

INDEX OF  
SERVICES -  
*CHINA-ITALY*  
CHAMBER OF  
COMMERCE

*Summary of main services and  
delivery procedures*

## INTRODUCTION

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### ▪ 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.

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### ▪ 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 almost 600 members (2017) 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 14 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 "Friends 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.

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### ▪ 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.

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## ▪ 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.

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## ▪ 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

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## ▪ 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.

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## ▪ 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

<b>Market analysis Country/sector</b>		
<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>		
<b>Service contents (unless otherwise agreed with the Customer)</b>		
<ul style="list-style-type: none"> <li>▪ short jointed economic-financial note about the country</li> <li>▪ analysis about the Italian company request of interested sector</li> <li>▪ analysis of the Italian product distribution channel/product category</li> <li>▪ analysis of competitors</li> <li>▪ major events and local activities of that sector</li> </ul>		
<b>Delivery procedure</b>		
<p>Requests should be addressed to:</p> <ul style="list-style-type: none"> <li>▪ Beijing: <a href="mailto:info@cameraitacina.com">info@cameraitacina.com</a></li> <li>▪ Chongqing: <a href="mailto:infochongqing@cameraitacina.com">infochongqing@cameraitacina.com</a></li> <li>▪ Guangzhou: <a href="mailto:infoguangdong@cameraitacina.com">infoguangdong@cameraitacina.com</a></li> <li>▪ Shanghai: <a href="mailto:infoshanghai@cameraitacina.com">infoshanghai@cameraitacina.com</a></li> <li>▪ Suzhou: <a href="mailto:infosuzhou@cameraitacina.com">infosuzhou@cameraitacina.com</a></li> </ul> <p>Services are delivered by e-mail on CICC letterhead paper, in PDF format.</p>		
<b>Delivery time</b>		
<ul style="list-style-type: none"> <li>▪ reply about request within 2 working days from its receipt</li> <li>▪ send quotation to the customer within 7 days from the first feedback</li> <li>▪ provide the service to the customer within 15/30 days from the quotation acceptance</li> </ul>		
<b>Costs and payment methods</b> <ul style="list-style-type: none"> <li>▪ free of charge quotation</li> <li>▪ service fee calculated on the use of days/working staff basis (indicate function and cost)</li> <li>▪ 50% deposit upon quotation acceptance</li> <li>▪ balance within 7 days from invoicing</li> </ul>	<b>cost CICC MEMBER</b>	<b>cost CICC NON MEMBER</b>
	Quotation (discounted price)	Quotation
	<b>cost CICC PARTNER</b>	<b>cost CICC NO PARTNER</b>
	Quotation (discounted price)	Quotation

<b>Informative dossier about regulations (custom, tax, subsidy)</b>		
<i>Informative dossier about main regulations regarding customs, taxation and the presence of particular subsidy for the enterprises</i>		
<b>Service contents</b> (unless otherwise agreed with the Customer)		
<ul style="list-style-type: none"> <li>▪ short introduction about specific topic</li> <li>▪ information about regulations framework indicating the single reference (this does not include rules/law translation)</li> <li>▪ indication of main local entities responsible for each subject</li> </ul>		
<b>Delivery method</b>		
<p>Requests should be addressed to:</p> <ul style="list-style-type: none"> <li>▪ Beijing: <a href="mailto:info@cameraitacina.com">info@cameraitacina.com</a></li> <li>▪ Chongqing: <a href="mailto:infochongqing@cameraitacina.com">infochongqing@cameraitacina.com</a></li> <li>▪ Guangzhou: <a href="mailto:infoguangdong@cameraitacina.com">infoguangdong@cameraitacina.com</a></li> <li>▪ Shanghai: <a href="mailto:infoshanghai@cameraitacina.com">infoshanghai@cameraitacina.com</a></li> <li>▪ Suzhou: <a href="mailto:infosuzhou@cameraitacina.com">infosuzhou@cameraitacina.com</a></li> </ul> <p>Services are delivered by e-mail on CICC letterhead paper, in PDF format.</p>		
<b>Delivery time</b>		
<ul style="list-style-type: none"> <li>▪ reply about request within 2 working days from its receipt</li> <li>▪ send quotation to the customer within 7 days from the first feedback</li> <li>▪ provide the service to the customer within 15/30 days from the quotation acceptance</li> </ul>		
<b>Costs and payment methods</b> <ul style="list-style-type: none"> <li>▪ free of charge quotation</li> <li>▪ service fee calculated on the use of days/working staff basis (indicate function and cost)</li> <li>▪ 50% deposit upon quotation acceptance</li> <li>▪ balance within 7 days from invoicing</li> </ul>	<b>cost CICC MEMBER</b>  Quotation	<b>cost CICC NON MEMBER</b>  Quotation
	<b>cost CICC PARTNER</b>  Quotation	<b>cost CICC NO PARTNER</b>  Quotation

<b>Information about fairs and events</b>
<i>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</i>
<b>Service contents</b> (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](mailto:info@cameraitacina.com)
- Chongqing: [infochongqing@cameraitacina.com](mailto:infochongqing@cameraitacina.com)
- Guangzhou: [infoguangdong@cameraitacina.com](mailto:infoguangdong@cameraitacina.com)
- Shanghai: [infoshanghai@cameraitacina.com](mailto:infoshanghai@cameraitacina.com)
- Suzhou: [infosuzhou@cameraitacina.com](mailto: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](mailto:info@cameraitacina.com)
- Chongqing: [infochongqing@cameraitacina.com](mailto:infochongqing@cameraitacina.com)
- Guangzhou: [infoguangdong@cameraitacina.com](mailto:infoguangdong@cameraitacina.com)
- Shanghai: [infoshanghai@cameraitacina.com](mailto:infoshanghai@cameraitacina.com)
- Suzhou: [infosuzhou@cameraitacina.com](mailto: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**

- 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**

- 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 CICC PARTNER**

Quotation

**cost CICC NON MEMBER**

Quotation

**cost CICC NO PARTNER**

Quotation



## 2. EVENTS AND COMMUNICATION

<b>Gala dinner-networking events</b>		
<p><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></p>		
<b>service contents (unless otherwise agreed with the Customer)</b>		
<ul style="list-style-type: none"> <li>▪ contents definition with the Customer</li> <li>▪ contacting speakers</li> <li>▪ sponsors research</li> <li>▪ manage press relationship</li> <li>▪ PR service</li> <li>▪ manage guests invitation (mailing-recall)</li> <li>▪ logistic organization (venue rental, material preparation, hostess and interpreting services, catering)</li> <li>▪ follow up (sending material)</li> </ul>		
<b>Participation method</b>		
<p>Request should be sent by email addressed to:</p> <ul style="list-style-type: none"> <li>▪ Beijing: <a href="mailto:info@cameraitacina.com">info@cameraitacina.com</a></li> <li>▪ Chongqing: <a href="mailto:infochongqing@cameraitacina.com">infochongqing@cameraitacina.com</a></li> <li>▪ Guangzhou: <a href="mailto:infoguangdong@cameraitacina.com">infoguangdong@cameraitacina.com</a></li> <li>▪ Shanghai: <a href="mailto:infoshanghai@cameraitacina.com">infoshanghai@cameraitacina.com</a></li> <li>▪ Suzhou: <a href="mailto:infosuzhou@cameraitacina.com">infosuzhou@cameraitacina.com</a></li> </ul> <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>		
<b>Delivery time</b>		
<ul style="list-style-type: none"> <li>▪ reply about request within 2 working days from its receipt and information about participation fee</li> <li>▪ service delivery to the customer on the event definitive date</li> </ul>		
<p><b>Costs and payment methods</b></p> <ul style="list-style-type: none"> <li>▪ participation fee/pax</li> <li>▪ balance within 7 days from invoicing</li> </ul>	<p><b>cost CICC MEMBER</b> Price changes according to event format</p> <p><b>cost CICC PARTNER</b> Price changes according to event format</p>	<p><b>cost CICC NON MEMBER</b> Price changes according to event format</p> <p><b>cost CICC NO PARTNER</b> Price changes according to event format</p>

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<b>Autonomous events</b>		
Organization of autonomous promotional events for the promotion of an industry/product/territory		
<b>Service contents</b> ( <i>unless otherwise agreed with the Customer</i> )		
<ul style="list-style-type: none"> <li>▪ definition content with the Customer</li> <li>▪ definition of event format (exhibition, show room, tasting, etc)</li> <li>▪ invitation selection</li> <li>▪ PR service and press relationship management</li> <li>▪ Logistic organization (venue rental, materials preparation, hostess and interpreting services, catering)</li> <li>▪ support for possible products dispatch and custom clearance for exhibition/tasting</li> <li>▪ follow up</li> </ul>		
<b>Delivery methods</b>		
<p>Request should be sent by email addressed to:</p> <ul style="list-style-type: none"> <li>▪ Beijing: <a href="mailto:info@cameraitacina.com">info@cameraitacina.com</a></li> <li>▪ Chongqing: <a href="mailto:infochongqing@cameraitacina.com">infochongqing@cameraitacina.com</a></li> <li>▪ Guangzhou: <a href="mailto:infoguangdong@cameraitacina.com">infoguangdong@cameraitacina.com</a></li> <li>▪ Shanghai: <a href="mailto:infoshanghai@cameraitacina.com">infoshanghai@cameraitacina.com</a></li> <li>▪ Suzhou: <a href="mailto:infosuzhou@cameraitacina.com">infosuzhou@cameraitacina.com</a></li> </ul> <p>The event is organized by the CCIE that provides its contacts network and experience in organizing events.</p>		
<b>Delivery time</b>		
<ul style="list-style-type: none"> <li>▪ reply about request within 2 working days from its receipt</li> <li>▪ send quotation to the customer within 7 days from the first feedback</li> <li>▪ deliver the service to the customer within 15/30 days from the quotation acceptance and, anyway, before the event definitive date</li> </ul>		
<b>Costs and payment methods</b>	<b>cost CICC MEMBER</b>	<b>cost CICC NON MEMBER</b>
<ul style="list-style-type: none"> <li>▪ free of charge quotation</li> <li>▪ service fee calculated on the use of days/working staff basis (indicate function and cost) and pocket costs for organization</li> <li>▪ 50% deposit upon quotation acceptance</li> <li>▪ balance within 7 days from invoicing</li> </ul>	Quotation	Quotation
	<b>cost PARTNER CICC</b>	<b>cost CICC NO PARTNER</b>
	Quotation	Quotation

<b>Advertisements on magazines and e-media</b>
<i>Publication of promotional and advertising materials on magazines and e-media</i>

<b>Service contents</b> ( <i>unless otherwise agreed with the Customer</i> )		
<ul style="list-style-type: none"> <li>▪ definition of contents with the Customer</li> <li>▪ identification of the most suitable press and media partners for that kind of communication and Customer</li> <li>▪ posting the promotional-advertising message also according to the cultural characteristics of the local target audience</li> </ul>		
<b>Delivery methods</b>		
<p>Request should be sent by email addressed to:</p> <ul style="list-style-type: none"> <li>▪ Beijing: <a href="mailto:info@cameraitacina.com">info@cameraitacina.com</a></li> <li>▪ Chongqing: <a href="mailto:infochongqing@cameraitacina.com">infochongqing@cameraitacina.com</a></li> <li>▪ Guangzhou: <a href="mailto:infoguangdong@cameraitacina.com">infoguangdong@cameraitacina.com</a></li> <li>▪ Shanghai: <a href="mailto:infoshanghai@cameraitacina.com">infoshanghai@cameraitacina.com</a></li> <li>▪ Suzhou: <a href="mailto:infosuzhou@cameraitacina.com">infosuzhou@cameraitacina.com</a></li> </ul> <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>		
<b>Delivery time</b>		
<ul style="list-style-type: none"> <li>▪ reply about request within 2 working days from its receipt</li> <li>▪ send quotation to the customer within 7 days from the first feedback</li> <li>▪ deliver the service to the customer within 15/30 days from the quotation acceptance and, anyway, on the definitive event date</li> </ul>		
<b>Costs and payment methods</b>	<b>cost CICC MEMBER</b>	<b>cost CICC NON MEMBER</b>
<ul style="list-style-type: none"> <li>▪ free of charge quotation</li> <li>▪ service fee calculated on the use of days/working staff basis (indicate function and cost) and pocket costs for organization</li> <li>▪ 50% deposit upon quotation acceptance</li> <li>▪ balance within 7 days from invoicing</li> </ul>	from 250 RMB to 12.000 RMB according to category and duration	from 350 RMB to 13.000 RMB according to category and duration
<b>Press conferences, media relationship</b>		
<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>		
<b>Service contents</b> ( <i>unless otherwise agreed with the Customer</i> )		
<ul style="list-style-type: none"> <li>▪ contents definition with the Customer</li> <li>▪ identification of the most suitable press and media partners for that kind of communication</li> </ul>		

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:

- Beijing: [info@cameraitacina.com](mailto:info@cameraitacina.com)
- Chongqing: [infochongqing@cameraitacina.com](mailto:infochongqing@cameraitacina.com)
- Guangzhou: [infoguangdong@cameraitacina.com](mailto:infoguangdong@cameraitacina.com)
- Shanghai: [infoshanghai@cameraitacina.com](mailto:infoshanghai@cameraitacina.com)
- Suzhou: [infosuzhou@cameraitacina.com](mailto: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
- provide the service to the customer within 15/30 days from the quotation acceptance and, anyway, on 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

### **Media campaigns (companies, products launch)**

*Media campaign elaboration to promote a company or product presence 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 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

<b>Delivery methods</b>
Request must be sent to: <ul style="list-style-type: none"> <li>▪ Beijing: <a href="mailto:info@cameraitacina.com">info@cameraitacina.com</a></li> <li>▪ Chongqing: <a href="mailto:infochongqing@cameraitacina.com">infochongqing@cameraitacina.com</a></li> <li>▪ Guangzhou: <a href="mailto:infoguangdong@cameraitacina.com">infoguangdong@cameraitacina.com</a></li> <li>▪ Shanghai: <a href="mailto:infoshanghai@cameraitacina.com">infoshanghai@cameraitacina.com</a></li> <li>▪ Suzhou: <a href="mailto:infosuzhou@cameraitacina.com">infosuzhou@cameraitacina.com</a></li> </ul> <p>The Chamber will send the media promotion campaign to several media. The customer will receive from the Chamber the publication confirmation by press-clipping.</p>
<b>Delivery time</b>
<ul style="list-style-type: none"> <li>▪ reply about request within 2 working days from its receipt</li> <li>▪ send quotation to the customer within 7 days from the first feedback</li> <li>▪ provide the service to the customer within 15/30 days from the quotation acceptance and, anyway, on event definitive date</li> </ul>
<b>Costs and payment methods</b>
<ul style="list-style-type: none"> <li>▪ free of charge quotation</li> <li>▪ service fee calculated on the use of days/working staff basis (indicate function and cost) and pocket costs for organization</li> <li>▪ 50% deposit upon quotation acceptance</li> <li>▪ balance within 7 days from invoicing</li> </ul>

### 3. BUSINESS CONTACT

<b>Identification and partners / counterparts selection (importers, distributors, suppliers and strategic partners) with/without meeting agenda</b>
<i>Scouting of potential business and strategic partners for investment development activities, JV, technology transfer</i>
<b>Service contents (unless otherwise agreed with the Customer)</b>
<ul style="list-style-type: none"> <li>▪ contents definition with the Customer</li> <li>▪ 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</li> <li>▪ share information with the Customer and select counterparts</li> <li>▪ contact counterparts and organize meeting agenda (upon request)</li> </ul>
<b>Delivery methods</b>
Request should be sent to: <ul style="list-style-type: none"> <li>▪ Beijing: <a href="mailto:info@cameraitacina.com">info@cameraitacina.com</a></li> <li>▪ Chongqing: <a href="mailto:infochongqing@cameraitacina.com">infochongqing@cameraitacina.com</a></li> <li>▪ Guangzhou: <a href="mailto:infoguangdong@cameraitacina.com">infoguangdong@cameraitacina.com</a></li> <li>▪ Shanghai: <a href="mailto:infoshanghai@cameraitacina.com">infoshanghai@cameraitacina.com</a></li> <li>▪ Suzhou: <a href="mailto:infosuzhou@cameraitacina.com">infosuzhou@cameraitacina.com</a></li> </ul> <p>The CICC will provide a list of contacts with their profile to the Customer.</p>

Following the contacts selection/approval, the CICC will schedule and manage B2B meetings.		
<b>Delivery time</b>		
<ul style="list-style-type: none"> <li>▪ reply about request within 2 working days from its receipt</li> <li>▪ send quotation to the customer within 7 days from the first feedback</li> <li>▪ provide the service to the customer within 15/30 days from the quotation acceptance and, anyway, on event definitive date</li> </ul>		
<b>Costs and payment methods</b>	<b>cost CICC MEMBER</b>	<b>cost CICC NON MEMBER</b>
<ul style="list-style-type: none"> <li>▪ free of charge quotation</li> <li>▪ service fee calculated on the use of days/working staff basis (indicate function and cost) and pocket costs for organization</li> <li>▪ feasibility analysis (2.000 RMB)</li> </ul>	<b>3.000 RMB</b> + <b>2.000 RMB</b> <b>(feasibility analysis)</b>	<b>5.000 RMB</b> + <b>2.000 RMB</b> <b>(feasibility analysis)</b>

<b>Organization incoming-outgoing missions: workshop with B2B</b>		
<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>		
<b>Service contents</b> (unless otherwise agreed with the Customer)		
<ul style="list-style-type: none"> <li>▪ contents definition with the Customer</li> <li>▪ counterparties selection</li> <li>▪ contact counterparties for pre-check</li> <li>▪ B2B meetings organization (identification of venue, meeting agenda, interpreter service support) or</li> <li>▪ workshop organization (identification of venue, moderator, interpreter service support)</li> <li>▪ follow up</li> </ul>		
<b>Delivery methods</b>		
<p>The request must be sent to:</p> <ul style="list-style-type: none"> <li>▪ Beijing: <a href="mailto:info@cameraitacina.com">info@cameraitacina.com</a></li> <li>▪ Chongqing: <a href="mailto:infochongqing@cameraitacina.com">infochongqing@cameraitacina.com</a></li> <li>▪ Guangzhou: <a href="mailto:infoanguangdong@cameraitacina.com">infoanguangdong@cameraitacina.com</a></li> <li>▪ Shanghai: <a href="mailto:infoshanghai@cameraitacina.com">infoshanghai@cameraitacina.com</a></li> <li>▪ Suzhou: <a href="mailto:infosuzhou@cameraitacina.com">infosuzhou@cameraitacina.com</a></li> </ul> <p>After acceptance, the CICC will be in charge of:</p> <ul style="list-style-type: none"> <li>- drafting companies' profile</li> <li>- agenda</li> <li>- on-site consulting and assistance by one staff of Chamber (upon request, quotation)</li> </ul>		
<b>Delivery time</b>		
<ul style="list-style-type: none"> <li>▪ reply about request within 2 working days from its receipt</li> </ul>		

<ul style="list-style-type: none"> <li>▪ send quotation to the customer within 7 days from the first feedback</li> <li>▪ provide the service to the customer within 15/30 days from the quotation acceptance and, anyway, on event definitive date</li> </ul>		
<p><b>Costs and payment methods</b></p> <ul style="list-style-type: none"> <li>▪ free of charge quotation</li> <li>▪ service fee calculated on the use of days/working staff basis (indicate function and cost) and pocket costs for organization</li> <li>▪ 50% deposit upon quotation acceptance</li> <li>▪ balance within 7 days from invoicing</li> </ul>	<p><b>cost CICC MEMBER</b></p> <p><b>Quotation (discounted price)</b></p>	<p><b>cost CICC NON MEMBER</b></p> <p><b>Quotation</b></p>

<p><b>Italian companies' participation/delegation to foreign Fairs or foreign companies participation/delegation to Italian Fairs</b></p>
<p><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></p>
<p><b>Service contents (unless otherwise agreed with the Customer)</b></p>
<ul style="list-style-type: none"> <li>▪ identification of the exhibition with the Costumer and defining the participation way (presence with single booth, collective booth or B2B agenda organization)</li> <li>▪ contact the exhibition organizer and define the participation</li> <li>▪ 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</li> <li>▪ 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</li> <li>▪ follow up</li> </ul>
<p><b>Delivery methods</b></p>
<p>The request should be sent to:</p> <ul style="list-style-type: none"> <li>▪ Beijing: <a href="mailto:info@cameraitacina.com">info@cameraitacina.com</a></li> <li>▪ Chongqing: <a href="mailto:infochongqing@cameraitacina.com">infochongqing@cameraitacina.com</a></li> <li>▪ Guangzhou: <a href="mailto:infoguangdong@cameraitacina.com">infoguangdong@cameraitacina.com</a></li> <li>▪ Shanghai: <a href="mailto:infoshanghai@cameraitacina.com">infoshanghai@cameraitacina.com</a></li> <li>▪ Suzhou: <a href="mailto:infosuzhou@cameraitacina.com">infosuzhou@cameraitacina.com</a></li> </ul> <p>After agreement, the CICC will be in charge of:</p> <ul style="list-style-type: none"> <li>- drafting companies' profile</li> <li>- meeting agenda</li> <li>- on-site assistance by one staff of Chamber (upon request, quotation)</li> </ul>
<p><b>Delivery time</b></p>

<ul style="list-style-type: none"> <li>▪ reply about request within 2 working days from its receipt</li> <li>▪ send quotation to the customer within 7 days from the first feedback</li> <li>▪ provide the service to the customer within 15/30 days from the quotation acceptance and, anyway, on event definitive date</li> </ul>		
<p><b>Costs and payment methods</b></p> <ul style="list-style-type: none"> <li>▪ free of charge quotation</li> <li>▪ service fee calculated on the use of days/working staff basis (indicate function and cost) and pocket costs for organization</li> <li>▪ 50% deposit upon quotation acceptance</li> <li>▪ balance within 7 days from invoicing</li> </ul>	<p><b>cost CICC MEMBER Quotation (discounted price)</b></p> <p><b>Cost CICC PARTNER Quotation (discounted price)</b></p>	<p><b>cost CICC NON MEMBER Quotation</b></p> <p><b>Cost NO CICC PARTNER Quotation</b></p>

#### **4. SPECIALIZED ASSISTANCE AND CONSULTING SERVICES**

<b>Interpreter/Translation Service</b>
<i>Consecutive and simultaneous interpretation service for seminars, exhibitions, conferences and documents translation</i>
<b>Service contents (unless otherwise agreed with the Customer)</b>
<ul style="list-style-type: none"> <li>▪ contents definition with the Customer</li> <li>▪ contact interpreters/translators</li> <li>▪ follow up (sending material)</li> </ul>
<b>Delivery methods</b>
<p>The request should be sent to:</p> <ul style="list-style-type: none"> <li>▪ Beijing: <a href="mailto:info@cameraitacina.com">info@cameraitacina.com</a></li> <li>▪ Chongqing: <a href="mailto:infochongqing@cameraitacina.com">infochongqing@cameraitacina.com</a></li> <li>▪ Guangzhou: <a href="mailto:infoguangdong@cameraitacina.com">infoguangdong@cameraitacina.com</a></li> <li>▪ Shanghai: <a href="mailto:infoshanghai@cameraitacina.com">infoshanghai@cameraitacina.com</a></li> <li>▪ Suzhou: <a href="mailto:infosuzhou@cameraitacina.com">infosuzhou@cameraitacina.com</a></li> </ul> <p>The service will include:</p> <ul style="list-style-type: none"> <li>▪ interpreter name and contact</li> <li>▪ meeting for interpreting service schedule</li> <li>▪ translation service sent by e-mail with attachments on CICC letterhead, in PDF format.</li> </ul>
<b>Delivery time</b>
<ul style="list-style-type: none"> <li>▪ reply about request within 2 working days from its receipt</li> <li>▪ send quotation to the customer within 5 days from the first feedback</li> <li>▪ provide the service to the customer within 7 days from the quotation acceptance and, anyway, on event definitive date</li> </ul>



<b>Costs and payment methods</b> <ul style="list-style-type: none"> <li>▪ free of charge quotation</li> <li>▪ service fee calculated on the use of days/working staff basis (indicate function and cost) and pocket costs for organization</li> <li>▪ 50% deposit upon quotation acceptance</li> <li>▪ balance within 7 days from invoicing</li> </ul>	<b>cost CICC MEMBER</b>	<b>costo NON CICC MEMBER</b>
	<b>Quotation</b>	<b>Quotation</b>
	<b>cost CICC PARTNER</b>	<b>cost NO CICC PARTNER</b>
	<b>Quotation</b>	<b>Quotation</b>

<b>Visa service/BFT</b>		
<i>Support service for Italian visa application for Chinese employees of CICC members</i>		
<b>Service contents (unless otherwise agreed with the Customer)</b>		
<ul style="list-style-type: none"> <li>▪ collection of necessary documents</li> <li>▪ sending documents to the Consulate for the activation of the BFT Visa channel</li> <li>▪ follow up with the Customer to confirm the service activation</li> </ul>		
<b>Delivery methods</b>		
<p>The request should be sent to:</p> <ul style="list-style-type: none"> <li>▪ Beijing: <a href="mailto:info@cameraitacina.com">info@cameraitacina.com</a></li> <li>▪ Chongqing: <a href="mailto:infochongqing@cameraitacina.com">infochongqing@cameraitacina.com</a></li> <li>▪ Guangzhou: <a href="mailto:infoguangdong@cameraitacina.com">infoguangdong@cameraitacina.com</a></li> <li>▪ Shanghai: <a href="mailto:infoshanghai@cameraitacina.com">infoshanghai@cameraitacina.com</a></li> <li>▪ Suzhou: <a href="mailto:infosuzhou@cameraitacina.com">infosuzhou@cameraitacina.com</a></li> </ul> <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"> <li>- Preferential channel request for a maximum of 5 daily applications</li> </ul>		
<b>Delivery time</b>		
<ul style="list-style-type: none"> <li>▪ reply about request within 2 working days from its receipt</li> <li>▪ provide the service to the customer within 7 days.</li> </ul>		
	<b>Cost CICC MEMBER</b>  <b>Free of charge</b>	<b>cost CICC NON MEMBER</b>  <b>Only for members registered as juridical person in China after an Italian company investment</b>

<b>HR service</b>		
<i>Job offers service with publication on CICC website</i>		
<b>Service contents (unless otherwise agreed with the Customer)</b>		
<ul style="list-style-type: none"> <li>▪ online job offer posting (posting job offer and the company banner on the website for 2 months, in the relative section)</li> </ul>		

- AD and potential candidates screening
- CV research (according to the customer needs, the Chamber select up to 20 CVs)

**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](mailto:info@cameraitacina.com)
- Chongqing: [infochongqing@cameraitacina.com](mailto:infochongqing@cameraitacina.com)
- Guangzhou: [infoguangdong@cameraitacina.com](mailto:infoguangdong@cameraitacina.com)
- Shanghai: [infoshanghai@cameraitacina.com](mailto:infoshanghai@cameraitacina.com)
- Suzhou: [infosuzhou@cameraitacina.com](mailto: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**

**Business Credit Report/Registration Report**

*Service to verify the real existence of a company and to verify the company financial situation*

**Service contents (unless otherwise agreed with the Customer)**

**Delivery method**

Requests should be addressed to:

- Beijing: [info@cameraitacina.com](mailto:info@cameraitacina.com)
- Chongqing: [infochongqing@cameraitacina.com](mailto:infochongqing@cameraitacina.com)

- Guangzhou: [infoGuangdong@cameraitacina.com](mailto:infoGuangdong@cameraitacina.com)
- Shanghai: [infoShanghai@cameraitacina.com](mailto:infoShanghai@cameraitacina.com)
- Suzhou: [infoSuzhou@cameraitacina.com](mailto: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
- provide the service to the customer within 7 days

#### Cost and modality of payment

##### cost CICC MEMBER

Registration report: within 3 working days  
1.000 RMB, within 2 working days  
1.600 RMB, within 1 working day  
2.400 RMB

Business credit report: within 8 working days  
3.000 RMB, within 5 working days  
4.000 RMB, within 3 working days  
5.000 RMB

##### cost CICC NON MEMBER

Registration report: within 3 working days  
1.400 RMB, within 2 working days  
1.900 RMB, within 1 working day  
2.700 RMB

Business credit report: within 8 working days  
3.400 RMB, within 5 working days  
4.300 RMB, within 3 working days  
5.300 RMB

#### Logistics support

*Service of meeting room rental (office Beijing, Shanghai, Suzhou) and hot-desking (Beijing and Shanghai)*

#### Service contents (unless otherwise agreed with the Customer)

- meeting room rental
- desk rental

#### Delivery method

The request must be sent to:

- Beijing: [info@cameraitacina.com](mailto:info@cameraitacina.com)
- Shanghai: [infoShanghai@cameraitacina.com](mailto:infoShanghai@cameraitacina.com)
- Suzhou: [infoSuzhou@cameraitacina.com](mailto:infoSuzhou@cameraitacina.com)

After agreement, the CICC is responsible of rental managing

#### Delivery time

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



## 1. Communication and promotion services

<b>ADVERTISEMENT ON CICC WEBSITE</b>		
<b>1. BANNER ON HOMEPAGE</b>		
<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
<b>1. BANNER ON EACH PAGE OF THE WEBSITE</b>		
<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
<b>2. BANNER ON A SPECIFIC WEBSITE PAGE (EXCEPT HOMEPAGE)</b>		
<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
<b>ADVERTISEMENT ON CICC AND E-NEWSLETTER</b>		
<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
<b>ADVERTISEMENT ON “IL QUADERNO“</b>		
<b>PRICES FOR SINGLE ADVERTISEMENT</b>		

<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
<b>ADVERTISING ON CICC INFORMA - ADV LOGO BANNER*</b>			
<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

<b>PUBLICATION OF COMPANY NEWS ON CICC WEBSITE</b>		
CCIC offers the opportunity to publish free of charge your company latest news (opening, events, special promotions, etc.)	Free	Only for members
<b>EMAIL DIRECT MARKETING (EDM) - EMAIL PROMOTION TO CICC MEMBERS</b>		
N. 1 mailing	1.500 RMB	Quotation
N. 2 mailings	2.500 RMB	Quotation
<b>BENEFITS AND EXCLUSIVE SERVICES FOR MEMBERS</b>		
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)