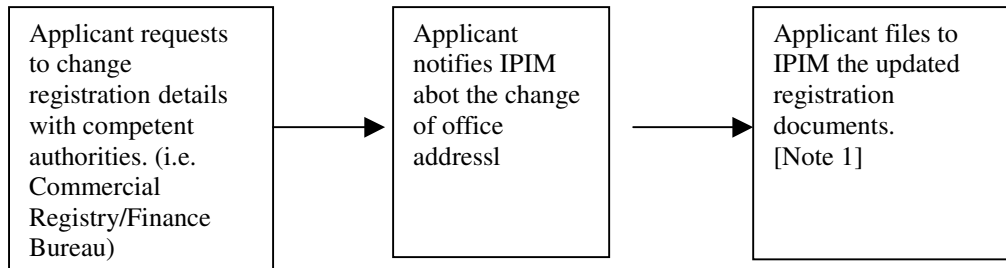


Guidelines for Change of Office Address

Non-Finance Macao Offshore Company

Should the Macao offshore company changes office address, they can notify the Macao Trade and Investment Promotion Institute (IPIM) before or after the removal, submit supplementary documents and follow the flowchart as shown below:



Basic Documents for Notification to IPIM:

Macao offshore company can notify IPIM before or after the removal^[Note 2], register the change of address with competent authorities within the time frame as stated in applicable laws, and submit the following documents to IPIM.

1. (Original) Application letter (attention to the President of Macao Trade and Investment Promotion Institute) signed by eligible directors of the Macao Offshore Company.
2. (Copy) M/1 Commencement/Alteration Certificate, which shows the change of office address, issued by the Finance Bureau.
3. (Copy) Registration record, which shows the change of office address, issued by the Commercial Registry.

Notes:

1. All changes recognized by IPIM are subject to filing of proper registration documents.
2. Although the company can notify IPIM after the removal, for protecting the interest of the company and comparing to applicable laws in Macao, the company should register the new address and notify IPIM within 15 days upon removal.