



BUDAPEST CHAMBER  
OF COMMERCE  
AND INDUSTRY

*Partner in Success*





# President's Welcome

The Budapest Chamber of Commerce and Industry has switched to a new level and catches up with the challenges of our fast-paced world. Instead of promises and programs, we are facing with real reforms from now on. Our target is to provide really useful services to the many thousands of voluntary members and many hundred thousand registered companies of the biggest chamber in Hungary, right in shortterm, that means substantial and efficient support to them.

## INFORMATION, ADVOCACY, SERVICES

Our most important duty is to build-up an active chamber, that entrepreneurs trust in, where they really turn to with their problems, and that becomes a key factor of the economy in the future. To achieve this, as the first step, the Chamber of the Capital must be transformed into a well-operating and transparent organization. In parallel, we would like to establish an on-going, interactive relationship with the entrepreneurs of Budapest, and ask for their opinions regarding all important matters, because BKIK may become

a real 'serving' organization this way: such a Chamber, that searches for and sends the tenders right to the subjects, is able to develop the general enterprise-related and legal knowledge of its members, where they can turn to for taxation and accounting advices, mentoring, and which supports the companies of Budapest to implement international projects. We are working to achieve these goals with my colleagues: we have renewed our design, transformed our on-line platforms to become innovative and easy-to-use, customized our newsletter according to the entrepreneurs' demands, we are continuously creating education materials on the most important information and novelties of the world of enterprises, and put high emphasize on the BKIK's events. We still have many opportunities, so we ask You to take part in the renewal, and to build-up this new BKIK together, since our job has just begun! What do we need to achieve all of these? That You support the renewal with your ideas, questions and opinions! Every proposal is welcome!

BKIK, the partner in success!



**Elek Nagy**  
*BKIK President*

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# History of the Budapest Chamber of Commerce and Industry



the preparation of the first Hungarian industrial development and support act. Budapest was in its golden ages at the Centenarium. The already fifty-year-old BKIK was one of the most important players of the Capital's economic life, the members of the Chamber were involved in the achievement of almost all significant investments. In 1905, the Headquarter was built up from public donations, which is still available to view in its original condition nearby the Parliament. That time, the Chamber had the biggest economic professional library of the country.

1850

In 1850, the first Pest Chamber of Commerce was established. Bankers, merchants and industrialists of the city put emphasize to provide the even increasing Capital's economy a motor based on self-organization, permanent and acknowledged representation, which may become a partner to chambers established in Europe. In 1868, an independent act was enacted on the operation of Hungarian chambers, therefore, Pest and Buda united in 1873 already had the Budapest Chamber of Commerce and Industry (BKIK) established on a legal basis, that organized the fairs in Budapest, the professional qualification, education and examination of masters. BKIK took part in the foundation of the Pest Commodity and Stock Exchange, and its name is the hallmark of

Following the Big War, as one of the most important events of the renascent economy, the Chamber organized the Budapest Industrial Fair, which later developed into a reputable international fair. Between the two World Wars, every decision affecting the Capital's economy has become the subject to the competence of the Chamber, there was no such mayor, who would ignore the advices of the Chamber in the course of managing Budapest. In 1926, the Chamber of Budapest established the first national Economy Research Institute. Following the World War II, the left-wing centralization terminated the chambers in Hungary for a while, and their assets were nationalized. In the years prior to the regime change,

**The Budapest Chamber of Commerce and Industry still considers the support of the whole economic sector's development.**



during the weakening of the central power, in the even faster transforming Hungarian economy, the operation of the new economic advocacies started on the basis of the chambers. In the post-regime change democratic Hungary, BKIK, although yet in the form of an association, was the first to renew in organizing a little more than fifty entrepreneurs. The Chamber of the Capital kept on pursuing the work started by the first Pest Chamber of Commerce and Industry at the time of its foundation. The biggest evidence of the international reputation of the Chamber is that in autumn 1991, it was only the BKIK who was officially invited by the EUROCHAMBRES to the first summit of Europe's leading Chambers, in Amsterdam.

In 1994, the first Chamber Act following the regime change, declared the Chambers as being public bodies, and made membership mandatory. During the subsequent four years, the chambers were re-established with full infrastructure and organization. The BKIK established a wide range of service system, opened independent service offices in every District of Budapest, and assisted to the Capital's entrepreneurs' preparation to the Euro-Atlantic integration by the European Information and Service Centre. By the end of the Millenium, the Chamber has become close to the position achieved by the end of the previous Century. The new Chamber Act enacted in 1999 cancelled the mandatory Chamber membership from

November 2000 on, and significantly reduced the administrative duties of the chambers. The new act basically determined the development, support of the economy, the promotion of general business interests and regional development as the Chambers' duties. In 2000, the year of the BKIK's 150-years Jubileum, the complete Chamber Institution was renewed on a market basis. The Budapest Chamber of Commerce and Industry has been still considering the support and safeguard of the development and reorganization of the complete economic sector as its main duty, the establishment of business trade's permanent safety, fair trade and the joint interest of business entities. In December 2011, the Chamber Act was amended again, whose purpose was to establish the mandatory chamber registration of business entities (individual entrepreneurs and companies) from 2012 to further develop the already existing voluntary chamber system, and by imposing a minimal payment obligation, the contribution to the Chamber's public duties. Upon the implementation of mandatory registration, the Chamber membership still remained voluntary.

The lately organized registration system, by registering the unified registry of business entities, ensures the Budapest Chamber of Commerce and Industry the collection of data required to organize the economy, thus the more efficient participation in the Capital's economy-related decision-making process..



# The activity of the Budapest Chamber of Commerce and Industry

Budapest plays a key role in the Hungarian economy: the entrepreneurs are usually concentrated in the Capital, and the proportion of those companies are also significant, who pursue their production outside Budapest, whilst having registered office in Budapest. Thanks to this, the Budapest Chamber of Commerce and Industry has a key role in the Hungarian Chamber system, which does not only support the enterprises operating in the local market, but through them, they may have a positive effect on the entire Hungarian economy as well, furthermore, thanks to its international relations, can provide a breakthrough opportunity to enterprises.

**The primary duty of the Budapest Chamber of Commerce and Industry, as an economic local council operating in the form of a public body, economy development and economic advocacy.**

The primary duty of the Budapest Chamber of Commerce and Industry, as a business council operating in the form of a public body, is economy development and general business representation. The Chamber thus deems it necessary to get as wide consultation opportunity as possible in economic legislation and to participate in the establishment of the Capital's and the Districts' industry and trade policy.

The Chamber's advocacy is bi-directional: it acts in accordance with the members' interests in the course of cooperation with the administration, and performs advocacy among its

own members too. Within contact keeping with the Government and the municipals, it prepares analyses, works-out proposals, provides opinions and information. In order to support the development of the local economy and the advocacy of the general interests of local enterprises, professional contact keeping with the Budapest Capital Local Council and district local councils has utmost importance. The two main areas of the co-operation between the Chamber and the municipals are participation in decisionpreparation, and engagement in the development and operation of public services.

The mandatory chamber registration of individual entrepreneurs and companies has started since 2012. From the enterprise database created as the result of the registration, detailed and up-to-date information may be obtained from the business entities, enabling the analysis of economic processes, and the designation of the way to economic development. The Chamber registration supports the safety of commercial traffic in the contractual relations between enterprises and their customers, and each other.

The versatility and business weight of the national SME sector clearly determines the goal to make the small enterprise sector the motor of the economic development by its quick adap-



tion ability and flexibility. It must be ensured, that the available market, beneficial taxation and source opportunities must be used, and its activity must be aligned to the market requirements. Thanks to the background of the currently operating, already proven programs, full-scale market and local knowledge, the staff of national micro and small enterprises, being aware of the financial and economic condition, in accordance with the entrepreneurs' mentality, is ready to establish solutions suitable to provide answers on the problems of the enterprises, that aims to support the enterprises and serves the interests of the Hungarian economic policy and strategy.

As the strategic partner of the governmental foreign trade and economic institutional system, and the Budapest Capital Local Council, the support of foreign trade success of competitive business entities of Budapest, as well as the establishment and development of international business relations play a major role in the strategy of the Budapest Chamber of Commerce and Industry: the enterprises' international presentation is supported by trade development tools, attendance on fairs, exhibitions, professional brochures, supplier's programs and the organization of international conferences. The upgrade of the international relations of the Chamber includes:

- The improvement of the export ability, competitiveness and export performance of enterprises of Budapest, and supporting of showing up in international markets.

- Financial support of the Hungarian capital export and know-know transfer.
- Improvement of the BKIK's leading role among the V4 countries and across Central-Eastern Europe.
- To play a bridge-role between the Western-European and Eastern- and Central-European main cities.

In order to improve international relations, thanks to the intermediation and under the presidency of the Budapest Chamber of Commerce and Industry, in summer 2010, the Danube Chambers of Commerce Association (DCAA) was established, that is willing to connect to the European Danube strategy through the support of transnational, common social-economic interests.

Thanks to the contribution of the Chamber, the enterprises together may become a visible market player on both national and international levels. The co-operation enables better opportunities to innovation, and increases the knowledge level and preparedness of the enterprises.

**WE HAVE ALL TOOLS TO ENCOURAGE AND MENTOR THE COOPERATION OF THE NATIONAL CORPORATE AND SME SECTORS TO IMPROVE EFFICIENCY AND COMPETITIVENESS. WITHIN THIS FRAMEWORK, WE PAY PARTICULAR ATTENTION ON THE CO-OPERATION BETWEEN CORPORATIONS AND STARTUPS, UNIVERSITIES AND GOVERNMENTAL BODIES.**

# Mandatory Chamber registration



On 21st November 2011, the Parliament enacted the proposal on the amendment of particular taxation acts and related regulations, which includes the amendment of Act CXXI of 1999 on the Chambers of Commerce, and requires the mandatory Chamber registration of business entities. The amendment does not affect the agricultural sector, meaning that it does not have impact on companies pursuing agricultural activity as a main activity. Another stipulation is provided by Act CXV of 2009 on Entrepreneurs and private companies, Section 2 (2), providing that persons pursuing private veterinary, attorney, patent agent, notary public and independent bailiff activity are not required to initiate their registration.

The Chamber registration includes the data voluntarily or mandatorily reported by the company, that are public since 1st June 2012 according to the provisions of the Act, and freely available on the [www.kamreg.hu/mkkir/kereso.html](http://www.kamreg.hu/mkkir/kereso.html) website. The purpose of the Chamber registration is to establish such a database related to the business, activity of the companies, which improves the security of commercial traffic, and to provide useful information to the companies and the Government.

**The Chamber membership is still voluntary, registered companies do not automatically become Chamber members upon their registration.**

## PURSUANT TO THE AMENDMENT OF THE CHAMBER ACT EFFECTIVE AS OF 1<sup>ST</sup> JANUARY 2012:

- ✓ The Chamber shall provide the following services specified in the Act to the registered companies free of charge:
  - advocacy in economic, financial, taxation and credit issues:
  - business partner networking
  - tender monitoring
- ✓ the business entities shall initiate their registration into the Chamber (following the duly completion, signature of the hard-copy datasheet by post or online via the [www.kamreg.hu](http://www.kamreg.hu) website, or in person).
- ✓ the business entities shall pay a contribution in the amount of 5,000 HUF per year to the Chamber (by bank transfer, cash deposit into the Chamber's cashier, or by postal cheque).



# Benefits of the mandatory Chamber membership

The purpose and duty of the BKIK is to promote the development and organization of the economy, fair market conduct, and to support the enforcement of the joint interests of companies and organizations pursuing economic activity. To achieve this, it provides several services and sources of information, that make the information of market players easier in the regulatory environment, whilst supporting the customer and partnership relations of companies.

Registered companies do not automatically become Chamber members, since it is still operating on a voluntary basis. It is worth to consider, however, since the Budapest Chamber of Commerce and Industry offers several services supporting the establishment, operation and success of companies with significant discount to its members.

## BENEFITS PROVIDED TO VOLUNTARY CHAMBER MEMBERS:

- ✓ 30% discount from the exam fee in master training
- ✓ voluntary members enjoy advantage when designating the master exam board members and other professional bodies
- ✓ 25% discount from the master education's entrepreneur and pedagogy knowledge
- ✓ 20% discount from the Mediator Training Academy's training fee.
- ✓ 30-55% discount from the verification fees of the Document Office
- ✓ free of charge administration when managing the credits of Széchenyi Program's loans
- ✓ when renting conference room, up to 50% discount from the amount of the availed services .
- ✓ in case of the voluntary Chamber members, from the membership fee, the amount of the registration fee, i.e. 5000 HUF is deducted.

**The Budapest Chamber of Commerce and Industry provides several services with significant discount to its voluntary members.**

# DIVISIONS



**Division  
of Economic Services**



**Division  
of Industry**



**Division  
of Commerce**



**Division  
of Handicraft**

# Division of Economic Services

The basic goal of the Division of Economic Services (GSZT) established in 2004, is the advocacy of companies providing service and infrastructural background. The role of services has gone through such a significant development in the past decades, and this field has become so differentiated, that the interests and activities of parties subject to it needs to be managed separately. The Division's work is motivated by that most micro and small enterprises are found within this field of service, therefore, its operation requires much more detailed and versatile activity. In the past few years, it has been learnt, that in addition to the big organizations, different small professional activities also got important role within the BKIK's activities, that are performed by our departments.

## DEPARTMENTS OF THE DIVISION OF ECONOMIC SERVICES

XX.. Department of Consultation

XXID. departmentof Marketing and Communication

XXII. Department of Translation and Interpretation

XXIII. Department of Property Management

XXIV. Department of Education and Vocational Training

XXV. Department of Business Activity Support Service

XXVI. Department of Accounting, Tax Consultation and Audit

XXVII. Department of Mediation and Legal Co-ordination

XXVIII. Department of General Financial Services

XXIX. Department of Human Services

## THE DIVISION CONTRIBUTES IN:

- ✓ fulfilling duties related to the provision of quality services and general advocacy of service providers' interests
- ✓ working-out economic proposals, recommendations laws.
- ✓ working-out and supervising the Chamber's duties regarding economic regulation
- ✓ working-out ethic code of conducts of economic services
- ✓ organizing professional events, conferences international presence related to the Division's activity
- ✓ monitoring the activity of professional fields, and their comprehensive evaluation.



## CONTACT DETAILS

Phone: +36 1 488 2158

E-mail: [gszt@bkik.hu](mailto:gszt@bkik.hu)

## Division of Industry

### DEPARTMENTS OF THE DIVISION OF INDUSTRY

I. Industry, industrial research,  
Design, Service Dept.

II. Construction, constr. research  
Design, Building industry serv.

VI. Traffic, Transportation  
Freighting Dept.

VII. Communication, IT Dept.

VIII. Public utilities,  
Public Services Dept.

The Division's duty is to co-ordinate the job of Departments constituting the Division, their advocacy, their harmonization to support the effective Chamber's work. It also aims to reveal the professional interests related to the Division, their representation and enforcement, and improving its Members' competitiveness. For this purpose, it considers the establishment and maintenance of its co-operation with Ministries and Authorities related to its scope of activity.

By supporting the effective communication between the companies and the Chamber, we have launched the monthly organized Division of Industry Forum. Also every month, the 'Q&A' breakfast assigned to the Districts is organized. We pay extra attention on the involve-

ment of the future's young entrepreneurs into the Chamber's operation, therefore, within our the close co-operation with the Corvinus University, we launch the Kandó Club. We provide up-to-date information by our continuously expanding event offer and series of events.

### THE DIVISION'S GOAL AND DUTIES

- ✓ participation to the preparation of actual governmental IT programs, strategies, consultation of proposals
- ✓ professional advocacy of construction companies in the field of building industry.
- ✓ establishment of new professional departments
- ✓ update of electronic services
- ✓ revealing deficiencies within its departments, where BKIK prepares professional orientation materials
- ✓ Networking and continuous arrangements with the Capital's public utilities related to the Division, since their activity is the operation of public institutes, energy, water and communication supply, traffic are determining in the view of the Capital's whole economy.



### CONTACT DETAILS

Phone: +36 1 488 2154

E-mail: [iparitagozat@bkik.hu](mailto:iparitagozat@bkik.hu)



# Division of Commerce

**The** Division comprises the wide range of commercial, touristic and financial companies, from market merchants at fairs, through chain stores to foreign traders, from guides to accommodation services, from the bank sector through insurance to property management.

The retail and wholesale is the portrayal of the performance of the whole economy. The tourism's improvement dynamic is determining from the aspect of several other industries, while the financial and insurance sector plays a major role in financing the companies and their developments. The Division considers the co-operation of interests of companies working in this sector, requiring high manpower, their advocacy and information in the course of drafting acts and regulations. It co-operates with coorganizations, associations, authorities, ministries.

It keeps the changes of the economic and legal environment up-to-date, prepares the entrepreneurs to the expected amendments, in particular environmental rules. It pays extra attention on the support of micro and small enterprises, the spread of new technologies, digital transition, actively takes part in vocational education, since these are important tools in preserving competitiveness. It works-out an Ethic Code of Conduct regarding e-commerce.



## THE DIVISION'S GOAL AND DUTIES

- ✓ supporting professions' advocacy and interests
- ✓ participation to work-out regulations affecting enterprises on Chamber-level
- ✓ participation to forming the economic environment (law consultation and monitoring)
- ✓ provision of information on changing laws and regulations
- ✓ providing opportunity to attend on national and international professional fairs
- ✓ assistance to reach the market, establishing business partnerships, organization of international forums, businessmen meetings
- ✓ organization of professional tourism events with the Capital (eg. Guides' Day)
- ✓ participation to co-ordinate the processes of dual vocational training

## DEPARTMENTS OF THE DIVISION OF COMMERCE:

- III. Department of Commerce, Service Dept
- IV. Retail and E-commerce Dept
- V. Tourism and Catering Dept
- IX. Bank, Insurance, Property Management Dept

## CONTACT DETAILS

Phone: +36 1 488 2045

Fax: +36 1 488 2048

E-mail: kereskedelmitagozat@bkik.hu

## Division of Handicraft



### DEPARTMENTS OF THE DIVISION OF HANDICRAFT

XI. Wood and Building Small-industry Dept.

XII. Building Machinery Dept

XIII. Electrical Industry Dept.

XV. Vehicle and Metal Dept.

XVI. Human Resources Dept.

XVII. Healthcare Services Dept.

XVIII. Clothes, Textile and Arts Dept.

into seven election classes, per group of profession. Their duties include the support of professions, ensuring presence on professional fairs, recording and intermediating persons supervising gas lines and equipment.

The membership of the Division may be divided into two main groups. Their members include the representatives of main professions, who play a key role in the field of preservation and transmission of Hungarian traditions, habits, folklore, handicraft. The other main group consists of small enterprises working in versatile service provider professions.

The goal of the Division is to help every entrepreneur who belongs to its scope of interest the most necessary and important program, service and to learn the opportunities of each enterprise. Members of the Division act divided

The Division performs the master education and examination activity in accordance with the Act on Chambers of Economy. The goal of the Division among vocational training duties, the delegation of Examination Boards for periodic exams.. The purpose of the master exam is that professionals, following obtaining the prescribed professional practice, may obtain a master qualification indicating a higher level of professional acknowledgement. Pursuant to provisions of laws, master exam is also the precondition to pursue certain professions, and the professional training of vocational trainees may be performed only by a professional having master exam.

### CONTACT DETAILS

Phone: +36 1 488 2129

E-mail: [kezmuiparitagozat@bkik.hu](mailto:kezmuiparitagozat@bkik.hu)

# District Member Groups

The duty of the 23 District member organizations, member groups is the comprehension, consultation of the District's entrepreneurs, the support of their operation. The representatives of the member groups attend on the local council's commission meetings, draft proposals on legislation and development ideas affecting the enterprises. They co-operate with the municipal's bodies, the Co-Chambers, the District Civil organizations and institutes, organize informative events regarding matters affecting enterprises.

The work of the member groups is supported by the colleagues Co-Ordination Office and the regional service provider offices. The College of Municipal Relations operating between the BKIK and the District local councils contributes in presenting the economy-related decisions of the Capital and District municipals, the formation of their economic, commercial and industry policy. Their members are the managers of the economy of Budapest, the BKIK's chief officers and the presidents of the member groups.

## DISTRICT CO-ORDINATION OFFICE

(I., II., III., V., VIII., XI., XII., XXII. District Member Groups)

**Address:** 1016 Budapest, Krisztina krt. 99. VI. / 602.

**Phone:** +36 1 488 2116, **e-mail:** koordinacio@bkik.hu

**Website:** www.bkik.hu/tagcsoportok

## EAST-PEST SERVICE OFFICE AND SZÉCHENYI CARD REGISTRATION OFFICE

(X., XIV., XV., XVI. District Member Groups)

**Address:** 1165 Budapest, Jókai Mór u. 6. I. / 99.

**Phone:** +36 1 576 1531, **e-mail:** 16ker@bkik.hu

## XVIII-XIX. DISTRICT SERVICE AND SZÉCHENYI CARD REGISTRATION OFFICE

(XVII., XVIII., XIX. District Member Groups)

**Address:** 1181 Budapest, Üllői út 453. ground floor

**Phone:** +36 1 576 1532, **e-mail:** 18ker@bkik.hu

## XX. DISTRICT SERVICE AND SZÉCHENYI CARD REGISTRATION OFFICE

(VIII., IX., XX., XXI. District Member Groups)

**Address:** 1201 Budapest, Baross u. 72.

**Phone:** +36 1 576 1530, **e-mail:** 20ker@bkik.hu

## XXIII. DISTRICT SERVICE

(XXIII. District Group)

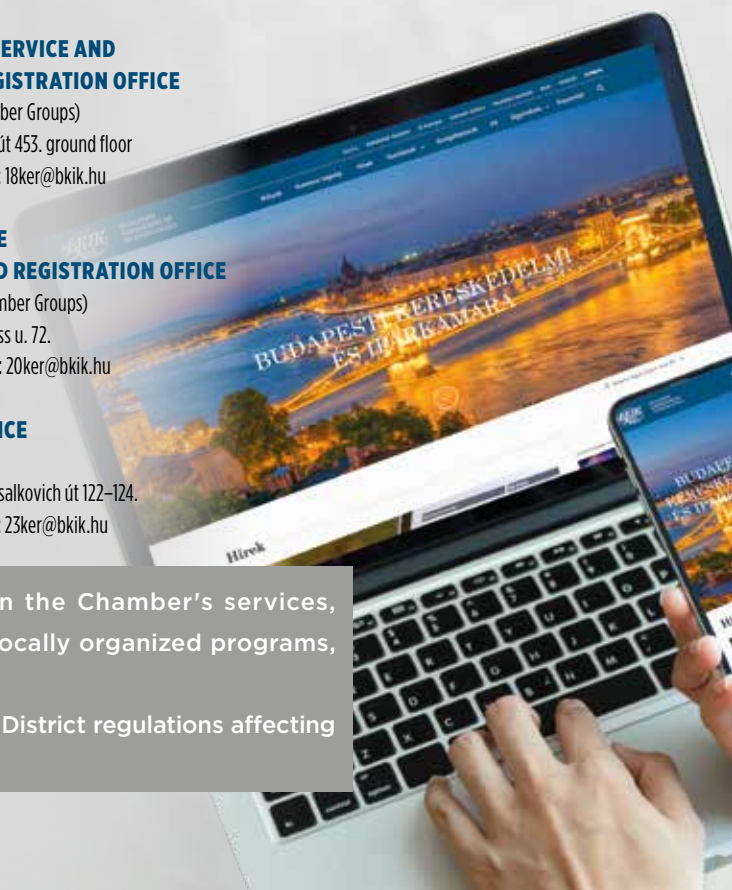
**Address:** 1238 Budapest, Grassalkovich út 122-124.

**Phone:** +36 1 576 1533, **e-mail:** 23ker@bkik.hu

## ACTIVITY OF THE DISTRICT OFFICES

- ✓ consultation regarding mandatory Chamber registration and voluntary membership
- ✓ Széchenyi Card loan management (only in the designated offices)

- ✓ information on the Chamber's services, centrally and locally organized programs, events.
- ✓ information on District regulations affecting the enterprises



# ACTIVITIES

Information and Consultation Office

Central Customer Service

Document Certification

Széchenyi Card Administration

Vocational Training Duties

Offices, Conference Rooms to Rent

International Projects

Budapest Mediation Body (BBT)

BUM – Shopping and Thematic Streets

Mediation

DCCA



# Information and Consultation Office



In accordance with Act CXXI of 1999 on the Chambers of Commerce, the Chamber provides the following services free of charge to entrepreneurs:

## CONSULTATION IN ECONOMIC, FINANCIAL, TAXING AND CREDIT MATTERS

Customized consultation in taxing, accounting issues: taxation methods, interpretation of relevant laws, provision of information on accountingbook-keeping activities, deadlines and literature.

## TENDER MONITORING

The Office performs basic information provision and consultation on opportunities of involving national and international resources, in particular

non-refundable supports and refundable beneficial financing options.

## BUSINESS PARTNER NETWORKING

The goal of the Üzlet@Hálón ([www.uzletahalon.hu](http://www.uzletahalon.hu)) online platform is to provide different company information, detailed description of products and services, business offers and news thanks to the free-of-charge registration. The support of partner relations of innovative companies is achieved using the InnoPortfólió database, whose purpose is to establish a bridge between product development based on market demands and the research sphere. Any enterprise having due registration may turn to the Consultation Office regarding the above issues.

## CONTACT DETAILS

**Tax consultation**

**Phone:** +36 1 488 2132

**Tender consultation**

**Phone:** +36 1 488 2070

**E-mail:** [tanacsadas@bkik.hu](mailto:tanacsadas@bkik.hu)

## OPENING HOURS

Monday, Wednesday: 9<sup>00</sup>–15<sup>00</sup>

Tuesday, Thursday: 9<sup>00</sup>–13<sup>00</sup>

Friday: 9<sup>00</sup>–12<sup>00</sup>

## Central Customer Service

### OPENING HOURS

Monday, Wednesday: 9<sup>00</sup>–15<sup>00</sup>  
 Tuesday, Thursday: 9<sup>00</sup>–13<sup>00</sup>  
 Friday: 9<sup>00</sup>–12<sup>00</sup>

### CONTACT DETAILS

**Address:** 1016 Budapest,  
 Krisztina krt. 99. ground floor  
**Mailing address:**  
 1535 Budapest, Pf. 903  
**Phone:** +36 1 488 2000  
**Fax:** +36 1 212 4844  
**E-mail:** [ugyfelszolgalat@bkik.hu](mailto:ugyfelszolgalat@bkik.hu)  
**Toll-free phone No.:** +36 80 98 98 98



The colleagues of the BKIK' customer service are available for the entrepreneurs in the following matters:

- ✓ Mandatory Chamber registration  
 - complete administration
- ✓ Complete administration related to  
 voluntary Chamber membership
- ✓ Issuing certifications (eg. for foreign job,  
 tenders, Széchenyi Card).
- ✓ Registration and control of construction  
 industry companies.

## Document Verification

The BKIK's Document Verification Office verifies documents certifying the country of origin of goods and other documents required in the international trade (ATA Carnet, country of origin documents, commercial invoices, quality certificates, other foreign trade documents). The forms in the Document Verification Office (EUR.1, EUR-MED., A.TR., certificate of origin, ATA Carnet, customs invoices) and ICC-issues (UPC 600, Incoterms, contract drafts) are available. The verification fee may be also paid

using bank card. Voluntary Chamber members enjoy 30-55% discount from the verification fees.



### CONTACT DETAILS

**Phone:** +36 1 269-1111,  
 +36 1 269 1222  
**Phone/fax:** +36 1 311 1843  
**E-mail:** [okmany@bkik.hu](mailto:okmany@bkik.hu)  
**Opening hours:**  
 Monday–Thursday: 8<sup>00</sup>–16<sup>00</sup>  
 Friday: 8<sup>00</sup>–13<sup>00</sup>

# Széchenyi Card Administration



## DISTRICT CO-ORDINATION OFFICE

Address: 1016 Budapest, Krisztina krt. 99. II./211/a.

Phone: +36 1 488 2187, +36 30 701 9626, e-mail: szkartya@bkik.hu

Website: [www.bkik.hu/szechenyi-kartya](http://www.bkik.hu/szechenyi-kartya)

Opening hours: Mon-Thur: 8<sup>00</sup>–15<sup>00</sup>, Fri: 8<sup>00</sup>–12<sup>00</sup>

## EAST-PEST SERVICE OFFICE AND SZÉCHENYI CARD REGISTRATION OFFICE

(X., XIV., XV., XVI., XVII. District Member Groups)

Address: 1165 Budapest, Jókai Mór u. 6. I./99.

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(VIII., IX., XX., XXI. District Member Groups)

Address: 1201 Budapest, Baross u. 72.

Phone: +36 1 576 1530, e-mail: 20ker@bkik.hu

## BANK PRODUCTS AVAILABLE WITHIN THE SZÉCHENYI CARD PROGRAM

- ✓ Széchenyi Bank Overdraft
- ✓ Széchenyi Working Capital Loan
- ✓ Széchenyi Investment Loan
- ✓ Széchenyi Own Funds Supplement Loan
- ✓ Széchenyi Support Advance Loan
- ✓ Agricultural Széchenyi Card

The Széchenyi Card Program is such an enterprise credit program, which supports micro, small and medium enterprises to quickly get financing opportunities through a simple proceeding with beneficial conditions, through the credit types available within the program. A state interest rate and guarantor fee support with beneficial interest rate is included in the program. Getting loan is supported by the guarantee of Garantiqa Hitelgarancia Zrt. Administration is free of charge for our voluntary members when requesting the Széchenyi Card Program's loans.



# The BKIK's Vocational Training Duties

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## MASTER TRAINING CONTACT DETAILS

Phone: +36 1 488 2156,

+36 1 488 2000/2517

Fax: +36 1 375 0258

E-mail: mestervizsga@bkik.hu

Opening hours:

upon prior arrangement

## CAREER ORIENTATION CONTACT DETAILS

Phone: +36 1 488 2000/2542

E-mail: palyaorientacio@bkik.hu

Opening hours:

upon prior arrangement

The BKIK's Educational and Training General Department fulfils the public duties provided by the Chamber Act and Vocational Education Act.

## MASTER TRAINING, MASTER EXAM

The key duty of the Chambers of Commerce and Industry is the area-level implementation of trainings organized for masters representing the top of each profession.

The goal of the training is to prepare the candidates' for the highlevel professional requirements related to the master level, provide the fundamental financial, accounting and economic information required to stablish and manage a company, and to provide knowledge that are absolutely necessary for the employment of employees and the practical training of students.

The master exam is the basic requirement in many professions, and the prescribed requirement to pursue activities provided by the laws. The master examination is an exclusive Chamber activity. The voluntary members of the BKIK get almost 30% discount from the exam fees. When appointing the Master Exam Board Members, voluntary members are preferred.

## CAREER ORIENTATION

The goal of the Chamber's Career Orientation activity is to harmonize the labour market demands with the opportunities of the potential employees, and to guide the appropriate young applicants towards getting a profession.

The BKIK's career orientation advisors help young entrants who have just finished the primary school, completed or being ahead of the final exam in choosing an occupation: the opportunities are introduced them and to their parents within the framework of thematic class teacher meetings and parent's meeting. Our experts seek to make the students experience the beauties of each profession on their own, by visiting factories, plants and workshops, and career orientation events.

## PROFESSIONAL EXAMINATION

One of the main public law duties of our Chamber is to make proposal on the OKJ professional exams' Chairman and Members of the Examination Boards, that are organized in Budapest within adult training and education school framework, having final exam. The proposal is submitted to the Pest County Government Office upon the MKIK's confirmation.





### ORGANIZATION OF LEVEL EXAMS

To test whether the student is able to work under control and to take part in practical training within dual training, a so-called level exam must be taken. Level exams must be organized for vocational secondary schools, the students of the 9th class, and in full-time system adult education, provided that they do not have final exam.

### EXCELLENT IN PROFESSION COMPETITION

The Chamber of Commerce and Industry have been organizing the Excellent in Profession Competition since 2008, where the representatives of more than 60 professions compete with each other. The main targets of the competitions are to improve the level of the vocational training, improve the social prestige of 'blue-collar' professions, and to support career selection. The BKIK fulfils the organization and management tasks of the competition's written pre-final.

### THE STUDENT AGREEMENT CONSULTATION NETWORK

The Chamber considers it as its key task to make students participate to dual training, primarily by student agreements arranged with third-party business entities. The student agreement consultation network provides assistance in matters related to the student agreement, organizes visits to actual and potential free training places, conducts adminis-

trative duties related to Chamber guarantee, student agreements, co-operation agreements and certifications.

### CHAMBER'S PRACTICAL EDUCATOR'S TRAINING AND EXAM

The training of the Chamber's practical educators serves the purpose that business entities willing to participate to dual training, shall have such an expert having pedagogic basic qualification, who are able to train the students on a high level. The practical Educator participating in the dual training shall have Chamber practical exam, or equivalent conditions. The 6-day-training may be currently performed with 20% own funds and 80% support.

### REGISTRY AND COTNORL OF PRACTICAL TRAINING CENTRES

In the dual training conducted within student agreement, those business entities may take part, who are registered by the area Chamber Training Centre Referents within administrative proceeding. The BKIK have been controlling all enterprises dealing with practical training of students, since 1997. The BKIK is an Adult Education Institute meeting the requirements of the Act on adult education Act (E-000898/2014). Our key duty is adult education consultation with business entities, private persons and adult education institutes.



#### **BKIK EDUCATION AND TRAINING GEN. DEPARTMENT CONTACT DETAILS**

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**Phone:** +36 1 488 2167

**Fax:** +36 1 488 2171

**E-mail:** [oktatas@bkik.hu](mailto:oktatas@bkik.hu)

## Offices and conference rooms to rent

**The** BKIK's representative office building near the Buda Castle are available to rent for events, which may be an ideal choice for conferences, meetings, press conferences, round-table meetings, trainings and advanced trainings. Modern technical and IT equipment support the high-level management of events. The size of rooms available for rent vary between 2-3 person conference rooms suitable for personal meetings and large conference rooms with the capacity of 160 persons.

In the building having 7/24 security service, offices are available to rent also on long-term. There are airconditioning, Internet and ISDN landlines in the offices.

The area has excellent infrastructure: The building is easy-to-approach both from Buda and Pest by vehicle and public transport, but even by bicycle. There are restaurants, post office and bank nearby.

Voluntary members get up to 50% discount from the service fees.

### CONTACT DETAILS

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### AVAILABLE SERVICES:

#### EVENT ORGANIZATION

- ✓ conference rooms, complete event organization, catering services
- ✓ modern technical background (projector, amplification, Wi-Fi)
- ✓ simultaneous interpretation option

#### OFFICE RENTAL

- ✓ ISDN landlines, Internet
- ✓ 7/24 security service
- ✓ air-conditioned offices
- ✓ own building management and maintenance service

# BUM – Shopping and Thematic streets

The basic interest of every player of the economy (retailers, shop owners, galleries, catering units, institutes, etc.) as well as customers, residents, is to create a normal urban environment. For this purpose, at several points of the city, entrepreneurs have been co-operating with each other, based on European patterns, created a 'thematic street' in our Capital, harmonizing their marketing activities. To support and assist this process, the Budapest Chamber of Commerce and Industry created the BUM 5 years ago, which stands for the Management of Thematic Streets. The goal of the BUM Nonprofit Kft. is to support and develop the trade of the target areas and increase the visitors of the streets, to prevent shops and traditional trading streets becoming empty. In addition, it comprises all those players, who work together in the development of the Capital, trade and tourism.



BEVÁSÁRLÓ ÉS TEMATIKUS UTCÁK

## OUR MAIN ACTIVITIES:

- ✓ supporting the development of trade and tourism of Budapest
- ✓ improving the actual relationship maintained with the Capital, Municipals and civil organizations
- ✓ preventing inner area becoming empty (Kibérelem.hu)
- ✓ recommending experts to shops
- ✓ supporting the organization of shopping and thematic streets with the Capital and District local councils, related co-ordination, involvement of mediators
- ✓ involvement of the established shopping/thematic streets into the BUM framework organization
- ✓ organization of programs & events of streets that belong to BUM, their management and co-ordination
- ✓ co-operation and contact keeping with authorities, co-institutes, competent departments of the Chamber



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E-mail: [info@bevasarloutca.hu](mailto:info@bevasarloutca.hu)Website: [www.bevasarloutca.hu](http://www.bevasarloutca.hu),[www.kiberelem.hu](http://www.kiberelem.hu)[facebook.com/bumhu](https://facebook.com/bumhu)

# Budapest Conciliation Board

The Budapest Conciliation Board operating along with the Chamber, has been serving the customers and enterprises for more than twenty years, fulfilling the duties regarding the free and quick resolution of disputes arising between them. Its primary goal is to arrange settlement in these cases within simple, free proceeding.

## IN WHICH CASES?

It can help in all such cases, where the customer has a dispute with such an enterprise, whose supervision is not conducted by the National Bank of Hungary, therefore, Parties may evade litigation proceeding, and may quickly resolve their dispute thanks to the Conciliation Board free of charge. The merchant or service provider must co-operate with the Board, and shall not refuse the proceeding. In the course of the proceeding, the Board acting in the case seeks to arrange a settlement between the Parties, and if they fail to do so, then

it makes decision in the case based on the available evidences. If, for example, You ordered a device but have not received it yet, although the purchase price has been paid, or if You purchased a notebook or mobile phone, or an expensive car, which later went wrong, the Conciliation Board's proceeding may be initiated.

## HOW?

The proceeding is commenced upon the customer's written request. The precondition to initiate is that the customer shall directly attempt to resolve the dispute with the related enterprise. Since 2016, online dispute resolution proceeding not requiring personal attendance may be also used in cases related to online purchases on the conciliation website developed by the European Commission.

## MEDIATION - EVEN MORE POPULAR!

According to the figures, conciliation is getting even more popular among customers and enterprises. In 2018, more than 5500 requesting parties turned to the Budapest Conciliation Board, whilst the number of persons requesting free of charge customer protection advice was almost three thousand. The goal of the Conciliation Board is make the final dispute resolution between the Parties an arrangement acceptable for both Parties.



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# Mediation

The The Chamber's Mediation and Legal Coordination Department of the Economic and Service Division considers as its key duty to support quick, cheap and efficient resolution of disputes arising between small and medium enterprises by involving mediators. Mediation is such a pre-litigation dispute resolution process, where the Mediator, through arrangements with parties subject to the dispute, aims to make the players of the conflict arrange a fair settlement with each other, acknowledging their responsibility and real interests. The Mediator is the organizer and manager of the mediation proceeding. To promote mediation dispute resolution form, the legislator provides duty discount and beneficial litigation cost payment regulations to clients availing mediation.

## BKIK MEDIATOR TRAINER ACADEMY

The Mediation and Legal Co-ordination Department, in addition to its mediation activity, the Mediator Trainer Academy, which is a unique and practice-oriented adult education institute accredited by the Ministry of Justice, organizes and co-ordinates the high-level training of mediators. 20% discount is granted to the BKIK's voluntary members from the training fee.



## WORKPLACE CONFLICT RESOLUTION

Conflicts may arise in any social communities, and workplace is not an exception either, whether we are talking about employees working in startup, SME or a corporation. Moreover, the tensions in the company decrease the colleagues' performance and the quality of their decisions. In Hungary, BKIK has been the first to provide general conflict management consultation to our normal status voluntary members and registered enterprises in Budapest. The process is independent from every person and organizational unit, and is conducted by independent and impartial professionals, fully confidentially

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# International Projects

The international project activity of the Budapest Chamber of Commerce and Industry aims to support professional development of the member enterprises and the improvement of their competitiveness through implementing projects, thus contributing to even higher level fulfilment of their public duties. Within the BKIK partnership, the following projects are implemented.

tutes subject to research and development and innovation.

## SEE ME IN

The goal of the project is to support economic integration of potential entrepreneurs arriving from third countries to Central-Eastern Europe by ensuring their financial independency.

## ALTRU-PRENEUR

The Altru-Preneur project was founded to support socially responsible enterprises. Its main target is to reach such companies, organizations, that are open to resolve a particular social difficulty, and are willing to share their knowledge, offer their work or provide financial support.

## SOCIAL(i)MAKERS

The goal of the Social(i)Makers project is to support the development of socially useful ideas by involving the different players of the society (political stakeholders, financial experts, academic players and social innovators) by working out a comprehensive strategy supporting social innovations.

## KNOWING IPR

The goal of the Knowing IPR project is to implement developed knowledge-organization technology into the world of Intellectual Property Rights (IPR). The project focuses on the IPR data having real value and the lack of IPR management knowledge, thus supporting the establishment of further innovation investments and competitive advantages for the small and medium enterprises of the Danube region, and higher education insti-

Participation to our international projects, among others, provides the following opportunities to enterprises:

- ✓ learning potential partners
- ✓ learning new business opportunities
- ✓ technology and knowledge transfer
- ✓ reaching international experts
- ✓ participation to international pilot projects
- ✓ participation to free trainings, events

## CONTACT DETAILS

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# DUNAMENTI KERESKEDELMI KAMARÁK SZÖVETSÉGE

## DANUBE CHAMBER OF COMMERCE ASSOCIATION



- ESTABLISHMENT OF DANUBE CHAMBER OF COMMERCE ASSOCIATION
- PRINCIPLES OF DCAA'S STRATEGY
- DANUBE AREA, AS A UNIFORM REGION
- DANUBE REGION STRATEGY
- CONTACT DETAILS

Ulm • Passau • Linz • St. Pölten • Wien • Bratislava • Győr • Budapest • Pest • Pécs • Szeged • Varaždin • Osijek  
• Novi Sad • Beograd • Timișoara • București • Vidin • Vratsa • Ruse • Constanța • Varna • Istanbul

**The** Danube Chamber of Commerce Association was founded in Budapest, on 30th June 2010, with the purpose to co-ordinate the activity of chambers operating in the Danube region by taking the general interests of regional enterprises into consideration.

The primary goal of the Association founded the fourteen regional chambers, which has actually twentyone members, is to collect the project ideas of business entities situated next to the Danube, related to the Danube Region Strategy, and to represent them in the course of its lobby activity.

Although the basic idea of establishing the Association was provided by the Danube Strategy to be accepted, the intention to ground was decided many years ago. The fundamental strategy of the Association is to create the platform

#### PRINCIPLES OF THE DCCA'S STRATEGY:

##### PARTICIPATION TO THE ESTABLISHMENT OF THE PRINCIPLES OF THE DANUBE REGION STRATEGY

- ✓ making European Union sources open to the co-operation of participating Chambers, searching for sources, supporting the establishment of applicant international consortiums
- ✓ performance of works regarding the areas subject to the co-operation

##### INFORMATION FLOW, INITIATION, INTEGRATION AND COHESION

- ✓ providing useful information to the Association's Members
- ✓ networking between the Chamber members
- ✓ know-how transfer, education, promoting developed business culture
- ✓ emphasized appearance on civil settlement forums

##### ENVIRONMENT PROTECTION, TRADE, TOURISM

- ✓ participation within the Danube Region Strategy in the Danube Transnational Program
- ✓ better use of common market

##### ADVOCACY, ENFORCEMENT OF INTEREST



of business opportunities, along horizontal principles, supporting business co-operation, thus improving the cohesion between entrepreneurs, business entities operating in the different countries of the Danube region.

The Association consists of regional and local Chambers (of the capital and city Chambers of Germany, Austria, Slovakia, Hungary, Croatia, Serbia, Romania, Bulgaria and Turkey), therefore, indirectly comprises the enterprises of several countries.

The Association is the model of a transnational macro-regional institutional co-operation, and its goal is to improve the economy and competitiveness of the Danube region and the citizen's welfare.

The DCCA approaches the Danube region as a uniform field of action, which may get significant role in the development of Europe's economic competitiveness.

The Association supports the improvement of the neighbourhood of Central-Eastern European countries, and the common actions and measures contribute to build up trust. The initiatives, ideas, Chamber activities, as well as the co-operation mechanisms of Ministries, professional organizations, research institutes, academic institutions and civil societies provide practical answers. One of the main results of the DCCA's successful operation is the improvement of the widespread network between the participating Chambers.

#### CHAMBERS TAKING PART IN THE ASSOCIATION:

- ✓ **GERMANY** Ulm Chamber of Commerce and Industry
  - Lower-Bavaria Chamber of Commerce and Industry Passau
- ✓ **AUSTRIA** Upper-Austria Chamber of Economy Linz • Lower-Austria Chamber of Economy, St. Pölten • Wien Chamber of Economy
- ✓ **SLOVAKIA** Bratislava Regional Chamber of Commerce and Industry
- ✓ **HUNGARY** Győr-Moson-Sopron County Chamber of Commerce and Industry Pest County and Érd County-Rights Town Chamber of Commerce and Industry
  - Budapest Chamber of Commerce and Industry • Csongrád County Chamber of Commerce and Industry • Pécs-Baranya Chamber of Commerce and Industry
- ✓ **CROATIA** VarasdeRegional Chamber of Economy • Eszék Regional Chamber of Economy
- ✓ **SERBIA** Sout-Bácska Regional Chamber of Commerce Novi Sad • Beograd Chamber of Commerce and Industry
- ✓ **ROMANIA** Timisoara Chamber of Commerce, Industry and Agriculture • Arad Chamber of Commerce, Industry and Agriculture, Bucuresti Chamber of Commerce and Trade
  - Constanta Chamber of Commerce, Industry, Shipping and Agriculture
- ✓ **BULGARIA** Vidin Chamber of Commerce and Industry
  - Vratsa Chamber of Commerce and Industry • Ruse Chamber of Commerce and Industry • Várna Chamber of Commerce and Industry
- ✓ **TURKEY** Istanbul Chamber of Commerce and Industry





### THE DANUBE AREA AS A UNIFORM REGION

The Danube region is one of the most important regions of Europe. It covers more European Union Member States and affects several countries along the river's water-collection areas, and in the seaside areas of the Black Sea. Regarding its economic aspect, the Danube region provides more than 10% of the European Union's complete GDP. Regarding social development, however, very significant differences are experienced in the region both on regional, national and regional levels, that are also reflected by the gross domestic product data of each country. The Danube, as a bridge across the region, plays a major role in the life of people living here, and additionally, as a region, it is considered as versatile from geographical, economical and cultural aspects.

### THE DANUBE REGION STRATEGY

The goal of the Danube Region Strategy is to improve the socioeconomic co-operation of states along the Danube by establishing such complex regional frameworks, that enable the common man-

agement of transnational challenges. As a macro-regional development concept, in fourteen countries (Austria, Bulgaria, the Czech Republic, Croatia, Hungary, Germany, Romania, Slovakia, Slovenia, Bosnia-Herzegovina, Montenegro, Moldova, Serbia and Ukraine) organized around four pillars and eleven priority fields, harmonize development policy to improve the region's interconnections, environment protection, welfare and the region itself. The Danube Region Strategy may play a key role in encouraging programs, that help to boost the Region's economy.

In order to make the Danube Region Strategy successful, the co-operation and profession of different members are necessary. To achieve this, the establishment of the operative network of Chambers of Commerce is inevitable, that provide the opportunity of economic co-operation, and may become an engine of the Region's sustainable economic growth.

### THE FOUR MAIN FIELDS OF THE DEVELOPMENT PERIOD OF THE DANUBE REGION STRATEGY UNTIL 2020:

- ✓ interconnection of the Danube region
- ✓ with other regions
- ✓ environment protection
- ✓ improvement of welfare in the Danube region
- ✓ improvement of the Danube region by updating the institutional framework and the development of cooperations

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