

Cancellation

How to process

Required Document:

1. Written application stating the reason(s) is required to be submitted;
2. The original of the documents showing the completion of processing of the formality concerned;
3. A clear photocopy of the identification document of the applicant.

Documents to be presented:

The original of the identification document of the applicant is to be produced.

Locations for processing the procedure and office hours

Location:

Integrated Services Centre: Avenida da Praia Grande, n.º 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.º 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, Complexo Comunitário de Seac Pai Van, 6.º andar, Coloane

Service Office in Our Lady Mercy Cemetery: Our Lady Mercy Cemetery, Avenida Coronel Mesquita, Macau

Office hours:

Integrated Services Centre, Macao Government Services Centre in Islands and Public Services Centres
Monday to Friday, 9:00 a.m. to 6:00 p.m. (No lunch break, closed on Saturday, Sunday and public holidays)

Service Office in Our Lady Mercy Cemetery
Monday to Thursday, 9:00 a.m. to 1:00 p.m.; 2:30 p.m. to 5:45 p.m.
Friday, 9:00 a.m. to 1:00 p.m.; 2:30 p.m. to 5:30 p.m.
(Closed on Saturday, Sunday and public holidays)

Fees

Application fee: No application fee will be levied.

Form fee: Not Applicable

Stamp Duty: No stamp duty will be levied.

Deposit: No security deposit will be levied.

Fees, Charges and Prices List: Not Applicable

Time required for processing

Processing time: 10 working days

Remarks/ points to note for application

Important note: The application concerned becomes effective only upon approval.

Relevant standards or requirements

N/A

Progress enquiry and obtaining result of service

N/A

Formalities

- First-time Application
- Cancellation

Last Update : 30/09/2021