

## Minutes of the RAGA

### **SwissCham South China Regional General Assembly 2022 in Guangzhou**

Date: March 12, 2022

Location: Paulaner Wirtshaus, Guangzhou Panyu

#### **RAGA Agenda**

- |               |  |
|---------------|--|
| 17:30 – 18:00 | Start Registration for RAGA <b>SwissCham</b> South China   |
| 18:00 – 18:05 | Welcome Speech by Mr. Stephan Stalder  |
| 18:05 – 18:45 | Start RAGA 2022 <ol style="list-style-type: none"><li>1. Welcome address by President</li><li>2. Misc. Administrative Matters</li><li>3. Approval of Minutes of 2021 RAGA</li><li>4. 2021/2022 Annual Activity Report by President</li><li>5. 2021/2022 Accounts &amp; Financial matters</li><li>6. Discharge of the Board</li><li>7. Elections</li><li>8. Miscellaneous - Questions &amp; Answers</li></ol> |

End: 18:45

## **Agenda / Details**

### ***Agenda Point 1: Welcome address***

Mr. Stephan Stalder (President SwissCham South China) welcomed all members and guests at the RAGA 2022. A special welcome has been extended to Mr. Christian Scherrer, 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. Stephan Stalder 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 15 attendees altogether 11 attendees have voting rights. The total of present votes at the end of the GA were 11 votes.

Up to this date, SwissCham Guangzhou has 25 members with voting rights.  
A valid quorum of at least 33.3% of attending members with voting rights was achieved.  
Quorum = 9

#### **2.2 Appointment and Approval on the President of the Day**

Mr. Christian Scherrer 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 2021 RAGA Minutes***

The minutes of the RAGA 2021 were sent out by mail and published on our website  
The GA approved the RAGA 2021 minutes with no objections and by acclamation.

### ***Agenda Point 4. 2021/2022 Member Overview and Annual Activity Report by President***

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

2022 total 77 members

26 Corporate  
7 Associate  
6 Individual  
38 National

**Activities 2021** ( In cooperation with Swiss Consulate, other chambers and associations)

Covid related we had to cancel and postpone some of the events in the first half of 2021.

March 13, 2021	SwissCham RAGA, Guangzhou
March 18, 2021	Interchamber Event, Guangzhou
March 25, 2021	Interchamber Event, Shenzhen
May 20, 2021	SwissCham Factory Visit to Frank China, Heshan
July 7, 2021	Farewell Consul General Martin Bienz, Guangzhou
July 29, 2021	Interchamber Event, Guangzhou
August 31, 2021	Swiss National Day, Dongguan
September 3, 2021	THE EUROPEAN BUSINESS IN CHINA AWARD 2021, Shenzhen
September 16, 2021	Interchamber Event, Shenzhen
September 23, 2021	Interchamber Event, Guangzhou
October 15, 2021	A walk for kindness, Shenzhen
November 5, 2021	Manufacturers Seeking New Locations, Guangzhou
November 28, 2021	SwissCham Fondue Night, Shenzhen
December 11, 2021	SwissCham Christmas Party, Guangzhou
January 14, 2022	Welcome dinner Consul General Philippe Praz, Guangzhou

**Activity Forecast 2022**

March 2022

RAGA, GZ

Interchamber Event, GZ & SZ

April 2022

Company visit, Huangpu GZ

May 2022

Interchamber Event, GZ & SZ

June 2022

Interchamber Event, GZ & SZ

August 2022

Swiss National Day, GZ

September 2022

Interchamber Event, GZ & SZ

October 2022

Company visit, GZ

November 2022

middle/end of Nov. Fondue SZ

December 2022

Beginning / middle of Dec. Raclette GZ

## Agenda Point 5: 2021/2022 Accounts & Financial Matters

Our Treasurer Mr. David Wu presented the treasury report for 2021.

1. The accounts of 2021 were duly audited by Beijing Zhong Heng Kuai Shen Zi Firm.
2. 2021 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 2021 to Audited

		Detailed descriptions	2021 PROPOSED BUDGET	2021.12.31 ACTUAL
<b>1. Income</b>				
	Membership fees of Guangzhou of Current Year 会费收入(本地)	24 Corp; 6 individual; 5 Associates; 1 Chongqing	67,360.00	81,579.75
	Membership fees sharing from National Level (会费收入: 北京,上海)	Sharing from Beijing and Shanghai	25,000.00	39,497.00
	Income from Events and provision of services 提供活动服务收入	Income from various events hosted in 2021	25,000.00	58,872.21
	Income from sales of goods (e.g. SwissCham members' books)		0.00	-
	Subsidy from Government 政府补助收入	Government's subsidy for Zoey's maternity	30,000.00	39,777.22
	Investment Income 投资收益			
	Other income 其他收入			576.63
<b>Total Income</b>			<b>147,360.00</b>	<b>220,302.81</b>
<b>2. Expenses</b>				
a/.	<u>Business Activities Costs 业务活动成本</u>		<b>106,600.00</b>	<b>154,833.43</b>
incl:	Event Expenses 活动支出	Gross expenses for RAGA, interchambers, fondue, etc	30,000.00	57,265.85
	Wages and Salaries 工资薪金	Salary for Zoey (Jan to Dec); for Wang Jing; for Monica	63,600.00	85,293.40
	Magazine cost (the Bridge Magazine) 杂志成本	3 issues in 2021	12,000.00	12,000.00
	Taxes and surcharges 税金	Tax of Fapiao issued in 2021 paid to Beijing	1,000.00	274.18
b/.	<u>Administrative expenses 管理费用</u>		<b>21,000.00</b>	<b>32,607.37</b>
incl:	Postage and courier		1,000.00	2,062.00
	Office expenses	Incl: Legal rep sharing, other admin fees, etc.	2,000.00	17,326.56
	Entertainment expenses	Costs incurred in Board Meetings and other Entertainment	3,000.00	2,406.00
	Printing costs	For business cards of directors	0.00	504.00
	Sponsorship fees		0.00	-
	Travelling	for Wang Jing's transportation on Aug 1st Dongguan meeting	5,000.00	2,663.00
	Conference expenses		0.00	-
	Internet expenses	Wechat public account annual fees + Glue Up software licensing etc.	10,000.00	7,645.81
c/.	Financing costs 筹资成本	Bank charges net of interest income	1,000.00	765.62
d/.	Other costs and expenses 其他费用	for sharing of National President's 2021 business expenses	3,000.00	1,323.75
<b>Total Expenses</b>			<b>131,600.00</b>	<b>189,530.17</b>
<b>3. The Restricted new asset transfer to unrestricted</b>				
<b>4. Change of net assets</b>			<b>15,760.00</b>	<b>30,772.64</b>

### 5.2 Presentation and approval of 2021 Audit Report

#### Audit Report

Zhongheng kuai Shen Zi (2022) No.2008

Swiss Chinese Chamber of Commerce

#### I. Opinion

We have audited the financial statements of Swiss Chinese Chamber of Commerce Guangzhou (hereinafter referred to as "the Chamber"), including the balance sheet on December 31, 2021, the income statement, cash flow statement and related notes to the financial statements for the year 2021.

In our opinion, the attached financial statements have been prepared in accordance with the Accounting System for Non-Governmental Not-for-Profit Organizations in all major aspects, and fairly reflect the financial position of the Chamber on December 31, 2021 as well as the operating results and cash flow for the year 2021.

## Balance Sheet

Prepared by: Swiss Chinese Chamber of Commerce Guangzhou Office Dec 31 • 2021

Unit: RMB Yuan

Items	Line	Opening balance	Ending balance	Items	Line	Opening balance	Ending balance
Current assets:		---	---	Current liabilities:		---	---
Currency funds	1	197,067.77	230,123.26	Short-term loan	61		
Short-term investments	2			Accounts payable	62		1,366.83
Accounts receivable	3	916.02		Payroll and employee benefits	63		
Advances to suppliers	4			Tax payable	65	182.65	182.65
Inventory	8			Receipts in advance	66		
Prepaid expense	9			Accrued Expenses	71		
Long-term debt due within one year investment	15			Provisions	72		
Other current assets	18			Current portion of non-current liabilities	74		
<b>Total current assets</b>	<b>20</b>	<b>197,983.79</b>	<b>230,123.26</b>	Other current liabilities	78		
				<b>Total current liabilities</b>	<b>80</b>	<b>182.65</b>	<b>1,549.48</b>
Long-term investments							
Long-term equity investments	21			Long-term liabilities			
Long-term debt investment	24			Long-term borrowings	81		
<b>Total Long-term investments</b>	<b>30</b>			Long-term payables	84		
				Other long-term liabilities	88		
<b>Fixed Assets:</b>				<b>Total Long-term liabilities</b>	<b>90</b>		
Fixed-assets raw value	31						
Less: Accumulated depreciation	32			Trustee agency debt			
Fixed assets-net value	33			Trustee agency debt	91		
Construction in progress	34						
Heritage and cultural assets	35			<b>Total Liability</b>	<b>100</b>	<b>182.65</b>	<b>1,549.48</b>
Disposal of fixed assets	38						
<b>Total fixed assets</b>	<b>40</b>						
				<b>Net Assets:</b>			
Intangible assets				Unrestricted net assets	101	197,801.14	228,573.78
Intangible assets	41			Including: Initial funding			
				Retained earnings		197,801.14	228,573.78
Fiduciary agent assets				Restricted net assets	105		
Fiduciary agent assets	51			<b>Total net assets</b>	<b>110</b>	<b>197,801.14</b>	<b>228,573.78</b>
<b>Total Assets</b>	<b>60</b>	<b>197,983.79</b>	<b>230,123.26</b>	<b>Total Liabilities And Owner's Equity</b>	<b>120</b>	<b>197,983.79</b>	<b>230,123.26</b>

### 5.3. Presentation and approval of Budget 2021 / 2022

		Budget Assumptions	2021.12.31 ACTUAL (audited)	2022 BUDGET PROPOSAL
<b>1. Income</b>				
	<b>Membership fees of Guangzhou of Current Year</b> 会费收入(本地)		81,579.75	70,000.00
	<b>Membership fees sharing from National Level</b> (会费收入: 北京,上海)		39,497.00	35,000.00
	<b>Income from Events and provision of services</b> 提供活动服务收入	<b>Assuming 85% of 2021 Membership Fees collection Sharing from Beijing and Shanghai</b>	58,872.21	55,000.00
	<b>Income from sales of goods</b> (e.g. SwissCham members' books)	<b>Income from various events to be hosted in 2022</b>	-	-
	<b>Subsidy from Government</b> 政府补助收入	<b>Zoey's maternity subsidy in 2021 is not recurrent in 2022</b>	39,777.22	-
	<b>Income from Sino-Swiss GBA forum</b> 中瑞经济论坛(大湾区、东莞)	<b>Assuming Net Income of 50k after all expenses and Govn't subsidy</b>	576.63	50,000.00
	<b>Investment income / Interest Income</b> 其他收入		-	-
	<b>Total Income</b>		<b>220,302.81</b>	<b>210,000.00</b>
<b>2. Expenses</b>				
a/.	<b>Business Activities Costs</b> 业务活动成本		<b>154,833.43</b>	<b>159,000.00</b>
incl:	<b>Event Expenses</b> 活动支出	<b>Gross expenses for RAGA, interchambers, fondue, etc</b>	57,265.85	50,000.00
	<b>Wages and Salaries</b> 工资薪金	<b>Salary for Office Manager (Swiss Intern) and for sharing of Beijing manpower</b>	85,293.40	100,000.00
	<b>Magazine cost (the Bridge Magazine)</b> 杂志成本	<b>2 issues in 2022 @4k</b>	12,000.00	8,000.00
	<b>Taxes and surcharges</b> 税金	<b>Tax of Fapiao issuance paid to Beijing</b>	274.18	1,000.00
b/.	<b>Administrative expenses</b> 管理费用		<b>33,931.12</b>	<b>40,000.00</b>
incl:	<b>Postage and courier</b>	<b>For courier charges: South China and Beijing</b>	2,062.00	2,000.00
	<b>Office expenses</b>	<b>Incl: Beijing Legal rep sharing, other admin fees, etc.</b>	18,650.31	22,000.00
	<b>Entertainment expenses</b>	<b>Costs incurred in Board Meetings and other Entertainment</b>	2,406.00	2,500.00
	<b>Printing costs</b>	<b>e.g. For business cards of directors</b>	504.00	500.00
	<b>Sponsorship fees</b>		-	-
	<b>Travelling</b>	<b>for Directors and Swiss Intern's travelling / transportation</b>	2,663.00	5,000.00
	<b>Conference expenses</b>		-	-
	<b>Internet expenses</b>	<b>Web hosting fees / email hosting / Glue Up software annual licensing etc.</b>	7,645.81	8,000.00
c/.	<b>Financing costs</b> 筹资成本	<b>Bank charges</b>	765.62	500.00
d/.	<b>Other costs and expenses</b> 其他费用		-	-
	<b>Total Expenses</b>		<b>189,530.17</b>	<b>199,500.00</b>
<b>3. The Restricted new asset transfer to unrestricted</b>				
<b>4. Change of net assets</b>			<b>30,772.64</b>	<b>10,500.00</b>

Mr. David Wu mentioned that in view of SwissCham South China did not have adjusted membership fee for the past 10 years, the below increment is being proposed:

Large > 1000 > Medium > 100 > small

SwissCham South China Annual Membership Fees		
	Current	Newly Proposed
Corporate large/medium/small	2500 RMB	6000/4500/3000
Associate large/medium/small	2000 RMB	6000/4500/3000
Individual	1200 RMB	1500
Individual associate	1200 RMB	1500

The proposed new fees have been approved by acclamation.

## **Agenda Point 6: Discharge of the Board**

Mr. Christian Scherrer 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 2022 / 2023 period**

The Acting President SwissCham South China Mr. Stephan Stalder mentioned, In line with our Regional Bylaws, 6 out of 6 current Directors plus 2 new Director express their willingness to serve on the board of the Swiss Chamber of Commerce South China for the 2022 / 2023 term:

Name	Function	Term 2022/23
Stephan Stalder	President	Election
Martin Mueller	Vice-President	Re-election
David Wu	Director / Treasurer	Re-election
Klaus Zenkel	Director	Re-election
Meinrad Heinitz	Director	Re-election
Stefan Omlin	Director	Re-election
Rao Fu	Director	Election (New)
Alessandro Fiorito	Director	Election (New)

Above elections were unanimously agreed.

### **7.2 Election of the Auditors**

Beijing Zhong Heng Kuai Shen Zi 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. Mr. Christian Scherrer, Deputy Consul General for their ongoing support and good collaboration.

Minutes were taken by Stephan Stalder

Stephan Stalder

President **SwissCham South China**

Martin Muller

Vice-President **SwissCham South China**