



Letter of Encouraging Foreign IP Agency to Settle in Beijing (ZGC) IP Services Shared Workspace

To Whom It May Concern:

In order to promote the opening up of the IP service market in Beijing, introduce more international high-level IP service agencies, Capital Intellectual Property Services Association (CIPSA) opened the Beijing (ZGC) International IP Services Shared Workspace in the Beijing (ZGC) International IP Services Hall (hereinafter referred to as “Shared Workspace”). Welcome the foreign IP service agencies to settle in the Shared Workspace.

Subjects:

The foreign agencies engaged in IP services (hereinafter referred to as “agency”)

Conditions:

The agency should have legally practiced in its own country, has professional IP service capability, and has good IP service records.

Set-up Office:

The agency can set up an office in the Shared Workspace according to their requirements. For example, representative office, branch office, or others. For the working style, the agency can use the shared workspace or rent an independent office.

Services:

The Shared Workspace will provide basic services to the settled agencies, such as providing workspace, renting an independent office, using working & living equipment, etc.

The Shared Workspace will also provide local services to facilitate the agencies: business license registration service, financial service, taxation service, legal service, HR service, and etc.

Besides that, the Shared Workspace will help the settled agency connect local IP service sources and organize customized activities, such as seminars, salons, and other activities. By participating in various activities, the settled agency can quickly meet the target partners and integrate them into the China IP Service Market.

Discount Packages for the first batch of agencies

In order to reduce the cost of agencies start-up business in China, the Shared Workspace will cost down the expense for the first batch (20 agencies) agencies to settle in, which will help them to pass the pioneering period, and assist them in entering the China IP Service Market.

Application:

The agency that is interested in establishing a permanent representative office in Beijing, please contact us. We will provide you with the best service.

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Capital Intellectual Property Services Association

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ANNEX 1:

Beijing (ZGC) International IP Services

Shared Workspace



Beijing (ZGC) International IP Services Hall

General Introduction

Beijing (ZGC) International Intellectual Property Services Shared Workspace (hereinafter referred to as: Shared Workspace) is located on the 3rd floor of the ZGC Intellectual Property Building A, Haidian District, Beijing, which is the core area of the ZGC Science City. As a landmark of IP in Beijing, the building attracted the superior resources of IP services in Beijing.



ZGC Intellectual Property Building

The ZGC Park has a large number of tech enterprises (such as Baidu, Lenovo, Sina, NetEase, Bytedance, JD, etc.). After years of development, it has formed "One District and Multiple Parks", including Haidian Park, Changping Park, Shunyi Park, Daxing Park, and other parks. The ZGC Park has the following industries: Electronic & Information Technology Industry, Mobile Internet and Content Services Industry, Biological Medical Industry, New Energy Industry, New Materials Industry, Transportation Industry, Advanced Manufacturing Industry, Cultural Industry, Emerging Service Industry, Financial Services Industry, Modern Agricultural, Modern Logistics, and E-commerce Industry and other industries.



Lots of the top IP service agencies in China are gathering here, they have grown up in Beijing and opened branches in other cities to serve the whole country and the world.

Services of the Shared Workspace

1. Workspace renting

We can provide you with an independent office or shared working space.



Independent Office: We can help you to rent the independent office in the ZGC IP Building.

Working Space: You can choose mobile working space or fixed working space in the Shared Workspace (you can register a business license in the Shared Workspace and enjoy the services, but work at home).

2. Business License Registration

We can help you to register the business license. (the first 20 companies can get the registration address free.)

3. Meeting Room Booking

We have many types of meeting rooms for you:



Reception Room (<10 people)



Conference Room (<20 people)



International Reporting Hall (<120 people)

4. Office Equipment Using

You can use the working equipment in the shared workspace to cost-down the procurement and maintain on your working equipment expense, such as: Printer, Copier, Scanner, Projector, Fax Machine, Network equipment...

5. Living & Entertainment

You can enjoy the living and entertainment equipment in the Shared Workspace to upgrade your quality of life, such as coffee, tea, snacks and etc.

6. Library



You can read the books on the IP industry in the library to learn the industrial info.

7. IP Database



You can use the IP Database in the International IP Services Hall for free to boost your business and low down the cost.

8. Introduce the IP sources

According to your requirement, we can introduce the agencies who have business in your country to help you to find the right partner effectively. The shared space will organize various activities, such as IP Policy Introduction, Seminars, Workshop, Webinar, Salon, Sessions, Roadshow, Training, Trade & Investment Fair, and others. Representatives of agencies and companies will participate and share their experiences. By participating in the activities, you can quickly find companions in these activities, integrate into the industry, and open the market.

在京国际知识产权服务机构 资源名录

List of International IP Service
Agencies in Beijing

“一带一路”沿线国家知识产权 服务机构名录

List of IP Service Agencies on
Belt and Road

首都知识产权服务业协会
Capital Intellectual Property Services
Association

首都知识产权服务业协会
Capital Intellectual Property Services
Association

9. Customized Event



IP Seminar for Korea

According to your requirement, we can tailor the IP seminars (<120 people) to your needs in the International Reporting Hall. We will invite the agencies and tech companies who have businesses or planning to have business in your country to participate in the seminars, so you can introduce your business. By organizing such events, you can efficiently acquire target partners and get the market in China.

Advantages of shared Workspace

- a) Connect Top 50 IP service agencies for you, quickly help you to get the right partners.
- b) Set your office in the core area of ZGC Park, become the neighbor of agencies and Hi-Tech enterprises.
- c) Cost down your budget. The cost of registered address for enterprises in the market is about 8,000 CNY/year (1,280 USD/year), and we will offer the registered address for free to the first 20 enterprises.
- d) Rich community activities will help you quickly integrate into the China IPR Services Market.

ANNEX 2:

List of Price

Service	Introduction	Price (CNY)	Price (USD) (rate: 6.25)
Workspace renting			
Independent Office	Help you to rent the Independent Office (including register address)	Negotiable	Negotiable
Fixed Working Space	Using the Fixed Working Space Opening Time (Monday to Friday, 9:00 – 17:00) No Time Limited in a week	1500 CNY/month	240 USD/month
Mobile Working Space	Using the Mobile Working Space Opening Time (Monday to Friday, 9:00 – 17:00) <20 hours in a week	1000 CNY/month	160 USD/month
Meeting Room Booking			
Reception Room	<10 person WiFi	100 CNY/hour	16 USD/hour
Conference Room	<20 people LCD Screen (70"), WiFi	200 CNY/hour	32 USD/hour
Reporting Hall	<120 people LED Screen (1.6m*4.8m), Sound, WiFi	1000 CNY/hour	160 USD/hour
Equipment Using			
Office Equipment Using	Printer, Copier, Scanner, Projector, Fax Machine, Network equipment Free of Charge in 1000pages/month	300 CNY/month	48 USD/month
Living & Entertainment	Coffee, Tea, Snacks...	Self-service	Self-service
IP Library	Reading in the Library	free	free
IP Database & Search Engine	Use the Database in the IP Hall	free	free
Holding Event			
Holding Customized Event	According to your requirement, hold customized IP events.	50000 CNY/event	8000 USD/event
Business License Registration			
Registration	Agent Business License Registration	800 CNY/time	128 USD/time

Registration Address	Provide Registration Address (the first 20 companies can get the registration address free in the first year.)	8000 CNY/year	1280 USD/year
Changing	Agent Business License Changing	3000 CNY/time	480 USD/time
Cancellation	Agent Business License Cancellation	6000 CNY/time	960 USD/time
Financial Agent			
Open Bank Account	Agent Open Bank Account	800 CNY/time	128 USD/time
Open Tax Registration Certificate	Agent Open Tax Registration Certificate	1000 CNY/time	160 USD/time
Agent Accounting Service (Small-Scale)	<20 business in a month	4000 CNY/year	640 USD/year
Agent Accounting Service (Middle-Scale)	20 to 50 business in a month	5000 CNY/year	800 USD/year
Agent Accounting Service (General-Taxpayer)	>50 business in a month	15000 CNY/year	2400 USD/year
Agent Accounting Service (Foreign Company)	Agent Accounting Service for Foreign Company	15000 CNY/year	2400 USD/year
HR Agent			
Open Social Security Account	Open Social Security Account	500 CNY/time	80 USD/time
Open Housing Fund Account	Open Housing Fund Account	500 CNY/time	80 USD/time
Agency Pay Social Security/Housing Fund	Agency Pay Social Security/Housing Fund	50 CNY/month	8 USD/month
Wage Accounting & Individual Income Tax	Wage Accounting & Individual Income Tax	50 CNY/month	8 USD/month

ANNEX 3:

Discount Packages

In response to the policy of "China (Beijing) Pilot Free Trade Zone" and "The Demonstration Area of Comprehensive Pilot Program for Further Opening Up Beijing's Service Sector", the Shared Workspace offers the following discount packages for the first batch of service agencies to settle in.

The Discount Packages are valid until December 31, 2022, and the final interpretation right belongs to the Beijing (ZGC) IP Services Shared Workspace.

Package A (1*space, 1*event, 1*registration)

Service	Introduction	Price (CNY)	Price (USD) (rate: 6.25)
Workspace renting			
Mobile Working Space	*1 space for 12 months	12000 CNY	1920 USD
Meeting Room Booking			
Reception Room	*12 months (10 hours/month)	12000 CNY	1920 USD
Equipment Using			
Office Equipment Using	*12 months	3600 CNY	576 USD
Living & Entertainment		Self-service	Self-service
IP Library		free	free
IP Database & Search Engine		free	free
Holding Event			
Holding Customized Event	*1 event	50000 CNY	8000 USD
Business License Registration			
Registration	*1 time	800 CNY	128 USD
Registration Address	*12 months	8000 CNY	1280 USD
Financial Agent			
Open Bank Account	*1 time	800 CNY	128 USD
Open Tax Registration Certificate	*1 time	1000 CNY	160 USD
Agent Accounting Service (Small-Scale)	*12 months	4000 CNY	640 USD
HR Agent			
Open Social Security Account	*1 time	500 CNY	80 USD
Open Housing Fund Account	*1 time	500 CNY	80 USD
Agency Pay Social Security/Housing Fund	*1 person for 12 months	600 CNY	96 USD
Total Price		93800 CNY	15008 USD
Discount Package Price		60000 CNY	9600 USD

Package B (1*space, 2*events, 1*registration)

Service	Introduction	Price (CNY)	Price (USD) (rate: 6.25)
Workspace renting			
Mobile Working Space	*1 space for 12 months	12000 CNY	1920 USD
Meeting Room Booking			
Reception Room	*12 months (20 hours/month)	24000 CNY	3840 USD
Equipment Using			
Office Equipment Using	*12 months	3600 CNY	576 USD
Living & Entertainment		Self-service	Self-service
IP Library		free	free
IP Database & Search Engine		free	free
Holding Event			
Holding Customized Event	*2 events	100000 CNY	16000 USD
Business License Registration			
Registration	*1 time	800 CNY	128 USD
Registration Address	*12 months	8000 CNY	1280 USD
Financial Agent			
Open Bank Account	*1 time	800 CNY	128 USD
Open Tax Registration Certificate	*1 time	1000 CNY	160 USD
Agent Accounting Service (Small-Scale)	*12 months	4000 CNY	640 USD
HR Agent			
Open Social Security Account	*1 time	500 CNY	80 USD
Open Housing Fund Account	*1 time	500 CNY	80 USD
Agency Pay Social Security/Housing Fund	*1 person for 12 months	600 CNY	96 USD
Total Price		155800 CNY	24928 USD
Discount Package Price		100000 CNY	16000 USD

Package C (1*space, 4*events, 1*registration)

Service	Introduction	Price (CNY)	Price (USD) (rate: 6.25)
Workspace renting			
Fixed Working Space	*1 space for 12 months	18000 CNY	2880 USD
Meeting Room Booking			
Reception Room	*12 months (40 hours/month)	48000 CNY	7680 USD
Equipment Using			
Office Equipment Using	*12 months	3600 CNY	576 USD
Living & Entertainment		Self-service	Self-service
IP Library		free	free
IP Database & Search Engine		free	free
Holding Event			
Holding Customized Event	*4 events	200000 CNY	32000 USD
Business License Registration			
Registration	*1 time	800 CNY	128 USD
Registration Address	*12 months	8000 CNY	1280 USD
Financial Agent			
Open Bank Account	*1 time	800 CNY	128 USD
Open Tax Registration Certificate	*1 time	1000 CNY	160 USD
Agent Accounting Service (Small-Scale)	*12 months	4000 CNY	640 USD
HR Agent			
Open Social Security Account	*1 time	500 CNY	80 USD
Open Housing Fund Account	*1 time	500 CNY	80 USD
Agency Pay Social Security/Housing Fund	*1 person for 12 months	600 CNY	96 USD
Total Price		285800 CNY	45728 USD
Discount Package Price		180000 CNY	28800 USD

Package D (1*space, 6*events, 1*registration)

Service	Introduction	Price (CNY)	Price (USD) (rate: 6.25)
Workspace renting			
Fixed Working Space	*1 space for 12 months	18000 CNY	2880 USD
Meeting Room Booking			
Reception Room	*12 months (40 hours/month)	48000 CNY	7680 USD
Equipment Using			
Office Equipment Using	*12 months	3600 CNY	576 USD
Living & Entertainment		Self-service	Self-service
IP Library		free	free
IP Database & Search Engine		free	free
Holding Event			
Holding Customized Event	*6 events	300000 CNY	48000 USD
Business License Registration			
Registration	*1 time	800 CNY	128 USD
Registration Address	*12 months	8000 CNY	1280 USD
Financial Agent			
Open Bank Account	*1 time	800 CNY	128 USD
Open Tax Registration Certificate	*1 time	1000 CNY	160 USD
Agent Accounting Service (Small-Scale)	*12 months	4000 CNY	640 USD
HR Agent			
Open Social Security Account	*1 time	500 CNY	80 USD
Open Housing Fund Account	*1 time	500 CNY	80 USD
Agency Pay Social Security/Housing Fund	*1 person for 12 months	600 CNY	96 USD
Total Price		385800 CNY	61728 USD
Discount Package Price		250000 CNY	40000 USD

Package E (1*registration)

Service	Introduction	Price (CNY)	Price (USD) (rate: 6.25)
Business License Registration			
Registration	*1 time	800 CNY	128 USD
Registration Address	*12 months	8000 CNY	1280 USD
Financial Agent			
Open Bank Account	*1 time	800 CNY	128 USD
Open Tax Registration Certificate	*1 time	1000 CNY	160 USD
Agent Accounting Service (Small-Scale)	*12 months	4000 CNY	640 USD
HR Agent			
Open Social Security Account	*1 time	500 CNY	80 USD
Open Housing Fund Account	*1 time	500 CNY	80 USD
Agency Pay Social Security/Housing Fund	*1 person for 12 months	600 CNY	96 USD
Total Price		16200 CNY	2592 USD
Discount Package Price		8000 CNY	1280 USD