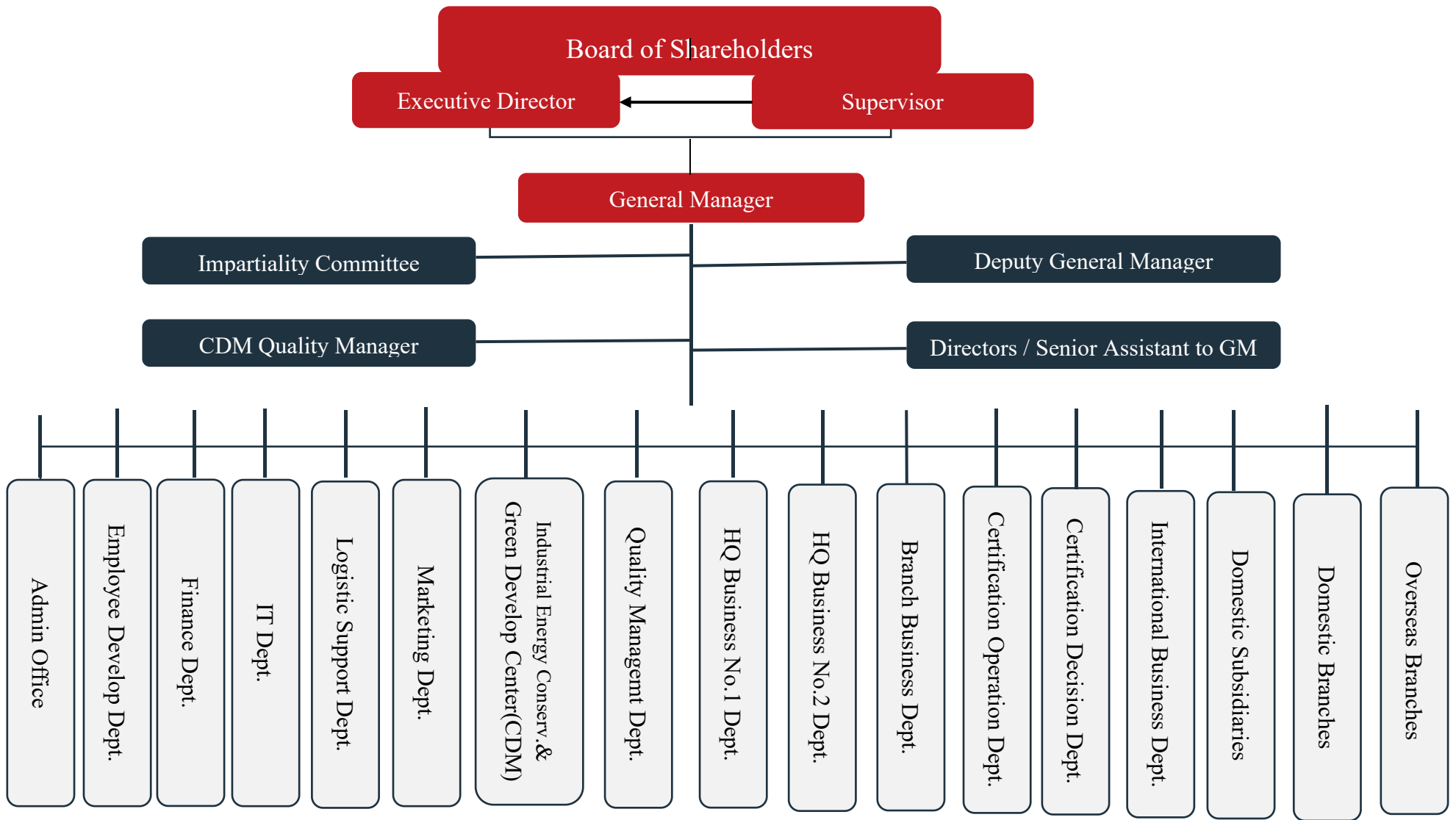
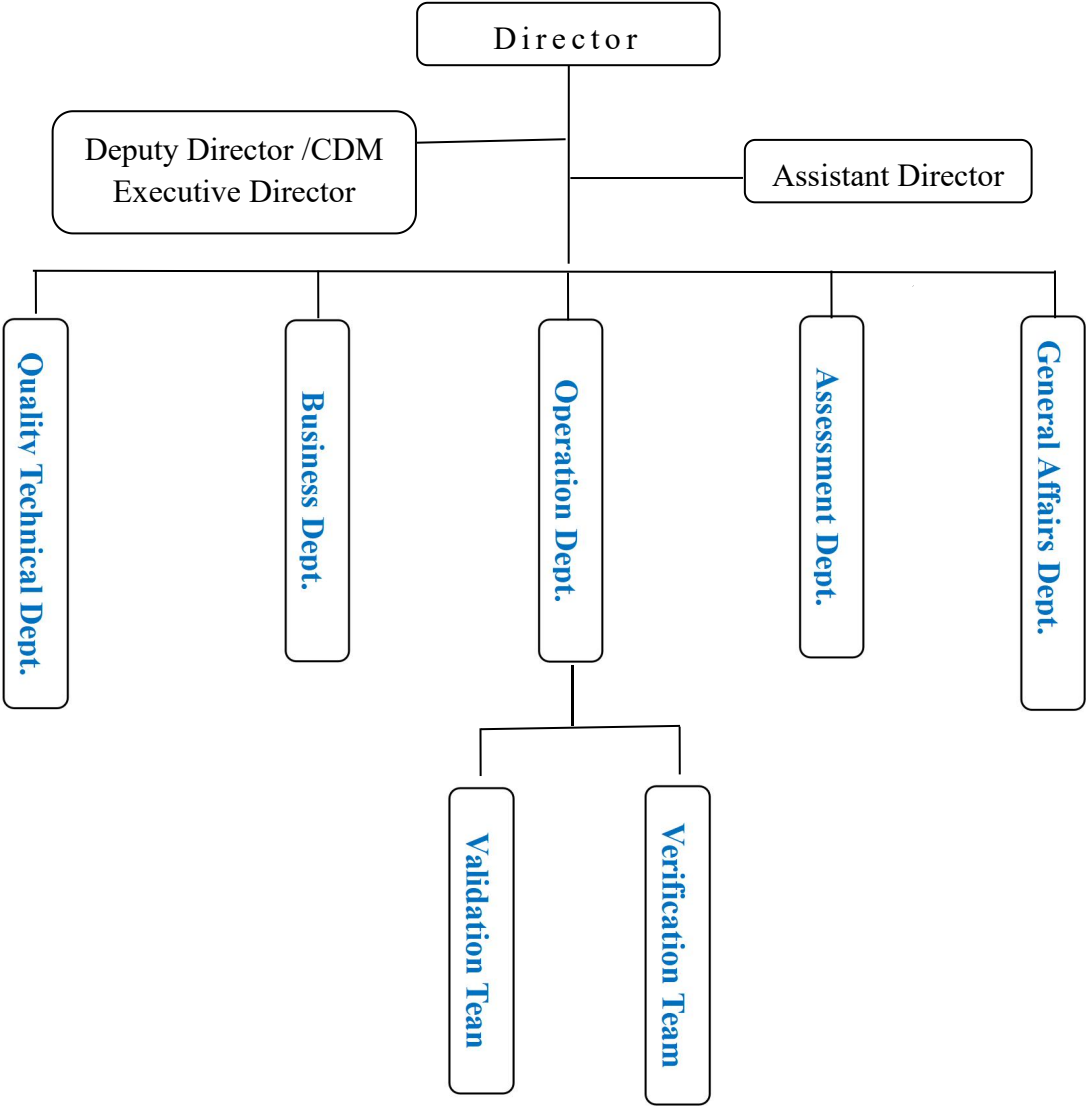


Organizational Structure of Beijing United Intelligence Certification Co., Ltd.



Internal Structure of Industrial Energy Conservation & Green Development Evaluation Center (CDM Project)



Functions of Company Department and Industrial Energy Conservation & Green Development Evaluation Center

Functions of Company Administrative Office

Name of Dept.	Administrative Office
Departmental Functions	
1	Responsible for assistance & service for the daily work of the company's top leaders
2	Responsible for the centralized work of the company's business qualifications
3	Responsible for centralized management of organization, compilation, distribution and monitoring of the company's business plan
4	Responsible for centralized management of the statistics, assessment, summary and improvement of the company's operation
5	Responsible for centralized management of management documents of the company operation
6	Responsible for centralized management of the company's non-basic system construction and implementation of the basic system construction
7	Responsible for the organization & implementation of the company's business risks, legal affairs, credit management
8	Responsible for the centralized work of contract management of the company
9	Responsible for centralized management of internal management meetings and supervision of meeting resolutions
10	Responsible for the daily work of the expert committee
11	Responsible for centralized management of corporate social responsibility
12	Responsible for centralized management of the company seal, introduction letter and other proving materials for external use
13	Responsible for centralized management of the company chronicle of events & working records
14	Responsible for centralized management of company files and data
15	Complete other temporary work assigned by the leaders

Functions of the Employee Development Department

Name of Dept.	Employee Development Department
Departmental Functions	
1	Responsible for the organization and implementation of corporate culture construction
2	Responsible for the organization and implementation of the company's organizational construction
3	Responsible for centralized management of staff development plan
4	Responsible for centralized management of employee recruitment and allocation
5	Responsible for centralized management of employee remuneration
6	Responsible for centralized management of employee welfare
7	Responsible for centralized management of employee performance appraisal
8	Responsible for centralized management of employee incentive mechanism construction
9	Responsible for centralized management of employee incentive mechanism construction
10	Be responsible for the centralized management of professional personnel competence evaluation and grading
11	Responsible for centralized management of employees' career
12	Responsible for centralized management of staff training and cultivation
13	Responsible for centralized management of employee labor relations
14	Responsible for the management of personnel files and related materials
15	Responsible for the daily work of the party organization
16	Responsible for the daily work of the company's labor union
17	Responsible for the management of legal affairs related to employees
18	Complete other temporary work assigned by leaders

Functions of Finance Department

Name of Dept.	Finance Department
Departmental Functions	
1	Responsible for centralized management of the company's financial budget and final accounts
2	Responsible for centralized management of financial control of company business contracts
3	Responsible for the centralized management of the company's business contract financial income
4	Responsible for centralized cost management of the company
5	Responsible for centralized management of company capital and foreign exchange
6	Responsible for the financial accounting of sales staff business projects of the company's branches
7	Responsible for centralized management of company capital expenditure
8	Responsible for centralized management of the company's financial accounts
9	Responsible for centralized management of the company's financial statements
10	Responsible for the centralized management of financial supervision, control & analysis of business activities of the company
11	Responsible for the centralized management of the company's operating results, financial analysis and improvement
12	Responsible for centralized management of capital and asset value of the company
13	Responsible for financial support and control of company investment and financing
14	Responsible for centralized tax management of the company
15	Responsible for the centralized management of the company's industrial & commercial enterprise registration and related changes
16	Responsible for centralized management of the company's application & maintenance of national high-tech enterprise, special new project of the national financial support policies
17	Responsible for centralized management of the company's financial seal & legal representative's signature seal
18	Responsible for centralized management of the company's accounting books, original documents, bank statements, business contracts, tax returns, and other accounting and cashier files and materials
19	Responsible for the management of non-accounting and cashier files and materials of the department
20	Responsible for legal affairs related to corporate finance
21	Complete other temporary work assigned by the leaders

Functions of IT Department

Name of Dept.	Information Technology Department
Departmental Functions	
1	Responsible for centralized management of company informatization & intelligent strategic planning
2	Responsible for centralized management of the construction, maintenance of the company's Technical Information System (TIS)
3	Responsible for centralized work of all information system & application technology
4	Responsible for the technical centralization of the company's website, APP & other operational information platforms
5	Responsible for centralized management of equipment, facilities, software & other assets related to the company information system
6	Responsible for centralized management of company IT information data assets (resulting information)
7	Complete other temporary work assigned by the leaders

Functions of Logistic Support Department

Name of Dept.	Logistic Support Department
Departmental Functions	
1	Responsible for centralized management of infrastructure, facilities & property management of the company operating site
2	Responsible for centralized management of fixed assets such as equipment, instruments, apparatus office furniture and materials
3	Responsible for centralized management of office supplies and consumables
4	Responsible for centralized management of water and electricity guarantee and saving
5	Responsible for centralized management of storage & warehouse
6	Responsible for centralized management of working order and security
7	Responsible for the organization & implementation of the company's emergency safety
8	Responsible for the organization & implementation of the company's ecological & environmental protection
9	Responsible for centralized management of office layout and environment beautification
10	Responsible for centralized management of guest meals and staff working meals
11	Responsible for centralized management of company meetings and internal activities of logistic support
12	Responsible for the logistic support of company-level business reception
13	Responsible for centralized management of company transportation, drivers & vehicles
14	Responsible for centralized management of reception halls and front desk
15	Complete other temporary work assigned by the leaders

Functions of Marketing Department

Name of Dept.	Marketing Department
Departmental Functions	
1	Responsible for centralized management of company market research & planning
2	Responsible for centralized work of the company's marketing management and sales contract
3	Responsible for centralized work of product management and product price
4	Responsible for centralized work of the company's business marketing mechanism and strategy
5	Responsible for centralized work of the company branding
6	Responsible for centralized work of integrated marketing, comprehensive marketing
7	Responsible for the centralized work of branch development
8	Responsible for the centralized work of business development and incubation in new fields
9	Responsible for the centralized work of the company's government relations
10	Responsible for the centralized work of social resources of the company
11	Responsible for the centralized work of international relations of the company
12	Responsible for centralized work of the company's strategic partnership expansion, establishment, maintenance and application
13	Responsible for the centralized work of company business exhibition activities
14	Responsible for centralized work of internal meeting activities such as the annual meeting, mid-term meeting, company celebration etc.
15	Responsible for centralized work of the company's public relations
16	Responsible for the management of business related files & materials
17	Complete other temporary work assigned by the leaders

Functions of Industrial Energy Conservation & Green Development Evaluation Center (CDM)

Name of Dept.	Industrial Energy Conservation & Green Development Center
Departmental Functions	
1	Responsible for maintenance of the center's validation & verification qualification
2	Responsible for maintenance of the center's public relations & business development
3	Responsible for the center's business marketing & promotion
4	Responsible for the marketing management & business sales of the center
5	Responsible for the operational management of the center
6	Responsible for the management of production personnel of the center
7	Responsible for the production work of the center
8	Responsible for the customer service of the center
9	Responsible for centralized work of the center's business quality management
10	Responsible for centralized work of the center's business technology management
11	Responsible for realization of the center's internal accounting profit target
12	Responsible for the management of the center's files & materials
13	Complete other temporary work assigned by leaders

Functions of Quality & Technical Department, Industrial Energy Conservation & Green Development Evaluation Center (CDM)

1.

Name of Dept.	Quality & Technical Department
Departmental Functions	
1	Responsible for the centralized work of quality management of the center
2	Responsible for centralized technical management of the center
3	Responsible for centralized work of compliance management of the Center
4	Responsible for centralized management of standardization of the Center
5	Responsible for the establishment, implementation, supervision, maintenance & improvement of the center's quality management system
6	Responsible for the establishment, implementation, supervision, maintenance & improvement of the center's technical service system
7	Responsible for centralized management of the center's business qualification maintenance
8	Responsible for centralized management of the effectiveness of the business scope within the Center's business area
9	Responsible for centralized management of the accreditation of the center's business scope expansion or reduction
10	Responsible for centralized management of the company's compliance cases during technical service process and certified customer complaint handling
11	Responsible for putting forward actions & preparing handling proposals for validation/verification personnel involved in the process of business supervision and problem handling
12	Responsible for centralized work of compliance supervision of onsite validation/verification
13	Responsible for centralized management of new product R&D, technology R&D
14	Responsible for centralized work of compliance supervision of the direct & branch business of the Center
15	Responsible for communication with superior departments and centralized management of report information
16	Responsible for centralized management of accreditation marks & international mutual recognition marks within the business areas of the Center
17	Responsible for centralized management of business claims/complaints of the center
18	Responsible for information collection and follow-up implementation of handling measures related to the certified organizations of the center

19	Responsible for centralized management of the collection, update & application of laws & regulations related to the center business
20	Responsible for centralized management of business quality system documents and related internal/external documents
21	Responsible for the daily work of the center's impartiality committee
22	Complete other temporary work assigned by the leaders

Functions of Business Department, Industrial Energy Conservation & Green Development Evaluation Center (CDM)

Name of Dept.	Business Department
Departmental Functions	
1	Responsible for planning & improvement of the marketing plan for the department's core business
2	Responsible for the publicity & promotion of the center's new product sales
3	Responsible for achieving market development & marketing targets of technical service new product of industrial evaluation & green & energy-saving business
4	Responsible for incubation of new business division & corresponding marketing departments of technical service products
5	Responsible for promotion of the corresponding business industrialization of the company
6	Responsible for the management of subcontractors related to product technical services
7	Responsible for the marketing control, production & marketing coordination & marketing evaluation of the center's relevant product
8	Responsible for the management of sales funds of the center
9	Responsible for the sales contact and regional relationship maintenance of the center's relevant business
10	Responsible for the innovation & expansion of sales methods of corresponding business products of the center
11	Responsible for customer service of the center's relevant business
12	Responsible for liaison & project management of surveillance & re-certification of corresponding business fields of the center
13	Responsible for bring-back & business redevelopment of lost clients in corresponding areas of the center business
14	Responsible for the management of business related files & materials
15	Complete other temporary work assigned by the leaders

Functions of Operation Department, Industrial Energy Conservation & Green Development Evaluation Center (CDM)

Name of Dept.	Operation Department
Departmental Functions	
1	Responsible for centralized management of production & operation of technical service business of the center
2	Responsible for centralized management of validation, verification, technology review of the center's business
3	Responsible for the management of the center's business validation, verification scheme and production scheduling & arrangement
4	Responsible for centralized management of the professional qualifications of technical service personnel of the center
5	Responsible for centralized management of the center's technical service personnel's competence improvement, evaluation & training
6	Responsible for centralized management of professional competence evaluation, verification & confirmation for technical service personnel of the Center
7	Responsible for the establishment of the center's technical personnel files and related information management
8	Responsible for the daily management and service of validation, verification, technical review personnel of the center
9	Responsible for the management of the change of accredited business scope under the center's technical service
10	Responsible for centralized management of technical field demand analysis and preparation & use of audit operational instruction
11	Responsible for organizing implementation of the operation quality evaluation as well as rewards & punishments for the operation behavior of technical service personnel and operational quality of the audit scheme management personnel
12	Responsible for centralized management of audit fees approval for operational personnel
13	Responsible for the implementation & process supervision & management of certification business audit/inspection/review in the corresponding field
14	Complete other temporary work assigned by the leaders

Functions of Assessment Department, Industrial Energy Conservation & Green Development Evaluation Center (CDM)

Name of Dept.	Assessment Department
Departmental Functions	
1	Responsible for technical review, evaluation management of audit files
2	Responsible for competence improvement of validation, verification and evaluation personnel
3	Responsible for centralized management of validation & verification reports
4	Responsible for update and maintenance of the validation, verification and evaluation standards & technical requirements
5	Responsible for the review & filing of the validation, verification and evaluation files
6	Responsible for accounting management of file review cost
7	Responsible for centralized management of file reviews
8	Complete other temporary work assigned by the leaders

Functions of General Affairs Department, Industrial Energy Conservation & Green Development Evaluation Center (CDM)

Name of Dept.	General Affairs Department
Departmental Functions	
1	Responsible for formulating the daily work plan of the center and coordinating daily works
2	Responsible for communicating internally as well as relationship coordination
3	Responsible for consolidating information to understand work dynamics, carrying out comprehensive research and feedback suggestions, providing basis for leaders to make decisions and guide works
4	In coordination with Employee Development Dept., responsible for staff attendance evaluation, technical title application, salary, training, personnel appointment & dismissal, employment, deployment, exchange and other personnel management within the scope of authority
5	Responsible for the center's secretariat, meetings, archives management, office equipment & supplies procurement, data management, data printing, all kinds of documents drafting, confidentiality work
6	Responsible for coordinating with Logistic Support Dept., Business Dept. to implement external reception, external liaison, internal & external coordination and customer visits and complaints related to business operation & management of the center
7	Complete other temporary work assigned by the leaders

Document Revision Information

Version	Revision date	Description of Revised contents
A/1	2023/03/23	<ol style="list-style-type: none">1、 Process for determining organizational structure and responsibilities and authorities2、 Revised organization chart of UICC
A/0	2022/06/01	