

申請「旅遊激勵計劃」所須提交之文件清單
List of required documents for the application of “Travel Stimulation Program”
生效日期自 2015 年 7 月 1 日 Effective From 1 / 7 / 2015

⇒ 請確保以下資料在所有申請文件中的一致性

Please ensure the consistency of the below information in all required documents:

1. 活動名稱 Event Name
2. 活動日期 Event Date
3. 申請者之名稱 Name of Applicant
4. 活動持有人之名稱 Name of the Event Owner

申請「旅遊激勵計劃」所須提交的文件如下：

Required documents for the application of “Travel Stimulation Program” as following:

- | |
|--|
| <p>1. 完整填寫的申請表（必須具機構，新娘 / 新郎，學校 / 大學 / 學院或受委託人 / 單位蓋章、授權簽署及申請日期，並於每頁蓋印）。</p> <p>Complete Application form (with authorized chop, authorized signature by the entity, bride / groom, school / university / college or the appointed person / entity, application date written on the last page, and official chop on every page of the application form).</p> |
| <p>2. 為有關「獎勵旅遊 / 婚禮旅遊 / 學生旅遊」活動已簽署之書面合約及相關服務供應商發出之活動訂金收據證明（如住宿及「獎勵旅遊 / 婚禮旅遊 / 學生旅遊」活動項目），並須提供服務供應商之澳門營業稅一徵稅憑單；</p> <p>Related signed contract and related receipt for the initial deposit on hotel accommodation and “Incentive Travel / Wedding Travel / Student Travel” activities booking, and the related Industrial Tax Statement (“M/8” Form) from the service providers are required;</p> |
| <p>3. 活動持有人 / 機構發出的確定非澳門參加者名單（屬「學生旅遊」活動學生之名單須註明學生就讀級別 / 年齡），並以機構 / 學校 / 大學 / 學院信箋編印及需蓋有其印章（如適用）及授權簽名；</p> <p>Final confirmed list of non-Macao participants issued by the Event Owner (need to state the education level / age of students for “Student Travel” activities), with Entity / School / College / University’s letterhead and chop (if applicable) or authorized signature;</p> |
| <p>4. 屬「獎勵旅遊」活動，持有人及申請者需提交其公司簡介及具法律約束性之公司註冊文件（營業執照或政府發出之証書）；</p> <p>For the “Incentive Travel” activities, Company legislative document / Business License / Government certification and company profile of the Event Owner and the Applicant must be provided;</p> |
| <p>5. 屬「婚禮旅遊」活動，需提交新娘及新郎的合法婚姻登記證明（副本）；</p> <p>For the “Wedding Travel” activities, a copy of the Marriage Certificate must be provided</p> |
| <p>6. 如活動持有人非申請者，需提供委託信以證明申請者於該活動中之身份及角色，同時信中須註明已知悉有關申請者為是次申請之唯一實體，並授權其代理於本澳活動之相關安排及收取有關支持（如適用）。</p> <p>For the Event Owner who is not the Applicant, an official appointment letter must be submitted as to identify the Applicant’s role in the activity. The Event Owner must acknowledge the Applicant as the only entity to apply this program and be the appointed party to handle the arrangements of the related activities in Macao and to receive the related support from MGTO (if applicable).</p> |

注意事項 Remark:

1. 若參加者人數為 25-39 人，則只須提交上述文件清單 1 及 2 項；
For 25-39 participants, only need to submit the document no.1 & 2 from the above list.
2. 申請支持的項目，其所採用之服務供應商，必須為本澳合法經營之場所，或為澳門合法註冊之公司；
Support will only be extended to activities that employ services provided by local venues or entities that are legally registered in Macao;
3. 如上述任何一項文件未能在活動日首日前 15 個工作天向澳門旅遊局提交，有關支持或其整個申請將會被視為自動棄權論，澳門旅遊局恕不另行通知。
Should any of the above documents fail to be submitted to MGTO at least 15 working days prior the first day of the event, the relevant support or the entire application will be automatically considered forfeited without prior notification from MGTO.