

## **Foreign-invested high-tech enterprise registration in China**

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

- The minimum registered capital:100,000RMB
- have practical registered address, and registered address located in high-tech science and technology park
- engaged in research and development. production and technical service of one or more kinds of high and new technology and its products, including electronics and information technology, biological engineering and new medical technology, new materials and application technology, advanced manufacturing technology, aerospace technology, modern agricultural technology, new energy and highly efficient energy-saving technology, environmental protection technology, marine engineering, nuclear technology application.
- technological personnel with junior college qualification is 30% of the total employees , technological personnel which engaged in research and development of high and new technology products should account for over 10% of the total number of enterprise workers
- labor-intensive high-tech enterprises engaged in high-tech product manufacturing or service-oriented, have technological personnel with junior college qualification over 20% of the total enterprise workers
- the outlay used for research and development of high and new technology and products each year should be over 5% of total sales .
- total incomes technical income and the sales income of high-tech products should be over60% of the total revenue of enterprises and over 60% of total input in New high-tech enterprises
- the principal responsible person of enterprises should be the enterprise familiar with research, development, production and management of the enterprise?products and think much of technological innovation.

### **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. Application 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  
Appointment letter of member of board of directors  
Identification of member of board of directors  
List 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)  
Proof of the use of premises (including rental contract, proof of premises)  
Notice for pre-approval name  
Letter of Authorization for legal documents service  
Instrument of commitment  
The copies of the IC and the power of attorney of the personnel

## **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))

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. Recognition of high-tech enterprise  
Examination and Approval Department:**

Science and technology park manage council

**Time limit:**

20 working days after acceptance

**Required materials:**

New technologies and products introduction  
Legal representative registration form  
Brief condition form of technological personnel  
Information of investors  
Business place form

**9. 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

**10. 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

**11. Opening bank account**

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

**12. 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

**13. 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

**14. 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