



## 會展及商務旅遊展 - 申請參展表格

### Registration Form for MICE Trade Shows

#### 申請單位資料 Information of Applicant

申請單位名稱 Name of Organization :			
地址 Address :			
聯絡人 Contact Person :		職位 Title :	
電話 Tel. :		傳真 Fax :	
電郵 E-mail :		網址 Website :	
業務範圍 Scope of Service :			

#### 會展及商務旅遊展 MICE Trade Show

展會名稱 Name of trade show :			
日期 Date :		地點 Venue :	

#### 申請附件 Required Documents for Application

商業登記證明副本 (三個月內有效) <sup>1</sup> Copy of the Certificate of Business Registration (issued within previous 3 months) <sup>1</sup>		財政局發出之無欠稅證明副本 Copy of a declaration of no tax arrears issued by Macao Financial Services Bureau	
營業稅 - 徵稅憑單 M/8 副本 Copy of the Contribuição Industrial - Conhecimento de Cobrança (M/8 Form)		財政局發出之開業登記 M/1 副本或開業聲明書副本 Copy of the Declaration of Start/Alteration of Activity of Industrial Contribution (M/1 Form) issued by Macao Financial Services Bureau (DSF) or copy of Declaration of Start issued by the Financial Services Bureau (DSF). (Copy of the first M/1 Form and those in respect of subsequent alternations are required)	
企業股東的澳門身份證明副本 Copy of the Macao ID of the enterprise's shareholder(s)		機票乘坐人員為申請單位法定負責人/其僱員之證明 For entities receiving financial incentives for air tickets, a copy of the air ticket/boarding pass identical to the details in the application should be submitted.	

<sup>1</sup> 個人企業主除外

<sup>2</sup> 本局有權根據實際情況豁免或要求遞交任何其他合理地或有助審批有關申請之文件

<sup>3</sup> 參展單位需遞交以上文件，倘參展單位同意，可豁免提交，並由本局人員透過部門聯網查閱相關資料

<sup>1</sup> Except sole proprietorship enterprise.

<sup>2</sup> The above documents must be submitted to IPIM. IPIM reserves the right to waive/request other relevant documents in the review of the application.

<sup>3</sup> Each participating entity needs to submit the above documents for registration, with the approval of the participating entity, IPIM is allowed to access the departmental intranet for the related documents.

#### 參展守則 Participation Rules

- 1) 有關支持計劃之條款及細則，請參閱附件或向本局查詢。  
For further enquiries on terms and conditions of the support program, please kindly refer to the attachment or contact our office.
- 2) 每個商務旅遊展報名費用為澳門幣\$2,000 圓正，所繳之報名費用將不獲發還，政府部門參展可獲豁免。經本局確認參展資格後 10 個工作天內繳交報名費用，否則被取消參展資格。  
The participation fee for each trade show is MOP\$2,000 and not refundable. Government departments of the Macao S.A.R. are eligible for fee exemption. The participation fee shall be paid within 10 days as from the date of confirmation of respective eligibility by IPIM, otherwise their participation right will be cancelled.
- 3) 參展單位須於活動結束後 30 天內，向本局提交「展會後報告書」，以便本局評估有關活動之成效。  
Each participating entity is required to submit the Post Trade Show Report to IPIM within 30 days after completion of the trade show as to assist with evaluation of the event.

日期: \_\_\_\_\_  
Date

簽名及公司蓋章: \_\_\_\_\_  
Signature & Co. Chop