



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」 詳情細則

“TRAVEL STIMULATION PROGRAM” PROGRAM OUTLINE

2015 年 7 月 1 日起生效

Effective from 1st July 2015

更新於 2015 年 6 月 30 日

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1. 計劃基本資料 **GENERAL INFORMATION OF THE PROGRAM**

1.1 對象 **Beneficiary**

於澳門籌辦「獎勵旅遊/婚禮旅遊/學生旅遊」活動的主辦單位/策劃者、新娘/新郎、學校/大學/學院或指定委託申請者/機構（以下簡稱：“申請者”）。

Organizers and/or Planners, Bride/Groom, School/College/University or the appointed applicant/entity of the “Incentive Travel/Wedding Travel/Student Travel” activities to be held in Macau (hereinafter referred to as the “Applicant”).

1.2 適用範圍 **Scope**

- 已確定的「獎勵旅遊/婚禮旅遊/學生旅遊」活動；
Confirmed “Incentive Travel/Wedding Travel/Student Travel” activities;
- 合資格的活動範圍可以是以下其一：
Qualified activities can be one of the below:
 - 獎勵旅遊/婚禮旅遊/學生旅遊(或教學相關活動)；
Incentive Travel/Wedding Travel/Student Travel (or other educational related activities);
 - 團隊建立活動；
Team building activities;
 - 午宴/晚宴；
Lunch/Dinner;
 - 本地交通；
Local transportations;

1.3 受惠資格及限制 **Eligibility and Limitations**

於澳門進行「獎勵旅遊/婚禮旅遊/學生旅遊」活動規模須達 25 名非澳門參加者或以上，並在澳門最少連續 2 晚住宿。

The “Incentive Travel/Wedding Travel/Student Travel” activities in Macau should have a minimum of 25 non-Macau participants with at least 2 consecutive nights of stay in Macau.



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2. 支持細則 SUPPORT CONDITIONS

2.1 基本支持 Basic Support

- 豁免葡萄酒博物館和賽車博物館的入場費；
Free admission to the Wine Museum and Grand Prix Museum;
- 與各政府部門及學校/學院/大學的聯繫及協調（註：相關安排須就有關政府部門及學校/學院/大學的可行性或審批而定）；
Facilitation in liaison with other relevant Macau SAR Government entities and Schools/Colleges/Universities (Remark: The related arrangements are subject to availability or approval from respective Government entities and Schools/Colleges/Universities);

2.2 其它支持 Other Support

相關支持項目 RELATED SUPPORT	旅遊團非澳門參加者人數 Total number of the non-Macau participants for the travel group			
	25-39	40-100	101-300	300+
A. 旅遊資訊 Tourist Information Kit	✓	✓	✓	✓
B. 紀念品 Souvenirs	✓	✓	✓	✓
C. 文化表演一節（每節最長 30 分鐘） Cultural Performance (maximum duration of 30 minutes)		✓		✓
D. 世遺半日遊（行程最長 4 小時） Half Day Historical Tour (maximum duration of 4 hours)			✓	✓

※就上述支持之相關安排須視乎就有關供應實體的可行性而定，而申請方必須於事前在申請表上作出有關聲明其受旅遊局支持項目為非牟利和非收費性，亦不涉及銷售行為，旅遊局才予以考慮和進行分析。

※The arrangements for the above support are subject to the related suppliers' availability, and in the application form before the commencement of the event for MGTO's evaluation, the Applicant must declare that the related support to be received from MGTO are for non-profit purposes only.



3. 條款及細則 **TERMS AND CONDITIONS**

符合這項「旅遊激勵計劃」（以下簡稱：激勵計劃）資格的申請者，必須遵守下列條款及細則：

To qualify and be entitled to this “Travel Stimulation Program” (hereinafter referred as: “Program”), the Applicant must meet the following terms and conditions:

- i. 有關申請必須預先通過本局之資格預審程序，以確定其活動內容是符合「旅遊激勵計劃」範疇的活動性質。
The application must go through the pre-qualification process conducted by MGTO in order to be eligible for the Program, which is intended for supporting the “Travel Stimulation Program” activities.
- ii. 有關計劃只適用於已確定之「獎勵旅遊/婚禮旅遊/學生旅遊」活動，而有關申請者必須向本局提交其活動之書面協議或合同，及其訂金保證收據以證其活動之真確性。
The Program is only applicable to “Incentive Travel/Wedding Travel/Student Travel” activities that are confirmed with proof of booking submitted to MGTO by means of signed documentation or contract and receipt of deposit from the Applicant.
- iii. 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 Macau.
- iv. 此項「旅遊激勵計劃」之所有要求、條款及細則，若有任何變動，恕不另行通知。旅遊局免除因第三者的產品或服務引致爭議之任何責任。
The terms and conditions outlined in this “Travel Stimulation Program” and its eligibility criteria are subject to change without prior notice. The Macau Government Tourist Office disclaims any and all liability related to the quality and fitness of the third-party products and/or services that are directly or indirectly in connection with this Program.
- v. 以上各項批給均需要符合由澳門特別行政區政府旅遊局所修訂之條款及細則，旅遊局擁有對執行是項計劃之最終解釋權及決定權。
The above support must meet its eligibility criteria, and the terms and conditions set out by MGTO, the Macau Government Tourist Office reserves the right on final decision and interpretation in the execution of this Program.



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4. 申請程序及確認相關支持應遵事項 **PROCEDURES OF APPLICATION & CONFIRMATION OF THE RELATED SUPPORT**

- i. 有意申請者，可向澳門旅遊局或旅遊局駐外代表直接接洽。
Any interested parties may approach MGTO Macau or any of the overseas MGTO Representatives directly for application.
- ii. 有關申請表必須連同本計劃第 5.1 項“資料及文件提交 – 資格預審程序”中所指之相關附件，**於活動首日前最少 15 個工作日**完整地遞交到澳門旅遊局或旅遊局駐外代表。
Any application with all respective supporting documents according to Article Point 5.1 in the Program - “Submission of Information & Documents – Pre-qualification” must be duly and completely submitted to MGTO Macau or any of the overseas MGTO Representatives **at least 15 working days prior to the first day of the event.**
- iii. 當收到有關申請及所有相關文件及資料已完備後，旅遊局將對該申請進行資格預審程序，並對其活動之潛力、效益及重要性進行評估。如所有文件及資料均符合本計劃之條款及細則，且旅遊局對有關申請之評估視為可行，將根據申請者所提交之資料草擬文件以進行相關行政程序及預算申請。當預算獲批核後，申請者將獲本局書面通知有關支持之詳細內容。
Upon receipt of the application form and all the complete related documents, MGTO will go through the pre-qualification process and evaluate the event’s potential, benefits and importance to Macau. Should the submitted documents and information have fulfilled the terms and conditions of this Program and MGTO’s evaluation deemed acceptable, MGTO will prepare the relevant documents according to the information provided by the Applicant for further administration process and budget application. When the pre-qualification approval is granted, MGTO will inform the Applicant by means of written notification with details of the related support.
- iv. 申請者有義務和責任向旅遊局提供活動所需資料，並允許及協助旅遊局職員到場跟進及視察有關申請活動之進行情況。
The Applicant is obliged to provide MGTO with relevant information of the event as well as to assist MGTO staff to conduct site inspection during the activity for assessment.
- v. 申請者必須連同本計劃之第 5.2 項“資料及文件提交 – 活動結束後”中所指之相關文件，**於活動結束後 7 天內**完整遞交到澳門旅遊局或旅遊局駐外代表。
The respective supporting documents according to Point 5.2 in the Program - “Submission of Information & Documents – Completion of Event” must be completed and submitted to MGTO Macau or any of the overseas MGTO Representatives **within 7 days after the completion of the event.**

註：任何沒有依照上述要求遞交之申請，將自動地被視為不合資格論，旅遊局將不另行通知。

Remark: Any application which fails to comply with the above requirements will be automatically disqualified without prior notice from MGTO.



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5. 資料及文件遞交 **SUBMISSION OF INFORMATION & DOCUMENTS**

5.1 資格預審程序 **Pre-qualification**

申請者必須於活動首日最少 15 個工作天前向澳門旅遊局或旅遊局駐外代表遞交指定申請表、下列文件及活動資料，以供資格預審之用：

The Applicant is required to complete the designated APPLICATION FORM with the following supporting documents and event details and to submit to MGTO Macau or any of the overseas MGTO Representatives for pre-qualification at least 15 working days prior to the first day of the event:

1. 完整填寫的申請表；
Complete Application Form;
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者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－徵稅憑單；
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;
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；
Final confirmed list of non-Macau participants issued by the Event Owner (needs 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;
4. 屬「獎勵旅遊」活動，持有人及申請者需提交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）；
For the “Incentive Travel” activities, Company legislative document/Business License/Government certification of the Event Owner and the Applicant must be provided;
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）；
For the “Wedding Travel” activities, a copy of the Marriage Certificate must be provided;
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）。
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



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appointed party to handle the arrangements of the related activities in Macau and to receive the related support from MGTO (if applicable).

- * 備註: 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。
* Remark: For 25-39 participants, only need to submit the document no.1 & 2 from the above list.

5.2 活動結束後 Completion of Event

活動結束後 7 天內, 申請者必須向澳門旅遊局遞交活動報告表及下列相關文件:
Upon completion of the event, the Applicant is required to submit the following supporting documents to MGTO within 7 days after the completion of the event:

1. 由活動持有人/機構發出的聲明書, 內容須列明活動名稱, 活動開始及結束日期, 活動參加者人數及國籍, 及活動地點等資料。
A statement issued by the Event Owner/Entity with company's letterhead and chop, and the content of the statement must specify the name of the activity, start and end dates of the activity, the number and the nationality of the participants, as well as the location of the activity etc.
2. 活動照片。
Event Photos.

- * 備註: 若參加者人數為 25-39 人, 無須提交上述文件清單 1 及 2 項。
* Remarks: For 25-39 participants, submission of document no.1 & 2 are NOT required from the above list.

備註 Remarks:

1. 請確保所有活動資料 (包括活動名稱, 活動日期, 活動持有者及申請者之名稱) 在所有申請文件中的一致性;
Please ensure the consistency of the event details (e.g., Event Name, Event Date, Name of Event Owner and Applicant) in all required documents;
2. 如就有關「旅遊激勵計劃」有任何疑問, 可向澳門旅遊局或旅遊局駐外代表直接查詢。
For any questions about this "Travel Stimulation Program", please contact MGTO Macau or any of the overseas MGTO Representatives directly.

聯絡方式 Contact Details:

<p>旅遊局 - 旅遊產品及活動廳 商務旅遊及活動處 地址: 澳門宋玉生廣場 335-341 號獲多利大廈 9 樓; 電郵地址: dtne@macautourism.gov.mo ; 電話: (+853) 8397-1004/ (+853) 8397-1012/ (+853) 8397-1019/ (+853) 8397-1037。</p>	<p>MGTO - Tourism Product and Events Department Business Tourism and Events Division Address: Alameda Dr. Carlos d'Assumpção, n.^{os} 335-341, Edf. "Hot Line", 9.º andar, Macau; Email: dtne@macautourism.gov.mo; Tel: (+853) 8397-1004/ (+853) 8397-1012/ (+853) 8397-1019/ (+853) 8397-1037.</p>
<p>旅遊局駐外代表聯絡資料: http://zh.macautourism.gov.mo/main/contactus_mgto_representation.php</p>	<p>Contacts of MGTO Representatives http://en.macautourism.gov.mo/main/contactus_mgto_representation.php</p>

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