

澳門特別行政區  
Região Administrativa Especial de Macau  
Macao Special Administrative Region



招商投資促進局  
Instituto de Promoção do Comércio e do Investimento  
Commerce and Investment Promotion Institute

# **Commerce and Investment Promotion Institute**

## **Convention and Exhibition Stimulation Programme**

**(Effective from 22 September 2025)**



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## 1. Objectives

According to Article 10 of Administrative Regulation No. 18/2022 “Public Financial Support Scheme of Macao Special Administrative Region” and Article 10 of “Financial Support Regulation of Commerce and Investment Promotion Institute”, approved by Dispatch No. 79/2022 of the Secretary for Economy and Finance, the Commerce and Investment Promotion Institute (hereinafter referred to as “IPIM”) has formulated the “Convention and Exhibition Stimulation Programme” (hereinafter referred to as the “Programme”). The purpose of this Programme is to provide financial support to organisers and co-ordinators of conventions and exhibitions in Macao Special Administrative Region (hereinafter referred to as “Macao”), and “multi-venue” MICE activities concurrently held in Macao and the Guangdong-Macao In-Depth Co-operation Zone in Hengqin (hereinafter referred to as “Co-operation Zone”, so as to support Macao in holding MICE events with significant international impact in the city that are in line with the “1+4” strategy for the appropriately diversified economy. The Programme also aims to enhance the internationalisation, professionalism, digitalisation and green development of the MICE industry, to build Macao into an internationally renowned MICE destination, and to enrich the elements of “MICE + Investment Promotion” and “MICE + Tourism”, enhancing the role of the MICE industry in terms of driving other industries forward, further promoting regional co-operation, and attracting more conventions and exhibitions, and business travellers to Macao. The Programme also aims to motivate collaboration between Macao and Hengqin, and craft the Co-operation Zone into an extended stage for the development of Macao MICE industry.

## 2. Funding Targets

Organisers or co-ordinators<sup>1</sup> of conventions and/or exhibitions in Macao, which are not organised or co-ordinated by any Macao public departments/public utilities institutions or public departments/entities outside Macao.

## 3. Eligibility

Funding targets (natural persons or entities) specified in section 2 who have no debt arrears to the Treasury of Macao SAR may apply for the financial support (hereinafter referred to as the “applicant” or “grantee”):

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<sup>1</sup> IPIM only accept one applying entity (organiser/co-ordinator/event planner) in one activity. If the application is submitted by a co-ordinator/event planner, document(s) verifying its authorisation must be submitted together along with the application.

- 3.1 Business proprietors legally established in Macao, whose enterprise must be registered with the Financial Services Bureau of Macao SAR for tax purposes.
- 3.2 Associations legally established in Macao, and the conventions or exhibitions under the application are consistent with the associations' purposes.
- 3.3 Entities legally established outside Macao.

#### 4. Limitation on Number of Application

Events organised by the same organiser or planner with the same type and theme can apply for this Programme for up to twice a year; trade fairs organised by the same organiser, event planner or related entity<sup>2</sup> can submit application under this Programme for up to four times a year, regardless of theme.

#### 5. Type and Scope of Support

##### 5.1 Type of Funding:

Financial support.

##### 5.2 Scope of Funding:

The funding will only be available to conventions and exhibitions that fall within the following categories:

##### 5.2.1 Conventions within any of the following categories:

Category	Condition
Convention certified by international organisation	Conventions certified by the International Congress and Convention Association (ICCA).
General convention	<ol style="list-style-type: none"> <li>1) The number of attendees is at least one hundred.</li> <li>2) Attendees from outside Macao must account for at least 20% of all attendees.</li> <li>3) Meeting <b>any</b> of the following conditions: <ul style="list-style-type: none"> <li>➤ The attendees must stay in a hotel in Macao or the Co-operation Zone for at least one night, and all attendees must partake in meeting(s) for no less than four hours in total.</li> <li>➤ All attendees must take part in two days of meetings, with a total meeting time of not less than six hours.</li> </ul> </li> </ol>

<sup>2</sup> The scope of related parties is available in the annex to this Programme.



### 5.2.2 Exhibitions within any of the following categories:

Category	Condition
Exhibition certified by international organisation	Exhibitions certified by the Global Association of the Exhibition Industry (UFI).
General exhibition	<ol style="list-style-type: none"> <li>1) Focusing on commercial and trade activities.</li> <li>2) Being held for at least two consecutive days and not more than four days.</li> <li>3) The actual opening time per day should not be less than six hours.</li> <li>4) The actual utilised area space per day should be no less than 1,000 square metres.</li> <li>5) There are at least 30 exhibitors, and each exhibitor must have at least one standard booth of nine square metres.</li> </ol>

5.3 The event must take place in a convention/exhibition centre, hotel premises or other professional venues for holding conventions and exhibitions.

5.4 Activities with charity fundraising, social gatherings, award presentations or display as main component are not eligible for the funding.

## 6. Application Procedure

- 6.1 Application deadline: At least fifty days before the first day of the event.
- 6.2 Application language: Please fill in the application form in any official language of Macao or English.
- 6.3 Application submission method: Applications can be submitted through the via the website or mobile application of “Business & Associations Platform”, digital public service platform launched by the Macao SAR Government, or submitted in-person to IPIM by the applicant or the legal representative thereof.
- 6.4 To submit an application, applicant may sign up on the “Business & Associations Platform” or IPIM’s “Event Online Application System”, input and upload all the required information and documents according to the format specified by IPIM.
- 6.5 After reviewing the application materials, IPIM may require the applicant to submit any documents/information deemed conducive to the assessment procedure within a designated period.

- 6.6 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.
- 6.7 Once the applicant has submitted the application via the "Business & Associations Platform", all subsequent applications and the rest of the procedures under this Programme must proceed on the "Business & Associations Platform".

## **7. Required Documents**

Applicant must submit the following documents by the application deadline according to the requirements stipulated in section 6 of this Programme:

- 7.1 The original application form (applicable only to applications submitted through IPIM's "Event Online Application System").
- 7.2 Copy of valid identity document of the applicant's legal representative (only applicable to first-time applicants or applicants whose identity information is changed during the application period).
- 7.3 If the applicant is an enterprise legally established in the Macao SAR, IPIM will request the following information from the relevant administrative entities:
- 7.3.1 Copy of the Macao business registration certificate/written report issued by the Macao Commerce and Movable Property Registry (not applicable to natural person business proprietor).
- 7.3.2 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.
- 7.3.3 Copy of the tax demand note of business tax (Form M/8).
- 7.3.4 The document issued by the Financial Services Bureau of Macao SAR Government stating that the applicant is not a debtor to the Macao SAR Treasury due to any tax arrears and unsettled obligations.
- 7.4 If the applicant is an association legally established in Macao, IPIM will request the following information from the relevant administrative entities:
- 7.4.1 Copy of the articles of association published in the Official Gazette of the Macao SAR.
- 7.4.2 The certificate of registration issued by the Identification Services Bureau of Macao SAR Government, whereon the leadership structure is included.
- 7.4.3 Documents specified in section 7.3.4.

- 7.5 If the applicant is an entity legally established outside Macao, the following documents must be submitted:
- 7.5.1 Copy of registration document(s) of the entity issued by the local government department(s).
  - 7.5.2 The entity's organisational structure and list of administrative organ.
- 7.6 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.
- 7.7 Preliminary agenda of the activity, including information of: event date and time, location and type of activity (e.g. convention, exhibition, luncheon, cocktail party, banquet, teambuilding activity, community tour, business discussion). If it is a convention, an expected number of attendees should be provided.
- 7.8 If the activity is a convention certified by the International Congress and Convention Association (ICCA), or a professional exhibition that is currently applying to be/has just been certified by the Global Association of the Exhibition Industry (UFI) , the relevant certificate/document(s) must be provided.
- 7.9 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, the documents of the applicant's branch company/association specified in Section 7.3, section 7.4 or section 7.5 of this Programme must be submitted accordingly.
- 7.10 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.
- 7.11 The applicant may submit to IPIM any documents or information that might be conducive to the application assessment and approval.
- 7.12 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.

## **8. Declaration of Related-party Transactions (only applicable to funding applications for exhibition venue rental fees)**

8.1 If it can be foreseen that the subsidised application project or approved projects involves related-party transactions and falls into any of the following circumstances, the applicant/grantee must declare in the application form and summary report in accordance with the provisions of the “Guidelines for Monitoring Related-party Transactions in the Public Financial Support Procedures”<sup>3</sup> issued by the Public Assets Supervision and Administration Bureau of the Macao SAR Government:

8.1.1 The scope of related parties is set out in the annex to this Programme.

8.1.2 The applicant/funder should report the related-party transactions if any of the following circumstances applies:

8.1.2.1 The estimated or actual amount of a single related-party transaction is equal to or greater than MOP 100,000.

8.1.2.2 The applicant/grantee intends to or actually conducts more than one transaction with the same related party, and the estimated or actual cumulative transaction amount is equal to or greater than MOP 100,000.

8.2 The applicant/grantee must provide IPIM with documents relevant to request for quotation (RfQ) from at least two non-related service providers as documents and information supporting the reasonableness of the prices of related-party transactions, except for specific expenses on services that IPIM deems difficult to seek quotations for in the market.

8.3 IPIM will comprehensively analyse the actual situation of the case and the rationality of the reasons for the applicant/grantee to conduct related-party transactions, and compare the amount in the inquiry document submitted or the market price known by IPIM to determine whether the price of the related-party transaction is reasonable.

## **9. Preliminary Analysis**

9.1 IPIM will conduct a preliminary analysis of the application documents to check whether the qualifications and the documents submitted meet the objectives and requirements of the Programme. In any of the following circumstances, the applicant will not be admitted to the assessment procedures. IPIM will notify the applicant if the application is rejected:

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<sup>3</sup> [https://www.dsgap.gov.mo/sites/default/files/2024-10/001\\_DSGAP\\_AF\\_2024.pdf](https://www.dsgap.gov.mo/sites/default/files/2024-10/001_DSGAP_AF_2024.pdf)



- 9.1.1 The application does not meet any of the requirements of sections 1 to 5 and section 8 of this Programme. Or the application is not submitted according to section 6 of this Programme, or the documents specified in section 7 have not been submitted.
  - 9.1.2 The applicant is under the enforced recovery process by Macao Financial Services Bureau, listed in IPIM's non-acceptance list due to violation of the obligations/responsibilities in hosting/organising activities, and/or under the rejected applicant list referred to in section 20 of this Programme.
  - 9.1.3 The applicant or any unit of the event organisation structure has submitted a funding application for the same event to other Macao public departments/entities or has been approved for funding.
  - 9.1.4 The event organisers/co-ordinators/event planners include Macao public entities/public service organisations or public departments/entities outside Macao.
  - 9.1.5 The event theme and content do not conform to the objectives of the industry or association that the applicant is engaged in.
  - 9.1.6 The event content or the organisational structure involves issues endangering national security, violating national/Macao laws or offending against the public order or good customs; damaging the image and reputation of the country, Macao SAR Government or IPIM; violating public order, good customs or infringing the legitimate rights and interests of others.
  - 9.1.7 The event has exceeded the budget and available financial resources of this Programme.
- 9.2 After the preliminary analysis, if none of above circumstances occurs, the relevant application will enter the assessment procedures according to the provisions of this Programme.

## **10. Standard of Assessment**

- 10.1 To ensure proper use of public resources, the funding entity has discretionary power throughout the assessment and approval procedure. It shall evaluate the application according to the assessment standard stipulated in section 10.2, and make decision on approval, partial approval, or rejection of funding, based on the budgetary capacity of the Programme and considerations of the overall public interest, the overall event content, actual situation of implementation, and any repayment records (including written warnings and records of rejection/revoke of approval made by IPIM).

10.2 When processing an application, the funding entity will evaluate the event's overall content according to the following assessment standard:

- 10.2.1 Scale of activity and overall efficacy (45%): assessment of the activity's impact on its industry, impact on the MICE industry's scalable development, level of stimulation to the community economy growth and participants' experience.
- 10.2.2 Enhancement to the MICE industry's qualitative development (25%): assessment of whether the activity helps Macao's MICE industry improve its competitiveness, builds Macao into an international ideal destination for MICE projects, with focuses including the level of international, market-oriented and professional development, as well as digital empowerment and green development of the activity.
- 10.2.3 Competence, experience and pass record (20%): assessment of the activity organisational structure's ability to execute, applicant's or executive entity's experience in and records of hosting MICE events.
- 10.2.4 Compliance with obligations (10%): records of the applicant's compliance with the obligations in the past.

## 11. Funding Amount and Calculation Method

When determining the amount of funding, IPIM shall follow the general principles of funding approval, and the principles of prudence and appropriate use of public funds, and calculate the funding amount with the following method:

### 11.1 Conventions:

- 11.1.1 The calculation basis is MOP400 per attendee from outside Macao. However, for conventions accredited by international/professional organisations, the calculation basis is MOP400 per attendee for both local and non-local attendees.
- 11.1.2 If IPIM's analysis of the event's overall information shows that the application meets any of the following conditions, the funding amount may be increased according the following conditions:

Item No.	Condition	Funding Increment Percentage(%)
I	Choosing 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	25%



Item No.	Condition	Funding Increment Percentage(%)
II	During the event, projects enriching elements of “MICE + Tourism” are arranged, such as hiring local travel agencies or MICE companies to organise community tours, community team building.	25%
III	Attendees from Portuguese-speaking countries account for at least 10% of all attendees <sup>4</sup>	25%
IV	International attendees <sup>5</sup> account for at least 30% of all participants	25%
V	The event contributes to attracting domestic and foreign corporate investors to invest in Macao or collaborate with local companies in Macao, thereby stimulating local economic development, industrial upgrading or job creation.	25%
VI	Convention and exhibition activities organised by a branch company/association set up in Macao by an overseas event organiser/planner.	25%
VII	The convention under the application is accredited by the International Congress and Convention Association (ICCA).	75%
VIII	Professional conventions related to Macao’s major industries <sup>6</sup> , including: integrated tourism and leisure industry, the Big Health industry (traditional Chinese medicine); modern financial services; high technology; MICE combined with trade, culture and sports industries	75%

11.1.3 Together with the above adjustment, the total funding amount shall not exceed the ceiling stipulated in section 13.3.

<sup>4</sup> Attendees from Portuguese-speaking countries like Angola, Brazil, Cape Verde, Equatorial Guinea, Mozambique, Portugal, Quinea-Bissau, São Tomé and Príncipe, and Timor-Leste.

<sup>5</sup> International attendees from outside China.

<sup>6</sup> Professional conventions related to Macao’s major industries: conventions mainly focusing on industrial development and technological innovation, and promoting exchanges and cross-domain co-operation among representatives of industry, academia and research institutions.

## 11.2 Exhibitions:

- 11.2.1 Subsidy available for the rental costs of exhibition venues in Macao has an upper limit of MOP 26 per square metre. The subsidy will only cover the rental costs of exhibition venues during the exhibition period, with a maximum limit of four days, without prejudice to the application of the provisions of section 11.2.3.
- 11.2.2 The service providers must be commercial enterprises legally established in Macao and cannot be the event organiser or the applicant/grantee of the subsidy.
- 11.2.3 Based on IPIM's analysis, if event under the application is a professional exhibition<sup>7</sup>, the subsidy amount will be calculated based on MOP3,000 per exhibitor from outside Macao, in addition to the subsidy for exhibition venue rental in Macao as mentioned in section 11.2.1. If any of the following conditions applies, the aforementioned subsidy amount may be increased accordingly:

Item No.	Requirements	Funding Increment Percentage(%)
I	Choosing 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	25%
II	Exhibitors from Portuguese-speaking countries <sup>8</sup> account for at least 10% of all exhibitors	25%
III	International exhibitors <sup>9</sup> account for at least 30% of all exhibitors	25%
IV	During the event, projects enriching elements of "MICE + Tourism" are arranged, such as hiring local travel agencies or MICE companies to organise community tours, community team building.	25%

<sup>7</sup> Professional exhibitions: Professional exhibitions accredited by the Global Association of the Exhibition Industry (UFI); or commercial exhibitions of specific industries or professional fields, primarily targeting domestic and international industry professionals and are generally not open to the public. And their core purpose is to promote industry exchange, showcase new technologies and products, and expand business opportunities.

<sup>8</sup> Exhibitors from Portuguese-speaking countries like Angola, Brazil, Cape Verde, Equatorial Guinea, Mozambique, Portugal, Quinea-Bissau, São Tomé and Príncipe, and Timor-Leste.

<sup>9</sup> International exhibitors from outside China.



Item No.	Requirements	Funding Increment Percentage(%)
V	The event contributes to attracting domestic and foreign corporate investors to invest in Macao or collaborate with local companies in Macao, thereby stimulating local economic development, industrial upgrading or job creation.	25%
VI	Professional conventions related to Macao's major industries, including: integrated tourism and leisure industry, the Big Health industry (traditional Chinese medicine); modern financial services; high technology; MICE combined with trade, culture and sports industries	75%
VII	Professional exhibitions are currently in the process of applying to be accredited by the Global Association of the Exhibition Industry (UFI)	Additional One-off Fixed Subsidy MOP100,000

11.2.4 Together with the above adjustment, the total funding amount shall not exceed the ceiling stipulated in section 13.3.

## 12. “Multi-venue Events”

For specific MICE “multi-venue events” (including conventions and exhibitions) held concurrently in Macao and the Guangdong-Macao In-Depth Co-operation Zone in Hengqin that fall within the scope of funding under section 5.2 (excluding activities focusing on charity fundraising, social gatherings, award presentations or display) and are held in the professional venues described in section 5.3, an additional one-off fixed subsidy may be provided according to the following criteria:

12.1 Conventions (all attendees should attend at least four hours of convention):

- If the number of attendees is between 100 and 199, a fixed subsidy of MOP 50,000 will be available.
- If the number of attendees is between 200 and 499, a fixed subsidy of MOP 100,000 will be available.
- If the number of attendees reaches 500 or more, a fixed subsidy of MOP 150,000 will be available.

- 12.2 Exhibitions (held for at least two consecutive days, and the actual opening time per day is no less than six hours):
- If the number of exhibitors is between 50 and 74, a fixed subsidy of MOP50,000 will be available.
  - If the number of exhibitors is between 75 and 99, a fixed subsidy of MOP100,000 will be available.
  - If the number of exhibitors reaches 100 or more, a fixed subsidy of MOP 150,000 will be available.

### 13. Funding Ceilings and Decisions

- 13.1 Depending on the complexity and significance of the event under the application, IPIM may request an interview with the applicant or seek advice from other public or private entities.
- 13.2 Only applications with a score of 50 or above in the analysis carried out according to the assessment criteria in section 10 will be eligible for the financial support (including the one-off fixed-rate funding referred to in section 12).
- 13.3 The amount of subsidy granted is related to the scale of event under the application and whether it meets the conditions set out in this Programme. The upper limit of the total subsidy amount for a single event is MOP 3,000,000.
- 13.4 Applicants who fall under the categories mentioned in section 3.1 or 3.2 of this Programme may apply to IPIM for an advance payment of part of the approved subsidy upon a reasonable ground and IPIM's analysis. The advance disbursement may be approved after the analysis, but it shall not exceed 50% of the total funding amount.
- 13.5 Once the funding amount is approved, no application for additional subsidy will be accepted.
- 13.6 The decision on the approving the financial support shall specify, in particular, the purpose and amount of the funding, method of payment and other conditions attached.

### 14. Declaration of Event Changes

- 14.1 **Declaration to be made to IPIM before the event:** Except for force majeure, if the event fails to meet any of the conditions in section 11.1.2, section 11.2.3 or section 12 as declared at the time of application, or if there are major changes, including but not limited to the event name, date, schedule, venue, a reduction of more than 30% of number of attendees/exhibitors compared to the original plan, or other major changes involving changes to the core of the event, the applicant/grantee must report to IPIM and provide reasonable explanations before the event commences.

- 14.2 **Declaration to be made on the event summary report:** The applicant/grantee must manage and implement the relevant activities or projects in accordance with the original plan submitted at the time of application. If modifications to the conventions/exhibitions are necessary, the grantee can make appropriate adjustments based on the actual situation and the market environment, under the conditions of not deviating from the core of the project, a reduction of no more than 30% in the number of attendees/exhibitors compared to the original plan, changes of information of related-party transaction, changes in event income and expenses, or other circumstances that do not deviate from the core of the event. And a reasonable explanation of the changes must be provided when submitting the summary report.
- 14.3 **Changes that will not be approved:** If the event content involves the following changes and cannot be implemented according to the original plan, the application will not be approved. These changes especially include: serious deviation of the event execution entity, event category, event theme, or other situations from the core or content originally planned of the event.
- 14.4 If the declaration and explanation referred to in sections 14.1 and 14.2 respectively are fully or partially disapproved, and the relevant changes lead to the inconsistency between the funding budget and the actual situation or additional expenses, the applicant/grantee must bear the relevant responsibilities and expenses solely.

## 15. Inspection

- 15.1 IPIM has the right to monitor the applicant/grantee's compliance with this Programme, especially whether the granted subsidy is used to serve the purpose of the event specified in the grant when being approved, and whether it has been implemented in the event according to the original plan.
- 15.2 To fulfil the duty of inspection, IPIM has the right to request the applicant/grantee to provide necessary information, and to co-operate and assist IPIM's staff to complete the inspection on the progress and outcome of the event implementation, including inspection of the relevant income and expenses, financial status. The applicant/grantee must provide the requested information on time.
- 15.3 IPIM has the right to examine, through different means, relevant units such as the applicant/grantee, attendees, speakers, exhibitors, buyers, service providers.



## 16. Settlement Procedure:

- 16.1 Deadline for submitting settlement documents: within thirty days of the completion of the event.
- 16.2 Language of the settlement documents: any official language of Macao or English.
- 16.3 Settlement documents submission method: must be the same as the application submission method
- 16.4 After reviewing the information, IPIM may request the grantee to submit documents/information that would facilitate the approval procedure.
- 16.5 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 upload all income and expense vouchers<sup>10</sup> of the event on the “Business & Associations Platform” or IPIM’s “Event Online Application System”. And a summary report must be composed in accordance with the “Guidelines for Verification of Subsidised Activities or Projects” formulated by the Public Assets Supervision and Administration Bureau of the Macao SAR Government. In accordance with the stipulation of the “Guidelines for Verification of Subsidised Activities or Projects”, the agreed procedure must be conducted on the income, expenditure and financial situations of the funded event, by practicing accountants, accounting firms, accountants who can provide accounting and tax services, and accounting firms; and the “Report for Implementing Agreed Procedures” must be submitted to IPIM within 90 days of the event’s conclusion. For details on the “Guidelines for Verification of Subsidised Activities or Projects” and “Report for Implementing Agreed Procedures”, please refer to the “Guidelines for Verification of Subsidised Activities or Projects” of the Public Assets Supervision and Administration Bureau of the Macao SAR Government.
- 16.6 After submitting the summary report and during the implementation of the agreed procedures, if the grantee finds that the financial information contained in the “Income and Expenditure Report” needs to be adjusted, an “Amount Difference Explanation Form” should be filled in and submitted to IPIM within seven workdays of being aware of such facts.

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<sup>10</sup> All income and expense vouchers must be in compliance with the requirements in relation to income vouchers, expense vouchers and original vouchers, stipulated in the “Guidelines for Verification of Subsidised Activities or Projects” released by the Public Assets Supervision and Administration Bureau of the Macao SAR Government.



- 16.7 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.
- 16.8 Once the summary report, required documents and information are submitted with the applicant's confirmation, no changes to the submitted documents and information will be accepted, unless otherwise instructed by IPIM.
- 16.9 Extending the report submission period:  
The report submission period may be extended in exceptional circumstances with reasonable justification:
- 16.9.1 Summary report: the deadline referred to in section 16.1 may be extended once upon application, but the extension period may not exceed thirty days.
- 16.9.2 Report for Implementing Agreed Procedures: the deadline referred to in section 16.5 may be extended once upon application, but the extension period may not exceed thirty days.
- 16.9.3 The grantee must apply for an extension before the deadline for report submission. Any extension application submitted after the deadline will not be approved.

## **17. Documents Required for Settlement**

In compliance with section 16 of this Programme, grantees must submit the following documents before the deadline for submitting settlement documents:

- 17.1 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)
- 17.2 Actual event agenda: including time, location, type of activity. For conventions, the number of attendees must be provided.
- 17.3 Information form of actual attendees (to be filled according to IPIM's format and uploaded in the original file format; applicable to convention segments of the event).
- 17.4 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).
- 17.5 Actual venue floorplan (applicable to exhibition segment of the event only).
- 17.6 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.

- 17.7 For subsidy related to exhibition venue rental, the applicant/grantee must submit a copy of receipt(s) issued by the service supplier, and a copy of invoice or equivalent document whereon states clearly the service details. If the information on the voucher(s) is different from that of the application, the applicant/grantee must provide a reasonable explanation on the summary report.
- 17.8 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.
- 17.9 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.
- 17.10 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.
- 17.11 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.
- 17.12 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.
- 17.13 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.

- 17.14 “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).
- 17.15 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 IPIM the summary report as required in section 16 of this Programme, and the “Report for Implementing Agreed Procedures”.
- 17.16 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.
- 17.17 If foreign currency(-ies) is/are involved, please provide the exchange rate(s) or relevant information

## **18. Verification of Expenses and Disbursement Method**

- 18.1 This Programme aims to provide a subsidy for the actual expenses incurred by the grantee’s organising of the eligible events. All expenses related to the event shall be borne by the grantee. For subsidies related to the rental of exhibition venues in Macao, the expenses shall be reimbursed by IPIM upon IPIM’s verification. And the subsidies will be settled according to the approved funding ceilings.
- 18.2 IPIM may adjust the final subsidy amount based on the actual implementation of the event and the consistency between the original application plan, the content of the summary report and the settlement documents, and shall make decisions to approve, fully or partially cancel the funding for the application.
- 18.3 IPIM will disburse the subsidy via bank transfer to the bank account under the name identical to the grantee’s name.

## **19. Duties and Responsibilities of the Applicant/Grantee**

- 19.1 All provided information and declarations must be true and accurate.
- 19.2 The granted subsidy must be used for the specific approved purpose only.
- 19.3 The grantee must ensure careful and reasonable planning and execution of subsidised events or projects.

- 19.4 The grantee must accept and co-operate with the monitoring, on-site inspection and information collection on the use of the subsidy carried out by public departments and entities, as referred to in section 15 of the Programme, including the inspection of relevant income, expenditure and financial status, and provide the requested information on time.
- 19.5 The grantee must implement the activities or projects in accordance with the plan submitted at the time of application. Any changes to the event must be reported to IPIM in accordance with sections 14.1 and 14.2 of this Programme.
- 19.6 Except for cases of force majeure, if the relevant event is to be cancelled or suspended, or the approved subsidy is not fully utilised in the relevant event, the applicant/grantee must notify IPIM in writing and provide a reasonable explanation within seven workdays after becoming aware of such situation, and return the corresponding subsidy within thirty days.
- 19.7 The event held in Macao and subsidised by IPIM must not receive any other financial support from other public departments/entities in Macao.
- 19.8 The applicant/grantee must submit on time the summary report and the settlement documents, as referred to in sections 16 and 17 of this Programme. If the submission cannot be made on time due to force majeure or other reasons not attributable to the grantee, the grantee must notify IPIM within 7 workdays of occurrence of such facts. Once it is approved by IPIM, the period for submitting the report shall be within 30 days of the termination of the indicated facts.
- 19.9 The applicant/grantee must comply with the current laws of Macao, in particular, they must employ employees legally throughout the entire event and give priority to hiring local Macao employees.
- 19.10 The applicant/grantee must comply with the provisions of Law No. 5/2020 “Minimum Wage for Employees”, amended by Law No. 19/2023, and pay the corresponding wage.
- 19.11 The applicant/grantee is responsible for the products/services displayed or information disseminated in the event venue and any available online platform. Exhibitors are strictly prohibited from selling, displaying or placing any pirated or unauthorised items. Display of any items restricted by the laws of Macao or any act of infringement of the legal rights of third parties (including trademarks, copyrights, designs, trade names and patents) are also strictly prohibited. Contents specified in section 9.1.6 of this Programme are not allowed to be displayed.

- 19.12 The applicant/grantee must ensure that all booths should be stationed by at least one representative throughout the opening hours of the exhibition and the representative should either be a shareholder, legal representative or employee of the exhibitor, and must ensure all exhibition booths are clearly segregated to allow booth's size to be identifiable without ambiguity.
- 19.13 By no less than three workdays before the event, the applicant/grantee must submit final event information (e.g., the name of the event's contact person, contact information, list of exhibitors, booth number and area, event floor plan and booth location, event programme) to IPIM and the Statistics and Census Service of Macao SAR Government for the planning and implementing of final work arrangements.
- 19.14 The applicant/grantee must co-operate with staff of the Statistics and Census Service of Macao SAR Government to conduct data collection of surveys regarding “conference attendees”, “exhibitors” and “trade visitors” during the event.
- 19.15 According to the “Consumer Rights Protection Law”, the organisers of exhibitions held in Macao are obliged to notify the Consumer Council of the event at least two workdays prior to its commencement.
- 19.16 It is the responsibility of the applicant/grantee to purchase, prior to the event, appropriate insurance to protect the interests of event participants and third parties.
- 19.17 The grantee must keep intact the original income and expenditure receipts of funded events for at least five years.
- 19.18 The grantee must comply with the Administrative Regulation No. 18/2022 “Public Financial Support Scheme of Macao Special Administrative Region”, the “Financial Support Regulation of Commerce and Investment Promotion Institute”, which is approved by Dispatch No. 79/2022 by Secretary for Economy and Finance, as well as other applicable laws and regulations and other guidelines and provisions of the Programme.

## **20. Consequences of Breach of Obligations**

- 20.1 According to the nature and severity of the applicant/grantee's breach of obligations, IPIM will determine the corresponding consequences, unless the breach cannot be attributed to the applicant/grantee or there is a reasonable explanation accepted by IPIM. The consequences of breach of obligations include:
- 20.1.1 Denial of funding, full cancellation of approved funding, and decline of applications within five years:



- 20.1.1.1 The grantee has breached the obligations specified in sections 19.1 and 19.2.
- 20.1.1.2 The grantee has breached the obligations specified in section 14.3 and caused serious damage to participants or public interest, or in particular damage to public safety or social order.
- 20.1.2 Rejection, partial approval, full or partial cancellation of funding:
- 20.1.2.1 The grantee breaches the obligations specified from sections 19.4 to 19.18.
- 20.1.2.2 The applicant/grantee has breached its obligations stipulated in section 19.5, or IPIM deems that the explanation/clarification provided by the applicant/grantee is insufficient and reasonable. IPIM may make proportional adjustments to the subsidised expenditure items or the total funding ceilings involved in the discrepancy between the actual implementation of the subsidised activity/project and the original application plan, including but not limited to the adjustments as follows:

Discrepancy	Funding ceilings to be adjusted
The event fails to meet any of the conditions reported in sections 11.1.2 and 11.2.3 or section 12.	At least 30% of the original total funding amount will be deducted, or the cancellation of the original funding amount in full
Decrement in number of events during the event (Such as business matching events, trade events, community events, internationalisation/specialisation/marketisation/digitalisation/greening initiatives)	At least 10% of the original total funding amount will be deducted, or the cancellation of the original subsidy amount in full
The actual number of attendees/exhibitors is lower than originally planned	

- 20.1.2.3 If the grantee violates the obligations specified in section 19.8, IPIM will reduce or cancel the amount of the subsidy originally approved according to the following table:

Period	Overdue Days	Treatment and Reduction
1	1-10 days	5% of the original subsidy amount will be deducted
2	11-30 days	50% of the original subsidy amount will be deducted
3	Over 30 days	Full cancellation of the original funding amount



- 20.1.2.4 Breach of other obligations of specified upon approval of funding.
- 20.1.3 Whenever the circumstance listed in section 20.1.2 occurs, after considering the degree of breach of obligations, IPIM will:
  - 20.1.3.1 Issue a written warning to the applicant/grantee; or
  - 20.1.3.2 Place the applicant/grantee on the rejected applicant list. No other funding applications from the relevant natural person or entity will be processed, and no participation in economic and trade exhibitions organised by IPIM will be accepted for a maximum period of five (5) year from the date of decision made.
- 20.1.4 If multiple subsidy deductions or violations occur, they will be calculated cumulatively.
- 20.1.5 Whenever the circumstances listed in sections 20.1.1 and 20.1.2 occur, IPIM will consider the degree of breach of obligations and suspend the relevant applicant/grantee's application(s) that is/are in the approval stage, suspend the disbursement of the approved subsidy, or make appropriate restrictions when calculating the actual disbursed amount, in accordance with the provisions of this Programme.
- 20.2 Returning the Disbursed Subsidies:
  - 20.2.1 If the funding is cancelled entirely or partially, the grantee must return all or part of the disbursed subsidy within 30 days of notification. If the grantee applies in advance to postpone the recovery deadline with reasonable reasons, IPIM may extend the above-mentioned period once with the total extension period not exceeding 60 days.
  - 20.2.2 If the grantee fails to return the disbursed fund in accordance with section 20.2.1, from the day after the overdue date of the recovery until it is fully returned or refunded, IPIM will not accept any new application from the grantee, and suspend any application that is in the approval or settlement stage.

## **21. Enforced Recovery**

In the event that the grantee fails to return the granted funds as referred to in section 19.6 or 20.2.1 within the specified period with no reasonable explanation, according to Article 20 of “Financial Support Regulation of Commerce and Investment Promotion Institute”, the decision to cancel the granted funds shall be the ground for enforcement. In such case, the tax enforcement department of the Macao Financial Services Bureau shall conduct an enforced recovery of fund.



## **22. Civil and Criminal Liability**

Applicants/grantees making false declarations, provides false information, or using any illegal means to obtain the fund shall be civilly and criminally liable in accordance with the laws of Macao, without prejudice to consequences mentioned in section 15.

## **23. Processing of Personal Data**

The personal data in the application and settlement documents will be used only for IPIM's process of application and funding. The applicant/grantee must consent to IPIM's right to provide the data in the documents to other public departments or entity in Macao for assessment purposes, as well as to acquire, handle and verify necessary personal data by any means including internal data exchange.

## **24. Other Issues**

- 24.1 All application information submitted will be used for this Programme only. The applicant/grantee must ensure that the submitted documents and information are truthful and accurate, and accept that they will not be returned once submitted.
- 24.2 For any issues that are not specified in this Programme, the laws and regulations in force in Macao shall apply, in particular, the provisions of Administrative Regulation No. 18/2022 "Public Financial Support Scheme of the Macao Special Administrative Region", the "Financial Support Regulation of Commerce and Investment Promotion Institute", approved by Dispatch No. 79/2022 by the Secretary for Economy and Finance, and the "Guidelines for Verification of Subsidised Activities or Projects" issued by the Public Assets Supervision and Administration Bureau of the Macao SAR.
- 24.3 The Programme and all the accompanying documents are in Chinese, English and Portuguese. In case of any discrepancy, the Chinese version shall prevail.
- 24.4 The decisions made, and comments and messages left by the applicant/grantee during the event do not represent the stance of IPIM.
- 24.5 The grantee shall be fully responsible if the funded project involves any illegal infringement of the rights of others. IPIM also reserves the right to take legal actions against the grantee.
- 24.6 IPIM reserves the right of amendment and interpretation of this Programme.





## **25. Transitional Provisions**

For applications submitted before this Programme’s entry into force, the provisions of the “Convention and Exhibition Stimulation Programme” and the application and settlement documents guidelines of the “Convention and Exhibition Stimulation Programme” published on 6 February 2023 shall be applicable until the completion of the entire procedure.

## **26. Entry into Force**

This Programme is effective from 22 September 2025.

## **Annex**

### **Table of Scope of Related Parties**

<b>If the applicant/grantee is a "natural person", their related parties include:</b>
<ol style="list-style-type: none"> <li>1. The applicant/grantee's spouse, children, parents, siblings, parents of the spouse, siblings of the spouse, and any individuals with whom they have a common-law marriage.</li> <li>2. Business enterprises owned by the applicant/grantee (natural persons).</li> <li>3. Companies where the applicant/grantee is as a controlling shareholder<sup>11</sup> or member of the administrative body.<sup>12</sup></li> <li>4. Business enterprises owned by individuals referred to in section 1 (natural persons).</li> <li>5. Companies where individuals referred to in section 1 serve as controlling shareholders or members of the administrative body.</li> </ol>
<b>If the applicant/grantee is an "association or other non-profit organisation," their related parties include:</b>
<ol style="list-style-type: none"> <li>1. The president/chairperson of executive board or supervisory board/secretary-general/principal or equivalent position holder of the applying or receiving association or non-profit organisation.</li> <li>2. The vice president/vice chairperson of the above mentioned boards/vice secretary-general/vice principal or equivalent position holder of the applying or receiving association or non-profit organisation, except for those who did not actually participate in the procurement process of the related-party transaction.</li> <li>3. If the individuals in the above two sections hold any position in another association or non-profit organisation, or are individual owners of commercial enterprises or controlling shareholders or members of the administrative bodies of other companies, then the association, non-profit organisation, enterprise, or company shall be considered as related parties to the applying or receiving association or non-profit organisation, without prejudice to the applicability of the latter part of section 2.</li> <li>4. If the spouses, children, parents, siblings, parents of the spouse, siblings of the spouse, and individuals with whom related parties in sections 1 and 2 have a common-law marriage hold positions in another association or non-profit organisation, or are individual owners of commercial enterprises or controlling shareholders or members of the administrative bodies of other companies, then the association, non-profit organisation, enterprise, or company shall be considered as related parties to the applying or receiving association or non-profit organisation, without prejudice to the applicability of the latter part of section 2.</li> </ol>

<sup>11</sup> The term "controlling shareholder" referred to in these guidelines means an individual or legal entity that holds a majority of the company's capital alone or in conjunction with other controlling shareholders or shareholders associated through shareholders' agreements, or possesses more than half of the voting rights, or has the authority to elect a majority of the members of the administrative body.

<sup>12</sup> The term "company" referred to in these guidelines means a company established in the Macao Special Administrative Region or outside, or other forms of commercial enterprises established outside the Macao Special Administrative Region.



**If the applicant/grantee is a "company," their related parties include:**

1. The controlling shareholders (including natural and legal person shareholders, particularly the parent company) and members of the administrative body of the applying or receiving company, as well as their spouses, children, parents, siblings, parents of the spouse, siblings of the spouse, and individuals with whom they have a common-law marriage.
2. Companies where the applying or receiving company serves as a controlling shareholder, particularly its subsidiaries, are also considered related parties.
3. Business enterprises owned by individuals referred to in section 1.
4. If individuals referred to in section 1 serve as controlling shareholders or members of the administrative bodies of another company, the latter shall be considered as a related party.