

Minutes of the National Annual General Assembly (NAGA) of SwissCham China - Statutory Year 2020/2021

Date and time: March 26, 2021, 6:00pm
Venue: Hotel NUO Beijing
Minutes Taker: Daniela Reinau, General Manager SwissCham Beijing

1 Welcome, Quorum Confirmation and Election Vote Counters

1.1 Opening, Welcome Address and Organization Matters

Martin Mueller opens the NAGA. He welcomes the representatives from Swiss Cham Beijing, Shanghai and South China, and the representative from the Swiss Embassy Yves Reymond.

1.2 Quorum

The quorum needs to be represented by 10% of voting members per chapter and make a total of 20% voting members during the NAGA. The quorum is reviewed as follows:

| 2020/2021 Members | | Attendance on March 26, 2021 | | % |
|----------------------|-----|------------------------------|----|-------|
| Voting Members SHA | 154 | Valid Voting Members SHA | 50 | 32% |
| Voting Members BEI | 89 | Valid Voting Members BEI | 58 | 65% |
| Voting Members South | 24 | Valid Voting Members GZ | 4 | 16.5% |

| | | | | |
|----------------------------|------------|---|------------|--------------|
| Total Voting Rights | 267 | Total Voting Members | 112 | 42.4% |
| Quorum | 54 | Absolute Majority ($\frac{1}{2}$ of voting members + 1) | 134 | 50.2% |

Total 112 votes are present; the NAGA may proceed.

1.3 Approval of Vote Counters & President of the Day & Minutes Taker

Lei MENG is approved as Vote Counter.

Yves REYMOND is approved as President of the Day.

Daniela REINAU, General Manager of SwissCham Beijing, is approved as Minutes Taker.

All above nominations are **accepted unanimously by the assembly by acclamation.**

2 Agenda

No change to the Agenda.

3 Minutes

In accordance with the Bylaws, the Invitation, the proposed Agenda and Minutes of the National General Assembly were sent out and are also available on the SwissCham website.

The Chairman concludes that the Minutes 2019/20 are **accepted unanimously by the assembly.**

4 Activity Report of Regional Chapters 2020/21

4.1 Report Beijing

Mr. Martin Mueller, outgoing member of the board of SwissCham Beijing, briefly presented the Chamber activities in Beijing.

4.2 Report Shanghai

Chen Liu, President SwissCham Shanghai, presented the Chamber activities in Shanghai.

4.3 Report South China

Matin Mueller, Vice President South China, reports about the Chamber activities of South China.

4.4 Report South-West China

Matin Mueller, national Chairman, reports about the Chamber activities of South-West China.

4.5 Report National

Martin Mueller, national Chairman, reports about the Chamber activities of National.

No questions are raised.

5 Treasurers Report and Auditor's Statement

5.1 Treasurer's Report

The treasurer's report is presented by Mr. Daniel Aellen, Treasurer of SwissCham Beijing, on behalf of the National Treasurer.

- **Revenues at 5'176 KCNY, -1% compare to last year:** Revenues development over expectations with higher membership, events and products income in Shanghai and higher events and products income in Beijing.
- **Expenses at 4'684 KCNY, -5% compared to last year:** Controlled increase of the costs in Shanghai and Beijing compared to their revenue.
- **P&L at 492 KCNY, +56% increased** compared with a profit of 316 KCNY last year.
- **Current assets increased to 3'883 KCNY** leaving enough cash on hand to support future business operation.

The consolidated yearly result in this reporting period ended in a **profit of 492K CNY**.

The NAGA **approves the treasurer's report unanimously**.

5.2 Auditor's Report

The Auditor's report prepared by Beijing Zhong Ping Jian Hua Hao CPA validates the accounts, and is now available for member's inspection.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

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

The limitation of the report

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

Appendix

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

Beijing ZhongPingJianHuaHao CPA firm
March 2021



Both, financial report, and audit report are accepted unanimously by the assembly.

6 Discharge of the National Board

Yves Reymond, President of the day, guided the assembly through the discharge process.

⇒ The National Board is discharged unanimously by the assembly by acclamation.

7 Election of the Board Members and Auditors

7.1 Election of the National Board

| Name | Chamber | Reg. Position | Elected | To be (re-)elected |
|---------------------------|-------------|----------------|---------|--------------------|
| Stephan Stalder | South China | President | - | Yes |
| Martin Mueller | South China | Vice-President | - | Yes |
| Marco Bollier | Beijing | President | - | Yes |
| Daniel Aellen | Beijing | Treasurer | - | Yes |
| Samuel Baumgartner | Beijing | Board Member | 2020 | No |
| Joe Liu | Shanghai | President | 2020 | No |
| Chen Liu | Shanghai | Vice-President | 2020 | No |
| Felix Moesner | Shanghai | Vice-President | 2020 | No |

The NAGA elects the following National Representatives as proposed by the RAGAs in Beijing, Shanghai and South China (Guangzhou):

Mr. Marco Bollier (Beijing), Mr. Daniel Aellen (Beijing), Mr. Stephan Stalder (South China), Mr. Martin Mueller (South China).

⇒ **All candidates are elected unanimously by the assembly.**

7.2 Election of the Chairman

At the NAGA 2019 Martin Mueller was elected for two years and he will continue to serve as National Chairman. **He is re-elected unanimously by the assembly for 2 years.**

7.3 Appointment of the Auditors

Beijing ZhongHeng Certified Public Accountant Co. Ltd. is proposed to act as new Auditor of SwissCham China.

The proposed Auditor is appointed **unanimously by the assembly by acclamation.**

8 Budget 2021/2022

Mr. Daniel Aellen, Treasurer of Swisscham Beijing, elaborates the Budget.

| Budget 2021 | SHA | BEI | GZH | BUD 2021 | ACT 2020 |
|--------------------------------|------------------|------------------|----------------|------------------|------------------|
| REVENUE | | | | | |
| Membership fees | 1,548,000 | 610,000 | 92,360 | 2,250,360 | 2,116,251 |
| Events | 1,575,000 | 950,000 | 25,000 | 2,550,000 | 2,343,362 |
| Products & Services | 519,000 | 245,000 | 30,000 | 794,000 | 713,771 |
| Other Income | | | | | 3,021 |
| Total Revenue | 3,642,000 | 1,805,000 | 147,360 | 5,594,360 | 5,176,405 |
| EXPENSES | | | | | |
| Events, Promotion & Purchasing | 1,394,900 | 500,000 | 42,000 | 1,936,900 | 1,435,592 |
| Wages & Salary | 1,610,730 | 991,043 | 63,600 | 2,665,373 | 2,341,352 |
| General & Administrative | 483,360 | 293,148 | 21,000 | 797,508 | 891,959 |
| Financing Cost | | | 1,000 | 1,000 | -11,317 |
| depreciation | 5,000 | 9,600 | | 14,600 | |
| Tax | 1,000 | 10,000 | 1,000 | 12,000 | 2,457 |
| Other Cost | 60,000 | | 3,000 | 63,000 | 24,300 |
| Total Expenses | 3,554,990 | 1,803,791 | 131,600 | 5,490,381 | 4,684,343 |
| NET PROFIT/LOSS | 87,010 | 1,209 | 15,760 | 103,979 | 492,061 |

⇒ The budget is **approved unanimously by the assembly by acclamation.**

9 Varia

The NAGA 2022 will be held in Shanghai.

NAGA 2021 ended on 6:30pm.

SIGNATURES:

Chairman of SwissCham China



Martin Mueller

Minutes Taker



Daniela Reinau