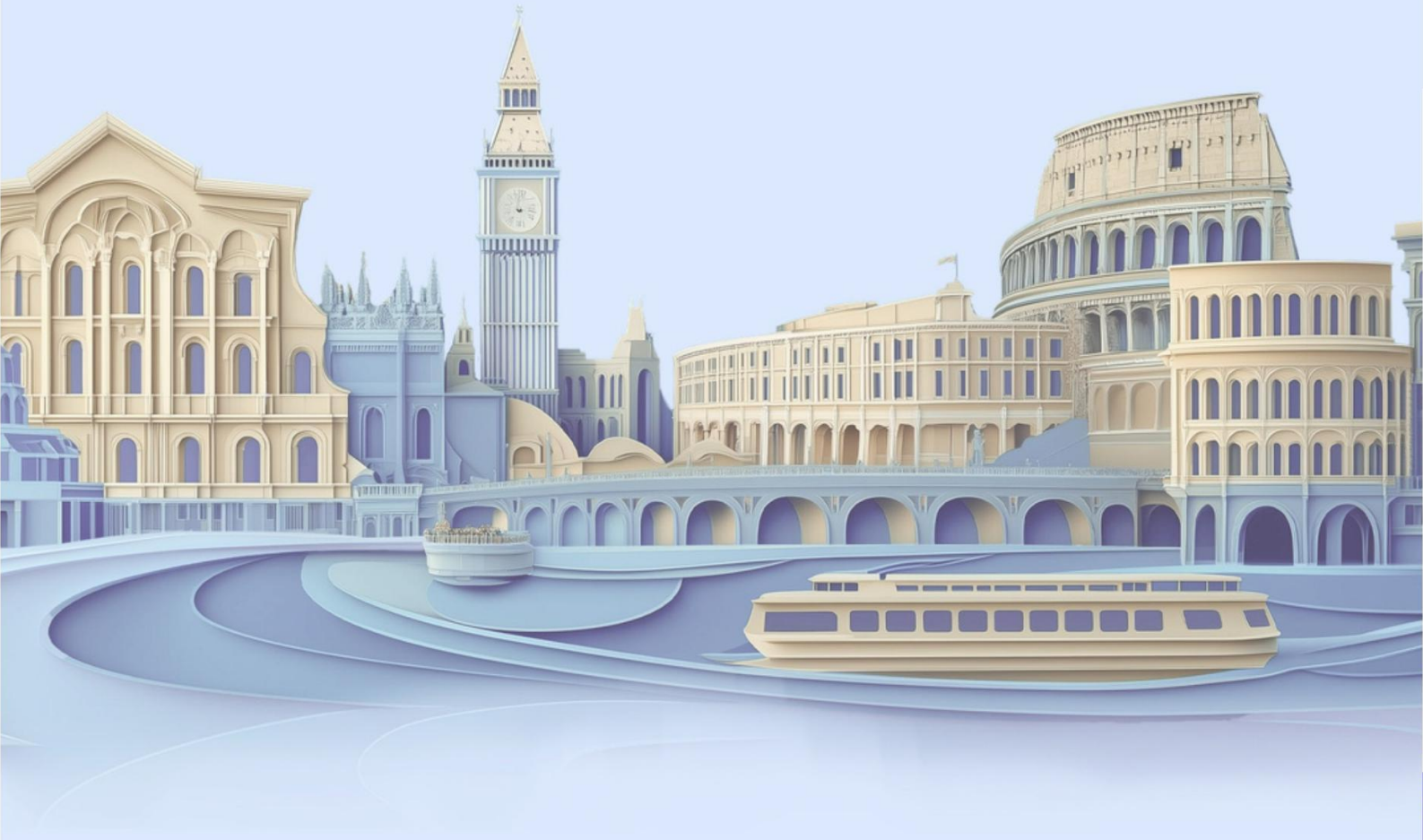
CAMERA DI COMMERCIO E INDUSTRIA
ITALIANA PER IL REGNO UNITO
CAMERE DI COMMERCIO ITALIANE ALL'ESTERO

Service Catalogue

Summary of key services
and delivery methods



Hi!

Introduction

The Service Catalogue of the Italian Chamber of Commerce and Industry for the UK (ICCIUK) aims to foster relationships between the Chamber and its clients (companies, public administration) on the basis of transparent, clear and simple criteria. The Catalogue describes the activities supporting the internationalization of Italian businesses and territories, defining the principles of management and delivery. The Catalogue provides businesses and public administrations with an overview of the services offered and their costs, although it isn't exhaustive. However, the costs expressed within the Catalogue have to be considered as average reference values and cannot replace a formal quotation issued upon request.

Who we are

The Italian Chamber of Commerce and Industry for the UK (ICCIUK) has been one of the oldest Chambers of Commerce, active in the promotion of trade between Italy and the UK, for almost 130 years (since 1886). The ICCIUK helps Italian companies enter and strengthen their presence in the UK market, with a comprehensive range of service (such as feasibility studies, trade missions, organization of promotional events, training), thanks to its experience and the professionalism of its network.

The Italian Chamber of Commerce in the UK boasts of numerous partnerships and collaborations with Italian, British, and international operators and organisations, such as the Italian Embassy – Italian System in the UK, the Italian Consulate in London, and the Italian Trade Agency (ICE/ITA), Italian Cultural Institute, ENIT.

The ICCIUK offices:

London Office

1 Princes Street, W1B 2AY London

How we operate

We work with our Associates and with Italian and local businesses to achieve our goals, as well as with all public and private entities that act in an organized way to support the internationalization of companies, in particular: Regions, Chambers of Commerce, Trade Associations, Trade Fairs, Consortia, Cooperatives, Business Networks, Industrial Districts, Banks, Economic and Territorial Development, Ministries, and international organizations.

Our goals

Support clients through both complimentary and fee - based services, ranging from initial market guidance on individual markets to specific support for positioning and consolidation strategies for Italian companies on foreign markets, as well as for local companies wishing to collaborate with Italian SMEs.

Organize events and matchmaking activities to give companies the opportunity to meet with international counterparts to present proposals for production, technological, and commercial collaboration.

Promote and enhance the excellence of the Italian territory, by showcasing its peculiarities and know-how, for example through the organisation of overseas missions for groups of companies and industrial districts, abroad, or incoming missions of foreign companies and operators in the countries where Italian companies operate.

Provide expertise on how to operate in the country, through targeted training programs for individual businesses and/or professionals, training internships in collaboration with Italian and international universities, too.

Our principles

In order to ensure quality services we are committed to regularly guarantee:

- competence
- clarity
- courtesy
- confidentiality
- impartiality

The provision of our services is based on:

- satisfaction of requests
- timelines
- transparency of procedures

Quality standards of services

In order to ensure and improve performance on individual services and to better assist its customers, the Chamber continuously monitors them and provides a customer satisfaction service, which is supported by a complaints management system, in line with the principle of maximum customer attention.

Note

The costs expressed have to be considered average reference values which cannot replace specific estimate which will be provided at the time of requesting the service.

At the time of formulating the estimate, information will be provided on any legal charges applicable to the costs expressed.

The services are provided only upon acceptance of the estimate and payment of the deposit (if applicable), with the exception of public institutions and specific derogations.

Please note that any services not included in this catalogue may still be requested from the Chamber which will evaluate their feasibility and conditions.

Please note that the provision of some services may require the collaboration and intervention of external partners.

Type of services

1 Information services

pp. 6-10

First market orientation

- Country/sector market analysis
- Regulatory information dossiers (customs, tax, incentives)
- Information on trade fairs and events

Informative seminar/Country presentation

2 Events and Communication

pp.11-16

Events

- Gala dinner, networking events
- Standalone events

Communication

- Press conferences, media relations
- Media campaign (company and product launch) Social media management
- Advertisements in magazines and electronic media

3 Business contact

pp. 17-22

- Identification and selection of partners/ counterparties with appointment schedule (importers, distributors, suppliers and strategic partners)
- Commercial list service
- LinkedIn presence service
- Organization of incoming and outgoing missions, workshops with B2B
- Participation/representation of Italian companies in foreign trade fairs or participation/representation of foreign companies in Italian trade fairs

4 Specialised assistance and consulting services

pp. 23-35

- Translations
- Interpreting
- Training
- Monitoring of the Italian presence in the UK
- Setting up representative offices, branches, subsidiaries, etc., in the UK
- Postal domiciliation and administrative support service
- Provision of company information
- Process agent
- Legal and contractual assistance service
- Administrative, fiscal and tax assistance service
- Debt collection and arbitration service
- Temporary worker recruitment service for foreign companies including recruitment support if required

5 Other services

pp. 36-38

- Rental of event room
- Hot desk

1



Information services



First market orientation

Country/sector market analysis

Country/sector market research and statistical surveys provide initial guidance useful for evaluating the concrete possibilities of introducing Italian production.

Service contents (unless otherwise agreed with the Customer)

- Brief economic and financial report on the country
- Analysis of demand in the sector of interest of the Italian company
- Analysis of the distribution of the Italian product/product type
- Analysis of competitor
- Major local events within the sector

Delivery times

- Response to the request within 3 working days from its receipt
- Sending the quote to the customer within 7 days from the first response
- Delivery of the service to the customer by the date agreed upon acceptance of the quote

Delivery method

The request must be sent to info@icciuk.org.uk

Payment method costs

Free quote

50% advance payment upon confirmation of assignment

Member Cost

Quotation upon request

Cost for non-members

Quotation upon request



First market orientation

Regulatory information dossiers (customs, tax, incentives)

Information dossiers on the main customs and tax regulations and on the presence of specific incentives for businesses.

Service contents (unless otherwise agreed with the Customer)

- Brief introduction to the topic of interest
- Indication of the relevant regulatory framework with indications of individual references (this does not require the translation of individual regulations/Laws)
- Indication of the main local bodies competent for the individual matters of interest

Delivery times

- Response to the request within 3 working days from its receipt
- Sending the quote to the customer within 7 days from the first response
- Delivery of the service to the customer by the date agreed upon acceptance of the quote

Delivery method

The request must be sent to info@icciuk.org.uk

Payment method costs

Free quote

Advance payment upon confirmation of assignment

Member Cost
Quotation upon request

Cost for non-members
Quotation upon request



First market orientation

Information on trade fairs and events

Information on major national and international trade fairs and events related to a specific sector. This service can be provided either upon request from the trade fair organization interested in promoting its event or upon request from companies seeking information about the event.

Service contents (unless otherwise agreed with the Customer)

1)
- Target definition with the trade fair organization
- Mailing to the identified target
- Recall and follow up to confirm interest

2) short introductory note

Indication of the main fairs and events with a possible description of previous editions, information on participation methods and contact details of the organising institutions and technical information (total surface area of the event, costs of the open area and basic set-up by the trade fair organisation, participating foreign countries and any limitations on foreign participation, total number of exhibitors (national ones and foreigners), number of exhibitors and visitors from the previous edition and their nationalities of origin (in the case of a pre-existing fair)

Delivery times

- Response to the request within 3 working days from its receipt
- Sending the quote to the customer within 7 days from the first response
- Delivery of the service to the customer by the date agreed upon acceptance of the quote

Delivery method

The request must be sent to info@icciuk.org.uk

Payment method costs

Free quote

Advance payment upon confirmation of assignment

Member Cost

Quotation upon request

Cost for non-members

Quotation upon request



Informative seminar/ Country presentation

Organization of information seminars and country presentations (online or in person) aimed at both companies and institutional entities.

Service contents (unless otherwise agreed with the Customer)

- Definition of contents with the Client;
- Contacting potential speakers;
- Possible search for sponsors;
- Press relations management;
- Guest invitation management (mailing-recall);
- Logistics organization (at the venue, preparation of materials, hostess and interpreting service, catering; management of the web platform and interpreting for online seminars);
- Follow up (sending materials).

Delivery times

- Response to the request within 5 working days from its receipt;
- Sending the quote to the customer within 5 days from the first response;
- Service delivery to the customer within 60 days of acceptance of the quote and, in any case, on the date set for the event.

Delivery method

The request must be sent to info@icciuk.org.uk

Payment method costs

Free quote

Travel costs (travel, accommodation, half board)
Advance payment upon confirmation of assignment, advance payment for flight expenses unless otherwise agreed

Additional cost if involving industry experts

Member Cost/ institutional

Member discount from 5%

T&Cs Apply

Cost for non- members/ private individuals entities

Starting from £1,500.00+ VAT

2



Events and Communication



Events

Gala dinner, networking events

Organization of branded social events for both companies and institutions to promote networking and develop new business contacts and/or increase membership. The meetings can be held within larger events or during specific periods of the year (Italian or local holidays).

Service contents (unless otherwise agreed with the Customer)

- Definition of contents with the Client
- Contact with event speakers
- Sponsor search
- Management of press relations
- PR service
- Management of guest invitations (mailing-recall)
- Logistics organization (rental of venue, preparation of materials, hostess and interpreting service, catering)
- Follow up

Delivery times

- Response to the request within 3 working days from its receipt
- Sending the quote to the customer within 7 days from the first response
- Service will be provided to the customer on the event date if the request is received at least 30 days before that date.

Delivery method

The request must be sent to info@icciuk.org.uk

Payment method costs

Free quote

Media/Printable Costs

Advance payment upon confirmation of assignment, advance on out-of-pocket expenses unless otherwise agreed

Member Cost

Member discount starting from 5%

T&Cs Apply

Cost for non-members

Starting from £3,500.00+ VAT



Events

Standalone events

Organization of standalone promotional events to promote a sector/product/region.

Service contents (unless otherwise agreed with the Customer)

- Definition of contents with the Client
- Definition of the type of event (exhibition, showroom, tasting, etc.)
- Selection of guests
- PR service and management of press relations
- Logistic organisation (at the venue, preparation of materials, hostess and interpreting service, catering)
- Support for any shipping and customs clearance of goods for exhibition/tasting
- Follow up

Delivery times

- Response to the request within 3 working days from its receipt
- Sending the quote to the customer within 7 days from the first response
- Service will be provided to the customer on the event date if the request is received at least 40 days before that date.

Delivery method

The request must be sent to info@icciuk.org.uk

Payment method costs

Free quote

Active costs

Advance payment upon confirmation of assignment, advance on out-of-pocket expenses unless otherwise agreed

Member Cost

Member discount starting from 5%

T&Cs Apply

Cost for non-members

Starting from £2,500.00+ VAT



Communication

Press conferences, media relations

Organising press conferences and managing media relations to promote a company's presence or publicize investment activities and interests in the country.

Service contents (unless otherwise agreed with the Customer)

- Definition of contents with the Client
- Identification of the most suitable press and media outlets for the type of communication and Client typology
- Definition of a communication strategy (timing, methods, tools)
- Organisation of press conference (identification, invitation and contact of journalists, media)
- Logistic organization (at the venue, preparation of materials, hostess and interpreting service, catering)
- Press release service

Delivery times

- Response to the request within 3 working days from its receipt
- Sending the quote to the customer within 7 days from the first response
- Service will be provided to the customer on the event date if the request is received at least 30 days before that date.

Delivery method

The request must be sent to info@icciuk.org.uk

Payment method costs
Free quote

ICCIUK event hall or other hall,from £500

Catering/interpreter/set-up active costs

Advance payment upon confirmation of assignment, advance on out-of-pocket expenses unless otherwise agreed

Member Cost

Member discount starting from 5%

T&Cs Apply

Cost for non-members
Starting from £4,500.00+ VAT



Communication

Media campaign (company launch, product launch)
Social media management

Development of media campaigns to promote a company or product within the target market.

Service contents (unless otherwise agreed with the Customer)

- Definition of contents with the Client
- Identification of the most suitable press and media outlets for the type of communication and Client typology
- Definition of a communication strategy (timing, methods, tools) Implementation of the communication strategy (purchase of space in paper and web publications and radio spaces, organization of press conferences)
- Press release service

Delivery times

- Response to the request within 3 working days from its receipt
- Sending the quote to the customer within 7 days from the first response
- Service will be provided to the customer on the event date if the request is received at least 20 days before that date.

Delivery method

The request must be sent to info@icciuk.org.uk

Payment method costs

Free quote

Active costs (translations, graphics, advertisements)

Advance payment upon confirmation of assignment, advance payment of out-of-pocket expenses unless otherwise agreed

Member Cost

Quotation upon request

Cost for non-members

Quotation upon request



Communication

Advertisements in magazines and electronic media

Publication of promotional and advertising material in magazines and electronic media.

Service contents (unless otherwise agreed with the Customer)

- Definition of contents with the Client
- Identification of press organs (magazines, newspaper, billboards, flyers) and more suitable digital media (keywords, display, social media) for the type of communication and Client typology
- Definition of a communication strategy (timing, methods, tools)
- Implementation of the communication strategy (purchase of space in paper and web publications and radio spaces, organization of press conferences)
- On request: copywriting, photo shooting, casting, post-production
- Monitoring

Delivery times

- Response to the request within 3 working days from its receipt
- Sending the quote to the customer within 7 days from the first response
- Service will be provided to the customer on the event date if the request is received at least 20 days before that date.

Delivery method

The request must be sent to info@icciuk.org.uk

Payment method costs

Free quote Active costs (translations, graphics, advertisements)

Advance payment upon confirmation of assignment, advance on out-of-pocket expenses unless otherwise agreed

Costs determined by magazines/ electronic media

Member Cost

Member discount starting from 5%

T&Cs Apply

Cost for non-members

Starting from £1,000.00+ VAT

3



Business Contact



Identification and selection of partners/ counterparties with appointment schedule

(importers, distributors, suppliers and strategic partners)

Scouting of potential commercial partners and strategic partners for investment development, JVs, and technology transfer.

Service contents (unless otherwise agreed with the Customer)

- Definition of contents with the Client
- Information elements on the sector
- Selection of operators
- First contact and sending of informative material on the company and the products/services
- Telephone follow-up
- Final report
- Organization of “One to One” meetings
- Any additional services
- Search for Agents/Representatives
- Contacting the counterparts and organizing the meeting agenda (on request)

Delivery times

- Response to the request within 3 working days from its receipt
- Sending the quote to the customer within 7 days from the first response
- Service delivery to the customer starting 3 months after acceptance of the quote

Delivery method

The request must be sent to info@icciuk.org.uk

Payment method costs

Free quote

Advance payment upon confirmation of assignment.

Service cost:

Set-up and service management cost: £1000 + VAT

The fixed cost is paid at the time of signing the contract.

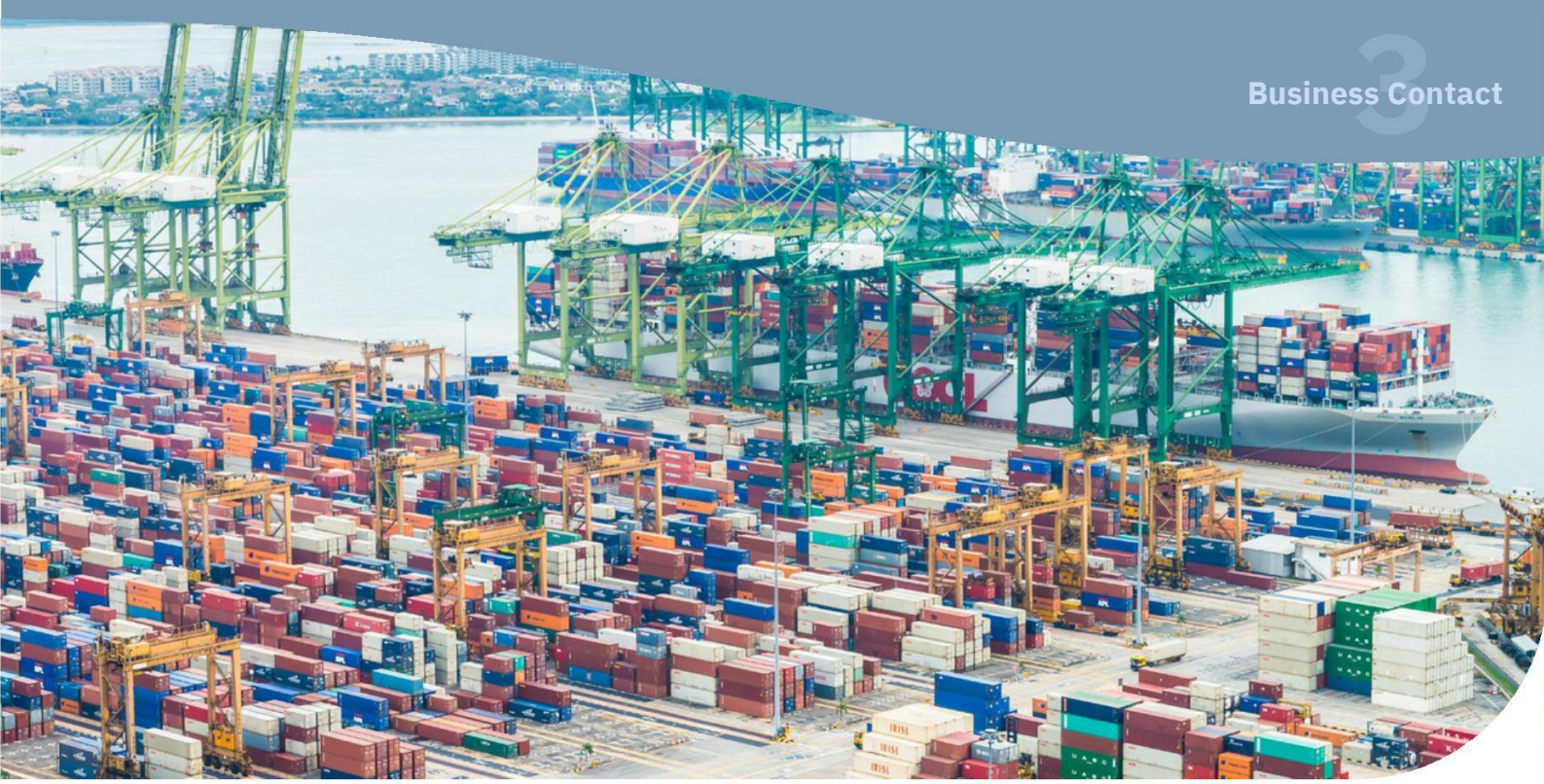
Member Cost

Member discount starting from 5%

T&Cs Apply

Cost for non-members

Cost for each company identified and contacted:
£10.50 + VAT per company
Base <1m ; <15 employees:
£150 + VAT per appointment
Medium from £1m to £10m turnover; 15 to 50 employees:
£200 + VAT per appointment
Advanced 10 to 50m turnover; 50 to 250 employees:
£12 + VAT per company
£300 + VAT per appointment
Corporate >50m turnover; >250 employees:
£15 + VAT per company
£350 + VAT per appointment



Commercial list service

Scouting for potential business partners and strategic partners for business development.

Service contents (unless otherwise agreed with the Customer)

- Definition of search criteria and filters within the client's platform such as activity, employee turnover, geographic area
- Creation of AI-based search criteria and evaluation parameters to obtain useful information
- Database creation and sending to the customer. Please note that the database cannot contain contacts or personal information but will consist of the following information:
  - Company name
  - Address
  - Company phone
  - Company email
  - Website
  - Sales
  - Number of employees
  - Business code or product category
  - Company description
  - Target company assessment

The data listed above will be entered into the database only if they are available or traceable.

Delivery times

- Response to the request within 3 working days from its receipt
- Sending the quote to the customer within 7 days from the first response
- Provision of service to the customer starting from 30 days from acceptance of the estimate

Delivery method

The request must be sent to info@icciuk.org.uk

Payment method costs

Free quote

Advance payment upon confirmation of assignment

Member Cost

Member discount starting from 5%

T&Cs Apply

Cost for non-members

£1350 + VAT for up to 300 companies in database

£1650 + VAT for up to 500 companies in database



LinkedIn presence service

Scouting for potential business and strategic partners, and enhancing the company's professional presence on LinkedIn and increasing its visibility in the UK market.

Service contents (unless otherwise agreed with the Customer)

- Social selling B2B
- Company page management
- Professional page management
- Lead generation on LinkedIn
- Shared KPI'S
- Content marketing

Delivery times

- Response to the request within 3 working days from its receipt
- Sending the quote to the customer within 7 days from the first response
- Provision of service to the customer starting from 30 days from acceptance of the estimate

Delivery method

The request must be sent to info@icciuk.org.uk

Payment method costs

Free quote

30% upon signing the agreement between the parties
Balance payable through monthly instalments at the end of each month

Member Cost

Member discount starting from 5%

T&Cs Apply

Cost for non-members

Company page management
£750 + VAT per month
Professional page communication management
£650 + VAT per month
Lead generation
£1200 + VAT per month (up to 200 connection requests)



Organization of incoming and outgoing missions, workshops with B2B

Organization of incoming/outgoing missions and B2B meetings between the Client and counterparts for the development of commercial, investment, JV actions, etc. in workshop mode as well, and involving multiple operators on the same topic and for the same purpose.

Service contents (unless otherwise agreed with the Customer)

- Content definition with the client
- Selection of counterparts
- Contact with counterparts for pre-verification
- Organization of B2B meetings (definition of venue, agenda times, interpreter support)
- Organization of workshops (definition of venue, identification of moderator, interpreter support)
- Follow up

Delivery times

- Response to the request within 3 working days from its receipt
- Sending the quote to the customer within 7 days from the first response
- Service will be provided to the customer on the event date if the request is received at least 60 days before that date.

Delivery method

The request must be sent to info@icciuk.org.uk

Payment method costs

Free quote
Interpreter, 1 day, £350/day
Payment in advance upon confirmation of assignment, advance on out-of-pocket expenses unless otherwise agreed
Additional cost for each operator involved

Member Cost

Member discount starting from 5%

T&Cs Apply

Cost for non-members

Missions starting from £1500 + VAT

Membership cost for a single operator: £500



Participation/representation of Italian companies in foreign trade fairs or participation/representation of foreign companies in Italian trade fairs

Organization of participation in Italian and foreign trade fairs for individual companies or groups of Italian or foreign companies. Presence at a trade fair with a Chamber of Commerce stand representing Italian or local companies.

Service contents (unless otherwise agreed with the Customer)

- Identification of the trade fair event with the Client and definition of the participation modality (participation with an individual exhibition stand, collective stand or organization of a B2B meeting schedule)
- Contact with the trade fair organization and definition of participation
- Support services for stand design, construction and set-up, shipment and customs clearance of goods for display, organization of B2B meetings, catalog registration, creation of promotional material, interpreter support
- Operational support for the organization of incoming-outgoing trade missions (airline tickets, transportation, accommodation, visa service)
- In case of presence with a Chamber of Commerce stand representing Italian or local companies: identification and contact with companies to be represented, information on products and services to be promoted
- Follow up

Delivery times

- Response to the request within 3 working days from its receipt
- Sending the quote to the customer within 7 days from the first response
- Provision of service to the customer on the date of the fair if the request is received at least 40 days before that date or in any case before the registration time of the fair (registrations usually close 90 days before the fair)

Delivery method

The request must be sent to info@icciuk.org.uk

Payment method costs	Member Cost	Cost for non-members
Free quote	Quotation upon request	Quotation upon request
Active costs (stand space, set-up, printing)		
Advance payment upon confirmation of assignment, advance on out-of-pocket expenses unless otherwise agreed		

4



Specialised assistance and consulting services



Translations

Translation of brochures, contracts, commercial presentations, websites.

Service contents (unless otherwise agreed with the Customer)

- Definition of purposes and contents with the Customer
- Translation of contents from Italian to English and vice versa
- Maintenance/adaptation of the original graphic format (ppt, pdf, word, ai)

Delivery times

- Response to the request within 3 working days from its receipt
- Sending the quote to the customer within 7 days from the first response
- Service delivery to the customer within 7 days from the acceptance of the quote (times may increase for large translations)

Delivery method

The request must be sent to info@icciuk.org.uk

Payment method costs

Free quote

Advance payment upon confirmation of assignment

Member Cost

Member discount starting from 5%

T&Cs Apply

Cost for non-members

From
£90.00+ VAT



Interpreting

Interpreting for B2B, trade fairs, wine tastings, conferences, and tours.

Service contents (unless otherwise agreed with the Customer)

- Definition of contents with the Client and level of interpretation required
- Selection of the most suitable interpreter(s)
- Sharing of materials with the interpreters
- Briefing with interpreters for pre-event service management

Delivery times

- Response to the request within 3 working days from its receipt
- Sending the quote to the customer within 7 days from the first response
- Service delivery to the customer within 30 days from the acceptance of the quote

Delivery method

The request must be sent to info@icciuk.org.uk

Payment method costs

On request

Cost of CCIE Members

Member discount starting from 5%

T&Cs Apply

Cost for non-CCIE members

Conference interpreter
from £800 + VAT/4h
Specialist interpreter
from £500 + VAT/4h
B2B/trade fair interpreter
from £400 + VAT/4h
Non-specialist interpreter, guide
from £200 + VAT/4h



Training

Lectures or webinars on topics related to internationalization in British markets, specific sectors of the British economy or British business culture.

Service contents (unless otherwise agreed with the Customer)

- Definition of contents and training program with the client
- Preparation of teaching materials
- Delivery of the training session in person or online
- Follow-up with participants and clients

Delivery times

- Response to the request within 3 working days from its receipt
- Sending the quote to the customer within 7 days from the first response
- Delivery of the service to the customer on the scheduled training date if the request is received at least 30 days before that date (may increase in proportion to the number of modules to be prepared)

Delivery method

The request must be sent to info@icciuk.org.uk

Payment method costs	Cost of CCIE Members	Cost for non-CCIE members
Free quote	Quotation upon request	Quotation upon request
Travel expenses if applicable		
Advance payment upon confirmation of assignment		



Monitoring the Italian presence in the UK

Monitoring and supply of Italian companies with interests in the United Kingdom, that operate in the following sectors: aerospace, automotive, banking and financial services, chemical-pharmaceutical sector, clothing, electronics, energy, construction sector, food & beverage, furniture, machinery, metallurgy, packaging, paper, publishing and communications, consultancy, tourism and logistics.

Service contents (unless otherwise agreed with the Customer)

- Provision of contact details for Italian companies in the UK (address, telephone and fax numbers, website)

Delivery method

The request must be sent to info@icciuk.org.uk

Delivery times

- Response to the request within 3 working days from its receipt
- Sending the quote to the customer within 3 days from the first response
- Service delivery to the customer within 3 days from the acceptance of the quote

Payment method costs

Free quote

Service cost calculated on a fixed-fee basis

Payment in advance upon confirmation of assignment, advance of out-of-pocket expenses unless otherwise agreed

Member Cost

Member discount starting from 5%

T&Cs apply

Cost for non-members

£400.00+VAT



Setting up representative offices, branches, subsidiaries, etc., in the UK

Provision of assistance to Italian companies wishing to start a business in the UK through online resources and a network of partners in the UK, who can assist them through all the steps required by local law and practice.

Service contents (unless otherwise agreed with the Customer)

Preliminary market research aimed to highlight the structure and trends of the sector, the prevailing foreign investment models in the sector, and the most suitable areas in the UK or London to locate the business;

- Provision of information on licenses for the use of premises, lease agreements
- Regulations, restrictions and excise duties for the import of products and insurance
- Information relating to business licensing requirements, recruitment of staff, establishment of branches or subsidiaries
- Local taxation and legal advisers
- Provision of information on financing availability and banking assistance
- Company House registration; office address registration
- Additional activities (on request): promotion and marketing, operational, fiscal and linguistic assistance, identification of other supports, etc.

Delivery times

- Response to the request within 3 working days from its receipt
- Sending the quote to the customer within 3 days from the first response
- Service delivery to the customer within 3 days from quote acceptance. Please note that service delivery requires the involvement of external partners.

Delivery method

The request must be sent to info@icciuk.org.uk

This service is not provided directly by ICCIUK. ICCIUK acts solely as a point of contact and directs the client to an external associate/partner who is duly registered as a Trust or Company Service Provider (TCSP) with HMRC. Terms and costs will be agreed directly with the partner.

Payment method costs	Member Cost	Cost for non-members
On request	Quotation upon request	Quotation upon request
Provided through external partner		



Postal domiciliation and administrative support service

Possibility of taking advantage from postal domiciliation at ICCIUK offices and from various accounting services (service provided with an external partner)

Service contents (unless otherwise agreed with the Customer)

- Postal domiciliation service with forwarding of incoming mail to the customer;
- Support in the conclusion of contracts and in the management of ordinary accounting activities;
- IVA and VAT recovery activities;
- Translation activities relating to contracts, certifications, financial statements, etc. (on request).

Delivery times

- Response to the request within 3 working days from its receipt
- Sending the quote to the customer within 3 days from the first response
- Service delivery to the customer within 12 months from the signing the contract. Please note that service delivery requires the involvement of external partners.

Delivery method

The request must be sent to info@icciuk.org.uk

This service is not provided directly by ICCIUK. ICCIUK acts solely as a point of contact and directs the client to an external associate/partner who is duly registered as a Trust or Company Service Provider (TCSP) with HMRC. Terms and costs will be agreed directly with the partner.

Payment method costs	Member Cost	Cost for non-members
On request Provided through external partner	Quotation upon request	Quotation upon request



Provision of company information

Provision of information on Italian and British companies, primarily company records and financial statements.

Service contents (unless otherwise agreed with the Customer)

- Provision of Chamber of Commerce certificates or equivalent documents;
- Provision of company financial statements or equivalent documents;
- Provision of other corporate information, e.g.: articles of incorporation, list of shareholders, changes in registered office, etc.

Delivery times

- Response to the request within 3 working days from its receipt
- Sending the quote to the customer within 3 days from the first response
- Service delivery to the customer within 3 days from receiving payment

Delivery method

The request must be sent to info@icciuk.org.uk

Payment method costs

Free quote

Service cost calculated is based on the requested document

100% deposit upon acceptance of the quote

Member Cost

Member discount starting from 5%

T&Cs apply

Cost for non-members

From
£90.00 + VAT



Process agent

Service provided to Italian financial companies maintaining business relationships within the City of London. The service includes initial contact with the Italian company and the forwarding of all documentation supporting the contract to be signed.

Service contents (unless otherwise agreed with the Client)

- Provision of Chamber of Commerce certificates or equivalent documents;
- Provision of company financial statements or equivalent documents;
- Provision of other corporate information, e.g., articles of incorporation, list of shareholders, changes in registered office. etc.

Delivery method

The request must be sent to info@icciuk.org.uk

Delivery times

- Response to the request within 3 working days from its receipt
- Sending the quote to the customer within 5 days from the first response
- Service provision:
  1-2 weeks

Payment method costs

Free quote

100% deposit upon acceptance of the quote

Member Cost

Member discount starting from 5%

T&Cs apply

Cost for non-members

From
£400.00 + VAT



Legal and contractual assistance service

Advice on legal aspects of interest for the operator.

Service contents (unless otherwise agreed with the Customer)

- Definition of contents with the client
- Contact with partners associated with MICC
- Service proposal from the contacted partners
- Assistance from the selected partner

Delivery method

The request must be sent to info@icciuk.org.uk

Delivery times

- Response to the request within 3 working days from its receipt
- Sending the quote to the customer within 3 days from the first response
- Service delivery within 3 days from receiving payment. Please note that service delivery requires the involvement of external partners.

Payment method costs

Free quote

Service cost calculated based on the requested document

100% deposit upon acceptance of the quote

Member Cost

Member discount starting from 5%

T&Cs apply

Cost for non-members

From
£250.00ph + VAT



Administrative, fiscal and tax assistance service

Accounting management. Up to 20 transactions per month.

Service contents (unless otherwise agreed with the Customer)

- Accounting management

Delivery method

The request must be sent to info@icciuk.org.uk

Delivery times

- Response to the request within 3 working days from its receipt
- Sending the quote to the customer within 3 days from the first response
- Service delivery within 3 days from receiving payment. Please note that service delivery requires the involvement of external partners.

Payment method costs

Free quote

Service cost calculated based on the requested document

100% deposit upon acceptance of the quote

Member Cost

Member discount starting from 5%

T&Cs apply

Cost for non-members

From
£250.00ph + VAT



Debt collection and arbitration service

Assessment of the dispute, communication with the opposing party and attempts to reach an out-of-court settlement. In case of recovery, a percentage of the value is paid.

Service contents (unless otherwise agreed with the Customer)

- Content definition with the client
- Contact with partners associated with ICCIUK
- 1 written reminder sent to the debtor
- Telephone follow up reminder
- Report provided to the client

Delivery method

The request must be sent to info@icciuk.org.uk

Delivery times

- Response to the request within 3 working days from its receipt
- Sending the quote to the customer within 3 days from the first response
- Service delivery within 3 days from receiving payment. Please note that service delivery requires the involvement of external partners.

Payment method costs

Free quote

Service cost calculated based on the requested document

100% deposit upon acceptance of the quote

Member Cost

Member discount starting from 5%

T&Cs apply

Cost for non-members

Starting from £250.00ph + VAT + Percentage of value in case of debt collection



Temporary worker recruitment service for foreign companies including recruitment support if required

Recruitment and employment of one or more employees on behalf of foreign company, avoiding the need to open a subsidiary in the UK.

Service contents (unless otherwise agreed with the Customer)

- Direct hiring by ICCIUK and management of all costs related to the professional services of the staff
- Possible recruitment on behalf of the applicant company. Please note that recruitment activities may be outsourced at any time.

Delivery times

- The hiring service will have a maximum duration of two years and cannot be extended.
- Once the resource has been identified, hiring can be completed within a month.

Delivery method

The request must be sent to info@icciuk.org.uk

Payment method costs

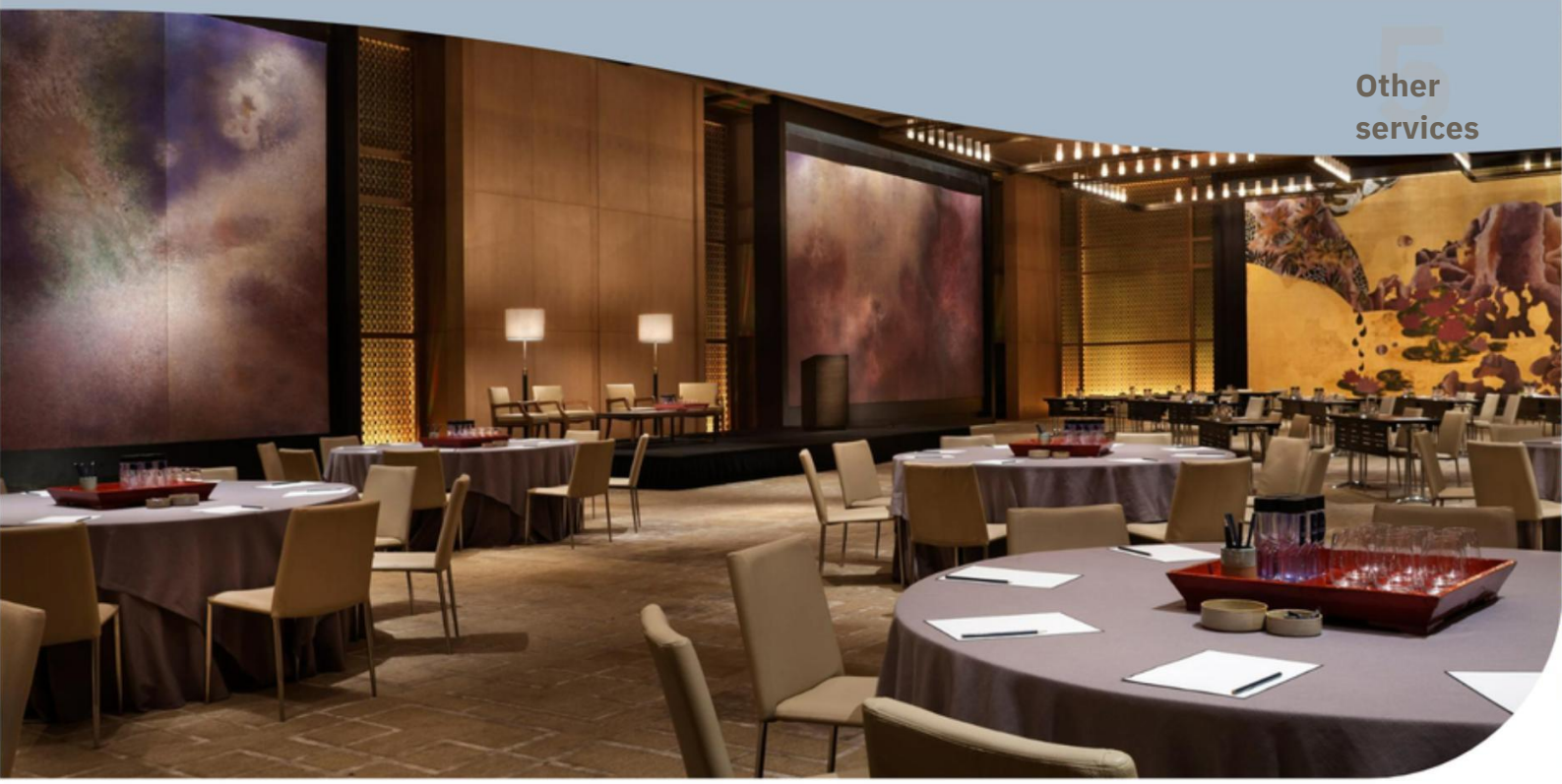
The service fee is equal to 10% of the employee's gross annual employment cost, plus a one-off fee of £1000 for the completion of the contracts between the parties, which will be:

- a contract that determines the relationship between the Chamber and the foreign client for which the employment contract is assumed;
- a contract that determines the relationship between the Chamber and the employee.

5



Other services



Rental of event room

The Italian Chamber of Commerce and Industry for the United Kingdom offers a modern event room, which is optimal for mini conferences, workshops, and corporate meetings.

Service contents (unless otherwise agreed with the Customer)

- Event room available for half day (4 hours) or full day (8 hours)
- Projector use included
- Available times: from 9.30am to 5.00pm
- Catering service available upon request
- External catering is not permitted

Delivery times

-

Delivery method

The request must be sent to info@icciuk.org.uk

Payment method costs

Payment in advance, with different fees depending on the duration.

Member Cost

Half day (4 hours): £600 + VAT

Full day (8 hours): £1000 + VAT

Cost for non-members

-



Hot desk

The Italian Chamber of Commerce and Industry for the UK offers its members access to office spaces designed to support their business in a dynamic and collaborative environment.
An exclusive advantage for growth and networking.

Service contents (unless otherwise agreed with the Customer)

- Flexible workstations in a co-working environment
- Internet connection and basic services
- Opportunity to interact with other members
- Variable access based on membership:
  Supporter → 1 time per month;
  Benefactor → 2 times per week;
  Patron → 4 times per week.

Delivery times

-

Delivery method

-

Payment method costs

-

Member Cost

-

Cost for non-members

-