



“Macao Economic and Trade Information Kiosk”-SME Marketing Promotional Scheme Application Form

Type of applicant:	<input type="checkbox"/> Business Association <input type="checkbox"/> Enterprise <input type="checkbox"/> Others _____			
Enterprise name:	_____			
Business nature:	<input type="checkbox"/> Manufacturing <input type="checkbox"/> Import/Export <input type="checkbox"/> Professional Services <input type="checkbox"/> Others _____			
Address:	_____			
Contact person:	_____		Title:	_____
Tel. No.	_____	Mobile No.:	_____	E-mail:

(Macao Trade and Investment Promotion Institute (IPIM) offers free display and subsidies for the production of the advertisements to all new approved application.)

Type of application:	<input type="checkbox"/> Initial application <input type="checkbox"/> Application Renewal; date of the approval for the initial application: _____
Production of the advertisement:	<input type="checkbox"/> Self-arranged by company (the format of the advertisement should be complied with the standard) <input type="checkbox"/> <u>Produced by IPIM and the Association of Advertising Agents of Macau (AAAM)</u>
Description of the broadcast or the content of the advertisement /services /brand	_____
Attachment (such as photos)	<input type="checkbox"/> No <input type="checkbox"/> Yes, _____, _____pc.(s).

Which promotional channel(s) have your company been applied in the past or at present?	
(This part is optional. You may choose more than one answer)	
<input type="checkbox"/> Services or activities of IPIM	(Please specify the name and the date below. If there is not enough space, please write on a separate sheet.)
<input type="checkbox"/> Business promotional services or activities organized by governmental or non-governmental organizations	(Please specify the name and the date below. If there is not enough space, please write on a separate sheet.)
<input type="checkbox"/> Publications, radio or television	(Please specify the name and the date below. If there is not enough space, please write on a separate sheet.)
<input type="checkbox"/> Others	(Please specify the name and the date below. If there is not enough space, please write on a separate sheet.)
Documents that are compulsory for the application Other document for reference (if any)	
<input type="checkbox"/> Copy of the operational tax declaration (M1 form) <input type="checkbox"/> Copy of the identification document of legal representatives of the company <input type="checkbox"/> Copy of the valid business registration	<input type="checkbox"/> Reference information of the promotional plan <input type="checkbox"/> Other, _____ _____ _____

Eligible for application (both two criteria below should be fulfilled)

- 1) Applicant has to be registered enterprise or company limited in Macao.
- 2) At least 50% of the shareholding or controlling interest of the company to be owned by Macao residents.

Payment

Approved applicant is required to submit the payment by crossed cheque or cashier's, cash is not acceptable. Cheque or cashier's cheque should be made payable to "Macao Trade and Investment Promotion Institute".

Regulations

1. The content of the advertisement should facilitate the promotion of Macao business activities (particularly external trade and investment).
2. Violation of any advertisement related laws in Macao is prohibited.
3. The fee for initial application is MOP\$200.00 (including production and management fee).
4. SME Marketing Services Scheme is granted on "First-come-first-serve" basis (based on the approved application).
5. All advertisements must be approved by IPIM in order to be put on the Macao's Economic and Trade Information Kiosk (Kiosk). Staff of Small and Medium Enterprises Centre (SMEC) will inform the applicants about the results after (either by telephone, name list posting, e-mail or post).
6. Each enterprise can only submit one application.
7. The approval of SME Marketing Services Scheme is non-transferable.
8. Each advertisement must last 15 seconds and at maximum will be displayed on the Kiosk for 24 weeks; renewal application must be submitted before the display term (all renewals are required to pay the management free to the management company of the Kiosk).
9. IPIM has the right for any re-arrangements of the display, including termination of any approved advertisements; no notice will be made for any alternations such as changing the location or numbers of Kiosks.
10. Applicants are eligible for renewing their application upon the term, however, in order to let more SMEs benefits from the scheme, the initial applicants will have more priority to the renewing applicants in the display queue.
11. Each renewal application is required to pay MOP 400.00 management free to the management company of the Kiosk.
12. IPIM will only sponsor the production fee of each enterprise once annually, if any renewal applicant requested IPIM or the management company to make any adjustments on the original advertisement, MOP 800.00 management fee would be required.
13. Macao Trade and Investment Promotion Institute can ask for further details or documents from the applicants if necessary.
14. If the applying enterprise provided untrue information (or when the applicant could not represent the enterprise) , the approved application would be cancelled and the applicants would be required to pay according to the payment scheme of the Kiosk (to pay MOP\$6,800.00 as compensation) .
15. The copyright of all advertisements, of which IPIM sponsors the production fee, belongs to the Institute. If there is no permission from IPIM, these advertisements are restricted to be displayed on Kiosk only.

Our company fulfills all the application requirements and agrees to the regulations above and thereby decides to apply for "Macao's Economic and Trade Information Kiosk"- SME Marketing Services Scheme.

Authorized Corporate Representative's Signature with Company Legal Seal

Date

Disclaimer

- IPIM only provides display time on "Macao's Economic and Trade Information Kiosk" for the applicants; and therefore will not bear any legal responsibilities caused by displaying of any business promotions of enterprises on the "Macao's Economic and Trade Information Kiosk" .
- "Macao's Economic and Trade Information Kiosk" is only a special promotion programme to facilitate local SME to exploit business opportunities, where it does not involve in any business transaction matter; hence IPIM will not be responsible for any type of compensation.

For IPIM use only

Rept No		Rept Date		Receiver	
File no.					
Follow up					