



Application guidelines for co-working space service in the "Complex of the Macao Forum for Economic and Trade Co-operation between China and Portuguese-speaking Countries"

Eligibility:

Business associations and chambers from Mainland China, Portuguese-speaking countries and Macao related to the construction of a "Platform for Economic and Trade Co-operation between China and Portuguese-speaking Countries" in Macao (hereinafter referred to as the "China-PSC Platform").

Approval Criteria:

1. The purpose or nature of the applicant organisation must be related to promoting the development of the "China-PSC Platform".
2. The place of registration of the applicant organisation must be Mainland China, Angola, Brazil, Cape Verde, Guinea-Bissau, Equatorial Guinea, Mozambique, Portugal, Sao Tome and Principe, Timor-Leste or Macao.

Application documents:

1. Application form;
2. The registration document/association registration certificate of the applicant (the language must be Chinese, Portuguese or English);
3. Other supporting documents related to the applicant organisation.

Application procedure:

1. The applicant organisation fills in the "Application form for the co-working space service in the 'Complex of the Macao Forum for Economic and Trade Co-operation between China and Portuguese-speaking Countries'" and submit



it to Macao Trade and Investment Promotion Institute (IPIM) in person, by post or via email (dpec@ipim.gov.mo). If necessary, IPIM may request the applicant to submit other supplementary documents as attachments.

2. After receiving the application form, IPIM will assess and approve it in a timely manner. IPIM reserves the right to make all final decisions.
3. IPIM will notify the applicant of the application result by email.

Free of charge: The registered personnel of the approved applicant organisation can use the co-working space and related facilities of the “Complex of the Macao Forum for Economic and Trade Co-operation between China and Portuguese-speaking Countries” free of charge during the period of use. Ten user quotas will be given to each approved institution for its members and recommended companies.

Application form for the co-working space service in the

“Complex of the Macao Forum for Economic and Trade Co-operation between China and Portuguese-speaking Countries”

1. Info of applicant organisation	
Name of organisation	
Contact person	Name _____ Title _____ Tel. _____ Email _____
2. The purpose or nature of the applicant organisation	
3. Activities held by the applicant organisation related to the “China-PSC Platform” in the past	



4. List of users for co-working space (maximum 10)			
	Name (Each user is required to submit a digital passport photo: recent, 1.5 inch with a white background)	Title	Contact number
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Remarks: The above-mentioned personnel must present the digital user ID issued by IPIM to enter the co-working space. To change the above user list, the applicant must notify IPIM in writing in advance for re-registration.

5. User instructions

- 1) The co-working space is open from 09:00 to 17:30 from Monday to Friday (closed on Saturdays, Sundays and government holidays).
- 2) The co-working space offers an open-plan office, wherein desks, chairs, lighting, air-conditioning, sockets, Wi-Fi and lockers are available. Seating will be arranged by users on their own and will be offered based on a first-come-first-serve basis due to limited availability. Users are not allowed to move the desks, chairs and separators within the co-working space without the consent of the Macao Trade and Investment Promotion Institute.



- 3) The Macao Trade and Investment Promotion Institute may, without prior notice, change the opening hours, suspend part of or the entire co-working space.
- 4) The approved personnel from applicant organisation (“the user”) must present the digital user ID issued by IPIM to enter the co-working space. Users must notify IPIM in writing in advance for re-registration in order to change the co-working space user list.
- 5) The work performed by the users in the co-working space must be relevant to the purpose of their organisations or the China-PSC Platform.
- 6) Users must keep the co-working space clean and tidy. Food should be consumed in the pantry.
- 7) Users are obliged to maintain the positive image of the Macao SAR Government, and must not engage in any matters that violate the laws and regulations of the SAR Government or the decency in the co-working space. In case of violation, the Macao Trade and Investment Promotion Institute has the right to immediately terminate the right to use the co-working space.
- 8) Macao Trade and Investment Promotion Institute reserves the right to investigate the damage of the co-working space caused by improper use of the user.
- 9) Users must take care of their personal belongings. Users are strongly recommended to take all their personal belongs with them before leaving the co-working space every time. Personal belongings are not allowed to stay in the space overnight. The Macao Trade and Investment Promotion Institute does not offer safekeeping service and shall not be held accountable for any loss or damage of personal property.
- 10) Due to the business nature of the venue, please avoid bringing minors and staying in the co-working space.



- 11)** The right to use the co-working space is valid on the date notified by IPIM, and the period of use is no more than one year. If the applicant organisation still intends to continue using the co-working space after the period of use lapses, a new application must be made in a timely manner.
- 12)** Users should keep silent and refrain from all act that will disturb others. If anyone is found causing any disturbance to others or accessing staff-only area of the Macao Trade and Investment Promotion Institute, the Macao Trade and Investment Promotion Institute has the right to request this person to leave immediately.
- 13)** If it is found that the user has violated the user instructions, verbal warning will be given for first-time violation, and warning email will be sent for second-time violation. For the third violation, email will be sent to terminate the right of use of co-working space for the year. The violation records of the registered personnel of the applicant organisation will affect the organisation's subsequent application assessment.
- 14)** Users can apply for the use of lockers on the day they use the co-working space. Due to limited availability, lockers are provided on a first-come, first-served basis. Please refer to the attachment for the terms of use.
- 15)** The Macao Trade and Investment Promotion Institute may update the instructions from time to time and reserve all final decision rights.
- 16)** The applicant organisation and personal data collected by IPIM are for internal use only. All data will be processed in accordance with the provisions of Law No. 8/2005 "Personal Data Protection Law".



I am aware of the above content, and declare that all the information filled in this form is true, and I promise to abide by the relevant terms.

Signature and stamp of person in-charge

Date