

Virtual Office Application Form

申請者姓名 Name of Applicant			
公司名稱 Company(如適用 If applicable)			
聯絡人姓名 Contact person		聯絡人電話 Contact number	
網址 Website		電郵 Email	
管理費 Rental Fee	<input type="checkbox"/> 每月 By Month (MOP 200.00/ month)		<input type="checkbox"/> 每年 By Year (MOP 2,000.00/ year)
使用長度 Time period of Virtual Office use	From _____ to _____ DD/MM/YY		
地址 Address	澳門黑沙環製造廠巷 5 號地下 Macau Design Centre Ground Floor, Travessa da Fabrica No. 5, Macau		
公司簡介/個人簡介 Brief Description of Company/ Personal Profile			
業務範疇 Business Category			

申請需知 Terms & Conditions :

- 澳門設計中心虛擬辦公室為從事文創產業的自由工作者、企業及設計學生，可以公司或個人名義提出申請。
The Virtual Office in Macau Design Centre provides service to the free-lancer, enterprise and design student who work for culture and creative industry. Applicant can apply by company or individual.
- 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/1copy (Contribuição Industrial M1), the owner's ID copy 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
- 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.
- 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.	0018-25-01-10-1805150	

5. 虛擬辦公室：提供註冊地址、電話或電郵通知郵件收取、前台接待服務、以優惠價借用中心場地、每月一次免費使用客廳(上限三小時)。
The Virtual Office provides the licence to use address , incoming mail handling with email or phone notification, reception service, discount rate to rent the other venue in MDC, free use of meeting room monthly(max 3hrs).
6. 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**