

Matching means business



Business Matching

Customised matching for your business needs

HKTDC Business Matching is a customised matching service dedicated to help you find business partners and facilitate trade between Hong Kong and the world.

HKTDC Business Matching advantage

● Tailored match

According to your business needs, we will find you potential partners with a confirmed interest. After that, we can help you meet the recommended companies so that you can start business negotiations immediately.

Covering a wide spectrum of industries and sectors, we match you to Hong Kong product suppliers, service providers, agents, distributors, licensees, franchisees, joint venture or other strategic partners.

● Expert team

Your enquiry will be managed by our Business Matching team made up of industry and market specialists based in more than 40 HKTDC offices worldwide. These professionals have over 40 years' rich experience in trade matching backed by our proprietary databank of 100,000 Hong Kong companies.

What you get

- Up to 3 pre-screened potential Hong Kong partners with a confirmed interest within 4 weeks
- Full contact details, profiles and reasons for selection of the recommended companies
- Any additional market information acquired during the search process
- Appointment arrangement (optional)

Act NOW

Matching means business. Simply return the completed APPLICATION FORM to us and we will help you reach potential partners for your business development.

www.hktdc.com/BusinessMatching
BusinessMatching@hktdc.org



(852) 1830668

Contact an HKTDC office near you: www.hktdc.com/abouttdc/globalnetwork.htm



HKTDC Business Matching Application Form

- I would like to apply for **HKTDC Business Matching**
 with Appointment Arrangement (optional)

Simply complete this form and return it to:

Contact an HKTDC office near you:

www.hktdc.com/abouttdc/globalnetwork.htm

or email us at BusinessMatching@hktdc.org

For office address label

You will be informed of progress as follows:

- A Confirmation of Application will be sent to you after we have confirmed your enquiry and payment details.
- A Service Report with match results and a Payment Invoice will be sent to you upon completion of the matching process.
- A Customer Survey will be sent to you at a later stage to obtain your feedback on our service.

Please fill in all sections below with as much information as possible to help us process your business match. We suggest that you use one separate Application Form per enquiry.

Your Company Details

Company Name : _____

Address : _____

Tel : (_____) _____ Fax : (_____) _____
Country code Area code Country code Area code

Office Email : _____

Website : _____

Contact Person : Mr Ms Miss _____

Title or Department : _____

Direct Email : _____

Year Established : _____ No. of Staff : _____

Annual Turnover : US\$ _____

Nature of Business : (check relevant categories)

- | | | | | |
|--|--|--|---------------------------------------|--|
| <input type="radio"/> Buying Cooperative | <input type="radio"/> Chain Store | <input type="radio"/> Department Store | <input type="radio"/> Distributor | <input type="radio"/> E-tailor |
| <input type="radio"/> Exporter | <input type="radio"/> Export Agent | <input type="radio"/> Importer | <input type="radio"/> Import Agent | <input type="radio"/> Mail Order Company |
| <input type="radio"/> Manufacturer | <input type="radio"/> Retailer | <input type="radio"/> Wholesaler | <input type="radio"/> Service Company | <input type="radio"/> Shopping Mall |
| <input type="radio"/> Trade / Industrial Organizations | <input type="radio"/> Others (specify) | | | |

State the product / service your company deals with, including brands handled:

Please attach a company overview or brochure.

Sourcing From Hong Kong

A Sourcing Request

1. State briefly your request for the product / service you are looking for and the business nature of your target suppliers.

B Product / Service Requirements

1. Describe the product / service in detail, including its applications, features, materials used and any special requirements, such as specifications and international standards.

Please provide us any photos, technical drawings, samples or brochures of the product / service required.

2. Estimate the order quantity, lead time for delivery, price range (in USD) and payment terms for your intended order.

C Hong Kong Suppliers Profile

1. Would you like us to avoid contacting any particular companies (please name the company) or types of companies?

2. State any requirements regarding language ability, size of company, experience of overseas trade and quality standards.

D Fee Schedule

A basic service fee of US\$20 is charged for processing each trade enquiry. This fee is non-refundable and is included in the total Matching Fee. If no suitable companies can be recommended to you, you will still incur the basic service fee of US\$20. For cancellations notified to us more than 5 working days after the Confirmation of Application is sent to you, the full Matching Fee will have to be settled.

Full terms and conditions are annexed to this Application Form.

Nature of Service	Matching Fee (Exchange rate @ HK\$7.8)
<ul style="list-style-type: none">• Find Product Suppliers• Find Service Providers	US\$100 per enquiry (including the non-refundable basic service fee of US\$20)
<ul style="list-style-type: none">• Appointment Arrangement (optional)	US\$70 per appointment

Selling to or Partnering with a Hong Kong company

A Partnership request

1. State briefly the types of partnership / collaboration you are interested in.

B Product / Service Details

1. Describe the product / service you want to sell, or collaborate on, and highlight its selling points.
Please provide promotional materials (brochures, CD-ROMs, samples and / or specifications) that reveal its special features.

2. What is your business relationship with this product / service (eg. owner, agents, franchisor)?

3. What distribution channels do you currently use in your local and overseas market?

4. Are you seeking distribution / partnership on an exclusive basis?

Yes No

C Hong Kong Partners Profile

1. Would you like us to avoid contacting any particular companies (please name the company) or types of companies?

2. State any requirements regarding language ability, size of company, experience of overseas trade and quality standards.

D Fee Schedule

A basic service fee of US\$20 is charged for processing each trade enquiry. This fee is non-refundable and is included in the total Matching Fee. If no suitable companies can be recommended to you, you will still incur the basic service fee of US\$20. For cancellations notified to us more than 5 working days after the Confirmation of Application is sent to you, the full Matching Fee will have to be settled. Full terms and conditions are annexed to this Application Form.

Nature of Service	Matching Fee (Exchange rate @ HK\$7.8)
<ul style="list-style-type: none">• Find Agent & Distributor• Find Product Buyer• Offer Service• Licensing & Franchising• Technology Transfer• Other Strategic Partners	US\$300 per enquiry (including the non-refundable basic service fee of US\$20)
<ul style="list-style-type: none">• Appointment Arrangement (optional)	US\$70 per appointment

Payment Method

By Credit Card

- I hereby agree and authorise the Hong Kong Trade Development Council to debit from my credit card the following amount for HKTDC Business Matching.

Credit Card Type: AMERICAN EXPRESS VISA MASTER CARD

Name of Card Holder: _____

Card Number: _____ Expiry Date: ____ / ____ (MM/YY)

Total Payment: US\$ _____

Card Holder's Signature: _____ Date: _____

- By Payment Gateway

By Bank Cheque

The cheque should be crossed and made payable to "Hong Kong Trade Development Council".

By Telegraphic Transfer or Bank Draft

For payment by telegraphic transfer, payee details are as follows:

Bank Name : The Hongkong and Shanghai Banking Corporation Limited
Address : 1 Queen's Road Central, Hong Kong
Account Name : Hong Kong Trade Development Council
Account Number : 002-4-804734
Swift Code : HSBCHKHCHKH
Purpose : Payment for HKTDC Business Matching
(HKTDC Business Matching Department)

The payer is responsible for any bank charges incurred.

I hereby declare and confirm my acknowledgement, understanding and agreement in respect of the TERMS AND CONDITIONS annexed to this Application Form.

I agree that the company information provided in this application may be used by the Hong Kong Trade development Council for incorporation in all or any of its database for business matching (and may therefore become available to the public within and/or outside Hong Kong for use by them), and for any other purposes as stated in the Privacy Policy Statement. I confirm that I have the consent of each individual's name in this form to release their personal data for the purposes stated herein. Copies of the Privacy Policy statement are available at any time on request from our registration hotline at (852) 1830 668 or by visiting our website at www.hktdc.com/privacy/index.htm.

- Tick here if you do not want to receive any promotional and other materials from HKTDC via email, fax, post and any other appropriate means.

Name: _____ Signature and Company Chop: _____ Date: _____

Terms and Conditions for HKTDC Business Matching

1. By making this application for HKTDC Business Matching, which includes all information and report, supplied by the Hong Kong Trade Development Council, its world-wide offices, officers, licensors, dealers, agents and employees (collectively "HKTDC" in connection with this application), you (which includes your affiliated companies if you are a company) represent and warrant that:
 - a. you are authorised to enter into and perform your obligations under this agreement;
 - b. all the information in or provided in respect of your application is true, correct, complete and current;
 - c. you have not relied on any statement, representation, warranty or condition made by HKTDC that is not contained in this agreement.
2. HKTDC is entitled to reject any application without giving any reason or ground. Matching Fees* are required for HKTDC's administrative costs and are payable immediately upon HKTDC sending you Confirmation of Application ("Confirmation Date"). Matching Fees* must be paid net of any bank fees, taxes or other charges and your Application will not be processed until HKTDC receives the total of the appropriate fees. If you are making payment by electronic transfer or similar means, you must ensure that sufficient funds are transferred to cover all such charges.
3. Matching Fees* will not be reimbursed to you, either wholly or partially, except as follows:
 - a. if you cancel your Application within 5 working days after the Confirmation Date, HKTDC will charge a basic service fee, which will be deducted from the Matching Fees* received before making any reimbursement; or
 - b. if HKTDC fails to locate any businesses or other entities that, in HKTDC's sole and absolute discretion, match your needs as specified in the application form, HKTDC will charge a basic service fee*, which will be deducted from the Matching Fees* received before making any reimbursement.

If you cancel your Application more than 5 working days after the Confirmation Date, NO reimbursement of the Matching Fees* will be made.
4. Reimbursement shall be paid in Hong Kong dollars, or United States dollars (at a conversion rate of HK\$7.8 = US\$1) if requested by you. HKTDC may make payment of any applicable reimbursement in any manner it sees fit and may deduct bank fees, currency conversion fees, transfer charges and similar charges before making the reimbursement. If you are in any way dissatisfied with any business or information referred to in any HKTDC Business Matching Service Report, NO reimbursement will be payable, but HKTDC may, in its absolute discretion provide further results but is not obliged to do so.
5. All applicants must be legally registered companies/businesses carrying on business in their country origin in accordance with applicable laws. HKTDC may require applicants to produce a copy of their latest business registration certificate, certificate of incorporation or other company/business registration documents, business cards and/or product catalogues and/or other document/materials as may be required by HKTDC proving that they are carrying on a bona fide business at any time.
6. You agree to provide such information as may be reasonably requested by HKTDC from time to time for the purpose of processing your application and establishing the means by which your payments will be made. By making this application you ACKNOWLEDGE HAVING READ AND UNDERSTOOD a copy of HKTDC's Privacy Policy Statement and CONSENT to its terms.
7. As regards you and the HKTDC, all proprietary and intellectual property rights, including copyright, in the Service Reports remain vested in HKTDC. You agree to use the information in the Service Reports for your own internal purposes only. Except as aforesaid, you are prohibited from copying, reproducing, publishing, distributing, selling, in any way directly or indirectly using or exploiting it in competition with HKTDC, or commercially exploiting the Service Reports without the written consent of HKTDC, which consent HKTDC may withhold, or impose conditions upon, in its absolute discretion. You must not delete or change any intellectual property or proprietary rights notice on any HKTDC Business Matching Service Report.
8. HKTDC is not responsible for any delay or failure in performing its obligations under its agreement due to any cause outside its reasonable control ("force majeure") including but not limited to acts of God, interruption or disruption in transmission, war, riot, malicious acts of damage, civil commotion, strike, lockout, industrial dispute, power failure, fire, computer virus, epidemic and/or the lack of availability of materials or information.
9. HKTDC shall not be deemed to be in breach of the agreement hereof or otherwise be liable to you for any delay or failure in its performance of its obligations hereunder of any loss, expense, liability or damage suffered by you as a result of any of the force majeure events.
10. HKTDC prepares the Service Reports based on information provided to it by third parties and does not make any inquiries to determine the accuracy of such information.
 - a. THE INCLUSION OF INFORMATION IN THE SERVICE REPORTS DOES NOT CONSTITUTE A RECOMMENDATION OR ENDORSEMENT BY HKTDC OF ANY PERSON, COMPANY, FIRM, CORPORATION, PRODUCT OR SERVICE.
 - b. THE SERVICE REPORTS ARE PROVIDED ON "AS IS" BASIS. HKTDC MAKES NO REPRESENTATION OR WARRANTY (EXPRESS OR IMPLIED), AS TO THE SERVICE REPORTS, INCLUDING BUT NOT LIMITED TO THE RELIABILITY, ADEQUACY, ACCURACY OR SUITABILITY OF THEIR CONTENTS FOR ANY PURPOSE EVEN IF MADE KNOWN TO HKTDC, THE CONSEQUENCES OF RELYING ON THE SERVICE REPORTS, NON-INFRINGEMENT, MERCHANTABILITY, OR THE STANDING, CREDIT OR OTHERWISE OF THE PERSON OR ENTITY REFERED TO IN THE SERVICE REPORTS.
 - c. HKTDC DISCLAIMS ANY AND ALL LIABILITY FOR LOSS OR DAMAGE OF WHATSOEVER NATURE ARISING OUT OF OR IN CONNECTION WITH THE USE OR PROVISION OF THE SERVICE REPORTS OR THE INFORMATION THEREIN BY ANY PERSON FOR ANY REASON WHATSOEVER.
 - d. USE OF INFORMATION IN THE SERVICE REPORTS IS AT YOUR SOLE AND ABSOLUTE RISK. YOU ARE RESPONSIBLE FOR CONDUCTING YOUR OWN DUE DILIGENCE TO ENSURE THAT THE USE OF THE INFORMATION IS SUITABLE FOR YOUR PURPOSES AND COMPLIES WITH ALL APPLICABLE LAWS AND REGULATIONS.
11. To the extent that clause 10(c) is not enforceable, any liability of HKTDC under this agreement or its provision of the services is limited to the amount of Matching Fees paid by you under this agreement.
12. This agreement comprises all the terms agreed between the parties hereto and supersedes all other commitments, written or oral agreements, representations or warranties in respect of the subject matter of this agreement.
13. The illegality, invalidity or unenforceability of any provision of this agreement under the law of any jurisdiction shall not affect its legality, validity or enforceability under the laws of any other jurisdiction nor the legality, validity or enforceability of any other provision.
14. This agreement shall be governed by the law of the Hong Kong Special Administrative Region. You agree to submit to the exclusive jurisdiction of the Hong Kong courts.