



# Convention and Exhibition Stimulation Programme

## Application and Settlement Guidelines

### 1. Required Documents for Application and Submission Method

- 1.1 The applicant must submit the application form provided by Macao Trade and Investment Promotion Institute (IPIM) for this Programme at least 50 days prior to the first day of the event, together with the required documents as well as their digital copies. The application form must be duly completed in any official language of Macao or in English, signed and stamped by the legal representative of the enterprise, association or entity in accordance with valid identity document. The original application form must be submitted in person, by post or electronically<sup>1</sup> by the legal representative or proxy of the applicant. If any supplementary documents are required, the applicant must submit them to IPIM at least 40 days prior to the first day of the event.
- 1.2 If the applicant is an enterprise legally established in Macao, the following documents must be submitted:
  - 1.2.1 Copy of valid identity document of the applicant's legal representative and power of attorney, if any;
  - 1.2.2 A copy of Macao Business Registration Certificate/Written Report issued by the Commerce and Movable Property Registry within three months (if any);
  - 1.2.3 Copy of Business Tax – New Registration/Amendment Form (Form M/1) or of the Declaration of Business Commencement issued by the Financial Services Bureau of Macao SAR Government;
  - 1.2.4 The tax demand note of business tax Form M/8 issued within the most recent year.
  - 1.2.5 A document issued by the Financial Services Bureau of Macao SAR Government within three months stating that the applicant is not a debtor to Macao SAR Treasury due to any unsettled taxes and obligations.
- 1.3 If the applicant is an association legally established in Macao, the following documents must be submitted:
  - 1.3.1 Copy of valid identity document of the applicant's legal representative and power of attorney (if any);

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<sup>1</sup> Depending on the online application system and the actual conditions of the applicant, the applicant must submit the original documents to IPIM for approval



- 1.3.2 Copy of the articles of association published in the Official Gazette of the Macao SAR;
- 1.3.3 A certificate of registration issued by the Identification Services Bureau of Macao SAR, whereon the leadership structure is included.
- 1.4 If the applicant is an entity legally established outside Macao, the following documents must be submitted:
  - 1.4.1 Copy of valid identity document of the applicant's legal representative and power of attorney (if any);
  - 1.4.2 A copy of the business/association/organisation registration document issued by the local government authority;
  - 1.4.3 Organisational structure and list of members of leadership.
- 1.5 The background information of the applicant and the organisation structure of the event and the qualifications for organising MICE events.
- 1.6 Affiliated transaction statement, other declarations or statements (if any).
- 1.7 The budget of the event, which must indicate the overall expenditure, expected income and relevant financial sources (calculated in Macao patacas, MOP), together with a list of service providers expected to be used by the project application, explanations for each item, and if applicable, the unit price and quantity.
- 1.8 Details of the event, including: nature and background of the event, theme, schedule, scale, planned content, expected outcome and details of previous events.
- 1.9 Estimated area of the conference/exhibition venue and floor plan.
- 1.10 If the applicant is a/the event coordinator, it must submit an authorisation letter issued by the organiser. The letter must indicate that the applicant is the only entity for the application and authorising it to handle the relevant arrangements for the event in Macao and collect relevant funding.
- 1.11 A list and specific content of electronic technology/green exhibition applications (if any).
- 1.12 In addition to the above documents from points 1.1 to 1.11, if it is a conference or exhibition that has been confirmed to be held in Macao, the following documents must be submitted but not limited to:
  - 1.12.1 A copy of documents evidencing that the event is confirmed to be held.
  - 1.12.2 A copy of the quotation issued by the service providers (the quotation must list information such as the event name, the date of service provision and the payer.)
  - 1.12.3 A copy of the business registration document of the Macao service supply (e.g. Macao Business Registration Certificate/Written Report issued by the Commercial and Movable Property Registry within three months).



- 1.12.4 If a Macao professional convention and exhibition organiser/destination management company is employed, its company profile must be submitted.
- 1.12.5 Profile, speech topic of each keynote speaker to be invited and proposed detailed event rundown (only applicable to conferences).
- 1.12.6 The business cards of exhibitors and qualified buyers to be invited from outside Macao and proofs of their company business operation, such as copies of business registration documents issued by the local government authority (only applicable to exhibitions - hotel accommodation).
- 1.13 In addition to the documents from points 1.1 to 1.11 above, if intending to hold a potential conference or exhibition held in Macao, the following documents must be submitted but not limited to:
  - 1.13.1 A certificate issued by the event organiser confirming that Macao has been included in the list of candidate regions for the bidding event.
  - 1.13.2 Details of the event, including details of bidding conditions.
  - 1.13.3 A proposed list of representatives to participate in the bidding/inspection activities.
  - 1.13.4 A copy of the quotation issued by the service provider.
  - 1.13.5 The preliminary plan for the event to be held in Macao.
- 1.14 For the documents referred to in points 1.2.2 to 1.2.5 and 1.3.2, the applicant must agree in the application form to allow IPIM to request relevant information from the administrative departments, thereby exempting the submission of such documents.
- 1.15 Before submitting documents, applicants should ensure that the submitted documents and information are accurate.
- 1.16 IPIM may, according to the circumstances, require the applicant to present the original documents, make explanations and submit other documents, reports or information as it deems helpful to the approval procedure.
- 1.17 If foreign currency is involved, please provide the exchange rate or relevant information.
- 1.18 The submitted application documents must be accompanied by digital copies. In the event of any discrepancy, the hard copy shall prevail.
- 1.19 Documents, quotations and information submitted by grantees will not be returned.
- 1.20 In case of any conflict or inconsistency, the Chinese version shall prevail.



## 2. Required Documents for Settlement and Submission Method

- 2.1 The grantee must submit the original post-event report provided by IPIM within 30 days after the completion of event. The post-event report must be properly completed in any official language of Macao or in English, signed and stamped by the legal representative of the grantee in accordance with valid identity document. The original post-event report must be submitted by the legal representative or proxy of the grantee in person or by post.
- 2.2 The grantee is also required to submit the following documents to IPIM within 60 days of the completion of event, including but not limited to:
  - 2.2.1 Information form of actual participants/exhibitors/bidding representatives.
  - 2.2.2 The detailed check-in table issued by the hotel, including the actual check-in list and room rate per night.
  - 2.2.3 The original receipt(s) and copy of the invoice(s) issued by the service provider(s) (the contents of receipt(s) and invoice(s) must list the event name, the date of service provision and the payer).
  - 2.2.4 If the grantee, as a business proprietor registered in Macao, does not agree in the event report form to allow IPIM to obtain relevant information from the administrative departments, the grantee must submit a document issued by the Financial Services Bureau of the Macao SAR Government within three months stating that the applicant is not a debtor to Macao SAR Treasury due to any kind of tax and obligation must be submitted.
  - 2.2.5 The event's actual income and expenditure statement in detail (in MOP). IPIM may require the grantee to submit a comparative analysis of the budget and actual income and expenditure, an explanation of the differences, and a description of the use of the approved funds. If the subsidy amount reaches MOP 1,000,000, the prepared income and expenditure statement shall be submitted to a certified accountant for an agreed-upon procedure.
  - 2.2.6 Results of event, actual event programme and the related photos.
  - 2.2.7 In addition to the documents from points 2.2.1 to 2.2.6 above, if it is a conference or exhibition that has been confirmed to be held in Macao, the following documents must be submitted, including but not limited to:
    - 2.2.7.1 Within 30 days of the completion of event, the grantee must complete and submit the questionnaire for the "Organiser" of MICE event issued by the Statistics and Census Bureau of Macao SAR Government for its confirmation. If it is necessary to postpone the



- submission of the questionnaire, an application must be made in writing to the Statistics and Census Bureau at least 3 working days before the submission deadline, stating the reason and the expected submission date. The submission deadline may be postponed upon the written permission of the Authority.
- 2.2.7.2 A copy of the actual conference/exhibition venue rental contract and a floor plan.
  - 2.2.7.3 Details of promotion and marketing tools and materials (please submit photos as proof).
  - 2.2.7.4 A list of keynote speakers who actually attended the conference and the related documents, such as the speakers' profiles, speech topics and detailed event programme (only applicable to conferences).
  - 2.2.7.5 Relevant certificates of accreditation for environmental protection measures taken issued by professional environmental institutions or organisations (applicable only to green exhibition applications).
- 2.2.8 In addition to the documents from points 2.2.1 to 2.2.6 above, if intending to hold a potential conference or exhibition held in Macao, the following documents must be submitted, including but not limited to:
- 2.2.8.1 The original travel fee receipt or original ticket (i.e. boarding pass, ferry ticket, railway ticket, bus ticket) and other supporting documents of each bidding representative.
  - 2.2.8.2 The original receipt and details of the bidding fee.
- 2.3 Before submitting the documents, applicants must ensure that the submitted documents and information are true and accurate.
  - 2.4 IPIM may require the applicant to present the original documents, make explanations and submit other documents, reports or information which are indispensable for the settlement.
  - 2.5 If there is any doubt or deficiency in the accounts, IPIM may request the grantee to provide additional accounting and/or audit reports, or other documents or information that are deemed helpful for verification.
  - 2.6 If foreign currency is involved, please provide the exchange rate or relevant information.
  - 2.7 The submitted application documents must be accompanied by digital copies. In the event of any discrepancy, the hard copy shall prevail.
  - 2.8 Documents, quotations and information submitted by grantees will not be returned.
  - 2.9 In case of any conflict or inconsistency, the Chinese version shall prevail.