

Macao Special Administrative Region
Temporary Residency Application Guidelines

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1. Introduction

These Application Guidelines provide a practical reference for people intending to submit an application to the Macao Special Administrative Region (hereinafter referred to as “Macao SAR”) for temporary residency based on Administrative Regulation No.3/2005 – Residency Regime for Investors, Management and Technical Personnel¹ (hereinafter referred to as “the Administrative Regulation”). The information contained in these Guidelines are merely for reference. The Macao Trade and Investment Promotion Institute (hereinafter referred to as “IPIM”) reserve the right to revise the Guidelines on an irregular basis without prior notice. The latest version of the Guidelines is available on IPIM’s official website: www.ipim.gov.mo.

The Guidelines provide explanations of legal regulations and assessment criteria related to temporary residency new, renewal and family dependent extension applications based on being “management personnel / technical personnel with special qualifications”, “major investment / major investment plan”, as well as renewal and family dependent extension application for temporary residency based on “investment in real estate”. To enable applicants to have a clearer understanding of the application procedures when making a temporary residency application to the Macao SAR based on the Administrative Regulation, the Guidelines also shows detailed information on application submission, application categories, required documents and important procedures to apply for temporary residency.

2. Target user

2.1. Applicant²

- (1) Interested party/holder of major investment plan beneficial to the Macao SAR which is under the assessment of the authorised department(s); or interested party/holder of major investment beneficial to the Macao SAR;
- (2) Technical personnel with special qualification whose education, professional qualification and experience are considered exceptionally beneficial to the Macao SAR and who are employed by local employer;

2.2. Accompanying family dependents

- (1) Spouse; or common-law spouse defined by Article 1472 of the Civil Code³;
- (2) Minor primary-class lineal descendent or minor adopted children of applicant or his/her spouse⁴;

¹ In the light of Article 1 and Article 2 of Administrative Regulation No.7/2007, new application for temporary residency based on investment in local real estate allowed in Paragraph 4 under Article 1 of the Administrative Regulation has not been accepted since 4 April 2007, without prejudice to the applications for renewal and/or family dependent extension made to IPIM by applicants who have already been granted approval of residency before the enforcement of the new policy.

² All applications must be made by the applicant himself/herself as the accompanying family dependents are not eligible to lodge temporary residency applications. The term “interested parties” in the Guidelines refers to applicants and their family dependents.

³ In the event an application involves a common-law spouse, this spouse must meet the legal requirements set out in Articles 1471, 1472, 1479, 1480 in the Civil Code, and that this applicant and his/her spouse must co-habit in a way similar to married couple for at least two years (on a continuous basis until present), while there is no existing legal marriage between the two.

⁴ According to Paragraphs 3 and 4 under Article 5 of the Administrative Regulation, minor refers to children aged 17 or below

2.3. Eligibility

2.3.1. Temporary residency for “management personnel / technical personnel with special qualifications”

- (1) Please refer to item (2) of point 2.1 in the Guidelines,
- (2) Holder of valid travel document/passport who is able to enter or stay in the Macao SAR,
- (3) People working in the Macao SAR legally,
- (4) People age 18 or above with proper capacity.

2.3.2. Temporary residency based on “major investment/major investment plan”

- (1) Please refer to item (1) of point 2.1 in the Guidelines;
- (2) Holder of valid travel document/passport who is able to enter or stay in the Macao SAR.
- (3) Legal investor in the Macao SAR.
- (4) People aged 18 or above with proper capacity.

2.3.3. Temporary residency for “investment in real estate” (only applications for renewal and family dependent extensions are allowed)

In the light of Article 1 and Article 2 of Administrative Regulation No.7/2007, new applications for temporary residency based on investment in local real estate allowed by Paragraph 4 under Article 1 of the Administrative Regulation have not been accepted since 4 April 2007.

At present, only applications for the renewal and/or family dependent extension made to IPIM by applicants who have already been granted approval of residency before the enforcement of the new policy will be accepted.

3. Assessment criteria

3.1. Assessment criteria for new application

3.1.1. Temporary residency for management and technical personnel

(more details are available in the table of assessment criteria for temporary residency applications of management and technical personnel on IPIM’s official website: <https://www.ipim.gov.mo/en/investment-residency/temporary-residence-permit-application/assessment-criteria/assessment-criteria-for-temporary-residency-application-management-and-or-technical-personnel/>)

3.1.2. Temporary residency based on major investment / major investment plan

(more details are available in the table of assessment criteria for temporary residency applications based on major investment / major investment plan on IPIM’s official website:

<https://www.ipim.gov.mo/en/investment-residency/temporary-residence-permit-application/assessment-criteria/assessment-criteria-for-temporary-residency-application-major-investment-investment-plan/>)

3.2. Assessment criteria for renewal and extension to family dependent

3.2.1. Maintenance of the legal status crucial to the approval of the temporary residency during the term of validity of temporary residency in Macao

- (1) During the term of validity of temporary residency in Macao, applicant must maintain the legal status crucial to the approval of the temporary residency. Applicants as “management and/or technical personnel” must work in Macao on a continuous basis; applicants under the category of “major investment/major investment plan” must carry out the investment plan, employ a reasonable number of staff, and lawfully operate the business on a continuous basis (assessment will be made according to actual implementation situation of the investment); people who are granted temporary residency on the grounds of investment in “real estate” must maintain the proprietorships which was/were declared in the application, or no less than 51% shares of local enterprise(s) (if applicable) or fixed deposit (if applicable) on a continuous basis.
- (2) In the light of Paragraphs 3 and 4 under Article 18 of Administrative no.3/2005, in the event there are any changes to the status of identity or grounds for application during the application procedure or the term of validity of the temporary residency, the applicant concerned must notify IPIM in written form within 30 days since the relevant changes take place. Failing to fulfil this obligation without providing reasonable explanation will result in revocation of temporary residency approval.
- (3) The changes mentioned above include changes of status of identity, such as divorce, change of de facto marriage, adoption of children; changes of grounds for application, including a) renewal of employment contract or change of position/employer/salary for “management and technical with special qualification”; b) status change of investment for temporary residency based on “major investment / major investment plan”; c) change of real estate ownership status, increase of mortgage, change in fixed deposit amounting to MOP 500,000 or above, change of investment in enterprises with no less than 51% shares.
- (4) It must be emphasised that an applicant must maintain the legal status crucial to the approval of the temporary residency if his/her family dependent(s) has/have not resided in Macao for seven consecutive years, even though this applicant has already

obtained the permanent identity card of the Macao SAR. Failing to fulfil this obligation will bring about disadvantages to the temporary residency of the family dependent(s).

3.2.2. Situation, security and demands of the Macao SAR

Detailed information is provided in the assessment criteria for temporary residency applications under the categories “management and technical personnel” and “major investment / major investment plan” published on IPIM’s website :

<https://www.ipim.gov.mo/en/investment-residency/temporary-residence-permit-application/assessment-criteria/>.

4. Application methods

Applicants may submit applications via the following means:

- 1) 24-hour online reservation⁵
- 2) Make reservation and submit application by visiting IPIM in person / by another person authorised by the applicant with a valid authorisation document.
- 3) Walk-in service counter⁶

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<p>Required documents according to the category of application (Please refer to 5.1 to 5.4 in the Guidelines)</p>	<p>1) 24-hour online reservation: It is recommended to use IPIM’s “Online Document Submission System”, which allows IPIM to check whether applicants have submitted all required document. Email reply regarding the result of preliminary check and an arranged date for filing official application will be sent to applicants within 30 days. (The “Online Document Submission System” only serves the purpose for saving applicants’ time. Using this service does not mean that an application is officially filed.) Applicants can also use IPIM’s “Online Appointment Booking System” to reserve a date for making application.</p> <p>2) Visiting IPIM in person by the applicant or his/her authorised person to make a reservation during office hours; a. Making reservation by the applicant</p>	<p>Bring all required documents and make a formal application to IPIM</p>

⁵ People intending to apply for temporary residency in Macao as management or technical personnel may refer to the Online Assessment System for Temporary Residency Application (<https://www.ipim.gov.mo/en/investment-residency/online-service/online-assessment-system/>). It is recommended take a pre-assessment via IPIM’s Online Assessment for Temporary Residency Application for Management and/or Technical Personnel at <https://www.ipim.gov.mo/en/permit/>. Applicants may also submit relevant documents via the Online Document Submission System to allow IPIM to run a preliminary assessment whether all of the required documents are submitted (this service merely provides an assessment of the integrity of the documents, submitting an application and supporting documents via this system does not mean a formal temporary residency application is made.)

⁶ Applicants are required to bring all documents relevant to temporary residency application in order to obtain a number tag and file formal applications. Applications will not be accepted once the daily quota of walk-in service has been reached.

	<p>himself/herself: Applicant is required to carry the original of his/her identity document to make reservation at IPIM.</p> <p>b. Making reservation by an authorised person: An authorised person may bring the original authorisation document signed by the applicant and the original of the applicant’s valid identity document to make reservation at IPIM.</p> <p>c. Walk-in service: If an applicant has brought all the required documents for his/her application, the applicant may use IPIM’s walk-in service to make a temporary residency application. (See details in 5.1 to 5.4 in this Guideline.)</p>	
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5. Documents required for temporary residency application

5.1. Temporary residency application form

5.1.1. Application forms

- Part 1: Macao SAR Temporary Residency Application Form (Form REQ)⁷
- Part 2: grounds for application
 - A: “Management and Technical Personnel with Special Qualification” (Form QT): applicable to new/renewal/family dependent extension applications
 - B: “Major Investment/ Major Investment Plan” (Form IR): applicable to new/renewal/family dependent extension applications
 - C: “Investment in Real Estate” (Form BI): applicable to renewal/family dependent extension applications
- Part 3: other forms (Form AF) (Form A)
 - OTH-F: Personal Information of Family Dependent (Form AF)
 - OTH-A: Change of Contact Information (Form A) (applicable when the contact information is changed after the temporary residency application has been filed)
- Part 4: supplementary pages (applicant may use the supplementary pages in the corresponding format if the space provided is not enough for all information)

5.1.2. Methods of using the forms

At the upper right corner of each application form, there is a code representing that specific kind of application form. Please submit the ones that are required according to your circumstances only.

- New application: Macao SAR Temporary Residency Application Form (Form REQ)

⁷ Macao SAR Temporary Residency Application Form (Form REQ) is required for all sorts of applications (including new application and applications for renewal and family dependent extension)

- + grounds for application (Form QT/IR)
- Application for family dependent extension after being granted approval of temporary residency: Macao SAR Temporary Residency Application Form (Form REQ) + grounds for application (Form QT/IR/BI) + Personal Information of Family Dependent (Form AF)
- Renewal application: Macao SAR Temporary Residency Application Form (Form REQ) + grounds for application (Form QT/IR/BI)
- When a family dependent extension is included in the application: Personal Information of Family Dependent (Form AF) is required
- When the contact information is changed after the temporary residency application has been made: Change of Contact Information (Form A)

5.2. Required documents for temporary residency (new, renewal and family dependent extension) application by management and technical personnel with special qualifications

Part 1 – Information of applicant / family dependent(s)

5.2.1. Applicant

(1) Identification document

- Chinese nationals: the original and two copies (for new application) / a copy (for renewal application) of Chinese Passport (pages showing personal information, remarks and signature of the holder must be included) and documentary proof issued by Mainland authorities granting permission to apply for residency in the Macao SAR (this document is required for new application only). For applicants living outside Mainland China, they may follow Item 2 of Paragraph 1 under Article 15 of Administrative Regulation No.5/2003 (Regulations of Entry, Stay and Residence Authorisation) – “For applicants born in China yet not living outside Mainland China, they should attach official document(s) issued by the country/region wherein they are currently living” – and submit relevant documents.
- HKSAR residents
 - a. Original and two copies (for new application) / a copy (for renewal application) of the HKSAR Permanent Identity Card (both sides are to be copied on the same side of the page) and HKSAR Passport;

- b. Original and two copies (for new application) / a copy (for renewal application) of the HKSAR Document of Identity for Visa Purposes (DIVP); and HKSAR Identity Card (both sides are to be copied on the same side of the page);
- Nationals of other countries/regions: Original and two copies (for new application) / a copy (for renewal application) of the passport (pages showing personal information and signature of the holder must be included)
- (2) Certificate of criminal record:
- (Original) Certificate of criminal record issued by the empowered authority(-ies) of the country of applicant's nationality or of the issuing place of other identification documents within the last six months (this document is required for new application only, verification by embassy's stamp is required for digital copy)(If this document is issued in China, it must be notarized at the notary office), and the (original) certificate of criminal record issued by the Macao Identification Bureau with three months validity. (Applicants who have already been granted permanent residency are not required to submit the abovementioned documents.)
- (3) Proof of Macao address (document whereon states applicant's name and proving the accuracy of the provided address, e.g. water/electricity bill; if it is a Macao domicile address, applicant should provide document(s) proving the right of use of the place, such as a property registration certificate or a lease contract).
- (4) (Original and copy of) MSAR Permanent/ Non-Permanent Resident Identity Card (only required for renewal / family dependent extension application) (Applicants who have already been granted permanent residency are not required to submit the identification documents of their original countries/regions.)
- (5) If the applicant is out of Macao often after being granted temporary residency, this applicant must submit written document explaining the reason, time and frequency of his/her leaves.

5.2.2. Spouse or common-law spouse

- (1) Identification document (please refer to the requirements set out in 5.2.1 (1) above)
- (2) Proof of marriage
- In the event the marriage is registered in Mainland China, the applicant should

submit the original notarised certificate of marriage issued within the past six months (which states the names and dates of birth of the applicant and his/her spouse, the time and location of the marriage registration, and recent photo of the couple).

- Applicants having registered their marriage in other countries/regions should submit the proof of marriage (original and copy);
 - If the marriage of the applicant and his/her spouse is not the first marriage of the couple, the applicant or his/spouse must submit divorce certificate of his/her previous marriage.
 - The following documents are required in the event the applicant is in de facto marriage:
 - a. (Original) Declaration proving that the applicant and his/her common-law spouse have voluntarily co-cohabited in a way similar to married couple for more than two years. This declaration must be signed by two witnesses aged 18 or above to verify the contents and the signatures must be notarised on-site by empowered authority.
 - b. (Copy of) Identification documents (with holder's signature) of the abovementioned two witnesses.
 - c. (Original) Marriage record of applicant and his/her common-law spouse issued by the country of the applicant's nationality.
 - d. (Copy of) Other documentary proofs substantiating the de facto marriage of the applicant and his/her common-law spouse.
- (3) State of matrimony declaration (available on IPIM's website: <https://www.ipim.gov.mo/en/services/investment-residency/forms-to-download/>)
 - (4) Certificate of criminal record (please refer to the requirement relevant to certificate of criminal record in 5.2.1 (2) above)
 - (5) (Original and copy of) MSAR Non-Permanent Identity Card (applicable to renewal application only)
 - (6) If an applicant's spouse or common law spouse is working in Macao, relevant proof must be submitted (e.g. employment verification statement). Also, the requirement of 5.2.1 (5) above is applicable.

5.2.3. Descendants aged below 18

- (1) Identification document (please refer to the requirements set out in 5.2.1 (1) above. Hong Kong residents applicants who are unable to provide Hong Kong permanent

ID are allowed to submit their HKSAR Re-entry Permit)

(2) Birth certificate

The following documents are not required for renewal applications, except for adoption and custody documents.

- People born in Mainland China:
 - a. (Original and copy of) Notarised birth certificate (which states the name of the family dependent, his/her parents' name, place and date of birth).
 - b. Original and notarised copy of the applicant and his/her family dependents' household registration.
 - c. Original and notarised copy of birth certificate issued by hospital.
 - Nationals of other countries/regions: (original and copy of) birth certificate
 - If the legal relationship of the minor child and the applicant is established by means of adoption, the whole set of documents detailing the adoption covered by the relevant Adoption Law in the place of adoption should be submitted (including certificate of adoption issued by empowered authority(-ies) within 6 months, the certified original copy of the adoption registration and Certificate of Adoption, and document proving that the adoption remains unchanged up to present).
 - If the parents of the minor child have been divorced or the minor child is a natural child, the applicant do not have to submit proof of marriage. But he/she must submit a divorce certificate and a court adjudication of divorce, as well as the certificate of custody order for the minor child issued by relevant authorities within 6 months(original and copy).
- (3) Certificate of criminal record (family dependent aged 16 or above must submit certificate of criminal record, please refer to the requirements set out in 5.2.1 (2) above)
- (4) (Original and copy of) MSAR Non-Permanent Identity Card (required for renewal applications only)
- (5) If an applicant's descendent(s) is/are studying in Macao, relevant proof must be submitted (e.g. student card). Also, the requirement of 5.2.1 (5) above is applicable.
- * All applications require a recent colour photograph with plain white background of the interested party**

5.2.4. Part 2 – grounds for application

- * For applications for renewal/extension to family dependents, only the documents listed in (5) – (10) are required according to the actual situation of applicants. If an applicant's employment status has changed, documents listed in (5) – (13)**

and resignation certificate (if any) are required.

- (1) (Original and copy of) Non-resident Worker's Identification Card (if any)
- (2) Qualification document(s) of the qualification(s) declared on the application form:
 - a. Applicants acquiring degree(s) in Mainland China must submit relevant graduation certificate and degree certificate, and the original report of qualification verification issued by the China Academic Degrees and Graduate Education Development Centre (CDGDC) under the Ministry of Education of the People's Republic of China⁸.
 - b. Applicants acquiring degree(s) outside Mainland China must submit their graduation certificates, original school attendance certificate(s) issued by relevant institute(s) in sealed envelope directly sent to IPIM by relevant institution(s) or submitted by the applicant. (Mailing address: Macao Trade and Investment Promotion Institute (IPIM), 4th Floors, World Trade Centre Building, 918, Avendia da Amizade, Macao. Please indicate "Application for Temporary Residency" on the envelope.)
- (3) (Original and copy of) Professional qualification documents, awards, training certificates or work licences related to the applicant's current/intended position in Macao (e.g. medical licence for physician, teaching licence for teachers, engineering licence for engineer); if an applicant fails to submit the document(s) supporting the relevant part(s) in his/her grounds for application, the affected part will be excluded in the assessment.
- (4) (Original and copy of) Documentary proof of work history declared on the application form (position and duration of employment should be clearly specified); if an applicant fails to submit the document(s) proofing his/her work experience stated on the application form, the affected part will be excluded in the assessment.
- (5) (Original and copy of) Valid employment contract with local employer (whereon states clearly the time and location of applicant's service)
- (6) (Original) Job description issued and stamped by local employer.
- (7) (Original) Employment certificate issued and stamped by local employer within the past month, specifying the effective date of the labour contract, position held, monthly basic remuneration and workplace, plus the original of employer's declaration stating the applicant's continued employment (if the declaration contains

⁸ More details are available on the official website of the China Academic Degrees and Graduate Education Development Centre (CDGDC) under the Ministry of Education of the People's Republic of China: <http://www.cdgdc.edu.cn/>.

any signatures, the name and the title of the undersigned must be specified).

- (8) (Original and copy of) Payslips for the past three months (electronic version is also accepted, but must be stamped by the company).
- (9) (Original) Salaries Income Tax Certificate, issued by the Financial Services Bureau, covering earnings from the past years if the applicant has worked in Macao for one year or above.
- (10) (Original and copy of) “Salaries Tax - Group I Employment Registration Form (Form M/2)” of the applicant (in the event the employment commencement date on Form M/2 and the one on the employment contract are inconsistent, an explanation letter issued by the human resources department of the local employer is required).
- (11) (Original and copy of) Statement of management structure issued by the employer (whereon lists the highest level of management to each of the affiliated departments, and states the manager(s) of each department and the department to which the applicant belong); in the event the employer cannot provide this document, the applicant should declare relevant information with written statement, and IPIM reserves the right to determine whether to accept this statement.

Additional documents (if applicable):

- (12) (Original) Business Registration Certificate of the local employer issued within the past three months.
- (13) (Original and copy of) “Business Tax – New Registration /Amendment Form (Form M/1)” and “Business Tax Demand Notice (Form M/8)” of the local employer, if applicable.

5.2.5. Part 3 – Other supporting documents (only applicable to new applications)

Applicant can submit the following supporting documents or make written statement⁹:

Language ability and other considerations:

- (1) Language ability (Whether applicant can use one of Macao’s official languages aside from his/her native language. If yes, applicant must submit written statement on his/her training and application of this language, and provide suitable documents proving his/her statement).
- (2) Whether the applicant has been deemed an exceptional talent in other regions or

⁹ If the application is submitted by an authorised person, this authorisee must present the original copy of a valid identification document with the holder’s signature and the original statement signed by the applicant.

countries (if yes, relevant documents should be presented).

- (3) Whether the applicant is living with Macao as the centre of his/her daily life (if yes, relevant documents should be presented, such as studying in Macao / employment / or family members living in Macau).

Personal achievements and Macao's requirements:

- (4) Awards / honours / medals
- (5) Certification of skills related to industries or professions which have priority in the MSAR
- (6) Recommendation of two or more well-known or authoritative persons in the industry or society

Applicable to applicants as management personnel:

- (7) Documents proving that the applicant has taken a leading role in large project
- (8) Documents proving the experience of working in branches in different countries/regions of the same group/company in similar positions
- (9) Documents proving that Macao permanent residents account for no less than 50% of staff under the supervision of the applicant

Applicable to applicants as technical personnel with special qualification:

- (10) Publication of academic research or interview
- (11) Patented research
- (12) Documents proving the uniqueness of sector or profession of the applicant in Macao

5.3. Required documents for temporary residency (new, renewal and family dependent extension) application based on major investment / major investment plan

5.3.1. Part 1: Personal information of applicant / family dependent(s) (Please refer to 5.2.1 to 5.2.3 in th Guidelines)

5.3.2. Part 2: Documents related to grounds for application

*** Documents (2) – (15) relevant to grounds for application are required for renewal and family dependent extension applications.**

- (1) (Original and copy of) “Business Tax – New Registration Form (Form M/1)” (if applicable).
- (2) (Original) Business Registration Certificate issued within the past three months.
- (3) (Original and copy of) Share certificate.

- (4) (Original and copy of) Documents related to financial strength, such as bank balance certificate, passbook, monthly statement, loan statement

For company having operated for a year or above, the following supporting documents are accepted:

- (5) (Original and copy of) Financial statement audited by a third party (Macao registered auditor) (applicant is required to submit financial statement annual if the application is approved)¹⁰;
- (6) (Original and copy of) Past “Business Tax Demand Notice (Form M/8)” ;
- (7) (Original and copy of) Profits Tax –Incomes Declaration – Group A (Form M/1)” ;
- (8) (Original and copy of) Past List of Employees / Part-timers (Form M3/M4) ;
- (9) (Original and copy of) Past Payment Advice of Contributions of the Obligatory System;
- (10) (Original and copy of) Ownership documents empowering the utilisation of relevant business establishment(s) (e.g. lease contract, preliminary sales agreement, property registration certificate).;
- (11) (Original) Photos of business establishment(s) (showing all different spaces of the establishments);

Additional documents (if applicable):

- (12) (Original and copy of) Notification of Taxable Income Assessment (Form M/5)” and “Profits Tax Demand Notice (Form M/6)” ;
- (13) (Original and copy of) Valid operation licence(s) ;
- (14) (Original and copy of) Proofs of operation, such as received orders, business agreements signed or to be signed, photos and catalogue(s) of products;
- (15) (Original and copy of) Product approval / authentication documents, service procedure standardisation certifications, CEPA-related approval.

5.3.3. Part 3 – Other supporting documents (applicable to new applications. If changes have taken place before renewal and/or family dependent extension applications, the

¹⁰ According to which Taxpayer Group an applicant’s company is in, IPIM will request the applicant to submit a financial statement for the previous fiscal year audited by registered auditor accredited by the Macao SAR Government and the Profits Tax – Income Declaration filed at the Economic Bureau. Relevant requirements are as follow: (1) Group A Taxpayer (Anonymous companies with limited liability, joint stock companies with limited liability and cooperatives; Companies of any nature, with individual interests separated from those of the shareholders, having capital of not less than \$1,000,000 Patacas or average taxable profits in the past three consecutive years not less than \$500,000 Patacas; Other individuals or collective persons with appropriately compiled accounting records and intend to opt for inclusion in this category): between April and June every year; (2) Group B Taxpayer (all taxpayers who are not in the ambit of Group A Taxpayer): between January and March every year. In addition, IPIM will also notify eligible applicants via official letters, reminding them about which documents are required for annual inspection and applicants’ obligations.

following supporting documents are required)

- (1) (Original of) Applicant's written statement on the uniqueness of his/her major investment major investment project in Macao and relevant supporting documents.

5.4. Required documents for temporary residency (renewal and family dependent extensions) application based on "investment in real estate"

5.4.1. Part 1 – Information of applicant / family dependent(s) (please refer to 5.2.1 to 5.2.3 in the Guidelines)

5.4.2. Part 2 – Grounds for application (new, renewal and family extension application)

- (1) (Original) Property registration certificate issued within three months;
- (2) (Original) Certificate of deposit issued within one month by a financial institution in Macao SAR proving the applicant's continuous possession of a fixed deposit amounting to no less than MOP 500,000 with no encumbrance at all. The certificate must clearly state that the deposit has never been withdrawn since the account was set up (people filing applications according to Administrative Regulation no.3/2005 are required to submit this document).

Additional documents (if applicable):

- (3) In the event pertinent sales agreement has not been signed (e.g. off-plan property), (original) proprietorship document(s) issued by the property developer(s) and (original) letter of guarantee issued by bank(s) with validity of no less than six months are required; in the event sales agreement(s) has/have been signed but not submitted to IPIM, a certified copy of the sales agreement(s) should be submitted;
- (4) (Original) Business registration certificate issued within the past three if the applicant is owner of Macao enterprise(s) or holder of no less than 51% share of a Macao enterprise;
- (5) In the event any encumbrances (e.g. mortgage) are created on the real estate concerned, relevant repayment records (original copy) issued by the creditor (bank) are required (the records must clearly state the loan balance).

6. Important notes about temporary residency applications

- (1) Applicants should carefully read the content of the Guidelines and collect all necessary documents prior to submitting the application; failure to submit crucial documents may result in the application procedure having to be restarted. Moreover, applicants should complete the application form in written or typed block letters, and ensure that all

information provided is true and accurate, or otherwise the applicant will be deemed guilty of making a false declaration and be criminally liable.

- (2) Family dependents are not qualified apply and all applications must be made by the applicant himself/herself, and all forms of personal information of the family dependents must be verified with the applicant's signature.
- (3) The official languages of the Macao SAR are Chinese and Portuguese, and therefore all documents submitted must be in the Chinese or Portuguese language. Documents in any other languages must be translated into Chinese or Portuguese and certified/notarised by nationally/regionally credible entities (embassy of country/region). Documents originally written in English are also acceptable.
- (4) According to the law, interested parties will be granted a renewable temporary residency permit valid for a maximum of three years once the temporary residency application has been approved. Under no circumstances shall the temporary residency permit remain valid beyond 30 days before the expiry date of the passport, travel document or entry, re-entry permit of other country/region held by the applicant.
- (5) The correspondence address provided by the applicant will be used for future contact and notification of the progress of the relevant application progress. Applicants should provide his/her correspondence address and contact number accurately and immediately notify IPIM of any changes to the contact information during the application process and the validity period of the temporary residency permit.
- (6) If there are reasonable grounds to suggest that the applicant is involved in making false a statement or falsifying documents, or other wrongful acts during the application procedures, IPIM will not make any decision on the relevant application until the wrongful acts have been deemed non-existent or rectified, without prejudice to all legal responsibilities borne by the applicant. In the event the application process is suspended for more than six months due to reason(s) attributable to the interested party (-ies), the empowered authority (-ies) can announce the termination of relevant procedure.
- (7) During the validity period of the temporary residency, applicants are required to maintain their legal status which is deemed crucial when the temporary residency approval was granted. If an applicant's legal status has changed or terminated, or his/her identity status has been changed, this applicant must notify IPIM within 30 days from the change(s) and/or termination(s) take(s) place. Failing to fulfill the obligation to notify IPIM without reasonable explanation may result in revocation of temporary residency. The above changes to the identity status like divorce, change of de facto marriage, adoption of children; changes

of grounds for application, such as a) renewal of employment contract or change of position/employer/salary for “management and technical with special qualifications”; b) status change of investment for temporary residency based on “major investment / major investment plan”; c) change of real estate ownership status, increase of mortgage, change in fixed deposit amounting to MOP 500,000 or above, change of investment in enterprises with no less than 51% shares.

- (8) According to Article 19 and Article 20 of the Administrative Regulation, the applicant has to submit to IPIM a renewal application within the first 60 days of the 90 days before the expiration of the temporary residency, otherwise the temporary residency will become invalid according to Paragraph 1 under Article 20 of the Administrative Regulation. However, in an effort to enable a smooth transition, applicants can visit IPIM in person or call IPIM to discuss the renewal application procedure within the six months before the expiry date.
- (9) In order to verify whether the crucial legal status of the applicant and/or his/her family dependents is remained as it was at the time the approval was granted throughout the validity period of the residency permit, the applicant and/or his/her family dependents, in accordance with the " Residency Regime for Investors, Management and Technical Personnel", must apply for a Declaration of Confirmation from IPIM before applying for the Macao SAR Permanent Resident Identity Card at the Identification Bureau after having resided in Macao SAR for at least seven consecutive years (details of the application formalities are available on IPIM’s official website).
- (10) All personal information applicants give to IPIM will be used only for the purpose of handling temporary residency applications. IPIM shall legally send the information to permitted departments or judiciary organs if needed. IPIM shall also manage and protect applicants’ personal data pursuant to the regulations in Law no.8/2005 – Personal Data Protection Act. In the light of Macao’s law, applicants may file a request with IPIM to access and amend personal data.
- (11) It must be emphasised that an applicant must maintain the legal status crucial to the approval of the temporary residency if his/her family dependent(s) has/have not resided in Macao for seven consecutive years, even though the applicant has already obtained a permanent identity card of the Macao SAR. Failing to fulfil this obligation will bring about disadvantages to the temporary residency for family dependent(s).
- (12) In the light of Paragraph 3 under Article 9 of Law No. 4/2003, enabled by Article 23 of Administrative Regulation No. 3/2005, and based on Article 24 of Administrative Regulation No.5/2003, residing in the Macao SAR as an ordinary resident is one of the**

requirements to maintain the temporary residency. Failing to fulfil the above requirement will be disadvantageous to the approved temporary residency.

Note: The English and Portuguese versions of the Guidelines are translations of the document originally written in Chinese. Should there be any discrepancy or ambiguity between the Chinese and English/Portuguese versions, the Chinese version shall prevail.