

Renewal

## How to process

### Documents to be produced:

1. The original license;
2. A photocopy of the policy of civil liability insurance for the installation of promotional and advertising materials issued by an insurance company which is given permission to operate in Macao (if applicable);

### Documents to be submitted:

If the applicant is unable to produce the required documents mentioned in points 1 and 2 above, he/she is required to submit the “Declaration of Renewal of License for Placement of Long-term Advertisements and Signboards” ([Mod.034/DLA/DHAL](#)) completed by the license holder. If the license holder is an individual, a photocopy of the identification document of the signatory is required. If the license holder is a legal person, the declaration is required to be signed by the legitimate representative and a photocopy of the identification document of the signatory is required. Moreover, a photocopy of the valid Business Registration Certificate (exemption for companies registered at the Commerce and Movable Property Registry of Macao) or a photocopy of the valid Certificate of Association issued by the Identification Services Bureau is required to be submitted.

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## Locations for processing the procedure and office hours

### Location:

1. Integrated Services Centre: Avenida da Praia Grande, n.º 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.º 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)

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## Fees

**Application fee:**

## 1. Advertisement

1.1 Non-luminous With area of 5 square metres or less, for every square metre or part thereof : MOP80; With area exceeding 5 square metres, for every square metre or part thereof: MOP160.

1.2 Luminous With area of 5 square metres or less, for every square metre or part thereof : MOP160; With area exceeding 5 square metres, for every square metre or part thereof: MOP320.

## 2. Signboard

2.1 Non-luminous With area of 5 square metres or less, for every square metre or part thereof : MOP40; With area exceeding 5 square metres, for every square metre or part thereof : MOP90.

2.2 Luminous With area of 5 square metres or less, for every square metre or part thereof : MOP80; With area exceeding 5 square metres, for every square metre or part thereof: MOP160.

Note: As stipulated by Clause (1) and (3) of Article 18 of Law No. 21/2021, the advertisement license fee and stamp duty for year 2022 are exempted.

**Form fee:**

Not Applicable.

**Stamp Duty:**

If the license fee exceeds MOP50, the stamp duty is equivalent to 10% of the license fee.

Note: As stipulated by Clause (1) and (3) of Article 18 of Law No. 21/2021, the advertisement license fee and stamp duty for year 2022 are exempted.

**Deposit:**

Not Applicable.

**Fees, Charges and Prices List:**

Not Applicable.

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**Time required for processing**

**Processing time:** 1 working day after receiving all the necessary documents.

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**Remarks/ points to note for application**

Please process the online renewal formalities at <https://iam.mo.gov.mo/dlalrrenew/?nocache=1&language=en>. (Applicants who apply for online renewal must have an account of “[Conta única de acesso comum aos serviços públicos da RAEM](#)”).

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**Relevant standards or requirements**

N/A

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## **Progress enquiry and obtaining result of service**

Method for obtaining the result of service: Visiting in person to collect the license or logging in to the online renewal system <https://iam.mo.gov.mo/dlalrrenew/?nocache=1&language=en> to download and print the license.

## **Formalities**

- First-time Application
- Renewal
- Replacement
- Cancellation and Refund of Security Deposit
- Change of advertising content
- Increase the quantity of advertisement plates / signboards
- Reduce the quantity of advertisement

Last Update : 14/04/2022