

## Application

### How to process

- Required Document:** 1. Application form ([027/DM/DIS](#));  
2. A legible photocopy of identity document(s); (Note: bearing the frontal and back view on the same page)  
3. Other relevant document(s).

**Documents to be presented:** Present the original identity document(s)

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### Locations for processing the procedure and office hours

#### Location:

Integrated Services Centre : Avenida da Praia Grande, N° 762-804, China Plaza Building, 2/F, Macau;  
Northern District Public Services Centre : Rua Nova da Areia Preta N° 52, G/F, Macau;  
Northern District Public Services Centre - Toi San Station : Avenida de Artur Tamagnini Barbosa, no. 127, D. Julieta Nobre da Carvalho Building, Block B, G/F, Macau;  
Northern District Public Services Centre - Fai Chi Kei Station : Rua Nova do Patane, Habitação Social do Fai Chi Kei, Edf. Fai Tat, Bloco II, r/c, lojas G e H, Macau  
Central District Public Services Centre : Rotunda de Carlos da Maia, Nos .5 e 7 , Complexo da Rotunda de Carlos da Maia, 3/F, Macau;  
Central District Public Services Centre - S. Lourenço Station : Rua de João Lecaros, Complexo Municipal do Mercado de S. Lourenço, 4/F, 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/F, Coloane;

**Office hours:** Integrated Services Centre and Public Services Centres :

Mondays to Fridays 9:00 am - 6:00 pm (no lunch break) closed on Saturdays, Sundays and public holidays

**Tel / Fax:** Tel: (853) 2833 7676

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### Fees

#### Application fee:

1. Application for leave of absence by tenant: no charge applicable.
2. Issue of certificates: In accordance to Chief Executive Order N° 319/2016, the respective fee is specified in the Fees, Charges and Price List of the IAM.
3. Other issues:
  - 3.1 For application for change of tenant of market stall, the rent of the market stall (payable after the application is approved) must be paid in addition to a compensation fee in accordance with Article 42 of “Regulations Governing Municipal Markets”. The amount of compensation fee is equivalent to 12 months’ rent of the market stall.
  - 3.2 For application for change of tenant of market stall due to a deceased tenant, an amount must be paid in accordance with Article 43 of “Regulations Governing Municipal Markets”. The amount is equivalent to 3 months’ rent of the market stall valid on the date of written approval or the decision of approval for the new lease (payable after application is approved).

**Form fee:** Not Applicable

**Stamp Duty:** For every Assistant's Certificate, the applicant is required to pay the respective fee, which is specified in the Fees, Charges and Price List of the IAM.

**Deposit:** Payable upon approval of the application for transfer of ownership of the stall (the security deposit is equivalent to one month's rental fee of the respective stall).

**Fees, Charges and Prices List:** <https://bo.io.gov.mo/bo/i/2016/36/despce.asp>

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### **Time required for processing**

**Processing time:** 1. Approval of the application for leave of absence filed by the market stall tenant within 10 working days;  
2. Issuance of Certificate of Market Stall Tenant within 15 working days.

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### **Remarks/ points to note for application**

**Important note:** The application form ([027/DM/DIS](#)) is obtainable from different municipal markets and can be downloaded from the website of IAM.

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### **Relevant standards or requirements**

N/A

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### **Progress enquiry and obtaining result of service**

N/A

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### **Formalities**

- Application

Last Update : 08/09/2022