



Important Note

1. Before submitting your application, please read this “Important Note” thoroughly. Ensure that all the necessary documents for your application are in order, as applications may be rejected if key documents are missing. In addition, please complete all sections of the application form and correspondence address form in block capital letters or typed. Please ensure that all the information submitted is correct, or the application will be treated as a false declaration and applicant may be liable to prosecution.
2. All appointments for the applications for temporary residency must be made in person. Due to the need to verify the identity of the applicant, telephone appointments will not be accepted. Appointments should be made in the name of the applicant. The application may be made by the applicant in person or by an authorised person with a notarised power of attorney, with the authorised scope clearly specified.
3. Applicants should arrive at the department promptly at the appointed time. Should the applicant fail to arrive within 15 minutes after the appointed time, he/she will be regarded as having failed to attend, and another appointment must be made.
4. Prior to the application for residency permit, the applicant should prepare all necessary documents in the following order, so that the application can be processed quickly upon receipt. The order of the documents is as follows:
Main applicant → Spouse of the applicant or person who has a common-law relationship with the applicant → Children under the age of 18 (sorted in descending order of age)
Additional documents should also be in the order requested.
5. Applicants cannot apply on behalf of children who are 18 years old or over on the day of application.
6. Except where otherwise stated, one copy should be provided for each document submitted by the applicant, and original copies of the documents must also be presented for verification (not necessary for notarised copies). In addition, all copies submitted should be photocopied on A4 paper.
7. The official languages in Macao are Chinese and Portuguese., documents in English will also be accepted. Documents in languages other than the three mentioned above must be translated into Chinese, Portuguese or English, and the translated documents must be notarised.
8. If the names in the documents submitted by the applicant (e.g. academic qualification documents or marriage certificates) are in any way different, the applicant must fill in a **Declaration of Names form (which will be provided by our department)**.
9. Materials submitted to the department in application for temporary residency will not be returned. Therefore, the applicant should make copies or have certified true copies.
10. Applicants seeking a temporary residency period with a longer validity period should submit new or renewed travel documents or passports to the department as soon as possible. Failing this, the applicant will be responsible for any inconvenience caused by the short validity period of any temporary residency permit granted.
11. The correspondence address forms are used by the department for future contact with the applicants, including notification of the progress of their applications. Therefore, applicants must correctly complete their contact addresses and phone numbers in full. If there are any changes to the personal information after the application has been submitted, the applicant should notify the department immediately. If the department is unable to contact the applicant due to incorrect contact information, the applicant will be responsible for any delays or problems arising from incorrect information.
12. In accordance with Administrative Regulations No. 3/2005, in the case that there are reasonable grounds for suspicions relating to false declaration, forged documents, or other illegal practices committed during the application procedure by the applicant, the department will not make any decision upon the relevant application until all the case has been resolved. In case the procedure is suspended for over six months for any reason attributable to the applicant, an authorised government department may declare the application invalid.
13. Applications for temporary residency will be processed in accordance with the Administrative Regulation No. 3/2005 or Clause 22 of the same Administrative Regulation, will guarantee that the appraisal procedures will take 45 – 60 working days. If the applicant cannot submit all the documents required by the law, or it is discovered before the approval of the application that the submitted materials are insufficient, the applicant will be required to complete and submit the relevant documents. If further documentation is requested the 45-60 day time frame will be invalidated.
14. When the validity period of a temporary residency permit granted to the applicant or his/her family members is due to expire, if the applicant needs to apply for residency on behalf of a new family member, the renewal applications and the application for temporary residency permit for the new family member will be processed together. In this case, the time required for processing and approval may be prolonged. Therefore, an applicant should consider carefully the number of family members to be included in an initial residency permit application, and apply for them all in the first application, where circumstances permit.
15. Applicants investing in real estate should ensure that the actual purchase price of the property is the same as the purchase price stated in the final notarised agreement. The notarised agreement should give a true view of the actual purchase price, this purchase price will prevail.

16. According to the provisions of the Administrative Regulation No. 3/2005, the applicant should, during the validity period of his/her temporary residency, maintain his/her legal status as at the time of the approval of the original application. If his/her legal status is altered, any temporary residency permit granted can be cancelled, unless there are sufficient reasons. The applicant should notify our department within 30 days after the change in the legal status. Any applicant who fails to notify the department within this time without reasonable cause may have their temporary residency permit cancelled.

It should be noted that the residency of the applicant is based on the legal status at the time of the approval. If, after the application for temporary residency permit is made, there are any changes in the applicant's legal status (e.g. divorce, marriage, common-law marriage or adoption of children are all regarded as changes of legal status), the applicant should notify our department in writing.

Regarding changes to the basis of an application, in the case of an application for residency with real estate, an applicant's change in the real estate for his/her application for temporary residency is regarded as a change of the legal status. Therefore, during the period of application for a temporary residency permit and during the validity period of the temporary residency permit, applicants are advised not to change the property for which the original application was made, this constitutes a change in legal status, unless the land is repossessed by the government or the applicant's property is regarded as a dangerous building (in such cases, documentary evidence is required). If the property is sold, the whole sum of money from the sale should be used to purchase a new property. This is to prevent applicants buying a new property at a lower price.

In applications for temporary residency permits for management and technical personnel with special qualifications, an investment plan or major investment, should there be any changes in employment agreements, posts, employer or investment status must be reported to the department, in writing, within 30 days.

17. Once the temporary residency has been approved, the applicant will receive a notification letter by registered post from the department. With this notification, the applicant should go to the Immigration Department of the Public Security Police Force (Enquiry: 853-2872-5488, Website: <http://www.fsm.gov.mo/psp/sm/default.htm>) to apply receive the confirmation note for the temporary residency permit. After obtaining the note, the applicant can then go to the Identification Bureau of Macao (Enquiry: 853-2837-0777, website: <http://www.dsi.gov.mo>) and use the voucher to apply for a Macao Non-permanent Identity Card.

18. Once an applicant has been granted a temporary residency permit and Macao Non-permanent Identity Card, and has complied with the provisions of the relevant laws in Macao, for seven consecutive years, the Immigration Department will notify the applicant that they are now eligible for a Macao Permanent Identity Card. The applicant must take the notification to the Identification Bureau to apply for the Permanent Resident Identity Card.

It should be noted that, after the applicant has been granted a temporary residency permit for 7 consecutive years, he/she can no longer apply for his/her family members through our department. The documents and references for application of the family members should be kept until the persons applied for (family members) have also been granted temporary residency permits for 7 consecutive years.

19. To ensure orderly processing of renewal applications, the applicant may, in the six months before the expiry date of their temporary residency permit, enquire to the department in person or by phone about the procedures and arrangements for renewing the temporary residency permit. If the expiry dates of the temporary residency permits of the applicant and the applicant's family members are near to each other, the renewal applications will be processed together.
20. In accordance with the Administrative Regulation No. 3/2005, investments made in the Macao Special Administrative Region are completely personal decisions of individuals, and any possible losses caused to the applicant are not the responsibility of to the Macao Special Administrative Region Government.
21. Any individual who does not accept the final decision regarding their application may appeal through the following channels, address a declaration of dispute and file a judicial appeal, in the statutory period from the day following the receipt of the refusal notification:
 - a) A declaration of dispute should be addressed to the Secretary for Economy and Finance of the Macao Special Administrative Region within 15 days;
 - b) A judicial appeal should be filed to an intermediate court of the Macao Special Administrative Region within 30 days.
22. Since some contents of this Note involve information from other departments, our department will update the material from time to time, so as, to improve the application procedure. If any part is unclear, please feel free to enquire with the Residency Application and Legal Affairs Division (details below).

Residency Application and Legal Affairs Division, **Macao Trade and Investment Promotion Institute**

Address: 918, Av. Amizade, World Trade Centre Building, 1st Floor, Macao

Phone: (853) 2871 2055

24-hour Enquiry Hotline: (853) 2888 1212

Fax : (853) 2871 3950 / 2872 8180

Email Address: gjfr@ipim.gov.mo

Website: www.ipim.gov.mo

Opening hours in the Residency Application and Legal Affairs Division are as follows:

Monday to Friday: 09:00 to 12:30 and 14:30 to 17:00

Closed on Saturdays, Sundays and public holidays