

Change of Name of Establishment

### 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;
3. If the applicant is an individual, a photocopy of the identification document of the signatory is required. If the applicant is a legal person, a photocopy of valid Business Registration Certificate is required to be submitted (exemption for companies registered at the Commerce and Movable Property Registry of Macao). The application form is required to be signed by the legal representative and submitted with a photocopy of the identification document of the signatory;
4. Certificate of declaration of change of establishment name at the Financial Services Bureau.

#### Document to be produced:

The original or notarised copy of the identification document which bears the signature of the applicant / legal representative is required to be produced.

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### Locations and office hours for processing the service

#### Locations for processing:

Integrated Services Centre: Avenida da Praia Grande, n.<sup>OS</sup> 762-804, Edifício China Plaza , 2.<sup>o</sup> andar, Macau;

Northern District Public Services Centre: Rua Nova da Areia Preta, n.<sup>o</sup> 52, Centro de Serviços da RAEM, Macau;

Northern District Public Services Centre - Toi San Station: Avenida de Artur Tamagnini Barbosa, n.<sup>o</sup> 127, Edifício D.<sup>a</sup> 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.<sup>OS</sup> 5 e 7, Complexo da Rotunda de Carlos da Maia, 3.<sup>o</sup> andar, Macau;

Central District Public Services Centre - S. Lourenço Station: Rua de João Lecaros, Complexo Municipal do Mercado de S. Lourenço, 4.<sup>o</sup> andar, Macau;

Islands District Public Services Centre: Rua de Coimbra, n.<sup>o</sup> 225, 3.<sup>o</sup> 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.<sup>o</sup> 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)

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## **Fees**

### **Application fee:**

A fee equivalent to half of the original license fee is required.

### **Form fee:**

Not applicable

### **Stamp duty:**

Not applicable

### **Security deposit:**

Not applicable

### **Fees, Charges and Prices List:**

[www.iam.gov.mo/p/pricetable/list](http://www.iam.gov.mo/p/pricetable/list)

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## **Time required for processing**

### **Time for processing:**

10 working days

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

### **Important notes:**

1. The concerned person should file the application in person or authorise a representative to file the application;
  2. 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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## **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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