

Macau – Employment Visa (Self-Profit) Application Procedures and Fees

Macau, as a Special Administrative Region, offers an elegant Portuguese colonial landscape and many people are drawn to the city's fusion of Eastern and Western cultures.

If you wish to stay and work in Macau, you must apply for a Work Permit and Authorization to Stay unless you already have the right of abode, whether you are self-employed or employed by a Macau company. Work Permits can be obtained from the Macao Labour Affairs Bureau, which is responsible for allocating and approving work permits, further subdividing into professional, non-professional, domestic and non-domestic work types. After receiving the work permit, the applicant then applies to the Residence and Stay Affairs Department of the Public Security Police for Authorization to stay.

The application must be made in person or by a legal representative. Those with accompanying family members must apply separately for Special Stay Permits with the same duration of stay as that of the main applicant.

As the application process is complex and may be delayed due to the Novel Coronavirus, it is advisable to contact our visa consultants for further details.

Note:

- Please be advised that applicants must secure an offer of employment before applying for a work visa. Kaizen does not provide employment offers or recruitment services.**
- For health and safety reasons, 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

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1. Application Fees and Service Fees

Our handling fee for Macau Employment Visa (Self-Profit) is USD1,950. An additional USD450 will be charged for each dependent visa. In particular, our fees cover the following services:

- (1) Providing general advice regarding the application for Macau Employment Visa;
- (2) Providing assistance with the preparation of supporting documents;
- (3) Filling out application forms and submitting the visa application to the Macau authorities;
- (4) Liaising with the Macau authorities;
- (5) Application status reporting to the client;
- (6) One in-person submission of application to the relevant authorities in Macau on behalf of the applicant (see Note (3));
- (7) Forwarding the visa to the address specified by the applicant(s).

Note:

- (1) The fees quoted are exclusive of the government fees.
- (2) The fees stated are exclusive of delivery charges, document translation fees, notarization fees, etc., if any.
- (3) Depending on the Covid-19 situation at the time of the application, additional travel time and expenses for staff visits to the Macau government agencies, if any, will be billed separately and as incurred.

2. Payment Term and Method

Upon receipt of the confirmation of engagement, we will issue an invoice and email it to you together with the detailed payment instructions. Due to the nature of the service, we require full payment in advance. In addition, once service is commenced, no service fees will be refunded.

We currently only accept check, cash or TT and credit card payment through PayPal. If invoice is settled by PayPal, an extra 5% service fee will be charged.

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 and collected.

3. Eligibility Criteria

To qualify for the self-profit employment visa and enter the MSAR, the applicant must:

- (1) Be self-employed;
- (2) Apply for and obtain a valid work permit (“non-resident employment authorization for execution of self-profit activity”);
- (3) Comply with the relevant laws and regulations of Macau's entry, stay and residence permit system, including but not limited to:

- (i) Holding a valid passport/travel document/identity document for entry to and departure from Macau;
- (ii) Not in a lawfully restricted status.

4. Procedures and Timeline

The Macau employment visa application is comprised of 2 stages. As of **December 6th, 2021**, the steps to obtain the required visa for entry to and work in Macau are as follows:

- (1) The applicant must apply for a work permit at the Labour Affairs Bureau. Note: non-residents who wish to engage in activities for self-profit 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.
- (2) Once the permit is approved, the applicant must then apply for an Authorization to Stay at the Residence and Stay Affairs Department.
- (3) Due to the control measures taken against the Novel Coronavirus, currently all foreigners are prohibited from entering Macau. However, a foreigner can apply for an exemption if they meet the eligibility criteria. The application can be made to the Centre for Disease Control and Prevention, Health Bureau.

Note:

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

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

The total processing time is normally 45 to 65 days (upon submission of a complete file). However, the on-going pandemic does not allow us to provide an accurate estimation of the required processing time.

5. Required Documents and Information

Stage 1: Application Documents for a Work Permit

- (1) Form “Application of Work Permit for Execution of Self-Profit Activity by Non-Resident”;
- (2) Photocopy of the applicant’s identification document;
- (3) Supporting documents of the activities carried out by the applicant, for example, recommendation letters, certificate of work from previous employers, stating job title and job nature, etc. (documents written in other languages must be translated into Chinese, English or Portuguese);
- (4) Photocopy of documents proving the applicant’s economic capability to live in Macau (e.g. proof of income, bank deposit proof of the last three months, etc.);

- (5) 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 related to the establishment operated by the applicant;
- (6) Photocopy of identification document (front and back) of local worker(s) currently hired by the applicant, with address, contact number, monthly salary, date of job commencement, job position written on.

Stage 2: Application Documents for an Authorization to Stay

Step 1: 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).

Step 2: Final Examination (in-person)

- (1) If the application is approved, the "self-employed" is required to be fingerprinted and submit the following:
 - (i) Copy of the initially approved "application form";
 - (ii) 1 recent colour photo of 1.5-inch, full face, no-hat, white-background;
 - (iii) A completed "Declaration of Identification".
- (2) Upon completion of the procedure, the Subdivision will grant the "Authorization to Stay". The "self-employed" 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.

Note:

For your information, Application System and Documents for Entry Exemption by Foreign Nationals (During Covid-19) will be as the following:

- (1) Online application: [衛生局 \(ssm.gov.mo\)](http://ssm.gov.mo)
- (2) Basic personal information
- (3) Travel document information
- (4) Work permit
- (5) Evidence of Authorization of Stay
- (6) Evidence of stay in Mainland China for at least 21 consecutive days

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

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