

# International Business Reply Service

## What is “International Business Reply Service”?

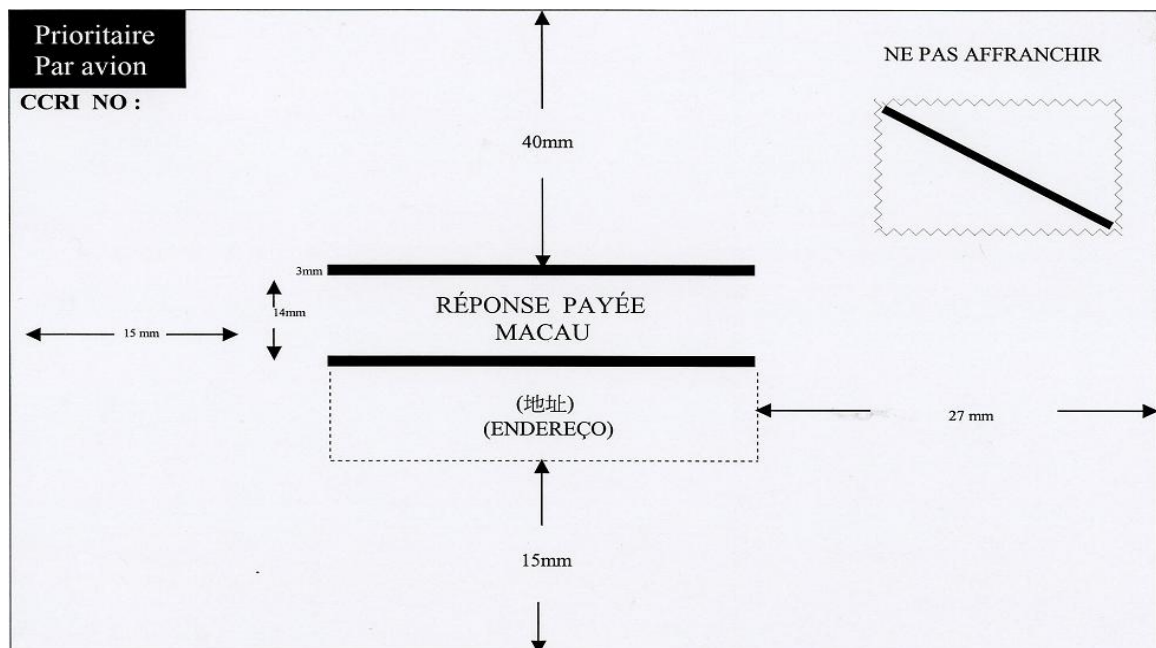
International Business Reply Service allows any business or public organization the convenience and efficiency to promote its products/services all over the world. Once the application is approved, the applicant can imprint a prescribed design of International Business Reply Item and a unique authorized number. Your target customers can just post the reply items worldwide without postage, helping your products/services become more international.

## Advantages:

- **Convenience**  
Sender can post the reply item worldwide without postage, the payment would be settled by the addressee.
- **Efficient Promotion**  
This service expands your business by promoting your products or services to the rest of the world.
- **Prompt Approval**  
Macao Post and Telecommunications Bureau would approve the application two working days after the submission.

## Requirements of Postal Objects:

- **Dimension:**
  - Minimum dimension for correspondence: 90mm x 140mm
  - Maximum dimension for correspondence: 120mm x 235 mm (5mm in thickness)*Remarks: Postcard should not be less than 0.25mm thick.*
- **Weight:** May not exceed 50 grams.
- **Use of Colour:** The paper for an International Business Reply Item must not be light blue or black. Light colour envelope is acceptable but white is preferred. Otherwise, the print on the item including artwork, address, character, and the horizontal bars should be printed in black or dark blue.
- **Quality of Paper:** Must be applicable to the cancellation machine. Furthermore, postcard should be made of cardboard which is sufficiently stiff to withstand the mailing process.
- **Design:**



1. In the top right-hand corner the French words “NE PAS AFFRANCHIR” must be capitalized with the symbol of the postage stamp and a bold diagonal line superimposed.
2. An airmail and priority indication with the French words “Par avion” and “Prioritaire” must be printed in the top left-hand corner.
3. The International Business Reply Service (IBRS) authorization number must be printed below the airmail indication in the top left-hand corner.
4. Above the address, two solid horizontal bars must be printed. Each bar must be at least 3mm thick, and the bars must be at least 14mm apart. Between the bars there must be printed two lines of text in capital letters. On the first line must be printed the words “RÉPONSE PAYÉE” in French. On the second line must be printed the words “MACAU”.
5. The name and full postal address of the applicant must be printed equivalently below the two horizontal bars. The name should be placed above the address. Furthermore, the address must be arranged in correct sequence. The recommended character size and pitch of the address lines are as follows:  
Height: 2.8mm to 5mm  
Width: 2mm to 3.5mm  
Pitch: 4 characters per cm constant pitch
6. A space of not less than 40mm must be left between the top edge and top of the first horizontal bar. A space of at least 15mm from the bottom and left-hand edge, and 27mm from the right-hand edge must also be left clear.
7. It is suggested that the flap of the reply item in envelope form should be gummed.

**Fee:**

Annual fee for each approved application is MOP100.00. Besides, an extra charge of MOP2.50 per item will be applied to the normal postage. Publicity on the item (over 3,500 items) will be charged at MOP3,000.00 for each authorization within 6 months after the date of approval. For the publicity on the item (less than 3,500 items) will be charged at MOP0.70 for each item. Moreover, a monthly fee of MOP300.00 is charged for the publicized stickers besides the aforementioned charge.

**Payment Method:**

Upon receipt of the International Business Reply Item Collecting Advice, applicant can collect the reply items at the counter No. 6 in our General Post Office and settle the payment either in cash or by cheque.

**Application Method:**

Applicant is required to fill in an application form which is available at our Exploração Division and all post offices. One specimen with “International Business Reply Service” layout should be attached and submitted to:

Sales and Retail Division  
Commercial Department  
Macao Post and  
Telecommunications Bureau  
Largo de Senado  
Macao

**Authorization Number:**

Once the application is approved, Macao Post and Telecommunications Bureau would grant an authorization number for identification. The applicant needs to imprint the authorization number on the envelope and submit 4 complete printed proofs to the Sales and Retail Division, Commercial Department of Macao Post and Telecommunications Bureau. (Remarks: one unique authorization number is granted for each layout.)

**Period of Validity and Renewal:**

The validity period is one year starting from the date of approval. For renewal, the renewal/cancellation form should be submitted to Sales and Retail Division, Commercial Department of Macao Post and Telecommunications Bureau 15 days before the expiry date. The annual renewal fee is MOP100.00.

**Cancellation of Service:**

For cancellation of service, the renewal/cancellation form should be submitted to the Sales and Retail Division, Commercial Department of Macao Post and Telecommunications Bureau 15 days before the expiry date.

**Others:**

- This service is only applicable to international replies.
- Reply items cannot be registered, insured or marked for express delivery.

**Inquiry:**

If you would like to have further information, please contact us at:

Tel. No.: 83968813

Fax No.: 83968603

E-mail: [exp@ctt.gov.mo](mailto:exp@ctt.gov.mo)