

**WORLD TRADE CENTER MACAO ARBITRATION CENTER (the “Center”)**  
**FEE SCHEDULE FOR COPIES**

**1. INSTRUMENT**

<b>Instrument</b>	<b>Fee</b>
First 5 pages	MOP 185
Each page from the 6 <sup>th</sup> page (single-sided copy)	MOP 2.5/sheet
Each page from the 6 <sup>th</sup> page (double-sided copy)	MOP 3.5/sheet
Each page from the 6 <sup>th</sup> page (color copy)	MOP 11/page

**Additional Information:**

1. Applicants shall submit a written application to the Center, including the below information:
  - (i) Personal data (copy of the related identity document must be attached) and contact information of the applicant;
  - (ii) Reason for application;
  - (iii) Description of the issue or document that the applicant requests the Center to certify or provide;
  - (iv) Photocopy requirements (double-sided copy or color copy). In case of no specification, the photocopy will be processed in black/white and single-sided;
  - (v) In case the applicant cannot collect the instrument in person, please provide the personal data of the authorized representative (copy of the related identity document must be attached) to collect the instrument.
2. Applicants must pay the relevant fees within three days after receiving the invoice from the Center. Fees paid shall not be refundable under any circumstances.
3. The Center will notify the applicant once the relevant instrument is available for collection. In case the applicant has not mentioned any authorized representative in the application, such instrument can be collected by a third party on behalf the applicant by providing: (a) a copy of the identity card of the third party (original document is required for verification); (b) power of attorney executed by the applicant (please sign the power of attorney according to the signature specimen in the identity document); (c) a copy of the identity document of the applicant;
4. World Trade Center Macao Arbitration Center reserves the right to reject any application, especially when it considers the application is unreasonable, false, or detrimental to the reputation or interests of the Center.

## **2. Late Collection / Reissue of Certificate**

Fee per instrument
MOP 55

### **Additional Information:**

- 1) Applicants shall fill in the application form for late collection / reissue of certificate and pay the above-mentioned application fee, which shall not be refundable under any circumstances;
- 2) The Center will notify the applicant once the relevant instrument is available for collection. In case the applicant authorizes a representative to collect the instrument, the representative shall provide: (a) a copy of the identity card of the representative (original document is required for verification); (b) power of attorney executed by the applicant (please sign the power of attorney according to the signature specimen in the identity document); (c) a copy of the identity document of the applicant.