

Beijing Office Visitors' Guide

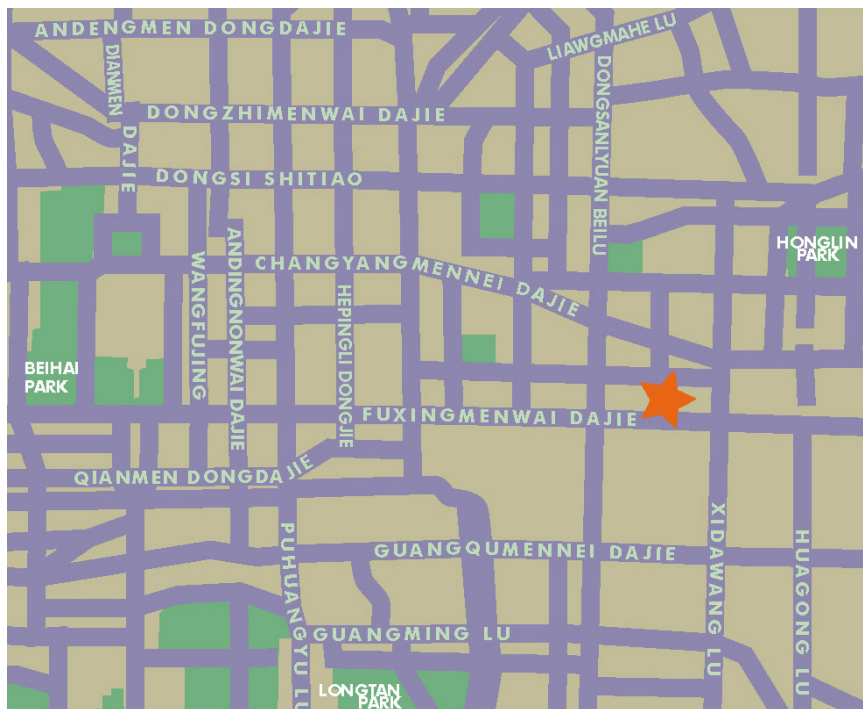
A helpful guide for those planning to visit the Beijing Office of Sullivan & Cromwell LLP.

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Disclosure: We have no financial or other interests in any organization or product mentioned in this guide.

OFFICE ADDRESS, PHONE & FAX



Sullivan & Cromwell LLP
Suite 501, China World
Trade Center Tower 1
One Jianguo Menwai
Avenue, Beijing 100004
China

Tel: 0086-10-5923-5900
Fax: 0086-10-5923-5950



OFFICE HOURS

Building access is available Monday - Friday from 7:30 a.m. to 7:30 p.m. (0730 - 1930) and on Saturday and Sunday from 9:00 a.m. to 5:00 p.m. (0900 - 1700). To gain access during off hours, please obtain a building security access card from the administrative office to activate the elevator.



AIRPORT INFORMATION

Beijing International Airport Website - <http://www.bcia.com.cn/en/index.jsp>

From Beijing International Airport by Taxi

The trip costs approximately RMB100 from the airport directly to the Beijing office. It will take around 40 to 50 minutes to arrive at China World Trade Center, Beijing.

From Beijing International Airport by Shuttle Bus

Bus is available every 30 minutes

Shuttle Bus Stop: International Trade Center
Cost: RMB16.00
Duration: 40 minutes
Operating Hours: 8:00 a.m. - 10:30 p.m. (0800 - 2230)

A11 Shuttle Bus Route Information:
http://www.bcia.com.cn/en/passengers_arrival_page.html



BANKING

ATM Cash Machines:

ATM's are located at most banks and building societies. Unfortunately only about 50% of these accept foreign cards. http://www.beijingtraveltips.com/tips/money_3_atms/atms.htm

Here is a list of the two closest ATM's to the Beijing Office:

HSBC BANK

One Jianguomenwai Avenue
Beijing

Bank of China

One Jianguomenwai Avenue
Beijing



COURIER SERVICES

Courier service is available in Beijing by using CASH and payment is made on the point of collection from the courier staff. NO CORPORATE ACCOUNT IS REQUIRED.

Fedex Express Centre: http://www.fedex.com.cn/cn_english/dropoff/

DHL Express Centre: http://www.dhl.com.cn/cn_eng/



EMERGENCY SERVICES

To contact the police dial **110**, fire dial **119**, or ambulance services dial **120** free from any public or private telephone. In case of accident most major hospitals have 24-hour accident and emergency departments.



ENTERTAINMENT

Beijing Entertainment - <http://tour-beijing.com/enter/index.php>



HOTEL ACCOMMODATIONS

China World Hotel Hotel

One Jianguomenwai Avenue, Beijing

Tel: 86-10-6505-2266

Fax: 86-10-6505-0828

Grand Hyatt Hotel, Beijing

1 East Chang An Avenue, Beijing

Tel: 86-10-8518-1234

Fax: 86-10-8518-0000

The St. Regis Hotel, Beijing

No. 21 Jianguomenwai Avenue, Beijing

Tel: 86-10-6460-6688

Fax: 86-10-6460-3299



MAPS

Street Maps Beijing - http://www.frommers.com/destinations/beijing/201_maps.html

Telephone Enquiry (Search according to company name) -
Chinese language Tel: 86-10-114



MEDICAL FACILITIES

United Family Hospitals and Clinics: <http://www.unitedfamilyhospitals.com/show.asp?cid=13>

No. 2 Jiangtailu, Beijing 100016
Tel: 8610 - 6433 3960
Fax: 8610 - 6433 3963

Bookings: Walk-in or by Appointment
Opening/Closing Times: Monday - Saturday 9:00 a.m. - 5:00 p.m. (0900 - 1700)
Sunday & Public Holidays - Closed
Payment: Check, All Credit Cards



TELEPHONE INFORMATION

OUTSIDE Beijing:

If you are dialing from outside Beijing, dial the international access code for the country you are calling from, then the Beijing code 010, then the full Beijing number.

FROM Beijing:

To dial abroad from Beijing first dial the international access code, then the country code followed by the area and local code. See below for a quick list of country codes or access the International Dial Codes website at <http://www.countrycallingcodes.com/>:

Australia – 61	Japan – 81
Austria – 43	Netherlands – 31
Belgium – 32	New Zealand – 64
Brazil – 55	Norway – 47
France – 33	Portugal – 3512
Germany – 49	South Africa – 27
Greece – 30	Spain – 34
India – 91	Sweden – 46
Ireland – 353	Switzerland – 41
Israel – 972	UK – 44
Italy – 390	USA – 1

International Long Distance Calling Cards can be purchased at supermarkets or at the China Telecom counter.



RESTAURANTS

Beijing Dining - <http://tour-beijing.com/dining/index.php>



SHOPPING

Shops are open Monday through Sunday from 9:30 a.m. - 10:00 p.m. (0930 - 2200). All supermarkets close at 9:30 p.m. (2130) from Monday through Sunday.



TRANSPORT SERVICES

AIR:

Beijing International Airport Website - <http://www.bcia.com.cn/en/index.jsp>

BUS:

City Bus - <http://www.bjbus.com/english/default.htm> - Routes



VISA / PASSPORTS & IMMIGRATION

VISAS:

To apply for a China visa or check your status, contact the Beijing Public Security Bureau which handles queries about visas.

Address and Phone Number:
No. 2 Andingmendong Street
Beijing
Tel: 86-10-8402-0101 or 8401-5300

Working Hours:
Monday - Saturday 8:45 a.m. - 4:30 p.m. (0845 - 1630)
Sunday - Closed



WEATHER

Beijing Observatory - For Local Weather Forecasts - <http://www.qwikcast.com/cgi-bin/forecast.cgi?zip=Beijing,CN>

Local Weather - Tel: 8610-12121

