

KONTOR OF THE BUSINESS HANSE E.V.

The Tasks

The Business Hanse e.V. founds Kontors in country of incorporation and abroad which act as regional branch places or land representation offices of the Business Hanse. A Kontor represents on the one hand the philosophy and the business interests of the Business Hanse in the respective region or the country and, on the other hand, is a lobbyist of the members who are residents in their catchment area.

About the opening and also the closing of a Kontor decides the Business Hanse e.V. The Kontor can be established as an independent office or a member's city can take over it in its functions.

The Kontors of the Business Hanse e.V. have following tasks:

1. Support of the members - residents in its catchment area.
2. Winning of new members.
3. Assistance and support for members of the Business Hanse in case of inquiries or requests which originate on site or concern the country or the region.
4. Realization of events as well as the organization of participation in foreign events or delegation trips of the Business Hanse for the respective members.
5. Initiation of cooperation projects.
6. Support of the economic contacts and mediation of business partners for members.
7. Communication and information about the Business Hanse, its targets, values, interests, members and activities for media and potential new members.
8. Forwarding of information and distribution of materials from the office of the Business Hanse to the members and prospective customers in the catchment area.
9. Treatment or forwarding of inquiries from the members area.
10. When required the language support of the members, prospective customer and potential business partners in the communication with partners in other countries as well as the translation of all documents in or from the respective national language, provided that this is not German or English.
11. Formulation of the member's interests toward the office and provision of information to the office about developments and news.
12. Agreement between Kontor and the main office of the Business Hanse about projections and projects for the year.
13. .In case of the land representative offices: extension of invoices above the annual membership fees to the national members, collection of the fees and transfer of the total amount to the Business Hanse e.V. account up to every year 28.02.

To the question, in what way and in which extent the described tasks are explained, the Kontor should compile proposals and discuss this with the members in its country. It would be desirable to work out a



planning about activities and projects for the coming twelve months in each case to the beginning of the year and to clear this with the main office of Business Hanse e.V.

Business HANSE e.V.

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