

INDEX OF
SERVICES -
CHINA-ITALY
CHAMBER OF
COMMERCE

*Summary of main services and
delivery procedures*

INTRODUCTION

▪ WHAT IT IS

The Index of Services of the **China-Italy Chamber of Commerce (CICC)** encourages the establishment of relationships between the Chamber and its customers (Companies, PA) based on transparent and clear standards. The Index describes activities to support the internationalization of the enterprises and Italian territories defining management and delivery principles. Although not exhaustive, the Index gives to the Company and to the Public Administrations a framework of offered services and their costs. The costs in the Index, however, should be considered as average values of reference and they cannot substitute a specific quotation which will be provided at the moment of the service request.

▪ WHO WE ARE

The China-Italy Chamber of Commerce (CICC), recognized by the Italian and the Chinese Government as well, is the association that since more than 20 years gathers and represents the Italian business community in China, promoting activities of general interest for the Italian companies system present in this country.

The over 600 members (2014) that join CICC include some of the main Italian industrial groups, small and medium manufacturing or commercial enterprises, banks, service and consulting companies.

Established in 1991 in Beijing, the CICC is present with its own offices in Beijing, Chongqing, Guangzhou, Shanghai and Suzhou, and has a total staff of 15 people, Italian and Chinese as well.

For the enterprises already located in China or with already undertaken business activities here, the CICC offers training, information and exchange opportunities among operators and an authoritative representativeness platform regarding common issues. For operators interested in expanding their business in China, the CICC provides support for the localization and promotion of its "Made in Italy".

The network established over the years and the institutional identity, allowed the CICC to realize many activities to facilitate business affairs among private operators, the organization of government missions, individual or collective participation in international and local fairs, seminars, conferences, workshops with bilateral meetings between Italian and local enterprises, technology meetings, fashion shows, culinary days, tastings, cultural and tourist promotion visits.

A further important step to promote the economic and commercial exchange was recently provided by the establishment of "Friend of CICC" network, which allows local enterprises to join CICC activities and to get in touch with Members making more and more productive the opportunities to meet people and to do business.

▪ HOW WE OPERATE

To achieve our targets, we work together with our Members and with Italian and local enterprises, as well as with all public and private parties operating as organizations to support enterprises internationalization, in particular: Regions, Chambers of Commerce, Industry Associations, Fairs, Consortia, Cooperatives, Business Networks, Industrial Districts, Banks, Economic and Development Ministries, international organizations.

▪ OUR TARGETS

To help the customer through free of charge and with charge services, such as first guide information about a single business, specific support, placement and consolidation strategies into foreign market for Italian companies, as well as support for the local ones who want to cooperate with Italian SMEs.

To organize match-making events and activities to give to enterprises the chance to meet foreign counterparts to introduce production, technological, business cooperation proposals.

To promote and value Italian territory excellences, spreading the peculiarities and the know-how through the realization of companies' group missions, production districts, abroad, or incoming mission of companies and foreign operators directly in the areas where Italian companies operate.

To provide competencies about how to work in the country, through targeted training to single company and/or expert; or through Internship programs in collaboration with the most important Italian and foreign universities.

▪ OUR PRINCIPLES

In order to ensure quality services, we regularly guarantee:

- competency
- clearness
- courtesy
- privacy
- impartiality

The delivery of our services is based on:

- satisfaction of requests
- timeliness
- transparency of procedures

▪ SERVICES QUALITY STANDARD

In order to guarantee and to improve the single service performance and to assist better and better our Customers, the Chamber continuously monitors these services and has a *customer service satisfaction service* accompanied by, in the principle of maximum care of the customer, a complaint system management.

▪ NOTES

- ✓ any cost should be considered average value of reference that cannot substitute a specific quotation which will be provided at the moment of the service request
- ✓ at the moment of quotation, information about possible applicable charges by law to the relative costs will be provided
- ✓ services are delivered only upon quotation acceptance and upon related down payment, where required, with the exception of public organizations and specific exemptions
- ✓ note that any service not included in this Index could be required to the Chamber who will study feasibility and conditions.

SERVICES CATEGORIES

1. INFORMATION SERVICE

1.a First market orientation

- Market analysis Country/sector
- Information brochures on regulations (custom, tax, subsidy)
- Information about fairs and events

1.b Seminar/Country presentation

2. EVENTS AND COMMUNICATION

2.a Events

- gala dinner, networking events
- independent events

2.b Communication

- advertisements on magazines and e-media
- press-conference, media relationship
- media campaign (companies, products launch)

3. BUSINESS CONTACT

- identifying and selecting partners/counterparts (importers, distributors, suppliers and strategic partners) with/without meeting agenda
- incoming-outgoing missions' organization: workshop with B2B
- fairs participation

4. SPECIFIC SUPPORT AND CONSULTING SERVICES

- Interpreter/Translation
- visa service (BFT)
- HR service
- business credit report and registration report
- logistic assistance

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 production</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 procedure		
<p>Requests should be addressed to:</p> <ul style="list-style-type: none"> – Beijing: info@cameraitacina.com – Chongqing: infochongqing@cameraitacina.com – Guangzhou: infoguangdong@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 from its receipt ▪ send quotation to the customer within 7 days from the first feedback ▪ provide the 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 days/working staff basis (indicate function and cost) ▪ 50% deposit upon quotation acceptance ▪ balance within 7 days from invoicing 	cost CICC MEMBER	cost CICC NON MEMBER
	cost CICC PARTNER	cost CICC NO PARTNER
	<p>Quotation (discounted price)</p>	<p>Quotation</p>
	<p>Quotation (discounted price)</p>	<p>Quotation</p>
Informative dossier about regulations (custom, tax, subsidy)		
<p><i>informative dossier about main regulations regarding customs, taxation and the presence of particular subsidy for the enterprises</i></p>		
<p>service contents (<i>unless otherwise agreed with the Customer</i>)</p>		
<ul style="list-style-type: none"> ▪ 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 method		
<p>Requests should be addressed to:</p> <ul style="list-style-type: none"> – Beijing: info@cameraitacina.com – Chongqing: infochongqing@cameraitacina.com 		

- Guangzhou: infoguangdong@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 from its receipt
- send quotation to the customer within 7 days from the first feedback
- provide the 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 days/working staff basis (indicate function and cost)
- 50% deposit upon quotation acceptance
- balance within 7 days from invoicing

cost CICC MEMBER

Quotation

cost CICC PARTNER

Quotation

cost CICC NON MEMBER

Quotation

cost CICC NO PARTNER

Quotation

Information about fairs and events

information about main fairs and events of national and international importance 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 e 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 editions))

Delivery methods

Requests should be addressed to:

- Beijing: info@cameraitacina.com

- Chongqing: infochongqing@cameraitacina.com
- Guangzhou: infoguangdong@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 from its receipt
- send quotation to the customer within 7 days from the first feedback
- provide the 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 days/working staff basis (indicate function and cost)
- 50% deposit upon quotation acceptance
- balance within 7 days from invoicing

**cost CICC
MEMBER**

Quotation

**cost CICC
PARTNER**

Quotation

**cost CICC NON
MEMBER**

Quotation

**cost CICC NO
PARTNER**

Quotation

Informative Seminar / Country presentation

organization of informative seminars-country presentation addressed to enterprises or institutions

service contents (unless otherwise agreed with the Customer)

- contents definition with the Customer
- contacting speakers
- eventual sponsors research
- manage press relationship
- manage guests invitation (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:

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

After agreement, the presentation will be sent by the Secretary General of the Chamber in PPT format.

If interested, the customer can require the direct participation of chamber's staff for the presentation

of the material in question.		
Delivery time		
<ul style="list-style-type: none"> ▪ reply about request within 2 working days from its receipt ▪ send quotation to the customer within 7 days from the first feedback ▪ provide the 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 days/working staff basis (indicate function and cost) and pocket costs for organization ▪ 50% deposit upon quotation acceptance ▪ balance within 7 days from invoicing 	cost CICC MEMBER	cost CICC NON MEMBER
	Quotation	Quotation
	cost CICC PARTNER	cost CICC NO PARTNER
	Quotation	Quotation

2. EVENTS AND COMMUNICATION

Gala dinner-networking events
<i>organization of social events branded by CCIE 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 broader or in specific periods of the year (Italian or local Holidays)</i>
service contents (unless otherwise agreed with the Customer)
<ul style="list-style-type: none"> ▪ contents definition with the Customer ▪ contacting speakers ▪ sponsors research ▪ manage press relationship ▪ PR service ▪ manage guests invitation (mailing-recall) ▪ logistic organization (venue rental, material preparation, hostess and interpreting services, catering) ▪ follow up (sending material)
participation method

<p>Request should be sent by email addressed to:</p> <ul style="list-style-type: none"> - Beijing: info@cameraitacina.com - Chongqing: infochongqing@cameraitacina.com - Guangzhou: infoanguangdong@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>		
delivery time		
<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 Price changes according to event format</p> <p>cost CICC PARTNER Price changes according to event format</p>	<p>cost CICC NON MEMBER Price changes according to event format</p> <p>cost CICC NO PARTNER Price changes according to event format</p>

Autonoms events
organization of autonomous promotional events for the promotion of an industry/product/territory
service contents (<i>unless otherwise agreed with the Customer</i>)
<ul style="list-style-type: none"> ▪ 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
<p>Request should be sent by email addressed to:</p> <ul style="list-style-type: none"> - Beijing: info@cameraitacina.com - Chongqing: infochongqing@cameraitacina.com

- Guangzhou: infoguangdong@cameraitacina.com
- Shanghai: infoshanghai@cameraitacina.com
- Suzhou: infosuzhou@cameraitacina.com

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

delivery time

- reply about request within 2 working days from its receipt
- send quotation to the customer within 7 days from the first feedback
- deliver the service to the customer within 15/30 days from the quotation acceptance and, anyway, before the event definitive date

costs and payment methods

- free of charge quotation
- service fee calculated on the use of days/working staff basis (indicate function and cost) and pocket costs for organization
- 50% deposit upon quotation acceptance
- balance within 7 days from invoicing

**cost CICC
MEMBER**
Quotation

**cost PARTNER
CICC**
Quotation

**cost CICC NON
MEMBER**
Quotation

**cost CICC NO
PARTNER**
Quotation

Advertisements on magazines and e-media

publication of promotional and advertising materials on magazines and e-media

service contents (unless otherwise agreed with the Customer)

- 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

Request should be sent by email addressed to:

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

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.

delivery time		
<ul style="list-style-type: none"> ▪ reply about request within 2 working days from its receipt ▪ send quotation to the customer within 7 days from the first feedback ▪ deliver the service to the customer within 15/30 days from the quotation acceptance and, anyway, on the definitive event date 		
costs and payment methods <ul style="list-style-type: none"> ▪ free of charge quotation ▪ service fee calculated on the use of days/working staff basis (indicate function and cost) and pocket costs for organization ▪ 50% deposit upon quotation acceptance ▪ balance within 7 days from invoicing (missing in italian) 	cost CICC MEMBER from 250 RMB to 12.000 RMB according to category and duration	cost CICC NON MEMBER from 350 RMB to 13.000 RMB according to category and duration
	cost PARTNER CICC from 250RMB to 12.000RMB according to category and duration	cost NO PARTNER CICC from 350RMB to 13.000 RMB according to category and duration

Press conferences, media relationship
<i>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</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) ▪ press conference organization (defining venue, 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: <ul style="list-style-type: none"> – Beijing: info@cameraitacina.com – Chongqing: infochongqing@cameraitacina.com – Guangzhou: infoguangdong@cameraitacina.com – Shanghai: infoshanghai@cameraitacina.com – Suzhou: infosuzhou@cameraitacina.com

The event is organized by the CCIE that provides its contacts network and experience in organizing events.
delivery time
<ul style="list-style-type: none"> ▪ reply about request within 2 working days from its receipt ▪ send quotation to the customer within 7 days from the first feedback ▪ provide the 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 days/working staff basis (indicate function and cost) and pocket costs for organization ▪ 50% deposit upon quotation acceptance ▪ balance within 7 days from invoicing

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"> – Beijing: info@cameraitacina.com – Chongqing: infochongqing@cameraitacina.com – Guangzhou: infoguangdong@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 from its receipt ▪ send quotation to the customer within 7 days from the first feedback ▪ provide the 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 days/working staff basis (indicate function and cost) and pocket costs for organization ▪ 50% deposit upon quotation acceptance ▪ balance within 7 days from invoicing

3. BUSINESS CONTACT

Identification and partners / counterparts 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		
Request should be sent to: <ul style="list-style-type: none"> – Beijing: info@cameraitacina.com – Chongqing: infochongqing@cameraitacina.com – Guangzhou: infoguangdong@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 from its receipt ▪ send quotation to the customer within 7 days from the first feedback ▪ provide the 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 days/working staff basis (indicate function and cost) and pocket costs for organization ▪ 50% deposit upon quotation acceptance ▪ balance within 7 days from invoicing 	cost CICC MEMBER 3000 RMB cost CICC PARTNER 3000RMB	cost CICC NON MEMBER 5000 RMB cost NO CICC PARTNER 5000RMB

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) or ▪ 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"> – Beijing: info@cameraitacina.com – Chongqing: infochongqing@cameraitacina.com – Guangzhou: infoguangdong@cameraitacina.com – Shanghai: infoshanghai@cameraitacina.com – Suzhou: infosuzhou@cameraitacina.com <p>After acceptance, the CICC will be in charge of:</p> <ul style="list-style-type: none"> - drafting companies' profile - agenda - on-site consulting and assistance by one staff of Chamber (upon request, quotation) 		
delivery time		
<ul style="list-style-type: none"> ▪ reply about request within 2 working days from its receipt ▪ send quotation to the customer within 7 days from the first feedback ▪ provide the service to the customer within 15/30 days from the quotation acceptance and, anyway, on event definitive date 		
costs and payment methods	cost CICC MEMBER	cost CICC NON MEMBER
<ul style="list-style-type: none"> ▪ free of charge quotation ▪ service fee calculated on the use of days/working staff basis (indicate function and cost) and pocket costs for organization ▪ 50% deposit upon quotation acceptance ▪ balance within 7 days from invoicing 	Quotation (discounted price)	Quotation
	Cost CICC PARTNER	Cost NO CICC PARTNER
	Quotation (discounted price)	

		Quotation
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Italian companies participation/delegation to foreign Fairs or foreign companies participation/delegation to Italian Fairs		
<i>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</i>		
service contents (unless otherwise agreed with the Customer)		
<ul style="list-style-type: none"> ▪ 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 ▪ 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		
<p>The request should be sent to:</p> <ul style="list-style-type: none"> – Beijing: info@cameraitacina.com – Chongqing: infochongqing@cameraitacina.com – Guangzhou: infoguangdong@cameraitacina.com – Shanghai: infoshanghai@cameraitacina.com – Suzhou: infosuzhou@cameraitacina.com <p>After agreement, the CICC will be in charge of:</p> <ul style="list-style-type: none"> - drafting companies' profile - meeting agenda - on-site assistance by one staff of Chamber (upon request, quotation) 		
delivery time		
<ul style="list-style-type: none"> ▪ reply about request within 2 working days from its receipt ▪ send quotation to the customer within 7 days from the first feedback ▪ provide the service to the customer within 15/30 days from the quotation acceptance and, anyway, on event definitive date 		
costs and payment methods	cost CICC MEMBER Quotation (discounted price)	cost CICC NON MEMBER Quotation
<ul style="list-style-type: none"> ▪ free of charge quotation ▪ service fee calculated on the use of days/working staff basis (indicate function and cost) and pocket costs for organization ▪ 50% deposit upon quotation acceptance ▪ balance within 7 days from invoicing 	Cost CICC	Cost NO CICC PARTNER

	PARTNER Quotation (discounted price)	Quotation
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4. SPECIALIZED ASSISTANCE AND CONSULTING SERVICES

Interpreter/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"> – Beijing: info@cameraitacina.com – Chongqing: infochongqing@cameraitacina.com – Guangzhou: infoquangdong@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 from its receipt ▪ send quotation to the customer within 5 days from the first feedback ▪ provide the service to the customer within 7 days from the quotation acceptance and, anyway, on event definitive date 		
costs and payment methods	cost CICC MEMBER	costo NON CICC MEMBER
<ul style="list-style-type: none"> ▪ free of charge quotation ▪ service fee calculated on the use of days/working staff basis (indicate function and cost) and pocket costs for organization ▪ 50% deposit upon quotation acceptance ▪ balance within 7 days from invoicing 	Quotation	Quotation
	cost CICC PARTNER	cost NO CICC PARTNER
	Quotation	Quotation

Visa service (BFT)/Invitation letter
<i>support service for Italian visa application for Chinese employees of CICC members</i>

service contents (unless otherwise agreed with the Customer)		
<ul style="list-style-type: none"> ▪ collection of necessary documents ▪ sending documents to the Consulate for the activation of the BFT Visa channel ▪ follow up with the Customer to confirm the service activation ▪ invitation letters 		
delivery methods		
<p>The request should be sent to:</p> <ul style="list-style-type: none"> – Beijing: info@cameraitacina.com – Chongqing: infochongqing@cameraitacina.com – Guangzhou: infoguangdong@cameraitacina.com – Shanghai: infohanghai@cameraitacina.com – Suzhou: infosuzhou@cameraitacina.com <p>Thanks to the agreement with the Embassy of Italy in Beijing and the consular network to ensure the following facilitation for Italian visa application procedures for Chinese citizens:</p> <ul style="list-style-type: none"> - Preferential channel request for a maximum of 5 daily applications - Exemption from compulsory interview 		
delivery time		
<ul style="list-style-type: none"> ▪ reply about request within 2 working days from its receipt ▪ provide the service to the customer within 7 days. 		
costs and payment methods Price list for invitation letters for obtaining entry visas to China (see Appendix 1)	Cost CICC MEMBER Free of charge	cost CICC NON MEMBER Only for members registered as juridical person in China after an Italian company investment
	Cost CICC PARTNER Free of charge	Cost NO CICC PARTNER Only for members registered as juridical person in China after an Italian company investment

HR service
<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 2 months, in the relative section) ▪ ad and potential candidates screening ▪ cv research (according to the customer needs, the Chamber select up to 20 cv)
delivery method

For consultation and application it is possible to proceed independently directly through the Chamber website.

Whereas, the request for posting an ad and company banner on the website should be sent to:

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

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.

delivery time

- reply about request within 2 working days from its receipt
- provide the service to the customer within 7 days

costs and payment methods

cost CICC MEMBER	cost CICC NON MEMBER
Consultation and application: free of charge	Consultation and application: free of charge
CV Research 500 RMB	CV Research 800 RMB
Online job offer free of charge	Online job offer 800 RMB
Mix to maximize your research (both previous services) 500 RMB	Mix to maximize your research (both previous services) 1500 RMB
Cost CICC PARTNER	Cost NO CICC PARTNER
Consultation and application: Free of charge	Consultation and application: Free of charge
CV research 500 RMB	CV research 800 RMB
Online job offer free of charge	Online job offer free of charge
Mix to maximize your research (both previous services) 500 RMB	Mix to maximize your research (both previous services) 500 RMB

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Business Credit Report/Registration Report		
<i>service to verify the real existence of a company and to verify the company financial situation</i>		
service contents (unless otherwise agreed with the Customer)		
<ul style="list-style-type: none"> ▪ [REDACTED] 		
delivery method		
<p>Requests should be addressed to:</p> <ul style="list-style-type: none"> – Beijing: info@cameraitacina.com – Chongqing: infochongqing@cameraitacina.com – Guangzhou: infoguangdong@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 from its receipt ▪ provide the service to the customer within 7 days 		
cost and modality of payment	cost CICC MEMBER	cost CICC NON MEMBER
<ul style="list-style-type: none"> ▪ free service 	<p>Registration report: within 3 working days 1.000 RMB, within 2 working days 1.900 RMB, within 1 working day 2.700 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 PARTNER</p> <p>Registration report: within 3 working days 1.000 RMB, within 2 working</p>	<p>Registration report: within 3 working days 1.400 RMB, within 2 working days 1.600 RMB, within 1 working day 2.400 RMB</p> <p>Business credit report: within 8 working days 3.400 RMB, within 5 working days 4.300 RMB, within 3 working days 5.300 RMB</p> <p>Cost NO CICC PARTNER</p> <p>Registration report: within 3 working days 1.400 RMB, within 2 working days 1.600 RMB, within 1 working day 2.400</p>

	<p>days 1.900 RMB, within 1 working day 2.700 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 days</p>	<p>RMB</p> <p>Business credit report: within 8 working days 3.400 RMB, within 5 working days 4.300 RMB, within 3 working days 5.300 days</p>
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Logistics support		
<i>Service of meeting room rental (office Beijing, Shanghai, Suzhou) and hot-desking (Beijing and Shanghai)</i>		
service contents (unless otherwise agreed with the Customer)		
<ul style="list-style-type: none"> ▪ meeting room rental ▪ desk rental 		
delivery method		
<p>The request must be sent to:</p> <ul style="list-style-type: none"> – Beijing: info@cameraitacina.com – Shanghai: infoshanghai@cameraitacina.com – Suzhou: infosuzhou@cameraitacina.com <p>After agreement, the CICC is responsible of rental managing</p>		
delivery time		
<ul style="list-style-type: none"> ▪ reply about request within 2 working days from its receipt ▪ provide the service to the customer within 7 days 		
cost and modality of payment	cost CICC MEMBER	cost CICC NON MEMBER
<ul style="list-style-type: none"> ▪ free service 	<p>Meeting room (Beijing and Shanghai) half day 1.500 RMB, whole day 2.000 RMB</p> <p>Meeting room (Suzhou) quotation based on duration</p> <p>Desk rental (Beijing, Shanghai) quotation for maximum 6</p>	<p>Only for members</p>

	<p>months</p> <p>Cost CICC PARTNER Meeting room (Beijing and Shanghai) half day 1.500 RMB, whole day 2.000 RMB</p> <p>Meeting room (Suzhou) quotation based on duration</p> <p>Desk rental (Beijing, Shanghai) quotation for maximum 6 months</p>	<p>Cost NO CICC PARTNER</p> <p>Only for partners</p>
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APPENDIX:

1. Invitation letters to get entry visa to China

INVITATION LETTER TO GET ENTRY VISA TO CHINA				
N. ENTRIES	ONE ENTRY	DOUBLE ENTRY	* MULTIPLE ENTRY	* MULTIPLE ENTRY
DURATION	1 MONTH	3 MONTHS	6 MONTHS	12 MONTHS
PRICE	500 RMB	1300 RMB	1500 RMB	2.500 RMB
NOTES	-	Every single stay no longer than 45 days	Every single stay no longer than 30 days	Every single stay no longer than 30 days
* Multiple entry visa may be required only if previous visa was business visa				

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
6months	2.700 RMB	3.700 RMB
12 months	5.000 RMB	7.000 RMB
1. 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
2. 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
ADVERTISEMENT ON "IL QUADERNO"		
PRICES FOR SINGLE ADVERTISEMENT		

<i>AD TYPE</i>	<i>CO-OPERATOR</i>	<i>MEMBER</i>	<i>NON MEMBER</i>
Inside front cover	8.500 RMB	10.000 RMB	12.000 RMB
Inside back cover	5.000 RMB	6.500 RMB	7.500 RMB
All page	3.000 RMB	4.000 RMB	5.000 RMB
½ Page	2.000 RMB	3.000 RMB	4.000 RMB
ADVERTISING ON CICC INFORMA - ADV LOGO BANNER*			
<i>DURATION</i>		<i>MEMBER</i>	<i>NON MEMBER</i>
1	issue	350 RMB	450 RMB
8	issues (1 month)	1.600 RMB	2.000 RMB
16	issues (2 months)	3.000 RMB	3.500 RMB
48	issues (6 months)	8.000 RMB	8.800 RMB
96	issues (1 year)	12.000 RMB	13.000 RMB
* Logo posted on the PDF of CICC INFORMA, heading			

2. Other promotional services

PUBLICATION OF COMPANY NEWS ON CICC WEBSITE		
CCIC offers the opportunity to publish free of charge your company latest news (opening, events, special promotions, etc.)	Free	Only for members
EMAIL DIRECT MARKETING (EDM) - EMAIL PROMOTION TO CICC MEMBERS		
N. 1 mailing	1.500 RMB	Quotation
N. 2 mailings	2.500 RMB	Quotation
BENEFITS AND EXCLUSIVE SERVICES FOR MEMBERS		
The Chamber offers exclusive discounts to its members, thanks to agreements with hotels, airlines, language centers, insurance companies. Present agreements are listed on "benefits section" of the website.	Quotation	Only for members

logistic support for the incoming-outgoing mission organization (flight ticketing, transportation, accommodation, visa service)