

Change of License Holder

**How to process**

**Required Document:**

1. Application letter (written by license holder);
2. If the applicant is a natural person, a photocopy of the applicant's identification document(s) should be presented. If the applicant is a legal person, a photocopy of valid Business Registration Certificate (companies registered at the Commerce and Movable Property Registry of Macao are exempted from submission) or a photocopy of valid Certificate of Association and Foundation issued by the Identification Services Bureau is required to be submitted. The relevant application form is required to be signed by its legal representative and submitted with a photocopy of the identification document of the signatory of the application form.

**Documents to be presented:** The original or notarised copy of identification document with the signature of the applicant or legal representative must be produced.

**Locations for processing the procedure and office hours**

**Location:**

1. Integrated Services Centre : Avenida da Praia Grande, nos. 762-804, Edf. China Plaza, 2° andar, Macau;
2. Northern District Public Services Centre : Rua Nova da Areia Preta, no. 52, Centro de Serviços da RAEM, Macau;
3. Northern District Public Services Centre - Toi San Station : Avenida de Artur Tamagnini Barbosa, n.º 127, Edifício D.ª Julieta Nobre de Carvalho, Bloco B, R/C, Macau;
4. Northern District Public Services Centre - Fai Chi Kei Station : Rua Nova do Patane, Habitação Social de Fai Chi Kei, Edifício Fai Tat, Bloco II, R/C, Lojas G e H, Macau;
5. Central District Public Services Centre : Rotunda de Carlos da Maia, n.º<sup>OS</sup> 5 e 7, Complexo da Rotunda de Carlos da Maia, 3.º andar, Macau;
6. Central District Public Services Centre - S. Lourenço Station : Rua de João Lecaros, Complexo Municipal do Mercado de S. Lourenço, 4.º andar, Macau;
7. Islands District Public Services Centre : Rua de Coimbra, n.º 225, 3.º andar, Centro de Serviços da RAEM das Ilhas, Taipa;
8. Islands District Public Services Centre – Seac Pai Van Station : Avenida de Vale das Borboletas, Complexo Comunitário de Seac Pai Van, 6.º andar, Coloane.

**Office hours:** Monday to Friday, 9:00 a.m. to 6:00 p.m. (no lunch break, closed on Saturdays, Sundays and public holidays)

**Fees**

**Application fee:** Not Applicable

**Form fee:** Not Applicable

**Stamp Duty:** Not Applicable

**Deposit:** 20% of the license fee, the minimum payable amount is Mop 500.00

**Fees, Charges and Prices List:** Not Applicable

**Time required for processing**

**Processing time:** 6 working days

**Remarks/ points to note for application**

**Important note:** Not Applicable

**Relevant standards or requirements**

N/A

**Progress enquiry and obtaining result of service**

N/A

**Formalities**

- First-time Application
- Renewal
- Replacement
- Cancellation
- Change of License Holder
- Refund of Security Deposit

Last Update : 30/09/2021