Part 1

Sign-in Authentication
I. Sign In

Enter your user name and password in the sign-in window on the homepage (shown below) to Sign In to Lexiscn.com ("LNC").

In "Secure Connection", the data will be encrypted while transmitting. If you have strict security requirements, please select accordingly.
II. Change Password

Click the "Change Password" link under the "Sign In" Button to change your password. When changing your password, please check that your username matches your email address. If so, please proceed to change your password by following the steps described on the page.
III. Trail Account

You may apply for a trial LNC account from the “Sign in” page (shown below).

Click the “Trial Account Application” button, fill in the relevant information and select the products you would like to trial (as shown below). LexisNexis customer service staff will contact you to follow up.
Part 2

Landing Page Search & Quick Search

"Landing Page Search", also known as “Quick Search”, is a good starting point of your research. You can start with keywords. If you are unsure of which keywords to use or if you are searching unfamiliar terminology. This function supports natural language searching. You can enter non-technical, conversational language (e.g., "can injury from fights at work be identified as occupational injury? ") and the search engine will search in titles and full text documents after conducting semantic analysis.
I. Landing Page Search

A single input box is provided for “Landing Page Search”. The search engine will simultaneously search for your keywords in titles, full text documents and other available fields.
Select the content you would like to browse after initial search. Click the tabs indicating the relevant content type.
II. Quick Search

Click the Lexis China on the landing page, then click Search on the upper left corner. Select Quick search.
III. Functionality

A single input box is provided for "Quick Search". The search engine will simultaneously search for your keywords in titles, full text documents and other available fields. The content type "Laws and Regulations" is the default subject matter. You may also choose from several other content types for your search. Accessibility options are available to help pinpoint the contents you are searching for.

1) Click on the three connector buttons to the right of the input box, ie. "AND|++|", "OR|--" and "NOT|!" to connect several keywords (please refer to “Use of Connectors” for details of their operation).

2) You can search for a specific keyword by adding double quotation marks (in either Chinese or English input modes) before and after the target keyword.
Part 3

Advanced (Accurate) Search

"Advanced Search", also known as "Accurate Search", provides you with more search options. For example, if you know the specific document number, or you know part of the name of the promulgator when searching for a regulation, you can use "Advanced Search" to pinpoint your target document quickly and accurately.
I. Functionality

Different content types are shown on the left side of the "Advanced Search" Page. Click on a content type to bring up the detailed search page in the right pane. "Advanced Search" for laws and regulations provides more search filters (promulgator, document number etc.) than the "Quick Search".
If the advanced search brings up no results, you will be asked if you would like to conduct a quick search for the same terms and retrieve those results. Or you can click "Quick Search" (shown below) to submit a quick search for the same terms.
II. Narrow Search (Laws and Regulations)

The "Narrow Search" feature, shown on the left side of the search results page, is provided to help you further refine your search results.

1) Narrow Search by Promulgation Date ①: Drag the button to specify the date period.
2) Narrow Search by Effectiveness ②: Select the content based on the effectiveness of relevant documents.
3) Narrow Search by Effective Area ③: The "Effective Area" will filter your results in a similar way, this time by reference to the geographical area in which the document has effect.
4) Narrow Search by Jurisdictional Level ④: The "Jurisdictional Level" list, also on the left, shows all jurisdictional levels found within the search results. Clicking on any of these will display only the search results under that level.
5) Narrow Search by Category ⑤: The "Category" list on the left displays all categories and sub-categories found within your search results. If you click on any of the categories, just the search results within that category will be displayed.
6) Narrow Search by Industry ⑥: Filter the results by selecting the relevant industry
<table>
<thead>
<tr>
<th>序号</th>
<th>法律名称</th>
<th>发布日期</th>
<th>适用范围</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>《中华人民共和国公司法》（2005）（中文版）</td>
<td>2005年1月1日</td>
<td>适用于有限责任公司和股份有限公司</td>
</tr>
<tr>
<td>2.</td>
<td>《中华人民共和国反垄断法》（2007）（中文版）</td>
<td>2008年8月1日</td>
<td>适用于所有商业活动</td>
</tr>
<tr>
<td>3.</td>
<td>《中华人民共和国证券法》（2019）（中文版）</td>
<td>2019年12月28日</td>
<td>适用于证券市场和投资者</td>
</tr>
<tr>
<td>4.</td>
<td>《中华人民共和国保险法》（2009）（中文版）</td>
<td>2009年10月1日</td>
<td>适用于保险公司和保险代理人</td>
</tr>
<tr>
<td>5.</td>
<td>《中华人民共和国银行业监督管理法》（2003）（中文版）</td>
<td>2003年12月27日</td>
<td>适用于银行业金融机构</td>
</tr>
</tbody>
</table>

以上法律条文均为中文版，具体条款和规定可参见各法律的全文。
For example, a search results page will be displayed if you input "individual income tax" in the "Title" input box and submit the search. If you then select "Intellectual Property Rights" in the Category list, "Normative Documents" in the Jurisdiction Level list and "National" in the Effective Area list, you will see the single search result that matches these categories. You can also delete any of the terms in the "Search filter" area.

<table>
<thead>
<tr>
<th>Legislation</th>
<th>Cases</th>
<th>Relevant articles</th>
<th>Overview</th>
<th>News</th>
<th>Q&amp;A</th>
<th>Presidents</th>
<th>Practical Notes</th>
<th>Newsletter</th>
<th>All</th>
</tr>
</thead>
<tbody>
<tr>
<td>Difficulty paying the individual income tax on a lump sum basis, they may develop by themselves installment plans in line with the actual situations and pay taxes in installments within five calendar years, and report relevant materials to the competent tax authorities for record. 1. The increased shares distributed to individual shareholders shall be subject to individual income tax at the rate of — 2. Convention Between the Government of Canada and the Government of the Bolivarian Republic of Venezuela For the Avoidance of Double Taxation and the Prevention of Fiscal Avoidance and Evasion With Respect to Taxes on Income and on Capital</td>
<td>2</td>
<td>(Effective)</td>
<td>(Effective)</td>
<td>General Administration of Customs</td>
<td>Legislation</td>
<td>Relevant articles</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>other criterion of a similar nature but does not include any person who is liable to tax in that State in respect only of income from sources in that State and the Government of that State or a political subdivision or local authority thereof or any agency or instrumentality of any such government, subdivision or authority. 2. Where by reason of the provisions of paragraph 1 an individual is a resident</td>
<td>2</td>
<td>(Effective)</td>
<td>General Administration of Customs</td>
<td>Legislation</td>
<td>Relevant articles</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reply of the State Administration of Taxation on Issues concerning the Exemption of Business Tax Levied on the Incomes Obtained from Technology Transfer by Japan Aviation Electronics Industry Co., Ltd., and other Foreign Enterprises</td>
<td>3</td>
<td>(Chinese version)</td>
<td>(Chinese-English)</td>
<td>Effective</td>
<td>(Effective)</td>
<td>Guo Shu Ren 2004 No. 1218</td>
<td>2004-11-03</td>
<td>(State Administration of Taxation) Legislation</td>
<td>Relevant articles</td>
</tr>
<tr>
<td>of the State Administration of Taxation on Clarifying the Scope of Business Tax Exemption on the Incomes Obtained from Technology Transfer by Foreign Enterprises and Foreign Individuals, we hereby approve to exempt the business tax levied on the income obtained after October 1, 1999 by the Japan Aviation Electronics Industry Co., Ltd., and other foreign enterprises for their transfer of technology</td>
<td>3</td>
<td>(Chinese version)</td>
<td>(Chinese-English)</td>
<td>Effective</td>
<td>(Effective)</td>
<td>Guo Shu Ren 2004 No. 78</td>
<td>2004-07-27</td>
<td>(National Reform and Development Commission) Ministry of Finance</td>
<td>Legislation</td>
</tr>
</tbody>
</table>

The legislation from 2004-11-03 onwards are new, and the rest are within the period of relevance.
III. Sort the Results

You can sort the results according to **Relevance, Promulgation date, Jurisdiction level** and **By document view (count)**. Relevance is by default.
Part 4

Minimum Custom Search
The "Minimum Custom Search" contains several pre-set terms useful for searching laws and regulations.

If the pre-set terms don't retrieve the results you need, you can switch to "Advanced Search" or further customize your search using the "Filter Terms" list. Click on the corresponding option in the drop-down list to customize your search terms in the "Minimum Custom Search" page. If you would like to remove the customized terms, you may reselect from the options in the drop-down list or click on the red "X" following the corresponding terms.
"Advanced Search", also known as "Accurate Search", provides you with more search options. For example, if you know the specific document number, or you know part of the name of the promulgator when searching for a regulation, you can use “Advanced Search” to pinpoint your target document quickly and accurately.
I. Overview

Search connectors may be used in both Quick Search and Advanced Search.

(1) You can use any of the AND/++, OR/-- or NOT/! buttons to connect the keywords in your search, or key in "AND" or "++", "OR" or "--", "NOT" or "!" to connect the keywords. For example, if you input "foreign investment AND/++ income tax", you will find results which contain both "foreign investment" and "income tax". Please note that one blank space (under DBC case) both before and after the connectors will automatically be added if you use the connector buttons; if you key in the connectors, you should input the extra blanks manually. Connectors such as AND, OR or NOT should be typed in upper case.

(2) You can also use a blank to connect several keywords. For example, if you input a blank between "foreign investment" and "income tax", which means the same as "foreign investment AND/++ income tax", you will find results which contain both "foreign investment" and "income tax".

(3) If you have several keywords, you can use the connectors for many times. For example, "foreign investment ++ income tax ++ enterprise". However, you cannot use different connectors to connect different keywords. For example, "foreign investment -- income tax ++ enterprise" is a wrong use.

You can click on the corresponding buttons to add connectors in the input boxes.
II. Basic Use of Search Connectors

Select your search terms (a single term or a combination of terms), add them to the form according to the table below and start your search.

<table>
<thead>
<tr>
<th>Search Method</th>
<th>Connectors</th>
<th>Examples</th>
<th>Applicable Scope</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Search by a single term</strong></td>
<td></td>
<td>If you are searching for contents relevant to inheritance tax, enter “inheritance tax” in the Content input box to find all documents with “inheritance tax” in the text.</td>
<td>Search for a specific target word or phrase</td>
</tr>
<tr>
<td><strong>Search for two terms</strong></td>
<td>“Term 1 □ + □ Term 2” or “Term 1 □ AND □ Term 2” or Term 1 □ □ Term 2</td>
<td>If you are searching for the contents relevant to interest tax relevant to foreigners, enter “foreign □ + □ interest” in the Content input box to find all documents which contain both “foreign” and “interest”. Click on the title to view the full text.</td>
<td>Search for titles, contents, promulgating dates, promulgators or document numbers</td>
</tr>
<tr>
<td><strong>Search for either term</strong></td>
<td>“Term 1 □ -- □ Term 2” or “Term 1 □ OR □ Term 2”</td>
<td>Enter “foreign □ -- □ interest” in the Content input box to find the documents which contain either “foreign” or “interest”.</td>
<td>Search for titles, contents, promulgating dates, promulgators or document numbers</td>
</tr>
<tr>
<td><strong>Search for a combination of terms</strong></td>
<td>Freely select and combine the terms</td>
<td>If you are searching for the content on income tax relevant to foreigners, you may enter “income tax” in the Title input box and “foreigner” in the Content input box. This will locate documents which contain “foreigner” somewhere in the text and “income tax” in the title.</td>
<td>Accurate search for target results</td>
</tr>
<tr>
<td><strong>Search by exclusive terms</strong></td>
<td>“Term 1 □ □ Term 2” or “Term 1 □ NOT □ Term 2”</td>
<td>Find documents containing Term 1 but excluding Term 2</td>
<td>For refining search results by excluding known unwanted results</td>
</tr>
</tbody>
</table>
Part 6

User Center
I. Auto Search

Using "Auto Search", you can save search terms which you set using an advanced search.

LNC will automatically search for new content matching these terms on a regular basis and send such contents to you via email.

To save search terms from an advanced search, click "Envelope Tab/Auto Research Setup" towards the upper right of the advanced research results page (shown below).

![Advanced Search Results](image)

You will be directed to the "Auto Search" interface in the "User Center". You can set up to 10 email addresses for each auto search. Updates can be sent via Auto Search Email on a daily basis.
II.  My favorites

“My Favorites” includes the search terms you have saved (My Searches), the documents you are interested in (My Documents) and a record of English translation you have ordered (My Translation Orders).

1. “My Searches”

Include all the search terms which you have saved in course of advanced or quick searching, ie. the search terms which have saved by clicking “Save Search” on the advanced search results page or the quick search results page (shown below).

The search terms will be saved in the “My Searches” list under “My Favorites” in the User Center.

Three functions, including “Run”, “Edit” and “Setting Auto Search” are available in the “My Searches” page. Click on “Run” (shown below ①) to instantly run these search terms.

Edit (shown below ②): Click on “Edit” to edit the recorded search terms for future searches. Please note that the search terms cannot be edited if they were saved via Quick Search.

“Setting Auto Search” (shown below ③): Click on “Setting Auto Search” to save the results as an alert.
2. **“My Documents”**

My documents displays links to articles you have selected and saved. You can select and save articles displayed in your search results by using the check boxes and clicking the “Portfolio” button (shown below), or click the “Portfolio” button while viewing any particular article.

When saving documents, you can place them into selected folders or you can create a new folder and save your documents there.
3. **“English Translation Order”**

The recorded English translation order, which shows the date when you make the order for English translation, the completion of the translation, as well as other relevant information (as shown below).

<table>
<thead>
<tr>
<th>订购时间</th>
<th>法规标题(字数)</th>
<th>翻译完成时间</th>
</tr>
</thead>
<tbody>
<tr>
<td>2009-06-17 11:37:38</td>
<td>内蒙古自治区地方税务局转发国家税务总局办公厅关于中国国际税收研究会《关... (376)</td>
<td>2009-07-28 18:12:26</td>
</tr>
<tr>
<td>2009-06-02 09:11:22</td>
<td>全国人民代表大会常务委员会关于修改《中华人民共和国全国人民代表大会常务... (1865)</td>
<td>未翻译</td>
</tr>
</tbody>
</table>
III. History

The “History” tool automatically records your searches (Search Parameter Record) and the articles you have viewed (Document Record).

“Search Parameter Record”: Automatically records the latest 100 terms you have searched for. You can directly run these search terms or edit them in the “Searched Terms Record” page for a new search.

“Document Record”: Automatically records the latest 100 documents recently retrieved. You may click on the title of any document to view the full text.
IV. Customized Setup

“Customized Setup” offers several custom options. The functionality is only available for ID users (you cannot use it if your account is IP fixed).

Default Landing Page: Please select from below columns as of landing page after log into Lexis China

Search Personalization: You can select default sort-by for search result and display mode for advanced search results for legislation etc.

Subject Setting: In this page, you can select any subject to be displayed on legislation landing page, and set those display order from left to right.

Newsletter subscription: You may subscribe any of the LNC E-newsletters.

Alerts Setup: You can use “Quick Alert Setup” to subscribe to updated information in certain categories, or use “Validity Alerts” to subscribe to alerts on changes in validity of laws and regulations.

Restore Defaults: Restore the original setup.
V. Validity Alerts

If you would like to receive an email reminder when the validity of any law or regulation changes, you can set up such a reminder using the following steps:

Option 1:

Step 1: After landing on the Advanced Search page for laws and regulations, set up the desired search terms and click on “Validity Alerts”;

Step 2: The page will switch to the Validity Alerts page within the User Center. Select the desired types of validity (for example, “Effective”, “Expired”, “Revised” etc.; multiple choices are available) and fill in the recipient’s email address. You can enter up to 10 email addresses: separate each with a semicolon when in English input mode.
Finally, click “Add E-mail Address” to finish setting up your Validity Alert. Now, when there is a change to the validity of any law or regulation within the terms and validity types that you have set up, the system will send you an email notification on this basis.

If you want to change the search terms in your validity alert, you can click the “Reset” button to reset the terms. You can also choose to “Delete” them, in which case your search terms will be expanded to cover all laws and regulations, meaning that you will receive validity alerts for all laws and regulations.

**Option 2:**

Enter the User Center and navigate to Alerts > Validity Alerts. Here, the default scope is all laws and regulations. You can click on “Reset” to set up more refined search terms.

**Option 3:**

Click on “Clock sign/Validity Alerts” on the search results page. You can then record your search terms as a validity alert. When using this option you also need to complete the setup process by following Step 2 of Option I, explained above.
VI. Quick Alert Set Up

The “Quick Alert Set Up” feature is available for ID users and accessible via the User Center. You can use this to select legal areas or industries you are interested in and set up alerts on those. When there is any content update relating to those legal areas or industries, you will receive an email alert.
Part 7

Tips for Use of Laws and Regulations
I. Bilingual display of laws and regulations

The “bilingual display of laws and regulations” feature allows you to view the Chinese and English versions of a law or regulation side by side and paragraph by paragraph. Click the “Chinese-English” button on the search results page for laws and regulations to access the Chinese-English display page, or click the “Chinese-English” button when viewing a specific law or regulation.

You can download (PDF, DOC), print or email the Chinese-English version of any law or regulation.
II. Selected Term Auto-search

You can select words or phrases with your mouse when viewing a document in order to auto-search those terms. The system will search for the selected words or phrases across the whole database and return the five most relevant results (shown below).

Click directly on titles in the search results to view that content; or click on “More” to view all the search results.

To disable selected term auto-search:

Click on “Disable Sign” at the top of the page (shown below).
To enable selected term auto-search:

Click on “Enable Sign” at the top of the page to re-enable the functionality.
Part 8

Smart Tool
Many of the most frequently used features are included in the smart toolbar at the top of all pages. These features include (from left to right):

Updates, Training calendar, Home page, Back to the landing page, Product list, Newsletter center, My services, Folder, Quick alert setup, Switch between Chinese and English, Auto-search, My idea, Help and Sign out.
Please note:

1. LexisNexis China, a division of Reed Elsevier Information Technology (Beijing) Co., Ltd, reserves the right of final explanation.

2. This user manual is updated by May 2, 2017. It will be changed from time to time according to the development of this product.

3. Should you have any inquiry, please send email to service.china@lexisnexis.com, or call our 24 hours hotline 400-600-8680 (for mainland China only).

Thank You!