



GERMAN CENTRE
FOR INDUSTRY AND TRADE

SHANGHAI

BayernLB Group

1 TERMS AND CONDITIONS

1.1 General Policy

Check-in Time

After 14:00 on check-in date

Guests, who schedule for an early check-in, are requested to inform German Centre in advance. Early arrivals will be accommodated only subject to room availability.

Check-out Time

Before 12:00 on departure date

Late check-out options are available only upon prior request to German Centre. The rooms are subject to availability. Without prior approval by German Centre, the following late check-out fees will be levied:

- Check-out time between 14:00-18:00, a half-day room rate will be applied.
- Check-out time after 18:00, a full-day room rate will be applied.

Cancellation Policy

Cancellation must be notified in written to German Centre and is subject to the following condition:

- Short-term guests: all cancellations received 3 or less working days before the check-in date, will be considered as late cancellations and a full-day room rate will be levied.
- Long-term guests: all cancellations received 15 or less working days before the check-in date, will be considered as a late cancellation and 50% of the deposit will be levied.

No-show Charge

A full-day room rate will be levied for any no-show.

Early Departure

Early departure dates can only be changed on or before your arrival date without any penalty, otherwise a full-day room rate will be charged.

Guests Obligation

All guests should return the leased apartments in the same proper condition as they were handed over during the check-in day. All guests will be liable for any irreparable stains, broken, damaged or missing items during their stay in the apartment.

China:
German Centre for Industry
and Trade Shanghai Co. Ltd.
88 Keyuan Road | Pudong
Zhangjiang Hi-Tech Park
201203 Shanghai | China
Phone +86 21 2898-6888
Fax +86 21 2898-6892
info@gcshanghai.com

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Guests should lock up all their valuables and personal belongings in the safe of the serviced apartment and German Centre is not liable for any lost item in the apartments.

Accompanying Persons

All accompanying persons of the guests, regardless of their check-in date and length of stay, are required to register at the reception.

1.2 Short-term Guests

Daily Room Rate

The daily room rate will be applied for short-term guests, with a length of stay less than one month. For any extension over one month, a lease contract must be signed between the guest and German Centre. A deposit is to be paid as per contract terms.

Daily room rate includes:

- utilities fees (water, air-con and electricity)
- local telephone calls within Shanghai (excluding information calls)

Note: Long distance calls (domestic & international) will be additionally charged.

Internet

Free Internet access (Optical fiber, 4M)

Reservation

A full-day room rate deposit (in cash RMB or credit card) is required to guarantee the reservation 3 days prior to the check-in date.

Check-in

Procedures:

- Fill in the registration form at the reception.
- Guests are required to guarantee their complete reservation by credit card or full cash payment (RMB). A receipt will then be issued.
- The room key will be then handed over.
- The receptionist will show all items as listed in the "Room Inventory List" in the apartment.

Note: the "Room Inventory List" includes electrical appliances, house ware, kitchen utensils, bed linens and towels (with their respective quantity and cost).

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Check-out

Procedures:

- The room key must be returned to the apartment reception.
- The receptionist will check the apartment's items (quantity and condition) as listed in the "Room Inventory List".
- Bill settlement (**cash only RMB or credit card**)

In order to avoid unnecessary misunderstandings and disputes, please make sure you allow enough time for the check-in/check-out procedures.

1.3 Long-term Guests

Monthly Room Rate

The monthly room rate will apply for long-term guests with a length of stay of one calendar month or above.

Monthly room rate includes:

- Management fee
- Internet fee (Optical fibre, 4M), not appropriate for office use

Utilities fees are not included (water, air-con, electricity and phone calls) and will be charged separately.

Reservation

A lease contract will be signed between the guest and German Centre. A deposit is required to be paid 10 days prior to the check-in date.

Mode of payment: **cash or via bank transfer**

Bank Transfer

Overseas: (only applicable for lease contract signed by an overseas individual/company)

GERMAN CENTRE FOR INDUSTRY AND TRADE SHANGHAI CO., LTD.
CONSTRUCTION BANK SHANGHAI BRANCH

A/C No.: 31001523211050004128

Swift BIC: PCBCCNBJSHX

Inland: (lease contract signed by a local individual/company)

收款人: 上海德意志工商中心有限公司

银行帐户: 建行张江支行

银行账号: 31001523211050004128

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Check-in

Procedures:

- The Receptionist will show all items as listed in the “Room Inventory List” in the apartment.
- The units from the meters of water, air-con and electricity will be recorded.
- Upon confirmation and signature, the room key will be then handed over.

Note: The “Room Inventory List” includes electrical appliances, house ware, kitchen utensils, bed linens and towels (with their respective quantity and cost).

1.3.1 Check-out

Procedures:

- The room key must be returned to the receptionist.
- The receptionist will then check the apartment’s items (quantity and condition) as listed in the “Room Inventory List”. The followings will be checked:
 - o utilities fees (water, air-con, electricity, phone calls)
 - o incidental charges (if any)
- Bill settlement
 - o **cash (only RMB) or credit card**
 - o directly at German Centre’s office (only for room rental and internet fee, if any) during office hours
 - o directly at the facility management’s office (only for utilities fees) during office hours
 - o the remaining outstanding e.g. additional utilities fees arise after the bill settlement will be handled directly at the reception upon check-out

In order to avoid unnecessary misunderstandings and disputes, please make sure you allow enough time for the check-in/check-out procedures.

1.4 Registration for Temporary Residence (compulsory)

In accordance with the Chinese laws, all foreigners (and those from Hong Kong, Macau and Taiwan) staying at the premises in China, are required to apply for “Registration of Temporary Residence” at the local police station within 24 hours of his/her arrival at the residence.

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The lessee of the German Centre apartment is obliged to inform all the foreigners (including staffs, visitors, relatives etc.) residing in the apartment, to timely comply with this obligation.

2.4.1 Regardless of the length of stay and type of visa, any foreigner who falls into the following categories must apply his **registration** on time:

- application for a working visa
- application for residence permit
- any change in the domicile of origin or of residence within China

Documents required:

- a valid passport with a valid visa
- an accommodation confirmation issued by German Centre

2.4.2 **Re-registration** is necessary for any of the change listed below:

- the residence place within China
- the passport / visa number
- the type of visa

Documents required:

- a valid passport
- a copy of the previous temporary registration

Note: Regardless of the visa validity, holders of visa type F (business) and L (tourist) are required to register at the police station every time when they re-enter China.

German Centre will assist the foreigners, who officially reside in the serviced apartments, to apply and obtain the "Registration of Temporary Residence". Upon completion, the original document will be returned to the applicant.

Foreigners who violate the above mentioned regulations are required to go to the police station in person and will be served a written warning or fined from RMB 50 to RMB 500 respectively.

Zhangjiang Police Station

Niu Dun Road 111
Pudong, Zhangjiang
Tel: 50801594

Working hours: Monday-Sunday 09:00-17:00

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