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Introduction to training
This Participant Training Guide is intended for use in a training session conducted by a CCH Legal Training Consultant. It will serve as a note taking tool during the session and be a helpful reference once the training has been completed.

Course Objectives
After completing this training, you will be able to:

- Log in and identify the components of your subscription
- Browse through the Table of Contents of a publication
- Keyword Search
- Navigate through documents

Agenda
Introduction ................................................................. 5 minutes
Logging In ................................................................. 5 minutes
Browsing the Table of Contents..............................................10 minutes
Searching........................................................................20 minutes
Support/ Wrap-Up / Questions............................................5 minutes

Total Time 45 minutes
Logging In

To log in with a User ID and Password:
1. Go to: http://business.cch.com/network
2. Enter your User ID and Password.
3. Click Enter.

To log in via Internet Protocol (IP) Authentication:
1. Go to: http://business.cch.com/ipnetwork
2. If prompted, type in your e-mail address and click OK.

► Tip: Put this URL on your Browser Favorites.
Accessing China Laws for Foreign Business

1. Click on the **International Business** Tab
2. Scroll down to the **Asia Publications** blue bar.
3. There are separate links for each **China Laws for Foreign Business** title. (If you do not subscribe to one of the titles, it will not appear.) Click on the desired title link.

**Tip:** Use Link Express to put this URL on your browser. If IP access, go to Preferences>Display and select Use IP Logon with Link Express. This takes you direct to this tab after logon.

**Product Overview**

China Laws for Foreign Business offers a comprehensive bilingual collection of laws and regulations of the People’s Republic of China. Content selection and translation is provided by a team with extensive knowledge of China’s legal system. Text is presented in English with the original Chinese easily accessed.

**Subscription Content**

China Laws for Foreign Business consists of three modules available individually or as a complete set:

1. **China Laws for Foreign Business –Business Regulations:** A comprehensive, bilingual collection of key business law and regulations of the People’s Republic of China. It is an invaluable reference when negotiating with Chinese business organizations or government departments. Presented with English and Chinese texts, it allows for easy cross-referencing between the official legislation and the translation.

2. **China Laws for Foreign Business –Special Zones & Cities:** A compilation of laws and regulations issued by China’s Special Economic Zones and major cities. This service includes local laws issued by the local people’s congress and governments in the special investment areas of the People’s Republic of China. It displays official Chinese text and authoritative English translation on facing pages which allow easy cross reference.

3. **China Laws for Foreign Business –Taxation & Customs:** The publication contains a comprehensive collection of Chinese taxation and customs laws that affects foreign businesses operating in China. An ideal reference for those in negotiations with Chinese business organizations and government departments. It is presented with Chinese and English texts, making it fast and easy to refer from the translation to the official text.

4. **China Laws for Foreign Business –Complete** provides access to all three titles.
Library Layout

- At the **Home page**, the available library is shown in the left pane and the contents of the library appears in the right pane.

Browsing through Table of Contents

- **Expandable topic menu** of the selected title is in the left pane with the selected document section in the right pane.

- **Indexes** are located at the bottom of the Table of Contents.
Navigating in documents

 Trademark Law of the People's Republic of China

Adopted 22 August 1982 at the 24th Session of the Standing Committee of 5th National People's Congress

Revised for the first time in accordance with the Decision to Revise the Trademark Law of the People's Republic of China, adopted 22 February 1993 at the 30th Session of the Standing Committee of the 7th National People's Congress

Revised for the second time in accordance with the Decision to Revise the Trademark Law of the People's Republic of China, adopted 27 October 2001 at the 24th Session of the Standing Committee of the 9th National People's Congress

Chapter 1 – General Principle

Article 1. This Law has been specifically formulated to strengthen trademark administration, to protect the exclusive right to use a trademark, to encourage producers and proprietors to ensure the quality of their products and services, as well as maintain the reputation of their trademarks, in order to safeguard the rights and interests of consumers, producers and proprietors, and to promote development of the socialist market economy.


Home will return you to the Home page and the Library view.

Toggle between English and Chinese by Article.

Use the Path links to return to the full document.
Simple Search – All Subscription Publications

A Simple Search expression box always appears at the top of the page. Searching at the Home page (Collection Window) searches all titles. Simple Search (also called Standard) follows Boolean connector rules and retrieves the number of keyword hits in all documents.

1. **Type** your search words in the “Search” box at the top of the Home page.

```
Search [trademark and application] Go 
```

**Boolean Connectors and Wildcards**

- **AND**: Use the word *and* to search for words or phrases within 20 words of each other, e.g., *agreements and contracts*.
- **AND NOT**: Use *and not* to isolate a word that usually forms a phrase. For example, if you want to find *capital* but not *capital gains*, search for *capital and not gains*. This will search for capital when it is not within 20 words of gains.
- **OR**: Use *or* to locate every occurrence of each word or phrase. It is useful to locate words with similar meanings. For example, *agreements or contracts* will find each instance of agreements and each instance of contracts.
- Use * truncate, e.g., corporat* searches for corporate, corporation, and corporations.
- Use ? to replace one single character, e.g., organisation searches for organisation and organization.
- Use quotes, around a phrase to force the phrase, e.g., “contract termination”

2. Click **Go** to see total keyword hits in all publications.

3. Click the link to **open a publication** (e.g., business Regulation Legislation). The first document containing a keyword opens and the Table of Contents reflects the document location. You can browse through the menu on the left or navigate through the documents by using Next/Prev Page buttons at the top or next/prev arrows to go from keyword to keyword.

4. Click **Clear Search**.
Advanced Search

You can select additional search criteria by using the Advanced Search template. This is available from the Home page to search all titles and from within an open publication. The structured template eliminates the need for entering Boolean connectors and is the most efficient search method.

1. From within a publication, click **Advanced Search**.

2. **Type** words in the appropriate fields. The text in each of the boxes can be up to 100 characters long. Note that the search engine will factor in all of your entries, so be careful that your entries don’t cancel out each other. The four text box options are:

   - with all of these words (AND)
   - with at least one of the words (OR)
   - with the exact phrase
   - without the words (NOT)

3. Click **Search**.

Select number results per page up to 100.
Advanced Search Results

Search Query: application trademark registration NOT (patent)

- China Laws for Foreign Business -- Business Regulation Legislation
- CCH Subscription Reporter

Or
- AustLII Databases

* CCH and AustLII use different search criteria and results cannot be aggregated.

Search Results for all the following: application and trademark and registration; without the following: patent;

100% [13]
Chinese Article 13. An application for trademark registration shall be submitted in accordance with the published classification of goods and services. An application for trademark registration shall include a copy of the Trademark Registration.

Source: China Laws for Foreign Business -- Business Regulation Legislation

99% [12]
Chinese Article 12. The date of application shall be the date of receipt of the application for the international registration of the trademark by the Trademark Office. An application for the international registration of a trademark shall include a copy of the Trademark Registration.

Source: China Laws for Foreign Business -- Business Regulation Legislation

• Results are ranked relevancy order. This is based on a combination of the number of hits in the document, their proximity, and the ascendancy of the hits (If they appear in a heading or a sub-heading, they are more highly ranked than if they are at the end of a long item). This forces the best items toward the top of the list.

• To print the Search Results list, right click on the window and select Print. (You can also use Ctrl+P.)

• Use Refine Search to return to the Advanced Search Template and change your search.
Navigating through Search Results

- The **Table of Contents** opens to the location of the retrieved document.

- **Links** are provided to referenced Articles.

- The **Search Results** window stays open. Use the **ALT TAB** keys to toggle between the Results pop-up window and the window containing the content.

- **Print** using your browser print function.

- Use **Close** to close the Search Results window.
Help and Support

• **Online Help** is available. [Help]

• **Toll-free technical support**: 1-800-835-0105
  (Monday through Friday, 8:00 AM – 6:00 PM Central Standard Time)

• **Web Support**: [http://support.cch.com](http://support.cch.com)

• Send E-mail inquiry to CCH Asia using the Feedback link. [Feedback]

Training:

To schedule a training session, contact your CCH Legal Training Consultant at [cchlegaltraining@cch.com](mailto:cchlegaltraining@cch.com)