

JCCI Email Service

1 June 2019

Japanese Chamber of Commerce and Industry, Singapore

JCCI Email Service allows members to disseminate information of their companies' events, seminars and products to other members of Japanese Chamber of Commerce and Industry, Singapore (JCCI) via email.

<Summary>

The cost of the Service is S\$200.00 (per usage (includes GST))

Note: Cash or Cheque payment to be received **before** date of dissemination.

Email Advertisement will be sent within 3 working days **AFTER** payment has been received, between 9am to 4pm, on a working day (excluding weekends, public holidays and closed days of JCCI office).

The audience size is 2,146 (as of December 2018)

The JCCI Email Service is available only to members of JCCI.

<Procedures>

- ① Please email to info@jcci.org.sg (person in charge: Doris) if interested to use the Service.
- ② The Secretariat will issue and send the Application Form cum Invoice by email.
- ③ Please fill in the lower portion of the form and return it to JCCI office together with the cheque payment.
- ④ Please email the manuscript for Email Service in text or word format.
(PDF attachment can be included for the Email Service. The total file size must be less than 1.5MB to avoid rejection from recipients' email system.)
- ⑤ Test email will be sent after the above items have been received.
- ⑥ The actual Email Service will be sent to all JCCI members after confirmation of the test email

<Notes>

- By using this service, Members would have read and agreed to "Standard Guidelines of JCCI Email Service."
(<https://www.jcci.org.sg/wp-content/uploads/2019/05/Standard-Guidelines-JCCI-E-mail-service.pdf>)

<Contact>

JCCI Secretary (Ms.Doris) E-mail: info@jcci.org.sg Tel: 6221-0541