

Convention and Exhibition Stimulation Programme

List of Required Documents

1.	The original application form (applicable only to applications submitted through IPIM's "Event Online Application System").
2.	Copy of valid identity document with signature sample of the applicant's legal representative (only applicable for first-time applicants or applicants whose identity information is changed during the application period).
3.	If the applicant is an entity legally established outside Macao , the following documents must be submitted: ➤ Copy of registration document(s) of the entity issued by the local government department(s). ➤ The entity's organisational structure and list of administrative organ members.
4.	If the application is filed by the event co-ordinator/planner , the relevant document(s) verifying its authorisation should be submitted along with the application, such as event bidding documents, contract, agreement or equivalent document signed with the organiser, or copy of certificate issued by the organiser.
5.	The preliminary agenda of the activity, including information of: event date and time, location, and type of event (e.g., convention, exhibition, luncheon, cocktail reception, banquet, teambuilding activity, community tour, business meetings). For conventions, the estimated number of attendees for each meeting must be submitted.
6.	If the event is a convention accredited by the International Congress & Convention Association (ICCA) or a specialised exhibition in the process of applying to become an accredited event by the Global Association of the Exhibition Industry (UFI) , the relevant supporting documents/information must be submitted.
7.	Regarding MICE activities held in Macao by a branch company/association (with actual operating records) in Macao or the Co-operation Zone of an outbound organiser/co-ordinator/event planner , if the applicant is not the branch company/association in Macao or the Co-operation Zone in Hengqin , the documents of the applicant's branch company/association specified in section 3, section 4 or section 5 of the Convention and Exhibition Stimulation Programme must be submitted accordingly.
8.	If it can be foreseen that the subsidised event involves related-party transactions in terms of

	venue rental, the declaration and documents specified in Section 8 of this Programme must be submitted.
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Remarks

- After reviewing the information, IPIM may request the grantee to submit, within a designated period of time, documents/information that would facilitate the approval procedure.
- The applicant must comply with section 7 of this Programme and provide all the information on application form following the form's instruction and required format, together with sufficient explanation on all the relevant contents. The applicant must ensure all information on the form and uploaded is true and accurate. IPIM may request the applicant to present the original documents of the uploaded information.
- The applicant may submit to IPIM any documents or information that might be conducive to the application assessment and approval.
- All documents issued by the applicant (e.g. event agenda, documents conducive to the application processing procedure) must include the applying entity's signature or official stamp on each page. All statements issued by the applicant must be signed by its legal representative with signature identical to his/her valid identity document, and affixed with the official stamp. For applications submitted through IPIM's "Event Online Application System", only original documents will be accepted.