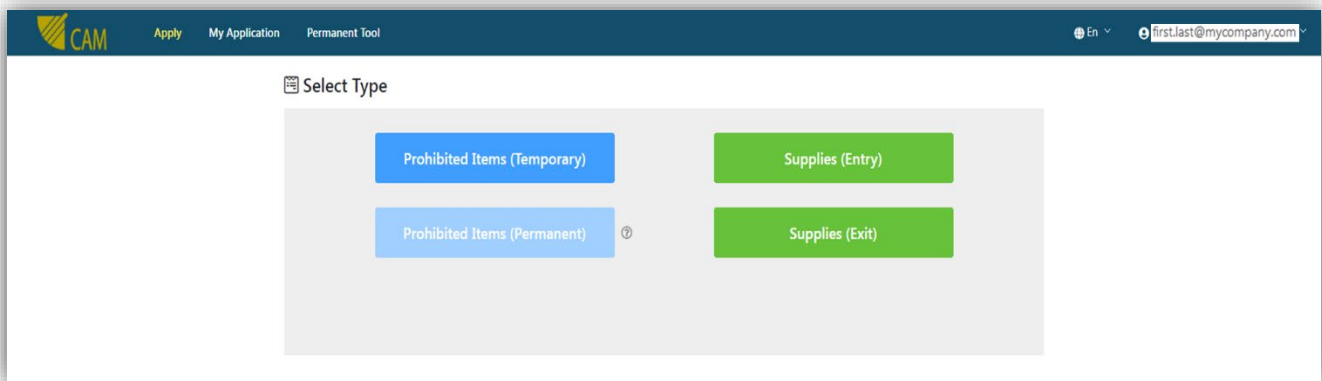


本小冊子會為您提供有關如何提交攜帶非乘客違禁物品和機場供應品進入機場保安限制區的申請的每一個步驟。請仔細閱讀這些說明，以確保申請過程順利進行。

申請步驟

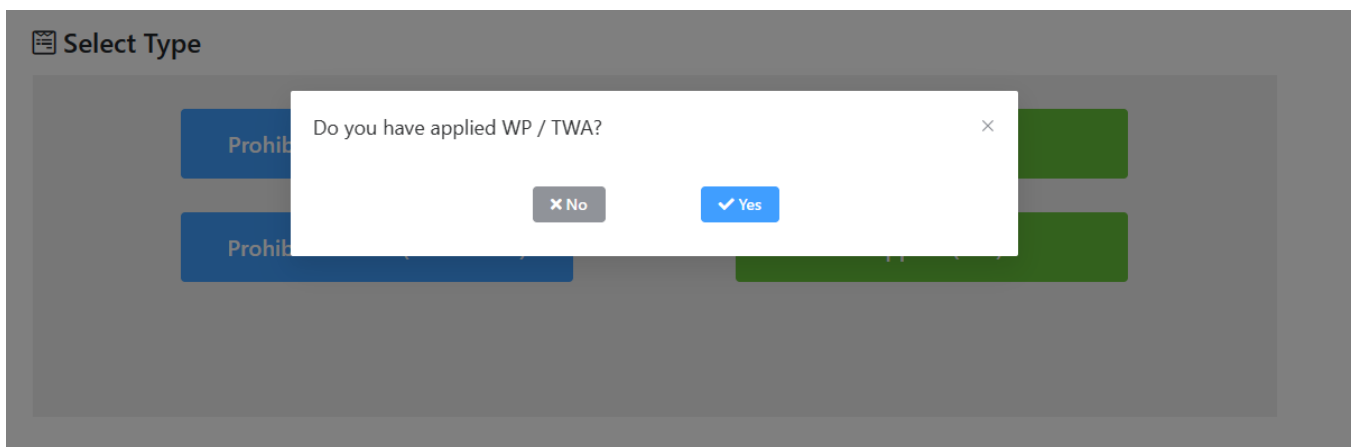
步驟一：選擇機場供應品或違禁物品

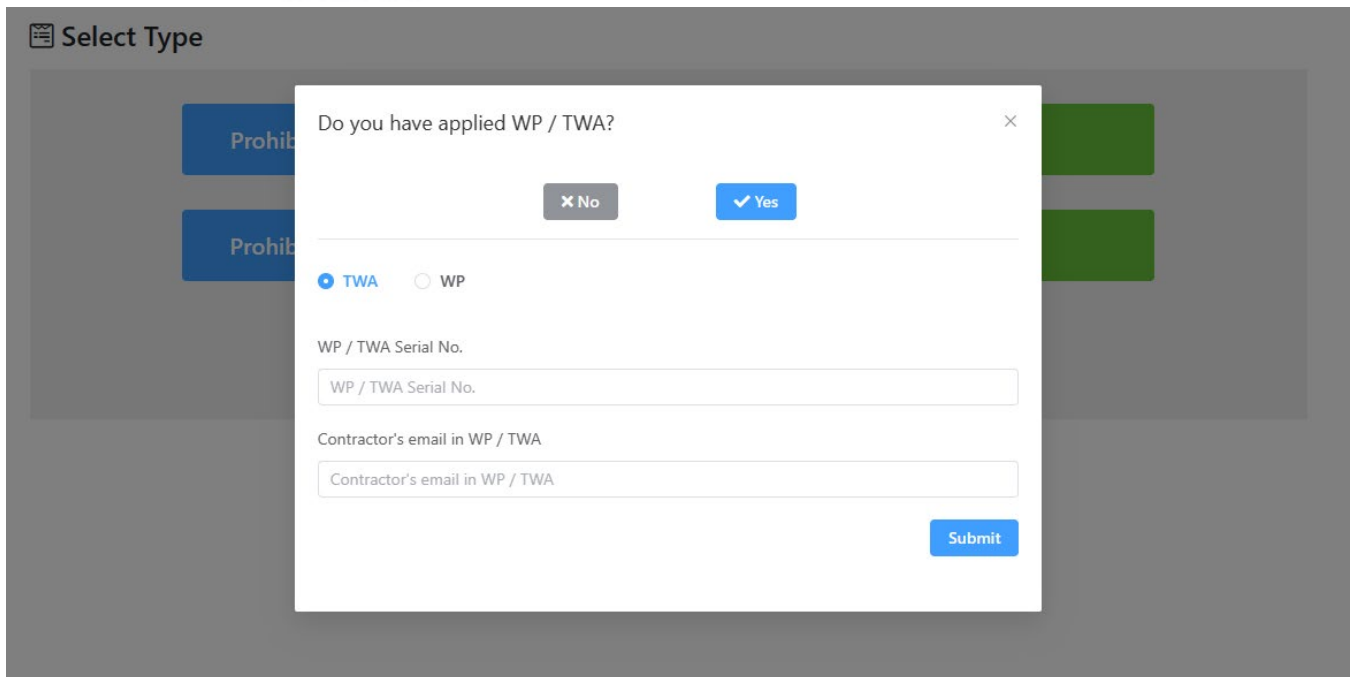
- ✚ 選擇你想要的選項
- ✚ 點選你需要的按鈕以進入下一步



步驟二：選取你是否有 WP 或 TWA

- ✚ 如果”否”，請跳至步驟五
- ✚ 如果”有”，請填寫詳細資料 (WP/TWA 序號和 WP/TWA 中承包商的電郵)





The screenshot shows a 'Select Type' dialog box with the following fields and options:

- Question: Do you have applied WP / TWA?
- Buttons:
- Radio buttons: TWA WP
- Field: WP / TWA Serial No. (with input field)
- Field: Contractor's email in WP / TWA (with input field)
- Button:

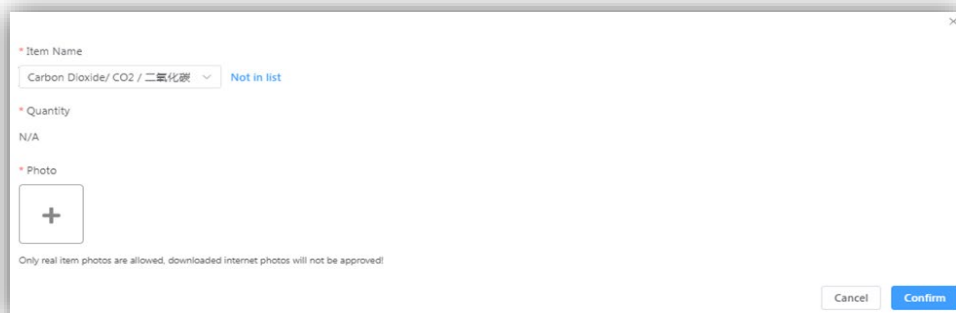
步驟三：填寫必要欄位和上傳照片（照片僅適用於違禁物品）

- ✚ 你需要填寫表格上的資料
- ✚ 填寫必要欄位
- ✚ 如加入新物品，請按”新增”鍵，如想使用舊用記錄，請按”導入”鍵



The screenshot shows two buttons: a green '+ Insert' button and a blue 'Import' button. Below the buttons, there is a note: '* Click on the item to make modifications' and a 'Total: 0' indicator.

- ✚ 上傳照片
 - i. 按”照片”鍵並選擇你裝置內的檔案



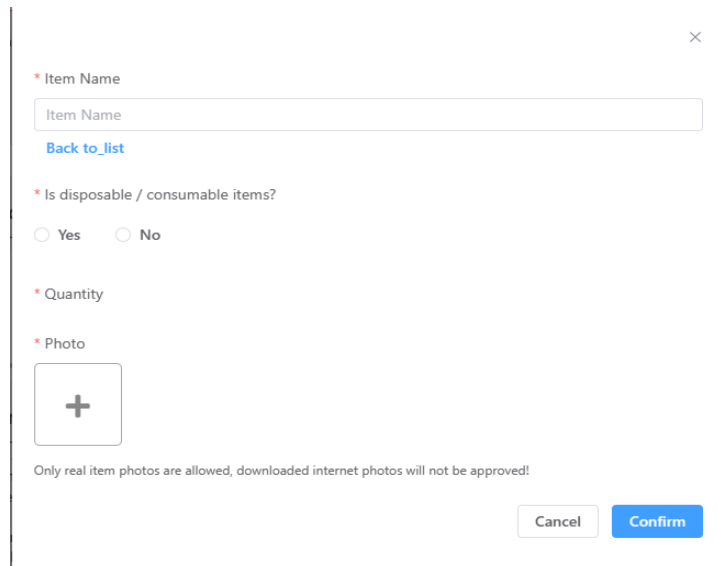
The screenshot shows a dialog box for uploading a photo with the following fields:

- * Item Name: Carbon Dioxide/ CO2 / 二氧化碳 (dropdown menu) Not in list
- * Quantity: N/A
- * Photo:

At the bottom, there is a note: 'Only real item photos are allowed, downloaded internet photos will not be approved!' and two buttons: and .

- ii. 不接受網上下載圖片，申請會不被接納

備註：如果項目名稱中沒有你想選擇的選項，請按”不在列表”鍵並在欄位中填入你想申請的項目



The screenshot shows a web form for item submission. It includes a close button (X) in the top right corner. The form fields are:

- * Item Name**: A text input field with the placeholder text "Item Name" and a blue link labeled "Back to list" below it.
- * Is disposable / consumable items?**: Two radio buttons labeled "Yes" and "No".
- * Quantity**: A text input field.
- * Photo**: A square button with a plus sign (+) for uploading a photo.

Below the photo upload button, there is a note: "Only real item photos are allowed, downloaded internet photos will not be approved!". At the bottom right of the form, there are two buttons: "Cancel" and "Confirm".

- ✚ 在繼續下一步之前，請花點時間確保資訊正確和完整

步驟四：驗證資料

- ✚ 在提交申請前，請小心檢視你所提供的全部資料
- ✚ 再次檢查你已填妥所有必填欄位
- ✚ 閱讀條款和聲明並確認
- ✚ 輸入驗證碼
- ✚ 按”提交”鍵提交

Terms and condition

I. I declare that the information provided by me is true to the best of my knowledge. I understand that the making of a false or misleading information in this application may result in rejection of the application or further disciplinary action considered necessary by the Macau International Airport

II. I undertake to be responsible for:

a. carriage of the Prohibited Items approved;

b. custody and control of these Prohibited Items while they are in my possession, stored or in use inside the Airport Security Restricted Area(s); and

Confirm the terms and condition


Verification Code 4097

步驟五：核准或拒絕


- ✚ 當提交完成後，你將會收到一封電郵確認成功收到你的申請
- ✚ 你的申請將會查核，並將會在 48 小時內核准或拒絕申請
- ✚ 當申請核准後，你將會收到一封附有批准表格（附有二維碼）的電郵，如果申請不獲批准，同樣會收到電郵並會註明拒絕原因

步驟六：在進出保安限制區時，請於保安檢查點出示非乘客違禁物品或機場供應品批准表格。對於機場供應品，請注意進入和離開需分開申請。


非乘客違禁物品批准表格樣本 - 進和出

NON-PASSENGER PROHIBITED ITEMS DECLARATION FORM	
REFERENCE NUMBER:	 Scan Here
Company Name:	
Reason for use:	
Vehicle Plate Number(s) if entry/exit via PG1 and/or PG2:	
Usage Location:	
Expected Date of Entry and Exit:	
Application has Non-Reusable / Disposable / Consumable Items: No	
Approved by SEM on behalf of ADR on:	
Remark:	
APPLICANT DECLARATION OF RESPONSIBILITY	
<ul style="list-style-type: none"> I declare that the information provided by me is true to the best of my knowledge. I understand that the making of a false or misleading information in this application may result in rejection of the application or further disciplinary action considered necessary by the Macau International Airport. 本人聲明本人所提供的資料為本人所知及為真確無誤。本人明白，如果在此表格作出虛假或誤導性陳述可能導致申請被拒絕或澳門國際機場認為必要的進一步紀律處分。 I undertake to be responsible for: <ul style="list-style-type: none"> 本人承諾對以下事項負責： <ul style="list-style-type: none"> carriage of the Prohibited Items; approved; 攜帶已批准的違禁物品； custody and control of these Prohibited Items while they are in my possession, stored or in use inside the Airport Security (Restricted Area); and 負責在禁帶物品在機場保安限制區內由我持有、存放或供使用、毀損保管和制備物品。以及 never leave any of these Prohibited Items unattended, and inaccessible to them by passengers and unauthorized staff. 絕不將任何這些禁帶物品置之不理，且不可讓乘客及未經授權之員工接觸。 I understand that according to Macao Civil Aviation Security Programme Article 32 paragraph 5, CAMACD-SEC office and/or Airport Private Security Company (SEMPC) staff may conduct unannounced inspections on Prohibited Items. I agree and consent to such inspections at any time, and also aware that if discrepancies are found in the quantity of any items, shall conduct investigation and subject to corrective actions. 本人明白根據澳門民航保安方案第三十二條第五款的規定，保安辦公室和機場保安公司(SEMPC)職員可能對禁帶物品進行不定期未經通知的檢查。本人同意無論何時均可接受此類檢查，並知悉如發現任何數量不符情況，應進行調查並接受糾正措施。 I understand that I am required to present the approved QR code to the Airport Private Security Company (SEMPC) at the security checkpoint that the number of prohibited items carried by me bring into or out of the airport security restricted area has been correctly calculated by SEMAC. 本人知悉我應在保安檢查點向機場保安公司(SEMPC)出示本人申請的二維碼。 I am aware that this is my responsibility to confirm with the Airport Private Security Company (SEMPC) at the security checkpoint that the number of airport supplies carried by me bring into or out of the airport security restricted area has been correctly calculated by SEMAC. 本人知悉我有責任在保安檢查點向機場保安公司(SEMPC)確認本人攜帶進入或離開機場保安限制區的機場供應品數量已被SEMPC正確核算。 I understand that airport supplies must be properly stored or placed within the airport security restricted area. 本人知悉在機場保安限制區內須妥善儲存或放置機場供應品。 I undertake to immediately notify the Airport Supervisor (Mobile: +853 66833057), Airport Private Security Company (SEMPC) Duty Supervisor (Mobile: +853 66600099) immediately if any of the Prohibited Items is found misplaced, lost, stolen or unlawfully tampered with. 本人承諾如發現任何禁帶物品被錯誤放置、弄失、被盜或非法破壞，將立即通知機場主任(手機：+853 66833057)、機場保安公司(SEMPC)值班主任(手機：+853 66600099)。 I undertake to present my application QR code to Airport Private Security Company (SEMPC) when removing Prohibited Items from the Airport Security (Restricted Area) upon leaving the Airport Security (Restricted Area) upon completion of usage according to approved application dates. 本人承諾在離開禁帶物品使用日期或禁帶物品離開機場保安限制區時，將此禁帶物品批准表格向機場保安公司(SEMPC)出示本人申請的二維碼。 I understand that in case of failure or negligence to conform with the abovementioned and/or other related security rules and requirements in force, I shall be held responsible for the closure, evacuation, search and sterilization of the entire affected Security Restricted Area, acts of unlawful interference with aviation, aircraft delays etc., and subsequent costs of the disruption to Air Operators and/or other entities. 本人明白如未能或疏忽遵守上述和/或其他相關現行有效的保安規則和要求，本人將負責對受影響的保安限制區的關閉、疏散、搜查和消毒、對航空的非法干擾行為、飛機延誤等，以及由此對航空公司和/或其他實體造成的運作中斷所帶來的費用。 	

機場供應品批准表格樣本 - 進

AIRPORT SUPPLIES SRA DELIVERY FORM		
REFERENCE NUMBER:	 Scan Here	
Company Name:		
Vehicle Plate Number(s): NIL		
Estimated Entry Schedule:		
Application has Non-Reusable / Disposable / Consumable Items:		
Approved by SEM on behalf of ADR on:		
Remark: NIL		
APPLICANT DECLARATION OF RESPONSIBILITY		
<ul style="list-style-type: none"> I declare that the information provided by me is true to the best of my knowledge. I understand that the making of a false or misleading information in this application may result in rejection of the application or further disciplinary action considered necessary by the Macau International Airport. 本人聲明本人所提供的資料為本人所知及為真確無誤。本人明白，如果在此表格作出虛假或誤導性陳述可能導致申請被拒絕或澳門國際機場認為必要的進一步紀律處分。 I understand that I am required to present the approved QR code to the Airport Private Security Company (SEMPC) when I bring the airport supplies into or out of the airport security restricted area. 本人知悉我應將機場供應品進入或離開機場保安限制區時，須向機場保安公司(SEMPC)出示本人申請的二維碼。 I am aware that this is my responsibility to confirm with the Airport Private Security Company (SEMPC) at the security checkpoint that the number of airport supplies carried by me bring into or out of the airport security restricted area has been correctly calculated by SEMAC. 本人知悉我有責任在保安檢查點向機場保安公司(SEMPC)確認本人攜帶進入或離開機場保安限制區的機場供應品數量已被SEMPC正確核算。 I understand that airport supplies must be properly stored or placed within the airport security restricted area. 本人知悉在機場保安限制區內須妥善儲存或放置機場供應品。 I undertake to immediately notify the Airport Supervisor (Mobile: +853 66833057), Airport Private Security Company (SEMPC) Duty Supervisor (Mobile: +853 66600099) immediately if any irregularities are detected in the airport security restricted area. 本人承諾如發現機場保安限制區內發現任何異常情況，將立即通知機場主任(手機：+853 66833057)、機場保安公司(SEMPC)值班主任(手機：+853 66600099)。 I understand that in case of failure or negligence to conform with the abovementioned and/or other related security rules and requirements in force, I shall be held responsible for the closure, evacuation, search and sterilization of the entire affected Security Restricted Area, acts of unlawful interference with aviation, aircraft delays etc., and subsequent costs of the disruption to Air Operators and/or other entities. 本人明白如未能或疏忽遵守上述和/或其他相關現行有效的保安規則和要求，本人將負責對受影響的保安限制區的關閉、疏散、搜查和消毒、對航空的非法干擾行為、飛機延誤等，以及由此對航空公司和/或其他實體造成的運作中斷所帶來的費用。 		

機場供應品批准表格樣本 - 出

AIRPORT SUPPLIES SRA DELIVERY FORM		
REFERENCE NUMBER:	 Scan Here	
Company Name:		
Vehicle Plate Number(s): NIL		
Estimated Exit Schedule:		
Application has Non-Reusable / Disposable / Consumable Items:		
Approved by SEM on behalf of ADR on:		
Remark: NIL		
APPLICANT DECLARATION OF RESPONSIBILITY		
<ul style="list-style-type: none"> I declare that the information provided by me is true to the best of my knowledge. I understand that the making of a false or misleading information in this application may result in rejection of the application or further disciplinary action considered necessary by the Macau International Airport. 本人聲明本人所提供的資料為本人所知及為真確無誤。本人明白，如果在此表格作出虛假或誤導性陳述可能導致申請被拒絕或澳門國際機場認為必要的進一步紀律處分。 I understand that I am required to present the approved QR code to the Airport Private Security Company (SEMPC) when I bring the airport supplies into or out of the airport security restricted area. 本人知悉我應將機場供應品進入或離開機場保安限制區時，須向機場保安公司(SEMPC)出示本人申請的二維碼。 I am aware that this is my responsibility to confirm with the Airport Private Security Company (SEMPC) at the security checkpoint that the number of airport supplies carried by me bring into or out of the airport security restricted area has been correctly calculated by SEMAC. 本人知悉我有責任在保安檢查點向機場保安公司(SEMPC)確認本人攜帶進入或離開機場保安限制區的機場供應品數量已被SEMPC正確核算。 I understand that airport supplies must be properly stored or placed within the airport security restricted area. 本人知悉在機場保安限制區內須妥善儲存或放置機場供應品。 I undertake to immediately notify the Airport Supervisor (Mobile: +853 66833057), Airport Private Security Company (SEMPC) Duty Supervisor (Mobile: +853 66600099) immediately if any irregularities are detected in the airport security restricted area. 本人承諾如發現機場保安限制區內發現任何異常情況，將立即通知機場主任(手機：+853 66833057)、機場保安公司(SEMPC)值班主任(手機：+853 66600099)。 I understand that in case of failure or negligence to conform with the abovementioned and/or other related security rules and requirements in force, I shall be held responsible for the closure, evacuation, search and sterilization of the entire affected Security Restricted Area, acts of unlawful interference with aviation, aircraft delays etc., and subsequent costs of the disruption to Air Operators and/or other entities. 本人明白如未能或疏忽遵守上述和/或其他相關現行有效的保安規則和要求，本人將負責對受影響的保安限制區的關閉、疏散、搜查和消毒、對航空的非法干擾行為、飛機延誤等，以及由此對航空公司和/或其他實體造成的運作中斷所帶來的費用。 		

備註：如果車輛需要進入閘口 1，閘口 4 或閘口 5，亦需要向 SEMAC 出示批准表格。

如有任何疑問，請聯絡機場營運部保安辦公室：sectools@macau-airport.com。

需要注意的事項：

- 機場違禁物品和或機場供應品進入或離開機場保安限制區時，須向機場保安公司（SEMAC）出示已批准的的二維碼。
- 機場保安限制區內須妥善儲存或放置機場違禁物品和或機場供應品
- 在保安檢查點向機場保安公司（SEMAC）確認攜帶進入或離開機場保安限制區的機場違禁物品和或機場供應品數量已被 SEMAC 正確核算。
- 在機場保安限制區內發現任何異常情況，將立即通知機場主任（手機：+853 66833057）、機場保安公司（SEMAC）值班主任（手機：+853 66606099）。