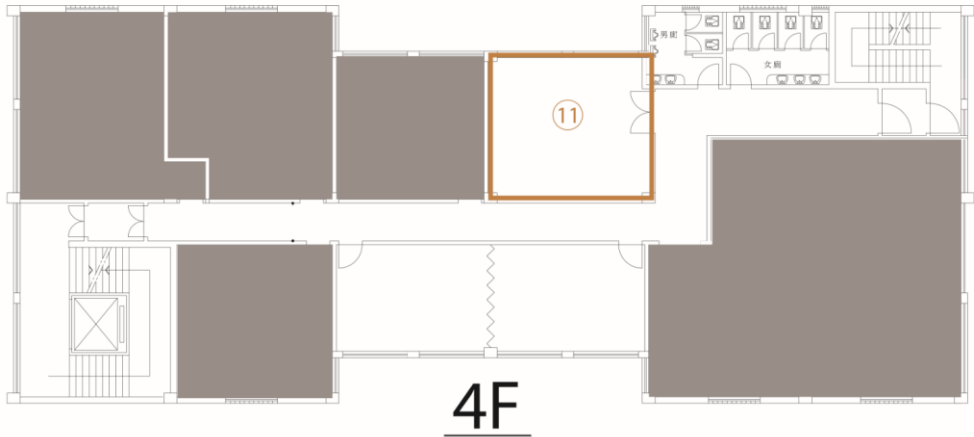


# 私竇借用申請表 *Application For Studio*

公司名稱 Company			
負責人姓名 Owner		員工數目 Number of employees	
聯絡人姓名 Contact person		聯絡人電話 Contact number	
網址 Website		電郵 Email	
公司地址 Company address			
使用私竇人數 Number of person using studio		一般使用時段 Time period of studio use	
擬借用之私竇 (請用數字表示選項的優先次序) Please choose the studio (Use number to show your priority)	<input checked="" type="checkbox"/> 11 號私竇 Studio #11 (450ft <sup>2</sup> )		每月管理費 Monthly Fee: Mop 12.75/ ft <sup>2</sup>
			
公司簡介 Brief Description of Company			

業務範疇

Business Category

借用期內工作計劃

Project plan within the studio use period

### 申請需知 Terms & Conditions :

1. 澳門設計中心私竇借用計劃的申請者需以公司名義提出申請，且公司的業務範圍需屬環境設計、產品設計、空間設計、視覺傳達設計、包裝設計、信息設計、互動設計、時裝及飾物設計、動畫設計等其中一項；  
Applicants should apply by company name. Scope of business should pertain to either Environmental design, Product Design, Spatial Design, Visual Design, Package Design, Information Design, Interaction Design, Fashion and accessories design or Animation Design.
2. 請將填妥之申請表格連同營業稅 M/1 格式副本、公司負責人身份證副本及申請計劃書遞交至：  
澳門製造廠巷 5 號或電郵至 info@dcmacau.com (親送收表時間為：週一至五上午九時三十分至下午六時三十分)；  
Please submit the completed application form along with Sales Tax Form M/1 copy (Contribuição Industrial M1), the owner's ID copy and proposal to: Travessa da Fabrica No.5, Macau (Mondays to Fridays 9:30 a.m. to 6:30 p.m.). Or email to: info@dcmacau.com
3. 收到審批結果通知後應在指定期間內繳付按金，否則視為自動放棄借用資格；  
Desposit should be paid within the specified period after receipt of the notification. Otherwise, the application will be disqualified.
4. 私竇使用期為一年，需每年續約，每間公司最長使用期以三年為上限；  
Studio use is effective for one year. The contract can be renewed every year. Maximum length is three years for each company.
5. 申請需經由甄選小組審批，主要考量各使用者的工作性質及工作計劃  
Application will be reviewed by judge committee. Decision will be made base on the business nature and project plan.
6. 申請獲接納後，需於指定日期內繳交相等於兩個月的場地使用費為按金及第一個月之費用；

Once the application was accepted, applicants should pay a deposit equivalent to two month's venue fee together with the first month's venue fee within the said period of time.

7. 款項繳交後，如自行取消檔期者，全額不予退還；

No refunds will be made for cancellations.

8. 繳費方式接受現金、支票或銀行轉賬，轉賬後請把單據電郵至 info@dcmacau.com，銀行資料如下：

Payment method can be cash, cheque or bank transfer. If the payment is settled by bank transfer please email the transfer slip to: info@dcmacau.com

Transfer details are as follow:

銀行 Name of Bank	中國銀行 ( 澳門分行 )	Bank of China ( Macau Branch )
戶名 Account Name	MCDC 澳門設計中心有限公司	MCDC CENTRO DE DESIGN MACAU COMPANHIA LIMITADA
帳號 Account No.	25-01-10-180515	

9. 私竇內設有燈光照明、獨立冷氣、獨立電標以及簡單裝修，並可借用公共會議室、免費光纖寬頻、收費打印服務、公共領域 24 小時保安及監控、郵件收取服務、前台接待服務、公共洗手間、以優惠價借用中心其它空間，如需在工作室內裝修及施工需先經本中心批准；

Studios are equipped with air conditioning, lighting, basic design and decoration. Other services and facilities include public meeting room, fibre service, chargeable printing service, 24 hrs public surveillance and security, postal service, reception service, public toilets, etc. Special rate for other venue use in MDC will also be provided. Any construction or renovation inside the studio should be approved by MDC in advance.

10. 所有私竇使用者必須遵守澳門設計中心場地使用規則；

All studio users must comply with the " Rule and Regulations of Macau Design Centre Venue Use ".

11. 所有私竇的公司必須履行義務，包括派代表出席澳門設計中心舉辦之活動以及每年最少參與中心兩項活動的工作，以提高各使用者對中心活動的關注度及參與度；

All studio companies must fulfill obligations, including sending representatives to attend events organized by MDC and participate in the activities organized by MDC at least twice a year, which aims to increase the users' awareness and participation within the community.

12. 查詢請於辦公時間內致電 28520335 或電郵 info@dcmacau.com。For further enquiries please call: 28520335 or email to: info@dcmacau.com.

申請人簽名 Applicant signature :

日期 : Date :

內部專用: For Internal Use:

通過 Approve

不通過 Decline

後補 Waitlist