**離岸業務廳/Offshore Services Department**

**成立離岸服務機構申請表**

Application Form for Setting-Up of an Offshore Services Institution

1. **澳門離岸公司名稱/Name of the Macao Offshore Company**

|  |  |
| --- | --- |
| 中文/Chinese |  |
| 葡文/Portuguese |  |
| 英文/English |  |

**注意:**  公司名稱必須包括“**澳門離岸商業服務**”或“**澳門離岸輔助服務**”之字句。

**Note:** The expression of “**Macao Commercial Offshore**” or “**Macao Auxiliary Offshore**” must be included into the name of the company.

**2. 離岸公司業務/Types of Offshore Business**

|  |  |  |  |
| --- | --- | --- | --- |
|  | 1. 資訊設備顧問  Hardware consultant |  | 2. 資訊顧問及程式編寫  Software consultant |
|  | 3. 數據處理  Data processing |  | 4. 數據庫業務  Database related activities |
|  | 5. 行政及檔案支援業務  Back offices activities |  | 6. 研究及開發業務  Research and development activities |
|  | 7. 技術試驗及分析業務  Tests and technical analysis activities |  | 8. 船隻及航空器經營及管理服務  Management and administration of ships  and aircraft |
|  | 9. 中國與葡語國家商品及服務貿易  Trade in goods and services between China and Portuguese-speaking Countries |  |  |

**根據實際業務可申請一至多項。**

**Can apply one to several activities according to actual business.**

|  |
| --- |
| 第323/2017號行政長官批示訂定上述離岸業務，由2017年9月19日開始生效。 |
| The above offshore activities take effect from 19/09/2017 pursuant to Chief Executive’s Dispatch No. 323/2017. | |

**3. 離岸服務類別/Type of Offshore Services**

|  |
| --- |
| 商業/Commercial  輔助/Auxiliary |

**4. 經營區域範圍/Geographical Area of Operations**

|  |
| --- |
|  |

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申請人簽署 Applicant’s signature

|  |  |
| --- | --- |
| 姓名/ Name: |  |
| 日期/ Date: |  |

**5. 澳門離岸公司股東及股本/Shareholders and Shares of the Macao Offshore Company**

**5.1 有限公司/Limited Liability Company by Quotas**

|  |  |
| --- | --- |
| 5.11 註冊資本/Registered Capital |  |
| 5.12 股數目及價值/Number and Nominal Value of Quotas |  |

**5.2 股份有限公司/Limited Liability Company by Shares**

|  |  |
| --- | --- |
| 5.21 註冊資本/Registered Capital |  |
| 5.22 股份數目及價值/Number and Nominal Value of Shares |  |

**5.3 澳門離岸公司股東資料/Macao Offshore Company Shareholders’ Information**

**股東一/First Shareholder**

|  |  |  |  |
| --- | --- | --- | --- |
| 姓名/Name 中文/Chinese |  | | |
| 英文/English |  | | |
| 個人國籍/Nationality或/or  公司註冊地點/Place of Company Registration | | |  |
| 佔澳門離岸公司股本數目/  No. of SharesHeld in the Macao Offshore Company | | |  |
| 郵寄地址/Mailing Address | |  | |
| 住址/Home Address 或/or  註冊地址/Registered Address | |  | |

**股東二/Second Shareholder**

|  |  |  |  |
| --- | --- | --- | --- |
| 姓名/Name 中文/Chinese |  | | |
| 英文/English |  | | |
| 個人國籍/Nationality或/or  公司註冊地點/Place of Company Registration | | |  |
| 佔澳門離岸公司股本數目/  No. of SharesHeld in the Macao Offshore Company | | |  |
| 郵寄地址/Mailing Address | |  | |
| 住址/Home Address 或/or  註冊地址/Registered Address | |  | |

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申請人簽署 Applicant’s signature

|  |  |
| --- | --- |
| 姓名 /Name: |  |
| 日期 /Date: |  |

**股東三/Third Shareholder**

|  |  |  |  |
| --- | --- | --- | --- |
| 姓名/Name 中文/Chinese |  | | |
| 英文/English |  | | |
| 個人國籍/Nationality或/or  公司註冊地點/Place of Company Registration | | |  |
| 佔澳門離岸公司股本數目/  No. of SharesHeld in the Macao Offshore Company | | |  |
| 郵寄地址/Mailing Address | |  | |
| 住址/Home Address 或/or  註冊地址/Registered Address | |  | |

**6. 澳門離岸公司董事資料/Macao Offshore Company Directors’ Information**

**董事一/First Director**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 姓名/Name 中文/Chinese | |  | | | |
| 英文/English | |  | | | |
| 國籍/Nationality | |  | 聯絡電話/Phone | |  |
| 電子郵件/E-Mail | |  | 傳真/Telefax | |  |
| 護照或身份證明文件號碼/Passport or Identification Document No. | | | |  | |
| 發出地點/Place of Issue |  | | | | |
| 郵寄地址/Mailing Address |  | | | | |
| 住址/Home Address |  | | | | |

**董事二/Second Director**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 姓名/Name 中文/Chinese | |  | | | |
| 英文/English | |  | | | |
| 國籍/Nationality | |  | 聯絡電話/Phone | |  |
| 電子郵件/E-Mail | |  | 傳真/Telefax | |  |
| 護照或身份證明文件號碼/Passport or Identification Document No. | | | |  | |
| 發出地點/Place of Issue |  | | | | |
| 郵寄地址/Mailing Address |  | | | | |
| 住址/Home Address |  | | | | |

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申請人簽署 Applicant’s signature

|  |  |
| --- | --- |
| 姓名 Name: |  |
| 日期 Date: |  |

**董事三/Third Director**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 姓名/Name 中文/Chinese | |  | | | |
| 英文/English | |  | | | |
| 國籍/Nationality | |  | 聯絡電話/Phone | |  |
| 電子郵件/E-Mail | |  | 傳真/Telefax | |  |
| 護照或身份證明文件號碼/Passport or Identification Document No. | | | |  | |
| 發出地點/Place of Issue |  | | | | |
| 郵寄地址/Mailing Address |  | | | | |
| 住址/Home Address |  | | | | |

1. **公司秘書/Company Secretary (因情況而定/when it is applicable)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 姓名/Name 中文/Chinese | |  | | | |
| 英文/English | |  | | | |
| 國籍/Nationality | |  | 聯絡電話/Phone | |  |
| 電子郵件/E-Mail | |  | 傳真/Telefax | |  |
| 護照或身份證明文件號碼/Passport or Identification Document No. | | | |  | |
| 發出地點/Place of Issue |  | | | | |
| 郵寄地址/Mailing Address |  | | | | |
| 住址/Home Address |  | | | | |

**8. 申請人資料/Applicant Details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 姓名/Name |  | | | |
| 地址/Address |  | | | |
| 職銜/Position | |  | | |
| 公司/Company Name | |  | | |
| 電話/Telephone | |  | 傳真/Telefax |  |
| 流動電話/Mobile Phone | |  | 電子郵件/E-Mail |  |

1. **負責統籌澳門離岸公司開業及投入運作之聯絡人資料/Contact Person for Organizing Physical Setup and Commencement of the Macao Offshore Company**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 姓名/Name |  | | | |
| 地址/Address |  | | | |
| 職銜/Position | |  | | |
| 公司/Company Name | |  | | |
| 電話/Telephone | |  | 傳真/Telefax |  |
| 流動電話/Mobile Phone | |  | 電子郵件/E-Mail |  |

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申請人簽署 Applicant’s signature

|  |  |
| --- | --- |
| 姓名 Name: |  |
| 日期 Date: |  |

**註明及條款/Notes and Conditions**

當貿促局之離岸業務廳收到下列全部文件及申請表之後，申請才正式被接納。

This application will be officially accepted after the Offshore Services Department of IPIM received the completed documents.

**審批所需文件 (可參考貿促局網址)**

**Documents needed to be submitted for analysis (can be referred to IPIM’s website)**

1. 投資者資料。

Investor’s information.

1. 澳門離岸公司股東及董事之資料。

Information about Macao offshore company’s shareholder(s) and director(s).

1. 澳門離岸公司股東及董事之身份證明文件。

The identification documents of Macao offshore company’s shareholder(s) and director(s).

4. 兩年投資計劃。

A two-year investment plan.

5. 投資者之銀行介紹信。

Bankers references for the investor.

6. 澳門離岸公司商業名稱可予登記之證明 (由商業及動產登記局發出)。

The Macao offshore company name reservation document (issued by Macao Commercial Registry).

*貿促局可以提供協助/IPIM can provide assistance.*

**發出「離岸服務許可證」所需文件**

**Documents required before “Offshore Services Permit” can be issued**

1. 澳門離岸公司與澳門註冊核數師或核數公司簽署的審計合約。

An audit contract signed between an auditor or auditing company registered in Macao SAR and the Macao offshore company.

1. 澳門離岸公司登記及註冊文件。

Macao offshore company’s registration documents.

1. 澳門離岸公司之設立費。

Set-up fee for Macao offshore company.

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申請人簽署/Applicant’s signature

|  |  |
| --- | --- |
| 姓名/Name: |  |
| 日期/Date: |  |

**重要聲明/Important Notices**

貿促局可以要求申請人或其它公共機構提供額外資料，以便評估及審核申請人之資格

及能力。

IPIM may request any additional information that it deems necessary for assessing the application from the applicants or other public bodies, namely in terms of the suitability and technical capacity of the applicants.

貿促局對提供虛假或錯誤資料之人仕，保留一切法律權利及行動。

IPIM reserves the legal right to take action against the relevant parties if information obtained herein is found to be false and inaccurate.

上述資料將會絕對保密及不會對第三者公開，除非得到申請人之書面許可或法院命令。

All information supplied is totally confidential and will not be divulged to any third party without either your permission in writing or under the terms of a court order.

|  |  |
| --- | --- |
| **日期/Date** |  |
| **申請人簽名/**  **Applicant’s Signature** |  |

|  |  |
| --- | --- |
| 備註1: | 如須要填寫更多離岸公司股東或董事數目的表格，請與本局離岸業務廳聯絡。 |
| Note1: | Please contact our Offshore Services Department if more shareholders or directors information has to be filled in. |
|  |  |
| 備註2: | 根據建議書第02628/DSO/2017號之批示，本申請表由2017年9月19日開始生效。 |
| Note2: | Pursuant to approval on proposal No.02628/DSO/2017, this application form takes effect from 19/09/2017. |