

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

申請規定
Regulamento de Candidatura
Application Rules

2018
申請日期
Período de Candidatura
Application Period
2018.12.18
2019.01.31

原創 歌曲 專輯製作 補助計劃

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

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 2018 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 three critical respects: 1) Subsidy: cover the cost for the production of the album; 2) Professional advice and support: panel members will proffer beneficiaries professional advice regarding the production of the album during the implementation of the project; 3) Publicity and promotion: IC will organise publicity and promotional activities for the beneficiaries, in order to promote the final works of this edition's Subsidy Programme.

2. General Information

- 2.1 Name of Programme: 2018 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) and clause 7.2 (if admitted to the 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: 18 / 12 / 2018 to 31 / 01 / 2019
Second review: within 15 days from the following day after the release of list of entrants to the second review (exact date to be announced)
- 2.6 Office Hours: Monday to Friday: 9:30–12:30, 15:00–17:00
- 2.7 Enquiries (during office hours):
Ms. Chong or Mr. Lo
Tel.: (853) 8399 6265 / 8399 6275
Fax.: (853) 2892 2965
Email: info.dpicc@icm.gov.mo
Relevant information is available at:
Website: www.icm.gov.mo / www.macaucci.gov.mo
- 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 Subsidy Programme will not be returned.

3. Application Requirements

- 3.1 Application for the Subsidy Programme must be submitted on an individual basis and meet the following criteria:
 - 3.1.1 Applicant 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);
 - 3.1.2 Applicant 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 applicant must be the person in charge of the project.
- 3.2 Application type and crew members shall not be changed after submission of application;
- 3.3 Applicant shall fulfil the following requirement if s/he were to be the **album producer**:
 - 3.3.1 If applicant applies the position of album producer on an individual basis, s/he must fulfil one of the conditions stated in clause 3.5 on an individual basis;
 - 3.3.2 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 3.5 either on an individual basis or as co-producers or a group;
 - 3.3.3 If the applicant holds the position of album producer on behalf of group, the group must be band or singing group with established name 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 3.5 either on an individual basis or as co-producers or a group;
 - 3.3.4 The album artist cooperated with the applicant must be Macao 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;
 - 3.3.5 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 in the same year. S/he, however, can assume the role of album artist in one other project or the project submitted by him/herself and can only participate for one time only.
- 3.4 Applicant shall fulfil the following requirement if s/he were to be the **album artist**:
 - 3.4.1 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 authorised by all the members;
 - 3.4.2 The album producer (supervisor of all songs in the album) cooperated with the applicant must be Macao permanent resident and should comply with the conditions stated in clause 3.5 on an individual basis. If the album producers hold the position in the form of co-producers or group producers, the members should be comprised of, at least, 50% of Macao permanent residents; one of the member with Macao permanent resident identification must fulfil one of the conditions stated in clause 3.5 either on an individual basis or as co-producers or a group;
 - 3.4.3 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 in the same year. S/he, however, can assume the role of album producer in one other project or the project submitted by him/herself and can only participate for one time only.

- 3.5 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 eight or more songs);
- 3.6 Each applicant can only submit one application for the Subsidy Programme in the same year;
- 3.7 Members of the adjudicating panel and IC staff involved in the Subsidy Programme should not apply for this application.

4. Number of Beneficiary, Subsidy Amount and Support 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 Part VI of the Application Form for 2018 Subsidy Programme for the Production of Original Song Albums, but the maximum amount shall not exceed one hundred and fifty thousand patacas (MOP150,000.00);
- 4.3 The abovementioned “Estimated expenditure for items subsidised by the Programme” include the following three expenses, but not included the “Estimated expenditure for items of second review” stated in item 6.1.1 of the Application Form for 2018 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.
- 4.4 Professional advice and support: panel members will proffer beneficiaries professional advice regarding the production of the album during the implementation of the project, in order to optimise his/her project;
- 4.5 Publicity and promotion: IC will organise publicity and promotional activities for the beneficiaries, in order to promote the final works of this edition’s Subsidy Programme.

5. Requirements for the Production of Album

- 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 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 3.3 and 3.4, at least 50% of the total numbers of the following members must be Macao permanent resident (individual) and Macao as region (group):
 - 5.3.1 Album producers;
 - 5.3.2 Album artists;
 - 5.3.3 Album cover designers;
 - 5.3.4 Composers, lyrists, arrangers, recording staff, mixing engineers, musicians and backing vocalists of each song; they must be counted individually.
- 5.4 Orchestra or band with established name as the musician is counted as a unit. If the orchestra and band with Macao permanent residents that over 50% of the total members, its region is regarded as Macao;
- 5.5 Album songs applied 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 Subsidy 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 2018 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: Album image and market positioning;
 - 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, which is 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 submitted in PDF / WORD format; if the lyrics are not written in Chinese, Portuguese or English, an English translation version 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 submitted in PDF / WORD format; if the lyrics are not written in Chinese, Portuguese or English, an English translation version 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 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 “Album Image and Market Positioning” 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 clauses 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 lyrists 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 “2018 Subsidy Programme for the Production of Original Song Albums” on the disc surface 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_2018 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 provided 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 modified through resubmission, the applicant should resubmit the required documents within ten working days from the following day after notification by 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, IC has the right to refuse the application;
- 6.2.7 Applicants who do not fulfil the requirements stated in clauses 3.3.5, 3.4.3 and 3.6 must make necessary adjustments and submit updated documents within ten working days from the following day after notification by 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 Applicant must submit the application for second review within 15 days from the following day after the announcement of list of eligible candidates to the second review by IC;
- 7.2 Application documents for the second review include:
 - 7.2.1 Hard copy of the “Second Review Information Form for 2018 Subsidy Programme for the Production of Original Song Albums” completed and signed by the applicant, including the two parts below:
 - Part I: Information of song;
 - Part II: Lyrics of song.
 - 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 Producer(s) or artist(s) of the album cooperated with the applicant are encouraged to participate in the second review mentioned above;
- 7.5 Applicant 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 IC.

8. Adjudication Panel and Adjudicating Criteria

- 8.1 Adjudicating panel comprises professionals in the music industry;
- 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 album, album image and market positioning;
 - 8.2.6 Degree of perfection of album production proposals;
 - 8.2.7 Budget rationale.
- 8.3 According to the criteria set forth in clauses 8.2.1 and 8.2.3, 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

IC will inform the eligible applicants after the announcement of the list of applicants eligible for subsidy. Eligible applicants should come to IC building to sign the “Agreement on 2018 Subsidy Programme for the Production of Original Song Albums” (hereafter referred to as “the agreement”) with IC within 90 days from the following day after the notification by IC. Upon signing of the agreement, IC will grant them with the first payment, equal to 30% 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 IC within 180 days from the following day after signing the Agreement;
 - 10.1.2 Beneficiary should complete release of physical album (optional) and the digital release through commercial digital music platforms within 30 days from the following day after the notification of the review approval;
 - 10.1.3 Beneficiary should inform IC in written form about the completion of release within ten working days from the following day after the release of physical album (optional) or the digital release through commercial digital

music platforms (the completion date of the latter of the above two kinds of release shall prevail). Beneficiary should submit “Summary Documents” stated in clause 13.2 of the Application Rules to IC within 60 days from the following day after the notification by IC.

- 10.2 Beneficiary should complete the production and release of album according to the contents stated in the Application Form approved by 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 those members involved in the 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 places, 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 Beneficiary should ensure that all the contents and creations executed under this Subsidy 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 IC or the beneficiary, beneficiary must bear full responsibility and compensate IC for all the losses;
- 10.8 IC will organise release party or promotional activities for the selected works of this Subsidy Programme and the beneficiary should attend the related events. Should the event be of performance nature, the beneficiary should coordinate with the album artists to participate in activities designated by IC and should not charge IC any fees or remuneration;
- 10.9 Should IC use any albums subsidised by this Subsidy Programme, beneficiary 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 IC according to standards practised by local agencies regarding their respective professional category;
- 10.10 In addition to copyright fees, the beneficiary agrees and ensures that IC can use the final product of the subsidised project during promotion and other non-commercial activities. In addition, beneficiary and related rights holders will not charge IC any other expenses or compensation; if the above situation occurs and any payment is required, beneficiary will be solely held accountable for all related expenses and remuneration and bear the corresponding responsibilities;
- 10.11 Beneficiary must ensure that the line “Selected Album of the 2018 Subsidy Programme for the Production of Original Song Albums by the Cultural Affairs Bureau of the Macao S.A.R. Government” and IC logo provided by IC are printed 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 Beneficiary must indicate the line “Selected Album of the 2018 Subsidy Programme for the Production of Original Song Albums by the Cultural Affairs Bureau of the Macao S.A.R. Government” in the album information or album introduction which released on the commercial digital music platforms;

- 10.13 Beneficiary 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 selected songs of the Subsidy Programme include in other album before the release of the selected album, beneficiary should inform IC in written form 30 days before the release, and the inclusion can only be made after being authorised by IC;
- 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 “Selected Songs of the 2018 Subsidy Programme for the Production of Original Song Albums by the Cultural Affairs Bureau of the Macao S.A.R. Government” should be stated, and the beneficiary should inform IC by written notification.

11. Final Review

- 11.1 Beneficiary must submit the documents for review listed below to the IC within 180 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 2018 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 five 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 musician composed by orchestra or band with established name, the name and region of the orchestra or band should be provided.
 - 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 version must be provided and submitted in PDF / WORD format;
 - 11.1.2.4 Images of album cover: submit in JPG format with a resolution no less than 300 dpi.
- 11.2 Notes:
 - 11.2.1 “Name of Beneficiary” and “2018 Subsidy Programme for the Production of Original Song Albums—Review Information” should be indicated on the disc surface mentioned in clause 11.1.2;
 - 11.2.2 File names in clauses 11.1.2.1 to 11.1.2.4 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_2018 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 file must be consistent with the song title;
- 11.2.2.4 Images of album cover: file name is not specified.
- 11.2.3 In the event that the review documents stated in clause 11.1 cannot be provided or documents provided is incomplete, beneficiary must modify and resubmit the required documents within ten working days from the following day upon notification by IC;
- 11.2.4 If the review documents do not comply with the requirements or the quality of the album is not approved, beneficiary must modify and resubmit the documents within 30 working days from the following day upon the notification by IC without extension of submission period;
- 11.2.5 Following approval of the final review, IC will grant the beneficiary the second payment, i.e. 30% of the subsidy amount indicated in clause 4.2 of the Application Rules;
- 11.2.6 Beneficiary should complete release of physical album (optional) and the digital release through commercial digital music platforms within 30 days from the following day upon notification by IC about the final review approval. Beneficiary must inform IC about the completion of release via written notification within ten working days from the following day upon the release of the album (the completion date of the latter of the above two kinds of release shall prevail);
- 11.2.7 The release of physical album (if applicable) and the digital release through commercial digital music platform can only be carried out following notification by IC about the final review approval.

12. Performance

- 12.1 Beneficiary should participate in publicity and promotional activities organised by IC for this edition's Subsidy Programme. If the activities are of performance nature, the beneficiary should coordinate with the album artists to participate in activities designated by IC and should not charge any fees or remuneration;
- 12.2 In the case that the beneficiary is unable to participate in any one of the publicity and promotional activities organised by IC for this edition's Subsidy Programme, s/he should inform IC in written form, 30 days prior to the activity and can be absent after getting the approval from IC; and IC approves such leave request for one time only;
- 12.3 Beneficiary should participate in a maximum of five publicity and promotional activities; these activities will be held within six months after approval of review documents;
- 12.4 After the beneficiary has fulfilled his/her part in the activities stated in clause 12.1 of the Application Rules, IC will grant beneficiary the third payment, i.e. 20% of the subsidy amount indicated in clause 4.2 of the Application Rules.

13. Summary

- 13.1 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 IC;

- 13.2 Beneficiary should inform IC about the completion of release in written form within ten working days from the following day after the release of physical album (optional) or the digital release through commercial digital music platforms (the completion date of the latter of the above two kinds of release shall prevail). Beneficiary should submit the following documents to IC to close the case within 60 days from the following day after the notification by IC:
 - 13.2.1 The hard copy of Summary Report for 2018 Subsidy Programme for the Production of Original Song Albums (hereinafter referred to as “Summary Report”) completed and signed by the beneficiary, including the following:
 - Part I: Information of album;
 - Part II: Performance report of album proposal;
 - Part III: Statement of revenue and expenditure for the items subsidised by the programme;
 - Part IV: Statement of revenue and expenditure for the items not subsidised by the programme;
 - Part V: Other information.
 - 13.2.2 Five copies of the physical album (if applicable);
 - 13.2.3 Screen capture (print screen) of the album being released on all the commercial digital music platforms.
- 13.3 In the event that the summary documents stated in clause 13.2 cannot be provided or documents provided is incomplete, beneficiary must submit the required information within ten working days from the following day upon notification by IC;
- 13.4 If the summary documents do not comply with the requirements, beneficiary must modify and resubmit the documents within 15 working days upon notification by IC without extension of submission period;
- 13.5 Expenses incurred before the announcement date of the Subsidy Programme and those not included in clause 4.3 are not considered as actual expenses;
- 13.6 If the expenses incurred are considered to be unjustified by IC, IC will deduct the respective amounts from the actual expenses indicated in the Summary Report;
- 13.7 Beneficiary should keep original copies of all the expenditure receipts for five years in case of an audit;
- 13.8 Following approval of the summary documents, IC will grant beneficiary the fourth payment, i.e. 20% of the subsidy amount indicated in clause 4.2 of the Application Rules;
- 13.9 The final confirmed amount is set according to the following regulations:
 - 13.9.1 If the beneficiary or the album artist does not attend all the publicity and promotional activities requested by IC (except for the leave approved by IC), IC will not grant the third payment indicated in clause 12.4 of the Application Rules;
 - 13.9.2 If 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 fourth payment;
 - 13.9.3 If the fourth payment is insufficient to cover the abovementioned difference, beneficiary must return the excess amount to the IC, and the maximum amount is the total amount of the first, second and third payment.
- 13.10 In case of return stated in clause 13.9.3, beneficiary must return the related amount in cash or by cheque within the time period stated in the notification of IC about the refund matters;

- 13.11 If expense or revenue in the Summary 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.

14. Case Closure

- 14.1 Other documents to be submitted for closing the case shall be subject to the provisions of the signed Agreement and contents of the Summary Report;
- 14.2 When the beneficiary's submitted summary documents stated in clause 13.2 has been approved and when the publicity and promotional activities held by IC for beneficiary of this Subsidy Programme have drawn to an end, the case can be closed.

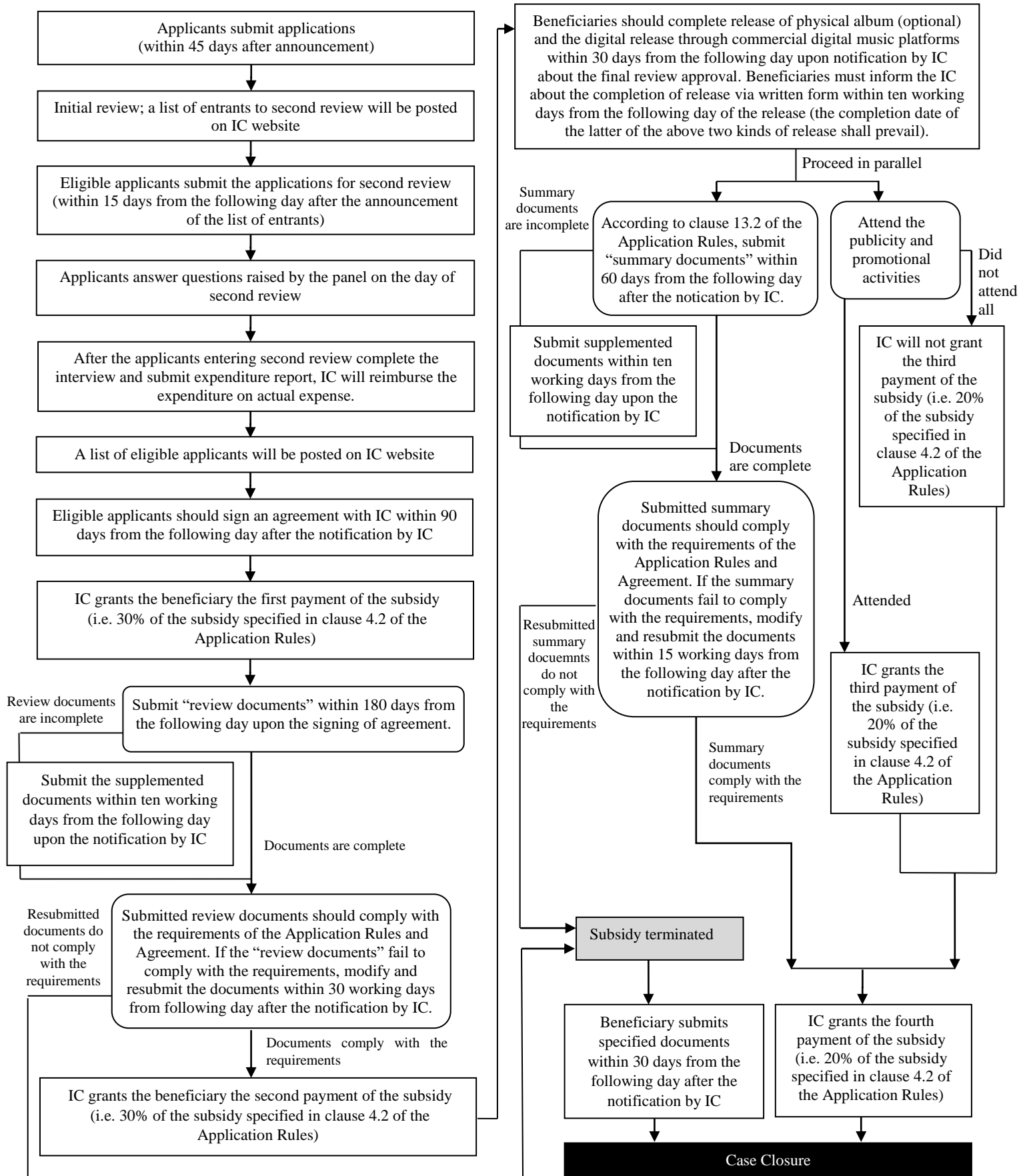
15. Termination of Subsidy and Follow-up Procedures

- 15.1 The subsidies will be terminated in the event that the "review documents" and "summary documents" are not approved;
- 15.2 If the condition in clause 15.1 occurs, beneficiary shall submit all signed documents necessary to close the case within 30 days from the following day after receiving IC's notification;
- 15.3 If the subsidies are terminated, 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;
- 15.4 If the subsidies are to be returned, beneficiary must return the relevant sum in cash or cheque within the time period stated in the notification by IC about the refund matters.

16. Applicant Withdrawal, Withdrawal after being Selected and Violation of Regulations

- 16.1 For withdrawal during the initial review and second review, applicant should notify the IC as soon as possible;
- 16.2 If the eligible applicant does 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;
- 16.3 If the eligible applicant decides not to sign the Agreement, s/he should notify IC as soon as possible;
- 16.4 Any selected applicants failure to sign an agreement with IC indicated in clause 9 of the Application Rules is deemed as voluntarily giving up the subsidy;
- 16.5 For violation of the Application Rules or the regulations of the Agreement, IC reserves the right to require beneficiary to return the granted subsidy partially or in full in cash or by cheque according to the provisions of the Agreement within the time period stated in the notification by IC about the refund matters;
- 16.6 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.

17. Application, Adjudication, Subsidy Granting Procedures and Case Closure



18. Final Provisions

- 18.1 All information submitted by applicant and beneficiary of this Subsidy Programme must be true and accurate;
- 18.2 Applicant guarantees that all parties providing their personal information for the Subsidy Programme acknowledge the purpose of the data collection;
- 18.3 All information provided by applicants are treated as confidential and IC shall not use it for purposes other than as set forth in this Subsidy Programme;
- 18.4 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;
- 18.5 In case of any discrepancies between the provisions of the Application Rules and the provisions of the Agreement signed between the beneficiary and IC, the latter shall prevail;
- 18.6 IC reserves the right of final interpretation of the terms and conditions of the Subsidy Programme; and its decision shall be deemed final.