

Documents required for the registration of change of investment amount and registered capital 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*	Capital verification by a lawfully established capital verification institution	Original
6*	The newspaper printed the capital reduction announcements and the report on the finish of the clean up of the creditor's debts or the debt guarantee certificate	Original
7	The business license(both the original and duplicated), IC card (Electronic business license)	Original
8*	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 5: this item is for capital increase. On occasions of conversion of corporation's statutory common reserve fund into registered capital, the verification should indicate that the remained statutory common reserve fund is no less than 25% of the registered capital before the capital increase;

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

7. Regarding the item 6: this item is for capital reduction. The company should apply for registration of change in 45 days after the announcement of the capital reduction, and the registered capital after reduction should be no less than the legal amount limit;
8. Regarding the item 8: for those limited liability companies which issue new shares or those listed companies issue new shares for share-holders for the purpose of increasing capital, untitled documents from the Supervision and management organizations of securities of the State Council.

Original investment amount		Original registered capital		Change amount of investment		Change amount of registered capital	
Currency type		Currency type		Currency type		Currency type	
Name of the investor	Registered contribution	Method of contribution	Percentage	Paid-up contribution	Method of contribution	Pay time	Time limit of the pay of the balance

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.