

Other Applications pertinent to Hawker License (Change of Particulars pertinent to License)

Change of Particulars Pertinent to Hawker License (Addition of Assistant for Operation)

How to process

Required Document:

Phase One

1. Complete the application form ([017/DV/DIS](#)) which can be obtained in IAM's Integrated Services Centre and Public Services Centres free of charge or [downloaded](#) from IAM's website.;
2. A legible photocopy of Macao Permanent Resident Identity Card; (Note: bearing the frontal and back view on the same page)
3. Legible photocopy of valid hawker license (frontal and back view)
4. A legible photocopy of a valid identity document of the person applying to be the assistant for operation (Both sides of the identity document should be photocopied on the same page.);
5. Proof of relationship with the license holder.

Phase two

Documents to be submitted upon successful application:

1. Two colour photographs measuring 1.5 inches of the license holder and of the assistant;
2. Original copy of the existing license before approval of application.

Documents to be presented: Original copy of the the applicant's Macao Resident Identity Card should be presented.

Locations for processing the procedure and office hours

Location:

1. Integrated Services Centre : Avenida da Praia Grande, N° 762-804, China Plaza Building, 2/F, Macau;
2. Northern District Public Services Centre:
 - Rua Nova da Areia Preta, no. 52, Centro de Serviços da RAEM, Macau
 - Toi San Station:
 - Avenida de Artur Tamagnini Barbosa, N° 127, Ed. D^a Julieta Nobre da Carvalho Building, Block B, G/F, Macau;
 - 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;
3. Central District Public Services Centre :
 - Rotunda de Carlos da Maia, Nos 5 e 7, Complexo da Rotunda de Carlos da Maria 3/F, Macau
 - S. Lourenço Station:
 - Rua de João Lecaros, Municipal Market Complex of S. Lourenço 4/F, Macau;
4. Islands District Public Services Centre:
 - Rua de Coimbra N°225, 3º andar, Centro de Serviços da RAEM das Ilhas, Taipa;
 - Seac Pai Van Station :
 - Avenida de Vale das Borboletas, Seac Pai Van Community Complex, 6/F, Coloane

Office hours:

- Integrated Services Centre :
Mondays to Fridays 9:00 am - 6:00 pm
Note: No lunch break, closed on Saturdays, Sundays and public holidays
 - Public Services Centres :
Mondays to Fridays 9:00 am - 6:00 pm
Note: No lunch break, closed on Saturdays, Sundays and public holidays
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Fees

Application fee: Not Applicable

Form fee: Not Applicable

Stamp Duty: Not Applicable

Deposit: Not Applicable

Fees, Charges and Prices List: Not Applicable

Time required for processing

Processing time: Depend on the circumstances of individual cases.

Remarks/ points to note for application

Important note: The respective procedures shall be processed upon receipt of all required documents.

Relevant standards or requirements

N/A

Progress enquiry and obtaining result of service

N/A

Formalities

- Change of Particulars Pertinent to Hawker License (Change of License Holder)
- Change of Particulars Pertinent to Hawker License (Addition of Assistant for Operation)
- Change of Particulars Pertinent to Hawker License (Cancellation of Assistant for Operation)
- Change of Particulars Pertinent to Hawker License (Change of Business Activity/ Change of Vending Location/ Sale of Additional Products)
- Change of Particulars Pertinent to Hawker License (Change of others)

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