

## Replacement

### How to process

#### Required Document:

1. Application form ([Mod.017/DLA/DHAL](#));
  2. Photocopy of document(s) certifying the latest Industrial Tax or Professional Tax;
  3. If the applicant is a natural person, a photocopy of the ID document of the signatory should be submitted;
  4. 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.
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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.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)

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### Fees

#### Application fee:

Not Applicable

#### Form fee:

Not Applicable

#### Stamp Duty:

Not Applicable

**Deposit:**

Not Applicable

**Fees, Charges and Prices List:**

Not Applicable

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**Time required for processing**

**Processing time:** 5 working days after receiving all the necessary documents.

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**Remarks/ points to note for application**

**Important note:** Not Applicable

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**Relevant standards or requirements**

N/A

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**Progress enquiry and obtaining result of service**

N/A

**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