

# LEGAL AID SYSTEM

Application Guide

The Legal Aid Commission

## Submission of Application

Address: Reception of the Legal Aid Commission,  
Alameda Dr. Carlos D'Assumpção  
No. 398, Edif. CNAC, 6º andar, Macau

Telephone: 2853 3540

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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 document(s) of the applicant and family members;
- 2) Copy of income certificate(s) for the last year (such as payslip, salary declaration issued by employer and salary tax certificate etc);
- 3) Copy of bank account(s) information for the previous one year;
- 4) Declaration of agreement to investigate the bank account(s) and information on available assets; and
- 5) Document or information to support the litigation application.

## Legal Person

- 1) Copy of identification document of the applicant's legal representative;
- 2) Certificate of existence of registration record in the Identification Services Bureau;
- 3) Copy of articles of association published in the Macao SAR Gazette;
- 4) Copy of bank account(s) information for the previous one year;
- 5) Declaration of agreement to investigate the bank account(s) and information on available assets; and
- 6) Document or information to support the litigation application.

## Remarks:

- ↪ 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.
- ↪ Please bring the original documents for verification upon the submission of application.

## Fee

There is no fee charged to apply for legal aid.

## 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.



## 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.

### Note:

- 1) It is a crime to provide false information or forged documents with the purpose of obtaining legal aid.
- 2) If the beneficiary discovers that the amount of available assets of oneself and family members exceeds twice the legal amount before the end of legal proceedings, notification must be made to the Commission within 5 days from the date of knowledge; otherwise a penalty of a fine of MOP5,000 to MOP20,000 will apply and the granted legal aid may be withdrawn.

## Legal Aid Commission

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