


申請規定  
Regulamento de Candidatura  
Application Rules



## 2017 原創歌曲專輯製作補助計劃

Programa de Subsídios à Produção de Álbuns de Canções Originais  
Subsidy Programme for the Production of Original Song Albums

 澳門特別行政區政府文化局  
INSTITUTO CULTURAL do Governo da R.A.E. de Macau

申請日期  
Período de Candidatura  
Application Period

5.12  
7.11

澳門文化創意產業系列補助計劃

Série de Programas de Subsídios para as Indústrias Culturais e Criativas de Macau  
Subsidy Programme Series for Macao's Cultural and Creative Industries

[www.icm.gov.mo](http://www.icm.gov.mo)

## **1. Introduction to the Programme**

To promote the development of the Macao's music industry, cultivate talented local music composers and producers, the Cultural Affairs Bureau of the Macao S.A.R. Government (hereafter referred to as IC) has launched the 2017 Subsidy Programme for the Production of Original Song Albums (hereinafter referred to as the Subsidy Programme) to provide opportunities for local musicians to showcase their talent as well as to accumulate outstanding works for development of the music market. Applicants shall submit the required application documents to the IC and the professional adjudicating panel will select the "beneficiaries" and "winning albums" after the initial and second reviews. Beneficiaries will receive IC support in two critical respects: 1) Subsidy: cover the costs for the production, promotion and marketing of the album; 2) Professional Advice and Support: panel members will proffer beneficiaries professional advice regarding the production, promotion and marketing of the album during the implementation of the project.

## **2. General Information**

- 2.1 Name of Programme: 2017 Subsidy Programme for the Production of Original Song Albums
- 2.2 Organiser: Cultural Affairs Bureau of the Macao S.A.R. Government
- 2.3 Location for Submitting Applications: Cultural Affairs Bureau of the Macao S.A.R. Government—Department for Promoting Cultural and Creative Industries, Cultural Affairs Bureau Building, Tap Siac Square, Macao.
- 2.4 Application Method: Submit application documents specified in clause 6.1 (initial review) or clause 7.2 (second review) in person or through an authorised representative to the above location. Applicant or authorised representative should present their original identification documents upon submission.
- 2.5 Application Period: Initial review: 12 / 05 / 2017 to 11 / 07 / 2017  
Second review: within 20 days from the day following the list of entries to the second review is announced (exact date to be announced).
- 2.6 Office Hours: Monday to Thursday: 9:00–13:00, 14:30–17:45;  
Friday: 9:00–13:00, 14:30–17:30
- 2.7 Enquiries (during office hours):  
Mr. Ho  
Tel.: (853) 8399 6282  
Fax.: (853) 2892 2965  
Email: info.dpicc@icm.gov.mo  
Relevant information is available at:  
Website: www.icm.gov.mo / www.macaucci.com
- 2.8 Application documents shall be submitted to the above location before the above-mentioned date and time. Late applications will not be accepted;
- 2.9 If there are any discrepancies between the hard copies and soft copies of the application documents, the hard copies shall prevail;
- 2.10 All application documents and appendices submitted for the purpose of this programme will not be returned.

## **3. Application Requirements**

- 3.1 Applications for the Subsidy Programme must be submitted on an individual basis and meet the following criteria;



- 3.2 Applicants must hold a valid Macao S.A.R. Permanent Resident Identity Card (BIR) and be aged 18 years old or above (by the application deadline);
- 3.3 Applicants must hold the position of **album producer** (on an individual basis, in a form of co-producers or a group; s/he must be the supervisor of all songs in the album) or hold the position of **album artist** (on an individual basis, in a form of singing group or band). In any case, the applicants must be the person in charge of the project;
- 3.4 Crew members shall not be changed after submission of application;
- 3.5 Applicants shall fulfill the following requirement if they were to be the **album producer**:
- 3.5.1 If applicant applies the position of album producer on an individual basis, s/he must fulfil one of the conditions stated in clause 3.7;
- 3.5.2 If the applicant holds the position of album producer on behalf of co-producers, the co-producers shall have two persons at most. The applicant must be authorised by the second producer; the authorised applicant must fulfil one of the conditions stated in clause 3.7 either on an individual basis or as co-producers or a group;
- 3.5.3 If the applicant holds the position of album producer on behalf of group, the group must be bands or singing groups with established names which should be comprised of, at least, 50% of Macao permanent residents. The applicant must be authorised by the members; the authorised applicant must fulfil one of the conditions stated in clause 3.7 either on an individual basis or as co-producers or a group;
- 3.5.4 The album artists cooperated with the album producers must be Macao S.A.R. Permanent Resident. If the album artist is a singing group or band, the members should be comprised of, at least, 50% of Macao permanent residents;
- 3.5.5 The member(s) assuming the position of album producer, on an individual basis, as co-producer or in a group, cannot take the position of album producer in other projects of the Subsidy Programme. S/he, however, can assume the role of album artist in one other project or the project submitted by the applicant him/herself and can only participate for one time only.
- 3.6 Applicants shall fulfill the following requirement if they were to be the **album artist**:
- 3.6.1 If the applicant holds the position of album artist on behalf of singing group or band, the members should be comprised of, at least, 50% of Macao permanent residents. The applicant must be must be a Macao S.A.R. permanent resident and be authorised by the members;
- 3.6.2 The album producer cooperated with the album artists must be Macao S.A.R. Permanent Resident. If the album producer holds the position in the form of co-producers or group producers, the members should be comprised of, at least, 50% of Macao permanent residents; and should comply with the conditions stated in clause 3.7 and should be the supervisor of all songs in the album;
- 3.6.3 The member(s) assuming the position of album artist, on an individual basis, as singing group or band, cannot take the position of album artist in other projects of the Subsidy Programme. S/he, however, can assume the role of album producer in one other project or the project submitted by the applicant him/herself and can only participate for one time only.
- 3.7 Prior to the application date, the album producer (supervisor of all songs in the album) must have participated in the production (must be engaged in one of the following: arrangement / audio mixing / song supervision) of at least ten songs that have been released to the public (channels do not include YouTube or other free internet platforms alike). In alternative, the album producer must have produced at least one album that has been released to the public (featuring more than eight songs);
- 3.8 Each applicant can only submit one application for the Subsidy Programme in the same year;

- 3.9 Members of the adjudicating panel and IC staff involved in the Subsidy Programme should not apply for this application.

#### **4. Number of Beneficiaries, Subsidy Amount and Scope**

- 4.1 The maximum quota of the Subsidy Programme is eight beneficiaries. The adjudicating panel reserves right to veto choice of candidates according to actual situation;
- 4.2 The subsidy should be equivalent to the total amount of the “Estimated expenditure for items subsidised by the Programme” indicated in item 6.1.2 of the Application Form for 2017 Subsidy Programme for the Production of Original Song Albums, but the maximum amount shall not exceed two hundred and twenty thousand patacas (MOP220,000.00);
- 4.3 The abovementioned “Estimated expenditure for items subsidised by the Programme” include the following four expenses, but not included the “Estimated expenditure of items for second review” stated in item 6.1.1 of the “Application Form for 2017 Subsidy Programme for the Production of Original Song Albums”:
- 4.3.1 Song production of the album;
  - 4.3.2 Cover design of the album;
  - 4.3.3 The production of physical album (optional item), including expenditure relating to the production of discs or other carriers, production of cover, packaging and transportation of album, but excluding costs incurred by release of physical album (optional item) and digital release in commercial platform;
  - 4.3.4 Marketing and promotion of the album.
- 4.4 Professional Advice and Support: panel members will proffer beneficiaries professional advice regarding the production, promotion and marketing of the album during the implementation of the project.

#### **5. Requirements for the Album Production of the Programme**

- 5.1 Each project must produce one album only, in the form of one of the following (not including compilation albums):
- 5.1.1 Solo album:  
Solo album artist must participate in the performance of all songs (except instrumental), and the number of songs solely performed by the album artist must be at least four;
  - 5.1.2 Singing group album:  
Group album artists must participate in the performance of all songs (except instrumental), and the number of songs performed by all group members must at be at least four;
  - 5.1.3 Band album:  
Band album artists must participate in the performance of all songs (except instrumental), and the number of songs performed by the band members must be at least four.
- 5.2 The album must include at least four songs; composition, lyrics and arrangement of the four songs must not be the same and the total length of the album should be of, at least, 14 minutes;
- 5.3 While complying with the requirements of clauses 3.5 and 3.6, at least 50% of the total numbers of members must be Macao permanent residents, including the following:
- 5.3.1 Album producers;
  - 5.3.2 Album artists;
  - 5.3.3 Album cover designers;

- 5.3.4 Composers, lyricists, arrangers, recording staff, mixing engineers, musicians and backing vocalists of each song; they must be counted individually.
- 5.4 Orchestra or Band with established names as the musicians is counted as a unit. Orchestra and Band with Macao permanent residents that over 50% of the total members is regarded as one Macao permanent resident;
- 5.5 Album songs for the application must be works that have not been released or performed in any channel prior to the submission of the application documents;
- 5.6 Album songs applied for the Programme should not have been commissioned by the government or other public/private institutions.

## **6. Initial Review**

- 6.1 Documents for initial review include the following documents:
  - 6.1.1 The hard copy of Application Form for 2017 Subsidy Programme for the Production of Original Song Albums (hereafter referred to as Application Form) must be completed and signed by applicants, which includes the following six parts:
    - Part I: Basic information;
    - Part II: Details of album artist;
    - Part III: Details of album producer and list of previous works;
    - Part IV: Album production proposal;
    - Part V: Marketing plan;
    - Part VI: Budget.
  - 6.1.2 Disc for Initial Review contains seven documents below:
    - 6.1.2.1 Application Form: The soft copy of the Form stated in clause 6.1.1 in PDF format;
    - 6.1.2.2 Three previous works of the “supervisor of all songs in the album”: The three works should be submitted in the form of disc with the format of 320 kbps MP3, which are indicated in item 3.2.1 “Information of songs released to public” of Part III of the Application Form. If supervisor has been the producer of released album, please submit three songs from the album indicated in item 3.2.2 “Details of released album” of Part III of the Application Form, in the form of disc with the format of 320 kbps MP3; together with cover and all pages of the album scanned in colour and submitted in JPG format with a resolution of no less than 300 dpi;
    - 6.1.2.3 Lyrics of three previous works: The lyrics of the three previous works which should be saved in PDF / WORD format; if the lyrics are not written in Chinese, Portuguese or English, an English translation must be enclosed;
    - 6.1.2.4 Three sample songs: The three sample songs stated in item 4.1 “Details of Album Songs” of Part IV of the Application Form should be submitted. Requirements as below:
      - 6.1.2.4.1 Song in a simple version with duration of 1–2 minutes;
      - 6.1.2.4.2 Saved in the format of 320 kbps MP3.
    - 6.1.2.5 Lyrics of three sample songs: The lyrics of the three sample songs should be saved in PDF / WORD format; if the lyrics are not written in Chinese, Portuguese or English, an English translation must be enclosed;

- 6.1.2.6 Photo of the album artist: submit one photo of the album artist with JPG format of high resolution;
- 6.1.2.7 Reference drawing of the album image: Three to five reference images must be submitted in JPG format of high resolution. They can be works of other album covers, posters or graphic designs related to the image of the album. Description of the reference images must be provided in item 5.1 “Image and Market Positioning of Album” of Part V of the Application Form.
- 6.1.3 Copies of identification documents (front and back):
  - 6.1.3.1 ID copies of all members of the album producers;
  - 6.1.3.2 ID copies of all members of the album artists.
- 6.1.4 Letter of Consent from members stated in clause 6.1.3.1 and 6.1.3.2, stating their agreement to participate in the album production;
- 6.1.5 Letter of Consent from composers and lyricists of the three sample songs, stating their agreement to participate in the album production, as well as copies of copyright certificate and other supporting documents;
- 6.1.6 Letter of Consent from applicant guaranteeing all parties providing their personal information for the Subsidy Programme acknowledge the purpose of the data collection.
- 6.2 Notes:
  - 6.2.1 Please write “Applicant’s Name” and “2017 Subsidy Programme for the Production of Original Song Albums” on the disc for initial review;
  - 6.2.2 The file names in clauses 6.1.2.1 to 6.1.2.7 should be given according to the guidelines as follow:
    - 6.2.2.1 Application form: File should be named with “Applicant’s Name\_2017 Subsidy Programme for the Production of Original Song Albums—Application Form for Initial Review”;
    - 6.2.2.2 Three previous works and three sample songs: Naming of each song file must be consistent with “Song Title”;
    - 6.2.2.3 The colour scanned files of the cover and all pages of album (if applicable): Named with “Cover and All Pages of Previous Album\_Album Name”;
    - 6.2.2.4 Lyrics of the three previous works: Files named with “Lyrics of Previous Works\_Song Title”;
    - 6.2.2.5 Lyrics of the three sample songs: Files named with “Lyrics of Sample Songs\_Song Title”;
    - 6.2.2.6 Photo of album artist and reference image of album: file name is not specified.
  - 6.2.3 Please mark corresponding job positions of each person on the ID copies;
  - 6.2.4 Information stated in clauses 6.1.4 to 6.1.6 must be filled in Chinese, Portuguese or English;
  - 6.2.5 In the event that the application documents do not meet the requirements of the Application Rules, or the information provided is incomplete but can be corrected through resubmission, the applicant should resubmit the required documents within ten working days from the following day after notification by the IC;
  - 6.2.6 If the applicant does not meet the deadline of resubmission, the resubmitted documents are still incomplete or do not fulfil the requirements, the IC has the right to refuse the application;

- 6.2.7 Applicants who do not fulfil the requirements stated in clauses 3.5.5, 3.6.3 and 3.8 must make necessary adjustments and submit updated documents within ten working days from the following day after notification by the IC. IC will not accept applications from those who do not make the adjustments or fail to fulfil requirements prior to the deadline.

## **7. Second Review**

- 7.1 Applicants must submit the application for second review within 20 days from the day following the announcement of list of eligible candidates to the second review by the IC;
- 7.2 Application documents for the second review include:
- 7.2.1 Hard copy of the “Second Review Information Form for 2017 Subsidy Programme for the Production of Original Song Albums” completed and signed by the applicant, including the two parts below:  
Part I: Information of songs;  
Part II: Lyrics of songs.
- 7.2.2 Disc of information for second review, including the following documents:
- 7.2.2.1 Second Review Information Form: Soft copy of the Form stated in clause 7.2.1 in PDF format;
- 7.2.2.2 A complete song: Select a song from the three samples indicated in item 4.1 “Details of Album Songs” of Part IV of the Application Form and provide in complete version including full arrangement and audio mixing, saved in uncompassed WAV format; the recording and output specifications should be 16 bit, 44.1 kHz or above;
- 7.2.2.3 Three to five drawings of the album image or design drawings (if any).
- 7.3 The adjudicating panel will assess the complete song stated in clause 7.2.2.2 on the day of the second review. Applicants selected for the second review shall be present at the second review and answer the questions of the panel;
- 7.4 Producers or artists of the album cooperated with the applicants are encouraged to participate in the second review mentioned above;
- 7.5 Applicants selected for the second review will be granted an allowance up to a maximum of twelve thousand patacas (MOP12,000) following the completion of second review and submission of Second Review Expenditure Report. The allowance shall only be used to cover the “Estimated expenditure for items of second review” indicated in item 6.1.1 of Part VI of the Application Form, the cost for the production of one complete song indicated in clause 7.2.2.2 herein, as well as three to five drawings of album image or design drawings (if any) indicated in clause 7.2.2.3. The allowance is to be reimbursed based on actual costs;
- 7.6 If expense involves foreign currency, it shall be denominated in patacas. The exchange rate will take the average of the exchange rates provided by Banco Nacional Ultramarino (BNU) and Bank of China (BOC) Macau branches on the date of the announcement of the list of entrance for second review; if the result shows decimals, it should be rounded up to one decimal place;
- 7.7 If the application documents for second review do not comply with the requirements or the documents submitted are incomplete but can be modified, the eligible applicant should modify and resubmit the documents to IC within ten working days from the following day upon the notification by the IC.

## **8. Adjudication Panel and Adjudicating Criteria**

- 8.1 Adjudicating panel comprises professionals in the music industry from Macao and overseas;
- 8.2 The seven adjudicating criteria are:
  - 8.2.1 Level of composition and lyrics;
  - 8.2.2 Level of arrangement and production;
  - 8.2.3 Performance level of album artist;
  - 8.2.4 Implementation capacity of applicant and the crew;
  - 8.2.5 Compatibility between market positioning and the album songs and album image;
  - 8.2.6 Degree of perfection of album production proposals and marketing plans;
  - 8.2.7 Budget rationale.
- 8.3 According to the criteria set forth in clauses 8.2.1, 8.2.3 to 8.2.7, the adjudicating panel will review and analyse the application documents submitted for initial review and select a maximum of 15 applicants for second review;
- 8.4 According to the criteria set forth in clause 8.2, the adjudicating panel will review and analyse the second review documents and songs submitted, interview the applicant and select a list of beneficiaries.

## **9. Signing of Agreement**

Upon announcement of list of applicants eligible for subsidy, an “Agreement on 2017 Subsidy Programme for the Production of Original Song Albums” (hereafter referred to as “the agreement”) will be signed between the IC and eligible applicants. Upon signing of the agreement, IC will grant them with the first payment, equal to 40% of the subsidy amount specified in clause 4.2 of the Application Rules.

## **10. Beneficiary Obligations**

- 10.1 Beneficiary must comply with the following requirements:
  - 10.1.1 Beneficiary should submit “Review Documents” stated in clause 11.1 of the Application Rules to the IC within 240 days from the following day after signing the Agreement;
  - 10.1.2 Beneficiary should carry out promotional tasks, complete release of physical album (optional) and the digital release through commercial digital music platforms within 90 days from the following day after the notification of the review approval;
  - 10.1.3 Beneficiary should submit “Closure Documents” stated in clause 12.2 of the Application Rules to the IC within 120–150 days from the following day after the release of physical album (optional) and the digital release through commercial digital music platforms.
- 10.2 Beneficiary should guarantee the production, promotion and release of album to be completed according to contents stated in the Application Form approved by the IC; any changes should be informed the IC by written notification to obtain approval before execution;
- 10.3 All the creation and crew members involved in the three sample songs submitted in the initial review (item 4.1 of Part IV of the Application Form) and one complete song submitted in the second review shall not be changed after



- application. The production of the submitted three sample songs must be officially completed and all included in the album;
- 10.4 The recording and output specifications for songs of the album should be 16 bit, 44.1 kHz or above;
  - 10.5 Album must be released digitally through at least two commercial music platforms (such as iTunes or KKBOX, etc.) to any three of the eight regions and countries, namely mainland China, Hong Kong, Macao, Taiwan, Japan, Korea, Southeast Asia, Europe or Americas; costs incurred from the physical (if applicable) and digital releases of the album should be borne by the beneficiary;
  - 10.6 The beneficiary should ensure that all the contents and creations executed under this programme do not infringe the copyright or rights of others and do not violate the legal provisions of Macao;
  - 10.7 Any dispute or lawsuit be brought against the IC or the beneficiary, the beneficiary must bear full responsibility and compensate the IC for all the losses;
  - 10.8 Should the IC hold any events related to the released works under the Subsidy Programme, the producers and artists of the subsidised album must try to attend and will not charge the IC any fees or remuneration;
  - 10.9 Should the IC use any albums subsidised by this Subsidy Programme, beneficiaries should ensure that composers / lyricists of the albums who have not joined the collective management of copyright and related rights agree to receive copyright fees from the IC according to standards practiced by local agencies regarding their respective professional category;
  - 10.10 In addition to copyright fees, the beneficiaries agree and ensure that the IC can use the final product and all other promotional materials of the subsidised project during promotion and other non-commercial activities. In addition, beneficiaries and related rights holders will not charge the IC any other expenses or compensation; if the above situation occurs, applicants will be solely held accountable for all related expenses and remuneration and bear the corresponding responsibilities;
  - 10.11 Beneficiaries must ensure that the line “Subsidised Album of the 2017 Subsidy Programme for the Production of Original Song Albums by the Cultural Affairs Bureau of the Macao S.A.R. Government” and the IC logo provided by the IC are added on any promotional materials for marketing campaign of the album, and on package, front or back covers of the physical album (if applicable) published and released;
  - 10.12 Beneficiaries must indicate the line “Subsidised Album of the 2017 Subsidy Programme for the Production of Original Song Albums by the Cultural Affairs Bureau of the Macao S.A.R. Government” in the introduction of album information or album text on the commercial digital music platforms for the release;
  - 10.13 Beneficiaries should ensure that International Standard Recording Code (ISRC) for each song on the album is obtained before the release of the album;
  - 10.14 Should the songs subsidised by the Programme include in other album before the release of the album, the beneficiary should inform IC in written form 30 days before the release to obtain IC’s approval;
  - 10.15 After the release of the album, if any song is recorded in other albums, or is employed for other uses (such as films or performing art, etc.), the line “Songs of the 2017 Subsidy Programme for the Production of Original Song Albums Subsidised by the Cultural Affairs Bureau of the Macao S.A.R. Government”

should be stated, and the beneficiaries should inform the IC by written notification.

## **11. Final Review**

- 11.1 Beneficiaries must submit the documents for review listed below to the IC within 240 days from the following day after signing the agreement; documents provided must meet the requirements in clauses 3 and 5 of the Application Rules:
- 11.1.1 The hard copy of “Review Information Form for 2017 Subsidy Programme for the Production of Original Song Albums” (hereafter referred to as Review Information Form) completed and signed by the beneficiary, including the following six parts:
- Part I: Album information;
  - Part II: Album producer(s);
  - Part III: Album artist(s);
  - Part IV: Album cover designer(s);
  - Part V: Song list: names of composers, lyricists, arrangers, recording staff, mixing engineers, musicians and backing vocalists of each song. For musicians composed by orchestra or band with established names, the name and location should be provided;
  - Part VI: Record of opinion provided by the panel.
- 11.1.2 Review Information Disc, which must contain the following five documents:
- 11.1.2.1 Review Information Form: the soft copy of the Form stated in clause 11.1.1 in PDF format;
  - 11.1.2.2 Songs in the original copy of the album: submit in uncompressed WAV format with the recording and output specifications of 16 bit, 44.1 kHz or above;
  - 11.1.2.3 Lyrics of all songs: if not written in Chinese, Portuguese or English, an English translation must be provided and submitted in PDF / WORD format;
  - 11.1.2.4 Images of album cover and all designs of promotional materials: submit in JPG format with a resolution no less than 300 dpi;
  - 11.1.2.5 Music video of the album (if applicable): submit in MPEG4 format.
- 11.2 Notes:
- 11.2.1 “Name of Beneficiary” and “2017 Subsidy Programme for the Production of Original Song Albums—Review Information” should be indicated on the disc indicated in clause 11.1.2;
- 11.2.2 File names in clauses 11.1.2.1 to 11.1.2.5 should be given according to the guidelines as follow:
- 11.2.2.1 Review Information Form: File name should be named with “Beneficiary’s Name\_2017 Subsidy Programme for the Production of Original Song Albums—Review Information Form”;
  - 11.2.2.2 Songs in the original copy of the album: Naming of each song file must be consistent with the song title;
  - 11.2.2.3 Lyrics of all songs: Naming of each lyrics must be consistent with the song title;
  - 11.2.2.4 Images of album cover and all designs of promotional materials: file name is not specified;

- 11.2.2.5 Music video of the album (if applicable): File name must be consistent with the song title.
- 11.2.3 In the event that the Review Documents stated in clause 11.1 cannot be provided or documents provided is incomplete, the beneficiaries must modify and resubmit the required documents within ten working days from the following day upon notification by the IC;
- 11.2.4 If the Review Documents do not comply with the requirements or the quality of the album is not approved, the beneficiaries must modify and resubmit the documents within 30 working days from the following day upon the notification by the IC without extension of submission period;
- 11.2.5 Following approval of the final review, the IC will grant the beneficiaries the second payment, i.e. 30% of the subsidy amount indicated in clause 4.2 of the Application Rules;
- 11.2.6 Beneficiaries should carry out promotional tasks, complete release of physical album (optional) and the digital release through commercial digital music platforms within 90 days from the following day upon notification by the IC about the final review approval. Beneficiaries must inform the IC via written notification within ten working days from the following day upon the release (the completion date of the latter of the above two kinds of releases shall prevail);
- 11.2.7 The promotional tasks indicated in clause 11.2.6 can be carried out in advance, but the release of physical album (if applicable) and the digital release through commercial digital music platform can only be carried out following notification by the IC about the final review approval.

## **12. Case Closure**

- 12.1 The final release of physical album (if applicable) and digital album must be consistent with the content of the Review Documents (please refer to clause 11.1) which has been approved by the IC;
- 12.2 Beneficiaries must apply for closure with the following documents (hereinafter referred to as “Closure Documents”) to the IC within 120–150 days from the following day after the physical release (if applicable) and digital release of the album (the completion date of the latter of the above two kinds of release shall prevail):
  - 12.2.1 The hard copy of Closure Report for 2017 Subsidy Programme for the Production of Original Song Albums (hereinafter referred to as “Closure Report”) completed and signed by the beneficiaries, including the following:
    - Part I: Information of album;
    - Part II: Performance report of album proposal;
    - Part III: Performance report of marketing plan;
    - Part IV: Statement of revenue and expenditure for the items subsidised by the programme;
    - Part V: Statement of revenue and expenditure for the items not subsidised by the programme;
    - Part VI: Other information.
  - 12.2.2 Five copies of the physical album (if applicable);
  - 12.2.3 Screen capture (print screen) of the album being released on all the commercial digital music platforms, and a disc containing digital images with high resolution of all promotional materials.

- 12.3 In the event that the Closure Documents stated in clause 12.2 cannot be provided or documents provided is incomplete, the beneficiaries must submit the required information within ten working days from the following day upon notification by the IC;
- 12.4 If the Closure Documents do not comply with the requirements, the beneficiary must modify and resubmit the documents within 15 working days upon notification by the IC without extension of submission period;
- 12.5 IC only accepts expenditure from when after the Subsidy Programme is announced;
- 12.6 Beneficiaries should keep original copies of all the expenditure receipts for five years in case of an audit;
- 12.7 Following approval of the Closure Document, the IC will grant beneficiaries the third payment, i.e. 30% of the subsidy amount indicated in clause 4.2 of the Application Rules;
- 12.8 The final confirmed amount is set according to the following regulations:
  - 12.8.1 If the IC confirmed the total amount of “Expenditure of the items subsidised by the Programme” is lower than the total amount of “Revenue granted and subsidised by local public institutions”, the difference will be deducted from the third payment;
  - 12.8.2 If the third subsidy payment is insufficient to cover the abovementioned difference, the beneficiaries must return the excess amount to the IC.
- 12.9 In case of return stated in clause 12.8.2, beneficiaries must return the related amount in cash or by cheque within 15 days upon the notification by the IC about the refund matters;
- 12.10 Should additional documents be necessary for closure, the requirements of the Agreement and the Closure Report shall prevail;
- 12.11 If expense in the Closure Report involves foreign currency, it shall be denominated in patacas. The exchange rate will take the average of the exchange rates provided by Banco Nacional Ultramarino (BNU) and Bank of China (BOC) Macau branches on the date of the agreement signing; if the result shows decimals, it should be rounded up to one decimal place.

### **13. Termination of Subsidy and Follow-up Procedures**

- 13.1 The subsidies will be suspended in the event that the “Final Review” and “Case Closure” are not approved;
- 13.2 If the conditions in clause 13.1 occurs, the beneficiary shall submit all signed documents necessary to close the case within 30 days from the following day after receiving IC’s notification;
- 13.3 If the subsidies are suspended, IC will decide whether the beneficiary must return the subsidies received in full or in part, or cannot receive the remaining subsidies by reference to the reason for disapproval as well as the rationality of expenditure for the items submitted;
- 13.4 If the subsidies are to be returned, the beneficiary must return the relevant sum in cash or cheque within 15 days from the following day after receiving IC’s notification about the refund matters.

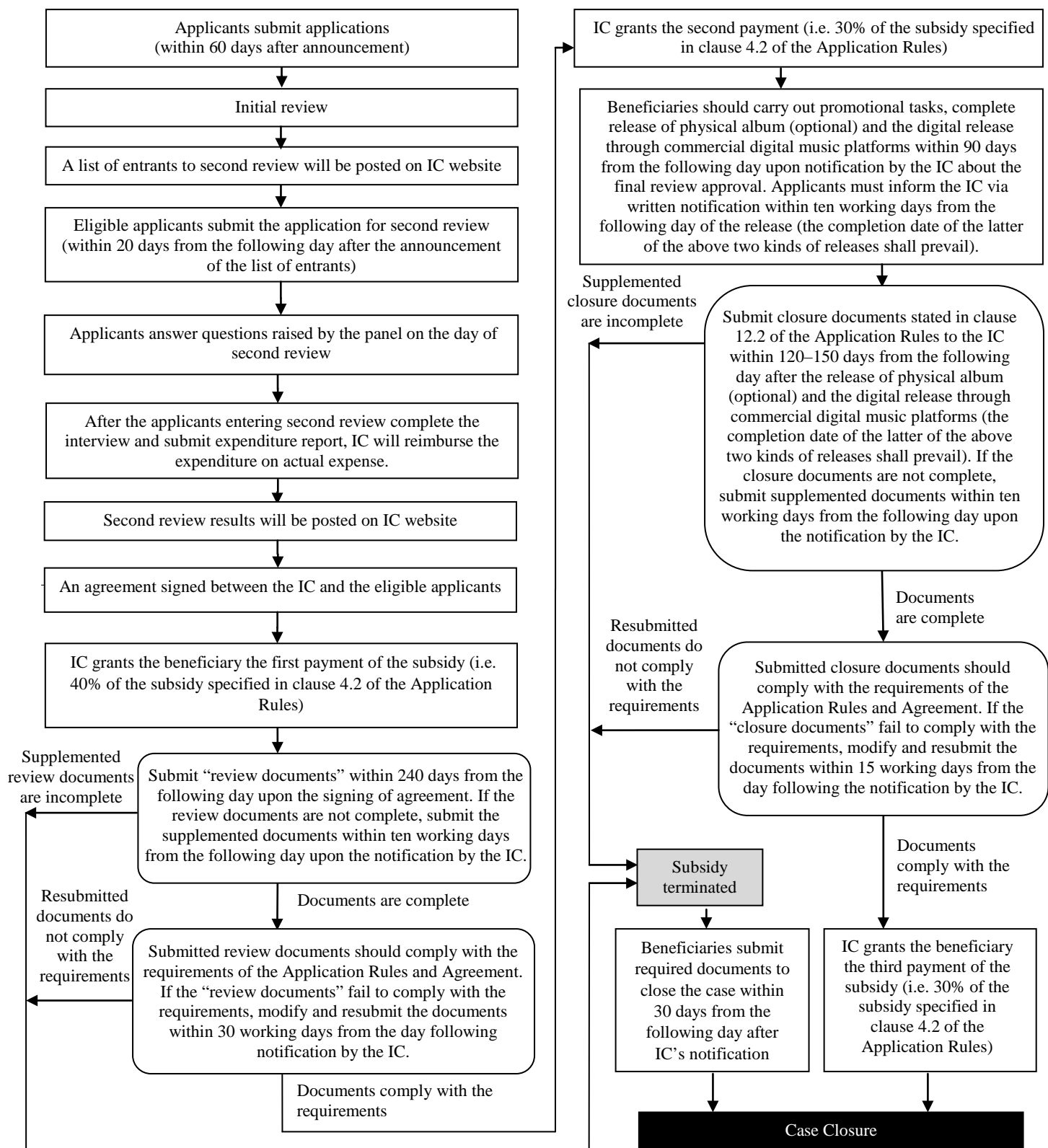
### **14. Applicant Withdrawal, Withdrawal after being Selected and Violation of Regulations**

- 14.1 For withdrawal during the initial review and second review, applicants should notify the IC as soon as possible;

- 14.2 If the eligible applicants do not apply for the application for second review according to the provisions of the Application Rules or cannot attend the interview, it will be deemed as giving up the application;
- 14.3 If the eligible applicant decides not to sign the Agreement, s/he should notify the IC as soon as possible;
- 14.4 For violation of the Application Rules or the regulations of the Agreement, IC reserves the right to require beneficiaries to return the granted subsidy partially or in full in cash or by cheque according to the provisions of the Agreement within 15 days from the following day after receiving IC's notification about the refund matters;
- 14.5 Before receiving refund of the related amount, IC reserves the right not to accept the application for the Subsidy Programme for the Production of Original Song Albums by the applicant in future.



## 15. Application, Selection, Subsidy Granting Procedures and Case Closure



## **16. Final Provisions**

- 16.1 All information submitted by applicants and beneficiaries of this programme must be true and accurate;
- 16.2 Applicant guarantees that all parties providing their personal information for the Subsidy Programme acknowledge the purpose of the data collection;
- 16.3 All information provided by applicants are treated as confidential and the IC shall not use it for purposes other than as set forth in this programme;
- 16.4 By participating in the subsidy programme, applicants are deemed to have thoroughly read all the terms and conditions and contents of the rules and to have agreed to abide by the rules, having no objections;
- 16.5 In case of any discrepancies between the provisions of the Application Rules and the provisions of the Agreement signed between the beneficiary and the IC, the latter shall prevail;
- 16.6 IC reserves the right of final interpretation of the terms and conditions of the Programme and related application documents; and its decision shall be deemed final.