Mission Statement

It is the mission of the AMT Global Services team to make our knowledge and resources available to member companies to help them build their sales in global markets and minimize their risks and costs.
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Executive Summary

Today, more than 90% of the new business in our industry takes place outside of the U.S.

For a U.S. based manufacturer, to sell in global markets requires the possession and deployment of substantial corporate resources to promote their products, build a local presence, hire local staff, provide local services, and tackle the political and cultural challenges of a new foreign market.

Working alone, the start-up process in these foreign markets can take six months to a year, involve high investment costs, and carry certain risks.

AMT’s global Tech Centers offer you a solution to the challenges of entering a new foreign market. AMT’s global presence and resources can help your company develop a local sales team, and/or local distribution channels, gain access to in-country sales and service support, provide logistics and exhibition support, local business intelligence, and legacy knowledge and relationship capital to help solve any in-country problems.

The below chart illustrates the comprehensive services available at AMT’s Global Offices and Technology and Service Centers:

<table>
<thead>
<tr>
<th>Services</th>
<th>China</th>
<th>Mexico</th>
<th>India</th>
<th>Brazil</th>
<th>CEE &amp; Russia</th>
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<tbody>
<tr>
<td><strong>Sales, Marketing &amp; Distribution Services</strong></td>
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<tr>
<td>MASS (Market Access and Sales Support)</td>
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<tr>
<td>MTV (Member Targeted Visits)</td>
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<tr>
<td>Market Penetration Review</td>
<td>✔️</td>
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<tr>
<td>Machine Demo Space</td>
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<tr>
<td>Training / Seminar Support</td>
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<tr>
<td>Agent or Distributor Search / Streamlining</td>
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# Part 1. Executive Summary

The below table compares the cost difference in doing everything by yourself versus using the Tech Center services:

<table>
<thead>
<tr>
<th>Services</th>
<th>China</th>
<th>Mexico</th>
<th>India</th>
<th>Brazil</th>
<th>CEE &amp; Russia</th>
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<tr>
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<tr>
<td>Office Space</td>
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<td>HR Search Services</td>
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<td>Collection Services</td>
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<td>Translation Services</td>
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<td><strong>Field Service Support Services</strong></td>
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<td>Field Service Support – Courtesy Visit</td>
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<tr>
<td>Field Service Support - Training</td>
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<tr>
<td><strong>Logistics Services</strong></td>
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<tr>
<td>Trade Shows Support</td>
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<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Import Logistics (customs clearance, etc.)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Warehousing</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
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<tr>
<td><strong>Other options available based on location and members' actual needs</strong></td>
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</table>

The below table compares the cost difference in doing everything by yourself versus using the Tech Center services:
Part 1. Executive Summary

The Technology and Service Centers help members quickly build a local sales & marketing presence and serve as incubators for successful continued growth. Services include: temporary duty-free import for local exhibitions, open-houses, customer outreach events, market access and sales support, government exposure, business strategy reviews, employee proxy hiring, customs and other logistics support, invoicing in the local currency, visa advice, in-house machine acceptance, tool storage, translation assistance, printing services, and more!

Now, you can answer “YES” to your foreign customers to be qualified as a global vendor:

✓ Do you have a local presence? (Yes!)
✓ Do you have a local sales office? (Yes!)
✓ Do you have local service engineers? (Yes!)
✓ Do you have a local demo facility? (Yes!)
✓ Do you have local parts availability? (Yes!)

By working with the AMT Tech Centers, you become a more capable, viable, and credible supplier to the local market.
AMT – Shanghai Technology & Service Center

AMT’s Shanghai Technology & Service Center (STC) was established in 2004 and is a wholly owned entity of AMT – The Association for Manufacturing Technology. It was set up within Shanghai’s Waigaogiao Pilot Free Trade Zone (FTZ) to take advantage of the various benefits of Free Trade Zones. In 2017, the STC moved from its original location to a brand-new facility within the same FTZ.

The new state-of-the-art STC occupies two floors, has 21 private offices, 21 hot-swappable open-air cubicles, 5,000 SF of machine demo area, 1,300 SF of warehouse space, a machine shop, and 3 conference / training rooms.

Any AMT members can join the STC.

Address:
81 Meiyue Road, Building 8
Pilot Free Trade Zone
Shanghai, 200131 China

Phone: +86 21-5868-2809, 5868-2895
Fax: +86 21-5868-2803
info@amtchina.org
info@amtstc.org
http://www.amtchina.org
Part 2. General Introduction

1st Floor Lobby

1st Floor Conference

1st Floor Demo Area

2nd Floor Open Cubicles

2nd Floor Private offices

STC Exterior
# Key Services Offered

<table>
<thead>
<tr>
<th>Category of Services</th>
<th>Service Description</th>
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</table>
| **Sales, Marketing & Distribution Services**               | a) MASS (Market Access and Sales Support)  
   b) MTV (Member Targeted Visits)                          
   c) Market Penetration/Review                             
   d) Machine Demo Space                                    
   e) Outsourcing Service / Supplier Development            
   f) Training/Seminar Support                              
   g) Agent or Distributor Search/Streamlining               
   h) Promotion material Printing and art design/editing    
   (business cards, brochures, posters, post cards etc.)     
   i) STC Group media promotion (Advertisement in major magazines and public social media like WeChat)   
   j) Pavilion at local shows                               
   k) Assistance on building members’ websites (translation, recommending China Web Developer, helping rent web server or web hosting, registering domain names) |
| **Administrative Services**                                | a) Office Space                                                                                                                                             
   b) HR Search Services (Head hunting and policy consulting) |
   c) Proxy Hire Employee (HR management)                   
   d) Translation Services                                   
   e) Legal Reference/consultation (IPR, trade mark)         
   f) Secretarial services (Travel arrangements, invitation letter and visa application)                  |
| **Field Service support**                                  | a) Field Services Support                                                                                                                                   
   b) Field Services Support – Courtesy visit               
   c) Field Services Support – Training in the U.S.          |
| **Exhibition/Logistics Services**                          | a) Import Logistics (customs clearance, etc.)                                                                                                             
   b) Warehousing                                             
   c) Spare parts/warranty parts distribution                
   d) Trade Shows Support                                    |
3.1. Sales, Marketing & Distribution Services

3.1.1. MASS (Market Access and Sales Support)
Market Access and Sales Support (MASS) provides up-to-date information on economy, industry, market and projects in China. Based on AMT's comprehensive database, MASS generates statistics and project alerts related to manufacturing technology on a regular basis so that the subscribers have access to both macro and micro market intelligence in a timely manner. Such macro and micro market intelligence includes but is not limited to:

- Overall machine tool consumption and import by China
- Breakdown of machine tool consumption by regions
- Breakdown of machine tool consumption by types
- Analysis of market trend and customer needs
- Sales leads monthly reports
- Key players in the major user industries

Such information can help the subscribing members to better plan their marketing and sales, focus on the right industry and region, select the right product line, target the right customer, and increase the overall sales.

3.1.2. MTV (Member Targeted Visits)
A Member Targeted Visit (MTV) is a service where a STC's staff, as requested, escorts a member to visit its customers, vendors, partners, business contractors, or attend business related events, activities, public bidding and conferences. Although AMT's policy restricts its employees from directly involving themselves in the price negotiation, they can assist with the following:

- travel planning and arrangement
- initial customer contact and appointment setup
- escorting the member for a part or the whole of the trip
- translation and communication facilitation
- post-meeting follow-up
- observation and recommendation

For members, especially those newcomers to China, this service will greatly reduce their travel and business risk; while for the repeated visitors, they can benefit from the experiences of STC's professional staff.

3.1.3. Market Penetration Review Sessions
Market Penetration Review is a service to help AMT members build up or improve their China business strategy. AMT has 2 services to accommodate such needs.

The first one is “China Market Penetration Strategy Development Session.” It is intended for those members who are new to China and want to develop their company’s preliminary sales and marketing strategy for China.

The second one is “Review Session for Your Existing China Market Penetration Strategy,” which is designed to help members validate and invigorate members’ existing sales and marketing strategy for China.
These are one-day face-to-face discussions between AMT staff and your executives/managers responsible for the China market. A questionnaire will be completed by you in advance and we will discuss your concerns one by one during the meeting. Contact AMT China to schedule a session for your company.

3.1.4. Machine Demo Space

STC has 5000 sq. ft meters excellent exhibition space for AMT members to demo machines, equipment and parts. In principle, STC allocates space for the participants, one demo machine per member.

Based on the following policies:

a) According to the available area of the exhibition hall, AMT will provide each member company with first exhibition machine for free.

b) Please inform AMT at least one month in advance so that AMT can make corresponding arrangements.

c) Base on “first come, first served’ policy.

d) If the member company does have the need to place more exhibition machines, please contact AMT first to confirm if there is enough space. Please refer to Appendix 15 for the rules and commitment of Second Demo Machine.

Notes: If another member company needs to place the first exhibition machine and the space is insufficient, according to the principle of “first in, first out”, please remove the charging booth within one month. Please refer to Appendix 15 for the rules and commitment of Second Demo Machine.

The exhibition area is equipped with air conditioners, 380V, 250KVA power supply, compressed air (110 psi), and 24 hours security for your machines. For Rules of Demo Space, please read Appendix 2 carefully. For shipping solutions, please contact STC logistical staff before shipping.

Notes:

a) When the member needs to move a machine into the demo space of AMT STC, they must notify the AMT STC logistics in advance to arrange a space for the machine. The machine should be moved in place with the coordination of relevant STC staff. All parties involved should make sure not to damage the ground or facilities of the demo space when moving the machine in.

b) We strongly recommend members to purchase the insurance for their machines/parts during the transportation or storage/demo at STC.

Safety regulations:

a) When entering the demo hall, warehouse or other areas of the STC for equipment installation, maintenance, relocation, one must wear labor protection products and strictly follow the safety regulations of relevant equipment, instruments and tools.

b) All equipment operators must complete relevant safety and technical operation training and master all safety precautions. Non-machine tool operators should not start machine tools or touch machine tools without authorization.

c) Related certificate must be obtained when working for positions that require such certification, especially for special equipment and special positions.

d) All vehicles, instruments, equipment and tools that need to be used must be properly stored and maintained.
e) Visitors must be formally invited by our company or member companies and accompanied by relevant inviting parties to visit. Uninvited visitors will not be accepted. No children or minors can enter without guardians.

f) In the demo hall and related areas, it is strictly forbidden to play, fight, chase and carry out all other activities unrelated to visits, equipment operations, etc.

g) All exhibits in the demo hall should be placed in the designated position according to the arrangement and should not be moved. Exhibits which are moved temporarily, must be returned to the original position.

h) After installing and operating equipment, please clean the area of the equipment and ensure that the water, electricity, gas and other switches are turned off.

i) In case of accidents, the demo hall has first–aid boxes on site. At the same time, please call the relevant emergency numbers (119 for fire, 120 for ambulance).

3.1.5. Training/Seminar Support
At major industrial shows (e.g. CIMT) there will be concurrent technical seminars. AMT China offices will inform members of these opportunities and assist as a liaison with the organizers. Members can also hold seminars outside show times. AMT China staff can assist in logistical arrangements and audience invitation.

By request, members should offer the following info two months ahead:

- Invitees info (full name, telephone number, fax number, email address)
- Training materials
- Training venue
- Schedule of training or seminar press conference etc.
- Budget on all cost including hotel reservation, car rental, gifts, beverage, training venue.

3.1.6. Agent or Distributor Search/Streamlining
Service provided to AMT members (it generally takes three months or so):

- Agent or distributor recruiting through AMT database
- Agent or distributor searching through local shows
- Agent or distributor recruiting through professional websites

Process:

a) The Member Company who asks for this service must send a written request to STC by either email or fax.

b) The Member should provide STC with its products description, agent or distributor quantity/major targeted markets/region areas/after-sale service team or capacity/rating/language etc....STC can provide the sample form.

c) After receiving the form, STC will match the optimum agent/distributor with the member, meet and discuss with them to confirm they are fit for the member.

d) STC will assist with the communication and inspection between agent/distributor and the member to establish the agent/distributor relationship finally.
3.1.7. Promotion material printing

Business cards, brochures, posters, post cards etc. We also help with English/Chinese translation.

Brochures/catalogs printing service in China:
- 40% saving on printing cost
- No international shipping costs
- Directly mailing your catalogs to customers when we receive the request
- Dispatching your catalogs in STC’s information booths at China machine tools’ shows.

The member should offer the following info:
- A written request and the original articles with the format of WORD, EXCEL, PPT, PHOTOSHOP, ILLUSTRATOR.
- Printing requests such as quantity, paper quality, delivery time, delivery place
- Payment means

3.1.8. STC Group media promotion

Advertise in major magazines or public social media like WeChat.

- Group Advertising;

STC members Group Advertising on the major Aviation, Automobile, Machine Tools, and Appliance magazines. It is the “American Pavilion” the magazines, where all American advertisements will stand out as a group. If interested, please pay attention to the email notice from STC.

SCT has its WeChat platform to promote for our industry and members. STC welcomes members to send us articles showing the latest technology or new development.

The info had better include:
- Your company logo with higher resolution.
- Your company description (including main products. If possible, we prefer it in Chinese for accuracy.)
- Pictures (high resolution, 300 dpi for better, size: “4x6”)
- Company new development in China such as new products, new applications, new China office or WOFE, main personal changes happening in your company, your company relocation etc.)

3.1.9. Pavilion at local shows

STC has an updated list of the upcoming industrial shows related to machine tools, automotive, automation, medical, aerospace & aviation, welding, metalworking, die & mold, electronics, plastic, metallurgy, labeling in China. Please contact STC for the latest show list.

AMT China has information booths at most machine tools shows and exhibitions. Members can take full advantage of these opportunities to promote their products and services. Please contact STC and provide with product catalogues, posters, videos and latest company logo/product pictures one week before the shows. We will put these catalogues/posters and display all videos at STC information booths at the shows.
STC will also organize pavilions in the selected local shows according to the application status from members. For any interest shows, please contact STC a year to a year and a half ahead.

3.1.10. Assistance on building members’ websites in China
Network is the media; Web pages almost possess all functions of the printed publications. According to the statistics of Netsmart, 50% of users read online magazines, 48% of users read online newspaper. While Chinese internet has already shaped into a certain dimension; by the end of December 2011, the number of Chinese internet users reached 500 million, Internet penetration increases up 4%, to 38.3%. In China, the network marketing plays a more and more important role in the sales promotion of an enterprise.

But as under the supervision and the control of website domain names and web hosting/servers by different countries, and the restriction of language, we suggest members to establish Chinese websites. As a new participant of STC, STC will help register a domain name free of charge for one year. Additionally, STC will allocate space on STC’s own website for STC’s participants to build up their “Demo Shop”. For required content from members, please contact STC staff.

For members’ websites in China, STC can recommend China web developers, translation companies and help to supervise the whole process on request. (Translation, recommending China Web Developer, helping rent web server or web hosting, registering domain names)
3.2. Administrative Services

3.2.1. Office Space
In addition to 5000 sq. ft. excellent exhibition space for STC members to demo machines and equipment, there are private offices, and open cubic offices. A training room capable of accommodating forty people is also available for members to train dealers or customers. All areas in STC is covered by Free WIFI and high-speed internet access, we offer visitor insurance, IT services, 24 hours security, cleaning service. All doors are equipped with coded locks. Please refer to Appendix 12 for the rules of STC office Space. In principle, STC allocates desks for the participants, one desk free per Member, based on “first come, first served” policy. More desks and office space are charged based on availability, please see the details on Part 4 Fee Policy.

Notes:
The following are forbidden without AMT’s written consent:
- Transferring, subletting, leasing or swapping the office space with third parties;
- Unilaterally removing or making alterations to the structure of the office space or changes the purpose of use thereof;
- Using the office space to conduct activities thus causing damages to the public interests.

3.2.2. HR Search Services (Head hunting and policy consulting)
This service includes: (It generally takes one to three months for candidate search).

a) Candidate recruiting through HR websites
b) Candidate recruiting through AMT database
c) Candidate searching through AMT HR network
d) Candidate recruiting through local Universities
e) Candidate recruiting through Headhunters (subject to extra charge)

Process:
a) Job description
The Member Company who asks for this service must send a written request to STC by either email or fax. The Member should provide STC with job description and qualification requirements for their open positions.
b) Job questionnaire (See Appendix 3)
The Member should fill in the HR search questionnaire sheet that STC sends to them.
c) STC receives the job description.
Resumes and STC interview report of each candidate will be sent to Members STC goes through Candidate Search Process.
HR Manager of STC will screen out up to five qualified candidates within one to Three months. And STC will offer the candidate reports (See Appendix 4), with resume, English level, skills, and tech background.
d) The Member interviews candidates.
e) Personality test (MAST), physical exam and reference check
HR Manager of STC arranges the personality test (MAST) and physical exam for selected candidates and forwards the result to the Member; STC also checks the candidate’s reference and all certificates: employee’s ID; college diploma; labor register book; job resignation letter (with previous employer signature, call his/her previous boss, etc.), and offers reference checking report to the Member.

f) Job offering letter
The Member discusses salary compensation plan and social insurance package with selected employee and prepares JOB OFFERING LETTER (Refer to Appendix 5).

Mandatory items
• Labor Contract and probation period (AMT suggests a one-year labor contract with a two-month probation period).
• RMB600,000 of liability (for accident) insurance coverage

Social insurance: The mandatory social insurances required by Chinese government include six items: pension insurance, health insurance, unemployment insurance, work injury insurance, maternity insurance and housing funds. Among the above-mentioned six insurances, work injury insurance and maternity insurance are only borne by employer while the rest are borne by both employer and employee. Please note the payment percentage under each item varies from place to place. Generally, the employer’s bearing rate for the social insurance is around 40%, it’s around 18% for employee.

Optional items: (Decided by the member and employee) car or housing allowance, bonus, commission, laptop, cell phone, business travel expenses, etc. should be agreed by both employer and employee. They should be listed in the job offer letter but not in Labor Contract.

a) Employment Representation Agreement (ERA)
The member signs Employment Representation Agreement (ERA) with STC (Refer To Appendix 6). Please send the original ERA to AMT U.S. Office and one copy to STC.

b) Escrow account
The member can open an $15,000 escrow account per person at STC for its employee’s salary, social insurance, accidental insurance, travel expenses and bonus.

c) Labor contract
After opening the escrow account in STC, STC will sign the “Labor Contract” (refer to Appendix 7) and proxy hire the member’s employee on behalf of the member.

• Training & Least Service Period Agreement (refer to Charter 9 in the Labor Contract) will hold the employee for two years’ service after he/she receives training which the training cost is more than RMB 10,000. This agreement will protect the employer’s training investment.

• Confidentiality Agreement (Appendix A)
• Non-Competition Agreement (Appendix B)

*Please contact STC’s HR manager for the details of the regulation about confidential or Non-Competition Agreement.
a) Renewing or terminating labor contract
   STC will send Members a reminder notice two months before the labor contract expires. If terminating the labor contract, the member needs to provide STC with:
   - Contract termination letter
   - Date of Termination
   - Legitimate reasons for termination
   - Compensation confirmation stipulated in Labor Contract.

   If extending the employment, the member needs to inform STC to renew the contract with all changes.

3.2.3. Proxy Hire Employee (HR management)
   Employment: STC proxy hires/terminates employees on behalf of members;
   HR management: Entrusted by members, STC signs labor contracts and sets up social insurance accounts for members’ employee. Members should ensure that the proxy hired employee use legitimate software. Any consequences caused by using illegal software will be borne by members.

   Process:
   a) Job Offering Letter
      The Member discusses salary compensation plan and social insurance package with selected employees and prepares JOB OFFERING LETTER (Refer to Appendix 5)
   b) Employment Representation Agreement (ERA)
      The member signs Employment Representation Agreement (ERA) with STC (Refer to Appendix 6). Please send the original ERA to AMT U.S. Office and one copy to STC.
   c) Personality test (MAST), physical examination and reference check
      - HR Manager of STC arranges the personality test (MAST) and physical check-up for selected candidates and forwards the result to the Member;
      - STC also checks the candidate’s reference and all certificates: employee’s ID; college diploma; labor register book; job resignation letter (with previous employer signature, call his/her previous boss, etc.), and offers reference checking report to the Member.
   d) Opening Escrow Account
      - After signing Employment Representation Agreement between the member and STC, STC will open an Escrow Account for the member at STC, and STC will sign the “Labor Contract” (refer to Appendix 7) and proxy hire the member’s employee on behalf of the member.
      - Wire Transfer
      The member wire transfers the money as deposit into its Escrow Account at STC. If member employees work at STC, the deposit should be $15,000 per person. With Escrow Account the member can make more efficient use of its money and eliminate unnecessary wire transfer fees. If the member ever decides to leave STC, the balance of its escrow money will be refunded in full.
   e) Pay the Chinese employee
      With the Member’s approval, STC pays for costs and fees incurred on time, including member employee’s salary, social insurance, traveling advance, other expenses stipulated in the Labor Contract.
Part 3. Services and Functions

f) **Account Statement**
STC will send the Member a monthly account statement so that the Member knows the balance of their Escrow Account. The Member is required to replenish the deposit in a timely manner to maintain the balance which can guarantee the member’s continued operation. In principle, STC stops any payment if the balance of members Escrow Account reaches Zero.

g) **Managing the member’s Escrow Account at STC.**
Disbursements from the member’s account can be controlled by either of the following methods:
- Controlled by the designated manager at members’ U.S. office providing approval prior to withdrawing money from the member’s Escrow Account.
- Empowering the member’s employee at STC to withdraw funds from the member’s Escrow Account at STC. (The formal notice by email from the designated manager at members’ U.S. office is required.)

h) **Renewing or terminating labor contract**
STC will send the Member a reminder notice two months before labor contract will expire.
If terminating the labor contract, the member needs to provide STC with:
- Contract termination letter
- Date of Termination
- Legitimate reasons for termination
- Compensation confirmation stipulated in Labor Contract.
If extending the employment, the member needs to inform STC to renew the contract with all changes.

**Notes:**
The member should be aware that a bank fee or deduction by the intermediary bank can occur when wire transferring money to the Escrow Account at STC. Generally, the bank fee will be around $25. This cost will be borne by the member. STC will credit member account based on actual money received.

The STC proxy hired employee of the member company at STC can get reimbursed by only having official invoices recognized by Chinese taxation bureaus. The employee of the member company is required to follow the rule and fill in the “Expense Report Form” that is available at STC’s Accounting Department. This enables STC to complete yearly audit procedures, and compliance is mandatory for all participants.

New employees of the Member Company should have a personal bank account in Industrial & Commercial Bank of China to receive salary and expenses’ reimbursement. If the employee will go to U.S. for training, he/she also needs to apply for an international credit card.
Notes:
The member company is not allowed to use its Escrow Account at STC for its business transaction. This is the law! Import duty, logistics expenses, bidding fees, Ad costs, gift costs, business entertainment allowance are forbidden to be paid through STC. and the Escrow Account cannot be used for collecting members’ sales money either; This account pays for members’ China employee’s salary, social insurance, and traveling expense, cash advance only.

Refer to Appendix 9 for the detail rules for reimbursement of expenses.

3.2.4. Translation Services
STC does not provide direct translation service for members, but we have qualified third party - translation companies that we have been working with for a long time. We do help members with proofreading after a translation is done if requested. The translation fee can be paid by members. For expedited service, there will be an extra charge.

Process:
  a) Translation request from members
  b) Sending materials to translation company
  c) Getting quotation from translation company
  d) Members confirmation of quotation
  e) Translation
  f) Proofreading by STC engineers (if asked)
  g) Making payment by members

3.2.5. Legal Reference/consultation (IPR, trade mark)
STC helps AMT members to protect their Intellectual Property Rights. We mainly focus on the STC members’ Internet Domain Names (www.Company Name.com.cn), Trademark registering in China and applying Patent in China. STC recommends the third party of local law firms for IPR protection.

To protect Company/Brand names and trademarks in China, American companies need to register their names and trademarks in China. The official Chinese organization for trademark registration is the State Administration for Industry & Commerce (SAIC). The necessary documents, information and procedures for filing trade/service mark applications are as follows:

- The name and address of the applicant, including the name of the executive officer who will sign the Power of Attorney, if the applicant is a juridical person.
- The specified goods to be designated In China, the official fee increases with the number of goods designated in an application. For that reason, you must designate in an application the goods in terms of a precise number of exact names, but not in any names that could be deemed comprehensive or ambiguous by which no amount of the number of goods/official fee may be determined.
- To enjoy Convention Priority, you must file the application within six (6) months of the filing date of the first application. Further, you must file the Priority Documents no later than three (3) months after the China filing date. At the same time of filing your application in China, you must indicate the country, serial number and filing date of the first application. Please note that the Priority Documents should be the original documents certified by the Patent Office.
Part 3. Services and Functions

- A Power of Attorney is needed to finalize the application. One form suffices for several applications to be filed simultaneously, and no notarization or legalization is required.

The duration of a trademark right is ten (10) years from the registration date. The owner of a trademark registration may request renewal of the term of his trademark right every ten (10) years. An application for renewal of a trademark registration should be filed during the period. The application will undergo examination not less than six months after the filing date in consideration of the possibility that conflicting applications may be filed claiming Convention Priority during the six-month period. If the Examiner finds no grounds for rejection, the application will be published in a Trademark Gazette to allow the filing of opposition by third parties. If no opposition is filed within 90 days following the publication, the Examiner renders the decision for registration. The above-mentioned procedure usually takes 12 or 15 months. This service is to be done by the third party, STC helps to supervise the whole process. For detailed requirements, please contact STC firstly.

Domain name registration
STC registers one domain name free of charge for one year for the new STC’s participants. For more domain names, STC can help register for members if requested.

3.2.6. Secretarial services (Travel arrangements, invitation letter and visa application)
  a) Letter of invitation for China VISA application
  b) Local hotel reservation (Corporate rate is available with several key local business hotels)
  c) Training room and conference rooms reservation
  d) Car rental

Process:
  a) Letter of invitation for China VISA application
  To prepare the formal letter of invitation for members, we need the following personal info from members:
  • A copy of the personal info page of a valid passport, including name, passport number, issue date, expiration date, authority and birth date (300 dpi higher is recommended)
  • Company name
  • Job Title
  • Contact info (phone number, fax number and email address)
  • Purpose of visit
  • Tentative arrival and departure dates
  • Visa types
  Within three working days after receiving the above info, STC will issue the letter of invitation to members by either fax or email.
  Once receiving the letter of invitation, we suggest the member go to Chinese Embassy or Consulates overseas for visa application. For more detailed information about the process of application, please visit local official websites of China Embassy or Consulates.
Part 3. Services and Functions

b) Local hotel reservation
- The info needed from members:
  - Guest’s full name
  - Budget for room and room type (1 or 2 beds, smoking or non-smoking, standard or executive)
  - Tentative arrival and departure dates
  - Airport pick up requested or not
  - Room guarantee after 6:00 pm or not (for this request, hotels need your credit card info for guarantee)

STC will send the confirmation number and contact info about hotels to the member after receiving the confirmation letter from hotels. Our corporate hotels in Shanghai are as below:

- Crowne Plaza Pudong, Sheraton Waigaoqiao, Howard Johnson Plaza Waigaoqiao, around STC office, within 10 minutes by taxi;
- Holiday Inn Pudong Nanpu, about 40 minutes by taxi to STC office, but close to downtown of Shanghai.

We also have corporate rate hotels in other cities of China. Please contact STC before your visit.

a) Training room and conference rooms reservation
Please inform STC one week in advance. The info needed from members:
- Starting and ending dates
- Number of guests
- Equipment needed (overhead projector, etc.)
- Beverage needs to be ordered specially (at member’s cost)
- Meals arrangement (at member’s cost)

b) Car rental
The member informs STC one week in advance. The info needed from members:
- Requested car type
- Starting and ending dates
- Within City or outside of City
- Making payment by members
3.3. Field Service Support

Services provided to STC members
3.3.1 Field Service Support: Machine installation, commissioning and troubleshooting
3.3.2 Courtesy visits on behalf of members
3.3.3 Field Services Support – training in the U.S.

Process:

a) The member company should send a **written request** to STC by either email or fax to request a service. For scheduled projects (for example: machines installations), please book STC engineer(s) time with the details ASAP and confirm the schedule when the project is fixed.

b) **Information needed from members**
   - Necessary technical documents (maintenance manual, including hydraulic and electric drawings)
   - Special tooling and software
   - Detailed contact information of Service Manager of the member company (phone, fax and email)
   - Contact information of the customer, including company name, address, phone, fax, person in charge and a brief description of the problems.

c) **Services**
   - STC will make an estimate about how many service engineers will be needed and how long it will take to fix the problems, and then send this info to the member for confirmation.
   - Once confirmed by the member, STC will dispatch service engineer(s) to the customer for field service support.
   - Reporting the results to the member
   - Sending service bills to the member

**Notes:**
Please store the accessories or spare parts at STC for quick field service. Please read the part of Logistics and Exhibition for instructions regarding spare parts storage.

Please also offer the special tools for your machine, such as PLC controller software, manual of servo motor, drive and servo valves to ensure quick troubleshooting/repairing.

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1 Courtesy visit means that the service visit will be paid to those customers who have already installed or repaired products or attachments from member companies.
3.4. Logistics & Exhibition Services

**STC Logistics Policy**
AMT is a non-profitable organization, so we could not be involved in Members’ business transaction including logistics financially; if member company does not have a logistics service provider, STC can recommend a third party company to help members with payment on those business transactions, such as parts replacement cost, logistics expenses, booth expenses etc.; all the obligations and rights related to logistics are between logistics companies and members; STC will not take any responsibilities.

For international shipping, we recommend that you use DSV Air & Sea Inc.’s service, including shipping from U.S. to China, or from China to U.S.;

For domestic’s logistics services, including transporting the machine from the China port to STC, or from STC to a China port, or exhibition shipment and other domestic logistics services, STC recommend SHANGHAI MORNING INTERNATIONAL LOGISTICS CO., LTD. or its subsidiary companies.

For every shipment going to STC, please provide the checklist information first. Shipment should be affected only after all the information has been confirmed with broker and the customs.

**All Needed Materials Check List for Custom Clearance**

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<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>1</td>
<td>Photos of real machines or parts</td>
</tr>
<tr>
<td>2</td>
<td>Goods names in both English and Chinese</td>
</tr>
<tr>
<td>3</td>
<td>HS Code</td>
</tr>
<tr>
<td>4</td>
<td>Description of machines or parts in both English and Chinese</td>
</tr>
<tr>
<td>5</td>
<td>Brochures of machines or parts in both English and Chinese</td>
</tr>
<tr>
<td>6</td>
<td>Function of machines or parts in both English and Chinese</td>
</tr>
<tr>
<td>7</td>
<td>Material ingredients in machines or parts in both English and Chinese</td>
</tr>
<tr>
<td>8</td>
<td>Net weight and gross weight</td>
</tr>
<tr>
<td>9</td>
<td>Value of machines or parts</td>
</tr>
</tbody>
</table>

Most of electrical items might require China Compulsory Certificate (CCC certification) when coming into China, such as CABLE, SWITCH, CONTROLLER, CONNECTOR, TRANSDUCER, ELECTRONIC BOARD, LAPTOP, ENCODER etc.; we strongly suggest you cooperate with AMT logistics staff and make relative verification before shipping; lest problems arise when clearing the customs;

As STC is in the Free Trade Zone, in principle, those items already cleared from customs are not allowed into F.T.Z.; especially like those of big tool boxes, big spare parts. If you have such requests, please contact STC logistics staff first to figure out the better solution.
Part 3. Services and Functions

Typically, there are three ways for your machine tools, equipment, or spare parts to get through the Customs, and move into STC:

- by UPS/FedEx/DHL, these express courier companies can help you clear customs if the item value is below RMB 5,000 and does not require CCC certification.
- if the item value exceeds RMB 5,000, a formal customs clearance is required, you need to hire an import agent to help you, or STC can recommend one for you;
- if the item needs CCC verification or CCC certification, an agent is required to help with all the paper work;
- for example, “servo motor”, if sent to China, with all the brochures, photo prepared, “CCC verifying” still needs 2~4 working days, “Energy Efficiency Inspection” needs extra 3 working days, CIQ needs 3 more working days;
- besides, your demo machine, equipment, or demo parts, can choose “Bonded Declaration” to be brought into Free Trade Zone, in which case you needn’t pay the Duty & VAT right away; however, the item cannot be taken out of the FTZ freely, but must be applied to the customs if it is to be “borrowed” out of FTZ.

Please do not register in ATA Carnet, because the item under the Carnet only can stay in China at most 12 months, before it leaves China.

If your shipped machines and/or parts will be stored in STC for a long term, please avoid the short-term words as SHOW, DEMO, or EXHIBITION in your shipping documents.

For coniferous wood package, Heat Treatment Certificate of Fumigation Certificate is required; for non-coniferous wood or non-wood material, the Non-Coniferous Wood Packing Declaration of Non-Wood Packing Declaration issued by your company is required.

### Spare/Warranty Parts Custom Clearance Process and Time Needed

<table>
<thead>
<tr>
<th>Chinese Customs Regulation</th>
<th>Process Time</th>
<th>For Following Goods</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCC</td>
<td>3 working days to 6 months for applying &quot;CCC certificate of a new item&quot;</td>
<td>Electronic parts</td>
</tr>
<tr>
<td>CCC Exemption</td>
<td></td>
<td></td>
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<tr>
<td>Compulsory CCC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Energy efficient inspection</td>
<td>3~5 working days</td>
<td>Electronic parts</td>
</tr>
<tr>
<td>CCIB (China Commodity Inspection Bureau)</td>
<td>2~4 working days</td>
<td></td>
</tr>
<tr>
<td>Customs Inspect (probably)</td>
<td>5~10 working days</td>
<td></td>
</tr>
<tr>
<td>Others</td>
<td>5~10 working days for each re-claim custom clearance if lack of material on the check list of forward on P37</td>
<td></td>
</tr>
</tbody>
</table>
**Part 3. Services and Functions**

**Tips:**
For quicker custom clearness process, break down a large shipment into smaller shipments, and ship each small shipment separately by controlling the total value of each FedEx/UPS/DHL shipment less than US 600 with smaller size & weight.

**STC Logistics Services:**
STC could offer each member a customized logistics solution based on the actual demands; STC provides you following logistics services:

a) Customs operation (freight forward by the third party)
   - KJ 3 (express clearance by the courier), for the goods or samples with value less than RMB 5,000, limited size and limited weight. (The most FedEx, UPS, DHL shipments are qualified for KJ 3)
   - Formal clearance, for larger goods with shipment value above RMB 5,000
   - Bonded declaration, for a) and b)

For details, see Appendix 11, Appendix 12

b) Warehousing:
   - STC has 775 sq. ft of stock room where the members can store their demo machine accessories. Please make registration when parts are in/out from the storage room every time. Read Appendix 11.
   - If you want to store more machines in China for quick delivery, AMT China can also help to recommend a third-party warehouse that is also located in bonded area of Pilot Free Trade Zone, Shanghai.
   - For spare/warranty parts storage, AMT China will recommend the third-party bonded warehouse in Pilot Free Trade Zone, Shanghai.

c) Spare parts/warranty parts distribution
Members can use the third-party logistics company which STC recommends starting Spare parts/Warranty parts distribution in Pilot Free Trade Zone, China.

This service is suitable for delivering the spare parts/warranty parts to your customer frequently, such as low value, small quantity and high frequency in shipments of spare parts, electrical components (with “CCC” certification) and raw materials.

**Process (For details see Appendix 11-6):**
- Inform STC and the logistics company first to start with detail parts list (logistics contract signing, quotation confirmation, etc.)
- Ship all the parts to the logistics company;
- Bonded customs declaration item by item; store the parts at the logistics’ warehouse;
- While the parts need to be delivered to the end user, AMT member give an order to the logistics company, who will make relative declaration to the customs;
- Parts are picked up and sent to the end user by the logistics company;
- At the end of each month, the logistic company will combine all the shipments happened during the past month and clear the customs.
d) **Trade Shows Support**
- The Member Company sends a request of participating in a local exhibition to the STC logistics manager.
- STC will recommend qualified logistic service providers to member companies for machine shipment.
- Logistics service providers prepare proposals and quotations
- The Member Company selects the Logistics Company and signs the logistics service contract.
- Designated Logistics Company completes relevant Customs Clearance for the member company.
- Logistics Company ships the machine to the exhibition venue.
- The member company takes care of the machine during the show.
- The machine is shipped to an appointed place based on Member Company’s instruction after the show.
- The Member Company pays relevant cost to logistics companies.

**Shipping Process:**
If you are shipping the demo machines/parts to STC (We recommend DSV for international shipping, and the local logistics companies for China domestic shipping.)

**Check List for Custom Clearing:**

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</tbody>
</table>

a) STC recommends qualified freight forwarders to do Customs clearance with proposals, processing time and quotations for the shipment.
b) The member signs logistic contracts with selected freight forwarder.
c) After completing the whole procedure, STC will set up a record file for the machine and spare parts received.
d) For detailed shipping instruction, please refer to Appendix 11.
Notes:
- An insurance is recommended during the transportation or storage/demo at STC.
- If shipped goods show any exterior damages or changes, please REJECT and inform the forwarder or the insurance company immediately.
- To make China Customs clearance/inspection easier, please pack your machine and its accessories (installation tools, gages, and other devices) separately.
- Field installation tools box requires Customs clearance and stay in China permanently, because it is quite difficult to be returned to the U.S.
- When you ship parcels/documents to STC via FedEx/UPS/DHL/TNT, please mark the item (bill duties and taxes to shippers) besides the item-bill shipping charges to shippers.
Fee Policy

AMT Members can join the STC program by signing the Participant’s Agreement. Participation fee is billed at $11,000 plus tax per year and is not refundable. AMT is a not-for-profit operation, and if annual fees ever exceed annual expenses, members will receive rebates for the difference.

Please read Appendix 14 for the summary of Fee Policy.

Services Included in Participation Fee

1. **Outsourcing and Application Engineering**
   a) Database for job shops in Greater Shanghai area
   b) Database for job shops in Greater Beijing area
   c) Database for job shops in Guangzhou area
   d) Application/Fab. Process/Q.C. Engineering supports

2. **HR Services**
   a) HR related policies consulting
   b) Local employee’s management (labor/hiring contract, social insurance, commercial insurance, pay-roll, performance evaluate supporting, proxy hiring)

3. **Logistics Services**
   a) Coordinate Customs clearance on behalf of members
   b) Spare parts distribution consultation
   c) Handling borrowing-out formalities of demo machines from Bonded area for shows and exhibitions throughout China
   d) Allow your customers to purchase machines and parts by paying local currency and then converting into USD for the member company.
   e) Customs Commodity inspection assistance at ports and/or at customer sites
   f) Trade shows support
   g) Bonded warehousing (750 sq. ft storage area in STC) (Catalogs/Machine Accessories Storage)

4. **Sales, Marketing, & Distribution Services**
   a) MASS (Market Access and Sales Support)
   b) Market Penetration Review
   c) Machine Demo Space (600 sq. meters demo area)
   d) Agent & Distributor Search/Streamlining
   e) free registering one domain name
   f) WeChat promotion, free translating up to 300 English words
   g) Dispatching brochures and displaying videos in local machine tools
5. **Office Space (based on availability)**
   a) One open cubic office desk per membership
   b) Utilities, stationery, copy printer, fax, daily beverage
   c) Three conference rooms
   d) Free WIFI and high-speed internet access
   e) Visitor insurance, IT services, 24 hours security, cleaning service

**Services Available for a Fee to STC Participants**

1. The M.A.S.S. Service with above five products is included in the membership for STC's participants.; On request, we offer up to 20 customers info & 5 agents a year free of charge, $100 per additional customer or agent.

2. The MTV service is available for STC's participants at $200 per day plus travel, hotel and meal.

3. STC can assist members to interview and hire their own service or sales employees who can work out of the Service Center’s office space which is available for members’ use. (HR search fee: $1,500 per position)

4. STC can assist on the application for Shanghai Hukou / Residency Certificate for proxy hiring employees at RMB 200 per time.

5. All proxy hire and escrow accounts add a 10% management and maintenance fee (only applied to salary and social benefits) and a 5% administration fee for travel expenses incurred by employees of member companies at STC, to help offset annual operational maintenance and audit costs.

6. STC members’ escrow account should be refilled within 30 days after receiving STC’s monthly billing. (The STC’s refilling is calculated from the average expenses of last three months.)

7. Reminder e-mail will be sent at the end of 30 days, if no payment received; 15 days later, 2% of late payment charge (with minimum of $25) will be applied.

8. “Permanently assigned” extra desk policy
   a) First open cubic office desk – no charge
   b) Second open cubic office desk - $1,000 per year based on availability.
   c) Third and beyond open cubic office desks - $1,500 per desk per year
   d) Private, lockable office for 2 people - $3,600/year ~ $4,200/year
   e) Private, lockable office for 4 people - $7,000/year
   f) Private, lockable office for 6 people - $6,000/year or $7,000/year

Please read Appendix 13 for the STC office price schedule. The office/desks fee is not refundable.

9. **Technical Support Services**
   a) Pre-sales service (engineering support)
   b) After sales service (field service at customer sites across China)

The Center gives members the opportunity to have local field service support provided by STC’s service personnel, for a charge of $320/day plus expenses;
Part 4. Fee Policy

Overtime hours, more than eight (8) hours in working days will be billed at one and one-half (1½) times normal rate; weekends’ hours will be billed at two times (2) normal rate; Chinese holiday hours will be billed at three (3) times normal rate.

The Center gives members the opportunity to have courtesy visit made to your customer by STC’s service personnel, for a charge of $200/day plus expenses.

10. STC is defined as a trading WOFE in China. All money STC receives from members is treated as business income, which is taxable with 6.42% value add tax that also including the new “Urban maintenance and construction tax” “Educational Surtax” and “Local Educational Surtax”. Therefore, STC will pay tax based on actual monthly expenses incurred by member’s employees at STC on behalf of the member company. STC will also pay tax based on the services fee of item 1, 2, 3, 5, 6 on behalf of the member company.

Means of payment for Escrow Account at STC

1. There are two means of payment for members sending their deposit or replenishment to the Escrow Account at STC.

   a) If members pay in U.S. Dollars, here is the info of the bank account of STC (Shanghai) for wire transfer:
      Bank: Industrial and Commercial Bank of China Shanghai Branch, P.R.C.
      STC Account Name: American Manufacturing Technologies (Shanghai) Co., Ltd.
      STC Account Number: 1001192309148014879
      Swift Code: ICBKCNBJSHI
      Bank Address: No.118 Xinling Road, Shanghai, P. R. China
   
   b) If members pay in RMB, please contact STC Accounting for China invoice, STC RMB account number, and bank (financial.dept@amtstc.org).
STC Contact Information

Address of STC:
81 Meiyue Road, Building 8
Pilot Free Trade Zone
Shanghai, 200131 China
Phone: +86 21-5868-2809, 5868-2895
Fax: +86 21-5868-2803
info@amtchina.org
info@amtstc.org
www.amtchina.org

Attention: If your emails could not go through, please use our backup e-mail address: info@amtstc.org; we will transfer your e-mails to the relative person immediately.

STC is easily accessible from two airports and Shanghai downtown area:
1. From downtown area by Metro Line #12
   Take Metro Line #12 to Shenjiang Road station (close to Gate 8 of Waigaoqiao Customs). Take exit No.3 from the station. Upon reaching the street, turn right onto Shenjiang Rd. and walk 160 ft. (50m) to the F.T.Z. Shuttle Bus #6 station. Shuttle Bus #6 is free and will take you up Shenjiang Rd. to the new STC location. Exit the shuttle bus at the Meiyue Rd. Chaojuan Rd. stop. You will now be in front of the Meiyue Rd. gate into the iMT industrial park. Walk through the gate and on to STC.

2. From downtown by Car/taxi:
   (It will take about one hour by car from downtown to STC)
   Enter the Waigaoqiao Pilot Free Trade Zone through Gate 8. Continue straight on Yingman Road to the first traffic light. Turn left at the light onto Fute 3rd Road East. Go straight for about 300 ft (100m) and take a left through the front gate of the International Machine Tools Center (iMT). Go straight and take the second left, then go straight. STC will be the second building on your left.
Direction Map for STC

**STC working hours:**
Monday to Friday: 9:00am - 5:00pm (excluding Chinese holidays)
During weekends and holidays, Members need make appointments with STC in advance to use STC
1. Organization Chart of STC

Fred Qian
General Manager

Zoe Wang
Secretary

Bill Chan
Business Manager

Janet Wan
HR Manager

Kevin Feng
Logistics Manager

Yanhong Lei
June Wang
Accountants

Simon Sun
Service Manager

Robin Yang
Service Engineer

Jack Zhao
Service Engineer
### 2. Responsibilities

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email address</th>
<th>Cell Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fred Qian</td>
<td>General Manager</td>
<td><a href="mailto:fredqian@amtchina.org">fredqian@amtchina.org</a></td>
<td>(011-86)139-0164-9173</td>
</tr>
<tr>
<td>Yanhong Lei</td>
<td>Accountant</td>
<td><a href="mailto:eihhan@amtchina.org">eihhan@amtchina.org</a></td>
<td>(011-86)135-6437-6745</td>
</tr>
<tr>
<td>June Wang</td>
<td>Accountant</td>
<td><a href="mailto:junewang@amtchina.org">junewang@amtchina.org</a></td>
<td>(011-86)137-6416-4872</td>
</tr>
<tr>
<td>Bill Chan</td>
<td>Business Manager (Guangzhou)</td>
<td><a href="mailto:billchan@amtchina.org">billchan@amtchina.org</a></td>
<td>(011-86)138-0277-2746</td>
</tr>
<tr>
<td>Janet Wan</td>
<td>HR Manager</td>
<td><a href="mailto:janetwan@amtchina.org">janetwan@amtchina.org</a></td>
<td>(011-86)137-6430-0732</td>
</tr>
<tr>
<td>Kevin Feng</td>
<td>Logistics Manager</td>
<td><a href="mailto:kevinfeng@amtchina.org">kevinfeng@amtchina.org</a></td>
<td>(011-86)131-2759-9179</td>
</tr>
<tr>
<td>Simon Sun</td>
<td>Service Manager</td>
<td><a href="mailto:simonsun@amtchina.org">simonsun@amtchina.org</a></td>
<td>(011-86)137-0181-1446</td>
</tr>
<tr>
<td>Jack Zhao</td>
<td>Field Service Engineer</td>
<td><a href="mailto:jackzhao@amtchina.org">jackzhao@amtchina.org</a></td>
<td>(011-86)137-0186-2825</td>
</tr>
<tr>
<td>Robin Yang</td>
<td>Field Service Engineer</td>
<td><a href="mailto:robinyang@amtchina.org">robinyang@amtchina.org</a></td>
<td>(011-86)138-5170-0505</td>
</tr>
<tr>
<td>Zoe Wang</td>
<td>Secretary</td>
<td><a href="mailto:zoewang@amtchina.org">zoewang@amtchina.org</a></td>
<td>(011-86)152-0189-1168</td>
</tr>
</tbody>
</table>
3. STC Service Engineer Bios

Mechanical engineers
Our service manager/senior mechanical engineer- Mr. Simon Sun has more than 32 years of working experience for machine tool rebuilding, maintenance; 12 years of custom machine designing experience. He is also familiar with various types of machine tool structures. He has been trained by 21 AMT member companies in the U.S.

Electrical engineers
Our electrical engineer- Mr. Jack Zhao has more than 20 years of working experience for various kinds of machine tools maintenance. He is familiar with FANUC, MITSUBISHI series of controller and SIEMENS and ALLEN BRADLEY of CNC/PLC programming, and familiar with Fanuc Yaskawa Robot. He has been trained by 21 AMT member companies in the U.S.

Our electrical engineer - Mr. Robin Yang has more than 20 years of working experience for CNC machine tools operating and maintenance. He is familiar with Fanuc, Siemens, Mitsubishi, OKUMA-OSP U10/U100, and Heidenhain-TNC426/TNC430 of CNC system. Also, he is familiar with Fanuc and Siemens of PLC programming.
### Simon Sun’s brief projects:

<table>
<thead>
<tr>
<th>Company</th>
<th>Product</th>
<th>Controller</th>
<th>Software</th>
<th>Hardware</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Shanghai Turbine Company</strong></td>
<td>Machine rebuilding, worked on Lathes (vertical, horizontal), Milling machines, Boring machines, Grinders, Broaching machines, Gear hobbling, Gear grinding machines, Bridge cranes... Designed milling machine headstock, connecting rod milling machine, Hydraulic unit for mechanical arm</td>
<td>Mainly work on Mechanical and Hydraulic Systems.</td>
<td></td>
<td>Machine bases, Headstocks, Tailstocks, Gear boxes, Transmissions, Spindle units, Hydraulic units etc.</td>
</tr>
<tr>
<td><strong>Kinca,</strong></td>
<td>Rolling machine MC-15,40,60,80,150,300CNC; MC-4,6,8 etc.</td>
<td>Rockwell PLC Pannel view</td>
<td>Rslogix5000 Factory Talk view</td>
<td>Hydraulic pump, Gear box, Spindle Unit, Dies, Induction Heating Units, Cooling System, Servo Valve Servo motor, Fanuc Robot</td>
</tr>
<tr>
<td><strong>Anderson Cook</strong></td>
<td>Spline Rolling Machines</td>
<td>Rockwell PLC Pannel view</td>
<td>Rslogix500, Factory Talk view</td>
<td>Hydraulic units, Headstock, Tailstock, Slides, Racks etc.</td>
</tr>
<tr>
<td><strong>MTI,</strong></td>
<td>Inertial, Direct Friction Welder</td>
<td>Rockwell PLC Pannel view</td>
<td>Rslogix5000, Factory talk view</td>
<td>Hydraulic pump, Hydraulic motor, Proportional valve, Clamping Fixtures, Spindle units.</td>
</tr>
<tr>
<td><strong>Beckwood Press</strong></td>
<td>Hydraulic Press</td>
<td>Rockwell PLC Pannel view</td>
<td>Rslogix 500</td>
<td>Parker cylinder, Parker; Vickers, Rexroth pumps, valves. Logic elements.</td>
</tr>
<tr>
<td><strong>Drake</strong></td>
<td>Thread grinder</td>
<td>Fanuc CNC</td>
<td>Fanuc CNC - 0IM</td>
<td>Linear motor, Headstock, Tailstock, Wheel spindle, Spindle balance system. Coolant system. Pneumatic system.</td>
</tr>
<tr>
<td><strong>Arobotech</strong></td>
<td>All kinds of steady rest for Cam/Crank shaft grinding</td>
<td></td>
<td></td>
<td>Steady rest repair and adjusting. Mechanical structure steady rest. Clamping/unclamping repeatability can hold within 0.001mm</td>
</tr>
<tr>
<td><strong>ACME</strong></td>
<td>Centerless grinders (7head,6head), Polishing systems, Robotic buff systems</td>
<td>Rockwell PLC Panel view</td>
<td>Rslogix5000, Factory talk view</td>
<td>Machine base, regulating wheel unit, Touching wheel head, Rest, Load/unload system. Buff spindle unit, Vacant system. Fanuc Robot End of Arm Tooling</td>
</tr>
</tbody>
</table>
## Jack Zhao’s brief projects:

<table>
<thead>
<tr>
<th>Member</th>
<th>Product</th>
<th>Controller</th>
<th>Software</th>
<th>Hardware</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTI,</td>
<td>Friction Welder</td>
<td>Rockwell PLC</td>
<td>Rslogix 5000, Factory talk view</td>
<td>Hydraulic pump, Hydraulic motor, Proportional valve Axis module</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Pannel view</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kinfac,</td>
<td>Rolling Machine</td>
<td>Rockwell PLC</td>
<td>Rslogix 5000, Factory talk view</td>
<td>Hydraulic pump, Servo valve</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Pannel view</td>
<td></td>
<td>Servo motor,</td>
</tr>
<tr>
<td>Erie Press Systems</td>
<td>Stretch Machine</td>
<td>PC</td>
<td></td>
<td>Hydraulic pump, Servo valve, Scale, Pressure transducer,</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Extrude machine</td>
<td>Rockwell PLC</td>
<td>Rslogix 5000, Factory talk view</td>
<td>Hydraulic pump, Hydraulic motor, Servo valve,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Pannel view</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Intertech</td>
<td>Leak tester</td>
<td></td>
<td></td>
<td>Numatics</td>
</tr>
<tr>
<td></td>
<td>Function tester</td>
<td>Rockwell PLC</td>
<td>Rslogix 500,</td>
<td>Numatics, hydraulic</td>
</tr>
<tr>
<td>Drake</td>
<td>Thread grinder</td>
<td>Fanuc CNC</td>
<td>Fanuc CNC - iM</td>
<td>Linear motor, Fanuc Robot</td>
</tr>
</tbody>
</table>
### Robin Yang’s brief projects:

<table>
<thead>
<tr>
<th>Company</th>
<th>Product</th>
<th>Controller</th>
<th>Software</th>
<th>Hardware</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Okuma</strong></td>
<td>CNC Machine Center</td>
<td>CNC/PLC</td>
<td>OSP-U10/U100</td>
<td>CNC Servo module, Servo motor, Ball screw, Spindle</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Index</strong></td>
<td>CNC lathe machine</td>
<td>Siemens CNC/PLC</td>
<td>Sematic S7-300</td>
<td>CNC Servo module, Servo motor, Ball screw, Spindle, Linear Scale</td>
</tr>
<tr>
<td><strong>Comau</strong></td>
<td>CNC Machine Center</td>
<td>Siemens CNC/PLC</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Hermle</strong></td>
<td>CNC Machine Center</td>
<td>Heidenhain CNC</td>
<td></td>
<td>CNC Siemens Servo module, Siemens Servo motor, Ball screw, Spindle, Linear Scale</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>MTI</strong></td>
<td>Stiring Friction Welding machine</td>
<td>PC</td>
<td>Delta Tau CT Soft</td>
<td>Delta Tau Siemens Servo Module, Servo Motor Unidrive servo Module</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>AMT Corp</strong></td>
<td>Canning assembly Cell</td>
<td>PC</td>
<td>LabView Sematic S7-300 WinCC Flexible Simonton Scout</td>
<td>PC Hydraulic pump, Servo valve servo motor,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sematic Panel</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>InterTech</strong></td>
<td>Leak tester</td>
<td>Rockwell PLC PC</td>
<td>Rs Logix 500 LabVIEW CT Soft</td>
<td>Numatics, hydraulic PC Underived servo module</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Drake</strong></td>
<td>Thread grinder</td>
<td>Fanuc CNC</td>
<td>Fanuc CNC - 0iM CT Soft</td>
<td>Linear motor Underived servo unit Linear Scale</td>
</tr>
</tbody>
</table>
Appendix 2. Rules for Demo Space

Rules for Demo Space at AMT STC

1. Each member company who will put their demo machine/equipment/or parts at STC show room, are suggested to buy insurance to cover the unforeseen risks.
2. When the member needs to move a machine into the demo space at STC, they must notify the STC logistics in advance for it to arrange a space for the machine. The machine should be moved in place with the coordination of relevant STC staff. All parties involved should make sure not to damage the ground or facilities of the demo space when moving the machine in.
3. If the member needs to move out machines or components from the demo area, it should notify the STC logistics department and go through relevant procedures in advance.
4. Any special decoration of booths must be pre-approved by STC.
5. It is not allowed to remove any of STC’s utilities in the demo area without permission. Members are also not allowed to hook up water and plug in electricity by themselves.
6. It is prohibited to hang up heavy items on the display panel and on the ceiling of the hall; or to nail in or stick material on the walls, ground or columns of the hall.
7. Please keep the sound level below 50 dB, so that others are not disturbed.
8. Evacuation passages and emergency exits should be kept clear of machines or equipment. Fire-fighting facilities, including evacuation signs, indoor fire hydrants, manual annunciators, etc. should not be covered. Piling of goods below the fireproof roller shutter is strictly forbidden.
9. It is forbidden to smoke, use flame or electric heating appliances inside the demo area. It is forbidden to bring dangerous articles into the exhibition area. Use of fire that is necessary for booth construction should be approved by STC, and relevant measures should be taken in advance.
10. It is not allowed to take away or damage facilities of the demo area. Violators shall be responsible for paying any damage.
11. It is strictly forbidden to weld, spray paint or cut metals inside the hall.
12. It is strictly forbidden to store flammable, explosive, poisonous, corrosive or radioactive particles or devices inside the demo hall. It is not allowed to use spirit stove, electric cooker or oven inside the hall.
13. It is not allowed to hang banners, balloons, streamers or scrolls, etc., inside the exhibition hall without prior approval.
Appendix 3. Questionnaire for HR

Questionnaire for HR Search Process

Company name:

Dear members,

HR search takes about two months. To better understand your true requests for your new employee searching; please fill the questionnaire with best knowledge so STC can find the most suitable employee for you as soon as possible. The following questions can help us to catch more details about your hiding requirements. Please tick your choice for every question. All the information will be kept CONFIDENTIAL.

1. **Open Position Title**

<table>
<thead>
<tr>
<th>General manager</th>
<th>□</th>
<th>Regional sales manager</th>
<th>□</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project manager</td>
<td>□</td>
<td>Regional sales Engineer</td>
<td>□</td>
</tr>
<tr>
<td>China sales director</td>
<td>□</td>
<td>China service manager</td>
<td>□</td>
</tr>
<tr>
<td>China sales manager</td>
<td>□</td>
<td>China service engineer</td>
<td>□</td>
</tr>
<tr>
<td>China sales engineer</td>
<td>□</td>
<td>Purchaser</td>
<td>□</td>
</tr>
<tr>
<td>China sales coordinator</td>
<td>□</td>
<td>Designer</td>
<td>□</td>
</tr>
<tr>
<td>Operation manager</td>
<td>□</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

More titles:

2. **Working Experience**

a) Key experienced products

<table>
<thead>
<tr>
<th>Electromechanical devices</th>
<th>□</th>
<th>Metric measuring system</th>
<th>□</th>
</tr>
</thead>
<tbody>
<tr>
<td>Servo motion control systems</td>
<td>□</td>
<td>Precision gauges/tools</td>
<td>□</td>
</tr>
<tr>
<td>Precision manufacturing</td>
<td>□</td>
<td>Gauge measurement tool</td>
<td>□</td>
</tr>
<tr>
<td>Automated factory machinery</td>
<td>□</td>
<td>Statistical process control</td>
<td>□</td>
</tr>
<tr>
<td>CNC machine tools</td>
<td>□</td>
<td>Fixture</td>
<td>□</td>
</tr>
<tr>
<td>Super finishing machine</td>
<td>□</td>
<td>Ultrasonic</td>
<td>□</td>
</tr>
<tr>
<td>Precision grinding machine</td>
<td>□</td>
<td>Machine &amp; equipment</td>
<td>□</td>
</tr>
<tr>
<td>Hydraulic and pneumatic systems</td>
<td>□</td>
<td>Automation/assembly system</td>
<td>□</td>
</tr>
<tr>
<td>Gear measurement</td>
<td>□</td>
<td>PLC program</td>
<td>□</td>
</tr>
<tr>
<td>Cutting tools; special tools</td>
<td>□</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

More key experienced products:
### b) Working Experience

<table>
<thead>
<tr>
<th>Years</th>
<th></th>
<th>Years</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1 ~ 3 years</td>
<td>□</td>
<td>8 ~ 10 years</td>
<td>□</td>
</tr>
<tr>
<td>3 ~ 5 years</td>
<td>□</td>
<td>10 ~ 15 years</td>
<td>□</td>
</tr>
<tr>
<td>5 ~ 8 years</td>
<td>□</td>
<td>more than 15 years</td>
<td>□</td>
</tr>
</tbody>
</table>

More key experience fields and working years:

### 3. Education Background

#### a) Specialty

<table>
<thead>
<tr>
<th>Specialty</th>
<th></th>
<th>Specialty</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Mechanical Engineering</td>
<td>□</td>
<td>Computer Science &amp; Technology</td>
<td>□</td>
</tr>
<tr>
<td>Electrical Engineering</td>
<td>□</td>
<td>International economics &amp; trade</td>
<td>□</td>
</tr>
<tr>
<td>Electromechanical Engineering</td>
<td>□</td>
<td>MBA</td>
<td>□</td>
</tr>
<tr>
<td>Mechanical manufacturing &amp; Automation</td>
<td>□</td>
<td>Business or marketing degree</td>
<td>□</td>
</tr>
<tr>
<td>Mechanical manufacture &amp; design</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

More specialty:

#### b) Degree

<table>
<thead>
<tr>
<th>Degree</th>
<th></th>
<th>Degree</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior High school</td>
<td>□</td>
<td>Bachelor</td>
<td>□</td>
</tr>
<tr>
<td>College</td>
<td>□</td>
<td>Master</td>
<td>□</td>
</tr>
</tbody>
</table>

### 4. English Level

<table>
<thead>
<tr>
<th>English Level</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Fluent speaking, writing, reading, listening</td>
<td>□</td>
</tr>
<tr>
<td>Fluent writing, reading</td>
<td>□</td>
</tr>
<tr>
<td>Good speaking, writing, reading, listening</td>
<td>□</td>
</tr>
<tr>
<td>Good writing, reading</td>
<td>□</td>
</tr>
</tbody>
</table>
5. Professional skill

<table>
<thead>
<tr>
<th>Skill</th>
<th>[]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microsoft Word, Excel, email, internet</td>
<td>[]</td>
</tr>
<tr>
<td>AutoCAD</td>
<td>[]</td>
</tr>
<tr>
<td>More professional skills:</td>
<td>[]</td>
</tr>
</tbody>
</table>

6. Annual salary budget (US Dollar $)

<table>
<thead>
<tr>
<th>Salary Range</th>
<th>[]</th>
<th>Salary Range</th>
<th>[]</th>
</tr>
</thead>
<tbody>
<tr>
<td>10,000 ~ 15,000</td>
<td>[]</td>
<td>30,000 ~ 40,000</td>
<td>[]</td>
</tr>
<tr>
<td>15,000 ~ 20,000</td>
<td>[]</td>
<td>40,000 ~ 50,000</td>
<td>[]</td>
</tr>
<tr>
<td>20,000 ~ 30,000</td>
<td>[]</td>
<td>50,000 and above</td>
<td>[]</td>
</tr>
</tbody>
</table>

7. More qualifications

<table>
<thead>
<tr>
<th>Qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>


# Interview Report (Original)

<table>
<thead>
<tr>
<th>Candidate Name</th>
<th>Gender 性别</th>
</tr>
</thead>
<tbody>
<tr>
<td>姓名</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Appointed Time</th>
<th>Arrival Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>预约时间</td>
<td>到达时间</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Appearance</th>
<th>Tidy □ Smart □ Simple □ Steady-going □ Formal □ Others</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Expression in the process of talking working experience</th>
<th>Clear □ Logical □ Conversable □ Persuasive □ Others:</th>
</tr>
</thead>
<tbody>
<tr>
<td>陈述工作经历时表现</td>
<td>Confident □ Light-hearted □ Good listener □ Impressive □</td>
</tr>
<tr>
<td></td>
<td>Detailed □ Sincerity □ Quickly □ Face all questions □</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Language/English Capability</th>
<th>Oral</th>
<th>Listen</th>
<th>Writing</th>
<th>Read</th>
</tr>
</thead>
<tbody>
<tr>
<td>语言/英语 能力</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Others related skills</th>
<th>Reasons for demission</th>
</tr>
</thead>
<tbody>
<tr>
<td>其他相关技能、资质</td>
<td>离职原因</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>If get necessary info. by website</th>
<th>Reasons to prefer big company or small one</th>
</tr>
</thead>
<tbody>
<tr>
<td>是否通过网站对企业进行基本了解</td>
<td>选择企业规模的倾向性及原因</td>
</tr>
</tbody>
</table>

| If can present recommendation from present company | |
| 能否出具推荐信及原因 |

| MAST test report | |
| 行为性格测试报告 |

| Back Ground and Reference Checking |
| 资质背景核查 |

| Interview evaluation by GM |
| 总经理面试评价 |

| Gross evaluation |
| 总评价 |

---
Job Offering Letter (Sample)

Date:
Name:
Title of the Sender:
Company Name:

Dear [Name]

I am pleased to offer you a position with [COMPANY NAME] as [POSITION TITLE]. The responsibilities are outlined in the Job Description. The following are the offer’s key items:

1. Initial contract is for ___ year. The starting date is _____mm/dd/yy.
2. Initial contract carries a 60 days probation period.
3. Base salary (Before tax) of _____ RMB per month. The salary in probation period is ___% of the base salary.
4. A performance bonus equals to ______ month(s) of salary at the completion of one full year of employment based on successful completion of mutually agreed upon objectives.
5. A sales commission equal to ___% of gross sales to China based customers payable upon collection from customer.
6. Accident Insurance 600,000 RMB Coverage
7. Cell Phone, you owned and retained, company paid on business usage.
8. Laptop (Notebook), company owned and retained
9. Paid annual leave is arranged according to Chinese related regulations.
10. Social benefits are paid according to Chinese labor law and Shanghai labor regulations:
   a) Pension insurance
   b) Medical insurance
   c) Unemployment insurance
   d) Job injury insurance
   e) Maternity insurance
   f) Housing insurance

According to China labor law, [COMPANY NAME] and you should pay each share of social benefits. And, you have to pay your personal income tax.

11. Travel Expenses, including when away from home, are covered on a pre-approved travel budget, and formal invoice which will be submitted directly to [COMPANY NAME] will be reimbursed to your bank account.
12. Training and training expenses to and within the U.S. will be paid by the company. The training cost and related service period will be listed in the Service Period Agreement.

The office will be at [the AMT Shanghai Technology & Service Center]. As discussed, your contract will be with the AMT Shanghai Technology & Service Center who will represent us for your employment and they will be contact you to sign a Labor Contract which contains the items outlined above.

We are very excited to have you join [COMPANY NAME] and look forward too much success in the future.

SIGNATURE (must be signed by sender)
Title of the sender:
Company Name:
Date:
Agreed and Accepted by: ____________________________

Signature [Name of new employee]
Employment Representation Agreement

American Manufacturing Technologies (Shanghai) Co., Ltd. (“STC”) agrees to act on behalf of the member, MEMBER COMPANY NAME (MC) agreeing to the terms herein in hiring Chinese employees to be selected by MC to work on its behalf and under its direct supervision in China as Engineer or Manager. The provision by STC of this service to MC shall always be governed by the following terms and conditions:

1. STC, upon request, will assist MC in contracting for the employment of EMPLOYEE NAME and ADDRESS as JOB TITLE pursuant to the attached standard WOFE contract (“Contract”), to provide MAIN JOB RESPONSIBILITIES by MC in China.

2. Where STC assists MC in executing the Contract on behalf of MC, all such rights and obligations under that Contract shall be enjoyed and assumed by MC, and STC shall not change or modify the Contract or take other actions regarding the Contract without the prior written consent of MC.

3. In consideration for such assistance provided by STC under this Agreement, MC agrees to indemnify and hold STC and AMT harmless against all liabilities and expenses that may be incurred by either entity because of the Contract employee’s activities or cessation of activities, absent willful misconduct or gross negligence on the part of STC AMT.

4. MC should ensure the proxy hired employee using the legitimate software’s. Any consequence caused by using the illegal software will be bear by MC.

5. MC agrees promptly to reimburse STC for all pre-approved applicable costs and fees of STC regarding the salary, administrative and operational expenses incurred in connection with the Contract and performance of this Agreement. To that end, MC agrees to an initial deposit of US $15,000 per person from which STC may reimburse itself from time to time for costs and fees incurred, with such deposit account to be replenished monthly to the balance of $15,000 per person by MC within 30 days of the start of each new month; if no payment received, reminding e-mail will be sent at the end of 30 days; 15 days later, 2% of late payment charge (with minimum of $25) will be applied.

6. MC acknowledges that it has executed a current Participation Agreement and agrees that nothing herein is intended to, nor shall be asserted or interpreted as, affecting any of the rights or obligations established in that Participation Agreement.

Agreed:
Member Company: American Manufacturing Technologies (Shanghai) Co., Ltd.
Date: Date:
Labor Contract (Sample)
劳动合同（样稿）
LABOR CONTRACT (Sample)
艾默雷肯机床贸易（上海）有限公司
American Manufacturing Technologies (Shanghai) Co., Ltd.

甲方(Employer)
乙方(Employee)
签订日期(Date)____年(Y.)____月(M.)____日(D.)

艾默雷肯机床贸易（上海）有限公司 编制
American Manufacturing Technologies (Shanghai) Co., Ltd.

甲方：艾默雷肯机床贸易（上海）有限公司
Employer：American Manufacturing Technologies (Shanghai) Co. Ltd.

企业性质：外商独资企业
Enterprise Property：Wholly Owned Foreign Enterprise (WOFE)

企业法人代表：爱德华·莱特森·克里斯托弗三世
Legal Representative：Edward Wrightson Christopher III

地址：中国（上海）自由贸易试验区美约路81号8号楼
Address: Bld#8, No.81 Meiyue Road, China(Shanghai) Pilot F.T.Z.

邮编(Zip Code):200131

电话(Telephone):011-86-21-58682809

乙方姓名(Employee)

性别(Gender)

出生年月(Date of birth)

身份证号码(ID No.)

家庭地址(Home Address)

邮编(Zip Code)
Appendix 7. Labor Contract

电(Telephone)

紧急情况联系人及电(Contact Information for Emergency):

根据《中华人民共和国劳动法》、《中华人民共和国劳动合同法》、《上海市劳动合同条例》及相关劳动法律、法规、行政规章和本单位依法制定的规章制度，本着合法、平等自愿、公平、协商一致、诚实信用的原则，甲乙双方一致同意签订本劳动合同(以下简称合同)。双方共同信守本合同所有约定，全面履行各自的义务，并确认本合同为双方解决争议时的依据。

第一条 总则
Item 1 General Provision
1. 乙方确认甲方已经如实的告知了其工作内容、工作条件、工作地点等乙方要求了解的其他情况；
   Article 1 The employee confirmed that the employer had truly informed him all the Related information about contents of work, working conditions, location of work and other details that employee wants to know during recruitment;
2. 乙方承诺向甲方提供的所有相关信息都是真实的，若在合同执行过程中，被甲方证明存在虚假信息，乙方愿意无条件接受甲方解除劳动合同的处罚并承担相关责任；
   Article 2 The employee promised that all the information presented the employer is truth. During the labor contract, if employer proved some information is not truth, the employee likes to receive the termination of the labor contract immediately without any economic compensation;
3. 乙方承认本合同签订是自己真实意思的表示。
   Article 3 The employee confirmed the labor contract shows employee's true desirability.

第二条 合同类别及期限
Item 2 Types and Term of the Labor Contract
本合同的类型为：
The type of the labor contract is:
4. 无固定期限劳动合同。自__年__月__日起。
   Article 4 The labor contract is open-ended contract. The contract is from
5. 有固定期限劳动合同。期限__年，自__年__月__日起至__年__月__日止。其中试用期__个月，自__年__月__日至__年__月__日。
Appendix 7. Labor Contract

The Labor Contract is fixed-term contract. The contract is for ___ years which is from ___ to ___. It includes a ___ months’ probation period which is from ___ to ___.

第三条 工作地点和工作内容

Contents and location of work

6. 甲方聘用乙方在___从事___岗位工作。

7. 乙方应按岗位职责和规范要求,按时、按质、按量完成生产任务。

8. 甲方根据生产和工作需要,以及乙方的专业、特长、工作能力和表现,在双方协商一致的情况下,可调整乙方工作岗位。但以下情况除外:

第四条 工作时间和休息休假

Working hours, rests and vacations

9. 乙方所在岗位执行标准工时制:每周工作日为周一至周五,每天工作时间不超过八小时,平均每周不超过四十小时。乙方禁止进行任何形式的兼职工作。

10. 乙方享有全部周末和国家规定的休息、节假日。

11. 乙方按国家规定享受带薪年休假。

Article 5 The Labor Contract is fixed-term contract. The contract is for ___ years which is from ___ to ___. It includes a ___ months’ probation period which is from ___ to ___.

Item 3 Contents and location of work

6. Mr. /Ms. ___ is employed to work as ___ in ___.

7. The Employee should strictly observe the duty & regulation of job description and finish the work task on time with expected quality and quantity.

8. The Employer may adjust the Employee’s duties according to the capability & performance to meet the change of business on the basis agreement through consultation except that:

   1) The Employee should obey the adjustment of duty. When the Employer must change the structure of industry, products, technology and organization, etc. according to requirements of production.

   2) The Employer can change the Employee’s duty temporarily to meet the productive requirements.

   3) If the Employee cannot meet the requirements of production, quality and quantity for three months because of some reasons, such as unqualified skill, health, etc. employer can change employee’s duty at any moment.

Item 4 Working hours, rests and vacations

9. Employee will follow Standard Hours System: working day is from Monday to Friday every week, eight hours every day and total no more than forty hours. Employee is prohibited to do any part-time job for other employer.

10. Employee enjoys all weekends, National rests and holidays.

11. Employee enjoys the paid annual leave according to related regulations.
12. 乙方根据工作实际需要，可适当调整工作时间及加班时间。乙方加班需事先经过甲方批准。乙方加班需事先经过甲方批准。  

Article 12 Employee can adjust working hours and overtime according to work requirements. Employee’s overtime must get approval from employer in advance. To employee’s permitted overtime, employer will arrange compensatory rest or pay overtime compensation according to related regulations.

第五条 劳动报酬和社会保险

Item 5 Labor Remuneration and Social Insurance Benefits

13. 乙方在试用期的工资（税前）为人民币元。  

Article 13 In probation period, the Employee’s salary (Before tax) is RMB .

14. 在试用期过后，按照本企业的工资分配方案，在每月最后一天之前，甲方按月以现金支付给乙方人民币元工资（税前）。  

Article 14 The salary shall be monthly paid according to the company’s salary system. The salary of the Employee is RMB (Before tax) after probation period and the payday is before the end of every month.

15. 甲方对从事有毒有害工作的乙方，按本市有关规定支付有毒有害岗位津贴。  

Article 15 If the Employee must do poisonous, deleterious works, the Employer should pay health allowance to employee according to related laws and regulations of the city.

16. 根据《中华人民共和国劳动法》、《中华人民共和国劳动合同法》、《上海市劳动合同条例》等相关劳动法律、法规之规定，甲方为乙方缴纳社会保险及住房公积金（或综合保险金）。按照法律规定，甲方缴纳甲方应承担的份额；乙方缴纳乙方应承担的份额。  

Article 16 Employer shall pay mandatory social benefits for its employees according to the labor law of P.R.C., the labor contract law of P.R.C. and Shanghai labor contract regulations. The mandatory social benefits include pension insurance, medical insurance, Unemployment insurance, housing fund, etc. (or integrative social benefit for employee who is not Shanghai resident). Employer and employee should pay their share respectively.

第六条 劳动合同的解除和终止

Item 6 Revocation and Termination of Labor Contract

17. 在试用期中，除乙方有本合同第二十一条和第二十二条第一项、第二项规定的情形外，甲方不得解除劳动合同。甲方在试用期解除劳动合同的，应当向乙方说明理由。  

Article 17 The employer cannot revoke the labor contract during the probation period unless the employee commits the circumstances specified in Article 21, and clause (1) and clause (2) in Article 22. The employer that have revoked the labor contract during probation period shall explain its reasons to the employee.

18. 甲方与乙方协商一致，可以解除劳动合同。  

Article 18 The labor contract can be revoked upon agreement reached between the employer and employee through consultation.
19. 乙方提前三十日以书面形式通知甲方，可以解除劳动合同。乙方在试用期内提前三日通知甲方，可以解除劳动合同。

Article 19. The employee who gives a written notice to the employer 30 days in advance can revoke the labor contract. The employee also can revoke the labor contract by giving a written notice to the employer 3 days in advance during probation period.

20. 甲方有下列情形之一的，乙方可以解除劳动合同：

Article 20. The employee can revoke the labor contract in any of the following circumstances:

1) 未按照劳动合同约定提供劳动保护或者劳动条件的；
   Clause 1. The employer fails to provide labor protection or working conditions as agreed upon in the labor contract;

2) 未及时足额支付劳动报酬的；
   Clause 2. The employer fails to timely pay labor remuneration in full amount;

3) 未依法为乙方缴纳社会保险费的；
   Clause 3. The employer fails to pay social insurance premiums for employee;

4) 甲方的规章制度违反法律、法规的规定，损害乙方权益的；
   Clause 4. The rules and regulations of the employer are in violation of laws and regulations and causes losses to the employee’s rights and interests;

5) 法律、行政法规规定乙方可以解除劳动合同的其他情形。
   Clause 5. Other circumstances specified in laws and administrative rules and regulations where the employee may revoke the labor contract.

21. 乙方有下列情形之一的，甲方可以解除劳动合同：

Article 21. The employer can revoke the labor contract with the employee in any of the following circumstances:

1) 在试用期间被证明不符合录用条件的；
   Clause 1. To be proved not up to the requirements for recruitment during the probation period;

2) 严重违反甲方的规章制度的；
   Clause 2. To seriously violate rules and regulations of the employer;

3) 严重失职，营私舞弊，给甲方造成重大损害的；
   Clause 3. To cause great losses to the employer due to serious dereliction of duty or engagement in malpractice for selfish ends;

4) 乙方同时与其他单位建立劳动关系，对完成甲方的工作任务造成严重影响，或者经甲方提出，拒不改正的；
   Clause 4. The employee has established labor relationship with other employers at the same time so that the completion of work in employer is influenced seriously or the employee refuses the request of employer to make correction;

5) 被依法追究刑事责任的。
   Clause 5. To be investigated for criminal responsibilities in accordance with the law.

22. 有下列情形之一的，甲方提前三十日以书面形式通知乙方本人或者额外支付乙方一个月工资后，可以解除劳动合同：
Appendix 7. Labor Contract

Article 22 In any of the following circumstances, the employer can revoke the labor contract, but a written notification shall be given to the employee 30 days in advance or the additional salary for one month shall be paid to the employee:

1) 乙方患病或者非因工负伤，在规定的医疗期满后不能从事原工作，也不能从事由甲方另行安排的工作的；
   Clause 1 The employee is unable to take up the original work or any new work arranged by the employer after the completion of the medical treatment for illness or injury not suffered from work;

2) 乙方不能胜任工作，经过培训或者调整工作岗位，仍不能胜任工作的；
   Clause 2 The employee is unqualified for the work and remains unqualified even after receiving a training or an adjustment to another work post;

3) 劳动合同订立时所依据的客观情况发生重大变化，致使劳动合同无法履行，经甲方与乙方协商，未能就变更劳动合同内容达成协议的。
   Clause 3 No agreement on modification of the labor contract can be reached through consultation by the employer and employee when the objective conditions taken as the basis for the conclusion of the labor contract have greatly changed so that the original labor contract cannot be carried out any longer.

Article 23 The employer cannot revoke the labor contract in accordance with the provisions in Article 22 of the labor contract with the employee in any of the following circumstances:

1) 在乙方患职业病或者因工负伤并被确认丧失或者部分丧失劳动能力的；
   Clause 1 To be confirmed to have totally or partially lost the ability to work due to occupational diseases or injuries suffered from at work in the employer;

2) 患病或者非因工负伤，在规定的医疗期内的；
   Clause 2 To be receiving medical treatment for diseases or injuries not suffered from at work within the prescribed period;

3) 女职工在孕期、产期、哺乳期的；
   Clause 3 To be a female employee during pregnant, puerperal or breast-feeding period;

4) 在本单位连续工作满十五年，且距法定退休年龄不足五年的；
   Clause 4 To keep working in the employer for more than 15 years and the gap to the legitimate retirement age is less than 5 years;

5) 法律、行政法规规定的其他情形。
   Clause 5 Other circumstances specified by laws, administrative rules and regulations.

Article 24 The labor contract shall be terminated upon any of the following circumstances:

1) 劳动合同期满的；
   Clause 1 Expiration of the labor contract;
2) 乙方开始依法享受基本养老保险待遇的；
Clause 2 The employee starts to enjoy the basic endowment insurance;

3) 乙方死亡，或者被人民法院宣告死亡或者宣告失踪的；
Clause 3 Death of the employee, or the employee’s death or disappear declared by people’s court;

4) 甲方被依法宣告破产的；
Clause 4 Bankruptcy of the employer is declared according to law;

5) 甲方被吊销营业执照、责令关闭、撤销或者甲方决定提前解散的；
Clause 5 The employer business license is withdrawn, or the employer is ordered to shut down, or the employer decides to dismiss in advance;

6) 法律、行政法规规定的其他情形。
Clause 6 Other circumstances specified by laws, administrative rules and regulations.

第七条 违约责任
Item 7 Economic compensations for revocation of the Labor Contract
25. 有下列情形之一的，甲方应当向乙方支付经济补偿：
Article 25 The employer shall make up for economic losses of employee in any of the following circumstances:

1) 乙方依照本合同第二十条规定解除劳动合同的；
Clause 1 The employee has revoked the labor contract according to Article 20 of the contract;

2) 甲方依照本合同第十八条规定向乙方提出解除劳动合同并与乙方协商一致解除劳动合同的；
Clause 2 The employer has requested the employee for revocation of the labor contract and revoked the labor contract based on the unanimity through consultation with the employee according to Article 18 of the contract;

3) 甲方依照本合同第二十二条规定解除劳动合同的；
Clause 3 The employer has revoked the labor contract in accordance with provisions in Article 22 of the labor contract;

4) 除甲方维持或者提高劳动合同约定条件续订劳动合同，乙方不同意续订的情形外，依照本合同第二十四条第一项规定终止固定期限劳动合同的；
Clause 4 A fixed term labor contract is terminated in accordance with clause 1 of Article 24 of the labor contract unless the employee disagrees the renewal of labor contract even if the employer has maintained or improved the conditions agreed in the labor contract for such renewal;

5) 依照本合同第二十四条第四项、第五项规定终止劳动合同的；
Clause 5 The labor contract is terminated in accordance with clause 4 and clause 5 in Article 24 of the labor contracts;

6) 法律、行政法规规定的其他情形。
Clause 6 Other circumstances specified by laws, administrative rules and regulations.
26. 经济补偿按乙方在甲方工作的年限，每满一年支付一个月工资的标准向乙方支付。六个月以上不满一年的，按一年计算；不满六个月的，向乙方支付半个月工资的经济补偿。
   Article 26 Economic compensations shall be paid to the employee based on the working period for the employer by the standard of salary of one month for every whole year. The working period that is shorter than one year and longer than six months shall be counted as one year; for the period shorter than six months, the economic compensation equals to half of monthly salary shall be paid to the employee.
乙方月工资高于甲方所在直辖市、设区的市级人民政府公布的本地区上年度职工月平均工资三倍的，向其支付经济补偿的标准按职工月平均工资三倍的数额支付，向其支付经济补偿的年限最高不超过十二年。
   Where the monthly salary of employee is higher than the average monthly salary of the staff and employees in the previous year disclosed by the municipality directly by 300%, the economic compensation shall be paid at three times of the average monthly salary of the staff and employees and the maximum period for the economic compensation shall not exceed 12 years.
本条所称月工资是指乙方在劳动合同解除或者终止前十二个月的平均工资。
   The monthly salary so called in the clause refers to the average monthly wage of the employee during the last 12 months prior to revocation or termination of the labor contract.
27. 甲方应当在解除或者终止劳动合同时出具解除或者终止劳动合同的证明，并在十五日内为乙方办理档案和社会保险关系转移手续。
   Article 27 The employer shall present evidence for revocation or termination of the labor contract while revoking or terminating the labor contract and conduct the procedures for transfer of archives and social insurance of the employee within 15 days.
乙方应当按照双方约定，办理工作交接。甲方依照本合同有关规定应当向乙方支付经济补偿的，在办结工作交接时支付。
   The employee shall hand over the work in accordance with the agreement between the parties involved. The employer shall pay economic compensations during handover if such compensations are required by the relevant provisions in the contract.
甲方对已经解除或者终止的劳动合同的文本，至少保存二年备查。
   The employer shall properly keep the copy of the terminated or revoked labor contract for at least two years for inspection.
28. 甲方违反本合同规定解除或者终止劳动合同的，应当依照本合同第二十六条规定经济补偿标准的二倍向乙方支付赔偿金。
   Article 28 The employer that revokes or terminates the labor contract in violation of the labor contract law shall pay compensations to employees at double level of the standard economic compensations specified in Article 26.
29. 甲方违反本合同规定未向乙方出具解除或者终止劳动合同的书面证明，由劳动行政部门责令改正；给乙方造成损害的，应当承担赔偿责任。

Article 29 The employer that has failed to present written proof for revocation or termination of labor contract to employee in violation of labor contract law, shall be ordered by the labor administrative departments to make correction; and shall be liable for compensations if any loss is caused to employee.

30. 乙方违反本合同规定解除劳动合同，或者违反劳动合同中约定的保密义务、禁止兼职或者竞业限制，给甲方造成损失的，应当承担赔偿责任。

Article 30 The employee who revokes labor contract in violation of the labor contract law or violate confidential obligations, part-time job prohibition or compensation restriction specified in the labor contract and thus have resulted in economic losses to the employer shall be responsible for compensation.

31. 甲方招用与其他单位尚未解除或者终止劳动合同的乙方，给其他甲方造成损失的，应当承担连带赔偿责任。

Article 31 The employer that recruits employee whose labor contract with other original employer have not yet been revoked or terminated shall assume joint and several liabilities for compensation if economic losses to the employer shall be responsible for compensation.

第八条 劳动争议的调解和仲裁

Item 8 Labor Disputes and Arbitration

32. 甲、乙双方因本合同发生劳动争议，可自劳动争议发生之日起六十日内向甲方所在地的劳动仲裁委员会提出书面申请仲裁；

Article 32 When a labor dispute happens, the party concerned may file an application with the labor disputes arbitration committee for arbitration;

33. 对仲裁裁决不服的一方，可以自收到仲裁裁决书之日起十五日内向甲方所在地的人民法院提起诉讼。

Article 33 If a party refuses to accept the arbitration ruling, the party may bring the case before the people’s court within 15 days starting from the date when the arbitration award is received.

第九条 补充条款和特别约定

Item 9 Supplementary articles and special Agreements

34. 录用条件及其他约定见《职位说明书》

Article 34 The job requirement and other agreements can be referred to Job Description.
第十条 培训及最短服务期约定

Item 10 The Training & Least Service Period Agreement

根据《中华人民共和国劳动法》、《中华人民共和国劳动合同法》、《上海市劳动合同条例》及相关劳动法律、法规、行政规章和本单位依法制定的规章制度，本着合法、平等自愿、公平、协商一致、诚实信用的原则，甲乙双方一致同意就甲方出资培训乙方以及乙方为此应提供的最短服务期限达成如下协议（以下简称协议）。双方共同信守本协议所有约定，全面履行各自的义务，并确认本协议为双方解决争议时的依据。

The agreement about employee’s training and least service period is signed following the principles of legality, equality, fairness, voluntariness and unanimity through consultation, loyalty and credibility by both Employer and Employee in accordance with the Labor Law of People’s Republic of China, the Labor Contract Law of People’s Republic of China, the Shanghai Labor Contract Regulation, related others labor laws, labor rules and employer’s legal bylaws. Both employer and employee should fully perform their obligations as stipulated in the agreement. All disputes about the agreement or execution should be resolved according to the articles in the agreement.

35. 培训形式：单次培训费不低于 10000 元人民币自动生效

Article 35 Training type: The agreement will be effective when the training expense is more than or equal to RMB 10000.

36. 培训费计算：包括往返交通费，培训费，食宿费等，以实际发生金额为准

Article 36 Total training fee includes traffic, training, room and board, which will be calculated according to the actual expense.

37. 乙方在培训期间，享受全额工资及各种福利待遇

Article 37 Employer pays employee full salary as well as others benefits during training period.

38. 服务期：必须在培训结束后，为甲方继续服务 24 个月，从培训最后一天启算。

Article 38 After training, employee must continuously work for employer for 24 months, which is from the last day of training.

39. 因如下原因导致乙方为甲方服务的年限不满，乙方需给予甲方赔偿。具体赔偿方法为：

按服务期等分总培训金额，以乙方已履行的服务期限递减支付。

Article 39 Employee shall compensate employer in case of the following situations of un-fulfillments of service period. Meanwhile employee shall return the expenditure calculated upon non-service period proportioned by the whole.

a) 由于乙方原因导致甲方依法解除劳动合同的

Employer must terminate the Labor Contract according to the labor contract law because of employee’s violation of discipline and regulations.

b) 乙方提前解除劳动合同

Employee terminates the labor contract before the end of service period

c) 乙方培训后为甲方的服务年限不满

Employee does not finish the service period

d) 乙方在培训期间，提出解除劳动合同，须赔偿所有甲方为培训目的已支付的费用。

Employee should compensate employer all the training cost if employee resigns during training
第十一条 本合未尽事宜，接国家有关规定执行；没有规定的，甲乙双方可以商定补充协议作为本合同附件，合同附件具有同等法律效力，若与国家规定相悖的，则以国家规定为准。

Item 11 Other articles have not been stated in the Labor Contract shall be implemented according to the concerned rules of PRC. An accessory to the Labor Contract also can be made between the employer and the employee through consultation. The accessory has the same legal force and effect as the Labor Contract. If the accessory articles are opposite to the concerned laws and regulations of PRC, arbitration should be made according to the laws and the regulations of PRC.

第十二条 本合同一式两份，甲、乙双方各执一份，自签订之日起生效。两份合同具有同等法力。

Item 12 The Labor Contract is in duplicate, and each party has one. It becomes effective after signed by both parties. The two copies have the same legal force and effect.

附件一：保密协议

Appendix 1: Confidentiality Agreement

附件二：职位说明书

Appendix 2: Job Description

甲方盖章：乙方签名：
Signed by the Employer: Signed by the Employee:

法人代表或委托代理人：乙方盖章：
Legal Representative or Entrusted Agent: Employee Stamp:

年 月 日 年 月 日
Date: Date:
HR Policies and Labor Laws

1. AMT Proxy Hiring services
   a. AMT will sign the Labor Contract with your employees on your behavior on time. *If delaying the labor contract with your employee for more than 1 month, there is a penalty according to Labor law.*
   b. The employee’s labor contract renewal after the third time will become “open ended” labor contract
   c. AMT suggestions on duration of labor contract
      Sign one-year labor contract for first year, three-year contract for 2nd renewal.
      *The open-ended contract can still be terminated if employer has the legal reason such as the employee’s bad performance, the employer’s reorganization, etc.

2. Probation Period:
   a. Probation Salary could not be less than 80% of the contract salary.
   b. The length of the probation period is linked with the length of the labor contract:

<table>
<thead>
<tr>
<th>Probation period (P)</th>
<th>Length of labor contract (L)</th>
</tr>
</thead>
<tbody>
<tr>
<td>P = 0</td>
<td>L &lt; 3 months</td>
</tr>
<tr>
<td>P = 1 month</td>
<td>3 months ≤ L &lt; 1 year</td>
</tr>
<tr>
<td>P ≤ 2 months</td>
<td>1 year ≤ L &lt; 3 years</td>
</tr>
<tr>
<td>P ≤ 6 month</td>
<td>3 years ≤ L</td>
</tr>
</tbody>
</table>

3. Approved Overtime:

   Employer had to pay for the approved overtime work as: % of salary

<table>
<thead>
<tr>
<th>Time for overtime</th>
</tr>
</thead>
<tbody>
<tr>
<td>Working days</td>
</tr>
<tr>
<td>Weekends</td>
</tr>
<tr>
<td>Legal Holidays</td>
</tr>
</tbody>
</table>
a. Paid Holidays: a total of 11 days a year have been designated by the government as paid holidays:

<table>
<thead>
<tr>
<th>Days Off</th>
<th>Date</th>
<th>Holidays</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Jan 1st</td>
<td>New Year’s Day</td>
</tr>
<tr>
<td>3</td>
<td>Jan. or Feb.</td>
<td>Spring Festival</td>
</tr>
<tr>
<td>1</td>
<td>Apr. 4th</td>
<td>Tomb-sweeping Day</td>
</tr>
<tr>
<td>1</td>
<td>May 1st</td>
<td>Labor’s Day</td>
</tr>
<tr>
<td>1</td>
<td>May or Jun.</td>
<td>The Dragon Boat Festival</td>
</tr>
<tr>
<td>1</td>
<td>Sep. or Oct.</td>
<td>Mid-Autumn Festival</td>
</tr>
<tr>
<td>3</td>
<td>Oct 1st to Oct 3rd</td>
<td>National Day</td>
</tr>
</tbody>
</table>

b. The overtime week-ends could have the one to one compensation. (one day of compensation time to one day of overtime). The overtimes of Holidays must be paid.

c. Suggestion of Overtime Approval Systems:
  - The employee should send a written request to apply for the overtime and clarify the reason or report it immediately after it happens.
  - Use the third party to affirm the overtime work via service report signed by customers.
  - Employees would not get the overtime paid or compensation time for un-approved overtime.

4. Leaves

Annual Leave (Vacation)

a) Laborers shall be entitled to annual leave with pay after working for more than one year continuously. Please find the following list:

<table>
<thead>
<tr>
<th>Days Off (D)</th>
<th>Working experience (W)</th>
</tr>
</thead>
<tbody>
<tr>
<td>D = 0</td>
<td>W &lt; 12 months</td>
</tr>
<tr>
<td>D = 5 days</td>
<td>1 years ≤ W &lt; 10 years</td>
</tr>
<tr>
<td>D = 10 days</td>
<td>10 years ≤ W &lt; 20 years</td>
</tr>
<tr>
<td>D = 15 days</td>
<td>20 years ≤ W</td>
</tr>
</tbody>
</table>

b) Employer pays 300% salary for the un-used Annual Leave that couldn't be arranged by the end of the year.
c) Calculating formula:
   If the employee joins in a company for the first year, the number of annual leave days will be calculated as: (the days in present company of the current year ÷ 365) x (paid leave days he should have)
   = the number of annual leave days (Do leave out the numbers after the radix point)

d) For example:
   Mr. A joined ABC company on Sep 14, 2015. His working experience is 2.5 years (that means he should have 5 annual paid days per year).
   The formula will be 109/365*5=1.49,
   So, Mr. A should have 1 paid leave day in 2015.

   a. Sick Leaves
      a) Approve Systems: after it happens, present a “Recommendation for Sick Leave” issued by A hospital, or a Doctor.
      b) Calculating formula during sick leaves period:

<table>
<thead>
<tr>
<th>Percentage (%) of Salary</th>
<th>Service years (S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>60</td>
<td>S &lt; 2 years</td>
</tr>
<tr>
<td>70</td>
<td>2 years ≤ S &lt; 4 years</td>
</tr>
<tr>
<td>80</td>
<td>4 years ≤ S &lt; 6 years</td>
</tr>
<tr>
<td>90</td>
<td>6 years ≤ S &lt; 8 years</td>
</tr>
<tr>
<td>100</td>
<td>8 years ≤ S</td>
</tr>
</tbody>
</table>

   b. Wedding Leaves
      a) 10 leave days for marriage (in Shanghai).
      b) It is one time leave within 12 months of the issue of the marriage license and cannot be used separately.

c. Maternity leaves:
   a) Birth-giving women workers shall be entitled to maternity leaves of 98 days, when is divided into two parts, 15 days is for Prenatal rest, the other is for postpartum.
   b) Shanghai local regulation will give extra 30 days for the Maternity leaves, at the same time, her spouse can enjoy 10 nursing leave days.
   c) There is an extra half month for caesarean birth. If multiple births, extra half month for each child.
e. Bereavement Leave
   a) When a member of the employee’s immediate family dies, the employee may take one to three days leave (Plus the transportation)
   b) Immediate family members include the employee’s spouse, offspring, parents, siblings, grandparents and parents-in-law.

5. Social benefits
   a) The mandatory social insurances required by Chinese government include six items: pension insurance, health insurance, unemployment insurance, work injury insurance, maternity insurance and housing funds.
   b) Among the above-mentioned six insurances, work injury insurance and maternity insurance are only borne by employer while the rest are borne by both employer and employee. Please note the payment percentage under each item varies from city to city. Generally, the employer’s bearing rate for the social insurance is around 40%, it’s around 18% for employee.

6. Commercial insurance in STC
   a) The medical insurance for all the employees would cover the medical fee which could not be covered by the Social Medicare. The coverage is 100% for the employee and 50% for the employees' minor child (cover only one child), If your employee has business international travel, please choose extra international travel insurance.
   b) The accident insurance covers the accident, up to RMB 600,000. This insurance covers both China and international.
Rules for Expense Reimbursement
The expense reimbursement policy of AMT STC

1. All employees of member companies at STC are required to fill in an Expense Report Form to get advance money for business purposes and to indicate the reason for the advance. After approval by members’ designated manager and general manager of STC, the employee of member companies can draw the money from the accounting department at STC.

2. Unless the previous cash advance is settled, a new advance will not be made (except for special situations). The cash advance needs to be settled before the end of each month.

3. All employees of member companies at STC are required to fill in an Expense Report Form and to submit qualified formal invoices to get reimbursement for business travel. After approval by members’ designated manager and general manager of STC, the employee of member companies can get the reimbursement from the accounting department at STC.

4. The original formal invoices (issued by taxation bureaus) and supporting documents are required when getting reimbursement. Receipts are only accepted when employees travel out of China.

5. The amounts written in Arabic numerals in the original invoices should be matched with the amounts written in Chinese characters.

6. All the original formal invoices need to be matched with the expenses report approved by members’ designated manager.

7. AMT is a non-profit organization, who has no needs to purchase all kinds of machines or manufacturing tools and materials. The business transaction and related costs of member company is forbidden to pay through STC.

8. STC only reimburses the hired employees’ expenses.

9. We will not pay if the reimbursement doesn’t comply with the financial policy of STC.

10. The 25th day of each month is the closing date for any payment. Each January is the closing month for annual payment of last year.
Registration Form for Equipment & Spare Parts

Company Name: ___________  Date: ___________

Store: ___________  Deliver: ___________  Location: STC

<table>
<thead>
<tr>
<th>Item</th>
<th>Equipment Description</th>
<th>Quantity</th>
<th>Equipment Status</th>
<th>Remarks</th>
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</tbody>
</table>

Member Company Signature

________________________

AMT Logistic

________________________
Shipping Instructions

11.1. How to fill in the waybill

a) The consignee in the B/L should be: SHANGHAI MORNING LOGISTICS CO., LTD.

b) Notify party should be:
   - Company name: SHANGHAI MORNING INTERNATIONAL LOGISTICS CO., LTD.
   - Address:
     Room B, 6 Floor, No.1359 Zhong Hua Road, Kang Ning Mansion, Shanghai, China
     Contact person: Mr. Wilson Zhu
     Tel: 011-(86) 21 5866 7097 (Dir)  Mobile: 011-(86) 135 8586 0285
     Fax: 011-(86)21 5866 6588

   - Company name: SHANGHAI MORNING INTERNATIONAL LOGISTICS CO., LTD.
   - Address:
     Room B, 6 Floor, No.1359 Zhong Hua Road, Kang Ning Mansion, Shanghai, China
     Contact person: Mr. Wilson Zhu
     Tel: 011-(86) 21 5866 7097 (Dir)  Mobile: 011-(86) 135 8586 0285
     Fax: 011-(86)21 5866 6588

   - E-mail: zhuli@shmorning.com

   - Please send Products Brochures, or User’s Manual by email or by fax to SHANGHAI MORNING
     LOGISTICS CO., LTD. in advance to identify and/or classify the shipping items for customs purpose.
     Contact person: Mr. Wilson Zhu
     E-mail: zhuli@shmorning.com
     Mobile: 011-(86) 135 8586 0285
     Tel: 011-(86) 21 5866 7097 (Dir)
     Fax: 011-(86)21 5866 6588

Notes:

a) If you choose those of FedEx/UPS/DHL/TNT for the shipping, they only do the low goods value’s (under RMB5,000) customs clearances in China; when the value exceeds RMB5000, you must hire another import agent to help you clear customs, or STC can help to recommend one;

b) Please provide detailed shipping list BEFORE the goods ship out; These files are:
   - Detailed Chinese item name, or item description;
   - The real photo of each shipping item, also a photo of nameplate on the parts is necessary;
   - Detailed brochures (with Description and Specifications), for the CIQ (China Inspection and Quarantine) and/or the customs recognize;
   Please note: it is your responsibility to ensure all shipped parts on the list and accurately;

c) Most of electrical items might require China Compulsory Certificate (CCC certification) when they import into China, such as CABLE, SWITCH, CONTROLLER, CONNECTOR, TRANSUDUCER, ELECTRONIC BOARD, LAPTOP, ENCODER etc.; we strongly suggest you cooperate with AMT logistics staff and make relative verifying before shipping; otherwise it will meet many problems when clearing the customs;
Appendix 11. Shipping Instructions

**d)** Typically, there are three ways for your machine tools, equipment, or spare parts to get through the Customs:

- By UPS/FedEx/DHL, these express companies can help you clear customs if the item value is below RMB 5,000, and does not need CCC certification;
- If the item value exceeds RMB 5,000, a formal customs clearance is required, and you need to hire an import agent to help you, or STC can recommend one for you;
- If the item needs CCC verifying, or CCC cert, an agent is required to help on all the paper work;
- For example, “servo motor”, if sending to China, with all the brochures, photo prepared, “CCC verifying” still needs 2~4 working days, “Energy Efficiency Inspection” needs extra 3 working days, CIQ needs 3 working days;
- Besides, your demo machine, equipment, or demo parts, can choose “Bonded Declaration” to be brought into Free Trade Zone, and you needn’t pay the Duty & VAT temporary; However, in this case, the item cannot be taken out of the FTZ freely, it must be applied to the customs if it needs to be “borrowed “out;

**e)** Please do not register in ATA Carnet, because the item under the Carnet only can stay in China at most 12 months, before it leaves China;

**f)** If your shipped machines and/or parts will store in AMT STC for a long term, please avoid the short-term words as SHOW, DEMO, or EXHIBITION in your shipping documents.

**g)** For coniferous wood package, Heat Treatment Certificate of Fumigation Certificate is required; for non-coniferous wood or non-wood material, the Non-Coniferous Wood Packing Declaration of Non-Wood Packing Declaration issued by your company is required.

### 11.2. Spare/Warranty Parts Custom Clean Process and Needed Time

<table>
<thead>
<tr>
<th>Chinese Customs Regulation</th>
<th>Process Time</th>
<th>For Following Goods</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCC Exemption Compulsory CCC</td>
<td>3 working days to 6 months for applying &quot;CCC&quot; certificate of a new item</td>
<td>Electronic parts</td>
</tr>
<tr>
<td>Energy efficient inspection</td>
<td>3~5 working days</td>
<td>Electronic parts</td>
</tr>
<tr>
<td>CCIB (China Commodity Inspection Bureau)</td>
<td>2~4 working days</td>
<td></td>
</tr>
<tr>
<td>Customs Inspect (probably)</td>
<td>5~10 working days</td>
<td></td>
</tr>
<tr>
<td>Others</td>
<td>5~10 working days for each re-claim custom clearance if lack of material on the check list of forward on P37</td>
<td></td>
</tr>
</tbody>
</table>
Appendix 11. Shipping Instructions

Tips:
For the quicker custom clearness process, break down larger shipment into smaller ones, and ship each small shipment separately by controlling each FedEx/UPS/DHL shipment with value less than US 800, with smaller size & weight.

11.3. Shipping Instruction (1)--Spare Parts/Warranty Parts
   a) For sea freight, the following documents will be required:
      • Commercial Invoice
      • Packing List
      • Original B/L (copy is OK for telex released B/L)
      • Non-wood packing certification or non-coniferous wood packing certification
   b) For air freight, the following documents will be required:
      • Commercial Invoice (copy ok)
      • Packing List (copy ok)
      • B/L (copy ok)
      • Other Documents accompanying with the cargo
      • Non-wood packing certification or non-coniferous wood packing certification

11.4. Shipping Instruction (2)-- Machine Tools
To ship a member company’s machine tool to STC, please follow the operational procedure below:
   Attn: Please contact STC’s logistics staff to acquire the detailed information about the freight forwarder before the shipment.
   a) For sea freight, the following documents will be required:
      • Commercial Invoice
      • Packing List
      • Original B/L (copy is OK for telex released B/L)
      • Non-wood packing certification or non-coniferous wood packing certification
   b) For air freight, the following documents will be required:
      • Commercial Invoice (copy ok)
      • Packing List (copy ok)
      • B/L (copy ok)
      • Other Documents accompanying with the cargo
      • Non-wood packing certification or non-coniferous wood packing certification

11.5. Shipping Instruction (3)-- Catalogs & Brochures
To ship a member company’s machine tool to STC, please follow the operational procedure below:
   Attn: Please contact STC’s logistics staff to acquire the detailed information about the freight forwarder before the shipment.
   a) For sea freight, the following documents will be required:
      • Commercial Invoice
      • Packing List
      • Original B/L (copy is OK for telex released B/L)
      • Non-wood packing certification or non-coniferous wood packing certification
11.6. Shipping Instructions (4) -- Sales Related

a) For sea freight, the following documents will be required:
   • Commercial Invoice
   • Packing List
   • Original B/L (copy is OK for telex released B/L)
   • Sales contract
   • Import agreement between import agency and your customer
   • Other documents if required by Chinese government
   • Import duty & VAT

b) For air freight, the following documents will be required:
   • Commercial Invoice (copy ok)
   • Packing List (copy ok)
   • B/L (copy ok)
   • Other Documents accompanying with the cargo
   • Non-wood packing certification or non-coniferous wood packing certification

From STC to CUSTOMER, please contact AMT STC logistics staff first, on how to fill the waybill.

a) For sea freight, the following documents will be required:
   • Commercial Invoice
   • Packing List
   • Original B/L (copy is OK for telex released B/L)
   • Sales contract
   • Import agreement between import agency and your customer
   • Other documents if required by Chinese government
   • Import duty & VAT

b) For air freight, the following documents will be required:
   • Commercial Invoice (copy ok)
   • Packing List (copy ok)
   • B/L (copy ok)
   • Other Documents accompanying with the cargo
   • Non-wood packing certification or non-coniferous wood packing certification
Appendix 11. Shipping Instructions

- Sales contract
- Import agreement between import agency and your customer
- Other documents if required by Chinese government
- Import duty & VAT

From U.S. to CUSTOMER
1. The consignee in the B/L should be: the customer
2. Notify party should be: your trade agency in China
3. Shipping address: your trade agency in China
   a) For sea freight, the following documents will be required:
      - Commercial Invoice
      - Packing List
      - Original B/L (copy is OK for telex released B/L)
      - Non-wood packing certification or non-coniferous wood packing certification
      - Sales contract
      - Import agreement between import agency and your customer
      - Other documents if required by Chinese government
      - Import duty & VAT
   b) For air freight, the following documents will be required:
      - Commercial Invoice (copy ok)
      - Packing List (copy ok)
      - B/L (copy ok)
      - Other Documents accompanying with the cargo
      - Non-wood packing certification or non-coniferous wood packing certification
      - Sales contract
      - Import agreement between import agency and your customer
      - Other documents if required by Chinese government
      - Import duty & VAT

U.S.-EXHIBITION VENUE-CUSTOMER
1. The consignee in the B/L should be: To order
2. Notify party should be: according to the exhibition organizer’s appointed
3. Shipping address: according to the exhibition organizer’s appointed
   a) For sea freight, the following documents will be required:
      - Commercial Invoice
      - Packing List
      - Original B/L (copy is OK for telex released B/L)
      - Non-wood packing certification or non-coniferous wood packing certification
      - Sales contract
      - Import agreement between import agency and your customer
      - Other documents if required by Chinese government
      - Import duty & VAT
b) For air freight, the following documents will be required:
  • Commercial Invoice (copy ok)
  • Packing List (copy ok)
  • B/L (copy ok)
  • Other Documents accompanying with the cargo
  • Non-wood packing certification or non-coniferous wood packing certification
  • Sales contract
  • Import agreement between import agency and your customer
  • Other documents if required by Chinese government
  • Import duty & VAT

11.7. Shipping Instruction (5)–for Participating in a Chinese Exhibition
Please consult the logistics staff of STC in advance.
If member companies have the intention to participate in an exhibition in China, there are three potential logistic plans to ship equipment. Please follow the operational procedure below as appropriate:

From U.S. to STC, then to exhibition venue and back to STC
Note: Please contact STC’s logistics staff to acquire the detailed information about the freight forwarder before the shipment.
  a) For sea freight, the following documents will be required:
     • Commercial Invoice
     • Packing List
     • Original B/L (copy is OK for telex released B/L)
     • Non-wood packing certification or non-coniferous wood packing certification
  b) For air freight, the following documents will be required:
     • Commercial Invoice (copy ok)
     • Packing List (copy ok)
     • B/L (copy ok)
     • Other Documents accompanying with the cargo
     • Non-wood packing certification or non-coniferous wood packing certification

From U.S. to Exhibition Venue and back to U.S.
  1. The consignee in the B/L should be: according to exhibition organizer’s appointment
  2. Notify party should be: according to exhibition organizer’s appointment
  3. Shipping address: according to exhibition organizer’s appointment
Appendix 11. Shipping Instructions

a) **For sea freight, the following documents will be required:**
   - Commercial Invoice
   - Packing List
   - Original B/L (copy is OK for telex released B/L)
   - Non-wood packing certification or non-coniferous wood packing certification
   - Other documents required by the exhibition organizer

b) **For air freight, the following documents will be required:**
   - Commercial Invoice (copy ok)
   - Packing List (copy ok)
   - B/L (copy ok)
   - Other Documents accompanying with the cargo
   - Non-wood packing certification or non-coniferous wood packing certification
   - Other documents required by the exhibition organizer

11.8. Shipping Flow Chart (6)—for Spare Parts/ Warranty parts

**AMT Members Spare Parts Inbound Solutions / Procedures**

Please consult the logistics staff of STC in advance.

**AMT 进口配件入境方案**

AMT members Spare Parts Inbound Solutions/Procedures
## Process

<table>
<thead>
<tr>
<th>阶段</th>
<th>供货商 AMT member</th>
<th>用户 End User</th>
<th>提醒 Caution</th>
<th>物流公司 Logistics Company</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 发运前 Before shipping</td>
<td>产品照片\中英文品名\技术参数 Cargo Photo\English &amp;Chinese Description\ Technical Parameters</td>
<td>按要求提供申报要素 Provide the key elements via declaration requirement</td>
<td>查询,提供上海海关申报要素 Search HS CODE\Provide the declaration requirement</td>
<td>3-5 working days 预归类 Commodity Pre-classification</td>
</tr>
<tr>
<td>2. 发运 Loading and Ship</td>
<td>装箱发货 Loading</td>
<td>单单相符、单货相符 Requirement: 1.The shipping document tally with the invoice &amp; packing list, 2. The shipping document tally with the cargo</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. 货物到港 Arrival</td>
<td></td>
<td>3 个工作日 3 working days</td>
<td>申报入区 declaration inbound</td>
<td></td>
</tr>
<tr>
<td><em>急案</em></td>
<td>事先说明</td>
<td>事先说明</td>
<td>安排口岸清关</td>
<td></td>
</tr>
<tr>
<td>--------</td>
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<td>----------</td>
<td>--------------</td>
<td></td>
</tr>
<tr>
<td>Urgent Case</td>
<td>Notice in advance</td>
<td>Notice in advance</td>
<td>Direct clearance at the port</td>
<td></td>
</tr>
<tr>
<td>4. 货物进入保税仓库</td>
<td>Caro into Bonded warehouse</td>
<td></td>
<td>保税拖运</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Arrange the Bonded Truck/cargo inbound</td>
<td></td>
</tr>
<tr>
<td>5. 库存期</td>
<td>Inventory Storage</td>
<td></td>
<td>提供安全库存提示及网上库存查询（模块建设中）</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Provide the inventory search &amp; low volume warning (under construction)</td>
<td></td>
</tr>
<tr>
<td>6. 发货</td>
<td>Domestics Delivery to end user</td>
<td></td>
<td>48小时发货</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Receive P.O. &amp; Sales Contract</td>
<td></td>
<td>Ship within 48 hours</td>
<td></td>
</tr>
<tr>
<td></td>
<td>提供发货指令</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Shipping instruction</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. 支付</td>
<td>Payment</td>
<td></td>
<td>收款、付汇</td>
<td></td>
</tr>
<tr>
<td></td>
<td>invoice and contract</td>
<td></td>
<td>receive the payment and take the exchange to Supplier</td>
<td></td>
</tr>
<tr>
<td></td>
<td>付款</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Arrangement the payment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. 海关跟踪</td>
<td>Customs Report to Customs</td>
<td></td>
<td>退还维修工单</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Customs collect the spare parts’ service reports</td>
<td></td>
<td>Customs collect the spare parts’ service reports</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><em>报修单位盖章、维修人员签字、一式二份（非常重要）</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><em>The Service Report should be signed by both service technician and end user; 2 copies (very important)</em></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*The Service Report should be signed by both service technician and end user; 2 copies (very important)*
Rules for Office Space Usage at STC

When a new member enrolls at STC, please contact the STC HR Manager to obtain the key for your desk and contact STC accounting department to get your office stationeries and leave your contact info on the front desk. Please do not hesitate to contact with the front desk receptionist / secretary if you need help. Rules of STC are described as below.

1. It is forbidden to talk loudly or play around at STC.
2. It is not allowed to thumb documents or files on the table of others without having their consent.
3. Meetings should be held in the conference rooms.
4. It is not allowed to thumb faxes or visitor records at the front desk without consent.
5. Visitor appointments with member companies at STC need to be notified to the front desk in advance. Information including the arrival time, number of visitors, and time of stay should be registered.
6. Use of training room, meeting room and negotiation room needs to be reserved. STC will make necessary arrangement accordingly.
7. If members want to do machine demo, they need to inform STC for necessary preparation.
8. Employees of member companies at STC are required to register at the front desk for the use of copying machines, printers, fax machines, projectors, and visual meeting appliances. Staff of STC will operate or help set up such facilities if needed.
9. If a Member company wants to purchase additional office appliances, put up posters or store goods in the office, they need to get approval from STC first. Detailed rules can be found in Appendix 10.
10. All members’ employees and STC staff are required to dress up formally during working hours.
11. Having meals, alcohol and smoking at STC are strictly prohibited.
12. All employees of member companies and STC’s staff are not allowed to provide technical documents or pictures of STC to any third party. It is not allowed to take pictures without permission. It is also prohibited to operate demo machines or attachment devices without permission.
13. All employees of member companies and STC staff should not leave cash or valuable articles in the offices.

Notes: No pirate software can be used in STC.
<table>
<thead>
<tr>
<th>Service</th>
<th>General Services Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>STC Membership &amp; Service Rates</strong></td>
<td></td>
</tr>
<tr>
<td><strong>(All fees listed here, except “Proxy Hire Employee”, are subject to taxes.)</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Service</strong></td>
<td><strong>STC Membership &amp; Service Rates</strong></td>
</tr>
<tr>
<td><strong>Membership Fee</strong></td>
<td>$11,000/year</td>
</tr>
<tr>
<td><strong>Sales, Marketing &amp; Distribution Services</strong></td>
<td></td>
</tr>
<tr>
<td>MASS (Market Access and Sales Support) 3.1.1</td>
<td>Included in membership: Sales leads, Statistics &amp; Analysis</td>
</tr>
<tr>
<td>MTV (Member Targeted Visits) 3.1.2</td>
<td>$200/day plus travel, hotel and meals.</td>
</tr>
<tr>
<td>Market Penetration Review Sessions 3.1.3</td>
<td>Included in membership.</td>
</tr>
<tr>
<td>Machine Demo Space 3.1.4</td>
<td>Included in membership.</td>
</tr>
<tr>
<td>Training/Seminar Support 3.1.5</td>
<td>Towards actual expenses.</td>
</tr>
<tr>
<td>Contacts in Customers Section; Agent or Distributor Search/Streamlining 3.1.6</td>
<td>Included in membership for up to 20 customers or 5 agents a year. ($100 per additional company or agent)</td>
</tr>
<tr>
<td>Promotion material printing 3.1.7</td>
<td>Towards actual expenses.</td>
</tr>
<tr>
<td>Advertisement in major magazines or public social media like WeChat 3.1.8</td>
<td>At discounted prices.</td>
</tr>
<tr>
<td>Pavilion at local shows 3.1.9</td>
<td>Refer to the registration form from AMT.</td>
</tr>
<tr>
<td>Assistance on building members’ websites in China 3.1.10</td>
<td>Towards actual expenses.</td>
</tr>
<tr>
<td><strong>Administrative Services</strong></td>
<td></td>
</tr>
<tr>
<td>Office Space (based on availability) 3.2.1</td>
<td>One open configuration cubicle included with membership ** Second cubicle $1,000 per year (additional cubicles $1,500 per year) Private offices $3,600 - $7,000 per year depending on size and location ** $400 credit towards private office if giving up free cubicle</td>
</tr>
<tr>
<td>HR Search Services 3.2.2</td>
<td>About $1,500/position.</td>
</tr>
<tr>
<td>Proxy Hire Employee 3.2.3</td>
<td>10% management and maintenance fee (applied to salary and social benefits). 5% administration fees for travel and business expenses incurred.</td>
</tr>
<tr>
<td>Translation Services 3.2.4</td>
<td>Towards actual expenses.</td>
</tr>
<tr>
<td>Legal Reference/consultation 3.2.5</td>
<td>Towards actual expenses.</td>
</tr>
<tr>
<td>Secretarial service 3.2.6</td>
<td>No cost for STC’s services; third party expenses to be borne by the members.</td>
</tr>
</tbody>
</table>
### Field Service Support Services

<table>
<thead>
<tr>
<th>Field Services Support 3.3.1</th>
<th>$320/day labor (8 hours in weekdays) plus travel, hotel and meals; Overtime: weekdays x 1.5 times, weekend x 2 times, holidays x 3 times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Courtesy visits on behalf of members 3.3.2</td>
<td>$200/day plus travel, hotel and meals.</td>
</tr>
<tr>
<td>Field Services Support - Training in the U.S. 3.3.3</td>
<td>$160/day plus travel, hotel and meals.</td>
</tr>
</tbody>
</table>

### Logistics Services

| Import Logistics (customs clearance, etc.) 3.4 | To be handled by third party (3PL). |
| Warehouse 3.4 | To be handled by third party (3PL). |
| Trade Shows Support 3.4 | Towards actual expenses. |

### Non - STC Membership A La Carte Services

<table>
<thead>
<tr>
<th>A La Carte Service</th>
<th>General Services Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>MASS (Market Access and Sales Support) 3.1.1</td>
<td>$5,000/year Includes: Sales leads, Statistics &amp; Analysis, FAQ; Sales leads report: $3,000/year; or $1,600/half year; or $300/month.</td>
</tr>
<tr>
<td>MTV (Member Targeted Visits) 3.1.2</td>
<td>$400/day plus travel, hotel and meals.</td>
</tr>
<tr>
<td>Market Penetration Review Sessions 3.1.3</td>
<td>$3,000 per session.</td>
</tr>
<tr>
<td>Contacts in Customers Section; Agent or Distributor Search/Streamlining 3.1.6</td>
<td>$2,000 for up to 20 companies or 5 agents a year ($200 per additional company or agent).</td>
</tr>
<tr>
<td>HR Search Services 3.2.2</td>
<td>15% of yearly salary; $2,000 in advance.</td>
</tr>
<tr>
<td>Field Services Support 3.3.1</td>
<td>$640/day (8 hours in weekdays) plus travel, hotel and meals; Overtime: weekdays x 1.5, weekend x 2, holidays x 3.</td>
</tr>
<tr>
<td>Office Number</td>
<td>M²</td>
</tr>
<tr>
<td>---------------</td>
<td>-----</td>
</tr>
<tr>
<td>201</td>
<td>14.00</td>
</tr>
<tr>
<td>202</td>
<td>14.00</td>
</tr>
<tr>
<td>203</td>
<td>15.00</td>
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<tr>
<td>204</td>
<td>15.00</td>
</tr>
<tr>
<td>205</td>
<td>13.70</td>
</tr>
<tr>
<td>206</td>
<td>23.00</td>
</tr>
<tr>
<td>207</td>
<td>13.60</td>
</tr>
<tr>
<td>208</td>
<td>17.60</td>
</tr>
<tr>
<td>209</td>
<td>16.50</td>
</tr>
<tr>
<td>210</td>
<td>16.50</td>
</tr>
<tr>
<td>211</td>
<td>16.50</td>
</tr>
<tr>
<td>212</td>
<td>16.50</td>
</tr>
<tr>
<td>213</td>
<td>29.00</td>
</tr>
<tr>
<td>214</td>
<td>16.50</td>
</tr>
<tr>
<td>215</td>
<td>16.50</td>
</tr>
<tr>
<td>216</td>
<td>15.00</td>
</tr>
<tr>
<td>217</td>
<td>26.00</td>
</tr>
<tr>
<td>218</td>
<td>14.50</td>
</tr>
<tr>
<td>219</td>
<td>14.50</td>
</tr>
</tbody>
</table>
会员公司退出流程
Procedures of Graduating (or Withdrawal) from STC Membership

会员公司，感谢您长期以来对 AMT、STC 的工作的支持和帮助，为了更好的配合您公司的退出事宜，避免在退出、交接过程中造成混乱、遗失或损失，我们诚恳地提醒您以下事项：

1. 请至少提前 3 个月通知我们关于您公司退出的决定。
   1. Please inform us at least 3 months in advance of your decision on your company's withdrawal.

2. STC 的财务会在第一时间向您汇报您公司第三方账户的账目状况，请配合完成费用的结算，包括但不限于：
   - 会费（会费计算规则：按年度收取，并不予退还。）
   - 费用（技术服务、物流、快递、仓储、日常办公等等）
   - 人员相关费用（工资、社保、差旅报销、遣散费用等等）
   2. STC's accountant will report to you the account situation of your company's escrow account at the First time. Please cooperate with the completion of the fee settlement, including but not limited to:
      - Membership fee (the rules for the calculation of Membership fee: collected on an annual basis and not refundable.)
      - Other fees (for technical services, logistics, express delivery, warehousing, daily office, etc.)
      - Personnel related expenses (salary, social security, travel reimbursement, severance expenses, etc.)

请注意：若逾期未办理完退出手续，则从到期日起按月收取延期服务费，直至完成所有交接事项。所有费用结清后，如果第三方账户仍有余额，我司将退还至贵司账户。
Notes: If the withdrawal is not completed and over the time limit, the deferred service fee will be charged monthly from the due date until all handovers are completed. After all fees have been settled, if the escrow account still has a balance, we will return it to your account.

3. 请妥善安排好您公司的交接工作，包括但不限于：
   3. Please arrange your company's handover work properly, including but not limited to:

   I). 实物交接 physical handover:
      * 机器、设备 Machine / mechanical equipment
      * 工具箱/工具、零件/备件、材料等 Toolbox/tools, parts/spare parts, materials, etc.
      * 展示件、展架、宣传海报、资料、产品手册、单页等等 Display parts, display stands, posters, materials, product manuals, single pages, etc.
**办公用品和设备**（电脑、电话、打印机、扫描页、办公桌椅等），请及时明确告知这部分物品的安置去向，并明确被交接人

Office supplies and equipment (computers, telephones, printers, scanned pages, office chairs, etc.). Please clearly inform the placement of these items in a timely manner, and clearly inform us the person in charge.

**员工的个人用品**，请安排员工及时取走所有个人物品

Personal items of employees. Please arrange for employees to take away all personal items in time.

请注意:

**请及时告知以上物品的去向，是返还美国、转交第三方保管或是有其他处理方式。其中可能涉及的装卸、物流、关税、仓储、人工服务费等将由您承担。**

Notes:

**Please inform us the whereabouts of the above items (return them to the US, transfer them to a third party for safekeeping or have other treatments). The handling, logistics, customs duties, warehousing, labor service fees that may be involved will be borne by you.**

**如您未能及时支付延期服务费，自逾期之日起，STC将继续为您存放以上相关设备/物品三个月，并继续积极同您联系，确认相关物品的去向；超过三个月，STC将不再承担保管责任，所有遗留物品去向将由STC全权处理。**

Notes: Since there is no actual connection between the company which your staff will transfer to and AMTSTC, we can't transfer the employee's labor relationship directly to the company. We can only use the method of leaving AMTSTC first. It is suggested that the actual working time of the employee be noted in the labor contract from ** year ** month ** day, that is, the time serving your company.)

II) 人员交接：请告知我们您公司关于委托我司聘用的人员去向的决定。

Personnel handover: Please inform us in time to your company's decision on the direction of the personnel entrusted to us.

i) **如果转入其他在华公司**

* 请告知他/她转出的时间节点、转入公司 HR 相关的联系人及联系方式

Please inform him/her of the timing of transfer, the company Personnel related contacts and contact information

* 请安排您的员工及时提交书面辞职报告

Please arrange for your staff to submit a written resignation report in a timely manner

（我们需要提醒您，由于转入公司为 AMTSTC 没有任何实际关联，我们无法将员工的劳动关系直接转到该公司，只能采用从我司先离职的方式。建议转入公司在劳动合同中备注该员工实际工作时间从**年**月**日即实际为您公司服务的时间节点开始。）
Appendix 14. Procedures of Graduating from STC

* STC 的人事经理将会配合完成所有相关离职手续，并配合提供所有该员工劳动合同相关信息，帮助转入公司顺利完成录用手续 STC's HR Manager will cooperate with the completion of all relevant procedures for resignation and provide all relevant information on the employee's labor contract to help the successful completion of the employment procedures.

ii) 如果安排遣散 If arrange for severance:

* 请尽早联系 STC 的人事经理，咨询关于遣散的法定程序、赔偿费用及有关操作规定 Please contact STC's HR Manager as soon as possible to inquire about the legal procedures for severance, compensation fees and relevant operational regulations
* 为了避免给您造成损失或不必要的劳动纠纷/诉讼，请务必通过 STC 完成遣散相关的所有业务 to avoid causing losses or unnecessary labor disputes/litigation, please complete all business related to severance through STC.
* 请注意及时关闭该员工的公司邮箱，并及时通知您的在华客户关于该员工离职的信息 Please pay attention to close the employee's company email in time and inform your customer in China about the employee's resignation.

iii) 如果同该员工采用其他方式继续合作 If continue to cooperate with the employee in other ways.

请注意：根据中国劳动法，STC 是您相关员工的实际雇主，您的员工同 STC 解除劳动合同的渠道只有两种: (Notes: According to the Chinese Labor Law, STC is the actual employer of your relevant employees. There are only two channels for your employees to terminate the labor contract with STC.)

* 辞职（员工自愿提出书面辞职申请，公司不需要支付任何补偿）Resignation (employee voluntarily submits a written resignation application, and the company does not need to pay any compensation.)

* 合同解除（公司需要按照规定提前通知员工并支付劳动合同解除补偿金）Termination of Labor Contract (the company needs to notify the employee in advance according to the regulations and pay the compensation for termination of labor contract.)
III）非实物事项的交接：Handover of non-physical matters:
* 电话/公司手机号码: 请告知该号码是否保留，如果需要保留，请明确其去向，以便 STC 配合完成转移手续。
Phone / company mobile number:
Please inform whether the number is reserved. If you need to keep it, please indicate its whereabouts so that STC can complete the transfer procedure.

* 网站、域名：请告知您是否需要保留使用 STC 营业执照申请的域名。如需保留，STC 将配合完成相应的转移手续；如无通知，则将视为不保留。
Website, domain name
Please let us know if you need to retain the domain name you applied for with STC business license. If you need to keep it, STC will assist with the completion of the transfer procedures; if there is no notice, it will be deemed not to be retained. Please check up the appendix1 for detail rules.
### 4、联系人及联系方式 Contacts

<table>
<thead>
<tr>
<th>业务 Function</th>
<th>姓名 Name</th>
<th>职位 Title</th>
<th>分机 Phone extension</th>
<th>邮箱 Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall</td>
<td>Fred Qian</td>
<td>总经理 GM</td>
<td>5868 2895</td>
<td><a href="mailto:fredqian@amtchina.org">fredqian@amtchina.org</a></td>
</tr>
<tr>
<td>财务 Accounting</td>
<td>Lei Yanhong</td>
<td>财务/会计 Accountant</td>
<td>5056 5770</td>
<td><a href="mailto:leihhan@amtchina.org">leihhan@amtchina.org</a></td>
</tr>
<tr>
<td></td>
<td>June Wang</td>
<td>财务专员 Accountant</td>
<td>5056 5672</td>
<td><a href="mailto:junewang@amtchina.org">junewang@amtchina.org</a></td>
</tr>
<tr>
<td>物流展厅 Logistics / exhibition</td>
<td>Kevin Feng</td>
<td>物流展厅经理 Logistics manager</td>
<td>5056 5620</td>
<td><a href="mailto:kevinfeng@amtchina.org">kevinfeng@amtchina.org</a></td>
</tr>
<tr>
<td>人事 HR</td>
<td>Janet Wan</td>
<td>人事经理 HR manager</td>
<td>5020 8397</td>
<td><a href="mailto:janetwan@amtchina.org">janetwan@amtchina.org</a></td>
</tr>
<tr>
<td>技术服务 Field Services</td>
<td>Simon Sun</td>
<td>服务经理 Service manager</td>
<td>5056 5621</td>
<td><a href="mailto:simonsun@amtchina.org">simonsun@amtchina.org</a></td>
</tr>
<tr>
<td>行政 Administration</td>
<td>Zoe Wang</td>
<td>秘书 Secretary</td>
<td>5868 2809</td>
<td><a href="mailto:zoewang@amtchina.org">zoewang@amtchina.org</a></td>
</tr>
</tbody>
</table>

STC 为非会员提供 A La Carter 的定制化服务，包括 MASS、招聘、供应商/代理商筛选、技术服务等。您可以根据自身业务需要选择。

STC also provides “A La Carter” services for non-members, including MASS, recruitment, supplier/agent screening, technical services, etc. After graduation, you still can use these STC’s a la carter services according to your business needs.
Appendix 15. Second Demo Machine Commitment

Second Demo Machine

After running 15 years, there has been a constant increase in STC members to demo second machine (or more) to showing more types of their machines, equipment and instrument;

Regarding such requirement, for better serve to all STC members, also to enhance the management level, under careful discussion and consideration within STC, we choose to take the “commitment” from the members before they send second machine to STC’s showroom;

The “Commitment” means:
1. STC allows members to put their “second machine” at STC show room, only at the occasion that STC HAS the space available;
2. if other members would like to put their “First Demo machine” at STC showroom, while STC doesn’t have sufficient space, the former “second machine” should have to move out accordingly;
3. the place/location of second demo machine in the showroom need to comply with STC’s guide;

The Commitment

We, __________________(company name), fully understanding STC “Second Demo Machine Policy” above, are willing to comply with the management;

_____________________(Authorized Signature)

_____________________(Date)
STC Testimonials

Hear what the participants have say about us

"AMT’s Shanghai Technical Center was a way for us to get started in China with very little risks. Their in-depth knowledge of the territory, their staffing and other administrative services, their established offices allowed us to save a significant amount of money and time. We were then able to focus on what was most important for us: building a superior technical team and productive sales channels. It was such a successful experience that I had no hesitation at being part of the Chennai Technical Center as soon as it opened its doors last year. Any AMT member should really consider establishing a “beach head” in both these high growth manufacturing markets and I can’t think of a better way to do that than using AMT’s outstanding facilities and services in both these countries."

Paul Ricard
President & CEO
pr@dptechnology.com
DP Technology

“Without the AMT’s STC support, it would have been extremely difficult for us to recruit, hire, and train proxy employees let alone cultivate business in China. AMT’s STC staff has been a valuable source of information to help us understand and navigate our business in China”.

Hal Reinke
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