

## Documents for changing the registration of others issue of foreign (regional) enterprises' business activities in China

Item	Documents and certificate
Establish a new branch	1. Application for Change the Registration for Foreign (Area) Enterprise's Business Activities in China signed by principal 2. approval of examination & approval authority 3. the copy of duplicate of business license made by chop 4. other relative document and certificate
Others	

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, only applicable for foreign insurance branch to establish Marketing & Service department.
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.

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