

Guidelines of Application for Self-Drive Rent-A-Car



Macao Government Tourism Office of
the Macao Special Administrative Region of
the People's Republic of China

CONTENTS

FOREWORD	2
APPLICATION PROCEDURE FOR SELF-DRIVE RENT-A-CAR	3
I - REQUIREMENTS	4
II - NOTICE ON SITE SELECTION	4
III - DOCUMENTS REQUIRED FOR APPLICATION	4
1. APPLICATION FOR APPROVAL FOR SELF-DRIVE RENT-A-CAR	4
2. ESTABLISHMENT OF SUBSIDIARIES	5
3. ALTERATION OF THE LOCATIONS OF HEADQUARTERS/SUBSIDIARIES	6
IV - INSPECTION	6
V - RELEVANT LAW	7

Foreword

The self-drive rent-a-car business is subject to the approval granted by order of the Chief Executive based on opinions of the Macao Government Tourism Office (MGTO) and the Superior Council of Transport (Conselho Superior de Viação), regulated by the relevant law. In order to help applicants clearly understand the provisions and requirements of the law, MGTO has formulated the *Self-Drive Rent-a-car Application Guide* (“Guide”) that consists of five parts, namely I - Requirements, II - Notice on Site Selection, III - Documents Required for Application, IV - Inspection, and V - Relevant Law. The contents of the relevant law are appended to this *Guide* for anyone in need of details. If you have any comments or enquiries, please do not hesitate to contact MGTO via telephone, fax, letter, e-mail or come in person.

MGTO’s Service Counter: Floor 18, Hotline Center Building, Alameda Dr. Carlos d'Assumpção, No.335-341, Macao

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

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

E-mail: dl@macaotourism.gov.mo

Tel: (853) 2831 5566

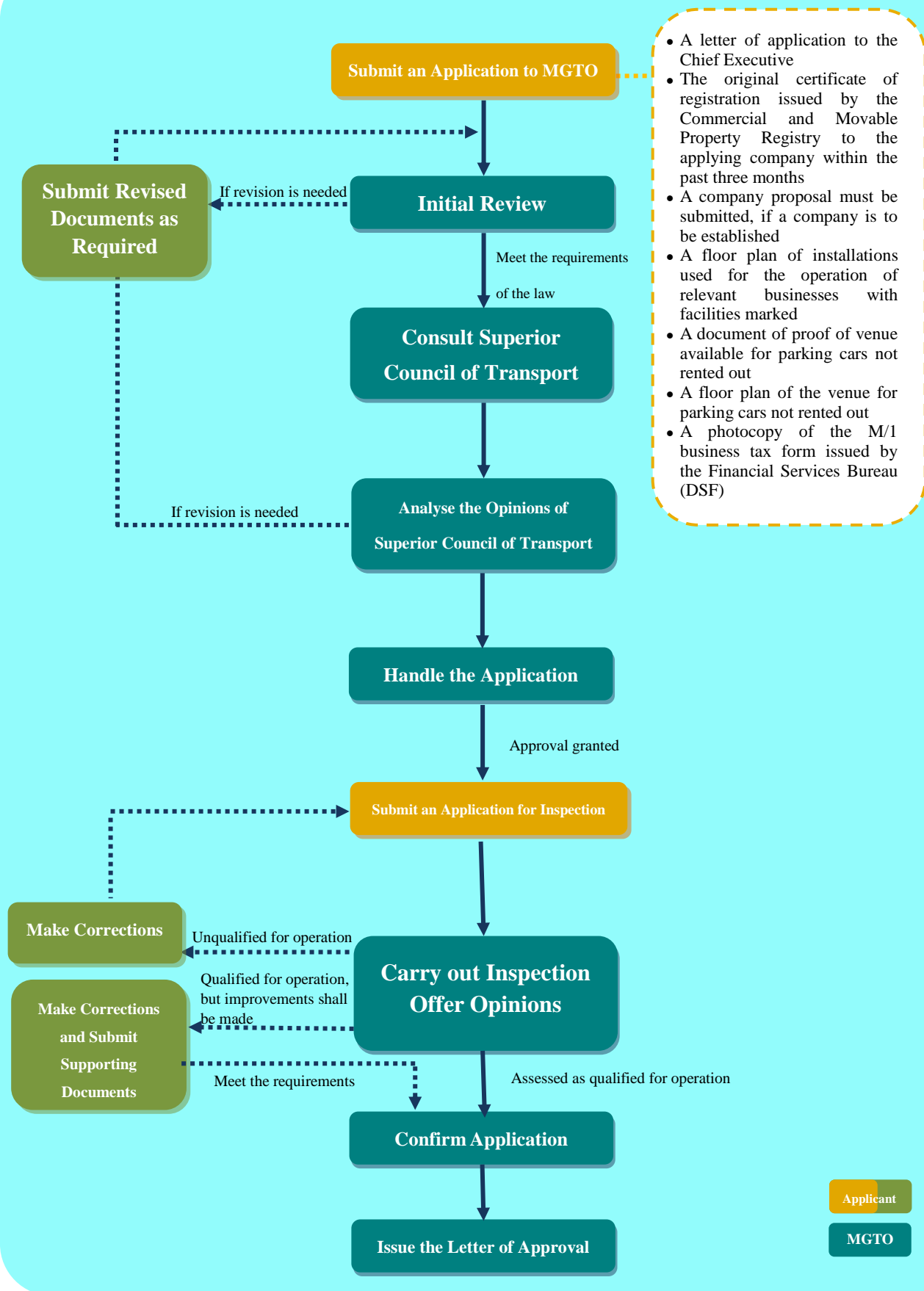
Fax: (853) 2833 0518

As a kind reminder, this *Guide* aims to illustrate the requirements of the relevant law in a simple way for easy reference. The existing law shall prevail.

This *Guide* is updated on a regular basis. The latest edition is downloadable from the Macao Tourism Industry Net (<http://industry.macaotourism.gov.mo>).

This English translation is for reference only. Should there be any discrepancy between the English translation version and the original Chinese version, the latter shall prevail.

Application Procedure for Self-Drive Rent-a-Car



I - Requirements

Approval for self-drive car rental shall only be granted to companies intending to operate in the Macao Special Administrative Region with the minimum quantity of cars as provided by Decree-Law No. 52/84/M, involving the following types:

- Light passenger cars (25 at least); or
- Motorcycles (12 at least); or
- Authorised special light vehicles (operated only by operators of both light passenger cars and motorcycles)

An operator aims to provide self-drive car rental shall establish its headquarter in Macao as a company and have a minimum amount of capital of MOP \$100,000.

II - Notice on Site Selection

The headquarters or subsidiaries of companies providing self-drive rent-a-car services shall set up independent installations to carry out their own businesses.

III - Documents Required for Application

1. Application for Approval for Self-Drive Rent-a-Car

- 1.1 A letter of application to the Chief Executive including information about the applying company (if the company is to be established, identity information about the person(s) acting for or proposing the establishment of the company shall be provided with an address); the name of the company adopted for the operation of relevant businesses; the location for relevant businesses to be operated; the classification, type and quantity of cars to be operated; and arrangements for the pick up and return of cars;
- 1.2 The letter of application shall be signed by the legal representative(s) of the applying company according to the signature(s) on the identity document(s). A photocopy of the identity document(s) of the representative(s) (front and back on the same page) shall be attached and the letter of application shall be stamped with the company stamp;
- 1.3 If a company is to be established, the letter of application shall be signed by

the future legal representative(s) (or the initiator(s)) of the company according to the signature(s) on the identity document(s). A photocopy of the identity document(s) of the representative(s) (front and back on the same page) shall be attached and the letter of application shall be stamped with the company stamp;

- 1.4 An applying company that authorises others to apply on its behalf shall submit the original letter of authorisation with the notarised signature(s) or a certified copy of such. A photocopy of the identity document(s) of the authorised person(s) (front and back on the same page) shall be attached;
- 1.5 The original certificate of registration issued by the Commercial and Movable Property Registry to the applying company within the past three months shall be submitted. If a company is to be established, company proposal must be submitted;
- 1.6 A floor plan of installations used for the operation of relevant businesses with facilities marked;
- 1.7 A certificate of proof of venue available for parking cars not rented out;
- 1.8 A floor plan of the venue for parking cars not rented out;
- 1.9 A photocopy of the M/1 business tax form issued by the Financial Services Bureau (DSF).

2. Establishment of Subsidiaries

- 2.1 A letter of application to the Director of the MGTO including information about the applying company and the locations of subsidiaries to be established;
- 2.2 The letter of application shall be signed by the legal representative(s) of the applying company according to the signature(s) on the identity document(s). A photocopy of the identity document(s) of the representative(s) (front and back on the same page) shall be attached and the letter of application shall be stamped with the company stamp;
- 2.3 An applying company that authorises others to apply on its behalf shall submit the original letter of authorisation with the notarised signature(s) or a certified copy of such. A photocopy of the identity document(s) of the authorised

person(s) (front and back on the same page) shall be attached;

2.4 The original certificate of registration issued by the Commercial and Movable Property Registry to the applying company within the past three months shall be submitted. The amount of capital shall be increased by at least MOP\$100,000 for each subsidiary established;

2.5 A floor plan of installations at subsidiaries used for the operation of relevant businesses with facilities marked.

3. Alteration of the Locations of Headquarters/Subsidiaries

3.1 A letter of application to the Director of the MGTO including information about the applying company and the specific location(s) of the headquarters or subsidiaries to be relocated;

3.2 The letter of application shall be signed by the legal representative(s) of the applying company according to the signature(s) on the identity document(s). A photocopy of the identity document(s) of the representative(s) (front and back on the same page) shall be attached and the letter of application shall be stamped with the company stamp;

3.3 An applying company that authorises others to apply on its behalf shall submit the original letter of authorisation with the notarised signature(s) or a certified copy of such. A photocopy of the identity document(s) of the authorised person(s) (front and back on the same page) shall be attached;

3.4 A floor plan of installations at headquarters or subsidiaries used for the operation of relevant businesses with facilities marked.

IV - Inspection

Before installations of the headquarters or subsidiaries of a company operating the self-drive rent-a-car business are opened to the public, the company shall apply for an inspection conducted by the MGTO and obtain its approval. The Applicant should apply for inspection within 6 months upon notice from MGTO regarding approval of application.

V - Relevant Law

Decree-Law No. 52/84/M of 16 June - Regulation on the Self-Drive Rent-a-Car Business

Translation: Perfection Company Limited

In case of any discrepancy between English and Chinese versions of contents, the Chinese version shall prevail.