

## Documents for changing registration of business address for foreign (regional) enterprises in China

No.	Documents and certificate
1	Application for Change the Registration for Foreign (Area) Enterprise's Business Activities in China signed by principal
2*	Approval of approval authority
3*	New address certificate
4	Business license, IC card
5	Other relative documents

Note:

1. The Application Form 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.
3. Such documents in foreign language should be translated into Chinese and make a chop.
4. Submit one of same material for several items.
5. The Item 2, approval is original or valid copy.
6. The Item 3, the foreign (area) enterprises which are engaged in oil exploration, contracting project, contract or [delegation management](#) shall, submit the contract refer to the total expense of production and business.

Original business address	New business address

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