



Guidelines for Initial Application for Temporary Residency - Investment Plan / Major Investment

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), 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. Certifying Documents of Investment Plan / Major Investment

Documents required for investment plans, or commercial or industrial businesses which have been established for less than one year:

- (1) A summary sheet of the investment plan or an investment plan report prepared according to the main contents of the summary sheet by the applicant;
- (2) Document(s) certifying that the applicant possesses sufficient capital to accomplish his/her investment plan (e.g. a certificate of bank balance from a credit organisation in Macao, a bankbook and a monthly statement; Where there is more than one certificate, the cut-off dates of the certificates should be the same, otherwise only the certificate(s) with the latest date will be regarded as valid.);
- (3) Any other information which details the investment plan, e.g. photos of the company and products, catalogues of products.
- (4) A valid business registration certificate (applicable for companies); (Original)
- (5) Declaration Form of Start/Alteration of Activity of Industrial Contribution of the Finance Services Bureau (M/1 Form, applicable for owners of individual proprietorships; if the business owner also has a business registration, the original of the valid business registration certificate must be submitted);
- (6) Most recent quarter report concerning Occupational Tax payments for all enrolled or casual staff/workers (M3/M4 Form, if applicable);
- (7) Social Security Fund payment receipt for the most recent quarter (if applicable).

Documents required for commercial or industrial businesses which have been established for more than one year:

- (1) The original of a valid business registration certificate (applicable for companies); Declaration Form of Start/Alteration of Activity of Industrial Contribution of the Finance Services Bureau (M/1 Form, applicable for owners of individual proprietorships; if the business owner also has business registration, the original of the relevant valid business registration certificate must be submitted);

- (2) **Final profit and loss statements and balance sheets** from the most recent two years: Businesses which have not been in operation for two years or more may submit **final profit and loss statements and balance sheets** from the most recent year;
- (3) Receipt of Industrial Contribution (M/8 Form), declaration of Supplementary Income Tax – Set B (M/1 Form), notification of determination of Supplementary Income Tax (M/5 Form) and receipt of Supplementary Income Tax (M/6 Form, only applicable for unit(s) with profit) from the most recent two years: Businesses which have not been in operation for two years or more may submit these documents for the most recent year;
- (4) Report form from the most recent quarter concerning Occupational Taxation for all enrolled or casual staffs/workers (M3/M4 Form, if applicable);
- (5) Social Security Fund payment receipt for the most recent quarter (if applicable);
- (6) Document(s) certifying the amount of capital, e.g. a certificate of bank balance from a credit organisation in Macao, a bankbook and a monthly statement, Where there is more than one certificate, the cut-off dates of the certificates should be the same, otherwise only the certificate(s) with the latest date will be regarded as valid;
- (7) Information which details the investment, e.g. photos of the company and products, catalogues of products.

3. All applicants (including investment plans or all commercial or industrial units) should submit the following documents in accordance with the nature of the relevant business:

- (1) Offshore companies: Permit of offshore services issued by our department;
- (2) Restaurants or inns: licences issued by the Tourist Office and permit(s) of the relevant operation(s) should also 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.**

Please contact the Residency Application and Legal Affairs Division, Macao Trade and Investment Promotion Institute with any enquiries:
 Institute:
 Enquiry Hotline: 853 - 2871 2055 Fax: 853 – 2871 3950
 E-mail: gjfr@ipim.gov.mo Website: www.ipim.gov.mo