

澳門國際標準書號中心
Macao ISBN Agency

**International Standard Book
 Number (ISBN) Application Form**

Applicants must complete the following information and send one photocopy of the ① cover page, ② title page and ③ copyright page of the finalised work to the Macao ISBN Agency. First-time applicants must submit a photocopy of ④ the registration documents of commercial or non-profit making organization. Individual publishers must submit a photocopy of their Macao SAR Resident Identity Card.

For application details, please log onto Macao ISBN Agency's website: <http://isbn.library.gov.mo>. (If the documents are well prepared and completed with the correct information, the ISBN number will usually be ready in three working days.)

The assignment of an ISBN number shall be based on the location of the publisher, according to the guidelines of International ISBN Agency. Thus the ISBN number issued by the Agency shall only be used by publishers operating in Macao SAR, but not for books published in places other than Macao (including Mainland China or overseas countries).

ISBN Agency Use only

Date received : ____/____/____
 Date replied : ____/____/____
 Date confirmed : ____/____/____
 Reply number : _____
 Publisher's code : _____
ISBN 978 - 999 - - -

Publisher Information

* Mandatory field

1	Publisher's name *		3	Publisher's code (If applicable)	
2	Is this your first time to apply for ISBN?*				
		<input type="checkbox"/> YES <input type="checkbox"/> NO			
4	Type of publisher *				
<input type="checkbox"/> Gov.depart. <input type="checkbox"/> School <input type="checkbox"/> Commercial org. <input type="checkbox"/> Non-gov. Org. <input type="checkbox"/> Individual <input type="checkbox"/> Other_____					
5	Address*				
6	Person-in-charge *		7	Position*	
		<input type="checkbox"/> Mr. <input type="checkbox"/> Ms.			
8	Tel.no.*		9	Email address*	
10	Website		11	Fax	
12	Contact person *				
		<input type="checkbox"/> Mr. <input type="checkbox"/> Ms.			
13	Mobile no. *		14	Email address*	

Book Information

* Mandatory field

15	Title *		17	Edition *	
16	Author *				
18	language *				
<input type="checkbox"/> Chinese <input type="checkbox"/> Portuguese <input type="checkbox"/> English <input type="checkbox"/> Other					
19	Book Type*				
<input type="checkbox"/> book / Booklet <input type="checkbox"/> eBook <input type="checkbox"/> Audio Book <input type="checkbox"/> eBook Application					
<input type="checkbox"/> Map <input type="checkbox"/> Educational multimedia publication					
20	Page no.		21	Attachment	
		Unit:			
22	Format *				
<input type="checkbox"/> Single volume <input type="checkbox"/> Set of books :					
ISBN for set of books , estimated to be _____ volumes; <input type="checkbox"/> ISBN for one book in set of books , this is _____ volume					
23	Product form* : (Print)				
<input type="checkbox"/> Paperback <input type="checkbox"/> Hardcover <input type="checkbox"/> Other					
OR	(Electronic)				
<input type="checkbox"/> On-line <input type="checkbox"/> Digital carrier <input type="checkbox"/> Other Medium or Format					
24	Date of publication*		25	Date of distribution*	
		Year Month			Year Month
26	No. of publication*		27	Printing company *	
28	Place of Printing*		29	Set price	
		Currency			
30	Receiving method*				
<input type="checkbox"/> By Visiting / <input type="checkbox"/> By email (You can choose only one way to receive your book number. Please make sure your email address is correct, and contact us if you have problems receiving the book number through email.)					

Open personal contact information in the Global Registered Publisher (GRP) database

* Mandatory field

31	Consent to public Personal contact information*				
		<input type="checkbox"/> YES / <input type="checkbox"/> NO (Please find below the GDPR regarding making publisher's contact info public in the GRP database.)			

General Data Protection Regulation (GDPR) :

- Macao ISBN Agency is responsible for making allocations of ISBNs and ISBN prefixes to publishers located in Macao Special Administrative Region of the People's Republic of China. In order to fulfil this role, we collect data about each publishing entity (be that a person or organisation) when a first application for ISBNs is made to us, and we update that information during each subsequent application. The information we collect may include personal data subject to the provision of the General Data Protection Regulation (GDPR), such as an individual contact's name, e-mail addresses, telephone numbers, fax numbers and, for individuals, your personal postal address. Your data is affected by GDPR because we exchange such with the International ISBN Agency, an organisation based in the United Kingdom.
- There are two primary reasons why it is necessary for us to collect this information. Firstly, it is necessary for us to make your registration and provide you with an allocation of ISBNs. It is obligatory for a publisher to provide this information in order for us to be able to supply an allocation of ISBNs. The second primary reason for collecting this data is to pass it to the International ISBN Agency so that they may include it in their publicly-available Global Register of Publishers database (GRP - see <http://www.grp.isbn-international.org>). This is a database managed by the International ISBN Agency covering allocations of ISBNs to publishers worldwide - please see the website for further details.
- As a publisher it is not obligatory for you to share any personal data on the GRP other than the publisher name and the allocation of ISBNs/ ISBN prefixes. Other details can be held privately. We would nevertheless recommend that you choose to make your details publicly available on the GRP because it will help improve your visibility: members of the public will be able to get in touch with you about your books and how to obtain them. You may increase sales of your publication!
- Note that we will still retain all of your information in our private records for the reasons outlined above, we will keep your personal data confidentially in accordance with the law.
- If you change your preferences in the future, you can also apply to Macao ISBN Agency at any time via email (ISBN@icm.gov.mo). The information will be updated in the next update period.
- Company/organization contact information is not subject to this limits.

I declare that all the particulars given above are true and correct, and will comply with Law no. 72/98/M by submitting two copies of the work to Macao ISBN Agency for Legal Deposit within five days of its publication, and as the process of confirmation of registration. Please fill out a separate application form for each version of the publication (product form).

Date of application : ____/____/____ **Publisher's signature and seal :** _____

Personal Information Collection Statement

1. The personal information provided in this application will only be used for the purposes directly related to the application.
2. For the purpose of examining the application, such information may be transferred to certain competent entities (including those outside Macao).
3. To comply with statutory obligations, such information may also be transferred to the police authorities, judicial bodies and other competent entities.
4. The applicant has the right to apply for access, correction and update of the above information according to law.