imposed a fine of MOP5,000 to MOP20,000.

Fee

There is no fee charged to apply for legal aid.

Judicial Appeal

If the Legal Aid Commission declines an application, withdraws the legal aid or declares the legal aid invalid, the applicant may file a judicial appeal to the Court.