



澳門貿易投資促進局
Macao Trade and Investment Promotion Institute

〔本欄由澳門貿易投資促進局填寫〕

〔To be filled in by IPIM〕

申請編號：_____

Application No.

會展活動激勵計劃

The Convention & Exhibition Stimulation Program

申請表 Application Form

類別：具潛力的活動
Category: Potential Events

- 填表前請細閱相關 “「會展活動激勵計劃」細則及條款”。
- 請在表內適用空格 以 “✓” 標示。
- 填妥之申請表連同附帶文件，可透過本申請表之備註內列明的任一方法提交至澳門貿易投資促進局。
- 申請者須於本申請表每頁右下方加公司印章或簡簽。
- Before filling out this Form, please refer to the “Terms and Conditions to the Convention and Exhibition Stimulation Program”.
- Please check the boxes with a “✓” sign, where applicable.
- The completed Form, together with accompanying documents, should be submitted to the Macao Trade and Investment Promotion Institute, in one of the methods listed in the “Remarks” of this Form.
- Each page of the Form should be stamped with the company chop or initialed by the signatory(-ies).

會展活動激勵計劃 The Convention & Exhibition Stimulation Program	類別：具潛力的活動 Category: Potential Events
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1. 申請人資料 Applicant's Information

官方註冊名稱 Officially Registered Name of Organization:	中文Chinese		
	葡文Portuguese		
	英文English		
	<i>註：請以正楷填寫。若設有商號名稱並與官方名稱不同，請於官方名稱旁填上商號名稱並加上括號。</i> <i>Note: Please fill in block letters. If the Applicant holds a "Trading Name" different from its "Official Name", the "Trading Name" should be written in brackets next to the "Official Name".</i>		
官方名稱與銀行戶口名稱 Official Name is the same as the name of the bank account: <input type="checkbox"/> 相同Same <input type="checkbox"/> 不同，請提供Different, please provide : _____			
企業類型 Type of Organization	<input type="checkbox"/> 個人Self-employed <input type="checkbox"/> 個人企業主Sole-proprietorship <input type="checkbox"/> 有限公司Limited Company <input type="checkbox"/> 團體Association <input type="checkbox"/> 其他類型(請說明)Others, please specify: _____		
分類 Classification	申請人競投身份 Intended role of applicant : <input type="checkbox"/> 活動所有人Event owner <input type="checkbox"/> 活動籌組人Event organizer <input type="checkbox"/> 本地分會Member association in Macao <input type="checkbox"/> 其他(請說明)Others, please specify: _____		
地址 Address	城市City		
	國家Country		
電話 Tel	電郵地址E-mail		
傳真 Fax	網址Website		

2. 主要聯絡人資料 Key Contact Details

主要聯絡人一 Key Contact Person 1	姓名 Name			
	職銜 Title		電話 Tel	
	電郵地址 Email		手提電話 Mobile	
主要聯絡人二 Key Contact Person 2	姓名 Name			
	職銜 Title		電話 Tel	
	電郵地址 Email		手提電話 Mobile	

3. 活動資料 Event Details				
活動名稱 Event name	中文 Chinese			
	英文 English			
活動網址 Event Website				
活動類型 Event Type	<input type="checkbox"/> 會議 Meetings/Conventions	註：請填妥本申請表之第 4 部分 Please refer to Part 4		
	<input type="checkbox"/> 展覽 Exhibition	註：請填妥本申請表之第 5 部分 Please refer to Part 5		
	<input type="checkbox"/> 結合會議或展覽會 A Combination of Meetings/Conventions and Exhibition	註：若申請項目為結合會議或展覽會之活動，請同時填寫申請表第4部份(會議)及第5部份(展覽)。 Note: If the event is categorized as a combination of Meetings/Conventions and Exhibition, please complete both Part 4 for Meetings/Conventions and Part 5 – Exhibition.		
4. 活動資料 - 具潛力的會議 Event Details – Potential Meetings / Conventions				
預計參加者總數 Estimated No. of All Participants				
上一屆活動日期 Date of the Previous Event	____/____/____ (日/月/年) (DD/MM/YYYY)	是次活動擬舉辦日期 Proposed Date of this Event	由 ____/____/____ 至 ____/____/____ From _____ To _____ (日/月/年) (日/月/年) (DD/MM/YYYY) (DD/MM/YYYY)	
活動覆歷 (曾舉辦之活動) Event History (Previous Events)	日期(日/月/年) Dates (DD/MM/YYYY)	參加人數 No. of Attendees	城市/國家 City/Country	場地 Venue
活動所有人之其他競投條件 Key Prerequisites Specified by the Event Owner				

活動概要 Program Outline	
日期 Date	活動概要 (須列明每日、每項活動之預計開始及結束時間) 如提供之空間未足夠填寫，可以附件形式補充) Program Outline (Please state the anticipated beginning and ending time of each item on the program) If the space provided is insufficient, please supplement with a separate attachment

5. 活動資料 - 具潛力的展覽

Event Details – Potential Exhibitions

上一屆活動日期 Date of Previous Event	____/____/____ (日/月/年) (DD/MM/YYYY)	是次活動擬舉辦日期 Proposed Date of Event	由 ____/____/____ 至 ____/____/____ From (日/月/年) To (日/月/年) (DD/MM/YYYY) (DD/MM/YYYY)	
預計租用場地		預計租用面積		
預計參展商數目		預計參觀人數		
活動履歷 (曾舉辦之活動) Event History (Previous Events)	日期(日/月/年) Date (DD/MM/YYYY)	參加人數 No. of Attendees	城市/國家 City/Country	場地 Venue
活動所有人之其他競投 條件 Key Pre-requisites Specified by the Event Owner				

活動概要 Program Outline	
日期 Date	活動概要 (須列明每日、每項活動之預計開始及結束時間) 如提供之空間未足夠填寫，可以附件形式補充) Program Outline (Please state the anticipated beginning and ending time of each item on the program) If the space provided is insufficient, please supplement with a separate attachment

6. 支持範圍資料 Details Related to the Supports

財務支持 Financial Support :

競投輔助 Bidding Assistance	是次競投之主要決策者名單： List of the Key Decision Makers in the Bidding:		
	姓名 Name		職銜 Title
	中文 in Chinese	外文 in Other Languages	
	競投目的地 Destination for Bidding the Event		
參加費 Participation Fee			
要求提供有關推廣澳門為活動目的地的協助(須由貿易投資促進局按個別情況決定是否提供) Request for assistance in promoting Macao as the Event's destination. (Availability of assistance shall be subject to the sole discretion of Macao Trade and Investment Promotion Institutes). <input type="checkbox"/> 是 Yes <input type="checkbox"/> 不需要 No			

場地考察 Site Inspection	場地考察之決策者名單： List of the Key Decision Makers in Site Inspection:		
	姓名 Name		職銜 Title
	中文 in Chinese	外文 in Other Languages	
	出發來澳之城市： Points of Departure for Macao		
	住宿：預計住房數目 Accommodation: Expected No. of Room		
	日期 Date		
	房數 No. of Rooms		
	預計酒店 Expected No. of Hotels		
	<input type="checkbox"/> 五星級 5-star _____ <input type="checkbox"/> 四星級 4-star _____ <input type="checkbox"/> 三星級 3-star _____ <input type="checkbox"/> 其他 Others _____		請註明 Please Specify : _____ 請註明 Please Specify : _____ 請註明 Please Specify : _____ 請註明 Please Specify : _____
	預計在澳門僱用之本地交通服務供應商 Information of the Expected Transportation Service Provider (s) to be Employed in Macao		
名稱 Name		提供之服務內容 Description of the Service to be Provided	

競投支持 Bidding Support	協會/組織名稱(中文)： Association / Organization Name in Chinese:	
	協會/組織名稱(英文)： Association / Organization Name in English:	
	<input type="checkbox"/> 已加入成為會員：入會年期 _____ Existing Member: Year to Join <input type="checkbox"/> 計劃加入成為會員：計劃入會年期 _____ New Member: Proposed join year	
	會費/每年： Membership Fee / by Year:	
	計劃競投之會議/展覽舉辦日期 Proposed event date for the event bidding	

7. 於其他政府機關就同一活動之支持申請
Application to Other Government Bodies for Support of the Event

- 沒有 No
 有，詳細內容如下 Yes, details as follows:

政府機關名稱 Name of the Government Body	申請支持內容(包括協助、財務支持等) Description of the Support Applied for (including assistance, financial support etc.)

與本申請表同時提交之文件：

- 申請者如屬個人 有效身份證明文件副本及澳門特別行政區政府財政局發出之開業申報文件(M/1)副本
The Applicant who is an Individual copy of a valid Identity Document and copy of the business opening declaration (M/1 form) issued by the Financial Services Bureau of the Macao SAR Government.
 - 申請者如屬企業 商業登記文件 (如：當地政府機關簽發之商業登記文件副本、本澳之商業登記證明/報告書、營業稅M1及M8副本等)
The Applicant which is a Legal Entity Business Registration Document (e.g. business registration documents issued by local government departments, business registration certificates/reports of Macao, copies of the M/1 form and the industrial tax M/8 form, etc.)
 - 申請者如屬非牟利團體 團體設立文件 (如：當地政府機關簽發之登記文件副本、本澳之澳門特別行政區公報副本、本澳之身份證明局發出之登記證明書副本等)
The Applicant which is a Non-profit Organization, Incorporation Document (e.g. registration documents issued by its local government departments, Official Gazette of the Macao SAR Government containing bylaws, copy of the registration certificate issued by the Identification Bureau of Macao, etc.)
- 活動之競投條件細則
Document containing prerequisites, terms and conditions for bidding the Event
 - 活動屬性及其背景資料
Information on the Event's nature and history
 - 活動計劃大綱
Detailed program or agenda of the Event
 - 主要決策者之名單(可附名片作參考)
List of the key decision makers (business cards may be provided for reference purpose)
 - 申請者及其聘用之本地專業會議組織者 / 目的地管理公司的簡介
Company profile of the Applicant and the local Professional Conference Organizer(s) (PCO)/Destination Management Company(ies) (DMC) employed
 - 其他參考文件，請註明： _____
Other documents for reference, please specify: _____

備註：

- 此申請受澳門貿易投資促進局之「會展活動激勵計劃」有關規定、條款及細則所約束。

This application is governed by the provisions, terms and conditions as stipulated in the “Convention and Exhibition Stimulation Program” issued by the Macao Trade and Investment Promotion Institute.

- 任何申請，連同其他一切所需的證明文件，必須完整地於活動首日前70天，提交至澳門貿易投資促進局。任何未按照上述要求提交之申請，將自動被視為不合資格。

Any application, together with all the necessary supporting documents, must be submitted, in entirety, to the Macao Trade and Investment Promotion Institutes at least 70 days prior to the first day of the event. Any application failing to comply with this requirement will be automatically disqualified.

- 填妥之申請表及其他所需文件可親身遞交、傳真、電郵或郵寄至：

The completed Application Form and other necessary supporting documents can be submitted in person, by fax, by email or by mail to the following address :

澳門貿易投資促進局 Macao Trade and Investment Promotion Institute

會展發展及活動推廣廳 Promotional Activities and Development of Conventions and Exhibitions Department

澳門友誼大馬路918號世界貿易中心四樓

Avenida Amizade, No. 918, Edif World Trade Centre, 4/F, Macao

傳真 Fax : (853) 28710300

- 如申請表需填寫之項目空間不足，可以附件形式作補充。如申請者未能提供有關資料或需填寫部份不適用，請註明。

If the space provided is insufficient, please supplement with a separate attachment.

- 如有任何垂詢，請聯絡澳門貿易投資促進局，電話：(853) 87989292 電郵：cesp@ipim.gov.mo

Should there be any enquiries, please contact Macao Trade and Investment Promotion Institute at Tel: (853) 87989292 or email: cesp@ipim.gov.mo

申請者之蓋章及法定代表簽署□

The Applicant's Official Chop and Signature(s) of its Legal Representative(s)

茲聲明_____ (申請者名稱)根據「會展活動激勵計劃」有關規定、條款及細則，向該計劃提出申請；知悉須遵守前述計劃之一切規定及義務；並保證所提供的一切資料均真實無誤；亦同意通知澳門貿易投資進局有關申請資料之任何變更。

_____(the Applicant's name) hereby declares that, pursuant to the provisions, terms and conditions as stipulated in the “Convention and Exhibition Stimulation Program”, it is submitting a formal application under the said Program; that it has read and understood, and agrees to abide by the rules, terms and conditions set forth in the said Program; and that all information provided is true and accurate. The Applicant further agrees to duly notify the Macao Trade and Investment of any changes to the information provided in this application.

簽署(定代表) 及蓋章

Signature(s) [of the Legal Representative(s)] and Official Chop

簽署人姓名 / 職務

Name(s) and Title(s) of the Signatory(ies)

日期