

Foreign-invested conference exhibit corporation registration

Application requirements(conditions):

- The minimum registered capital:100,000RMB
- have practical registered address
- Investors should have experiences and achievement of holding International Exposition, a professional exhibitions or international conferences

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、pre-approval of setting up foreign-invested conference exhibit corporation Examination and Approval Department:

National Tourism Administration

Time limit:

within 30 working days

Required documents:

Application for setting up WFOE
Article of association
Proof of legal qualifications of all the investors.(foreign investors should provide main body qualifications proof or the identification notarized by their domestic notary organ and also the Chinese embassy in those their home countries. Investors from Hong Kong, Macau, Taiwan must also provide documents notarized by their domestic notary organ (documents

from Hong Kong should be stamped and forwarded by the China Legal Service (H.K.) Ltd, Valid Mainland Travel Permits can be personal identification for Taiwan investors and do not need to be notarized.) If countries of which the foreign investors have not established or have already ended foreign relations with China, their main body qualifications proof or the identification should be notarized by their domestic authorities and then by third country's embassy which the country has established foreign relations with China. All the notarized documents have to be notarized by the Chinese embassy located in the third country.)
Credit certification of investor (issued by the bank)
Identification of legal representative
Notice for pre-approval name of the enterprise, name list of the pre-approval investor
Identification of experiences and achievement of holding International Exposition, a professional exhibitions or international conferences

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:

Administraion 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》
Proof of legal qualifications of all the investors.(foreign investors should provide main body qualifications proof or the identification notarized by their domestic notary organ and also the Chinese embassy in those their home countries. Investors from Hong Kong, Macau, Taiwan must also provide documents notarized by their domestic notary organ (documents from Hong Kong should be stamped and forwarded by the China Legal Service (H.K.) Ltd, Valid Mainland Travel Permits can be personal identification for Taiwan investors and do not

need to be notarized.) If countries of which the foreign investors have not established or have already ended foreign relations with China, their main body qualifications proof or the identification should be notarized by their domestic authorities and then by third country's embassy which the country has established foreign relations with China. All the notarized documents have to be notarized by the Chinese embassy located 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 approving the 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