

## Macau – Work Visa (Specialized Non-Resident Workers) Application Procedures and Fees

*Non-residents who wish to engage in any kind of employment in Macau are required to apply for a work permit. This also applies to visa-exempt countries whose nationals may under normal circumstances remain visa-free in Macau for 30 to 180 days.*

As of **December 20<sup>th</sup>, 2021**, the steps to obtain a specialized non-resident work permit in the Macau Special Administrative Region (or “MSAR”) are as follows:

- (1) The hiring employer in Macau must request a contracting authorization (also known as a “quota”) from the Labour Affairs Bureau.
- (2) Once the permit is approved, the applicant must then apply for an Authorization to Stay for Non-resident Workers at the Residence and Stay Affairs Department.
- (3) Due to the control measures taken against Covid-19, most foreigners are still prohibited from entering Macau, with a few exceptions. However, a foreigner can apply for an exemption if they meet the eligibility criteria. Application can be made to the Centre for Disease Control and Prevention, Health Bureau.

### Note:

For health and safety reasons related to Covid-19, the information contained herein is subject to constant changes by the Macau government and its agencies without prior notice. Please consult with our team before submitting a visa application.

### 1. Handling and Application Fees

Due to the increased complexity of the application during the pandemic, our fee for handling the Macau employment visa is USD1,950. An additional USD450 will be charged for each dependent visa.

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Simultaneous submission of multiple applications under the same hiring company is eligible for our corporate discount. Please contact Kaizen's Visa and Immigration team ([info@kaizenvis.com](mailto:info@kaizenvis.com)) for details.

## 2. Eligibility Criteria

Pursuant to Law No. 21/2009, amended by Law No. 4/2013, of the Macao Special Administrative Region, to be authorized to hire skilled non-resident workers, an employer must:

- (1) Be a Macau resident, a company incorporated in Macau or with a locally registered branch, or a non-resident with a commercial or industrial activity registered and operating in Macau;
- (2) Prove that the worker has special qualifications or skills for a specific position that are impossible to find locally (market insufficiencies) and that overseas recruitment is merely supplemental;
- (3) Prove its good financial standing;
- (4) Provide the proposed working conditions granted to the non-resident worker;
- (5) Provide the number of local workers it is currently hiring.

All quotas are provisional and their validity may vary based on the employee's specific job scope or the employment contract term. Quotas are usually granted for one or two-year periods and are subject to reassessment upon submission of a renewal application. A specialized skilled work permit is nominal (employee-specific) and each approval is assessed on its own merit.

To be eligible for the specialized non-resident work permit, the applicant must:

- (1) Have the academic qualifications, technical skills, and relevant professional experience to fulfill the job requirements.

## 3. Application Procedures and Required Documentation

### (1) Application Documents for a Contracting Authorization:

#### Documents from Hiring Company

- (a) Form "Application for Employment of Specialized Non-Resident Worker(s)";
- (b) Form "List of Job Title & Salary of Present Worker(s)";
- (c) Form "Terms Offered to Specialized Non-Resident Worker";
- (d) Photocopy of identification document of the applicant entity's lawful representative;
- (e) Photocopy of the association constitution published in the Official Gazette and of the registration document issued by the Identification Services Bureau, if the applicant entity is an association;

- (f) Photocopy of the applicant entity's business license or industrial registration or other similar documents;
- (g) Photocopy of the last quarter receipt of the mandatory contributions payment to the Social Security Fund, and photocopy of the receipt of the non-resident worker(s) employment fee payment if the applicant entity is hiring non-resident worker(s);
- (h) List of branches, if the applicant entity is a chain of stores with the same name (the applicant can use List of Operating Premises provided by the Bureau);

#### **Documents from Non-resident Worker**

- (i) Photocopy of the to-be-hired non-resident worker's passport including particulars, date of issue, and date of expiry. *For Mainland residents, only a photocopy of the Chinese ID card together with the romanization of the name is required to submit. For Hong Kong residents, only a photocopy of the Hong Kong ID card is needed;*
- (j) Photocopy of the to-be-hired non-resident worker's academic qualifications, proof of work experience or professional qualifications, and a resume (when the documents submitted are written in other languages, a translation in Chinese, Portuguese or English should be attached).

### **(2) Application Documents for an Authorization to Stay for Non-Resident Worker**

#### **Initial Examination**

- (1) A completed application form and a copy of it;
- (2) Copy of valid passport / travel document / identification document used for entry to and departure from Macau;
- (3) 1 recent colour photo of 1.5-inch, full face, no-hat, white-background;
- (4) Copy of other certificates or documents (specifically named in the "employment authorization" written instruction).

#### **Final Examination (in-person)**

- (1) If the application is approved, the employee is required to be fingerprinted and submit the following:
  - (a) Copy of the initially approved "application form";
  - (b) 1 recent colour photo of 1.5-inch, full face, no-hat, white-background;
  - (c) A completed "Declaration of Identification".

Upon completion of the procedure, the Subdivision will grant the "Authorization to Stay for Non-resident Workers". The employee can bring the valid identification document used to apply for the "Authorization to Stay" and register in person for the Automated Passenger Clearance System (e-Channel) at the designated locations.

**(3) Application System and Documents for an Entry Exemption by Foreign Nationals (during Covid-19)**

- (a) Online application: [衛生局 \(ssm.gov.mo\)](http://ssm.gov.mo)
- (b) Basic personal information
- (c) Travel document information
- (d) Work permit
- (e) Evidence of Authorization of Stay for Non-resident Workers
- (f) Evidence of stay in Mainland China for at least 21 consecutive days

Please also check out the entry and exit procedures for non-residents of Macau [here](#).

**Note:** Visitors from mainland China are required to secure a relevant Exit Endorsement on their Exit Entry Permit from the Public Security Bureau in China prior to entering Macau.

**(4) An application can be made in person or by a legal representative. No applications are presently accepted by mail or online. A legal representative is required to submit:**

- (a) A certified letter of authorization;
- (b) Copy of his/her valid identification document (the original should be exhibited for authentication).

**4. Estimated Processing Timeline**

Upon submission of a complete file, the normal total processing time for the above applications is 45 to 65 days. However, the on-going pandemic does not allow us to guarantee an accurate estimation of the required processing time.

**5. Payment Term and Method**

Kaizen currently accept Hong Kong Dollar check, cash or TT and credit card through PayPal only. If payment is settled through PayPal, extra 5% services fee will be charged. Upon receipt of your order, we will issue an invoice to you for your settlement. According to nature of services, payment must be fully settled in advance. No refund can be applied once services provided.

If China or Taiwan official tax invoice is required, Value-Added Tax or Business Tax at the prevailing rate in the respective jurisdiction will be charged.

*If you wish to obtain more information or assistance, please visit the official website of Kaizen Immigration Services Limited at [www.kaizenvis.com](http://www.kaizenvis.com) or contact us through the following and talk to our professionals:*

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