

Attendant: _____

Verifier: _____

Required documents for temporary residency application

Category: New application (for management and technical personnel with special qualification)

Application no: _____ / _____

Personal Data	
Main applicant	
<input type="checkbox"/> Temporary Residency Application – Personal Information Form (“REQ”) ⁽¹⁾	
<input type="checkbox"/> Travel Document (<i>copy, with at least six months of validity</i>)	
<input type="checkbox"/> Non-resident Worker’s Identification Card (<i>copy, with at least six months of validity, applicable for applicants whose employment contract is currently effective</i>)	
<input type="checkbox"/> Criminal Record Certificate <ol style="list-style-type: none">1. Criminal record certificate acquired in the original nation/region (<i>original, with at least six months of validity</i>)2. Criminal record certificate (<i>original, issued by the Macao SAR Identification Department within three months</i>)	
Spouse or Common-law Spouse	
<input type="checkbox"/> Family Dependents’ Personal Information Form (“AF”) ⁽¹⁾	
<input type="checkbox"/> Travel Document (<i>Copy, with at least six months of validity</i>)	
<input type="checkbox"/> Marriage document <ul style="list-style-type: none">● For people with marriage registered in Mainland China ⁽²⁾: Marriage certificate (<i>original, which specifies the main applicant’s name and the spouse’s name, date of birth, date and location of marriage, and shows a recent photo of the couple</i>); for non-first marriage, divorce document is required.● For people with marriage registered in another country/region: Marriage document (<i>copy</i>)	<input type="checkbox"/> Common-law marriage document <ol style="list-style-type: none">1. Declaration: Main applicant and his/her common-law spouse have been living together as a married couple for more than two years. It requires two witnesses aged 18 or above to testify the authenticity and to have a forensic examination of handwriting for verification (<i>original, issued by IPIM, valid for one month of the declaration</i>).2. Document stating the marital status of the main applicant and his/her spouse in their original nation/region (<i>original, with at least six months of validity</i>).
<input type="checkbox"/> Declaration of continuous marriage (<i>Original, issued by IPIM. Both main applicant and his/her spouse will make statement on this document. Valid for one month of declaration</i>)	
<input type="checkbox"/> Criminal record certificate <ol style="list-style-type: none">1. Criminal record certificate acquired in the original nation/region (<i>original, with at least six months of validity</i>)2. Criminal record certificate (<i>original, issued by the Macao SAR Identification Department within three months</i>)	

Children	
<input type="checkbox"/> Family Dependents' Personal Information Form ("AF") ⁽¹⁾	
<input type="checkbox"/> Travel Document (<i>Copy, with at least six months of validity</i>)	
<input type="checkbox"/> Proof of parent/child relationship <ul style="list-style-type: none"> ● For people born in Mainland China⁽²⁾: <ol style="list-style-type: none"> 1. Birth certificate (original, which specifies the name of child, parents, birth place and date of birth). 2. Certified copy of Household registration card of the main applicant and his/her family dependents. 3. Certified copy of birth certificate by hospital. 	<input type="checkbox"/> Adoption document <ul style="list-style-type: none"> ● For people who adopt the child in Mainland China⁽²⁾: <ol style="list-style-type: none"> 1. Adoption certificate (<i>original</i>) 2. Certified copy of adoption registration 3. Certificate of continuous adoptive relationship (<i>original, issued by county-level department</i>)
<ul style="list-style-type: none"> ● For people born in another country/region: Birth certificate (<i>copy</i>) 	<ul style="list-style-type: none"> ● For people who adopt the child in another country/region: Full set of documents relevant to the adoption in the country where the adoption is made (<i>copy</i>)
◆ For biological children of ex-spouse(s) or illegitimate children, divorce document(s) and child custody document issued by official department(s) are required (<i>copy</i>) (<i>e.g. court adjudication</i>).	
<input type="checkbox"/> For extension to children over 16: <ol style="list-style-type: none"> 1. Criminal record certificate acquired in the original nation/region (<i>original, with at least six months of validity</i>) 2. Criminal record certificate (<i>original, issued by the Macao SAR Identification Department within three months</i>) 	
Application Ground	
<input type="checkbox"/> Application Ground Form ("QT") ⁽¹⁾	
<input type="checkbox"/> Academic certificates <ul style="list-style-type: none"> ● Mainland China: Graduation certificate and degree certificate, as well as the Qualification Verification Report issued by the China Academic Degrees & Graduate Education Development Centre under the Ministry of Education (<i>original</i>) ● Other countries/regions: Graduation certificate (<i>copy</i>), school attendance certificate issued by the institute from which the applicant graduated (<i>original</i>). 	
<input type="checkbox"/> Professional qualification / licence (<i>copy, must be related to the current position</i>)	
<input type="checkbox"/> Employment certificate for previous positions (<i>copy, issued by previous employers, specifying position, entry and termination date</i>)	
<input type="checkbox"/> Individual ability and achievement documents (<i>copy</i>) (<i>e.g. language ability certificate, documents stating an exceptional talent by other countries or regions, awards/honour/medal of honour, qualification documents or recommendation letters relevant to the career category(-ies) which Macao is introducing with priority</i>) <ul style="list-style-type: none"> ● For applicants as management personnel: documents proving that the applicant has taken a 	

<p>leading role in a large project, documents proving the experience of working in branches in different countries/regions of the same group/company in similar positions, documents proving that Macao permanent residents account for no less than 50% of staff under the supervision of the applicant <i>(copy)</i></p> <ul style="list-style-type: none"> ● For applicants as technical personnel with special qualifications: publication of academic research or interviews, patented research, documents proving the uniqueness of sector or profession of the applicant in Macao <i>(copy)</i>
<input type="checkbox"/> Employment contract <i>(copy, with at least six months of validity)</i>
<input type="checkbox"/> Job description <i>(original, issued and signed by the employer and should be consistent with other supporting documents)</i>
<input type="checkbox"/> Employment certificate <i>(original, issued and signed by the employer within one month, specifying the effective date and expiry date of the contract, position, monthly basic salary and work location).</i>
<input type="checkbox"/> Salary payment slip for the last three months <i>(copy, digital copy with company stamp is also acceptable)</i>
<input type="checkbox"/> Salaries Tax – Income Certificate over the years in Macao <i>(original)</i>
<input type="checkbox"/> Salaries Tax – Registration Form for Group 1 Taxpayers (M/2) <i>(copy)</i>
<input type="checkbox"/> Commercial registration certificate <i>(original, issued by the Commerce and Movable Property Registry within three months)</i>
For applicant as management personnel only
<input type="checkbox"/> Management structure of the employer <i>(original, issued and stamped by the employer, containing information of the highest level of management to each of the company's departments, positions of persons-in-charge of all departments)</i>
<input type="checkbox"/> Document proving the number of staff managed <i>(original, issued by the employer, specifying the total number of staff managed directly or indirectly, and the number of local permanent residents working for the company)</i>

Remarks:

- (1) Information on the application form should be consistent with that on the supporting documents. In an applicant is unable to provide supporting documents, he/she must submit a declaration to explain about it. Photos submitted should not be the same as the photos previously submitted.
- (2) Certificates and documents acquired in Mainland China should be issued by notary office in Mainland China within six months.
- (3) Original documents must be presented for verification when submitting copies of the above listed documents.
- (4) Pursuant to Paragraph 2 under Article 9 of Administrative Regulation No 3/2005, regardless of application grounds, IPIM may reasonably request applicants to submit further documents which might facilitate the application assessment.