

# Living and Working in Portugal

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# 1. Introduction

Portugal is a member of the European Union (EU) since 1986.

It is a southern state in Europe, with its mainland lying on the extreme southwest of the Iberian Peninsula, occupying an area of 92,000 kms<sup>2</sup>. To the north and east, it has borders with Spain, to the west and south with the Atlantic Ocean.

There are 2 Autonomous Regions that form part of the Portuguese Republic – the archipelagos of Madeira and the Azores, both situated in the Atlantic Ocean. The archipelago of Madeira is composed of the Madeira and Porto Santo islands. The archipelago of the Azores is formed by 9 islands (Santa Maria, São Miguel, Terceira, Graciosa, São Jorge, Pico, Faial, Flores, Corvo) and some islets.

Portugal has approximately 10,591,100 inhabitants. The capital is Lisbon, with around 2,500,000 inhabitants in its metropolitan area. Other important cities are Oporto (the second largest city, in the north of the country, in the mouth of river Douro), Braga, Aveiro, Coimbra, Faro, Funchal (in Madeira) and Ponta Delgada (in the Azores, São Miguel island).

**Official Language:** Portuguese

**Climate:**

Portugal generally has a temperate climate, with daily average temperatures between 8° C and 18° C in the winter and between 16° C and 30° C in the summer. However, the differences between north and south, between the coastal and the inland regions and the archipelagos are quite pronounced during certain periods of the year.

The northern region has the highest rainfall and the lowest average temperatures. To the south of the river Tagus, the Mediterranean influences can be felt with rather hot and prolonged summers and short winters with little rainfall. In Madeira, the climate is Mediterranean with mild temperatures throughout the year. The Azores have a maritime temperate climate with a high rainfall.

**Emergency Number: 112**

In case of an accident or if you don't know who to call, dial this number.

**Red Cross: +351 21 391 39 00**

## 2. Finding a job

### 2.1. How to find a job

It will not be easy to find a job in Portugal if you do not speak much Portuguese.

Before deciding to go to Portugal to find a job, contact the EURES Network in your country, which will be able to give you information on the labour market in Portugal. If you are already in Portugal, you can look for a job in:

#### **Job Centres**

The Public Employment Service (IEFP – *Instituto de Emprego e Formação Profissional* [Institute for Employment and Vocational Training]) has a network of 86 Job Centres (addresses available at <http://www.iefp.pt>). You can register with a Job Centre and get information on jobs on offer throughout the country. You must present a valid identity card or passport to be able to register.

You can also consult job opportunities notified to the IEFP on the Netemprego portal (<http://www.netemprego.gov.pt>).

#### **Temporary Work Agencies**

You can also use temporary work agencies, which assign their employees to other companies. A temporary job may lead to a permanent job.

The contact details of temporary work agencies authorised to carry out this activity are regularly updated on the IEFP portal (<http://www.iefp.pt> > Soluções para entidades > Empresas de Trabalho Temporário Regulamentadas).

#### **Written Press**

Portuguese companies make great use of the national and regional press to advertise their recruitment needs. The most widely used national newspapers are: *Diário de Notícias*, *Público*, *Jornal de Notícias* and *Correio da Manhã*, which publish job vacancies in a variety of sectors on a daily basis. The newspaper *Expresso* publishes job vacancies each week for managerial and specialist staff, executives and consultants in the *Emprego* [Employment] section.

#### **Internet – Job Exchange Banks**

Portuguese employers advertise their job vacancies on various Internet sites. The most commonly used sites can be found under Links.

## Unsolicited Applications

Many of the jobs available are not advertised. An unsolicited application is one of the ways you can use to let employers know about your skills.

### Links:

IEFP [Institute for Employment and Vocational Training]: [www.iefp.pt](http://www.iefp.pt)

NETemprego Portal: [www.netemprego.gov.pt](http://www.netemprego.gov.pt)

Regulated Temporary Work Agencies list:

<http://www.iefp.pt> > Soluções para entidades > Empresas de Trabalho Temporário Regulamentadas

Other private Internet job banks:

[www.expressoemprego.pt](http://www.expressoemprego.pt)

<http://classificadoscm.xl.pt> > Emprego

<http://emprego.aeiou.pt/>

[www.central-emprego.com](http://www.central-emprego.com)

[www.emprego.pt](http://www.emprego.pt)

[www.net-empregos.com](http://www.net-empregos.com)

[www.portugalemprego.com](http://www.portugalemprego.com)

[www.mba.pt/emprego.htm](http://www.mba.pt/emprego.htm)

[www.hays.pt](http://www.hays.pt)

[www.egor.pt/jobbank/](http://www.egor.pt/jobbank/)

[www.superemprego.pt](http://www.superemprego.pt)

[www.stepstone.pt](http://www.stepstone.pt)

[www.vedior.pt](http://www.vedior.pt)

[www.select.pt](http://www.select.pt)

[www.adecco.pt](http://www.adecco.pt)

<http://pwp.netcabo.pt/0214302801/bolsa.html>

[www.cegoc.pt/cv-online/entrada/anuncios.asp](http://www.cegoc.pt/cv-online/entrada/anuncios.asp)

[www.nrl.pt](http://www.nrl.pt)

[www.geserfor.pt](http://www.geserfor.pt)

[www.multipessoal.pt](http://www.multipessoal.pt)

[www.multitempo.pt](http://www.multitempo.pt)

[www.smof.pt](http://www.smof.pt)

[www.monster.com](http://www.monster.com)

## 2.2. How to apply for a job

Letters of application, either in response to an advertisement or in presenting an application, are normally short and simple. A single A4 page is sufficient. The content should be conventional and a Curriculum Vitae (CV) should be attached.

Copies of qualification certificates are only required later during the recruitment process itself, which takes an average of around two months.

Application forms are widely used in Portugal and come in many varieties. They are used for applicants with or without qualifications. Some are fairly standardised, while others focus mainly on previous professional experience and use open-ended questions. Standard questions cover personal information, education, experience and knowledge of languages.

A Portuguese CV is generally drafted in chronological order on no more than two or three pages. A photograph is sometimes required. The following points should be mentioned:

1. Personal details (address, telephone number, e-mail etc.);
2. Education (highest level of schooling);
3. Vocational training (category different from initial education; list training courses and practical training and mention the card attesting to membership of a particular profession);
4. Professional experience;
5. Other skills (language and information technology skills and mention of driving licence);
6. Leisure activities (optional).

After applying for a job (by means of a letter of application and/or an application form), the next step is the interview, which is the main selection technique. Interviewers place most value on professional experience, vocational training, knowledge of the company and its sector of activity and the country in general. You should take certain documents to the interview, such as copies of your CV, diplomas, evidence of previous experience (certificates of work), recommendations from former employers and other documents you think may be useful, including a passport-size photograph).

Personal appearance (clothes, haircut, etc.) can sometimes be important.

The use of personality tests is quite common in Portugal.

Aptitude and psychometric tests are normally used for applicants for middle management posts, particularly when recruitment is carried out with the help of consultants, who may offer to test applicants as a specific service or as an integral part of the recruitment process as a whole. Graphology is sometimes used (prior permission is not required).

Medical tests may be carried out before a candidate is taken on. The doctor concerned can only declare whether the candidate meets the average requirements for the work to be carried out.

**Links:**

Como Procurar Emprego [How to Find a Job]:  
<http://portal.iefp.pt/cdrom/procurar.html>

## 3. Moving to Portugal

### 3.1. Finding accommodation

In the major cities such as Lisbon and Oporto and in tourist regions such as the Algarve, it may be difficult to find accommodation to rent or buy, so it is more expensive.

Because it is rare for an employer to provide accommodation, you should start to look for somewhere to live before you go to Portugal.

You can begin by looking on the Internet: there are many sites (some in English) that provide reasonable coverage of what is available in the main cities (see Hyperlinks).

Once you are in Portugal you can also look at the classified advertisements:

- in the most widely-read national newspapers: Diário de Notícias, Jornal de Notícias, Correio da Manhã or Público for the main cities;
- in some advertising papers, such as Jornal Ocasão;
- in the local press if you intend to live in a smaller city.

You should always check that advertisements are genuine. Ask whether you have to pay to see the accommodation: if the answer is yes, it is better not to go.

You can also use Empresas/Sociedades de Mediação Imobiliária [Estate Agents] or contact certain associations, such as the Associação Portuguesa de Empresas de Mediação Imobiliária [Portuguese Estate Agents Association] or the Associação Lisbonense de Proprietários [Lisbon Property Owners Association], or some banks, which also have databases of houses or flats for sale or rent.

Rental contracts usually have a minimum duration of six months. At the beginning of the contract it is usual to pay an additional month's rent in advance as a deposit. This corresponds to the month's notice the tenant must give the landlord of his or her intention to leave.

Rents vary according to the type and location of the accommodation. The following is an indication of the minimum and maximum reference cost of renting somewhere to live in Lisbon:

- Studio (minimum €300 / maximum €600)
- T2 flat (minimum €550 / maximum €750)

- T3 flat (minimum €600 / maximum €1000)

The rent generally does not cover water, electricity, telephone or gas. Most houses or flats are unfurnished, though some may have wardrobes or fitted kitchens. It is still rare to find accommodation with central heating or air conditioning.

In the main university cities some people also rent rooms (generally furnished) to students.

For short-term accommodation you can also see “Onde dormir” [Where to stay] section on the Portugal Tourism Official Portal or information on Youth Hostels in Portugal on the Youth Portal.

### Links:

ERA Portugal: [www.era.pt](http://www.era.pt)

REMAX Portugal: [www.remax.pt](http://www.remax.pt)

Astrolábio – Sociedade de Mediação Mobiliária, Lda.: [www.astrolabio.pt](http://www.astrolabio.pt)

Lardocelar – Imobiliários e Serviços: [www.lardocelar.com](http://www.lardocelar.com)

Imoproposta: [www.imoproposta.pt](http://www.imoproposta.pt)

Predidomus – Sociedade de Mediação Imobiliária: [www.predidomus.pt](http://www.predidomus.pt)

Imokapa: [www.imokapa.com](http://www.imokapa.com)

APEMIP – Associação de Profissionais e Empresas de Mediação Imobiliária de Portugal [Portuguese Realtors and Estate Agents Association]: [www.apemip.pt](http://www.apemip.pt)

ComprarCasa [Network of estate agents linked to APEMIP]: [www.comprarcasa.pt](http://www.comprarcasa.pt)

INH – Instituto Nacional de Habitação [National House Ownership Institute]: [www.inh.pt](http://www.inh.pt)

Associação Lisbonense de Proprietários [Lisbon Property Owners Association]: [www.alp.pt](http://www.alp.pt)

BPI Imobiliário: [www.bpiimobiliario.pt](http://www.bpiimobiliario.pt)

REILAR - Sociedade de Mediação Imobiliária, Lda.: [www.reilar.pt](http://www.reilar.pt)

Expresso Imobiliário: [www.expressoimobiliario.clix.pt](http://www.expressoimobiliario.clix.pt)

Casa Sapo – Portal Nacional de Imobiliário: [www.casa.sapo.pt](http://www.casa.sapo.pt)

ImOcasão: [www.imocasiao.pt](http://www.imocasiao.pt)

Diário de Notícias and Jornal de Notícias classified advertisements: <http://classificados.com.pt>

Portugal Tourism Official Portal: [www.visitportugal.com](http://www.visitportugal.com)

Youth Hostels in Portugal:

[www.juventude.gov.pt/Portal/Lazer/PousadasJuventude/Foreigners/](http://www.juventude.gov.pt/Portal/Lazer/PousadasJuventude/Foreigners/)

## 3.2. Finding a school

In Portugal, from pre-school to higher education, you can opt either for a state school (generally free) or a private school.

If you opt for a private school, check whether it is certified by the Ministry of Education (up to secondary education), or by the Ministry for Science, Technology and Higher Education (for higher education establishments).

### **Pre-school, basic (1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> cycles) and secondary education**

To find the most suitable school, contact one of the schools in the area where you live or the Direcção Regional de Educação [Regional Education Authority].

The final date for enrolment is normally 15th July (confirm this with the school, as dates may vary). There is no final date for enrolment for pupils coming from a foreign school. You should contact the Board of Governors of the school for further information.

### **Higher Education (Universities and Polytechnics)**

Information on higher education establishments can be obtained from the Ministry for Science, Technology and Higher Education.

Applications for higher education are normally submitted in July and August to the admission services covering the applicant's area of residence.

### **International Schools**

You can find German, French, Spanish and English-speaking international schools in Portugal. You should contact your embassy to obtain more information, such as their location, levels of education, enrolment procedures and cost.

### **Links:**

Ministry of Education: [www.min-edu.pt](http://www.min-edu.pt)

Ministry for Science, Technology and Higher Education: [www.mctes.pt](http://www.mctes.pt)

National Reference Point for Qualifications: <http://portal.iefp.pt/pnrg/index.html> >  
Sistemas de Educação e Formação [Education and Training Systems]

### 3.3. Registration procedures and residence permits

#### **Residence of nationals of a European Economic Area (EEA) Member State and members of their families**

For a period of **residence of up to three months** there are no conditions and formalities other than the need to hold a valid identity card or passport. Direct family members of a national of an EEA Member State who hold one of these documents enjoy the same rights.

**Nationals of EEA Member States who intend** to live in Portugal for over three months must register within 30 days of the end of their first three months in the country at the Town Council (Municipality) in which they live. When they register they are issued with a registration certificate which is valid for five years or for the period of residence, if less than five years.

A valid identity card or passport is required for issuing the registration certificate, as well as a sworn declaration that the applicant:

- works under a labour contract or is self-employed in Portugal, or
- has sufficient resources for himself and for his family, or
- is registered in a public or private education establishment and has sufficient resources for themselves and their family.

**Nationals of an EEA Member State** who live in Portugal as **family members** must ask the Town Council (Municipality) where they live for a registration certificate. Before the latter can be issued, a valid identity card or passport, a document in evidence of the family relationship and the registration certificate of the national of the EEA Member State they are accompanying or going to join must be presented.

Members of the family of a national of an EEA Member State who are nationals of a third State must apply for a residence card from the *Direcção* (central office) or *Delegação Regional* [Regional Office] of the *Serviço de Estrangeiros e Fronteiras* [Immigration Service] in the area where they live within 30 days of the end of their first three months in Portugal. Before the residence card can be issued, a valid passport, a document in evidence of the family relationship and the registration certificate of the national of the EEA Member State who they are accompanying or going to join must be presented.

#### [Links:](#)

Serviço de Estrangeiros e Fronteiras [Immigration Service]: [www.sef.pt](http://www.sef.pt)

Addresses of Town Councils (Municipal Councils):

<http://www.anmp.pt/munp/mun/mun101w1.php?stri=A>

### 3.4. Checklist before and after arriving in Portugal

**Before arriving**, ensure that you have:

- a valid identity document (passport or identity card);
- a European Health Insurance Card;
- documents in evidence of professional experience and academic and vocational training, and professional skills certificates translated into Portuguese;
- passport-size photographs;
- financial resources to remain in the country (particularly to meet the cost of food, accommodation, transport and healthcare);

If you do not know any Portuguese you should learn the language beforehand:

- look for a language school offering Portuguese classes in your country;
- use the e-learning resources available on the Internet, such as the *Centro Virtual Camões* or *Easy Portuguese*;
- contact one of the Portuguese Language Centres in your country (if any);
- if you cannot access any of these resources, at least buy a Conversation Guide and a dictionary to help you in the initial stages.

**After arriving** you should:

- apply for a Taxpayer's Card in a Local Tax Office;
- apply for a Health Card in the Health Centre in the area where you live;
- apply for a Social Security Card when you start work;
- open a bank account, since salaries are normally paid by bank transfer;
- if you are looking for a job, register with a Job Centre;
- if you hold professional skills certificates or academic qualifications, ask for them to be recognised (you can also begin the procedure before you go to Portugal: contact the PNRQ - National Reference Point for Vocational Qualifications, and/or NARIC Portugal, for further information);
- improve your Portuguese.

### Links:

Centro Virtual Camões: [www.instituto-camoes.pt/cvc/aprender.html](http://www.instituto-camoes.pt/cvc/aprender.html)

Portuguese Language Centres: [www.instituto-camoes.pt/clpic.htm](http://www.instituto-camoes.pt/clpic.htm)

Easy Portuguese: [www.easyportuguese.com](http://www.easyportuguese.com)

Language Schools in Portugal offering 'Portuguese for Foreigners' (Yellow Pages):

[www.pai.pt/result.asp?lang=pt&page=0&rpp=10&queryString=term%3DPortugu%EAAs%20para%20Estrangeiros&srch=N&fromsearch=1&seq=1&rfr=&origin=HomePage&logTags=](http://www.pai.pt/result.asp?lang=pt&page=0&rpp=10&queryString=term%3DPortugu%EAAs%20para%20Estrangeiros&srch=N&fromsearch=1&seq=1&rfr=&origin=HomePage&logTags=)

NARIC Portugal (recognition of academic qualifications): [www.naricportugal.pt](http://www.naricportugal.pt)

National Reference Point for Vocational Qualifications:

<http://portal.iefp.pt/pnrg/index.html>

Health Services and Centres:

[www.portaldasaude.pt/portal/conteudos/apoio+ao+utente/](http://www.portaldasaude.pt/portal/conteudos/apoio+ao+utente/)

Social Security Centres: [www.seg-social.pt](http://www.seg-social.pt) > Serviços > Atendimento

Local Tax Offices: [http://www.dgci.min-financas.pt/siteinternet/\\_sgt/frlocais.htm](http://www.dgci.min-financas.pt/siteinternet/_sgt/frlocais.htm)

Job Centres:

[http://portal.iefp.pt/portal/page?\\_pageid=117,98598&\\_dad=gov\\_portal\\_iefp&\\_sch\\_ema=GOV\\_PORTAL\\_IEFP](http://portal.iefp.pt/portal/page?_pageid=117,98598&_dad=gov_portal_iefp&_sch_ema=GOV_PORTAL_IEFP)

## 4. Working conditions

### 4.1. Types of employment

**The minimum age** for working for an employer is 16. A young person can only enter into a labour contract, however, if they have completed compulsory schooling. People of 18 years of age may enter into labour contracts without having completed compulsory schooling.

#### Types of labour contract

**Labour contract of indefinite duration:** no time limit.

**Fixed-term labour contract:** duration limited in time. This type of contract generally lasts for six months, though they may be shorter (in situations provided for by law) or longer, up to a maximum of six years (including renewals).

**Labour contract of unspecified duration:** lasts as long as necessary to replace an absent employee or to complete an activity, project, work or task the performance of which justifies the contract.

**Part-time labour contract:** corresponds to normal weekly working hours equal to or less than 75% of the hours worked on a full-time basis in comparable circumstances.

**Telework contract:** provision of labour with legal dependence, usually not on the employer's premises, by means of information and communication technologies.

#### Links:

Inspecção Geral do Trabalho [General Labour Inspectorate] > Direitos e Obrigações [Rights and Obligations] > Relações de Trabalho [Industrial Relations]: [http://www.igt.gov.pt/IGTi\\_C1A.aspx?cat=Cat\\_DO\\_Social&lang=](http://www.igt.gov.pt/IGTi_C1A.aspx?cat=Cat_DO_Social&lang=)

## 4.2. Labour contracts

Portuguese law requires fixed-term labour contracts, contracts of unspecified duration, part-time and telework contracts to be set down **in writing**. This requirement does not apply to indefinite duration labour contracts.

When set down in writing, the contract must include the following information:

- Identification of the employer;
- Identification of the employee;
- Object of the contract, including occupation/tasks to be carried out;
- Duration of the contract, including the probation period;
- Location of the job;
- Remuneration and other benefits.

A duty of information exists between the parties to the contract in relation to important aspects: the labour contract on the part of the employer, the provision of labour on the part of the employee.

The employer must provide the employee with at least the following information **in writing**:

- identification of the enterprise;
- place of work;
- professional category and its content;
- date of entering into the contract;
- duration of the contract if subject to a time limit for termination;
- duration of annual leave;
- notice periods for terminating the contract;
- amount and frequency of remuneration;
- normal daily and weekly working hours;
- the instrument of collective labour regulation, where applicable.

This document must be given to the employee within 60 days of his/her beginning to perform the contract.

If any of the above information is **changed**, the employer must inform the employee accordingly, in writing, within 30 days of the date the change comes into effect. This obligation does not apply when the change arises out of the law, the applicable instrument of collective labour regulation or the enterprise's internal regulations.

### Links:

Inspecção Geral do Trabalho [General Labour Inspectorate] > Direitos e Obrigações [Rights and Obligations] > Relações de Trabalho [Industrial Relationships]:  
[http://www.igt.gov.pt/IGTi\\_C1A.aspx?cat=Cat\\_DO\\_Social&lang=](http://www.igt.gov.pt/IGTi_C1A.aspx?cat=Cat_DO_Social&lang=)

## 4.3. Special categories

Portuguese law lays down rules to protect children and **young people**. Since the minimum age for providing work is generally 16, **minors under 16** who have completed compulsory schooling may carry out light work, which is considered to be the performance of simple, defined tasks that do not require physical or mental effort likely to jeopardise the minor's physical integrity, health or physical, mental or moral development.

Working time for **children** must be defined so that they can take part in educational or vocational training programmes. Minors are not allowed to work overtime, and night work is only allowed in special circumstances.

**The disabled** whose average capacity to work is equal to or greater than one third of the normal capacity to work may benefit from a special employment scheme that provides personal and professional development to help them to transfer to a normal job. Various benefits for employers associated to the creation of 'Protected Employment' exist.

**Pregnant women** or **women with children less than 12 months** of age may apply to be exempted from working overtime outside normal working hours.

### Links:

Inspecção Geral do Trabalho [General Labour Inspectorate] > Direitos e Obrigações [Rights and Obligations] > Relações de Trabalho [Industrial Relationships]: [http://www.igt.gov.pt/IGTi\\_C1A.aspx?cat=Cat\\_DO\\_Social&lang=](http://www.igt.gov.pt/IGTi_C1A.aspx?cat=Cat_DO_Social&lang=)

Comissão para a Igualdade no Trabalho e no Emprego [Commission for Equality at Work and Employment] > Protecção da maternidade e da paternidade [Maternity and paternity protection]: [www.cite.gov.pt/cite/Protcmat.htm](http://www.cite.gov.pt/cite/Protcmat.htm)

Secretariado Nacional para a Reabilitação e Integração das Pessoas com Deficiência [National Office for the Rehabilitation and Integration of the Disabled]: [www.snripd.pt](http://www.snripd.pt)

Instituto do Emprego e Formação Profissional > Apoios às Empresas no âmbito da Reabilitação e Integração Profissional de Pessoas com Deficiência [Support to Companies for the Rehabilitation and Vocational Integration of the Disabled]:

[http://portal.iefp.pt/portal/page?\\_pageid=117,189579&\\_dad=gov\\_portal\\_iefp&\\_sc\\_hema=GOV\\_PORTAL\\_IEFP](http://portal.iefp.pt/portal/page?_pageid=117,189579&_dad=gov_portal_iefp&_sc_hema=GOV_PORTAL_IEFP)

ACIME - Alto Comissariado para a Imigração e Minorias Étnicas [High Commissariat for Immigration and Ethnic Minorities]: [www.acime.gov.pt](http://www.acime.gov.pt)

Citizen's Portal: [www.portaldocidadao.pt](http://www.portaldocidadao.pt)

#### 4.4. Self-employment

The level of entrepreneurship in Portugal is not yet very high.

The initiative to set up a company entails a range of risks that must be assessed and important decisions that must be taken, including defining the **legal status** of the company - with implications in terms of the entrepreneur's liability and the liability of the business. Business carried out by **a single person** must be in the legal form of:

- *Empresário em Nome Individual* [Sole Proprietor],
- *Estabelecimento Individual de Responsabilidade Limitada* [Individual Limited Liability Establishment] or
- *Sociedade Unipessoal por Quotas* [Single Shareholder Limited Liability Company].

Business carried out by **more than one person** may take the legal form of:

- *Sociedade em Nome Colectivo* [Partnership],
- *Sociedade por Quotas* [limited liability company],
- *Sociedade Anónima* [public limited company] or
- *Cooperativa* [Cooperative].

Although complex, this process has been developing and certain alternative methods of setting up a company have recently been introduced: **Empresa Online** (possibility of setting up a company only over the Internet) and **Empresa na Hora** (possibility of setting up a company in less than one hour by delivering documentation to one of the special offices).

These simplified forms are not available as yet for all legal types of company or for the whole country, however, so the traditional method is still the most widely used. The basic steps in this method are to:

1. apply for a Certificate of Eligibility and the respective Legal Entity Provisional Identification Card;

2. deposit the company's share capital with a credit institution, in a bank account opened in the name of the future company;
3. obtain a public deed executed by a notary (optional, unless immovable property is transferred);
4. present the declaration of commencement of activity in a Local Tax Office;
5. register the company with the *Conservatória do Registo Comercial* [Register of Companies];
6. enrol as a taxpayer with the social security.

It should be noted that the steps to be taken to set up a company may be simplified to a greater or lesser extent according to the legal status chosen. The legislation regulating the setting up of companies in substantial areas of activity must also be borne in mind.

Business Formality Centres [*Centros de Formalidades de Empresas*] can help you when it comes to formalising companies and licensing requirements.

The Company Portal provides services, supporting information and guidelines on the various alternative procedures for starting your business.

### Links:

Company Portal: [www.portaldaempresa.pt](http://www.portaldaempresa.pt)

Instituto de Apoio às Pequenas e Médias Empresas Industriais [Institute for the Support of Small and Medium Enterprises]: [www.iapmei.pt](http://www.iapmei.pt)

Agência Portuguesa de Investimento [Invest in Portugal Agency]:  
[www.investinportugal.pt/MCMSAPI/HomePage/](http://www.investinportugal.pt/MCMSAPI/HomePage/)

EURO Info Centre SME: [www.eicpme.iapmei.pt](http://www.eicpme.iapmei.pt)

Centros de Formalidades de Empresas [Business Formality Centres]:  
[www.cfe.iapmei.pt](http://www.cfe.iapmei.pt)

Guia Como elaborar um Plano de Negócios [Guide: How to draw up a business plan] (not available in English):

[www.iapmei.pt/iapmei-art-02.php?id=162&temaid=17](http://www.iapmei.pt/iapmei-art-02.php?id=162&temaid=17)

Information on setting up companies in Portugal:  
[www.investinportugal.pt/MCMSAPI\\_vPT/HomePage/Investir+em+Portugal/Instalação+e+Criação+de+empresas/](http://www.investinportugal.pt/MCMSAPI_vPT/HomePage/Investir+em+Portugal/Instalação+e+Criação+de+empresas/)

Empresa Online: [www.portaldaempresa.pt/CVE/pt/EOL/](http://www.portaldaempresa.pt/CVE/pt/EOL/)

Empresa na Hora: [www.empresanahora.mj.pt/ENH\\_PT/homepage.html](http://www.empresanahora.mj.pt/ENH_PT/homepage.html)

Guia do Investidor [Investor's Guide]: <http://guiadoinvestidor.sysvalue.com/>

Support for setting up your own job or company (Instituto do Emprego e da Formação Profissional):

[http://portal.iefp.pt/portal/page?\\_pageid=117,168800&\\_dad=gov\\_portal\\_iefp&\\_sc\\_hema=GOV\\_PORTAL\\_IEFP](http://portal.iefp.pt/portal/page?_pageid=117,168800&_dad=gov_portal_iefp&_sc_hema=GOV_PORTAL_IEFP)

Programa REDE - Consultadoria, Formação e Apoio à Gestão de Pequenas Empresas [Consultancy, Training and Support for the Management of Small Companies]: <http://rede.iefp.pt>

Portal do Cidadão [Citizen's Portal] > Trabalhador Independente/por Conta Própria [Self-employed worker]:

<http://www.portaldocidadao.pt/PORTAL/pt/cidadao/areas+interesse/emprego+e+atividade+profissional/trabalhador+independante+por+conta+propria/>

## 4.5. Remuneration

All employees are guaranteed a minimum monthly remuneration, the **national minimum wage**, which is set annually by special legislation. In 2006 this figure stood at €385.90.

Monthly, daily and hourly wages are the most common systems of payment. Commission is often paid for sales work. In addition to monthly wages there is also a luncheon allowance, and travel allowances may also be payable. In the private sector these allowances are included in multi-employer agreements. Overtime and work on rest days may be compensated by statutory increases in pay for the work carried out. In most cases the wages paid by employers are higher than those provided for in the multi-employer agreements for sectors of activity.

**Remuneration must be paid** at regular intervals which may be **weekly, fortnightly** or **monthly** (the latter being the most common). It may be paid on the basis of other periods of time, however, if specifically agreed.

Salaries or wages are usually paid by bank transfer, though some employers still pay by cheque or cash. Irrespective of the form of payment, the employee is entitled to a **pay slip** which shows the remuneration (gross pay, luncheon allowance etc.), deductions (IRS – personal income tax, percentage of the wage applied according to the employee's marital status and number of dependants; and the social security contribution, 11% of the gross wage). The employer is responsible for transferring the amounts withheld to the social security and tax authorities.

The employer gives the employee a declaration in January of the year following the year to which the income relates. Employees need this for submitting their annual tax return to the tax authorities.

Employees are entitled to a Christmas bonus, equal to one month's pay, which must be paid by 15 December each year, and to holiday pay, corresponding to the pay employees would receive if they were actually working. In addition to this, employees are also entitled to a holiday bonus, the amount of which includes basic pay and other payments representing consideration for the specific means of carrying out the work.

### Links:

Direcção-Geral do Emprego e das Relações de Trabalho [Directorate General of Employment and Industrial Relations] > Relações e Condições de Trabalho [Industrial Relations and Working Conditions]:

[www.dgert.mtss.gov.pt/Trabalho/trabalho\\_p.htm](http://www.dgert.mtss.gov.pt/Trabalho/trabalho_p.htm)

Inspecção Geral do Trabalho [General Labour Inspectorate] > Direitos e Obrigações [Rights and Obligations] > Relações de Trabalho [Industrial Relationships]: [www.igt.gov.pt/IGTi\\_C1A.aspx?cat=Cat\\_DO\\_Social&lang=](http://www.igt.gov.pt/IGTi_C1A.aspx?cat=Cat_DO_Social&lang=)

Direcção Geral dos Impostos [Directorate General of Taxes]: [www.dgci.min-financas.pt](http://www.dgci.min-financas.pt)

Segurança Social [Social Security]: [www.seg-social.pt](http://www.seg-social.pt)

Direcção-Geral de Estudos, Estatística e Planeamento [Directorate General of Studies, Statistics and Planning] > Informação Estatística [Statistical Information] > Remunerações [Remuneration]:

[www.dgeep.mtss.gov.pt/estatistica/remuneracoes/index.php](http://www.dgeep.mtss.gov.pt/estatistica/remuneracoes/index.php)

## 4.6. Working time

**Normal working hours:** these may not exceed eight hours per day or 40 hours per week. By means of an instrument of collective labour regulation, however, normal working hours can be increased up to a maximum of four hours, though the duration of weekly work may not exceed 60 hours.

**Working week:** by law, Sunday is the compulsory weekly rest day. In addition to this, another half or full day's weekly rest may be granted, which may be split or suspended.

**Break:** the working day must be interrupted by a break of not less than one hour and not more than two hours so that employees do not work for more than five hours consecutively.

**Daily rest:** employees are guaranteed a minimum of 11 continuous hours of rest between two consecutive working days. This does not apply to activities characterised by the need to ensure continuous service or production, provided the

corresponding time off in lieu is guaranteed (e.g.: hospitals, ports, airports, telecommunications, industries where continuous working applies, etc.).

**Overtime:** all work provided outside working hours. Employees are obliged to work overtime except when they expressly request dispensation on justifiable grounds. Female employees who are pregnant or who have children under 12 months of age are not required to work overtime. Overtime per employee is restricted to: two hours on any normal working day; a maximum of 200 hours annually; a number of hours equal to normal daily working hours on a compulsory or additional weekly rest day or public holiday; a number of hours equal to half the normal daily working hours; a half-day of additional rest.

The provision of overtime on a normal working day entitles employees to the following increases in pay: 50% of pay for the first hour; 75% for subsequent hours or part-hours. Overtime worked on a compulsory or additional weekly rest day or a public holiday entitles employees to an increase of 100% for each hour of work done.

Overtime done on a working day, an additional weekly rest day or a public holiday also entitles employees to paid time off in lieu corresponding to 25% of the overtime hours worked. Work done on the compulsory weekly rest day entitles employees to one paid day off in lieu, to be taken in the following three working days.

**Night work:** work performed between 22:00 on one day and 07:00 on the following day. It lasts for a minimum of seven hours and a maximum of 11 hours, including the break between 0:00 and 05:00. Night work attracts an increase of 25% in relation to pay for equivalent work done during the day. The pay is 125% of that for normal work.

**Shift work:** this is deemed to be any means of organising work in teams, in which employees successively occupy the same jobs in rotation, either continuously or discontinuously, which means that the work can be performed at different times during a given period of days or weeks. The duration of each shift may not exceed the maximum limits of normal working hours. Employees can only change shifts after a weekly rest day. Under the system of continuous working, shifts must be organised so that employees on each shift are granted at least one day's rest in each period of seven days, without prejudice to the extra rest period they may be entitled to.

### [Links:](#)

Inspecção Geral do Trabalho [General Labour Inspectorate] > Direitos e Obrigações [Rights and Obligations] > Relações de Trabalho [Industrial Relationships]: [www.igt.gov.pt/IGTi\\_C1A.aspx?cat=Cat\\_DO\\_Social&lang=](http://www.igt.gov.pt/IGTi_C1A.aspx?cat=Cat_DO_Social&lang=)

## 4.7. Leave (annual leave, parental leave, etc.)

### Private holidays:

In each calendar year all employees are entitled to a period of paid annual leave. Entitlement to annual leave cannot be replaced by any economic or other compensation. It is acquired by entering into a labour contract and falls due on 1 January of each calendar year.

Duration of holiday period: the annual holiday period lasts for a minimum of 22 working days. After 6 full months of performing the labour contract in the year they are taken on, employees are entitled to take 2 working days' holiday for each month's duration of their contract, up to a maximum of 20 working days. Contracts lasting less than 6 months entitle employees to 2 working days' holiday for each full month's duration of the contract.

**Public holidays:** the following are compulsory public holidays:

- 1<sup>st</sup> January (New Year's Day)
- Good Friday
- Easter Sunday
- 25<sup>th</sup> April (Freedom Day)
- 1<sup>st</sup> May (Labour Day)
- Corpus Cristi (movable feast)
- 10<sup>th</sup> June (Portugal Day)
- 15<sup>th</sup> August (Ascension Day)
- 5<sup>th</sup> October (Day of the Republic)
- 1<sup>st</sup> November (All Saints)
- 1<sup>st</sup> December (Restoration of Independence)
- 8<sup>th</sup> December (Immaculate Conception)
- 25<sup>th</sup> December (Christmas Day)

By means of special legislation, certain statutory public holidays can be observed on the Monday of the following week. Besides the statutory holidays, Carnival Tuesday (movable feast in February/March) and the local municipal holiday (or district public holidays if the latter do not exist) may also be observed.

### Absence and Leave:

Absences from work due to illness are deemed to be justified, incurring loss of pay, provided the employee is covered by a social security scheme providing **sickness protection**. Employees are entitled to be absent from work for 15 days

per year to provide urgent and essential care to members of their household in the event of illness or accident.

In order to care for a child or an adopted child of up to 6 years of age, the father and mother are entitled alternatively to: three months' **parental leave**; to work part-time for 12 months; to interspersed periods of parental leave and part-time work in which the total duration of their absence and the reduction in working hours is equal to 3 months' normal working hours. When these entitlements expire, the father or mother is entitled to special childcare leave for a maximum of 2 years.

Employees are entitled to **childcare leave** to care for a minor who is ill. Such leave is limited to 30 days per year or, in the event of hospitalisation, is unlimited.

Anyone who works under a labour contract and attends any level of academic education, including postgraduate courses, in an educational institution may be classed as a **student-employee**, which allows them to benefit from release from work for up to six hours per week, without loss of rights.

#### Links:

Inspecção Geral do Trabalho [General Labour Inspectorate] > Direitos e Obrigações [Rights and Obligations] > Relações de Trabalho [Industrial Relationships]: [www.igt.gov.pt/IGTi\\_C1A.aspx?cat=Cat\\_DO\\_Social&lang=](http://www.igt.gov.pt/IGTi_C1A.aspx?cat=Cat_DO_Social&lang=)

Comissão para a Igualdade no Trabalho e no Emprego [Commission for Equality in Labour and Employment] > Protecção da maternidade e da paternidade [Protection of Maternity and Paternity]: [www.cite.gov.pt/cite/Protcmat.htm](http://www.cite.gov.pt/cite/Protcmat.htm)

## 4.8. Termination of employment

Labour contracts may cease due to:

- lapse;
- termination by agreement;
- cancellation or
- notice of termination.

When a labour contract ceases, the employer must provide the employee with a certificate of employment stating the dates of commencement and termination and the post or posts occupied, as well as other documents for official purposes, particularly for social security.

Labour contracts lapse in the following circumstances:

- when their term comes to an end;
- when it becomes absolutely and definitively impossible for the employee to perform their duties or for the employer to benefit from them;
- when the employee retires.

Labour contracts may be terminated by means of an agreement between employer and employee, provided the agreement is set down in a document signed by both parties, showing the date of signature and commencement of its effects.

**Termination on the employee's initiative:** the employee may immediately terminate the contract if what Portuguese Law classifies as 'just cause' occurs. The employee may give notice of termination of the contract, irrespective of just cause, by means of a written communication sent to the employer with at least 30 or 60 days' notice, according to whether the employee has less than two years' or more than two years' length of service respectively. An employee who intends to give notice of termination of a fixed-term contract before the end of the term agreed must inform the employer with at least 30 days' notice if the contract has a duration equal to or greater than six months, or with 15 days' notice if the duration is shorter. If the employee does not comply, either totally or in part, with the statutory period of notice, he or she must pay the employer an indemnity of a value equal to the basic pay and continuous service bonuses corresponding to the period of notice not given.

**Termination on the employer's initiative:** this may be based on the following situations:

- dismissal for just cause, as a result of misconduct by the employee, the seriousness and consequences of which make it immediately impossible in practice to continue the Industrial Relationship;
- collective dismissal: termination of Labour contracts by the employer and put into effect simultaneously or within a period of three months, and covering at least two (if a micro or small enterprise) or at least five employees (if a medium or large-scale enterprise), for economic, structural or technological reasons;
- dismissal because the post has been eliminated for economic, structural or technological reasons relating to the enterprise;
- dismissal due to the employee's inability to adapt to the job.

### Links:

Inspecção Geral do Trabalho [General Labour Inspectorate] > Direitos e Obrigações [Rights and Obligations] > Relações de Trabalho [Industrial Relations]: [www.igt.gov.pt/IGTi\\_C1A.aspx?cat=Cat\\_DO\\_Social&lang=](http://www.igt.gov.pt/IGTi_C1A.aspx?cat=Cat_DO_Social&lang=)

## 4.9. Employee representation

Trade union associations in Portugal include: trade unions, federations, unions and confederations. Trade union associations are entitled to: enter into multi-employer agreements; provide services of an economic and social nature to their members; take part in drafting labour legislation; initiate and intervene in legal cases and administrative procedures to defend their members' interests; take part in enterprise restructuring processes; establish relations with or join international trade union organisations.

The freedom of workers to join a trade union is guaranteed, though no worker is allowed to be a member of different trade unions for the same occupation or activity at the same time. Workers and trade unions are entitled to carry out trade union activity within the enterprise, particularly by means of workplace union representatives, trade union commissions and inter-union commissions.

Employees are elected as workplace union representatives by direct secret ballot. Workplace union representatives are entitled to five hours' time off per month (or eight hours in the case of a representative who sits on an inter-union commission) to engage in trade union activity.

In addition to defending their members' collective and individual interests, trade unions generally provide support in complementary activities relating to social security and health, social action and other recreational, cultural and sports activities.

The fact that someone is a member of a trade union is not valued by most employers, particularly where recruitment is concerned.

### Links:

CGTP - Confederação Geral dos Trabalhadores Portugueses [General Confederation of Portuguese Workers]: [www.cgtp.pt](http://www.cgtp.pt)

UGT - União Geral de Trabalhadores [General Workers' Union]: [www.ugt.pt](http://www.ugt.pt)

Direcção-Geral do Emprego e das Relações de Trabalho [Directorate General of Employment and Industrial Relations] > Relações e Condições de Trabalho

[Industrial Relations and Working Conditions]:

[www.dgert.mtss.gov.pt/Trabalho/trabalho\\_p.htm](http://www.dgert.mtss.gov.pt/Trabalho/trabalho_p.htm)

Inspecção Geral do Trabalho [General Labour Inspectorate] > Direitos e Obrigações [Rights and Obligations] > Relações de Trabalho [Industrial Relationships]: [www.igt.gov.pt/IGTi\\_C1A.aspx?cat=Cat\\_DO\\_Social&lang=](http://www.igt.gov.pt/IGTi_C1A.aspx?cat=Cat_DO_Social&lang=)

#### 4.10. Labour disputes – strikes

Collective labour disputes, particularly those arising out of the signature or amendment of a collective agreement, can be resolved by conciliation or with the help of the mediation services of the Ministry responsible for the sector, promoted at any time by agreement of the parties, or by one of the parties. If mediation has been requested the mediator may consult each party separately to the extent considered appropriate and practicable for reaching an agreement. The parties must attend meetings convened by the mediator.

The right to strike is enshrined in the Constitution, and workers are responsible for defining the scope of the interests to be defended by going on strike. The decision to strike is taken by the trade union associations. Before going on strike the trade union (or Workers' Commission) must send a written notice of strike (*pré-aviso de greve*) to the employer or employers' association, and to the Ministry responsible for the area of employment, or must publish the notice of strike in the mass media at least five days in advance. Should the strike take place in an enterprise or establishment intended to meet essential social needs, the notice must be issued at least ten days in advance and a minimum service must be ensured.

Employers cannot take on new workers and/or enterprises contracted specifically to replace or carry out tasks performed by the striking workers, unless essential social needs or the services necessary for ensuring the safety and maintenance of equipment and installations are not guaranteed.

The law prohibits any coercion, prejudice or discrimination against workers on the grounds of whether they adhere to a strike or not. However, workers who are on strike lose their entitlement to remuneration and are therefore released from the duties of subordination and attendance. Social security entitlements are not affected, and they cannot be placed at a disadvantage in counting length of service.

#### Links:

Direcção-Geral do Emprego e das Relações de Trabalho [Directorate General of Employment and Industrial Relations] > Relações e Condições de Trabalho

[Industrial Relations and Working Conditions]:

[www.dgert.mtss.gov.pt/Trabalho/trabalho\\_p.htm](http://www.dgert.mtss.gov.pt/Trabalho/trabalho_p.htm)

Inspeção Geral do Trabalho [General Labour Inspectorate] > Direitos e Obrigações [Rights and Obligations] > Relações de Trabalho [Industrial Relations]: [www.igt.gov.pt/IGTi\\_C1A.aspx?cat=Cat\\_DO\\_Social&lang=](http://www.igt.gov.pt/IGTi_C1A.aspx?cat=Cat_DO_Social&lang=)

Direcção-Geral de Estudos, Estatística e Planeamento [Directorate General of Studies, Statistics and Planning] > Informação Estatística [Statistical Information] > Greves [Strikes]:

<http://www.dgeep.mtss.gov.pt/estatistica/greves/index.php>

CGTP - Confederação Geral dos Trabalhadores Portugueses [General Confederation of Portuguese Workers]: [www.cgtp.pt](http://www.cgtp.pt)

UGT - União Geral de Trabalhadores [General Workers' Union]: [www.ugt.pt](http://www.ugt.pt)

# 5. Living conditions

## 5.1. Political, administrative and legal system

Portugal is a parliamentary republic with a president elected by direct universal suffrage for a five-year term of office. The Government is formed by the *Conselho de Ministros* [Council of Ministers/Cabinet], headed by the Prime Minister, who is politically accountable to the President and Parliament. Legislative power is exercised by Parliament, composed of a chamber of deputies with 230 seats. Members of Parliament are elected by proportional representation for four years. The political parties currently represented in Parliament are: the PS (Socialist Party), the PSD (Social Democrat Party), the PCP (Portuguese Communist Party), the CDS-PP (Popular Party), the BE (Left Alliance) and the PEV ('The Greens' Ecology Party).

Portugal is divided into 22 electoral districts, 18 in Continental Portugal, one in Madeira and three in the Azores. Each district has a Government-appointed Civil Governor. The Azores and Madeira are Autonomous Regions with directly elected Regional Parliaments with legislative power which appoint Regional Governments with substantial executive powers.

Portuguese Law is influenced to some extent by Roman Law. The Portuguese legal system is comparable to the German and French systems, for example, but not to the Anglo-American system.

The main source of law is the Constitution. There are three levels of courts in Portugal: district courts or courts of first instance, appeal courts or courts of second instance and the Supreme Court. Each district has a court of first instance. In some cases the appeal courts may also act as courts of first instance. The Supreme Court in Lisbon has one presiding judge and 22 judges. Any lawyer is allowed to act in any court. He/she has the title of *Advogado* [lawyer]. Remember that once you are in Portugal you are subject to Portuguese law.

The police may arrest someone:

- (i) if there is reasonable suspicion that he is about to commit a criminal offence;
- (ii) to prevent future criminal action; or
- (iii) to remove him from the presence of other people.

Suspects detained must be brought before a judge within 48 hours.

All nationals of over 17 years of age must register with the *Junta de Freguesia* ([parish council] small administrative unit) in the area where they live to obtain an Electoral Card, which allows them to vote in the next elections. Registration becomes permanent at 18 years of age. Such registration is voluntary for European citizens who live in Portugal, and allows them to vote in local authority elections and elections to the European Parliament.

### Links:

Portal do Governo [Government Portal]: [www.portugal.gov.pt](http://www.portugal.gov.pt)

Assembleia da República [Parliament]: [www.parlamento.pt](http://www.parlamento.pt)

Presidência da República [Office of the President of the Republic]:  
[www.presidencia.pt](http://www.presidencia.pt)

Ministry of Justice: [www.mj.gov.pt](http://www.mj.gov.pt)

Ministry of Home Affairs: [www.mai.gov.pt](http://www.mai.gov.pt)

CNE - National Electoral Committee: [www.cne.pt](http://www.cne.pt)

STAPE - Secretariado Técnico dos Assuntos para o Processo Eleitoral [Office for Electoral Procedures]: [www.stape.pt](http://www.stape.pt)

## 5.2. Income and taxation

IRS [personal income tax] is assessed annually and documents relating to the previous year must be submitted from 1 February to 15 March for categories A and H, and from 16 March to 30 April for the other categories.

A Taxpayer's Card is required and is obtained from the Tax Authorities by presenting a valid identity document, i.e. an identity card or passport. A provisional taxpayer's number is allocated for the first few months.

IRS is levied on the value of the following categories of income:

Category A – Income from employment

Category B – Income from business and professional services

Category E – Investment income

Category F – Property income

Category G – Income from capital

Category H – Pensions

Residents are subject to IRS on income earned anywhere in the world. You will be considered to be a tax resident of Portugal for a given tax year if:

1. you remain in Portugal for more than 183 days during the tax year;
2. you remain in Portugal for a shorter period in a given year, and on 31 December of that year you have accommodation such as to suggest that you intend it to be a permanent residence;
3. you are a member of the crew of a vessel or aircraft whose companies are based in Portugal.

All members of a family are considered to be resident in Portugal if the person responsible for the family lives in Portugal.

Portugal has bilateral agreements with other Member States to avoid double taxation of income. If you earn income in another Member State, for example, you will only have to pay tax on that income in that country.

For further information you should consult the Local Tax Office. Married taxpayers who are not separated or living separately and unmarried couples present their annual tax return jointly. This includes all income earned in or outside Portugal, including the income of dependants and people who are considered to be part of the household. Unmarried taxpayers pay tax individually.

The following deductions are made from taxable income: health, education and vocational training expenditure (of the taxpayer and dependants), expenditure on the purchase of or repairs/improvements to a dwelling, 'PPR - Plano Poupança Reforma' [private pension plans] and other savings accounts.

The employer must deduct a percentage of the employee's monthly salary ('tax deduction at source') depending on their marital status and the number of dependants. A proportion of 25% is deducted from the salary of non-residents (see the Double Taxation Agreements).

Income tax rates vary according to the 7 scales of annual income defined, and may range from 10.5% for income below €4.451 to 42% for income in excess of €60.000.

#### Links:

Ministry of Finance: [www.min-financas.pt](http://www.min-financas.pt)

Directorate General of Taxes: [www.dgci.min-financas.pt](http://www.dgci.min-financas.pt)

Information on the Portuguese tax system (in English): [www.dgci.min-financas.pt/dgciappl/informacaodgci.nsf/taxsystem?openview](http://www.dgci.min-financas.pt/dgciappl/informacaodgci.nsf/taxsystem?openview)

### 5.3. Cost of living

The following is a range of indicative reference prices for normal monthly expenditure:

**Water:** prices vary according to the municipality. Using Lisbon as the benchmark, rates vary according to levels of consumption:

- up to 5 m<sup>3</sup>/month: €0.1306/ m<sup>3</sup>
- from 6 to 20 m<sup>3</sup>/month: €0.5379/ m<sup>3</sup>
- over 20 m<sup>3</sup>/month: €1.2572/ m<sup>3</sup>

**Electricity:** €0.1011/ kW/h, rates EDP - BTN up to 20.7 kVA

**Natural gas:** €0.7467/ m<sup>3</sup>

**Fuel:** prices in Portugal are adjusted in line with changes in the price of a barrel of oil, and differences may be found on the market. The following are the current minimum and maximum prices:

- 95 octane petrol (litre): from €1.278 to €1.293
- Super Plus petrol (litre): from €1.414 to €1.429
- Diesel (litre): €1.059 to €1.079.

**Food and drink in supermarkets:** since prices vary considerably, the average minimum and maximum prices are indicated for certain products in a normal shopping basket:

- Milk (1 litre): €0.59 to €0.79
- Bread (1 Kg): €1.50 to €2.30
- A dozen eggs: €1.34 to €1.79
- Meat (pork, 1 Kg): €4.50
- Fish (salted cod, 1 Kg): €9.97 to €12.97
- Oranges (1 Kg): €1.15 to €1.19
- Apples (Golden Delicious, 1 Kg): €0.59 to €0.99
- Beer (0.5 litre): €0.59 to €0.74
- Coca-Cola (0.5 litre): €0.74 to €0.79

#### **Leisure / Free time**

- Cup of coffee (bica [expresso]): €0.50 to €0.60
- Cinema ticket: €5.00 to €5.20

- Big Mac (McMenu): €4.10
- Snack bar meal: €7.00 to €10.00

#### Other

- Daily, local or regional newspaper: €0.70 to €0.90
- Toothpaste (Colgate, 75 ml): €2.29 to €2.99

**National Minimum Wage 2006 – €385.90**

#### Links:

Water: [www.dgcc.pt/143.htm](http://www.dgcc.pt/143.htm)

Electricity: [www.edp.pt](http://www.edp.pt)

## 5.4. Accommodation

### Renting

Most newspapers publish advertisements for renting property (*'alugam-se'* [for rent]). There are also advertisements for accommodation in English, such as in the *Anglo-Portuguese News*. Always look for adverts stating *'Mediador Autorizado'* [government licensed].

Rents vary according to location, quality and the number of rooms, e.g. 1-2 rooms, €500 to €1.000 per month, 4 rooms, between €1.250 and €1.500 per month. The minimum duration of a rental contract is 6 months.

### Buying

Estate agents and newspapers are a good way to find high-quality accommodation. If you use a Portuguese estate agent, make sure that (s)he is government licensed.

Mortgages are provided by banks.

The purchase price of a 100m<sup>2</sup> home in Lisbon and in the outskirts varies between €150.000 and €230.000.

If you are planning to stay for a long period it may be cheaper and easier to buy rather than rent accommodation, which is more expensive and less common.

A mortgage can be obtained from banks, whose conditions vary according to the financial terms of the mortgage, the location of the property and the bank itself.

The purchase of accommodation is subject to a tax of almost 10% of the purchase price (before you can purchase the property you need a Portuguese taxpayer's number and a Taxpayer's Card - which you must already have if you pay tax).

A notary deals with the entire property purchasing transaction. A *contrato promessa de compra e venda* [preliminary contract] is generally signed before the final contract (*escritura* [deed of sale]). The purchase of accommodation is subject to the payment of IMT (*Imposto Municipal Sobre as Transmissões Onerosas de Imóveis* [municipal tax on the transfer of property for consideration]), based on the value of the property, its location and local services. The rate of this tax varies from 0.7% to 1.3%.

### Links:

REMAX Portugal: [www.remax.pt](http://www.remax.pt)

ERA Portugal: [www.era.pt](http://www.era.pt)

Astrolábio – Sociedade de Mediação Mobiliária, Lda.: [www.astrolabio.pt](http://www.astrolabio.pt)

Lardocelar – Imobiliários e Serviços: [www.lardocelar.com](http://www.lardocelar.com)

Imoproposta: [www.imoproposta.pt](http://www.imoproposta.pt)

Predidomus – Sociedade de Mediação Imobiliária: [www.predidomus.pt](http://www.predidomus.pt)

Imokapa: [www.imokapa.com](http://www.imokapa.com)

APEMIP – Associação de Profissionais e Empresas de Mediação Imobiliária de Portugal [Portuguese Realtors and Estate Agents Association]: [www.apemip.pt](http://www.apemip.pt)

ComprarCasa: [www.comprarcasa.pt](http://www.comprarcasa.pt)

INH – Instituto Nacional de Habitação [National House Ownership Association]: [www.inh.pt](http://www.inh.pt)

Associação Lisbonense de Proprietários [Lisbon Property Owners Association]: [www.alp.pt](http://www.alp.pt)

BPI Imobiliário: [www.bpiimobiliario.pt](http://www.bpiimobiliario.pt)

REILAR - Sociedade de Mediação Imobiliária, Lda.: [www.reilar.pt](http://www.reilar.pt)

Expresso Imobiliário: [www.expressoimobiliario.clix.pt](http://www.expressoimobiliario.clix.pt)

Casa Sapo – Portal Nacional de Imobiliário [National Real Estate Portal]: [www.casa.sapo.pt](http://www.casa.sapo.pt)

ImOcasiao: [www.imocasio.pt](http://www.imocasio.pt)

Classified advertisements in *Diário de Notícias* and *Jornal de Notícias*: <http://classificados.com.pt>

## 5.5. Health system

In Portugal, the *Serviço Nacional de Saúde* (SNS) [national health service], supervised by the Ministry of Health, provides healthcare by means of Health Centres and Public Hospitals.

EU nationals are also beneficiaries of the SNS under applicable EU legislation.

### Registration with the SNS

To be able to benefit from SNS healthcare you should register with the Health Centre in the area where you live as soon as you start a job, presenting a valid identity document (identity card or passport), a social security beneficiary's card and a document proving that you are a resident.

The Health Centre will issue an SNS user's card in your name and inform you who your family doctor is.

Health Centres provide general practice and family medicine, public healthcare, nursing, immunisation and some diagnostic tests.

Hospitals have out-patient (specialist consultants), in-patient and emergency services.

Beneficiaries pay a small charge [*taxa moderadora*] for each appointment or treatment provided in the SNS. A regular appointment in a Health Centre, for example, costs €2.05, while an emergency appointment in a hospital costs €8.50.

In addition to Health Centres and public hospitals, various private health establishments and health practitioners operate on a freelance basis and complete the supply of healthcare, providing services privately or by means of agreements or conventions with the SNS.

When you go to Portugal you should bring your European Health Insurance Card with you so that you can get healthcare until your SNS user's card is issued.

### Medicines

The Portuguese State partially supports the cost of most medicines, though some are totally subsidised, particularly those which are vital for treating certain illnesses.

SNS beneficiaries are partially subsidised when they purchase medicines prescribed by SNS doctors or private doctors, provided they present their SNS user's card.

Prescription medicines are also mainly sold in chemists (though the sale of medicines in commercial spaces, such as supermarkets or convenience stores, has been permitted since the end of 2005, provided they are duly controlled by

qualified staff). These establishments are identified by a green cross on a white background.

### Links:

Portal da Saúde [Health Portal]: [www.portaldasaude.pt](http://www.portaldasaude.pt)

Ministry of Health: [www.min-saude.pt](http://www.min-saude.pt)

Direcção-Geral da Saúde [Directorate General of Health]: [www.dgs.pt/](http://www.dgs.pt/)

SNS User's Guide:

<http://www.portaldasaude.pt/portal/conteudos/apoio+ao+utente/gabinete+do+utente/guiautente.htm>

Portal do Cidadão [Citizens' Portal] > Saúde e Nutrição [Health and Nutrition]:  
<http://www.portaldocidadao.pt/PORTAL/pt/cidadao/areas+interesse/saude+e+nutricao>

## 5.6. Education system

The Ministry of Education and the Ministry for Science, Technology and Higher Education are jointly responsible for the education system as a whole in Portugal.

### **Pre-School Education**

Pre-school education for children between three and five years of age is optional. It is provided by kindergartens, which are run by a variety of State organisations, charitable institutions, private schools and cooperatives, unions and other organisations.

### **Compulsory Schooling: Basic Education**

Basic education is compulsory and free and lasts for nine years, covering children and young people between six and 15 years of age. It consists of three consecutive cycles: the 1<sup>st</sup> cycle (four years) promotes overall education, with a single teacher (sometimes supported in specialised areas); the 2<sup>nd</sup> cycle (two years) and the 3<sup>rd</sup> cycle (three years) are taught by a single teacher per subject or multidisciplinary educational field.

### **Post-compulsory Schooling: Secondary Education**

This comprises three years of education (10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> years of schooling). It is geared towards anyone who intends to continue studying or to join the labour market. It can take the form of scientific-humanities courses, technological or vocational courses, and is provided by secondary schools and vocational schools.

## Higher Education

Higher education in Portugal involves universities and polytechnics. The academic year generally begins in October.

Bachelor, masters and PhD degrees can be obtained by university students.

Courses in non-university institutions last an average of three years, on conclusion of which a bachelor's degree is awarded. There are also two years of postgraduate education with a diploma in a specific area (*specialised higher education diploma*).

Admission to higher education institutions depends on the number of vacancies available, which is regulated by the national entrance exam organised by the *Direcção Geral do Ensino Superior* [Directorate-General for Higher Education].

Applications are normally submitted in July and August to the admission services in the applicant's area of residence. In order to be accepted, EU/EEA nationals must present an academic qualification equivalent to the 12<sup>th</sup> year of schooling.

## Equivalence / Recognition of Academic Qualifications

To obtain a direct comparison or equivalence between your qualifications and those recognised in Portugal you should contact the CIREP in the Ministry of Education (in Lisbon), in the case of basic or secondary qualifications, and NARIQ Portugal in the case of higher education diplomas.

Applications for equivalence or recognition must be presented to a pedagogically autonomous basic or secondary education establishment respectively, or to the Scientific Board of a higher education establishment providing the same courses, and are treated on a case-by-case basis.

### Links:

Ponto Nacional de Referência para as Qualificações [National Reference Point for Vocational Qualifications] > Sistemas de Educação e de Formação Profissional em Portugal [Education and Vocational Training Systems in Portugal]:

[http://portal.iefp.pt/portal/page?\\_pageid=177,160114&\\_dad=gov\\_portal\\_iefp&\\_sc\\_hema=GOV\\_PORTAL\\_IEFP](http://portal.iefp.pt/portal/page?_pageid=177,160114&_dad=gov_portal_iefp&_sc_hema=GOV_PORTAL_IEFP)

Ministry of Education: [www.min-edu.pt](http://www.min-edu.pt)

CIREP (Equivalence of basic and secondary education qualifications obtained abroad): <http://www.sq.min-edu.pt/fag306.htm>

Direcção Geral do Ensino Superior [Directorate General for Higher Education]: [www.dges.mctes.pt](http://www.dges.mctes.pt)

Official Site for Admission to Higher Education: [www.acessoensinosuperior.pt](http://www.acessoensinosuperior.pt)

Network of public higher education establishments:

[www.pedagogicosensinosuperior.pt/PEDAGOGICO/REDE/Criação+de+Instituições/](http://www.pedagogicosensinosuperior.pt/PEDAGOGICO/REDE/Criação+de+Instituições/)

Network of private and cooperative higher education establishments:

[www.pedagogicosensinosuperior.pt/PEDAGOGICO/REDE/Inf.+sobre+RIP/](http://www.pedagogicosensinosuperior.pt/PEDAGOGICO/REDE/Inf.+sobre+RIP/)

NARIQ Portugal (Recognition of educational qualifications obtained abroad):

[www.naricportugal.pt](http://www.naricportugal.pt)

## 5.7. Cultural and social life

### General aspects

The culture of Portugal is divided into rural events and the more cosmopolitan culture of Lisbon. Portugal has its own theatre tradition (the *revista* [revue or musical comedy]) and many small museums and galleries. The Calouste Gulbenkian Foundation also sponsors an orchestra.

Most cities have cinemas that usually show English language films with Portuguese subtitles.

The regions have fairs and 'festivals'. This tradition is probably more important in the north, where musicians play Celtic instruments such as bagpipes and local inhabitants wear Celtic regional 'dress'. Folk music in the north and Fado from Coimbra and Lisbon have their own particular style.

### The people

People are generally reserved and patient. The Portuguese are traditionally conservative and not always very open to change and innovation. The Catholic Church still has a considerable influence. The family is the basis of Portuguese life, and the weekend is the most popular time for leisure activities.

### Business culture

The Portuguese are not very punctual when it comes to business meetings, but they expect people to be on time. You should telephone if you are late. Be prepared for your Portuguese partners to be around 15-30 minutes late. Although younger people speak English, it is appreciated if you use a translation of correspondence in Portuguese. Think about hiring an interpreter for business meetings.

### Meals and Social Activity

Meals are family affairs. The guest of honour is served first. Fish is eaten with a special knife and fork. When you have finished your meal you should put your cutlery side by side on your plate, pointing slightly towards the right. It is polite to leave a little food on your plate when you have finished eating. Accept a drink (coffee, fruit juice, alcohol, etc.) when you are offered one. In Portugal it is customary to drink wine with meals.

Shellfish is popular in Portugal. The country is also well-known for its excellent wines. The best-known fortified wine is Port.

Smoking after meals is still normal in restaurants or private houses.

The main cities have good sports facilities, particularly for water sports, football, golf, tennis, physical exercise etc.

#### Times:

Restaurants: from 12h00 to 15h00 and from 19h30 to 23h00, or later

Bars: 22h00 to 04h00

Discotheques: 24h00 to 06h00

#### **Clothing**

Clothing is conservative. Women normally wear suits or trousers/skirts and jackets, while men wear suits and ties.

#### Links:

Portugal Tourism Official Site: [www.visitportugal.com](http://www.visitportugal.com)

Centro Virtual Camões > Cultura Portuguesa: [www.instituto-camoes.pt/cvc/cultura.html](http://www.instituto-camoes.pt/cvc/cultura.html)

Sapo (search engine): [www.sapo.pt](http://www.sapo.pt)

Terravista (search engine): [www.terravista.pt](http://www.terravista.pt)

Clix (search engine): [www.clix.pt](http://www.clix.pt)

## **5.8. Private life (birth, marriage, death)**

One or both parents must register **births** within 20 days of the event, preferably in the *Conservatória do Registo Civil* [Register Office] in the area where the child is born. The name chosen must be Portuguese or adapted, unless one of the parents is not Portuguese (if foreign names are used). The parents must take their identity cards and it is also advisable to take the child's Health Record.

There are two possible types of marriage: Catholic and Civil. The legal procedures applicable are the same for both types. If you choose the Catholic

marriage, you must choose a Catholic Church. Marriage is only possible between people of different sexes of at least 18 years of age (or 16 years of age with parental consent). There are also other restrictions related to family relationships and intervals between two marriages.

You must take the following documents to a Register Office in the area where one of the couple lives to begin the marriage process: 1) the couple's birth certificates; 2) their valid identity cards or passports.

The names of the couple are affixed in the respective Parish Council for public consultation for one month. Two witnesses are required at the official marriage ceremony.

**Deaths** must be notified within 48 hours to the Register Office in the area where the deceased lived. This is normally done by the undertakers responsible for the funeral. The Local Tax Office must also be informed within 30 days of the death, if the deceased had personal property.

### Links:

Ministério da Justiça [Ministry of Justice] > Pessoas e Bens [People and Property] > Nascimento [Birth]: <http://www.mj.gov.pt/sections/pessoas-e-bens/nascimento/>

Portal do Cidadão [Citizens' Portal] > Nascimento [Birth]:  
<http://www.portaldocidadao.pt/PORTAL/pt/cidadao/situacoes+de+vida/nascimento+e+adopcao/>

Portal do Cidadão [Citizens' Portal] > Casamento [Marriage]:  
<http://www.portaldocidadao.pt/PORTAL/pt/cidadao/situacoes+de+vida/casamento/>

Portal do Cidadão [Citizens' Portal] > Morte [Death]:  
<http://www.portaldocidadao.pt/PORTAL/pt/cidadao/situacoes+de+vida/falecimento/>

## 5.9. Transport

Portuguese **airlines** run regular domestic flights between the various airports throughout national territory, i.e.: Lisbon - Portela Airport; Oporto - Dr. Francisco Sá Carneiro Airport; Faro - Faro Airport; Funchal - Funchal Airport, and the Azores - Ponta Delgada - João Paulo II Airport.

'Alfa Pendular' **trains** are the quickest link between Lisbon and the Algarve and Lisbon and the north of the country, including Oporto, Braga or Guimarães, stopping in Coimbra and Aveiro. The InterCity service provides connections on the Lisbon-Oporto-Braga, Lisbon-Guarda, Lisbon-Covilhã, Lisbon-Alentejo and Lisbon-Algarve lines. An extensive network of regional, inter-regional and suburban trains covers the remainder of national territory.

The **road** network includes *Auto-Estradas* (AE) [motorways], *Itinerários Principais* (IP) [trunk roads], *Itinerários Complementares* (IC) [secondary roads], *Estradas Nacionais* (EN) [national roads] and *Estradas Municipais* [local roads].

All motorways are marked with their own symbol and usually have tolls.

Regular **bus** services connect the main cities, towns and villages in Portugal. Public urban transport systems exist in almost all cities, operated either by public companies (Lisbon and Oporto), private companies or companies belonging to the municipalities. The transport operator is subject in all cases to public service obligations.

The cities of Lisbon and Oporto also have an underground network that operates between 06h00 and 01h00.

When travelling by **taxi** in urban areas the price is shown on the meter and the charges are affixed inside the vehicle or can be requested from the driver. The same service in non-urban areas is paid for by the kilometre, the fare being agreed beforehand between driver and passenger.

### Links:

TAP Air Portugal: [www.tap.pt](http://www.tap.pt)

Portugália: [www.pga.pt](http://www.pga.pt)

SATA: [www.sata.pt](http://www.sata.pt)

ATA - Aerocondor Transportes Aéreos: [www.aerocondor.com](http://www.aerocondor.com)

CP - Caminhos de Ferro Portugueses [Portuguese Railways]: [www.cp.pt](http://www.cp.pt)

Brisa Auto-Estradas de Portugal: [www.brisa.pt](http://www.brisa.pt)

Auto-Estradas do Atlântico: [www.aeatlantico.pt](http://www.aeatlantico.pt)

Rede Nacional de Expressos [Portuguese Bus Lines]: [www.rede-expressos.pt](http://www.rede-expressos.pt)

Lisbon Underground: [www.metrolisboa.pt](http://www.metrolisboa.pt)

Oporto Underground: [www.metro-porto.pt](http://www.metro-porto.pt)

Companhia Carris de Ferro de Lisboa [Surface public transport in Lisbon]:  
[www.carris.pt](http://www.carris.pt)

Transportes Colectivos do Porto [Porto Public Transport]: [www.stcp.pt](http://www.stcp.pt)

Associação Nacional dos Transportadores em Automóveis Ligeiros [National  
Association of Light Vehicle Transportation]: [www.antral.pt](http://www.antral.pt)

# 6. Social security and insurance

## 6.1. Social security system in Portugal

Portuguese social security consists of a general contributory scheme and a non-contributory scheme. The general scheme includes support both for employees and the self-employed, and their dependants. The non-contributory scheme provides social protection in situations not covered by the general scheme.

The general social security scheme covers all employees, though special conditions apply for the self-employed and some agricultural workers. It should also be noted that the social security and health schemes in force in the Autonomous Regions of the Azores and Madeira have certain particular characteristics, though they are basically the same as those in force in Continental Portugal.

The general social security scheme provides support in the following cases: sickness; maternity, paternity and adoption; invalidity; old age; survivorship; occupational diseases; family support (dependants), unemployment.

The self-employed must have social insurance (compulsory scheme) covering the risks of maternity, paternity and adoption, invalidity, old age and survivorship. The voluntary scheme (more comprehensive) for the self-employed also includes support in the event of sickness and occupational diseases, and family support.

Civil servants are covered by a special scheme integrating both social security and health.

The social security system does not cover accidents at work. Employers (or in the case of the self-employed, themselves) are responsible for the full financing of protection against this eventuality. This coverage and a supplementary system covering occupational diseases are normally provided by insurance companies contracted by enterprises. The self-employed must take out their own policies with insurance companies.

The Department for International Social Security Agreements is the link between Portuguese social security institutions and their foreign counterparts. It is also responsible for providing foreign employees in Portugal with information on their social security rights and obligations – though District Social Security Centres, which are part of the *Instituto de Segurança Social* [Social Security Institute], are currently able to provide first-level information on this subject.

### **Registration:**

Employees are entitled to receive benefits only if they are registered in the social security system. Employers are required to ensure that their employees are registered.

Every time an employee signs a contract of employment he will have to inform the District Centre in writing of the name of his employer.

### **Contributions:**

Both the employer and the employee registered in the social security system are required to pay contributions. The rates generally applicable are 23.75% for employers and 11% (deducted at source from gross pay) for employees.

The self-employed have to pay monthly contributions at a rate of 25.4% of their declared income (if covered by the compulsory scheme alone) or 32% (if they opt for the voluntary scheme).

### **Links:**

Social Security: [www.seg-social.pt](http://www.seg-social.pt)

## **6.2. Unemployment insurance**

**Involuntary** unemployment may provide entitlement to the following benefits:

- unemployment benefit;
- 'social' unemployment benefit;
- partial unemployment benefit.

People who were employed and are covered by the general scheme are entitled to *unemployment benefit*.

In order to qualify for unemployment benefit you must register with the Job Centre in the area where you live within 90 days of becoming unemployed. After being registered, and within the same period, you can apply for the benefit either in the Job Centre or online, in the Social Security portal - *Segurança Social Directa* [Direct Social Security].

You are entitled to unemployment benefit if you completed a period of 450 days' paid work in the 24 months preceding the date your unemployment began.

You are entitled to *social unemployment benefit* if you completed 180 days' paid work in the 12 months preceding the date your unemployment began.

This benefit is also awarded to people who are still unemployed when their unemployment benefit expires, but only to those whose per capita family income does not exceed 80% of the minimum wage.

*Partial unemployment benefit* is a special unemployment benefit. It is paid when you were receiving unemployment benefit and begin a part-time job. The wage from the part-time job must not exceed the unemployment benefit you were receiving and your working time must be between 20% and 75% of full-time work.

#### **Duration of benefits:**

Unemployment benefit can be awarded for between 9 and 38 months, depending on the employee's age and on the number of years with registered earnings.

Social unemployment benefit can be awarded for the same period, except when it follows unemployment benefit payment, when it is reduced by half.

The payment of partial unemployment benefit begins when the part-time job starts and ends on conclusion of the unemployment benefit you were entitled to initially.

#### **Amount of benefit:**

The daily amount of the *unemployment benefit* corresponds to 65% of the average daily income received in the previous 12 months, starting from the second month prior to the one in which you became unemployed. However, it cannot be less than the national minimum wage (NMW) (except where the payments concerned are below the latter), or greater than three times the NMW.

*Social unemployment benefit* may vary from 100% to 80% of the NMW, depending on whether the employee does or does not have dependants. If this amount exceeds the reference pay (average pay received in the previous six months, counting from the second month prior to becoming unemployed), however, only the value of that pay will be awarded.

*Partial unemployment benefit* corresponds to the difference between the unemployment benefit the employee was receiving plus 35%, and the pay for the new part-time job.

#### **Links:**

Segurança Social [Social Security] > Prestações Garantidas [Guaranteed Benefits]  
> Trabalhadores por Conta de Outrem [Employees] > Desemprego [Unemployment]:

<http://195.245.197.196/left.asp?03.07.01.04>

### 6.3. Health insurance

Sickness protection, guaranteed by the general social security scheme, comprises the following benefits: sickness benefit; compensatory allowances for holiday pay, Christmas bonus or similar payments. These benefits are intended to offset loss of earnings due to sickness not caused by the job, and are awarded to beneficiaries who meet the respective conditions.

#### Health Insurance

##### Conditions:

- temporary incapacity, certified by the competent health services, the beneficiary being responsible for sending the respective certificate to the social security services;
- six calendar months, consecutive or separate, with registered earnings, from the date the employee became unfit to work.

##### Award period:

- no more than 1.095 days (three years); when this period has expired the beneficiary is covered by invalidity protection, if he/she is eligible for the invalidity pension;
- unlimited in time when the disease is tuberculosis;
- it is not paid in the first three days except in cases of tuberculosis, hospitalisation or a disease beginning in the period when maternity benefit is paid that exceeds that period.

##### Amount:

Calculated by applying a percentage to the beneficiary's reference pay, which varies according to the duration and nature of the illness.

#### **Compensatory allowances for holiday pay, Christmas bonus or other payments**

##### Award conditions:

In the case of:

- time off work for a disease eligible for benefit;
- provision, in a collective labour regulation instrument or another source of labour law, that such time off prevents the payment of such benefits, either totally or in part.

**The following are not entitled** to sickness benefits:

- workers who are imprisoned (they retain only the benefit being paid on the date of detention);
- employees receiving unemployment benefits;
- employees who have taken early retirement with total suspension of activity;
- people receiving invalidity or old age pensions under any social protection scheme, whether in work or not;
- employees whose incapacity is due to action by third parties for which they are owed compensation.

A special social protection scheme exists for **occupational diseases**.

#### Links:

Segurança Social [Social Security] > Prestações Garantidas [Guaranteed Benefits] > Trabalhadores por Conta de Outrem [Employees] > Doença [Sickness]:  
<http://195.245.197.196/left.asp?03.07.01.02>

Segurança Social [Social Security] > Protecção Garantida nas Situações de Doença Profissional [Guaranteed Protection against Occupational Diseases]:  
<http://195.245.197.196/left.asp?02.09>

## 6.4. Family and maternity

### Family Allowances

Dependants are protected by the following benefits:

- Parents' benefit for children and young people (*'child allowance'*): awarded to descendents until they are 16 years of age – or up to 24 years of age when they are enrolled in education establishments;
- Benefit for attending a special education establishment;
- Monthly life-long benefit and extraordinary supplementary benefit;
- Constant care allowance;
- Funeral expenses grant.

### Maternity, Paternity and Adoption

Maternity, Paternity and Adoption are protected by the following benefits:

- *Maternity allowance*: awarded for maternity leave (120 days); possible entitlement to paid leave before giving birth (in addition to the 120 days), when there is a clinical risk to the employee or unborn child, for the period necessary to prevent the risk, according to the prescription.
- Paternity benefit
- Adoption grant
- Benefit for the care of ill or disabled children
- Benefit for the care of severely disabled or chronically ill children
- Benefit for particular risks during pregnancy
- Parental leave benefit
- Benefit for special leave for grandparents

General award conditions:

- unfit or unavailable for work due to pregnancy, maternity, paternity, adoption, care of children, care of children of the beneficiary or spouse and adopted, underage or disabled children who are ill, care of severely disabled or chronically ill children and the birth of grandchildren;
- qualifying period: six calendar months, consecutive or separate, with registered earnings, on the date of the factor determining the protection (first day of being unable to work).

Links:

Segurança Social [Social Security] > Prestações Garantidas [Guaranteed Benefits] > Trabalhadores por Conta de Outrem [Employees] > Encargos Familiares [Dependants]: <http://195.245.197.196/left.asp?03.07.01.01>

Segurança Social [Social Security] > Prestações Garantidas [Guaranteed Benefits] > Trabalhadores por Conta de Outrem [Employees] > Maternidade [Maternity]: <http://195.245.197.196/left.asp?03.07.01.03>

## 6.5. Pensions

### Old age pension

Award conditions:

- 65 years of age;
- 15 calendar years, consecutive or separate, with registered earnings (qualifying period).

Subject to particular conditions, the pensionable age may also be brought forward in the following cases:

- long-term involuntary unemployment;
- specially protected occupational activities;
- situations determining specific protection measures for activities or enterprises, due to short-term economic factors.

### **Survivors' pension**

Awarded to the following family members, if the deceased beneficiary fulfilled the 36 month qualifying period with registered earnings:

- spouse and former spouses;
- person who lived for more than two years in a situation identical to that of a spouse;
- descendents, including newborn and fully adopted children: up to 18 years of age; or up to 27 years of age, provided they do not exercise an activity covered by a compulsory social protection scheme, and subject to certain conditions; without limit of age in the case of the disabled, provided they are beneficiaries of dependants' benefits in that capacity;
- ascendants for whom the deceased beneficiary was responsible, if no spouse, former spouse or descendents are entitled to the same pension.

### Death grant:

The death grant is awarded to family members of the deceased beneficiary who are entitled to the survivors' pension, with no requirement for a qualifying period. In the absence of the latter it may be awarded to other relations, similar or comparable, to the beneficiary, in a direct line or up to the third degree in a collateral line, provided the deceased was responsible for them when he or she died.

### **Invalidity protection**

General social security scheme beneficiaries are protected in invalidity by the following benefits: invalidity pension; long-term care supplement; pension supplement for a dependant spouse.

### Invalidity pension

Awarded to employees who are permanently unfit to work, confirmed by the Incapacity Verification System, due to a non-occupational cause subsequent to their registration with the social security system. In order to be accepted they will

have to have registered earnings in the social security system for five consecutive or separate calendar years.

#### Long-term care supplement

Awarded to social security scheme pensioners who are in a position of dependency, i.e. who cannot carry out acts essential for meeting basic daily needs independently. Different degrees of dependency are considered in awarding and determining the amount of the payment.

#### Pension supplement for dependant spouse

Awarded to those in receipt of invalidity pensions with a dependant spouse, provided the pension began prior to 1994.

### **Occupational Accidents and Diseases**

#### Occupational Accidents

The social security system does not cover risks of work accidents. Employees are protected against accidents at work by compulsory insurance agreed between employers and insurance companies.

#### Occupational Diseases

These are diseases on the List of Occupational Diseases affecting an employee who has been exposed to the respective risk due to the nature of the industry, activity or conditions, or the environment and normal working techniques.

Carriers of occupational diseases, duly certified by the National Occupational Risks Protection Centre, are guaranteed access to certain financial and cash allowances.

#### Links:

Segurança Social [Social Security] > Prestações Garantidas [Guaranteed Benefits] > Trabalhadores por Conta de Outrem [Employees] > Velhice [Old Age]:  
<http://195.245.197.196/left.asp?03.07.01.06>

Segurança Social [Social Security] > Prestações Garantidas [Guaranteed Benefits] > Trabalhadores por Conta de Outrem [Employees] > Invalidez [Invalidity]:  
<http://195.245.197.196/left.asp?03.07.01.05>

Segurança Social [Social Security] > Prestações Garantidas [Guaranteed Benefits] > Trabalhadores por Conta de Outrem [Employees] > Doenças Profissionais [Occupational Diseases]: <http://195.245.197.196/left.asp?02.09.01>

Segurança Social [Social Security] > Prestações Garantidas [Guaranteed Benefits] > Trabalhadores por Conta de Outrem [Employees] > Morte [Death]:  
<http://195.245.197.196/left.asp?03.07.01.07>

## 6.6. Electronic forms

In Portugal you can receive the **unemployment benefits** you receive in your country of origin. They are only paid in Portugal for a limited period, however, when you are seeking a job in this country, and in accordance with particular conditions:

- you must be available to the public employment services that award the unemployment benefits in your country of origin for at least four weeks after you become unemployed; this period may be reduced by the employment services concerned, however;
- you must enrol with the Portuguese public employment service (IEFP) and social security system within seven days of your arrival in Portugal; follow the instructions on the corresponding e-form;
- you must comply with the control procedures applied by the IEFP and the social security system in Portugal.

This will allow you to continue receiving the benefit for a maximum of three months. If you do not manage to find a job in Portugal during that period you can only continue receiving unemployment benefit in the country you last worked in if you return there before the three months expire. If you only return after that date, without express prior authorisation from the employment services of that country, you may lose all your benefit entitlements.

Community social security provisions guarantee that you can benefit from social protection in another EU country and that some benefits can be exported to other EU countries.

Before leaving, contact the social security services in the country in which you are located to obtain the information and e-forms required. According to your own specific situation you may need the following forms:

- E119: people registered as unemployed and seeking work in another Member State;
- E 301, E302 or E303: unemployment benefits;
- E 401: family benefits; E128: students and people posted in a Member State other than their own;
- E110: international road transporters;
- E112: programmed healthcare in another EU country;
- E121: registration of pensioners;

- E201 to E215 and E501 to E551: calculation and payment of pensions; other forms (invalidity benefits, etc.).

As these forms are personal, you should ask for them for you and, if appropriate, for each member of your family travelling with you.

**Links:**

European Commission > Employment and Social Affairs > Coordination of Social Security Schemes > Key Documents:

[http://ec.europa.eu/employment\\_social/social\\_security\\_schemes/docs\\_en.htm](http://ec.europa.eu/employment_social/social_security_schemes/docs_en.htm)