



Guidelines for Initial Application for Temporary Residency - Management and/or Technical Personnel

Appointments may be made and application documents submitted either in person by the main applicant or by an authorised person with a notarised power of attorney. An original or a notarised copy of a valid travel document, passport, an original Certificate of Entitlement to the Right of Abode (if applicable), and contract, letter of intent of employment or other relevant documents should be produced when making an appointment at the reception on the 1st floor of our department. **After an appointment has been made, the following documents should be submitted at the specified date and time.**

1. Identification Documents

- (1) Travel Documents

※Chinese Nationals:

Two copies of both of the passport and the Certificate of Entitlement to the Right of Abode are required. One copy of the whole passport and one copy of pages showing personal information, remarks and signature of the holder.

※Hong Kong Residents:

- a. Hong Kong Permanent Identity Card (Two copies of both sides);
- b. Two copies of both the Hong Kong Non-permanent Identity Card and the Document of Identity for Visa Purpose are required. One copy of the whole document, and one copy of pages showing personal information, remarks and signature of the holder.
- c. "Hong Kong Re-entry Permit" holders should submit two copies of the Hong Kong Re-entry Permit, One copy of the whole document and one copy of pages showing personal information, remarks and signature of the holder.

※Foreign Nationals:

Two copies of the passport are required. One copy of the whole document, and one copy of pages showing personal information, remarks and signature of the holder.

- (2) Birth Certificate: Required only for children under the age of 18 (Original and Copy)
- (3) Marital Status Certificate: A declaration provided by IPIM must be produced when family members are included in the application of a married applicant. (Original and Copy)
- (4) Criminal Conviction Certificate : Applicants who are 16 years old or above on the day of application should submit the original certificate of no criminal conviction or the equivalent, issued within the last 6 months. Should there be an expiry date stated on the relevant documents, the stated term will prevail. In addition to the above-mentioned requirements, applicants who have worked or are currently working in Macao should also submit a criminal conviction certificate issued by the Macao Identification Bureau.
- (5) TI/TNR (Blue Card): If the applicant has been employed in Macao, the original and a copy of the Blue Card should be submitted.
- (6) Each applicant should submit one recent 1.5 inch black and white or colour photo with a white background, and attach it to the indicated place on the application form.

2. Academic Qualification Documents

- (1) Academic Qualification Documents: The applicant should submit a certificate of the highest level of education attained (e.g. Masters or Doctor of Philosophy degrees);
- (2) Curriculum Vitae: Work experience, posts and salaries held in the past should be listed in detail, and employment references from previous employers should also be submitted if possible. The applicant is required to sign the curriculum vitae to verify its contents;
- (3) Training certificates or other documents supporting qualifications relevant to the applicant's work should be submitted;
- (4) Please note the following points when submitting contracts, letters of intent of employment or other similar documents: (a) Regarding the expiry date and the date of effectiveness of the contract: the expiry date of the relevant contract should be stated within the contract. If it is an open or permanent term contract, please state in the contract that "This contract is a variable term". (b) If the applicant has not yet obtained a legal employment certificate in Macao, it should be stated in the contract that "The employment will be effective after the application for temporary residency permit of the applicant has been approved.", and no prior contracts should be made to advance the date of effectiveness of the employment period. (c) The role or position to be filled by the applicant should be stated in the contract. (d) The "Salary" amount should be stated in the contract in MOP(Patacas)
- (5) A description issued by the current or future employer of the responsibilities of the post taken or to be taken by the applicant (Original must be submitted);
- (6) Declaration of the current or future employer (When employment is terminated or the contract in advance is no longer effective, the employer should notify our department of the situation in writing so the case can be handled as soon as possible.);
- (7) The Business Registration Certificate of the current or future employer;

- (8) If the current or future employer entity is an offshore company, an Offshore Services Permit should be submitted;
- (9) Declaration Form of Start/Alteration of Activity of Industrial Contribution (M/1 Form) and the Receipt of Industrial Contribution (M/8 Form , if applicable) of the current or future employer ;
- (10) If the applicant has worked in Macao for one year or more, the original of the Professional Tax Declaration, issued by the Finance Services Bureau should be submitted.

Remarks : (1) Prior to submitting the application, the applicant should arrange the above-mentioned identification and qualification documents (including those of the applicant and their family members) in the required sequence. Except where otherwise stated, the original or the notarised copy must be produced, plus a copy upon submission of the application for verification purposes (the relevant materials will be returned after verification). Since conditions affecting applications may differ, our department may require the applicant to submit other documents, depending upon their situation. (2) Appointments may be made or application documents submitted either in person by the main applicant or by an authorised person with a notarised power of attorney. Upon the submission of the application, the original or a notarised copy of a valid travel document, passport and documents of residency (if applicable) should be produced. However, the signatures of the applicant on the application form and other forms submitted by the authorised representative should be consistent with the signature of the travel document or passport. If the forms are signed by the authorised representative, the applicant should state in the power of attorney that the authorised representative is entitled to do so.

***In consideration of the practices of certain countries or regions (including Mainland China) it is required that a notarised certificate to ensure the authority of documents submitted, applicants who are Chinese nationals are required to submit the relevant documents along with notarised certificate(s). In addition to providing the notarised certificate of birth for the underage children included in the application, the following documents should also be submitted in the circumstances described below:**

- (1) **If children under the age of 18 are included in the application are adopted (i.e. **constructive kinship**) , a certificate of adoption issued by the authorised department should be submitted (e.g. notarised copy of Adoption Registration Certificate, notarised certificate of adoption, etc). In addition, the whole set of documents required by the relevant Adoption Law **in application for the relevant adoption should be submitted for reference.****
- (2) **If the parents of children under the age of 18 included in the application have divorced, or the children born to unmarried parents, the applicant is required to submit documents verifying his/her right of custody of the underage children (e.g. notarised certificate issued by a court). If the parents of the said children are in a common-law relationship, the relevant provisions of common-law relationships should be complied with. As regards to Macao's regulations, recognition of a common-law relationship should comply with the provisions of Article 1471 and Article 1472 of the Civil Code of Macao - that the two parties have been voluntarily living together as husband and wife for at least two years, and during that time neither of the parties have maintained a marital relationship with a third party. In addition, corroborating evidence should be provided by at least two witnesses, and relevant certifying documents should be provided. Furthermore, documents certifying that the two parties have not married or remarried must also be submitted.**