**「投資意向之初步計劃 / 意向的內容摘要」**

**(參考指引)**

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| 1. **投資者 / 公司簡介，包括：**現在公司所從事的行業、公司規模、提供的產品或服務簡介、客戶網絡、公司財務狀況及年度報告等。
2. **擬在澳門開展之投資計劃資料，包括：**
 |
| * 投資項目總體介紹
 |
| * 擬在澳成立之公司名稱、註冊資本、 註冊地址、擬開展之業務
 |
| * 運作場所 (如工業大廈 / 商業寫字樓 / 商舖 / 土地及所需面積)
 |
| * 投資金額 (包括租賃或購置辦公室、商舖、工業廠房、裝修費用、設備費用、營運資 金、員工年薪支出等)
 |
| * 資金來源 (自有資金／銀行貸款)
 |
| * 主要市場 / 客戶對象 (並說明其銷售渠道及與市場的聯繫)
 |
| * 主要產品 / 提供的服務 介紹
 |
| * 預測營業額 / 產量 (預計首兩年的產量或營業額，收益及成本預算 (未來2年))
 |
| * 生產程序 / 業務流程 (可以附表格形式提交)
 |
| * 技術介紹及其來源 (如生產或提供服務需要應用的技術、研究成果、專利、特許經營等)
 |
| * 其他有利於經營該投資項目的因素 (如市場網絡、經驗、客源、資金、管理專才)
 |
| * 所需人員 (首兩年所需人員總數及工作分類，擬提出申請輸入之外地人員等)
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| 1. **所需要之協助詳述：**如，在澳成立公司、涉及營業牌照、人員招聘、辦理有關輸入外地技術人員之申請、申請稅務及財務鼓勵、尋找合作伙伴、申請免費使用澳門商務促進中心辦公室或其他。
 |
| 1. **聯絡人資料**（姓名、職位、聯繫電話、傳真、電子郵件、地址）
 |
| *註：* | 1. *資料提供不一定根據以上的規格。但所提交的資料應盡量包括上述的考慮因素，並歡迎其他一切支持計劃落實的文件或補充資料。*
2. *所提供資料絕對保密。*
3. *申請人之聲明 ：本人/本公司授權澳門貿易投資促進局，在處理投資者"一站式"服務表格內涉及其他政府部門的行政程序時，同意本局將相關資料轉送有關政府部門跟進處理。*
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如有進一步查詢，請聯絡本局投資者服務廳項目跟進人員。

Tel: +853-2872 8328 Fax: +853-2872 7506

E-mail: onestopservice@ipim.gov.mo 地址：澳門宋玉生廣場 263號中土大廈 19 樓

**Summary of Investment Intention or Plan (Guideline)**

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| 1. **Investor / Organization profile, includes:** Business nature of existing company, services and products introduction, market segment, financial status and annual report etc.
2. **Investment plan in Macao, includes:**
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| * General information about the investment project
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| * Proposed company names, registered capital, registered address, business scope
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| * Business location (Manufacturing unit / commercial office / shop / land and its required area)
 |
| * Investment amount (rented / purchased office, shop, factory, decoration cost, equipment cost, operational cost, salary, etc.)
 |
| * Source of funding (Equity capital / Bank loans)
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| * Main market / Target customer (Please specify the sale channel and network)
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| * Introduction of services and products
 |
| * Expected turnover / volume (estimation on the first 2-year)
 |
| * Production process / service delivery chart (Attachment is applicable if needed)
 |
| * Technical specification (techniques required in the production or delivery of service, research result, patent, franchise, etc.)
 |
| * Other factors conducive to the operation of the investment project (such as market network, experience, customer source, capital, management expertise)
 |
| * Number of employees required (number of estimated staffs in the first 2-year and their job responsibilities, number of estimated overseas manpower)
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| 1. **Request from IPIM’s assistances:** Company registration, application for licenses, recruitment, application for importing foreign labour, application for tax and financial incentive, looking for partnership, application for MBSC office or others.
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| 1. **Contact person** (Name, Position, Contact number, Facsimile, Email Address)
 |
| *Remark：* | * 1. *The above information is required to be included in your investment plan and any other supporting documents are welcome.*
	2. *The above information is strictly confidential*
	3. *Declaration: I/The Company empowers IPIM to transfer the related documents to other government departments when IPIM provides the “One Stop Service” that involves administrative procedures of other government departments.*
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For further information, please contact IPIM’s Investor Service Department

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