

Submitted by: \_\_\_\_\_ (Name)  
Report for the week ended \_\_\_\_\_ (Date)

Report for the week ended February 6, 1937.

Submitted by: Julean Arnold, \_\_\_\_\_ Commercial Attache.  
11-9366 GPO (Name) (Title)

ADMINISTRATIVE SECTION

Julean Arnold

Office Inspection: Our weekly office inspection by a commissioned member of the staff has been very helpful in keeping our offices in good business-like condition. These inspections have been taken very seriously and have been made in a very thorough manner.

Dr. Melvin of the Department of Education of the College of the City of New York, who is making a special study of China for the purpose of writing articles concerning modern developments, was given considerable material and shown over the Civic Center by me.

Mr. H. J. Timperley, special correspondent of the Christian Science Monitor, called to secure information regarding trade developments during the past year for an article for the magazine. He very kindly sent me a copy of the article which he compiled, which is being forwarded to the Bureau separately.

Mr. Greenberg, representing the citrus fruits interests in California called to discuss methods for marketing of California citrus fruits in China and especially the advisability of handling the trade through foreign importers or direct with Chinese dealers.

Dr. Thomas Tchou, called to discuss plans for the proposed organization of a China Tourist Association and the project was subsequently discussed with Dr. P. W. Kuo, Director of the Bureau of Foreign Trade.

The Regular Fortnightly Meeting as called and presided over by the

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Consul General was attended by me on Thursday.

Contact File: The contact file which was instituted in accordance with Bureau instructions has been continued and now comprises 700 names.

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A. Bland Calder

Tobacco: Consulted tobacco contacts and compiled statistical material for monthly tobacco report. Discussed with Mr. A. C. Davis, local manufacturers' representative, prospects for marketing American cigars locally from samples and prices received by him from Tampa, Fla., in response to a Trade Opportunity sent in by us some months ago. Wrote Bureau on subject.

General: Weekly Financial and Weekly Economic radios were prepared. Mr. J. E. Kovar, Tientsin American business man, called and was put in touch with local contacts in position to secure for him supplies of goatskins for export to U. S. Briefed Consular bristle market reports for radio to Bureau. The handling of callers seeking information and various administrative matters occupied balance of my time.

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A. Viola Smith

China Trade Act: Mr. Bruce Jenkins called to discuss plans for the incorporation of his company; Dr. George Sellett called to discuss various problems which the China Realty Company, Federal Inc. U.S.A. was meeting in its liquidation, as well as other general matters relating to China Trade Act affairs; Mr. Anthony Seth, Chartered Accountant, called to discuss the

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Act and its Regulations and the possibility of printing a detailed index thereto. Dr. H. G. Nelson called to discuss the status of old Alaskan Code Corporations and Section 29 of the China Trade Act. N. E. Lurton called to discuss problems regarding the incorporation of a new company, and to inspect records. Representative of the Netherlands Trading Co. called to inspect records. Handled a number of routine matters in connection with follow ups of pending cases.

Trade Promotion: Emphasis has been given this week to developing the Annual Chemical Survey in the hopes of getting it completed in time to make the next mail, February 12th, so that it may reach Washington as near March 1 as possible. Ten outside calls made in an effort to secure chemical data.

L. Louzier, Engineer in Chief of the French Municipal Council, called to express his appreciation of the assistance which this office rendered to him in furnishing him with letters of introduction during his recent visit to America, and for the cordial cooperation which was given him by our services while in the U.S.A.

Carl Greenberg, Far Eastern Representative of the California Fruit Growers Exchange, furnished with information regarding trade-mark registration and advertising agencies.

Mark L. Moody, re automotive license situation.

E. G. Willems, Far Eastern Sales Manager of the Hupp Motor Car Corporation, furnished with data re automotive market and agencies.

G. A. Hoter, Continental Motors, called with reference to the desire of

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his company to secure the Nash Motor Car agency.

One and one quarter hours were spent on Saturday morning in making routine inspection of the offices, in clearing out obsolete files and other material, and in generally getting various things straightened up.

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C. E. Christopherson

Completed report on China Market for Hospital Equipment. Prepared report and radiogram on World Distribution of Newsprint. Prepared Shanghai Price Index Radiogram. Mr. Carl R. Greenberg, Far Eastern Representative of the California Fruit Growers' Exchange, called for information regarding the Shanghai citrus fruit market.

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JA:ER

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