

# DOING BUSINESS IN HONG KONG & MACAU



TOGETHER WE ARE STRONG

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Facts and Statistics	
1.	Population Hong Kong : 7,108,100 (estimated as of mid-2011) Macau : 560,100 (estimated as of Sep 30, 2011)
2.	Currency Exchange Rates Hong Kong : 1€ = 10.428 HKD Macau : 1€ = 10.744 MOP
3.	Foreign Exchange Control: No
4.	Corporate Tax Rates (approx.): Hong Kong (16.5%); Macau (12%)
5.	Value Added Taxes (if applicable): n/a
General Meeting Etiquette	
1.	The handshake is commonly used when greeting westerners. Embracing or kissing when greeting or saying goodbye is relatively unusual.
2.	If you are at a large function, you may introduce yourself to other guests.
3.	At smaller functions, it is polite to wait for your host or hostess to introduce you.
4.	Address the person by an honorific title and their surname.
5.	Some Chinese adopt more western names and may ask you to call them by that name.
Gift Giving Etiquette	
1.	A gift may be refused one or two times before it is accepted.
2.	Do not give red or white flowers.
3.	Do not give scissors, knives or other cutting utensils, as they indicate that you want to sever the relationship.
4.	Do not give clocks, handkerchiefs or straw sandals, as they are associated with funerals and death.
5.	Four is an unlucky number so do not give four of anything.
6.	Do not wrap gifts in white, blue or black paper.
7.	Gold and red are lucky colours, so they make excellent gift wrapping. Elaborate gift wrapping is important.
8.	Eight is a particularly auspicious number, so giving eight of something bestows good fortune on the recipient.
9.	Always present gifts with two hands. Gifts are not opened when received.
10.	Do not give someone something written in red, as it implies the end of a relationship.
Dinning Etiquette	
1.	Wait to be told where to sit. There is often a seating plan.
2.	Wait for the host to tell you to start eating or for him to begin eating.
3.	Chopsticks should be returned to the chopstick rest after every few bites and when you drink or stop to speak.
4.	When you have finished eating, place your chopsticks in the chopstick rest or on the table. Do not place your chopsticks across the top of your bowl.
5.	The host offers the first toast. You may reciprocate later in the meal.

<b>Business Meeting and Negotiation Etiquette</b>	
1.	Avoid trying to schedule meetings during Chinese New Year (late January or early February) as many businesses close for a week during that time.
2.	You should arrive at meetings on time. If you are late, telephone and advise the person you are meeting.
3.	When meeting your Hong Kong business associates, allow the most senior person in your delegation to lead the group and be introduced first.
4.	Avoid losing your temper or you will lose face and damage your relationship.
5.	Do not use high-pressure tactics. You might be outmaneuvered.
6.	Your starting price should leave room for negotiation. Never offer your best price initially.
7.	It is imperative that you bring your own interpreter, especially if you plan to discuss legal or extremely technical concepts as you can brief the interpreter prior to the meeting.
<b>Business Negotiation</b>	
1.	In general, businesspeople are non-confrontational and will never overtly say no, so that they do not embarrass the other person.
2.	If someone sucks air through his/her teeth while you are speaking, it means that they are unhappy with what you have just said. If at all possible, try to re-state your position or modify your request, since you have made the other person extremely unhappy.
3.	Resist the urge to jump into the conversation if your Hong Kong business colleague remains silent for a minute.
<b>Business Cards</b>	
1.	Business cards are exchanged after the initial introductions.
2.	Business cards are exchanged using both hands.
3.	Hand your card so the typeface faces the recipient.
4.	It is important to treat business cards with respect - never write on someone's card unless directed to do so.
5.	Make certain your business card includes your job title. This helps your Hong Kong business colleagues understand where you fit in your company's hierarchy.
<b>Dressing Code</b>	
1.	Men should wear a dark coloured, conservative business suit.
2.	Women should wear a smart dress or a business suit.
<b>Other Customs</b>	
1.	Face is an intangible quality that reflects a person's reputation, dignity, and prestige.
2.	Companies as well as individuals have face and this is often the rationale behind business transactions.
3.	You give someone face by complimenting them, showing them respect, or doing anything that increases their self-esteem. Such actions must be done with the utmost sincerity. Doing them in a patronizing manner causes both parties to lose face.
4.	Humiliating people by publicly reprimanding them, insulting them publicly, or contradicting them in front of someone else causes them to lose face.

<b>Business Greetings and presents</b>	
1.	Greeting cards for Christmas. Chinese companies also do this for Chinese New Year; but this time, however, is less popular than Christmas.
2.	In contrast to the conventions in China, in Hong Kong it is not typical to hand out presents for business negotiations or business contracts. But if somebody don't want to come with empty hands can bring some food. Typical german specialties are in high demand for example a bottle of wine from your home region or only in Germany produced sweets. So it would be nice at the end of year to offer "Christstollen" or Christmas cookies. Special attention should be laid on the packaging, which is set in Hong Kong almost as important as the content.
<b>Door opener and blunders</b>	
1.	Who is travelling to Hong Kong, should bring enough business cards, at least minimum 50pcs. They will hand out with the "welcome" and if possible with both hands. The choice of the title on the business cards is really important. The people in Hong Kong often tend to hype. So the "Assistant Manager" equates to the german trainee. Who wants to be taken seriously by his interlocutor should choose terms like "Chief Executive Officer", "Managing Director" or "Marketing Department Director."
<b>Tip</b>	
1.	The Hong Kong SAR is westernized in terms of tipping heavily. In addition to the 10%, which hit most of the international restaurants as a gratuity to the bill, the service also expects up to 10%.If you pay with credit card, the tip should be given in cash to be sure that the service will receive the money. For smaller invoice amounts the left coins can be given as a tip.
2.	Tipping Taxi drivers is based on their provided service. For each heavy piece of luggage, which he load into his car, the traveler should give 5 HK\$. For short trips it is enough to round up to the next HK\$. Of course, the is no upper limit.



**Visa Permit for Entrance to Hong Kong**

Nationality of foreign country (Territory) / Type of Travel Document	Visa free period for visit not exceeding	Always require VISA, except in direct transit by air and when the person does not leave the airport transit area
AFGHANISTAN		Y
ALBANIA		Y
ALGERIA	14 Days	
ANDORRA	90 Days	
ANGOLA		Y^
ANGUILLA	90 Days	
ANTIGUA & BARBUDA	90 Days	
ARGENTINA	90 Days	
ARMENIA		Y
AUSTRIA	90 Days	
AUSTRALIA	90 Days	
AZERBAIJAN		Y
BAHAMAS	90 Days	
BAHRAIN	30 Days	
BANGLADESH		Y^
BARBADOS	90 Days	
BELARUS		Y
BELGIUM	90 Days	
BELIZE	90 Days	
BENIN	14 Days	
BERMUDA	90 Days	
BHUTAN	14 Days	
BOLIVIA	30 Days	
BOSNIA AND HERZEGOVINA	14 Days	
BOTSWANA	90 Days	
BRAZIL	90 Days	
BRITAIN (British citizens)	180 Days	
BRITAIN (British Overseas Territories citizens, British Overseas citizens, British subjects and British Protected persons)	90 Days	
BRITISH ANTARCTIC TERRITORY	90 Days	
BRITISH INDIAN OCEAN TERRITORY	90 Days	
BRITISH VIRGIN ISLANDS	90 Days	
BRUNEI	90 Days	

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BULGARIA	90 Days	
BURKINA FASO	14 Days	
BURUNDI		Y^
CAMBODIA		Y
CAMEROON		Y^
CANADA	90 Days	
CAPE VERDE (REPUBLIC OF)	30 Days	
CAYMAN ISLANDS	90 Days	
CENTRAL AFRICAN REPUBLIC	14 Days	
CHAD	14 Days	
CHILE	90 Days	
COLOMBIA	90 Days	
COMOROS	14 Days	
CONGO (DEMOCRATIC REPUBLIC OF) (Formerly known as Zaire)		Y*
CONGO (REPUBLIC OF)		Y^
COSTA RICA	30 Days	
Costa Rican Provisional passports		Y
"Documento de Identidad Y Viaje" issued by Costa Rican Government		Y
COTE D'IVOIRE (REPUBLIC OF)		Y*
CROATIA	14 Days	
CUBA		Y
CYPRUS (REPUBLIC OF)	90 Days	
CZECH REPUBLIC	90 Days	
DENMARK	90 Days	
DJIBOUTI	14 Days	
DOMINICA (COMMONWEALTH OF)	90 Days	
DOMINICAN REPUBLIC	30 Days	
ECUADOR	90 Days	
EGYPT	90 Days	
EL SALVADOR	30 Days	
EQUATORIAL GUINEA	14 Days	

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ERITREA		Y*
ESTONIA	90 Days	
ETHIOPIA		Y^
FALKLAND ISLANDS & DEPENDENCIES	90 Days	
FAROE ISLANDS	90 Days	
FIJI	90 Days	
FINLAND	90 Days	
FRANCE	90 Days	
GABON	14 Days	
GAMBIA	90 Days	
GEORGIA		Y
GERMANY	90 Days	
GHANA		Y^
GIBRALTAR	90 Days	
GREECE	90 Days	
GREENLAND	90 Days	
GRENADA	90 Days	
GUATEMALA	30 Days	
GUINEA	14 Days	
GUINEA-BISSAU	14 Days	
GUYANA	90 Days	
HAITI	14 Days	
HONDURAS	30 Days	
HUNGARY	90 Days	
ICELAND	90 Days	
INDIA	14 Days	
INDONESIA	30 Days	
IRAN		Y
IRAQ		Y*
IRELAND (REPUBLIC OF)	90 Days	
ISRAEL	90 Days	
ITALY	90 Days	

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JAMAICA	90 Days	
JAPAN	90 Days	
JORDAN	30 Days	
KAZAKHSTAN		Y
KENYA	90 Days	
KIRIBATI	90 Days	
KOREA (DEMOCRATIC PEOPLE'S REPUBLIC OF)		Y
KOREA (REPUBLIC OF)	90 Days	
KUWAIT	30 Days	
KYRGYSTAN		Y
LAOS		Y
LATVIA	90 Days	
LEBANON		Y
LESOTHO	14 Days	
LIBERIA		Y*
LIBYA		Y
LIECHTENSTEIN	90 Days	
LITHUANIA	90 Days	
LUXEMBOURG	90 Days	
MACEDONIA	14 Days	
MADAGASCAR	14 Days	
MALAWI	90 Days	
MALAYSIA	90 Days	
MALDIVES	90 Days	
MALI	14 Days	
MALTA	90 Days	
MARSHALL ISLANDS (REPUBLIC OF)	14 Days	
MAURITANIA	14 Days	
MAURITIUS	90 Days	
MEXICO	90 Days	
MICRONESIA (FEDERATED STATES OF)	14 Days	
MOLDOVA (REPUBLIC OF)		Y

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MONACO	90 Days	
MONGOLIA	14 Days	
MONTENEGRO (REPUBLIC OF)		Y
MONTserrat	90 Days	
MOROCCO	30 Days	
MOZAMBIQUE	14 Days	
MYANMAR		Y
NAMIBIA	90 Days	
NAURU	90 Days	
NEPAL		Y*
NETHERLANDS	90 Days	
NEW ZEALAND	90 Days	
NICARAGUA		Y
NIGER	14 Days	
NIGERIA		Y
NORWAY	90 Days	
OMAN	30 Days	
PAKISTAN		Y^
PALAU	14 Days	
PALESTINE (STATES OF)		Y
PANAMA		Y
PAPUA NEW GUINEA	90 Days	
PARAGUAY	30 Days	
PERU	30 Days	
Special Peruvian passports		Y
PHILIPPINES	14 Days	
PITCAIRN, HENDERSON, DUCIE & OENO ISLANDS	90 Days	
POLAND	90 Days	
PORTUGAL	90 Days	
QATAR	30 Days	
ROMANIA	90 Days	
RUSSIAN FEDERATION	14 Days	

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RWANDA	14 Days	
SAMOA (WESTERN)	30 Days	
SAN MARINO	90 Days	
SAO TOME AND PRINCIPE	14 Days	
SAUDI ARABIA	30 Days	
SENEGAL		Y
SERBIA (REPUBLIC OF) (holders of Serbian biometric passports only)	14 Days	
SERBIA (REPUBLIC OF) (holders of Serbian non-biometric passports, Yugoslav passports bearing the country name 'Federal Republic of Yugoslavia' or Serbian passports issued by the Coordination Directorate in Belgrade)		Y
SEYCHELLES	90 Days	
SIERRA LEONE		Y*
SINGAPORE	90 Days	
SLOVAK REPUBLIC	90 Days	
SLOVENIA	90 Days	
SOLOMON ISLANDS		Y
SOMALIA		Y*
SOUTH AFRICA	30 Days	
SOUTH SUDAN		Y
SPAIN	90 Days	
SRI LANKA		Y^
ST. HELENA	90 Days	
ST. HELENA DEPENDENCIES (ASCENSION, TRISTAN DA CUNHA)	90 Days	
ST. KITTS - NEVIS ANGUILLA	90 Days	
ST. LUCIA	90 Days	
ST. VINCENT AND THE GRENADINES	90 Days	
SUDAN		Y
SURINAME	14 Days	
SWAZILAND	90 Days	
SWEDEN	90 Days	
SWITZERLAND	90 Days	

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SYRIA		Y
TAJIKISTAN		Y
TANZANIA	90 Days	
THAILAND	30 Days	
THE SOUTH GEORGIA AND THE SOUTH SANDWICH ISLANDS	90 Days	
THE SOVEREIGN BASE AREAS OF AKROTIRI AND DHEKELIA	90 Days	
TOGO		Y^
TONGA	90 Days	
Tongan National passports		Y
Tongan Protected Persons passports		Y
TRINIDAD & TOBAGO	90 Days	
TUNISIA	30 Days	
TURKEY	90 Days	
TURKMENISTAN		Y
TURKS AND CAICOS ISLANDS	90 Days	
TUVALU	90 Days	
TUVALU (with national status stated as 'I-TUVALU')		Y
UGANDA	30 Days	
UKRAINE	14 Days	
UNITED ARAB EMIRATES	30 Days	
URUGUAY	90 Days	
Uruguay passports issued under Decree 289/90		Y
U.S.A.	90 Days	
US TRUST TERRITORY OF PACIFIC ISLANDS (holders of US Trust Territory passports only)	14 Days	
UZBEKISTAN		Y
VANUATU	90 Days	
VATICAN CITY	14 Days	
Vatican Service passports		Y
VENEZUELA	90 Days	
VIETNAM		Y
YEMEN (REPUBLIC OF)	30 Days	

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Nationality of foreign country (Territory) / Type of Travel Document	Visa free period for visit not exceeding	Always require VISA, except in direct transit by air and when the person does not leave the airport transit area
ZAMBIA	90 Days	
ZIMBABWE	90 Days	
Uruguay passports issued under Decree 289/90		Y
All 'stateless' travel document holders		Y
Nationals of other foreign countries do not require visas for a visit)	7 Days	

Remarks :

\* All nationals are required to hold a valid visa for the HKSAR for whatever purpose (including those who are in transit and remain on the airside).

^ All nationals (except holders of Diplomatic and Official passports) are required to hold a valid visa for the HKSAR for whatever purpose (including those who are in transit and remain on the airside). Holders of Diplomatic and Official passport may visit the HKSAR visa-free for a stay not exceeding 14 days.



**Visa Permit for Entrance to Macau**

Nationality of foreign country (Territory) / Type of Travel Document	Visa free period for 30 days	Visa free period for 90 days	Visa free period for 180 days	Visa free period for 1 year
Andorra		Y		
Australia	Y			
Austria		Y		
Belgium		Y		
Bosnia		Y		
Brazil		Y		
Bulgaria		Y		
Canada	Y			
Cape Verde		Y		
Chile	Y			
Croatia		Y		
Cyprus		Y		
Czech		Y		
Denmark		Y		
Dominica		Y		
Egypt		Y		
Estonia		Y		
Finland		Y		
France		Y		
Germany		Y		
Greece		Y		
Herzegovina		Y		
Hong Kong SAR ID/Passport				Y
Hungary		Y		
Iceland		Y		
India	Y			
Indonesia	Y			
Ireland		Y		
Israel		Y		
Italy		Y		
Japan		Y		
Kiribati	Y			
Latvia		Y		
Lebanon		Y		
Liechtenstein		Y		
Lithuania		Y		

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Nationality of foreign country (Territory) / Type of Travel Document	Visa free period for 30 days	Visa free period for 90 days	Visa free period for 180 days	Visa free period for 1 year
Luxembourg		Y		
Macedonia		Y		
Malaysia	Y			
Mali		Y		
Malta		Y		
Mexico		Y		
Monaco	Y			
Mongolia		Y		
Namibia	Y			
Netherlands		Y		
New Zealand	Y			
Norway		Y		
Philippines	Y			
Poland		Y		
Portugal		Y		
Romania		Y		
Samoa	Y			
Seychelles	Y			
Singapore	Y			
Slovak		Y		
Slovenia		Y		
South Africa	Y			
South Korea		Y		
Spain		Y		
Sweden		Y		
Switzerland		Y		
Tanzania		Y		
Thailand	Y			
Turkey	Y			
United Kingdom			Y	
United States of America	Y			
Uruguay	Y			

**Important Note:**

Macau is generally very open in its approach to admit tourists and short term business visitors.