

## **Documents Required & Registration Procedures of WFOE in China**

### **Condition(s):**

For the Trading or Manufacture WFOE registration, minimum investment capital suggestion is still 140,000 USD\$ (20% as initial paid-up within 3 months and the balance 80% should be injected within 2 years)

### **Documents required**

- Certificate of Incorporation or Equivalent document certified by Chinese embassy or consulate overseas (**For individual investor:** The passport copy of Investors need be certified by Chinese embassy or consulate) [ [Sample](#) ]
- Bank Reference Letter from investor's bank to declare a good standing [ [Sample](#) ]
- Passport copy of: (i) Parent company's director (ii) New China Legal Representative and (iii) New China Supervisor
- China Legal Representative provides: 6 photos (2 inches size), brief resume [ [Sample](#) ]
- Brief introduction of the foreign investor(s) including name, address and telephone number
- Total investment and registered capital
- Registered address, leasing contracts, certificate of real estate bureau, and certificate for leasing
- Letter of Authorization [ [Sample](#) ]
- Only a Trading WFOE need this: The latest annual audit report copy from the parent company which provided by a Certified Public Accountant (CPA) [ [Sample](#) ]

The above document is enough to register a Trading WFOE, Service WFOE & Consulting WFOE. But you will have to prepare following extra documents if you want to register a Manufacturing WFOE in China,

- Purpose and estimated investment
- WFOE's operational structure and number of employees
- Permission for land use, environment evaluation report
- Products, size of production, detailed list of equipment, and business plan
- Environmental protection measures
- Requirement for utilities such as power and water supply

### **Registration Procedures**

Foreign companies are not allowed to directly submit the application documents to the relevant authority. They must retain a PRC entity that is authorized or permitted by relevant authorities to act as a sponsor. The sponsor will submit all the documents to the examination and approval authority on behalf of the foreign enterprise. Procedures to set up the Wholly Foreign Owned Enterprise in Shanghai are as following:

- Name registration with State Administration of Industry and Commerce (SAIC)
- Certificate of Approval by Ministry Of Commerce or Foreign Economical Cooperation Bureau
- Apply for Business License with SAIC
- Chops made by Public Security Bureau (PSB)

- Organization Code License by Technical Supervision Bureau (TSB)
- Tax Certificate by Tax Bureau
- Registration and Approval with State Administration of Foreign Exchange (SAFE)
- Open Foreign Currency and RMB bank account
- Inject Capital from investor's overseas bank account
- Capital Verification Report by Certified Public Accountant (CPA)
- Apply for Permanent Business License with SAIC
- Financial Registration
- Statistics Registration

Obtain Import/Export license (Optional, Only for Trading WFOE, about 1 month)