Macao–Hengqin
Travel Stimulation Program
EVENT REPORT (TEMPLATE)

Form 3

To be filled in by the Macao Government Tourism Office / Industrial Development Bureau of Hengqin	
Received by: ☐ Macao Government Tourism Office ☐ Industrial Development Bureau of Hengqin	Received documents: ☐ Event report ☐ Event photos (quantity: ____) ☐ Rooming list of overnight guests from hotel ☐Others: _____
Date received: ____/___/____	
Recipient: _____	
Remarks:	

Part 1: Applicant Information

◘ Organiser ◘ Appointed Planner/Entity
◘ Company/Entity ◘ Organisation
◘ Others, please specify: _____
Name of applicant: _____
Contact person:
Tel.: _____ Fax: _____
E-mail: _____

Part 2: Event Details

Please ensure the consistency of the below information in all required documents:

1. Event name: _____
2. Event Date and Venue in Macao: _____
3. Date of arrival in Macao: ____/____/_____ Departure Date and Time from Macao:_____ ___
4. No. of participants in Macao: _____
5. Event Date and Venue in Hengqin: _____
6. Arrival Date in Hengqin: ___/___/_____ Departure Date and Time from Hengqin:_____ __
7. Number of participants in Hengqin:_____
8. Breakdown of the number of non-Macao and non-Hengqin residents by geographical location:

Mainland China: ____ (except Hengqin)	Hong Kong SAR:	Taiwan Region: ____
Africa: _____	Australia: _____	Canada: _____
India: _____	Europe: _____	Japan: _____
Korea: __	Indonesia: _____	New Zealand: __
Malaysia: _____	Middle East:	Singapore: _____
South & South East Asia: _____	The Philippines: _____	South Pacific: _____
Thailand: _____	USA: _____	Others, please specify:

9. Please specify the number of participants whose place of origin is in the Guangdong-Hong Kong-Macao Greater Bay Area:

Guangzhou	Shenzhen	Zhuhai	Foshan
Dongguan	Zhongshan	Jiangmen	Huizhou
Zhaoqing	Hong Kong SAR		

Required documents for the "Macao–Hengqin Travel Stimulation Program" after the completion of the event:

1. An activity report issued by the activity planner/entity, with information requested by the Macao Government Tourism Office and the Industrial Development Bureau of Hengqin;
2. Photos of the activity (minimum of 1MB each, including group photo, photos of the opening ceremony and/or activity in progress, photos showing the activity banner or backdrop, etc.).

Personal Data Processing
The Macao Government Tourism Office handles personal data in accordance with Law No. 8/2005 (Personal Data Protection Law);
The Industrial Development Bureau of Hengqin handles personal data in accordance with the Personal Information Protection Law of the People's Republic of China.

Remarks
The event report must be submitted in duplicate to both the Macao Government Tourism Office and the Industrial Development Bureau of Hengqin **within 10 working days** after the completion of the event.

Signature and Date　　Entity Seal

_____ / /　　_____