

Foreign (regional) company representative office application form for change of 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 _____, _____, _____, _____, _____, _____, change of 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 _____

Registration certificate No. _____

Signature of chief representative _____

Seal of representative office

Date

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

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Website
China site: www.cbize.com
Globe site: www.cbize.net

_____, the agency/official of the enterprise is hereby authorized to handle all matters concerning the cancellation of the representative office.

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

Name		To stick the copy of ID card
Department		
Telephone		

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Examination opinions

Examination opinions



Seal of Examiner(Signature):

Date

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Notice of Cancellation collection

Remarks: the authorizers as mentioned here must be the thief representative or authorizer

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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Documents and Certificates Required for Change the name of Representative Office of Foreign Company

No.	Required documents and certificates
1	Application for Change of Foreign Company Residential Representative Office signed by chief representative
2	A written application signed by the chairman of directors or the general manager of the enterprise
3	Approval document
4	Document for change of name of foreign company
5	Representative license
6	Registration certificate, IC card (electro-registration certificate)
7	Other documents and certificates

Requirement:

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
3. Such documents in foreign language should be translated into Chinese and make a chop.
4. Submit one of the same materials in the applying for several changing.
5. Approval should be submitted the originals or valid copy. The cancellation of approved items should be submitted.
6. Please provide original standby certificate of incorporation of the foreign company. If not, please provide copies notarized by Public Notary Office, China Embassy & Consulate abroad or solicitors.

The certificate of Incorporation and Authorization Letter which nominates the representatives provided by Hong Kong companies can either be originals or duplicated documents notarized by a China Entrusted Notary in Hong Kong and forwarded by China Legal Services(HK) Limited.

Original name	New name
Original representative office	New representative office

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**Documents and Certificates Required for
Change the address of Representative Office of Foreign Company**

No.	Required documents and certificates
1	Application for Change of Foreign Company Residential Representative Office signed by chief representative
2	Approval document
3	Contract of house leasing (lease for more than one year),and real estate certificate
4	Representative license
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.
- Approval should be submitted the originals or valid copy. The cancellation of approved items should be submitted.
- 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.

Original address	New address
	_____ Division, _____ street, _____ road, _____ long, _____ No, _____ Room Code _____ Tel. _____

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Documents and Certificates Required for Change the chief representative of Representative Office

No.	Required documents and certificates
1	Application for Change of Foreign Company Residential Representative Office signed by chief representative
2	Approval document
3	A written application signed by the chairman of directors or the general manager of the enterprise
4	The appointment documents of new legal representative, and the deposition documents on former legal representative
5	Information of personnel of representative office of foreign company
6	The copy of registration certificate
7	Other documents and certificates

Requirement:

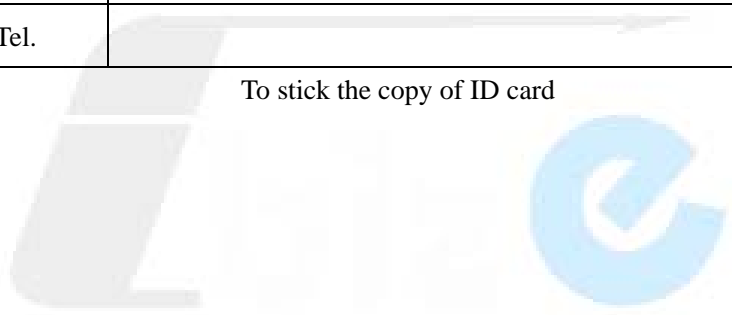
1. The Application must be filled out in black or blue-black ink with neat writing;
2. All submitted documents required above must be original, unless it is expressly that only copy is required
3. Such documents in foreign language should be translated into Chinese and make a chop.
4. Submit one of the same materials in the applying for several changing.
5. Approval should be submitted the originals or valid copy. The cancellation of approved items should be submitted.
6. Chinese as a chief representative who hasn't long-term resident permit, should submit the labor contract, which is issued by appointed foreign affairs service unit.

	Post	Name
Add		
Cancellation		

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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.				
<p>To stick the copy of ID card</p>  <p style="text-align: center; margin-top: 100px;">The thief representative signature</p>				

Notice: available to copy

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Documents and Certificates Required for Change the Business Scope of Representative Office

No.	Required documents and certificates
1	Application for Change of Foreign Company Residential Representative Office signed by chief representative
2	Approval document
3	A written application signed by the chairman of directors or the general manager of the enterprise
4	Registration certificate, IC card (electro-registration)
5	Other documents and certificates

Requirement:

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
3. Such documents in foreign language should be translated into Chinese and make a chop.
4. Submit one of the same materials in the applying for several changing.
5. Approval should be submitted the originals or valid copy. The cancellation of approved items should be submitted.
6. Chinese as a chief representative who hasn't long-term resident permit, should submit the labor contract, which is issued by appointed foreign affairs service unit.

Original business scope	New business scope

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Documents and Certificates Required for Change the Business Period of Representative Office

No.	Required documents and certificates
1	Application for Change of Foreign Company Residential Representative Office signed by chief representative
2	Approval document
3	A written application signed by the chairman of directors or the general manager of the enterprise
4	Business report issued by chief representative
5	Representative certificate
6	Registration certificate, IC card (electro-registration)
7	Other document and certificate

Requirement:

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
3. Such documents in foreign language should be translated into Chinese and make a chop.
4. Submit one of the same materials in the applying for several changing.
5. Approval should be submitted the originals or valid copy. The cancellation of approved items should be submitted.

Original residence term & expiration of registration office	New residence term & expiration of registration office

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