



Labour Affairs Bureau

Guidance Notes on Work-related Accident Reporting Form

- ◆ The injured employee or his/her family shall notify the employer or representative of the employer within 24 hours after the occurrence of the accident.
- ◆ In case of fatal accident or when the employee need to be hospitalized, employer or his/her representative shall notify the Labour Affairs Bureau within 24 hours from the time of occurrence of such event or from the time the employer has notified the occurrence of such event.
- ◆ In other cases, employer or his/her representative shall notify the Labour Affairs Bureau within 5 working days from the time of occurrence of such event or from the time the employer has notified the occurrence of such event.

- ◆ Notification methods

1. By fax: 2871 7771
2. Online: www.dsal.gov.mo
3. By e-mail: o.injury@dsal.gov.mo
4. In person:

- Labour Affairs Bureau Head Office

Address: Avenida do Dr. Francisco Vieira Machado 221-279, Edifício Advance Plaza, 1/F, Macao
Reception time: Monday to Thursday 9:00-13:00, 14:30-17:45
Friday 9:00-13:00, 14:30-17:30

- Vocational Training Centre of the Labour Affairs Bureau

Address: Istmo de Ferreira do Amaral 101-105A, Edifício Industrial Tai Peng, Fase I, G/F, Macao
Reception time: Monday to Thursday 9:00-13:00, 14:30-17:45
Friday 9:00-13:00, 14:30-17:30

- Long Cheng Service Centre of Labour Affairs Bureau

Address: Avenida do Dr. Rodrigo Rodrigues 614A-640, Edifício Long Cheng, 9/F, Macao (entrance at Rua de Goa 105)
Office hours: Monday to Thursday 9:00-13:00, 14:30-17:45
Friday 9:00-13:00, 14:30-17:30



Labour Affairs Bureau

■ Northern District Public Services Centre

Address: Rua Nova da Areia Preta 52, Service Centre of Macao SAR, Macao
Reception time: Monday to Friday 9:00-18:00 (no lunch break)

■ No Centro de Serviços da RAEM das Ilhas:

Address: Rua da Coimbra, nº 225, 3.º andar, Taipa
Reception time: Monday to Friday 9:00-18:00 (no lunch break)

5. Others*: Drop the form into the drop-in box of the Labour Affairs Bureau placed at the following departments or submit the form at the counters of the following departments during office hours.

■ Financial Services Bureau

Address: Avenida da Praia Grande 575, 579 e 585, Edifício Finanças, 1/F,
Recepção de Expediente, Macao
Office hours: Monday to Thursday 9:00-19:00 (no lunch break)
Friday 9:00-18:45 (no lunch break)

■ Economic and Technological Development Bureau

Address: Rua Dr. Pedro José Lobo 1-3, Edifício Luso International Bank, 2/F,
Macao
Office hours: Monday to Thursday 9:00-13:00, 14:30-17:45
Friday 9:00-13:00, 14:30-17:30

■ Macao Trade and Investment Promotion Institute

Address: Alameda Dr. Carlos d'Assumpção 263, Edifício China Civil Plaza,
19/F, Macao Business Support Centre, Macao
Office hours: Monday to Thursday 9:00-13:00, 14:30-17:45
Friday 9:00-13:00, 14:30-17:30

* The Labour Affairs Bureau, within 2 working days counted from the submission date of the form, will notify the employer via SMS, e-mail or phone call about receiving the form.