



## Macau Trade and Investment Promotion Institute

### Support Programme for Professional Training and Education in the Convention and Exhibition Sector

#### Terms and Conditions

Responsible Department:	Macao Trade and Investment Institute (IPIM) - Promotional Activities and Development of Conventions and Exhibitions Department
Place of Application:	Avenida da Amizade, no. 918, World Trade Centre, 4th Floor, Macao Macao Trade and Investment Promotion Institute 4 <sup>th</sup> Floor, World Trade Centre Building, 918 Avenida da Amizade, Macao
Means of Application:	Complete and sign the Application Form and present together with all the required documents in person
Office Hours:	Monday to Thursday: 9:00a.m. to 1:00 p.m., and 2:30 p.m. to 5:45 p.m. Friday: 9:00 a.m. to 1:00 p.m. and 2:30 p.m. to 5:30 p.m.
Enquiries:	Tel: (853) 8798 9292 Fax: (853) 2872 6777 E-mail: <a href="mailto:pafce@ipim.gov.mo">pafce@ipim.gov.mo</a> Website: <a href="http://www.ipim.gov.mo">www.ipim.gov.mo</a>

#### 1. Objective

The Terms and Conditions of the “Support Programme for Professional Training and Education in the Convention and Exhibition Sector (MICE)” define and explain the financial support provided by Macao Trade and Investment Promotion Institute.

#### 2. Programme Purpose

Support Programme for Professional Training and Education in the Convention and Exhibition Sector (MICE) Programme Programme aims to provide financial support for organizers which provide training in the areas of convention and exhibition (MICE), as well as for employers and organizations that sponsor their staffs to attend training or examinations in relation to convention and exhibition. The goal is to train up talents for the convention and exhibition industries, and to enhance the overall level of the existing employees.

#### 3. Support Categories

The Programme provides support to two kinds of categories:

3.1 Category I: Organizing Course

3.1 Category II: Sponsoring their existing employees to attend courses and/or examinations related to convention and exhibition.



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#### 4. Category I: Organizing Course

##### 4.1 Eligible Applicants

4.1.1. Private institutions of higher or continuing education, legally incorporated in the Macao Special Administrative Region; or

4.1.2. Legally incorporated non-profit associations in the Macao Special Administrative Region, whose published Articles of Association state that the activities of the association, or the activity of its members, are related to the convention and exhibition sectors or similar activities.

##### 4.2 Scope of Benefits

4.2.1 This Programme provides financial support to the beneficiaries of the applications in organizing the following non-degree training activities in the areas of convention and exhibition, where the courses are held in Macao Special Administration Region or other Asian cities;

4.2.1.1 Training courses conferring with certificates

4.2.1.2 Training courses conferring with professional qualification

4.2.2 The above courses should meet the following conditions:

4.2.2.1 Short-term courses that can be divided into several modules. The start of the first module to the date of the conclusion of the last module shall not exceed twelve (12) months

4.2.2.2 Number of teaching hours shall not be less than 80% of the total number of hours of the course.

##### 4.3 Granting of Financial Support

4.3.1 The financial support under this Programme is granted by Macao Trade and Investment Promotion Institute (IPIM).

4.3.2 Macao Trade and Investment Promotion Institute grants in the current year financial support to the training activities to be held in the following year.

4.3.3 With regards to applications accepted within a specified period, Macao Trade and Investment Promotion Institute (IPIM) will consider and process all the applications in an integrated manner.

##### 4.4 Maximum Amount of the Financial Support

4.4.1 The maximum amount of the financial support granted by Macao Trade and Investment Agency (IPIM) under the Category I of this Programme is Three Million Patacas (MOP3,000,000.00).

4.4.2 The maximum amount to be granted each year in respect of each training activity is Six Hundred Thousand Patacas (MOP600,000.00).

##### 4.5 Form of support, granting conditions and expenses not covered by the Programme

4.5.1 Financial support is provided to the Applicant to cover the expenses incurred from holding the activities, after deduction of incomes and subsidies received from other parties.



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4.5.2 Macao Trade and Investment Promotion Institute (IPIM) may grant full or partial financial support and may stipulate additional conditions, include the following:

4.5.2.1 According to the financial support payable, designate the individual projects object of the grant; the beneficiary must strictly abide by the “specific purpose” principle, i.e., the amount received through the grant, for a determined project, and the beneficiary should be, on its own initiative, use, adjust or allocate funds between projects without prior written consent of Macao Trade and Investment Promotion Institute (IPIM).

4.5.2.2. Should there are any discrepancies between the price and/or quantity shown in the invoices and the budget and quotation submitted by the Applicant during application, Macao Trade and Investment Promotion Agency (IPIM) shall settle the lower price and/or quantity.

4.5.2.3 If the amount of the Financial Support approved for a certain project is higher than the net expenses actually made, , the Beneficiary must refund the difference, in accordance with the situation of each individual projects, within the stipulated deadline.

4.5.3 Approved financial support will be paid in two instalments, i.e., at the issue of the notification of granting of support and at the computed of settlement upon conclusion of the event, as follows:

	The duration of activities are less than thirty (30) days	The duration of the activities more than thirty (30) days
At notification of the approval:	First Instalment: Payment of 70% of the approved amount	First Instalment: Payment of 80% of the amount approved
At the computed of settlement:		
If the expenses actually made are higher than the First Instalment	Payment of the difference between the settlement amount and the First Instalment	Payment of the difference between the settlement amount and the First Instalment
If the expenses actually made are lower than the First Instalment	Reimbursement of the difference by the Beneficiary	Reimbursement of the difference by the Beneficiary

4.5.4 The following expenditures will not be eligible for financial support:

- 4.5.4.1 Expenses used for construction or acquisition of assets;
- 4.5.4.2 Daily operating expenses of the Beneficiary and/or Teaching Institution;
- 4.5.4.3 Expenditures for hiring staff not involved in the relevant training activities;
- 4.5.4.4 Hospitality, entertainment and post-event recreational expenses.



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#### 4.6 Restrictions

4.6.1 Individuals benefitting from the financial support are strictly limited to Macao residents only.

4.6.2 Within the same financial year, attendees every single beneficiary individual shall not participate in more than two training activities which are receiving financial support under Category I.

4.6.3 Applicants should declare the financial support provided by other government agencies of the Macao Special Administrative Region or other organizations related to the same training activity.

4.6.4 If a beneficiary individual attendee participates in a training activity subsidised by a government agency of the Macao Special Administrative Region, the Applicant should collect the full tuition from the beneficiary individual attendees.

#### 4.7 Principles for the organization of training activities

4.7.1 In order to ensure the training resources could be allocated to the right candidates, the applicants should establish terms and conditions for admission of beneficiary individual attendees, according to the type and level of the courses.

4.7.2 Training activities should be based on the principles of simplicity, be frugal and in accordance with the actual needs. In particular, in respect of training activities held outside Macao Special Administrative Region, involving beneficiary attendees individual's travel, accommodation and food expenses, frugality and actual needs should be considered as prerequisites.

4.7.3 In order to effectively use the training resources, the applicant must establish a system, where a certain amount is collected as security deposit. The amount shall only be reimbursed after the beneficiary individual attendee has achieved a certain attendance rate and/or passed the examinations, or obtained the relevant attendance certificate or professional qualification. The total or partial amount of the security deposit that has not been reimbursed to the attendees shall be reimbursed to Macao Trade and Investment Promotion Institute (IPIM).

4.7.4 The applicant should prepare a budget of the activities as close as possible to the actual needs and after obtaining all the quotations.

#### 4.8 Application Period

4.8.1 Macao Trade and Investment Promotion Institute (IPIM) accept application for financial support of training activities to be held the following year, from April 1 to May 31 each year.

4.8.2 Applications that are submitted after the deadline will be deemed as ineligible.

#### 4.9 Application Documents

4.9.1 Application documents may be written in Chinese, Portuguese or English.

4.9.2 The application file should contain the following documents:

4.9.2.1 Application form provided by Macao Trade and Investment Promotion Institute (IPIM), duly completed and signed by the legal representative of the applicant.



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#### 4.9.2.2 Documents in respect of the incorporation of the applicant:

i. In the case of a Macao private institution of higher education, submission of the following documents are required: articles of association of the institution, as published in the Macao Official Gazette, Declaration of Industrial Tax, issued by the Macao Financial Services Bureau (In case of the loss of the Declaration of Industrial Tax, a Declaration of Commencement of Activity issued by the Financial Services Bureau dated not over three (3) months from the date of the submission of the application), specimen of signatures, documents delegating powers on the persons authorized to sign and copy of their respective identification documents, and copy of their respective identification documents. Furthermore, it is also necessary to submit a copy of the identification document of the natural person holder of the operating licence or person operating the institution or the documents in respect of the incorporation of the legal person.

ii. In the case of a Macao private institution of continuing education, submission of a copy of Declaration form M/1 of Declaration of Commencement of Activity issued by the Macao Financial Services Bureau (in case of loss of the Declaration of Commencement of Activity, it is then required the presentation of a Declaration of the Commencement of Activity issued by the Macao Financial Services Bureau dated not over three (3) months from the date of the submission of the application), copy of the valid charter issued by the Education and Youth Affairs Bureau, specimen of signatures, documents delegating powers on persons authorized to sign and copy of their respective identification documents. Furthermore, it is also necessary to submit copy of the identification documents of the natural person holder of the charter of the institution, or documents in respect of the incorporation of the legal person.

iii. In the case of a non-profit organization, submission of the following documents are required: copy of articles of association of the organization, as published in the Official Gazette of the Macao Special Administration Region (Macao SAR), registration certificate issued by the Identification Services Bureau, valid list of the members of the Board of Directors and of the Supervisory Board of the organization, specimen of signature, documents delegating powers on the persons authorized to sign and copy of their respective identification documents.

4.9.2.3 If the application is not a non-profit organization, submission of a declaration issued by the Financial Services Bureau, dated not over three (3) months from the date of the submission, that the applicant does not owe tax in arrears to the Financial Services of Macao Special Administrative Region.

4.9.2.4 In respect of the same training activity, the applicant shall submit information concerning applications submitted to other departments or organization of the Macao Special Administrative Region, including those are still pending, and/or information regarding the subsidies approved by the government departments or organization.



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4.9.2.5 The Programme shall specifically include the following items:

i. The duties and responsibilities of the applicant in the said training activity, tasks distribution among the responsible persons and other members, as well as track record of the activities that the organization has organized or co-organized in the past.

ii. General and detailed description on the training activities, as well as information deemed as relevant for the evaluation, including the following:

- Name of the training activity;
- Whether the training activity confers certificate of attendance or professional certificates, as well as the venue intended for the holding of such activity;
- Brief description of the training activity (including track record on the organization of similar courses in the past), list of persons proposed to teach the course, as well as their respective resumes;
- Detailed description on the training activity, including, name, object, modules, duration, address of the training venue, teaching method, summary of the main subjects, target attendees, timetables, conditions for obtaining the relevant certificate of attendance or professional qualification certificate (including attendance rate and assessments requirements, if any) and syllabi;
- Enrolment and number of attendees, and also admission requirements;
- If the training activity is held outside Macao Special Administrative Region, in other Asian cities, itineraries designed for attendees and the staff of the organizer should be submitted;

iii. Financial plan of the training activity, including the following items:

- Budget as closed as possible to the actual situation, together with an explanation on each item, showing unit price and quantity, if applicable;
- Quotations already received at the submission of the application, based on different items of the above-mentioned budget. Consideration of the Macao Trade and Investment Promotion Institute shall only be given to the service provider of that have submitted quotation (i.e., at the provision of the relevant services, the services provider has already registered with the Financial Services Bureau regarding the trading of such activities);
- Other sources of income, including detailed description on tuition fees and other subsidies already received;
- Method for collection security deposit from the attendees.

4.9.2.6 Statement of responsibility in respect of the Training Activity.

4.9.3 Macao Trade and Investment Promotion Institute (IPIM) may, in accordance with the specific situation, request the applicant to submit additional documents, reports and information that IPIM considers as relevant.

4.9.4. In line with the implementation of e-government, Macao Trade and Investment Promotion Institute (IPIM) may request the applicant to submit an electronic version of the application documents.



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#### 4.10 Deadline for the submission of complementary documents:

4.10.1 After the deadline for the submission of the applications, Macao Trade and Investment Promotion Institute (IPIM) will conduct a preliminary analysis of the applications, in order to check whether the documents forming part of the applications are correct and complete.

4.10.2 Within one month after the deadline for submission of the applications, if the documents or relevant information are incomplete, the applicant shall, within the deadline stipulated in the notice, amend, correct or provide additional information.

4.10.3 Information that are not amended, corrected or complemented within the stipulated deadline will not be accepted.

#### 4.11 Analysis and review

4.11.1 Macao Trade and Investment Promotion Institute (IPIM) may invite the applicants to attend the question and answer session in order to obtain clarification on certain issues. IPIM will inform the time and venue for the holding of such session.

4.11.2 With regards to the applications received, Macao Trade and Investment Promotion Institute (IPIM) may consult the Convention and Exhibition Development and Research Group, under the Committee for the Development of Conventions and Exhibitions. The Group will analyse and advice on whether the training activities correspond to the needs of the development of the convention and exhibition industry in Macao (including whether there is a strong demand for professional personnel of the convention and exhibition industry trained within the scope, nature and level of the referred training activity; opinion on the teaching institutions and/or issuer of the certificate or professional qualification, as well as the experience and acceptability of the institution in the convention and exhibition industry).

4.11.3 Macao Trade and Promotion Institute (IPIM) will consider all applications in an integrated manner, and will decide on the whether to give or refuse approval, based on the following evaluation criteria:

4.11.3.1 The budgeted financial affordability of the Programme;

4.11.3.2 Whether the training activity meets the development needs of the convention and exhibition industry of Macao;

4.11.3.3 Whether the training activity complies with the stipulations set out in the Programme;

4.11.3.4 The reasonableness of the budget for the training activity;

4.11.3.5 Track record of the applicant that has applied for financial support for the organizing training activities under the Programme in the past;

4.11.3.6 Project and amount of support already obtained from other government department and organization.

4.11.4 Sequential order of receiving the applications will not be taken into account for the purpose of approval for the applications.



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#### 4.12 Approval results

Before September 30 each year, Macao Trade and Investment Promotion institute (IPIM) will notify the applicants in written document regarding the result of their applications.

#### 4.13 Follow-up and inspection

4.13.1 , The applicant shall not change the content of the training activities benefitting from the financial support unless receiving written consent from Macao Trade and Investment Promotion Institute (IPIM). In the event of cancellation, interruption or amendment of the activities for the initially planned course, the beneficiary under the Programme should request approval from Macao Trade and Investment Promotion Institute (IPIM) in writing, at least forty five (45) days prior to the date scheduled for the holding of such activity.

4.13.2 During the training period, Macao Trade and Investment Promotion Institute (IPIM) reserves the right to send its staff to inspect the activity. The applicant should coordinate or make arrangements so that IPIM's staff could complete their inspection duties.

#### 4.14 Deadline for the submission of the settlement request

4.14.1 The applicant shall first pay all expenses incurred in the training activity.

4.14.2 Within thirty (30) days after the end of the training activity, the beneficiary of the application shall submit a settlement request to Macao Trade and Investment Promotion Institute (IPIM).

4.14.3 . Applications submitted after the deadline will be considered as automatic waiver of the applicant for financial support. The applicant should, within ninety (90) days as from the overdue day, fulfil its obligation to reimburse the financial support that it has received. If the beneficiary of the application does not reimburse the said amount within the stipulated deadline, the Tax Enforcement Department of Macao Financial Services Bureau will enforce collection.

#### 4.15 Documents required for settlement purposes

4.15.1 The documents to be presented for settlement purpose may be written in Chinese, Portuguese or English. Documents submitted by the applicant, writing languages other than those afore-mentioned, should be accompanied by the respective Chinese, Portuguese or English translation.

4.15.2 Documents for settlement purposes:

4.15.2.1 Settlement form provided by Macao Trade and Investment Promotion Institute (IPIM), duly completed and signed by the legal representative of the applicant;

4.15.2.2 Settlement report, specifically contain the following items:

i. Analysis on whether the activity has achieved its intended purpose and information on how the activity was conducted.





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- ii. Information on the attendees that have benefitted from the training activity:
  - A list of the attendees that have benefitted from the training activity and copy of the identity card of each attendees. (The said list should, at least, contain the following: names of the attendees that have been awarded certificates or professional qualification, attendees that have not obtained the reimbursement of the security deposit and attendees that have paid the total tuition fees);
  - With respect to each attendees that has been awarded certificate of professional certificates, copy of these certificates, as well receipts in respect of the reimbursement of security deposit;
  - With respect to each attendees that was unable to obtain the reimbursement of the security deposit, state reason why such attendees could not obtain the certificate of attendance or professional qualification;
  - With respect to the attendees that have paid the total tuition fee, copy of the payment receipt;
- iii. Financial report of the training activity, contain the following:
  - Detailed description of the actual incomes and expenses;
  - Comparative analysis between the budget and actual expenses, explanation and description of such difference, and description regarding the utilization of the approved amounts;
  - Copy of the receipts in respect to each item of the incomes (including support from other parties, tuition fees and security deposit received);
  - Copy of all contracts in respect to the expenses made or quotations, invoices (or documents containing detailed description regarding the actual provision of services), and receipts of payments made (or evidence that the respective expenses were already made by the applicant, or similar documents).
  - Photographs of the activity and copy of the teaching materials, if any.

4.15.3 Macao Trade and Investment Promotion Institute (IPIM) may, in accordance with specific circumstances, request the applicant to submit other documents, reports and information deemed as relevant.

#### 4.16 Settlement principles and operation

4.16.1 If the applicant hinder or stop Macao Trade and Investment Promotion institute (IPIM)'s staff to carry site inspection during the activity, the Macao Trade and Investment Promotion institute shall have the right to refuse the settlement of those projects (for which they have not conduct the inspection for verification purpose).

4.16.2 During the process of the settlement, if Macao Trade and Investment Promotion Institute (IPIM) considers the beneficiary of the Programme should supplement, amend or provide additional information, IPIM shall request the applicant to deliver the requested information within the stipulated deadline. Additional information submitted after the deadline will not be accepted.



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4.16.3 If, on the basis of the settlement documents submitted by the beneficiary of the Programme and information obtained by Macao Trade and Investment Promotion Institute (IPIM), the activity in question does not comply with that stipulated in the Programme (including the terms and conditions of the grant), Macao Trade and Investment Promotion Institute (IPIM), in accordance with the terms of the dispatch, will proceed with the payment of the expenses actually made in accordance with the requirements (deducting the security deposit received from the attendees that have not been reimbursed), and determine the final settlement amount, by paying the balance or requesting the beneficiary of the Programme to reimburse the difference.

#### 4.17 Cancellation of the grant

4.17.1 Macao Trade and Investment Promotion Institute (IPIM) shall cancel the grant, if the applicant made a false statement, provides false information or uses other illicit means to obtain financial support, without prejudice to the applicant being liable to civil and criminal liability.

4.17.2 Macao Trade and Investment Promotion Institute (IPIM) reserves the right to cancel the grant, in the occurrence of any of the following situations:

4.17.2.1 Failure of the beneficiary to hold the inherent activity within the period stated in the application.

4.17.2.2 The applicant interrupts the training activity or change the activity submitted at the time of the application, without prior written consent of Macao Trade and Investment Promotion Institute (IPIM).

4.17.2.3 The applicant has used the funds of the financial support for other projects and projects other than those stipulated in the grant.

#### 4.18 Reimbursement of the financial support

4.18.1 After deciding on the cancellation of the grant, Macao Trade and Investment Promotion Institute (IPIM) shall suspend payment of the financial support.

4.18.2 The applicant shall reimburse the amount of the financial support already received, within ninety (90) days as from the date of receiving the cancellation order/despatch of the financial support. If the applicant could not reimburse the amount in question within the stipulated deadline, the Tax Enforcement Department of Macao Financial Services Bureau will enforce payment.



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## 5. Category II – Sponsorship of existing employees to participate courses and/or examinations

### 5.1 Eligible applicants

5.1.1 Commercial enterprises owned by natural or legal persons (which are, for fiscal purposes, registered with Macao Financial Services Bureau) or non-profit associations mentioned below, with less than fifty (50) employees (hereinafter referred to as “Employer”); or

5.1.2 Non-profit association incorporated in Macao Special Administrative Region, whose published Articles of Association includes as one of their objectives convention and exhibition-related activities (MICE), or whose members are engaged in convention and exhibition-related activities (MICE) (hereinafter referred to as Association”).

### 5.2 Scope of benefits

5.2.1 This Programme covers eligible employers who apply for sponsorship for their employees to participate in training activities and/or examinations referred to in Point 5.2.3.

5.2.2 This Programme covers eligible associations that apply for sponsorship for their full-time employees ( if the association adopts the system of corporate membership), or for their members who are full-time employees of the convention and exhibition sector (if the association adopts the system of individual membership), to participate in the training activities and/or examinations referred to in Point 5.2.3.

5.2.3 This Programme provides financial support to sponsored employees for the participation in the following non-degree training activities and courses, conducted in Macao Special Administrative Region or other Asian cities or regions:

5.2.3.1 Courses conferring certificates of attendance

5.2.3.2 Courses conferring professional qualification

5.2.3.3 Public examinations conferring professional qualification

5.2.4 Training courses referred to in Point 5.2.3 shall comply with the following terms and conditions:

5.2.4.1 Be short-term courses, that may be divided into several modules, duration between the first and last modules should not exceed twelve (12) months:

5.2.4.2 Shall not be courses internally organized by the applicant.

5.2.5 Public examinations referred to in Point 5.2.3 shall comply with the following terms and conditions:

5.2.5.1 Institutions organizing the course and conferring certificates shall have certain acceptability in the convention and exhibition industry (MICE), and the acceptability of such institutions will be internally assessed by Macao Trade and Investment Promotion institute (IPIM) during the approval process.

5.2.6 Training activities and examinations referred to in Point 5.2.3 shall be concluded, at the latest, within one year as from the termination of this Programme.

5.2.7 Those activities that have already benefitted partially or totally of the financial support within Category I of this Plan shall not be contemplated by the benefits under Category II of this Programme.



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### 5.3 Granting of financial support

5.3.1 The financial support referred to in this Programme is granted by Macao Trade and Investment Promotion Institute (IPIM).

5.3.2 Applications received within the stipulated deadline will be processed in accordance with the sequential order of the applications received by Macao Trade and Investment Promotion Institute (IPIM).

### 5.4 Maximum amount of the grant

5.4.1 The maximum amount of financial support granted in each calendar year by Macao Trade and Investment Promotion Institute (IPIM) under Category II of this Plan is Two Million Patacas (MOP2,000,000).

5.4.2 The maximum amount of financial support granted to one applicant, in respect of each beneficiary attendees, is Thirty Thousand Patacas (MOP30,000) per year.

### 5.5 Form of support, terms and conditions of the grant and expenditures excluded from the support

5.5.1 The objective of the financial support is to provide support to the beneficiary attendees of the sponsorship requested by the applicant for participation in training activities and examinations, according to the expenses made and after deduction of other subsidies and incomes.

5.5.2 Macao Trade and Investment Promotion Institute (IPIM) may grant partial or total financial support, and may also stipulate other additional terms and conditions, in particular the following:

5.5.2.1 Depending on the expenditures intended for financial support, designate which individual projects could benefit. The beneficiary of the grant shall comply strictly with the principle of “specific fund for specific project”, i.e., the obtained amount shall be applied in inherent projects, and shall not, without prior consent of Macao Trade and Investment Promotion institute (IPIM), carry out adjustment and allocation of funds between projects.

5.5.2.2 In case of discrepancy between the price and/or quantity shown in the invoice of the expenses effectively made and the budget and quotations submitted by the applicant at the time of application, Macao Trade and Investment Promotion Institute (IPIM) shall settle the lower amount and/or quantity.

5.5.2.3 If the amount of the financial support granted to a certain project were higher than the net expenses actually made, ascertained at settlement, the beneficiary of the grant shall reimbursement such difference within the stipulated deadline.

5.5.3 The amount of the approved financial support shall be paid in two instalments, i.e., at the issue of the approval notice and after the settlement for the conclusion of the activity, in accordance with the following time-frame:



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At the notification of the approval:	First instalment: Payment of 70% of the approved amount
After settlement:	
If the actual expenses settled were higher than the amount of the first instalment:	Payment of the difference between the settlement amount and the amount of the first instalment
If the actual expenses settled were lower than the amount of the first instalment:	Reimbursement of the difference by the beneficiary of the grant

5.5.4 The following expenditures shall not be considered as eligible for the purpose of granting of support:

- 5.5.4.1 Daily expenses of the applicant and/or of the beneficiary attendees;
- 5.5.4.2 Expenses for the hiring of substitute staff, to replace the beneficiary attendees that participate in training activities or examinations;
- 5.5.4.2 Hospitality, entertainment and post-activity recreational expenses.

#### 5.6 Limitation of the financial support

5.6.1 The sponsored full-time employee should be Macao resident.

5.6.2 In each financial year, depending on the number of applications received, the maximum number of attendees that each eligible applicant may sponsor is as follows:

5.6.2.1 Each employer with five full-time employees may sponsor one employee (however, at least one), in order to benefit from the financial support under Category II of this Programme.

5.6.2.2 Each organization may apply to sponsor ten (10) full-time employees working for their corporate members, or ten (10) members of its organization provided that they are full-time employees of the convention and exhibition industry (MICE).

5.6.3 Within a financial year, on the basis of the sponsorships applied, limitations applied to each attendee are as follows:

5.6.3.1 Each beneficiary attendee shall not participate in more than two training programs under Category II of this Programme.

5.6.3.2 Each beneficiary attendee shall not participate in more than two public examinations that are eligible for support under Category II of this Programme.

5.6.4 The applicant and the beneficiary attendees shall submit the information in respect of the subsidies applied with and obtained from other government departments of the Government of Macao Special Administration Region or other organizations in respect to the same training activity

#### 5.7 Regulatory principles for participation in training activities and examinations by the sponsored employees

5.7.1 In order to ensure the training resources are being invested on the right people, when sponsoring their full-time employees in participating in training activities or examinations, the applicant should consider in all aspects whether the employee possesses the necessary conditions to enrol or participate in the examinations.



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5.7.2 The beneficiary attendees participating in the training activities or examinations should take into account that all expenses should be based on the principle of simplicity, be frugal and in accordance with the actual needs. In particular, in training activities outside the Macao Special Administration Region, transportation, accommodation and meal expenses should be based on actual needs and taking into account frugality as a precondition.

5.7.3 The applicant should establish a system of payment by the attendees of an amount equivalent to security deposit. Reimbursement of the security deposit shall be made in accordance with the following provisions:

5.7.3.1 In the case of participation in training courses, the above-mentioned security deposit shall only be reimbursed after the beneficiary attendees has received the respective document evidencing attendance of the course or professional qualification.

5.7.3.2 In the case of public examination, the above-mentioned security deposit shall only be reimbursed after the beneficiary attendees has passed the examination: if the beneficiary attendees could not get a pass in the examination or obtain professional qualification, in this case, partial repayment of the security deposit shall only be made upon presentation of a certificate of participation in the examination.

5.7.3.3 The total or partial amount of the security deposit that has not been reimbursed to the attendees shall be reimbursed to Macao Trade and Investment Promotion Institute (IPIM).

5.7.3.3 The applicant should prepare a budget of the activities as close as possible to the actual needs and after obtaining all the quotations.

## 5.8 Application period

5.8.1 Macao Trade and Investment Promotion Institute (IPIM) accepts applications as from November 11, 2014. Respective deadline will be announced in due course.

5.8.2 The applicants should submit their applications at least two (2) months prior to the deadline for enrolment of its full-time employees in the training courses, or two (2) months) prior to the deadline for enrolment in the open examinations, or three (3) months prior to the first day of the training activity, whenever is earlier.

5.8.3 Applications submitted after the deadline will be considered as ineligible.

## 5.9 Documents required supporting the application

5.9.1 Applications can be submitted in Chinese, Portuguese or English.

5.9.2 Applicants shall submit an individual application for each training activity or examination.

5.9.3 The application shall include the following documents:

5.9.3.1 Form provided by Macao Trade and Investment Promotion Institute (IPIM), duly completed and signed by the legal representative of the applicant.

5.9.3.2 Incorporation documents of the applicant:

- i. In the case of private entrepreneur (natural person) or company (legal person), copy of Declaration of Commencement of Activity “Form M/1” (in case of loss of Declaration of Commencement of Activity Form M/1, then submit, Declaration of Commencement of Activity issued by Macau Financial Services Bureau), copy of the identification document of private entrepreneur (natural person), Certificate of Commercial Registration, issued not later than three (3) months or copy of



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Written Information, specimen of signature, documents delegating powers on authorized persons to sign on behalf of the company and copy of the identification documents of these persons.

- ii. In the case of a non-profit association, submit copy of its Articles of Association as published in the Macau Government Gazette, Certificate of Registration issued by the Identification Services Bureau, list of the members of the Board of Directors and of the Supervisory Board of the organization, in force, specimen of signatures, power-of-attorney in favour of persons authorized to sign on behalf of the organization, and copy of the identification documents of these persons.

5.9.3.3 If the applicant is the employer, it is necessary to submit copy of the document evidencing the latest contribution to the Social Security Fund for its “full-time” employees, according to the definition set by the Social Security Fund, and a list of its local employees.

5.9.3.4 Information regarding the sponsored employees:

- i. List of full-time employees.
- ii. If the applicant is the employer, it is necessary to submit statement of full-time employee in favour of the sponsored employee (statement that, at the time of the submission of the application, the sponsored employee is its full-time staff): in the case of an organization, the employer of the employee should issue a statement that the sponsored employee is its full-time employee, as well as a list of its local staff, containing the name of the sponsored employee.
- iii. Copy of the Macau Permanent Resident’s Identity Card of the full-time employee.

5.9.3.5 Information on the subsidy applied and/or approved by other departments of the Macao Special Administration Region or other entities, in respect to the sponsored training activity of examinations granted to the applicant or to the attendees.

5.9.3.6 In the case of participation in training courses, respective applications should contain the following information:

- i. Overall and detailed information on the training course, as well as relevant information to enable the assessment of the application, including the following:
  - Name of the training course;
  - Attendance certificate or professional qualification to be conferred by the training course, as well as the venue where the course will be held;
  - Brief description of the teaching institution (including information on courses offered in the past);
  - Detailed description on the teaching activities, in particular: duration, address and venue, teaching method, brief description of the main subjects, targeted audience, timetable, conditions for obtaining respective attendance certificate or professional qualification (including attendance rate and assessment requirements, if any), syllabi and other information;
  - Registration form of the training activity, enrolment conditions and enrolment period;
  - If the training activity is held outside Macao Special Administrative Region, in other Asian countries and regions, the itinerary planned for the attendees.
- ii. Financial plan for participation in the training activities should include, in particular, the following information:



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- Tuition fees, issued by the teaching institution;
- Budget as close as possible to the actual situation, with explanation regarding each item, quotation and quantity, if applicable;
- Quotations already received at the time of the submission of the applications, in respect of the items referred to in the budget. Macao Trade and Investment Promotion institute (IPIM) will only consider the quotations issued by the direct services providers (i.e., whether the relevant service providers are already registered with the Macau Economic Services);
- Other sources of income, including description of the subsidies, etc.;
- System for collection of security deposit from the attendees.

5.9.3.7 In the case of public examination, the applications should contain the following:

i. Overall and detailed description of the public examination and relevant information to enable the respective assessment, in particular, the following:

- Name of the professional qualification;
- Issuer of the professional qualification, and brief description on the said professional qualification;
- The venue of the public examination;
- Brief description on the public examination, including, in particular: duration, address and venue of the examination, examination method, description of the subjects, if any, conditions for obtaining the professional qualification (including assessment requirements) and scope of the examination;
- Public examination application form, application conditions and deadline for application.
- If the public examination is held in other Asian cities or regions other than Macao Special Administrative Region, indicate the itinerary planned for the attendees;

ii. The financial plan for participation in the public examination should include the following information:

- List of expenses issued by the issuer of the professional qualification;
- Budget calculated as close to the actual situation as possible, with explanation on each item, and quotation and quantity, if applicable;
- Quotations already received at the time of the submission of the applications, in respect to the items in the above-mentioned budget. Macao Trade and Investment Promotion Institute (IPIM) will only consider the quotation issued by the direct services providers (i.e., whether the relevant service providers are already registered with Macau Economic Services to carry on activity);
- Other sources of income, including description of the subsidies, etc.;
- System for collection of security deposit from the attendees.

5.9.4 Macao Trade and Investment Promotion Institute (IPIM), in accordance with the actual situation, may request the applicant to submit other documents, reports and information that IPIM considers as relevant.





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5.9.5 In line with the introduction of e-government, Macao Trade and Investment Promotion Institute (IPIM) may request the applicants to submit an electronic version of the application documents.

#### 5.10 Deadline for the submission of supplementary documents

5.10.1 Upon receiving the application, Macao Trade and Investment Promotion Institute (IPIM) will conduct a preliminary analysis of the application, in order to check whether the information is correct and complete.

5.10.2 If the application and the documents attached are incorrect or incomplete, the applicant shall, within fifteen (15) days as from the date of respective notification, correct or supplement the missing documents.

5.10.3 Corrected, amended or completed documents submitted after the deadline will not be accepted.

#### 5.11 Analysis and Review

5.11.1 With regards to the applications received, Macao Trade and Investment Promotion Institute (IPIM) may consult the Convention and Exhibition Development and Research Group, under the Committee for the Development of Conventions and Exhibitions. The Group will analyse and advise on whether the training activities or examination could meet the needs of the development of the convention and exhibition industry in Macau (including whether there is a strong demand for professional personnel of the convention and exhibition industry trained within the scope, nature and level of the referred training activity; opinion on the teaching institutions and/or issuer of the certificate or professional qualification, as well as the experience and acceptability of the institution in the convention and exhibition industry).

5.11.2 Macao Trade and Promotion Institute (IPIM) will analyse each application and will decide on the approval or refusal of each application, based on the following evaluation criteria:

5.11.2.1 Affordability within the scope of this Programme;

5.11.2.2 Whether the proposed training activity or examination meets the actual needs of the development of the convention and exhibition industry of Macau;

5.11.2.3 Whether the training activity or examination complies with the conditions stipulations in this Programme;

5.11.2.4 The reasonableness of the budget in respect to the participation in the training activity or examination;

5.11.2.5 Track record of the financial support obtained in the past by the applicant under this Programme, as well as of the attendees that has in the past obtained support under this Programme to participate in training activities or examination;

5.11.2.6 Projects financed and amounts that the applicant and the attendees have already obtained or expect to obtain from other government agencies or organizations.

#### 5.12 Approval results

Macao Trade and Investment Promotion Institute (IPIM) will inform the applicant in writing or the assessment result, before the deadline for enrolment in the training activity or public examination.



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### 5.13 Deadline for submission of the settlement request

5.13.1 The beneficiary of the application should first settle the beneficiary attendee's participation expenses for training activities or examination.

5.13.2 The beneficiary of the application should submit to Macao Trade and Investment Promotion Institute (IPIM) a request for settlement within thirty (30) days after the conclusion of the training activity or examination.

5.13.3 Applications submitted after the deadline will be considered as automatic waiver of the applicant for financial support. The applicant should, within ninety (90) days as from the overdue day, fulfil its obligation to reimburse the financial support that it has received. If the beneficiary of the application does not reimburse the said amount within the stipulated deadline, the Tax Enforcement Department of Macao Financial Services Bureau will enforce collection.

### 5.14 Documents required for the purpose of settlement

5.14.1 The documents to be presented for settlement purpose may be written in Chinese, Portuguese or English. Documents submitted by the applicant, writing languages other than those afore-mentioned, should be accompanied by the respective Chinese, Portuguese or English translation.

5.14.2 Documents required for settlement purpose;

5.14.2.1 Form provided by Macao Trade and Investment Promotion Institute (IPIM), duly completed and signed by the legal representative of the applicant.

5.14.2.2 The Settlement report should contain the following:

i. Analysis on whether the activity has reached its foreseen objective, situation of the participation of the attendees, etc.;

- List of the beneficiary attendees (in the case of training course, the list should, at least, divide the attendees that have obtained certificates of professional qualifications, attendees that have participated in the examination but were not able to receive the professional qualification and the attendees that will not get their security deposit back);
- In respect to each attendee that has received the attendance certificate or professional qualification, copy of the certificate of attendance or professional qualification, as well as copy of the receipts of the security deposit that have been reimbursed;
- In respect to each attendee that has participated in the examination but was not able to get the professional qualification, certificate of participation in the examination and receipt in respect of the part of the security deposit that has been returned to the said attendee.
- In respect to each attendee whose security deposit has not been returned, the reason why he/she could not get the professional qualification.

ii. Financial report of the training activity or examination, including:

- Detailed description of the incomes and actual expenses;
- Analysis on the divergence between the budgeted amounts and the incomes and actual expenses made, explanation and description regarding such difference and description of the usage of the amounts granted;



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- Copy of all sums received (including sponsorships, tuitions fees and security deposit, etc.);
- Copy of all contracts and budgets in respect of the expenses, invoices or documents showing in detail all the services provided, receipts of the expenses made or similar documents evidencing that the inherent expenses were already settled by the applicant.

5.14.3 In accordance with the actual situation, Macao Trade and Investment Promotion Institute (IPIM) may request the beneficiary of the application to submit other documents, reports and information that IPIM deems as relevant.

#### 5.15 Settlement principles and method

5.15.1 During the settlement period, if Macao Trade and Investment Promotion Institute (IPIM) consider that the applicant should deliver complementary documents, amend or provide additional information, IPIM will request the beneficiary of the application to deliver the required complementary documents within the stipulated deadline. Complementary documents delivered after the deadline will not be accepted.

5.15.2 If the information submitted by the applicant for settlement purpose and the records of Macao Trade and Investment Promotion Institute (IPIM) show that the training activity of examination complies with the stipulated terms and conditions (including the terms and conditions of the grant, if any), Macao Trade and Investment Promotion Institute (IPIM) will, in accordance with the dispatch/order and the actual expenses shown in the request for settlement request (after deduction of the total or partial amount of the security deposit that has not been reimbursed to the attendees), ascertain the final settlement amount and, pursuant to the formula shown in Point 5.5.3., effect payment of the outstanding balance or request the applicant to reimburse the difference.

#### 5.16 Cancellation of the grant

5.16.1 Macao Trade and Investment Promotion Institute (IPIM) shall cancel the grant, if the applicant makes false statements, provides false information or uses other illicit means to obtain financial support, without prejudice to the applicant being liable for civil and criminal liability.

5.16.2 Macao Trade and Investment Promotion Institute (IPIM) reserves the right to cancel the grant, in the occurrence of any of the following events:

5.16.2.1 The attendee has not participated in the inherent activities during the period mentioned in the application.

5.16.2.2 The applicant has not participated or has suspended his participation in the activity or changed the content of the activity mentioned in his application for financial support, without the prior written consent of Macao Trade and Investment Promotion Institute (IPIM).

5.16.2.3 The applicant beneficiary of the grant has utilized the financial support in projects other than those indicated in the written consent approving the grant.



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#### 5.17 Reimbursement of the financial support

5.17.1 After deciding on the cancellation of the grant, Macao Trade and Investment Promotion Institute (IPIM) shall suspend payment of the financial support.

5.17.2 The applicant should reimburse the amount of the financial support already received, within ninety (90) days as from the date of receipt of the written consent regarding cancellation of the financial support. If the applicant could not reimburse the amount in question within the stipulated deadline, the Tax Enforcement Department of Macao Financial Services Bureau will enforce payment.

#### 6. Appeal

With regards to the decisions taken pursuant to this Programme, appeals can be made in accordance with the general provisions.

Macao Trade and Investment Promotion Institute (IPIM) reserves the right of final interpretation regarding the terms and conditions of the Support Programme for the Support Programme for Professional Training and Education in the Convention and Exhibition Sector.

The Chinese version of these terms and conditions shall prevail whenever there is a discrepancy between English and Chinese versions.