



## GUIDANCE NOTES ON RECRUITMENT REGISTRATION

### Service Brief:

Provide free services of recruitment to companies in Macao

### Registration Validity:

4 months

### Application Approach:

- (1) Apply by “Online Recruitment Service ” ([www3.dsal.gov.mo/onlinerecruit/](http://www3.dsal.gov.mo/onlinerecruit/)) (only available in Chinese)
- (2) E-mail to [recruit@dsal.gov.mo](mailto:recruit@dsal.gov.mo)
- (3) Fax to 2852 8511
- (4) Applicants can visit one of the application locations to submit the form

Labour Affairs Bureau - Head Office  
Avenida do Dr. Francisco Vieira Machado 221-279,  
Edf. Advance Plaza, G/F, Macau

Labour Affairs Bureau - Long Cheng Service Centre  
Avenida do Dr. Rodrigo Rodrigues nos 614A-640,  
Edifício “Long Cheng”, 9º andar, Macau (entrance at Rua de Goa nº 105)

Labour Affairs Bureau – Vocational Training Centre  
Istmo de Ferreira do Amaral, nº 101 – 105A,  
Edifício Industrial Tai Peng, 1.ª Fase , R/C, Macau

Office Hours : Monday to Thursday : 09:00 - 13:00 ; 14:30 - 17:45  
Friday : 09:00 - 13:00 ; 14:30 - 17:30

Macao Government Services Centre:  
Rua Nova da Areia Preta 52, Macau

Macao Government Services Centre in Islands:  
Rua de Coimbra, n.º 225, 3/F, Taipa

Central District Public Services Centre:  
Rotunda de Carlos da Maia 5&7, Complexo da Rotunda de Carlos da Maia, 3/F, Macau

Central District Public Services Centre – S. Lourenço Station :  
Rua de João Lecaros, Complexo Municipal do Mercado de S. Lourenço, 4.º andar, Macau

Islands District Public Services Centre:  
Rua da Ponte Negra, Bairro Social da Taipa 75K, Taipa

Islands District Public Services Centre – Seac Pai Van Station:  
Avenida de Vale das Borboletas, Seac Pai Van Community Complex, 6/F, Coloane

Office Hours : Monday to Friday : 09:00 - 18:00 (no lunch break)



- (5) Submit the registration form at the service counters of those departments during office hours :  
Financial Services Bureau, the Macao Economic Services, the Macao Trade and Investment  
Promotion Institute.

Financial Services Bureau

Avenida da Praia Grande 575, 579 & 585

Edifício Finanças, Recepção de Expediente, 1/F, Macao

Office Hours : Monday to Thursday : 09:00 - 19:00 (no lunch break)

Friday : 09:00 - 18:45 (no lunch break)

Macao Economic Services

Rua Dr. Pedro José Lobo 1-3

Edifício Luso International Bank, 2/F, Macao

Office Hours : Monday to Thursday : 09:00 - 13:00 ; 14:30 - 17:45

Friday : 09:00 - 13:00 ; 14:30 - 17:30

Instituto de Promoção do Comércio e do Investimento de Macau :

Alameda Dr. Carlos d'Assumpção 263

Edifício China Civil Plaza, 19/F, Macao Business Support Centre, Macao

Office Hours : Monday to Thursday : 09:00 - 13:00 ; 14:30 - 17:45

Friday : 09:00 - 13:00 ; 14:30 - 17:30

**Enquiries:**

Contact the staff of DSAL at 2872 2108