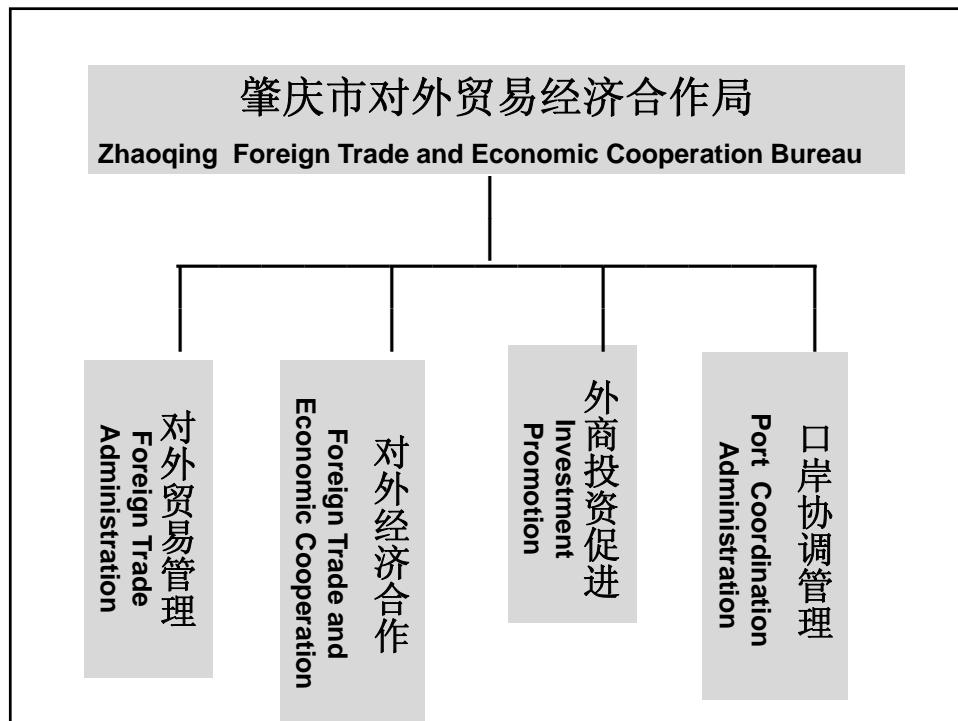


肇庆市对外贸易经济合作局  
服务职能简介

**The Main Function of  
Zhaoqing Foreign Trade and  
Economic Cooperation Bureau**

肇庆市对外贸易经济合作局局长 唐海洲  
Director of Zhaoqing Foreign Trade and Economic Cooperation Bureau  
Tang Haizhou



- 拟定肇庆市地方性的外经贸相关政策和管理办法，并组织实施  
To draw up local foreign trade policy and administration in Zhaoqing City, and to execute these policies and administration.
- 参与制定外商投资的发展战略和吸收外资的政策，审批外商投资项目的合同、章程及其变更。  
To set up the foreign investment development strategy and policy. To examine and approve the project agreement, rules and agreement and the change of foreign investment.
- 指导、管理招商引资和外商投资企业的进出口  
To guide and administrate foreign investment and import & export of companies of foreign investment.
- 宣传、推介肇庆投资环境和投资政策，收集、整理国内外招商投资信息  
To promote and advertise the investment environment and the investment policy. To collect and collate investment promotion information home and abroad.
- 组织、指导、协调、监督对外经贸各种交易会、展览会、展销会、洽谈会和招商活动等  
To organize, guide, coordinate and supervise all kinds of foreign trade fairs, exhibitions, commodity fairs, promotion conventions, investment promotion activities and so on.
- 参与重大招商项目的洽谈、跟踪和报批服务工作  
To participate in negotiation, tracking and service for important investment promotion projects.

## 优质高效的服务 健全的各项制度

### *The Efficient Service*

### *The Wholesome System*

- 制订和完善了首问责任制度、服务承诺制度、窗口办事制度、信息制度、工作过错责任追究制度

Draw up and complete the First Asked Responsibility System, Service Promises System, Windows Work System, Information System, Work Mistakes Responsibility Investigation System

- 加强电子政务建设，实现了网上信息发布、在线洽谈、解答查询等，并对外商投资企业的《批准证书》和《确认证书》的核发实行网上申请办理

Strengthen and complete e-government. Work on-line to publicize information, negotiate, consult question, and foreign-fund enterprise can apply Approval Certificate and Validation Certificate through the internet.

## 优质高效的服务 健全的各项制度

### *The Efficient Service The Wholesome System*

- 成立重点项目促进中心和大项目审批协调小组，做好服务和跟踪协调工作，加快重点项目的报批进程  
Set up the Key Project Promotion Center and Important Project Approval and Coordinate Group, they will serve and coordinate the project, and promote the approval process of important projects.
- 成立了外商投诉中心，加强与外商沟通和服务，及时为外商解决在投资办企业中遇到的各类问题  
Set up the Foreign Investor Charge Center, strengthen communication and service for foreign investor, unravel all kinds of problems for foreign investors when they invest in Zhaoqing City.
- 建立了口岸工作协调联动机制，加强沟通联系，提高通关效率  
Set up Port Works Coordinate and Linkage System, strengthen communication and contact, to improve efficiency of customs declarations.

## 最全面、最专业的服务

### The Most General And Professional Service

- 设立了政府行政服务中心办事窗口，为投资者提供一站式、全方位的服务 The Government Administration Service Center was set up to provide a full package of services to foreign enterprises.
- 公开办事程序、办事时限承诺，提高办事效率  
Opening the transaction process, time limit promises of office work, increasing efficiency.
- 建立动态档案管理，对重点项目进行跟踪服务，加快重点项目的报批进程 set up The dynamic-file administration, after services for important investment promotion projects, expedite approval process of the important projects.
- 建立电子政务网络服务平台，实现外商投资企业网上申报、年检、备案、咨询和投诉  
Set up internet service platform of e-government system, foreign investment enterprises can carry out application, consultation, record, annual inspection, application on internet.
- 为外商投资企业提供及时、准确、便捷的外经贸政策信息服务  
Provide new, exact, convenient policy information service of Foreign Trade and Economic Cooperation Bureau for foreign investment enterprises.

热情欢迎美国投资者到肇庆

参观考察、投资兴业，共创辉煌！

**WE EXTEND A WARM  
WELCOME TO AMERICAN  
INVESTORS TO VISIT OR  
INVEST IN ZHAOQING CITY.  
LET US PROSPER TOGETHER!**