

Application for booking for guided tour service of Macao Tea Culture House

### **How to process**

**Document to be submitted:** “Application Form for Guided Tour Service” ([016/DACRA/DACREC](#))  
(The form can be downloaded from the IAM website.);

**Document to be produced:** Not applicable

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### **Location and Time for Processing the Service**

#### **Location for processing the service:**

Integrated Services Centre: Avenida da Praia Grande, n.<sup>OS</sup> 762-804, Edifício China Plaza, 2.<sup>o</sup> andar, Macau;

Northern District Public Services Centre: Rua Nova da Areia Preta, n.<sup>o</sup> 52, Centro de Serviços da RAEM, Macau;

Northern District Public Services Centre - Toi San Station: Avenida de Artur Tamagnini Barbosa, n.<sup>o</sup> 127, Edifício D.<sup>a</sup> Julieta Nobre de Carvalho, Bloco B, R/C, Macau;

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;

Central District Public Services Centre: Rotunda de Carlos da Maia, n.<sup>OS</sup> 5 e 7, Complexo da Rotunda de Carlos da Maia, 3.<sup>o</sup> andar, Macau;

Central District Public Services Centre - S. Lourenço Station: Rua de João Lecaros, Complexo Municipal do Mercado de S. Lourenço, 4.<sup>o</sup> andar, Macau;

Islands District Public Services Centre: Rua de Coimbra, n.<sup>o</sup> 225, 3.<sup>o</sup> andar, Centro de Serviços da RAEM das Ilhas, Taipa;

Islands District Public Services Centre – Seac Pai Van Station: Avenida de Vale das Borboletas, Complexo Comunitário de Seac Pai Van, 6.<sup>o</sup> andar, Coloane;

#### **Office hours:**

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

#### **Telephone / Fax:**

Tel.: (853) 8399 3644 / (853) 8399 3646

Fax: (853) 8399 3648

E-mail: [ACR-DACRA/DACREC@iam.gov.mo](mailto:ACR-DACRA/DACREC@iam.gov.mo)

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### **Fees**

#### **Application fee:**

Not applicable

**Form fee:**

Not applicable

**Stamp duty:**

Not applicable

**Security deposit:**

Not applicable

**Fees, Charges and Prices List:**

Not applicable

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**Time Required for Approval****Time for approval:**

4 working days

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**Remarks / Important Notes on Application****Important notes:**

1. Application must be made in the name of school / organisation / association;
2. The application form must be stamped with the official seal of the school / organisation / association and submitted by fax (no. (853) 8399 3648) or e-mail ([ACR-DACRA/DACREC@iam.gov.mo](mailto:ACR-DACRA/DACREC@iam.gov.mo)). All applications will be processed on a “first come, first served” principle;
3. Application form for booking for guided tour service should be submitted at least 15 working days in advance;
4. For change of date or cancellation of application, please notify IAM by calling (853) 8399 3644 or (853) 8399 3646 at least 3 working days before the activity day.

**Formalities**

- Application for booking for visits to eco-centre
- Application for booking for nature guided tour service for groups
- Application for activities at Oscar Farm
- Application for booking the IAM Building guided tour
- Application for booking for special sessions of guided tour service of Commemorative Gallery of the Macao Basic Law
- Application for booking for guided tour service of Macao Tea Culture House

Last Update : 19/10/2021