

Convention and Exhibition Stimulation Programme

List of Documents Required for Settlement

1.	The original summary report that is composed of the “Execution Report” and the “Income and Expenditure Report” (applicable to applications submitted through IPIM’s “Event Online Application System” only)
2.	Actual event agenda: including time, location, type of activity. For conventions, the number of attendees must be provided.
3.	Information form of actual participants (to be filled according to IPIM’s format and uploaded in the original file format; applicable to convention segments of the event).
4.	Information form of actual exhibitors (to be filled according to IPIM’s format and uploaded in the original file format; applicable to exhibition segments of the event).
5.	Actual venue floorplan (applicable to exhibition segment of the event only).
6.	Copy of venue rental contract signed with hotel/venue, or equivalent document(s). The document must explicitly include the event’s name, actual location, date and time/hours.
7.	Regarding financial support for exhibition venue rental , copy of receipt issued by the service provider, and invoice or equivalent document stating details of the service. If the contents on the receipts are different from the application documents, please provide the reason on the summary report.
8.	The applicant/grantee must complete and submit the "Organiser" questionnaire for the MICE activities issued by the Macao Statistics and Census Service (DSEC), and obtain confirmation from DSEC. If an extension is needed for submitting the questionnaire, a written request must be made to DSEC at least three workdays before the submission deadline, stating the reason and the expected submission date. The deadline will not be postponed until the request approved in writing by DSEC.
9.	The applicant/grantee must submit photos and any available promotional/display materials related to the event, media reports, and any information that facilitates the evaluation of the funded activities’ efficacy, in order to demonstrate the implementation of the activities reported during the application. This information should clearly show the scale of the activities and include any business matching activities, community activities, digital/green initiatives, if applicable.
10.	If the activities reported are “multi-venue events” , a signed copy of the contract or

	equivalent documents issued by the local venue or hotel must be provided, along with activity photos to demonstrate the scale and implementation of the activities.
11.	If the applicant/grantee has reported that the event has chosen "at least three Macao SMEs as service providers for services exceeding MOP500,000 in total, with each Macao service provider's service worth at least MOP50,000", a copy of the receipts issued by the service providers must be submitted, along with invoices or relevant detailed statements that specify the services provided.
12.	If the applicant/grantee has reported that the event has "projects enriching elements of "MICE + Tourism" are arranged, such as hiring local travel agencies or MICE companies to organise community tours, community team building", a copy of the receipts issued by the service providers must be submitted, along with invoices or relevant detailed statements that specify the services provided.
13.	If the funded project(s) involve(s) related-party transaction(s), the applicant/grantee must make a declaration and submit the relevant documents according to the requirements of sections 8 and 14 of this Programme.
14.	"IPIM Local Bank Transfer Authorisation Form" and its required attachments, with the bank account name identical to the grantee's name (only applicable to the submission for the first time or those need to update account information).
15.	If the total subsidy amount accumulated through this Programme in the same half year or approved subsidy in one application reaches or exceeds MOP 1,000,000 for a grantee, the grantee must submit to IPM the summary report as required in section 16 of this Programme, and the "Report for Implementing Agreed Procedures".
16.	If foreign currency(-ies) is/are involved, please provide the exchange rate(s) or relevant information.

Remarks

- After reviewing the information, IPIM may request the grantee to submit documents/information that would facilitate the approval procedure.
- The grantee must complete all the information in accordance with the guidelines and format specified in the summary report following the requirements of section 17 of this Programme, and ensure that the information filled in, the documents uploaded and the submitted copies of receipts (if any) are truthful and accurate. IPIM may require the grantee to present the original of the uploaded documents.

- Once the summary report, required documents and information are submitted with the grantee's confirmation, no changes to the submitted documents and information will be accepted, unless otherwise instructed by IPIM.
- All expense vouchers mentioned above must include the names of the buyer and the seller, name and date of the activity, name of the product or service, date of issuance, voucher number, amount, and seller's contact information, such as address, telephone number, email address, and they must be accompanied by the official stamp of the service providers or the signature of the person in-charge.