

SERVICE CATALOGUE

*Summary of main services and
delivery procedures*



Camera di Commercio Italiana in Cina
中国意大利商会
China-Italy Chamber of Commerce

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INTRODUCTION

▪ THE CATALOGUE

The **service catalogue** of **China Italy Chamber of Commerce (CICC)**, based on clear and transparent parameters, promotes the relationship between the Chamber and its Clients (Companies, PA). The catalogue presents supporting activities for the internationalization of companies and Italian territories, defining the principles of their management and supply. Though not exhaustive, the catalogue shows to companies and Public Administrations, an overview of the offered services and their costs. The costs expressed in the catalogue represent an average value of reference and cannot be considerate substitute for specific quotations, which will be provided at the service request.

▪ ABOUT US

The China Italy Chamber of Commerce (CICC), officially recognized by the Italian and Chinese Governments, is an association that have been gathering and representing the Italian Business community in China for more than 20 years.

The more than 600 members of CICC belong to the most important Italian industries, small and medium production or commercial companies (SME), banks, service and consulting firms.

Established in 1991 in Beijing, CICC has now offices in Canton, Chongqing, Beijing, Shanghai and Suzhou and a total of 15 Italian and Chinese employees staff.

For those companies already established in the Chinese territory, in relation to common subjects, CICC offers training, information and exchange between professionals and its representative organization. For those professionals interested in expanding their business in China, CICC offers support services for localization and promotion of “Made in Italy”.

The network consolidated all over the years and the institutional acknowledgement, allowed CICC to organize initiatives intended to promote business between private operators, to organize government missions, individual and collective participation to international and local exhibitions, seminars, conferences, bilateral workshops with Italian and local companies, technology days, fashion shows, food days, taste itineraries, cultural and tourism promotion visits.

Another important goal for the promotion of economic and commercial exchange has been recently achieved with the creation of the “Friends of CICC” network, which allows local Chinese companies to participate to the CICC activities and to be in contact with our members, creating more and more profitable business opportunities.



▪ HOW WE OPERATE

In order to achieve our goals, not only we work closely with our members and with Italian and local business partners, but also with public and private entities which operate together to promote the internationalization of companies, in particular: Regions, Chambers of Commerce, trade associations, exhibitions, consortiums, cooperatives, groups of companies, industrial parks, banks, ministries of economy and territorial development, international institutions.

▪ OUR OBJECTIVES

Support the clients through free of charge and paid services, from providing information for a first orientation on a specific market, to support with positioning and stabilization strategies for Italian companies in a foreign market and for local companies that want to collaborate with Italian small and medium-sized enterprises.

Event and Match-making activities organized to give the companies the opportunity of meeting foreign counterparts and to present them proposals of production, technologic and commercial partnership.

Promote and enhance Italian territories excellences, spreading their peculiarities and know-how through the realization of missions, production areas abroad, incoming missions of Italian and foreign operators in territories where Italian enterprises are established.

Provide knowledge on how to operate in the country, through specific training for single companies and professionals and stage in collaboration with the main Italian and foreign universities.

▪ OUR PRINCIPLES

In order to offer high quality services, we commit to regularly guarantee:

- competence
- clearness
- courtesy
- discretion
- impartiality

The service delivery method is based on:

- request satisfaction



-rapidity

-transparency of procedure

▪ **QUALITATIVE SERVICE STANDARD**

In order to guarantee and develop the performances of the single services and to better assist our clients, the Chamber regularly control the services and, according to the principle of maximum attention to the customer, operates a service of customer satisfaction with a system of complain management.

▪ **NOTES**

- ✓ The costs expressed in the catalogue represent an average value of reference and cannot be considerate substitute for specific quotations, which will be provided at the service request.
- ✓ At the quotation expression the Chamber will provide with information about possible additional cost related to regulations applicable to the expressed costs.
- ✓ The services are provided after quotation acceptance and deposit payment, where expected, except for Public Administration or special dispensation.
- ✓ Delivery time expressed in the catalogue could vary depending on structure or customer needs.
- ✓ We inform you that other services not included in the present catalogue could be provided by the Chamber after having analyzed feasibility and conditions.



CLASSIFICATION OF SERVICES

1. INFORMATION SERVICES

1.a FIRST ORIENTATION INTO THE MARKET

- Market analysis Country/sector
- Informative dossier about regulations (custom, tax, incentives)
- Information about fairs and events

1.b INFORMATION SEMINAR/COUNTRY PRESENTATION

2. EVENTS E COMMUNICATION

2.a EVENTS

- Gala dinner, networking events
- Corporate events

2.b COMMUNICATION

- Advertisements on magazines and e-media
- Press conferences, media relationship
- Media campaigns (companies, products launch)

3. BUSINESS CONTACT

- Identification and Selection of partners/counterparts (importers, distributors, suppliers and strategic partners) with/without meeting agenda
- Organization of incoming-outgoing missions: workshop with B2B
- Participation to Fairs

4. SUPPORTING AND CONSULTING SERVICES

- Translation and Interpreting service
- HR platform
- Business Credit Report / Registration Report
- Logistic support



SERVICES DESCRIPTION

1. INFORMATION SERVICES

Market analysis Country/sector		
<i>Market research Country/sector, statistical surveys to provide a first orientation useful to evaluate the concrete possibilities of introduction of the Italian product</i>		
Service contents (unless otherwise agreed with the Customer)		
<ul style="list-style-type: none"> ▪ Short jointed economic-financial note about the Country ▪ Analysis about the Italian company request of interested sector ▪ Analysis of the Italian product distribution channel/product category ▪ Analysis of competitors ▪ Major events and local activities of that sector 		
Delivery methods		
<p>Requests should be addressed to:</p> <ul style="list-style-type: none"> – Canton: infoguangdong@cameraitacina.com – Chongqing: infochongqing@cameraitacina.com – Beijing: info@cameraitacina.com – Shanghai: infoshanghai@cameraitacina.com – Suzhou: infosuzhou@cameraitacina.com <p>Services are delivered by e-mail on CICC letterhead paper, in PDF format.</p>		
Delivery time		
<ul style="list-style-type: none"> ▪ Reply about request within 2 working days upon receipt ▪ Quotation to the customer within 7 days from the first feedback ▪ Service to the customer within 15/30 days from the quotation acceptance 		
Costs and payment methods		
<ul style="list-style-type: none"> ▪ Free of charge quotation ▪ Service fee calculated on the use of staff basis working days (indicate function and cost) 	cost CICC MEMBER Quotation (discounted price)	cost CICC NON MEMBER Quotation



- | | | |
|--|--|--|
| <ul style="list-style-type: none">▪ 50% deposit upon quotation acceptance▪ Balance within 7 days from invoicing | | |
|--|--|--|



Informative dossier about regulations (custom, tax, incentives)

Informative dossier about main regulations regarding customs, taxation and the presence of specific incentives for the enterprises

Service contents (unless otherwise agreed with the Customer)

- Short introduction about specific topic
- Information about regulations framework indicating the single reference (this does not include rules/law translation)
- Indication of main local entities responsible for each subject

Delivery methods

Requests should be addressed to:

- Canton: infoguangdong@cameraitacina.com
- Chongqing: infochongqing@cameraitacina.com
- Beijing: info@cameraitacina.com
- Shanghai: infoshanghai@cameraitacina.com
- Suzhou: infosuzhou@cameraitacina.com

Services are delivered by e-mail on CICC letterhead paper, in PDF format.

Delivery time

- Reply about request within 2 working days upon receipt
- Quotation to the customer within 7 days from the first feedback
- Service to the customer within 15/30 days from the quotation acceptance

Costs and payment methods

- Free of charge quotation
- Service fee calculated on the use of staff basis working days (indicate function and cost)
- 50% deposit upon quotation acceptance
- Balance within 7 days from invoicing

**cost CICC
MEMBER**

Quotation
(discounted price)

**cost CICC NON
MEMBER**

Quotation



Information about fairs and events

Information about main fairs and events of national and international relevance related to a specific sector. This service can be provided both on 1) commission from the exhibition organizer interested in promoting its event as well as on 2) request from companies interested in getting information about the fair

Service contents (unless otherwise agreed with the Customer)

1.
 - Target definition with fair organizer
 - Mailing to identified target
 - Recall and follow up to check interest

2.
 - Short introduction

 - List of most important fairs and exhibitions with relative description -where available- about previous editions, information about participation procedures, organizers contacts and technical features (total area, raw space cost, standard booth equipment provided by the fair, foreign countries' exhibitors and eventual restrictions on foreign participation, total exhibitors number (local and foreigners), previous edition exhibitors and visitors number and their nationality (in case of previous edition).

Delivery methods

Requests should be addressed to:

- Canton: infoguangdong@cameraitacina.com
- Chongqing: infochongqing@cameraitacina.com
- Beijing: info@cameraitacina.com
- Shanghai: infoshanghai@cameraitacina.com
- Suzhou: infosuzhou@cameraitacina.com

Services are delivered by e-mail on CICC letterhead paper, in PDF format.

Delivery time

- Reply about request within 2 working days upon receipt
- Quotation to the customer within 7 days from the first feedback
- Service to the customer within 15/30 days from the quotation acceptance



Costs and payment methods		
<ul style="list-style-type: none">▪ Free of charge quotation▪ Service fee calculated on the use of staff working days basis (indicate function and cost)▪ 50% deposit upon quotation acceptance▪ Balance within 7 days from invoicing	cost CICC MEMBER 1500RMB	cost CICC NON MEMBER 2500 RMB

Informative Seminar / Country presentation	
<i>Organization of informative seminars-country presentation addressed to enterprises or institutions</i>	
Service contents (unless otherwise agreed with the Customer)	
<ul style="list-style-type: none">▪ Contents definition with the Customer▪ Contacting speakers▪ Eventual sponsors research▪ Press relationship management▪ Audience invitation management (mailing-recall)▪ Logistic organization (venue rental, material preparation, hostess and interpreting services, catering)▪ Follow up (sending material)	
Delivery methods	
Request should be sent by email addressed to: <ul style="list-style-type: none">– Chongqing: infochongqing@cameraitacina.com– Canton: infoguangdong@cameraitacina.com– Beijing: info@cameraitacina.com– Shanghai: infoshanghai@cameraitacina.com– Suzhou: infosuzhou@cameraitacina.com	
Delivery time	
<ul style="list-style-type: none">▪ Reply about request within 2 working days upon receipt	



- Quotation to the customer within 7 days from the first feedback
- Service to the customer within 15/30 days from the quotation acceptance

Costs and payment methods

- Free of charge quotation
- Service fee calculated on the use of staff working days basis (indicate function and cost) and cost organization basis
- 50% deposit upon quotation acceptance
- Balance within 7 days from invoicing

**cost CICC
MEMBER**

Quotation
(discounted price)

**cost CICC NON
MEMBER**

Quotation



2.EVENTS AND COMMUNICATION

Gala dinner-networking events		
<p><i>Organization of social events branded by CCIC addressed both to companies and institutions in order to facilitate networking, to develop new business contacts and/or increase the membership base. Opportunity to place the event into a large or specific period of the year (during Italian or local Holidays)</i></p>		
<p>Service contents (unless otherwise agreed with the Customer)</p>		
<ul style="list-style-type: none"> ▪ Contents definition with the Customer ▪ Contacting speakers ▪ Sponsors research ▪ Press relationship management ▪ PR service ▪ Audience invitation management (mailing-recall) ▪ Logistic organization (venue rental, material preparation, hostess and interpreting services, catering) ▪ Follow up (sending material) 		
<p>Participation method</p>		
<p>Request should be sent by email addressed to:</p> <ul style="list-style-type: none"> – Canton: infoguangdong@cameraitacina.com – Chongqing: infochongqing@cameraitacina.com – Beijing: info@cameraitacina.com – Shanghai: infoshanghai@cameraitacina.com – Suzhou: infosuzhou@cameraitacina.com <p>After agreement, the Chamber prepares the invitation (RSVP). Participation will be subject to a participation fee which will be different for members and non-members.</p>		
<p>Delivery time</p>		
<ul style="list-style-type: none"> ▪ Reply about request within 2 working days from its receipt and information about participation fee ▪ Service delivery to the customer on the event definitive date 		
<p>Costs and payment methods</p>		
<ul style="list-style-type: none"> ▪ Participation fee/pax ▪ Balance within 7 days from invoicing 	<p>cost CICC MEMBER</p>	<p>cost CICC NON MEMBER</p>



	Quotation (discounted price)	Quotation
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Corporate Events

Organization of corporate promotional events for the industry/product/territory promotion

Service contents (unless otherwise agreed with the Customer)

- Definition content with the Customer
- Definition of event format (exhibition, show room, tasting, etc)
- Invitation selection
- PR service and press relationship management
- Logistic organization (venue rental, materials preparation, hostess and interpreting services, catering)
- Support for possible products dispatch and custom clearance for exhibition/tasting
- Follow up

Delivery methods

Request should be sent by email addressed to:

- Canton: infoguangdong@cameraitacina.com
- Chongqing: infochongqing@cameraitacina.com
- Beijing: info@cameraitacina.com
- Shanghai: infoshanghai@cameraitacina.com
- Suzhou: infosuzhou@cameraitacina.com

The event is organized by the CCIC that provides its contacts network and experience in organizing events.

Delivery time

- Reply about request within 2 working days upon receipt
- Quotation to the customer within 7 days from the first feedback
- Service to the customer within 15/30 days from the quotation acceptance and within the event date

Costs and payment methods

- | | | |
|--|-------------------------|-----------------------------|
| ▪ Free of charge quotation | cost CCIC member | cost NON CCIC MEMBER |
| ▪ Service fee calculated on the use of staff | | |



working days basis (indicate function and cost) and organization cost basis <ul style="list-style-type: none">▪ 50% deposit upon quotation acceptance▪ Balance within 7 days from invoicing	Quotation (discounted price)	Quotation
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Advertisements on magazines and e-media		
<i>Publication of promotional and advertising materials on magazines and e-media</i>		
Service contents (unless otherwise agreed with the Customer)		
<ul style="list-style-type: none">▪ Definition of contents with the Customer▪ Identification of the most suitable press and media partners for that kind of communication and Customer▪ Posting the promotional-advertising message also according to the cultural characteristics of the local target audience		
Delivery methods		
<p>Request should be sent by email addressed to:</p> <ul style="list-style-type: none">– Canton: infoquangdong@cameraitacina.com– Chongqing: infochongqing@cameraitacina.com– Beijing: info@cameraitacina.com– Shanghai: infoshanghai@cameraitacina.com– Suzhou: infosuzhou@cameraitacina.com <p>After agreement, the customer will receive from the Chamber confirmation of the publication by press-clipping. Regarding publications edited by the Chamber, the CICC has its own price list, prices change according to the advertisement duration and category.</p>		
Delivery time		
<ul style="list-style-type: none">▪ Reply about request within 2 working days upon receipt▪ Quotation to the customer within 7 days from the first feedback▪ Service to the customer within 15/30 days from the quotation acceptance and within the event date		
Costs and payment methods		



<ul style="list-style-type: none"> ▪ Free of charge quotation ▪ Service fee calculated on the use of staff working days basis (indicate function and cost) and organization cost basis ▪ 50% deposit upon quotation acceptance ▪ Balance within 7 days from invoicing 	<p>cost CICC MEMBER</p> <p>from 250 RMB to 12.000 RMB according to category and duration</p>	<p>cost CICC NON MEMBER</p> <p>from 350 RMB to 13.000 RMB according to category and duration</p>
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Press conferences, media relationship

Press conferences organization and managing media contacts in order to promote the presence of a company or to spread news about investment activities and interests in the country

Service contents (unless otherwise agreed with the Customer)

- Contents definition with the Customer
- Identification of the most suitable press and media partners for that kind of communication
- Identification of a communication strategy (timing, methods, tools)
- Press conference organization (journalists and media invitation and contact)
- Logistic organization (venue rental, material preparation, hostess and interpreting services, catering)
- Press release service

Delivery methods

Request should be sent to:

- Canton: infoguangdong@cameraitacina.com
- Chongqing: infochongqing@cameraitacina.com
- Beijing: info@cameraitacina.com
- Shanghai: infoshanghai@cameraitacina.com
- Suzhou: infosuzhou@cameraitacina.com

The event is organized by the CCIC that provides its contacts network and experience in organizing events.

Delivery time

- Reply about request within 2 working days upon receipt
- Quotation to the customer within 7 days from the first feedback
- Service to the customer within 15/30 days from the quotation acceptance and within



the event date		
Costs and payment methods		
<ul style="list-style-type: none"> ▪ Free of charge quotation ▪ Service fee calculated on the use of staff working days basis (indicate function and cost) and organization cost basis ▪ 50% deposit upon quotation acceptance ▪ Balance within 7 days from invoicing 	cost CICC MEMBER Quotation (discounted price)	cost CICC NON MEMBER Quotation

Media campaigns (companies, products launch)
<i>Media campaign elaboration to promote a company or product presence in the country</i>
Service contents (unless otherwise agreed with the Customer)
<ul style="list-style-type: none"> ▪ Contents definition with the Customer ▪ Identification of the most suitable press and media partners for that kind of communication and Customer ▪ Identification of a communication strategy (timing, methods, tools) ▪ Realization of the communication strategy (purchase advertising space on magazines, web and radio, press conference organization) ▪ Press release service
Delivery methods
Request must be sent to: <ul style="list-style-type: none"> – Canton: infoquangdong@cameraitacina.com – Chongqing: infochongqing@cameraitacina.com – Beijing: info@cameraitacina.com – Shanghai: infoshanghai@cameraitacina.com – Suzhou: infosuzhou@cameraitacina.com The Chamber will send the media promotion campaign to several media. The customer will receive from the Chamber the publication confirmation by press-clipping.
Delivery time
<ul style="list-style-type: none"> ▪ Reply about request within 2 working days upon receipt ▪ Quotation to the customer within 7 days from the first feedback



<ul style="list-style-type: none">▪ Service to the customer within 15/30 days from the quotation acceptance and within the event date		
Costs and payment methods		
<ul style="list-style-type: none">▪ Free of charge quotation▪ Service fee calculated on the use of staff working days basis (indicate function and cost) and organization cost basis▪ 50% deposit upon quotation acceptance▪ Balance within 7 days from invoicing	cost CCIC MEMBER Quotation (discounted price)	cost CCIC NON MEMBER Quotation



3. BUSINESS CONTACT

Identification and partners / counterpart's selection (importers, distributors, suppliers and strategic partners) with/without meeting agenda		
<i>Scouting of potential business and strategic partners for investment development activities, JV, technology transfer</i>		
Service contents (unless otherwise agreed with the Customer)		
<ul style="list-style-type: none"> ▪ Contents definition with the Customer ▪ Drafting a first list of verified counterparts (max 10 names) indicating complete address, phone and fax number, company e-mail, main activity (for example agent, dealer, wholesaler / distributor etc.) and product sector ▪ Share information with the Customer and select counterparts ▪ Contact counterparts and organize meeting agenda (upon request) 		
Delivery methods		
<p>Request should be sent to:</p> <ul style="list-style-type: none"> – Canton: infoguangdong@cameraitacina.com – Chongqing: infochongqing@cameraitacina.com – Beijing: info@cameraitacina.com – Shanghai: infoshanghai@cameraitacina.com – Suzhou: infosuzhou@cameraitacina.com <p>The CICC will provide a list of contacts with their profile to the Customer. Following the contacts selection/approval, the CICC will schedule and manage B2B meetings.</p>		
Delivery time		
<ul style="list-style-type: none"> ▪ Reply about request within 2 working days upon receipt ▪ Quotation to the customer within 7 days from the first feedback ▪ Service to the customer within 15/30 days from the quotation acceptance and within the event date 		
Costs and payment methods		
<ul style="list-style-type: none"> ▪ Free of charge quotation ▪ Service fee calculated on the use of staff working days basis (indicate function and cost) and organization cost basis ▪ Feasibility analysis (2.000 RMB) 	<p>cost CICC MEMBER</p> <p>3.000 RMB + 2.000 RMB (feasibility analysis)</p>	<p>cost CICC NON MEMBER</p> <p>5.000 RMB + 2.000 RMB (feasibility analysis)</p>



Organization incoming-outgoing missions: workshop with B2B		
<i>Organization of incoming/outgoing missions and B2B meetings between the Customer and counterparties to develop business, investment, JV, etc. also workshops involving different operators about the same topic and target.</i>		
Service contents (unless otherwise agreed with the Customer)		
<ul style="list-style-type: none">▪ Contents definition with the Customer▪ Counterparties selection▪ Contact counterparties for pre-check▪ B2B meetings organization (identification of venue, meeting agenda, interpreter service support)▪ Workshop organization (identification of venue, moderator, interpreter service support)▪ Follow up		
Delivery methods		
<p>The request must be sent to:</p> <ul style="list-style-type: none">– Canton: info Guangdong@cameraitacina.com– Chongqing: info Chongqing@cameraitacina.com– Beijing: info@cameraitacina.com– Shanghai: info Shanghai@cameraitacina.com– Suzhou: info Suzhou@cameraitacina.com <p>After acceptance, the CICC will be in charge of: drafting companies' profile agenda</p> <ul style="list-style-type: none">- on-site assistance by one Chamber staff member (upon request, quotation)		
Delivery time		
<ul style="list-style-type: none">▪ Reply about request within 2 working days upon receipt▪ Quotation to the customer within 7 days from the first feedback▪ Service to the customer within 15/30 days from the quotation acceptance and, anyway, on event definitive date		
Costs and payment methods		
<ul style="list-style-type: none">▪ Free of charge quotation▪ Service fee calculated on the use of staff working days basis (indicate function and cost) and pocket costs for organization	cost CICC MEMBER	cost CICC NON MEMBER



<ul style="list-style-type: none"> ▪ 50% deposit upon quotation acceptance ▪ Balance within 7 days from invoicing 	Quotation (discounted price)	Quotation
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Italian companies participation/delegation to foreign Fairs or foreign companies participation/delegation to Italian Fairs

Organization for Italian or foreign single company or delegation to be exhibit at Italian or foreign Fairs. Take part to an exhibition with Chamber booth representing Italian or local enterprises

Service contents (unless otherwise agreed with the Customer)

- Identification of the exhibition with the Costumer and defining the participation way
- (presence with single booth, collective booth or B2B agenda organization)
- Contact the exhibition organizer and define the participation
- Support service for booking and decorating the booth, shipping sample products and handling custom clearance procedure, arranging B2B meetings, listing on the exhibition list, editing promotional material, interpreter service
- Support service for organizing the delegation incoming/outgoing (flight tickets, transportation, accommodation, visa service)
- In case of presence with a Chamber booth representing Italian or local companies:
- Identification and contact with represented companies, information about products and services to promote
- Follow up

Delivery methods

The request should be sent to:

- Canton: infoguangdong@cameraitacina.com
- Chongqing: infochongqing@cameraitacina.com
- Beijing: info@cameraitacina.com
- Shanghai: infoshanghai@cameraitacina.com
- Suzhou: infosuzhou@cameraitacina.com

After agreement, the CICC will be in charge of:
 drafting companies' profile
 meeting agenda
 on-site assistance by one staff of Chamber (upon request, quotation)

Delivery time

- Reply about request within 2 working days upon receival



<ul style="list-style-type: none">▪ Quotation to the customer within 7 days from the first feedback▪ Service to the customer within 15/30 days from the quotation acceptance and within the event date		
Costs and payment methods		
<ul style="list-style-type: none">▪ Free of charge quotation▪ Service fee calculated on the use of staff working days basis (indicate function and cost) and organization cost basis▪ 50% deposit upon quotation acceptance▪ Balance within 7 days from invoicing	cost CICC MEMBER Quotation (discounted price)	cost CICC NON MEMBER Quotation



4. DEDICATED ASSISTANCE AND CONSULTING SERVICES

Interpretation/Translation Service		
<i>Consecutive and simultaneous interpretation service for seminars, exhibitions, conferences and documents translation</i>		
Service contents (unless otherwise agreed with the Customer)		
<ul style="list-style-type: none"> ▪ Contents definition with the Customer ▪ Contact interpreters/translators ▪ Follow up (sending material) 		
Delivery methods		
<p>The request should be sent to:</p> <ul style="list-style-type: none"> – Canton: infoguangdong@cameraitacina.com – Chongqing: infochongqing@cameraitacina.com – Beijing: info@cameraitacina.com – Shanghai: infoshanghai@cameraitacina.com – Suzhou: infosuzhou@cameraitacina.com <p>The service will include:</p> <ul style="list-style-type: none"> -interpreter name and contact -meeting for interpreting service schedule -translation service sent by e-mail with attachments on CICC letterhead, in PDF format. 		
Delivery time		
<ul style="list-style-type: none"> • Reply about request within 2 working days upon receipt • Quotation to the customer within 7 days from the first feedback • Service to the customer within 15/30 days from the quotation acceptance and within the event date 		
Costs and payment methods		
<ul style="list-style-type: none"> ▪ Free of charge quotation ▪ Service fee calculated on the use of staff working days basis (indicate function and cost) and pocket costs for organization ▪ 50% deposit upon quotation acceptance 	<p>cost CICC MEMBER</p> <p>Quotation (discounted price)</p>	<p>cost NON CICC MEMBER</p> <p>Quotation</p>



<ul style="list-style-type: none"> Balance within 7 days from invoicing 	
HR platform	
<i>Job offers service with publication on CICC website</i>	
Service contents (unless otherwise agreed with the Customer)	
<ul style="list-style-type: none"> Online job offer posting (posting job offer and the company banner on the website for 3 months, in the relative section) 	
Delivery method	
<p>For consultation and application it is possible to proceed independently directly through the Chamber website.</p> <ul style="list-style-type: none"> Whereas, the request for posting an ad and company banner on the website should be sent to: Canton: infoguangdong@cameraitacina.com Chongqing: infochongqing@cameraitacina.com Beijing: info@cameraitacina.com Shanghai: infoshanghai@cameraitacina.com Suzhou: infosuzhou@cameraitacina.com <p>For the research service the Chamber will be in charge of identifying, contacting, checking availability and interest and sending the CVs together with related information about candidates to the Customer.</p>	
Delivery time	
<ul style="list-style-type: none"> Reply about request within 2 working days upon receipt Quotation to the customer within 7 days 	
Costs and payment methods	
cost CICC MEMBER	cost CICC NON MEMBER
Consultation and application: free of charge	Consultation 600,000 € (including VAT)
Online job offer free of charge	Online job offer 600,000 €
Business Credit Report/Registration report	
<i>Service to verify the real existence of a company and to verify the company financial</i>	



<i>situation</i>	
Service contents (unless otherwise agreed with the Customer)	
<p>1. Registration Report: certify the real existence of a Chinese company through a research in the chamber membership</p> <p>2. Business Credit Report: certify the real existence of a Chinese company through a research in the chamber membership. Provide a report on the reliability and the expertise/competence of the mentioned company. This report include information on the history of the company, management type, present and past management, bank and financial relationship</p>	
Delivery method	
<p>Requests should be addressed to:</p> <ul style="list-style-type: none">- Canton: infoguangdong@cameraitacina.com- Chongqing: infochongqing@cameraitacina.com- Beijing: info@cameraitacina.com- Shanghai: infoshanghai@cameraitacina.com- Suzhou: infosuzhou@cameraitacina.com <p>Services are delivered by e-mail on CICC letterhead paper, in PDF format.</p>	
Delivery time	
<ul style="list-style-type: none">▪ Reply about request within 2 working days upon receipt▪ Quotation to the customer within 8 days	
Cost and modality of payment	
<p>cost CICC MEMBER</p> <p>Registration report: within 3 working days 1.000 RMB, within 2 working days 1.600 RMB, within 1 working day 2.400 RMB</p> <p>Business credit report: within 8 working days 3.000 RMB, within 5 working days 4.000 RMB, within 3 working days 5.000 RMB</p>	<p>cost CICC NON MEMBER</p> <p>Registration report: within 3 working days 1.700 RMB, within 2 working days 2.300 RMB, within 1 working day 3.100 RMB</p> <p>Business credit report: within 8 working days 3.800 RMB, within 5 working days 4.800 RMB, within 3 working days 6.000 RMB</p>



Logistics support	
<i>Service of meeting room rental (office Beijing, Chongqing, Shanghai) and hot-desking (only Beijing)</i>	
Service contents (unless otherwise agreed with the Customer)	
<ul style="list-style-type: none">▪ Meeting room rental▪ Desk rental	
Delivery method	
The request must be sent to: <ul style="list-style-type: none">– Beijing: info@cameraitacina.com– Chongqing: infochongqing@cameraitacina.com After agreement, the CICC is responsible of the rent management	
Delivery time	
<ul style="list-style-type: none">▪ Reply about request within 2 working days upon receipt▪ Quotation to the customer within 7 days	
Cost and modality of payment	
cost CICC MEMBER Meeting room (Beijing/Chongqing) half day 1.500/1.000 RMB, whole day 2.000/1.500 RMB Desk rental (Beijing) quotation for maximum 6 months	cost CICC NON MEMBER Only for members



APPENDIX:

1. Communication and promotion services

ADVERTISEMENT ON CICC WEBSITE		
1. BANNER ON HOMEPAGE		
<i>DURATION</i>	<i>MEMBER</i>	<i>NON MEMBER</i>
1 month	500 RMB	700 RMB
3 months	1.400 RMB	1.900 RMB
6 months	2.700 RMB	3.700 RMB
12 months	5.000 RMB	7.000 RMB
2. BANNER ON EACH PAGE OF THE WEBSITE		
<i>DURATION</i>	<i>MEMBER</i>	<i>NON MEMBER</i>
1 month	1.500 RMB	2.000 RMB
3 months	4.200 RMB	5.700 RMB
6 months	8.000 RMB	11.000 RMB
12 months	15.300 RMB	20.000 RMB
3. BANNER ON A SPECIFIC WEBSITE PAGE (EXCEPT HOMEPAGE)		
<i>DURATION</i>	<i>MEMBER</i>	<i>NON MEMBER</i>
6 months	1.000 RMB	1.500 RMB
12 months	1.800 RMB	2.900 RMB

ADVERTISEMENT ON CICC AND E-NEWSLETTER		
<i>DURATION</i>	<i>MEMBER</i>	<i>NON MEMBER</i>
1 month	250 RMB	350 RMB
3 months	700 RMB	1.000 RMB
6 months	1.300 RMB	1.800 RMB
12 months	2.500 RMB	3.500 RMB



2. Other promotional services

EMAIL DIRECT MARKETING (EDM) - EMAIL PROMOTION TO CICC MEMBERS		
N. 1 mailing	1.500 RMB	Quotation
N. 2 mailings	2.500 RMB	Quotation

ADV ON CICC WECHAT	
The Chamber offers adv service on CICC WeChat. If interested send the following Application Form to info@cameraitacina.com	500 RMB each sending

BENEFITS AND EXCLUSIVE SERVICES FOR MEMBERS	
#from members to members is the new promotional campaign created to increase visibility and sales of products and services available for CICC members, thanks to agreements with hotels, language centers, insurance companies, F&B companies and several venues. Present agreements are listed on "benefits section" of the website.	Ref. agreements available
CCIC offers the opportunity to publish free of charge your company latest news (opening, events, special promotions, etc.)	Free of charge
Participation to the annual event (May) Beijing Career Day (other cities editions TBC), which represents an important opportunity to get visibility and networking	Free of charge

BENEFITS AND EXCLUSIVE SERVICES FOR SUPPORTING MEMBERS
<ul style="list-style-type: none">• More visibility<ul style="list-style-type: none">○ company logo on the CICC homepage○ company logo on the CICC newsletter



- **More services**

- an adv free on CICC WeChat. If interested please send the following [Application Form](#) to info@cameraitacina.com

- **More participation with ccic**

- priority treatment on services and sponsorship offered by ccic
- eligibility to CCIC working groups and chapters coordinator or vice coordinator

* *Agreements available at the moment are listed in "Benefits" section on CCIC website*