

**Documents required for the registration of change business scope of foreign investment companies**

No.	Document	Note
1	Application form of registration for change(file) of foreign investment companies	Original
2	The authorization documents from the examine and approve department(both the approval and the duplicated authorization certificate)	Original
3*	Legal resolution or decision	Original
4	Amendment of company article-of-association or revised version signed by the legal representative	Original
5	The business license(both the original and duplicated), IC card (Electronic business license)	Original
6*	Documents or certifications of earlier approval	
7	Other related documents	

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 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 the item 6: the document of earlier approval or the copy of the certificate of permit or certification of permission is applicable to those foreign investment companies whose business scope covers certain project which have to be approved by relevant department according to the laws, administrative regulations and regulations of the State Council. If the business license, permit or other permission certificates of those projects have been revoked or exceed the limited valid time, those companies should apply for registration of change or deregistration in 30 days after the revocation or the last day of the valid time.

Original Business scope	Changing business scope

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