

Renewal

How to process

Documents to be submitted:

1. Application form (Form no. [022/DLA/DHAL](#). The form can be obtained from IAM);
2. Original of administrative license.

Document to be produced:

Not applicable

Locations and office hours for processing the service

Locations for processing:

Integrated Services Centre: Avenida da Praia Grande, n.^{OS} 762-804, Edifício China Plaza , 2.^O andar, Macau;

Northern District Public Services Centre: Rua Nova da Areia Preta, n.^O 52, Centro de Serviços da RAEM, Macau;

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;

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;

Central District Public Services Centre: Rotunda de Carlos da Maia, n.^{OS} 5 e 7, Complexo da Rotunda de Carlos da Maia, 3.^O andar, Macau;

Central District Public Services Centre - S. Lourenço Station: Rua de João Lecaros, Complexo Municipal do Mercado de S. Lourenço, 4.^O andar, Macau;

Islands District Public Services Centre: Rua de Coimbra, n.^O 225, 3.^o andar, Centro de Serviços da RAEM das Ilhas, Taipa;

Islands District Public Services Centre – Seac Pai Van Station: Avenida de Vale das Borboletas, Seac Pai Van Community Complex, 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:

MOP12,000.00 for each year

MOP7,500.00 for every half year

Form fee:

Not applicable

Stamp duty:

10% of application fee

Security deposit:

Not applicable

Fees, Charges and Prices List:

www.iam.gov.mo/p/pricetable/list

Time required for processing**Time for processing:**

30 working days

(Depends on whether the application documents can meet the application requirements and the comments from technical departments in reply.)

Remarks / important notes on application**Important notes:**

1. Application should be made within the period stipulated on the license;
 2. The time for completion of processing is 30 working days in general, but it also depends on whether the application documents can meet the application requirements and the comments from technical departments in reply;
 3. The above documents are required to be signed by the applicant / legal representative except for the ones issued by government departments and public organisations.
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Relevant standards or requirements

Late application for renewal of the administrative license will not be accepted.

Progress enquiry and obtaining result of service**Method to obtain the result of service:**

Visit in person to obtain the result

Formalities

- First-time Application
- Renewal
- Replacement

- Cancellation
- Change of License Holder
- Change of Name of Establishment
- Alteration of Establishment Facilities
- Alteration of others

Frequently asked questions

1. Can we apply for a license if two shops are merged into one on our own initiative?
2. What is the definition of application for license?
3. Can the license be cancelled immediately after the establishment ceases operation?
4. How do non-Macao residents apply for the Certificate of Criminal Record?

Legislations

- Approval of the new regime for issue of administrative licenses for specific economic activities - Decree-Law no. 47/98/M

Penalties

- Anyone who continues or recommences operation of an establishment of which the permit or license has been abolished is liable to a fine of MOP30,000.00 to MOP200,000.00 or MOP100,000.00 to MOP500,000.00 respectively depending on whether the offender is an individual or a legal person.
- Anyone who carries out activities restricted by prior notifications or licenses without an appropriate permit or valid license is liable to a fine of MOP15,000.00 to MOP70,000.00 or MOP30,000.00 to MOP200,000.00 respectively depending on whether the offender is an individual or a legal person.
- Anyone who engages in business or carries out projects not in compliance with the forms and conditions that competent authorities are notified of or in breach of the ones set by the competent authorities, and anyone who carries out activities in violation of the operation regulations stipulated in Clause 2 of Article 5 and Article 36 of Decree-Law no. 47/98/M are liable to a fine of MOP10,000.00 to MOP40,000.00 or MOP20,000.00 to MOP100,000.00 respectively depending on whether the offender is an individual or a legal person.
- Anyone who does not fulfil the obligations stipulated in Article 4, Clauses 1 and 3 of Article 7 and Clause 2 of Article 44 of Decree-Law no. 47/98/M is liable to a fine of MOP2,000.00 to MOP15,000.00 or MOP4,000.00 to MOP50,000.00 respectively depending on whether the offender is an individual or a legal person.

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