



## Do's & Don'ts in China

- ▶ Be patient; don't inform your business partner about any deadline
- ▶ Respect hierarchy; don't send your youngest employee as your representative
- ▶ Business meetings are being conducted by the most senior representatives; other participants only provide additional information when asked
- ▶ Meetings are being scheduled on a short notice, but make sure to be in time or even somewhat earlier
- ▶ Hire your own interpreter during negotiations
- ▶ Invest in relations and local networks; they are your main business vehicle
- ▶ Business lunches, dinners or banquets should be returned
- ▶ Toasting is popular in China. At banquets the host offers the first toast and the ceremony will continue all evening. You can toast with non-alcoholic beverages but make sure to do so from the start.
- ▶ Be sure to learn the significance of colours and numbers with regard to deciding on gifts, dress code and contract data. For example, never use white or clocks (death symbols)
- ▶ Chinese names indicate the family name first, followed by the second name and given name. Also address titles if possible, for example: Professor Wang Wu Jiang, President Hu Jintao or just Mr. Wang en Madame (not Mrs) Liu. Women keep their maiden name.

***These do's and don'ts assist you in making a good first impression when meeting business partners.  
However for a successful business outcome, a tailored cross-cultural approach is key.  
We gladly provide you with more country and industry specific advice and workshops.***

