

First-time Application

How to process

Documents to be submitted:

1. Application form (Form no. [022/DLA/DHAL](#). The form can be obtained from IAM.);
2. 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 (exemption for companies registered at the Commerce and Movable Property Registry of Macao) or a photocopy of valid Certificate of Association issued by the Identification Services Bureau is required to be submitted. The application form is required to be signed by the legitimate representative and submitted with a photocopy of the identification document of the signatory;
3. Written report of property registration (exemption for establishments registered at the Property Registry of Macao) or certificate of the usage of the establishment issued by the Land and Urban Construction Bureau;
4. Tenancy contract or certificate (if the establishment is rented);
5. Floor plan and sectional drawing of building with a scale of 1:50 or 1:100;
6. Design drawing and descriptive memorandum of fire service system;
7. Draft and descriptive memorandum of facilities where activities will be carried out;
8. Declaration of the number of staff of the establishment;
9. Certificate of Business Tax issued by the Financial Services Bureau;
10. Certificate proving the right to use the establishment (e.g. tenancy contract, declaration).

Document to be produced:

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

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:

MOP1,000.00 for each year

MOP500.00 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:

60 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. The person concerned should file the application in person or authorise a representative to file the application;
2. The time for completion of processing is 60 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 / legitimate representative except for the ones issued by government departments and public organisations.

Relevant standards or requirements

1. The drawings submitted are required to be drawn by engineers registered at the Land and Urban Construction Bureau;
 2. If multiple copies of a document are required for submission, one of them must be the original and the others can be photocopies.
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Progress enquiry and obtaining result of service

Enquiry about application progress:

<https://account.gov.mo/zh-hant/login/>

Method for obtaining the result of service:

Visiting in person to obtain the result

Formalities

- First-time Application
- Renewal
- Replacement
- Cancellation
- Change of License Holder
- Alteration of Name of Establishment
- Alteration of Establishment Facilities
- Alteration of others

Frequently asked questions

1. What is the definition of application for license?
2. Can the license be cancelled immediately after the establishment ceases operation?
3. Can we apply for a license if two shops are merged into one on our own initiative?
4. Can we apply for the license if the written report of property registration of the shop states that it is for industrial use?
5. Is there any restriction on the ceiling height of the establishment?
6. Is application for license required for establishments which are only for delivery of clothing?

Legislations

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

Penalties

- 1. 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.

- 2. 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.
- 3. 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 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.
- 4. 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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