

Documents and Certificates Required for Change the time and form of contribution of Foreign-funded Enterprise

No.	Required documents and certificates	remarks
1	Application for Change of Foreign Company Residential Representative Office signed by chief representative	The original
2	Approval document by authority (approval and the duplicate 2 of certificate)	The original
3	Decision	The original
4	Article of association signed by legal representative	The original
5	Registration certificate, IC card (electro-registration certificate)	
6	Other documents and certificates	

Requirement:

- The Application must be filled out in black or blue-black ink with neat writing;
- All submitted documents required above must be original, unless it is expressly that only copy is required
- Such documents in foreign language should be translated into Chinese and make a chop.
- Submit one of the same materials in the applying for several changing.
- according to the < The Company Law of the People's Republic of China >, < Regulations of the People's Republic of China on Administration of Registration of Companies>, < Law of the People's Republic of China on Foreign-capital Enterprises > and < Law of the People's Republic of China on Chinese-Foreign Contractual Joint Ventures>, the decision which made by article of association shall be in accordance with the content of application or decision.
- The copy of business license should be made by the corporate seal

Name of investor	Original contribution time	New contribution time
Name of investor	Original contribution form	New contribution form

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