

Employment Agency Activity Licence and Branch Licence

Guidance Notes on Procedures for Application for Renewal and Alteration

I. The applicant is required to fill out the application form and submit the corresponding application documents as listed below. In addition, the Labour Affairs Bureau may request the applicant to submit other appropriate documents or information deemed to be useful for assessing application.

1. Licence renewal:	
Natural person	<ol style="list-style-type: none"> 1. Certificate of criminal record ^{Note 1}; 2. Documents issued by the Financial Services Bureau to prove that the applicant has fulfilled or exempted from tax obligations; 3. If the place of origin of the non-local resident to be recruited or provided job referral service is Mainland China or Vietnam, supporting documents showing the qualification in providing exportation of labour service recognized by the local authorities or a notarized copy of such documents must be provided.
Company	<ol style="list-style-type: none"> 1. Criminal record certificates of all its administrators and shareholders^{Note 1}; if the shareholder is a legal person, the criminal record certificates of all its administrators or the principal persons of the organ shall be required; 2. Documents issued by the Financial Services Bureau to prove that the applicant has fulfilled or exempted from tax obligations; 3. If the place of origin of the non-local resident to be recruited or provided job referral service is Mainland China or Vietnam, supporting documents showing the qualification in providing exportation of labour service recognized by the local authorities or a notarized copy of such documents must be provided.
Joint stock limited company	<ol style="list-style-type: none"> 1. Criminal record certificates of all its administrators and the shareholders holding 10% or more of the capital^{Note 1}; if the shareholder is a legal person, the criminal record certificates of all its administrators or the principal persons of the organ shall be required; 2. Documents issued by the Financial Services Bureau to prove that the applicant has fulfilled or exempted from tax obligations; 3. If the place of origin of the non-local resident to be recruited or provided job referral service is Mainland China or Vietnam, supporting documents showing the qualification in providing exportation of labour service recognized by the local authorities or a notarized copy of such documents must be provided.

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Association or foundation	<p>Certificate of registration and leadership structure issued by the Identification Services Bureau ^{Note 2};</p> <p>2. Criminal record certificates of all of its principal persons of the organ^{Note 1} ; in the case that the applicant is an association, according to the law or its articles of association, the designated person who is appointed by the competent authority through a resolution of the meeting to engage in the employment agency activity, criminal record certificates of all of its principal persons of the organ and the appointee shall be required;</p> <p>3. Documents issued by the Financial Services Bureau to prove that the applicant has fulfilled or exempted from tax obligations;</p> <p>4. If the place of origin of the non-local resident to be recruited or provided job referral service is Mainland China or Vietnam, supporting documents showing the qualification in providing exportation of labour service recognized by the local authorities or a notarized copy of such documents must be provided.</p>
2. Change of licence holder	
Natural person	<p>1. Copy of Macao SAR resident identification document;</p> <p>2. Certificate of criminal record^{Note 1} ;</p> <p>3. Personal resume with educational background and work experience, and a copy of relevant supporting documents;</p> <p>4. Documents issued by the Financial Services Bureau to prove that the applicant has fulfilled or exempted from tax obligations;</p>
Company	<p>1. Business registration certificate, including a copy of the company's establishment documents and its Articles of Association properly updated;</p> <p>2. A copy of the identification documents of all its administrators and the shareholders; in the case that the shareholder is a legal person, a copy of the identification documents of all its administrators or the principal persons of the organ shall be required;</p> <p>3. Criminal record certificates of all its administrators and the shareholders^{Note 1} ; if the shareholder is a legal person, the criminal record certificates of all its administrators or the principal persons of the organ shall be required;</p> <p>4. Personal resume with educational background and work experience of any shareholder or administrator with technical and organizational capabilities and a copy of relevant supporting documents;</p>

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	<ol style="list-style-type: none"> Documents issued by the Financial Services Bureau to prove that the applicant has fulfilled or exempted from tax obligations;
Joint stock limited company	<ol style="list-style-type: none"> Business registration certificate, including a copy of the company's establishment documents and its Articles of Association properly updated and a list of all shareholders holding 10% or more of the capital and relevant supporting documents shall be submitted; A copy of the identification documents of all its administrators and the shareholders holding 10% or more of the capital; in the case that the shareholder is a legal person, a copy of the identification documents of all its administrators or the principal persons of the organ shall be required; Criminal record certificates of all its administrators and shareholders^{Note 1}; if the shareholder is a legal person, the criminal record certificates of all its administrators or the principal persons of the organ shall be required; Personal resume with educational background and work experience of any shareholder or administrator with technical and organizational capabilities and a copy of relevant supporting documents; Documents issued by the Financial Services Bureau to prove that the applicant has fulfilled or exempted from tax obligations;
Association or foundation	<ol style="list-style-type: none"> Certificate of registration and leadership structure issued by the Identification Services Bureau^{Note 2}; A copy of the identification documents of all the principal persons of the organ; in the case that the applicant is an association, according to the law or its articles of association, the designated person who is appointed by the competent authority through a resolution of the meeting to engage in the employment agency activity, a copy of the identification documents of all of its principal persons of the organ and the appointee (if any); Criminal record certificates of all of its principal persons of the organ^{Note 1}; in the case that the applicant is an association, according to the law or its articles of association, the designated person who is appointed by the competent authority through a resolution of the meeting to engage in the employment agency activity, criminal record certificates of all of its principal persons of the organ and the appointee shall be required (if any); Personal resume with educational background and work experience of any principal person of the organ or appointee with technical and organizational capabilities and a copy of relevant supporting documents;

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	<ol style="list-style-type: none"> 5. Minutes of the meeting of the associations at which the designated person is appointed by the competent authority through a resolution of the meeting to engage in the employment agency activity (if any); 6. Documents issued by the Financial Services Bureau to prove that the relevant persons have fulfilled or exempted from tax obligations;
3. Change of shareholders or administrators	
If the shareholders or administrators are natural persons	<ol style="list-style-type: none"> 1. Copy of identification documents; 2. Certificates of criminal record ^{Note 1};
If the shareholders are legal persons, change the legal persons' administrators or the principal persons of the organ	<ol style="list-style-type: none"> 1. Copy of identification documents; 2. Criminal record certificates ^{Note 1};
If the shareholders are legal persons, change the legal persons	<ol style="list-style-type: none"> 1. Business registration certificate, including a copy of the company's establishment documents and its Articles of Association properly updated; 2. Copy of identification documents of all administrators or the principal persons of the organ; 3. Criminal record certificates of all administrators or the principal persons of the organ;
4. Change of association's or foundation's principal persons of the organ or appointees	
Principal persons of the organ	<ol style="list-style-type: none"> 1. Copy of identification documents; 2. Criminal record certificates ^{Note 1};
Appointees	<ol style="list-style-type: none"> 1. Copy of appointees' identification documents; 2. Appointees' criminal record certificates; 3. Appointees' personal resumes with educational background and work experience, and a copy of relevant supporting documents; 4. Minutes of the meetings of the associations at which the designated persons are appointed by the competent authorities through resolutions of the meetings to engage in the employment agency activities.

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5. Change of the country or region of origin of the non-local resident to be recruited or provided job referral service	
The place of origin of the non-local resident to be recruited or provided job referral service is Mainland China or Vietnam	1. Supporting documents showing the qualification in providing exportation of labour service recognized by the local authorities or a notarized copy of such documents must be provided.
6. Change of location of business premise	
1. A written report on the real estate registry of business premise to be used	

II. Service location and time:

1. Online application:

Log in to the system of “Online Application for Renewal and Alteration of Employment Agency Activity Licence and Branch Licence” of our bureau through the entity account of Macao One Account (click <https://www3.dsal.gov.mo/AgencySrv/>) to submit the application online.

2. In-person application:

Address: Avenida do Dr. Francisco Vieira Machado, nos. 221 a 279, Edifício Advance Plaza, 1st floor of the Labour Affairs Bureau, Macau

Office hours : Monday to Thursday: 9:00-13:00; 14:30-17:45

Friday: 9:00-13:00; 14:30-17:30

III. Processing time:

1. The Labour Affairs Bureau shall make a decision on the application for renewal and alteration of the licence within thirty days from the date of receipt of the application.
2. If the applicant is notified of remedying the defeats in the composition of the dossier, the aforesaid period shall be recalculated.

IV. Notes and notes for application

1. On the application for alteration of licence, approval must be obtained before corresponding amendments can be made to other government departments, otherwise it shall be deemed a violation of law and punishment may be imposed.
2. After corresponding amendments have been made to other government departments, the authorization documents or their notarized copy of relevant government departments must be submitted to the Labour Affairs Bureau.
3. In the case of change of licence holder, name and location of business premise, type of employment agency activity or country

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or region of origin of the non-local resident to be recruited or provided job referral service, a new licence will only be issued after the original licence has been returned.

V. Fees:

1. No fee will be charged for the application for renewal and alteration of non-fee-charging employment agency activity licence and branch licence.
2. The fees for application for renewal and alteration of fee-charging employment agency activity licence and branch licence are shown below. Payment can be made by Macau Pass or MPay if the payment amount is MOP1,000.00 or less; if the payment amount is above MOP1,000.00, it must be paid in the form of bills and both a bank crossed cheque and a cashier's order are acceptable, which shall be payable to "Fundo de Segurança Social" (the Social Security Fund).

Items	Amount (MOP)
1. Fee-charging employment agency activity licence	
1.1 Renewal	10,000.00
1.2 Alteration (Calculated by the content of each change item)	1,000.00
2. Branch licence	
2.1 Renewal	5,000.00
2.2 Alteration (Calculated by the content of each change item)	1,000.00

VI. Service result collection:

1. **Methods of service result collection** : In person, by post or download the digital licence through the Common Access to Public Services of the Macao SAR (Entity) electronic platform.
2. **The following documents must be submitted at the same time:** : The bank crossed cheque or cashier's order for payment of relevant fee (in the case that the payment amount is above MOP1,000.00) .

Note 1 : The purpose of the Certificate of Criminal Record is to apply for the employment agency activity licence. In addition, the applicant may request the Identification Services Bureau to directly send the Certificate of Criminal Record to the Labour Affairs Bureau.

Note 2 : The purpose of the certificate of registration and the certificate of leadership structure is to apply for the employment agency activity licence. In addition, the applicant may request the Identification Services Bureau to directly send the certificate of registration and the certificate of leadership structure to the Labour Affairs Bureau.