

**2017 Subsidy Programme for the Production of
Original Song Albums
Closure Report**

Part I: Information of Album

Name of beneficiary	
Title of album	

Part II: Performance Report of Album Proposal (500-800 words; please write on another piece of paper if necessary.)

1. Please provide final list of companies and numbers, names and duties of other members (please specify the duty of each person) except from those reviewed and approved per Review Information Form for 2017 Subsidy Programme for the Production of Original Song Albums;
2. Please explain performance of Subsidy Programme, including description and review of the performance process in each production period;
3. Please indicate effects and outcome bring to you in the music industry during the album production process;
4. Please describe content and reason of modification if planning or budget of album does not accord with original proposed plan;
5. Other comments.

Part III: Performance Report of Marketing Plan (500-800 words; please write on another piece of paper if necessary.)

1. Please give details of the performance for marketing plan of album, including description and review of album's image, market positioning, promotion and release plan, release party and venue (if any) and also submit relevant materials (e.g. photos, videos, etc.);
2. Please provide names and locations (e.g. Mainland / Macao / Hong Kong) of the album distributors, list of commercial digital music platform and date of the digital release; at least three months' click-through rate, number of downloads, and data and information related to album's release; if physical album is released, please state issued volume, release date, sales territory and at least three months' sales volume;
3. Please describe effects and outcome bring to you during the planning and execution of marketing plan;
4. Please describe content and reason for modification if planning or budget of album does not accord with original proposed plan;
5. Other comments.

Part IV: Statement of Revenue and Expenditure for the Items Subsidised by the Programme^(Remark 1)

(The amount in the statement of revenue and expenditure should be indicated in patacas (MOP). Moreover, please state the receipt number, date, details, currency, exchange rate and amount of each item on another piece of paper. The exchange rate will take the average of the exchange rates provided by Banco Nacional Ultramarino (BNU) and Bank of China (BOC) Macao branches on the date of the agreement signing; if the result shows decimals, it should be rounded up to one decimal place.)

4.1 Expenditure of the items subsidised by the programme

Name of the beneficiary					
Song production					
Item		Estimated expenditure (Remark 2)	Actual expenditure	Sequence no. of the receipt	Verified expenditure (for IC use only)
Staff Remuneration	1. Album producer				
	2. Album artist				
	3. Composition (_____ piece(s))				
	4. Lyrics (_____ piece(s))				
	5. Arrangement (_____ piece(s))				
	6. Musician (____ person(s)/group(s))				
	7. Backing vocalist (____ person(s))				
	8. Administrative staff (____ person(s))				
Song Recording	9. Recording studio rental (__ hour(s))				
	10. Recording (_____ piece(s))				
	11. Audio mixing (_____ piece(s))				
	12. Post-production of original copy				
	13. Equipment rental				
	14. Transportation costs (Limited to transportation costs incurred by personnel travelling between Macao and overseas areas for recording of songs)				

Cover design				
Item	Estimated expenditure (Remark 3)	Actual expenditure	Sequence no. of the receipt	Verified expenditure (for IC use only)
1. Cover design of album				
2. Album artist modelling (make-up, hairstyling, costume, props, and shooting, etc.)				
Production of physical album (optional item)				
Item	Estimated expenditure (Remark 4)	Actual expenditure	Sequence no. of the receipt	Verified expenditure (for IC use only)
Production of disc or other carriers, production of cover, package and transportation (_____piece(s))				
Promotion				
Item	Estimated expenditure (Remark 5)	Actual expenditure	Sequence no. of the receipt	Verified expenditure (for IC use only)
1. Design and production of promotional materials				
2. Shooting related to promotion				
3. Graphic and print media				
4. Internet media				
5. Outdoor advertising				
6. Radio advertising				
7. TV advertising				
8. Release party and other promotional activities for album				
9. Shooting of music video				
10. Transportation costs (Limited to transportation costs incurred by personnel travelling between Macao and overseas areas for promotional activities)				
Total amount of the expenditure of the items subsidised by the programme (Songs production + Cover design + Production of physical album + Promotion)				

4.2 Revenue: Grant and subsidy by local public institutions

Item	Name	Estimated revenue (Remark 6)	Actual revenue	Percentage of total revenue (Remark 7)	Remark (for IC use only)
1. IC Subsidy					
2. Grant and subsidy of other local public institution (for song production, cover design, production of physical album and promotion)					
Total revenue of grant and subsidy by local public institutions (IC subsidy + grant and subsidy of other local public institutions)					
Signature of the beneficiary (As in ID card)					

Part V: Statement of Revenue and Expenditure for the Items Not Subsidised by the Programme

(Amount in statement of revenue and expenditure should be indicated in patacas (MOP). The exchange rate of patacas (MOP) 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; please write on another piece of paper if necessary.)

5.1 Expenditure of the items not subsidised by the programme

Item	Actual expenditure	Qty.	Remark (for IC use only)
1. Cost of release (physical)			
2. Cost of release (digital)			
3. Others			

5.2 Donation, investment and other revenue				
Item	Name of the unit	Actual revenue	Percentage of total revenue (Remark 7)	Remark (for IC use only)
1. Donation by individuals, private institutions or companies				
2. Investment by individuals, private institutions or companies				
5.3 Proceeds from sales				
Item	Actual revenue	Percentage of total revenue (Remark 7)	Sequence no. of the revenue proof	Remark (for IC use only)
1. Proceeds from sales volume of physical album from at least three months				
2. Proceeds from the commercial digital music platform from at least three months				
3. Other revenues				

Part VI: Other information (e.g. photos, recording data, hard copies, etc. If possible, please submit soft copies of the information in a disc.)		
Item	Qty.	Remark

Declaration

I hereby declare that:

1. All expenditure and revenue related to Subsidy Programme has been disclosed, with no hidden expenditure or revenue;
2. I agree to authorise IC to use information I have submitted for promotion, display, research of cultural and creative industries, and to publish in publications, newsletters, websites or other promotional materials. If necessary, I will submit an “authorisation statement of information use” per IC requirement;
3. Album name, total number of album songs, total length of album, album producer(s), album artist(s), album cover designer(s) and song list must be consistent with content of Review Information Form for 2017 Subsidy Programme for the Production of Original Song Albums submitted by the beneficiary, which have received the review approval from IC;
4. All information given above and attached is correct and true.

Beneficiary’s signature

Date

(As in ID card)

____/____/____
(dd / mm / yyyy)

Remark:

1. IC only accepts expenditure from when after the Subsidy Programme is announced. Beneficiary should keep original copies of all the expenditure receipts for five years in case of an audit;
2. Please refer to the “Estimated expenditure” of “Song production” indicated in item 6.1.2 of the Application Form;
3. Please refer to the “Estimated expenditure” of “Cover design” indicated in item 6.1.2 of the Application Form;
4. Please refer to the “Estimated expenditure” of “Production of physical album (optional item)” indicated in item 6.1.2 of the Application Form;
5. Please refer to the “Estimated expenditure” of “Promotion” indicated in clause 6.1.2 of the Application Form;
6. Please refer to the amount of “Grants and subsidies from other local public institutions” indicated in clause 6.2 of the Application Form;
7. Total revenue refers to the total amount of “Revenue from IC subsidy and the grant and subsidy of other local public institution”, “Donation, investment and other revenues” and “Proceeds from sales”.

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File no.		Date of receipt	
Settlement			
Item		Amount	
Grant and subsidy of local public institutions (A)			
Verified expenditure of the items subsidised by the programme (B)			
Surplus / Deficit (C)			
Total amount of subsidy (D)			
First payment (E)			
Second payment (F)			
Estimated third payment (G)			
Verified third payment (H)			
Refund (I)			
<p>Formulae:</p> <ol style="list-style-type: none"> 1. $C = A - B$ 2. $E = D \times 40\%$ 3. $F = D \times 30\%$ 4. $G = D \times 30\%$ 5. If $C \leq 0$, $H = G = D \times 30\%$ 6. If $C > 0$ and $D > C$, $H = G - C$ 7. If $C > 0$ and $D < C$, $H = 0$ and $I = E + F$ 			
Remark			