

### 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. Certificate of the most recent registration or payment of the Business Registration Tax;
4. 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;
5. Blueprints of drawings of renovation works in quadruplicate, including the building's floor plan, sectional drawing, the design drawing of fire prevention and safety, and the design drawing of sound insulation system;
6. Memorandum of project description;
7. A clear photocopy of assessment and classification record of the Assessment Committee of Performing Arts (Application for direct submission to IAM is available via the Cultural Affairs Bureau);
8. If the establishment belongs to similar establishments, a clear photocopy of the administrative license issued by the Macao Government Tourism Office is required to be submitted;
9. 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.

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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.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)

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**Fees**

**Application fee:**

MOP 5,000.00 per year  
MOP 3,000.00 per half year  
MOP 1,000.00 per month  
MOP 150.00 per day

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

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**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)

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**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.

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#### **Relevant standards or requirements**

1. The shop in the application must be for commercial use.

2. The drawings submitted are required to be drawn by engineers registered at the Land and Urban Construction Bureau.

3. If multiple copies of a document are required for submission, one of them must be the original and the others can be photocopies.

4. Any public performances given by professional or amateur performers are regarded as shows and performances, except for those given by orchestras or bands in hotels, apartment hotels, tourism complexes and inns.

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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. Is it that application for license is not required if membership system is implemented?
3. Can the license be cancelled immediately after the establishment ceases operation?
4. Can we apply for a license if two shops are merged into one on our own initiative?

## **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, Clause 3 of Article 28 and Clause 1 of Article 29 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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