

# Business address, hosting & administrative services

Your local partner at the heart  
of Geneva's economic ecosystem



# Accommodation solutions

## Simple domiciliation

The CCIG offers a simple domiciliation service for associations, organizations, and businesses wishing to establish their registered office in Geneva without having to rent office space.

This service is aimed at Swiss and international entities seeking to benefit from a prestigious professional address within the Maison de l'économie, the heart of Geneva's economic ecosystem and network.

### Advantages

- Prestigious address in the center of Geneva
- Reception and mail handling
- Presence at the heart of the CCIG ecosystem with its 2,600 member companies and institutional partners

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## Registered office with office rental

The CCIG also offers a comprehensive solution for organizations that would like to have a fixed workspace in our premises.

### Advantages

- Flexibility (open and closed offices)
- Access to our shared spaces: meeting rooms, conference rooms, cafeteria
- Reception for your visitors
- Internet connection
- Unlimited coffee and tea

## Registered office with administrative services

The CCIG provides companies that are registered and/or hosted with a full range of administrative services if they want to outsource all or part of their administrative tasks.

They benefit from professional support in managing their accounting, administrative procedures, and human resources management.

### Advantages

- *À la carte* services (description on the next page)
- Support from the CCIG teams
- Time savings through resource outsourcing
- Continuity and security of the service provided by the CCIG

## Registered office with office rental and service provisions

The CCIG handles visitor reception, accounting, administrative and HR support, mail management, and office cleaning for you.

### Advantages

- Workspace in a professional setting
- Located in a dynamic and well-known place in Geneva
- Less management, more time for your work
- Administrative support
- Professional reception for your clients and partners

### Benefit for residents – Room rental

Companies registered with the CCIG can **benefit from a 25% discount on the rental of meeting and conference rooms**. These spaces, located within the Maison de l'économie, are suitable for organizing meetings or professional events.

# Our *à la carte* services

The CCIG makes life easier for businesses through a range of accounting, administrative, and human resources services.

## Accounting

- Accounting
- Payment tracking and invoicing
- Financial statements
- VAT declaration

## Administration

- Mail and call management
- Customized administrative and operational support

## Human Resources

- Payroll management
- Social declarations
- Employment contracts
- HR advice

## We offer these services:

- Economic associations and foundations
- Bilateral organizations related to international trade
- Swiss SMEs looking to outsource certain functions
- Foreign groups wishing to establish a presence in Geneva

## Schedule of annual rates – excluding taxes

### Business address

- simple
- with office rental
- with services

CHF 2 800.–

from CHF 8 800.–

based on a quote depending on selected services

## Services included





# CCIG Geneva

## Virtual tour of the Maison de l'économie



### Access

#### TPG

Théâtre	lines 2, 19
Bovy-Lysberg	lines 3, 5, 20
Stand	lines 1, 12, 14, 15, 17, 18, 80
Place de Neuve	lines 3, 5, 12, 17, 18, 20, 92

#### Public parking

Uni-Dufour  
Plainpalais



#### Maison de l'économie

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#### Since 1865

Working for a strong economy  
Connecting businesses