

Service Introduction

Pre-application Technical Consulting Service for License for Retail Establishments of Live and Fresh Food Products

To optimise the procedure for applying for the license for retail establishments of vegetables, fish and meat, the Municipal Affairs Bureau (IAM) adds the “Pre-application Technical Consulting Service” for interested investors. Through concrete and precise technical support provided to investors before they apply for the license, the service allows them to fully understand various requirements for the required documents, operation plan, establishment facilities and equipment, environmental hygiene, food safety, etc., and to save time during the application process. IAM adheres to the spirit of “better serving the public” and constantly strives to promote optimised measures with the aim of providing high quality and efficient services to the public.

- Target of Service

Individuals who intend to operate a retail establishment of vegetables, fish, and meat

- Points to Note

1. How to apply for the “service”: Applicants must submit the “Application Form for Pre-application Technical Consulting Service for Retail Establishments of Live and Fresh Food Products” (<https://app.iam.gov.mo/iameform/download?id=1343>) and the documents mentioned, in order for IAM to provide inter-departmental technical opinions;
2. In order to provide the “service” in accordance with the principle of justice and equity as well as reasonable distribution of resources, and to make its scope broader and deeper, the “service” is provided free of charge and on a limited basis. The maximum number of requests for the

“service” for the same case is three times;

3. The “service” will be performed in the form of “meeting”. Before the meeting, applicants are required to provide the information of the attendees, for example, the name, title (if any), job duties, or representative, architect, etc., to avoid wasting resources due to lack of efficient communication or misunderstanding;

4. Applicants are required to put forward the questions for consultation before the “meeting”, so that the representatives from corresponding departments can prepare their responses, which will shorten the “meeting” duration.

- Features of Service

1. Free;

2. The maximum number of requests for the “service” is three times. If the application is submitted for the same case, applicants cannot submit the “service” application for more than three times;

3. In order to carry out the “service” according to the principle of justice, equity and reasonable distribution of resources, if the applicants do not follow up within three months after the last meeting, the “service” provided will be considered tacitly concluded and will be archived;

4. The required documents are listed in the “Application Form for Pre-application Technical Consulting Service for Retail Establishments of Live and Fresh Food Products” (<https://app.iam.gov.mo/iameform/download?id=1343>).