

Replacement of banners, posters and small flags

How to process

Documents to be submitted:

1. Application form (Format [Mod. 018/DLA/DHAL](#)) or letter;
2. If the applicant is a natural person, a photocopy of the identification document of the signatory should be submitted;
3. If the applicant is a legal person, a photocopy of valid Business Registration Certificate (companies registered at the Commerce and Movable Property Registry of Macao are exempted from submission) or a photocopy of valid Certificate of Association and Foundation issued by the Identification Services Bureau is required to be submitted. The relevant application form is required to be signed by its legal representative and submitted with a photocopy of the identification document of the signatory of the application form;
4. If the applicant is not the hosting or co-hosting organization of the activity, an authorization letter signed by member(s) of the hosting or co-hosting organisation should be submitted. If the authorized person is a natural person, the signature need to be supported by photocopy of the identification document. If the authorized person is a legal person, a photocopy of valid Business Registration Certificate (companies registered at the Commerce and Movable Property Registry of Macao are exempted from submission) or a photocopy of valid Certificate of Association and Foundation issued by the Identification Services Bureau is required to be submitted, and the relevant signature(s) need to be supported by photocopy(ies) of the identification document(s) of the representative(s).

Locations for processing the procedure and office hours

Location:

1. Integrated Services Centre: Avenida da Praia Grande, n.^{OS} 762-804, Edifício China Plaza, 2.^o andar, Macau;
2. Northern District Public Services Centre: Rua Nova da Areia Preta, n.^o 52, Centro de Serviços da RAEM, Macau;
3. Northern District Public Services Centre - Toi San Station: Avenida de Artur Tamagnini Barbosa, n.^o 127, Edifício D.^a Julieta Nobre de Carvalho, Bloco B, R/C, Macau;
4. Northern District Public Services Centre - Fai Chi Kei Station: Rua Nova do Patane, Habitação Social de Fai Chi Kei, Edifício Fai Tat, Bloco II, R/C, Lojas G e H, Macau;
5. Central District Public Services Centre: Rotunda de Carlos da Maia, n.^{OS} 5 e 7, Complexo da Rotunda de Carlos da Maia, 3.^o andar, Macau;
6. Central District Public Services Centre - S. Lourenço Station: Rua de João Lecaros, Complexo Municipal do Mercado de S. Lourenço, 4.^o andar, Macau;
7. Islands District Public Services Centre: Rua de Coimbra, n.^o 225, 3.^o andar, Centro de Serviços da RAEM das Ilhas, Taipa;
8. Islands District Public Services Centre - Seac Pai Van Station: Avenida de Vale das Borboletas, Complexo Comunitário de Seac Pai Van, 6.^o andar, Coloane.

Office hours:

Monday to Friday, 9:00 a.m. to 6:00 p.m. (no lunch break, closed on Saturdays, Sundays and public holidays)

Fees

Application fee:

Not applicable

Form fee:

Not applicable

Stamp duty:

Not applicable

Security deposit:

Not applicable

Fees, Charges and Prices List:

Not applicable

Time required for processing

Processing time: 6 working days after receiving all the necessary documents.

Remarks/ points to note for application

Important notes:

[Location of placards for displaying posters and Important notes](#)

Relevant standards or requirements

N/A

Progress enquiry and obtaining result of service

Method to obtain the result of service: Visit in person to obtain the result

Formalities

- First-time application of banners, posters and small flags
- Renewal of banners, posters and small flags
- Replacement of banners, posters and small flags
- Cancellation of banners, posters and small flags

Legislations

- Law no. 7/89/M – “Actividade Publicitária”
- Administrative Regulation no. 28/2004 – Approval of “General Regulations Governing Public Places”
- “Código do Procedimento Administrativo” approved by Decree-Law no. 57/99/M

Penalties

- In accordance with stipulations of Clause 1 of Article 19, Clause 1 d) of Article 27 and

Article 31 c) of Law no. 7/89/M, the IAM can impose a penalty between MOP2,000 and MOP12,000 on individuals involved in placement of advertisements without license. Furthermore, in accordance with Clause 2 1) of Article 33 of Administrative Regulation no. 28/2004 “General Regulations Governing Public Places”, the IAM has the right to order removal of illegal advertisements.

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