

## **Foreign-invested architecture enterprises registration in China**

### **Application requirements(conditions):**

- The minimum registered capital :100 ,000RMB
- have practical registered address

### **Application procedure and documents**

#### **1. pre-approval of name of WFOE**

##### **Examination and Approval Department:**

Administration of Industry and Commerce

##### **Time limit:**

Within 2 working days

##### **Required documents:**

Pre-approval for names of enterprise  
Appointment letter

#### **2. warrant of setting up foreign-invested architecture enterprises**

##### **Examination and Approval Department:**

Business Council

##### **Time limit:**

Within 100 working days

##### **Required documents:**

Application for setting up WFOE  
Project proposal and Feasibility report  
Article of association signed by the legal representative  
Notice for pre-approval name of the enterprise from Administration of Industry and Commerce  
Identification of foreign investor (the qualification certificate and identification shall be notarized by the national notary institution and authorized by the host country's embassy (consulate) Hong Kong, Macao investors should provide the local notary notarized document of identity and eligibility in accordance with the law (Hong Kong by the China Legal Service (HK) Limited stamping transmitting Seal transmitting, issued by the Mainland public security

departments also can be used as MTPs Taiwan investors are natural and without proof of notarization); foreign investors and the host country China has yet to establish diplomatic relations or terminated diplomatic relations, their main qualification should prove identity or the host country after notarized by a notary public that have diplomatic relations with China the third country in the country that (recipients) Museum certification, the aforementioned notarization, and authentication documents should be attested by Chinese embassy in the third country

Appointment book of Chairman, board members, managers, engineering technicians responsible person from investor's director

Credit certification of investor (issued by the bank)

### **3. To process proposed agency code Examination and Approval Department:**

State Bureau of Technical Supervision (The Administration Center of Organization Code)

#### **Time limit:**

2 working days after acceptance

#### **Required documents:**

Approval of article of association

Application of proposed agency code

### **4. Industry and Commerce registration of WFOE**

#### **Examination and Approval Department:**

Administration of Industry and Commerce

#### **Time limit:**

7 working days

#### **Required documents:**

Application form of setting up WFOE

Article of association

Approval by the approving authority and the copy of《Approval letter of foreign-invested enterprise》

Identification of foreign investor (the qualification certificate and identification shall be notarized by the national notary institution and authorized by the host country's embassy (consulate) Hong Kong, Macao investors should provide the local notary notarized document of identity and eligibility in accordance with the law (Hong Kong by the China Legal Service (HK) Limited stamping transmitting Seal transmitting, issued by the Mainland public security departments also can be used as MTPs Taiwan investors are natural and without proof of notarization); foreign investors and the host country China has yet to establish diplomatic

relations or terminated diplomatic relations, their main qualification should prove identity or the host country after notarized by a notary public that have diplomatic relations with China the third country in the country that (recipients) Museum certification, the aforementioned notarization, and authentication documents should be attested by Chinese embassy in the third country

Credit certification of investor (issued by the bank)

Notice for pre-approval name of the enterprise, name list of the pre-approval investor

Letter of Authorization

Corporate secretary (contact) registration form

Letter of Authorization for legal documents service

Besides, the printed name list of the investor, member of the board of director, general manager and supervisor, one copies each.

## **5. To record in Public Security Bureau Examination and Approval Department:**

Municipal Public Security Bureau (the administration center of embarkation and disembarkation )

### **Time limit:**

6 working days

### **Required documents :**

The registration application for record

The identification of legal representative

Business license, approval letter, photocopy of approval

## **6. To engrave of chop of enterprise Examination and Approval Department:**

Engrave of chop organization proposed by police station

### **Time limit:**

2 working days

### **Required document:**

Application form of chop engrave

## **7. Apply code of enterprise Examination and Approval Department:**

State Bureau of Technical Supervision (The Administration Center of Organization Code)

**Time limit:**

3 working days after acceptance

**Required materials:**

Application form  
Returning paper of proposed agency code  
The identification of legal applicant  
Business license, approval letter, photocopy of approval

**8. Tax registration**

**Examination and Approval Department:**

Municipal Local Taxation Bureau

**Time limit:**

5 working days

**Required document:**

Identification of legal representative  
Business license, approval letter, photocopy of approval  
Housing contract  
Registration form of tax

**9. Registration of administration of foreign exchange**

**Examination and Approval Department:**

center of foreign exchange control

**Time limit for handling:**

20 working days after acceptance

**Required materials:**

Written application (stamped by chop)  
Copy of business license provided by the legal representative, non-legal representative enterprise shall provide original and photocopy of business license  
Approval documents for setting up of enterprise issued by the Commerce Department, the original and photocopy of the certificate.  
Effective contract of foreign-invested enterprise (except for wholly-owned foreign enterprise), original article of association and its photocopy.  
Original and photocopy of code of enterprise

## **10. Opening bank account**

Due to the different requirement of the bank, the required documents need to be confirmed.

## **11. Financial registration Examination and Approval Department:**

The financial bureau

### **Time limit for handling:**

2 working days after acceptance

### **Required materials:**

Business license, approval certificate, photocopy of approval  
Financial registration form

## **12. Statistic registration Examination and Approval Department:**

The statistical bureau

### **Time limit for handling:**

2 working days after acceptance

### **Required materials:**

Copy of Business license, approval certificate, photocopy of approval  
Statistic registration form

## **13. Customs procedure to register WFOE Examination and approval department:**

Customs

### **Time limit:**

Within 5 working day

### **Required documents:**

Copy of Business license  
Approval certificate, photocopy of approval

Photocopy of article of association photocopy.  
Photocopy of tax registration  
Photocopy of bank account certificate  
Photocopy of certificate of proposed agency code  
Moulage of chop of enterprise. juridical person and apply to customs  
Registration form for apply customs  
Registration form of management for apply customs

#### **14. Qualification of foreign-invested architecture enterprises Examination and approval department:**

Construction administrative departments

#### **Time limit:**

within 30 working day

#### **Required documents:**

Qualification Application of foreign-invested architecture enterprises  
Approval documents for setting up of enterprise  
Business licence of legal person  
Credit certification of investor (issued by the bank)  
Appointment book of Chairman, board members, managers, engineering technicians responsible person from investor'director  
Documents required by Construction Enterprises talented management