

Our ref.: GS/1

Telefon: +49 40/36138-138

Telefax: +49 40/36138-401

E-mail: service@hk24.de

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Dear Sirs,

Our Chamber of Commerce offers you address material from companies which have given us their consent to research their data for purposes of promoting their business transactions and for other purposes of benefit to their business. These researches can be conducted either for the Hamburg region or for the whole of Germany. The selection criteria for such researches may for example be business sector, workforce size category, postcode (ZIP), and connections with various countries.

We are happy to help you in definition of the research criteria so that we can conduct the research for company addresses in the most targeted way possible. To enable you to calculate cost, we will naturally inform you before final handling of the order of the number of companies researched, and the resulting costs for you.

Important for your planning: our lead time for processing your order is about 1 week after receipt of your order. Please find attached a form for your inquiry/order, also showing the prices.

If you have any questions or requests, please do not hesitate to call us. You can reach our Service Center Team on Tel. +49 40/36138-138.

Best regards

HAMBURG CHAMBER OF COMMERCE

Your Service Center Team

Enclosure



Please complete and sign, and return to
Fax: +49 40/36138-401

or

HAMBURG CHAMBER OF COMMERCE
Service Center
Postfach 11 14 49
20414 Hamburg
Germany

Order placed by:

Company: _____
(for partnerships etc., please indicate name of owner)

Contact: _____

Street: _____

Postcode/City: _____

Tel. _____

Fax: _____

E-mail: _____

Inquiry/Order for company addresses

I. Please indicate the **exact** purpose of use of the data: _____

Research will be effected within the data which are available to the Hamburg Chamber of Commerce and where disclosure is permitted under data privacy regulations.

II. Research for Companies in Hamburg

- Entered in Register of Companies** (also possible nationwide)
- Not entered in Register of Companies** (small commercial & industrial companies in Hamburg)
- With change of address (Hamburg companies that have recently changed their address within Hamburg)
Please indicate period: _____
- New start-ups (for reasons of data privacy, 3 months after becoming a member of Chamber of Commerce)
Please indicate period: _____

a. Business sectors / NACE Codes (see attached directory, or see details at our website www.hk24.de Doc.-No. 52994) _____

b. Workforce size categories:

- | | | | |
|-----------------------------|-----------------|-----------------------------|--------------------------|
| 01 <input type="checkbox"/> | 1- 3 employees | 07 <input type="checkbox"/> | 100-199 employees |
| 02 <input type="checkbox"/> | 4-6 employees | 08 <input type="checkbox"/> | 200-499 employees |
| 03 <input type="checkbox"/> | 7-9 employees | 09 <input type="checkbox"/> | 500-999 employees |
| 04 <input type="checkbox"/> | 10-19 employees | 10 <input type="checkbox"/> | 1,000 – 4,999 employees |
| 05 <input type="checkbox"/> | 20-49 employees | 11 <input type="checkbox"/> | 5,000 – 9,999 employees |
| 06 <input type="checkbox"/> | 50-99 employees | 12 <input type="checkbox"/> | 10,000 or more employees |

c. Geographical coverage

Standard search City of Hamburg

Postcodes (only for City of Hamburg): _____

d. International connections (companies with business contacts abroad):

Countries: _____

Type of connection: (possible only if relevant countries are indicated)

01 Export

05 Own production facility

02 Import

06 Interest holding in foreign company

03 Representative abroad

07 Licence/Cooperation agreements

04 Own office abroad

08 Other interests abroad

III. Output information: (please select)

Company addresses

(address, telephone, fax no.^{*1}, e-mail^{*1})

With additional company data

(address and business sectors, workforce size category, legal form of company)

With persons, excl. "Prokurist"

(Managing Directors, Members of Management Board, Owners for Hamburg only^{*2})

With persons, incl. "Prokurist"

(Managing Directors, etc., plus people with Prokurist status for Hamburg only^{*2})

Count for sector or market analysis

(only number of companies, no address output)

^{*1} Telecommunication data and internet addresses shown where we have these data. They are not part of the order or its payment.

^{*2} Output of persons cannot be restricted to individual persons.

IV. Sorting: (please indicate desired sorting order by numbering)

We wish to have sorting in standard alphabetic order by company name

Postcodes

Street names

We wish to have a different sorting, as follows:

(please indicate desired sorting order by numbering)

Sorting by business sectors, workforce size categories or legal forms of company is possible only if "With additional company data" was selected in **Section III**.

Business sectors

Workforce size categories

Legal form of company

V. Type of inquiry/order:

Individual order

Standing order for regular provision of data of new member companies with the same selection criteria (for reasons of data privacy, 3 months after becoming a member of Chamber of Commerce)

VI. Output form:

List print (postal delivery)

Labels (postal delivery)

CD-ROM (postal delivery) Excel2000 file

Excel2000 file (password protected, delivery by e-mail)

VII. Research for Companies located in Germany (with exception of Hamburg) entered in Register of Companies

a. Business sectors / NACE Codes (see attached directory, or see details at our website www.hk24.de Doc.-No. 52994) _____

b. Workforce size categories:

- | | | | |
|-----------------------------|-----------------|-----------------------------|--------------------------|
| 01 <input type="checkbox"/> | 1- 3 employees | 07 <input type="checkbox"/> | 100-199 employees |
| 02 <input type="checkbox"/> | 4-6 employees | 08 <input type="checkbox"/> | 200-499 employees |
| 03 <input type="checkbox"/> | 7-9 employees | 09 <input type="checkbox"/> | 500-999 employees |
| 04 <input type="checkbox"/> | 10-19 employees | 10 <input type="checkbox"/> | 1,000 – 4,999 employees |
| 05 <input type="checkbox"/> | 20-49 employees | 11 <input type="checkbox"/> | 5,000 – 9,999 employees |
| 06 <input type="checkbox"/> | 50-99 employees | 12 <input type="checkbox"/> | 10,000 or more employees |

c. Geographical coverage

- Companies located in Germany (with exception of Hamburg)
 Postcodes: _____

d. International connections (companies with business contacts abroad):

Countries: _____

Type of connection: (possible only if relevant countries are indicated)

- | | | | |
|-----------------------------|-----------------------|-----------------------------|-------------------------------------|
| 01 <input type="checkbox"/> | Export | 05 <input type="checkbox"/> | Own production facility |
| 02 <input type="checkbox"/> | Import | 06 <input type="checkbox"/> | Interest holding in foreign company |
| 03 <input type="checkbox"/> | Representative abroad | 07 <input type="checkbox"/> | Licence/Cooperation agreements |
| 04 <input type="checkbox"/> | Own office abroad | 08 <input type="checkbox"/> | Other interests abroad |

VIII. Output information: (please select)

- Company addresses (company name, address)
 With additional company data (company name, address and business sectors)

Note: Telecommunications data, Internet addresses and workforce employment size are principle not included

IX. Sorting: (please indicate desired sorting order by numbering)

- We wish to have sorting in standard alphabetic order by company name
 Postcodes

Sorting by business sectors is possible only if “With additional company data” was selected in **Section VIII.**

- Business sectors

X. Output form:

- List print (postal delivery)
 Labels (postal delivery)
 CD-ROM (postal delivery) Excel2000 file
 Excel2000 file (password protected, delivery by e-mail)

XI. Terms of use

- Chambers of Industry and Commerce are permitted under Section 9 para. 4 clause 1 IHKG to communicate name, address and business sector of members of the Chamber for purposes of promoting business transactions and for other purposes of business benefit, to non-government organisations.

You are therefore under an obligation as the company placing the order to use the data only for promotion of business transactions and for other purposes of benefit to business.

After their use for the proper purpose, the data transferred to you must then be deleted in such a way that they cannot be reproduced, and any data media on which they were transferred to you must be destroyed in a manner complying with data privacy regulations.

The data transferred to you must not be disclosed to third parties – this non-disclosure obligation is still applicable if no payment is involved. In particular, you are not permitted for reasons of data privacy legislation to publish the data on the internet.

- Please note that it is not permitted under competition legislation to use the company data transferred for unsolicited advertising by means of phone calls, automated call machines, fax, SMS or e-mail messages, unless prior explicit consent of the addressee has been given. The mere fact that a company concerned has not objected to disclosure of its address data by the Chamber of Commerce is not to be regarded as such consent. It is not permitted to indicate the source of the data and refer to the Hamburg Chamber of Commerce for advertising purposes.
- The address lists contain only data of companies which have not objected to disclosure of their data. The data given in the address lists are based on the indications of the companies themselves. We can therefore undertake no warranty for correctness and completeness of the data. Research by workforce size category and country connections is not final. We do not provide data of new member companies until 3 months after the beginning of their membership of the Chamber of Commerce.
- Transfer of address lists is limited to a maximum of 20,000 company addresses per month.
- The processing time is about 1 week after receipt of orders.
- Payment falls due on sending of the address lists ordered. The invoice amount is payable within 14 days from receipt of invoice, by transfer to the account indicated in the invoice. For address material to a value of more than EUR 250.00 you will receive order acknowledgement in advance, as we provide this material only after receipt of advance payment.
- Complete or partial return of address lists is not permissible.
- Contractual and non-contractual liability is restricted to intent and gross negligence, except in the event of breach of a principal contractual duty or loss of life, injury or damage to health. This liability limitation is also valid for agents employed in contract fulfilment. The above condition shall have no influence on liability under Product Liability law, pre-contractual liability or liability for warranties.
- The place of fulfilment for all claims resulting from the contractual relationship shall be Hamburg. The place of jurisdiction shall likewise be Hamburg. The whole of the legal relationship shall be governed by the law of the Federal Republic of Germany to the exclusion of UN Convention on Contracts for the International Sale of Goods.
- In the event that individual provisions of the present terms of business are or become wholly or partially invalid, the validity of the other provisions shall not be affected thereby. In such event, the parties are obliged to re-interpret or supplement such invalid provision in such a way that it complies with the will of the parties as evidenced therein, with regard to the intended commercial and contractual purposes. The same shall apply in the event of an omission.

We hereby confirm that we accept the above terms of use.

We are a member of the Chamber of Industry and Commerce in: _____

Our identification number of Register of Companies number is: _____

.....
(Place, date)

.....
(Company seal, signature)



Price list

	Member of a Chamber of Commerce EUR	Non-member of a Chamber of Commerce EUR
1. <u>Company addresses as list, labels or on CD-ROM</u> The basic price for all individual searches comprises up to 50 addresses and costs:	20.00	30.00
Each additional address costs:	0.15	0.20
Multiple output (e.g. list and CD-ROM) per output and address	0.05	0.05
2. <u>Individual company lists with additional company data</u> such as business sector, workforce size category and legal form of company, <u>additional</u> cost per address:	0.08	0.08
3. <u>Individual company addresses with indication of persons representing the company</u> such as Managing Director, Members of Management Board, persons with status of Prokurist <u>additional</u> cost per person:	0.13	0.18
4. <u>Payments for industry and market analyses</u> <u>Several selection criteria</u> Basic price for up to 25 items	15.00	20.00
Cost for each additional item:	0.05	0.05

Costs of dispatch (flat rate) EUR 2.00.

VAT will be added to all prices at the applicable statutory rate