

**登記用戶資料/Registered User Information**

(1) 申請人姓名/ Applicant's name (*last, first*) \_\_\_\_\_ (2) 職位/Business Title \_\_\_\_\_

(3) 身份證明文件/ Identity document: 身份證 ID card / 護照 Passport (4) 號碼 No.: \_\_\_\_\_

(5) 簽發地點 / Place of issue: \_\_\_\_\_ (6) 簽發日期/ Issue date: \_\_\_\_\_

(7) 公司/ 機構名稱/ Name of company/ organisation : \_\_\_\_\_

(8) 業務範圍/Nature of Business (*請註明/please specify*): \_\_\_\_\_

(9) 公司地址/Company address:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(10) 商業電話/Business Phone ( \_\_\_\_\_ ) - ( \_\_\_\_\_ ) (區號- 電話號碼/area code-number)

(11) 手提電話/Mobile Phone ( \_\_\_\_\_ ) - ( \_\_\_\_\_ ) (如方便提供/if applicable)

(12) 傳真/Fax ( \_\_\_\_\_ ) - ( \_\_\_\_\_ ) (13) 電郵/E-mail \_\_\_\_\_

(14) 如需核實上述資料，請以 傳真 電郵聯絡 郵寄聯絡本人所屬之公司/機構。 For enquiries of the above information, please contact my belonging company/organisation by fax e-mail mail.

**本人保證上述資料屬實，絕無虛假；如發現與事實不符，本人願意接受任何澳門貿易投資促進局之決定。 I hereby certify that the above information is true. Should I make any false declaration, I shall accept any decision of IPIM.**

(15) 聲明者簽名/ Declarant's signature \_\_\_\_\_ 日期/Date \_\_\_\_\_

(16) 附交文件 Document require: 名片或工作證複印本或由其公司發出的在職證明文件/  
Business card or copy of the staff card or working certification issued by the  
belonging enterprise

(17)  如 閣下不想以上資料公開，請於格內劃上“X”。 Please check box if any of the above information do not wish to be released.

**只供內部使用/For Office Use Only**

Application No. \_\_\_\_\_ Date of Receipt \_\_\_\_\_ Processed by \_\_\_\_\_

Remarks \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **Regulations for the Usage of MBSC Facilities and Equipments**

### **Opening Hours**

- \* The opening hours of MBSC are Monday to Friday, 9a.m. to 6p.m. (except public holidays)
- \* Announcement will be made 15 minutes prior closing and all users should leave the centre accordingly.

### **Admission**

- \* Admission to MBSC is conditional upon the presentation of a MBSC ID card. These cards are not transferable. The ID card will be ready within 3 days upon submission of application form.
- \* All MBSC users should obtain the MBSC ID cards from the MBSC reception desks.

### **Conduct of MBSC Users**

- \* All MBSC users should follow the instructions on the proper use of MBSC as displayed in MBSC or given verbally by MBSC staff. Books, magazines and other items which are the property of MBSC must not be mutilated or defaced. The full replacement cost will be charged for any damage caused by users.
- \* Personal property should not be left unattended anywhere in MBSC. MBSC will not be responsible for any loss or damage of personal property.
- \* Smoking or eating in the office area is not permitted.
- \* Any user causing disturbance to others and ignoring the verbal warning of MBSC staff is liable to be excluded from MBSC.
- \* Please keep MBSC clean. All MBSC materials should be returned to their original location after usage.
- \* Please do not explore / download websites or information that might be defined as harassing or obscene inside MBSC.
- \* For better co-ordination, users are recommended to submit the “Reservation Form of the Meeting Room” at the reception desk to reserve the facilities. Please notify MBSC staff for any changes of schedule in advance by e-mail, fax or post.
- \* In case when users are discovered of violating Laws and Regulations of Macao SAR or committing improper business conduct when using the facilities of MBSC, MBSC reserves the rights to terminate the usage of all facilities immediately.

*(All MBSC users are obliged to follow the above regulations For any enquires, please contact the staff of the reception desk immediately..)*

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