

「投資意向之初步計劃」  
(參考指引)

1. **投資者 / 公司簡介**，包括：現在公司所從事的行業、公司規模、提供的產品或服務簡介、客戶網絡、公司財務狀況及年度報告等。
2. **擬在澳門開展之投資計劃資料**，包括：
  - 投資項目總體介紹
  - 擬在澳成立之公司名稱、註冊資本、註冊地址、擬開展之業務
  - 運作場所（如工業大廈 / 商業寫字樓 / 商舖 / 土地及所需面積）
  - 投資金額（包括租賃或購置辦公室、商舖、工業廠房、裝修費用、設備費用、營運資金、員工年薪支出等）
  - 資金來源（自有資金 / 銀行貸款）
  - 主要市場 / 客戶對象（並說明其銷售渠道及與市場的聯繫）
  - 主要產品 / 提供的服務介紹
  - 預測營業額 / 產量（預計首兩年的產量或營業額、收益及成本預算）
  - 生產程序 / 業務流程（可以附表格形式提交）
  - 技術介紹及其來源（如生產或提供服務需要應用的技術、研究成果、專利、特許經營等）
  - 其他有利於經營該投資項目的因素（如市場網絡、經驗、客源、資金、管理專才）
  - 所需人員（首兩年所需人員總數及工作分類，擬提出申請輸入之外地人員等）
3. **所需要之協助詳述**：如，在澳成立公司、涉及營業牌照、人員招聘、辦理有關輸入外地技術人員之申請、申請稅務及財務鼓勵、尋找合作伙伴或其他。
4. **聯絡人資料**（姓名、職位、聯繫電話、傳真、電子郵件、地址）

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- 註： 1) 資料提供不一定根據以上的規格。但所提交的資料應盡量包括上述的考慮因素，並歡迎其他一切支持計劃落實的文件或補充資料。
- 2) 所提供資料絕對保密。
- 3) 申請人之聲明：本人/本公司授權招商投資促進局，在處理投資者"一站式"服務表格內涉及其他政府部門的行政程序時，同意本局將相關資料轉送有關政府部門跟進處理。

如有進一步查詢，請聯絡本局招商投資及經貿拓展事務廳招商投資促進處。

Tel: +853-2872 8328 Fax: +853-2872 7506

E-mail: [onestopservice@ipim.gov.mo](mailto:onestopservice@ipim.gov.mo)

地址：澳門湖畔南街中國與葡語國家商貿合作服務平台綜合體辦公樓一至二樓

## Summary of Investment Intention or Plan (Guideline)

1. **Investor / Organization profile, includes:** Business nature of existing company, services and products introduction, market segment, financial status and annual report etc.
2. **Investment plan in Macao, includes:**
  - General information about the investment project
  - Proposed company names, registered capital, registered address, business scope
  - Business location (Manufacturing unit / commercial office / shop / land and its required area)
  - Investment amount (rented / purchased office, shop, factory, decoration cost, equipment cost, operational cost, salary, etc.)
  - Source of funding (Equity capital / Bank loans)
  - Main market / Target customer (Please specify the sale channel and network)
  - Introduction of services and products
  - Expected turnover / volume (estimation on the first 2-year)
  - Production process / service delivery chart (Attachment is applicable if needed)
  - Technical specification (techniques required in the production or delivery of service, research result, patent, franchise, etc.)
  - Other factors conducive to the operation of the investment project (such as market network, experience, customer source, capital, management expertise)
  - Number of employees required (number of estimated staffs in the first 2-year and their job responsibilities, number of estimated overseas manpower)
3. **Request from IPIM' s assistances:** Company registration, application for licenses, recruitment, application for importing foreign labour, application for tax and financial incentive, looking for partnership, application for MBSC office or others.
4. **Contact person** (Name, Position, Contact number, Facsimile, Email Address)

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*Remark* :  
1) *The above information is required to be included in your investment plan and any other supporting documents are welcome.*  
2) *The above information is strictly confidential*  
3) *Declaration: I/The Company empowers IPIM to transfer the related documents to other government departments when IPIM provides the "One Stop Service" that involves administrative procedures of other*

**招商投資促進局**  
**Instituto de Promoção do Comércio e do Investimento**  
*government departments.*

For further information, please contact IPIM' s Investment Promotion Division  
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Address: 1/F and 2/F of the office building of the Complex of Commerce and Trade Co-  
operation Platform for China and Portuguese-speaking Countries in Rua Sul de Entre  
Lagos, Macao