

## **Foreign-invested freight agency corporation registration in China**

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

- The minimum registered capital:1million \$
- have practical registered address
- more than five practitioners have engaged in international freight agency business for more than three years and have the correspond qualification certificate
- have necessary business facilities

### **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 certificate for setting up WFOE Examination and Approval Department:**

Municipal bureau of commerce

#### **Time limit:**

Within 7 working days

#### **Required documents:**

Application for setting up WFOE  
Feasibility report  
Article of association  
List and Appointment letter of member of board of directors  
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 certificate of investor (issued by the bank)  
Notice for pre-approval name

### **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》  
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