



澳門特別行政區政府
 Governo da Região Administrativa Especial de Macau
 旅遊局
 Direcção dos Serviços de Turismo

旅遊激勵計劃 - 申請表格
 TRAVEL STIMULATION PROGRAM – APPLICATION FORM

填寫表格前請閱讀有關“旅遊激勵計劃”詳情。

PLEASE READ THE PROGRAM OUTLINE OF THE “TRAVEL STIMULATION PROGRAM” BEFORE COMPLETING THIS FORM

<p>此欄由本局填寫 For internal use only</p> <p>收件日期: Received Date : _____</p> <p>簽收: Received by : _____</p>	<p>備註: Remarks:</p>
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申請者資料 Applicant Details					
Role of Applicant 申請者身份(請在合適的選項中打“X”) <input type="checkbox"/> “獎勵旅遊”活動之主辦單位或策劃人(下稱申請者)(請填寫第一部分內的1.項資料) Organizers and/or Planners of the “Incentive Travel” activity (referred as applicant below) (Please fill in Section 1. of Part 1) <input type="checkbox"/> “婚禮旅遊”活動之新娘/新郎(下稱申請者)(請填寫第一部分內的2.項資料) The Bride/Groom of the “Wedding Travel” activity (referred as applicant below) (Please fill in Section 2. of Part 1) <input type="checkbox"/> “學生旅遊”或教學相關活動之學校/大學/學院(下稱申請者)(請填寫第一部分內的3.項資料) School/College/University of the “Student Travel” Activity or other education related activities (referred as applicant below) (Please fill in Section 3. of Part 1) <input type="checkbox"/> “體育旅遊”活動之主辦單位或策劃人(下稱申請者)(請填寫第一部分內的4.項資料) Organizers and/or Planners of the “Sports Travel” activity (referred as applicant below) (Please fill in Section 4. of Part 1) <input type="checkbox"/> 指定委託申請者/機構(下稱申請者)(請填寫第一部分內的1./2./3./4.項及第二部分資料) The appointed applicant/entity (referred as the applicant below) (Please fill in Section 1./2./3./4. of Part 1 and Part 2)					
第一部分 PART 1 – 活動策劃人 Event Planner					
1. “獎勵旅遊”活動之主辦單位或策劃人 Organizer and / or Planner of the “Incentive Travel” activity	官方註冊機構名稱 Official Registered Name of Entity				
	<p>(請以正楷填寫 PLEASE USE BLOCK LETTERS)</p> <p>若設有之商號名稱與官方名稱不同，請把商號名稱填寫於官方名稱側，並加上括號</p> <p>If the official name of the entity is different from the trading name, the trading name must be written in brackets next to the official name</p>				
	<table border="1" style="width: 100%;"> <tr> <th style="width: 50%;">機構類型 Type of Entity</th> <th style="width: 50%;">主要業務 Primary Business</th> </tr> <tr> <td style="height: 40px;"></td> <td></td> </tr> </table>	機構類型 Type of Entity	主要業務 Primary Business		
	機構類型 Type of Entity	主要業務 Primary Business			
2. “婚禮旅遊”活動之新娘 / 新郎 The Bride/Groom of the “Wedding Travel” activity	新娘或新郎名稱 Name of Bride or Groom				
	<p>中文姓, 名(先生/小姐)(請以正楷填寫)(MR./MS.) LAST NAME, FIRST NAME (PLEASE USE BLOCK LETTERS)</p>				



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3. “學生旅遊”活動或教學相關活動之學校/學院/大學 School/College/University of the “Student Travel” Activity or other education related activities	學校/大學/學院名稱 Official Registered Name of School/University/College	
	(請以正楷填寫 PLEASE USE BLOCK LETTERS)	
4. 體育旅遊”活動之主辦單位或策劃人 Organizer and / or Planner of the “Sports Travel” activity	官方註冊機構名稱 Official Registered Name of Entity	
	(請以正楷填寫 PLEASE FILL USE BLOCK LETTERS)	
	若設有之商號名稱與官方名稱不同，請把商號名稱填寫於官方名稱側，並加上括號 If the official name of the entity is different from the trading name, the trading name must be written in brackets next to the official name	
	機構類型 Type of Entity	主要業務 Primary Business

第二部分 PART 2 – 受委託申請者或機構 Appointed Applicant/Entity
 註：如申請者非活動策劃人，需提供由策劃人發出的委託信以證明申請者於該活動中之身份及角色，同時信中須註明活動策劃人已知悉有關申請者為是次申請之唯一實體，並將代處理於本澳之安排及收取有關支持（如適用）。
 Remarks: If the Applicant is not the Event Planner, an official appointment letter issued by the Event Planner must be submitted to identify the Applicant's identity and role in the activity. The Event Planner must acknowledge the Applicant as the only entity to apply this program and the appointed party to handle the local arrangements of related activities in Macao and receive the related support from MGTO (if applicable).

受委託申請者名稱 Name of the Appointed Applicant	中文姓, 名 (先生/小姐) (MR./MS.) LAST NAME, FIRST NAME (PLEASE USE BLOCK LETTERS)		
或受委託申請機構名稱 Or Name of the Appointed Entity	(請以正楷填寫 PLEASE USE BLOCK LETTERS)		
	若設有之商號名稱與官方名稱不同，請把商號名稱填寫於官方名稱側，並加上括號 If the official name of the entity is different from the trading name, the trading name must be written in brackets next to the official name		
	機構類型 Type of Entity	主要業務 Primary Business	
申請者/機構聯絡資料 Contact Details of the Applicant/Entity			
地址 Address			
城市 City		國家 / 地區 Country / Region	
電話 Tel.		電郵 E-mail	
傳真 Fax		網址 Website	



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主要聯絡人姓名 Key Contact Person's Name		主要聯絡人職銜 Key Contact Person's Title	
主要聯絡人電郵地址 Key Contact Person's Email		主要聯絡人電話號碼 Key Contact Person's Contact No.	

第三部分 PART 3 – 合資格之活動資料 Details of the Qualified Activity

獎勵旅遊/婚禮旅遊/ 學生旅遊/體育旅遊活動名稱 Name of the Incentive Travel / Wedding Travel / Student Travel / Sports Travel Activity	(請以正楷填寫 PLEASE USE BLOCK LETTERS)		
已確定之獎勵旅遊/婚禮旅遊/ 學生旅遊/體育旅遊活動 Confirmed Incentive Travel / Wedding Travel / Student Travel / Sports Travel Activity	<input type="checkbox"/> 獎勵旅遊活動 (或團隊建立活動); Incentive Travel Activity (or team building activity); <input type="checkbox"/> 婚禮旅遊活動; Wedding Travel Activity; <input type="checkbox"/> 學生旅遊活動 (或教學相關活動); Student Travel Activity (or education related activity); <input type="checkbox"/> 體育旅遊活動; Sports Travel Activity;		
	*請選擇行程中其中一項活動作為申請支持的項目 PLEASE SELECT ONLY ONE OF THE ABOVE FOR APPLYING THE SUPPORT UNDER THIS PROGRAM		
活動日期 Date of the Event	由 ____/____/____ 至 ____/____/____ From (DD/MM/YYYY) to (DD/MM/YYYY)	活動地點 Event Venue	
入住酒店名稱 Name of Hotel Accommodation		非澳門參加者人數 No. of Non-Macao Participants	
按地理位置劃分之 非澳門參加者數目 市場明細 Market Breakdown of Non-Macao Participants by Geographical Location	非洲 Africa: _____ 澳洲 Australia: _____ 加拿大 Canada: _____ 中國內地 Mainland China: _____ 歐洲 Europe: _____ 香港特區 Hong Kong SAR: _____ 印度 India: _____ 印尼 Indonesia: _____ 日本 Japan: _____ 韓國 Korea: _____ 馬來西亞 Malaysia: _____ 中東 Middle East: _____ 紐西蘭 New Zealand: _____ 菲律賓 The Philippines: _____ 新加坡 Singapore: _____ 南亞洲及東南亞 South & South East Asia _____ 南太平洋 South Pacific: _____ 台灣地區 Taiwan Region: _____ 泰國 Thailand: _____ 美國 USA: _____ 其他, 請註明 Others, pls specify: _____		
活動概要 Program Outline			
抵澳日期 (日/月/年) Arrival date (DD/MM/YYYY)			
離澳日期及時間 Departure date & time	____/____/____ : ____ (DD/MM/YYYY) 時 HH : 分 MM	離境口岸 Port of Departure	



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本澳服務供應商名稱 Name of Macao Service Providers	
註：請提供住宿及旅遊活動之服務供應商之澳門營業稅 — 徵稅憑單。 Remarks: Industrial Tax Statement ("M/8" Form) of the service providers for hotel accommodation & activity must be provided.	

Remarks 注意事項:

- 請於“旅遊激勵計劃”申請表格之附錄 - “旅遊激勵計劃”支持項目列表選擇相關支持項目。
To apply for the related support from MGTO, please select your support option in the Appendix of the “Travel Stimulation Program” application form, namely “Travel Stimulation Program” support items form.
- 任何申請，連同其一切所需的證明文件，必須完整地於活動舉辦首日前最少 **15 個工作天**，遞交到澳門特區政府旅遊局或澳門特區政府旅遊局駐外代表(旅遊局駐外代表聯絡資料請查看以下澳門旅遊局官方網站：<https://www.macaotourism.gov.mo/zh-hant/travelessential/useful-info/mgto-representatives>)。任何沒有依照上述要求提交之申請，將自動地被視為不合資格論，旅遊局將不作另行通知。
Any application, together with all required supporting documents, must be submitted to MGTO or any of the MGTO’s overseas Representatives (for contact details of the overseas representatives, please visit MGTO’s official website: <https://www.macaotourism.gov.mo/en/travelessential/useful-info/mgto-representatives>) **at least 15 working days prior to the first day of the event**. Any application fails to comply with the requirements will automatically be disqualified without prior notice from MGTO.

旅遊局 - 旅遊產品及活動廳
商務旅遊及活動處
澳門宋玉生廣場 335-341 號獲多利大廈 9 樓
電郵地址：dtne@macaotourism.gov.mo

MGTO - Tourism Product and Events Department
Business Tourism and Events Division
Alameda Dr. Carlos d’ Assumpção, n.ºs 335-341,
Edif. "Hot Line", 9.º andar, Macau
Email: dtne@macaotourism.gov.mo
- 為辦理有關程序，申請者必須遞交計劃詳情中“資料及文件提交”所述之證明文件。如申請表未能提供足夠填寫空間，申請者可以附件形式作補充。如申請者未能提供有關資料或需填寫之部份不適用時，請分別註明。
For application purposes, all respective supporting documents must be submitted according to “Submission of Information & Documents” outlined in the Program. Should there be insufficient space for the applicant to fill out details, a separate sheet may be used as an attachment to this application form. Should any information be unavailable or inapplicable, please indicate accordingly.
- 如申請者在填寫此表格時存有疑問或需要更詳細資料，請致電：(853) 8397 1037/ 8397 1015/ 8397 1029 / 8397 1065
Should there be any inquiries regarding the application form, or should further information be required, please contact by tel.: (853) 8397 1037/ 8397 1015/ 8397 1029 / 8397 1065



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第四部分 PART 4 – 聲明 Declaration

- 謹代表申請者及其機構，本人聲明已知悉並同意遵守有關“旅遊激勵計劃”之內容、條款及細則，並保證所提供之一切資料均為真實無誤，並同意通知澳門特區政府旅遊局有關申請資料之任何變更。
On behalf of the applicant and the entity, I hereby declare that the above applicant has read and understood the full content, and terms and conditions of “Travel Stimulation Program”. I hereby declare that the information provided in this application is true and accurate, and I agree to notify MGTO of any changes to the information provided in this application.
- 本人謹聲明具有或被授權批准對外公開與此上述相關活動名稱、日期、主辦及支持單位、照片等資料之權限，同意並授權澳門特區政府旅遊局對外公開及刊載於澳門特區政府旅遊局網頁供公眾參閱。
I declare that I am authorized the right to release the information related to this event, and I agree and authorize MGTO to reveal such information to the public and post such information on MGTO’s website for public viewing.
- 本人謹聲明受旅遊局的支持項目只可無償提供予此申請活動的參與者作非牟利和非收費性用途。
I declare with consent that the support item is granted to this applied program’s participant(s) by the Macao Government Tourism Office on a non-compensatory basis for non-profit making and non-commercial purposes only.
- 本人同意在本表格內所提供的個人資料用作此計劃申請及通訊之用途。
I declare I agree that the personal data provided in this form serves for the application of this program and communication purposes.

申請者簽名及日期
Date of Application & Authorized Signature

機構蓋章
Entity Chop

/ /



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附錄
 Appendix

“旅遊激勵計劃”支持項目列表
 “Travel Stimulation Program” support items form

類別 Type	支持項目 Support Item	人數 Number of Participants			
		25-39	40-100	101-300	300+
A	旅遊資料 Tourist Information Kit				
B	紀念品 Souvenir				
C	感受澳門半天遊 (任選其一) Experience Macao half-day tour (to choose one)				
	C1 澳門歷史城區遊 Macao Historic Center tour				
	C2 文化深度遊 Macao in-depth cultural tour				
	C3 綠色生態遊 Green ecotour				
	C4 “論區行賞”路線遊 “Step Out, Experience Macao's Communities” tour				
D	澳門旅遊產品門票 (任選其一) Macao tourism product admission ticket (to choose one)				
	D1 澳門大熊貓館 Macao Giant Panda Pavilion				
	D2 澳門博物館 Macao Museum				
	D3 澳門科學館 Macao Science Center				
	D4 澳門大賽車博物館 Macau Grand Prix Museum				
	D5 澳門旅遊塔(觀景台) Macao Tower (observation deck)				
	D6 海上遊 Macao Aquatic Trek				
	D7 澳門 TeamLab 超自然空間 TeamLab SuperNature Macao				
E	文化體驗 (任選其一) Cultural experience (to choose one)				
	E1 舞龍或舞獅文化表演一節(每節最長 30 分鐘) One session of Dragon or Lion cultural performance (max. 30 minutes of duration)				
	E2 葡萄牙土風舞文化表演一節(每節最長 30 分鐘) One session of Portuguese folk dance Performance (max. 30 minutes of duration)				
F	澳門旅遊吉祥物“麥麥”人偶扮相 Appearance of Macao tourism mascot “MAK MAK”				
	F1 “麥麥”人偶扮相暖場活動(最長 20 分鐘) Appearance of Macao tourism mascot “Mak Mak” at your activity/event (max. 20 minutes of duration)				
G	美食體驗 (任選其一) Gastronomy experience (to choose one)				
	G1 美食體驗半天遊				
	G2 本地特色美食製作體驗 (任選其一) Local specialty food making experience (to choose one)				
	a) 葡撻製作工作坊 (每節最多 15-20 人) Portuguese egg tarts making workshop (max. 15-20 pax/session)				
	b) 本地特色美食製作體驗 - 杏仁餅製作工作坊 (每節 最多 15-20 人) Local specialty food making experience - Almond cake making workshop (max. 15-20 pax/session)				

註：以上支持項目及活動之安排須視乎就有關供應實體的可行性而定，澳門特別行政區政府旅遊局保留對執行是項計劃之所有最終解釋權及決定權，旅遊局免除因第三者的產品或服務引致爭議之任何責任。

Remarks: The support items and arrangement of activities shall subject to the feasibility of suppliers concerned. The Macao Government Tourism Office reserves the right of final interpretation and confirmation in implementing this program and shall waive any liability of dispute resulting from the products or services provided by a third party.