

2020

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

## 第五屆原創歌曲專輯製作補助計劃

5.º Programa de Subsídios à Produção de Álbuns de Canções Originais

5<sup>th</sup> Subsidy Programme for the Production of Original Song Albums

申請日期  
Período de Candidatura  
Application Period

8.17  
10.15

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)

## 5th Subsidy Programme for the Production of Original Song Albums – Application Rules

### 1. Introduction to the Programme

To promote the development of the Macao’s music industry and cultivate local music talents, the Cultural Affairs Bureau of the Macao S.A.R. Government (hereafter referred to as IC) has launched the “5th 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.

The subsidised albums are divided into Mini Album category and Album category. Applicants shall submit required documents to the IC and the adjudicating panel comprising professionals in the music industry 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 cost for the song production of the album, cover design of the album as well as publicity and promotion;
- 2) Professional advice and support: panel members will proffer beneficiaries professional advice regarding the production of the album, in order to optimise their projects.

### 2. General Information

- 2.1 Name of Programme: 5th 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 Building, Tap Siac Square, Macao
- 2.4 Application Method: Submit required documents specified in clause 6 or clause 7 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:** from 17 / 08 / 2020 to 15 / 10 / 2020  
**Second review:** within 15 working 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: 9:00–13:00, 14:30–17:30
- 2.7 Enquiries (during office hours):  
Ms. Chong or Mr. Lo  
Tel.: (853) 8399 6265 / 8399 6275  
Fax.: (853) 2836 6860  
Email: info.dpicc@icm.gov.mo  
Relevant information is available at:  
Website: [www.icm.gov.mo](http://www.icm.gov.mo) / [www.macaucci.gov.mo](http://www.macaucci.gov.mo)
- 2.8 Application documents for initial review 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;
- 2.11 Members of the adjudicating panel and IC staff involved in the Subsidy Programme should not apply for this application.

### **3. Application Requirements and Type of Album**

3.1 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).

3.2 Each applicant can only submit one album application in the form of one of the following and on an individual basis.

#### **3.3 Mini Album:**

Applicant must 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 main person in charge of the project;

3.3.1 If the applicant holds the position of album artist on behalf of singing group or band, the members should have, at least, 50% of Macao S.A.R. permanent residents. The applicant must be authorised by all the members;

3.3.2 If the applicant does not hold the position of album producer concurrently, the album producer (supervisor of all songs in the album) cooperated with the applicant must be Macao S.A.R. permanent resident; if the album producers hold the position in the form of co-producers or group producers, the members should have, at least, 50% of Macao S.A.R. permanent residents, and the group must be band or singing group with established name;

3.3.3 The applicant (including singing group and its members, band and its members), 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 another project or the project submitted by him/herself, but can participate as album producer of Album category for one time only.

#### **3.4 Album:**

Applicant must hold the position of **album producer** (on an individual basis, in a form of co-producer or a group; and 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 main person in charge of the project.

3.4.1 Applicant shall fulfil the following requirement if s/he were to be the **album producer**:

3.4.1.1 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);

3.4.1.2 If the applicant holds the position of album producer on an individual basis, s/he must fulfil one of the conditions stated in clause 3.4.1.1 on an individual basis;

3.4.1.3 If the applicant holds the position of album producer on behalf of co-producer, the co-producer shall have two persons at most. One of the producer must fulfil one of the conditions stated in clause 3.4.1.1, and the applicant must be authorised by the second producer;

3.4.1.4 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 have, at least, 50% of Macao S.A.R. permanent residents, and the group must fulfil one of the conditions stated in clause 3.4.1.1. The applicant must be authorised by other members;

- 3.4.1.5 The album artist cooperated with the applicant must be Macao S.A.R. permanent resident and fulfil the conditions stated in clause 3.3.1;
- 3.4.1.6 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 Album category of the Subsidy Programme in the same year. S/he, however, can assume the role of album producer in the project of Mini Album category, or album artist in another project of Album category or the project submitted by him/herself and can participate as album artist for one time only.
- 3.4.2 Applicant shall fulfil the following requirement if s/he were to be the **album artist**:
  - 3.4.2.1 Applicant must fulfil the conditions stated in clause 3.3.1 to 3.3.3;
  - 3.4.2.2 The album producer cooperated with the applicant must fulfil one of the conditions stated in clauses 3.4.1.1 to 3.4.1.4;
  - 3.4.2.3 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 another project of Mini Album category or the project submitted by him/herself.

#### **4. Number of Beneficiary, Subsidy Amount and Support Scope**

- 4.1 The maximum quota of the Subsidy Programme for **Mini Album category** is six beneficiaries and three beneficiaries for **Album category**. The adjudicating panel reserves right to veto choice of candidates according to actual situation;
- 4.2 Subsidy:
  - 4.2.1 The subsidy should be equivalent to the total amount of the “Estimated expenditure for items subsidised by the Programme” indicated in item 4.1 of the Application Form for the 5th Subsidy Programme for the Production of Original Song Albums, but the maximum amount shall be as follows:
    - 4.2.1.1 **Mini Album category**: one hundred and thirty-five thousand patacas (\$135,000.00);
    - 4.2.1.2 **Album category**: two hundred and seventy thousand patacas (\$270,000.00).
  - 4.2.2 The abovementioned “Estimated expenditure for items subsidised by the Programme” include the following three expenses:
    - 4.2.2.1 Song production of the album;
    - 4.2.2.2 Cover design of the album;
    - 4.2.2.3 Publicity and promotion of the album.
- 4.3 Professional advice and support: panel members will proffer beneficiaries professional advice regarding the production of the album, in order to optimise his/her project.

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

- 5.1 Each project must produce one of the album stated in clause 3 (not including compilation albums and best albums), and shall comply with the following:
  - 5.1.1 **Mini Album**:
    - 5.1.1.1 The album artist of the Mini Album, on an individual basis, in a form of singing group or band, 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 two;

- 5.1.1.2 The Mini Album must include at least three songs, and composition, lyrics and arrangement of the three songs must not be the same and the total length of the Mini Album should be of, at least, 11 minutes.
- 5.1.2 **Album:**
- 5.1.2.1 The album artist of the Album, on an individual basis, in a form of singing group or band, 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;
- 5.1.2.2 The album must include at least six songs, and composition, lyrics and arrangement of the six songs must not be the same and the length of the album should be of, at least, 21 minutes.
- 5.2 While complying with the requirements of clause 3, at least 50% of the total numbers of the members must be Macao S.A.R. permanent resident, including album producer and its members, album artist and its members; composers, lyricists, arrangers, recording staff, mixing engineers, musicians and backing vocalists of each song (they must be counted individually);
- 5.3 If the orchestra or band with established name holds the position of musician, it will be regarded as a unit; if over 50% of the group members are Macao S.A.R. permanent resident, its region will be regarded as Macao;
- 5.4 Each application can only produce one Mini Album or one Album;
- 5.5 Songs in the album must be works that have not been released and performed in any channel prior to the completion of submitting application documents for initial review;
- 5.6 Songs in the album 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:
- 6.1.1 **Application form** (submitted in the form of hard copy): Application Form for the 5th Subsidy Programme for the Production of Original Song Albums (hereafter referred to as Application Form) must be completed and signed by applicant, which includes the following parts:  
 Part I: Basic information;  
 Part II: Résumés of album producer and album artist;  
 Part III: Album production proposal;  
 Part IV: Budget.
- 6.1.2 **Application documents** (submitted in electronic form): can be imported to a disc or a portable hard disk, on which the name of applicant should be written, including the following five documents:

Item	Requirements	File naming
6.1.2.1 Application form	Soft copy of the Form stated in clause 6.1.1 in PDF format	(Name of Applicant)_Application Form for the 5th Subsidy Programme for the Production of Original Song Albums
6.1.2.2 Sample songs <b>Mini Album:</b> 2 sample songs <b>Album:</b> 4 sample songs	<ul style="list-style-type: none"> <li>Song in a simple version with duration of 1–2 minutes each;</li> <li>All the songs are performed by the album artist(s) stated in item 2.3 of the Application Form;</li> </ul>	Sample Song_(Song Title)

	<ul style="list-style-type: none"> <li>All are the songs stated in item 3.2 “Details of Album Songs” of the Application Form;</li> <li>Saved in the format of 320 kbps MP3.</li> </ul>	
6.1.2.3 Lyrics of sample songs	Lyrics of the sample songs in PDF/WORD format; if the lyrics are not written in Chinese, Portuguese or English, an English translation version must be enclosed.	Lyrics of Sample Songs_(Song Title)
6.1.2.4 Three previous works of the album producer (if any)	Saved in the format of 320 kbps MP3	Previous works_(Song Title)_(Name of the Album Producer)
6.1.2.5 One picture of the album artist’s photo		Album Artist’s Photo_(Name of the Album Artist)
6.1.2.6 Three to five pictures of album image	Arranged by numbering	Album Image_(Number)

**6.1.3 Copies of identification documents (front and back):**

- 6.1.3.1 ID copies of all members of album producers;
- 6.1.3.2 ID copies of all members of album artists;
- 6.1.3.3 Corresponding job positions of each person should be marked on the ID copies.

**6.1.4 Declaration of participation in the production of the album and transfer of personal information:**

Declaration from members stated in clauses 6.1.3.1 and 6.1.3.2 and the composer and lyricist participated in the production of sample songs, stating their agreement to participate in the album production and transfer of personal information (please refer to format of Annex I of the Application Form);

**6.1.5 Declaration of Applicant:**

Applicant guarantees that all parties providing their personal information for the Subsidy Programme acknowledge the purpose of the data collection and transfer of personal information (please refer to the format of Annex II of the Application Form).

**6.2 Notes:**

- 6.2.1 In the event that the application documents for initial review do not meet the requirements of the Application Rules, or the information provided is incomplete but can be modified, the applicant should modify and resubmit the required documents within ten working days from the following day after the notification by IC. 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;
- 6.2.2 Performers of the sample songs must be the album artists stated in item 2.3 of the Application Form;
- 6.2.3 Applicants who do not fulfil the requirements stated in clauses 3.3 and 3.4 must make necessary adjustments and submit updated documents within ten working days from the following day after the 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 below documents for second review within 15 working days from the following day after the announcement of list of eligible candidates to the second review;

7.1.1 **Second review information form** (submitted in the form of hard copy): “Second Review Information Form for the 5th Subsidy Programme for the Production of Original Song Albums” completed and signed by the applicant, including the following parts:

Part I: Basic information;

Part II: Album production proposal.

7.1.2 **Second review documents** (submitted in electronic form): can be imported to a disc or a portable hard disk, on which the name of the applicant should be written, including the following three documents:

Item	Requirements	File naming
7.1.2.1 Second review information form	Soft copy of the Form stated in clause 7.1.1 in PDF format	(Name of Applicant)_Second Review Information Form for the 5th Subsidy Programme for the Production of Original Song Albums
7.1.2.2 Three to five drawings of the album image or design drawings (if any)	Arranged by numbering	Album image or design drawings_(Name of Album Artist)_(Number)
7.1.2.3 PowerPoint of the album information for the use of interview (if any)		PowerPoint_(Name of Applicant)

7.2 Applicants selected for the second review shall be present at the second review to introduce the album and answer the questions of the panel;

7.3 Producers or artists of the album cooperated with the applicant are encouraged to participate in the second review interview mentioned above;

7.4 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 to the second review should modify and resubmit the documents to IC within five working days from the following day after the notification by IC.

## 8. Adjudicating Panel and Adjudication

8.1 Adjudicating panel comprises professionals in the music industry;

8.2 The eight 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 Degree of perfection of production proposal;

8.2.6 Budget rationale;

8.2.7 Compatibility between album, album image and market positioning;

8.2.8 Degree of perfection of album publicity and promotional plan.

- 8.3 According to the criteria set forth in clauses 8.2.1 to 8.2.6, the adjudicating panel will review and analyse the application documents for initial review and select a maximum of ten applicants from Mini Album category and six applicants from Album category to enter the 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, interview the entrants to second review and select a list of beneficiaries, including a maximum of six beneficiaries from Mini Album category and three beneficiaries from Album category.

## **9. Signing of Agreement**

After IC announces the list of applicants eligible for subsidy, eligible applicants shall come to IC building to sign the “Agreement on the 5th 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 release of list of applicants eligible for subsidy by IC. IC will then, according to the album type, grant them with the first payment, equal to 60% of the subsidy amount specified in clause 4.2.1 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 to IC within 150 days (Mini Album) or 240 days (Album) from the following day after signing the Agreement;
  - 10.1.2 Beneficiary should submit the “Summary Documents” and complete the digital release through commercial digital music platforms within 210 days from the following day after the notification of the review approval.
- 10.2 The promotion, digital release and physical release (if any) of the album shall be proceeded after the notification of the review approval;
- 10.3 No amendments shall be made to album type, album producer, album artist, as well as lyricist and composer of sample song after the submission of documents for initial review;
- 10.4 Beneficiary should complete the production, promotion and release of the album according to the contents stated in the documents of initial review and second review approved by IC. If there are any changes made other than clause 10.3, beneficiary should inform IC by written notification to obtain approval before execution;
- 10.5 The production of the submitted sample songs must be officially completed and all included in the subsidised album;
- 10.6 The recording and output specifications for songs of the subsidised album should be 16 bit, 44.1 kHz or above;
- 10.7 The subsidised 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;
- 10.8 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 S.A.R.;
- 10.9 Any dispute or lawsuit be brought against IC or the beneficiary due to the violations of the above provisions, beneficiary must bear full legal responsibility arising therefrom and compensate IC for all the losses;
- 10.10 If IC uses 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;
- 10.11 In addition to copyright fees, beneficiary agrees and ensures that IC can use the subsidised album and all the promotional materials during promotion and other non-commercial activities. In addition, beneficiary and related rights holders cannot 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;
- 10.12 Beneficiary must ensure that the line “Selected Album of the 5th 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 the front or back covers of the physical album (if applicable) published and released;
- 10.13 Beneficiary must indicate the line “Selected Album of the 5th 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;
- 10.14 Beneficiary shall ensure that International Standard Recording Code (ISRC) for each song on the album is obtained before the release of the album;
- 10.15 If the songs of the subsidised album 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 agreed and approved by IC;
- 10.16 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 “Selected Songs of the 5th Subsidy Programme for the Production of Original Song Albums by the Cultural Affairs Bureau of the Macao S.A.R. Government” shall 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 150 days (Mini Album) or 240 days (Album) from the following day after signing the agreement; documents provided must meet the requirements stated in clauses 3 and 5 of the Application Rules:
- 11.1.1 **Review information form** (submitted in the form of hard copy): “Review Information Form for the 5th 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 parts:
- Part I: Album information;
  - Part II: Album producer and its members;
  - Part III: Album artist and its members;
  - Part IV: Album cover designer(s);
  - Part V: Song list.
- 11.1.2 **Review information** (submitted in electronic form): can be imported to a disc or a portable hard disk, on which the name of beneficiary should be written, including the following four documents:

Item	Requirements	File naming
11.1.2.1 Review information form	Soft copy of the Form stated in clause 11.1.1 in PDF format	(Beneficiary’s Name)_Review Information Form for the 5th Subsidy Programme

		for the Production of Original Song Albums
11.1.2.2 Original copy of the album songs	Submit in uncompressed WAV format with the recording and output specifications of 16 bit, 44.1 kHz or above.	Naming of each song file must be consistent with the song title
11.1.2.3 Lyrics of all songs	Submit in PDF/WORD format; if not written in Chinese, Portuguese or English, an English translation version must be enclosed.	Naming of each song file must be consistent with the song title
11.1.2.4 Images of album cover and promotional design	Submit in JPG format with a resolution no less than 300 dpi	File name is not specified

11.2 Notes:

- 11.2.1 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 after the notification by IC;
- 11.2.2 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 after the notification by IC without extension of submission period.

## 12. Case Closure

- 12.1 Beneficiary should submit the summary documents to IC and complete the digital release through commercial digital music platforms within 210 days from the following day after the notification of the review approval;
- 12.2 Beneficiary should submit the following summary documents to close the case:
- 12.2.1 Summary report (submitted in the form of hard copy): “Summary Report for the 5th 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: Album information;
  - Part II: Performance report of album production proposal;
  - Part III: Performance report of album publicity and promotional 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 Three copies of the physical album (if applicable);
- 12.2.3 Dics containing the screen capture (print screen) of the album being released on all the commercial digital music platforms, and the electronic images of promotional materials with high resolution;
- 12.2.4 Music videos of album (if applicable): submit in MPEG4 format.

- 12.3 In the event that the summary documents stated in clause 12.2 cannot be provided or documents provided is incomplete, beneficiary must submit the required information within ten working days from the following day after the notification by IC;
- 12.4 If the summary documents do not comply with the requirements, beneficiary must modify and resubmit the documents within 15 working days from the following day after the notification by IC, without extension of submission period;
- 12.5 If the actual expenditure of any item subsidised by the Programme are 20% higher than the budget of the corresponding item indicated in the Application Form, beneficiary must explain in written format, stating out the difference with detailed reasons to IC;
- 12.6 Expenses incurred before the announcement date of the Subsidy Programme and those not included in clause 4.2.2 are not considered as expenses within the subsidy scope of this Subsidy Programme;
- 12.7 If the actual expenses incurred are considered to be unjustified by IC or are not within the subsidy scope, IC will deduct the respective amounts from the actual expenses indicated in the Summary Report;
- 12.8 Beneficiary should keep original copies of all the expenditure receipts for five years in case of an audit;
- 12.9 Following approval of the summary documents, IC will, according to the subsidised album type, grant beneficiary the second payment, i.e. 40% of the subsidy amount stated in clause 4.2.1;
- 12.10 The final digital release and physical release (if any) of the album should be consistent with the content indicated in the approved review documents (please refer to clause 11.1 for details);
- 12.11 The final confirmed amount is set according to the following regulations:
- 12.11.1 If IC confirmed the total amount of “Revenue granted and subsidised by local public institutions” is higher than the total amount of “Verified expenditure of the items subsidised by the Programme”, the difference (up to the total subsidy amount) will be deducted from the second payment;
- 12.11.2 If the second payment is insufficient to cover the abovementioned difference, beneficiary must return the excess amount to the IC.
- 12.12 In case of return stated in clause 12.11.2, 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;
- 12.13 The amount indicated in the Summary Report should be in patacas. If expense or revenue 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**

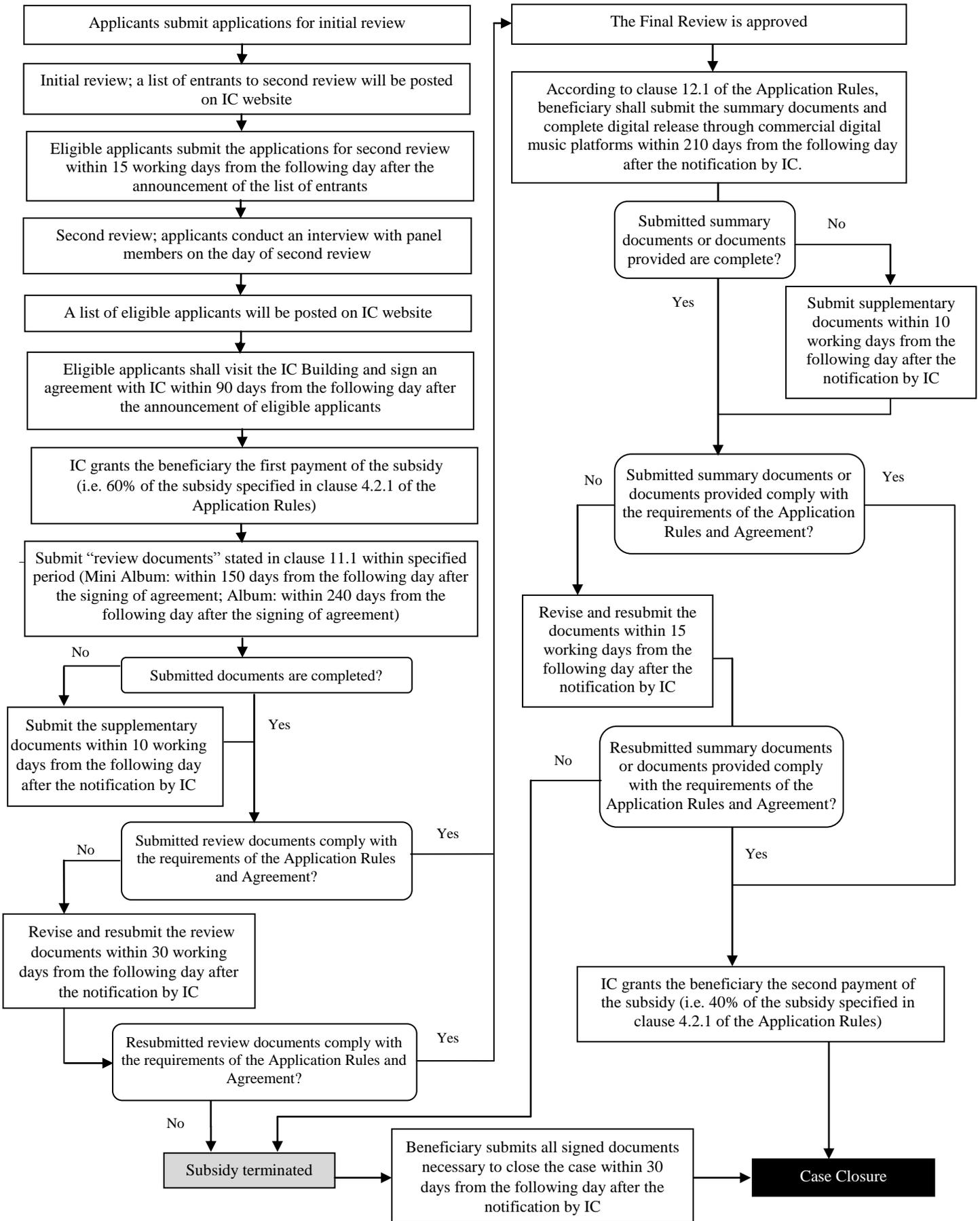
- 13.1 The subsidies will be terminated in the event that the “review documents” and “summary documents” are not approved;
- 13.2 If the condition in clause 13.1 occurs, beneficiary shall submit all signed documents necessary to close the case within 30 days from the following day after the notification by IC;
- 13.3 If the case closure cannot be done within the time period mentioned in clause 13.2, beneficiary shall return the subsidies received in full;
- 13.4 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 submitted and verified;

- 13.5 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 of IC about the refund matters.

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

- 14.1 If the applicant decides to withdraw during the adjudication period, applicant should notify the IC as soon as possible;
- 14.2 If the eligible applicant does not submit documents 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 IC as soon as possible;
- 14.4 Any selected applicants failure to sign an agreement with IC indicated in clause 9 is deemed as voluntarily giving up the subsidy;
- 14.5 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 of IC about the refund matters;
- 14.6 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.

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



## **16. Final Provisions**

- 16.1 All information submitted by applicant, eligible applicant to the second review and beneficiary of this Subsidy 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 IC shall not use it for purposes other than as set forth in this Subsidy 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 IC, the latter shall prevail;
- 16.6 IC reserves the right to interpret the terms and conditions of the Subsidy Programme; and its decision shall be deemed final.