

Documents required for the registration of change of business location of foreign investment companies

| No. | Document | Remark |
|-----|---|----------|
| 1 | Application form of registration for change(file) of foreign investment companies | Original |
| 2* | Legal resolution or decision | Original |
| 3 | Amendment of company article-of-association or revised version signed by the legal representative | Original |
| 4* | Certificate explicating the usage of domicile of the enterprise | |
| 5 | The business license(both the original and duplicated), IC card (Electronic business license) | Original |
| 6* | 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 2: 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 4: if the company own the house property, the cope of the ownership certificate should be submitted and the original version should be showed for check; if the place is rented, the lease portfolio and the copy of ownership certificate of the house-owner should be submitted (if the copy of the ownership certificate is not available, other legal certificates of usage of the house are acceptable); if the lesser is a hotel, the copy of the business license of the hotel should be submitted.
7. After the change of the business place, the company should apply for a new Certificate of Approval for Establishment of Enterprises with Foreign Investment, and submit the duplicated one to the registration department for record
8. Regarding the item 6: for companies moving out of the region of the registration department, they should apply for registration of change to the original registration department; if they are moving to a region of different approve department from the original place, the approval from the new approve department should be submitted to the original approve department. After getting the move certificate from the original registration department (and approval of the original approve department if the company is moving out to a place of different approve department), the company shall apply for registration of change to the new registration department and get the business license.

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| Original domicile | New domicile |
|-------------------|---|
| | |
| | District、 County_____Street、 Town_____ Road_____ Nong_____ No._____ Room_____ Postcode_____ Tel._____ |



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