



郵政局

Direcção dos Serviços de Correios

Remarks: Government Department can place / replace its logo in the top left-hand corner of the envelope.

Business Organization



Date Stamp:

Once the application is approved, the applicant decides the necessity of date stamp on the ordinary mails. Nevertheless, date stamp would be placed on the registered mail, insured mail, and official correspondence.

Mailing:

Customers are required to fill in a Mailing Bill & Receipt form which indicates the category, destination, and volume of the postage paid items. Items should be tied in bundles in which local and overseas items should be separated. Bulk Mail should be posted in Mail Handling and Distribution Centre (TRADIC). (Address: Estrada D. Maria II, Tel: 28338800).

Fee:

The normal postage rate will be applied to the weight of the items. Publicity on the items (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:

The applicant may settle the payment in cash or by cheque.

Application Method:

Applicant is required to fill in an application form which is available at our (S)ORUDomRLMMRQ and all post offices. One specimen with "Postage Paid Service" layout should be attached and submitted to:

(S)ORUDomRLMMRQ
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 (S)ORUDomRLMMRQ 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 the (S)ORUDomRLMMRQ, Commercial Department of Macao Post and Telecommunications Bureau 15 days before the expiry date.

Cancellation of Service:

For cancellation of service, the renewal/cancellation form should be submitted to the (S)ORUDomRLMMRQ, Commercial Department of Macao Post and Telecommunications Bureau 15 days before the expiry date.

Inquiry:

If you would like to have further information, please contact us at:
Tel. No: 83968813



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Direcção dos Serviços de Correios

Fax No: 83968603
E-mail: reb@ctt.gov.mo