

Maintenance of Representative Office in China

Once the Representative Office is officially registered, it is required to maintain properly accounting records in accordance with accounting standards in China and report taxes in both monthly and quarterly basis. The details of our services are set out below and our fee schedule is set out in "Form A"

- (1) Update the books in accordance with the Chinese Accounting Standards;
- (2) Prepare monthly financial statements for tax filing purpose;
- (3) File monthly Business Tax Return and Individual Income Tax Return;
- (4) File Corporate Income Tax Return
- (5) Audit of Financial Statements

Detailed Breakdown of Fees

The figures shown in the table below are estimations and actual costs will be discussed after review of the actual operation of the representative office

Form A:

No.	Services	Period	Separate Costs	Package Cost
01	Update the books of accounts	Monthly	1500RMB/Month	22000RMB/Year
02	Business Tax Filing	Quarterly		
03	Individual Income Tax Filing	Monthly		
04	Corporate Income Tax Filing	Quarterly		
05	Audit of Financial Statements	Annually	4800RMB/Year	