

## **Foreign-invested manufacturing corporation registration in China**

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

- The minimum registered capital:500,000RMB
- have practical registered address, the premise for business
- shall comply with the national and local statues and the foreign-invested industry policy.
- shall comply with the national economic and social development long-term planning, industrial planning, structure adjustment policies .
- shall comply with the public interest and the relevant provisions of the anti-monopoly
- shall comply with land-use planning, the overall urban planning and environmental protection policy requirements
- shall meet the states requirements of technical, arts and craft standard
- shall comply with the relevant provisions of state capital project management and the external debt management
- did not affect the city?economic and social security
- shall comply with foreign investment projects is a national restricted industries, shall provide inspectional advices of the industry sector

### **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:**

State Development and Reform Commission

#### **Time limit:**

Within 20 working days

### **Required documents:**

Application for project report

Identification of foreign investor (1、opening certificate、Identification of legal representative if the investor is a corporation ,including list of member of investor?shareholders、 list of member of board of directors、 resolution of represent authorized by the board of directors  
2、 copy of ID, if the investor is a person. The qualification certificate and identification shall be notarized by the national notary institution and authorized by the host country's embassy (consulate))

Credit certificate of investor (issued by the bank)

Investment letter of intent

Other documents complied with the national and local statues and the foreign-invested industry policy.

### **3. the environmental assessment for establishment of enterprises Examination and Approval Department:**

State Environmental Protection Administration

#### **Time limit:**

60 working days after acceptance

#### **Required documents:**

The registration form for application of construction projects environmental management Construction Project Environmental Impact registration form or construction project environmental impact reports (written), includes:

The preparation of environmental impact reports (written) are required to provide one written document and one electronic file

Project involves the construction of water and soil conservation, water also must have the Soil and Water Conservation Program the consented by the executive department

Environmental impact reports (written) shall meet demands of "on further standardize the work of the environmental impact assessment notice" (Central Office [2002] No. 88)

Project proposals and one approval document by relevant authorities (In accordance with relevant state regulations do not need to conduct a feasibility study , can be submitted only building project description)

Construction projects needed pre-trial by the industry sector in accordance with the law, shall hold the pre-trial opinion

Enterprise names pre-approved noticesM

Copies of certificates of title

Enterprises location map

Business establishments?floor plan.

State Development and Reform Commission

if the environment may cause significant impact and need to prepare environmental impact report and in accordance with the requirements construction projects which need to seek the views of residents around construction projects, are required to provide the results of verification meetings, hearings or other means to seek relevant units, experts of public opinion, but except confidentiality in accordance with the provisions.

#### **4. 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  
Identification of foreign investor (1、opening certificate、Identification of legal representative if the investor is a corporation, including list of member of investor's shareholders、list of member of board of directors、resolution of representative authorized by the board of directors 2 copy of IC, if the investor is a person. The qualification certificate and identification shall be notarized by the national notary institution and authorized by the host country's embassy (consulate))  
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 ID and the power of attorney of the personnel

#### **5. 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

## **6. Industry and Commerce registration of WFOE Examination and Approval Department:**

Administration of Industry and Commerce

### **Time limit:**

Within 7 working days

### **Required document:**

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.

## **7. 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

## **8. 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

**9. 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

**10. 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

**11. 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

**12. Opening bank account**

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

**13. 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

**14. 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

## **15. Customs procedure to register WFOE Examination and Approval Department:**

Customs

### **Time limit**

Within 5 working days

### **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