

## Mainland and Macao Closer Economic Partnership Arrangement Procedures for submitting the Application Form for Macao Service Supplier Certificate

Applicant (Legal Person) fills in the Application Form and Declaration Form



- The duly completed Declaration Form **(in Chinese or Portuguese)** requires notarisation **in Chinese** by the Public Notary Office of Macao or by a China-appointed notary (Macao) (Note 1);



- Bring the relevant documents mentioned below to China Legal Service (Macao) Limited for verification by seal:

Applicant	Documents to be verified by seal	Documents to be submitted
Legal Person	Declaration Form (after being certified by the Public Notary Office of Macao/ a China-appointed notary (Macao))	<ul style="list-style-type: none"> <li>- Copy of business registration certificate</li> <li>- ID copy of the signatory of the Declaration Form</li> </ul>

Attention:

1. The number of Declaration Forms must correspond to that of Macao Service Supplier Certificates requested.
2. China Legal Service (Macao) Limited normally requires about two working days to process the documents submitted for verification by seal.

### **China Legal Service (Macao) Limited**

Address: Avenida Praia Grande, n° 405, China Law Building, 27/F

Contact Numbers: (853) 2871 3914, 2871 3915, 2871 3916, 2871 3917

Fax Number: (853) 2871 3919

Office Hour: Monday to Friday 09:00 – 13:00, 14:30 – 17:30

Closed on public holidays

- ◆ Applicants are required to submit the Application Form for Macao Service Supplier Certificate, Declaration Form notarised and verified by seal, and other required supporting documents to the Regional Cooperation Information Centre of the Economic and Technological Development Bureau (DSED).

- ◆ Under normal circumstances, the DSEDT will complete the application assessment process within 10 working days upon receiving the duly completed Application Form and all of the required documents. Longer assessment time is expected if any discrepancies or incompleteness is found in the information provided in the Application Form or supporting documents.

**Regional Cooperation Information Centre**

Address: Rua Dr. Pedro José Lobo, n°s 1-3, Luso International Bank Building, 2/F,  
Macao

Contact Number: (853) 8597 2343

Fax Number: (853) 2871 2553

Office Hour: Monday to Thursday                      9:00 – 13:00, 14:30 – 17:45

Friday    9:00 – 13:00, 14:30 – 17:30

Closed on public holidays

Note 1: The 16 China-appointed notaries (Macao) currently recognised by the Ministry of Justice of the People’s Republic of China are Vong Hin Fai, Paula Hsiao Yun Ling, Zhao Lu, Paulino Comandante, Kuong lok Kao, Lei Wun Kong, Fung Oi Lam, Chao Sio Ngan, Oriana Inácio Pun, Tang Weng Hang, Kuok Weng Mui, Wu Sao Wan Sharon, Chan Wa Keong, Lee Kam lut, Mok I Leng, Leong Chak Po; for details of the abovementioned notaries, please access the website of the Legal Affairs Bureau (DSAJ) ([www.dsaj.gov.mo](http://www.dsaj.gov.mo)).