

For Foreign-invested Enterprises  
in Beijing Municipality  
Compilation of Support Policies for  
Enterprises in Beijing Municipality  
During the COVID-19 Epidemic

Beijing Municipal Commerce Bureau



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# *Contents*

Circular of the General Office of the Ministry of Commerce on Proactively Responding to the COVID-19 Epidemic, Strengthening Services for Foreign-invested Enterprises and Enhancing Investment Promotion 5

Circular of the General Office of the People's Government of Beijing Municipality on Releasing the Measures for Further Supporting Micro, Small and Medium-sized Enterprises to Mitigate the Impact of the COVID-19 Epidemic and Maintain Stable Development 8

Measures for Further Supporting Micro, Small and Medium-sized Enterprises to Mitigate the Impact of the COVID-19 Epidemic and Maintain Stable Development 9

Circular of the General Office of the People's Government of Beijing Municipality on Issuing the Measures for Preventing and Controlling the COVID-19 Epidemic and Ensuring the Safe and Orderly Resumption of Work and Production by Enterprises 14

Measures for Preventing and Controlling the COVID-19 Epidemic and Ensuring the Safe and Orderly Resumption of Work and Production by Enterprises 14

Measures of the General Office of the People's Government of Beijing Municipality for Further Supporting the Efforts to Defeat the COVID-19 Epidemic 19

Measures of the General Office of the People's Government of Beijing Municipality for Mitigating the Impact of the COVID-19 Epidemic, and Supporting Sustained and Healthy Development of Micro, Small and Medium-sized Enterprises 26

Circular of the Beijing Municipal Commerce Bureau on Measures to Stabilize Business Development Amid the COVID-19 Epidemic Prevention and Control 32

Scope of Policy Application and Handling Procedures 38

Circular of the Beijing Municipal Human Resources and Social Security Bureau on Ensuring Proper Services Related to the Human Resources and Social Security Amid the COVID-19 Epidemic Prevention and Control 47

Circular of the Beijing Municipal Human Resources and Social Security Bureau and the Beijing Municipal Finance Bureau on Ensuring Employment Services Amid the COVID-19 Epidemic Prevention and Control 52

Circular of the Beijing Municipal Finance Bureau on Strengthening Financial Services to Support the Prevention and Control of the COVID-19 Epidemic 56

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Circular of the Beijing Local Financial Supervision and Administration, the Operations Office of the People's Bank of China and the Beijing Office of the China Banking and Insurance Regulatory Commission on Issuing the Opinions on Improving the Business Environment for Credit Financing at Faster Pace **58**

Opinions on Improving the Business Environment for Credit Financing at Faster Pace **58**

Circular of the Beijing Local Financial Supervision and Administration on Ensuring Proper Financial Service Amid the COVID-19 Epidemic Prevention and Control Period **63**

Circular of the State-Owned Assets Supervision and Administration Commission of the People's Government of Beijing Municipality on Implementing Rent Reduction or Exemption for Micro, Small and Medium-sized Enterprises as Stipulated in "Jing Zheng Ban Fa [2020] No.7" **67**

Measures of the Office of the Leading Group for Culture System Reform and Development on Mitigating the Impact of COVID-19 Outbreak and Promoting the Healthy Development of Cultural Enterprises **69**

Measures of the Office of the Leading Group for Culture System Reform and Development on Strengthening Financial Support for the Healthy Development of the Cultural Industry **78**

Urgent Circular of the Publicity Department of the Beijing Municipal Committee of the Communist Party of China on Mitigating the Impact of COVID-19 and Supporting Physical Bookstores in Beijing Municipality **87**

Measures of the Beijing Municipal Radio and Television Bureau on Mitigating the Impact of COVID-19 and Supporting Internet Audio-visual Enterprises in Maintaining Operations and Sustaining Development **91**

Circular of the Beijing Municipal Science and Technology Commission, the Beijing Municipal Commission of Development and Reform, the Beijing Municipal Bureau of Economy and Information Technology, the Beijing Municipal Finance Bureau, the Beijing Municipal Health Commission, the Beijing Medical Insurance Bureau, the Beijing Medical Products Administration and the Administrative Committee of Zhongguancun Science Park on Issuing the Measures for Strengthening Technological Research on COVID-19 and Promoting Innovation-driven Development of the Healthcare Sector **94**

Measures for Strengthening Technological Research on COVID-19 and Promoting Innovation-driven Development of the Healthcare Sector **95**

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# Circular of the General Office of the Ministry of Commerce on Proactively Responding to the COVID-19 Epidemic, Strengthening Services for Foreign-invested Enterprises and Enhancing Investment Promotion

*The Competent departments for commerce of all provinces, autonomous regions, municipalities directly under the Central Government, cities specifically designated in the state plan and Xinjiang Production and Construction Corps,*

In order to implement the decision of the CPC Central Committee and the State Council on the COVID-19 epidemic prevention and control, under the premise of effective COVID-19 prevention and control, do everything possible to serve foreign-invested enterprises and attract investment. The relevant matters are hereby notified as follows:

**1. Actively helping foreign-invested enterprises resume normal production and operations in an orderly manner.** Under the premise of prevention and control work, assist in the preparations before resumption of work in accordance with the unified arrangements of the local governments, and strongly support the orderly resumption of foreign-invested enterprises' work in an orderly manner. For foreign-invested enterprises that produce protective equipment, such as medical protective clothing, masks, goggles, etc., it is required to deploy special services in accordance with the unified deployment, promptly organize resumption of work to reach productive capacity, and fully meet the enterprises' demands. Actively assist enterprises in purchasing necessary protective materials; guide enterprises to draw up work plans for response to COVID-19 epidemic in light of their actual conditions, and strictly do all internal prevention and control work. Deeply understand the employment needs of enterprises, make full use of network platforms and other way to promote the docking of labor supply and demand, and enhance the labor security for the resumption of work by enterprises. Coordinate and help solve the difficulties of foreign-invested enterprises in the resumption of production and properly handle complaints from foreign-invested enterprises. Pay close attention to the foreign employees and family members working in China and help protect them.

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**2. Strengthening the service guarantee for large foreign investment projects.** We will closely follow up the progress of large foreign investment projects, keep abreast of the progress of foreign-invested decision-making, intensify communication efforts, actively promote investment cooperation, and promote the signing of projects as early as possible. We will promote the construction of large foreign-invested projects under construction, optimize online government services, establish fast channels for them, coordinate relevant departments to increase protection in terms of land use, employment, hydropower, etc. And at the same time ensure that enterprises invest as planned to minimize the impact of the COVID-19 epidemic. Establish and improve the contact mechanism for major foreign-invested projects without adding any confusion, and give more help, timely grasp the progress of the project, carry out the full-process docking services. Actively coordinate and solve the outstanding difficulties encountered in project construction.

**3. Innovating and optimizing the ways of investment promotion.** In view of the current difficult problems such as blocked personnel flow, we will leverage the advantages of the Internet platform, integrate all kinds of investment resources, and actively promote online investment through online negotiations, video conferences, and online signing. Continue to enhance investment promotion. Further improve the investment promotion reserve project library, screen a number of attractive and potential projects for online release, and do a good job with foreign investors at the early stage. We will make full use of the national and local overseas investment agencies' platforms to increase the investment environment and cooperation project promotion efforts. Besides, strengthen cooperation with intermediary overseas such as overseas business associations, actively carry out entrusted investment, business investment, organize flexible and diverse investment activities, and strive for the contract signing for and implementation of a number of new projects.

**4. Making targeted poverty alleviation according to local conditions.** Strengthen communication and coordination with local market supervision departments, implement the foreign investment information reporting system, and ensure that information reporting is timely, true, accurate, and complete. We will optimize and strengthen the work of foreign investment statistics; make full use of information methods, strengthen research and early warning, and promptly grasp the situation of foreign enterprises in various industries and fields affected by the COVID-19 epidemic; strengthen the mechanism for contact with local foreign-invested enterprises associations and foreign chambers of commerce, promptly understand the production and operating conditions and investment trends of member enterprises, and strengthen targeted services and guidance. Focusing on the different effects of the COVID-19 epidemic on all kinds of foreign-invested enterprises, we will implement policies by the type of enterprises in the principle of "one policy for one enterprise" and take precise assistance measures with relevant departments to help enterprises overcome difficulties.

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**5. Continuously optimizing the business environment.** We will fully implement regulations and policies such as the Foreign Investment Law and its implementing regulations as well as the Opinions of the State Council on Further Improving the Use of Foreign Capital (Guo Fa [2019] No.23), strengthen publicity and interpretation, and create a more stable, fair, transparent, and predictable investment environment. Sort out various policies recently issued by the state and local governments to help enterprises and stabilize employment, guide foreign-invested enterprises to make good use of various policies such as finance, taxation, social security, employment and government procurement, so as to achieve equal treatment for domestic and foreign-invested enterprises and minimize the impact of the COVID-19 epidemic. All localities should compile and publish foreign investment guidelines as soon as possible, issue service guidelines, project information and relevant data information, etc., provide services and convenience for foreign investment, and continuously optimize the business environment.

All local competent departments for commerce should unify thinking, improve stations, establish and improve work mechanisms to deal with the COVID-19 epidemic, strengthen organizational leadership, clarify the division of responsibilities, innovate working methods, and truly focus on coordinating and solving the urgent problems encountered in response to the COVID-19 epidemic. We should strengthen horizontal cooperation and vertical linkage, attach great importance to coordination and information sharing. Report the work of stabilizing foreign capital in a timely manner amid the COVID-19 epidemic prevention and control. Maintain close communication in dealing with the situation, tracking services for foreign-invested projects, business dynamics of foreign-invested enterprises, statistical information, and situation research and etc. Find out the current difficulties of foreign-invested enterprises in production resumption, and collect and analyze them and feedback to the Ministry of Commerce (Foreign Investment Department) together with other relevant problems.

*General Office of the Ministry of Commerce*

*February 7, 2020*

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# **Circular of the General Office of the People's Government of Beijing Municipality on Releasing the Measures for Further Supporting Micro, Small and Medium-sized Enterprises to Mitigate the Impact of the COVID-19 Epidemic and Maintain Stable Development**

*Jing Zheng Ban Fa [2020] No.15*

*To the people's governments of all districts and all committees, offices, and bureaus of the municipal government, and all municipal agencies,*

As agreed by the people's government of Beijing municipality, the Measures for Further Supporting Micro, Small and Medium-sized Enterprises to Mitigate the Impact of the COVID-19 Epidemic and Maintain Stable Development are hereby issued for your implementation.

*General Office of the People's Government of Beijing Municipality*

*April 17, 2020*



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# Measures for Further Supporting Micro, Small and Medium-sized Enterprises to Mitigate the Impact of the COVID-19 Epidemic and Maintain Stable Development

In order to deeply implement the decision of the Party Central Committee and the State Council to support the development of micro, small and medium enterprises, and accurately help local micro, small and medium enterprises to mitigate the impact of the COVID-19 epidemic and survive the difficulty, the Measures for Further Supporting Micro, Small and Medium-sized Enterprises to Mitigate the Impact of the COVID-19 Epidemic and Maintain Stable Development (the "Measures") are hereby formulated on the basis of the 16 measures for promoting the sustained and healthy development of micro, small and medium enterprises in Beijing Municipality based on the new situation of epidemic prevention and control.

## I. Extending the Length of Rent Reduction or Exemption

Micro, small and medium enterprises (MSMEs) or individual businesses in line with the strategic positioning of Beijing Municipality and beyond the scope of relocating Beijing Municipality's non-capital functions and solving metropolitan problems which lease the real estate of municipal or district-level state-owned enterprises for production and operation and have a difficult time in operating will be exempted from rents for March and April 2020 if they maintain business as required by the government or suspend business for epidemic prevention with no or minimized layoffs; if the leased property is used as office space, such businesses will be given a 50% cut in their rents for March and April 2020. For those that lease other operating property, the owners (or landlords) are encouraged to reduce, or exempt such businesses from rents for March and April 2020, subject to agreements between the two sides. Enterprises that have reduced, or exempted MSMEs leasing their property from, rents during the COVID-19 breakout will be granted with some capital subsidies from the municipal and district governments. All carriers including special parks, technology business incubators, university science parks, maker space, entrepreneurship bases, cultural industrial parks, and audio-visual parks are encouraged to extend their rent reduction or exemption to April. For private kindergartens that lease the real estate property of municipal or district-level state-owned enterprises for education, the rent reduction or exemption policy for MSMEs may apply if such kindergartens delay the opening time for epidemic prevention with no or minimized layoffs. For direct chain stores of catering, convenience store, hairdressing and beauty, and housekeeping service companies

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registered in Beijing Municipality as branches that are severely hit by the epidemic, if such branches or stores need to pay rents and are in line with the requirements for rent reduction or exemption on MSMEs set out in this measure, then the rent reduction or exemption policy for MSMEs may apply. Central enterprises in Beijing Municipality are encouraged to follow such policy. (Responsible units: governments of all districts, Administrative Committee of Beijing Economic-Technological Development Area, SASAC of Beijing Municipality, Beijing Municipal Finance Bureau, Beijing Municipal Commission of Housing and Urban-Rural Development, Beijing Municipal Bureau of Economy and Information Technology, Beijing Municipal Science & Technology Commission, Publicity Department of Beijing Municipal Committee of CPC, Beijing Municipal Bureau of Culture and Tourism, Beijing Municipal Radio and Television Bureau, Beijing Municipal Bureau of Sports, Beijing Municipal Education Commission, Beijing Municipal Commerce Bureau, Zhongguancun Management Committee, Beijing State-owned Cultural Assets Management Center)

## **II. Strengthening Financial Support for MSMEs**

Financial institutions such as Bank of Beijing and Beijing Rural Commercial Bank are guided to implement the national refinancing and re-discount policy for small and medium-sized banks to ensure that all funds will be provided to MSMEs at favorable interest rates. With measures such as adjusted performance appraisal and improved NPL tolerability taken, financial institutions will be encouraged to issue micro-finance bonds and create more loan products for MSMEs. Promising enterprises that are temporarily in difficulty with repayment due to the COVID-19 epidemic will be given extended maturities. The first-time borrowing and loan renew service center will be provided with improved functions so as to continuously increase the first-time borrowing rate of MSMEs and the roll-over rate of small and micro businesses (SMBs). The Government of Beijing Municipality shall make the most of its role as a financing guarantee and re-guarantee body. In 2020, financing guarantee and re-guarantee fees charged will be halved for SMBs, with efforts to lower comprehensive financing guarantee fees for SMBs to less than 1%. (Responsible units: Operations Office of the PBoC, CBIRC Beijing, Beijing Local Financial Supervision and Administration, Beijing Municipal Administration of Government Services, Municipal Finance Bureau, Beijing Financial Holdings Group)

## **III. Encouraging the Development of Supply Chain Finance**

The pilot experience of Haidian District Rights Confirmation Center will be promoted. The role of BFHG SME Services as a unified interface is made the most of. Throughout Beijing, the debt relationships between blockchain-based government and state-owned enterprises and private enterprises shall be confirmed and supply chain financing promoted. The Rights Confirmation Center will further coordinate with BFHG SME Services and CRC Receivable Financing Service Platform.

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Efforts shall be made to raise the annual receivable financing for MSMEs to more than CNY billion. (Responsible units: Beijing Local Financial Supervision and Administration, Operations Office of the PBoC, CBIRC Beijing, Beijing Municipal Finance Bureau, SASAC of Beijing, Beijing Financial Holdings Group, Haidian District Government)

#### **IV. Promoting the Innovative Development of Financing for MSMEs**

Municipal and district-level state-owned enterprises and leading enterprises shall be encouraged to make available space carriers and scenario applications to MSMEs, actively purchase products from MSMEs, coordinate with MSMEs on industrial supporting in capital, brands, production, supply and marketing, and provide support services for the development of MSMEs. Enterprises shall be encouraged to make good use of Beijing Technology Conditions Platform and innovation vouchers. Efforts shall be made to increase the support of cultural consumer coupons to physical bookstores. (Responsible units: governments of all districts, Administrative Committee of Beijing Economic-Technological Development Area, Beijing Municipal Finance Bureau and Finance Bureaus of all districts, Beijing Municipal Bureau of Economy and Information Technology, SASAC of Beijing, Beijing Municipal Science & Technology Commission, Publicity Department of Beijing Municipal Committee of CPC, Beijing State-owned Cultural Assets Management Center, Beijing Municipal Bureau of Culture and Tourism)

#### **V. Strengthening Assistance to Foreign Trade Enterprises**

Foreign trade-related financial institutions are promoted to increase credit expansion and encouraged to expand export credit insurance policy financing, and simplify the procedures for losses reporting and claims. They shall issue evidence of force majeure as agreed to enterprises that fail to perform international trade contracts as scheduled or are unable to perform due to the COVID-19 epidemic. (Responsible units: CBIRC Beijing, Operations Office of the PBoC, Beijing Local Financial Supervision and Administration, Beijing Municipal Commerce Bureau, CCPIT Beijing, Exim Bank Beijing Branch, SINOSURE Business Department 3, and other financial institutions)

#### **VI. Supporting the Development of High-tech MSMEs**

Venture capitalists are encouraged to expedite investment during the COVID-19 epidemic, so as to provide funds to quality high-tech MSMEs such as incubated enterprises that have obtained venture capital in Zhongguancun Science Park but urgently need subsequent financing. Venture capitalists bringing good investment effects will be granted with venture subsidies, in the case of Series A investment, up to CNY 500,000 for each grant and CNY 1.5 million for one institution every year; in the case of investment in other series, up to CNY 1 million for each grant and CNY 2 million for

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one institution every year. Qualified high-tech MSMEs registered in Zhongguancun Science Park that obtain financing through technology credit products will be granted with corporate lending discount support, with a discount rate increased from 40% to 50% of the actual lending rate and up to CNY 500,000 for a single credit product of each company every year. R & D cost subsidies for high-tech SMBs in Zhongguancun to apply for will be adjusted to cover qualified enterprises with an operating income of below CNY 20 million. (Responsible units: Zhongguancun Management Committee, Beijing Municipal Science & Technology Commission, Beijing Municipal Finance Bureau)

## **VII. Ensuring the Orderly Resumption of Work in MSMEs**

Unreasonable restrictions on, and rough control measures for, the resumption of work in MSMEs shall be cleaned up. Except for the restrictive measures for the resumption of work published by China and in Beijing Municipality in line with the epidemic prevention situation, no pre-approval shall be set for the resumption of work. To the extent that the requirements for epidemic prevention are followed, restaurants, vegetable shops, hairdressing and beauty salons, convenience stores, repair shops, etc., which are closely related to the lives of residents, may independently decide to resume work. Businesses that provide employees with a spacing of at least 1 meter between adjacent seats and a per-person area of at least 2.5 square meters as required may arrange for employees to return to their duties, provided that epidemic prevention management for a space with lots of persons is properly allowed for. Scenic spots and outdoor fitness places dominated by outdoor excursions may resume operation safely and orderly. Those with a Beijing Health Code showing Healthy will not be required to provide other health certificates in connection with epidemic prevention before entering and exiting public places such as commercial buildings, supermarkets, restaurants, factories, construction sites, parks, and various stores, taking public transportation, and going in and out of communities or villages for the resumption of work. (Responsible units: governments of all districts, Administrative Committee of Beijing Economic-Technological Development Area, Beijing Municipal Commission of Development and Reform, Beijing Municipal Bureau of Economy and Information Technology, Beijing Municipal Health Commission, Beijing Municipal Commission of Housing and Urban-Rural Development, Beijing Municipal Commerce Bureau, Beijing Municipal Bureau of Culture and Tourism, Beijing Municipal Bureau of Sports, Beijing Urban Management Law Enforcement Bureau, Beijing Municipal Bureau of Market Supervision and Administration)

## **VIII. Increasing Support for Aiding Enterprises and Stabilizing Employment**

Based on a new situation of normalized epidemic prevention and control, more efforts shall be put to support social insurance funds, provide training to employees of MSMEs in key industries such as technological innovation, urban operation guarantee, and life services, and help employees improve

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skills and land stable jobs. Enterprises in difficulty with production or operation or with unemployment risks may apply for temporary job subsidies. (Responsible units: governments of all districts, Administrative Committee of Beijing Economic-Technological Development Area, Beijing Municipal Human Resources and Social Security Bureau, Beijing Municipal Education Commission, Beijing Municipal Bureau of Culture and Tourism, Beijing Municipal Bureau of Sports, Beijing Municipal Science & Technology Commission, Beijing Municipal Bureau of Economy and Information Technology, SASAC of Beijing, Beijing Municipal Commerce Bureau, Publicity Department of Beijing Municipal Committee of CPC, Beijing Municipal Finance Bureau, Beijing Municipal Postal Administration, Beijing Equity Trading Center)

## **IX. Establishing a Monitoring and Warning Mechanism for the Operation of MSMEs**

All districts are required to strengthen the daily monitoring of key indicators such as the number of MSMEs, operating conditions, and the employment therein, regularly collate the demands of MSMEs, improve the prospectiveness and pertinence of monitoring and analysis, and promptly warn about possible problems. Beijing Municipal Bureau of Statistics will spot check how MSMEs are operated in all districts. (Responsible units: governments of all districts, Administrative Committee of Beijing Economic-Technological Development Area, Beijing Municipal Bureau of Statistics, Beijing Municipal Commission of Development and Reform, Beijing Municipal Bureau of Economy and Information Technology, Beijing Municipal Tax Services)

All districts, bureaus, and units shall have a profound understanding of how important promoting the stable development of MSMEs is to maintaining employment, people's livelihood and stability, and promoting innovation, and help MSMEs as an important task for now. All shall continue to coordinate with other departments, work together, make well-targeted efforts, and see what needs to be done to help enterprises, so that MSMEs can have a real sense of gain. All districts shall fulfill their territorial responsibilities, formulate implementation rules and implement them depending on the actual local conditions, pay more visits to enterprises during the epidemic, learn about and respond to their demands, and ensure that local enterprises can operate normally and provide stable jobs.

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# **Circular of the General Office of the People's Government of Beijing Municipality on Issuing the Measures for Preventing and Controlling the COVID-19 Epidemic and Ensuring the Safe and Orderly Resumption of Work and Production by Enterprises**

*The people's governments of all districts, all commissions, offices and bureaus of the municipal government, and all municipal agencies,*

Upon consent of the municipal government, the Measures for Preventing and Controlling the COVID-19 Epidemic and Ensuring the Safe and Orderly Resumption of Work and Production by Enterprises are hereby issued to you for your earnest implementation.

*General office of the People's Government of Beijing Municipality*

*March 16, 2020*

## **Measures for Preventing and Controlling the COVID-19 Epidemic and Ensuring the Safe and Orderly Resumption of Work and Production by Enterprises**

In order to thoroughly implement the spirits of General Secretary Xi Jinping's important speech on the COVID-19 epidemic prevention and control and the decisions and arrangements of the CPC Central Committee and the State Council, resolutely take COVID-19 epidemic prevention and control as the top priority in Beijing, strengthen the epidemic prevention in enterprises' resumption of work production, prevent the risk of cluster transmission in real earnest, orderly restore the order

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of production and life, and win the war against the COVID-19 epidemic prevention, the following measures are formulated.

**I. Urging enterprises to strictly implement the safety requirements for COVID-19 epidemic prevention.** Adhere to the priority of COVID-19 epidemic prevention and resume work in an orderly manner. According to the guidelines for the COVID-19 epidemic prevention and control of sub-industry resuming production, which were published on the website of the Capital Window and the Beijing Center for Disease Prevention and Control, urge the enterprises to formulate the COVID-19 epidemic prevention and control plan and emergency plan, implement the corporate responsibility for the COVID-19 epidemic prevention, and refine the prevention and control requirements of factories, construction site, buildings, canteen, dormitory and other places, use "Beijing Health Terminal" to check the health status of employees every day, and report abnormal conditions to the district disease control departments in a timely manner. Implement the "double administrators" system for streets and property management companies. Enterprises shall approve daily working staff, and promote flexible office methods such as working avoiding the peak hour, rotation to work, and home office, further reduce staff density. City management, housing and urban-rural development, market supervision, emergency management departments of the urban districts should strengthen inspections of enterprises' implementation of the COVID-19 epidemic prevention and control measures to ensure that prevention and control measures are put in place. Enterprises can consult and feedback specific problems of the COVID-19 epidemic prevention and control through the 12345 service hotline, and the competent industry departments and disease control departments of the urban districts should provide answer and help in a timely manner. (Responsible units: Beijing Municipal Health Commission, Beijing Municipal Administration of Government Service, Beijing Municipal Comprehensive Law-enforcing Bureau of City Administration, Beijing Municipal Commission of Housing and Urban-Rural Development, Beijing Administration for Market Regulation, Beijing Municipal Emergency Management Bureau, competent industry departments, district governments)

**II. Making efforts to assist enterprises in purchasing epidemic prevention materials.** Establish the municipal-level and district-level governments supply and security mechanism for necessary prevention materials, including masks and temperature detectors. Actively promote the effective recovery of market channels, and gradually meet the needs of enterprises for epidemic prevention materials to resume production. For enterprises with specific needs for epidemic prevention materials, set up a district-level industry management department service mechanism. The service beyond guarantee by district-level departments can be provided by municipal materials departments. The municipal-level and district-level financial departments shall provide support for the production and supply of key anti-epidemic materials. (Responsible units: Beijing Municipal Commerce Bureau,

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Beijing Medical Products Administration, Beijing Municipal Finance Bureau, Beijing Municipal Commission of Development and Reform, Beijing Municipal Bureau of Economy and Information Technology, Beijing Municipal Commission of Housing and Urban-Rural Development, competent industry departments, district governments)

**III.Strengthening the labor security for enterprises.** In accordance with the requirements of the strict coordination and management mechanism for entering Beijing, the railway, civil aviation, and transportation management departments shall strengthen remote management and control, guide personnel to enter Beijing in an orderly manner, and resolutely prevent high-risk groups from entering Beijing. The human resources and social security bureaus of urban districts should set up human resources service mechanism for key enterprises to accurately find out the employment demand, promote recruitment information to Beijing and provinces, autonomous regions, and municipalities directly under the Central Government with low-risk, especially the targeted assistance areas. Organize online recruitment and remote interview. Work out return plan for large-scale, concentrated returning migrant workers. The transportation and railway management departments will coordinate and arrange special cars and trains to achieve seamless connection among the "departure", "travel", and "arrival" of migrant workers. Promote the "employment supermarket" urgent recruitment online platforms, serve enterprises to publish information on employment needs. Promote the "HELO shared employment" platform, serve for "adjustment employment" or "shared employment" between enterprises to solve the temporary employment gap. Implement the flexible employment policy, and enterprises can comprehensively adjust the rest days in the year. (Responsible units: Beijing Municipal Human Resources and Social Security Bureau, Beijing Municipal Commission of Housing and Urban-Rural Development, Beijing Municipal Commission of Transport, Beijing Railway Administration, CAAC North China Regional Administration, district governments)

**IV. Promoting the collaborated operation of industrial chain in coordination with the resumption of work.** Systematically review the supporting needs of industrial chain leading enterprises, make full use of the joint prevention and control working mechanism of Beijing-Tianjin-Hebei for COVID-19 epidemic, and jointly promote the key supporting enterprises in the Beijing-Tianjin-Hebei region to resume production. Promote the health code rules mutual recognition mechanism in Beijing-Tianjin-Hebei region, and share the COVID-19 epidemic data. According to the needs of enterprises, actively coordinate related supporting enterprises to resume production of other provinces, autonomous regions and cities. Set up a platform for docking and resuming production and industrial demand at Beijing Property Right Exchange and open the mobile client to enable enterprises to release supply and demand information such as raw materials, components, and equipment. (Responsible units: Beijing Municipal Bureau of Economy and Information Technology, Beijing-Tianjin-Hebei Coordination



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Office, Beijing Local Financial Supervision and Administration, district governments)

**V. Strengthening logistics and transportation guarantee.** Establish emergency security fleet including more than 100 cargo transportation companies and more than 1,000 various types of freight vehicles and announce specific docking information at the Window of Capital to provide emergency support for enterprises' needs on production and transportation. Launch the WeChat Mini Program "Beijing Customized Bus Upgraded Version" and "Customized Bus for reproduction", providing enterprises with online reservation, fast and direct customized public transportation service. Improve the slow-moving system, strengthen the cleaning and disinfection of shared bicycles and public bicycles, and encourage corporate employees to go to work by bicycle. (Responsible units: Beijing Municipal Commission of Transport, Beijing Public Transport Group, district governments)

**VI. Meeting the basic dining needs of enterprises.** Release the list of food and vegetable supply and delivery companies with "point-to-point" delivery capabilities in Beijing on the Window of Capital, provide routine distribution or emergency procurement services for enterprises. Release the list of catering stores and qualified collective dining delivery companies that provide food delivery services in batches, help enterprises accurately connect with catering service companies. Centrally process and distribute food according to ordering needs. Establish an online service platform for food procurement and group ordering, organize vegetable distribution companies and catering companies to join in, and provide efficient docking services of food procurement, centralized catering, and group ordering for employees in commercial buildings. (Responsible units: Beijing Municipal Commerce Bureau, Beijing Administration for Market Regulation, district governments)

**VII. Helping companies to solve the problem of temporary accommodation for employees in multi-channel.** Encourage wholly-owned and controlled economy hotels of city-owned enterprises to provide temporary accommodation for migrant workers with preferential prices, use internal training centers as a centralized and medical observation point, and provide appropriate rewards by municipal finance. All districts use built-up public rental housing (resettlement housing) that has already been handed over as temporary dormitories, revolving housing, and centralized isolation medical observation points for enterprises in the district with low rents and short leases. The property unit shall sign temporary rent agreement and safety agreement with relevant enterprises, clarify the rights and obligations of house safety, epidemic prevention and control, rent standards, and expiration terms. Each district should timely promulgate and update the list of hotels that have centralized accommodation conditions, medical observation facilities, and relatively favorable prices. (Responsible units: State-Owned Assets Supervision and Administration Commission of the People's Government of Beijing Municipality, Beijing Municipal Commission of Housing and Urban-Rural Development, Beijing Municipal Finance Bureau, district governments)

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**VIII. Encouraging enterprises to adopt the way of working online.** Release the free remote office and video conference products during the COVID-19 epidemic period in batches of online-working providers at the Window of Capital, continue to promote more service providers to provide temporary preferential services to micro, small and medium-sized enterprises during the COVID-19 epidemic period. Support incubators, university science parks, mass innovation space, entrepreneurial bases, cultural industry parks and other carriers to purchase cloud services and collaborative office software, and provide them to incubating companies for free or at low cost. Organize three basic telecommunications operators to provide free broadband or speed-up services to eligible micro, small and medium-sized enterprises and household users during the COVID-19 epidemic period. (Responsible units: Beijing Municipal Bureau of Economy and Information Technology, Beijing Municipal Science and Technology Commission, Administrative Committee of Zhongguancun Science Park, Beijing Municipal Bureau of Culture and Tourism, Beijing Communications Administration, Beijing State-owned Cultural Assets Management Center)

**IX. Making the express service more secure and convenient.** It is required to support the normal operation of express service point that implement prevention and control measures. Strictly implement the COVID-19 epidemic prevention and control measures such as "inspection before starting work" and "re-inspection when come back to work". Give priority to equipping front-line delivery courier with protective articles. Communities (villages) shall actively use internal and external idle space, add smart express boxes, allow and standardize couriers to enter communities (villages), and use contactless distribution facilities. Guide express delivery and takeaway companies to relatively fixed delivery personnel for each community (village), make them registered at the community (village) and issue pass. (Responsible units: Beijing Municipal Postal Administration, Beijing Municipal Commerce Bureau, district governments)

**X. Strengthening the risk security for enterprises to resume production.** Support the insurance company to launch the comprehensive epidemic prevention and control insurance for enterprises in Beijing to resume production. The losses of suspension of production due to the COVID-19 epidemic of major projects should be included in the insurance scope. The municipal finance will provide 50% subsidy for insurance premiums during the COVID-19 epidemic period, and the insurance period does not exceed three months. The extension will be decided later according to the epidemic situation. (Responsible units: Beijing Local Financial Supervision and Administration, Beijing Office of the China Banking and Insurance Regulatory Commission, Beijing Municipal Finance Bureau, Beijing Municipal Commission of Housing and Urban-Rural Development, district governments)

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# Measures of the General Office of the People's Government of Beijing Municipality for Further Supporting the Efforts to Defeat the COVID-19 Epidemic

*Jing Zheng Ban Fa [2020] No.5*

*The people's governments of all districts, all commissions, offices and bureaus of the municipal government, and municipal agencies,*

In order to thoroughly implement the arrangements of the CPC Central Committee and the State Council on COVID-19 epidemic prevention and control, effectively strengthen the capacity building of prevention and control, solve the difficulties in enterprises' production and operation, promote the smooth and orderly operation of cities, and better serve the lives of citizens, the following measures are hereby formulated.

## **I. Further Optimizing the Approval Services**

1. Speeding up the approval of the newly-produced projects for the epidemic-related control materials production. All districts should develop one-stop, full-chain parallel green channel to approval within 48 hours for the production and construction, certification of control materials, supporting components, and material projects. Prioritize the allocation of resource-based indicators such as water, electricity and land. (Responsible unit: district governments)

2. Establishing special windows and green channels for the rapid clearance of imported prevention and control materials. Ensure customs clearance with "zero delay" for imported drugs and medical equipment used for the COVID-19 epidemic prevention and control. According to relevant national regulations, from January 1 to March 31, 2020, the donated imported materials for the COVID-19 epidemic prevention and control shall be exempted from import duties, import value-added tax, and consumption tax. The materials imported directly by the health departments for the COVID-19 epidemic prevention and control shall be exempted from customs duties. The levied tax for mentioned materials shall be refunded. (Responsible units: Beijing Customs District, Beijing Municipal Finance Bureau, Beijing Municipal Tax Service, STA, Beijing Municipal Health Commission)

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3. Opening up procurement green channel. Pursuant to relevant state regulations, the procurement of goods, projects and services related to the COVID-19 epidemic prevention and control may not be carried out in the procedures prescribed by the Government Procurement Law, and the procurement of imported materials shall not require approval. (Responsible unit: Beijing Municipal Finance Bureau)

4. Improving the fund transfer efficiency. Guide banking financial institutions within their jurisdictions to do a good job in bank account services related to the COVID-19 epidemic prevention and control, simplify the account opening process and speed up business processing. Actively open up green channels for donations to ensure that epidemic prevention and control funds reach the designated payee accounts as soon as possible. The banking financial institutions remittance fees for the COVID-19 epidemic prevention and control through the PBC payment system shall be reduced and exempted. (Responsible units: Operations Office of the People's Bank of China, Beijing Office of the China Banking and Insurance Regulatory Commission)

5. Simplifying foreign exchange procedures. For the import of epidemic prevention and control materials required by the relevant departments of the municipal government, the business procedures and materials for the purchase and payment of foreign exchange can be simplified according to the principle "handle special cases with special methods". For foreign donation funds that have been remitted domestically and overseas to support the COVID-19 epidemic prevention and control, banks can conveniently handle fund entry and exchange through the foreign exchange settlement accounts of current items of the beneficiary units. Suspend the requirement to open a donation foreign exchange account. When an enterprise handles the settlement and payment of capital project income related to the COVID-19 epidemic prevention and control, it does not to submit documentary materials to the bank beforehand. The handling bank should strengthen the post-inspection of the authenticity of the use of enterprise funds. (Responsible units: Operations Office of the People's Bank of China, Beijing Foreign Exchange Administration, Beijing Office of the China Banking and Insurance Regulatory Commission)

## **II. Strengthening Financial Support for Prevention and Control**

6. Establishing a special fund pool for the COVID-19 epidemic prevention and control, this is mainly used for the medical material reserves, medical equipment and protective materials required by medical and health institutions to carry out epidemic prevention and control. The municipal-level and district-level Bureaus of Finance will increase the allocation for the COVID-19 epidemic prevention and control, prioritize the dispatch, and cooperate with the financial agency banks to actively connect with the health departments and disease control departments, ensure full and available funds for the COVID-19 epidemic prevention and control arranged in the budget. For district-level finances

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with fewer funds, the municipal finances will increase the fund dispatch. (Responsible units: Beijing Municipal Finance Bureau, district governments)

7. Strengthening medical funds guarantee. Implement the relevant national policies are implemented, and the personal out-of-pocket expenses for the COVID-19 epidemic treatment will be fully subsidized by the government. Medical care and related staff who direct contacts with personnel to be diagnosed or confirmed personnel, finishes diagnosis, treatment, nursing, hospital infection control, case specimen collection and pathogen detection, etc., shall be given a subsidy of CNY 300 per person per day, and CNY 200 per person per day for other medical personnel and epidemic prevention workers. Medical care and related staff who have contracted COVID-19 as a result of performing duties shall be identified as work-related injuries according to regulations; the drugs and medical service items covered by Diagnosis and Treatment Protocol for Novel Coronavirus Pneumonia shall be temporarily included in the work injury insurance fund payment scope. (Responsible units: Beijing Municipal Finance Bureau, Beijing Municipal Health Commission, Beijing Municipal Medical Insurance Bureau, Beijing Municipal Human Resources and Social Security Bureau, district governments)

8. Increasing credit support for areas related to the COVID-19 epidemic prevention and control and people's livelihood. Guide financial institutions within their jurisdiction to provide special credit services to enterprises, manufacturing and procurement of pharmaceutical products, public health infrastructure construction, scientific research involved in the COVID-19 epidemic prevention and control. Provide special services for credit apply from enterprises involved in the COVID-19 epidemic prevention and control. Through the special re-loan financial institutions of the People's Bank of China provide preferential interest rate credit support to key enterprises involved in the production, transportation, and sales of key medical and living materials that are directly involved in prevention and control. Encourage financial institutions within the jurisdiction to provide more preferential financial services to relevant units and workers on the front line of COVID-19 epidemic prevention and control, persons receiving treatment or quarantine, and those who temporarily deprived of income source. Flexibly adjust repayment arrangements for personal loans such as housing mortgages and credit cards, reasonably delay the repayment period. (Responsible units: Operations Office of the People's Bank of China, Beijing Office of the China Banking and Insurance Regulatory Commission, Beijing Local Financial Supervision and Administration)

### **III. Well Serve Enterprises**

9. Supporting enterprises producing materials required for the COVID-19 epidemic prevention and control to implement technological transformation, improve quality and increase production capacity, support other enterprises to quickly form production capacity through adding production lines required

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for the COVID-19 epidemic prevention and control. Provide investment subsidies or loans for projects that effectively release capacity discount. (Responsible units: Beijing Municipal Bureau of Economy and Information Technology, Beijing Municipal Commission of Development and Reform, Beijing Municipal Finance Bureau)

10. Helping enterprises stabilize their production and operation. Assist enterprises to solve the problems of material guarantee, raw material supply, logistics and transportation, etc., strengthen supervision and guidance on prevention and control, and ensure normal production under the prerequisite of meeting the requirements of the COVID-19 epidemic prevention and control. Implement a flexible employment policy, allowing enterprises to comprehensively adjust the use of annual rest days. If enterprises suffer from difficulties in production and operation due to the COVID-19 epidemic situation, they may, through negotiation with employees, adopt methods such as salary adjustment, rotation and rest, working hours shortening, and waiting for work to stabilize employment. And try to reduce no staff or reduce staff to the smallest extent. Eligible enterprises can refund unemployment insurance premiums in accordance with regulations. (Responsible units: competent industry departments, Beijing Municipal Commerce Bureau, Beijing Medical Products Administration, Beijing Municipal Commission of Transport, Beijing Railway Administration, Beijing Customs District, Beijing Municipal Health Commission, Beijing Municipal Human Resources and Social Security Bureau, Beijing Municipal Finance Bureau, district governments)

11. Properly solving the financing problems of enterprises in difficulty. For those enterprises that have temporarily encountered difficulties in operation due to the COVID-19 epidemic situation with prospects for development, should not withdraw loans, and do a good job of renewing loans as quickly as possible. Activate the online loan renewal mechanism. Take appropriate measures to reduce loan interest rates, increase credit loans, medium- and long-term loans to support relevant enterprises to overcome the impact of the COVID-19 epidemic. For those companies that have encountered difficulties in stock pledges, debt payments, and information disclosure due to the COVID-19 epidemic, we will guide them to make good use of the relevant policies of the China Securities Regulatory Commission and the Exchange, resolve the liquidity crisis and tide over the difficulties through appropriate extensions, borrowing for repaying and postponed disclosure. (Responsible units: Operations Office of the People's Bank of China, Beijing Office of the China Banking and Insurance Regulatory Commission, Beijing Office of the China Securities Regulatory Commission)

12. Delaying in payment of social insurance premiums. Extend the collection period of social insurance premiums payable in January and February to the end of March. For tourism, accommodation, catering, exhibitions, trade and distribution, transportation, education and training, cultural performances, film and theaters, ice and snow sports and other industries and enterprises

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affected by the COVID-19 epidemic, after confirmation by relevant industry authorities, the social insurance premium collection period can be extended to the end of July. During the late payment period no late fees will be charged, and the normal enjoyment of various social insurance benefits as well as the personal rights record will not be affected.(Responsible units: Beijing Municipal Human Resources and Social Security Bureau, Beijing Municipal Education Commission, Beijing Municipal Bureau of Culture and Tourism, Beijing Municipal Commerce Bureau, Beijing Municipal Commission of Transport, Beijing Municipal Bureau of Sports, Beijing Medical Insurance Bureau, Beijing Municipal Finance Bureau)

13. Encouraging large-scale commercial buildings, shopping malls and market operators to moderately reduce rents for small and medium-sized tenants during the COVID-19 epidemic period. All districts may give appropriate financial subsidies to renting enterprises that take rent reduction measures. (Responsible units: Beijing Municipal Commerce Bureau, Beijing Municipal Finance Bureau, State-Owned Assets Supervision and Administration Commission of the People's Government of Beijing Municipality, district governments)

#### **IV. Supporting the Role of Scientific and Technological Innovation in COVID-19 Epidemic Prevention and Control**

14. Strengthening research and development on COVID-19 epidemic prevention drugs. We will introduce relevant policies to strengthen scientific research on pneumonitis with COVID-19 infection and promote the innovation-driven development of the healthcare sector, support medical institutions to actively carry out clinical research on innovative varieties of pneumonia prevention, diagnosis and treatment for COVID-19 virus infection, and promote the entry of innovative medical devices and innovative drugs to clinical applications as soon as possible. Support pharmaceutical companies to speed up the development and production of antiviral drugs and testing reagents. Promptly, fully and preferentially handle tax rebates for domestically produced equipment for qualified production of drugs, reagents, and vaccines. (Responsible units: Beijing Municipal Science and Technology Commission, Beijing Municipal Health Commission, Beijing Municipal Finance Bureau, Beijing Municipal Tax Service, STA)

15. Strengthening the connection with pharmaceutical and medical device product manufacturing enterprises needed for the COVID-19 epidemic prevention and control, and encourage the establishment of branches in related Zhongguancun sub-gardens. Give full play to the role of third-party technical service platforms, accelerate the R&D of related technical products such as drugs and medical devices. Support enterprises to enter the green channel for emergency review and approval of prevention and control products. (Responsible unit: Administrative Committee of Zhongguancun Science Park)



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16. Promoting big data and AI applications. Implement the Beijing Big Data Action Plan in depth, encourage the integration and sharing of government data and social data. Jointly carry out research and development of intelligent applications such as screening and material deployment. Improve the "Beijing COVID-19 Epidemic Online Consultation Platform" to support the medical artificial intelligence key technologies' R&D and product demonstration. (Responsible units: Beijing Municipal Bureau of Economy and Information Technology, Beijing Municipal Science and Technology Commission, Beijing Municipal Health Commission)

## **V. Strengthening City Operational Services**

17. Managing the services for returnees. Strictly implement the Circular of the General Office of the Beijing Municipal People's Government on Implementing the "Four-Party Responsibilities" and Further Strengthening the Prevention and Control of the Novel Coronavirus Pneumonia Outbreak in Key Populations, Places and Entities(Jing Zheng Ban Fa [2020] No.4) Those who have left Hubei area or have had contact history with the personnel in Hubei area should take the initiative to report the health status to the community (village) where they live or stay on the day of arrival in Beijing within the first 14 days, and accept medical observations for 14 days from the date of arrival in Beijing. They should monitor the body temperature in the morning and evening daily and must not go out. The community (village) responsible for the medical observations should provide them with basic services. For people who arrived Beijing from other regions, the body temperature and health monitoring should be carried out in the morning and evening within 14 days. Those with normal body temperature can go to work. Encourage enterprises to implement flexible working hours, and arrange online working if permitted. All sub-district offices and township governments should implement classified management requirements, guide communities to adopt scientific prevention and control measures to avoid a one-size-fits-all approach. (Responsible unit: Beijing Municipal Health Commission, district governments)

18. Strengthening the guarantee of the daily necessities supply. In accordance with the principle of "municipal management of wholesale and district management of retail", we should step up coordination and service guarantee for daily necessities supply enterprises, coordinate key circulation enterprises such as major wholesale markets, large supermarket chains and etc., strengthen government reserves and supply. Strictly implement the responsibility of territories in each district, and do a good job in the retail supply of life necessities. Start the implementation of "point-to-point" monitoring replenishment guarantee mechanism to improve the efficiency of out-of-stock goods. We will bring important epidemic prevention and living materials into the scope of emergency transportation support, implement the green channel policy, and ensure "no parking, no inspection, no charge". Give priority to convenient passage. Strict price supervision, strengthen price monitoring, and report daily changes in food prices in each district. Seriously investigate and deal with illegal acts that disrupt the



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market price order, such as hoarding stocks, fabricating and spreading information on price increases, and driving up prices. (Responsible units: Beijing Municipal Commerce Bureau, Beijing Municipal Commission of Development and Reform, Beijing Municipal Commission of Transport, Beijing Municipal Finance Bureau, Survey Office of the National Bureau of Statistics in Beijing, Beijing Administration for Market Regulation, district governments)

19. Increasing government services to facilitate enterprises and people. Implement the "service package" system for key enterprises, give full play to the role of the 12345 citizen service hotline, promptly respond to the demands of enterprises and the masses in a timely manner, and provide more "supply timely help". Strengthen the construction of smart government affairs in an all-round way, and promote more government service items, such as "online government affairs" for, so as to facilitate the work of the masses and avoid the gathering of personnel. (Responsible units: Beijing Municipal Commission of Development and Reform, Beijing Municipal Administration of Government Service, Beijing Investment Promotion Service Center, relevant municipal departments)

*General Office of the People's Government of Beijing Municipality*

*February 3, 2020*

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# Measures of the General Office of the People's Government of Beijing Municipality for Mitigating the Impact of the COVID-19 Epidemic, and Supporting Sustained and Healthy Development of Micro, Small and Medium-sized Enterprises

*Jing Zheng Ban Fa [2020] No.7*

*The people's governments of all districts, all commissions, offices, and bureaus of the municipal government, and municipal agencies,*

In order to thoroughly implement the arrangements of the CPC Central Committee and the State Council In order to thoroughly implement the arrangements of the CPC Central Committee and the State Council on COVID-19 epidemic prevention and control, effectively mitigate the impact of the COVID-19 epidemic on the production and operation of micro, small and medium-sized enterprises, and help them overcome difficulties and stabilize development, the following work measures are hereby formulated.

## **I. Reducing the Burden on Micro, Small and Medium-sized Enterprises**

1. Suspending some administrative charges. During the COVID-19 epidemic period, special equipment inspection fees, sewage treatment fees, and road occupation fees shall be suspended for micro, small and medium-sized enterprises that were greatly affected. (Responsible units: Beijing Municipal Finance Bureau, Beijing Municipal Commission of Development and Reform, Beijing Administration for Market Regulation, Beijing Water Authority, Beijing Municipal Commission of Transport, district governments)
2. Reducing or waiving the rents for micro, small and medium-sized enterprises. If micro, small and medium-sized enterprises lease estate of state-owned enterprises in urban districts to engage in production and operation activities, and insist on operating in accordance with government requirements or close operations according to the COVID-19 epidemic prevention regulations without layoffs or fewer layoffs, their rent for February shall be exempted. If the mentioned enterprises rent

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the estate for business offices, their rent for February shall be reduced by 50%. The owners (landlords) of other operation houses are encouraged to reduce or exempt the rent for the tenants, which shall be settled through consultation between the two parties. The municipal government shall grant a certain amount of financial subsidy to the enterprises that have provided rent relief for micro, small and medium-sized enterprises that rented houses during the COVID-19 epidemic period. Priority will be given to policy support for various carriers, such as special parks, technology business incubators, university science parks, mass innovation space, entrepreneurship bases, cultural industry parks, audio-visual parks that provided rent relief for micro, small and medium-sized enterprises that rented houses during the COVID-19 epidemic period. The central enterprises in Beijing are encouraged to implement by reference. (Responsible units: State-Owned Assets Supervision and Administration Commission of the People's Government of Beijing Municipality, Beijing Municipal Finance Bureau, Beijing Municipal Commission of Housing and Urban-Rural Development, Beijing Municipal Bureau of Economy and Information Technology, Beijing Municipal Science and Technology Commission, Publicity Department of the Beijing Municipal Committee, Beijing Municipal Bureau of Culture and Tourism, Beijing Municipal Radio and Television Bureau, Beijing Municipal Bureau of Sports, Administrative Committee of Zhongguancun Science Park, Beijing State-owned Cultural Assets Management Center, Administrative Committee of Beijing Economic-Technological Development Area, district governments)

3. Applying for deferred tax payment for enterprises in operating difficulties. Micro, small and medium-sized enterprises affected by the COVID-19 epidemic with difficulties in tax declaration may, in accordance with the law, apply for deferred tax payment up to three months. For "regular ration" households affected by the COVID-19 epidemic, rationally adjust the quota in accordance with the actual situation, or simplify the closure procedures. (Responsible units: Beijing Municipal Tax Service, STA, district governments)

4. Subsidizing R&D costs for small and micro enterprises. Science and technology small and micro enterprises in the Zhongguancun National Independent Innovation Demonstration Zone are provided a subsidy in R&D expenses up to CNY200,000 according to the actual situation of R&D investment. (Responsible units: Administrative Committee of Zhongguancun Science Park, Beijing Municipal Finance Bureau)

5. Mitigating the prominent impact caused by the COVID-19 epidemic. For eligible small and medium-sized cultural enterprises, through the "investment and loan award" policy, incentives such as interest discounts and rent discounts will be given. For the qualified small and micro enterprises and start-up cultural enterprises, rent subsidies will be given through the rent policy. Appropriate water and electricity subsidies will be given to skating and skiing sites affected by the COVID-19 epidemic. According to the relevant regulations, the quality guarantee deposit of the travel agency will be fully

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refunded to the travel agency with good operating standards and reputation, and it will be repaid after the epidemic situation. Set up projects for key chain restaurants(breakfast), vegetable stores(fresh food supermarkets), convenience stores and other outlets which are severely affected by the COVID-19 epidemic or guarantee the basic life of the public amid COVID-19 epidemic prevention and control, and provide them housing rent and other supports. The upper limit of the support proportion is raised from 50% to 70%. For exhibition projects suspended due to the COVID-19 epidemic, if they continue to be held in Beijing during the year and 50% or more of the participating enterprises are micro, small and medium-sized enterprises, a certain rent subsidies will be given. Reduce taxi operating costs and encourage taxi companies to moderately reduce or reduce contracting fees for taxi drivers who continue to engage in normal service during the COVID-19 epidemic period; municipal-level and district-level governments may provide certain operating subsidies to taxi companies that encourage operations through measures such as reducing contracting fees. (Responsible units: Publicity Department of the Beijing Municipal Committee, Beijing Municipal Bureau of Sports, Beijing Municipal Bureau of Culture and Tourism, Beijing Municipal Commerce Bureau, Beijing Municipal Commission of Transport, Beijing Municipal Finance Bureau, district governments)

## **II. Enhancing Financial Support**

6. Further increasing in credit delivery. The annual growth rate of inclusive small and micro enterprises loan is higher than that of various loans, and the growth rate of loans for inclusive small and micro enterprises of large state-owned banks shall not less than 20%. For enterprises that have temporary difficulties in operation due to the COVID-19 epidemic, but have prospects for development, we should not withdraw loans, and do a good job of renewing loans. For small, medium and micro-sized enterprises that severely affected by the COVID-19 epidemic and in difficulties in repayment, we can provide extension for payment or renew loan. (Responsible units: Operations Office of the People's Bank of China, Beijing Office of the China Banking and Insurance Regulatory Commission, Beijing Local Financial Supervision and Administration)

7. Reducing enterprise financing costs. Accelerate and expand the use of LPR pricing benchmarks, and promote the city's comprehensive financing costs for inclusive small and micro enterprises in 2020 by another 0.5 percentage points compared with 2019. Key enterprises of the COVID-19 epidemic prevention and control are provided subsidized loans. (Responsible units: Operations Office of the People's Bank of China, Beijing Office of the China Banking and Insurance Regulatory Commission, Beijing Local Financial Supervision and Administration, Beijing Municipal Finance Bureau)

8. Broadening direct financing channels. The stock pledge agreement of small and medium-sized enterprises expires amid the COVID-19 epidemic prevention and control. If an enterprise applies for an extension due to repayment difficulties, it may consult with financial institutions such as securities companies for extension of three to six months. Actively promote the pre-IPO companies, and the

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innovative companies of the OTC market to apply for selective counselling and acceptance, and adopt flexible and efficient methods such as off-site for counselling and acceptance. During the COVID-19 epidemic period, we will speed up the construction of online service platforms in the capital market, and organize counselling organizations to increase online trainings for listing companies. (Responsible units: Beijing Office of the China Securities Regulatory Commission, Operations Office of the People's Bank of China, Beijing Local Financial Supervision and Administration, Administrative Committee of Zhongguancun Science Park)

9. Improving financing convenience. We should strengthen the rapid response mechanism and network construction of financial services, carry out the quick docking service of "online smooth financing project", give full play to the role of the bank-enterprise docking system, enhance the availability of financial services, and reduce service costs. Improve the functions of the city's loan renewal service center, speed up the construction of the enterprise first loan service center, and continue to improve the "first loan rate" and the proportion of credit loans for small and medium-sized enterprises. The proportion of small and micro enterprises without repayment of loan renewal shall be increased by more than 20 percent. Establish a supply chain credit and debt platform based on the blockchain to provide rights financing services for micro, small and medium-sized enterprises involved in government procurement and state-owned enterprise procurement. (Responsible units: Operations Office of the People's Bank of China, Beijing Office of the China Banking and Insurance Regulatory Commission, Beijing Local Financial Supervision and Administration, Beijing Municipal Administration of Government Service)

10. Optimizing financing guarantee services. During the COVID-19 epidemic period, the municipal government guarantee institutions reduced the comprehensive rate by 0.5 percentage points for micro, small and medium-sized enterprises severely affected by the COVID-19 epidemic. For related companies that provide life service guarantee during the COVID-19 epidemic period, the guarantee rate shall be reduced below 1.5%; and for related companies, the guarantee fee rate shall be reduced below 1%. (Responsible units: Beijing Municipal Finance Bureau, Beijing Local Financial Supervision and Administration, Beijing Municipal Bureau of Economy and Information Technology)

11. Strengthening innovative financing services for micro, small and medium-sized enterprises. We will further reduce the loan interest rate for micro, small and medium-sized enterprises with financial difficulties such as the top ten high-tech industries and the Zhongguancun National Independent Innovation Demonstration Zone. Strive to increase science and technology enterprise loans by no less than 15% year-on-year in 2020, and the number of households with loan increase by no less than 15% year-on-year. Provide discount loans and bonds, financial leasing costs subsidies for Zhongguancun innovative micro, small and medium-sized enterprises affected by the COVID-19 epidemic situation. (Responsible units: Operations Office of the People's Bank of China, Beijing Municipal Bureau of Economy and Information Technology, Administrative Committee of Zhongguancun Science

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Park, Beijing Municipal Commission of Development and Reform, Beijing Municipal Science and Technology Commission, Beijing Municipal Finance Bureau, Beijing Office of the China Banking and Insurance Regulatory Commission, Beijing Local Financial Supervision and Administration)

### **III. Ensuring the Normal Production and Operation of Enterprises**

12. Implementing the policy of assisting enterprises and stabilizing employment. For insured companies that are affected by the COVID-19 epidemic with temporary production and operation difficulties, and enterprises which insist on not layoffs or fewer layoffs, apply refund the unemployment insurance premiums according to the monthly average unemployment insurance standard and the number of employees insured in Beijing for the last six months. During the COVID-19 epidemic period, for the micro, small and medium-sized enterprises that meet the functional positioning of the capital and the direction of industrial development, if the average number of employees of the enterprises is equal to or within 20%(excluding) compared with the average number of the previous year at the end of April, shall be given a lump sum subsidy of 30% of the social insurance premium for three months. If the average number of employees of the enterprises increased by 20% or more compared with the average number of employees in the previous year, the enterprise shall be given a lump sum subsidy of 50% of the social insurance premium payable for three months. For enterprises enjoying the above policy, employees (including those waiting for employed) are organized to participate in vocational skills training in accordance with the requirements, and they can enjoy a lump sum skill upgrade training subsidy of CNY1,000per person. Eligible unemployed people in Beijing can enjoy free training in accordance with relevant regulations. (Responsible units: Beijing Municipal Human Resources and Social Security Bureau, Beijing Municipal Finance Bureau, district governments)

13. Promoting employment for groups with employment difficulties. If employers recruit registered unemployed people in Beijing and urban and rural people with difficulties in employment, sign labor contracts of one year or more according to law, pay employee social insurance in accordance with regulations and monthly wages in full amount not less than 1.2 times the minimum wage standard for employees in Beijing, they can apply for post subsidies and social insurance subsidies in accordance with regulations. (Responsible units: Beijing Municipal Human Resources and Social Security Bureau, Beijing Municipal Finance Bureau)

14. Guaranteeing the normal safety production requirements of enterprises. All production enterprises shall strictly implement the requirements for the COVID-19 epidemic prevention and control, and ensure the health and safety of staff. Optimize the allocation and transportation of epidemic prevention and control goods, daily necessities, and raw materials for national and municipal projects construction, as well as the raw materials to ensure urban operation, important national economy and people's livelihood, and handle permits for emergency supplies, ensure smooth transportation. We will increase efforts to ensure the enterprises resumption of production and employment, actively help enterprises coordinately address the needs of epidemic prevention materials, strengthen prevention

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and control technical support, supervise and guide enterprises to carry out production and operation activities on the premise that epidemic prevention and control standards are met. (Responsible units: Beijing Municipal Commission of Housing and Urban-Rural Development, Beijing Municipal Commission of Transport, Beijing Municipal Commerce Bureau, Beijing Municipal Bureau of Economy and Information Technology, Beijing Municipal Health Commission, district governments)

15. Increasing support for government procurement and purchase of products and services by small and medium-sized enterprises. On the premise that the city's budget units meet the basic needs of own operations and the provision of public services, it is required to increase the inclination to micro, small and medium-sized enterprises, and further increase the amount and proportion of procurement for micro, small and medium-sized enterprises. Rely on the city's small and medium-sized enterprises public service platform to issue service vouchers for micro, small and medium-sized enterprise. If enterprises affected by the COVID-19 epidemic severely purchase designated service products such as remote office, video conference, legal consultation, online testing, and online sales, will be provided subsidy no more than 50% of the contract amount, the maximum amount is not more than CNY 200,000. (Responsible units: Beijing Municipal Finance Bureau, Beijing Municipal Bureau of Economy and Information Technology, relevant departments)

16. Providing meticulous services for enterprises. Give full play to the function of the 12345 enterprise service hotline to help enterprises solve difficulties and problems in a timely manner. Open the legal consultation hotline for small and medium-sized enterprises, set up lawyer and expert service group to provide consulting, agency, "legal test" and other forms of legal services for small and medium-sized enterprises. Issue guidelines on notarization matters related to the COVID-19 epidemic prevention and control to provide special notarization services for micro, small and medium-sized enterprises affected by the COVID-19 epidemic. (Responsible units: Beijing Municipal Commission of Development and Reform, Beijing Municipal Judicial Bureau, Beijing Municipal Bureau of Economy and Information Technology, relevant departments, district governments)

The above policies and measures are applicable to small and medium-sized enterprises that are resisted in Beijing and meet the Standard Regulations on the Classification of Small and Medium-sized Enterprises issued by the Ministry of Industry and Information Technology, the National Bureau of Statistics, the National Development and Reform Commission, and the Ministry of Finance. The policies take effect as from its printing and distribution, and valid until the end of 2020. (Execute the definite time limits if they are stipulated. the policy become invalid due to the end of the emergency response to COVID-19 epidemic in Beijing)

*General Office of the People's Government of Beijing Municipality  
February 5, 2020*

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# Circular of the Beijing Municipal Commerce Bureau on Measures to Stabilize Business Development Amid the COVID-19 Epidemic Prevention and Control

*Jing Shang ZongZi[2020] No.1*

*All relevant units,*

In order to thoroughly implement the deployment of municipal party committee and municipal government on COVID-19 epidemic prevention and control, make every effort to do good job in the COVID-19 epidemic prevention and control in commercial field, help enterprises to operate, serve the lives of citizens, and stabilize economic operation, the following measures are hereby formulated:

## **I. Ensuring the Market Supply of Important Materials such as Daily Necessities**

1. Implementing two "point-to-point" monitoring replenishment mechanisms. Beijing Municipal Commerce Bureau shall co-ordinate key enterprises, primary wholesale markets and large chain enterprises, increase government reserves and supply organization, guide districts to implement territorial responsibilities, and strengthen the connection between retail terminals and primary & secondary markets. The Bureaus of Commerce of all districts should ensure the supply of secondary markets and non-chain supermarkets, improve the supply mechanism for daily necessities, establish a response mechanism to prevent stock shortages, and implement a replenishment network system.

2. Amid the COVID-19 epidemic prevention and control, focusing on the transportation of daily necessities, and actively coordinating relevant departments to optimize traffic guarantee and provide access convenience.

3. Increasing vegetable supply and stabilize market supply. Improve storage capacity, increase government reserves, and increase transportation. Extend the joint action measures of the vegetable supply for the Spring Festival, promote reduction and exemption of admission transaction fees, and attract merchants to trade.

4. Expanding import channels and actively increase the import of epidemic prevention materials. For medical devices that are urgently needed to be imported during the COVID-19 epidemic period, we



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will simplify the import clearance process. The import advance insurance premiums for imported anti-epidemic materials shall be supported by 80% during the COVID-19 epidemic period. Encourage port operators to waive airport service fees for customs clearance of anti-epidemic materials, reduce or exempt warehousing rents for anti-epidemic materials, and encourage port-operating enterprises to open green channels and provide free customs clearance services for anti-epidemic materials. Work closely with customs, border inspections, airport groups to implement port epidemic prevention measures, and improve the joint prevention and control mechanisms of information reporting, key personnel disposal, port sites and vehicles

## **II. Relieving the Pressure of Enterprises through Multi-Channels**

5. For key chain caterings(breakfast), vegetable stores (fresh food supermarkets), convenience stores and other enterprises that have been severely affected by the COVID-19 epidemic or guarantee the basic life of the people during the COVID-19 epidemic period, provide support to housing costs such as rent, store decoration, equipment purchase. And increase the support limit from 50% to 70%. Encourage online catering service platforms to set up industry support funds or reduce service fee standards.

6. For exhibition projects suspended due to the COVID-19 epidemic, if they continue to be held in Beijing during the year and the number of participating small and medium-sized enterprises exceeds 50% of the total number of participating companies, support shall be provided according to the standard of 50% of the actual rent paid, and the subsidy amount will not exceed CNY500,000.

7. Giving full play to the role of special funds for foreign economic and trade development, and provide 50% of the booth fees and return freight for large-scale exhibits for companies whose annual plans have been approved but failed to participate in international exhibitions due to the COVID-19 epidemic. Under the same conditions support for expansion of emerging markets could be raised to 70%.

8. Encouraging the traditional shopping malls to adopt "one store, one strategy" pilot enterprises to speed up the upgrading and renovation, and strive for early completion. The upgrading and renovation projects of traditional shopping malls shall be carried out according to the "green channel" approval system. Carry out the loan discounts for investments that occurred during the upgrading and renovation of traditional shopping malls. Coordinate financial institutions to obtain working capital loans for operating shopping malls. We will promote the renovation of commercial districts in various districts, encourage the optimization of the public area environment, and support the renovation and upgrading of commercial and service enterprises in business districts.

9. Promoting the reduction of enterprise rents. Encourage large commercial buildings, shopping malls, special consumer blocks, and market operators to moderately reduce rents during the COVID-19

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epidemic period for micro, small and medium-sized enterprises. For leasing enterprises that have adopted rent reduction or exemption measures, the commercial departments of each district shall actively promote appropriate financial subsidies. Eligible convenience facilities, supermarkets, and other commercial circulation companies will be included in the scope of the state-owned system rent reduction and exemption, and accordingly, the rent for February will be exempted or 50% reduced. The state-owned enterprises in urban districts shall be called upon to refer to rent reduction and exemption policy for micro, small and medium-sized enterprises, and to exempt large shopping malls from the rent in February.

10. Building a cross-industry employee sharing platform. Municipal and district commerce departments and related associations should set up a docking platform, encourage the establishment "mutual assistance alliances", guide and support some commercial supermarkets, restaurants and other enterprises to stabilize employment through "shared employees" and other methods so as to solve the difficulties in employment and return to work.

### **III. Promoting Financial Support**

11. Guiding financial institutions to increase credit support. Coordinate with financial institutions to provide differentiated preferential financial services to the chain supermarkets and other enterprises that guarantee the lives of people during epidemic, as well as industries such as exhibitions and catering that are greatly affected by the COVID-19 epidemic. For enterprises with temporary difficulties in operation due to the COVID-19 epidemic but prospects for development, we could coordinate financial institutions not to withdraw loans, and do a good job of renewing loans.

12. Reducing the financing guarantee rate of commercial enterprises. Give full play to the guiding role of the "Beijing Life Service Industry and Commercial and Commercial Circulation Enterprise Guarantee Platform", reduce the guarantee fee rate to less than 1.5% for commercial circulation companies that provide life service guarantee during the COVID-19 epidemic period. The Beijing Life Service Industry Development Fund will give priority to qualified retail enterprises such as supermarket chains, convenience stores, and groceries.

13. Optimizing financial services for foreign trade companies. Expand foreign trade guarantee fund support methods, explore ways to promote order financing. Reduce financing costs for small and medium-sized foreign trade enterprises, which shall make use of the trade financing under export credit insurance policy pledges and financing through the guarantee service platform financing, apply them discount interest by 50% within the limit. Promote export credit insurance companies to provide customized service solutions for foreign trade integrated service enterprises.

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## **IV. Encouraging the Expansion of High-Quality Consumption Supplies**

14. Taping the development potential of online retail. Study and formulate support measures to promote the development of "Internet+ circulation" and cross-border e-commerce, encourage enterprises to expand online marketing channels and expand online consumer services. Accelerate the development of a new cross-border e-commerce experience consumption model and expand the supply of overseas consumer goods.

15. Encouraging model industry innovation. We will encourage enterprises such as e-commerce and express delivery to cooperate with supermarkets, convenience stores, community business centers, commercial buildings and community properties, and launch a new model of end-of-line joint delivery services. Strengthen departmental coordination, guide e-commerce, express delivery, take-out delivery and other enterprises to explore and implement "contactless delivery" services, use smart express boxes, designated facility spaces and other terminal facilities, promote modes such as fixed-point delivery and reservation delivery. Qualified catering companies are encouraged to increase packaging services, cooperate with e-commerce platforms and take-out platforms to provide online food ordering + offline food delivery services. Encourage large-scale chain enterprises to use new technologies such as self-service cashiers and face payment to improve the digitalization of stores. Encourage the development of emerging businesses such as front warehouses and unmanned supermarkets (convenience stores).

16. Coordinating domestic and international markets to enrich the supply of consumer markets. Expand the import of consumer goods, improve the convenience of importing consumer goods, and drive the return of overseas consumption. Move forward with the pilot work to import pharmaceutical products for cross-border e-commerce. We should promote parallel import of cars at Capital International Airport. Encourage export enterprises to use the e-commerce platform for domestic sales.

## **V. Actively Creating a Good Development Environment**

17. Accelerating the formulation and introduction of promote consumption policies. Develop and introduce measures to promote consumption promotion and upgrades in 2020. We will work out a package of measures on consumer services for the Beijing Winter Olympic Games. Formulate policies and measures to further promote community business development. Encourage energy-saving and emission-reduction commodity sales enterprises to keep doors open during the COVID-19 epidemic period. Cooperate with relevant departments to formulate encouraging policies for early elimination and renewal of high-emission vehicles.

18. Strengthening and expanding policy support for opening-up. Summarize the companies' requirements for "stabilizing growth and promoting epidemic prevention", coordinate relevant

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departments to actively strive for policy breakthroughs, and break bottlenecks for enterprise development. We shall accelerate the streamlining of overseas investment filing procedures, promote data sharing, and strive to reduce the enterprises' run errands to zero. Encourage and support service outsourcing companies to set up shops overseas, and ease their difficulties in overseas delivery. Guide qualified service outsourcing enterprises to apply to the local human resources and social security department for the implementation of special working hour system.

19. Improving the foreign investment service system. We will fully implement the Foreign Investment Law and related regulations, and optimize investment promotion, protection and management services. Relying on the enterprise registration system and credit information publicity system, automatic push and share the foreign investment information, and foreign-invested enterprises do not need to submit reports separately. Implement management measures for complaints from foreign-invested enterprises, intensify the coordination of complaints, and safeguard the legitimate rights and interests of foreign investment. We will strengthen mechanisms for tracking, coordinating, and developing greening channels for foreign-invested projects, and ensure service for them. Strengthen relationship with foreign companies and business associations, as well as the expectation and confidence of foreign investors.

20. Optimizing the economic development environment of the headquarters. We shall accelerate the research and improvement of policies to encourage economic development at headquarters, coordinate and integrate policy and service resources, and strengthen targeted support for specific needs of state-owned enterprises, foreign enterprises, and private enterprises in Beijing. Optimize the standards for the identification of headquarters enterprises, study and formulate the identification methods for headquarters enterprises' R&D centers, and attract headquarters enterprises and R&D centers that are in line with the strategic positioning of the capital city to settle in Beijing.

21. Promoting the high-quality development of the business service. Achieve overall planning and establishment of the city's business service promotion system and the establishment of regular scheduling, key contact enterprises and other working mechanisms. Formulate and implement measures to promote the development of business consulting services, focusing on areas such as accounting, law, management consulting, advertising and human resources services, to further improve the quality of professional services. We shall formulate guiding policies, optimize the direction of funding support, and introduce high-quality business services.

## **VI. Strengthening the Guarantee of Services for Enterprises**

22. Deepening the "no meeting" approval service. It is required to open a donation system for overseas materials at the Beijing International Trade "Single Window" platform, which provide the donated materials and facilitated with customs clearance. Encourage enterprises to apply for online renewal of electronic keys

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for import and export licenses, and commerce departments shall handle them immediately, and provide mailing services. Simplify paperless application materials for import and export licenses. Promote relevant import and export chambers of commerce to issue force majeure factual proof. Technology import and export enterprises and service outsourcing companies can complete relevant contract filing and registration through online declaration and transmission of materials.

23. Improving port customs clearance facilitation. Promote the construction of "double hub" air cargo security system in Beijing, improve infrastructure construction, foster distinctive aviation logistics, and enhance port security capabilities. We will continue to improve port supervision and service levels by focusing on simple certification, improved procedures, improved timeliness, and reduced costs. And create a model of open prices, services and efficiency so as to create a more open, transparent, stable, and convenient cross-border trade and business environment.

24. Doing a good job of serving the enterprises. Maintain closely contact with enterprises and service for them. Coordinate and resolve difficulties and problems encountered by enterprises amid the COVID-19 epidemic prevention and control. Provide services for enterprises involved in the supply of daily necessities during the COVID-19 epidemic period. Strengthen guidance on the COVID-19 epidemic prevention and control in human resource-intensive enterprises in the commercial field. Based on the characteristics of service trade enterprises, we will provide support in terms of enterprise employment and rental housing. Strengthen the scheduling and services of pilot projects in service sector that expand opening, and coordinate projects with common problems.

25. Encouraging industry associations to actively serve enterprises. Industry companies and employees are called upon to effectively do a good job of the COVID-19 epidemic prevention and control, to spread the knowledge of prevention and control to front-line employees, and to relieve psychological pressure on employees and consumers. Understand and grasp the current situation and demands of enterprises, and build a communication bridge between government and enterprises. We shall advocate mutual assistance among industries, guide cross-industry docking on demand, and help enterprises to overcome difficulties. Discover the industry's advanced models and publicize the enterprises and individuals with outstanding performance during the COVID-19 epidemic period.

Other relevant supporting policies and measures of the State and Beijing Municipality shall be observed and implemented in compliance.

The Circular is hereby given.

*Beijing Municipal Commerce Bureau*  
*February 20, 2020*

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## Appendix

# Scope of Policy Application and Handling Procedures

1. The transportation of daily necessities amid COVID-19 epidemic prevention and control should be ensured. We shall actively coordinate with relevant departments to optimize the traffic guarantee and provide convenient access.

**Scope of application:** for logistics vehicles of city's key large chain supermarkets, convenience stores, groceries, e-commerce companies and supermarket enterprises, which are mainly used for the distribution of key necessities of life (including grain, oil, meat, eggs, vegetables, milk, etc.).

**Handling procedures:** (1) the enterprise puts forward problems and demands about vehicle traffic to Beijing Municipal Commerce Bureau (counterpart office); (2) Beijing Municipal Commerce Bureau (logistics development office) shall coordinate relevant departments to optimize traffic guarantee according to procedures.

**Consultation telephone:** logistics development office, 88011394.

2. The import advance payment insurance premiums of imported epidemic prevention materials insured by enterprises during the COVID-19 epidemic period shall be supported by 80%.

**Scope of application:** (1) finished the business registration in Beijing in accordance with the law, and have independent legal person qualification and the right of import and export; (2) the imported epidemic prevention materials (including disinfection articles, protective equipment, ambulances, epidemic prevention vehicles, disinfection vehicles, command vehicles, reagents, etc.) shall be insured against import advance payment insurance during the COVID-19 epidemic period.

**Handling procedures:** Beijing Municipal Commerce Bureau will issue the Notice on Foreign Trade and Economic Development Fund Project Collection in 2020. The application units shall submit applications according to the notice. Please visit the website of Beijing Municipal Commerce Bureau at <http://sw.beijing.gov.cn>.

**Consultation telephone:** foreign trade operation office, 55579521.

3. Setting up project for new chain retail network of key chain restaurants (breakfast), groceries (fresh supermarkets), convenience stores and other enterprises affected by the COVID-19 epidemic to ensure the basic life of citizens. Provide support to the housing costs such as rent, store decoration, equipment purchase, which limit shall be increased from 50% to 70%.

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**Scope of application:**(1) the application unit shall be brand chain operation enterprise in principle, implementing "unified brand, management, standards, service and accounting". It shall open at least three direct-operated stores (including newly built network) in the administrative area of Beijing. Catering stores (excluding breakfast) shall open at least five directly operated stores (including new network). The community grocery is not limited by the number of stores. The same brand chain enterprises may adopt the parent-subsidiary company (the subsidiary must be majorly held by the parent company) or the head-branch way to apply. (2) new convenience chain network (facilities), such as vegetable retail (community grocery, fresh supermarket), catering (breakfast), convenience store (community supermarket) with the date of business license obtained after January 1, 2019 (inclusive). (prevail the final project application guide issued by Beijing Municipal Commerce Bureau)

**Handling procedures:** (1) Enterprises that meet the subsidy conditions shall submit the application materials to the commercial bureaus of each district, the commercial bureau of the development zone, the municipal state-owned enterprise group or the headquarters for preliminary examination according to their subordination. (2) The projects that passed the preliminary examination shall be collected by relevant units and submitted to Beijing Municipal Commerce Bureau for review. If the projects pass the review, Beijing Municipal Commerce Bureau shall entrust a third-party intermediary to conduct a comprehensive review of the implementation and investment of the projects. For more information, please refer to the Interpretation of Beijing Municipal Commerce Bureau for Policies on Mitigating the Impact of the COVID-19 Epidemic and Promoting Micro, Small and Medium-sized Enterprises to Apply for Projects of Establishment of Network Points Guaranteeing the Basic Life of Citizens at the Window of Capital.

**Consultation telephone:** life service department, 55579329.

4. For the exhibition projects that have been suspended due to the COVID-19 epidemic, if they continue to be held in Beijing by the end of the year and 50% or more of the participating enterprises are micro, small and medium-sized enterprises, the support shall be provided with standard no more than 50% of the actual rental fees, and the subsidy amount shall not exceed CNY500,000.

**Scope of application:** (1) scope of support: the exhibition projects that have been suspended due to the COVID-19 epidemic, if they continue to be held in Beijing by the end of the year and 50% or more of the participating enterprises are micro, small and medium-sized enterprises. (2) Declaration conditions: the declaring project is suspended due to the COVID-19 epidemic and will continue to be held and completed in the current year (2020); the number of micro, small and medium-sized enterprises participating in the exhibition shall be more than 50% (including) of the total exhibitors; the declaring unit shall be enterprises or units registered in Beijing with independent legal personality that

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bear the rental fee for the exhibition of the declared project; (4) the declaring unit does not involve the situation as stipulated in Article 10 of Implementing Rules of Beijing Municipality for Administration of Foreign Trade and Economic Development Funds(Jing Shang Wu Cai Wu ZiNo.23 [2018]).

**Handling procedures:**(1) The declaring unit shall submit the materials to Beijing Municipal Commerce Bureau. (2) After the preliminary review by Municipal bureau of commerce in accordance with relevant regulations, the application materials shall be examined and verified by a third party. At the same time, the third-party institution shall check the original payment document for future reference. (3) The approved exhibition projects will be publicized on the website of Beijing Municipal Commerce Bureau for seven days. (4) If there is no objection upon the expiration of the public notice, the funds shall be allocated in accordance with the relevant provisions of the Treasury management system. Please refer to more information at the Interpretation of Beijing Municipal Commerce Bureau for Policies on Mitigating the Impact of the COVID-19 Epidemic and Promoting the Exhibition Program on the Window of Capital.

**Consultation telephone:** trade development office, 55579490.

5. For enterprises whose annual plan has been approved but who fail to attend international exhibitions as scheduled due to the COVID-19 epidemic, 50% support shall be provided for booth fees and return freight of large exhibits; Under the same conditions, support for the expansion of emerging markets could be raised to 70%.

**Scope of application:** the enterprise legal person that has finished industry and commercial registration in Beijing, obtained the import and export operation qualification, or has finished the foreign trade business registration according to law.

**Handling procedures:** Beijing Municipal Commerce Bureau will issue the Notice on Foreign Trade and Economic Development Fund Project Collection in 2020. The applying units shall apply according to the requirements of the notice. Please visit the website of Beijing Municipal Commerce Bureau at <http://sw.beijing.gov.cn> for more information.

**Consultation telephone:** foreign trade operation office, 55579521.

6. The upgrading and renovation of traditional shopping malls shall be carried out according to the "green channel" approval system.

**Scope of application:** traditional shopping mall planning to be upgraded during the COVID-19 epidemic period in Beijing.



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**Handling procedures:** Beijing Municipal Commerce Bureau shall coordinate with relevant departments and the districts where the enterprise is located in to speed up approval.

**Consultation telephone:** planning and construction department, 55579572.

7. Providing loan discount support for the investment occurred in the process of upgrading and renovation of traditional shopping malls.

**Scope of application:** traditional shopping mall planning to be upgraded.

**Handling procedures:** The large shopping mall will get support according to the commercial circulation development fund declaration requirements of Beijing Municipal Commerce Bureau after assessment. Please visit the website of Beijing Municipal Commerce Bureau at <http://sw.beijing.gov.cn>.

**Consultation telephone:** planning and construction department, 55579572.

8. Coordinating with financial institutions to help operating shopping malls obtain liquidity loans.

**Scope of application:** the large shopping malls with loan demand, which still operate.

**Handling procedures:** enterprise applies, and the Beijing Municipal Commerce Bureau recommends them to the Beijing Local Financial Supervision and Administration.

**Consultation telephone:** planning and construction department, 55579572.

9. Eligible commercial circulation enterprises such as convenience facilities and supermarkets shall be included in the rent reduction category of the state-owned capital system, and the rent for February will be exempted or reduced 50%.

**Scope of application:** (1) If micro, small and medium-sized enterprises lease estate of state-owned enterprises in urban districts to engage in production and operation activities, and insist on operating in accordance with government requirements or close operations according to the COVID-19 epidemic prevention regulations without layoffs or fewer layoffs, their rent for February shall be exempted. (2) If micro, small and medium-sized enterprises rent the estate for business offices, their rent for February shall be reduced by 50%.

**Handling procedures:** (1) Directly apply to the municipal state-owned leaser. Please refer to the Circular of the State-Owned Assets Supervision and Administration Commission of the People's Government of Beijing Municipality on Implementing Rent Reduction or Exemption for Micro, Small and Medium-sized Enterprises as Stipulated in "Jing Zheng Ban Fa [2020] No.7 at the Window of

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Capital. (2) It can be pushed by Beijing Municipal Commerce Bureau if needed.

**Consultation telephone:** life service department, 55579329.

10. Establishing a cross-industry sharing platform for employees by municipal and district commercial departments and relevant associations. Guide and support some supermarkets and restaurants to stabilize employment by "sharing employees".

**Scope of application:** supermarket with demands.

**Handling procedures:**the supermarket submits the demand, reports to the Beijing cuisine association, and connects with the catering enterprise.

**Consultation telephone:** Beijing cuisine association, 13520193420; Living and service department, 55579329.

11. Giving full play to the guiding role of "guarantee platform for Beijing's living service industry and commercial circulation enterprises" to lower the guarantee rate to less than 1.5% for commercial circulation enterprises which provide life service guarantee during the COVID-19 epidemic period.

**Scope of application:** the living service industry and commercial circulation enterprises that provide life service during the COVID-19 epidemic period.

**Handling procedures:**(1) The enterprise applies to the capital guarantee company for financing guarantee; (2)Capital guarantee company shall examine and approve in accordance with the assessment standards; (3) Relevant bank approve; (4) Sign relevant contracts and get bank loans.

**Consultation telephone:** Beijing capital guarantee company, 18511839525; Living and service department, 55579329.

12. It is required to expand fund support methods for foreign trade guarantee, explore and promote order financing mode; reduce financing costs for small and medium-sized foreign trade enterprises, which shall make use of the trade financing under export credit insurance policy pledges and financing through the guarantee service platform financing, apply them discount interest by 50% within the limit.

**Scope of application:** finished the business registration in Beijing in accordance with the law, and have independent legal person qualification and the right of import and export.

**Handling procedures:** Beijing capital financing guarantee co., LTD. (the operation and management enterprise of Beijing foreign trade guarantee service platform) deals with specific issues of order

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financing guarantee. (1) The enterprise applies to the Capital guarantee company for financing guarantee; (2) Capital guarantee company shall examine and approve in accordance with the assessment standards; (3) Relevant bank approve; (4) Sign relevant contracts and get bank loans.

**Consultation telephone:** Beijing capital guarantee company, 18511839525; Foreign trade operations department, 5579521.

13. Encouraging export enterprises to use e-commerce platforms for domestic sales.

**Scope of application:** export enterprises and products in line with domestic sales of commodities originally produced for export.

**Handling procedures:** it is planned to organize the key e-commerce platforms, foreign trade export enterprises and entity business enterprises to jointly carry out special online consumption activities in the second quarter of 2020, to help foreign trade enterprises and offline commercial enterprises to connect with online platforms, expand online marketing channels, and promote residents' safe and convenient consumption.

**Consultation telephone:** e-commerce office, 55579731, 55579371 (consultation for domestic trade enterprises); Trade development office, 55579490 (consultation for foreign trade enterprise); Foreign trade operation office, 55579521 (consultation for foreign trade enterprise).

14. Accelerating the simplification of overseas investment registration procedures, promoting data sharing, and striving to reduce the enterprises' run errands to zero.

**Scope of application:** The act of enterprises that take ownership, operation and management right and other rights of overseas non-financial enterprises or existing non-financial enterprises through new establishment, merger and acquisition and other ways.

**Handling procedures:** Prepare the application materials with enterprise stamp according to the requirements of the Beijing Municipal Commerce Bureau on "filing of overseas enterprises set up by domestic enterprises (financial enterprises are not included)" (please refer to <http://banshi.beijing.gov.cn/pubtask/bmfw.html?locationCode=10000000000&deptCode=11110000756701202G>), scan them and upload to "foreign investment cooperation information service system" (<https://ecomp.mofcom.gov.cn/loginCorp.html>) of the Ministry of Commerce. At the same time, the written application materials and the Beijing Enterprise Overseas Investment Record Mailing Information Form shall be submitted by "mailing method". Mailing address: room 318, building 5, yard 57, Eastyunhe street, Tongzhou district, Beijing (foreign economic cooperation department, Beijing Municipal Bureau of commerce)

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**Consultation telephone:** department of foreign economic cooperation, 55579389,18410960331.

15. Encouraging and supporting service outsourcing enterprises to set up network overseas and resolving difficulties in overseas delivery.

**Scope of application:** enterprise shall be registered in the administrative area of Beijing in accordance with the law, has the independent legal person status, and is registered in the "service trade statistics and monitoring management information system of the Ministry of Commerce (service outsourcing information management application)". The annual offshore service outsourcing execution amount shall not be less than 500 thousand dollars.

**Handling procedures:** Refer to the Circular of the Beijing Municipal Commerce Commission and Beijing Municipal Finance Bureau on Issuing the Implementing Plan of Beijing Municipality for Promoting the Service Outsourcing Development with Foreign Trade and Economic Development Funds (Jing Shang Wu Cai Wu Zi [2018] No.26). See [http://sw.beijing.gov.cn/zwx/tzgg/201912/t20191219\\_1330061.html](http://sw.beijing.gov.cn/zwx/tzgg/201912/t20191219_1330061.html).

**Consultation telephone:** service trade office, 55579491,55579495.

16. Guiding qualified service outsourcing enterprises to apply to local human resources and social security departments for the implementation of special working hour system.

**Scope of application:** qualified technology advanced service outsourcing enterprises.

**Handling procedures:** refer to Circular on Issues Concerning the Implementation of Special Working Hour System for Service Outsourcing Enterprises in Beijing Municipality (Jing Ren She Ban Fa [2009] No.45). See [http://sw.beijing.gov.cn/sy/nsjg/fwmy/glzc/201912/t20191221\\_1385069.html](http://sw.beijing.gov.cn/sy/nsjg/fwmy/glzc/201912/t20191221_1385069.html).

**Consultation telephone:** service trade office, 55579491,55579495.

17. Implementing the administrative measures on complaints of foreign-invested enterprises, intensifying the coordination of complaints, and safeguarding the legitimate rights and interests of foreign investment.

**Scope of application:** foreign-invested enterprises in Beijing.

**Handling procedures:** (1) The complainant submits written materials to the complaint accepting institution; (2) The complaint accepting institution shall formulate the handling method; (3) Feedback the results to the complainant. See [http://sw.beijing.gov.cn/zwx/zcfg/gfxwj/201912/t20191221\\_1387364.html](http://sw.beijing.gov.cn/zwx/zcfg/gfxwj/201912/t20191221_1387364.html).

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**Consultation telephone:** Beijing investment promotion service center, 65544915; Foreign investment management office, 55579291.

18. Encourage enterprises to apply for and update the electronic key of import and export license online, the commerce departments shall handle immediately and provide mail service.

**Scope of application:** finished the business registration in Beijing in accordance with the law, and have independent legal person qualification and the right of import and export.

**Handling procedures:** for more information see <http://www.licence.org.cn/list/bzzn/1/cateinfo.html>. Check out the latest Procedures of Application for Enterprise Electronic Key, the Simple Procedures and the Application for Enterprise Electronic Key.

**Consultation telephone:** foreign trade operation office, 89150495 (electronic key application), 55579521.

19. Promoting relevant chamber of import and export trade to issue factual proof of force majeure for enterprises.

**Scope of application:** finished the business registration in Beijing in accordance with the law, and have independent legal person qualification and the right of import and export.

**Handling procedures:**(1) The enterprise raises specific demands; (2) Beijing Municipal Commerce Bureau (foreign trade operation office) shall assist in contacting the counterpart Chambers of commerce and follow up the handling process.

**Consultation telephone:** foreign trade operation office, 55579521.

20. Technology import and export enterprises and service outsourcing enterprises can complete the registration of relevant contracts through online declaration and online transmission of materials.

**Scope of application:** enterprise finished the business registration in Beijing in accordance with the law, has independent legal person qualification, and registered in the "service trade statistics and monitoring management information system of the Ministry of Commerce".

**Handling procedures:**(1) Registration of technology import and export contracts in accordance with the Circular of the General Office of the Ministry of Commerce on Further Facilitating Technology Import and Export during the Period of Prevention and Control of the Novel Coronavirus Outbreak (Shang Ban Fu Mao Han[2020] No.35). See [http://sw.beijing.gov.cn/tzgg/202002/t20200207\\_1626392.html](http://sw.beijing.gov.cn/tzgg/202002/t20200207_1626392.html). (2) Service outsourcing contract registration shall be conducted in accordance with the Circular

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of the General office of the Ministry of Commerce on Actively Mitigating the Impact of the COVID-19 Epidemic and Supporting the Development and Work of Service Outsourcing Enterprises (Shang Ban Fu Mao Han [2020] No.51). See [http://sw.beijing.gov.cn/tzgg/202002/t20200217\\_1644052.html](http://sw.beijing.gov.cn/tzgg/202002/t20200217_1644052.html).

**Consultation telephone:** service trade office, 55579491, 55579495.

21. Supporting the employment and rental of enterprises based on the characteristics of service trade.

**Scope of application:** Enterprise shall be registered in the administrative area of Beijing in accordance with the law, has the independent legal person status, and is registered in the "service trade statistics and monitoring management information system of the Ministry of Commerce (service outsourcing information management application)". The annual offshore service outsourcing execution amount shall not be less than 500 thousand dollars.

**Handling procedures:** Refer to Circular of the Beijing Municipal Commerce Commission and Beijing Municipal Finance Bureau on Issuing the Implementing Plan of Beijing Municipality for Promoting the Service Outsourcing Development with Foreign Trade and Economic Development Funds (Jing Shang Wu Cai Wu Zi[2018] No.26). See [http://sw.beijing.gov.cn/zwxx/tzgg/201912/t20191219\\_1330061.html](http://sw.beijing.gov.cn/zwxx/tzgg/201912/t20191219_1330061.html).

**Consultation telephone:** service trade office, 55579491, 55579495.

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# Circular of the Beijing Municipal Human Resources and Social Security Bureau on Ensuring Proper Services Related to the Human Resources and Social Security Amid the COVID-19 Epidemic Prevention and Control

*Jing Ren She Ban Fa [2020] No.2*

*Human resources and social security bureaus of all districts, Social Service Bureau of Beijing Economic-Technological Development Area, Administrative Examination and Approval Bureau of Beijing Economic-Technological Development Area, technical colleges, relevant units,*

In order to thoroughly implement the arrangements of the CPC Central Committee, the State Council, the municipal party committee and municipal government on COVID-19 epidemic prevention and control, according to relevant national and municipal documents, the human resources and social security departments at all levels and relevant units must enhance the political standing, vigorously promote the implementation of the prevention and control work, and resolutely take responsibility., The relevant notice is as follows with the approval of the municipal government:

## **I. Making Every Effort to Maintain the Stability of Labor Relations**

### **1. Performing labor contracts in accordance with the law and ensure the payment of wages**

(1) For patients with COVID-19, suspected patients, and close contacts who are in quarantine, or medical observation, and cannot provide normal labor due to quarantine measures or other emergency measures implemented by the government, the enterprise shall treat it as work and pay the wages, and shall not terminate the labor relationship. During this period, the expiration of the labor contract shall be postponed to the end of the employee's medical treatment, the medical observation period, the quarantine, or the emergency measures taken by the government.

(2) For enterprises that require employees to work at home through flexible means such as the Internet and telephone, wages are paid in accordance with wages during normal work.

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## 2. Reasonably arranging employees' rest and vacation

According to the Circular of the General Office of the State Council on Extending the Spring Festival Holiday in 2020, employees who cannot take time off due to the COVID-19 epidemic prevention and control and return to work in advance due to the COVID-19 epidemic prevention and control during the period of January 31, 2020 and February 2, 2020, should take compensatory leave of the same time. If the compensatory leave cannot be arranged, overtime pay shall be paid at a rate not lower than 200% of the wage base.

## 3. Ensuring the normal production and operation order of the employer

If the employer has difficulties in production and operation due to the COVID-19 epidemic, it may, through consultation with the employees, stabilize the employment by means of adjustment of wages, rotation of post and leave, shortening of working hours, waiting for work, etc., and try not to lay off staff or reduce lay-offs. Eligible enterprises can refund unemployed insurance premiums in accordance with regulations.

## 4. Strengthening the prevention and mediation of labor and personnel disputes

We will strengthen the publicity of labor and personnel policies amid COVID-19 epidemic prevention and control, and guide parties concerned to use consultation and mediation as the main ways to resolve disputes. Give full play to the role of the "Internet + mediation" platform, combine with WeChat mediation, telephone mediation, video mediation and other contactless communication methods to resolve disputes in a timely manner and reduce returning and gathering. The labor and personnel arbitration cases affected by the COVID-19 epidemic may be suspended and resumed in a timely manner after the elimination of corresponding situation. After consultation and agreement with the parties, the priority shall be given to the service of legal documents shall by electronic delivery and postal delivery.

# II. Implementing Social Security Measures

1. According to the relevant regulations on the flexible arrangement of work by enterprises in this administrative area, the social insurance premium collection period shall be adjusted in a timely manner, and the society shall be informed timely to ensure that various social insurance benefits and rights are not affected. The collection period of social insurance premiums payable in January and February 2020 will be extended to the end of March.

2. Medical personnel and related staff who are infected with COVID-19 epidemic due to performance of their work duties, shall be identified as occupational injury according to regulations. The



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certification time shall be shortened. If the employer declares the occupational injury certification for the above-mentioned staff with complete materials, the certification shall be completed within three days after acceptance.

3. Implementing the occupational injury insurance benefits in a timely manner. The medicines and medical service items covered by the Diagnosis and Treatment Protocol for Novel Coronavirus Pneumonia should be temporarily included in the scope of payment by occupational injury insurance fund. Relevant expenses incurred for the staff with occupational injury shall be paid by the occupational injury insurance fund and the employer in accordance with the relevant provisions for insured staff, or by the employer in accordance with legal standard. Social security agencies of all levels shall open up quick channels for payment of occupational injury benefits and pay for occupational injury insurance according to regulations. Labor capacity appraisal shall be postponed in accordance with the COVID-19 epidemic prevention and control deployment, and the time limit for labor capacity appraisal to be extended accordingly.

### **III. Reducing Personnel Gathering**

1. During the COVID-19 epidemic period, the public and operating human resources service agencies of all levels shall suspend the local on-site recruitment activities, cross-regional overseas recruitment and labor service cooperation activities. The employers and job seekers can carry out job hunting through the Internet with implementing of prevention and control responsibilities. Suspend the on-site activities of "Employment Assistance Month". Various personnel, title and qualification examinations, as well as public recruitment of public institutions, should be postponed likewise.

2. Simplifying and optimizing employment procedures for graduates. During the COVID-19 epidemic period, we promoted the contactless signing of employment agreements for graduates and finish employment, further studies, and exit formalities. Extend the period for employment registration, introduction of graduate approval, and employment subsidy. The special job plan for rural teachers and the recruitment of associates for rural revitalization will be launched depending on the epidemic situation. In 2020, the start time for graduates to sign employment agreements is postponed to March 1, and the end time is postponed to December 31.

3. Vigorously promoting contactless service. Units of all levels should increase the implementation of finger action plans and the online process, carry out all kinds of human and social online service involving employers and individuals. Through WeChat public account or online platform realize online inquiry and handling, and send relevant materials by post to minimize the on-site handling. Human resources and social security departments and handling agencies of all levels should strengthen publicity contactless service

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and channels, timely release online service catalogs, and update them in a timely manner. Open the human resources and social security service hotline12333 for policy consultation.

#### **IV. Strengthening Concern and Care for COVID-19 Epidemic Prevention and Control Personnel**

1. Medical staff and epidemic prevention staff participating in prevention and treatment work shall be given temporary subsidies. For staff who direct contacted personnel to be investigated or confirmed patients, and do work of diagnosis, treatment, nursing, nosocomial infection control, case specimen collection, pathogen detection, provide a subsidy of CNY 300 per person per day. For other medical staff and epidemic prevention and control staff, provide CNY 200 per person per day.

2. For medical and public health institutions that undertook important functions and made outstanding contributions in the COVID-19 prevention and control, the total amount of performance wages for the year will be increased in lump sum, and the proportion of senior professional and technical positions can be appropriately increased upon approval. Medical staff and epidemic prevention staff with outstanding performance shall be given priority in the evaluation and appointment of professional titles. After approval, conditions may be eased.

#### **V. Improving COVID-19 Epidemic Prevention and Control in Technical Colleges and Training- Appraisal Institutions**

1. The principals of technical colleges and universities are the first persons responsible for the COVID-19 epidemic prevention and control. They must strictly implement the "four-parties responsibility" and establish the daily reporting system. Each college should establish and implement a "one college, one policy" work plan for out-of-school students during the extended period. Guide students not to leave home or return to school during this special period. Check the health data of teachers, students and staff two weeks before returning to college. All colleges should actively participate in joint prevention and control, and implement various prevention and control measures on the campus.

2. Doing a good job in training and appraisal agencies to prevent and control the COVID-19 epidemic. Vocational skills training institutions, skills appraisal institutions (including pilot enterprises of skills level recognition) as well as the enterprises undertaking new-type apprentice training tasks, shall temporarily suspend offline training and appraisal services. The Human Resources and Social Security Bureau of all districts shall launch emergency plans, strengthen local supervision responsibilities, and seriously urge training and appraisal agencies to implement the reporting system.

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## **VI. Strengthening Service Guarantee**

1. Employers of all types shall establish and improve occupational safety and health systems, strictly implement national and municipal occupational safety and health regulations and standards, conduct occupational safety and health education for staff, and consciously do a good job of preventing and controlling the COVID-19 epidemic. Make reasonable arrangements for working hours, rest and vacations, implement labor protection measures for female employees and underage workers, and strive to maintain harmonious and stable labor relations.

2. Human resources and social security departments of all levels should fulfill their territorial responsibilities, strengthen situational research and emergency response, and take initiative to participate in the struggle against the COVID-19 epidemic. We will pay close attention to migrant workers returning to Beijing after the holiday from areas with high incidence of the COVID-19 epidemic, and cooperate with relevant departments to strengthen monitoring, publicity and service. Strengthen employment guidance services for employers affected by the COVID-19 epidemic, increase the prediction and early warning of labor relationship risks, and effectively safeguard the legitimate rights and interests of employees. Strengthen the monitoring of enterprises with intensive labor and high mobility to effectively prevent and deal with unexpected situations. Investigate and punish illegal acts such as deductions and delinquency of wages to laborers, and disrupting the order of the human resources market in accordance with the law, and maintain social stability.

*Beijing Municipal Human Resources and Social Security Bureau*

*January 31, 2020*

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# Circular of the Beijing Municipal Human Resources and Social Security Bureau and the Beijing Municipal Finance Bureau on Ensuring Employment Services Amid the COVID-19 Epidemic Prevention and Control

*Jing Ren She Jiu Zi [2020] No.14*

*The municipal human resources and social security bureaus and finance bureaus of all districts, Social Service Bureau of Beijing Economic-Technological Development Area, Financial Audit Bureau of Beijing Economic-Technological Development Area, all relevant units,*

At present, the COVID-19 prevention and control are in a critical period. To implement Measures of the General Office of the People's Government of Beijing Municipality for Mitigating the Impact of the COVID-19 Epidemic, and Supporting Sustained and Healthy Development of Micro, Small and Medium-sized Enterprises (Jing Zheng Ban Fa [2020] No.7) and the Circular on Ensuring Employment Services Amid the COVID-19 Epidemic Prevention (Ren She Bu Ming Dian [2020] No.2) by Ministry of Human Resources and Social Security and other four ministries and commissions, to ensure the orderly employment in Beijing amid the COVID-19 epidemic prevention and control, the relevant matters are hereby notified as follows:

**1. Guaranteeing the labor use for key enterprises.** Public employment service agencies of all levels shall appoint special personnel to conduct recruitment demand surveys on enterprises and major projects guaranteeing the COVID-19 epidemic prevention and control, the operation of public utilities, the necessities of the people, or otherwise related to national economy and people's livelihood (hereinafter referred to as key enterprises) within their jurisdictions. Their recruitment demand shall be collected in "Urgent Recruitment Module of Employment Supermarket". Release recruitment information for key enterprises in multi-channels, meet the enterprises' periodic recruitment needs through exploit local potentialities, surplus adjustment, supply and demand matching, and organization of cross-regional recruitment.

**2. Encouraging operational human resources service agencies to participate in public employment services.** Operational human resources service agencies that provide employment service

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for key enterprises will be provided lump sum employment and entrepreneurship service subsidies during the COVID-19 epidemic period. The subsidy standard is: if the number of recommended employees is 50 or more - CNY24,000; is 100 or more - CNY45,000; is 200 or more - CNY90,000. The required funds are borne by the municipal special employment fund.

**3. Supporting the employment of the COVID-19 epidemic prevention and control enterprises.**

The enterprises that start production, deliver urgently needed materials for the COVID-19 epidemic prevention and control during the Spring Festival (as of February 9, 2020), meet the requirements identified by relevant departments, will be granted a lump sum employment subsidy. The amount of subsidy shall be determined according to the number of social security increasers in January and February 2020 at the rate of CNY1,000/person. Districts shall identify, review and submitted to Beijing Municipal Human Resources and Social Security Bureau for approval, the required funds will be borne by the districts' special employment funds.

**4. Implementing the policy of assisting enterprises and stabilizing employment.** The micro, small and medium-sized enterprises that are affected by the COVID-19 epidemic, facing temporary difficulties in production and operation but expecting to recover without layoffs or fewer layoffs, can be refunded unemployment insurance costs according to the monthly per capita unemployment insurance compensation standard and the number of insured workers of the last year for six months. During the COVID-19 epidemic period, for the micro, small and medium-sized enterprises that meet the functional positioning of the capital and the direction of industrial development, and the average number of employees by the end of April is the same as the average number of the previous year or increases by less than 20% (excluding), a monthly subsidy of 30% of social insurance premiums shall be paid for three months. If the average number of employees by the end of April increases by more than 20% (excluding), a monthly subsidy of 50% of social insurance premiums shall be paid for three months. For enterprises enjoying the above policy, if the employees (including those waiting job assignment) are organized to participate in vocational skills training that meets the requirements, provide a lump sum skill upgrade training subsidy at the rate of CNY1,000/person. Eligible unemployed people in Beijing can enjoy free training in accordance with relevant regulations.

**5. Giving full play to the supporting role of the startup guarantee loans.** Those who enjoy personal startup guarantee loans and suffer from COVID-19 epidemic, can apply for extended repayment. The extended period shall not exceed one year in principle, and the financial department will continue to provide discount support. For individuals and small and micro-sized enterprises that temporarily lost income affected by the COVID-19 epidemic, if they meet the requirements of borrowers, open green channels and give priority to the relevant procedures for loan guarantees and loan issuance.

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**6. Strengthening the COVID-19 epidemic prevention and control against returning workers such as migrant workers.** Timely release requirements on reproduction of enterprises on the official website and microblog of the Human Resources and Social Security Bureaus. Guide returnees such as migrant workers to Beijing in batches in accordance with the requirements to ensure city operation and serve the citizens. Based on the characteristics of mobility, the easy-to-understand prevention manual should be prepared and distributed to guide migrant workers to do a good job in home quarantine and return to work.

**7. Improving employment measures for college graduates.** Simplify and optimize employment procedures, promote contactless signing employment agreements, and handle employment, further education, and exit formalities. Appropriately extend the processing time for recruitment, physical examination, contract signing, introduction and approval, registration and job hunting and start-up subsidies.

**8. Focusing on the employment of groups with difficulties.** If employers recruits registered unemployed people in Beijing and those with difficulties in urban and rural employment, signs labor contracts of one year or more according to law, pays employee social insurance in accordance with regulations and monthly wages in full amount not less than 1.2 times the minimum wage standard, may apply for post subsidies and social insurance subsidies in accordance with regulations.

**9. Doing a good job in labor employment guidance.** All districts should implement territorial responsibilities, strengthen guidance on labor employment for enterprises affected by the COVID-19 epidemic, increase the prediction and early warning of labor relationship risks, and effectively protect the legitimate rights and interests of employees. It is necessary to open green channels and do a good job of administrative permits for the special working hour system of enterprises in accordance with the law.

**10. Prevent employment discrimination.** Safeguard the legitimate rights and interests of workers. Various human resource service agencies and employers are not allowed to release recruitment information that refuses to recruit workers in areas with severe epidemic. Employers of all types shall not refuse to recruit relevant personnel from areas with severe epidemic. For laborers who are temporarily unable to return to work due to the COVID-19 epidemic, the enterprise shall not terminate the labor contract or turn it to labor dispatching.

**11. Promoting the online application of human resources services.** During the COVID-19 epidemic period prevention and control, public and operational human resources service agencies of all levels shall suspend the organization of various on-site recruitment activities and labor service coordination activities, various personnel, professional title and qualification examinations. The open recruitment

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of public institutions should be extended likewise. We will step up efforts in online job fairs, remote interviews and online career guidance, actively promote online services and contactless services, reduce unnecessary office work, and scientifically arrange business processing procedures to avoid crowd gathering. Vigorously promote personnel files online services, preferentially use file images, and reduce the transfer of files.

**12. Ensuring daily human resources and public services.** Do a good job in the daily public service of human resources amid COVID-19 epidemic prevention and control, reasonably adjust and publicize the service time, and effectively implement the requirements for the COVID-19 epidemic prevention and control such as disinfection, ventilation, and cleaning. Equip the temperature detection equipment, and track body temperature for personnel. Strengthen the care and guidance of window staff, improve personal protection awareness, and do a good job of their own safety protection.

Human resources and social security departments at all levels must implement territorial responsibilities, strengthen situation research and judgement and emergency response. We must pay close attention to the returning of migrant workers to the city after the holiday from areas with severe epidemic situation, and cooperate with relevant departments to strengthen monitoring, publicity and service. Strengthen the employment monitoring of enterprises with intensive labor and high mobility to effectively prevent and deal with unexpected situations. Prosecute the illegal acts such as deductions and delinquency of wages to laborers, and disrupting the order of the human resources market in accordance with the law in order to maintain social stability.

*Beijing Municipal Human Resources and Social Security Bureau*

*Beijing Municipal Finance Bureau*

*February 6, 2020*

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# Circular of the Beijing Municipal Finance Bureau on Strengthening Financial Services to Support the Prevention and Control of the COVID-19 Epidemic

*Jing Cai Jin Rong [2020] No.242*

*Finance bureaus of all districts,*

In order to thoroughly implement the work plan of the Beijing Municipal Party Committee and the People's Government of Beijing Municipality on the COVID-19 epidemic prevention and control, give full play to the guiding and leveraging role of government funds, and use financial means to support the COVID-19 epidemic prevention and control, the relevant matters are hereby notified as follows in the spirit of the Circular of the on Supporting the Financial Sector in Improving Services to Assist with the Work on Prevention and Control of the Novel Coronavirus Pneumonia Outbreak (Cai Jin [2020] No.3, see Appendix I) and the Measures of the General Office of the People's Government of Beijing Municipality for Mitigating the Impact of the COVID-19 Epidemic, and Supporting Sustained and Healthy Development of Micro, Small and Medium-sized Enterprises (Jing Zheng Ban Fa [2020] No.7):

## **I. Effectively Implementing the Policy of Providing Interest Subsidies for Loans Granted to Main Enterprises Supporting the COVID-19 Epidemic Prevention and Control**

It is imperative to conscientiously implement the spirit of the relevant documents issued by the Ministry of Finance (the "MOF") and by the Beijing Municipal Government. For main enterprises supporting the COVID-19 epidemic prevention and control that apply for financial interest subsidies from the Central Government, finance bureaus of all districts shall, within a specified time limit, have application materials of these enterprises examined and sorted out and then submit them to the Beijing Municipal Finance Bureau (Finance Section). The Beijing Municipal Finance Bureau, after having these materials examined and sorted out, will prepare the application for funds of interest subsidies of Beijing Municipality, and timely submit the same to the MOF within the required time limit. The Beijing Municipal Finance Bureau shall grant the funds to relevant corporate borrowers as soon as possible after the MOF has disbursed the funds of interest subsidies. See Appendix II for the detailed work procedures for the application for interest subsidies for loans granted to main enterprises



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supporting the COVID-19 epidemic prevention and control in Beijing Municipality.

## **II. Expanding the Coverage of the Policy on Providing Interest Subsidies for Loans Granted to Individuals and Micro and Small-sized Enterprises Affected by the COVID-19 Epidemic**

Individuals who have obtained the entrepreneurship guaranteed loans and been infected by the COVID-19 may apply to the corresponding lending banks for extending the term of loans, with the extension of no more than one year in principle. To these individuals, finance departments shall also grant the interest subsidies. For individuals and micro and small-sized enterprises who temporarily lose their sources of income due to being affected by the COVID-19 epidemic, prior support shall be given to them when they apply for entrepreneurship guaranteed loans.

## **III. Further Optimizing Financing Guarantee Services**

During the COVID-19 epidemic period, government financing guarantee institutions of Beijing Municipality shall cut the general rate of guarantee by 0.5% for micro, small and medium-sized enterprises greatly affected by the COVID-19 epidemic, cut the rate of guarantee to below 1.5% for relevant enterprises that provide guarantees for life services during the COVID-19 epidemic period, and cut the rate of guarantee to below 1% for enterprises that provide services relating to the COVID-19 epidemic prevention and control.

## **IV. Strengthening the Supervision and Management of the Use of Government Funds**

Finance bureaus of all districts must strictly examine the relevant application materials submitted by enterprises for interest subsidies. The Central Government will grant interest subsidies for enterprises that will use all loans at preferential rates granted by financial institutions by use of the special re-lending granted by the People's Bank of China for production and operation activities related to the COVID-19 epidemic prevention and control, provided that these enterprises are on the granting list.

Appendices: I. Circular of the Ministry of Finance on Supporting the Financial Sector in Improving Services to Assist with the Work on Prevention and Control of the Novel Coronavirus Pneumonia Outbreak (Cai Jin [2020] No.3) (Omitted)

II. Work Procedures for the Application for Interest Subsidies for Loans Granted to Main Enterprises Supporting the COVID-19 Epidemic Prevention and Control in Beijing Municipality

*Beijing Municipal Finance Bureau*

*February 13, 2020*

*(Contact: Liu Laiji; Tel.: 55592273 / 15901160199)*

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# **Circular of the Beijing Local Financial Supervision and Administration, the Operations Office of the People's Bank of China and the Beijing Office of the China Banking and Insurance Regulatory Commission on Issuing the Opinions on Improving the Business Environment for Credit Financing at Faster Pace**

*All relevant departments of the municipal government and all institutions concerned,*

In order to optimize the business environment for financial credit in Beijing Municipality, the Opinions on Improving the Business Environment for Credit Financing at Faster Pace formulated upon research are hereby issued to you for your compliance and implementation.

**Appendix:** Opinions on Improving the Business Environment for Credit Financing at Faster Pace

Beijing Local Financial Supervision and Administration

Operations Office of the People's Bank of China

Beijing Office of the China Banking and Insurance Regulatory Commission

*February 28, 2020*

## **Appendix**

# **Opinions on Improving the Business Environment for Credit Financing at Faster Pace**

In order to further optimize the business environment for financial credit, effectively mitigate the impact of the COVID-19 epidemic, and promote the sustained and healthy development of the real

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economy, the following opinions are hereby presented.

## **I. Maintaining Stable Growth in Credit Supply**

It is imperative to guide financial institutions within jurisdictions to increase credit placement to support the development of the real economy, and strive to attract more newly-added loans in 2020 on a year-on-year basis. Active efforts shall be made to create a policy environment that enables people to have the willingness and capability for lending, and strive to increase the growth rate of inclusive micro and small loans by 10% compared with those of various loans throughout the year. Specifically, the growth rate of inclusive micro and small loans of large state-owned banks may not be less than 20%. (Responsible units: Operations Office of the People's Bank of China and Beijing Office of the China Banking and Insurance Regulatory Commission)

## **II. Reducing the General Financing Costs of Micro and Small-sized Enterprises**

It is required to promote the reduction of general financing costs of inclusive micro and small loans in Beijing Municipality in 2020 by another 0.5% compared with that of 2019, and the reduction of the average guarantee fee rate of government financing guarantee companies by another 0.5% compared with that of 2019. Efforts shall be made to strictly implement various regulatory policies for financial services charges of micro and small-sized enterprises, and effectively reduce the general financing costs of micro and small-sized enterprises. (Responsible units: Operations Office of the People's Bank of China, Beijing Office of the China Banking and Insurance Regulatory Commission, and Beijing Local Financial Supervision and Administration)

## **III. Increasing Support from Policy-based Funding**

It is necessary to proactively provide support from rediscounted funds, and strive to accumulate no less than CNY30 billion in rediscounting by 2020. Specifically, the proportion of re-discounted amount for private, micro and small-sized enterprises shall be not less than 80%. Low-cost funds are provided to financial institutions through the re-loans for micro and small-sized enterprises granted by the People's Bank of China, and credit support is increased for loans at preferential interest rates granted to private, micro and small-sized enterprises. (Responsible entity: Operations Office of the People's Bank of China)

## **IV. Further Giving Play to the Role of the Financing Guarantee System**

Efforts shall be made to further strengthen the service capabilities of the financing guarantee system, and increase supervision, guidance and policy evaluation on financing guarantee institutions. The services provided by government financing guarantee institutions to science and technology innovation, private, micro and small-sized enterprises shall account for no less than 80% in such

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institutions' total business. It is achieved that the financing guarantee balance in 2020 will increase by 10% on a year-on-year basis compared with that of 2019. (Responsible units:Beijing Local Financial Supervision and Administration,Beijing Office of the China Banking and Insurance Regulatory Commission, Beijing Municipal Finance Bureau, and Beijing Municipal Bureau of Economy and Information Technology)

## **V. Establishing a Rapid Response Mechanism for Financial Services**

It is necessary to establish a rapid response public service platform for financial services, give full play to the role of financial technology, further strengthen smart finance, mobile finance and other service methods, lay emphasis on the diversified and multi-variety financial service needs of private, micro and small-sized, science and technology innovation, cultural innovation enterprises at different stages, make up for the shortcomings of policies, reinforce the aggregation of various financial resources, provide comprehensive financial services, and achieve government guidance, direct connection, accurate service, and timely feedback. (Responsible units:Beijing Local Financial Supervision and Administration, Operations Office of the People's Bank of China, and Beijing Office of the China Banking and Insurance Regulatory Commission)

## **VI. Unblocking Access to Financial Services**

Efforts shall be made to implement the "Online Smooth Financing Project", expand the online intelligent services of the "Smooth Financing Project" WeChat public account, and further promote the timely and efficient connection of financial institutions and enterprises. An online loan renewal mechanism shall be established to ensure rapid and full renewal upon examination and approval. It is required to boost the combination of the "Smooth Financing Project" with the first loan service center, loan renewal service center, the bank-enterprise connection system, and the integrated financial service platform for micro and small-sized enterprises to further improve the effectiveness of first loan, loan renewal, credit loan and medium- and long-term loans. (Responsible units:Beijing Local Financial Supervision and Administration, Beijing Office of the China Banking and Insurance Regulatory Commission, Operations Office of the People's Bank of China, Beijing Financial Holdings Group)

## **VII. Significantly Reducing Credit Application Materials**

Banking financial institutions shall be instructed to optimize examination and approval procedures and improve examination and approval efficiency for loans. Active efforts shall be made to promote the electronic application and handling of financial services, establish a blockchain-based electronic identity authentication information system for enterprises, minimize credit application materials, promote mutual recognition of customers' application materials, and avoid "repeated certification".

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(Responsible units:Beijing Office of the China Banking and Insurance Regulatory Commission, Operations Office of the People's Bank of China, and Beijing Local Financial Supervision and Administration)

### **VIII. Strengthening the Application of Financial Technology in Credit Services**

It is imperative to give full play to the supporting role of Beijing Municipality's big data platform, and promote the open sharing of real estate registration, taxation, market regulation and other information that is closely related to credit with administrative departments for finance and financial institutions. Active efforts shall be made to explore application innovations of such financial technologies as intelligent examination and approval as well as online lending, and launch a number of pilot programs and put them into the "supervisory sandbox". (Responsible units: Beijing Municipal Bureau of Economy and Information Technology, Beijing Municipal Tax Service, STA, Beijing Administration for Market Regulation, Operations Office of the People's Bank of China, Beijing Office of the China Banking and Insurance Regulatory Commission, Beijing Local Financial Supervision and Administration, and Beijing Financial Holdings Group)

### **IX. Promoting Online Handling of Registration of Real Estate Mortgages on an Overall Basis**

It is imperative to expand the coverage of online handling of registration of real estate mortgages, shorten the time limit for examination and approval of mortgage loans, and reduce the financing costs of micro and small-sized enterprises. Efforts shall be made to promote the "one-stop" handling for the registration of real estate mortgage loans on an overall basis, continuously delegate authority of registration services to bank outlets, and realize the handling of mortgage loans by micro and small-sized enterprises at one window and in one time. It is also required to improve lending procedures, strengthen information sharing, and further simplify application materials for lending. (Responsible units:Beijing Office of the China Banking and Insurance Regulatory Commission, and Beijing Municipal Commission of Planning and Natural Resources)

### **X. Rolling out Pilot Programs of Supply Chain Finance for Finance Companies**

Depending on the public service platform for supply chain finance, it is necessary to give play to the role of finance companies under large enterprise groups, actively support eligible finance companies under enterprise groups to develop extended industry chain financial services such as bill discounting and factoring receivables, and support them to provide financing services such as buyer's credit, so as to support the real economy. (Responsible units:Beijing Office of the China Banking and Insurance Regulatory Commission,Operations Office of the People's Bank of China, Beijing Local Financial

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Supervision and Administration, and Beijing Financial Holdings Group)

## **XI. Promoting Financing via Government Purchase Orders**

It is required to further promote the connection of the government purchase platforms at the municipal and district levels with the financing service platform for accounts receivable and the integrated financial service platform for micro and small-sized enterprises, and support financial institutions in order financing based on government purchase. It is a must to supervise and instruct the government purchase department to cooperate with the financial institutions that provide financing to track the source of repayment, pay the government purchase funds to the supplier's corporate account designated by the financial institution, and share the progress information of government procurement funds payment with the relevant financial institutions in time. Efforts shall be made to strive to complete a financing of CNY10 billion via government purchase orders in 2020. (Responsible units:Operations Office of the People's Bank of China, Beijing Municipal Finance Bureau, Beijing Financial Holdings Group,Beijing Office of the China Banking and Insurance Regulatory Commission, and Beijing Local Financial Supervision and Administration)

## **XII. Enhancing Credit Support for Enterprises Affected by the COVID-19 Epidemic**

For enterprises affected by the COVID-19 epidemic, financial policies such as the special re-lending of the People's Bank of China shall be actively implemented. For newly-added loans by these enterprises, it is imperative to arrange special credit lines, open green examination and approval channels, and grant special preferential interest rates. Their relevant credit applications may be subject to the principle of "special handling for a special matter" to simplify the procedures and urge a quick payment. For their existing loans, it is required to arrange a special person to provide connection services to ensure that there is no withdrawal, suspension, or postponement of loan issue, and timely provide support by means of extension, renewal, and reduction of interest rates for enterprises with difficulty in repaying due loans. Good practices and experiences of helping troubled enterprises amid the COVID-19 epidemic prevention and control shall be timely summarized, and built into a long-term mechanism for optimizing the business environment for credit. (Responsible units:Operations Office of the People's Bank of China, Beijing Office of the China Banking and Insurance Regulatory Commission, and Beijing Local Financial Supervision and Administration)

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# **Circular of the Beijing Local Financial Supervision and Administration on Ensuring Proper Financial Service Amid the COVID-19 Epidemic Prevention and Control Period**

*All relevant agencies,*

Given the severe situation of continuous prevention and control of COVID-19 epidemic, Beijing Municipality has initiated the first-level response to major public health emergencies. In order to thoroughly put into practice the requirements of the CPC Central Committee, the State Council, the Beijing Municipal Party Committee and the People's Government of Beijing Municipality on the COVID-19 epidemic prevention and control, strengthen financial support and service guarantee, and do our best to prevent and control the COVID-19 epidemic in Beijing Municipality, the relevant matters are hereby notified as follows:

## **I. Resolutely Assuming Political Responsibility for Prevention and Control**

The epidemic is an order, and prevention and control is our responsibility. It is necessary to thoroughly study and implement the spirit of General Secretary Xi Jinping's important speech and instructions on the COVID-19 epidemic prevention and control, unify the thinking and actions into the decisions and arrangements of the CPC Central Committee, the State Council, the Beijing Municipal Party Committee, and the People's Government of Beijing Municipality, strengthen the "Four Consciousnesses", firm the "Four Confidences" and ensure "Two Maintenances". It is required to deeply understand the importance and urgency of the COVID-19 epidemic prevention and control, place the life security and health of the people in the first place, and take the COVID-19 epidemic prevention and control as the most important task at present. It is imperative to strengthen confidence, work together, and adhere to scientific prevention and control and precise policy implementation, to resolutely win the fight against the COVID-19 epidemic prevention and control, and let the party flag fly high on the front line of the COVID-19 epidemic prevention and control struggle.

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## **II. Strictly Implementing COVID-19 Epidemic Prevention and Control Measures**

In accordance with the unified arrangement of Beijing Municipality on COVID-19 epidemic prevention and control, local financial organizations such as Beijing Equity Trading Center, local asset management companies, small loan companies, financing guarantee companies, financial leasing companies, commercial factoring companies, pawn shops, etc. must strengthen comprehensive investigation of their business venues and service facilities, equip themselves with necessary protective articles, equipment and facilities, regularly clean and disinfect facilities such as business premises, business counters, and self-service equipment, and strengthen hygienic and epidemic management in their business outlets and offices. They shall intensify employees 'self-protection and epidemic investigation, equip their office locations with temperature detection equipment and track employees' health status in a timely manner. They shall appropriately adjust their work plans and implement peak shift work and flexible work systems; they are encouraged to employ flexible office methods such as video or telephone conference, mobile working, non-contact client visits, remote signing, e-mail, and electronic signatures, and make proper recording, record-filing and archiving, in order to reduce staff gathering and centralized client visits. They shall intensify epidemic prevention and control publicity and health education for themselves and clients, and guide practitioners and financial consumers through active response and scientific prevention and control.

## **III. Establishing a Rapid Response Network for Financial Services in Beijing Municipality**

Each financial business outlet must become a rapid response platform for financial services to form a city-wide rapid response network for financial services; shall timely inform the Beijing Local Financial Supervision and Administration if and when encountering various financing, payment, cross-border business and other financial service needs from clients that are beyond its service scope. The Beijing Local Financial Supervision and Administration will build a city-wide rapid response network for financial services, coordinate financial institutions in rapid response, provide accurate services, speed up problem resolution, and provide timely feedback.

## **IV. Providing Proper Financial Service Support**

With respect to micro, small and medium-sized enterprises engaged in the production, circulation, and transportation of epidemic prevention materials, and wholesale and retail, accommodation and catering, logistics and transportation, and cultural and tourism enterprises that have been greatly affected by the COVID-19 epidemic and temporarily encountering difficulties, financial institutions including local financial organizations are encouraged to appropriately lower interest rates and



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related rates, provide more financing support for them, strengthen the use of technical means, and improve the security, convenience, and availability of financial services through smart finance, mobile finance, and online services. Financing guarantee companies in Beijing Municipality are required to moderately reduce the financing guarantee rate for micro and small-sized enterprises, and policy guarantee companies are required to lower the guarantee fee rate by 0.5 ppt, and further reduce the guarantee fee rate for companies related to the COVID-19 epidemic prevention and control; small loan companies are required to moderately lower the loan interest rate, further reduce comprehensive financing costs; local asset management companies are required to carry out the acquisition of non-performing assets of companies trapped by the COVID-19 epidemic, and strengthen preferential financing support; financing leasing companies are required to expand intellectual property lease scale and services; commercial factoring companies are required to actively provide supply chain financing services; pawn shops are required to expand the scope of pawns of trapped enterprises and accelerate the realization of related civilian products, movables and real estate.

## **V. Smoothing the Access to Financial Services**

The Beijing Local Financial Supervision and Administration will open an online financial service and mobile financial matching service platform through the WeChat public account "Changrong Project", hold a "Changrong Project" online matching meeting, and establish the "Online Changrong Project". It shall apply the "one-to-one" and "one-to-multiple" financial service mechanism for major projects, key construction projects, and "sophisticated" industrial projects, design personalized financial products, and promote projects to go into operation and reach design capacity as early as possible, so as to reduce the COVID-19 epidemic's impact on the economy running. It is required to actively establish the channels for communication between financial institutions and enterprises, especially online financial service matching platforms, to accept applications from stranded companies that require credit loans, first loans, renewal loans, listing services, and insurance services, and timely feedback to relevant financial institutions to speed up the handling. Enterprises can also request financial services through the 12345 hotline, and the Beijing Local Financial Supervision and Administration will provide timely feedback. For troubled listing companies, the Beijing Local Financial Supervision and Administration will establish a "one-to-one" service mechanism to solve problems in a timely manner.

## **VI. Strengthening the Service Guarantee for the Operation of Financial Institutions in Beijing Municipality**

It is necessary to further strengthen the industry service steward mechanism of financial institutions, enhance online liaison amid the COVID-19 epidemic prevention and control, and promptly coordinate the difficulties and problems encountered by domestic and foreign financial institutions in their

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development in Beijing Municipality and by financial institutions in the procurement of epidemic prevention materials, funds allocation, granting of emergency loan. For domestic and foreign financial institutions to be established in Beijing Municipality, it shall actively coordinate and expedite the examination and approval procedures, and accelerate the implementation of policy support such as capital subsidies, housing purchase subsidies, and senior talent awards. Financial institutions are encouraged to develop financial products and services that meet the needs of the COVID-19 epidemic prevention and control, and serve the health of the whole people and comprehensive social governance, and those making contributions will be provided with financial innovation incentives and support. It is supported to apply financial technologies in the COVID-19 epidemic prevention and control. Those that meet the requirements will be included in the pilot program of financial technology "supervision sandbox" innovation.

## **VII. Strengthening Information Submission during COVID-19 Epidemic Period**

All local financial organizations are required to closely monitor the health status of their employees and family members thereof, regard those who have recently went to Hubei, passed through Hubei, or had close contact with relatives or friends from Hubei as key persons under monitoring, understand their health status in detail every day, take isolation measures if finding any epidemic and report in a timely manner in accordance with the procedures prescribed by the municipal government.

## **VIII. Party Members and Cadres Having the Courage to Act**

All party members and cadres on the financial front should regard winning the fight against the COVID-19 epidemic prevention and control as a major political task at present, consciously fulfill their original intentions and missions, and actively participate in the frontline struggle for the COVID-19 epidemic prevention and control. They are required to give full play to the role of grassroots party organizations as a fighting fortress, strengthen the maximizing of political advantages of "industry associations + party building", and building party building, implement the "dual reporting" system, and take the lead in solving the financial service demands of enterprises and communities, to improve the scientificness and effectiveness of the COVID-19 epidemic prevention. They must have firm confidence of winning and resolutely win the fight against the COVID-19 epidemic prevention and control.

*Beijing Local Financial Supervision and Administration*  
*January 30, 2020*

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# **Circular of the State-Owned Assets Supervision and Administration Commission of the People's Government of Beijing Municipality on Implementing Rent Reduction or Exemption for Micro, Small and Medium-sized Enterprises as Stipulated in "Jing Zheng Ban Fa [2020] No.7"**

*Jing Wen Zi Han [2020] No.8*

*All enterprises under the administration of Beijing Municipality,*

In order to implement the Measures of the General Office of the People's Government of Beijing Municipality for Mitigating the Impact of the COVID-19 Epidemic, and Supporting Sustained and Healthy Development of Micro, Small and Medium-sized Enterprises (Jing Zheng Ban Fa [2020] No.7), and effectively reduce rents of micro, small and medium-sized enterprises or exempt them from such burden, the matters relating to the reduction or exemption of rents for micro, small and medium-sized enterprises by municipal state-owned enterprises are hereby notified as follows:

1. The municipal state-owned enterprises involved in the policy on reduction or exemption of rents for micro, small and medium-sized enterprises refer to the enterprises at the municipal level under the supervision of the State-owned Assets Supervision and Administration Commission of the People's Government of Beijing Municipality and their state-owned and state-holding subsidiaries, while the micro, small and medium-sized enterprises mentioned herein refer to the micro, small and medium-sized enterprises identified in accordance with IV. Classification Standards for Industries as stipulated in the Provisions on Classification Standards of Small and Medium-sized Enterprises (Gong Xin Bu Lian Qi Ye [2011] No.300) and registered in Beijing.
- 2 Real estates owned by municipal state-owned enterprises in Beijing refer to real estates located in Beijing Municipality's administrative jurisdiction and owned by municipal state-owned enterprises.
3. Exemption of rents means that micro, small and medium-sized enterprises leasing real estates owned by municipal state-owned enterprises in Beijing to engage in production and operation activities,

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including setting up convenience facilities, supermarkets, pharmacies, institutions offering services for the elderly, education and training institutions, and industrial storage, will be exempted from their rents for February, provided that they will continue to offer services according to the requirements of the government or will be subject to a suspense of business with no layoffs or few layoffs in accordance with the relevant provisions on COVID-19 epidemic prevention. Reduction of rents refers to a reduction of 50% of the rent for February for micro, small and medium-sized enterprises leasing the real estates of municipal state-owned enterprises in Beijing for office use.

4. If a municipal state-owned enterprise is the lessor that leases the house to the lessee which is a non-state-owned enterprise, and the lessee then sub-leases the house to a micro, small or medium-sized enterprise that meets the requirements for the policy on reduction or exemption of rents, the municipal state-owned enterprise shall encourage the lessee to implement such policy. For the actual loss suffered by the non-state-owned enterprise (the lessee) upon verification, it may solve such problem through consultation with the owner of title of this municipal state-owned house.

5. To apply for reduction or exemption of rents, micro, small and medium-sized enterprises shall provide legal and valid housing lease contracts or agreements and other supporting documents that meet relevant requirements, and apply to the municipal state-owned lessor in a timely manner.

6. All enterprises under the administration of Beijing Municipality shall study and formulate work schemes on rent reduction and exemption in accordance with the Circular as soon as possible, and instruct and urge the competent owner of title to quickly accept applications for rent reduction and exemption by micro, small and medium-sized enterprises, timely implement internal decision-making procedures, and directly handle formalities for rent reduction and exemption for micro, small and medium-sized enterprises that meet the requirements for the policy.

7. For any rent reduction or exemption in line with the policy, the parties to the housing lease contract shall timely perform the procedures such as amending the contract or signing a supplementary agreement. At the same time, all enterprises under the administration of Beijing Municipality shall work effectively on the management of ledger accounts involving house leasing.

8. The Circular may apply *mutatis mutandis* to all state-owned enterprises at the district level.

(Inquiry Hotline of the State-owned Assets Supervision and Administration Commission of the People's Government of Beijing Municipality: 83970926 / 83970392)

*State-owned Assets Supervision and Administration Commission of the People's Government of  
Beijing Municipality  
February 7, 2020*

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# Measures of the Office of the Leading Group for Culture System Reform and Development on Mitigating the Impact of COVID-19 Outbreak and Promoting the Healthy Development of Cultural Enterprises

*Jing Wen Ling Ban Fa [2020] No.1*

*All member units of the Beijing Municipal Leading Group for Cultural Reform and Development,*

The following measures are formulated, in order to thoroughly implement the work plan of the CPC Central Committee, the State Council, the municipal party committee and the municipal government for the COVID-19 epidemic prevention and control, further mitigate the impact of the COVID-19 epidemic on the production and operation of cultural enterprises in Beijing Municipality, and promote the healthy and sustained development of enterprises in accordance with the Measures for Further Supporting the Efforts to Defeat the COVID-19 Epidemic and the Measures for Mitigating the Impact of the COVID-19 Epidemic, and Supporting Sustained and Healthy Development of Micro, Small and Medium-sized Enterprises issued by the General Office of the People's Government of Beijing Municipality.

## **I. Condensing the Powerful Joint Force to Jointly Overcome Difficulties**

1. The declaration of 2020 Beijing propaganda and culture guidance fund (film, press and publication) project shall be initiated in advance to ensure the effective fund appropriation in the first half of the year; the declaration of special subsidies shall be increased, and a one-time publicity and distribution subsidy shall be given for Beijing-made films failing to be released as scheduled due to the impact of the COVID-19 epidemic during the Spring Festival this year, and special subsidies for the creation and production of key projects that are in the centralized creation period and are suspended due to the impact of the COVID-19 epidemic before and after the Spring Festival this year. (Responsible units: Beijing Municipal Administration of Press and Publication, Beijing Municipal Film Administration and Beijing Municipal Cultural Development Center)
2. The declaration of municipal film special fund projects for this year shall be initiated in advance

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to ensure the effective fund appropriation in the first half of the year; subsidies for Beijing cinemas showing domestic films shall be increased, to expand the coverage of subsidies; support shall focus on small and medium-sized cinemas that are difficult to operate due to the COVID-19 epidemic. (Responsible unit: Beijing Municipal Film Administration)

3. The declaration period of the Beijing Culture and Art Fund Project for 2020 shall be extended, and the proportion of subsidies for projects declared by micro, small and medium-sized cultural enterprises shall be appropriately increased. For projects that have been funded by the Beijing Culture and Art Fund and have cancelled performances, exhibitions and other activities due to the COVID-19 epidemic, the requirement for project closing may be adjusted appropriately on the premise of ensuring the quality of the project. (Responsible unit: Beijing Municipal Bureau of Culture and Tourism)

4. The declaration of supporting the 2020 Beijing physical bookstore project shall be initiated in advance to achieve full coverage of bookstore declaration. (Responsible unit: Beijing Municipal Administration of Press and Publication)

5. The requirements for radio and television as well as online audio-visual programs selected by the 2020 Beijing radio, television and online audio-visual development fund shall be adjusted to cover radio and television as well as online audio-visual programs with their creation, production or online broadcasting from June 30, 2019 to July 30, 2020, so as to ensure that excellent radio and television as well as online audio-visual programs whose production and online broadcasting is delayed due to the COVID-19 epidemic can be included in the scope of declaration. (Responsible unit: Beijing Municipal Radio and Television Bureau)

6. A certain subsidy shall be granted for site rental fees of exhibition projects which are suspended due to the COVID-19 epidemic, provided that such projects continue to be held in Beijing Municipality during the year and the number of micro, small and medium-sized enterprises participating in such projects exceeds 50% of the total enterprises participating such projects. (Responsible unit: Beijing Municipal Commerce Bureau)

7. The payment of social insurance contributions by cultural enterprises shall be delayed, and the collection period for social insurance contributions payable in January and February shall be extended to the end of March. For those industries and enterprises related to theatrical performances, film and television theatres, exhibitions, tourism and cultural exhibitions that are greatly affected, subject to the affirmation by the relevant competent authority, the collection period for social insurance contributions payable by them during the COVID-19 epidemic period may be extended to the end of July. During the deferred payment period, no late fee will be charged, and neither the normal entitlement to various social insurance benefits nor individuals' records of rights will be affected.

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For micro, small and medium-sized cultural enterprises joining the social insurance scheme that are greatly affected by the COVID-19 epidemic, face temporary difficulties in production and operation, are expected to recover, and insist on not laying off employees or making fewer layoffs, their unemployment insurance premium may be refunded according to the standard for Beijing monthly per capita unemployment insurance premiums for the last year and the number of employees joining the social insurance scheme in six months. (Responsible units: Beijing Municipal Human Resources and Social Security Bureau, Beijing Municipal Finance Bureau and district governments)

8. Online digital publishing enterprises and related cultural institutions in Beijing Municipality shall be encouraged to open high-quality online resources and non-profit online performances, functional games and other digital cultural content services to the public free of charge during the COVID-19 epidemic period, and the relevant outstanding projects shall be recommended to declare for funds for publicity and cultural guidance. (Responsible units: Beijing Municipal Administration of Press and Publication, Beijing Municipal Bureau of Culture and Tourism and Beijing Municipal Cultural Development Center)

9. Subsidies shall be granted for the rent of eligible micro, small and medium-sized cultural enterprises through the "rental connect" policy, and the expansion of the "rental connect" support scope shall be explored.

For micro, small and medium-sized enterprises that engage in the production and operation by leasing the real estate owned by state-owned cultural enterprises in Beijing Municipality, if they insist on operating according to government requirements or closes business without layoffs or with fewer layoffs in accordance with regulations on the COVID-19 epidemic prevention, their rent for February shall be exempted; where the leased real estate is used for office space, a 50% reduction in the rent for February shall be given. Industry associations and parks shall play the guiding role to encourage owners (landlords) to reduce or exempt rent for micro, small and medium-sized cultural enterprises, which shall be settled through negotiation between both parties. (Responsible units: Publicity Department of the Beijing Municipal Committee, Beijing Municipal Administration of Press and Publication, Beijing Municipal Film Administration, Beijing Municipal Bureau of Culture and Tourism, State-owned Assets Supervision and Administration Commission of the People's Government of Beijing Municipality, Beijing Municipal Radio and Television Bureau, Beijing Municipal Administration of Cultural Heritage, Beijing State-owned Cultural Assets Management Center and district governments)

10. Suppliers of books and other products are encouraged to allow physical bookstores to extend the settlement period for three to six months. Physical bookstores and printing enterprises are encouraged

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to stick to their business when conditions permit. (Responsible unit: Beijing Municipal Administration of Press and Publication)

11. Policy and financial support shall be provided for cultural industry parks providing rent reduction and exemption and assistance for cultural enterprises located in such parks or with difficulties during the COVID-19 epidemic period, in the management of identification of municipal cultural industry parks. (Responsible units: Publicity Department of the Beijing Municipal Committee, Beijing Municipal Commission of Development and Reform, Beijing Municipal Finance Bureau, Beijing State-owned Cultural Assets Management Center and district governments)

## **II. Guaranteeing the Creation and Production of High-quality Works**

12. More support shall be provided for works with such theme as building a moderately prosperous society in all aspects and celebrating the 100th anniversary of the founding of the Party. Green channels shall be established for outstanding stage plays, movies, TV plays, documentaries, publications, and online audio-visual works to ensure that key creative projects will not be stopped, aborted, or lower their standards. (Responsible units: Beijing Municipal Administration of Press and Publication, Beijing Municipal Film Administration, Beijing Municipal Bureau of Culture and Tourism and Beijing Municipal Radio and Television Bureau)

13. It is imperative to extensively solicit stage plays, movies, TV plays, documentaries, publications, and online audio-visual works reflecting anti-epidemic stories, from which excellent works shall be selected and supported. (Responsible units: Beijing Municipal Administration of Press and Publication, Beijing Municipal Film Administration, Beijing Municipal Bureau of Culture and Tourism, Beijing Municipal Radio and Television Bureau and Beijing Municipal Cultural Development Center)

14. Seed banks shall be established for key projects such as stage plays, movies, TV plays, documentaries, publications, and online audio-visual works during the COVID-19 epidemic period, and the whole process thereof shall be guided and controlled, in order to ensure that such projects can be released and broadcast online as scheduled. (Responsible units: Beijing Municipal Administration of Press and Publication, Beijing Municipal Film Administration, Beijing Municipal Bureau of Culture and Tourism and Beijing Municipal Radio and Television Bureau)

## **III. Cultivating a New Momentum for Industry Development**

15. It is required to promote the integration and development of culture, science and technology, support the technological research on such as 5G, AI, 4K / 8K ultra-high definition, big data and blockchain, and focus on supporting the development of a batch of application scenario construction



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projects such as 5G, AI, 8K ultra-high definition, smart broadcasting and TV, smart culture and tourism and "Internet+ Chinese civilization". (Responsible units:Publicity Department of the Beijing Municipal Committee, Beijing Municipal Science and Technology Commission, Beijing Municipal Administration of Press and Publication, Beijing Municipal Film Administration, Beijing Municipal Bureau of Economy and Information Technology, Beijing Municipal Bureau of Culture and Tourism, Beijing Municipal Radio and Television Bureau, Beijing Municipal Administration of Cultural Heritage, Administrative Committee of Zhongguancun Science Park and Beijing State-owned Cultural Assets Management Center)

16. Efforts shall be made to speed up the construction of smart parks, make full use of new technologies such as 5G, big data and so on, and improve the scientific management of parks. The promotion of the pilot program of protecting and utilizing old factory buildings to expand cultural space shall be accelerated, and the solicitation of the second batch of pilot projects shall be initiated. (Responsible units:Publicity Department of the Beijing Municipal Committee and Beijing State-owned Cultural Assets Management Center)

17. The integration and development of new formats shall be accelerated. Great efforts shall be made to promote the integration and development of emerging formats such as online education, online games, digital music, and digital publishing, and cultivate new sources of economic growth to form new momentum for development. Active preparations shall be made for such brand exhibition activities as Beijing International E-sports Innovation Development Conference, China Audiovisual Conference, Beijing International Game Innovation Conference, and Beijing International Music Industry Expo. (Responsible units:Publicity Department of the Beijing Municipal Committee, Beijing Municipal Administration of Press and Publication and Beijing Municipal Radio and Television Bureau)

18. It is required to give full play to the leading role of cultural consumption, further expand the distribution scope of benefiting-people electronic coupons of cultural consumption, issue industry-specific coupons, and give key support to industries that have been severely affected by the COVID-19 epidemic. (Responsible unit: Beijing State-owned Cultural Assets Management Center)

#### **IV. Enhancing Support for Financial Services**

19. Efforts shall be made to improve the construction of the "Investment and Loan Award" linkage system, effectively reduce the investment and financing costs of cultural enterprises, and encourage financial institutions to serve the development of cultural enterprises. Cultural enterprises shall be provided with subsidized loan, discounted leases for financial leasing, bond issuance awards, and equity financing awards with awards granted in accordance with the financing quota of financial

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institutions serving cultural enterprises. (Responsible units: Beijing State-owned Cultural Assets Management Center and Beijing Municipal Finance Bureau)

20. Loans to cultural enterprises faced with temporary operating difficulties due to the COVID-19 epidemic but having a good prospect for development shall not be called back early, discontinued or deferred, and loan renewal services shall be provided effectively for the relevant enterprises in an effort to ensure that all loans that should be renewed can be quickly renewed. All banking institutions are encouraged to appropriately lower the loan interest rate of and reduce or exempt interest rates, penalties and handling fees of micro and small-sized enterprises greatly affected by the COVID-19 epidemic within their own capacity, so as to reduce the financing costs of micro and small-sized cultural enterprises. (Responsible units: Beijing Office of the China Banking and Insurance Regulatory Commission, Operations Office of the People's Bank of China and Beijing Local Financial Supervision and Administration)

21. It is imperative to continue to increase the issuance of credit loan to cultural enterprises, with the year-on-year growth of loans to cultural enterprises by banks in the jurisdiction not less than 15%, and the year-on-year growth of the number of bank accounts with loan balance not less than 15% in 2020. It is necessary to continue to carry out bank-enterprise docking actions, in which the bank covers enterprises without loan balance, and encourage banks to connect with the financing needs of cultural enterprises online, in order to improve the credit coverage of cultural enterprises. (Responsible units: Operations Office of the People's Bank of China, Beijing Office of the China Banking and Insurance Regulatory Commission and Beijing Local Financial Supervision and Administration)

22. It is required to launch "special rediscount support tools for Beijing cultural enterprises" and other special rediscount products, and further optimize processes and use conditions, in order to support financial institutions to improve the convenience of bill financing of high-quality cultural enterprises. (Responsible unit: Operations Office of the People's Bank of China)

23. Cultural financing guarantee institutions are supported to develop new types of guarantee products and services of small and medium-sized enterprises such as collective bonds, collective trusts, short-term financing bonds, and bill business. Amid the COVID-19 epidemic prevention and control, guarantee institutions of government nature in Beijing Municipality shall reduce the comprehensive fee rate by 0.5 percentage points for micro, small and medium-sized cultural enterprises severely affected by the COVID-19 epidemic. (Responsible units: Beijing Municipal Finance Bureau, Beijing Local Financial Supervision and Administration and Beijing State-owned Cultural Assets Management Center)

24. It is imperative to promulgate the Several Measures for Strengthening Financial Support for the Healthy Development of the Cultural Industry, accelerate the construction of national cultural and

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financial cooperation demonstration zones, adjust and optimize risk compensation mechanisms, and promote the establishment of cultural and creative banks and cultural development funds to improve culture financial support system. (Responsible units:Publicity Department of the Beijing Municipal Committee, Operations Office of the People's Bank of China, Beijing State-owned Cultural Assets Management Center, Beijing Municipal Finance Bureau, Beijing Local Financial Supervision and Administration, Beijing Office of the China Banking and Insurance Regulatory Commission and Dongchengdistrict government)

## **V. Optimizing and Improving Government Services**

25. Efforts shall be made to enhance the build of smart government in an all-round manner to enable more government service items related to culture to be handled through the "internet, mobile phones or apps".

In terms of commercial performances, if the approved performances are cancelled in response to the COVID-19 epidemic prevention and control measures, and the performance time is applied again or applied for change in due course, the examination and approval department shall issue an examination and approval decision within one working day from the date of acceptance. For newly applied commercial performances, administrative guidance shall be provided before acceptance to optimize the approval process and further improve the approval efficiency. If the commercial performance license cannot be renewed in time due to the COVID-19 epidemic prevention and control, the application for renewal of such commercial performance license may be postponed for one month.

In terms of press and publication, the online submission and commitment system shall be tried out for application materials on some government service matters during the COVID-19 epidemic period; specific projects shall be allowed to go online before filing. The advantages of the domestic online game territorial management pilot shall be given full play to set up a comprehensive online game service window for the purpose of improving the efficiency of examination and approval on Beijing territorial games. Green channels shall be established for publishing and printing major topics such as epidemic prevention and anti-epidemic, and time limit for the extension of printing license shall be extended. The copyright of works (except for the copyright of computer software) shall be provided with online registration throughout the process, and the processing time for applications related to the fight against the COVID-19 epidemic shall be reduced to five working days. The online mediation mechanism for copyright disputes shall be enabled.

In terms of radio, television and online audio-visual programs, for relevant licenses of radio, television and online audio-visual programs with valid period ended from January 31 to March 31, 2020, their renewals upon expiration may be extended for another two months on the basis of the original

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processing time, and they shall be deemed as valid licenses during their extended period. For the complete online dramas, online movies, and online cartoons, their examination and approval as well as control and feedback shall be completed within 15 working days. For complete network original column programs including online variety shows, online documentaries and online audio-visual special programs, the time for the filing, examination and approval of each issue of such programs shall be shortened to three working days. The examination and approval time for the filing application of the live broadcast service of online audio-visual programs shall be shortened to two working days.

In terms of films, based on the principle of reducing flow and giving priority to online processing, some paper and image materials required for the application may be delivered by express delivery, and expedited processing shall be provided for special items to minimize the approval time; the change time limit for producing films this year shall be extended depending on the epidemic cycle on the original basis; the Beijing Municipal Film Administration shall open a special telephone line and special post to answer and respond to difficulties of enterprises during the COVID-19 epidemic period.

In terms of the auction of cultural relics and artworks, the time limit for their examination and approval shall be optimized; the time limit for examination and verification before the auction of cultural relics shall be shortened; and the time limit for record filing of cultural relics after their auctions shall be extended. The enterprises engaging in cultural relics auction shall be supported to organize cultural relics auctions through the online platform, in order to reduce personnel mobility and improve efficiency. For key enterprises with high credibility and indeed having special difficulties, they shall be subject to "one policy for one enterprise" in case of the holding of offline auctions; green channels for examination and approval shall be established, and examination, approval and filing methods shall be innovated by means of science and technology. (Responsible units: Beijing Municipal Administration of Press and Publication, Beijing Municipal Film Administration, Beijing Municipal Bureau of Culture and Tourism and Beijing Municipal Radio and Television Bureau and Beijing Municipal Administration of Cultural Heritage)

26. Government procurement of grassroots non-profit performances after the COVID-19 epidemic shall be enhanced. The subsidy scope in low-price ticket policy benefiting people shall be expanded to grant subsidy as possible. For outstanding performances selected into the Beijing theatre operation service platform and various government brand performance activities, subsidy for site rent and performance shall be given. (Responsible unit: Beijing Municipal Bureau of Culture and Tourism)

27. The development of leading cultural enterprises shall be supported under "one policy for one enterprise". The implementation of "service package" of municipal cultural industry parks shall be accelerated. The construction of the national cultural industry innovation experimental zone shall be

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accelerated, and the integration and innovation of the cultural industry policies shall be continuously promoted. (Responsible units: Publicity Department of the Beijing Municipal Committee and Chaoyang District Government)

28. It is imperative to strengthen the construction of cultural public service platform, and give full play to the role of cultural innovation and financial service, cultural innovation board and other platforms to provide relevant policy services for cultural enterprises. (Responsible unit: Beijing State-owned Cultural Assets Management Center)

The above policy measures applicable to cultural enterprises registered in Beijing Municipality that conform to the Classification of Culture and Related Industries (2018) issued by the State Statistics Bureau shall come into force as of the date of issuance and be valid until the end of 2020 (where the specific measures herein have definite time limits, such provisions shall prevail; and where policy measures are no longer necessary due to the end of the emergency response to the COVID-19 epidemic in Beijing Municipality and other reasons, they will naturally become invalid).

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# Measures of the Office of the Leading Group for Culture System Reform and Development on Strengthening Financial Support for the Healthy Development of the Cultural Industry

*Jing Wen Ling Ban Fa [2020] No.2*

The Measures are hereby formulated in order to deepen financial supply-side structural reform, and through cultural and financial policy innovation, guide the use of private capital to increase the investment and financing in cultural industries, promote the assistance of finance in the development of cultural industries, optimize the business environment of cultural enterprises, better serve the construction of cultural centers across the country, and assist the high-quality development of the capital economy.

## **I. Strengthening the Support of Credit Financing for Cultural Enterprises**

### **1. Increasing the issuance of credit loans**

Banks are encouraged to continue to increase the issuance of credit loans to cultural enterprises, especially small and medium-sized cultural enterprises. Banks' loan balances in cultural and related industries within jurisdictions during three years shall increase by not less than 15% on a year-on-year basis, and the number of households with loan balances shall increase by not less than 15% on a year-on-year basis. For small and medium-sized cultural enterprises that are temporarily unable to operate due to the COVID-19, banks within jurisdictions shall not recover loans in advance, suspend the issuance of loans, or defer the issuance of loans when risks are controllable.

(Responsible units: Operations Office of the People's Bank of China and Beijing Office of the China Banking and Insurance Regulatory Commission)

### **2. Increasing monetary support for rediscount**

Financial institutions that apply for rediscount after discounting the bills issued or received by small and micro-sized cultural enterprises are included in the scope of priority support under the policy.

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It is imperative to innovatively launch the "Special Rediscount Supportive Instruments for Beijing Cultural Enterprises", apply the list system to the management of cultural enterprises, and provide special quotas for financial institutions issuing a high proportion of credit loans to cultural enterprises. By optimizing the process and rediscount application conditions, we shall achieve rapid examination and approval of rediscount, realize the rapid issuance of funds, and further enhance the convenience of notes financing for high-quality cultural enterprises. It is necessary to actively make use of re-lending instruments under the credit policy to support local corporate banks such as Bank of Beijing, Beijing Rural Commercial Bank and Zhongguancun Bank in increasing the issuance of credit loans to private and small and micro-sized cultural enterprises.

(Responsible unit: Operations Office of the People's Bank of China)

### **3. Establishing the "Investment and Loan Award" Risk Compensation Fund**

It is required to establish a risk compensation mechanism for the assumption of risks by governments, financial institutions and enterprises, and support financial institutions such as banks, guarantee institutions and financing lease institutions in expanding the aggregate supply of credit lines. Cooperative banks, guarantee institutions and financing lease institutions that incur principal losses of non-performing loans or compensation losses after providing loan, guarantee or financing lease services for small and micro-sized cultural enterprises shall be given a certain percentage of risk compensation.

(Responsible units: Publicity Department of the Beijing Municipal Committee, Beijing Municipal Finance Bureau and Beijing State-owned Cultural Assets Management Center)

### **4. Enhancing financing and guarantee services**

Financing guarantee companies are supported in developing new types of guarantee products and services such as collective bonds, collective trusts, short-term financing bonds and notes business for small and medium-sized enterprises so as to give better play to the role of credit enhancement services.

(Responsible units: Publicity Department of the Beijing Municipal Committee, Beijing Local Financial Supervision and Administration and Beijing State-owned Cultural Assets Management Center)

### **5. Promoting copyright-based pledge loans**

Efforts shall be made to promote copyright-based pledge loans, simplify banks' inquiry procedures, improve assessment, registration and circulation mechanisms, and explore and improve financing channels for asset-light cultural enterprises. Banks within jurisdictions are encouraged not to deduct

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scores of internal assessment if the non-performing rate of copyright-based pledge financing is three or less percentage points above respective non-performing loan ratios.

(Responsible units:Publicity Department of the Beijing Municipal Committee, Beijing Municipal Copyright Bureau, the Beijing Municipal Intellectual Property Office, Operations Office of the People's Bank of China, Beijing Office of the China Banking and Insurance Regulatory Commission, Beijing Local Financial Supervision and Administration and Beijing State-owned Cultural Assets Management Center)

## **6. Improving the equity-debt linkage financing service mechanism for cultural enterprises**

It is required to accelerate the promotion of linkages among banks, insurance institutions, securities institutions, foundations, guarantee companies and other financial institutions focusing on cultural fields, actively promote innovation in multiple service models such as investment, loan and insurance linkage, encourage the banking financial institutions of Beijing Municipality to vigorously develop the equity-debt linkage business, hedge credit risks with investment income, and achieve a risk-reward match for issuance of credit loans to cultural enterprises.

(Responsible units:Beijing Office of the China Banking and Insurance Regulatory Commission, Beijing Office of the China Securities Regulatory Commission, Operations Office of the People's Bank of China and Beijing Local Financial Supervision and Administration)

## **7. Giving full play to the role of "Beijing Bank-Enterprise Connection System"**

Efforts shall be made to continue to promote bank-enterprise connection activities covering cultural enterprises without loans. By relying on the "Beijing Bank-Enterprise Connection System", the "Enterprise Financing Demand Reporting System" shall be launched to instruct banking financial institutions to visit cultural enterprises in batches. It is necessary to promote the connection and cooperation between the "Beijing Bank-Enterprise Connection System" and the "Smooth Financing Project", the initial lending center, the renewal lending center and the integrated financial service platform for small and micro-sized enterprises, use technology to empower cultural finance, do a good job in renewal lending business without principal for customers who are eligible for renewal lending, and improve the "initial loan ratio", the proportion of credit loans and the proportion of renewal loans without principal repayment of small and medium-sized cultural enterprises.

(Responsible units:Operations Office of the People's Bank of China, Beijing Office of the China Banking and Insurance Regulatory Commission, Publicity Department of the Beijing Municipal Committee, Beijing Local Financial Supervision and Administration, Beijing Municipal



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Administration of Government Service and Beijing State-owned Cultural Assets Management Center)

## **8. Supporting cultural enterprises in obtaining financing through bond issuance**

We shall jointly sort out the list of private enterprises eligible for bond issuance in Beijing Municipality, sort out the demand of cultural enterprises for bond issuance by relying on the "Enterprise Financing Demand Reporting System" and actively support eligible cultural enterprises in issuing bonds by use of bond financing supportive instruments for private enterprises.

(Responsible units:Operations Office of the People's Bank of China, Publicity Department of the Beijing Municipal Committee, Beijing Office of the China Securities Regulatory Commission and Beijing State-owned Cultural Assets Management Center)

## **9. Promoting the centralized management mode of the initial and renewal lending business**

Eligible cultural enterprises will be included in the centralized processing system for initial and renewal lending business, and financial institutions will be organized to provide initial lending and renewal lending services for them at the renewal lending center and the initial lending center.

(Responsible units:Beijing Office of the China Banking and Insurance Regulatory Commission, Operations Office of the People's Bank of China, Beijing Local Financial Supervision and Administration, Beijing Municipal Administration of Government Service and all districts)

# **II. Strengthening the Support of Venture Capital for Cultural Enterprises**

## **10. Speeding up the establishment of the Beijing Cultural Development Foundation**

Financial and private capital will co-fund the establishment of the Beijing Cultural Development Foundation, to guide the leveraging of private capital to increase investment in cultural industries and broaden equity financing channels for cultural enterprises.

(Responsible units:Publicity Department of the Beijing Municipal Committee, Beijing Municipal Finance Bureau and Beijing State-owned Cultural Assets Management Center)

## **11. Strengthening exchanges between investment institutions and cultural enterprises**

It is required to bring into play the role of the "Smooth Financing Project" platform, continue to improve the "government establishing a platform for operation by enterprises" mechanism, improve the equity financing connection service system for governments, investment institutions and cultural enterprises, and hold investment and financing summits in cultural industries, project promotion

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meetings, investment and financing salons and innovative road shows of corporate financing projects every year for three consecutive years.

(Responsible units:Publicity Department of the Beijing Municipal Committee, Beijing Local Financial Supervision and Administration, Beijing State-owned Cultural Assets Management Center and all relevant departments)

### **III. Instructing Cultural Enterprises to Make Full Use of Financial Instruments in the Capital Market**

#### **12. Supporting cultural enterprises in going public for obtaining financing**

Efforts shall be made to strengthen cooperation with the Shanghai Stock Exchange and the Shenzhen Stock Exchange, rely on the Beijing listing cultivation base for cultural enterprises and the Beijing comprehensive enterprise listing service platform to launch the "ten-hundred-thousand" cultural enterprise listing cultivation plan, unite domestic and overseas trading venues, and strengthen support and services for listing counseling, and carry out no less than 100 training sessions for cultural companies to be listed every year for three consecutive years. We shall establish a backup database of no less than 200 cultural enterprises to be listed in three years, and strive to achieve a total of more than 80 cultural enterprises listed in and outside Beijing Municipality by the end of 2022.

(Responsible units:Publicity Department of the Beijing Municipal Committee , Beijing Local Financial Supervision and Administration, Beijing Office of the China Securities Regulatory Commission, Beijing State-owned Cultural Assets Management Center and all relevant departments)

#### **13. Supporting cultural enterprises in listing on the National Equities Exchange and Quotations (NEEQ) for obtaining financing**

By relying on the Beijing listing cultivation base for cultural enterprises and the Beijing comprehensive enterprise listing service platform and uniting the NEEQ, we shall strengthen support and services for listing counseling for cultural enterprises, and carry out no less than 150 training sessions for cultural companies to be listed on the NEEQ every year for three consecutive years. We shall establish a backup database of no less than 300 cultural enterprises to be listed on the NEEQ in three years, and strive to achieve a total of more than 100 cultural enterprises listed on the NEEQ by the end of 2022.

(Responsible units:Publicity Department of the Beijing Municipal Committee, Beijing Local Financial Supervision and Administration, Beijing Office of the China Securities Regulatory Commission, Beijing State-owned Cultural Assets Management Center and NEEQ Co. Ltd.)

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#### **14. Speeding up the construction of the "Cultural and Creative Board"**

By relying on the cultural and creative board of the Beijing Equity Trading Center, it is imperative to actively cultivate a regional cultural capital market, strengthen cooperation with the Beijing Culture Equity Exchange, and with the support of cutting-edge technologies such as cloud computing and big data, achieve online and offline interconnection, and establish an integrated cultural financial information service platform featuring equity financing, debt financing, risk guarantee and asset disposal, and smooth financing channels for cultural enterprises.

(Responsible units:Publicity Department of the Beijing Municipal Committee, Beijing Local Financial Supervision and Administration, Beijing Office of the China Securities Regulatory Commission and Beijing State-owned Cultural Assets Management Center)

### **IV. Strengthening the Assistance of Financial Funds for Cultural Enterprises**

#### **15. Improving the "Investment and Loan Award" policy**

Efforts shall be made to improve the construction of the "Investment and Loan Award" linkage system, actively reduce the investment and financing costs of cultural enterprises, and encourage financial investment institutions to serve cultural enterprises. We shall give cultural enterprises with discounted loans, discounted rentals under financing lease, bond issuance award and equity financing award. Awards shall be given according to the financing quotas for financial institutions serving cultural enterprises.

(Responsible units:Publicity Department of the Beijing Municipal Committee, Beijing Municipal Finance Bureau and Beijing State-owned Cultural Assets Management Center)

#### **16. Promoting the implementation of the "Rental Connect" policy**

For eligible small and micro-sized enterprises and start-up cultural enterprises, rental subsidies will be provided in accordance with the "Rental Connect" policy.

(Responsible units:Publicity Department of the Beijing Municipal Committee, Beijing Municipal Finance Bureau and Beijing State-owned Cultural Assets Management Center)

### **V. Speeding up the Construction of the National Cultural and Financial Cooperation Demonstration Zone**

#### **17. Strengthening policy coordination**

It is imperative to establish a working coordination mechanism for the National Cultural and Financial

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Cooperation Demonstration Zone (the "Demonstration Zone"), and establish a statistical monitoring system that comprehensively measures the progress and effectiveness of the construction of the Demonstration Zone. We shall actively apply to the Ministry of Culture and Tourism, the People's Bank of China and the Ministry of Finance for the pilot implementation of the policies, increase priority towards industrial policies, monetary and credit policies and fiscal policies, encourage financial institutions and intermediary service organizations focusing on cultural fields to settle in the Demonstration Zone, and support financial institutions in innovating products and services. Cultural enterprises are supported in using capital account income payment facilitation policies to improve the efficiency of fund use.

(Responsible units:Publicity Department of the Beijing Municipal Committee, Operations Office of the People's Bank of China, Beijing Office of the China Banking and Insurance Regulatory Commission, Beijing Municipal Finance Bureau, Beijing Municipal Bureau of Culture and Tourism, Beijing Local Financial Supervision and Administration, Beijing State-owned Cultural Assets Management Center and all relevant units)

## **18. Carrying out the pilot program on cultural and financial innovation**

We shall promote the integration of culture, finance and science and technology in the Demonstration Zone, strengthen information sharing and the construction of financial infrastructure, and create favorable conditions for financial technology serving cultural finance. It is imperative to innovatively carry out the pilot program on credit loans for value of intellectual property, and give full play to the role of credit enhancement in the value of intellectual property.

(Responsible units: Operations Office of the People's Bank of China, Beijing Office of the China Banking and Insurance Regulatory Commission, Beijing Office of the China Securities Regulatory Commission, Beijing Local Financial Supervision and Administration and all relevant units)

## **VI. Consolidating the Basic Cultural and Financial Work**

### **19. Promoting the establishment of cultural and creative banks**

It is required to establish private banks with cultural enterprises as the main service objects, actively strive for special financial policies for pilot innovation programs on cultural enterprises, promote innovation in cultural financial products and services, and increase the financial supply in cultural industries.

(Responsible units:Publicity Department of the Beijing Municipal Committee, Operations Office of the People's Bank of China, Beijing Office of the China Banking and Insurance Regulatory Commission,

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Beijing Local Financial Supervision and Administration and Beijing State-owned Cultural Assets Management Center)

## **20. Promoting the specialization of cultural and financial institutions**

We shall further give full play to the role of the People's Bank of China in credit policy-oriented effect evaluation, encourage the establishment of special cultural financial institutions, and support the professional development of cultural financial institutions. It is necessary to clarify standards, cultivate more special cultural financial institutions such as cultural characteristics sub-branches, cultural and creative business units, and match the relevant supportive policies, and constantly deepen differentiated management in terms of business processes, risk management and control, and assessment and accountability.

(Responsible units:Operations Office of the People's Bank of China, Beijing Office of the China Banking and Insurance Regulatory Commission and Beijing Local Financial Supervision and Administration)

## **21. Improving the gradient cultivation mechanism for cultural enterprises**

It is required to promote the implementation of the "Flagship Plan", "Gushing Spring Project" and "Drip Irrigation Action", implement policies for cultural enterprises of different sizes by category, and build a life-cycle cultivation system for cultural enterprises to form a good ecology for cultural industries.

(Responsible units:Publicity Department of the Beijing Municipal Committee, Beijing Municipal Finance Bureau and Beijing State-owned Cultural Assets Management Center)

## **22. Establishing a credit evaluation system for cultural enterprises**

Efforts shall be made to promote the establishment of a credit evaluation system that covers a wide range of cultural enterprises. We shall promote the establishment of the Beijing Cultural Enterprise Credit Promotion Association, establish a cultural enterprise credit information sharing mechanism with joint efforts of several departments including banks and departments of market regulation, economy and information technology and tax, give full play to the role of cultural associations and chambers of commerce, promote the collection, use and sharing of cultural enterprise credit information, and explore different institutions' joint efforts for cultural enterprise credit evaluation standards. A mechanism linking the cultural enterprise credit evaluation results with bank credit and governments' policy support shall be established.

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(Responsible units:Publicity Department of the Beijing Municipal Committee, Beijing Municipal Bureau of Culture and Tourism, Beijing Administration for Market Regulation, Beijing Municipal Bureau of Economy and Information Technology, Beijing Municipal Tax Service, STA, Operations Office of the People's Bank of China, Beijing State-owned Cultural Assets Management Center and all relevant units)

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# **Urgent Circular of the Publicity Department of the Beijing Municipal Committee of the Communist Party of China on Mitigating the Impact of COVID-19 and Supporting Physical Bookstores in Beijing Municipality**

*Jing Wen Ling Ban Fa [2020] No.2*

*All relevant units,*

In order to implement of the Measures of the General Office of the People's Government of Beijing Municipality for Mitigating the Impact of the COVID-19 Epidemic, and Supporting Sustained and Healthy Development of Micro, Small and Medium-sized Enterprises (Jing Zheng Ban Fa [2020] No.7) of Beijing Municipality, and practically solve actual difficulties of physical bookstores, supports for physical bookstores in Beijing Municipality in 2020 are hereby notified as below in accordance with the Implementing Opinions on Supporting the Development of Physical Bookstores in Beijing Municipality:

## **I. Intensifying Fund Supports, and Helping Physical Bookstores Alleviate Current Fund Pressure**

**1. Starting project supports.** The 2020 project on supports for physical bookstores shall be started in advance, and the organization of project fund declaration shall be started as of February 26 (please refer to the Circular of the Publicity Department of the Beijing Municipal Committee of the Communist Party of China on the Start of Phase I of Declaration of the 2020 Project of Supports for Physical Bookstores for details).

**2. Intensifying fund supports.** It is imperative to reinforce subsidies for rentals of physical bookstores, and on the premise of commitments of enterprises passing evaluation, allocate rental subsidies for them from March to June in advance. We shall enlarge the scope of appraisal and selection of characteristic bookstores (the most beautiful bookstores) for precise subsidization, and promote bookstores' change into characteristic, boutique and professional directions.

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**3. Optimizing government procurement of services.** It is required to support physical bookstores to conduct quality cultural activities, boost the "pair forming" of physical bookstores and communities, and grant certain subsidies for characteristic and brand activities with great social influence organized by them in the form of government procurement of services.

**4. Giving pay to the role of guiding funds.** Efforts shall be made to promote the establishment of guidance funds for physical bookstores at the district level, targetedly provide supports in respect of funds, taxes, etc. for bookstore enterprises in combination with development objectives and existing difficulties of physical bookstores within the jurisdiction of the district, and grant certain fund rewards for physical bookstores operating during the COVID-19 epidemic period.

**5. Carrying forward the implementation of support policies.** We shall first recommend bookstores to apply for "Investment and Loan Award" and "Rental Connect" subsidies to the Beijing State-owned Cultural Assets Management Center to obtain fund supports through channels including bank loans, guarantee, bond issue and financing lease, for the purpose of solving financing difficulties of physical bookstores. Entities with property rights are advocated to reduce or exempt rentals for physical bookstores.

## **II. Promoting Collaboration, and Creating a Good Development Environment for Physical Bookstores**

**1. Strengthening upstream and downstream collaboration.** It is necessary to coordinate with publishers about the provision of more conveniences and supports for physical bookstores in terms of book supply, account period of receivables, marketing activities and so on, and advocate the extension of the account period of receivables by three to six months.

**2. Pushing forward online and offline cooperation.** We shall coordinate with e-commerce platforms about the exemption or reduction of settlement charges of bookstores, and the provision of special rate preferences and traffic subsidies. It is required to boost the cooperation between physical bookstores and e-commerce platforms, and guide physical bookstores to accurately find the combination balance of online and offline channels, and conduct online and offline book sales promotion business.

## **III. Guiding Transformation and Upgrade to Enhance the Core Competitiveness of Physical Bookstores**

**1. Supporting innovative and integrated development.** We shall reward physical bookstores in conformity with innovative operation modes and realizing the integrated development of several business types, and mainly support physical bookstores' investments in decoration, reconstruction,



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equipment purchase, information construction, employee trainings, the purchase of professional services and so on.

**2. Establishing a standard evaluation system.** It is imperative to formulate evaluation standards for physical bookstores, establish the performance evaluation system for physical bookstores, and achieve hierarchical evaluation and management. By classified evaluations, we shall set up industry benchmarks, and encourage the transformation, upgrade and development of bookstores.

**3. Speeding up enterprise transformation and upgrade.** It is required to advance the upgrade and reconstruction of large book malls such as Beijing Books Building and Wangfujing Xinhua Bookstore, guide physical bookstores to actively apply for special development funds for relevant cultural industries of the Central Government and Beijing Municipality, and help bookstore enterprises with the construction of long-term and demonstration significant projects of the application of new technologies and integrated development.

**4. Achieving annual work objectives.** We shall further drive bookstore construction, achieve development objectives of "one book mall in one district", "construction of a batch of characteristic bookstores" and "building 15-minute reading circles" by 2020, push forward the construction of "one book mall per 10,000 people", break down work tasks to all districts, and urge their implementation.

#### **IV. Intensifying Service Guarantee, and Ensuring the Work and Production Resumption of Physical Bookstores**

**1. Strengthening organization and leadership.** The propaganda departments of the committees of the Communist Party of China of all districts shall intensify collaboration and communications with relevant departments, promptly grasp new situations and problems of bookstore enterprises in terms of implementation of policies at all levels, establish linkage mechanism, reinforce response and implementation, solve concrete difficulties, and endeavor to guarantee the resumption of operation of publication enterprises in all respects.

**2. Improving administrative examination and approval.** It is imperative to deepen the reform of "streamlining administration, delegating powers and strengthening regulation, and improving services", simplify examination and approval processes, give full play to the role of network platforms, and strive for "no meeting, no running, and online handling", so as to provide bookstore enterprises with convenient and quality business handling services.

**3. Adjusting annual inspection methods.** According to actual impact of the COVID-19 epidemic on the industry, online annual inspection shall be implemented for bookstore enterprises, enabling them

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to submit annual inspection materials online, and after review, the list of enterprises receiving annual inspection shall be published online.

**4. Formulating epidemic prevention guidelines.** We shall promulgate guidelines for the COVID-19 epidemic prevention for the work and production resumption of publication enterprises in Beijing Municipality, actively coordinate about relevant epidemic prevention materials, and spare no efforts to support the resumption of operation of publication enterprises.

**5. Intensifying publicity.** It is required to vigorously conduct print media and network media publicity, and continuously conduct promotion activities themed on "Meeting One Bookstore", "Highlighting Physical Bookstores" and "Fight against Virus by Reading" so as to enhance bookstore brands and enlarge the social influence of physical bookstores.

*Publicity Department of the Beijing Municipal Committee of the Communist Party of China*

*February 26, 2020*

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# Measures of the Beijing Municipal Radio and Television Bureau on Mitigating the Impact of COVID-19 and Supporting Internet Audio-visual Enterprises in Maintaining Operations and Sustaining Development

*In order to resolutely implement the General Secretary Xi Jinping's serial important instructions on the COVID-19 epidemic prevention and control and the decisions and plans of the Central Committee of the Communist Party of China (the "CPC Central Committee") and the State Council, carry out in-depth practice of the work requirements of the Beijing Municipal Party Committee and the People's Government of Beijing Municipality, and support Internet audio-visual program service providers and radio and television program producers and operators to maintain their operation and sustain their development, the relevant measures are hereby formulated as follows:*

## **I. Online Submission of Application Materials for Filing and Examination**

Amidst the COVID-19 epidemic prevention and control, the filing and examination of Internet audio-visual programs such as original Internet audio-visual programs under key protection of Beijing Municipality, overseas Internet films and television dramas, and live broadcast services of Internet audio-visual programs will be carried out regularly. All relevant application materials for filing and examination shall be subject to online submission. Specifically, written materials in paper form will be submitted by e-mail, while finished program films will be submitted via network disk links, attachments to e-mails, encrypted links and other forms.

## **II. Cutting the Time Limit for Filing and Examination**

1. The finished program films of main Internet films and television dramas (including Internet dramas, Internet films, and Internet cartoons) submitted by radio and television program producers and operators and Internet audio-visual program service providers of Beijing Municipality will be examined within 15 working days, and the relevant opinions will be given as feedback.
2. The time limit for the filing and examination of each issue of the finished program films of original Internet programs such as Internet variety shows, Internet documentaries, and Internet audio-visual special programs submitted by Internet audio-visual program service providers of Beijing Municipality

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will be shortened to three working days.

3. The time limit for filing and examination of the application for live broadcast services of Internet audio-visual programs submitted by Internet audio-visual program service providers of Beijing Municipality will be shortened to two working days.

### **III. Supporting Programs Containing Key Subjects Affected by the COVID-19 Epidemic**

In case that Internet audio-visual program service providers and radio and television program producers and operators of Beijing Municipality need to suspend the creation and production of the original Internet audio-visual seed bank project due to the COVID-19 epidemic prevention and control, it is necessary to coordinate members of the expert database for original Internet audio-visual programs of Beijing Municipality on an overall basis, strengthen the guidance and supervision on such links as script creation, filming, post-editing, as well as propaganda and promotion, especially to lay emphasis on Internet audio-visual programs involving key subjects such as securing a decisive victory in building a moderately prosperous society in all respects, and winning the tough battle of poverty alleviation, and reinforce cultivation and support in line with the principle that urgent matters are handled urgently and special matters are handled specially to ensure that programs involving key subjects will be broadcast as scheduled.

### **IV. Activating Green Channels for the Creation and Production of Audio-visual Works that Reflect the COVID-19 Epidemic Prevention and Fighting against the COVID-19 Epidemic**

In terms of the relevant excellent original Internet audio-visual programs involving in-depth publicity of the major decisions and plans of the CPC Central Committee, demonstration of the effectiveness of joint prevention and control measures in various regions and departments, as well as telling of the moving stories of the front line of the COVID-19 epidemic prevention and control and the story of China's fight against the COVID-19 epidemic, it is required to activate green channels depending on the seed project, conduct guidance and supervision in the whole process, organize experts to provide guidance and evaluation, and speed up the procedure handling of filing and examination.

### **V. Adjusting the Application Requirements for Excellent Internet Audio-visual Programs**

In response to the suspension of filming of films and television dramas and other actual situations amid the COVID-19 epidemic prevention and control, the time limit for the creation, production and online broadcast of the Internet audio-visual works selected by the 2020 Beijing Radio and Television Internet

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Audio-visual Development Fund will be adjusted to the time limit starting from June 30, 2019 to July 30, 2020, so as to ensure that the excellent Internet audio-visual programs whose production and broadcast are postponed due to the COVID-19 epidemic may be included in the scope of application.

## **VI. Optimizing the Filing System Service for Internet Audio-visual Platforms**

The first is to organize online regular meetings of management on the platforms subject to the filing system through the video conference system and other methods, timely notify the relevant requirements of superior departments such as the National Radio and Television Administration, as well as the Beijing Municipal Party Committee and the People's Government of Beijing Municipality, work effectively on policy propaganda and guidance, and grasp the operation of enterprises on the platform and their major demands. The second is to organize and convene the online meeting of chief editors of the platforms subject to the filing system via the video conference system and other ways to guide and help the platforms subject to the filing system to strengthen internal examination and supervision, improve the security of audio-visual contents, and establish and improve the content security system.

## **VII. Conducting Multi-level Professional Training through Live Broadcast**

It is necessary to further work effectively on training for Internet audio-visual program service providers and radio and television program producers and operators of Beijing Municipality, and give Internet audio-visual courses in the form of online broadcast. According to the needs of different groups, such as chief editors, writers and reviewers, as well as safety prevention and control personnel, specific online interactive training courses are made for them. It is required to encourage experts and trainees to conduct real-time communication and exchange, and strive to improve front-line personnel's safety awareness, media quality and professional ability.

## **VIII. Further Giving Play to the Functions of the China Netcasting Services Association**

Depending on the functions of the China Netcasting Services Association, the operating conditions and needs of audio-visual enterprises amid the COVID-19 epidemic prevention and control shall be collected and understood, and assistance shall be provided for audio-visual enterprises in carrying out such work including epidemic prevention propaganda, public welfare donations, and employee training.

*Beijing Municipal Radio and Television Bureau*

*February 6, 2020*

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# **Circular of the Beijing Municipal Science and Technology Commission, the Beijing Municipal Commission of Development and Reform, the Beijing Municipal Bureau of Economy and Information Technology, the Beijing Municipal Finance Bureau, the Beijing Municipal Health Commission, the Beijing Medical Insurance Bureau, the Beijing Medical Products Administration and the Administrative Committee of Zhongguancun Science Park on Issuing the Measures for Strengthening Technological Research on COVID-19 and Promoting Innovation-driven Development of the Healthcare Sector**

*Jing Ke Fa [2020] No.2*

*All relevant units.*

In order to actively respond to the COVID-19 epidemic outbreak and guarantee the health of citizens, the Beijing Municipal Science and Technology Commission, in conjunction with the Beijing Municipal Commission of Development and Reform, the Beijing Municipal Bureau of Economy and Information Technology, the Beijing Municipal Finance Bureau, the Beijing Municipal Health Commission, the Beijing Medical Insurance Bureau, the Beijing Medical Products Administration and the Administrative Committee of Zhongguancun Science Park, has formulated the Measures for

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Strengthening Technological Research on COVID-19 and Promoting Innovation-driven Development of the Healthcare Sector, which are hereby issued to you for your careful implementation.

*Beijing Municipal Science and Technology Commission*  
*Beijing Municipal Commission of Development and Reform*  
*Beijing Municipal Bureau of Economy and Information Technology*  
*Beijing Municipal Finance Bureau*  
*Beijing Municipal Health Commission*  
*Beijing Medical Insurance Bureau*  
*Beijing Medical Products Administration*  
*Administrative Committee of Zhongguancun Science Park*  
*February 2, 2020*

# **Measures for Strengthening Technological Research on COVID-19 and Promoting Innovation-driven Development of the Healthcare Sector**

The Measures are hereby formulated in order to deeply uphold the spirit of the important instructions of General Secretary Xi Jinping of "putting people's life safety and physical health at the first place", implement the Outline of the Plan for "Healthy China" and the Action Plan of Beijing Municipality on Accelerating the Collaborative Innovation in Medical Health (2018-2020), uphold principles of emphasis on original innovation, persistence in problem orientation, consolidation of collaborative conversion and promotion of high-end development, give full play scientific, technical and talent advantages of the capital, actively conduct the COVID-19 prevention and control outbreak of COVID-19, guarantee the health of citizens, enhance the innovation-driven development of the healthcare sector, build medical innovation centers with global influence and industry highland, and better serve for the construction of national scientific and technical innovation center and the high-quality development of Beijing Municipality.

Article 1 Technical rapid response systems for new and sudden infectious diseases shall be

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established. It is imperative to establish a long-term continuous investment mechanism, and in view of new and sudden infectious diseases threatening the urban public security and stability of the capital, push forward medical and health institutions, universities of higher education, research institutes and innovation enterprises of Beijing Municipality to establish rapid reaction systems with seamless connection and collaborative innovation in such respect as of pathogen detection, disease prevalence monitoring and early warning, rapid screening, clinical diagnosis and treatment, convenient disinfection, research and development and rapid preparation of new medicines (vaccines), the application of traditional Chinese medicines, the formulation of individual protection standards and the development of protection products, energy health science popularization and psychological intervention, big data and supports for public health decisions. In respect of the use of biological sample resources, pathogenic analysis, the emergency examination and approval for innovative products for medical health, it is required to establish the linkage mechanism of relevant departments of Beijing Municipality and strive for green channels for the state power declaration, and support the formulation of relevant schemes on clinical treatment and the COVID-19 epidemic prevention, and the development of fast diagnosis reagents, disinfection products and protection equipment, vaccines and new medicines. (Responsible units: Beijing Municipal Science and Technology Commission, Beijing Municipal Health Commission, and Beijing Medical Products Administration)

Article 2 Emergency response and service support capabilities of technical platforms shall be vigorously enhanced. It is necessary to effectively integrate innovation and industrialization resources in all fields, support the construction of a batch of platforms including major laboratories of public health and population health fields, support the Beijing Global Health Center, the Global Health Drug Discovery Institute and other innovation platforms to give play to research and development support capabilities of innovation varieties, and speed up innovative research and development by virtue of international top resources; carry forward the construction of third-party production and service platforms, and support them to first undertake the production transformation of relevant innovation varieties for the prevention and treatment of new and sudden infectious diseases; perfect third-party technical service industry chains, accelerate the construction of urgently needed technology and service platforms of diagnosis reagents, vaccines, new medicines, protection products and so on for the prevention and control of new and sudden infectious diseases, vigorously foster intermediaries for the transformation of medical health achievements, and improve professional services for achievement transformation. (Responsible units: Beijing Municipal Science and Technology Commission, Beijing Municipal Health Commission, Administrative Committee of Zhongguancun Science Park, and Beijing Municipal Bureau of Economy and Information Technology)



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Article 3 The support of clinical resources for the research and development of innovation varieties shall be reinforced. In view of fields of innovative medicines, high-end medical devices and the integration of medical health and artificial intelligence, we shall support the combination of medical care and hygiene institutions with advantageous resources in such fields, and conduct the clinical researches of innovation varieties together with medical enterprises so as to enhance the efficiency of clinical researches. Medical care and hygiene institutions are supported to first undertake the research and development of innovation varieties in major fields, especially the clinical researches on innovation varieties targeted at the prevention, diagnosis and treatment of COVID-19. Support is given to the lawfully regulated use of quality hospital preparations of medical institutions with obvious effects of prevention and control of new and sudden infectious diseases in medical consortiums; it is required to encourage the cooperation between medical institutions and pharmaceutical producers, boost the concentrated entrusted production of hospital preparations of several medical institutions by advantageous enterprises, and support enterprises' investment so as to finish relevant processes of research, development and launch of medicines. (Responsible units:Beijing Municipal Health Commission, Beijing Municipal Science and Technology Commission, Beijing Medical Products Administration)

Article 4 The clinical application and promotion of innovative medical devices shall be pushed forward. Medical institutions in Beijing Municipality are supported to actively procure instruments approved for launch upon the state special examination and approval procedures, prior examination and approval procedures and emergency examination and approval procedures for innovative medical devices and so on; medical care and hygiene institutions are supported to actively explore the application of the first product; and, the management method of new medical service items related to COVID-19 shall be optimized, to enhance the examination and approval efficiency of new technologies and products for diagnosis and treatment. (Responsible units:Administrative Committee of Zhongguancun Science Park, Beijing Municipal Health Commission, and Beijing Municipal Finance Bureau)

Article 5 The clinical application and market access of innovative medicines shall be speeded up. We shall actively counsel and support the inclusion of innovative medicines into the state directory of basic medical insurance medicines; concerning innovative medicines newly included into the aforesaid state directory and all kinds of new medicines with intellectual property rights, filling in clinical gaps and with great market potential, open the green channel of sunshine procurement of drugs to implement direct online procurement; support Phase IV of clinical trials of Class I of innovative medicines, and guide medical institutions in Beijing Municipality to get familiar with, procure and

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apply innovation varieties as soon as possible. (Responsible units:Beijing Medical Insurance Bureau, Beijing Municipal Health Commission, and Beijing Municipal Science and Technology Commission)

Article 6 Support shall be provided for the development and international cooperation of enterprises. With respect to enterprises with the scale production of medical and health products, especially enterprises of traditional Chinese medicines, chemical medicines, biological medicines and so on included into the Diagnosis and Treatment Scheme of COVID-19 of the State, support is given to the reconstruction and update of production lines, second development and production re-registration of relevant varieties. Enterprises are supported to actively conduct international cooperation, especially the deep combination with international leading enterprises of research and development of antiviral drugs, and speed up the domestic launch of innovative medicines effectively curing COVID-19 to meet urgent demands of clinical treatment. (Responsible units:Beijing Municipal Bureau of Economy and Information Technology, Beijing Municipal Commission of Development and Reform, and Beijing Municipal Science and Technology Commission)

Article 7 The cultivation of the emerging industry of medical artificial intelligence shall be strengthened. It is imperative to support and develop high-throughput research and development platforms of new medicines by virtue of the combination of artificial intelligence algorithm, big data and high performance computation; regarding medical devices of artificial intelligence, open green channels at the time of application for registration examination and approval of products or accelerate examination and approval processes by relying on emergency examination and approval procedures of medical devices. We shall promote medical artificial intelligence products related to COVID-19 with market access qualifications to serve for clinical treatment the soonest possible; and, support the promotion of development of new technologies such as artificial intelligence and equipment by the demonstration construction of AI + medical application scenarios. (Responsible units:Beijing Municipal Science and Technology Commission, Beijing Municipal Commission of Development and Reform, Beijing Municipal Health Commission, Beijing Medical Products Administration, Beijing Medical Insurance Bureau, Beijing Municipal Bureau of Economy and Information Technology, and Administrative Committee of Zhongguancun Science Park)

Article 8 The Internet + medical consulting application scenarios shall be opened. The Internet medical treatment related enterprises in Beijing Municipality are supported to take part in the construction of the "COVID-19 Online Doctor Consulting Platform of Beijing Municipality", and provide citizens with information release, online consulting, psychological counseling, smart treatment guidance,

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forecast of epidemic situations and other services by modern information technology means. We shall propel transport institutions, operators, medical care and hygiene institutions and so on to properly open data, support institutions of higher education, research institutes and enterprises to take part in the construction of the "COVID-19 Prevention and Control Service System of Beijing Municipality", and by virtue of technologies including big data and artificial intelligence, sort out and screen susceptible population to provide supports for the analysis, prevention, control, forecast and early warning for the COVID-19 epidemic situations. Efforts shall be made to boost the demonstration application of new technologies and products such as 5G, artificial intelligence, big data, video communication and remote medical treatment to drive the development of relevant industries. (Responsible units: Beijing Municipal Science and Technology Commission, and Beijing Municipal Health Commission)

Article 9 Support shall be given to the research and development of key technologies and the demonstration application of products related to artificial intelligence. We shall support enterprises, institutions of higher education and research institutes if the field of artificial intelligence in Beijing Municipality to conduct the research and development of common key technologies of remote large-scale infrared intelligent temperature detectors, separate examination systems of artificial intelligence, auxiliary diagnosis products of artificial intelligence, medicine research and development platforms of artificial intelligence and other products, enhance the prevention and control capability of sudden infectious diseases at public places, enhance the diagnosis and treatment level of sudden infectious diseases of medical care and hygiene institutions at all levels and the medicine research and development efficiency of medicine enterprises, serve health cause, and promote the development of relevant industries. (Responsible units: Beijing Municipal Science and Technology Commission, Beijing Municipal Health Commission, Beijing Municipal Bureau of Economy and Information Technology, and Administrative Committee of Zhongguancun Science Park)

Article 10 Coordination services shall be consolidated. It is required to improve the municipal overall planning joint conference mechanism and service package system for medicine and health, continuously optimize business environment, reinforce "one-to-one" services, dynamically track development problems and demands of enterprises, institutions of higher education, research institutes, scientific research institutions and so on, and intensify coordination and dispatching. Efforts shall be made to establish a green channel mechanism for emergency scientific and technological research on COVID-19, and by the organizational means such as directional preference and open solicitation, simplify processes, and rapidly start the research, development and production of a batch of new varieties of prevention, diagnosis and treatment with preliminary research foundations and able to be

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put into clinical application in a short term. It is imperative to intensify scientific research integrity, and reinforce the standard management, opening and sharing of relevant experiment data, clinical cases, epidemiological statistics and other data and results. In accordance with the Urgent Circular of the Beijing Municipal Finance Bureau on Forwarding the Circular of the General Office of the Ministry of Finance on Facilitating the Purchase of Materials for COVID-19 Epidemic Prevention and Control, "green channels" of government procurement shall be built, to better meet relevant procurement demands for the COVID-19 epidemic prevention and control. (Responsible units: Beijing Municipal Finance Bureau, Beijing Municipal Science and Technology Commission, Beijing Municipal Health Commission, Beijing Municipal Bureau of Economy and Information Technology, and Administrative Committee of Zhongguancun Science Park)



