



澳門貿易投資促進局
Macao Trade and Investment Promotion Institute

〔本欄由澳門貿易投資促進局填寫〕
〔 For Official Use Only 〕

申請編號： _____
Application No.

《會議及展覽資助計劃》申請表

Convention and Exhibition Financial Support Programme

Application Form

類別：具潛力的活動

Category: Potential Events

備註：

1. 此申請受澳門貿易投資促進局之《會議及展覽資助計劃》有關規定、條款及細則所約束。填表前請細閱相關“《會議及展覽資助計劃》細則及條款”。
2. 任何申請，連同其他一切所需的證明文件，必須完整地於活動首日前70天，提交至澳門貿易投資促進局。任何未按照上述要求提交之申請，將自動被視為不合資格。
3. 填妥之申請表及其他所需文件可親身遞交、傳真、電郵或郵寄至：
澳門貿易投資促進局 - 會展發展及活動推廣廳 - 會展產業拓展處
澳門友誼大馬路918號世界貿易中心四樓
電話：(853) 8798 9292
電郵: cesp@ipim.gov.mo
4. 如申請表需填寫之項目空間不足，可以附件形式作補充。如申請者未能提供有關資料或需填寫部份不適用，請註明。
5. 請在表內適用空格以“✓”標示。
6. 申請者須於本申請表每頁右下方加公司印章或簡簽。

Remarks:

1. This application is governed by the provisions, terms and conditions stipulated in the Convention and Exhibition Financial Support Programme implemented by the Macao Trade and Investment Promotion Institute. Before filling out this Form, please refer to the Terms and Conditions of the Convention and Exhibition Financial Support Programme.
2. Any application, along with all the necessary supporting documents enclosed, must be submitted in their entirety to the Macao Trade and Investment Promotion Institute at least 70 days prior to the first day of the event. Any applicant failing to comply with this requirement will be immediately disqualified.
3. The completed Application Form and other necessary supporting documents may be submitted in person, by fax, by email or by post to the following address:
Convention and Exhibition Industry Development Division, Promotional Activities and Development of Conventions and Exhibitions Department, Macao Trade and Investment Promotion Institute
World Trade Centre Building, 4th Floor, No. 918, Avenida da Amizade, Macao
Tel: (853) 8798 9292
Email: cesp@ipim.gov.mo
4. If the space provided in this Form is insufficient, please supplement with a separate attachment. Where information is not yet available or not applicable, please specify accordingly.
5. Please check the boxes with “✓”, where applicable.
6. The Form should be stamped with the company chop or initialed by the signatory(-ies) in bottom right hand corner of each page.

申請者簡簽或公司蓋章_____

Applicant's company chop or initials of the signatory(-ies)

1. 申請人資料 Applicant's Information			
官方註冊名稱 Officially Registered Name of Organisation:	中文Chinese		
	英文English		
註：請以正楷填寫。若設有商號名稱並與官方名稱不同，請於官方名稱旁填上商號名稱並加上括號。 <i>Note: Please fill in block letters. If the Applicant holds a "Trading Name" different from its "Official Name", the "Trading Name" should be written in brackets next to the "Official Name".</i>			
官方名稱與銀行戶口名稱 Official Name is the same as the name of the bank account: <input type="checkbox"/> 相同Same <input type="checkbox"/> 不同，請提供Different, please provide : _____			
企業類型 Type of Organisation	<input type="checkbox"/> 個人Self-employed <input type="checkbox"/> 個人企業主Sole-proprietorship <input type="checkbox"/> 有限公司Limited company <input type="checkbox"/> 團體Association <input type="checkbox"/> 其他(請說明)Others, please specify: _____		
分類 Classification	申請者身份 Intended role of applicant: <input type="checkbox"/> 活動所有人Event owner <input type="checkbox"/> 活動籌組人Event organiser <input type="checkbox"/> 本地分會Member association in Macao <input type="checkbox"/> 其他(請說明)Others, please specify: _____		
地址 Address	城市City		
	國家Country		
電話 Tel	電郵地址E-mail		
傳真 Fax	網址Website		
*申請者及相關詳細活動資料請以附件形式提供 * Please attach information on applicants and relevant details of event to this application			
2. 主要聯絡人資料 Key Contact Person Details			
主要聯絡人一 Key Contact Person 1	姓名 Name		
	職銜 Title	電話 Tel	
	電郵地址 Email	手提電話 Mobile	
主要聯絡人二 Key Contact Person 2	姓名 Name		
	職銜 Title	電話 Tel	
	電郵地址 Email	手提電話 Mobile	
3. 活動背景 Event Background			
活動名稱 Event Name	中文 Chinese		
	英文 English		
活動網址 Event Website			
活動類型 Event Type	<input type="checkbox"/> 具潛力的會議 Potential Conventions <i>註：若申請項目為會議活動，請填寫申請表第4部份(具潛力的會議)。</i> <i>Note: If the event is categorised as a combination of Conventions, please fill in Part 4 for Potential Conventions.</i> <input type="checkbox"/> 具潛力的展覽 Potential Exhibitions <i>註：若申請項目為展覽活動，請同時填寫申請表第5部份(展覽)。</i> <i>Note: If the event is categorised as Exhibition, please fill in Part 5 for Exhibition.</i>		
*活動概要請以附件形式提供 * Please attach the overview of event to this application			

申請者簡簽或公司蓋章_____

Applicant's company chop or initials of the signatory(-ies)

4. 活動資料 - 具潛力的會議 / 展覽 Event Details – Potential Conventions / Exhibitions				
預計參加者總數 (只適用於具潛力的會議) Estimated Number of Participants (only applicable to Potential Convention)				
上一屆活動日期 Date of the Previous Edition	____ / ____ / ____ (日/月/年) (DD/MM/YYYY)	是次活動擬舉辦日期 Proposed Date of this Event	由 ____ / ____ / ____ 至 ____ / ____ / ____ From _____ To _____ (日/月/年) (日/月/年) (DD/MM/YYYY) (DD/MM/YYYY)	
活動覆歷 (曾舉辦之活動) Event History (Related events hosted in the past)	日期(日/月/年) Date (DD/MM/YYYY)	參加人數 No. of Attendees	城市/國家 City/Country	場地 Venue
活動概要 (須列明每日、每項活動之預計開始及結束時間) 如提供之空間未足夠填寫，可以附件形式補充 Program Outline (Please specify the anticipated beginning and ending time of each item on the program) If the space provided is insufficient, please supplement with a separate attachment	日期 Date	活動概要 Program Outline		
活動所有人之其他競投條件 Key Prerequisites for Bidding Specified by the Event Owner (如提供之空間未足夠填寫，可以附件形式補充) If the space provided is insufficient, please supplement the information with a separate attachment				
5. 財務支持 Financial Support				
競投輔助 Bidding Assistance	是次競投之主要決策者名單： List of the Key Decision Makers in the Bidding:			
	姓名 Name		職銜 Title	
	中文 in Chinese		外文 in Other Languages	
	競投目的地 Destination for Bidding the Event			
	參加費 Participation Fee			
要求提供有關推廣澳門為活動目的地的協助(須由貿易投資促進局按個別情況決定是否提供) Request for assistance in promoting Macao as the Event's destination. (Availability of assistance shall be subject to the sole discretion of Macao Trade and Investment Promotion Institutes).				
<input type="checkbox"/> 是 Yes				
<input type="checkbox"/> 不需要 No				

申請者簡簽或公司蓋章_____

Applicant's company chop or initials of the signatory(-ies)

場地考察 Venue Inspection	場地考察之決策者名單： List of the Key Decision Makers in Venue Inspection:						
	姓名 Name					職銜 Title	
	中文 in Chinese			外文 in Other Languages			
	出發來澳之城市： Point of Departure for Macao:						
	住宿：預計住房數目 Accommodation: Expected No. of Rooms						
	日期 Date						
	房數 No. of Rooms						
	預計酒店 Expected No. of Hotels						
	五星級 5-star _____			請註明 Please Specify : _____			
	四星級 4-star _____			請註明 Please Specify : _____			
	三星級 3-star _____			請註明 Please Specify : _____			
其他 Others _____			請註明 Please Specify : _____				
預計在澳門僱用之本地交通服務供應商 Information of the Expected Transportation Service Provider(s) to be Engaged in Macao							
名稱 Name			提供之服務內容 Description of the Service to be Provided				
競投支持 Bidding Support	協會/組織名稱(中文)： Association / Organisation Name in Chinese:						
	協會/組織名稱(英文)： Association / Organisation Name in English:						
	<input type="checkbox"/> 已加入成為會員：入會年期 _____ Existing Member: Year of Admission						
	<input type="checkbox"/> 計劃加入成為會員：計劃入會年期 _____ New Member: Proposed Joining Year						
	會費/每年： Membership Fee / Year:						
計劃競投之會議/展覽舉辦日期 Proposed Event Date for the Event Bidding							
6. 於其他政府機關就同一活動之支持申請 Application to Other Government Bodies for Support of the Event							
<input type="checkbox"/> 沒有 No <input type="checkbox"/> 有，詳細內容如下 Yes, details as follows:							
政府機關名稱 Name of the Government Body			申請支持內容(包括協助、財務支持等) Description of the Support Applied for (including assistance, financial support, etc.)				

申請者簡簽或公司蓋章_____

Applicant's company chop or initials of the signatory(-ies)

7. 與本申請表同時提交之文件：Documents Enclosed with the Application Form:

已提交 Submitted	內容 Contents
申請者背景文件 Applicant's background documents	申請者如屬 <u>個人</u> ：有效身份證明文件副本及澳門特別行政區政府財政局發出之開業申報文件(M/1)副本 Applicant as an Individual : Copy of a valid Identity Document and copy of the business new registration document (Form M/1) issued by the Financial Services Bureau of the Macao SAR Government.
	申請者如屬 <u>企業</u> ：商業登記文件(如：當地政府機關簽發之商業登記文件副本、本澳之商業登記證明/報告書、營業稅 M1 及 M8 副本等) Applicant as a Legal Entity : Business Registration Document (e.g. copies of business registration documents issued by local government departments, certificates/reports of business registration in Macao, copies of the business tax Form M/1 and Form M/8, etc.)
	申請者如屬 <u>非牟利團體</u> ：團體設立文件(如：當地政府機關簽發之登記文件副本、本澳之澳門特別行政區公報副本、本澳之身份證明局發出之登記證明書副本等) Applicant is a Non-profit Organisation : Incorporation Document (e.g. copies of registration documents issued by its local government departments, copy of Official Gazette of the Macao SAR Government containing bylaws, copy of the registration certificate issued by the Identification Bureau of Macao, etc.)
活動文件 Event's related documents	活動之競投條件細則 Document containing prerequisites, terms and conditions for bidding the Event
	活動屬性及其背景資料 Information on the nature and history of the Event
	活動計劃大綱 Detailed program or agenda of the Event
	主要決策者之名單(可附名片作參考) List of the key decision makers (business cards may be provided for reference purpose)
	申請者及其聘用之本地專業會議組織者 / 目的地管理公司的簡介 Company profile of the Applicant and the local professional conference organiser(s) (PCO)/destination management company(-ies) (DMC) engaged
其他參考文件，請註明：_____	Other documents for reference, please specify: _____

8. 申請者之蓋章及法定代表簽署 The Applicant's Official Seal and Signature(s) of Its Legal Representative(s)

茲聲明_____ (申請者名稱)根據《會議及展覽資助計劃》有關規定、條款及細則，向該計劃提出申請；知悉須遵守前述計劃之一切規定及義務；並保證所提供的一切資料均真實無誤；亦同意通知澳門貿易投資促進局有關申請資料之任何變更。

_____ (the Applicant's name) hereby declares that, pursuant to the provisions, terms and conditions as stipulated in the Convention and Exhibition Financial Support Programme, it is submitting a formal application under the said Programme; that it has read and understood, and agrees to abide by the rules, terms and conditions set forth in the said Programme; and that all information provided is true and accurate. The Applicant further agrees to duly notify the Macao Trade and Investment Promotion Institute of any changes to the information provided in this application.

簽署 (法定代表) 及蓋章
Signature(s) [of the Legal Representative(s)] and Official Seal

簽署人姓名 / 職務
Name(s) and Title(s) of the Signatory(ies)

日期 Date

申請者簡簽或公司蓋章_____

Applicant's company chop or initials of the signatory(-ies)