

swisscham South China

Minutes of the RAGA

SwissCham South China Regional General Assembly 2021 in Guangzhou

Date: March 13, 2021

Location: The Prime, Guangzhou

RAGA Agenda

17:30 – 18:00 Start Registration for RAGA **SwissCham** South China

18:00 – 18:05 Welcome Speech by Mr. Stefan Omlin

18:05 – 18:45 Start RAGA 2021

1. Welcome address by President
2. Misc. Administrative Matters
3. Approval of Minutes of 2020 RAGA
4. 2020/2021 Annual Activity Report by President
5. 2020/2021 Accounts & Financial matters
6. Discharge of the Board
7. Elections
8. Miscellaneous - Questions & Answers

End: 18:45

Agenda / Details

Agenda Point 1: Welcome address

Mr. Stefan Omlin (President SwissCham South China) welcomed all members and guests at the RAGA 2021. A special welcome has been extended to Mr. Rene Bänziger, Deputy Consul General of Switzerland in GZ and to Mr. Martin Mueller, National Chairman of SwissCham China.

Agenda Point 2: Misc administrative matters

The Acting President SwissCham South China Mr. Stefan Omlin opens the RAGA at 18:05.
No application to change the agenda have been raised by the GA
The agenda is accepted unanimously by the assembly

2.1 Review of Members' RAGA Votes and Quorum Confirmation

The counter conducted an actual counting and confirmed that out of 30 attendees altogether 8 attendees have voting rights. The total of present votes at the end of the GA were 8 votes.

Up to this date, SwissCham Guangzhou has 24 members with voting rights.
A valid quorum of at least 33.3% of attending members with voting rights was achieved.
Quorum = 8

2.2 Appointment and Approval on the President of the Day

Mr. Rene Bänziger is approved as the President of the Day

2.3 Appointment and Approval of 1 Vote Counting Officers for the RAGA

It is agreed to vote by acclamation.

Agenda Point 3: Approval of the 2020 RAGA Minutes

The minutes of the RAGA 2020 were sent out by mail and published on our website
The GA approved the RAGA 2020 minutes with no objections and by acclamation.

Agenda Point 4. 2020/2021 Member Overview and Annual Activity Report by President

The President SwissCham South China Mr. Stefan Omlin presents the membership overview and activities report to the GA.

2020 total 66 members

19 Corporate
7 Associate
7 Individual
33 National

Activities 2020 (In cooperation with Swiss Consulate, other chambers and associations)

Covid related we had to cancel and postpone the most events in the first half of 2020.

Sept 11, 2020	SwissCham RAGA/NAGA, Shenzhen
Sept 17, 2020	Interchamber Event, Guangzhou
Sept 24, 2020	Interchamber Event, Shenzhen
Oct 26, 2020	SwissCham Company Visit IKA, Guangzhou
Oct 26, 2020	SwissCham table at Oktoberfest, Guangzhou
Nov 21, 2020	Sino Swiss Economic Forum, Beijing
Nov 28, 2020	SwissCham Fondue, Shenzhen
Dec 6, 2020	Wenzhou Chamber Event, Guangzhou
Dec 12, 2020	SwissCham Christmas & Racelette, Guangzhou

Activity Forecast 2021

March 2021

Interchamber Event, GZ & SZ

April 2021

Company visit Franke, Foshan

June 2021

Interchamber Event, GZ & SZ

July 2021

National day celebration, Dongguan

September 2021

Swiss wine seminar, Guangzhou

October 2021

Visit Food Beverage Cluster, Foshan

November 2021

middle/end of Nov. Fondue SZ

December 2021

Beginning / middle of Dec. Racelette GZ

Agenda Point 5: 2020/2021 Accounts & Financial Matters

Our Treasurer Mr. David Wu presented the treasury report for 2020.

1. The accounts of 2020 were duly audited by Beijing Zhong Ping Jian Hua Hao CPA Firm.
2. 2020 Audit Report was sent out to members in the run-up to the RAGA.
3. No question being raised. No rejection was observed.

5.1. Comparison of Budget 2020 to Audited

SWISSCHAM SOUTH CHINA			
Items	2020 APPROVED BUDGET	2020 YTD EXPENSES	Explanations
1. Income			
Membership fees of Guangzhou of Current Year 会费收入(本地)	67,380.00	66,133.40	98% of budget
Membership fees sharing from National Level(会费收入-北京)	20,000.00	26,430.98	Sharing National membership fees with BJ and SH
Income from Events and provision of services 提供活动服务收入	3,000.00	21,397.03	Income from events hosting, etc
Subsidy from Government 政府补助收入			
Investment Income 投资收益			
Other income 其他收入			
Total Income	90,360.00	113,961.41	
2. Expenses			
a. Business Activities Costs 业务活动成本	74,400.00	83,027.36	
incl. Event Expenses 活动支出	20,000.00	30,652.84	Gross expenses for RAGA / NAGA, Jass, etc
Wages and Salaries 工资薪金	41,600.00	42,361.68	8 x 5.2k for Office Manager remuneration
Magazine cost (the Bridge Magazine) 杂志成本	12,000.00	10,000.00	2 issues of Bridge (6k + 4k)
Taxes and surcharges 税金	800.00	12.84	Tax levied
b. Administrative expenses 管理费用	15,900.00	11,505.50	
incl. Postage	900.00	787.00	Postage and Courier charges
Office expenses	2,000.00	1,320.90	Office name cards, brochures, marketing banners, etc.
Entertainment expenses	2,000.00	1,642.90	Costs incurred during BoD Meetings
Sponsorship fees			
Travelling	5,000.00	648.60	Travelling costs sharing with BJ office
Conference expenses	3,000.00		
Internet expenses	3,000.00	7,106.10	Web mail hosting charge + Event Bank annual fees
c. Financing costs 筹资成本 (incl. bank interest income)	-700.00	140.36	Bank interest income less bank charges
d. Other costs 其他费用 (including bank charges)			
Total Expenses	89,600.00	94,673.22	
3. The Restricted new asset transfer to unrestricted			
4. Change of net assets	760.00	19,288.19	
	BUDGETED	AUDITED	

5.2 Presentation and approval of 2020 Audit Report

北京中平建华浩会计师事务所

BEIJING ZHONGWEIHUAHAO CERTIFIED PUBLIC ACCOUNTANTS

Audit Report

Zhong Ping Jian Hua Hao Zi(2021)

To Swiss Chinese Chamber of Commerce,

We have audited the accompanying financial statements of Swiss Chinese Chamber of Commerce Guangzhou (hereafter "the Chamber", which comprise the balance sheet as of 31 December 2020 the profit and loss statement and cash flow statement for the year then ended.

Opinion

In our opinion, these financial statements of the Chamber comply with the related accounting regulations and present fairly in all material respects including the financial position of the Chamber as of 31 December 2020 and the results of operations and cash flows of the Chamber for the year then ended.

The limitation of the report

This report can only be used by the members of the Chamber. If it is used non-properly, the auditors and the CPA firm who conducted this audit are not responsible for any consequence.

Appendix

1. The balance sheet as of 31 December 2020.
2. The business activities sheet for the year 2020.
3. The cash flow statement for the year 2020.
4. The audit instructions

Attachment:1							
Balance Sheet							
December 31, 2020							
Hui Fei Min Table 1							
Prepared by: Swiss Chinese Chamber of Commerce Guangzhou Office							
Currency: RMB							
Items	Line No.	Opening balance	Ending balance	Items	Line No.	Opening balance	Ending balance
Current Assets:				Current liability			
Currency funds	1	224,113.93	197,067.77	Short- term loan	61		
Short - term investments	2			Accounts Payable	62		
Accounts receivable	3			Wages payable	63		
Prepayments	4			Tax payable	65	2,641.17	179.27
Other Receivables	5	1,064.62	916.02	other account payable		43,918.50	0.00
Inventory	8			Items received in advance	68	0.00	0.00
Prepaid expenses	9			Other payable	72	105.93	3.38
Long-term debt due within one year Investment	15			Noncurrent liabilities due within 1 year	74		
Other current assets	18			Other current liability	78		
Total current assets	20	225,178.55	197,983.79	Total liability	80	46,665.60	182.65
Long - term investments:				Long - term liabilities			
Long term share equity Investment	21			long - term borrowings	81		
Long term debt Investment	24			long - term payables	84		
Total long term investment	30			Other long - term liabilities	88		
				Total long - term liabilities	90		
Fixed Assets:				Trustee agency debt:			
Fixed-aseets raw value	31			Trustee agency debt:	91	0.00	0.00
Less: Accumulated depreciation	32						
Fixed assets-net value	33	0.00	0.00	Total Liability	100	46,665.60	182.65
Construction in progress	34						
Heritage and cultural assets	35						
Disposal of fixed assets	38						
Total fixed assets	40	0.00	0.00			0.00	0.00
Intangible assets				Net Assets:			
Intangible assets	41			Unrestricted net assets	101	178,512.95	197,801.14
				Restricted net assets	105		
Fiduciary agent assets:				Total net assets	110	178,512.95	197,801.14
Fiduciary agent assets	51						
Total Assets	60	225,178.55	197,983.79	Total Liabilities And Owner's Equity	120	225,178.55	197,983.79

5.3. Presentation and approval of Budget 2020 / 2021

SWISSCHAM SOUTH CHINA			
Items	2020 YTD	2021 PROPOSED BUDGET	Assumptions during Budget Presentation
1. Income			
Membership fees of Guangzhou of Current Year 会费收入(本地)	66,133.40	67,360.00	Last Year's budgeted figure (based on 30 members x 80% payment rate)
Membership fees sharing from National Level (会费收入: 北京)	26,430.98	25,000.00	Sharing National membership fees with BJ and SH
Income from Events and provision of services 提供活动服务收入	21,397.03	25,000.00	Income from events hosting, etc
Subsidy from Government 政府补助收入		30,000.00	One-off Maternity subsidy from Government for Office Manager Zoey
Investment Income 投资收益			
Other income 其他收入			
Total Income	113,961.41	147,360.00	
2. Expenses			
a/. <u>Business Activities Costs 业务活动成本</u>	83,027.36	106,000.00	
incl: Event Expenses 活动支出	30,652.84	30,000.00	Gross expenses for RAGA / NAGA, National Day, Jazz, etc
Wages and Salaries 工资薪金	42,361.68	63,800.00	12 x 5.3k for Office Manager remuneration
Magazine cost (the Bridge Magazine) 杂志成本	10,000.00	12,000.00	3 issues of Bridge x 4k
Taxes and surcharges 税金	12.84	1,000.00	Tax levied based on Income received during events hosting
b/. <u>Administrative expenses 管理费用</u>	11,505.50	21,000.00	
incl: Postage	787.00	1,000.00	Postage and Courier charges
Office expenses	1,320.90	2,000.00	Office name cards, brochures, marketing, banners, etc.
Entertainment expenses	1,642.90	3,000.00	Cost of BoD meetings; Representation; etc.
Sponsorship fees			
Traveling	648.60	5,000.00	Travelling costs sharing allocation to GZ
Conference expenses			
Internet expenses	7,106.10	10,000.00	Web mail hosting charges, Event Bank and other server annual fees
c/. Financing costs 筹资成本 (incl. bank interest income)	140.36	1,000.00	Bank interest income less bank charges
d/. Other costs 其他费用 (including bank charges)		3,000.00	Various contingencies / Miscellaneous
Total Expenses	94,673.22	131,600.00	
3. The Restricted new asset transfer to unrestricted			
4. Change of net assets	19,288.19	15,760.00	
	AUDITED	PROPOSED	

Mr. David Wu mentioned that in view of SwissCham South China's sound financial situation, the Board suggests to keep the annual membership fees as follows:

Corporate RMB 2500

Associate RMB 2000

Individual Swiss RMB 1200

Individual Non- Swiss RMB 1200

Agenda Point 6: Discharge of the Board

Mr. Rene Bänziger is presiding the GA for the discharge of the board. No objection regarding the discharge of the board was raised. The board is fully and unconditionally discharged by the GA by acclamation.

Agenda Point 7: Elections

7.1 Election & approval of the new Board for 2021 / 2022 period

The Acting President SwissCham South China Mr. Stefan Omlin mentioned, in line with our Regional Bylaws, 7 out of 7 current Directors plus 1 new Director express their willingness to serve on the board of the Swiss Chamber of Commerce South China for the 2021 / 2022:

Name	Function	Term 2021/22
Stephan Stalder	President	Election
Martin Mueller	Vice-President	Re-election
David Wu	Director / Treasurer	Re-election
Bruno Stauffacher	Director	Re-election
Meinrad Heinitz	Director	Re-election
Jonathan Ross	Director	Re-election
Stefan Omlin	Director	Re-election
Klaus Zenkel	Director	Election (New)

Above elections were unanimously agreed.

7.2 Election of the Auditors

Beijing Zhongping JianHuaHao CPA firm is confirmed for 2021 audit.

Agenda Point 8: Other points – Questions & Answers

SwissCham South China is thanking the representative of the Consulate General of Switzerland Mr. Rene Baenziger, Deputy Consul General for their ongoing support and good collaboration.


Minutes were taken by Zoey Egli

Stefan Omlin



President **SwissCham South China**

Stephan Stalder



Vice-President **SwissCham South China**