

Foreign-invested travel agency registration in China

Application requirements(conditions):

- fixed premise.
- necessary business facilities
- The minimum registered capital:2.5 million
- quality deposit:600,000RMB
- investor is principally engaged in travel agency or tourism enterprises
- investor is the Tourism Industry Association Member of country (region)
- investor has a good international reputation and advanced management experience of travel agencies
- investor comply with Chinese laws and regulations relating to China's tourism
- Chinese investors of foreign-invested travel agencies should be the company established in accordance with the law; without major irregularities or illegal records in past three years; comply with the careful and specific industry requirements regulates by The tourism administration departments of the State Council
- tour operators total yearly amount of the establishment of foreign-controlled travel agencies by overseas investor is more than 40 million US dollars
- tour operators total yearly amount of the establishment of foreign-invested travel agencies by overseas investor is more than 500 million US dollars

Note: tour operators total yearly amount of the establishment of foreign-controlled travel agencies by Hong Kong and Macao service providers in the Mainland is no less than 12 million US dollars

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 travel agency

Examination and Approval Department:

National Tourism Administration

Time limit:

Within 60 working days

Required documents:

Application for setting up travel agency
Feasibility report
Article of association
CV of manager and deputy manager of the travel agency
Credit certificate of investor (issued by the bank)
Identification that foreign investor is the travel agency or tourism enterprise
Identification that tour operator's total yearly amount operated of foreign investor is more than 500, million US dollars
Identification that tour operators total yearly amount of the establishment of foreign-controlled travel agencies by overseas investor is more than 40 million US dollars
Certificate that investor is the Tourism Industry Association Member of country (region)
Investor has a good international reputation and advanced management experience of travel agencies
Proof of the use of premises
Proof of business facilities

**3. 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, list of member of investor's 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)
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

4、 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

5、 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.

6、 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

**7. 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

**8. 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

**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
photo State Development and Reform Commission
Copy 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