

# “會展及商務旅遊展支持計劃” “MICE Trade Shows Support Program”

## 引言Introduction

為履行經 7 月 5 日第 29/99/M 號法令修改的 7 月 11 日第 33/94/M 號法令第 4 條第 2 款所賦予的推廣澳門、宣傳本澳投資機會以及促進本澳經濟的職責，澳門貿易投資促進局（以下簡稱本局）每年均組織會展業界參加在中國及境外舉辦之會展及商務旅遊展活動，透過相互交流，加深各地會展客商對澳門會展發展潛力的瞭解。同時，為配合澳門經濟多元化及持續發展等長遠目標，本局亦提供“會展及商務旅遊展支持計劃”，鼓勵本地會展企業利用會展及商務旅遊展之經貿平臺，與客戶直接接觸，以追求最佳的推廣效果。根據第 91/2017 號經濟財政司司長批示修改的第 1/2001 號經濟財政司司長批示所公佈的澳門貿易投資促進局內部規章第三條的規定，本局特制定本支持計劃之規章以規範各項會展及商務旅遊展活動之申請。

To fulfil the duties outlined in Section 2 of Article 4 of Decree-Law No. 33/94/M of 11 July which was amended through Decree-Law No. 29/99/M of 5 July to publicise Macao, promote its investment opportunities and foster economic development, the Macao Trade and Investment Promotion Institute (IPIM) will organise the MICE industries partners every year to participate in MICE trade shows conducted in China and overseas, with a view to deepening the understanding of Macao’s development potential. To achieve Macao’s long term goals which include economic diversification and sustainable development, IPIM provides the “MICE Trade Shows Support Program” to encourage MICE industries partners to use MICE trade shows as a business platform to optimise the effects of promotions through direct contacts with customers. In accordance with the provisions of the Article 3 of the internal regulation of IPIM published by the Secretary for Economy and Finance No. 91/2017 for the amendment , IPIM sets this terms and conditions to govern the applications of the “MICE Trade Shows Support Program”.

## **報名費用 Participating Fee**

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 participating fee for each trade show is MOP2,000 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.

## **支持費用 Supporting Fee**

| <b>地區<br/>Region</b> | <b>每個參展單位可獲得之支持金額(澳門幣)<br/>Supporting amount for each trade show (MOP)</b> |
|----------------------|--|
| 中國 China             | \$8,000  |
| 東南亞 Southeast Asia   | \$8,000  |
| 歐洲 Europe            | \$18,000   |

## **條款及細則 Terms and Conditions**

為符合參與“會展及商務旅遊展支持計劃”(以下簡稱：支持計劃)的資格，向本局申請參展之單位必須符合下列要求：

To qualify and be entitled to “MICE Trade Shows Support Program” (hereinafter referred to as: “Support Program”), the participating entity who apply the Support Program must meet the following requirements:

1. 申請參展單位必須為於澳門合法註冊、所營事業與旅遊及會展相關之商業企業(如：旅行社、公關公司、會展公司等)。

The participating entity must be related to tourism or MICE industry and is legally registered in Macao.

2. 超過 50%或以上股東相同之公司或由同一企業主以不同名稱開設之商業企業，不得在同一展會內同時遞交“會展及商務旅遊展”參展表格，不同業務範疇及獨立營運之企業除外，而所有範疇均對會展業發展有利。

If the limited company has more than 50% of its shareholders identical in another company or if the owner of a business entity has several companies in different names, such entities are not eligible to apply for “Support Program” at the same trade show, except in the case that the companies are run entirely as separate entities and scope of their businesses are distinctly different and their participations of the event are considered beneficial to development of Macao’s MICE industry.

3. 若申請參展單位之商業登記未能顯示股東組成、股額比例又或在特殊情況下，本處可向申請參展單位要求提供聲明書或相關證明文件。

Should a record of shareholders not listed in the Certificate of Business Registration or in the case of exceptional circumstances, IPIM shall has the right to request applicant to submit a declaration or any other relevant documents.

4. 申請參展單位需向本局遞交下列文件，若其於申請表格內表示「同意」，則可豁免提交，並由本局人員透過部門聯網查閱相關資料：

Each participating entity needs to submit the following documents for registration, with the apporval of the participating entity, IPIM is allowed to access the departmental intranet for the related documents:

|  |
|--|
| i) 商業登記證明副本(三個月內有效) <sup>1</sup><br>Copy of the Certificate of Business Registration (issued within previous 3 months) <sup>1</sup>  |
| ii) 營業稅-徵稅憑單 M/8 副本<br>Copy of the Contribuição Industrial – Conhecimento de Cobrança (M/8 Form)   |
| iii) 企業股東的身份證明副本<br>Copy of the passport or identity document of the enterprise’s shareholder(s)   |
| iv) 財政局發出之無欠稅證明副本<br>Copy of a declaration of no tax arrears issued by Macao Financial Services Bureau (DSF)   |
| v) 財政局發出之開業登記 M/1 副本或開業聲明書副本<br>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 DSF. (Copy of the first M/1 Form and those in respect of subsequent alternations are required) |
| vi) 參展代表之僱員證明<br>Employment record of the participating entity’s representative  |

<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>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.

5. 支持金額以每參展單位計算，並非以該單位的參展人數計算。

Supporting amount is to be credited to the participating entity and not by the number of participants.

6. 參展期間，各參展單位每天必須於展會的開放時間內有最少一名代表駐守展位，並準時出席所有展會會期及商務洽談預約等。

Each participating entity must arrange at least one representative to station onsite daily during opening hours of the trade shows, to manage its own stand at the IPIM exhibition pavilion, as well as to be punctual in attending all pre-scheduled appointments throughout the show period.

7. 倘出席之代表僅為該單位在展覽會舉行的當地的業務代表時，該單位將不獲得參與該次展會之支持金額。

If the representative assigned by the participating entity is a local representative in the city where the trade show is organized, the entity's participation will not be qualified for the supporting amount of that particular trade show.

8. 在展覽會完結後 10 天內，參展單位需提交完整的「《會展及商務旅遊展支持計劃》展會後報告」，內容包括但不限於：(a)洽談及商務活動記錄；(b)展位駐場代表之職務說明；(c)展位駐場代表交通證明文件（來回程登機證/登船證/班車/列票正本）。本局有權要求該單位提交被視為需要的其他文件、報告或資料以作補充。

Each participating entity is required to submit a full set of “MICE Trade Shows Support Program” Post Trade Show Report within 10 days after completion of each trade show, which includes but not limited to: (a) business activities records; (b) employment information of the key on-site representative(s); (c) travel documents of the key on-site representative(s) (original copies of round-trip boarding pass of air tickets/ ferry tickets/

coach/ train tickets). IPIM reserves the right to request the participating entity to submit other documents, reports or information if deemed necessary.

9. 如違反上述任何條件及要求，有關單位獲批於該次參展的支持金額將被取消。

Failure to comply with any of the above requirements, the participating entity will not be qualified for the supporting amount of the respective trade show.

10. 有意參展單位需於報名截止日期前提交「會展及商務旅遊展 - 申請參展表格」。

參展單位需自行安排當地酒店住宿、往返機票、當地交通及貨運安排等。

Please submit the registration forms before deadline. Participating entities need to arrange their hotel accommodation, round-trip air tickets, local transportation, logistics, etc. by themselves.

11. 在收到「《會展及商務旅遊展支持計劃》展會後報告」及所須文件後，本局將會以書面通知參展單位及發放相應之支持金額。

Upon receiving the Post Trade Show Report, IPIM will send out a written confirmation and offer the supporting amount to respective participating entity.

12. 如參展單位經報名後缺席有關展會或未能準時提交完整的「《會展及商務旅遊展支持計劃》展會後報告」及所須文件，有關單位獲批於該次參展的支持金額將被取消，本局保留考慮其日後參展資格之權利。

In the event of “NO SHOW” or fail to submit a full set of Post Trade Show Report after registering for the trade show, all supporting amount will be forfeited. IPIM reserves the right to accept or reject the application from that entity in other trade shows.

13. 如參展單位在程序中作出虛假聲明或提供虛假資料，本局將取消其申請參展資格，參展單位須依法承擔倘有的民事及刑事責任，本局保留考慮其日後參展資格之權利。

In the case of the participating entity making false declaration or providing false information, IPIM shall reject the application and if any, civil and criminal liability in accordance with law. IPIM reserves the right to accept or reject the application from

that entity in other trade shows.

14. 此支持計劃之所有要求、條款、細則及參加之展會計劃，若有任何變動，恕不另行公佈，請自行留意本局網站相關訊息。

The terms and conditions outlined in this Support Program and its eligible criteria, with the trade show plan are subject to change without prior announcement. Please check IPIM website for updates.

15. 此支持計劃只適用於本局組織參與之會展及商務旅遊展。

This Support Program is only applicable to MICE related trade shows that IPIM participates and organizes.

16. 上述“會展及商務旅遊展支持計劃”適用日期為 2020 年 1 月 1 日至 12 月 31 日。

The MICE Trade Shows Support Program is applicable from 1 January to 31 December 2020.

17. 批給實體無論在任何時候，均保留最終權利及解釋權。

The Grantor reserves the right of final interpretation and decision in the execution of this Support Program.

18. 本計劃之英文譯本僅供參考，文義如與中文有歧異，概以中文本為準。

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

## **報名方法 Application Methods**

1. 親臨本局遞交參展表格

Submit the registration form to Macao Trade and Investment Promotion Institute (IPIM)

地址：澳門友誼大馬路 918 號世貿中心四樓

Address: 4/F World Trade Centre Building, 918 Avenida da Amizade, Macao

2. 以電郵方式提交參展表格至本局

Email the registration form to Macao Trade and Investment Promotion Institute (IPIM)

電郵 Email: [mice-onestop@ipim.gov.mo](mailto:mice-onestop@ipim.gov.mo)