n.°	Department concerned	Service Type	n.°	Service Description	No. of completed cases	Pledged handling time	Actual performance	Pledged performance
1	DRP		1	Travel information (Tourist Information Counters)	301,275	10 minutes	100%	90%
	DRP		2	Receiving suggestions or complaints from tourists (In writing/fax/e-mail)	64	10 working days	100%	90%
2	DRP			Receiving suggestions or complaints from	20	Immediately	100%	90%
	DRP		3	tourists (In person) Receiving suggestions or complaints from	29	Immediately	100%	90%
	DEP		4	tourists (Telephone call) Enquiry of general tourism statistics	5	3 working days	100%	90%
	DEP			(In writing) Enquiry of general tourism statistics	0	Immediately	-	90%
	DEP		5	(In person) Enquiry of general tourism statistics	0	Immediately	-	90%
3	DEP		6	(by telephone) Enquiry of special tourism statistics	0	5 working days	-	90%
	DEP			(In writing) Enquiry ofspecia tourism statistics	0	Immediately	_	90%
	DEP		7	(In person) Enquiry of specia tourism statistics	0	Immediately	_	90%
4	DGI		8	(by telephone) Ritz Building Exhibition Hall (Venue	8	5 working days	100%	90%
4	DGI		9	Tourism Activities Centre Meeting/Exhibition	27 19	3 working days	100%	95% 95%
5	DGI DGI		10 11	The Grand Prix Museum (Visit) The Wine Museum (Visit)	19	3 minutes 3 minutes	100% 100%	95%
	DLI	License of Hotel/Guest House	12	Examination and approval of 1 st time license application and informing the interested party of the relevant result in	4	25 working days	100%	85%
	DLI	License of Hotel/Guest House	13	the form of official letter Inspection of facilities in relation to 1st	7	14 working days	100%	85%
				time license application Examination and approval of				
6	DLI	License of Hotel/Guest House	14	application for facility change and informing the interested party of the relevant result in the form of official	6	25 working days	83%	85%
	DLI	License of Hotel/Guest House	15	Inspection of facilities in relation to the application for facility change Examination and approval of license	4	14 working days	100%	85%
	DLI	License of Hotel/Guest House	16	renewal application, with the issue of new license for collection	1	15 working days	100%	85%
	DLI	License of Hotel/Guest House	17	Reimbursement of the residual amount for the publication at Macao Official Gazette due to the issue of new license	2	15 working days	100%	100%
	DLI	License of Restaurant	18	Examination and approval of 1st time license application and informing the	20	25 working days	100%	85%
	DLI	License of Restaurant	19	interested party of the relevant result in Inspection of facilities in relation to 1 st time license application	18	14 working days	100%	85%
7	DLI	License of Restaurant	20	Examination and approval of application for facility change and informing the interested party of the	3	25 working days	100%	85%
	DLI	License of Restaurant	21	relevant result in the form of official Inspection of facilities in relation to the application for facility change	1	14 working days	100%	85%
	DLI	License of Restaurant	22	Examination and approval of license renewal application, with the issue of new license for collection	0	15 working days	-	85%
	DLI	License of Restaurant	23	Reimbursement of the residual amount for the publication at Macao Official Gazette due to the issue of new license	15	15 working days	100%	100%
	DLI	License of Nightclub	24	Examination and approval of 1 st time license application and informing the interested party of the relevant result in	0	25 working days	-	85%
	DLI	License of Nightclub	25	Inspection of facilities in relation to 1st time license application Examination and approval of	0	14 working days	-	85%
8	DLI	License of Nightclub	26	application for facility change and informing the interested party of the relevant result in the form of official	1	25 working days	100%	85%
	DLI	License of Nightclub	27	Inspection of facilities in relation to the application for facility change	0	14 working days	-	85%
	DLI	License of Nightclub	28	Examination and approval of license renewal application, with the issue of new license for collection	0	15 working days	-	85%
	DLI	License of Nightclub	29	Reimbursement of the residual amount for the publication at Macao Official Gazette due to the issue of new license	1	15 working days	100%	100%
	DLI	License of Bar	30	Examination and approval of 1st time license application and informing the	7	25 working days	100%	85%
	DLI	License of Bar	31	interested party of the relevant result in Inspection of facilities in relation to 1 st time license application	8	14 working days	100%	85%
9	DLI	License of Bar	32	Examination and approval of application for facility change and informing the interested party of the relevant result in the form of official	2	25 working days	100%	85%
	DLI	License of Bar	33	Inspection of facilities in relation to the application for facility change	0	14 working days	-	85%
	DLI	License of Bar	34	Examination and approval of license renewal application, with the issue of	0	15 working days	-	85%
	DLI	License of Bar	35	new license for collection Reimbursement of the residual amount for the publication at Macao Official Grante due to the issue of new license.	6	15 working days	100%	100%
10	DLI	License of Sauna and Massage	36	Gazette due to the issue of new license Examination and approval of license renewal application, with the issue of new license for collection	16	15 working days	81%	85%
11	DLI	License of Health Club	37	Examination and approval of license renewal application, with the issue of new license for collection	5	15 working days	80%	85%
12	DLI	License of Karaoke	38	Examination and approval of license renewal application, with the issue of new license for collection	14	15 working days	86%	85%
	DLI	License of Travel Agency	39	Examination and approval of technical director	34	15 working days	100%	95%
13	DLI	License of Travel Agency License of Travel Agency	40	Inspection of facilities Examination and approval of license renewal application, with the issue of	63	14 working days	100% 98%	85% 85%
	DLI	License of Travel Agency	42	new license for collection Reimbursement of the residual amount for the publication at Macao Official	6	15 working days	100%	100%
	DLI	Tour Guide Card	43	Gazette for the issuance of new license 1st time application for the card	19	25 working days	100%	95%
14	DLI	Tour Guide Card	44	Application for renewal within validity of the card	111	25 working days	100%	95%
	DLI DLI	Tour Guide Card Tour Guide Trainee Card	45 46	Update of language data on the card 1st time application for the card	13	25 working days 25 working days	92% 100%	95% 95%
15	DLI	Tour Guide Trainee Card	47	Application for renewal within validity of the card	3	25 working days	100%	95%
	DLI DLI	Tour Guide Trainee Card Transferist Card	48 49	Update of language data on the card 1st time application for the card	0	25 working days 25 working days	-	95% 95%
16	DLI	Transferist Card	50	Application for renewal within validity	0	25 working days	-	95%
	DLI	Transferist Card	51	of the card Update of language data on the card	0	25 working days	-	95%