

Foreign (regional) company representative office application form for registration

Shanghai Administration of Industry and Commerce:

In accordance with the relevant stipulations of the <Measures for administration of registration of resident offices of foreign enterprises> and <The implementation of interim provisions of administration of resident representative office of foreign enterprises>, we hereby apply for your approval to our application for business establishment registration. We also undertake that all the documents, certificates and related appendixes submitted by us are true, legal and valid, and that the copies are identical to the originals. We will bear all legal responsibilities for any consequence resulted from submitting false documents and certificates.

Name of the representative office _____

Signature of chief representative _____

Date of application _____

[Printed by Shanghai Administration for Industry & Commerce](#)

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Website

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_____, the agency/official of the enterprise to be established is hereby authorized to handle all matters concerning the registration of the establishment of the enterprise.

Authorizer_____

Remarks: the authorizers as mentioned here must be the chief representative.

Information of Agent

Agency		To stick the copy of Agent License here
Name		
Agent license No.		
Contact Tel.		

Information of declarer of the representative office to be established

Name		To stick the copy of ID card
Department		
Telephone		

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Documents and certificates required for registration of representative office of foreign company

No.	Required documents and certificates
1	Application for Registration of Foreign Company Residential Representative Office signed by chief representative
2	The application signed by board chairman or general manager, including the introduction of enterprise, objective of representative office, the name of representative office, personnel (including chief representative and representative), functionary, business scope, duration and address.
3	Capital credit certificate that take by the financial institution which connect with this organization and legal registration certificate
4	Power of attorney for representative personnel commissioned by this organization
5	Lease contract of working house
6	Approval letter
7	Other documents and certificates

Requirement:

1. The Application must be filled out in black or blue-black ink with neat writing;
2. Such documents which are not required to present in the copy, should submit the originals.
3. Such documents in foreign language should be translated into Chinese and make a chop.
4. Article 2 of the introduction of enterprise, which include the name of foreign enterprises, registered address, telephone, scopes of business, the name of board direct and general manager. Approval should be submitted the originals or copy. The disapproved items should be submitted.
5. Notarization by local Public Security Bureau and authorized legal registration certificate by local Chinese diplomatic or consular mission.

HK enterprise should submit legal registration certificate and authorization of RO. The enclosed confirmed certificate, which is issued by HK's notary, should be submitted, after checked, signed, and transferred by China Legal Service (H.K.) Ltd.

Article of association, name list of board and 3-year statement is considered as the credit status of foreign finance, insurance and security agency.

6. Chief representative need to submit labor contract which issued by appointed foreign affairs service unit, who are China citizens with no right of abode in foreign country.
7. Certificate of the usage of office address and certificate of foreign office place. Representative office need rent foreign office building. Business property should submit the copy of the property certificate. Rental building should submit the original of lease agreement which is least for one year, while submit the original certificate of record of property leasing which issued by property management. If can't provide hereinbefore the copy of property certificate, should submit other copies of property license which could prove the property's owner.

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8. Approval applicable to business which is non-canceled approved (such as finance, insurance, shipping, shipping Commission agent, air transportation business), appliers should submit approval or certificate to SAIC for registration.

Registration Form for the Application of representative office of foreign company

Name of the RO		Tel.	
Address			
	_____Street _____Road ____Room	Code	
Duration and expiry of registration certificate			
The thief representative		nationality	
Representative			
Administration of approval			
Date of approval		Approval No.	
Scopes of business			
Situation of the representative office			
Name			
Nationality and address			
Name of the board chairman			
Tel.		Code	Email
Scopes of business			

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Personnel of Representative Office of Foreign company Registration Form

Name of RO				Photos (2 pieces)
Name		Post		
Date of birth		Gender		
Nationality		Arrived time		
Passport or ID card No.				
Date of issue		Period of validity		
Address in China				
Contact Tel.				
To stick the copy of ID card				
				
The thief representative signature				

Notice: the copy available

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Items Verified by Registration Authority

Name of RO		Tel.	
Address of RO		Code	
Duration and expiry of registration certificate			
The chief representative		Nationality	
representative			
Administration of approval			
Date of approval		Approval No.	
Scopes of business			
Situation of the representative office			
Name			
Nationality and address			
Name of the board chairman			
Tel.		Code	
Scopes of business			
Name			
Nationality and address			
Name of the board chairman			
Tel.		Code	
Scopes of business			

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Examination opinions

Examination opinions



Seal of Examiner(Signature):

Date

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License collection

Remarks: the license collector as mentioned here must be the thief representative.

Registration No.		Date of Approval	
License No.			
Amount of Fees		Receipt No.	
Collector License	Signature		
	Date		
	ID Certificate.		
	ID Certificate No		
Issuer	Signature		
	Date		
Remarks			

Filling Information

Handed over by	
Taken over by	
Hand-over Date	
Remarks	

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