

# OFFICE-IN-OFFICE

A German-Russian Chamber of  
Commerce top service



**AHK**

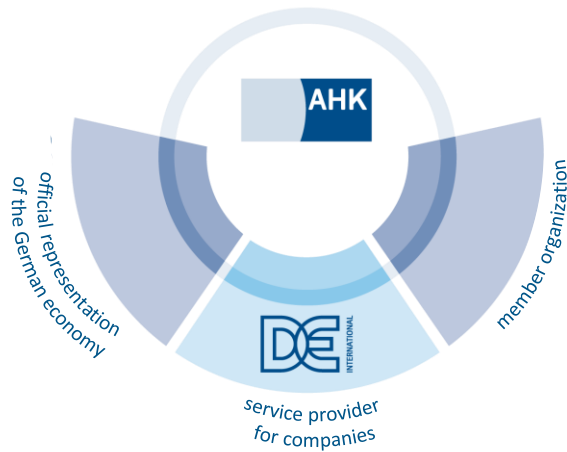
Deutsch-Russische  
Auslandshandelskammer  
Российско-Германская  
внешнеторговая палата





DEinternational is the registered brand of the German Chamber Network  
Services are provided by the limited liability company "Information Center of the German Economy"

# About us



We offer our customers the following advantages:

- business expertise in Russia
- access to contacts within different industries
- professionalism, integrity and objectivity
- high appreciation and good reputation
- transparency: clearly defined time and costs margins

# DEinternational services



# Your business representation in Russia

Entering a new market is usually associated with significant costs for foreign companies. German companies are often confronted with problems such as lack of market knowledge, cultural differences, language barriers as well as lack of personnel and financial resources. For over 10 years we support German companies and organizations, that want their own business representation in Russia with our service “Office-in-Office“. As part of this service, a selected project manager will represent your company's interests in Russia and take care of expanding your company's activities on the Russian market.



# Possible reasons for making use of the Office-in-Office service:

- **Market Check**

Efficient follow-up on existing contacts, e.g. processing of trade fair contacts and dealing with current requests; active search for new customers; deep market analysis and development of an effective market strategy; marketing activities in national language incl. the creation of a Russian-language website and more;

- **Revenue Assurance**

Support with sales expansion (in case of pre-existing business activities in Russia): search for distributors and logistics companies, further business partners, key account customers and intensification of cooperation with them;

- **Assistance with the establishment of a legal entity in Russia**


Companies that are planning to set up their own entities in Russia or are already in the foundation process and consider the Office-in-Office model as a short-term solution;

- **Exit from the Russian market**

Support in order not to lose existing qualified staff by closing subsidiaries in Russia; reduction of costs for being present on the Russian market by transferring all administrative and organizational tasks to an external service provider.

# Office-in-Office concept

- I. EXCLUSIVE PROJECT MANAGER, RESPONSIBLE FOR YOUR PROJECT ONLY
- II. SEPARATE OFFICE OR WORKPLACE AT THE GERMAN-RUSSIAN CHAMBER OF COMMERCE
- III. CLOSE INTEGRATION IN THE AHK-NETWORK VIA GERMAN-RUSSIAN CHAMBER OF COMMERCE MEMBERSHIP

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- ✓ Individual selection of your project manager (additional professional support by our specialists is possible)
  - ✓ Compliance and administrative control by the German-Russian Chamber of Commerce
  - ✓ You decide over content and professional direction



# I. Possible tasks of your project manager:

- Processing of current requests
- Active search for new customers, cold calling
- Visit of fairs and other relevant events in Moscow and the Russian regions
- Communication with existing customers
- Market analysis and development of a market entry strategy
- Search for business partners and distributors, coordinating and increasing collaboration efficiency
- Delivery coordination
- Taking care of complaints
- Advertising (translation of the website, creation of Russian-language brochures, advertising in magazines, etc.)



## II. Separate office or workplace at the German-Russian Chamber of Commerce

If you choose an Office-in-Office solution, there are 3 available options:

- ▶ **Workplace**
- ▶ **Separate office**
- ▶ **Home Office** with the use of our conference rooms for client meetings

Our office solutions include all necessary services:

- Provision of a business e-mail address and local telephone number
- Furniture and technical equipment incl. computer, telephone, printer, internet
- IT support
- Use of the conference rooms
- Use of the kitchen with coffee, tea and water

**Our  
workspaces**







# III. Your benefits from the German-Russian Chamber of Commerce Membership

## LOBBY

- Representation and protection of entrepreneurial interests at all levels of politics and administration
- Active support with establishing contacts with administrative bodies at federal and regional level

## NETWORKING

- Direct access to useful contacts (e.g. via our online platform)
- Active support with establishing contacts with member companies
- Practical help with eliminating obstacles in your day-to-day business

## COMMITTEES AND WORKING GROUPS

- Connecting to experts from your industry
- Latest information about current developments

- Presentation of expertise and exchange of experience
- Discussions and problem solving

## PUBLICATIONS

- Free publications in our magazines
- Latest information about new members
- Practical advice for your business development
- Advertising opportunities

## SOCIAL EVENTS

- Monthly evening events in the center of Moscow
- Ball of the German Economy, Oktoberfest and other special events
- Interesting events in further Russian regions and more

More than  
**850**  
member  
companies

Over **200**  
events per  
year

**20**  
Committees  
and working  
groups

# Office-in-Office advantages

- Business presence in Russia without establishing an own legal entity
- Reduction of your costs for entering the Russian market (we estimate approx. 30%)
- Short preparation phase and quick project start
- Individual selection of your project manager and exclusive permanent representative in Russia
- Focus on business and minimize your time for building up complex organizational structures and administrative handling of your business in Russia
- Clear cost calculation and transparency of the project budget
- Full compliance with Russian law and fraud protection
- Years of experience, expert knowledge and a qualified team
- Individual project support



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