

Documents for Change of Registration of Business Location of Branch of Foreign-funded Enterprises

No.	Documents and certificate	Remark
1	Application for change the registration of branch of foreign-funded enterprises	original
2*	Certificate of business site	
3*	Parent company's business license	
4	Branch's business license and its IC card	original
5*	Other relative documents	

Note:

1. The Application must be filled out in black or blue-black ink with neat writing.
2. All submitted documents required above must be original, unless it is expressly that only copy is required. Copy must be made a chop.
3. Such documents in foreign language should be translated into Chinese and make a chop.
4. Submit one of same materials for several change
5. In the Item 5, if the investor owns the site, the property ownership certificate and its copy must be submitted for assessment; if the site is rented, the investor must sign a rent contract with the valid period for one year or above, and submit the contract and the copy of the landlord's property ownership certificate; if the copy of the landlord's property ownership certificate cannot be submitted immediately, other relevant certificates with the effect of ownership identification must be submitted. If the renter engaged in hotel and restaurant, shall submit the copy of business license.
6. The Item 3, the copy of duplicate of business license must be made by chop.
7. The Item 5, the change of registration shall be approved by relevant authority, and submit the approval.

The original business site	New business site
	_____District _____Street、Town____ Road_____Nong_____no._____Room Code_____ Tel_____

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