

Documents required for the filing of other issues of foreign investment companies

Issues	Document
Pledge of the share right	1、Application form of registration for change(file) of foreign investment companies, 2、The authorization documents from the examine and approve department, 3、Legal resolution or decision *, 4、Legal pledge contract signed by other investors, 5、Duplicate and copy of the business license
Branch company	1、Application form of registration for change(file) of foreign investment companies, 2、Copy of the duplicate of the business license of the branch company, 3、Copy of the duplicate of the business license of the company, 4、other materials*
The liquidation group and the director of the group	1、Application form of registration for change(file) of foreign investment companies signed by the director of the liquidation group of the company, 2、Legal resolution or decision *, 3、Copy of the duplicate of the business license of the company
Amendment of the company's article-of-association which is not required for registration	1、Application form of registration for change(file) of foreign investment companies, 2、The authorization documents from the examine and approve department, 3、Amendment of company article-of-association or revised version signed by the legal representative, 4、Copy of the duplicate of the business license of the company
Delivery of legal documents from foreign shareholders and founders	1、Application form of registration for change(file) of foreign investment companies, 2、Contract of the Legal Documents Delivery* , 3、Copy of the qualification certificate of the authorized person
Liaison of Industrial and commercial registration	1、Application form of registration for change(file) of foreign investment companies, 2、Basic information of the liaison
others	

Note:

1. The application form must be filled out in black or blue-black ink with neat writing;
2. If the documents are not the original ones, copies signed or sealed by the applier are acceptable;
3. If the documents are not written in Chinese, a translated Chinese version sealed by the translation unit should be submitted;
4. Only one application form is needed for multiple application for change(file);
5. Regarding the item 3: according to the Company Law of the People's Republic of China, the law of the People's Republic of China on Chinese-Foreign Equity Joint Ventures, Laws and The copyright and/or other intellectual property rights of China Business Engine including related text, images, charts, sound, animation, and videos, and their arrangement on the China Business Engine website, are protected by copyright and other protective laws.

Regulations of the People’s Republic of China Governing Foreign-Related Matters, Law of The People’s Republic of China on Foreign-Capital Enterprises, and the regulations of the company, the resolution or decision should comply with the application;

6. Regarding “other materials for branch company”: these materials include the copy of the Notice of Approval of Deregistration of the branch company if the branch is to be deregistered and the copy of the Notice of Approval of Registration for Change if the branch is to change its name;
7. The Contract of the Legal Documents Delivery is signed by the foreign investor (the authorizer) and the person that the document is delivered to (the authorized person). The contract should illustrate that the authorized person is authorized to conduct the delivery of the legal document and the exact address and contact number of the authorized person. The authorized person could be a branch set up or a company to be set up by foreign companies (among them, the company become a legal authorized person as soon as the establishment), or other units or individuals in this country. If there is any change of the authorized person, a new contract of the legal document delivery should be signed and file with the registration department of the company. If the address of the authorized person is changed, the new information should be submitted to the registration department for record.
8. The copy of the duplicate of the business license should be stamped by the enterprise seal.

Filing Items for Foreign Investment Companies

Company Name		Registration No.	
Pledge of the share rights	Name of the Pledgor		
	Name of the Pledgee	Type of the Pledgee	
	Term of the pledge	Percentage	
	Examine and Approval Department		
Content of the Amendment			
Members of the liquidation group			
Director of the Liquidation Group		Address	
		Tel.	
Branch Company	Filing of setting up	Name	Registration No.
		Registration department	Registration Date

The copyright and/or other intellectual property rights of China Business Engine including related text, images, charts, sound, animation, and videos, and their arrangement on the China Business Engine website, are protected by copyright and other protective laws.

	Filing of Deregistration	Name		Registration No.	
		Registration department		Registration Date	
	Filing of Change	Name		Registration No.	
		Registration department		Registration Date	
The authorized person of the legal documents delivered by foreign investors	Name	Address	Contact person	Tel.	E-mail address
Liaison of industrial and commercial registration	Name	Address	Contact Person	E-mail address	Department
			Tel.		
	Mobile phone				

The copyright and/or other intellectual property rights of China Business Engine including related text, images, charts, sound, animation, and videos, and their arrangement on the China Business Engine website, are protected by copyright and other protective laws.

China Business Engine

Tel +86 21 52289730
Fax +86 21 5228-9730

Website

China site: www.cbize.com
Globe site: www.cbize.net