

2016

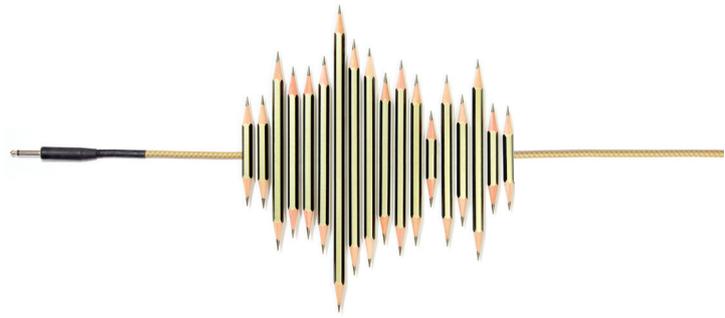
## 原創歌曲專輯製作補助計劃

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

# Application Rules



## 1. Introduction to the Programme

To promote the development of Macao's music industry, cultivate talented local music creators and producers, the Cultural Affairs Bureau of the Macao S.A.R. Government (hereafter referred to as IC) has created the 2016 Subsidy Programme for the Production of Original Song Albums (hereafter referred to as the Subsidy Programme). Applicants must submit album production proposals, sample songs, business plans, budgets and other information related to album production to the professional adjudicating panel invited by the IC. Eligible applicants will be granted subsidies that can be used to complete the production and promotion of their albums. This programme seeks to provide more opportunities for talented local music creators and producers to release their works, increase the number of outstanding works and lay the groundwork for market development.

## 2. General Information

**Name of Programme:**

2016 Subsidy Programme for the Production of Original Song Albums

**Organiser:**

Cultural Affairs Bureau of the Macao S.A.R. Government

**Location for Submitting Applications:**

Cultural Affairs Bureau of the Macao S.A.R. Government—  
Department for the Promotion of Cultural and Creative Industries, Av. da Praia Grande, n.º 567, Edif. BNU, 12 andar A–D, Macau

**Application Method:**

Submit application documents in person or through an authorised representative to the above location. Applicants should present their Macao S.A.R. Permanent Resident Identity Card (BIR) upon submission.

**Application Period:**

5 January 2016 to 4 March 2016

**Office Hours:**

Monday to Thursday: 9:00–13:00, 14:30–17:45;  
Friday: 9:00–13:00, 14:30–17:30

**Enquiries (during office hours):**

Ms. Lao  
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**Relevant information is available at:**

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

## 3. Application Requirements

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

- 3.1 Applicant must be aged 18 or above; s/he must hold a valid Macao S.A.R. Permanent Resident Identity Card (BIR);
- 3.2 Applicant must hold the post of album producer of the project on behalf of an individual, co-producer or group. The album producer is the person in charge of the project and supervisor of all songs on the album;
- 3.3 After the submission of application documents, none of the abovementioned members can be replaced and must comply with the following requirements:
  - 3.3.1 If applicant applies and accepts the position of album producer on an individual basis, s/he must fulfil one of the conditions stated in clause 3.4;
  - 3.3.2 Co-producer must be comprised of two members, one of which must be Macao S.A.R. permanent resident. If the applicant holds the position of album producer on behalf of co-producers, s/he should be authorised by the second producer; the authorised applicant must fulfil one of the conditions stated in clause 3.4 either on an individual basis or as part of a co-production team or a group;
  - 3.3.3 Groups must be bands or singing groups with established names which should be comprised of, at least, 50% of Macao permanent residents. If the applicant holds the position of album producer on behalf of group, s/he must be authorised by the members; the authorised applicant must fulfil one of the conditions stated in clause 3.4 either on an individual basis or as part of a co-production team or a group.
- 3.4 Prior to the application date, applicant must have participated in the production (must be engaged in one of the following: arrangement / sound 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, applicant must have produced at least one album that has been released to the public (featuring more than eight songs);
- 3.5 Each applicant can only submit one project for the Subsidy Programme in the same year;

- 3.6 The member(s) assuming the post of album producer, on an individual basis, as co-producer or in a group, cannot take the post of album producer in other projects of the Subsidy Programme. S/he, however, can be assume the role of album artist in one other project only or the project submitted by the applicant him/herself (For the definition of album artist, please refer to clause 5.5);
- 3.7 Members of the adjudicating panel and IC staff involved in the Subsidy Programme should avoid 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 estimated budget of designated items of expenditure" indicated in item 6.1 of the Application Form for 2016 Subsidy Programme for the Production of Original Song Albums, but the maximum amount shall not exceed two hundred and ten thousand patacas (MOP210,000.00);
- 4.3 The abovementioned Designated Items of Expenditure include:
  - 4.3.1 Song production of the album;
  - 4.3.2 Cover design of the album;
  - 4.3.3 Promotion of the album;
  - 4.3.4 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. The maximum subsidised amount is ten thousand patacas (MOP10,000.00), but excluding costs incurred by release of physical album (optional item) and digital release in commercial platform.

## 5. Requirements for the Album Production for 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;
  - 5.1.2 Group album with at least two singing members;
  - 5.1.3 Band album with at least two members.
- 5.2 The album must include at least eight songs; composition, lyrics and arrangement of the eight songs must not be the same and the total length of the album should be of, at least, 25 minutes;
- 5.3 The number of composers, lyricists and arrangers of each song is limited to two persons in case of co-creation / co-production; it must be bands or singing groups with established names in case of group creation / group production;
- 5.4 Each project stated in clause 5.1 should comply with the below requirements:
  - 5.4.1 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 eight;
  - 5.4.2 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 eight;
  - 5.4.3 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 eight.
- 5.5 Solo singers, group and band members (i.e. album artists) cannot assume the role of album artists in other projects of the Subsidy Programme in the same year, but they may assume the role of album producer in one other project only or the same project in which they are album artists of the Subsidy Programme;
- 5.6 After submission of the application documents, the album artist and its members of the project cannot be replaced;
- 5.7 If the album artist is a single person, s/he must be a Macao permanent resident; if the album artist is a group or band, at least 50% of the members must be Macao permanent residents;
- 5.8 If the cover designer of album is a single person, s/he must be a Macao permanent resident; if the designer is more than one person, at least 50% of the members must be Macao permanent residents;
- 5.9 While complying with the requirements of clauses 3.3, 5.7 and 5.8, at least 50% of the total numbers of members in clauses 5.9.1 to 5.9.4 must be Macao permanent residents, including the following:
  - 5.9.1 Album producers;
  - 5.9.2 Album artists;

- 5.9.3 Album cover designers;
- 5.9.4 Composers, lyricists, arrangers, recording staff, sound mixers, musicians and backing vocalists of each song; they must be counted individually.
- 5.10 Album songs identified in the application must be works that have not been released or performed in any channel prior to the submission of the application documents;
- 5.11 Album songs applied for the Programme should not have been commissioned by the government or other institutions.

## 6. Required Documents

### 6.1 Applicant should submit the following documents:

- 6.1.1 The hard copy of Application Form for 2016 Subsidy Programme for the Production of Original Song Albums (hereafter referred to as Application Form) must be filled out and signed by applicants, which includes the following six parts:
  - 6.1.1.1 Part I: Basic Information;
  - 6.1.1.2 Part II: Résumé and List of Previous Works;
  - 6.1.1.3 Part III: Details of Album Artist;
  - 6.1.1.4 Part IV: Album Production Proposal;
  - 6.1.1.5 Part V: Business Plan;
  - 6.1.1.6 Part VI: Budget.
- 6.1.2 The following seven files must be burnt on a disc as part of the application information:
  - 6.1.2.1 Application Form: the Form stated in clause 6.1.1 in PDF format;
  - 6.1.2.2 Three previous works: The three works should be submitted in the form of disc with the format of 320 kbps MP3, which are selected in the table "Information of songs released to public", item 2.2.1 of Part II of the Application Form. If applicant is album producer, please submit three songs of the album indicated in the table "Details of released album", item 2.2.2 of Part II 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 works indicated in clause 6.1.2.2 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 "Details of Album Songs", item 4.1 of Part IV of the Application Form should be submitted. Song 1 and 2 can be a short version, each with duration of 1–2 minutes and saved in the format of 320 kbps MP3; Song 3 must be a complete version including full arrangement and sound mixing and saved in uncompressed WAV format; the recording and output specifications should be 16 bit, 44.1 kHz or above;
  - 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 image of the album: 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 "Image and Market Positioning of Album", item 5.1 of Part V of the Application Form.
- 6.1.3 Photos of album artist indicated in clause 6.1.2.6 can be flushing picture or print picture;
- 6.1.4 Reference image of album indicated in clause 6.1.2.7 can be flushing picture or print picture;
- 6.1.5 Copies of identification documents:
  - 6.1.5.1 Copy of Macao S.A.R. Permanent Resident Identity Card of applicant on an individual basis;
  - 6.1.5.2 If applicant assumes the post of album producer in the name of co-producer or group producer, ID copies of all members must be submitted;
  - 6.1.5.3 Copy of Macao S.A.R. Permanent Resident Identity Card of solo album artist;
  - 6.1.5.4 For singing group and band, ID copies of all members must be submitted.
- 6.1.6 Letter of Consent from members of the album producers and artists, stating their agreement to participate in the album production specified in the application;
- 6.1.7 Letter of Consent from composers and lyricists of the three sample songs, together with recording staff, arrangers and sound mixers of Sample Song 3, stating their agreement to participate in the album production, as well as copyright certificate and other supporting documents;
- 6.1.8 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 “2016 Subsidy Programme for the Production of Original Song Albums” on the disc of the application information stated in clause 6.1.2;
- 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 File name of the Application Form should be named with “Applicant’s Name\_2016 Subsidy Programme for the Production of Original Song Albums”;
  - 6.2.2.2 Naming of each song file must be consistent with “Song Name”;
  - 6.2.2.3 The colour scanned files of the cover and all pages of album should be named with “Cover and All Pages of Previous Album\_Album Name”;
  - 6.2.2.4 Lyrics files of the three previous works should be named with “Lyrics of Previous Works”;
  - 6.2.2.5 Lyrics files of the three sample songs should be named with “Lyrics of Sample Songs”;
  - 6.2.2.6 File name of album artist’s photo should be consistent with name of the album artist;
  - 6.2.2.7 File name is not specified for the reference image of album.
- 6.2.3 Please mark corresponding job positions of each person on the ID copies;
- 6.2.4 Information stated in clauses 6.1.6 to 6.1.8 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 starting from the next day of the 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, 3.6 and 5.5 must make the necessary adjustments and submit a Letter of Consent with supplementary materials within ten working days starting from the next day of the 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. Adjudication

- 7.1 Adjudicating panel comprises professionals in the music industry from Macao and overseas;
- 7.2 Adjudicating panel will choose a list of eligible applicants according to the following six criteria:
  - 7.2.1 Budgeting rationale;
  - 7.2.2 Degree of perfection of production proposals and business plans;
  - 7.2.3 Compatibility between marketing position and the album songs and album image;
  - 7.2.4 Level of composition and lyrics;
  - 7.2.5 Level of arrangement and production;
  - 7.2.6 Performance level of album artist.

## 8. Duty for Eligible Applicants

- 8.1 After the IC announces the list of eligible applicants, it will sign the “Agreement for 2016 Subsidy Programme for the Production of Original Song Albums” (hereinafter referred to as “Agreement”) with the eligible applicants. Upon signing the Agreement, the IC will grant eligible applicants the first payment, i.e. 40% of the subsidy amount for album indicated in clause 4.2;
- 8.2 Eligible applicants must comply with the following requirements:
  - 8.2.1 Eligible applicants should submit Documents for Review stated in clause 9.1 of the Application Rules to the IC within 180 days starting from the next day of signing the Agreement;
  - 8.2.2 Eligible applicants should carry out promotional tasks, complete release of physical album (if applicable) and the digital release through commercial digital music platforms within 90 days starting from the next day of the notification of the review approval;
  - 8.2.3 Eligible applicants should submit “Closure Documents” stated in clause 10.2 of the Application Rules to the IC within 120–150 days starting from the next day of the release.
- 8.3 Eligible applicant 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 before execution and may not undertake any work without IC’s approval;

- 8.4 All the creation and production members included in the submitted Application Form shall not be revised. The production of the submitted three sample songs must be officially completed and all included in the album;
- 8.5 The recording and output specifications for songs of the album should be 16 bit, 44.1 kHz or above;
- 8.6 Album must be released digitally through at least two commercial music platform (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 eligible applicants;
- 8.7 Eligible applicants should ensure that no detail or creative works of the project infringe any rights of others or violate Macao's laws and regulations;
- 8.8 Any dispute or lawsuit be brought against the IC or the eligible applicants, the eligible applicants must bear full responsibility and compensate the IC for all the losses;
- 8.9 Should the IC hold any events related to the released works under the Subsidy Programme, the eligible applicants and album artists of album must try to attend and will not charge the IC any fees or remuneration;
- 8.10 Should the IC use any albums subsidised by this Subsidy Programme, eligible applicants 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;
- 8.11 In addition to copyright fees, the eligible applicants agree and ensure that the IC can use the final product and all other advertising materials of the subsidised project during promotional and other non-commercial activities. In addition, eligible applicants 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;
- 8.12 Eligible applicants must ensure that the line "Album of the 2016 Subsidy Programme for the Production of Original Song Albums Subsidised 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;
- 8.13 Eligible applicants must indicate the line "Album of the 2016 Subsidy Programme for the Production of Original Song Albums Subsidised 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;
- 8.14 Eligible applicants should ensure that International Standard Recording Code (ISRC) for each song on the album is obtained. The application for the ISRC can be submitted at the Macao Central Library—ISBN Centre;
- 8.15 Any song of the album should not be recorded in any other albums before release;
- 8.16 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 2016 Subsidy Programme for the Production of Original Song Albums Subsidised by the Cultural Affairs Bureau of the Macao S.A.R. Government" should be indicated on the albums or the medium like credits of films and programme booklets, and the eligible applicants should inform the IC by written notification.

## 9. Review

- 9.1 Eligible applicants must submit the documents for review listed below for the review of the IC within 180 days starting from the next day of signing the agreement; documents provided must meet the requirements in clauses 3 and 5 of the Application Rules:
  - 9.1.1 The hard copy of Review Information Form for 2016 Subsidy Programme for the Production of Original Song Albums, including the following content, must be completed and signed by eligible applicants;
    - 9.1.1.1 Information of album;
    - 9.1.1.2 List of album producer(s);
    - 9.1.1.3 List of album artist(s);
    - 9.1.1.4 List of album cover designer(s);
    - 9.1.1.5 Song List: names of composers, lyricists, arrangers, recording staff, sound mixers, musicians and backing vocalists of each song. For co-creation / co-production (limited to two persons) or group creation / group production (must be band or singing group with established names) of composition, lyrics and arrangement, names of all members must be provided; for recording staff, sound mixers, musicians and backing vocalists, names of all the participants must be provided.
  - 9.1.2 For the review information on disc, the "Name of Eligible Applicant" and the "Review Information for 2016 Subsidy Programme for the Production of Original Song Albums" should be written on the surface of the disc, which must contain the following four documents:
    - 9.1.2.1 Songs in the original copy of the album should be submitted in uncompressed WAV format with the recording and output specifications of 16 bit, 44.1 kHz or above;

- 9.1.2.2 Lyrics of all songs; if not written in Chinese, Portuguese or English, an English translation must be available and submitted in PDF / WORD format;
- 9.1.2.3 Images of album cover and all designs of promotional materials should be submitted in JPG format with a resolution no less than 300 dpi;
- 9.1.2.4 One music video (if applicable) of the album should be submitted in MPEG4 format.
- 9.2 File names in clauses 9.1.2.1 to 9.1.2.4 should be given according to the guidelines as follow:
  - 9.2.1 File name of each song must be consistent with “Song Name”;
  - 9.2.2 Name of the music video (if applicable) must be consistent with “Song Name”.
- 9.3 In the event that the Documents for Review stated in clause 9.1 cannot be provided or documents provided is incomplete, eligible applicants must resubmit the required information within ten working days starting from the next day of the notification by the IC;
- 9.4 If the review is not approved, eligible applicants must modify and resubmit the documents within the period specified by the IC; the modification and resubmission shall be made once only;
- 9.5 Following approval of the Documents for Review, the IC will grant eligible applicants the second payment, i.e. 30% of the subsidy amount indicated in clause 4.2 of the Application Rules;
- 9.6 Eligible applicants should carry out promotional tasks, complete release of physical album (optional) and the digital release through commercial digital music platforms within 90 days starting from the next day of the notification by the IC of the review approval. Applicants must inform the IC via written notification within ten working days starting from the next day of the release (the completion date of the latter of the above two kinds of releases shall prevail);
- 9.7 The promotional tasks indicated in clause 9.6 can be carried out in advance, but the release of physical album (if applicable) and the digital distribution through commercial digital music platform can only be carried out following notification by the IC of the review approval.

## 10. Closure Procedures

- 10.1 The final release of physical album (if applicable) and digital album must be consistent with the content of the Documents for Review (please refer to clause 9.1) which has been approved by the IC during the review procedure;
- 10.2 Eligible applicants must apply for closure with the following documents (hereinafter referred to as “Closure Documents”) to the IC within 120–150 days starting from the next day of 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):
  - 10.2.1 The hard copy of Closure Report for 2016 Subsidy Programme for the Production of Original Song Albums (hereinafter referred to as “Closure Report”) completed and signed by eligible applicants, including the following:
    - 10.2.1.1 Information of album;
    - 10.2.1.2 Performance report of album proposal;
    - 10.2.1.3 Performance report of business plan;
    - 10.2.1.4 Statement of revenue and expenditure supported by IC:
      - 10.2.1.4.1 Designated items of expenditure;
      - 10.2.1.4.2 Revenue granted and subsidised by local public institutions.
    - 10.2.1.5 Statement of revenue and expenditure not supported by IC:
      - 10.2.1.5.1 Expenditure of the items not supported by IC;
      - 10.2.1.5.2 Donation, investment and other revenues;
      - 10.2.1.5.3 Proceeds from sales.
  - 10.2.2 Five copies of the original album (if applicable);
  - 10.2.3 Screen capture (print screen) of the album being released on the album page of all commercial digital music platforms, and a disc containing digital images with high resolution of all promotional materials.
- 10.3 In the event that the Closure Document stated in clause 10.2 cannot be provided or documents provided is incomplete, eligible applicants must submit the required information within ten working days start from the next day of the notification by the IC;
- 10.4 If the closure is not approved, eligible applicants must modify and resubmit the documents within the period specified by the IC; the modification and resubmission shall be made once only;
- 10.5 IC only accepts expenditure from when after the Subsidy Programme is announced;
- 10.6 Eligible applicants should keep original copies of all the expenditure invoices for five years in case of review;
- 10.7 Following approval of the Closure Document, the IC will grant eligible applicants the third payment, i.e. 30% of the subsidy amount indicated in clause 4.2 of the Application Rules;

- 10.8 The final confirmed amount is set according to the following regulations:
- 10.8.1 If the IC confirmed the total amount of “Designated items of expenditure” is lower than the total amount of “Revenue granted and subsidised by local public institutions”, the difference will be deducted from the third payment;
  - 10.8.2 If the third subsidy payment is insufficient to cover the abovementioned difference, eligible applicants must return the excess amount to the IC.
- 10.9 In case of return stated in clause 10.8.2, eligible applicants must return the related amount in cash or by cheque within 15 days upon the notification for refund issued by the IC;
- 10.10 Should additional documents be necessary for closure, the regulations of the Agreement and the Closure Report shall prevail;
- 10.11 If expense in the Closure Report for 2016 Subsidy Programme for the Production of Original Song Albums 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.

## 11. Application for Extension

- 11.1 If eligible applicants are unable to complete the requirements by the deadlines in clauses 9.1 and 10.2, they should apply for extension to the IC with an explanation detailing reasons within 30 days before the deadlines in written form;
- 11.2 The Review and the Closure Procedures can only be extended upon the approval of the IC, and the extension period should be less than 30 days and performed once only.

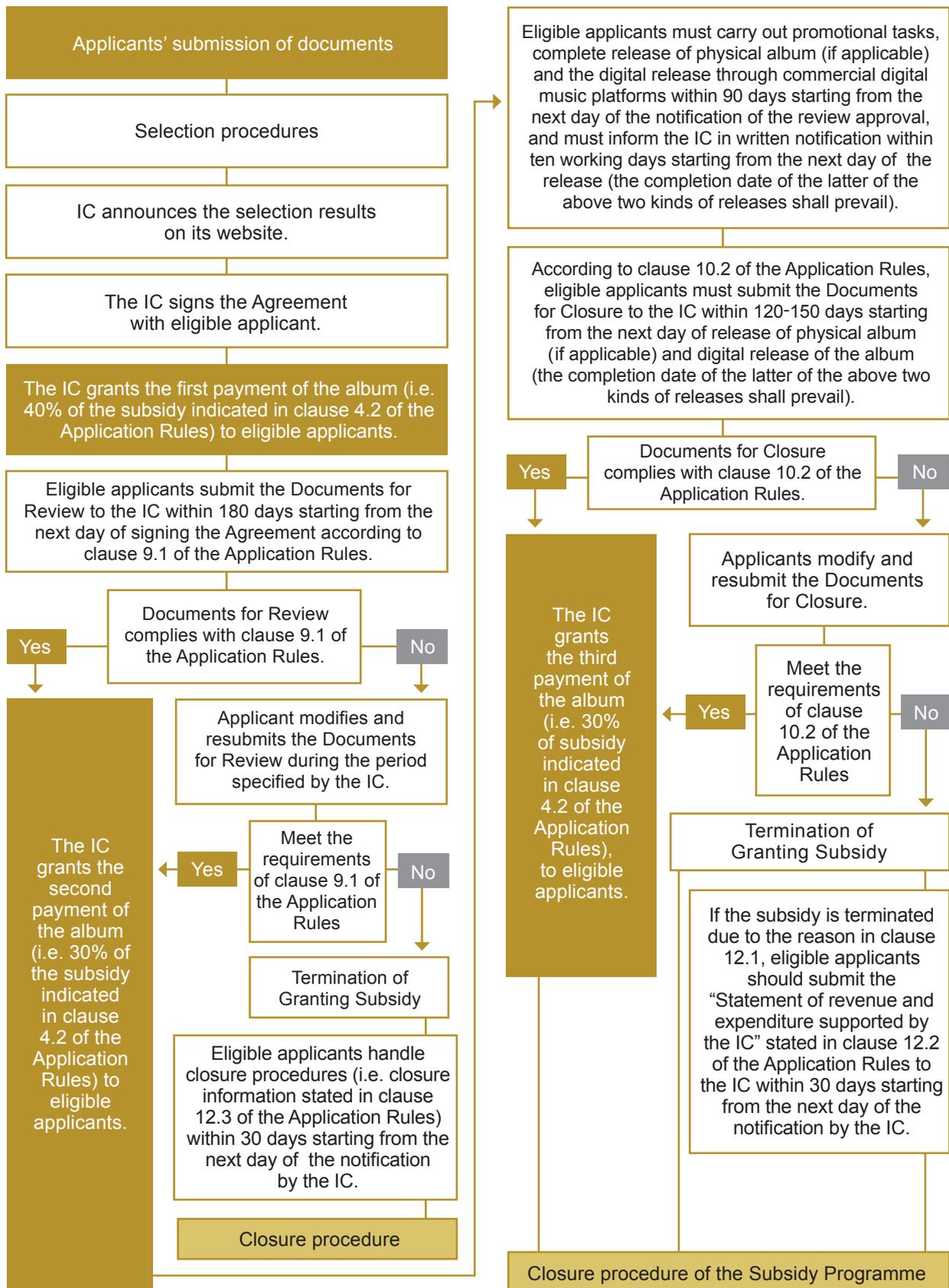
## 12. Subsidy Termination

- 12.1 Subsidy will be terminated in case of the resubmitted Documents for Review are not approved, or the resubmitted Documents for Closure are not approved because the “Statement of revenue and expenditure supported by the IC” in Part IV of the Closure Report does not meet the requirements or the related documents could not be resubmitted within the specific period;
- 12.2 In case of the abovementioned situation, eligible applicants should submit the completed and signed “Statement of revenue and expenditure supported by the IC” in Part IV of the Closure Report to the IC, within 30 days starting from the next day of the notification by the IC;
- 12.3 If the subsidy is terminated, the IC will decide whether eligible applicants should return the granted subsidy partially or in full, or not be received the remaining subsidy, according to the reason not being approved and the rationale of the expenditure stated in the documents of clauses 10.2.1 or 12.2;
- 12.4 For full or partial return of the abovementioned granted subsidy, eligible applicants must return the related amount in cash or by cheque within 15 days upon receiving the notification for refund issued by the IC.

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

- 13.1 For withdrawal during the selection, applicants should notify the IC as soon as possible;
- 13.2 If applicants decide not to sign the Agreement after being selected, s/he should notify the IC as soon as possible, which will be deemed as giving up the selection;
- 13.3 For violation of the Application Rules or the regulations of the Agreement after selection, the IC reserves the right to require eligible applicants to return the granted subsidy partially or in full, and executes related procedures according to the regulations in the Agreement;
- 13.4 For full or partial return of the abovementioned granted subsidy, eligible applicants must return the related amount in cash or by cheque within 15 days upon receiving the notification for refund issued by the IC;
- 13.5 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.

# 14. Application, Selection, Closure and Subsidy Granting Procedures



Applicants' submission of documents

Selection procedures

IC announces the selection results on its website.

The IC signs the Agreement with eligible applicant.

The IC grants the first payment of the album (i.e. 40% of the subsidy indicated in clause 4.2 of the Application Rules) to eligible applicants.

Eligible applicants submit the Documents for Review to the IC within 180 days starting from the next day of signing the Agreement according to clause 9.1 of the Application Rules.

Documents for Review complies with clause 9.1 of the Application Rules.

Applicant modifies and resubmits the Documents for Review during the period specified by the IC.

Meet the requirements of clause 9.1 of the Application Rules

The IC grants the second payment of the album (i.e. 30% of the subsidy indicated in clause 4.2 of the Application Rules) to eligible applicants.

Closure procedure

Eligible applicants must carry out promotional tasks, complete release of physical album (if applicable) and the digital release through commercial digital music platforms within 90 days starting from the next day of the notification of the review approval, and must inform the IC in written notification within ten working days starting from the next day of the release (the completion date of the latter of the above two kinds of releases shall prevail).

According to clause 10.2 of the Application Rules, eligible applicants must submit the Documents for Closure to the IC within 120-150 days starting from the next day of release of physical album (if applicable) and digital release of the album (the completion date of the latter of the above two kinds of releases shall prevail).

Documents for Closure complies with clause 10.2 of the Application Rules.

Applicants modify and resubmit the Documents for Closure.

Meet the requirements of clause 10.2 of the Application Rules

The IC grants the third payment of the album (i.e. 30% of subsidy indicated in clause 4.2 of the Application Rules), to eligible applicants.

Termination of Granting Subsidy

If the subsidy is terminated due to the reason in clause 12.1, eligible applicants should submit the "Statement of revenue and expenditure supported by the IC" stated in clause 12.2 of the Application Rules to the IC within 30 days starting from the next day of the notification by the IC.

Closure procedure of the Subsidy Programme

## 15. Final Provisions

- 15.1 False information must not be submitted for the application of the Subsidy Programme and after the selection;
- 15.2 The IC shall not return any documents and attachments received for the application of the Subsidy Programme;
- 15.3 Submitted documents will be kept strictly confidential. The IC will not use these documents for any other purpose than that for the Subsidy Programme;
- 15.4 By participating in the Subsidy Programme, applicants are deemed to have thoroughly read and agreed to all the terms, conditions and contents of the Application Rules, having no objections;
- 15.5 The Agreement signed by eligible applicants and the IC shall prevail for details of the regulations;
- 15.6 The application regulations are written in Chinese, Portuguese and English; in the event of any difference in the three versions, the Chinese version shall prevail;
- 15.7 The IC reserves the right to final interpretation of the terms and conditions of the Subsidy Programme and its decision shall be deemed final.