



財政局
Direcção dos Serviços de Finanças

YOUR MAIN TAX OBLIGATIONS

To carry out industrial and commercial activities in MSAR, taxpayers have certain tax obligations. The major taxes relevant to your business are:

- ✓ Industrial Tax
- ✓ Profits Tax
- ✓ Salaries Tax

Locations and Office Hours

The "Finanças" Building

Av. da Praia Grande, N.ºs 575, 579 and 585, Macao
Service Centre 1 Ground Floor
Service Centre 2 Mezzanine

Coercive Collection Bureau

Av. do Dr. Rodrigo Rodrigues N.ºs 614A-640, The "Long Cheng" Building, r/c, Macao

Monday to Thursday: 9:00 – 19:00
Friday: 9:00 – 18:45

Macao Government Services Centre in Islands - Taxation

Rua de Coimbra, N.º 225, 3.º andar, Taipa

Integrated Services Centre - Taxation

Rua Nova da Areia Preta, N.º 52, Macao

Monday to Friday: 9:00 – 18:00

Tax Collection Unit of Tax Department

The "Finanças" Building, The "Long Cheng" Building

Monday to Thursday: 9:00 – 18:00
Friday: 9:00 – 17:45

Employers should keep a register of temporary/permanent employees at all time, clearly indicating their complete names, tax file numbers, addresses, remunerations and the period of employment.

Employers should also take into consideration of the following possible violations and their relevant penalties:

Violation	Amount of Penalty
Absence of or inaccuracies in the Form M3/M4*	\$500.00 - \$5,000.00
Non-compliance with the deduction of the "tax withholding" stipulation	Maximum up to amount of tax withheld, with a minimum of \$500.00
Non-payment or payment less than the actual tax withheld	Maximum up to the double amount of the unpaid tax, with a minimum of \$500.00
Absence of temporary / permanent employee register	\$500.00 - \$4,000.00

*When remunerations or subsidies are paid to employees in non-monetary way, employers should also submit the appendices A and B enclosed in the Form M3/M4.

Tax Relief Measures (Please refer to the Government Budget of the current year)

Make good use of the online "Electronic Service" functions of website or mobile app of Financial Services Bureau to transact tax formalities, pay tax and enquire tax information under the name.



Website of FSB	Mobile app Macau Tax	
	Apple / Android	APK

99 0801 5 0622

2833 6886
www.dsf.gov.mo

INDUSTRIAL TAX

Industrial Tax is set up for the registration of establishment of all individuals and companies engaged in any commercial or industrial activities, and its settlement is based on the fixed tax amount listed in the attached table of the Regulation.

Obligation	Relevant Forms	Period
Commencing business	Registration Declaration for Business Startup/Alterations-Form M/1	30 days before business commencement
	Payment Tax Bill for Irregular Tax - Form M/7  Payment exemption	Date indicated in the red stamp affixed to the duplicate of M/1
Annual	Payment Tax Bill of Levy - Form M/8  Payment exemption	February or March each year

Observations:

Taxpayers must keep the original or copy of the latest Industrial Tax tax bill in the place of business.

Aside from the registration of business and payment of Industrial Tax, certain industries should have the proper license/concession granted before business commencement. For example, the operations of karaoke bars, restaurants etc., are required to apply for the relevant licenses from Macao Government Tourist Office and/or Municipal Affairs Bureau.

In addition, when the following changes are involved, taxpayers must submit the Declaration for Business Startup/Alterations – Form M/1 to our bureau within 15 days from the date of alteration/modification:

1. increase your company's capital;
2. alter/modify the company's or establishment's name, residential or business address;
3. adding a new business activity;
4. cancel part of your business activities, etc.

When you cease to carry on a business:

Obligation	Forms to fill in	Period
Declaration	1. Declaration for Business Startup/Alterations - Form M/1 2. Profit Tax Return - Form M/1 3. Nominal List of Employees and Wage-Earners - Form M3/M4*	Within 15 days from the date of cessation

Observations:

1. As the submission of the Profit Tax Return – Form M/1 must be completed within 30 days from the date of cessation, it is recommended to submit it together with the Declaration for Business Startup/Alterations – Form M/1 and Nominal List of Employees and Wage-Earners-Form M3/M4 at the same time, in order to avoid repeated visits to our bureau.
2. Carrying out any commercial or industrial activities without the registration of Industrial Tax or failure to present the tax payment records is subject to a maximum penalty of \$100,000.00.

PROFIT TAX

Profit Tax is levied based on net profits generated from individuals and companies carrying out commercial or industrial activities. The taxpayers of Profit Tax are divided into two groups, Group A and Group B, as follows:



Group A taxpayers

1. Companies limited by shares and joint-stock companies;
2. Companies of any nature with a capital of not less than one million dollars or an average taxable profit of more than one million dollars in the past three years;
3. Companies of any nature as the ultimate parent entity;
4. Other individuals or groups with the appropriate organized accounting records may apply as a Group A taxpayer by presenting a declaration.

Taxpayers should have appropriate and organized accounting records, and relevant declared documents have to be checked and signed by accountants, certified public accountants, or accounting firms registered with the Accounting Professional Committee.



Group B taxpayers

Those taxpayers not mentioned above. Taxpayers should have at least simple accounting records, e.g. sales records, purchases records etc.

Accounting records and relevant documents of Group A and Group B taxpayers should be kept on file and retained for at least 5 subsequent years.

Obligation listed in the following table should be complied on time each year.

Obligation	Relevant Forms	Period
To declare last year's operating income	Profit Tax Return - (M/1)	Group A: April to June each year Group B: February to March each year
Tax Payment (Group A and B)	Tax Bill of Levy - Form (M/6)	September and November each year

Observations:

Even though there is no business activities or a loss is made on the operation, the Profit Tax Return - Form M/1 should still be submitted on time, otherwise a maximum penalty of \$10,000.00 will be imposed.

SALARIES TAX




Salaries Tax is a type of tax collected based upon income from work. Salaries Tax taxpayers are divided into 2 groups:

1. Group 1 taxpayer is defined as one who engages in any occupation and who provides services to others in the MSAR.
2. Group 2 taxpayer is defined as one who is self-employed and engages in any profession specified in the "Table of Liberal and Technical Professions" attached in the Salaries Tax Regulation.

Employer plays an important role in the administration of Salaries Tax. The main obligations are highlighted as follows:

1. When hiring a new employee, the employer should submit a copy of the respective employee's document of identification and appropriately completed "Employment Registration" - Form M/2, within 15 days from the date of employment.
2. The Employer should inform our bureau on the termination of employment of an employee by the end of the following month, through submitting the "Declaration for Termination of Employment" - Form M/2A.
3. "Tax withholding" is one of the system by which group 1 taxpayers could use to settle their Salaries Tax payments. In essence, the employer will withhold the amount of Salaries Tax on behalf of the temporary/permanent employees, from their salaries.

"Tax withholding" should be carried out in the following situations:

-  Temporary employees: Daily wage exceeding \$640.00
 -  Permanent employees: Monthly salary exceeding \$16,000.00
- The employer should settle the withheld Salaries Tax of the previous quarter within the first 15 days on the month of April, July, October and January of the following year.
-  Taxpayers with an annual income of less than \$144,000.00 is tax-exempt. For the amount of Salaries Tax needed to be paid, please refer to the "Practical calculation on Salaries Tax Table" or the "Simulation Calculation Program" provided on our bureau's website.

Observations:

For any changes of registered data of Salaries Tax, the employee should inform our bureau within 15 days from the date of occurrence, through the submission of the "Declaration for Alterations" – Form M/2B.

4. Obligation listed in the following table should be complied on time each year

Obligation	Form to fill in	Period
Submission of name list	"Nominal List of Employees and Wage-Earners"-Form M3/M4*	January and February each year

Observations:

Form M3/M4* should be submitted on time, even there is no employee being employed.