



私竇進駐申請表 Application For Studio

公司/機構/個人設計師名稱 Company/Organization/Designer	
公司/機構負責人姓名 Person in Charge	公司/機構員工數目 Number of Employees
聯絡人姓名 Contact Person	聯絡人電話 Contact Number
網址 Website	電郵 Email
地址 Address	
進駐工作室人數 Number of People using	工作室一般使用時段 Time Period of Using
擬借用之工作室 (請以數字表示優先次序) Please Choose the Studio No. (According to your priority)	14 號工作室 Studio #14 : 543ft ² 每月管理費 Management Fee: MOP 16.06/ ft ² Per Month
	<p>2F</p>
公司/機構/個人簡介 Brief Description	

業務範疇
Business Category

進駐期工作計劃概括
(詳盡計劃以附件之方式提交)
Project Plan During Studio Using

申請需知 Terms & Conditions

1. 澳門設計中心工作室進駐可以個人、公司及機構名義提出申請，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 in company, organization or personal 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下列資料遞交至澳門設計中心（澳門製造廠巷 5 號）或電郵至 info@dcmacau.com：
公司：營業稅 M/1 副本、公司負責人身份證副本、進駐期工作計劃書
機構：機構社團證明/營業稅 M/1 副本、機構負責人身份證副本、進駐期工作計劃書
個人：申請人身份證副本、進駐期個人工作計劃
Please submit the completed application form to the Macau Design Centre (Travessa da Fabrica No.5, Macau) or email to info@dcmacau.com along with the documents listed below:
Company : Sales Tax Form M/1 copy, the owner's ID copy and proposal
Organization : Organization certificate / Sales Tax Form M/1 copy, the representative's ID copy and proposal
Personal : Applicant's ID copy and proposal
3. 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 based on the business nature and project plan.
4. 申請者在收到審批結果通知後，需於指定日期內繳交兩個月的管理費作為按金，並繳交第一個月之管理費，否則視為自動放棄進駐資格。

Deposit should be paid within the specified period after receipt of the notification. Otherwise, the application will be disqualified. 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.

5. 款項繳交後，如自行取消申請者，全額不予退還；
No refunds will be made for cancellations.
6. 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。
Payment could be made by cash, cheque or bank transfer. If payment is settled by bank transfer please email the transfer slip to: info@dcmacau.com
7. 進駐企業內設有燈光照明、簡單裝修，並享有借用公共會議室、免費光纖寬頻、收費打印、公共領域 24 小時保安及監控、郵件收取、前台接待、公共洗手間及以優惠價借用中心其它空間等服務；如需在工作室內裝修或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, internet service, printing using service, 24hrs public surveillance and security, postal receiving, reception, public toilets, etc. A lower price for other venue in Macau Design Centre will be also provided. Any construction or renovation inside the studio should be approved by Macau Design Centre in advance.
8. 所有進駐企業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 ".
9. 所有進駐單位必須履行義務，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，以提高各使用者對中心活動的關注度及參與度；
All studios must fulfill obligations, including attending and participating events and activities organized by Macau Design Centre at least twice a year, in order to increase the users' awareness and participation within the community.
10. 查詢請於辦公時間(星期一至五 9:30-18:30)內致電+853 28520335 或電郵 info@dcmacau.com。
For further enquiries, please call: +853 28520335 or email to: info@dcmacau.com.

申請人簽名並蓋章 **Applicant Signature and Chop**

日期 **Date** :

內部專用 **For Internal Use** :

通過 **Approve**

不通過 **Decline**

後補 **Waiting list**