



Macao Trade and Investment
Promotion Institute



Macao Business Support Centre

Application Form for Facilities Usage

I. Applying Company / Organization

Name in Chinese (if any) _____

Name in English or Portuguese _____

Address _____

Place of Registration: _____ Yr. of Establishment: _____

Registered Capital: US\$ or equivalent _____

Web-site (if any) _____

Type of Business:

- Trading Manufacturing I.T.
 Official Organization Other (please specify) _____

Legal Representative

Name: _____ Position: _____

Telephone: _____ Mobile: _____

Facsimile: _____ E-mail: _____

II. Established or To-be established company in Macao

Name in Chinese (if any) _____

Name in English or Portuguese _____

Type of Business:

- Trading Manufacturing I.T.
 Official Organization Other (please specify) _____

III. Intended Stay at MBSC

From _____ to _____ (Maximum stay is 4 months).

IV. Applying Company / Organization requires assistance in:

- Business registration
 Recruiting local staff
 Renting residential apartment / office space
 Providing a temporary address for business registration in Macao

I, _____, I.D. (type and no.) _____,
in the capacity of legal representative of the applicant company/organization, hereby affirm that
I have been properly authorized to file the present application and that the above information is
accurate to the best of my knowledge. For further information on our company/organization or other
matters, please contact me or my staff (Mr./Ms.) _____,
at telephone no. : _____ mobile phone no. : _____
or e-mail: _____.

Date: _____

Signature of legal Representative

Company / Organization Stamp

Please send the application form along with the relevant documents to the following address:



Attn: Manager of MBSC
Alameda Dr. Carlos d'Assumpção, No.263
Edifício China Civil Plaza, 19th and 20th Floor
Macao, China

Alternatively, applicant can also fax these documents to 853-28 727123

Important Notes:

1. Please attach the following documents when submitting your application:

- Copy of the valid business registration of the company/organization issued at place of origin.
- Brief company/organization profile and products/services catalogues
- Bank reference
- Business cards of the legal representative and the contact person

Remarks: For Macao Offshore Company, only the pre-approval letter issued by IPIM will be required

2. Priority will be given to applicants who commit to local recruitment
3. IPIM reserves the right to the final allocation of the use of facilities of MBSC.
4. Each successful applicant at his/her entry to MBSC has to make a MOP500 deposit to pledge against any unpaid bills or damages caused
5. For further assistance, please call 853-28 728212 or visit our website at www.ipim.gov.mo .

For office use only

Application No. _____ Date of Receipt: _____ Processed by: _____

Remarks: _____
